

**Review Employee Personal Profile**  
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## 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:

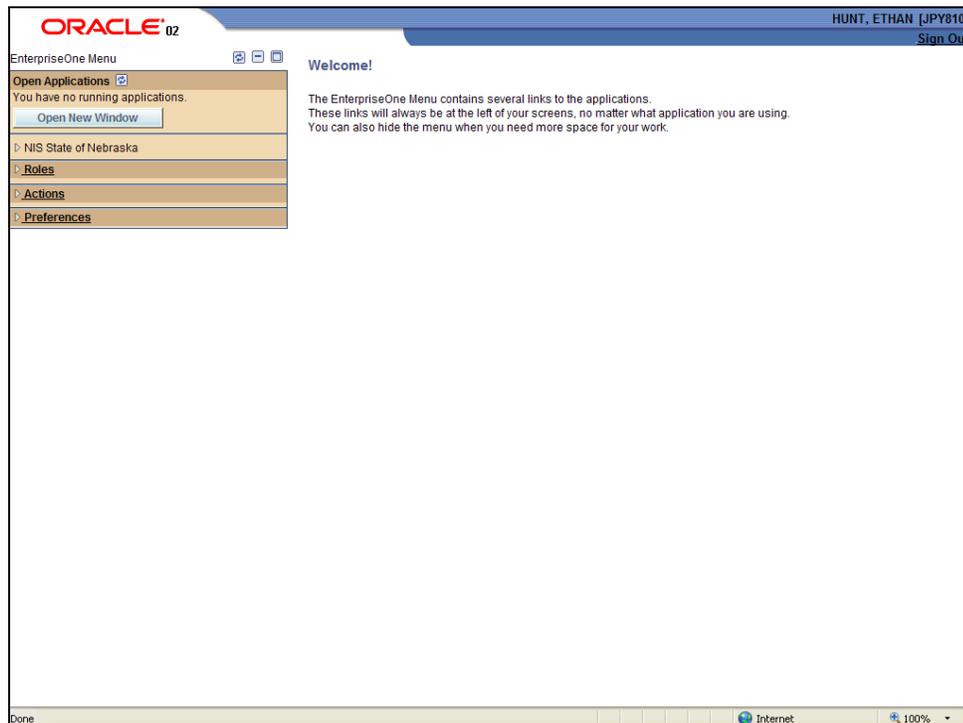
- Personal
- Company
- Job

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

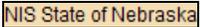
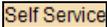
In this lesson you will learn the steps for reviewing your employee personal profile.



# Training Guide

## Review Employee Personal Profile



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Employee Personal Profile</b> link. 
4.	In the <b>Personal</b> 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 <b>Company (Self Service)</b> tab: a. Employee Tax ID b. Last Start Date c. Date of Original Employment d. Home Company e. Home Business Unit g. Supervisor

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

Employee Personal Profile - Employee Profile and Job Information 1 2 3

Cancel Form Tools Contact HR

Employee No. [REDACTED] HUNT, ETHAN Working Title [REDACTED]

**Personal**

Gender  M MALE Date of Birth 08/17/1973

Ethnic Code 99 UNKNOWN Marital Status  S SINGLE

N/A  Disability  N NO

**Company (Self Service) Job (Self Service)**

Employee Tax ID [REDACTED]

Last Start Date 09/04/2007

Original Hire Date 09/04/2007

Home Company STATE GENERAL FUND

Home Business Unit NIS

Employment Status FULL-TIME REGULAR

Supervisor UTLEY, MICHAEL

Done Internet 100%

Step	Action
6.	Click the <b>Job (Self Service)</b> tab. 
7.	On the <b>Job (Self Service)</b> 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 <b>Cancel</b> button. 
10.	<b>End of Procedure.</b>