

Reviewing Empl Near Their WGI Date

1.	Click the Administer Workforce link. 
2.	Click the Automatic Actions (USF) link. 
3.	Click the Use link. 
4.	Click the WGI Notice link. 
5.	Select which search criteria to use by selecting one from the Search By dropdown menu. Click the Search By list. 
6.	Select the desired entry. 
7.	Click the Automatic Action Type list. 
8.	Scroll as necessary and click an entry in the list. 
9.	Click the Search button. 
10.	The page will list the employees that meet the search criteria and are eligible for a within-grade increase. Automatic Actions are deleted from the user's worklist when the user clicks on the corresponding link to open the item.
11.	The list of employees the system has identified as approaching their WGI date displays. End of Procedure.