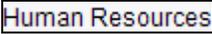
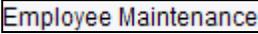
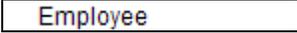
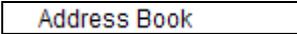
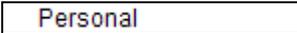
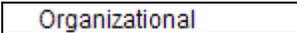
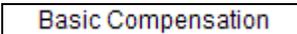
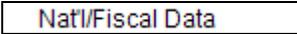
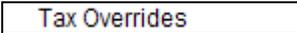


## Revising Employee Information Lesson

| Step | Action   |
|------|--|
| 1.   | Click the <b>State of Nebraska</b> link.<br>  |
| 2.   | Click the <b>Human Resources</b> link.<br>  |
| 3.   | Click the <b>Employee Maintenance</b> link.<br>   |
| 4.   | Click the <b>Employee Information</b> link.<br>   |
| 5.   | First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.  |
| 6.   | After entering your search criteria click the <b>Find</b> button.<br>   |
| 7.   | Select the record by clicking the check box next to it.<br>   |
| 8.   | Click the <b>Row</b> button.<br>  |
| 9.   | <p>You can make changes on the following options:</p> <ul style="list-style-type: none"> <li><b>Employee</b></li> <li><b>Address Book</b></li> <li><b>Personal</b></li> <li><b>Oranizational</b></li> <li><b>Basic Compensation</b></li> <li><b>Nat'l/Fiscal Dat</b></li> <li><b>Tax Overrides</b></li> </ul> <p>When necessary changes are completed on any of the screens you will need to click the <b>OK</b> button.</p> <p>If, after making a change, the Employee Information – Change Reason window appears, verify the <b>Effective On</b> date and type the <b>Change Reason</b> code (use the <b>Visual Assist</b> tool if needed).</p> <p>The following steps will show you examples of these screens where you can make changes if needed.</p> |
| 10.  | Click the <b>Employee</b> menu.<br>   |

| Step | Action   |
|------|--|
| 11.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br>  |
| 12.  | Click the <b>Row</b> button.<br>  |
| 13.  | Click the <b>Address Book</b> menu.<br>   |
| 14.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br>  |
| 15.  | Click the <b>Row</b> button.<br>  |
| 16.  | Click the <b>Personal</b> menu.<br>   |
| 17.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br>  |
| 18.  | Click the <b>Row</b> button.<br>  |
| 19.  | Click the <b>Organizational</b> menu.<br>   |
| 20.  | <p><b>Note:</b> If the employee has Labor Distribution and the Home Business Unit is changed, the Home Business Unit will also have to be changed on the Labor Distribution.</p> <p>A yellow warning will appear if you made a change. If that happens click OK to continue to the Change Reason window.</p> <p>If a change is made to the Position ID or Job Code (add, change, or delete), the Date in Current Position ID and/or Date in Current Job fields will change. Review the date(s) and make any necessary changes.</p> |
| 21.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br>  |
| 22.  | Click the <b>Row</b> button.<br>  |
| 23.  | Click the <b>Basic Compensation</b> menu.<br>   |
| 24.  | If you make a change a yellow warning will appear. If that happens click <b>OK</b> to continue to the Change Reason window.  |

| Step | Action  |
|------|---|
| 25.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br> |
| 26.  | Click the <b>Row</b> button.<br>   |
| 27.  | Click the <b>Nat'l/Fiscal Data</b> menu.<br>   |
| 28.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br> |
| 29.  | Click the <b>Row</b> button.<br>   |
| 30.  | Click the <b>Tax Overrides</b> menu.<br>   |
| 31.  | Make any needed changes. If you make changes click the <b>OK</b> button. Otherwise you can click the <b>Cancel</b> button.<br> |
| 32.  | Click the <b>Close</b> button.<br>   |
| 33.  | You have successfully completed this lesson.<br><b>End of Procedure.</b>  |