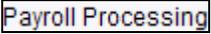
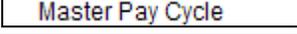


Find a Master Pay Cycle Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Pay Cycle Workbench link. 
5.	Click in the User ID field. 
6.	Enter an asterisk "*" into the User ID field.
7.	Click in the Payroll ID field. 
8.	Enter the agency number followed by an asterisk into the Payroll ID field (i.e. 65*).
9.	Click the Find button. 
10.	Choose the Payroll ID on the grid for which you wish to view the Master Pay Cycle by clicking the radio button next to it.
11.	Click the Select button. 
12.	Click the Form button. 
13.	Click the Master Pay Cycle menu. 
14.	When finished reviewing click the Cancel button. 
15.	Click the Cancel button. 
16.	Click the Close button. 
17.	You have successfully completed this lesson. End of Procedure.

