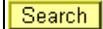


## Rev Empl Near Their Tenure Conversion Date

1.	Click the <b>Administer Workforce</b> link. 
2.	Click the <b>Automatic Actions (USF)</b> link. 
3.	Click the <b>Use</b> link. 
4.	Click the <b>Tenure Conv Notice</b> link. 
5.	Select which search criteria to use by selecting one from the <b>Search By</b> dropdown menu.  Click the <b>Search By</b> list. 
6.	Select the desired entry. 
7.	Click the <b>Automatic Action Type</b> list. 
8.	Scroll as necessary and click an entry in the list. 
9.	Click the <b>Search</b> button. 
10.	The page will list the names of employees who meet the search criteria and are eligible for conversion. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.
11.	The employees who will reach the end of their tenure conversion date within 60 days are identified. <b>End of Procedure.</b>