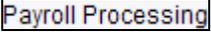
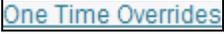
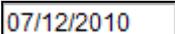
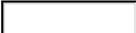


One Time Overrides Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the One Time Overrides link. 
5.	Click the Add button. 
6.	Click in the Work Date field. 
7.	Enter the date that coincides with the last day of the pay period being processed into the Work Date field.
8.	Click in the Address Number field. 
9.	Enter the Address Number of the employee into the Address Number field.
10.	Click in the DBA Code field. 
11.	Enter the appropriate DBA code into the DBA Code field. Use the Visual Assist tool if necessary. Note: For sick and vacation accrual adjustments, always use the lower numbered DBA code. Do not use 8600 or 8601.
12.	Click in the Amount field. 
13.	Enter the override amount into the Amount field.
14.	Click the OK button. 
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.

