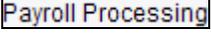
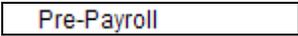
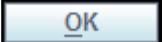


Submit Pre-Payroll Lesson

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 Payroll ID field. 
6.	Enter the agency number followed by an asterisk (i.e 65*) into the Payroll ID field.
7.	Click in the User ID field. 
8.	Enter an asterisk "*" into the User ID field.
9.	Click the Pre-Payroll Versions option. 
10.	Choose the Payroll ID on the grid you wish to process by clicking the radio button next to it. 
11.	Click the Select button. 
12.	Verify the following fields: Pay Period End Date From – First day of the Pay Period Thru – Last day of the Pay Period Check Date Auto Deposit Date Note: These fields are updated after Final Update to the next pay cycle dates.
13.	Click the OK button. 
14.	Choose the appropriate Payroll ID by clicking the radio button next to it. 

Step	Action
15.	Click the Row button. 
16.	Click the Pre-Payroll menu. 
17.	Click the Submit menu. 
18.	Click the Pre-Payroll menu. 
19.	Click the OK button. 
20.	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 (R07200) is processing.
21.	Click the Find button until the grid row under the Pre-Payroll column changes to " 1 ". 
22.	when the Pre-Payroll column changes to " 1 " this indicates that the Pre-Payroll is complete.
23.	You have successfully completed this lesson. End of Procedure.