Reviewing / Revising Employee Information

Overview

You can review and revise employee information via Employee Master. For example, when an employee receives a promotion, you typically update the employee’s salary or hourly rate, job type and pay grade/step.

This work instruction shows how to:

- Review Employee Information
- Enter changes to Employee Information

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

Review Employee Information

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

1. 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. The Employee Information – Work With Employee Information window appears.

3. Choose the employee on the grid row to be reviewed.

4. Click Row, EE Profile.
5. The Employee Information – Employee Profile and Job Information window appears. Review the personal information.

6. Click the **Job** tab to review Job information.

7. Click **Cancel**.

8. Click **Close**.
Revise Employee information

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

1. 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. The Employee Information – Work With Employee Information window appears.

3. Choose the employee on the grid row to be changed.

4. Click Row and the desired option from the list. The following windows show the information that can be changed.

- **Employee**

- **Address Book**
• **Personal**

  The following example only shows the top portion of the window.

• **Organizational**

  The following example only shows the top portion of the window.
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.

A yellow warning will appear. Click **OK** to continue to the Change Reason window.

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.
- Basic Compensation

A yellow warning will appear. Click OK to continue to the Change Reason window.

- Nat'l/Fiscal Dat
• Tax Overrides

5. When necessary changes are complete, click **OK**.

6. If the Employee Information – Change Reason window appears, verify the Effective On date and type the Change Reason code. If the window does not appear, skip to step 8.

7. Click **OK**.

8. Click **Close**.