NEW User Checklist for NIS Access

	Task	Notes
❑	Obtain Address Book Number	Obtain from Agency HR Department
❑	Determine access required for User to perform job duties	See NIS Role Description
❑	Complete NIS User Authorization spreadsheet Action Code "N" Highlight entire line in yellow	See NIS Authorization User Spreadsheet Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Execution Control	User with HR21, HR22 or HR25 may need access to run pre-payroll. Notify State Accounting at Execution Control of User Name, User Id, and pay cycle
❑	Complete Batch Management spreadsheet Action Code "N"	See Batch Management Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Complete Approval Route	Establishes procurement document flow. Send to GWI.Support@CIO.NE.GOV with the email subject of 'approval routes ' or designated agency contact
❑	Advise User of ID and Password upon spreadsheet returns	Verify and Save spreadsheet for backup

Change User Checklist for NIS Access

	Task	Notes
❑	Complete NIS User Authorization Spreadsheet Action Code "R" and "C"; Two rows needed	See NIS Authorization User Spreadsheet Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Execution Control	User with HR21, HR22 or HR25 may have access to run pre-payroll, remove User not needing access. Notify State Accounting at: Execution Control of the User Name, User Id, and pay cycle.
❑	Complete Batch Management spreadsheet Action Code "N" or "T" Depending on User	Remove or add User from Batch Management. See Batch Management Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Complete Approval Route	Add or change procurement document flow. Send to GWI.Support@CIO.NE.GOV with the email subject of 'approval routes ' or designated agency contact
❑	Upon spreadsheet returns	Verify and Save for backup

Terminate User Checklist for NIS Access

	Task	Notes
❑	Complete NIS Authorization User Spreadsheet Action Code "T"	See NIS Authorization User Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Execution Control	Remove User from Execution Control. Notify State Accounting at Execution Control With User Name, User Id, and pay cycle
❑	Complete Batch Management spreadsheet Action Code "T"	Remove User from Batch Management. See Batch Management Instruction Send to: NIS.SECURITY@EMAIL.STATE.NE.US
❑	Remove Approval Route	Send to: GWI.Support@CIO.NE.GOV with the email subject of 'approval routes 'or designated agency contact
❑	Upon spreadsheet returns	Verify and Save for backup

Last updated: 07/25/2007