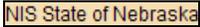
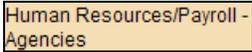
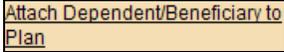
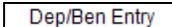


Transfer Dependent-Beneficiary to New Agency - Transferring Agency Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Benefits Administration link.</p> 
4.	<p>Click the Attach Dependent/Beneficiary to Plan link.</p> 
5.	<p>Enter the employee's address book number in the Employee Identification field in the Header.</p>
6.	<p>Click the Find button.</p> 
7.	<p>Click the Select button.</p> 
8.	<p>Choose the dependent/beneficiary by clicking the check box next to the record.</p> <p>Note: You may see the dependent/beneficiary listed more than once if they are enrolled in more than one plan. If that is the case you only need to check one check box for them.</p> 
9.	<p>Click the Row button.</p> 
10.	<p>Click the Dep/Ben Entry menu.</p> 
11.	<p>Click the Form button.</p> 
12.	<p>Click the Dep/Ben Address menu.</p> 
13.	<p>Enter "S001234567" into the Business Unit field.</p>

14.	<p>The S (S 00 1234567) represents and distinguishes this business unit from all others, and tells you right away it is an HR SBU.</p> <p>The 00 (S 00 1234567) indicates no specific agency assignment.</p> <p>The 1234567 (S 00 1234567) makes it easy to enter the last seven digits of the number without counting zeros.</p>
15.	<p>Click the OK button.</p> 
16.	<p>Click the OK button.</p> 
17.	<p>You can repeat these steps if there are additional dependents/beneficiaries that need to be transferred.</p> <p>If you are finished click the Cancel button.</p> 
18.	<p>Click the Close button.</p> 
19.	<p>End of Procedure.</p>