

Retrieving Job Code Information
Created on Thursday, June 18, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

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

Retrieving Job Code Information.....	1
Retrieving Job Code Information Overview	1
Retrieving Job Code Information.....	1

Retrieving Job Code Information

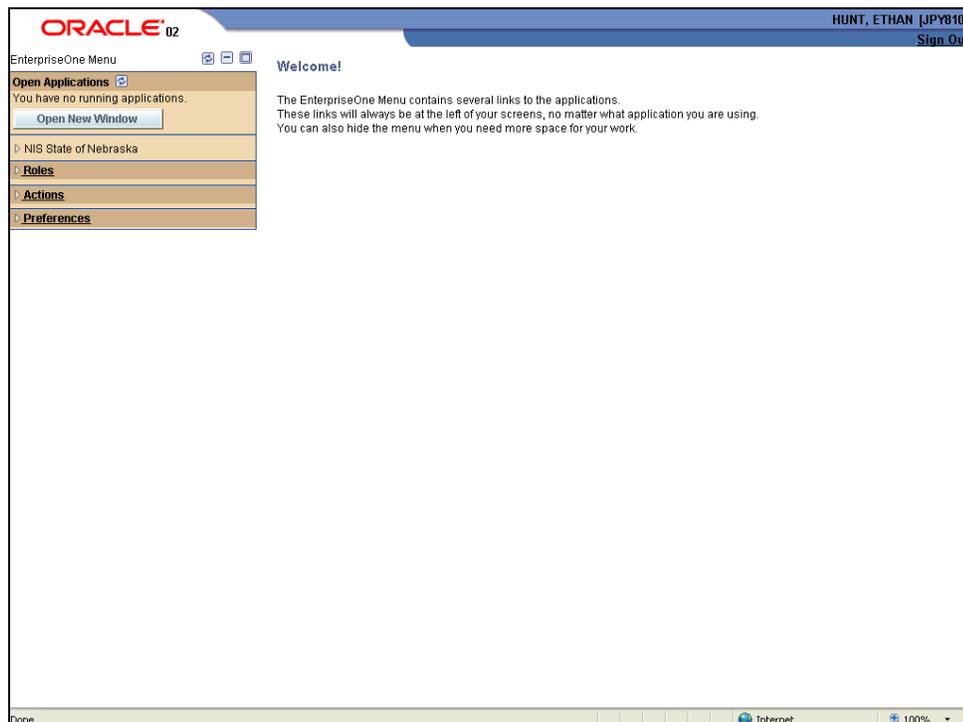
Retrieving Job Code Information Overview

NIS includes classification and compensation information, similar to what is currently found in written form in the Classification and Compensation Pay Plan distributed by DAS State Personnel. View Job Code Descriptions, Pay Grades, EEO Job Categories, Overtime Exempt status, etc. by accessing the Job Entry and Evaluation menu option and entering a specific Job Code. This information is maintained centrally by DAS State Personnel and as updates to job codes, descriptions, pay grades, etc. occurs, this information is updated in NIS as well.

Retrieving Job Code Information

Procedure

In this lesson you will learn how to retrieve job code information.

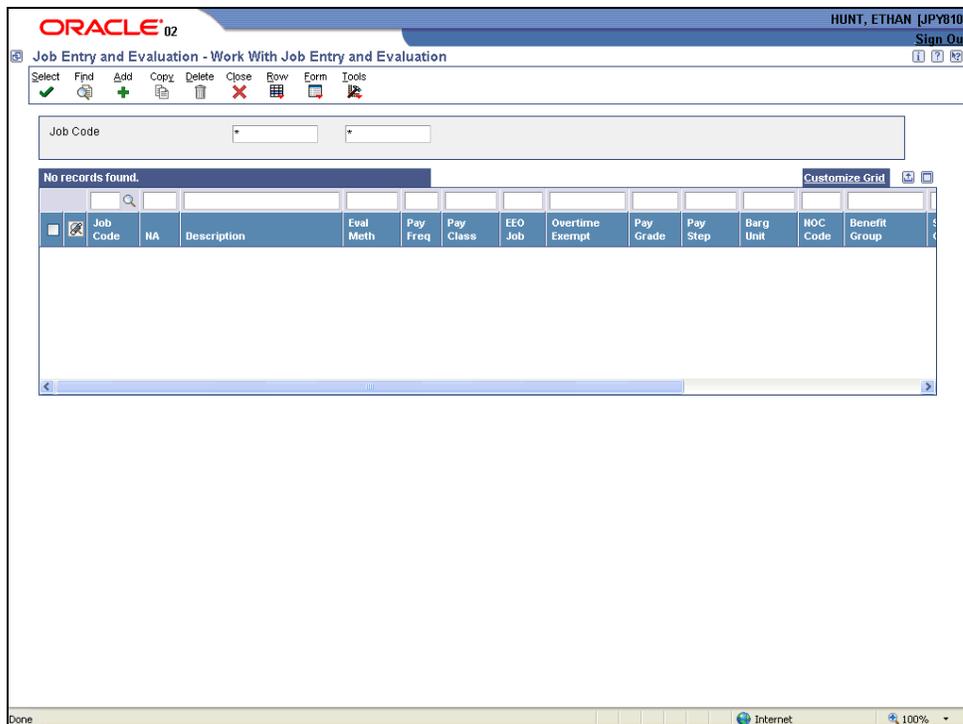


Training Guide

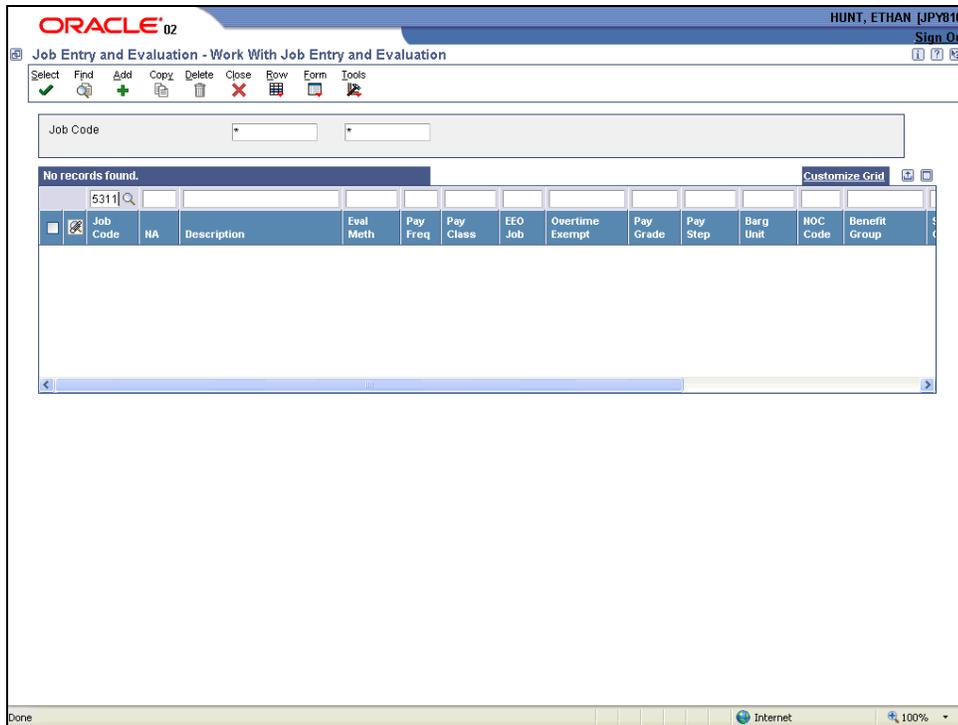
Retrieving Job Code Information

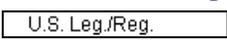


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Inquiries & Reports link. Inquiries & Reports
4.	Click the HR/Payroll Inquiries link. HR/Payroll Inquiries
5.	Click the Employee Inquiries link. Employee Inquiries
6.	Click the Job Entry and Evaluation link. Job Entry and Evaluation



Step	Action
7.	Enter the job code in the Job Code field. If you do not know the job code use the Visual Assist tool. 



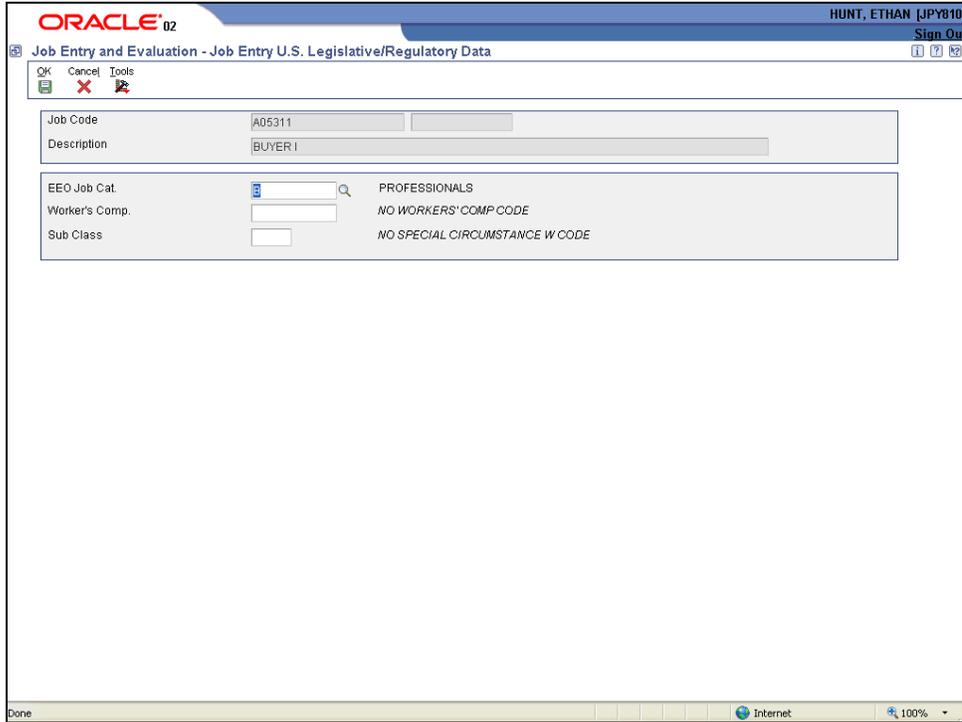
Step	Action
8.	After entering the job code click the Find button. 
9.	The job code will appear in the grid with specific information such as the Pay Frequency, Pay Class, EEO Job, Pay Grade, etc.
10.	To view additional information about the job code first select the job code by clicking the check box in the grid. 
11.	Click the Row button. 
12.	Click the U.S. Leg./Reg. menu. 

Training Guide

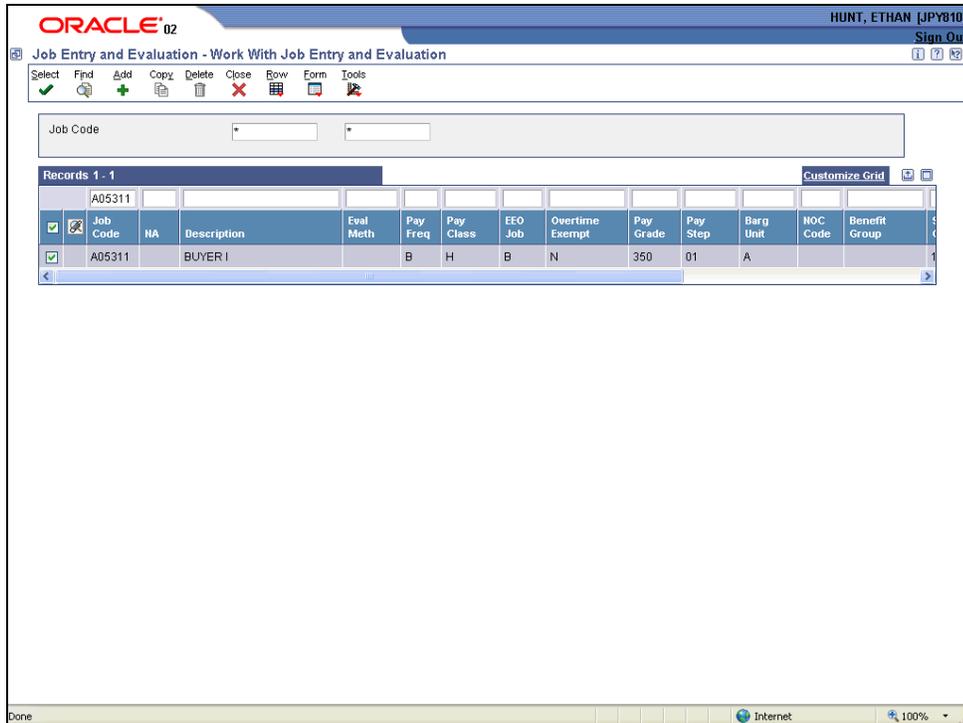
Retrieving Job Code Information

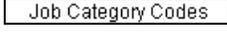


Step	Action
13.	The EEO Job Category Code is displayed.



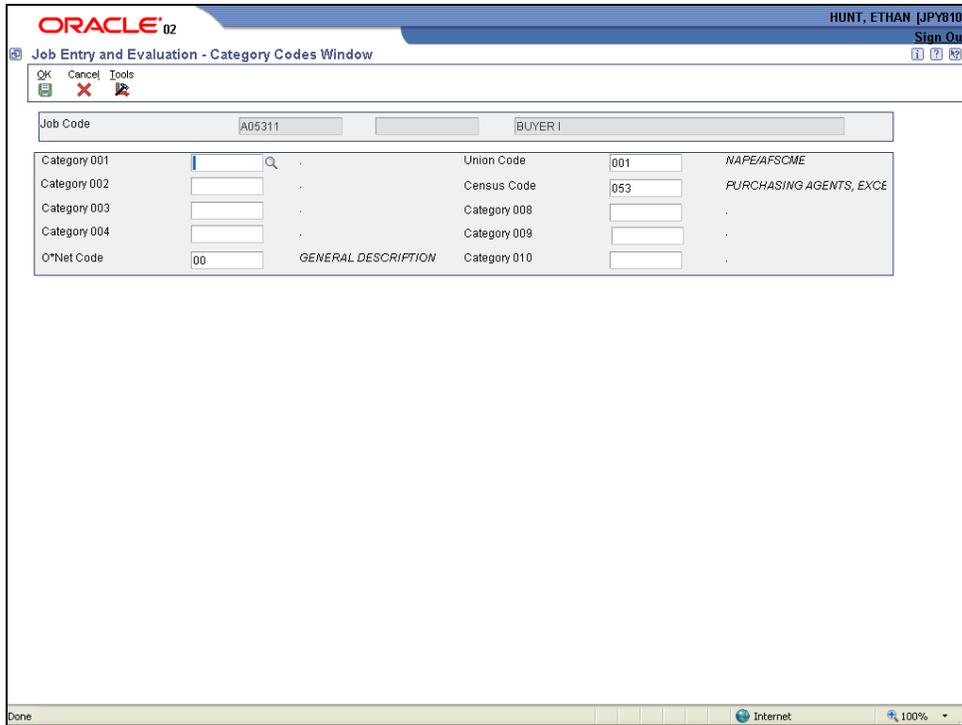
Step	Action
14.	Click the Cancel button. 



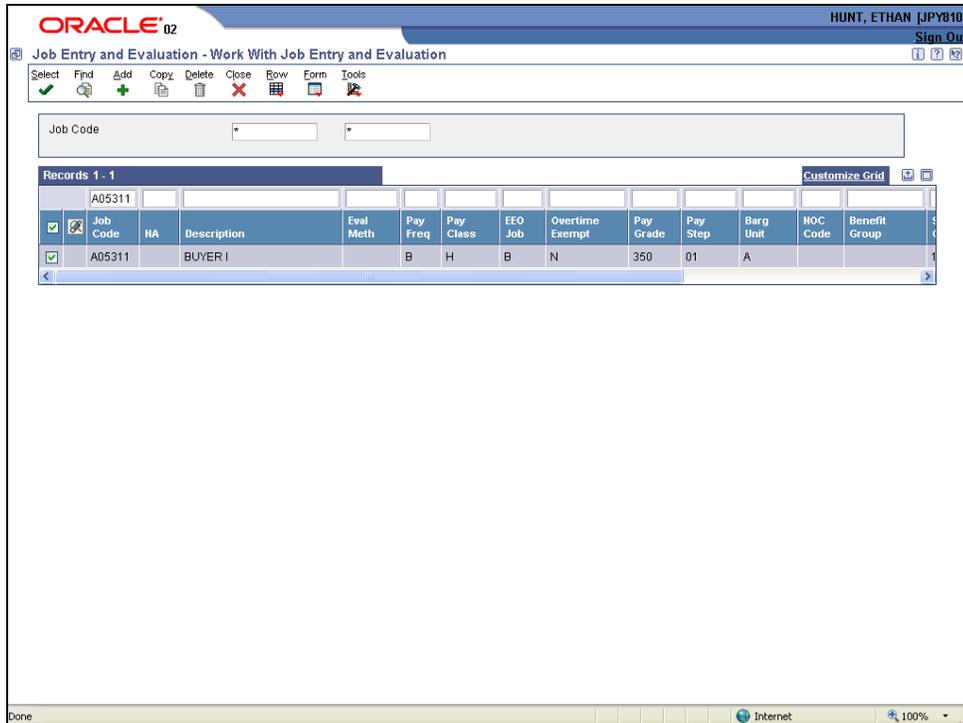
Step	Action
15.	Click the Row button. 
16.	Click the Job Category Codes menu. 
17.	The Union Code, O*Net Code and Census Code are displayed.

Training Guide

Retrieving Job Code Information



Step	Action
18.	Click the Cancel button. 



Step	Action
19.	Click the Select button. 
20.	The Job Entry and Evaluation window appears displaying additional information related to the job code.

Training Guide

Retrieving Job Code Information

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Job Entry and Evaluation - Job Entry and Evaluation

OK Cancel Form Tools

Job Code * A05311

Description * BUYER

Pay Frequency B BI-WEEKLY

Pay Class(H/S/P) H HOURLY

Pay Grade/Step 350 01

Overtime Exempt Y/N N

Barg Unit A ADMINISTRATIVE PROFESSIONAL BU

Benefit Group

SOC Code 131023 PURCHASING AGENTS W/EXCEPTIONS

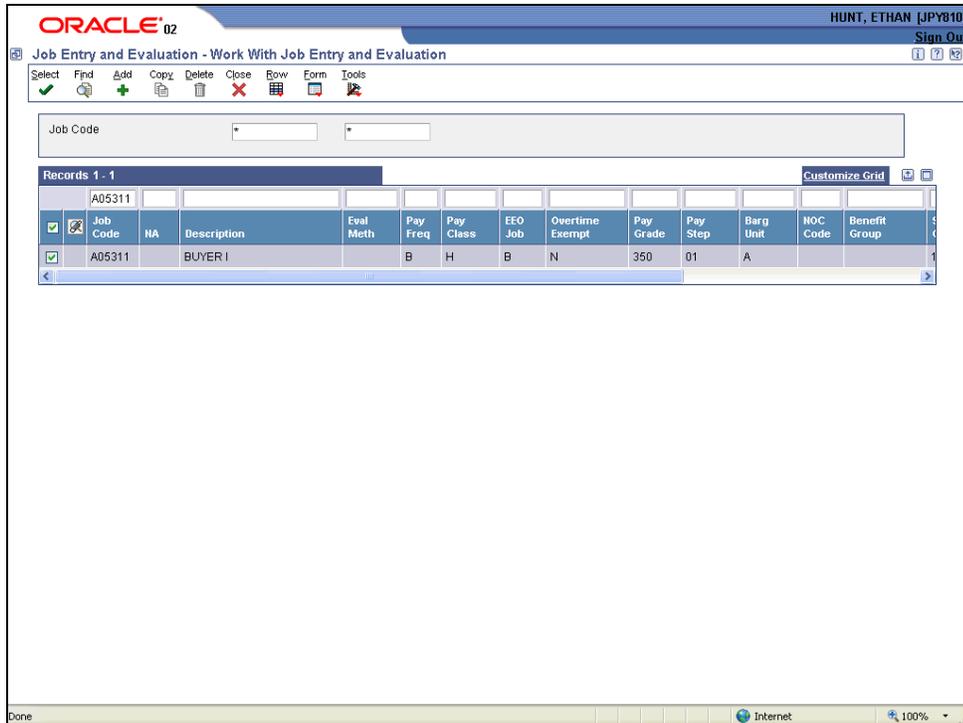
Job Status ACTIVE

Status Change Reason

Effective From/Thru

Done Internet 100%

Step	Action
21.	Click the Cancel button. 



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