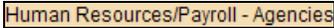
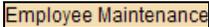
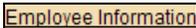
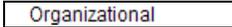


Review Employee's Attachment to Position Budget Lesson

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>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.</p>
6.	<p>After entering your search criteria click the Find button.</p> 
7.	<p>Click the check box of the employee.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Organizational menu.</p> 
10.	<p>On the Employee Information – Organizational Assignment window, review the following fields:</p> <ul style="list-style-type: none"> • Home Business Unit • Position ID <p>Note: Position ID's are tied directly to the Home Business Unit.</p>
11.	<p>When you are finished click the Cancel button.</p> 
12.	<p>Click the Close button.</p> 
13.	<p>End of Procedure.</p>