

## Retrieving Job Code Information

### Overview

NIS includes classification and compensation information, similar to what is currently found in written form in the Classification and Compensation Pay Plan distributed by DAS State Personnel. View Job Code Descriptions, Pay Grades, EEO Job Categories, Overtime Exempt status, etc. by accessing the Job Entry and Evaluation menu option and entering a specific Job Code. This information is maintained centrally by DAS State Personnel and as updates to job codes, descriptions, pay grades, etc. occurs, this information is updated in NIS as well.

### 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/>.

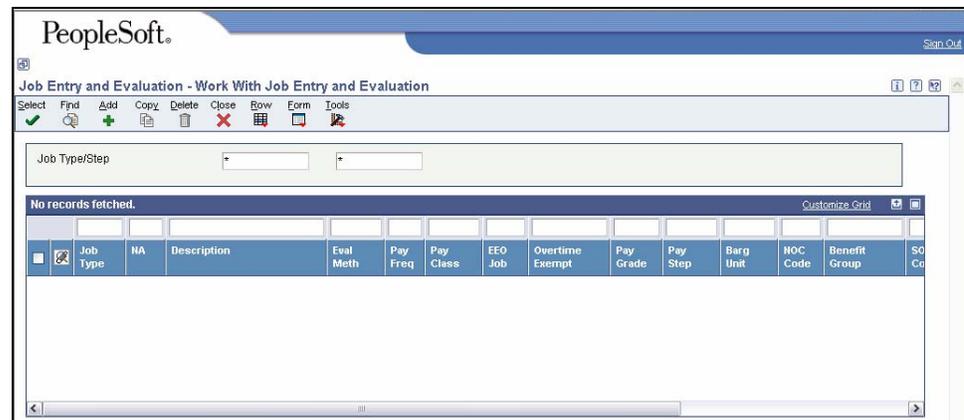
### Navigation

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

Human Resources and Payroll – Agencies > Inquiries & Reports > HR/Payroll Inquiries > Employee Inquiries > Job Entry and Evaluation

### Steps

Start this instruction from the Work with Job Entry and Evaluation window.



1. Enter the **job code** in the Job Code field in the QBE line.
-  To locate a specific Job Code, enter the Job Title in the Description field followed by an asterisk (\*). (Ex. Buyer\*)
2. Click **Find**. Information about the specific Job Code will appear on the grid (Ex. Pay Frequency, Pay Class, EEO Job, Overtime, Pay Grade, etc.)

| Job Type | NA | Description | Eval Meth | Pay Freq | Pay Class | EEO Job | Overtime Exempt | Pay Grade | Pay Step | Barg Unit | NOC Code | Benefit Group | SO Co |
|----------|----|-------------|-----------|----------|-----------|---------|-----------------|-----------|----------|-----------|----------|---------------|-------|
| A05311   |    | Buyer I     |           | B        | H         | B       | N               | 350       | 01       | A         |          |               | 13    |

For additional information about the codes attached to the job, click:

- **Row, US Leg./Reg.**  
EEO Job Category Code

- **Row, Job Category Codes**  
Union Code  
O\*Net Code  
Census Code

3. To view additional information about this job, click **Select**. The Job Entry and Evaluation window appears.

4. Click **Cancel** to return to the Work with Job Entry and Evaluation window.
5. Click **Close** to return to the menu.