Complete Pension Field on Employee Master

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
5.	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.
6.	After entering your search criteria click the **Find** button.
7.	Select the record by clicking the check box next to it.
8.	Click the **Row** button.
9.	Click the **Eligibility / NDT** menu. Eligibility / NDT
10.	Enter "**Y**" into the **Pension** field.
11.	Click the **OK** button.
12.	Type the effective date in the **Effective On** field.
13.	Enter the change reason code in the **Change Reason** field. Use the **Visual Assist** tool if needed.
14.	Click the **OK** button.
15.	Click the **Close** button.
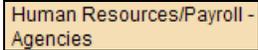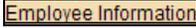
16.	You have successfully completed this lesson. **End of Procedure.**