New Employee Checklist
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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/.

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Prior to new employee starting:

1. Create an address book record

To get the NIS Security setup started, an agency can create the Address Book record (to get an Employee Number) without creating the Employee Master itself. This is done on the Add Employee screen completing the following fields:

- Security Business Unit
- Home Company
- Pay Frequency
- Adjusted Service Date

…and on the Address book screen:

- Employee name
- Tax ID

The system assigns the Address Book Number at this point, which can be used later to complete the Employee Master (days later, if necessary, but in the meantime the NIS Security spreadsheet which requires the Employee Number can be submitted.

2. Send NIS Security the NIS Security Spreadsheet

INCLUDE THE FOLLOWING:

- Employee Number and functional access the employee will need for AP/AR/HR, etc) Agency
- Paycycle Code (BWxx, ML)
- Using ESS Time Entry or Not (If using ESS Time Entry, state Daily or Summary)
- HR Contact Name

Obtain the following from new employee

1. W-4 Form
2. I-9 Form and Evidence
3. Direct Deposit Form - Notify State Accounting with account information via email with subject line of "HR Auto Deposits."
4. Insurance selections (i.e. Health, Vision, Dental, Life, LTD, Flexible Spending, Retirement, Deferred Compensation)

Enter Employee into NIS

1. Using the information provided by employee, complete the Employee Master in NIS. Please follow the work instructions for Entering Employee Records.
2. Complete Direct Deposit (if applicable) by following the work instructions for Entering Employee Instructions – Auto Deposit.
3. Complete Labor Distribution (if applicable) by following the work instructions for Entering Employee Instructions – Labor Distribution.
4. Add Benefit deductions by following the work instructions for Enrolling an Employee with Eligibility.
5. Attach Beneficiaries/Dependents to benefit plans by following the work instructions for Enrollment of Dependent/Beneficiary.
6. If new employee is monthly, complete an interim request for first paycheck.