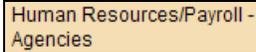


## Enroll an Employee in Leave Lesson

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>Benefits Administration</b> link.</p> 
4.	<p>Click the <b>Enrollment with Eligibility</b> link.</p> 
5.	<p>Enter the employee's address book number in the <b>Employee Identification</b> field.</p>
6.	<p>In the <b>Effective Date</b> field enter the same date you entered in the Enrollment Effective Date on the Employee Master.</p>
7.	<p>Enter "<b>LEA*</b>" into the <b>Category</b> field.</p>
8.	<p>Click the <b>Find</b> button.</p> 
9.	<p>In most cases the leave plans will already be elected (a green check mark will appear to the left of the row). If there is a green check mark skip to the next screen.</p> <p>If there is not a check mark in the check box, you will need to choose the plan by clicking the check box for the row and then click <b>Row, Elect</b>.</p>
10.	<p>Click the <b>Submit</b> button.</p> 
11.	<p>The employee is now enrolled in the appropriate sick and vacation leave plans.</p> <p>Click the <b>Close</b> button.</p> 
12.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>