




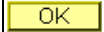



FEGLI Change

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.	Enter the appropriate variable in the field. (for example, Last Name) Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "KINGSLEY" .
7.	Click the Search button. 
8.	Select the appropriate employee's record. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the Add a new row at row 1 button. 
10.	Click in the Actual Effective Date field. 
11.	In the Actual Effective Date field, enter the effective date of the FEGLI change. Enter the desired information into the Actual Effective Date field. Enter a valid value, e.g. "12/16/2003" .
12.	Click in the *Action field. 
13.	In the Action field, enter "FSC" (Family Benefits Change). Enter the desired information into the *Action field. Enter a valid value, e.g. "FSC" .
14.	Click in the *Reason Code field. 
15.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. "FBC" .
16.	Click in the NOA Code field. 
17.	In the NOA Code field, enter "881." Enter the desired information into the NOA Code field. Enter a valid value, e.g. "881" .

18.	Click in the NOA Ext field. 
19.	Enter the desired information into the NOA Ext field. Enter a valid value, e.g. " 0 ".
20.	Click in the Authority (1) field. 
21.	Enter the appropriate legal authority in the Authority (1) field. Enter the desired information into the Authority (1) field. Enter a valid value, e.g. " DPM ".
22.	If applicable, enter Authority (2) .
23.	Click the Job tab. 
24.	Click the FEGLI/Retirement/FICA link. FEGLI/Retirement/FICA
25.	Modify the FEGLI Code field, by selecting the appropriate FEGLI plan coverage. Click the Lookup FEGLI Code button. 
26.	Click the Lookup button. 
27.	Select the desired FEGLI code.
28.	Click the Ok button. 
29.	Change the PAR Status according to your role. Click the Save button. 
30.	The FEGLI change is saved. End of Procedure.