Correct Errors After Pre-Payroll Lesson

Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Maintenance** link. Time Maintenance
5.	Click the **By Individual** link. By Individual
6.	Click in the **Employee Identification** field. *
7.	Enter the employee number into the **Employee Identification** field.
8.	Click the **Find** button.
9.	Choose the appropriate timecard based on batch number or work date by clicking the check box next to it. option.
10.	Click the **Select** button.
11.	Make changes to the appropriate fields in the grid (i.e. **Pay** or **Hours** columns). 8.00
12.	After making your changes press the **down arrow** key on your keyboard to move to the next line on the grid.
13.	**Note:** The **OK** button will not appear on the window until you move the cursor to the next row on the grid.
14.	Click the **OK** button.
15.	The **OK** button will then disappear from the screen.
16.	Click the **Cancel** button.
17.	Click the **Close** button.

Step	Action
18.	**Note**: When it is necessary to make changes to timecards after Pre-Payroll has run, a "1" will populate in the Changes Only field in the grid on the Work With Pay Cycle Workbench window. The next step is to Reset the Payroll Cycle or Run Changes Only for the Pre-Payroll. You have successfully completed this lesson. **End of Procedure.**