

# Adding, Changing, Inquiring on Employee Supplemental Data

## Overview

Supplemental data is information you want to track that is not already provided for by the system. It can include detailed information about employees.

There are two formats for supplemental data; Narrative and Code. For narrative-format data types, you enter free-form text. For code-format data types, you enter values in predefined fields. When you enter values in code format, you can attach narrative information.

This work instruction shows how to enter Supplemental Data using the Code format.

This work instruction includes [Additional Functions and Options](#).

## 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/>.

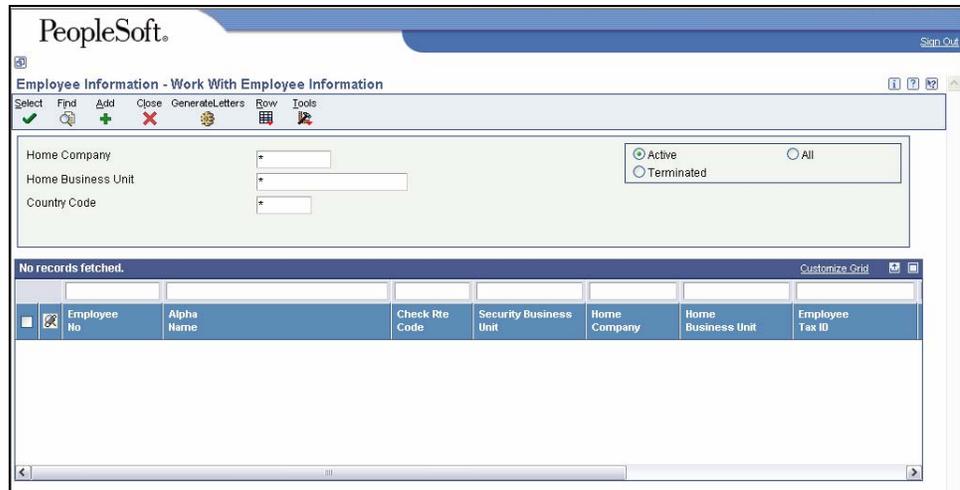
## Navigation

Click Roles, HR\_PR.  
(Citrix users – right click on the menu, choose Apply Roles, choose HR\_PR.)

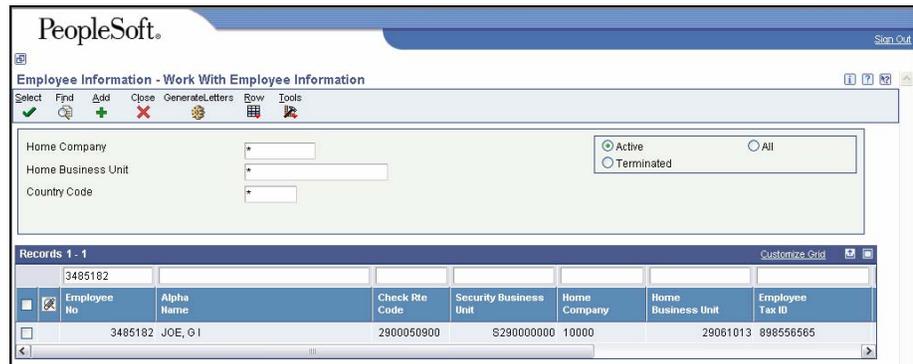
Human Resources and Payroll – Agencies > Employee Maintenance > Employee Information

## Steps

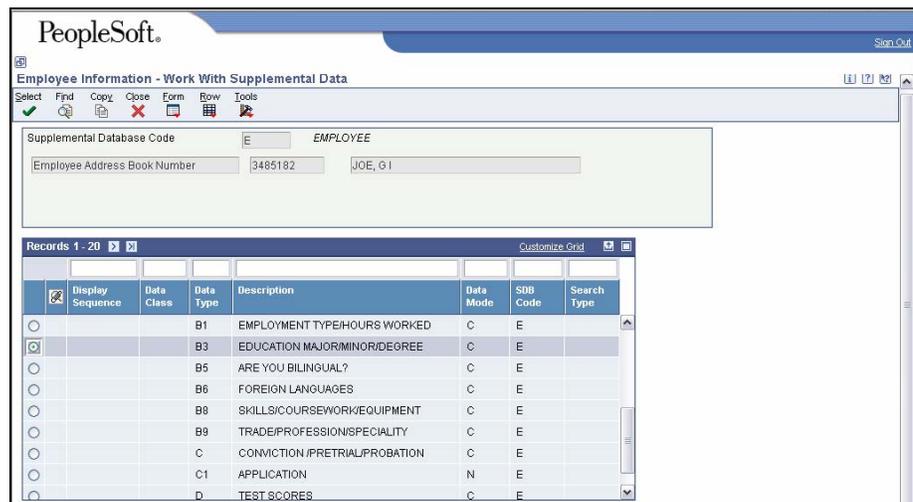
Start this instruction from the Employee Information – Work With Employee Information window.



1. To narrow the search, enter all or part of the employee name in the QBE (query-by-example) line directly above the Alpha Name column in the grid.
2. Click **Find**.



3. Choose the desired employee.
4. Click **Row, Supp. Data Entry**. The Employee Information – Work with Supplemental Data window appears.



5. Choose the row on the grid which contains the data to be entered.

6. Click **Select**.
7. On the Employee Information – General Description Entry window, type the appropriate values.

 Use the Visual Assist  icon for a list of valid values.



PeopleSoft. Sign Out

Employee Information - General Description Entry

OK Find Delete Cancel Row Tools

Supplemental Database Code E Type Data B3 Education Major/MinorDe...

Employee Address Book Number 3483432 JAMES, RACHEL A

UDC Table Degree Type Code Size 10

Records 1 - 1 Customize Grid

	DEGREE	Description	Not Using	MAJOR HRS	MAJOR	MINOR	Remarks
<input checked="" type="checkbox"/>							Line 3

8. Press the down arrow key on the keyboard to move the cursor to the next row on the grid.
9. Repeat steps 6 and 7 to add more data, if necessary.
10. When completed, click **OK** to return to the Work with Supplemental Data window.
11. Click **Close** to return to the Employee Information – Work with Employee Information window.
12. Click **Close**.

## Additional Functions and Options

You can do the following from the Employee Information – Work with Employee Information window.

To	Do This
Add a Narrative Supplemental Data type.	<ol style="list-style-type: none"> <li>1. Click <b>Find</b>.</li> <li>2. Choose the employee in the grid.</li> <li>3. Click <b>Row, Supp. Data Entry</b></li> <li>4. The Supplemental Data window appears.</li> <li>5. On the Work with Supplemental Data window, choose the grid row that contains a N in the Data Mode column, click <b>Select</b>.</li> <li>6. On the Media Object Viewer window, click <b>Text</b>.</li> <li>7. Type the appropriate information.</li> <li>8. Click <b>File, Save &amp; Exit</b>.</li> <li>9. Click <b>Close</b>.</li> <li>10. Click <b>Close</b>.</li> </ol>
Change Supplemental Data information.	<ol style="list-style-type: none"> <li>1. Click <b>Find</b>.</li> <li>2. Choose the employee in the grid.</li> <li>3. Click <b>Row, Supp. Data Entry</b></li> <li>4. The Supplemental Data window appears.</li> <li>5. On the Employee Information – Work with Supplemental Data window, choose the grid row to be changed, click <b>Select</b>.</li> <li>6. Make the appropriate changes.</li> <li>7. Click <b>Save</b>.</li> <li>8. Click <b>Close</b>.</li> <li>9. Click <b>Close</b>.</li> </ol>