




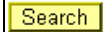






Cancellation

1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the Cancellation link. 
5.	Select the variable by which you would like to search. Click in the Last Name field. 
6.	Enter the appropriate variable in the field. Enter the desired information into the Last Name field. Enter a valid value, e.g. " AUSTIN ".
7.	Click the Search button. 
8.	Select the appropriate employee.
9.	If necessary, use the Show Next Row button to locate the action to be cancelled. Double-click in the PAR Status field. 
10.	Enter the desired information into the PAR Status field. Enter a valid value, e.g. " CAN ".
11.	To enter PAR Remarks, click the hyperlink of the same name. Click the PAR Remarks link. 
12.	Enter the applicable Remark CD (Code) and tab out of the field to see the text of the remark. Click the Ok button. 
13.	Click the Save button. 
14.	Once the action has been cancelled, the PAR Status for this row will display "CAN." End of Procedure.