

Auto Deposit Instructions
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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/>.

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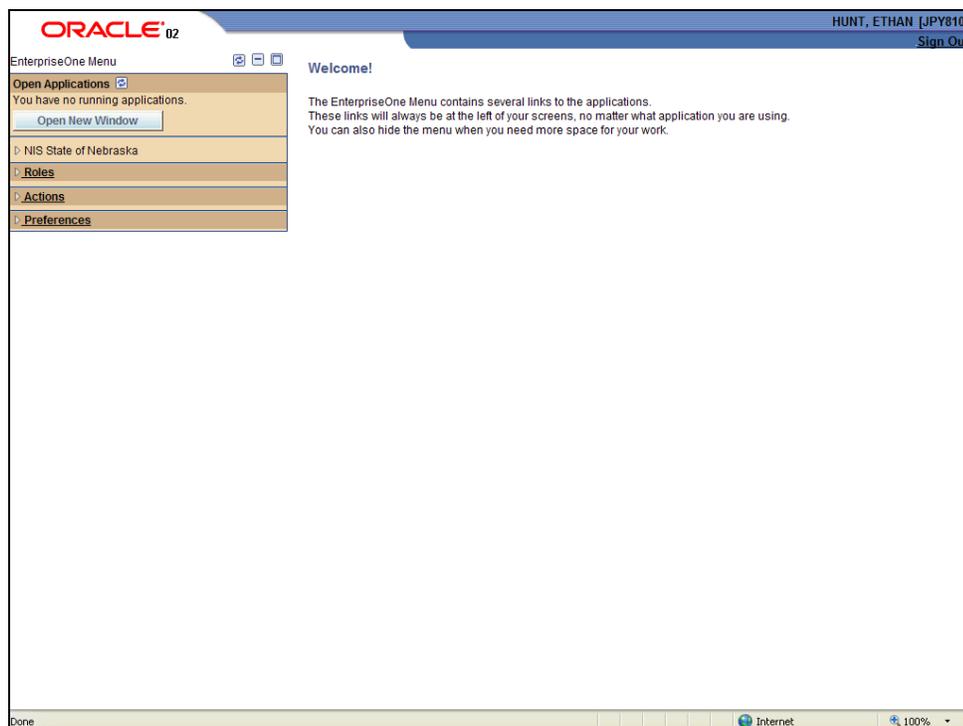
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Auto Deposit Instructions

Auto Deposit Instructions

Procedure

Use Employee Self-Service to review the settings of your Auto Deposit distributions.

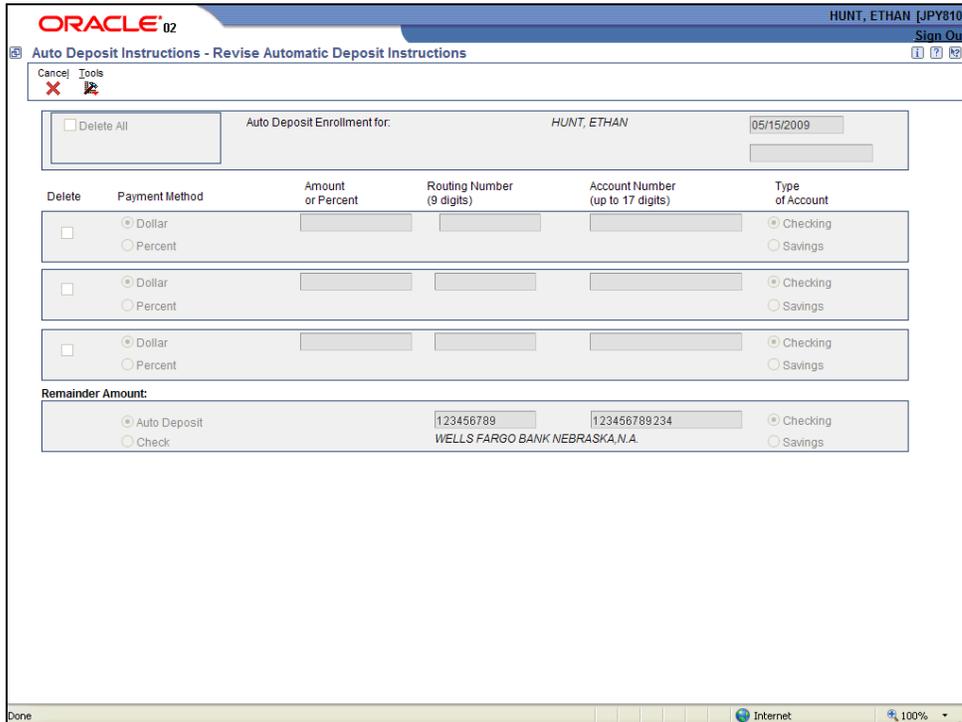


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Self Service link. Self Service
3.	Click the Auto Deposit Instructions link. Auto Deposit Instructions

Training Guide

Auto Deposit Instructions

Step	Action
4.	You can view the settings for your Auto Deposit distributions. This is a view only screen, and you cannot make changes to your distributions.



Step	Action
5.	When you are finished reviewing click the Cancel button. 
6.	End of Procedure.