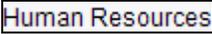
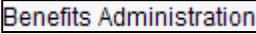
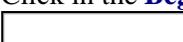


Enrolling an Employee in Zoo Membership Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the Benefits Administration link. 
4.	Click the Terminate/Override Benefits link. 
5.	Enter the employee's address book number into the Employee Identification field.
6.	Click the Find button. 
7.	Click in the Plan ID field of the first blank row in the grid. 
8.	Click the Visual Assist tool. 
9.	Click in the Description field (not the Search Description field). 
10.	Enter " *ZOO* " into the Description field. Note: Use (all capital letters with asterisks before and after the word).
11.	Click the Find button. 
12.	Select the appropriate Plan ID by clicking the radio button next to it. 
13.	Click the Select button. 
14.	Click in the Begin Status field. 
15.	Enter " ACT " into the Begin Status field.
16.	Click in the Begin Date field. 

Step	Action
17.	Enter the date the employee's Zoo deduction should begin into the Begin Date field. Note: This will be the first day of the pay period in which the deduction should occur. The DBA Begin Date will auto-populate with the same date entered in the Begin Date field.
18.	Scroll to the right to the Participation Date field. Click the scrollbar.
19.	Click in the Participation Date field. <input data-bbox="354 531 565 573" type="text"/>
20.	Enter the same date entered in the Begin Date field into the Participation Date field.
21.	Click the OK button. 
22.	Enter a dollar amount into the ZOOHENRYDOOR field. Note: The employee's Zoo membership deduction will begin on the next payroll period. Check your payroll register to be sure the employee's deduction was taken correctly.
23.	Click the OK button. 
24.	You have successfully completed this lesson. End of Procedure.