







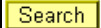


Empl Approaching the End of their Probation Period

1.	Click the Administer Workforce link. 
2.	Click the Automatic Actions (USF) link. 
3.	Click the Use link. 
4.	Click the Prob Term Supv Rev link. 
5.	Select which search criteria to use by selecting one from the Search By dropdown menu. Click the Search By list. 
6.	Select the desired entry. 
7.	Click the Automatic Action Type list. 
8.	Scroll as necessary and click an entry in the list. 
9.	Click the Search button. 
10.	The page will list the employees that meet the search criteria and are within 60 days of completing their probationary period. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.
11.	The employees who will reach the end of their probation period within 60 days are identified. End of Procedure.