

## Leave Without Pay NTE

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Administer Workforce (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>HR Processing</b> link. 
5.	Enter the appropriate variable in the field. (i.e. <b>Last Name</b> ) Click in the <b>Last Name</b> field. 
6.	Enter the desired information into the <b>Last Name</b> field. Enter a valid value, e.g. " <b>WINTER</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the appropriate employee. 
9.	NOTE: The Data Control page will be populated with the most recent personnel action performed for the selected employee. Click the <b>Add a new row at row 1</b> button. 
10.	Click in the <b>Actual Effective Date</b> field. 
11.	Enter the effective date of the Leave without Pay (LWOP) in the <b>Actual Effective Date</b> field. Enter the desired information into the <b>Actual Effective Date</b> field. Enter a valid value, e.g. " <b>12/15/2003</b> ".
12.	Click in the <b>*Action</b> field. 
13.	Enter LOA (Leave without Pay) in the <b>Action</b> field. Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>LOA</b> ".
14.	Click in the <b>*Reason Code</b> field. 
15.	Enter the desired information into the <b>*Reason Code</b> field. Enter a valid value, e.g. " <b>LOA</b> ".
16.	Enter the <b>NOA Code</b> of "460" (LWOP NTE). Click in the <b>NOA Code</b> field. 

17.	Enter the desired information into the <b>NOA Code</b> field. Enter a valid value, e.g. " <b>460</b> ".
18.	Click in the <b>NOA Ext</b> field. <input type="checkbox"/>
19.	Enter the desired information into the <b>NOA Ext</b> field. Enter a valid value, e.g. " <b>0</b> ".
20.	Click in the <b>Not To Exceed Date</b> field. <input type="text"/>
21.	Enter the <b>Not To Exceed Date</b> for the action. NOTE: You will also need to enter the NTE date on the Employment Data 1 page, EXP Dates link, LWOP/Furlough field. Enter the desired information into the <b>Not To Exceed Date</b> field. Enter a valid value, e.g. " <b>02/01/2004</b> ".
22.	Click in the <b>Authority (1)</b> field. <input type="checkbox"/>
23.	Enter the correct legal authority in the <b>Authority (1)</b> field. Enter the desired information into the <b>Authority (1)</b> field. Enter a valid value, e.g. " <b>NYM</b> ".
24.	If applicable, enter <b>Authority (2)</b> . Click the <b>PAR Remarks</b> link. <a href="#">PAR Remarks</a>
25.	Enter the applicable <b>Remark CD</b> (Code) and tab out of the field to see the text of the remark. Enter the desired information into the <b>Remark CD</b> field. Enter a valid value, e.g. " <b>E39</b> ".
26.	Press <b>[Tab]</b> .
27.	Click the <b>Ok</b> button. <input type="button" value="OK"/>
28.	Click the <b>Employment 1</b> tab. <input type="button" value="Employment 1"/>
29.	Click the <b>Exp Dates</b> link. <a href="#">Exp Dates</a>
30.	Click in the <b>LWOP/Furlough</b> field. <input type="text"/>
31.	Enter the NTE date in the <b>LWOP/Furlough</b> field. Enter the desired information into the <b>LWOP/Furlough</b> field. Enter a valid value, e.g. " <b>02/01/2004</b> ".
32.	Click the <b>Ok</b> button. <input type="button" value="OK"/>
33.	Change the <b>PAR Status</b> according to your role.
34.	Click the <b>Save</b> button. <input type="button" value="Save"/>

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35.	The information is saved. <b>End of Procedure.</b>
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