Reviewing Job Information Lesson
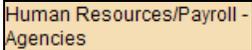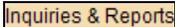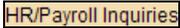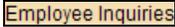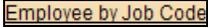
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Inquiries & Reports** link. Inquiries & Reports
4.	Click the **HR/Payroll Inquiries** link. HR/Payroll Inquiries
5.	Click the **Employee Inquiries** link. Employee Inquiries
6.	Click the **Employee by Job Code** link. Employee by Job Code
7.	Use the **Home Business Unit** field and/or the **Job Code** field to narrow your search. Use the **Visual Assist** tool if you need to.
8.	After entering your search criteria click the **Find** button.
9.	Review the employees which come up.
10.	Click the **Close** button.
11.	You have successfully completed this lesson. **End of Procedure.**