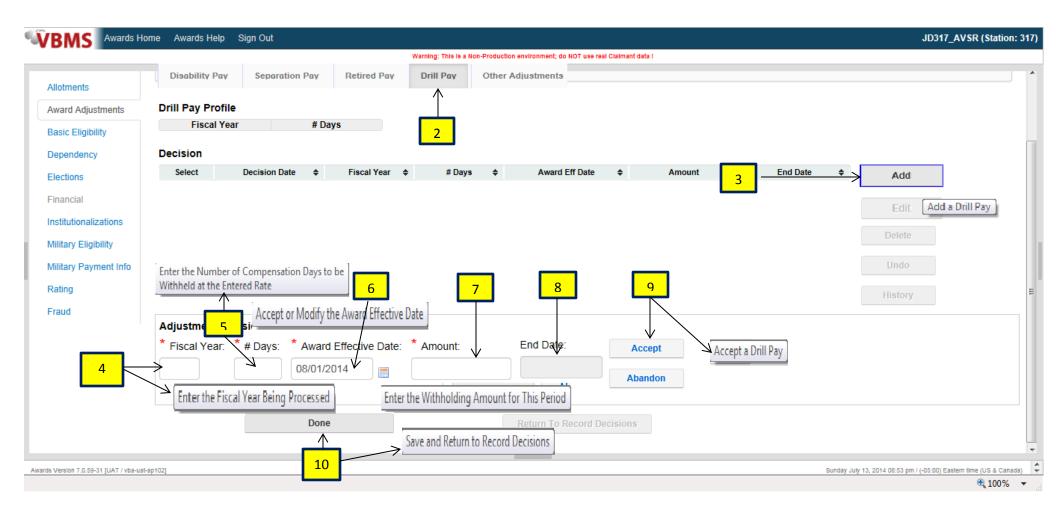
## Drill Pay Award Adjustments – No Overpayment

1) Access the Drill Pay tab by selecting the Award Adjustment decision on the Record Decision screen

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- 2) In the Award Adjustment screen, select the Drill Pay tab
- 3) Select the Add button
- 4) Input the 4 digit year of the Fiscal Year you want to adjust
- 5) Input the number of days to adjust
- 6) Input the Award Effective Date. (The auto-filled date may not always be the date you will start your adjustment from)
- 7) Input the amount of the adjustment. (This amount will come from the Corporate Record Award History screen in SHARE)
- 8) The End Date will be automatically populated based on # Days and Award Effective Date entries
- 9) Select Accept to update the grid \*
- 10) Select Done to save the decision and close the screen

\*If you have multiple Fiscal Years to adjust for, you would select Add and complete the steps again for the next period, using the End Date of the previous period as the Award Effective Date of the new period.

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d		Generate an Award or Disallow Minimum Required Decisions a						

11) Select Generate Award

				Display Proposed	Award tab					' should show \$	
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