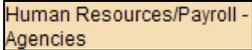
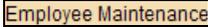
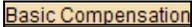


## Basic Compensation Screen Lesson

1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Employee Maintenance</b> link. 
4.	Click the <b>Basic Compensation</b> link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.
6.	After entering your search criteria click the <b>Find</b> button. 
7.	Review the information.
8.	When you are finished click the <b>Close</b> button. 
9.	You have successfully completed this lesson. <b>End of Procedure.</b>