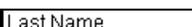
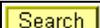


Manual Procedure for Stopping PCA

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 Choose a date button. 
11.	Update the Service Agreement with the correct End Date . Select the desired date. 
12.	Click the Save button. 
13.	Once the data associated with the Service Agreement has been changed, the stop PCA personnel action must be completed and the pay specifics must be entered. Click the Administer Workforce (USF) link. 
14.	Click the Use link. 
15.	Click the HR Processing link. 
16.	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. 

17.	Click the Choose a date button. 
18.	Enter the effective date of the PCA action in the Actual Effective Date field. Select the desired date Click 4 . 
19.	The PSP procedure is stopped manually in EHRP. End of Procedure.