Review Employee Personal Profile
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: http://www.das.state.ne.us/.

Table of Contents

Review Employee Personal Profile

Review Employee Personal Profile Overview

Use the **Employee Personal Profile** to review information that currently exists in your company's records. The information that you can review is in the following categories:
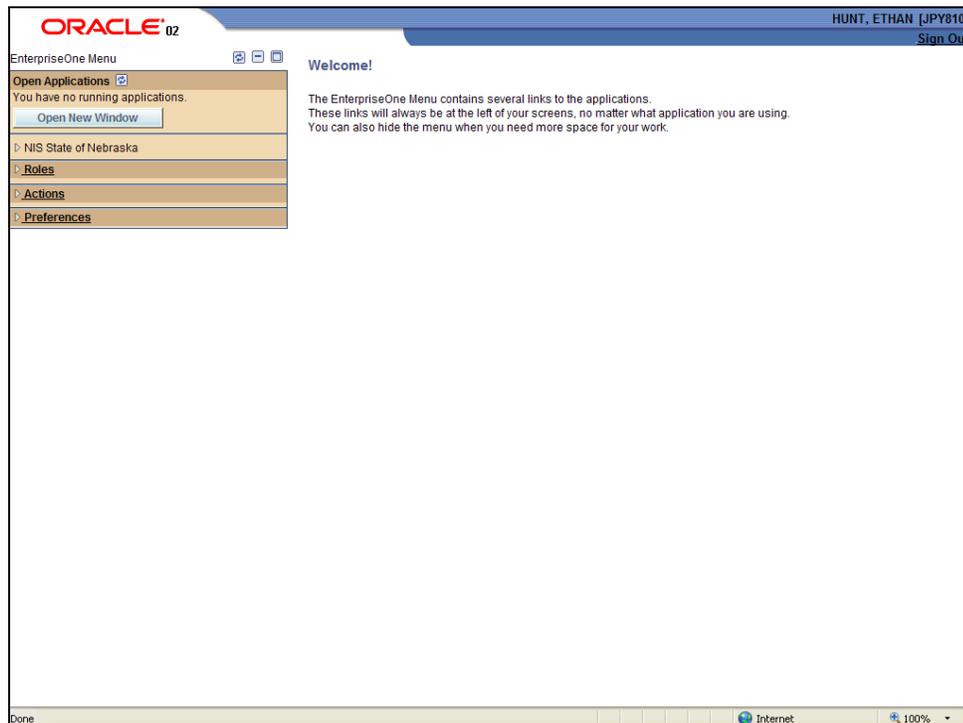
- Personal
- Company
- Job

The information in this location is for review only; you cannot change any of the fields. If you find information that is not accurate, or if you want to add information, you can contact HR to request changes or additions.
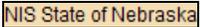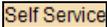
Review Employee Personal Profile

Procedure

In this lesson you will learn the steps for reviewing your employee personal profile.

Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Self Service** link. Self Service
3.	Click the **Employee Personal Profile** link. – Employee Personal Profile
4.	In the **Personal** section of the Header you can review: a. Gender b. Ethnic Code c. Marital Status (not being used by the State of Nebraska) d. Disability e. Date of Birth
5.	Review the following information on the **Company (Self Service)** tab: a. Employee Tax ID b. Last Start Date c. Date of Original Employment d. Home Company e. Home Business Unit g. Supervisor

Step	Action
6.	Click the **Job (Self Service)** tab. Job (Self Service)
7.	On the **Job (Self Service)** tab to review the following information: a. Job Code b. Pay Class c. Group Code d. Shift Code e. FLSA Exempt Y/N f. Annual Salary g. Hourly Rate h. Date, Current JobCde
8.	If you discover incorrect information contact your Human Resources staff directly.
9.	When you are finished reviewing the information click the **Cancel** button. ❌
10.	**End of Procedure.**