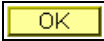
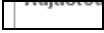




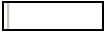


Home Leave Stop

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 desired information into the EmplID field. Enter a valid value, e.g. "00100504" .
6.	Click the Search button. 
7.	Click the Add a new row at row 1 button. 
8.	Click the Calendar icon button. 
9.	Click the desired date.
10.	Enter the desired information into the *Action field. Enter a valid value, e.g. "DTA" .
11.	Click in the *Reason Code field. <input data-bbox="415 1094 472 1121" type="text"/>
12.	Press [Tab] .
13.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. "910" .
14.	Press [Tab] .
15.	Press [Tab] .
16.	Click the Compensation tab. 
17.	Click the Other Pay Information link. <input data-bbox="415 1488 607 1516" type="text"/>
18.	Release the mouse button.
19.	Click the Delete row 1 button. 
20.	Click the OK button. 
21.	Click the OK button. <input data-bbox="415 1782 518 1810" type="text"/>

22.	Click the Ok button. 
23.	Point to the statusbar.
24.	Click the Save button. 
25.	Click the Administer Workforce (USF) link. 
26.	Click the Use2 link. 
27.	Click the Service Agreements link. 
28.	Click the Choose a date button. 
29.	Click the desired date.
30.	Click the Save button. 
31.	End of Procedure.