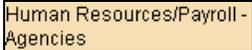
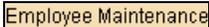
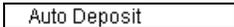


Stop Auto Deposit for Employee

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Employee Maintenance link.</p> 
4.	<p>Click the Employee Information link.</p> 
5.	<p>First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.</p>
6.	<p>After entering your search criteria in the QBE line click the Find button.</p> 
7.	<p>Choose the employee by clicking the check box next to their record.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Auto Deposit menu.</p> 
10.	<p>For any line which has a percent sign (%) or dollar sign (\$) in the MC field, simply enter a stop date in the Pay Stop Date field to remove the auto deposit instructions.</p>
11.	<p>For the line which has an R in the MC field, enter a stop date in the Pay Stop Date field.</p>
12.	<p>When you are finished click the OK button.</p> 
13.	<p>A “Remainder Record Required” error may appear. In order to keep history on the Auto Deposit screen complete the following steps.</p>
14.	<p>A new line must be entered. In the next blank line enter a date in the Pay Start Date field. The date must be greater than the stop date of the other lines.</p>
15.	<p>Enter "D" into the MC field.</p>
16.	<p>Click the OK button.</p> 

17.	Click the Close button. 
18.	You have successfully completed this lesson. End of Procedure.