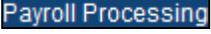
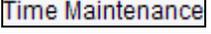


Recording Catastrophic Leave Donations Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Time Maintenance link. 
5.	Click the By Individual link. 
6.	Click the Add button. 
7.	Complete the first field for the Date/Batch field with the pay period end date. Leave the second field blank.
8.	Enter the address book number of the employee donating leave in the Employee Number field in the grid.
9.	Click in the Pay field. 
10.	Enter "888" into the Pay field.
11.	Click in the Hours field. 
12.	For pay type 888 enter the hours being donated in the Hours field.
13.	Scroll to the right until you see the LS Amnt field.
14.	In the LS Amnt field enter the Lump Sum amount of the hours being donated. For example, if the employee donating makes \$20 an hour and they are donating an hour of leave you would enter "20" in the the LS Amnt field.
15.	Use the down arrow key on the keyboard to move to the next row on the grid.
16.	Scroll back to the left until you see the Employee Number field. 
17.	Enter the address book number of the employee donating leave in the Employee Number field in the grid.
18.	Click in the Pay field. 
19.	Enter "889" into the Pay field.

Step	Action
20.	For pay type 889 no hours are entered.
21.	Scroll to the right until you see the LS Amnt field.
22.	For pay type 889 a negative Lump Sum dollar amount equal to the hours donated needs to be entered in the LS Amnt field. For example, if the employee donating makes \$20 an hour and is donating an hour you would enter " -20 " in the LS Amnt field.
23.	Use the down arrow key on the keyboard to move to the next row on the grid.
24.	Scroll back to the left until you see the Employee Number field. <input data-bbox="354 556 899 594" type="text"/>
25.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • NAPE/AFSCME Contract Covered Employee Go to step 26 on page 2 • Rules Covered Employee Go to step 46 on page 3
26.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
27.	Click in the Pay field. <input data-bbox="354 938 464 976" type="text"/>
28.	Enter " 890 " into the Pay field.
29.	Click in the Hours field. <input data-bbox="354 1073 477 1110" type="text"/>
30.	<p>For pay type 890 enter the number of hours the employee will be receiving in the Hours field. This needs to be entered as a negative because it is reducing the Sick Taken and increasing the Sick Available.</p> <p>Note: The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).</p>
31.	Scroll to the right until you see the LS Amnt field.
32.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a negative.
33.	Use the down arrow key on the keyboard to move to the next row on the grid.
34.	Scroll back to the left until you see the Employee Number field. <input data-bbox="354 1585 899 1623" type="text"/>
35.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
36.	Click in the Pay field. <input data-bbox="354 1751 464 1789" type="text"/>
37.	Enter " 891 " into the Pay field.
38.	No hours are entered for pay type 891.

Step	Action
39.	Scroll to the right until you see the LS Amnt field.
40.	In the LS Amnt field enter the dollar value of the hours being donated. This needs to be entered as a positive because it is balancing the 890 dollars so the net to pay is Zero.
41.	Use the down arrow key on the keyboard to move to the next row on the grid.
42.	Click the OK button. 
43.	Click the Cancel button. 
44.	Click the Close button. 
45.	You have successfully completed this lesson. End of Procedure. Remaining steps apply to other paths.
46.	Enter the address book number of the employee receiving leave in the Employee Number field in the grid.
47.	Click in the Pay field. <input type="text"/>
48.	Enter " 896 " into the Pay field.
49.	Click in the Hours field. <input type="text"/>
50.	For pay type 896 enter the number of hours the employee will be receiving in the Hours field. This needs to be entered as positive. Note: The amount entered here may not be the same as the number donated. For example, if an employee making \$20 an hour donates an hour to an employee making \$10 an hour, the number of hours the employee would receive would be 2 (a Lump Sum of \$20).
51.	Use the down arrow key on the keyboard to move to the next row on the grid.
52.	Click the OK button. 
53.	Click the Cancel button. 
54.	Click the Close button. 
55.	You have successfully completed this lesson. End of Procedure.