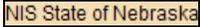
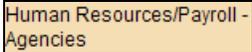
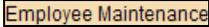
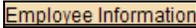
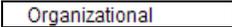


## Terminating an Employee Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Employee Maintenance</b> link.</p> 
4.	<p>Click the <b>Employee Information</b> 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 <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.</p>
6.	<p>After entering your search criteria click the <b>Find</b> button.</p> 
7.	<p>Select the record by clicking the check box next to it.</p> 
8.	<p>Click the <b>Select</b> button.</p> 
9.	<p>Enter <b>"9"</b> into the field. <b>"9"</b> is <b>Terminating-This Is Last Check</b>.</p>
10.	<p>Enter <b>"X"</b> into the <b>Employee Benefit Status</b> field. <b>"X"</b> is <b>Terminated</b>.</p>
11.	<p>Enter the date of the termination in the <b>Termination Date</b> field.</p>
12.	<p>Enter the last day of the employee's last pay period date in the <b>Date Pay Stops</b> field.</p>
13.	<p>Click the <b>OK</b> button.</p> 
14.	<p>Enter the effective date of the termination in the <b>Effective On</b> field.</p>
15.	<p>Enter the appropriate reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.</p>
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>Click the <b>Row</b> button.</p> 

18.	Click the <b>Organizational</b> menu. 
19.	Change the <b>Employment Status</b> field to " <b>S</b> ".
20.	Click the <b>OK</b> button. 
21.	Enter the effective date of the termination in the <b>Effective On</b> field.
22.	Enter the appropriate reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if necessary.
23.	Click the <b>OK</b> button. 
24.	Click the <b>Close</b> button. 
25.	You have successfully completed this lesson. <b>End of Procedure.</b>