Enroll an Employee in Retirement Lesson

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 **Benefits Administration** link. Benefits Administration
4.	Click the **Enrollment with Eligibility** link. Enrollment with Eligibility
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	In the **Effective Date** field enter the same date you entered in the Enrollment Effective Date on the Employee Master.
7.	Enter "**RET***" into the **Category** field.
8.	Click the **Find** button.
9.	Place a check mark in the appropriate retirement plans in which the employee should be enrolled. **Note:** If an employee will be enrolled in the State Employee Retirement plan, the employee will need plan ID **RET00001**.
10.	Click the **Row** button.
11.	Click the **Elect** menu. Elect
12.	Click the **Submit** button.
13.	Click the **Close** button.
14.	You have successfully completed this lesson. **End of Procedure.**
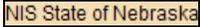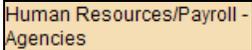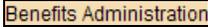
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