

***Workaround Procedures for dropping expired date on:***

***DDF--DT SVC REIMB AGRMT EXPIR***

Employees in continued service agreements have the date agreement expires in the DT SVC REIMB AGRMT EXPIR DDF. Once the date expires it should drop from employee's record. This is not happening. The date stays in employee's record.

To remove the date the following instructions apply:

**STEP 1: Identify employee**

**STEP 2: Go to Extra Person Information**

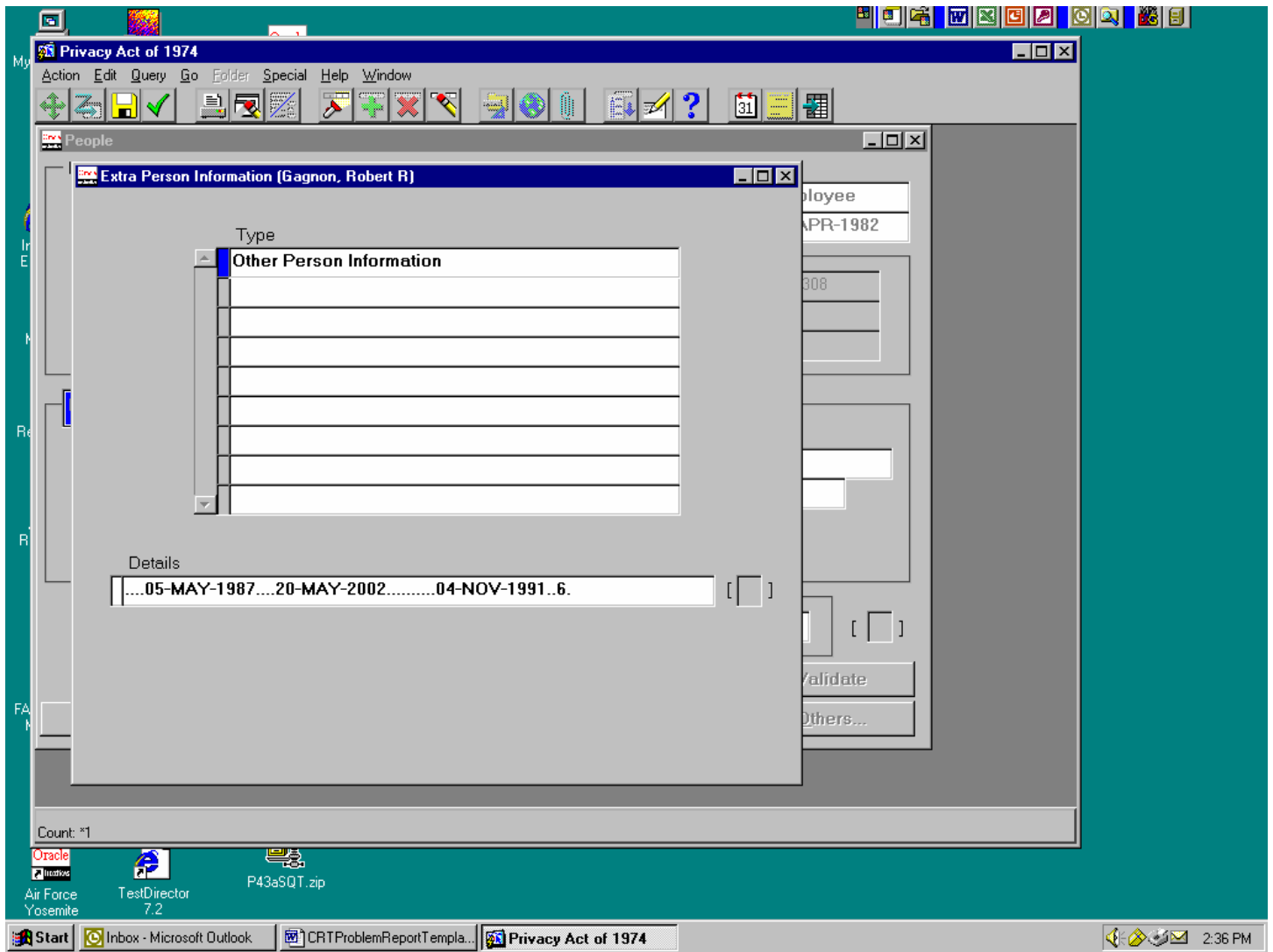
**STEP 3: Click on Other Person Information**

**STEP 4: Click Details**

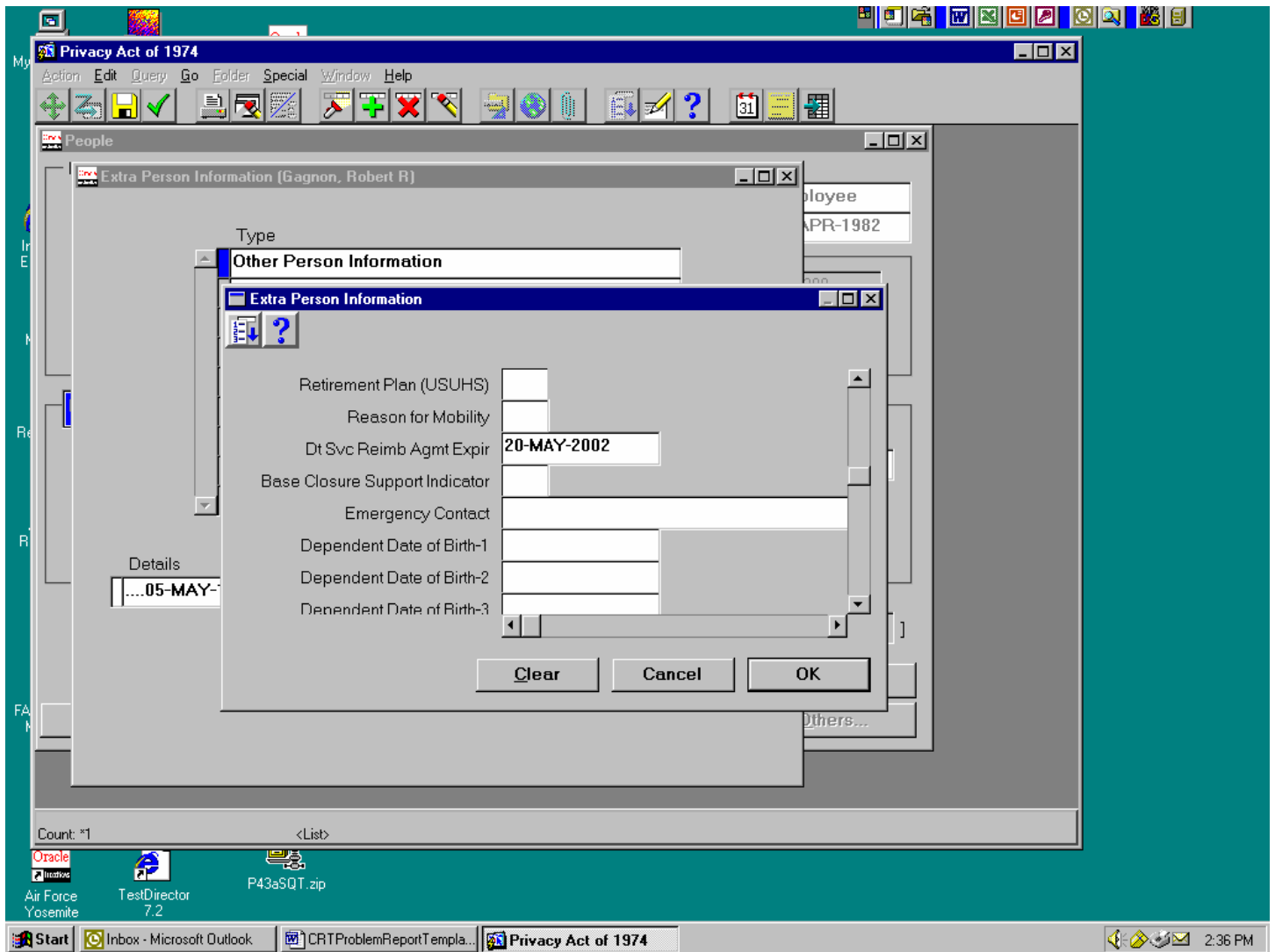
**STEP 5: Scroll to DDF--Dt Svc Reimb Agmt Expir**

**STEP 6: Press delete key**

**Screen Shots Attached:**



***\*CLICK ON DETAIL TO BE ABLE TO GET TO THE DDF--DT SVC REIMB AGMT EXPIRES***



***\*PRESS DELETE KEY, AND THIS WILL CLEAR THE DATE!***

