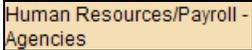
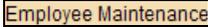
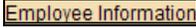
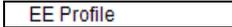


Reviewing Employee Information Lesson

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 click the Find button.</p> 
7.	<p>Select the record by clicking the check box next to it.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the EE Profile menu.</p> 
10.	<p>Review the personal information.</p>
11.	<p>Click the Job tab to review the Job information.</p> 
12.	<p>When you are finished click the Cancel button.</p> 
13.	<p>Click the Close button.</p> 
14.	<p>You have successfully completed this lesson. End of Procedure.</p>