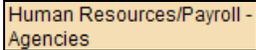
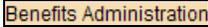
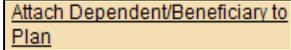


Changing Enrollment of Dependent-Beneficiary

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Benefits Administration link.</p> 
4.	<p>Click the Attach Dependent/Beneficiary to Plan link.</p> 
5.	<p>Enter the employee's address book number in Employee Identification field.</p>
6.	<p>Click the Find button.</p> 
7.	<p>Click the Select button.</p> 
8.	<p>Check mark the row of the dependent/beneficiary you want to make a change to.</p> 
9.	<p>Scroll to the right.</p>
10.	<p>Enter the date you want the benefits to stop in the Ending Date field.</p>
11.	<p>Repeat these steps if you want to end dependent/beneficiary enrollment for any other plans.</p> <p>If you want to re-enroll the dependent/beneficiary in a corrected plan or correct a date go to the first blank line and enter the dependent/beneficiary Address Book Number, R L, Plan ID, Add Opt (if applicable), Dep/Ben Ty (if applicable), Ben % (if applicable), and Effective Date.</p> <p>Note: You must use the same effective date that the employee is enrolled in the plan otherwise you will not see the dependent/beneficiary assignment through the Terminate/Overrides screen.</p>
12.	<p>Click the OK button.</p> 

13.	Click the Cancel button. 
14.	Click the Close button. 
15.	You have successfully completed this lesson. End of Procedure.