

# Frequently Asked Questions About: Not to Exceed (NTE) Date

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## What is an NTE date?

The NTE (not to exceed) date is an expiration date on the NED record itself.

## Where does the NED NTE date come from?

For FTE term appointments, the NTE date comes from HRDB. For Fellows, the NTE date comes to NED from FPS2. For foreign nationals sponsored by NIH and managed by the ORS Division of International Services (DIS), the NTE date comes from a DIS system called fsaAtlas. For records not linked to one of these authoritative sources, you can enter (and update) the NTE date directly in NED.

## What's the relationship between the NTE date and the ID badge expiration date?

Currently, the NTE date and the ID badge expiration date are completely separate and unrelated fields. They can be completely different, or they can be the same, but **only if you make them the same**. A record **could** have an NTE date that expires tomorrow and a badge expiration date four years in the future. There is absolutely no requirement that they match. It is entirely up to you.

## What happens when the NTE date passes?

It depends. For records linked to an authoritative source (e.g., FTE records linked to HRDB, Fellow records linked to FPS2, foreign national records of linked to fsaAtlas), NED does nothing based on the NTE date. Rather, NED relies on the authoritative source to do whatever its business rules say to do. If the authoritative source drops the person, NED will deactivate the corresponding NED record. If not, NED won't do anything. For records that are **not** linked to an authoritative source (e.g., Contractors), NED will deactivate the record the day after the NTE date passes.

**The bottom line is that you should expect that if the NTE date passes the NED record will probably be deactivated (either by NED or because it dropped out of an authoritative source).** As you know, deactivating a NED record revokes the ID badge, disables the Active Directory account and mailbox, etc.,

so it's a serious matter. The only way to recover from a deactivation is to reactivate the record. This is a lot of work that you probably don't want to do if you don't have to. **It is highly recommended that you avoid allowing NED records to auto-deactivate except in the case of individuals who are separating from NIH and will no longer require access to NIH facilities or computer systems.** For FTEs with term appointments, this means updating Capital HR before the term expires. For Fellows, this means updating FPS2 before the NTE date passes. For Contractors, this means either updating or removing the NTE date in NED before it arrives.

#### How do I update an NTE date?

- For FTE term appointments:
  - The NTE date cannot be updated in NED.
  - It comes to NED from Capital HR by way of HRDB.
  - You must update the date in Capital HR.
- For Fellows:
  - The NTE date cannot be updated in NED.
  - It comes to NED from FPS2.
  - You must update the date in FPS2.
- For Foreign Nationals sponsored by NIH and processed by the Division of International Services (DIS):
  - The NTE date cannot be updated in NED.
  - It comes to NED from fsaATLAS (the system used by the DIS).
  - You must contact DIS to get the date updated.
- For NED records not linked to an authoritative source (e.g., Contractors, Tenants):
  - The NTE date **\*can\*** be updated or cleared in NED.
  - Login to NED (<https://ned.nih.gov/ned>).
  - Click on **Update** in the NED menu.
  - Find the record you want to update.
  - Click on the **Edit** button in the **Work Information** section.
  - Change or delete the NTE Date.
  - Click on the **Save Changes** button to return to the Update – Overall Summary screen.
  - Scroll down and click on the **Update Record** button.

#### Does NED do anything to help AOs and ATs keep track of and manage NTE dates?

Yes. NED provides two features to help you manage NTE dates and the risks associated with inadvertent deactivations.

1. An email notification sent to the individual with BCC to an IC distribution list.
2. A report that lists all NTE dates in your IC.

Note that these features can help you manage NTE date ***even if the NTE date comes to NED from another system.***

### **What is the NED NTE Date Notification?**

The NED NTE Date Notification is an email sent by NED. The subject of the email looks like this:

```
NTE Date Expiration Notification--<name>, <NIH ID>, <SAC>, <NTE date>
```

where <name> is the individual's full name, <NIH ID> is the individual's NIH ID number, <SAC> is the individual's SAC, and <NTE date> is the individual's NTE date. For example:

```
NTE Date Expiration Notification—John Doe, 001-0051-185, HNU19, 10/31/2009
```

For more information about the NED NTE Date Notification email, see [Email Announcing NED NTE Date Notifications](#) to read the original August 2007 email that introduced the NTE Date Notification feature.

### **When does NED send the NTE Date Notification email?**

NED sends the email notification about an upcoming NTE date **two months before the NTE date for US citizens** and **four months before the NTE date for foreign nationals**. NED only sends one notification per person. There are no reminders.

### **Who is the NED NTE Date Notification sent to?**

The message is sent to the individual's email address in NED. A BCC is sent to a distribution list in the IC that owns the NED record. The distribution list is called <IC> NED ADMIN Notifications, where <IC> is varies by IC.

### **Who manages the distribution list that gets BCC'd on NED NTE Date Notifications?**

Each IC is responsible for the management of its distribution list. Your IC's IT staff can add and remove names from the list. You should contact them if you need to make changes to the distribution list.

If your IC already has a distribution list for all your AOs, it might be a good idea to simply add this existing distribution list to your IC's NED ADMIN Notifications list. Then, you wouldn't have to worry about maintaining two distribution lists. As long as you keep your existing IC AO distribution list updated, everyone on it would also get the NTE Date Notifications.

### **Will I only get NED NTE Date Notifications for people in my SAC coverage, or for everyone in my IC?**

All NTE Date Notifications for your IC go to everyone on your IC's <IC> NED ADMIN Notifications distribution list. In other words, if you're on this distribution list you will receive NED NTE Date Notifications **for everyone in your IC who has an NTE date in their NED record**, not just for the people in your SAC coverage.

Since you probably just groaned, you should know that we have written instructions that tell you how to create an Outlook rule to automatically delete all NTE Date Notifications for people assigned to SACs you don't cover. In other words, if you create this rule you will only see the NTE Date Notifications for people you want to see.

### **How can I filter the NED NTE Date Notifications so I only see messages for the records in SAC codes I care about?**

You can create an Outlook rule that will automatically delete all NED NTE Date Notifications you don't care about. The instructions to create such a rule are available here: [Outlook Rule to Filter NED NTE Date Notifications](#) (PDF). If you have any questions about this rule, please contact the [NIH Help Desk](#).

### **How do I run the List NTE Dates report?**

The report can only be run by AOs and ATs with access to NED.

1. Login to NED (<https://ned.nih.gov/ned>).
2. Click on **Legacy NED** in the NED menu.
3. Place your mouse pointer over **Reports**.
4. Click on **List NTE Dates** in the popup menu.

#### Tips:

- Click on an underlined column heading to sort the list by that column.
- Click on the **Export to Excel** link to create an Excel spreadsheet version of the report.
- The Source column in the List NTE Dates report shows the system that provided the date to NED and indicates where the date needs to be updated. NEDWeb indicates that the NTE date can be updated directly in NED.