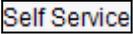
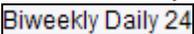


Update Pay Period End Date In ESS Time Entry

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click on the Time Entry menu item for your agency. 
4.	Click on Biweekly Daily , Biweekly Summary , and/or Monthly . Note: This may vary depending on your agency. 
5.	Move your mouse over the Current Pay Period button.
6.	An arrow will appear next to the Current Pay Period option. Click the arrow button. 
7.	Click the Values menu. 
8.	Enter the last date of the current pay period into the 1. Pay Period Ending Date field.
9.	Click the OK button. 
10.	Click the Close button. 
11.	Move your mouse over the Future Pay Period button.
12.	An arrow will appear next to the Future Pay Period option. Click the arrow button. 
13.	Click the Values menu. 
14.	Enter the last date of the pay period following the current pay period into the 1. Pay Period Ending Date field.
15.	Click the OK button. 

Step	Action
16.	Click the Close button. 
17.	Note: These steps must be completed for Current and Future Pay Period menus for each type of Time Entry utilized by your agency (Biweekly Daily, Biweekly Summary, and/or Monthly). You have successfully completed this lesson. End of Procedure.