

Adding, Changing, Inquiring on Employee Supplemental Data
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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/>.



Table of Contents

Adding, Changing, Inquiring on Employee Supplemental Data.....	1
Employee Supplemental Data Overview.....	1
Adding, Changing, Inquiring on Employee Supplemental Data	1

Adding, Changing, Inquiring on Employee Supplemental Data

Employee Supplemental Data Overview

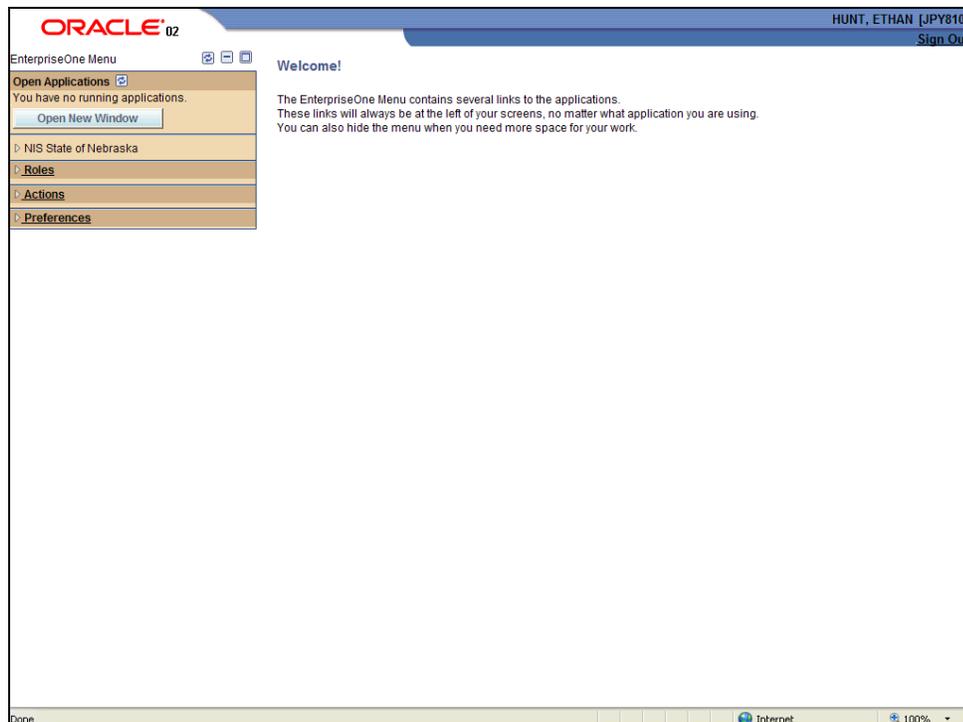
Supplemental data is information you want to track that is not already provided for by the system. It can include detailed information about employees.

There are two formats for supplemental data; Narrative and Code. For narrative-format data types, you enter free-form text. For code-format data types, you enter values in predefined fields. When you enter values in code format, you can attach narrative information.

Adding, Changing, Inquiring on Employee Supplemental Data

Procedure

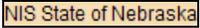
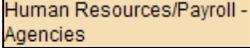
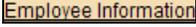
In this lesson you will learn how to inquire, add, and change employee supplemental data.

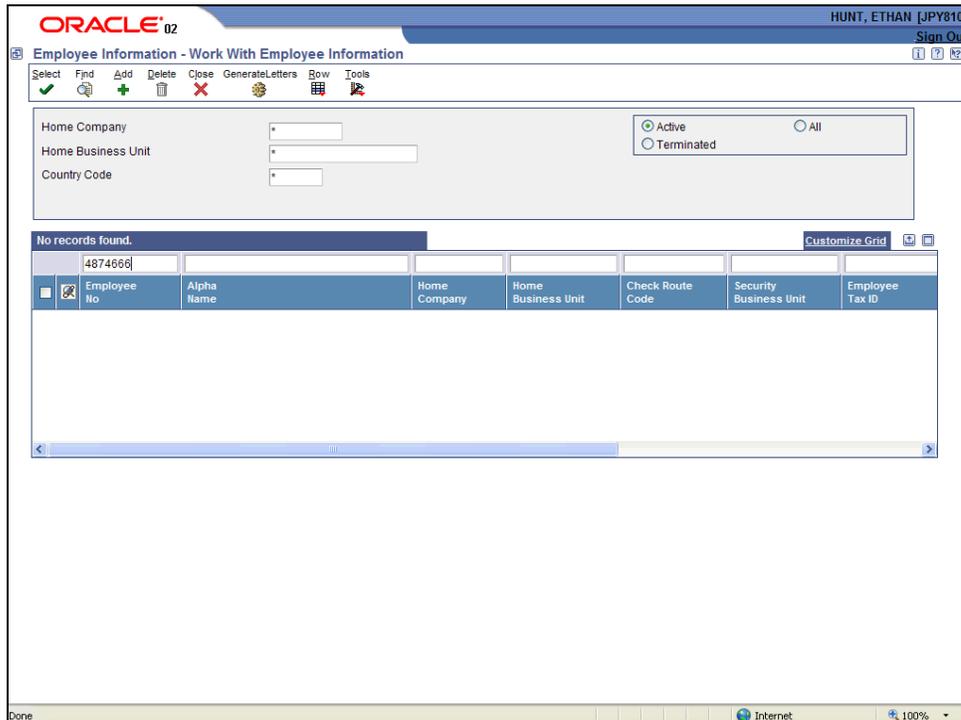


Training Guide

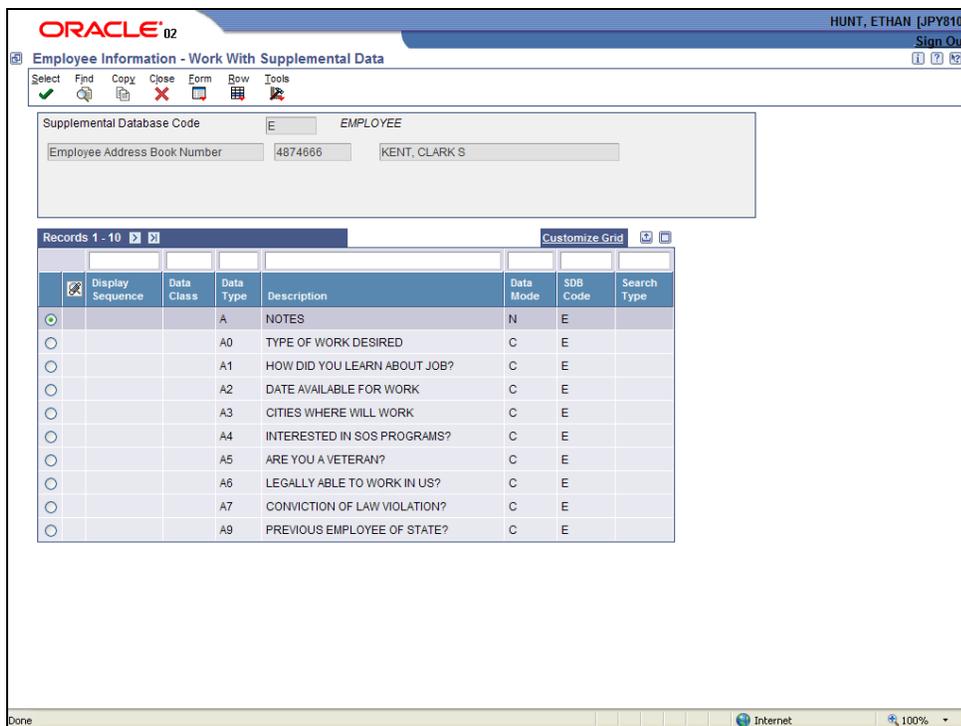
Adding, Changing, Inquiring on Employee Supplemental Data



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Employee Information link. 
5.	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.



Step	Action
6.	After entering your search criteria in the QBE line click the Find button. 
7.	Choose the employee by clicking the check box next to their record. 
8.	Click the Row button. 
9.	Click the Supp. Data Entry menu. 
10.	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.



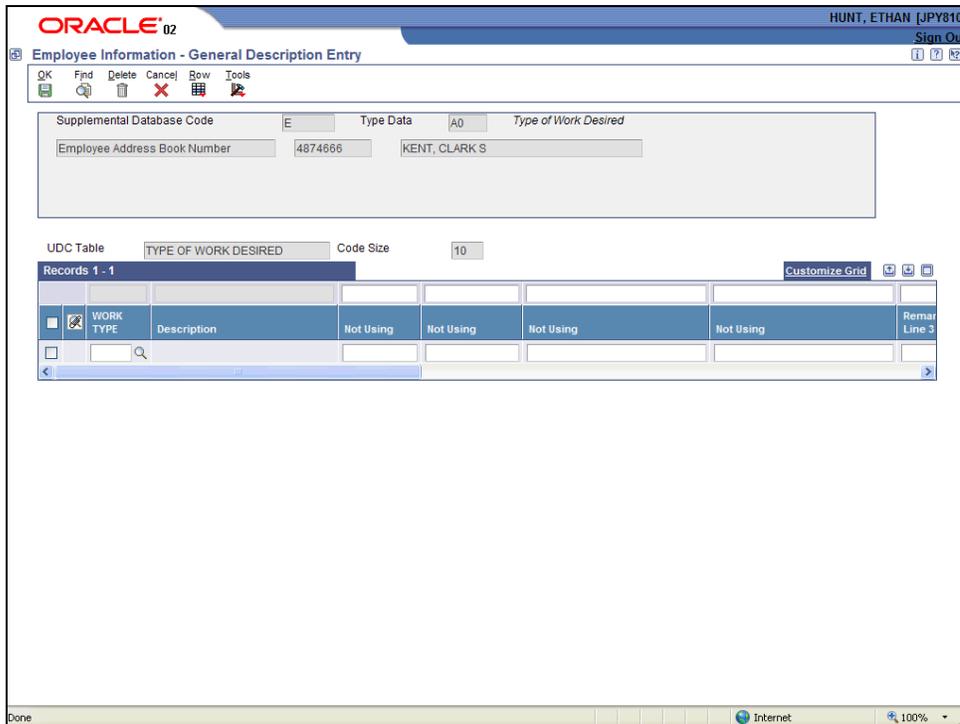
Step	Action
11.	To update a row with a "C" Data Mode choose the row on the grid which you want to enter data by clicking the radio button. 

Training Guide

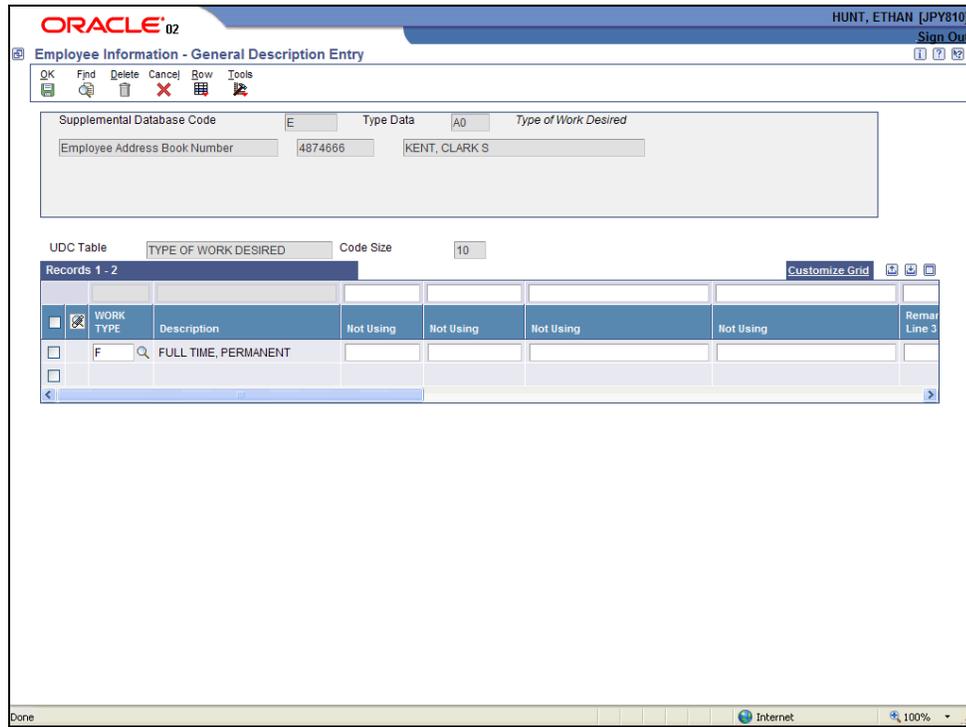
Adding, Changing, Inquiring on Employee Supplemental Data



Step	Action
12.	Click the Select button. 



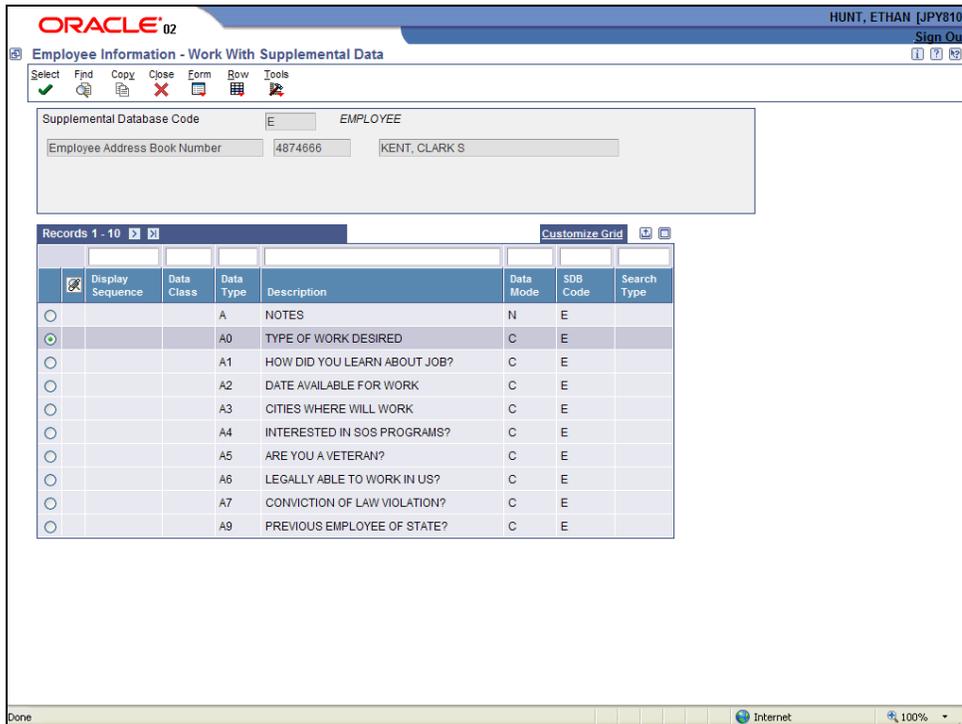
Step	Action
13.	On the Employee Information – General Description Entry window, type the appropriate values. If you do not know which code to use you can use the Visual Assist tool. 



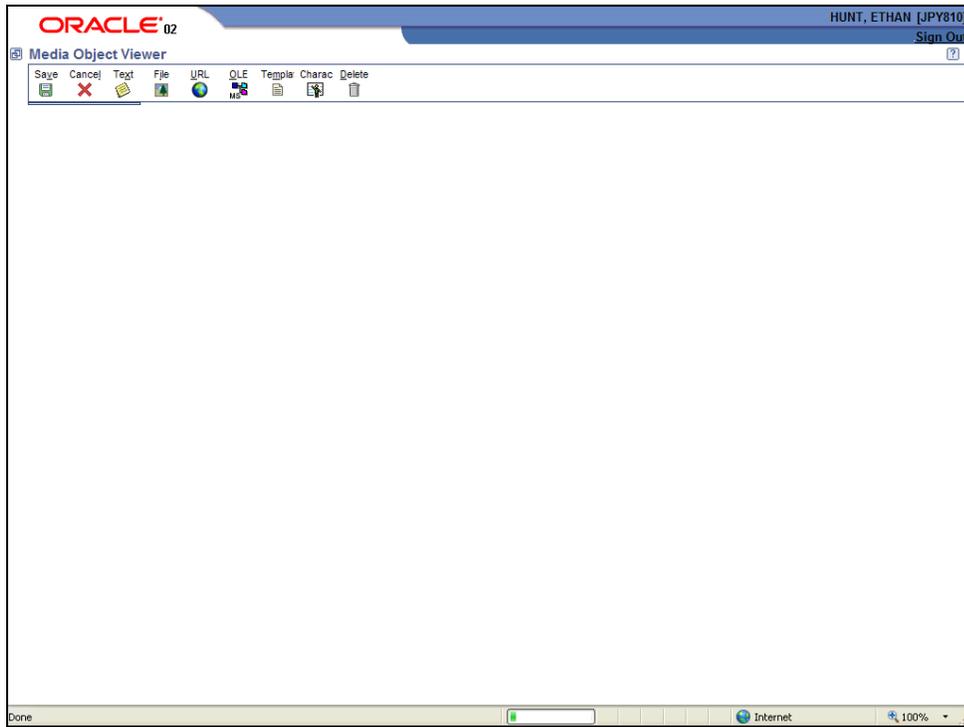
Step	Action
14.	After entering the code click the OK button. 

Training Guide

Adding, Changing, Inquiring on Employee Supplemental Data



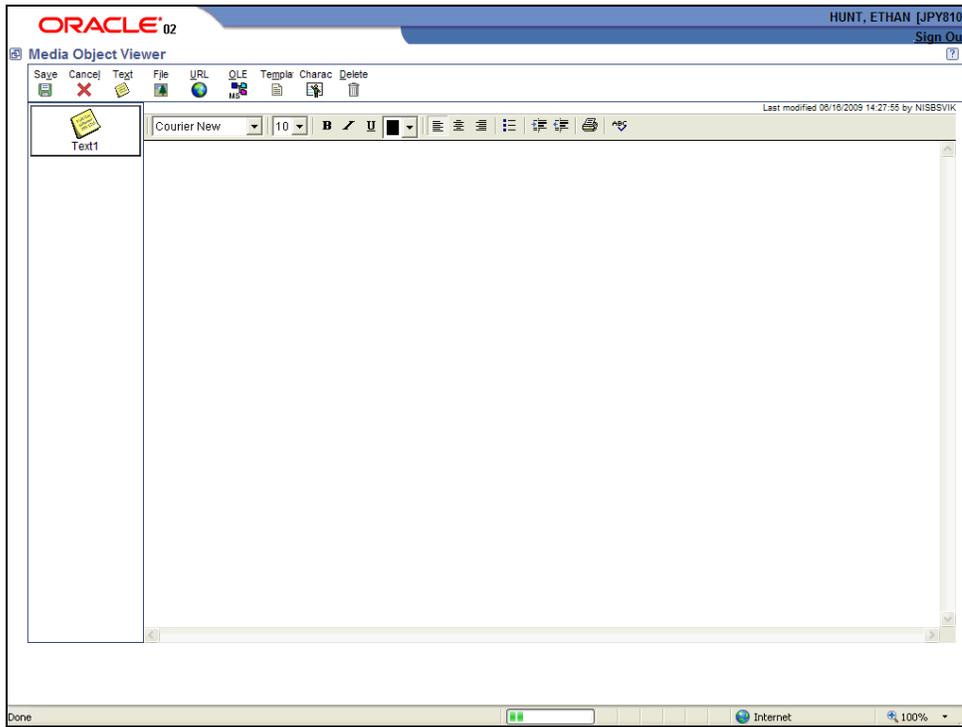
Step	Action
15.	To update a row with a "N" Data Mode choose the row on the grid which you want to enter data by clicking the radio button. 
16.	Click the Select button. 



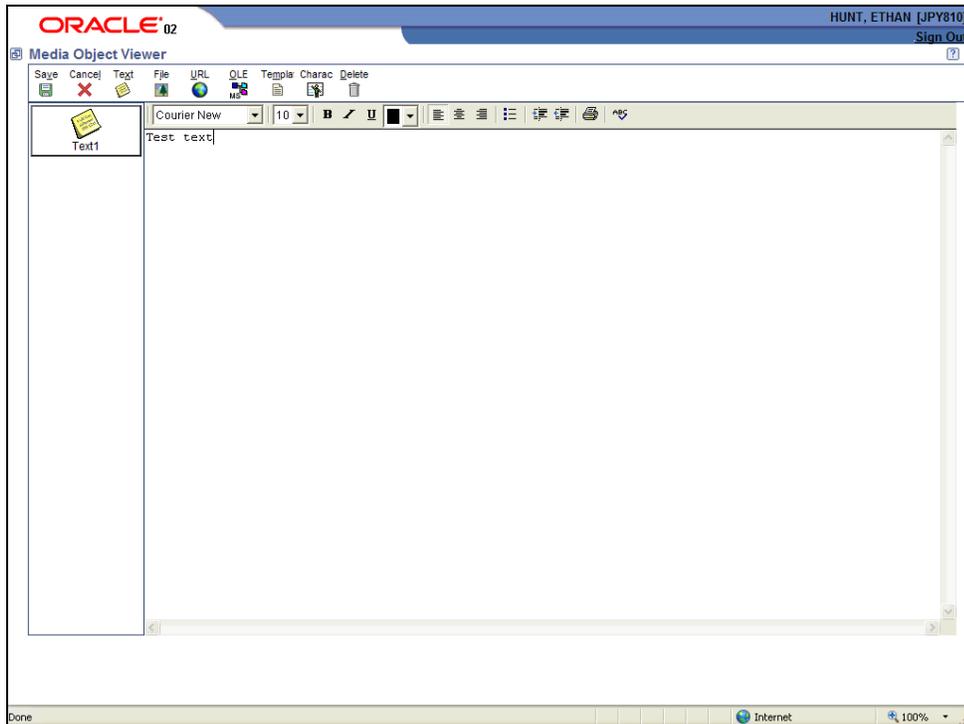
Step	Action
17.	Click the Text button. 

Training Guide

Adding, Changing, Inquiring on Employee Supplemental Data



Step	Action
18.	Type the appropriate information in the text field.



Step	Action
19.	Click the Save button. 
20.	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.

Training Guide

Adding, Changing, Inquiring on Employee Supplemental Data



ORACLE[®] 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Work With Supplemental Data

Select Find Copy Close Form Row Tools

Supplemental Database Code: E EMPLOYEE

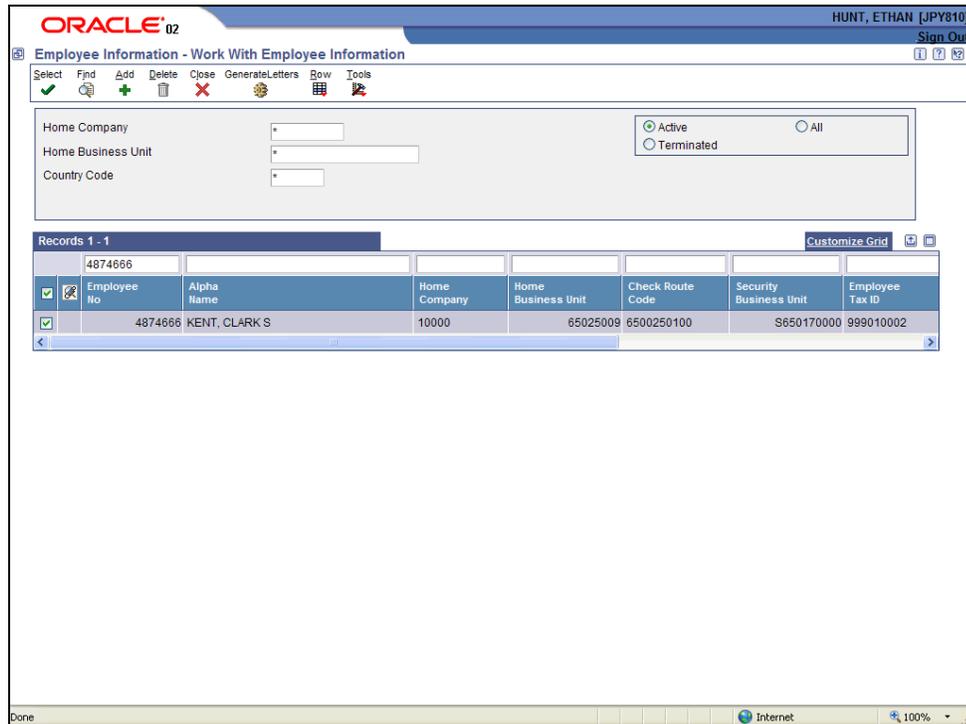
Employee Address Book Number: 4874866 KENT, CLARK S

Records 1 - 10 Customize Grid

	Display Sequence	Data Class	Data Type	Description	Data Mode	SDB Code	Search Type
<input checked="" type="checkbox"/>			A	NOTES	N	E	
<input type="checkbox"/>			A0	TYPE OF WORK DESIRED	C	E	
<input type="checkbox"/>			A1	HOW DID YOU LEARN ABOUT JOB?	C	E	
<input type="checkbox"/>			A2	DATE AVAILABLE FOR WORK	C	E	
<input type="checkbox"/>			A3	CITIES WHERE WILL WORK	C	E	
<input type="checkbox"/>			A4	INTERESTED IN SOS PROGRAMS?	C	E	
<input type="checkbox"/>			A5	ARE YOU A VETERAN?	C	E	
<input type="checkbox"/>			A6	LEGALLY ABLE TO WORK IN US?	C	E	
<input type="checkbox"/>			A7	CONVICTION OF LAW VIOLATION?	C	E	
<input type="checkbox"/>			A9	PREVIOUS EMPLOYEE OF STATE?	C	E	

Done Internet 100%

Step	Action
21.	When you are finished lick the Close button. 



Step	Action
22.	Click the Close button.
23.	You have successfully completed this lesson. End of Procedure.