







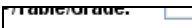
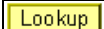
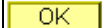








Starting Home Leave

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.	Click an entry in the list. Select Name, unless you know the EmplID. 
7.	Enter the desired information into the Name field. Enter a valid value, e.g. " TEST ".
8.	Click the Search button. 
9.	Click the Search Results table. 
10.	Click an entry in the list.
11.	Click an entry in the list.
12.	Click the Choose a date button. 
13.	Click the desired date.
14.	Click the desired date.
15.	Click the desired date.
16.	Click the Save button. 
17.	Click the Administer Workforce (USF) link. 
18.	Click the Use link. 
19.	Click the HR Processing link. 
20.	Release the mouse button.
21.	Click the Add a new row at row 1 button. 
22.	Click the desired date.

23.	Press [Tab] .
24.	Press [Tab] .
25.	Enter the desired information into the NOA Code field. Enter a valid value, e.g. "910" .
26.	Press [Tab] .
27.	Press [Tab] .
28.	Press [Tab] .
29.	Click the Compensation tab. 
30.	Click the Other Pay Information link. 
31.	Click the Lookup Earnings Code button. 
32.	Click the Lookup button. 
33.	Release the mouse button.
34.	Click the Search Results table.
35.	Click the OK button. 
36.	Click the Ok button. 
37.	Release the mouse button.
38.	Click the Save button. 
39.	Click the Ok button. 
40.	Click the Choose a date button. 
41.	Click the desired date.
42.	Click the Choose a date button. 
43.	Click the desired date.
44.	Click the Save button. 
45.	End of Procedure.