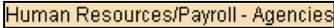
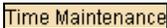


Entering Workers Comp Time and Leave Lesson

1.	<p>Click the NIS State of Nebraska link.</p> <p></p>
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> <p></p>
3.	<p>Click the Payroll link.</p> <p></p>
4.	<p>Click the Time Maintenance link.</p> <p></p>
5.	<p>Click the By Individual link.</p> <p></p>
6.	<p>Click the Add button.</p> <p></p>
7.	Type the last day of the pay period in the Date field in the header.
8.	Enter the employee's address book number in the Employee Number field.
9.	<p>Enter "220" into the Pay field.</p> <p>Pay Code 220 is for Injury Leave used.</p>
10.	Enter the number of hours in the Hours field.
11.	Use the down arrow key on the keyboard to move to the next row on the grid.
12.	<p>Enter "40" into the Pay field.</p> <p>Pay Code 40 is for Sick Leave used. This is the sick leave the employee must be charged to supplement the worker's compensation absence.</p>
13.	Enter the number of hours in the Hours field.
14.	Use the down arrow key on the keyboard to move to the next row on the grid.
15.	<p>Enter "520" into the Pay field.</p> <p>Pay Code 520 is for Work Comp No\$. This code is used to track the number of hours (other than sick leave hours used) that the employee is absent due to worker's compensation reasons.</p>
16.	Enter the number of hours in the Hours field.
17.	Use the down arrow key on the keyboard to move to the next row on the grid.

18.	Click the OK button. 
19.	Click the Cancel button. 
20.	Click the Close button. 
21.	You have successfully completed this lesson. End of Procedure.