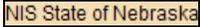
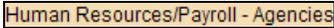
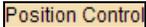
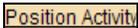
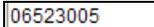


Review Position Activity Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Position Control link.</p> 
4.	<p>Click the Position Activity link.</p> 
5.	<p>Make sure you are on the "By Position" tab.</p>
6.	<p>Enter the home business unit into the Home Business Unit field.</p>
7.	<p>Enter the fiscal year. This will default to the current year.</p>
8.	<p>Enter the position ID into the Position ID field.</p>
9.	<p>Click the Find button.</p> 
10.	<p>Review the information.</p>
11.	<p>You can also look up by employee.</p> <p>Click the By Employee tab.</p> 
12.	<p>Enter the employee address book number into the Employee Identification field.</p>
13.	<p>Click in the Position ID field.</p> 
14.	<p>Press [Delete].</p>
15.	<p>Click the Find button.</p> 
16.	<p>Review the information.</p> <p>When finished reviewing click the Close button.</p> 
17.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>

