

Date Discrepancies on Employee Records

Overview

When working with an employee record, you may receive a warning screen if there is a discrepancy with dates. Please see the instructions below to correct the error.

NIS Policies

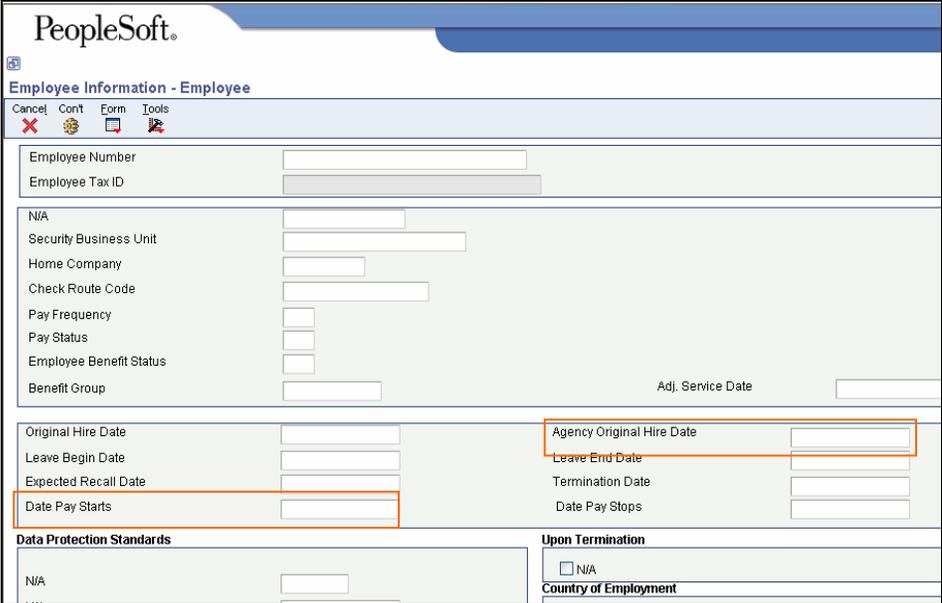
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer 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



1. When the Agency Original Hire Date is NOT equal to Date Pay Starts on the Employee Information - Employee window, the Date in Job Position Selection window will appear.

PeopleSoft
Employee Information - Date in Job and Position Selection

OK Cancel Tools

Dates Started and Date Pay Starts are different. Please choose which dates to use for Date in Current Job.

Employee Information
Address Number: 100212 BANDIOLA, DEBORAH A

Date Started is different than Date Pay Starts
Last Start Date: 09/16/2004 Date Pay Starts: 01/01/2005

Date in Job Choices
Job Type/Step: K07082 IT BUS SYS ANALYST/COORD
Date in Current Job: 09/16/2004
 Use Date Pay Starts for Date in Job
 Use Date Started for Date in Job
 Use neither, update Date in Job with:

Date in Position Choices
Position ID: 06507556
Date in Current Position ID: 09/16/2004
 Use Date Pay Starts For Date in Position
 Use Date Started for Date in Position
 Use neither, update Date in Position with:

2. Update the following fields with the appropriate date:
 - Date in Current Job
 - Date in Current Position ID
3. Click **OK** to return to the Employee Information - Employee window and continue with the original task.

PeopleSoft
Employee Information - Employee

OK Cancel Form Tools

Warnings
Issues (click each label for more information):
Start Date - Participation Date
Please look for the highlighted fields, correct the entries, and resubmit your request.

Employee No.: 100212 BANDIOLA, DEBORAH A
Employee Tax ID: 505922976

Alternate Employee No.:
Security Business Unit: S530000000 REAL ESTATE APPRAISER BOARD
Home Company: 10000 STATE GENERAL FUND
Check Route Code: 6500250100 65 002 ST CAPITOL
Pay Frequency: B BI-WEEKLY
Pay Status: 0 ACTIVE
Employee Benefit Status: A ACTIVE
Benefit Group: RULB07 RULES BWKLY BW07 Adj. Service Date: 06/05/1978

Original Hire Date: 06/05/1978 Last Start Date: 09/16/2004
Leave Begin Date: Leave End Date:
Expected Recall Date: Termination Date:
Date Pay Starts: 09/16/2004 Date Pay Stops:

Data Protection Standards
Data Protection Code:
Data Protection Date:

Upon Termination
 Move to Applicant Pool
Country of Employment: US UNITED STATES

4. If a yellow Warning appears (shown above), click **OK** again to return to the Date in Job Position Selection window.

5. Review/revise the dates entered in the Date in Current Job and Date in Current Position ID fields.
6. Click **OK**. The Change Reason window appears.

7. Complete the following fields:
 - Effective On – hire date
 - Change Reason
8. Click **OK** to return to the Employee Information - Employee window and continue with the original task.

 When the Agency Original Hire Date is changed and IS equal to the Date Pay Starts, that date will be updated in the Date in Current Job and Date in Current Position ID fields on the Organizational Assignment window.

 When the Date Pay Starts is changed and IS equal to the Agency Original Hire Date, that date will be updated in the Date in Current Job and Date in Current Position ID fields on the Organizational Assignment window.