

Reviewing-Revising Employee Information
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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/>.

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Reviewing-Revising Employee Information

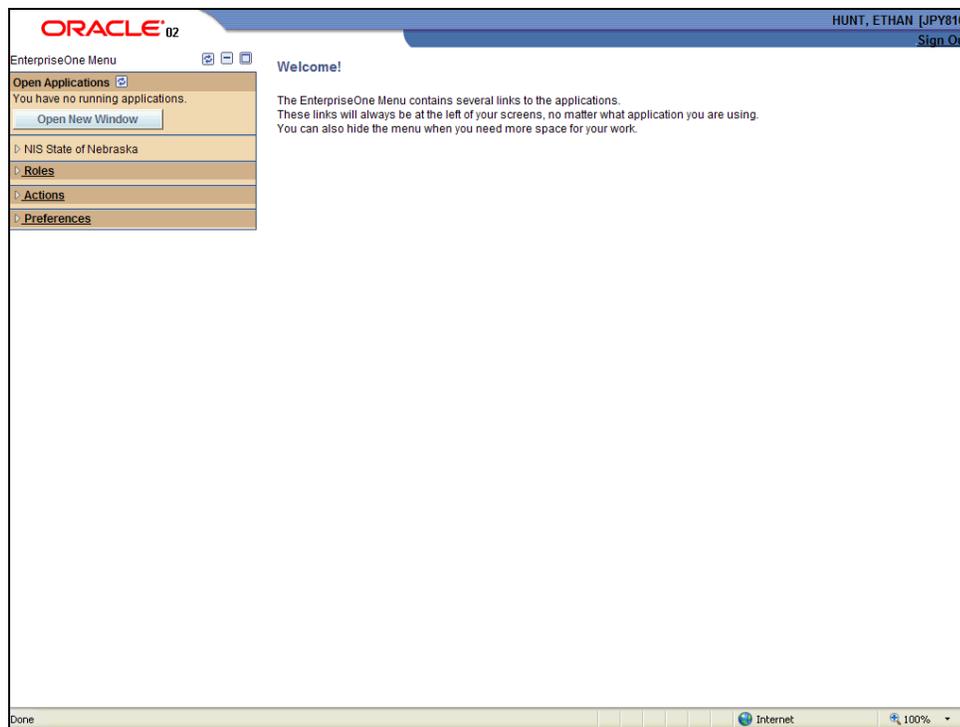
Reviewing-Revising Employee Information Overview

You can review and revise employee information via Employee Master. For example, when an employee receives a promotion, you typically update the employee's salary or hourly rate, job type and pay grade/step.

Reviewing Employee Information Lesson

Procedure

In this lesson you will learn how to review employee information.

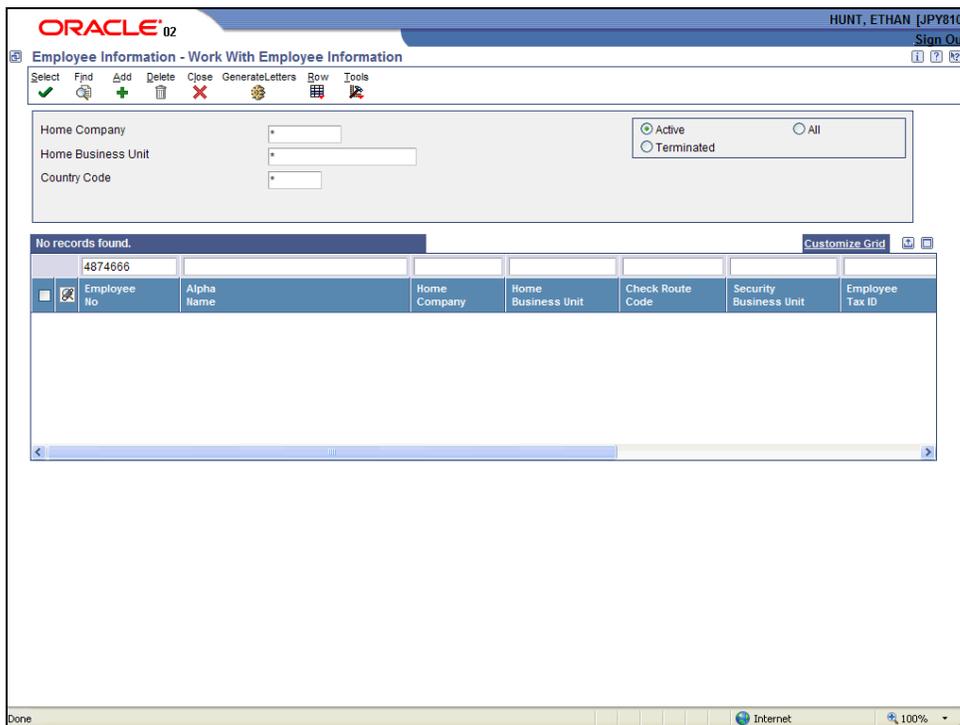


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

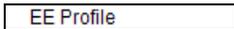
Training Guide

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Step	Action
2.	Click the Human Resources/Payroll - Agencies link.
3.	Click the Employee Maintenance link.
4.	Click the Employee Information link.
5.	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.



Step	Action
6.	After entering your search criteria click the Find button.
7.	Select the record by clicking the check box next to it.

Step	Action
8.	Click the Row button. 
9.	Click the EE Profile menu. 
10.	Review the personal information.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Information - Employee Profile and Job Information

Employee No. 4874666 KENT, CLARK S Working Title

Personal

Gender M MALE Date of Birth 10/28/1973
 Ethnic Code 01 WHITE (NOT OF HISPANIC ORIGIN) Marital Status M MARRIED
 N/A Disability N NO

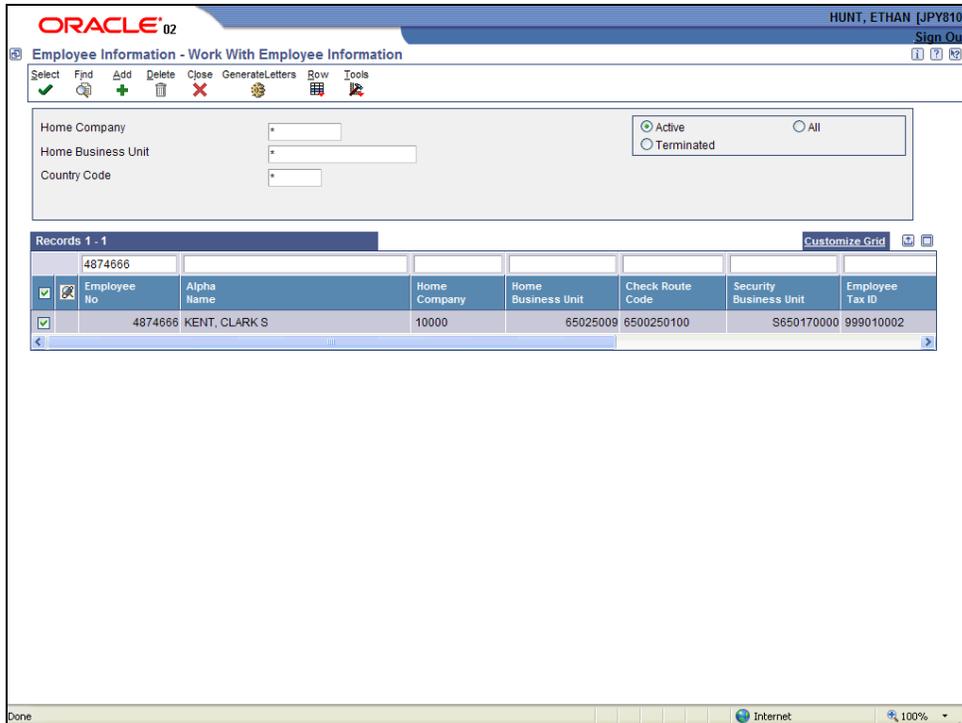
Company Job

Employee Tax ID 999010002 Supervisor 100546 UTLEY, MICHAEL
 Last Start Date 06/15/2009 Home Company 10000 STATE GENERAL FUND
 Original Hire Date 06/15/2009 Home Business Unit 65025009 NIS
 Date Pay Starts 06/15/2009 Pay Status 0 ACTIVE
 Date Terminated
 Salary 35,000.00 Employment Status FULL-TIME REGULAR
 Hourly Rate 16.827
 Pay Period Salary 1,346.15
 Pay Grade/Step 20 00

Step	Action
11.	Click the Job tab to review the Job information. 
12.	When you are finished click the Cancel button. 

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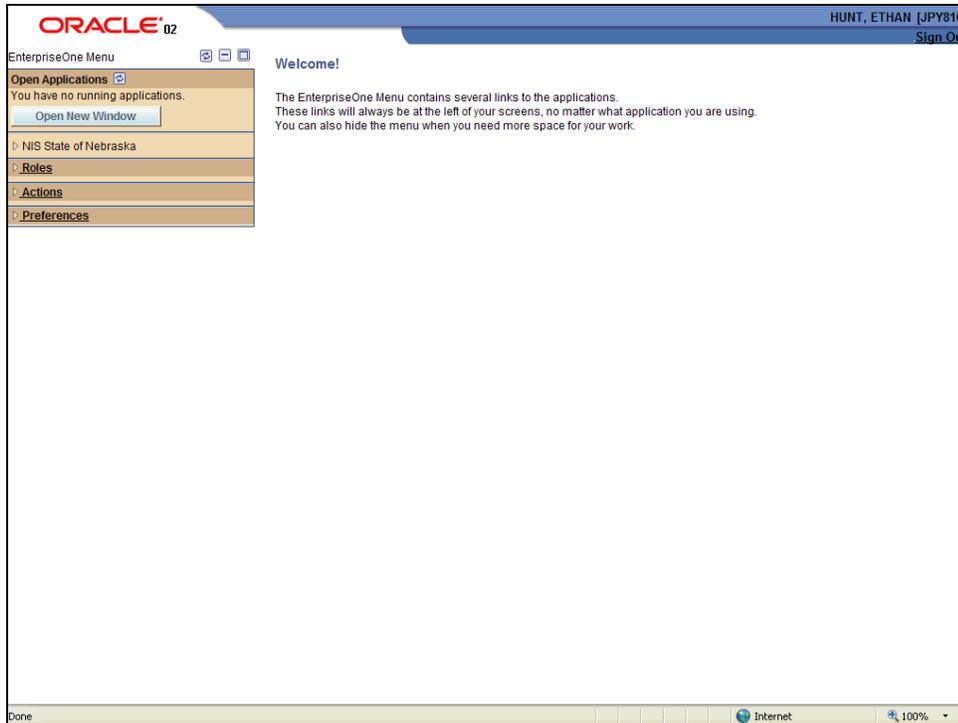


Step	Action
13.	Click the Close button.
14.	You have successfully completed this lesson. End of Procedure.

Revising Employee Information Lesson

Procedure

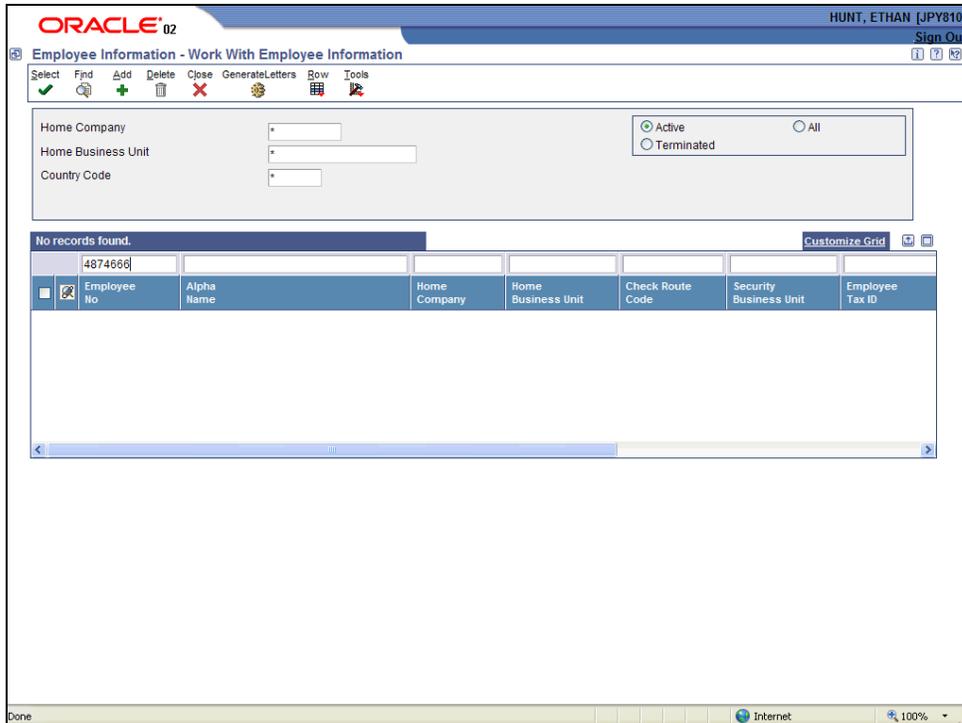
In this lesson you will learn how to revise employee information.



Step	Action
1.	Click the NIS State of Nebraska link. <div style="border: 1px solid black; padding: 2px; width: fit-content;">NIS State of Nebraska</div>
2.	Click the Human Resources/Payroll - Agencies link. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Human Resources/Payroll - Agencies</div>
3.	Click the Employee Maintenance link. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Employee Maintenance</div>
4.	Click the Employee Information link. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Employee Information</div>
5.	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.

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Reviewing-Revising Employee Information



Step	Action
6.	After entering your search criteria click the Find button. 
7.	Select the record by clicking the check box next to it. 
8.	Click the Row button. 

Step	Action
9.	<p>You can make changes on the following options:</p> <ul style="list-style-type: none"> Employee Address Book Personal Organizational Basic Compensation Nat'l/Fiscal Dat Tax Overrides <p>When necessary changes are completed on any of the screens you will need to click the OK button.</p> <p>If, after making a change, the Employee Information – Change Reason window appears, verify the Effective On date and type the Change Reason code (use the Visual Assist 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 Employee menu.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Employee</div>

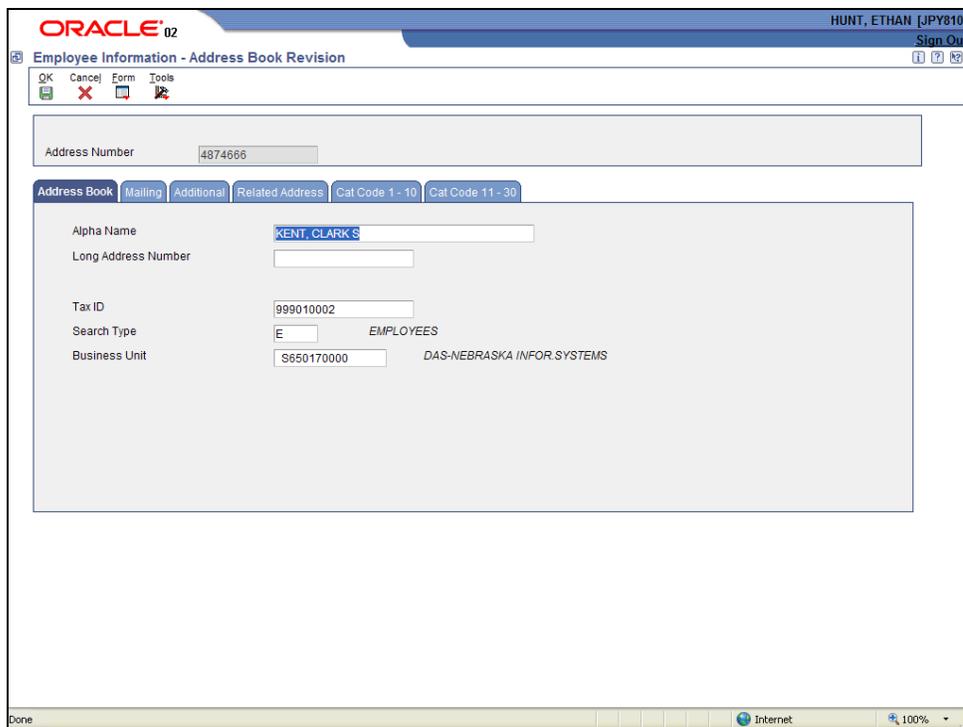
The screenshot shows the Oracle HRMS 'Employee Information - Employee' form for Clark S. Kent. The form is titled 'Employee Information - Employee' and includes a 'Sign Out' button in the top right corner. The user 'HUNT, ETHAN [JPY810]' is logged in. The form contains the following fields:

- Employee No.:** 4874666
- Employee Tax ID:** 999010002
- Name:** KENT, CLARK S
- Security Business Unit:** S850170000 (DAS-NEBRASKA INFOR.SYSTEMS)
- Home Company:** 10000 (STATE GENERAL FUND)
- Check Route Code:** 6500250100 (65 002 ST CAPITOL)
- Pay Frequency:** B (BI-WEEKLY)
- Pay Status:** 0
- Employee Benefit Status:** A (ACTIVE)
- Benefit Group:** NAPE-B (NAPE/AFSCME-BIWEEKLY)
- Adj. Service Date:** 06/15/2009
- Original Hire Date:** 06/15/2009
- Agency Original Hire Date:** 06/15/2009
- Leave Begin Date:** (empty)
- Leave End Date:** (empty)
- Date Employee Recall:** (empty)
- Termination Date:** (empty)
- Date Pay Starts:** 06/15/2009
- Date Pay Stops:** (empty)
- Data Protection Standards:** N/A
- Date USER Id Finalled:** (empty)
- Upon Termination:**
 - N/A
 - Country of Employment:** US (UNITED STATES)

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Reviewing-Revising Employee Information

Step	Action
11.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button.
12.	Click the Row button.
13.	Click the Address Book menu.



Step	Action
14.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button.
15.	Click the Row button.
16.	Click the Personal menu.

Step	Action
17.	<p>Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button.</p>
18.	<p>Click the Row button.</p>
19.	<p>Click the Organizational menu.</p>
20.	<p>Note:</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>

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Employee Information - Organizational Assignment

OK Cancel Form Tools

Employee No. 4874666 KENT, CLARK S

Last Start Date 06/15/2009

Supervisor 100546 UTLEY, MICHAEL

Home Business Unit 65025009 NIS

Mentor

Team DEFAULT

Position ID 06522407 IT MANAGER I Date in Current Position ID 06/15/2009

Job Code G07092 IT Manager I Date in Current Job 06/15/2009

Working Title

Barg Unit G MANAGEMENT GROUP NIA

EEO Job Category A OFFICIALS AND ADMINISTF Shift Code

Employment Status FULL-TIME REGULAR Full Time Equivalents 1.00

Date Pay Starts 06/15/2009 Date Pay Stops

Job Competency

Organizational Business Unit

% Competency Achieved .00 Last Competency Review Date

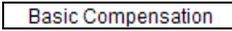
Performance Appraisal

N/A .000

Last Review Type Last Review Date

Next Review Type Next Review Date

Done Internet 100%

Step	Action
21.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button. 
22.	Click the Row button. 
23.	Click the Basic Compensation menu. 
24.	If you make a change a yellow warning will appear. If that happens click OK to continue to the Change Reason window.

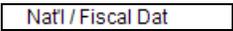
The screenshot shows the Oracle HR system interface for reviewing and revising employee information. The window title is "Employee Information - Basic Compensation" and the user is identified as "HUNT, ETHAN [JPY810]". The form contains the following fields:

- Employee No.:** 4874666 (Name: KENT, CLARK S)
- Home Business Unit:** 65025009 (N/S)
- Job Code:** G07092 (IT Manager I)
- Pay Frequency:** B (BI-WEEKLY)
- Position ID:** 06522407 (IT MANAGER I)
- Barg Unit:** G (MANAGEMENT GROUP)
- Pay Class:** SALARIED
- Pay Grade/Step:** 20 (00)
- Pay Rate Source:** 3 (NONE)
- Salary:** 35,000.00 (@ A)
- Pay Period Salary:** 1,346.15
- Hourly Rate:** 16.827
- Compa-Ratio:** .49
- Std Hrs/Day:** 8.00
- Pay on Std Hours:** []
- Std Hrs/Year:** 2080.00
- Overtime Exempt:** Y
- Std Days/Year:** 260.00
- FTE:** 1.00
- Default Auto Pay Type:** []

Compensation Review

- N/A []
- N/A []
- N/A []
- Next Comp Review Date []
- Last Tier/Ranking Review Date []

Buttons: OK, Cancel, Form, Tools. Sign Out button is also visible.

Step	Action
25.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button. 
26.	Click the Row button. 
27.	Click the Nat'l / Fiscal Dat menu. 

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National and Fiscal Data - USA

Employee No. 4874666 KENT, CLARK S

First Name Initial S Tax Area (Work) 28
 Middle Name Initial S N/A
 Tax Area (Residence) 28 N/A
 N/A N/A
 Residency Status R

Marital Status (Federal) M N/A EIC Status
 Marital Status (State) M Source of SUI/SDI Reporting Tax Method
 N/A M

Workers Comp NO WORKERS' COMP CODE Disability N
 I9 Status L Veteran N
 Disabled Veteran N

Done Internet 100%

Step	Action
28.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button.
29.	Click the Row button.
30.	Click the Tax Overrides menu.

Employee Identification * KENT, CLARK S

Employee Tax ID

Marital Status MARRIED

Tax Area (Work)

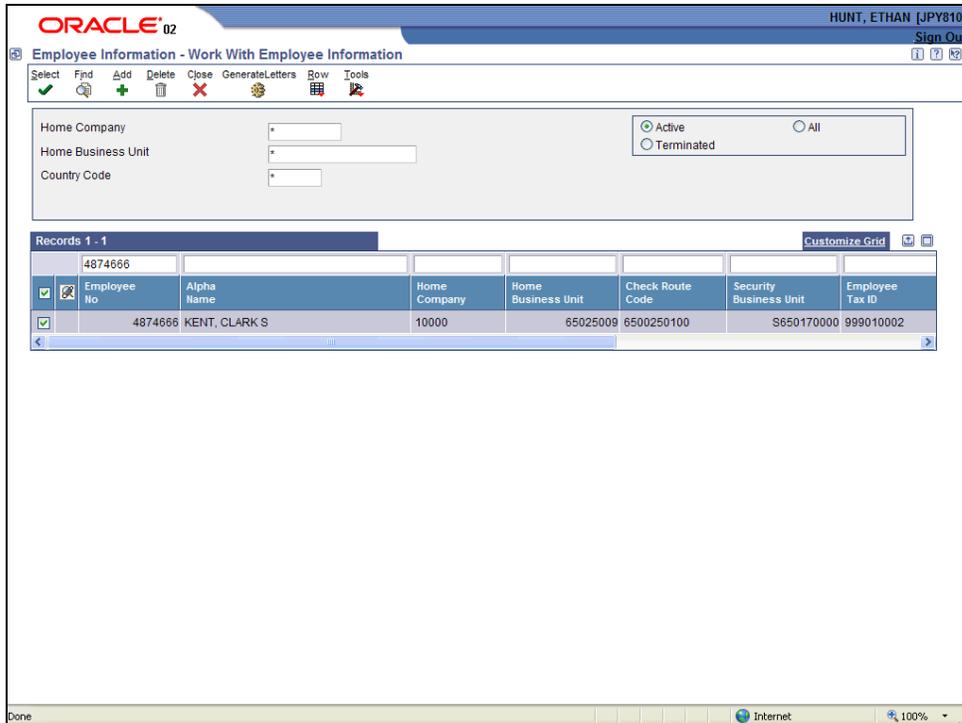
Tax Area (Res.)

<input type="checkbox"/>	<input checked="" type="checkbox"/>	Tax Area Overridden	Tax Type	Description	Fe Ex	N/A	Additional Withholding	F T	N/A
<input type="checkbox"/>	<input checked="" type="checkbox"/>	FEDERAL	A	FEDERAL INCOME TAX	2		.00	A	
<input type="checkbox"/>	<input type="checkbox"/>								

Step	Action
31.	Make any needed changes. If you make changes click the OK button. Otherwise you can click the Cancel button. 

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