

## ***Prevent Inadvertent NED Record Auto-deregistration***

*From NED News, October/November 2011, Volume II*

The NED support team receives many questions regarding how to prevent a NED record from being auto-deregistered. A NED record can be auto-deregistered by the not to exceed (NTE) date or a change in an external "authoritative source." There are three authoritative sources to NED: 1) HRDB (NIH FTEs and Commissioned Corps Officers), 2) FPS2 (NIH Fellows), and 3) fsaAtlas (foreign visiting scientists). NED records become "linked" to authoritative sources via an automated NED process. NED may link a record to more than one authoritative source, for example HRDB and fsaAtlas or FPS2 and fsaAtlas.

A NED record can be auto-deregistered based on an NTE date, but **only if the record is not linked to an authoritative source**. The auto-deregistration occurs at 6:00 AM EST on the morning after the NTE date. The NTE date is not a required field. If you are not sure when a person will be leaving NIH, leave it blank. Make sure records contain the correct NTE date to avoid inadvertent auto-deregistrations. You can view NTE dates for your IC's personnel in Legacy NED reports, Reports, List NTE dates.

An auto-deregistration can also occur when an authoritative source notifies NED that people have separated from NIH.

Let's start with NIH FTEs whose NED records are linked to HRDB records. NED applies HRDB updates to the database every two weeks on the Thursday or Friday following the end of the pay period. NED auto-deregisters NIH FTE records for people no longer employed as an NIH FTE. An **HRDB auto-deregistration only happens to NED records classified as NIH FTE**. If the person will continue to work at the NIH in another position, you must change the person's classification via a NED Update. The timing of the update is important—it must occur after the start of their last pay period as an NIH FTE and before the Thursday following their last pay period. If you change the classification before their last pay period, NED will change the person back to an FTE.

NED Fellow records link to FPS2 records. NED applies FPS2 updates to the database Tuesday thru Saturday mornings at 5:30 AM EST. NED auto-deregisters Fellow records when Fellow awards have expired in FPS2. An **FPS2 auto-deregistration only happens to NED records classified as Fellow**. If the person will continue to work at the NIH in a position other than Fellow, you must change the classification via a NED Update. The reclassification must occur before the expiration of a Fellow award and after the first business day of the month. If you change the classification before the first business day of the month, NED will change the classification back to a Fellow. Fellow awards in FPS2 must be renewed prior to expiration of the Fellow's current award to avoid inadvertent NED auto-deregistration.

fsaAtlas is operated by the NIH Division of International Services. NED applies fsaAtlas updates to the database on a near real-time basis (about every five minutes), Monday thru Friday, from 7:00 AM to 5:00 PM EST. NED auto-deregisters records classified as Guest Researcher or Volunteer when fsaAtlas notifies NED that a person has completed their work authorization at NIH. Unlike HRDB and FPS2, NED does not allow you to change the classification of records linked to fsaAtlas.

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