

NOA 781 – CHANGE IN WORK SCHEDULE

STEP	ACTION
1	Create the RPA from the Navigation List – Click on Request for Personnel Action → Change Actions → Change in Work Schedule or open the existing 781 RPA from the Civilian Inbox.
2	Complete the REQUESTING INFO Tab of the RPA: <ul style="list-style-type: none"> • Effective Date • SSN (with dashes) • NOA = 780 (system generated) • Authority Code (use LOV or type it in)
3	Complete the EMPLOYEE AND POSITION DATA Tab of the RPA: <ul style="list-style-type: none"> • Block 32 Work Schedule • Block 33 Part-Time Hours Per Biweekly Pay Period
4	Complete the REMARKS AND ADDRESS Tab <ul style="list-style-type: none"> • Part F – Remarks for SF-50 – enter appropriate remarks.
5	Click on <Save> icon to save
6	Click on the EXTRA INFORMATION button and complete the following DDFS. Click <OK> and <Save> after completing each window. <p><u>US FED AGENCY DATA</u></p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p> <p><u>WEEKLY HOURS</u></p> <p>Weekly Hours = System generated from part-time hours.</p> <p><u>US FED CHANGE SCHEDULE AND HOURS</u></p> <p>Part-Time Indicator = input if the part-time indicator changes Date WGI Due = if applicable</p> <p><u>CHANGE WORK SCHEDULE</u></p> <p>Type of Employment</p>
7	Close <Extra Information> window to return to the RPA.
8	Click on the <Save> icon to route the RPA or Update HR.