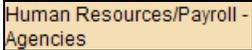
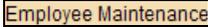
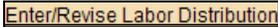


Entering Employee Instructions - Labor Distribution Lesson

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 Enter/Revise Labor Distribution link.</p> 
5.	<p>Click the Add button.</p> 
6.	<p>Enter the employee's address book number in the Employee No. field.</p>
7.	<p>Indicate whether you will be entering the number of hours or percentage of hours in the Percent or Hours field.</p> <p>Enter % for Percent or H for Hours.</p>
8.	<p>Enter the pay code in the Pay Code field. Use the Visual Assist tool if necessary.</p>
9.	<p>Enter the hours or percentage in the Hour/Percentage field.</p>
10.	<p>Enter the account number in the Account Number field.</p>
11.	<p>Scroll to the right.</p>
12.	<p>Enter the employee's home business unit in the Home Business Unit field.</p>
13.	<p>To override default job, pay, or tax information, complete any of the following optional fields:</p> <ul style="list-style-type: none"> Pay Start Date Pay Stop Date Hourly Rate Sub-ledger Sub Type
14.	<p>Press the down arrow on your keyboard to move the cursor to the next row on the grid.</p>
15.	<p>If using Percent, repeat these steps until all rows are equal to 100%.</p>
16.	<p>Click the OK button.</p> 

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