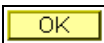



Processing Accrued Leave Balances

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.	Click in the field in which you want to search. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. "Winter" .
7.	Click the Search button. 
8.	Select the desired entry in the Search Results table. 
9.	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 to insert another row into the employee's record. 
10.	In the Actual Effective Date field, enter the date the action is to become effective in the system. This field will default to the system date, and can be changed if necessary. Click the Choose a date button. 
11.	Click the desired date. 
12.	Click in the *Action field. 
13.	Enter the desired information into the *Action field. Enter a valid value, e.g. "DTA" .
14.	Click in the *Reason Code field. 
15.	Enter the desired information into the *Reason Code field. Enter a valid value, e.g. "PRA" .
16.	Click in the NOA Code field. 
17.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. "910" .

18.	Press [Tab] .
19.	NOTE: Use NOA Extension "0" when using SF-1150 for official documentation of transfer-in leave, "1" if documenting unofficial leave. Enter the desired information into the NOA Ext field. Enter a valid value, e.g. "0".
20.	Click the Transfer In Data? link. Transfer In Data?
21.	Enter the desired information into the AL Carryover Bal field. Enter a valid value, e.g. "40".
22.	Press [Tab] .
23.	Enter the desired information into the AL Curr Lv Yr Accrl field. Enter a valid value, e.g. "80".
24.	Press [Tab] .
25.	Enter the desired information into the AL Reduct in Credits field. Enter a valid value, e.g. "10".
26.	Press [Tab] .
27.	Enter the desired information into the AL Total Lv Taken field. Enter a valid value, e.g. "60".
28.	Press [Tab] .
29.	Enter the desired information into the AL Balance field. Enter a valid value, e.g. "20".
30.	Press [Tab] .
31.	Enter the desired information into the SL Carryover Bal field. Enter a valid value, e.g. "12".
32.	Press [Tab] .
33.	Enter the desired information into the SL Cur Lv Yr Accrl field. Enter a valid value, e.g. "80".
34.	Press [Tab] .
35.	Enter the desired information into the SL Reduct in Credits field. Enter a valid value, e.g. "24".
36.	Continue to enter additional information as required. To save time, these steps will be completed for you. Press [Tab] .
37.	Click the OK button. 
38.	Click the Save button. 
39.	The Accrued Leave Balances are processed for an employee who has transferred to HHS. End of Procedure.