Recording Catastrophic Leave Donations 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 **Payroll** link. Payroll
4.	Click the **Time Maintenance** link. Time Maintenance
5.	Click the **By Individual** link. By Individual
6.	Click the **Add** button.
7.	Complete the first field for the **Date/Batch** field with the pay period end date. Leave the second field blank.
8.	Enter the address book number of the employee donating leave in the **Employee Number** field in the grid.
9.	Enter "**888**" into the **Pay** field.
10.	For pay type 888 enter the hours being donated in the **Hours** field.
11.	Scroll to the right until you see the **LS Amnt** field.
12.	In the **LS Amnt** field enter the Lump Sum amount of the hours being donated. For example, if the employee donating makes $20 an hour and they are donating an hour of leave you would enter "**20**" in the the **LS Amnt** field.
13.	Use the **down arrow** key on the keyboard to move to the next row on the grid.
14.	Scroll back to the left until you see the Employee Number field.
15.	Enter the address book number of the employee donating leave in the **Employee Number** field in the grid.
16.	Enter "**889**" into the **Pay** field.
17.	For pay type 889 no hours are entered.
18.	Scroll to the right until you see the **LS Amnt** field.

19.	For pay type 889 a **negative** Lump Sum dollar amount equal to the hours donated needs to be entered in the **LS Amnt** field. For example, if the employee donating makes $20 an hour and is donating an hour you would enter "**-20**" in the **LS Amnt** field.
20.	Use the **down arrow** key on the keyboard to move to the next row on the grid.
21.	Scroll back to the left until you see the Employee Number field.
22.	**Decision:** Please make a selection from the options listed below. • NAPE/AFSCME Contract Covered Employee Go to step 23 on page 2 • Rules Covered Employee Go to step 40 on page 3
23.	Enter the address book number of the employee receiving leave in the **Employee Number** field in the grid.
24.	Enter "**890**" into the **Pay** field.
25.	For pay type 890 enter the number of hours the employee will be receiving in the **Hours** field. This needs to be entered as a negative because it is reducing the Sick Taken and increasing the Sick Available. **Note:** The amount entered here may not be the same as the number donated. For example, if an employee making $20 an hour donates an hour to an employee making $10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of $20).
26.	Scroll to the right until you see the **LS Amnt** field.
27.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a negative.
28.	Use the **down arrow** key on the keyboard to move to the next row on the grid.
29.	Scroll back to the left until you see the Employee Number field.
30.	Enter the address book number of the employee receiving leave in the **Employee Number** field in the grid.
31.	Enter "**891**" into the **Pay** field.
32.	No hours are entered for pay type 891.
33.	Scroll to the right until you see the **LS Amnt** field.
34.	In the **LS Amnt** field enter the dollar value of the hours being donated. This needs to be entered as a positive because it is balancing the 890 dollars so the net to pay is Zero.
35.	Use the **down arrow** key on the keyboard to move to the next row on the grid.
36.	Click the **OK** button.

37.	Click the **Cancel** button.
38.	Click the **Close** button.
39.	You have successfully completed this lesson. **End of Procedure.** Remaining steps apply to other paths.
40.	Enter the address book number of the employee receiving leave in the **Employee Number** field in the grid.
41.	Enter "**896**"into the **Pay** field.
42.	For pay type 896 enter the number of hours the employee will be receiving in the **Hours** field. This needs to be entered as positive. **Note:** The amount entered here may not be the same as the number donated. For example, if an employee making $20 an hour donates an hour to an employee making $10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of $20).
43.	Use the **down arrow** key on the keyboard to move to the next row on the grid.
44.	Click the **OK** button.
45.	Click the **Cancel** button.
46.	Click the **Close** button.
47.	You have successfully completed this lesson. **End of Procedure.**