Enrolling an Employee with Overrides 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 **Terminate/Override Benefits** link. Terminate/Override Benefits
5.	Enter the employee's address book number in the **Employee Identification** field.
6.	Click the **Find** button.
7.	The system shows all of the plans in which the employee is currently enrolled.
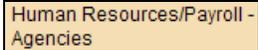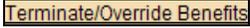
8.	To enroll the employee in a plan, complete the following fields in the first blank row on the grid:
	
	   Plan ID
	   Plan Option (if applicable)
	   Begin Status
	   Begin Date
	   Eligible Date
	   Participation Date
	
	Use the **Visual Assist** tool if necessary.

9.	When you are finished completing the fields click the **OK** button.
10.	Note: If the plan requires an amount or rate, the **Enrollment Overrides – Change Amount or Rate** window appears. Type the amount or rate that the employee pays in the **Employee Payroll Ded DBA** field, if required.
11.	Click the **OK** button.
12.	You have successfully completed this lesson. **End of Procedure.**