

NEW User Checklist for NIS Access

updated 01/21/2009

| <u>Task</u> | <u>Notes</u> |
|---|--|
| <input type="checkbox"/> Obtain Address Book Number | Obtain from Agency HR Department, If User is a non-employee contact NIS Security for address book number |
| <input type="checkbox"/> Determine access required for User to perform job duties | See NIS Role Description http://www.das.state.ne.us/nis/security/ |
| <input type="checkbox"/> NIS on-line - enter Authorized Agent Request | See NIS Authorized Agent Work Instructions to make request. http://www.das.state.ne.us/nis/security/ |
| <input type="checkbox"/> Execution Control, if needed | 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 agency Payroll ID |
| <input type="checkbox"/> Complete Batch Management spreadsheet Action Code "N" if needed | See Batch Management Instruction- batch approval/post flow. http://www.das.state.ne.us/nis/security/index_batch_mgmt.html Send to: nis.security@nebraska.gov |
| <input type="checkbox"/> Complete Approval Route , if needed | Establishes procurement document flow. http://www.das.state.ne.us/nis/security/ Send to GWL.Support@CIO.NE.GOV with the email subject of 'Procurement approval routes ' or designated agency contact |
| <input type="checkbox"/> Advise User of ID and Password upon notification from NIS Security | User ID sent to Authorized Agent to access NIS. Access is based on Business Process Owner's (BPO) approvals of Roles requested |

Change User Checklist for NIS Access

| <u>Task</u> | <u>Notes</u> |
|---|--|
| <input type="checkbox"/> NIS on-line - enter Authorized Agent Request To add or request Role removal | See NIS Authorized Agent Work Instructions to make request. http://www.das.state.ne.us/nis/security/ |
| <input type="checkbox"/> 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 agency Payroll ID.. |
| <input type="checkbox"/> Complete Batch Management spreadsheet Action Code "N" or "T" depending on User | Remove (T) or add (N) User from Batch Management. See Batch Management Instruction Send to: nis.security@nebraska.gov |
| <input type="checkbox"/> Complete Approval Route | Add or change procurement document flow. http://www.das.state.ne.us/nis/security/ Send to GWL.Support@CIO.NE.GOV with the email subject of 'Procurement approval routes ' or designated agency contact |
| <input type="checkbox"/> NIS on-line to inquire on changes updated. Batch Management spreadsheet returned | Verify updated requests and Batch Management backup |

Terminate User Checklist for NIS Access

| <u>Task</u> | <u>Notes</u> |
|---|---|
| <input type="checkbox"/> NIS on-line - enter Terminate ID | See NIS Authorized Agent Work Instructions to make request. http://www.das.state.ne.us/nis/security/ |
| <input type="checkbox"/> Execution Control - Remove | Notify State Accounting at Execution Control With User Name, User Id, and Payroll ID |
| <input type="checkbox"/> Complete Batch Management spreadsheet Action Code "T" terminate | Remove User from Batch Management. See Batch Management Instruction Send to: nis.security@nebraska.gov |
| <input type="checkbox"/> Remove Approval Route address book number | Send to: GWL.Support@CIO.NE.GOV with the email subject of 'Procurement approval routes ' or designated agency contact |
| <input type="checkbox"/> NIS on-line to inquire on changes updated. Batch Management spreadsheet returned | Verify updated requests and Batch Management |