

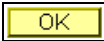



## Extension of Appointment NTE

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. (for example, <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>SPRINGS</b> ".
7.	Click the <b>Search</b> button. 
8.	Select the correct employee. 
9.	Click the <b>Add a new row at row 1</b> button. 
10.	Triple-click the <b>Actual Effective Date</b> object.
11.	Enter the date the extension will be effective in the <b>Actual Effective Date</b> field. NOTE: This date is also the NTE date of the previous appointment. 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 "EXT" (Extension of NTE Date) in the <b>Action</b> field. Enter the desired information into the <b>*Action</b> field. Enter a valid value, e.g. " <b>EXT</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>EXT</b> ".
16.	Click in the <b>NOA Code</b> field. 
17.	In the <b>NOA Code</b> field, enter "760" (Ext of Appt NTE). Enter the desired information into the <b>NOA Code</b> field. Enter a valid value, e.g. " <b>760</b> ".
18.	Click in the <b>NOA Ext</b> field. 

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. 
21.	Enter the new <b>Not To Exceed Date</b> . Enter the desired information into the <b>Not To Exceed Date</b> field. Enter a valid value, e.g. " <b>01/15/2004</b> ".
22.	Click in the <b>Authority (1)</b> field. 
23.	Enter the desired information into the <b>Authority (1)</b> field. Enter a valid value, e.g. " <b>QBK</b> ".
24.	Click in the <b>PAR Request#</b> field. 
25.	Enter the desired information into the <b>PAR Request#</b> field. Enter a valid value, e.g. " <b>000087903</b> ".
26.	Click the <b>PAR Remarks</b> link. <a href="#">PAR Remarks</a>
27.	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>E37</b> ".
28.	Press <b>[Tab]</b> .
29.	Click the <b>Ok</b> button. 
30.	Change the <b>PAR Status</b> according to your role. Click the <b>Save</b> button. 
31.	The information is saved. <b>End of Procedure.</b>