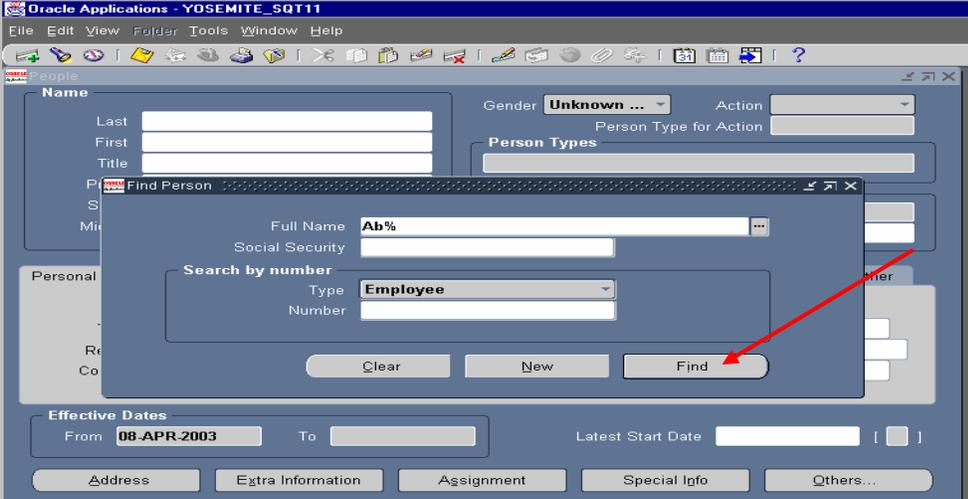
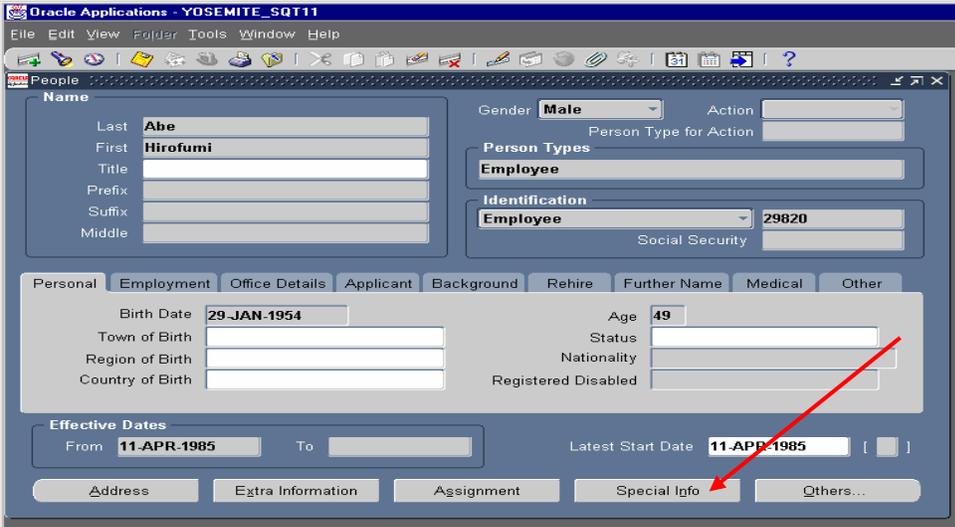
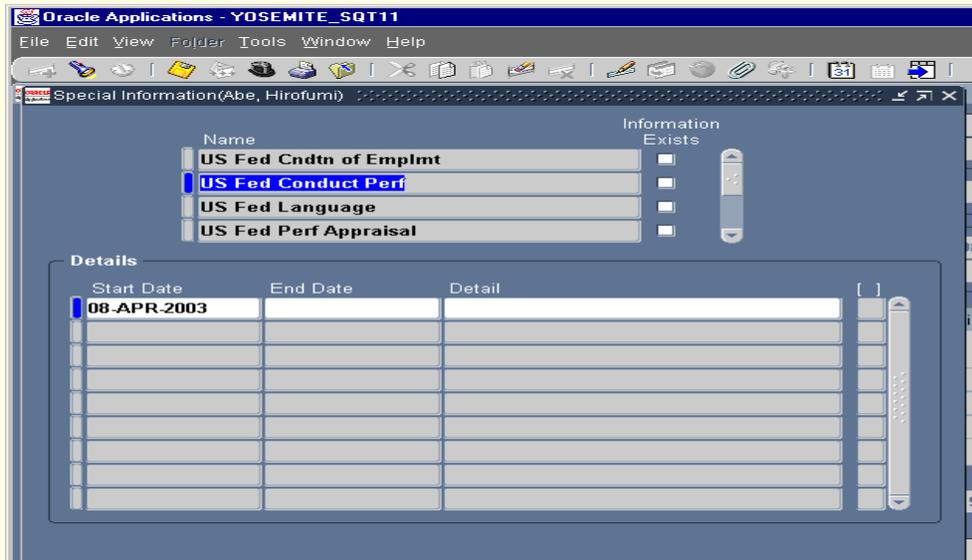


NOA 920 - REPRIMAND

STEP	ACTION
1	<p>From the Navigation List – click on People → Enter and Maintain → <Open>. The Find Person Window displays. Type in the employee's name or SSN and click <Find>.</p> 
2	<p>The People Window populates with the employee's data from the Find People Window. Click <Special Info>. The Special Information Window displays.</p> 

3

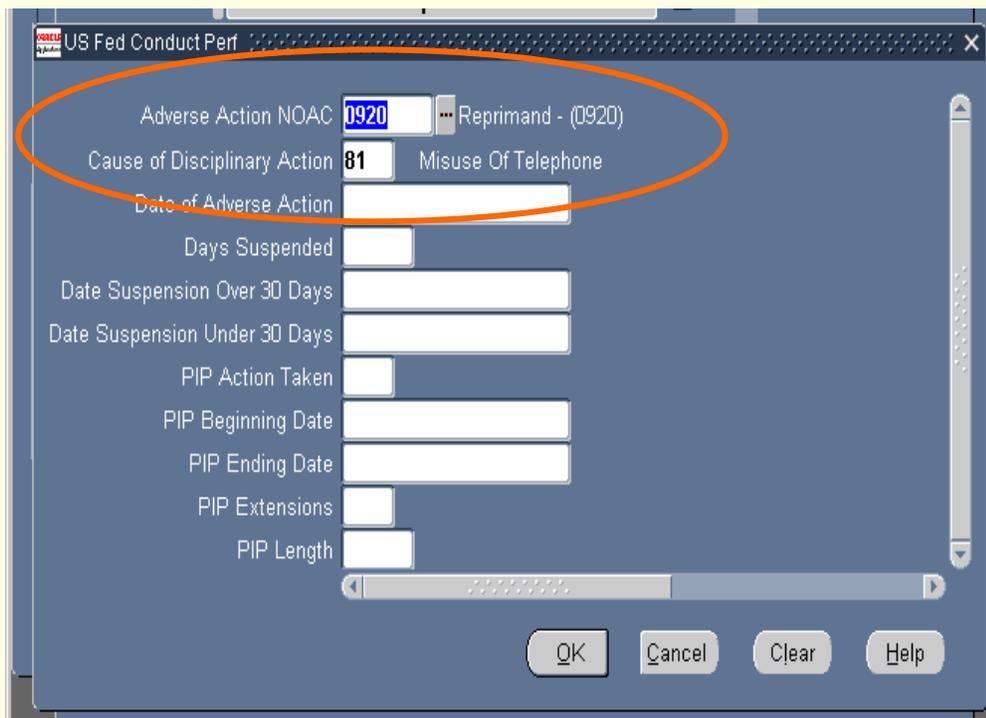
Use the left scroll bar to locate **US Gov Conduct Perf**. Click in the **Details** data field to display the US Gov Conduct Perf Window.

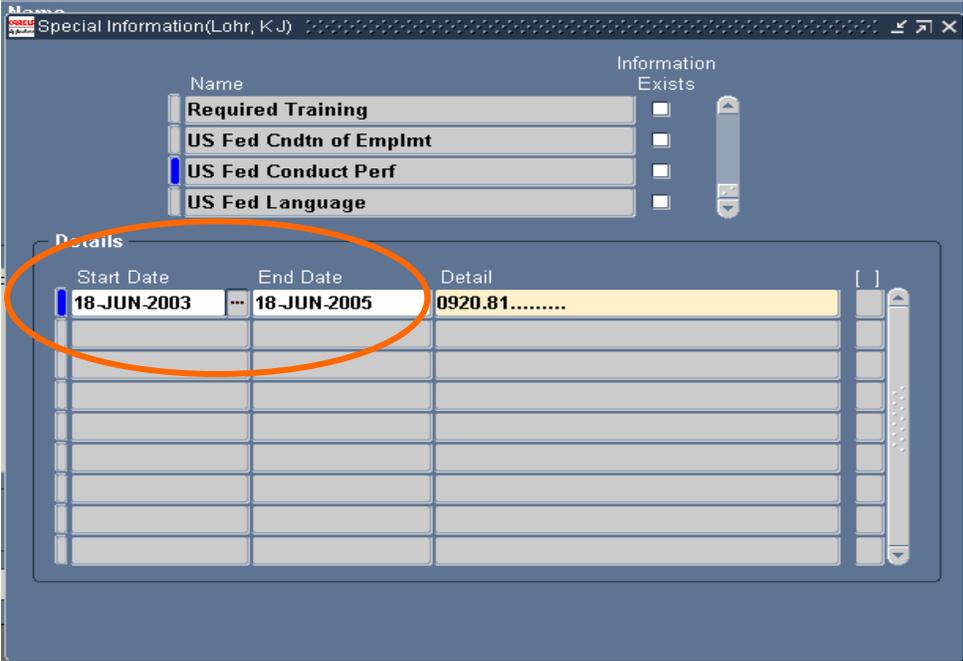


4

The US Gov Conduct Perf Window displays. Complete the following fields:

- Adverse Action NOAC (use the LOV or type it in) = 920 (Reprimand).
- Cause for Disciplinary Action (use the LOV or type it in) - (Example 81 = Misuse of Telephone)
- ◆ Example:



<p>5</p>	<p>Click <OK> to return to the Special Information Window.</p>
<p>6</p>	<p>In the Special Information Window, the Start Date automatically generates in the Details Region. Change the Start date to match the effective date of the Reprimand, if required. Insert the End date for the end of the Reprimand timeframe.</p> 
<p>7</p>	<p>Click on the <Save> icon to save your action and close the window.</p>