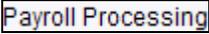
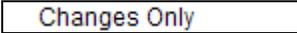


Run Changes Only for the Payroll Cycle Lesson

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.	Look for a "1" in the Changes Only column in the grid to determine if Changes Only needs to be run. Running Changes Only will create a Payroll Register Report containing only employees with changes processed. Note: you may need to scroll to the right to see the Changes Only column.
6.	Choose the Payroll ID version on the grid you wish to process changes by clicking the radio button next to it.
7.	Click the Row button. 
8.	Click the Pre-Payroll menu. 
9.	Click the Submit menu. 
10.	Click the Changes Only menu. 
11.	Click the OK button. 
12.	Click the OK button. 
13.	Review the grid row under the Pre-Payroll column. An "A" means the job is Active or on the job queue, this means the Pre-Payroll is processing.
14.	Click the Find button until the grid row under the Pre-Payroll column changes to "1". 
15.	When the Pre-Payroll column changes to "1" this indicates that the Pre-Payroll is complete.

Step	Action
16.	Click the Close button. 
17.	You have successfully completed this lesson. End of Procedure.