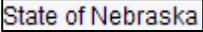
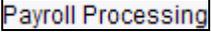
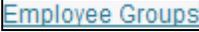
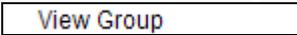


Creating a Selection Group

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Time Card Automation link. 
5.	Click the Employee Groups link. 
6.	Click the Add button. 
7.	Click the Select Group button. 
8.	Enter a group name into the Employee Group Name field.
9.	Note: In the Exclusion Group box, you could list a separate group that you want excluded (i.e, if you had created a group for your temporaries that would not receive holiday pay).
10.	In the Selection Table Name field, choose a table from which the information will be gathered. (Use visual assist, if needed) In most cases, the Employee Master table will be used. 
11.	Begin identifying the criteria for pulling in the employees to be included in this group or excluded from this group. Note: Entering the Full-time regular code (blank) in the Value field will result in an error. Therefore, to exclude everyone except full-time regular employees, enter “not greater than” in the Op field. Use the screen shot as an example
12.	Once all criteria have been entered click the OK button. 
13.	Click the Cancel button. 
14.	Click in the Group Name field. 
15.	Enter the name of the group you created into the Group Name field.

Step	Action
16.	Click the Find button. 
17.	Click the Row button. 
18.	Click the View Group menu. 
19.	Note: To view a particular employee from the list of employees in this group, click Row, Employee.
20.	Click the Close button. 
21.	Click the Close button. 
22.	You have successfully completed this lesson. End of Procedure.