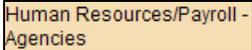
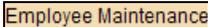
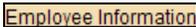
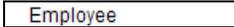
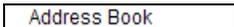
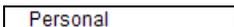
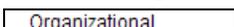
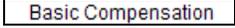
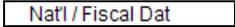
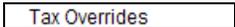


## Revising Employee Information Lesson

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>Employee Maintenance</b> link.</p> 
4.	<p>Click the <b>Employee Information</b> 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 <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.</p>
6.	<p>After entering your search criteria click the <b>Find</b> button.</p> 
7.	<p>Select the record by clicking the check box next to it.</p> 
8.	<p>Click the <b>Row</b> button.</p> 
9.	<p>You can make changes on the following options:</p> <ul style="list-style-type: none"> <li><b>Employee</b></li> <li><b>Address Book</b></li> <li><b>Personal</b></li> <li><b>Oranizational</b></li> <li><b>Basic Compensation</b></li> <li><b>Nat'l/Fiscal Dat</b></li> <li><b>Tax Overrides</b></li> </ul> <p>When necessary changes are completed on any of the screens you will need to click the <b>OK</b> button.</p> <p>If, after making a change, the Employee Information – Change Reason window appears, verify the <b>Effective On</b> date and type the <b>Change Reason</b> code (use the <b>Visual Assist</b> tool if needed).</p> <p>The following steps will show you examples of these screens where you can make changes if needed.</p>

10.	<p>Click the <b>Employee</b> menu.</p> 
11.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
12.	<p>Click the <b>Row</b> button.</p> 
13.	<p>Click the <b>Address Book</b> menu.</p> 
14.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
15.	<p>Click the <b>Row</b> button.</p> 
16.	<p>Click the <b>Personal</b> menu.</p> 
17.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
18.	<p>Click the <b>Row</b> button.</p> 
19.	<p>Click the <b>Organizational</b> menu.</p> 
20.	<p><b>Note:</b></p> <p>If the employee has Labor Distribution and the Home Business Unit is changed, the Home Business Unit will also have to be changed on the Labor Distribution.</p> <p>A yellow warning will appear if you made a change. If that happens click OK to continue to the Change Reason window.</p> <p>If a change is made to the Position ID or Job Code (add, change, or delete), the Date in Current Position ID and/or Date in Current Job fields will change. Review the date(s) and make any necessary changes.</p>
21.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 

22.	<p>Click the <b>Row</b> button.</p> 
23.	<p>Click the <b>Basic Compensation</b> menu.</p> 
24.	<p>If you make a change a yellow warning will appear. If that happens click <b>OK</b> to continue to the Change Reason window.</p>
25.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
26.	<p>Click the <b>Row</b> button.</p> 
27.	<p>Click the <b>Nat'l / Fiscal Dat</b> menu.</p> 
28.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
29.	<p>Click the <b>Row</b> button.</p> 
30.	<p>Click the <b>Tax Overrides</b> menu.</p> 
31.	<p>Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.</p> 
32.	<p>Click the <b>Close</b> button.</p> 
33.	<p>You have successfully completed this lesson. <b>End of Procedure.</b></p>