

**Change an Employee's Benefit Group**  
**Created on Thursday, June 25, 2009**

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## Change an Employee's Benefit Group

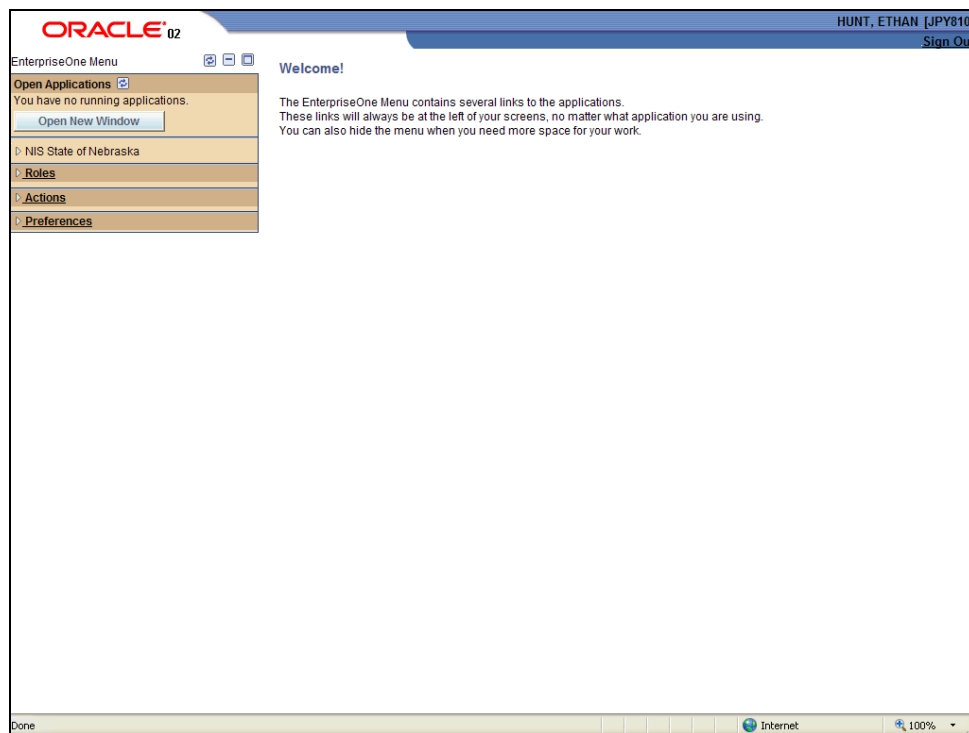
### Change an Employee's Benefit Group Overview

When the Employee is assigned to the correct Benefit Group, the Employee can then be enrolled in the appropriate benefit plans that are assigned to that group.

### Change an Employee's Benefit Group Lesson

#### Procedure

In this lesson you will learn how to change an employee's benefit group.

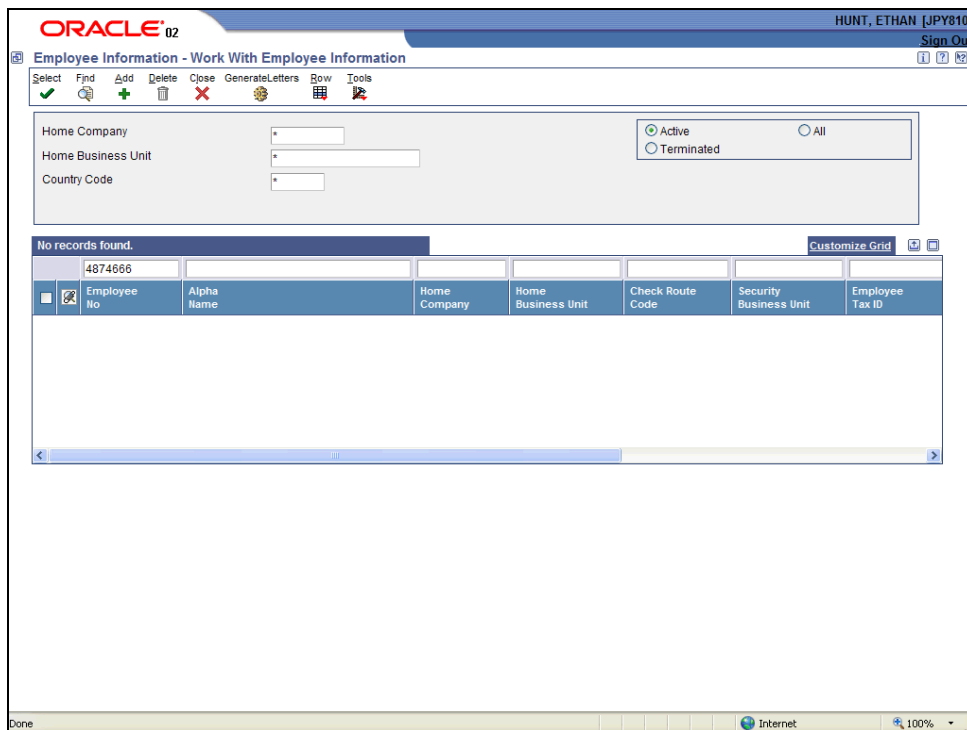


Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

## Change an Employee's Benefit Group

Step	Action
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Employee Maintenance</b> link. 
4.	Click the <b>Employee Information</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.



Step	Action
6.	After entering your search criteria click the <b>Find</b> button. 
7.	Select the record by clicking the check box next to it. 

Step	Action
8.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

**Employee Information - Employee**

OK Cancel Form Tools

Employee No. 4874866 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit S850170000 DAS-NEBRASKA INFOR SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 63 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status 0

Employee Benefit Status A ACTIVE

Benefit Group RULE-B RULEIDIRECTOR/DISCRETIONARY-B: Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Date Employee Recall Termination Date

Date Pay Starts 06/15/2009 Date Pay Stops

**Data Protection Standards**

N/A

Date USER Id Finalled

**Upon Termination**

N/A

**Country of Employment**

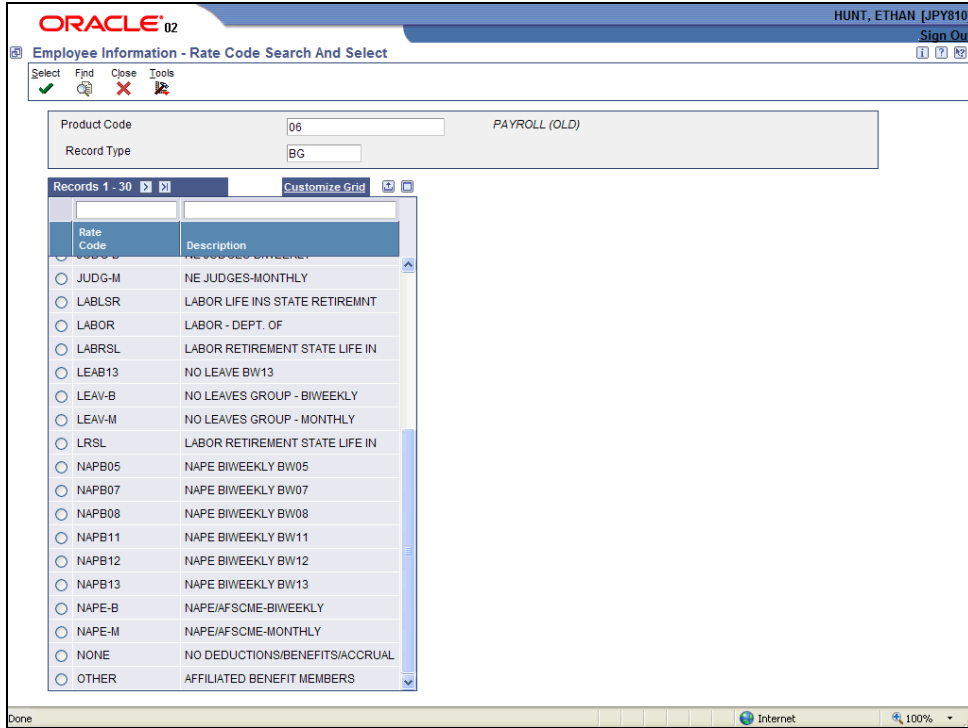
Country US UNITED STATES

Done Internet 100%

Step	Action
9.	Click in the <b>Benefit Group</b> field. <input type="text" value="RULE-B"/>
10.	Click the <b>Visual Assist</b> tool button to bring up <b>Employee Information - Rate Code Search and Select</b> window. <input type="image"/>

# Training Guide

## Change an Employee's Benefit Group



Step	Action
11.	Select the appropriate Benefit Group for the employee by clicking on the corresponding radio button. <input type="radio"/>
12.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

**Employee Information - Employee**

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Employee Tax ID 999010002

N/A

Security Business Unit S650170000 DAS-NEBRASKA INFOR.SYSTEMS

Home Company 10000 STATE GENERAL FUND

Check Route Code 6500250100 65 002 ST CAPITOL

Pay Frequency B BI-WEEKLY

Pay Status 0

Employee Benefit Status A ACTIVE

Benefit Group **NAPE-E** NAPE/AFSCME-BIWEEKLY Adj. Service Date 06/15/2009

Original Hire Date 06/15/2009 Agency Original Hire Date 06/15/2009

Leave Begin Date Leave End Date

Date Employee Recall Termination Date

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**Data Protection Standards**

N/A

Date USER Id Finalled


**Upon Termination**

N/A

Country of Employment

Country US UNITED STATES

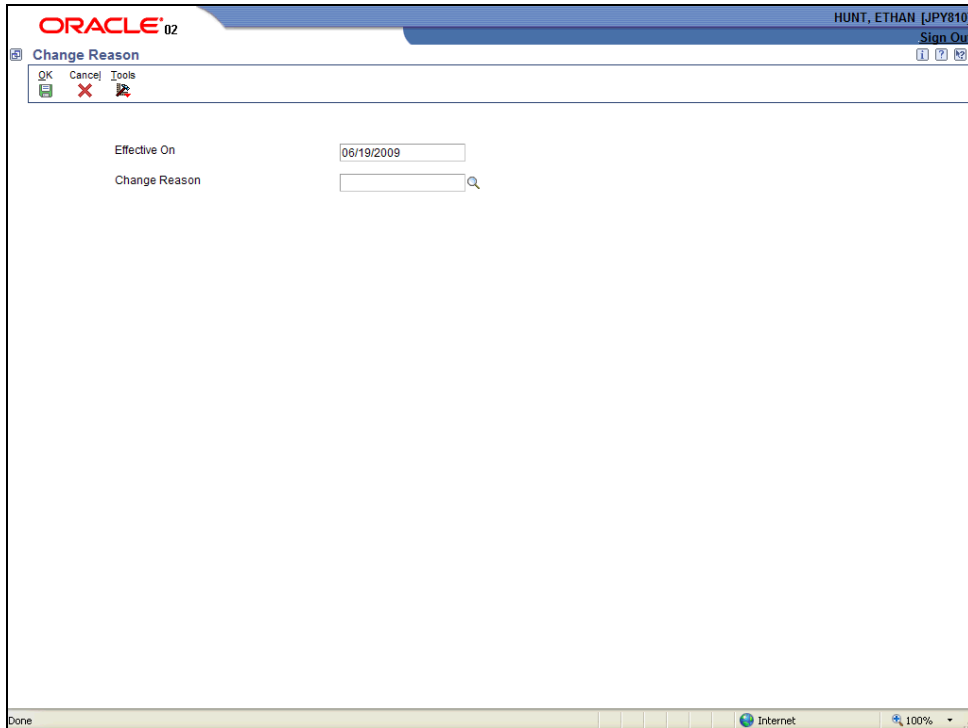
Done Internet 100%


Step	Action
13.	Click the <b>OK</b> button. 

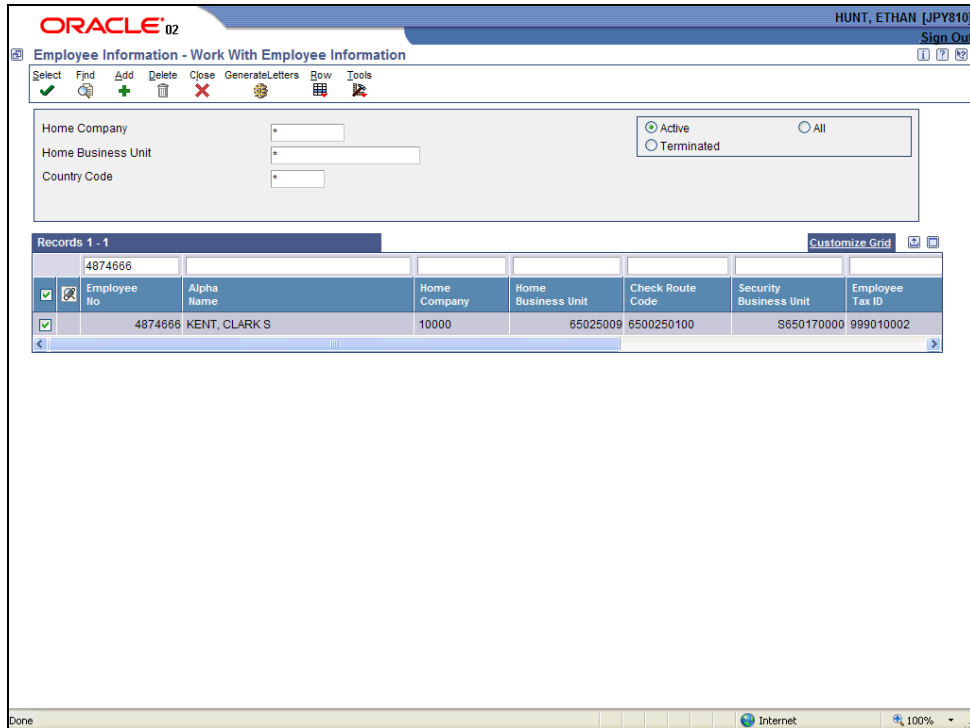



# Training Guide

## Change an Employee's Benefit Group



Step	Action
14.	Enter the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if needed.
15.	After entering the <b>Change Reason Code</b> click the <b>OK</b> button. 



Step	Action
16.	Click the <b>Close</b> button. 
17.	<b>Note:</b> 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. <b>End of Procedure.</b>