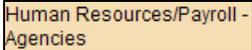
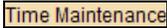
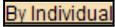


Add Hours To Be Paid At The Lower Rate

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Payroll link.</p> 
4.	<p>Click the Time Maintenance link.</p> 
5.	<p>Click the By Individual link.</p> 
6.	<p>Click the Add button.</p> 
7.	<p>Complete the Date/Batch field. This should be the pay periods end date. Use the Visual Assist tool if you need to.</p>
8.	<p>Enter the employee's address book number in the Employee Number field in the grid.</p>
9.	<p>Complete the Pay field with the pay code for the hours to be paid at the lower rate. Use the Visual Assist tool if needed.</p> <p>Note: Pay Type 2 must be used for salaried employees.</p>
10.	<p>Complete the Hours field with amount of hours to be paid at the lower rate.</p>
11.	<p>Complete the Ovr/Rt field with the old, lower rate.</p>
12.	<p>Press the Down arrow on your keyboard to get the OK button to appear.</p>
13.	<p>Repeat these steps to add additional lines if necessary.</p>
14.	<p>When you are finished click the OK button.</p> 
15.	<p>Click the Cancel button.</p> 
16.	<p>Click the Close button.</p> 

17.	You have successfully completed this lesson. End of Procedure.
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