

NIS User Authorization Spreadsheet Instruction

This is the NIS USER AUTHORIZATION SPREADSHEET must be completed and sent to the NIS Security by the Authorized Agent. If you need assistance to complete the spreadsheet, please contact NIS Security at: e-mail nis.security@email.state.ne.us or phone (402) 471-0609.

The NIS User AUTHORIZATION SPREADSHEET is used by the Authorized Agent to communicate the employees' access needs in NIS to perform their job duties.

You may enter more than one USER at a time on the blank spreadsheet, keeping in mind the effective date of the NIS functional duties for each user. When a spreadsheet update has been completed, the Authorized Agent will be notified.

Please complete NIS USER AUTHORIZATION SPREADSHEET as explained below:

Note:

If a User Security change is needed, two rows of information must be entered
 The First row of information should be copied from the User Master, with the codes that are to be changed highlighted in pink and the Action entered as an **R**.
 The Second complete row of information should contain the changes needed.
 Changes are to be highlighted in yellow and the Action entered as a **C**.

Column A - Effective Date

Enter the effective date of this change or update. It may be the date you make the request or it may be a future date.

Column B - Action Required

Enter one of the following letters to indicate the type of action requested for each user:

N is to identify a new User ID. **Highlight row in Yellow.**

C is to request new security access for a User. **Highlight changed cell(s) in Yellow.**

R is to remove security access for the User. **Highlight changed cell(s) in Pink.**

T is to remove User from NIS.

S is to request a second User ID within an agency for a current user.

SW is to request statewide access for business units. (**Note:** justification for statewide access should accompany the request).

Columns C through G

C: Enter the **Agency number** which employs the user. This number must be 3 digits.

D: The **Division** is not a required field, but can be completed if it is helpful to the Agency. Only 3 digit numbers maybe used.

E: Enter the User Name using the format: **LAST NAME, FIRST NAME INITIAL.**

F: Address Book Number: Enter the Employee's NIS Address Book Number. A user can be a contractor, a Board Member, or a volunteer. Address Book numbers for non-employees are entered into NIS by State Accounting, but it is the Agency's responsibility to request State Accounting assign an address book number to the user.

Please only submit Address Book Numbers with search type "E" or "N".

G: Enter the person's User ID which has been provided to you. If the person is a new user, leave this cell blank, an ID will be assigned by NIS Security.

Note: Please keep in mind, that ONE WORLD is a web-based system. This means that a user can go to any web connected computer and gain access to NIS. If a user terminates or transfers, they can still access your Agency's records unless their NIS access is deleted. We want to stress the importance of ensuring that IMS Help Desk is sent the spreadsheet indicating the user's termination. Changing a users Search Type in the Address Book from an "E" (employee) to an "X" (ex-employee) does not terminate their User IDs access to NIS.

You can disable a user's ID by failing a log-on (i.e. incorrect password) three (3) times.

Columns H - T

Roles

For these columns, you will need to reference the NIS Role Descriptions to determine what level of access the user will need on NIS. A two-digit number must be entered into each column. If no access is needed for that column, then enter **00** (zero zero).

Depending on the process your Agency has set up, you may need to have the user's immediate supervisor complete this part of the form.

EXECUTION CONTROL: If a user has HR21, HR22, or HR25, they can also be set-up for execution control. Execution control allows a user to run the pre-payroll. At least 1 user should have execution control.

To add execution control for a user, click on Execution Control link. Email User ID needing access, please indicate if Bi-weekly or Monthly payroll.

Column R: AL

This is will be used by only a few agencies so most agencies will code this column with 00.

Column T: NTF

Used for agencies who have an interface with NIS. Enter the appropriate code from the NTF Role Descriptions.

Column U: ES Role

This column is used to define the Employee Self Service Role for the user.

Format is N000ES##&&.

N000ES is standard for all Users.

= Agency Number.

&& = Code based upon Time Reporting and HR Contact.

See the ES Role tab on the NIS Role Description for specific coding by agency.

Column V: SC

Enter 00 (Zero Zero) in this column, except Agency 65 may enter a two digit number.

Column W: Business Unit Role

Please enter the Business Unit Role that contains the business units the user will need to access to do his/her job. To locate the BU Role refers to NIS USER AUTHORIZATION (Master List). Enter the Agency Address Book Number in the QBE line above "Address Number" and click find. The BU Roles currently established will display. Find the BU range(s) the User needs access to and enter the corresponding BU Role name on the Authorization spreadsheet. If the BU range(s) needed are not listed with a corresponding BU Role, then a new BU Role may be requested. See column Y-BH and ENTER the word "NEW" in the BU ROLE NAME Column on the AUTHORIZATION SPREADSHEET.

Column Y - BH

There are two types of Business Units:

- 1) Financial Business Units which begin with the Agency number and are a total of eight digits long (ex: 44041000). The only exception is the university, which has 11 digits.
- 2) Security Business Units which must begin with the letter "S" followed by the Agency two digit number (ex: S03 or S54) and are a total of 10 digits (S650215000). Security Business Units do not use any letters other than the beginning letter of "S".

Once information has been entered in the final column, you have completed the information for this User. You may submit more than one User on a spreadsheet.

It is important to you, as an Authorized Agent, to understand how to complete this form. If there is incomplete or incorrect information, the spreadsheet will be returned to you. At the top of the spreadsheet are a few comments and reminders to assist you in completing the spreadsheet. You will find it helpful to have a hardcopy of the NIS ROLE DESCRIPTIONS.

Again, if you have any questions on completing this spreadsheet, please contact NIS Security at email nis.security@email.state.ne.us or phone (402)471-0609.