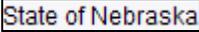
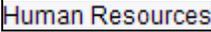
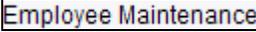


Determine if an Employee has Labor Distribution Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the Employee Maintenance link. 
4.	Click the Enter/Revise Labor Distribution link. 
5.	To search on a specific employee, enter the employee's address book number in the Address Number field in the QBE line.
6.	Click the Find button. Note: If you wanted to search for your whole agency simply click Find and do not enter an employee number in the Address Number field. 
7.	Click the Select button. 
8.	If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution.
9.	Click the Cancel button. 
10.	Click the Close button. 
11.	You have successfully completed this lesson. End of Procedure.