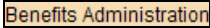
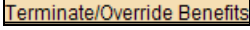


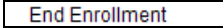




Changes After Final Update of Last Payroll Lesson

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>Click the All option.</p> 
7.	<p>After entering your search criteria click the Find button.</p> 
8.	<p>Select the record by clicking the check box next to it.</p> 
9.	<p>Click the Select button.</p> 
10.	<p>Change the Pay Status field to "T". "T" is Terminated.</p>
11.	<p>Click the OK button.</p> 
12.	<p>Enter the appropriate reason code in the Change Reason field. Use the Visual Assist tool if necessary.</p>
13.	<p>Click the OK button.</p> 
14.	<p>Click the Close button.</p> 

15.	Click the Benefits Administration link. 
16.	Click the Terminate/Override Benefits link. 
17.	Enter the address book number of the terminated employee in the Employee Identification field.
18.	Click the Find button. 
19.	Click the Form button. 
20.	Click the End Enrollment menu. 
21.	Enter the last day of the pay period in which the employee terminates in the Enrollment End Date field.
22.	Enter " TRX " into the Enrollment End Status field.
23.	Note: This will end ALL of the employee's enrollments with the same end date and TRX End Status.
24.	Click the OK button. 
25.	Click the Cancel button. 
26.	You have successfully completed this lesson. End of Procedure.