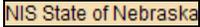
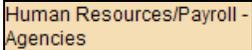
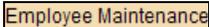
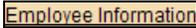
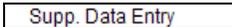


Adding, Changing, Inquiring on Employee Supplemental Data

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Employee Maintenance link.</p> 
4.	<p>Click the Employee Information link.</p> 
5.	<p>First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the Employee No field (the employee's address book number), and the Alpha Name field.</p>
6.	<p>After entering your search criteria in the QBE line click the Find button.</p> 
7.	<p>Choose the employee by clicking the check box next to their record.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Supp. Data Entry menu.</p> 
10.	<p>If the row has a Data Mode "N" it is used to attach narrative information. If the row has a Data Mode "C" it is used for code-format data types.</p>
11.	<p>To update a row with a "C" Data Mode choose the row on the grid which you want to enter data by clicking the radio button.</p> 
12.	<p>Click the Select button.</p> 
13.	<p>On the Employee Information – General Description Entry window, type the appropriate values.</p> <p>If you do not know which code to use you can use the Visual Assist tool.</p> 

14.	<p>After entering the code click the OK button.</p> 
15.	<p>To update a row with a "N" Data Mode choose the row on the grid which you want to enter data by clicking the radio button.</p> 
16.	<p>Click the Select button.</p> 
17.	<p>Click the Text button.</p> 
18.	<p>Type the appropriate information in the text field.</p>
19.	<p>Click the Save button.</p> 
20.	<p>If you need to make changes to any of the rows you can modify them by clicking their radio button and clicking the Select button. You can then make the needed updates.</p>
21.	<p>When you are finished lick the Close button.</p> 
22.	<p>Click the Close button.</p> 
23.	<p>You have successfully completed this lesson. End of Procedure.</p>