

Signing In and Out

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Signing In and Out

Signing In and Out Overview

You must have a valid user ID and a password to log in to the Payroll & Financial Center. Your user ID determines:

- What menus/tasks you see
- What actions you are allowed to perform
- Your display preferences

As you work in the system your user ID is stamped on the transactions you perform. This makes it easy to find out who entered or changed information.

When you finish working in the system, or when you are going to be away from your desk, it is a good security measure to log out the system to prevent others from entering transactions under your user ID.

Signing In and Out Lesson

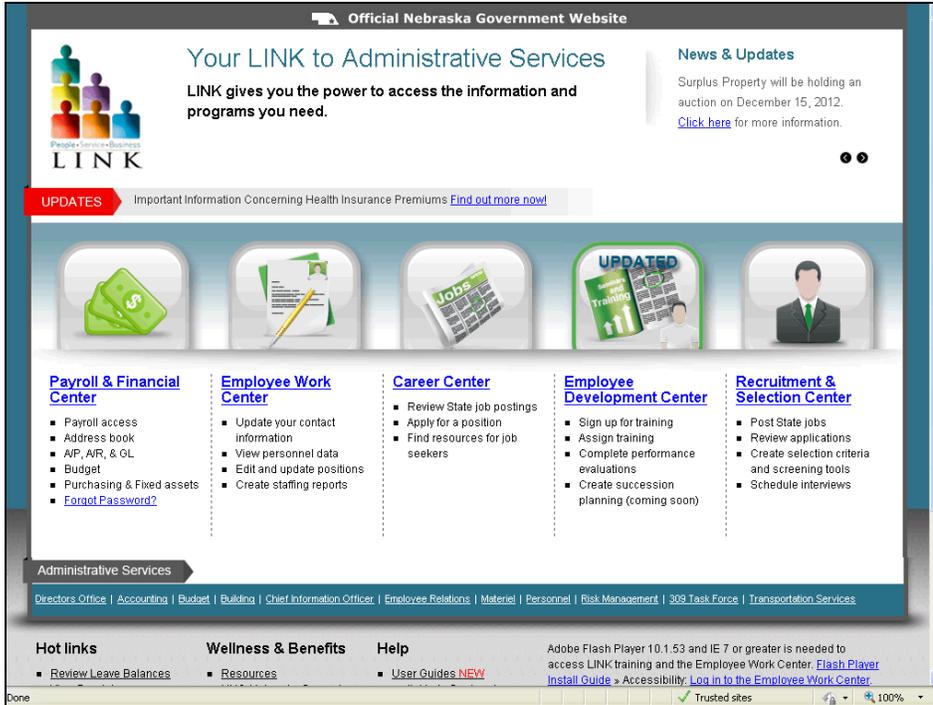
Procedure

In this lesson you will learn how to sign into the Payroll & Financial Center and how to sign out.

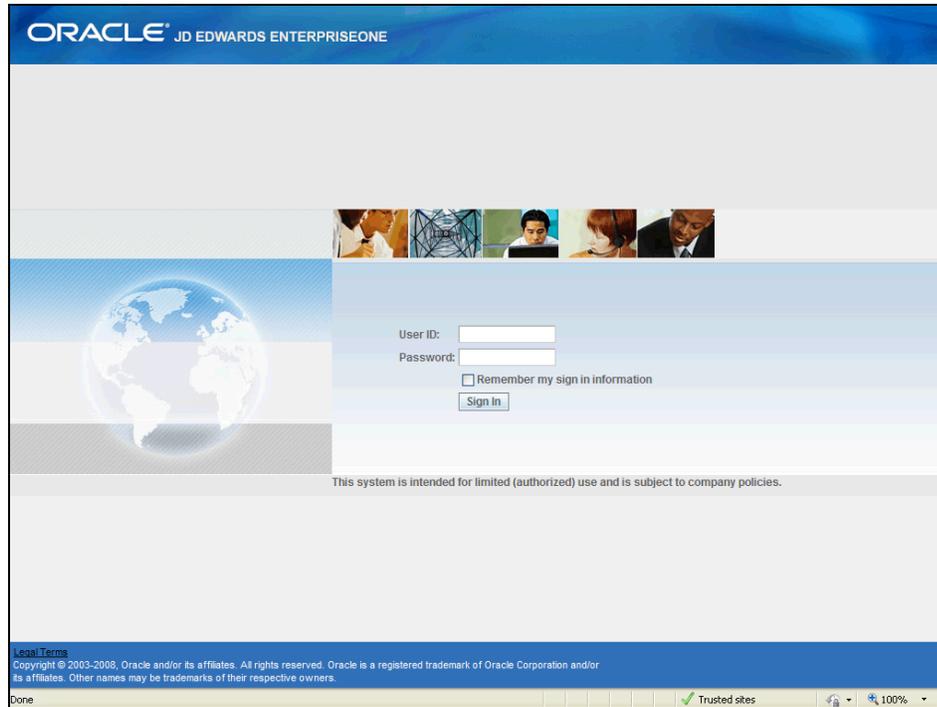
Step	Action
1.	To sign onto the system you will first need to go to the web site http://link.ne.gov/ (do not use www).

Training Guide

Signing In and Out



Step	Action
2.	Click the Payroll & Financial Center link or icon.
3.	When you sign onto the Payroll & Financial Center you will need to be sure you type your User ID and your password correctly. If you enter it incorrectly three times in a row the system disables your User ID. If that happens contact the Help Desk (1-800-982-2468 or 402-471-4636) to restore it.



Step	Action
4.	Enter your User ID in the User ID field.
5.	Enter your password in the Password field.
6.	Click the Sign In button. 
7.	You have successfully signed into the Payroll & Financial Center. It is important you follow proper procedure when signing out. When signing out DO NOT click the "X" in the upper right hand corner of your browser. Doing so could lead to a security risk and could cause you problems when trying to sign in again.
8.	The proper procedure to sign out is to click the Sign Out link in the upper right hand corner. 
9.	You have successfully completed this lesson. End of Procedure.