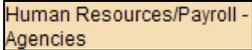
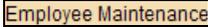
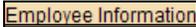
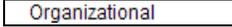


## Reclassifying an Employee Lesson

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>Click the <b>Organizational</b> menu.</p> 
10.	<p>Change the job code in the <b>Job Code</b> field. Use the <b>Visual Assist</b> tool if needed.</p>
11.	<p>Click the <b>OK</b> button.</p> 
12.	<p>Under the <b>PROPOSED</b> column change the following fields if necessary:</p> <ul style="list-style-type: none"> <li><b>Benefit Group</b></li> <li><b>Barg Unit</b></li> <li><b>EEO Job Category</b></li> <li><b>Pay Class</b></li> <li><b>Pay Grade/Step</b></li> <li><b>Overtime Exempt</b></li> </ul>
13.	<p>When you are finished click the <b>OK</b> button.</p> 

14.	Type the effective date of the reclassification in the <b>Effective On</b> field.
15.	Enter the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if needed.
16.	Click the <b>OK</b> button. 
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>