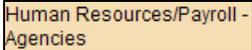
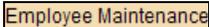
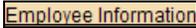
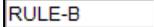


Change an Employee's Benefit Group Lesson

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 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 click the Find button.</p> 
7.	<p>Select the record by clicking the check box next to it.</p> 
8.	<p>Click the Select button.</p> 
9.	<p>Click in the Benefit Group field.</p> 
10.	<p>Click the Visual Assist tool button to bring up Employee Information - Rate Code Search and Select window.</p> 
11.	<p>Select the appropriate Benefit Group for the employee by clicking on the corresponding radio button.</p> 
12.	<p>Click the Select button.</p> 
13.	<p>Click the OK button.</p> 
14.	<p>Enter the change reason code in the Change Reason field. Use the Visual Assist tool if needed.</p>
15.	<p>After entering the Change Reason Code click the OK button.</p> 

16.	Click the Close button. 
17.	Note: If a change is made to an employee's benefit group, changes will need to be made to an employee's benefits (leaves, insurance, etc.)
18.	You have successfully completed this lesson. End of Procedure.