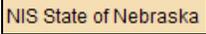
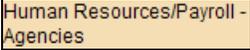
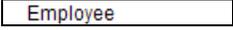
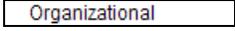
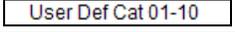


Transferring an Employee to a New Department - Within Same Agency Lesson

1.	Click the NIS State of Nebraska link. 
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.
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. 
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.	<p>Click the OK button.</p> 
14.	<p>Click the Row button.</p> 
15.	<p>Click the Organizational menu.</p> 
16.	<p>Complete the following fields, if necessary:</p> <p>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</p>
17.	<p>Click the Form button.</p> 
18.	<p>Click the User Def Cat 01-10 menu.</p> 
19.	<p>Update the following fields as necessary:</p> <p>Agency Number O*Net Code Union Code Census Code Benefit Payroll Cycle</p>
20.	<p>Click the OK button.</p> 
21.	<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.</p>
22.	<p>Click the OK button.</p> 
23.	<p>Click the OK button.</p> 

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. 
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. 
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.