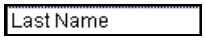
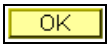
Manual Procedure for Stopping PCA-2

1.	Click the **Administer Workforce** link.
2.	Click the **Administer Workforce (USF)** link.
3.	Click the **Use2** link.
4.	Click the **Service Agreements** link.
5.	Click the **Search By** list.
6.	Select the desired entry. 
7.	Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**WINTER**".
8.	Click the **Search** button.
9.	Scroll as necessary and click the desired entry in the **Search Results** table.
10.	Update the Service Agreement with the correct end date. Click the **Choose a date** button.
11.	Select the desired date.
12.	Click the **Save** button.
13.	NOTE: Once the data associated with the Service Agreement has been changed, the stop PCA personnel action must be completed and the pay specifics must be entered. Click the **Administer Workforce (USF)** link.
14.	Click the **Use** link.
15.	Click the **HR Processing** link.
16.	The employee's Data Control page appears. 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.

17.	If necessary, enter the effective date of the PCA action in the **Actual Effective Date** field and then select the ***Action** field.. Click in the ***Action** field.
18.	Enter **DTA** in the ***Action** field. Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**DTA**".
19.	Click in the ***Reason Code** field.
20.	Enter **DTA** in the ***Reason Code** field. Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**DTA**".
21.	Click in the **NOA Code** field.
22.	Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**959**".
23.	Click in the **NOA Ext** field.
24.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
25.	No legal authority is required in the **Authority (1)** field.
26.	Click the **Compensation** tab.
27.	Click the **Other Pay Information** link.
28.	Delete the applicable PCA **Earnings Code**, if necessary.
29.	Upon completion of deleting the PCA **Earnings Code**, click the **OK** button. Click the **OK** button. 
30.	If necessary, change the **PAR Status** according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
31.	Click the **Save** button.
32.	The procedure is complete. **End of Procedure.**