


Changing an Employee's Salary-Hourly Rate 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 Row button.</p> 
9.	<p>Click the Basic Compensation menu.</p> 
10.	<p>Change either the Salary field or the Hourly Rate field.</p> <p>Salary field for salaried employees. Hourly Rate field for hourly employees.</p>
11.	<p>After making the changes click the OK button.</p> 
12.	<p>You may get a yellow warning telling you to verify the Salary, Hourly Rate, Std Hrs/Year fields are correct. If they are correct click OK again.</p> 
13.	<p>You will need to enter the Change Reason Code in the Change Reason field. Use the Visual Assist tool if you do not know the code to use.</p>
14.	<p>Click the OK button.</p> 

15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.