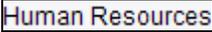
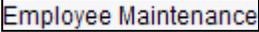
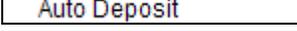


Auto Deposit Instructions for Direct Deposit and/or Employee Expense Reimbursement

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.
6.	After entering your search criteria in the QBE line click the Find button. 
7.	Choose the employee by clicking the check box next to their record. 
8.	Click the Row button. 
9.	Click the Auto Deposit menu. 
10.	In the Pay Start Date field type the pay date on which this automatic deposit instruction should start.
11.	Click in the Pay Stop Date field. 
12.	In the Pay Stop Date field type the pay date on which this automatic deposit instruction should stop, or leave this field blank for ongoing automatic deposit instructions. Note: For expense reimbursements, always enter the Pay Stop Date the same as the Pay Start Date.
13.	Click in the Bank Account field. 
14.	In the Bank Account field type the employee's bank account number.
15.	Click in the Bank Trnst No. field. 

Step	Action
16.	<p>In the Bank Trnst No. (Bank Routing No.) field type the bank transit number for the financial institution where the account is located, or click Visual Assist to choose from a list of banks.</p> <p>Note: If the bank is not on the list, you will need to contact State Accounting to add it.</p> 
17.	<p>Click in the M C field.</p> <input data-bbox="354 556 427 594" type="text"/>
18.	<p>In the MC (Method Code) field type one of the following:</p> <p>\$ - A flat dollar amount is deposited. % - A % of net pay is deposited. R - Remainder to be electronically deposited. E - Expense Reimbursement</p> <p>Method Code \$ will take priority over Method Code %. An allocation with Method Code \$ will process before an allocation with Method Code %.</p> <p>Note: At least one of the instructions you enter for the employee must use Method Code R unless the only entry is E.</p>
19.	<p>Click in the Tr Cd field.</p> <input data-bbox="354 1060 440 1098" type="text" value="22"/>
20.	<p>In the Tr Cd field (Transaction Code) type 22 if it is a checking account or type 32 if it is a savings account.</p>
21.	<p>Click in the Amount or Percent field.</p> <input data-bbox="354 1228 516 1266" type="text"/>
22.	<p>Amount or Percent - If you typed \$ in the MC field, type the dollar amount that should be allocated to this account. If you typed % in the MC field, type the percentage of net pay to be allocated to the account. If you typed R or E in the MC field, leave this field blank.</p> <p>Note: The system creates P in the Pre-Note Flag field.</p> <p>Note: Percent (%) uses the total net pay, including any net pay allocated via Amount (\$).</p>
23.	<p>Click in the F P field.</p> <input data-bbox="354 1627 427 1665" type="text"/>
24.	<p>In the F/P field enter an F or P. Putting a value of P in this field specifies that a partial amount can be generated for the financial institution indicated. A value of F specifies that if the full amount cannot be generated, the distribution to this financial institution will be ignored.</p> <p>Note: The F/P field applies only if the Method Code is \$ or %.</p>

Step	Action
25.	Repeat these steps for additional accounts.
26.	When you are finished click the OK button. 
27.	Click the Close button. 
28.	You have successfully completed this lesson. End of Procedure.