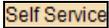
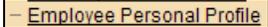


## Review Employee Personal Profile

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Self Service</b> link.</p> 
3.	<p>Click the <b>Employee Personal Profile</b> link.</p> 
4.	<p>In the <b>Personal</b> section of the Header you can review:</p> <ul style="list-style-type: none"> <li>a. Gender</li> <li>b. Ethnic Code</li> <li>c. Marital Status (not being used by the State of Nebraska)</li> <li>d. Disability</li> <li>e. Date of Birth</li> </ul>
5.	<p>Review the following information on the <b>Company (Self Service)</b> tab:</p> <ul style="list-style-type: none"> <li>a. Employee Tax ID</li> <li>b. Last Start Date</li> <li>c. Date of Original Employment</li> <li>d. Home Company</li> <li>e. Home Business Unit</li> <li>g. Supervisor</li> </ul>
6.	<p>Click the <b>Job (Self Service)</b> tab.</p> 
7.	<p>On the <b>Job (Self Service)</b> tab to review the following information:</p> <ul style="list-style-type: none"> <li>a. Job Code</li> <li>b. Pay Class</li> <li>c. Group Code</li> <li>d. Shift Code</li> <li>e. FLSA Exempt Y/N</li> <li>f. Annual Salary</li> <li>g. Hourly Rate</li> <li>h. Date, Current JobCde</li> </ul>
8.	<p>If you discover incorrect information contact your Human Resources staff directly.</p>
9.	<p>When you are finished reviewing the information click the <b>Cancel</b> button.</p> 
10.	<p><b>End of Procedure.</b></p>