From: Heckman, Dana (NIH/NCI) [E]
To: NCI DCTD Travel Planners;
Subject: FW: End-dating profiles in GovTrip--Information from EAMC March 10 Meeting
Date: Thursday, March 25, 2010 3:34:39 PM

From: Carney, Deborah (NIH/NCI) [E]
Sent: Thursday, March 25, 2010 3:29 PM
To: Bishop, Jamie (NIH/NCI) [E]; Brooks, Pamela O. (NIH/NCI) [E]; Canty-Collins, Roberta (NIH/NCI) [E]; Condon, Aaron (NIH/NCI) [E]; Corey, Christopher (NIH/NCI) [E]; Culley, Nicole (NIH/NCI) [E]; Curington, Christina (NIH/NCI) [E]; Daley, Leonie (NIH/NCI) [E]; Davis, Brett (NIH/NCI) [E]; Dixon, Debra (NCI OM ARC); Guyton, Vanessa (NCI OM ARC); Haller, Denise (NIH/NCI) [E]; Holden, Nina (NIH/NCI) [E]; Hunter, Sabrina (NIH/NCI) [E]; Knight, Karen (NIH/NCI) [E]; Lowery, Amber (NIH/NCI) [E]; Muhammad, Maryam (NIH/NCI) [E]; Peigh, Alan (NIH/NCI) [E]; Perkins, Josephine (NIH/NCI) [E]; Richardson, David (NIH/NCI) [E]; Robinson, Carrie (NIH/NCI) [E]; Smith, Pritee (NIH/NCI) [E]; Stewart, Nichole (NIH/NCI) [E]; Wilcox, Jessica (NIH/NCI) [E]; Williams, Rashida (NIH/NCI) [E]
Cc: NCI ARC Managers; NCI ARC Deputy Managers
Subject: End-dating profiles in GovTrip--Information from EAMC March 10 Meeting

NCI HPOCs: please disseminate this information to your planners and approvers.

Below is information regarding the process of end-dating traveler profiles in GovTrip:

- End-dating traveler profiles in GovTrip occurs when the employee's record in CapitalHR, NED or FPS is end-dated.
- When employee records are end-dated, they are no longer visible in GovTrip to the end-user. End-dating a record *before* a Final Voucher is paid will result in no reimbursement to the traveler.

1. When an employee leaves NIH then returns as a non-affiliate, the employee's NED record must be end-dated before the non-affiliate record can be approved.
   NOTE: Only OFM can end-date a record in this circumstance. Contact Cynthia Fortis or Ratna Bhadra in OFM for help.

2. When a non-affiliate converts to employee status, the non-affiliate record must be end-dated so two profiles are not created in GovTrip for a single traveler.

If you have any questions, contact me at 301-496-2678.

Deb

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