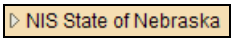
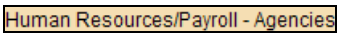
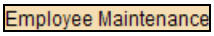
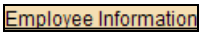
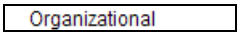
Attach Employee to Position Budget Lesson

1.	Click **NIS State of Nebraska**. 
2.	Click the **Human Resources/Payroll - Agencies** link. 
3.	Click the **Employee Maintenance** link. 
4.	Click the **Employee Information** link. 
5.	Use the QBE line to search for the employee. If you know their Employee Number you can enter that directly into the **Employee No** field. Otherwise you can use the **Alpha Name** field to search for their name.
6.	Enter employee number into the **Employee No** field.
7.	After entering your search criteria click the **Find** button.
8.	Click the check box of the employee.
9.	Click the **Row** button.
10.	Click the **Organizational** menu. 
11.	The **Home Business Unit** of the Position ID you are attaching must be the same as the Home Business Unit of the employee on the Organizational Assignment.
12.	You will need to complete the following fields: **Position ID** **Date in Current Position ID:** This is the date the employee started in that particular position number. **Date in Current Job:** This is the date the employee obtained their current job title. If the employee took a lateral transfer, this date would not change, but the Date in Current Position would change. If the employee is reclassified this date should be changed to the date the reclassification was effective.

13.	
14.	After completing the required fields click the **OK** button.
15.	If a yellow warning appears click OK to continue to the Job Default window.
16.	Click the **Always Use Default Information** option.
17.	Review the following fields making changes as needed. This information will populate the Employee Master: • **Pay Frequency** • **Benefit Group** • **Group Code** • **EEO Job Category** • **Pay Class** • **Pay Grade/Step** • **Overtime Exempt**
18.	When you are finished click the **OK** button.
19.	Enter the **Effective On** date. This will default to the current date. This date is only for history tracking.
20.	Enter the change reason code into the **Change Reason** field.
21.	Click the **OK** button.
22.	Click the **Close** button.
23.	You have completed this lesson. **End of Procedure.**