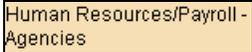
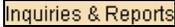
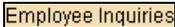
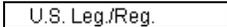
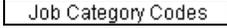


## Retrieving Job Code Information

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>HR/Payroll Inquiries</b> link.</p> 
5.	<p>Click the <b>Employee Inquiries</b> link.</p> 
6.	<p>Click the <b>Job Entry and Evaluation</b> link.</p> 
7.	<p>Enter the job code in the <b>Job Code</b> field.</p> <p>If you do not know the job code use the Visual Assist tool.</p> 
8.	<p>After entering the job code click the <b>Find</b> button.</p> 
9.	<p>The job code will appear in the grid with specific information such as the Pay Frequency, Pay Class, EEO Job, Pay Grade, etc.</p>
10.	<p>To view additional information about the job code first select the job code by clicking the check box in the grid.</p> 
11.	<p>Click the <b>Row</b> button.</p> 
12.	<p>Click the <b>U.S. Leg./Reg.</b> menu.</p> 
13.	<p>The EEO Job Category Code is displayed.</p>
14.	<p>Click the <b>Cancel</b> button.</p> 

15.	Click the <b>Row</b> button. 
16.	Click the <b>Job Category Codes</b> menu. 
17.	The Union Code, O*Net Code and Census Code are displayed.
18.	Click the <b>Cancel</b> button. 
19.	Click the <b>Select</b> button. 
20.	The Job Entry and Evaluation window appears displaying additional information related to the job code.
21.	Click the <b>Cancel</b> button. 
22.	Click the <b>Close</b> button. 
23.	You have successfully completed this lesson. <b>End of Procedure.</b>