UPDATING THE APPOINTING OFFICER DATA IN EHRP

***Note:** The person who updates this data must have correction power.*

Information in Block 50 of SF-50*:*

1. **Follow the path:**
   Go to: Home > Define Business Rules > Manage Human Resources (USF) > Setup > Personnel Office ID Table
2. **The correct history check box will be checked.**
3. **In the 'Search By' box, Personnel Office ID is defaulted. Type "1816" in the Personnel Office ID search box.**
4. **Click Search.**
5. **Click the *Plus* (+) sign.**
6. **Update the necessary fields.**
7. **Go to the next tab "PAR Approving Officials Table" and click the Plus (+) sign in the area of "Personnel Office".**
8. **Enter the EMPLID of the individual.**
9. **The name will default in the normal PS format (last name, first name, mi).**
10. **Reverse the format of the name by changing it in the name field (first name, mi, last name).**