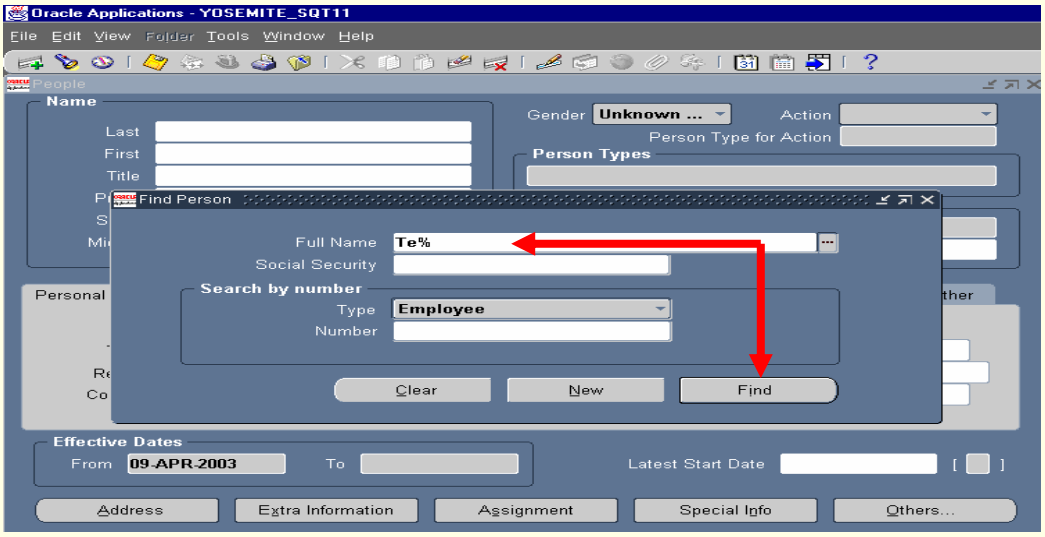
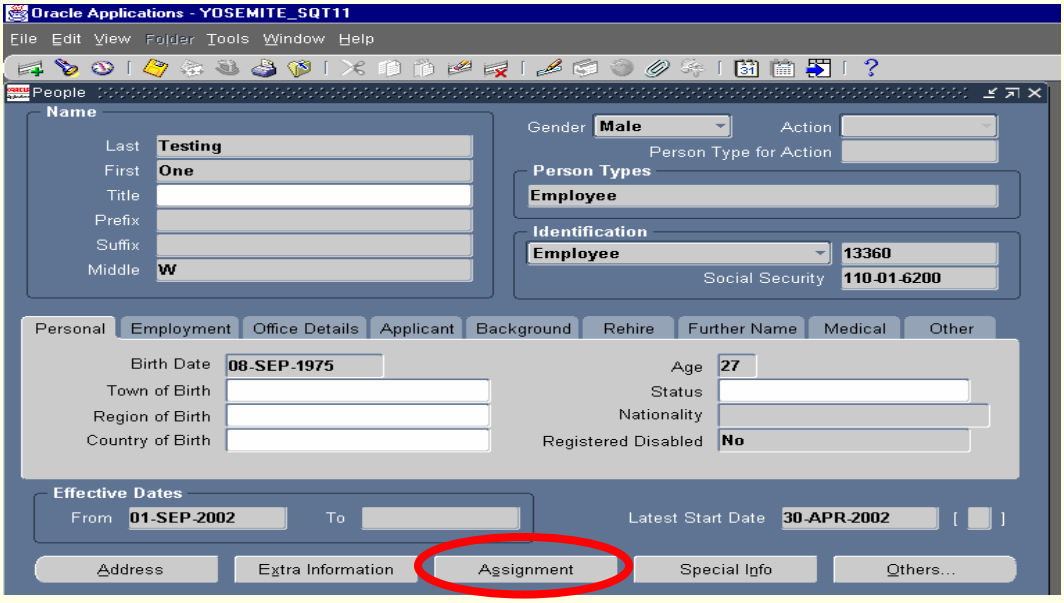
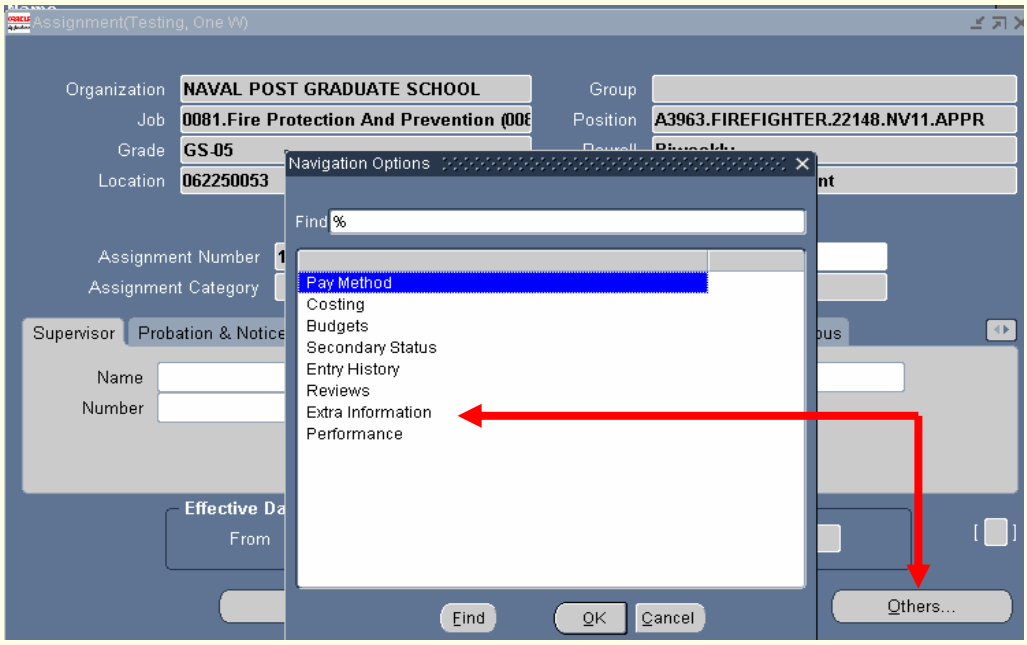
FIREFIGHTERS – CHANGE IN HOURS

STEP	ACTION
1	From the Navigation List – Click on **People** → ***Enter and Maintain*** → **<Open>**. The **Find Person** Window displays - Type in the employee's SSN or name and click **<Find>**, or use the shortcut method by typing the first two letters of the last name followed by a "%" and click **<Find>**. 
2	The People Window populates with the employee's data from the Find People Window. • Click **<Assignment>**. 

3

The Assignment Window displays.

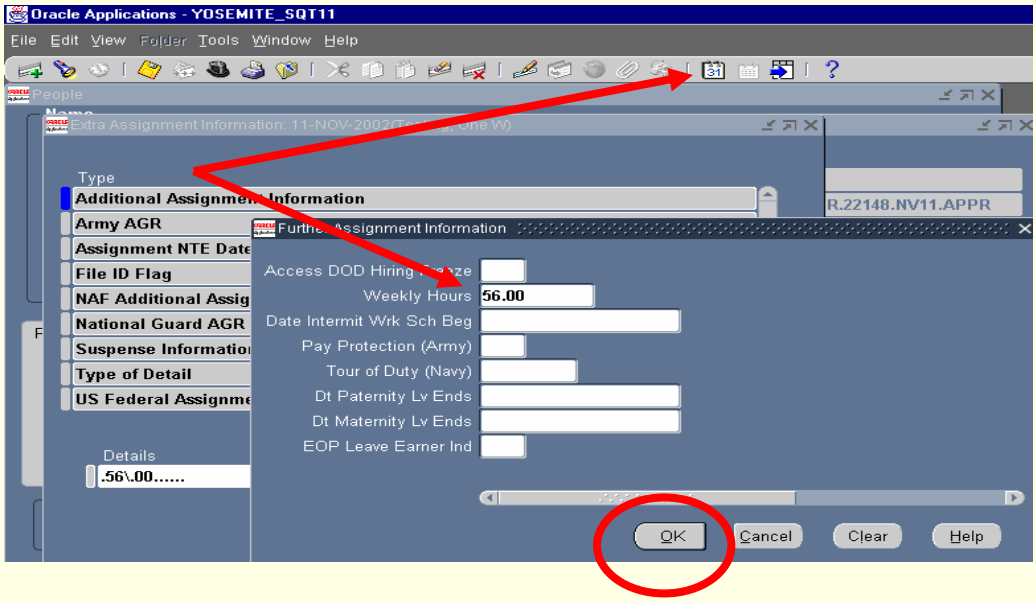
- Click on **<Others>** and select ***Extra Information***.
- Click **<OK>**.



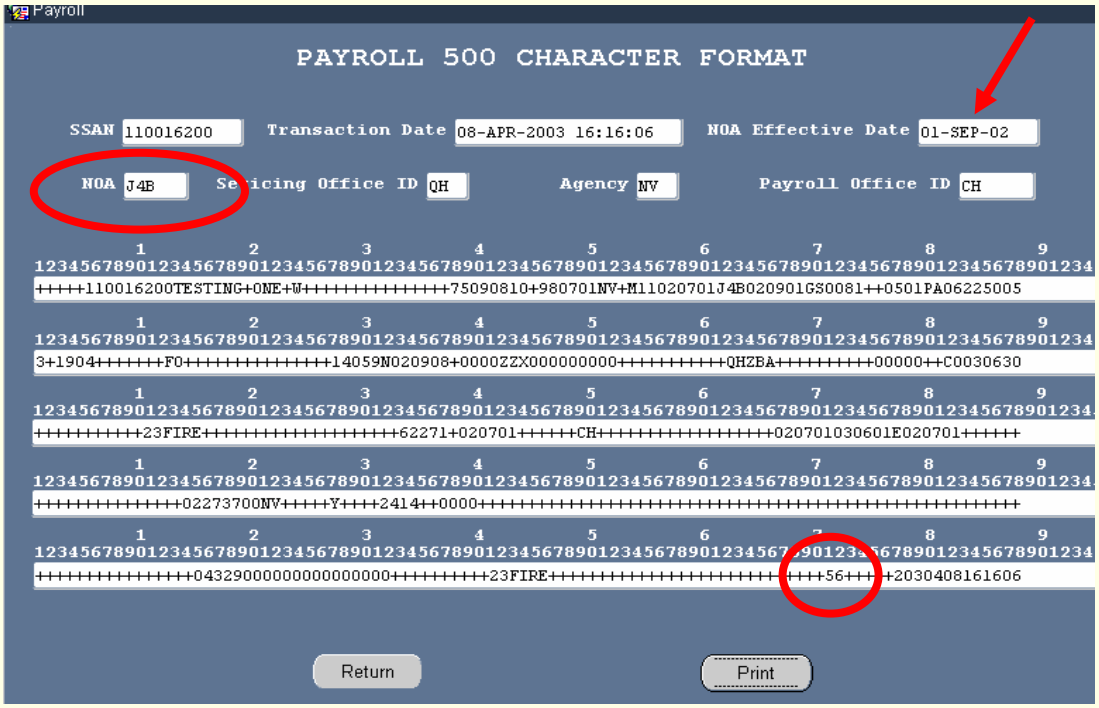
4

The Extra Information window displays.

- **DATE TRACK** to the Effective Date of the Change.
- Click **<Additional Assignment Information>** and type in the **Weekly Hours**.
- Click **<OK>**



5

- Click on ***<Save>*** icon to save

6	**The update will generate a PAY500 that will automatically flow to DFAS Payroll using NOA J4B.**