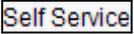


## Review Employee Personal Profile

Step	Action
1.	Click the <b>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: <ul style="list-style-type: none"> <li>a. Gender</li> <li>b. Ethnic Code</li> <li>c. Marital Status (not being used by the State of Nebraska)</li> <li>d. Disability</li> <li>e. Date of Birth</li> </ul>
5.	Review the following information on the <b>Company (Self Service)</b> tab: <ul style="list-style-type: none"> <li>a. Employee Tax ID</li> <li>b. Last Start Date</li> <li>c. Date of Original Employment</li> <li>d. Home Company</li> <li>e. Home Business Unit</li> <li>g. Supervisor</li> </ul>
6.	Click the <b>Job (Self Service)</b> tab. 
7.	On the <b>Job (Self Service)</b> tab to review the following information: <ul style="list-style-type: none"> <li>a. Job Code</li> <li>b. Pay Class</li> <li>c. Group Code</li> <li>d. Shift Code</li> <li>e. FLSA Exempt Y/N</li> <li>f. Annual Salary</li> <li>g. Hourly Rate</li> <li>h. Date, Current JobCde</li> </ul>
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>