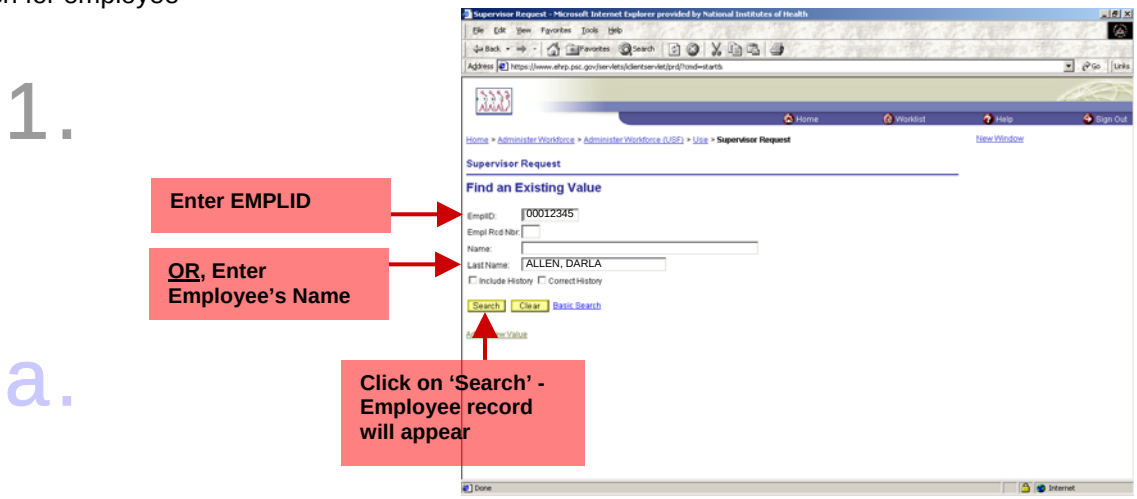
NOT-TO-EXCEED ACTIONS

Administrative / Management Office:
Initiating Not-to-Exceed Action PAR

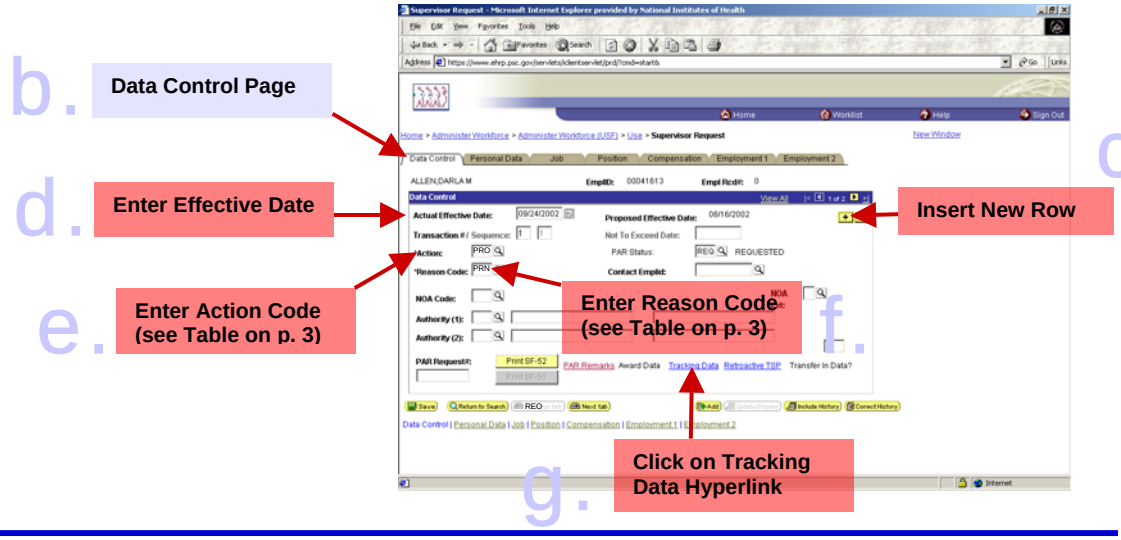
1. **Go to Home > Administer Workforce > Administer Workforce (USF) > Use > Supervisor Request***
   **Note: The path for this PAR action directs you to 'Supervisor Request.' The term 'Supervisor Request' means 'Initiator' (e.g., Secretary, Administrative Assistant, Administrative Officer, etc.) at the NIH.*

   a. Search for employee



   b. Make sure you are on the 'Data Control' page
   c. Insert a new row by clicking on the *plus (+)* sign
   d. Enter the Actual Effective Date
   e. Enter Action Code = See *Action / Reason Code Table (on page 3)* *
   f. Enter Reason Code = See *Action / Reason Code Table (on page 3)* *
   g. Go to the Tracking Data Hyperlink (at the bottom of the page)

   **Helpful Hint: Using the magnifying glass to look up codes will minimize the chance of error*



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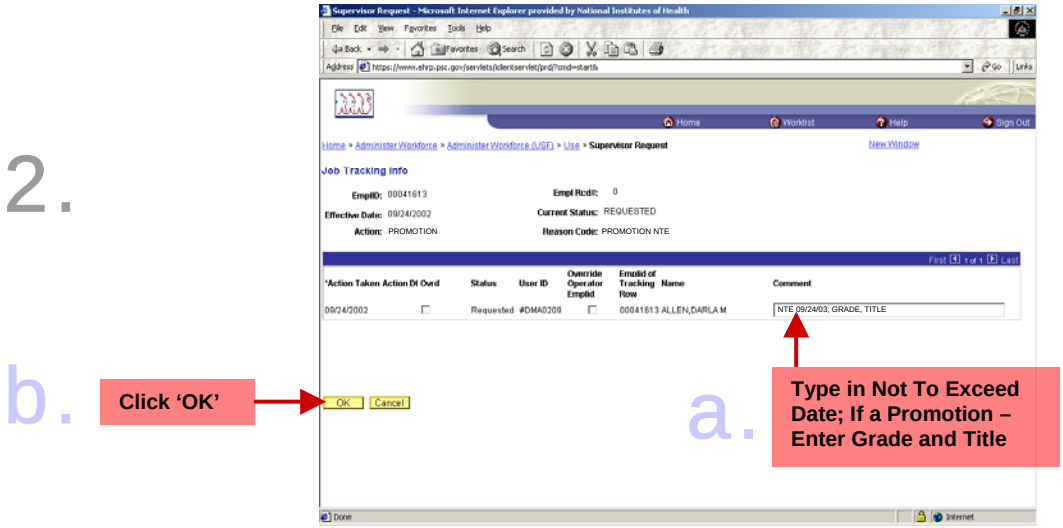
2. On Tracking Data Page

a. Enter the Not To Exceed Date in the Comment field*; if it is a Promotion NTE action, enter the GRADE and TITLE in the Comment field

** Note: If the information you need to capture will not fit in the Comment field on the Tracking Data page, type "See PAR Remarks" in the Comment field and click 'OK' (you will be returned to the data control page). Click on the PAR Remarks hyperlink (at the bottom of the data control page) to enter appropriate remarks; use the 'ZZZ' PAR Remark Code to enter this information.*

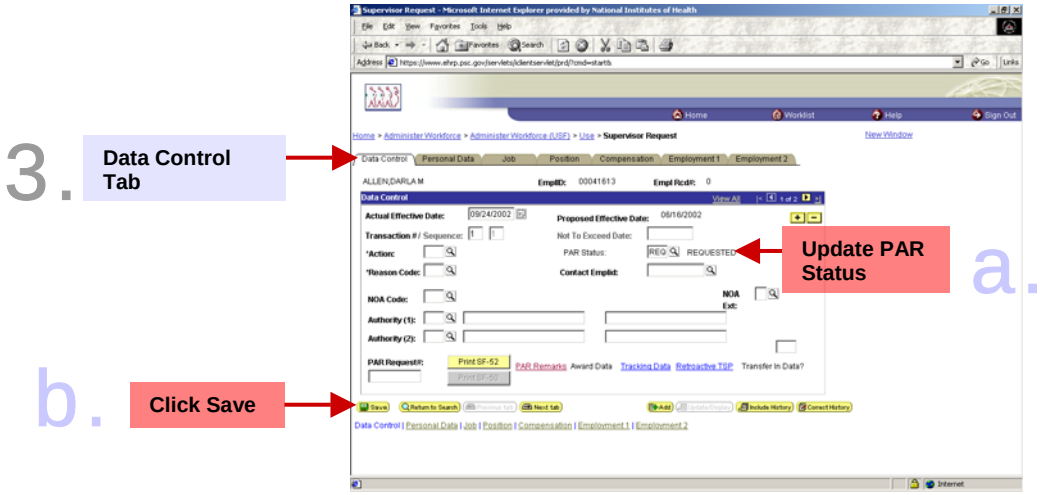
b. Click 'OK'



3. Return to Data Control tab

a. Update the PAR Status
b. Click 'SAVE'

This will take you to the 'Route To' page



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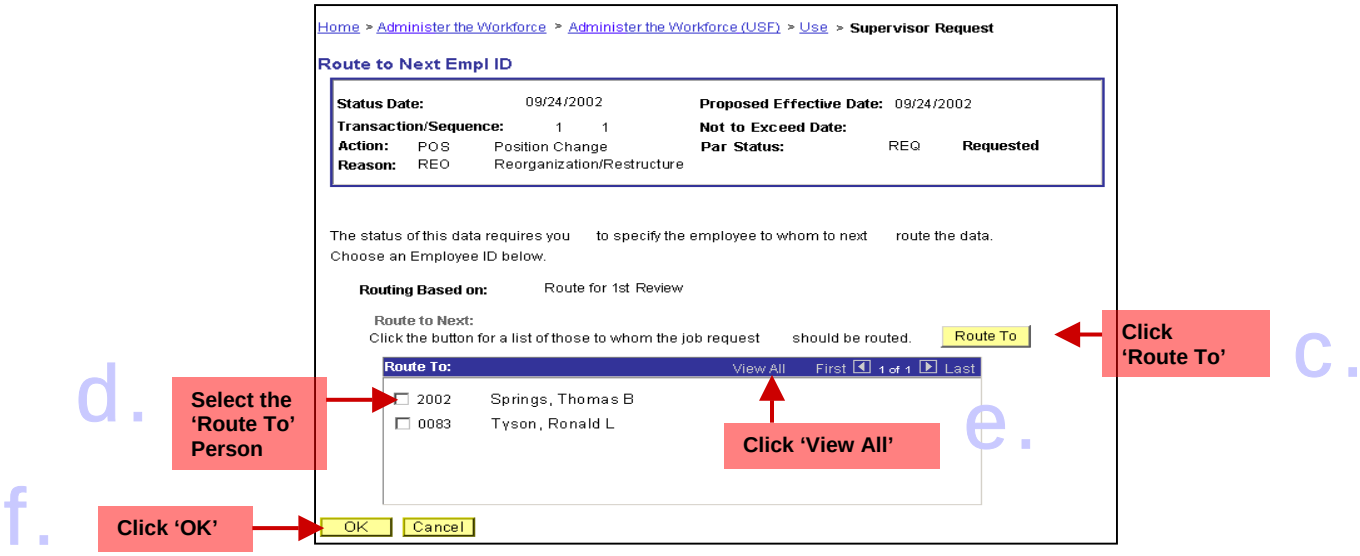
c. Click on 'Route To' button
d. Select the 'Route To' person
e. If all the names are not there, Click 'View All' to see additional names
f. Click 'OK'



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Action / Reason Code Table for Not To Exceed Actions

Action Code	Action Description	Reason Code	Reason Description
EXT	Extension of NTE Date	**PRN**	Promotion NTE
		LWN	Extension of LWOP NTE
		DTN	Extension of Detail NTE
		TAN	Term Appointment NTE
		APN	Appointment NTE
		SAN	SES Appointment NTE
		PCN	Extension of Position Change NTE
		FLN	Extension of Furlough
LOA	Leave Without Absence	**EDU**	Education
		FML	Family and Medical Leave Act
		HEA	Health Reasons
		MAT	Maternity/Paternity
		MIL	Military Service
		PTD	Partial/Total Disability
		USH	Unpaid Statutory Holiday
		LOA	Leave Without Pay
SUS	Suspension	**SUS**	Suspension
		RTD	Return to Duty
PRO	Promotion	**PRN**	Promotion NTE
XFR	Reassignment/Conversion	**CVR**	Conversion