

Enrolling an Employee in Zoo Membership Plan
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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.



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Enrolling an Employee in Zoo Membership Plan

Enrolling an Employee in Zoo Membership Plan Overview

Follow these work instructions to enroll an employee in a Zoo Membership plan. Zoo memberships are known as a voluntary deduction. There is an annual membership drive to all employees. The two Zoo memberships available include the Folsom Children’s Zoo in Lincoln and the Henry Doorly Zoo in Omaha. Employees may choose various methods of payment for their Zoo membership(s):

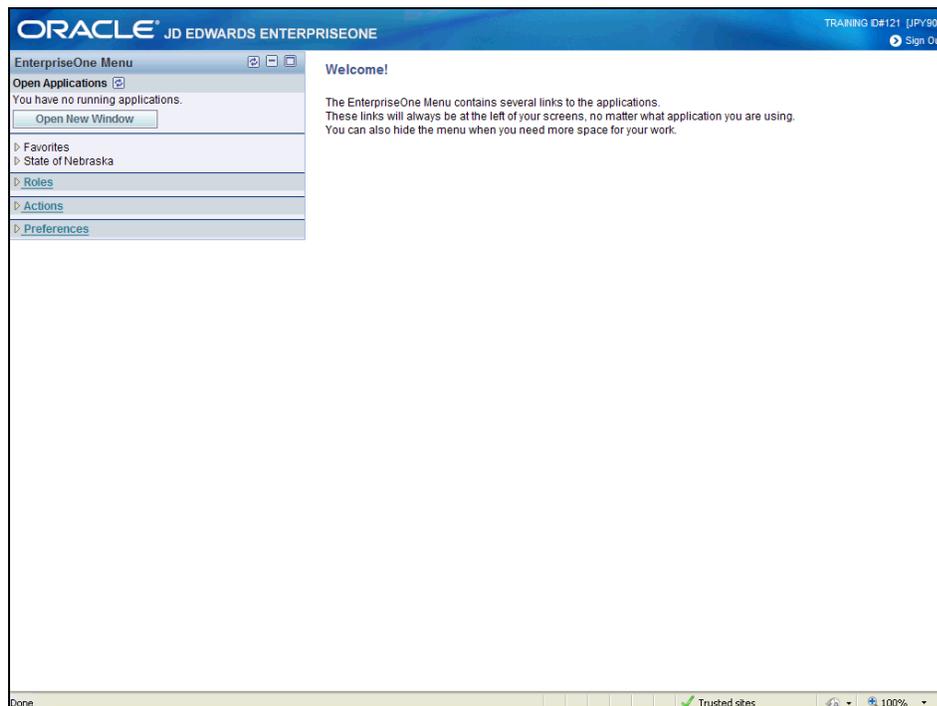
- Equally split over 24 biweekly pay periods
- Equally split over 12 monthly pay periods
- Full payment in one pay period
- Disbursed over a couple pay periods until full membership is paid

If needed, the existing amount deducted from the employee's paycheck can be changed.

Enrolling an Employee in Zoo Membership Lesson

Procedure

In this lesson you will learn how to enroll an employee in zoo membership.

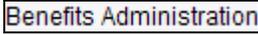


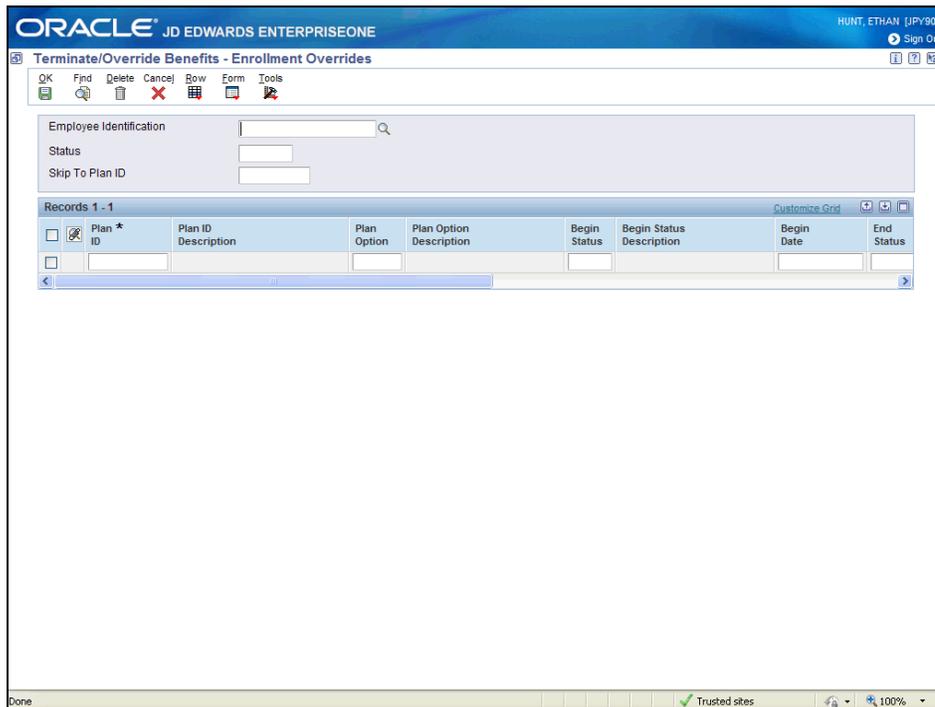
Step	Action
1.	Click the State of Nebraska link. <u>State of Nebraska</u>

Training Guide

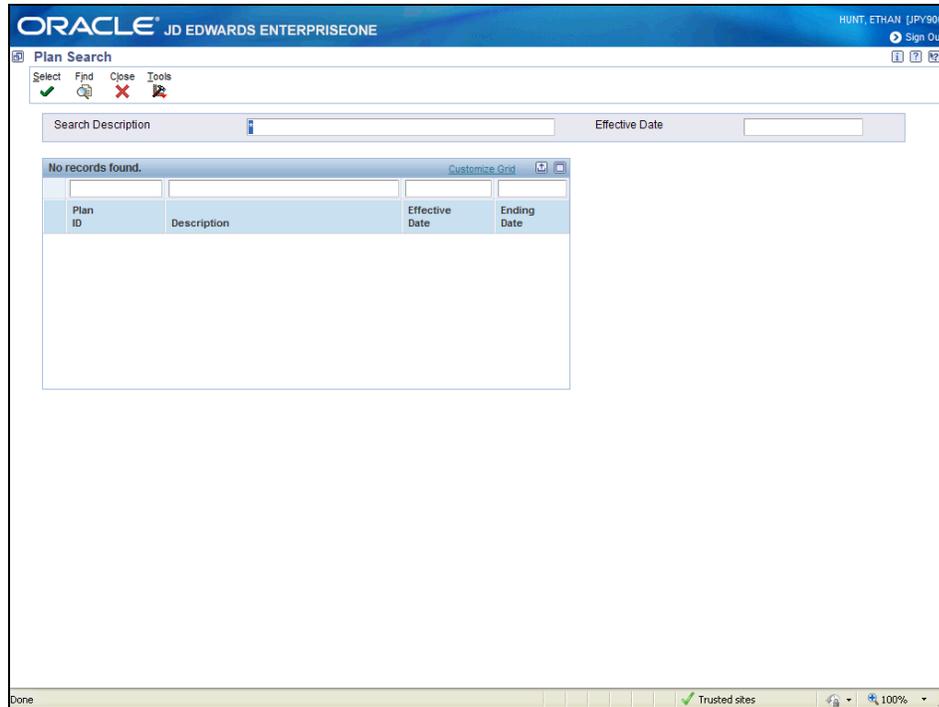
Enrolling an Employee in Zoo Membership Plan



Step	Action
2.	Click the Human Resources link. 
3.	Click the Benefits Administration link. 
4.	Click the Terminate/Override Benefits link. 



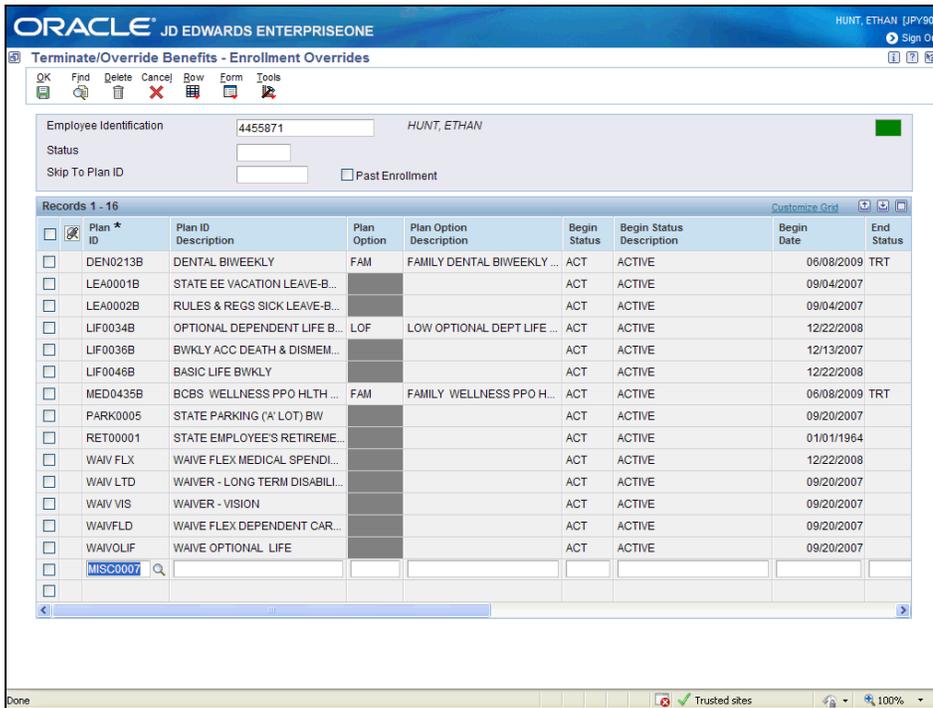
Step	Action
5.	Enter the employee's address book number into the Employee Identification field.
6.	Click the Find button. 
7.	Click in the Plan ID field of the first blank row in the grid. 
8.	Click the Visual Assist tool. 



Step	Action
9.	Click in the Description field (<u>not</u> the Search Description field). <input type="text"/>
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. <input type="radio"/>
13.	Click the Select button. 

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Step	Action
14.	Click in the Begin Status field. <input type="text"/>
15.	Enter " ACT " into the Begin Status field.
16.	Click in the Begin Date field. <input type="text"/>
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 type="text"/>
20.	Enter the same date entered in the Begin Date field into the Participation Date field.
21.	Click the OK button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Terminate/Override Benefits - Change Amount or Rate

OK Cancel Tools

Employee No. 4455871 HUNT, ETHAN
Plan ID MISC0007 OMAHA'S HENRY DOORLY ZOO

Override Amounts

Employee Payroll Ded DBA 6660 ZOOHENRYDOOR \$
Employer Paid Benefit DBA
Flex Cost DBA
Flex Credit DBA

Done Trusted sites 100%

Step	Action
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.