

Manuel Leave Category Changes

1.	Click the Compensate Employees link. 
2.	Click the Administer Base Benefits link. 
3.	Click the Use link. 
4.	Click the Leave Plans link. 
5.	Search for the desired employee. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "WINTER" .
7.	Click the Search button. 
8.	Select the desired employee. 
9.	Click the Add a new row at row 1 button. 
10.	Click the Choose a date button. 
11.	Click the desired date. 
12.	Click the Choose a date button. 
13.	Click the desired date. 
14.	Click in the Benefit Plan field. 
15.	Enter the desired information into the Benefit Plan field. Enter a valid value, e.g. "SL4" .
16.	Click the Save button. 
17.	The informatoin is saved. End of Procedure.