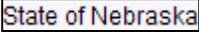
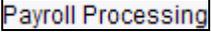
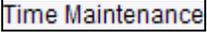


## Recording Catastrophic Leave Usage Lesson

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.	Enter the last date of the pay period in which the catastrophic leave will be used into the <b>Date/Batch</b> field.
8.	Click in the <b>Employee Number</b> field. 
9.	Enter the employee number of the employee using the catastrophic leave into the <b>Employee Number</b> field.
10.	Click in the <b>Pay</b> field. 
11.	Enter the correct pay type into the <b>Pay</b> field.  <b>Note:</b> For Rules covered employees use <b>Pay Type 185</b> . For Bargaining Unit employees use <b>Pay Type 180</b> .
12.	Click in the <b>Hours</b> field. 
13.	Enter the number of catastrophic leave hours the employee will be using into the <b>Hours</b> field.
14.	Press the <b>Down Arrow</b> on your keyboard to get the <b>OK</b> button to appear.
15.	Click the <b>OK</b> button. 
16.	Click the <b>Cancel</b> button. 

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Step	Action
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>