amendment_nbr_inquiry

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Type the amendment number, if known, using a maximum of six characters. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial amendment number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the amendment number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2).

2. In the Amendment Number Description field, type a description for the amendment. The description can be a maximum of 30 characters.

3. In the Amendment Status field, click to select an amendment status.

4. In the From Date field, type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.

5. In the To Date field, type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted. Click **Retrieve**. The amendment numbers are displayed.

- If the amendment number is not known, click **Directory**. The Amendments directory is displayed.
- Type data in the desired search fields.
- Click **Search**. A list of data that matches the search criteria is displayed.
- Select an amendment number item from the list. Otherwise, click **Cancel**.

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