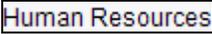
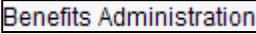
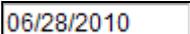
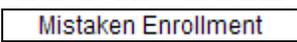


Correct Mistaken Enrollment Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the Benefits Administration link. 
4.	Click the Enrollment with Eligibility link. 
5.	Enter the employee number into the Employee Identification field.
6.	Click in the Effective Date field. 
7.	Enter the same date entered in the Enrollment Effective Date on the Employee Master into the Effective Date field.
8.	Click the Display Elected Plans and Plan Options option. 
9.	To limit your search, type the Category of the Benefit Group in the QBE (query-by-example) line directly above the Category column in the grid to search.
10.	Click the Find button. 
11.	Choose the row containing the mistaken enrollment by clicking the check box next to it. 
12.	Click the Row button. 
13.	Click the Mistaken Enrollment menu. 
14.	The system displays either a trash-can icon (no payroll history is associated with the record) or an X (payroll history is associated with the record) in the row header of the record that was a mistaken enrollment.
15.	Click the Submit button. 

Step	Action
16.	<p>If a plan was not selected in a category that requires an election (ex. Medical), the Retest Eligibility window appears. Read the directions and click OK to return to the Work with Enrollment with Eligibility screen.</p> <p>In this lesson we did not get the Retest Eligibility window.</p>
17.	<p>Click the Close button.</p> 
18.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>