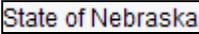
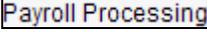
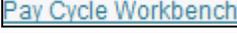
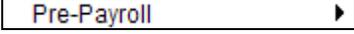
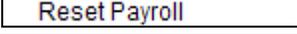


Reset a Payroll Cycle Lesson

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.	Choose the Payroll ID version on the grid you wish to reset by clicking the radio button next to it.
6.	Click the Row button. 
7.	Click the Pre-Payroll menu. 
8.	Click the Reset Payroll menu. 
9.	Click the OK button. 
10.	If there is still a “ 1 ” in the Pre-Payroll column click Find until the “ 1 ” disappears.
11.	Click the Find button. 
12.	When the “ 1 ” disappears in the Pre-Payroll column the payroll has been reset.
13.	Click the Close button. 
14.	You have successfully completed this lesson. End of Procedure.