Transferring an Employee to a New Department - Within Same Agency Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Employee Maintenance** link. Employee Maintenance
4.	Click the **Employee Information** link. Employee Information
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.
6.	After entering your search criteria in the QBE line click the **Find** button.
7.	Choose the employee by clicking the check box next to their record.
8.	Click the **Row** button.
9.	Click the **Employee** menu. Employee
10.	Complete the following fields, if necessary: **Security Business Unit** **Check Route Code** **Pay Frequency** **Benefit Group** **Note:** If changes are made to benefit enrollments for the employee, dependent/beneficiary enrollments will need to be changed as well.
11.	After you have made your changes click the **OK** button.
12.	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.

13.	Click the **OK** button.
14.	Click the **Row** button.
15.	Click the **Organizational** menu.
16.	Complete the following fields, if necessary: **Supervisor** **Home Business Unit** **Position ID** **Job Code** **Date in Current Position ID** **Date in Current Job** **Date Pay Starts** **Next Review Type** **Next Review Date**
17.	Click the **Form** button.
18.	Click the **User Def Cat 01-10** menu.
19.	Update the following fields as necessary: **Agency Number** **O*Net Code** **Union Code** **Census Code** **Benefit Payroll Cycle**
20.	Click the **OK** button.
21.	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.
22.	Click the **OK** button.
23.	Click the **OK** button.

24.	Verify the **Only Use Defaults to Overwrite Blank Values** option is selected. Also verify all other information and make any necessary changes.
25.	Click the **OK** button.
26.	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.
27.	Click the **OK** button.
28.	Click the **Row** button.
29.	Click the **Basic Compensation** menu. Basic Compensation
30.	Complete the appropriate fields: **Hourly Rate** – Hourly employees **Salary** – Salaried employees **Pay on Std Hours**
31.	Click the **OK** button.
32.	A **Reconfirm Salary Hrly Rate/Std Hrs/Yr** warning will appear. Click the **OK** button again.
33.	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.
34.	Click the **OK** button.
35.	Click the **Row** button.
36.	Click the **Labor Distribution** menu. Labor Distribution
37.	Change or delete the Labor Distribution as necessary. To delete the Labor Distribution choose the line by placing a checkmark to the left of the row and click **Delete**.
38.	Click the **OK** button.

39.	Click the **Close** button.
40.	You have successfully completed this lesson. **End of Procedure.**