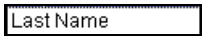
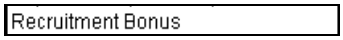
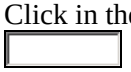
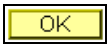
PCA Processing

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.	Click the ***Service Agreement Type** list.
11.	Select the desired entry. 
12.	Click in the **Service Date** field.
13.	Enter the desired information into the **Service Date** field. Enter a valid value, e.g. "**03/15/2004**".
14.	Click in the **Effective Date** field.
15.	Enter the desired information into the **Effective Date** field. Enter a valid value, e.g. "**03/15/2004**".
16.	Click in the **End Date** field. 
17.	Enter the desired information into the **End Date** field. Enter a valid value, e.g. "**03/16/2004**".
18.	Click the **Save** button.
19.	Click the **Administer Workforce (USF)** link.

20.	Click the **Use** link.
21.	Click the **HR Processing** link.
22.	NOTE: The **Data Control** page will be populated with the most recent personnel action performed for the selected employee. You can use the **Search** feature to enter search criteria to locate another employee, if desired. Click the **Add a new row at row 1** button.
23.	Enter the effictive date of the PCA action in the **Actual Effective Date** field. Double-click in the **Actual Effective Date** field.
24.	Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**15**".
25.	Click in the ***Action** field.
26.	Enter the desired information into the ***Action** field. Enter a valid value, e.g. "**PAY**".
27.	Click in the ***Reason Code** field.
28.	Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**MER**".
29.	Click in the **NOA Code** field.
30.	Enter the **NOA Code 958**. Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**958**".
31.	Click in the **NOA Ext** field.
32.	Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**0**".
33.	Click the **Compensation** tab.
34.	Click the **Other Pay Information** link.
35.	Enter the applicable PCA **Earnings Code**. NOTE: All PCA codes begin with the letter Z. Enter the desired information into the **Earnings Code** field. Enter a valid value, e.g. "**Z4B**".
36.	Press **[Tab]**.
37.	Click in the **Pay Period Amount** field.

38.	Enter the pay period amount of the PCA pay. NOTE: When processing a PCA, select one PCA earnings code and enter the PA amount on that one earnings code. Enter the desired information into the **Pay Period Amount** field. Enter a valid value, e.g. "**820.00**".
39.	Click the **OK** button. 
40.	If necessary, change the PAR Status according to your role. Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
41.	Click the **Save** button.
42.	The PCA is processed. **End of Procedure.**