

**Introduction To NIS**  
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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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## Introduction To NIS



### Overview

Nebraska Information System (NIS) is a tool to further improve state government administrative business processes. The system eliminates the need to enter information more than once. Everyone works with the same information, which is available as soon as it is entered. When users enter this information accurately and at the time a transaction occurs, everyone will have the financial and operational data needed to run the state's business more effectively by making better, faster decisions.

NIS also offers many Self Service options for for Nebraska state employees. Through NIS state employees can view their pay stub information, submit and review leave requests, enter their time cards, as well as enter their Open Enrollment elections.

### Structure

NIS is composed of five modules:

- Financials/Purchasing
- Human Resources/Payroll
- Capital Projects/Grants/Fixed Assets
- Budget
- Inventory

### Look and Feel

NIS presents information in a straightforward, intuitive format that lets you use a mouse to perform transactions with point-and-click ease. Though you may not work in every module in NIS, once you learn the NIS basics you will have a better understanding of how all NIS software systems work.

The NIS System Basics Course is designed to be a tool which teaches the concepts of NIS. If you are new to NIS it is highly recommended that you go through each lesson in this course. The NVISION online courses will allow you to practice the exercises as many times as you like. Even if you are familiar with NIS, specific lessons may provide you with an enlightening refresher.