One-Time Overrides

Overview

One-Time Overrides are used to override the entire amount normally deducted for a Deduction/Benefit/Accrual (DBA). One-Time Overrides can be used to adjust employee deductions, state paid benefits, and/or leave accruals.

✎ A One-Time Override can be created for an employee locked in payroll, but the One-Time Override will not be included in payroll unless the payroll is reset. One-Time Overrides cannot be viewed when the employee is locked in payroll.

This work instruction shows how to Enter a One-Time Override

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/.
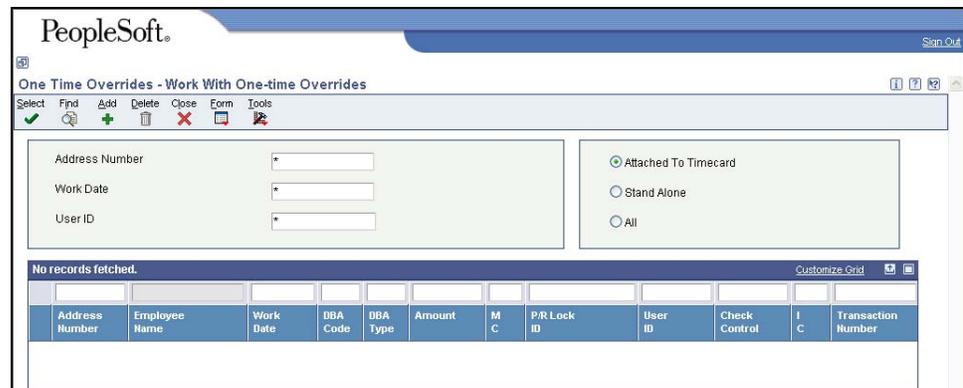
Navigation

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

Human Resources and Payroll – Agencies > Payroll > One Time Overrides

Steps

One-Time Overrides

Start this instruction from the One Time Overrides – Work with One-time Overrides window.

1. Click **Add**. The One Time Overrides - Speed One-time Overrides window appears.

2. In the Header, enter the **Work Date** that coincides with the last day of the pay period being processed.

3. Enter the **Address Number** of the employee in the Address Number field in the grid.

4. Enter the appropriate **DBA code** in the DBA Code field in the grid.

   For sick and vacation accrual adjustments, always use the lower numbered DBA code. Do not use 8600 or 8601.

5. Enter the override **amount** in the Amount field in the grid.

6. Click **OK** to return to the Work with Overrides - Work with One-Time Overrides window.

7. Click **Close**.