Employee Payroll Update Quick Reference Guide

Contents

Purpose

The Employee Payroll Update screen must be completed when you hire a new employee and/or when any of the information contained on this screen changes. This is the only screen you will complete within the Payroll & Financial Center pertaining to employees.

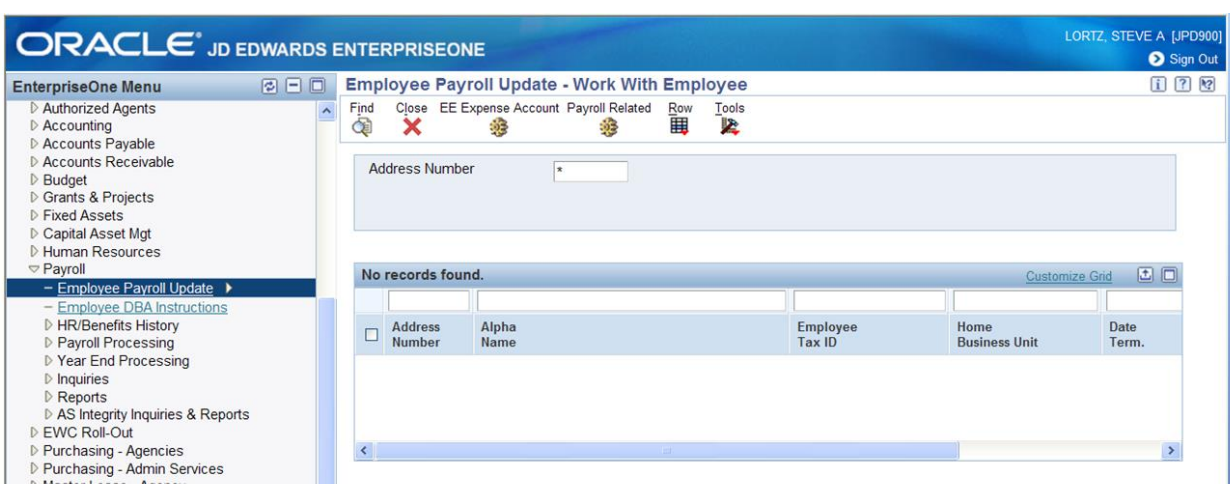
> **IMPORTANT NOTE:** The Employee Payroll Update screen must be completed before the employee can be paid. The remaining information is managed in the Employee Work Center. Complete the following steps, once the employee has been entered into the Employee Work Center and can be located in the Payroll & Financial Center.

Log in to the Payroll & Financial Center

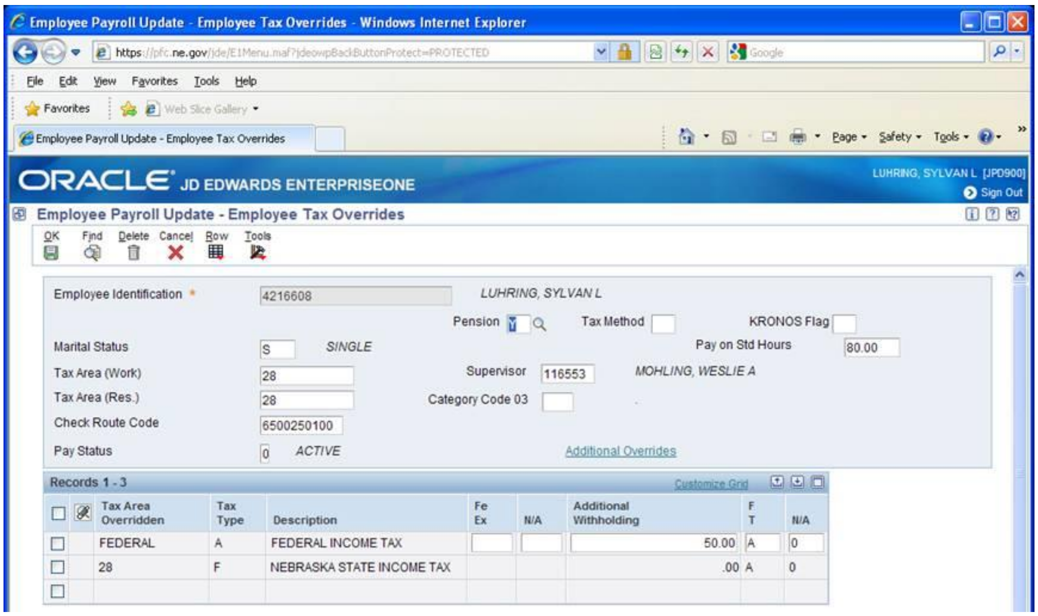
1. It can be accessed from this page, http://link.nebraska.gov/.
2. Type your User Name, press tab and then type your password.
3. Click Sign In (or press Enter).

Enter Employee Tax Overrides

1. In the Payroll & Financial Center, go to State of Nebraska >> Payroll >> Employee Payroll Update.
2. Type the Employee ID number.
3. Click **Find.**
4. Click the box located next to the Employee ID number to select the employee.



5. Click the Payroll Related icon at the top of the screen to access the Employee Tax Overrides screen.
6. Enter the appropriate data in the fields as shown below.
   a) If the employee is attached to a specific Supervisory Organization in the Employee Work Center, but, she/he has a different supervisor who approves time entry in the Payroll & Financial Center, you can enter that supervisor's Employee ID number in the Supervisor field.
   b) Check that the **Tax Method** box is blank if entering a new hire.
   c) Ensure that you enter the appropriate code into the **Check Route Code** field.



ENTER EXPENSE ACCOUNT INFORMATION

1. From the Employee Payroll Update screen, click the **EE Expense Account** icon to access the Automatic Bank Deposit Instructions screen.
2. Enter the appropriate banking information to be used for the employees' expense reimbursements. The Method Code (MC) will default to **E**.
   - **NOTE:** This screen is for expense account information ONLY. Payroll deposit information is entered in the Employee Work Center.