

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.

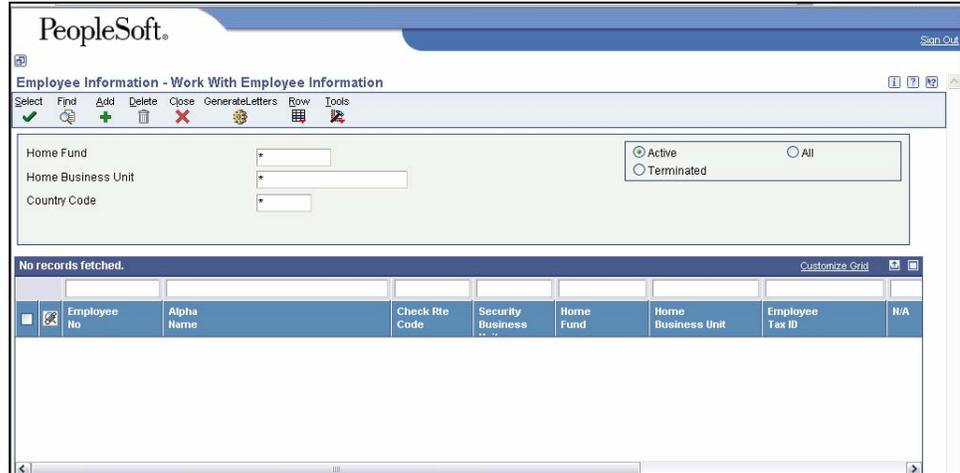
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

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

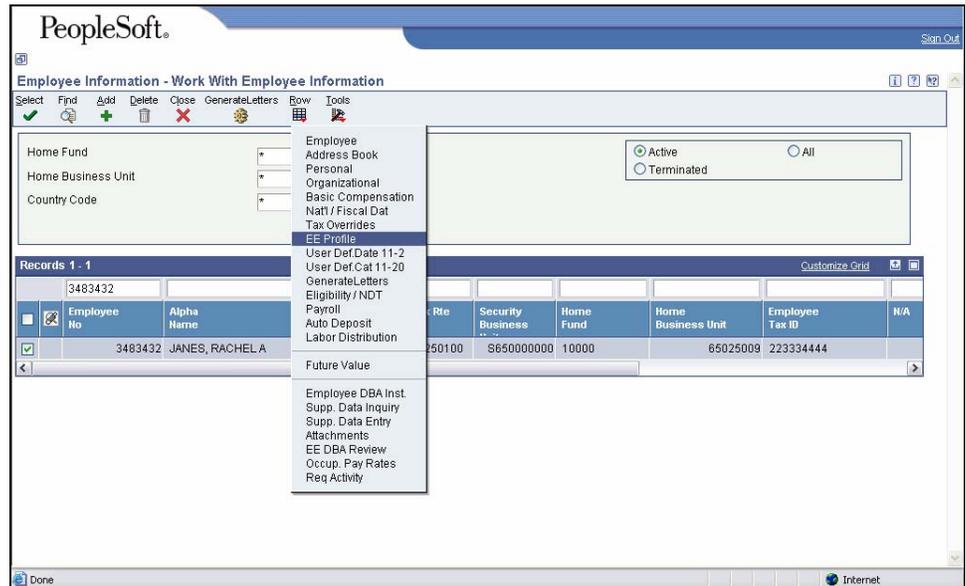
Steps

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**.



- The Employee Information – Employee Profile and Job Information window appears. Review the personal information.

The screenshot shows the 'Employee Information - Employee Profile and Job Information' window in PeopleSoft. The 'Personal' tab is active, displaying the following information:

Employee No.	3483432	JANES, RACHELA	Working Title	
Personal				
Gender	F	Female	Date of Birth	10/02/1954
Ethnic Code	01	White (Not of Hispanic Origin)	Marital Status	M Married
N/A			Disability	N No
Company				
Employee Tax ID	223334444	Supervisor	100087	ARCHULETA, AMY L
Last Start Date	05/27/2003	Home Fund	10000	STATE GENERAL FUND
Original Hire Date	05/27/2003	Home Business Unit	65025009	NIS
Date Pay Starts	05/27/2003	Pay Status	0	Active
Date Terminated		Employment Status		Full-Time Regular
Salary				
Hourly Rate				
Pay Period Salary				
Pay Grade/Step	13		00	

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

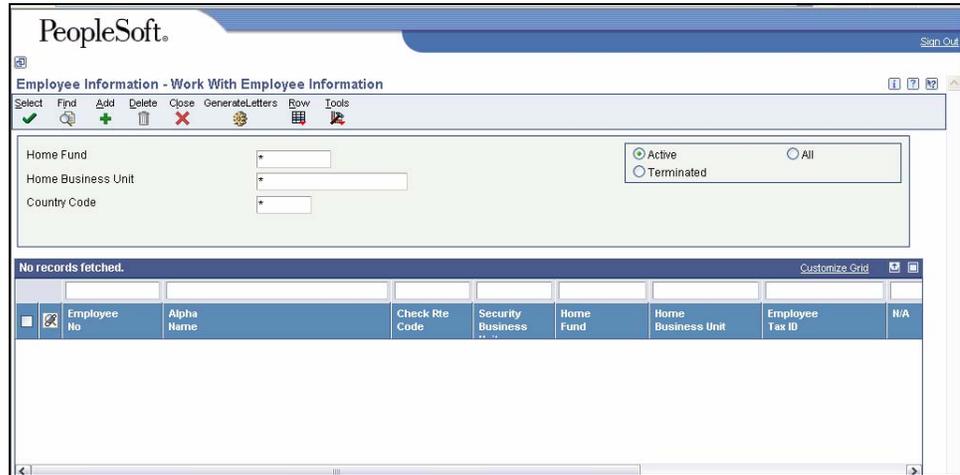
The screenshot shows the 'Employee Information - Employee Profile and Job Information' window in PeopleSoft. The 'Job' tab is active, displaying the following information:

Employee No.	3483432	JANES, RACHELA	Working Title	
Personal				
Gender	F	Female	Date of Birth	10/02/1954
Ethnic Code	01	White (Not of Hispanic Origin)	Marital Status	M Married
N/A			Disability	N No
Company				
Job Type/Step	K11122	Training Specialist I		
Position ID	06522406	Training Specialist I	Date in Position	05/27/2003
Pay Freq/Class	B H		FLSA Exempt	Y
N/A			Compa-Ratio	
Barg Unit	K		Shift Code	
EEO Job Cat	B			
Benefit Group	NAPB07	NAPE BWEEKLY BW07		
Check Route Code	6500250100			

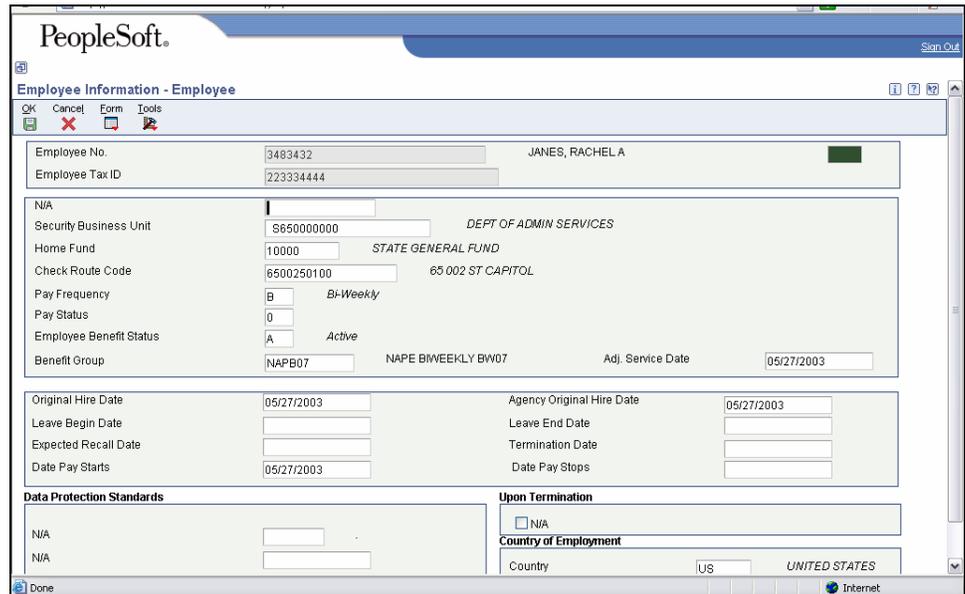
- Click **Cancel**.
- Click **Close**.

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

PeopleSoft. Sign Out

Employee Information - Address Book Revision

Cancel Form Tools

Address Number: 3483432

Address Book | Mailing | Additional | Related Address | Cat Code 1 - 10 | Cat Code 11 - 30

Alpha Name: JANES, RACHEL A

Long Address Number: [Empty]

Tax ID: 223334444

Search Type: E Employees

Business Unit: S650000000 DEPT OF ADMIN SERVICES

Done Internet

- Personal

PeopleSoft. Sign Out

Employee Information - Personal

OK Cancel Form Tools

Employee No.: 3483432 JANES, RACHEL A

Preferred Name: [Empty]

Birth Name: [Empty]

Name - Employee: [Empty]

Additional Name: [Empty]

Salutation: [Empty] Suffix: [Empty]

Ethnic Code: 01 White (Not of Hispanic ... Gender: F

Marital Status: M Country Of Birth: [Empty]

Date of Birth: 10/02/1954 Life Ins. (Annual Salary 1): [Empty]

N/A: [Empty] Life Ins. (Annual Salary 2): [Empty]

N/A: [Empty] Employee Age (As of Jan 1st): [Empty]

N/A: [Empty]

1st Nationality-Citizenship: [Empty] USA

2nd Nationality: [Empty] USA

3rd Nationality: [Empty] USA

Done Internet

- Organizational

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

PeopleSoft. Sign Out

Employee Information - Organizational Assignment 1 2 3

OK Cancel Form Tools

Employee No.	3483432	JANES, RACHEL A
Last Start Date	05/27/2003	
Supervisor	100087	ARCHULETA, AMY L
Home Business Unit	65025009	NIS
Mentor		
Team		Default
Position ID	06522406	Training Specialist I
Date in Current Position ID		05/27/2003
Job Code	K11122	Training Specialist I
Date in Current Job		05/27/2003
Working Title		
Barg Unit	K	Confidential Group
NIA		State of NE is Not U...
EEO Job Category	B	Professionals
Shift Code		
Employment Status		Full Time Equivalents
Date Pay Starts	05/27/2003	1.00
Date Pay Stops		
Job Competency		
Organizational Business Unit		
% Competency Achieved	0.00	Last Competency Review Date

Done Internet

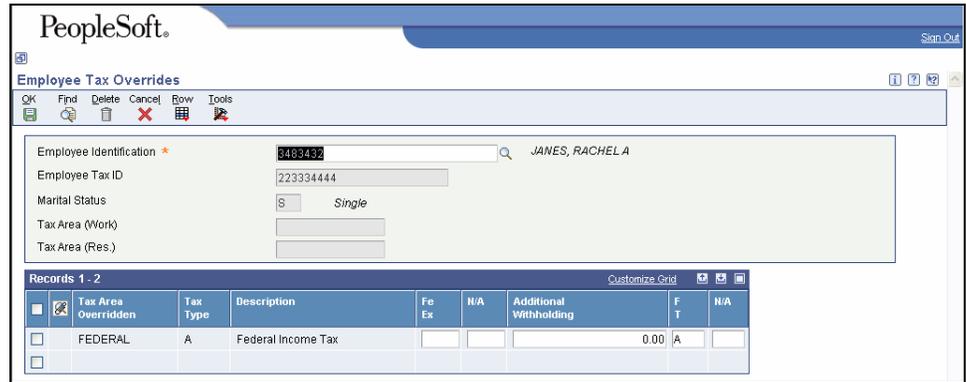
-  If the employee has Labor Distribution and the Home Business Unit is changed, the Home Business Unit will also have to be changed on the Labor Distribution.
-  A yellow warning will appear. Click **OK** to continue to the Change Reason window.
-  If a change is made to the Position ID or Job Code (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**.