

## NOA 782 – CHANGE IN HOURS

STEP	ACTION
1	Create the RPA from the Navigation List – Click on <b>Request for Personnel Action</b> → <b>Change Actions</b> → <b>Change in Hours</b> or open the existing 782 RPA from the Workflow Inbox.
2	Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• SSN (with dashes)</li> <li>• NOA = 782 (system generated)</li> <li>• Authority Code (use LOV or type it in)</li> </ul>
3	Complete the <b>EMPLOYEE AND POSITION DATA</b> Tab of the RPA: <ul style="list-style-type: none"> <li>• Block 33 Part-Time Hours Per Biweekly Pay Period</li> </ul>
4	Complete the <b>REMARKS AND ADDRESS</b> Tab <ul style="list-style-type: none"> <li>• Part F – Remarks for SF-50 – enter appropriate remarks.</li> </ul>
5	Click on <b>&lt;Save&gt;</b> icon to save
6	Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFS. Click <OK> and <Save> after completing each window. <p><b><u>US FED AGENCY DATA</u></b></p> <p>Open the DDF to verify that blocks 41-44 have auto-populated, if not enter the correct data and save.</p> <p><b><u>WEEKLY HOURS</u></b></p> <p>Weekly Hours = System generated from part-time hours.</p> <p><b><u>US FED CHANGE SCHEDULE AND HOURS</u></b></p> <p>Part-Time Indicator = input if the part-time indicator changes</p>
7	Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.
8	Click on the <b>&lt;Save&gt;</b> icon to route the RPA or Update HR.