










Changing a Temporary Employee's Health Benefits

1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the HR Processing link. 
5.	Click in the field in which you want to search. Click in the Name field. 
6.	Enter the desired information into the Name field. Enter a valid value, e.g. " Winter ".
7.	Click the Search button. 
8.	Click the desired entry. Click WINTER,FRED . 
9.	Click the Job tab. 
10.	Click the Benefits/FEHB Data link. 
11.	End of Procedure.