Enroll Employees in Zoo Membership Plan

Overview

Follow these work instructions to enroll an employee in a Zoo Membership plan. Zoo memberships are known as a voluntary deduction. There is an annual membership drive to all employees. The two Zoo memberships available include the Folsom Children's Zoo in Lincoln and the Henry Doorly Zoo in Omaha. Employees may choose various methods of payment for their Zoo membership(s):

- ❖ Equally split over 24 biweekly pay periods
- ❖ Equally split over 12 monthly pay periods
- ❖ Full payment in one pay period
- ❖ Disbursed over a couple pay periods until full membership is paid

If needed, the existing amount deducted from the employee's paycheck can be changed. These work instructions include:

Enroll Employees in Zoo Membership Plan

Change a Zoo Membership Amount/Rate

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: http://www.das.state.ne.us/.
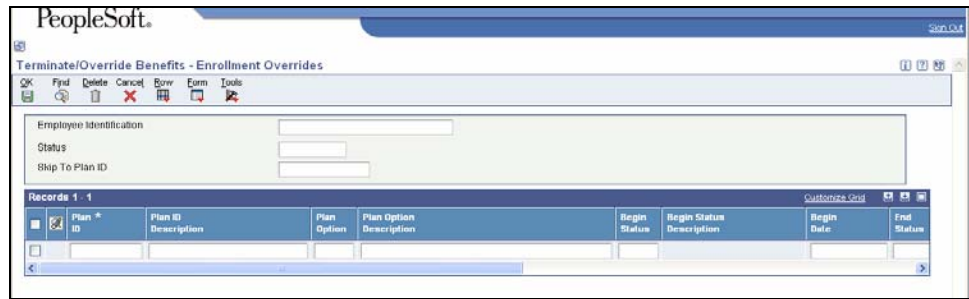
Navigation

Click Roles, HR_PR   .
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Benefits Administration > Terminate/Override Benefits
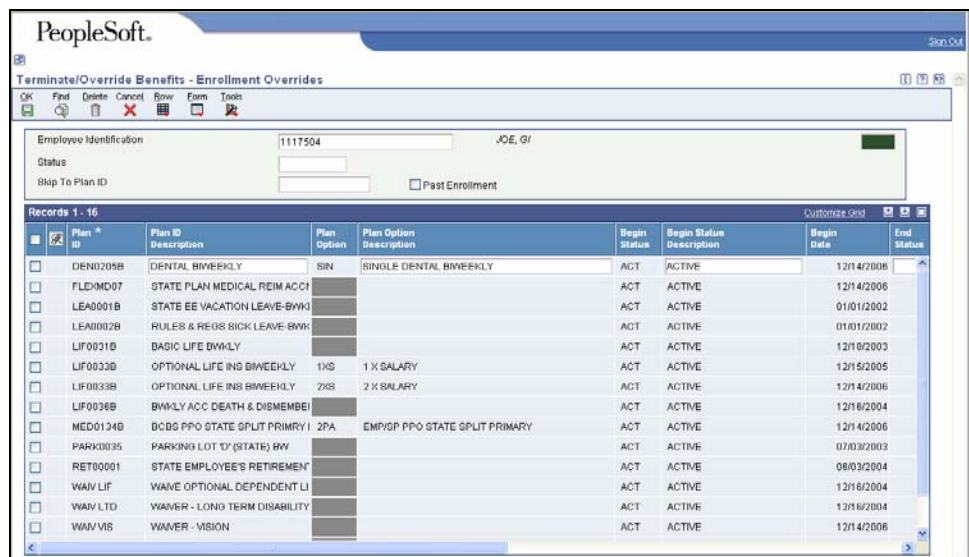
Steps

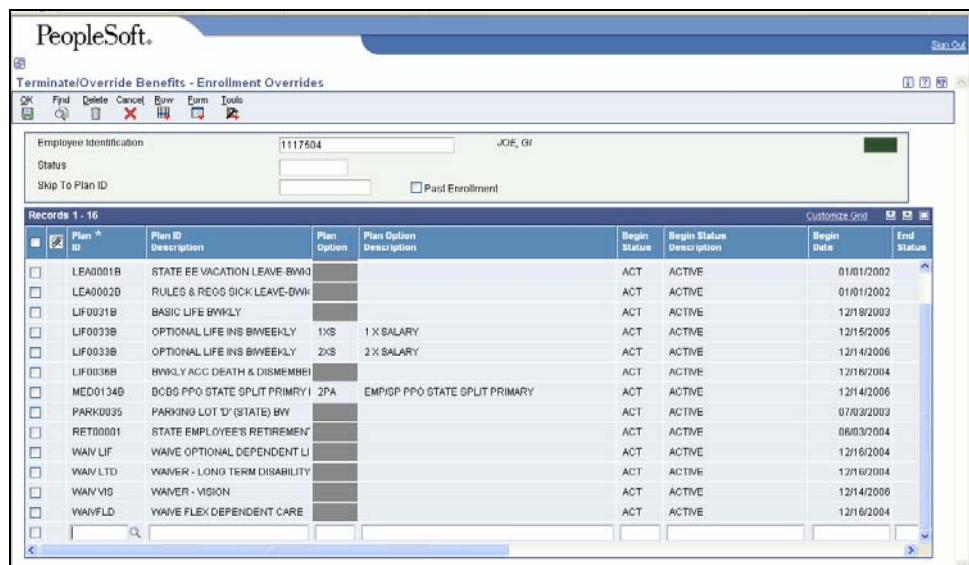### Enroll Employee in Zoo Membership Plan

Start this instruction from the Terminate / Override Benefits window.

1. Enter the employee address book number in the Employee Identification field in the header.

2. Click **Find.** All the employee's benefit enrollments will display in the grid.

3. Scroll down to find the first blank row in the grid and click in the Plan ID field.

4. Click the visual assist (magnifying glass) to search for the appropriate Plan ID.

5. Enter *__ZOO__* (all capital letters with asterisks before and after the word) in the Description field. Click **Find.**
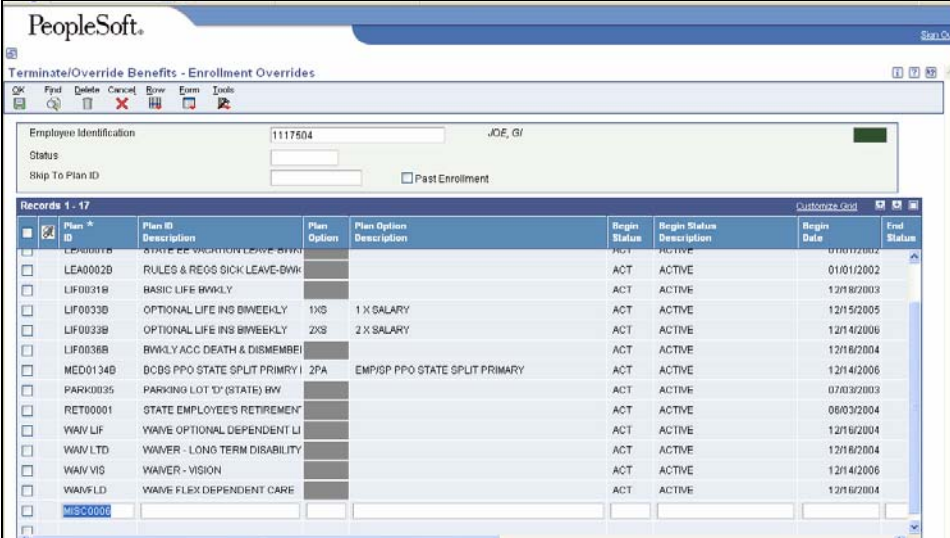

6. Choose the appropriate Plan ID and click **Select**.

The Plan **Description** field will auto-populate when the **Tab** key is pressed. Continue to **Tab** through each field on the grid.

7. Complete the following fields:

    - **Begin Status** - enter ACT

    - **Begin Date** - enter the date the employee's Zoo deduction should begin.

        This will be the first day of the pay period in which the deduction should occur.

        The **DBA Begin Date** will auto-populate with the same date entered in the **Begin Date** field.

    - **Participation Date** - use the same date entered in the Begin Date field.

8. Press the **Tab** key through all fields on the grid. Your **UserID** and **Date Entered** will auto-populate once the **OK** button is clicked. The Change Amount or Rate window will appear.

9. Enter a dollar amount in the blank field.

10. Click **OK** to return to the Enrollment Overrides window.

11. Click **OK**.

✎ The employee's Zoo membership deduction will begin on the next payroll period. Check your payroll register to be sure the employee's deduction was taken correctly.