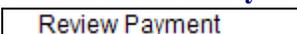


## Payment Review and Void Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Payroll</b> link. 
3.	Click the <b>Payroll Inquiries</b> link. 
4.	Click the <b>Paycheck Review and Void</b> link. 
5.	Enter the employee address book number into the <b>Employee Identification</b> field.
6.	Click the <b>Find</b> button. 
7.	Scroll to the right to see the Interim Check Code ( <b>IC</b> ) field.
8.	<b>Note:</b> A 'blank' in the Interim Check Code ( <b>IC</b> ) column indicates a regular payroll payment. An 'I' in the Interim Check Code column indicates an interim payment. An 'X' indicates the payment was voided.
9.	Information on individual payments can be accessed. To do this you will first need to select a payment from the grid by clicking the radio button next to it.
10.	Click the <b>Row</b> button. 
11.	Click the <b>Review Payment</b> menu. 
12.	The first screen gives the time card information associated with the payment.  <b>Note:</b> The Check Number is in the upper right corner of the screen. You can tell if the payment was a regular check, a direct deposit or an Interim check by the number.  - Numbers that begin with 70....were warrants issued -- an actual check.  - Numbers that begin with 80....were direct deposits.  - Interim checks will have a number that begins with 70.....but within the grid under the IC column, there will appear an "I" if the check was an Interim check. An X in that column will indicate that the original check has been voided.
13.	<b>Note:</b> Click on the <b>DBA Detail</b> tab to see DBA information related to the payment.

Step	Action
14.	<b>Note:</b> Click on the <b>Tax Detail</b> tab to see Taxable Gross Pay (total gross pay less tax sheltered deductions), Excludable Gross Pay (tax sheltered deductions), and calculated taxes for each Tax Type.
15.	Click the <b>Cancel</b> button. 
16.	Click the <b>Cancel</b> button. 
17.	You have successfully completed this lesson. <b>End of Procedure.</b>