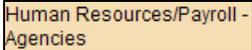
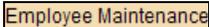
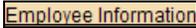
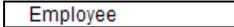


Transferring an Employee to a New Agency - Transferring Agency Lesson

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 in the QBE line click the Find button.</p> 
7.	<p>Choose the employee by clicking the check box next to their record.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Employee menu.</p> 
10.	<p>Change the Security Business Unit field to "S001234567".</p>
11.	<p>Note: The S (S 00 1234567) represents and distinguishes this business unit from all others, and tells you right away it is an HR SBU.</p> <p>The 00 (S 00 1234567) indicates no specific agency assignment.</p> <p>The 1234567 (S 00 1234567) makes it easy to enter the last seven digits of the number without counting zeros.</p>
12.	<p>Click the OK button.</p> 
13.	<p>Enter the effective date in the Effective On field and the change reason code in the Change Reason field. Use the Visual Assist tool if necessary to locate the appropriate change reason code.</p>

14.	Click the OK button. 
15.	Click the Close button. 
16.	You have successfully completed this lesson. End of Procedure.