

Correcting an OPM Action

1.	Click the Administer Workforce link. 
2.	Click the Administer Workforce (USF) link. 
3.	Click the Use link. 
4.	Click the Correction link. 
5.	Select the variable by which you would like to search. Click in the Last Name field. 
6.	Enter the desired information into the Last Name field. Enter a valid value, e.g. " JONES ".
7.	Click the Search button. 
8.	Select the appropriate employee. 
9.	Use Show next row button to locate the action that requires correction. Click the Show next row button. 
10.	NOTE: By inserting a row, the data is copied from the original row to the correction row. Click the Add a new row at row 1 button. 
11.	Make necessary corrections to the employee's record. All Correction actions should show the appropriate remarks. To save time, these steps will be completed for you.
12.	NOTE: The PAR Status defaults to COR (Corrected). Click the Save button. 
13.	Click the OK button. 
14.	NOTE: The previous actions must be reviewed to insure that the correction being made does not affect the previous actions. Click the Show previous row button. 
15.	Click the Reviewed? checkbox when the review and updates are complete. NOTE: All applicable actions will have a Reviewed? checkbox. 

16.	Click the Save button. 
17.	The correction is saved. End of Procedure.