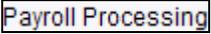


## Entering Workers Comp Time and Leave Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Payroll</b> link. 
3.	Click the <b>Payroll Processing</b> link. 
4.	Click the <b>Time Maintenance</b> link. 
5.	Click the <b>By Individual</b> link. 
6.	Click the <b>Add</b> button. 
7.	Type the last day of the pay period in the <b>Date</b> field in the header.
8.	Enter the employee's address book number in the <b>Employee Number</b> field.
9.	Enter " <b>220</b> " into the <b>Pay</b> field.  Pay Code 220 is for Injury Leave used.
10.	Enter the number of hours in the <b>Hours</b> field.
11.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.
12.	Enter " <b>40</b> " into the <b>Pay</b> field.  Pay Code 40 is for Sick Leave used. This is the sick leave the employee must be charged to supplement the worker's compensation absence.
13.	Enter the number of hours in the <b>Hours</b> field.
14.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.
15.	Enter " <b>520</b> " into the <b>Pay</b> field.  Pay Code 520 is for Work Comp No\$. This code is used to track the number of hours (other than sick leave hours used) that the employee is absent due to worker's compensation reasons.
16.	Enter the number of hours in the <b>Hours</b> field.
17.	Use the <b>down arrow</b> key on the keyboard to move to the next row on the grid.
18.	Click the <b>OK</b> button. 

---

Step	Action
19.	Click the <b>Cancel</b> button. 
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson. <b>End of Procedure.</b>