

Current Elections

Overview

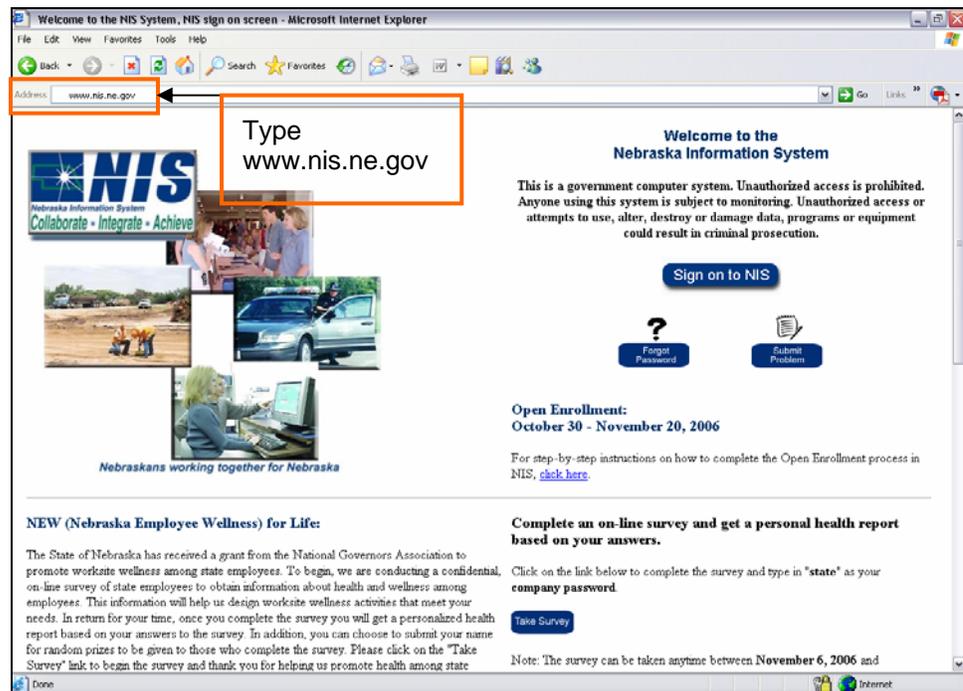
You have the ability to view your current benefit elections using Employee Self Service.

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/>.

Steps

1. Open your internet browser (if using Internet Explorer, double click on the blue "e" icon.) 
2. Navigate to the NIS sign on Screen by typing the following in the address: "www.nis.ne.gov".



3. Click the **Sign on to NIS** button.



ORACLE
JD EDWARDS ENTERPRISEONE

User ID:
Password:

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4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.
5. Enter your **password** in the Password field.
6. Click **Sign In**.



PeopleSoft®

EnterpriseOne Menu

Open Applications: You have no running applications.

Roles:
BU #0008

NIS
Nebraska Information System
Collaborate • Integrate • Achieve

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can also hide the menu when you need more space for your work.

7. Click the **drop-down arrow**.



8. Click your **ESS** role.



9. Click the **double right arrows** to the right of the Role.

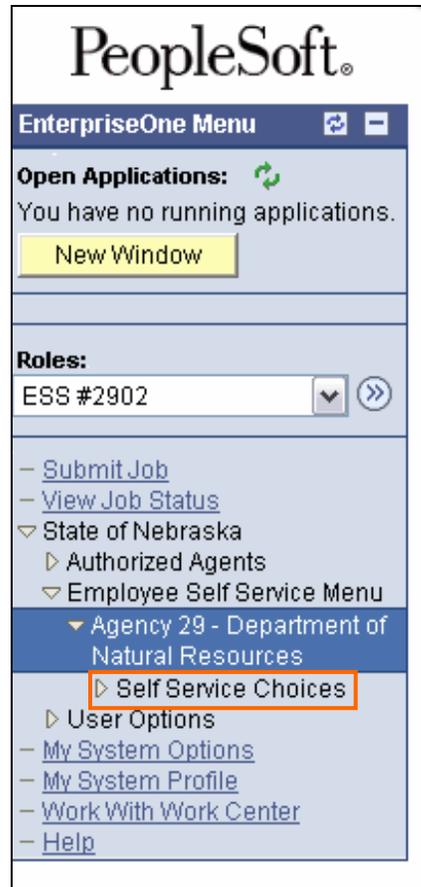
10. Click the **State of Nebraska** menu.



11. Click the **Employee Self Service Menu**.



12. Click your **Agency** menu.



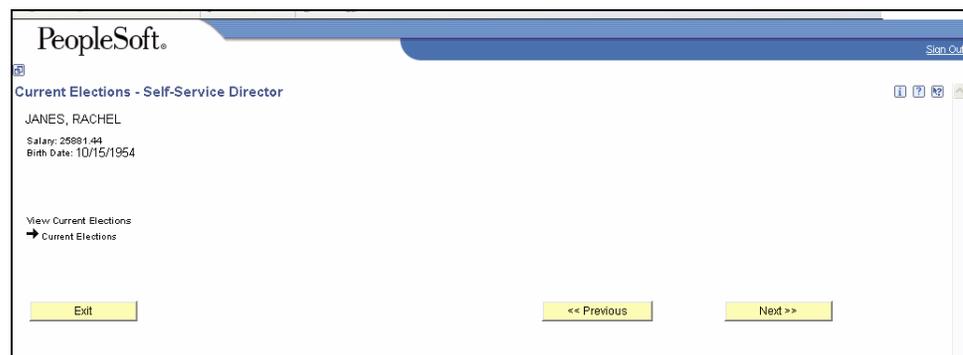
13. Click **Self Service Choices**.



14. Click **Employee Benefits**.



15. Click **Current Elections**.



16. On Current Elections – Self-Service Director, read the instructions before viewing your current elections.

17. Click the **Next >>** button.

18. On Current Elections – Current Elections, review your current benefit information.

PeopleSoft. Sign Out

Current Elections - Current Elections 1 2 3 ?

<< Previous
Next >>
?

Current Elections

Benefits as of: 12/15/05

JANES, RACHEL Employee Number: 1117504
 123 MAIN STREET Tax Id: 111111111
 LINCOLN, NE 68504-4733

Total Employee Cost: \$ 20.21 (per pay period)
Total Employer Cost: \$ 209.30 (per pay period)
Totals May Include Amounts From Categories Not Shown

Benefits Category	Benefits Plan Selected	Employee Cost (per pay period)	Employer Cost (per pay period)
DENTAL	Dental Insurance Single, Biweekly	\$ 9.98	\$ 0
BASIC LIFE INSURANCE BENEFITS	Basic Life Insurance Bwly	\$ 0	\$.70
<i>Covered Beneficiaries:</i>			
LINDA JANES	Secondary:	100.00	
KENT JANES	Primary:	100.00	
LONG TERM DISABILITY	WAIVER - LONG TERM DISABILITY	\$ 0	\$ 0
VISION BENEFITS	WAIVER - VISION	\$ 0	\$ 0
ACCIDENTAL DEATH & DISMEM	BIWEEKLY ACC DEATH & DISMEMBERMENT	\$.05	\$ 0
FLEX DEPENDENT	WAVE FLEX DEPENDENT CARE	\$ 0	\$ 0
FLEX MEDICAL	MEDICAL REIMB ACCT-STATE PLAN*	\$ 10.00	\$ 0
LIFE - DEPENDENT	WAIVER OPTIONAL DEPENDENT LIFE	\$ 0	\$ 0
LIFE - OPTIONAL LIFE	FLAT \$5,000.00 SUPPLEMENTAL LIFE	\$.18	\$ 0

19. To print a copy of you current elections, scroll to the bottom of the page and click **Print a Copy of This Statement**.

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MEDICAL BENEFITS 2 PRTY BLUECHOICE ST SPT PRIMA \$ 0 \$ 254.42

DENTAL Dental Insurance Single, Biwee \$ 9.98 \$ 0

VISION BENEFITS VISION BASIC SINGLE BIWEEKLY* \$ 3.70 \$ 0

FLEX DEPENDENT WAIVE FLEX DEPENDENT CARE \$ 0 \$ 0

FLEX MEDICAL MEDICAL REIMB FLEX ACCOUNT - 2 \$ 10.00 \$ 0

BASIC LIFE INSURANCE BENEFITS Basic Life Insurance Bwly \$ 0 \$.70

Covered Beneficiaries:

KENT SCHROEDER Secondary: 100.00

RAYMOND MILLER Primary: 100.00

LIFE - OPTIONAL LIFE 1 X SALARY \$ 1.37 \$ 0

Covered Beneficiaries:

KENT SCHROEDER Secondary: 100.00

RAYMOND MILLER Primary: 100.00

LIFE - DEPENDENT WAIVER OPTIONAL DEPENDENT LIFE \$ 0 \$ 0

ACCIDENTAL DEATH & DISMEM BIWEEKLY ACC DEATH & DISMEMBER \$.05 \$ 0

Covered Beneficiaries:

KENT SCHROEDER Secondary: 100.00

RAYMOND MILLER Primary: 100.00

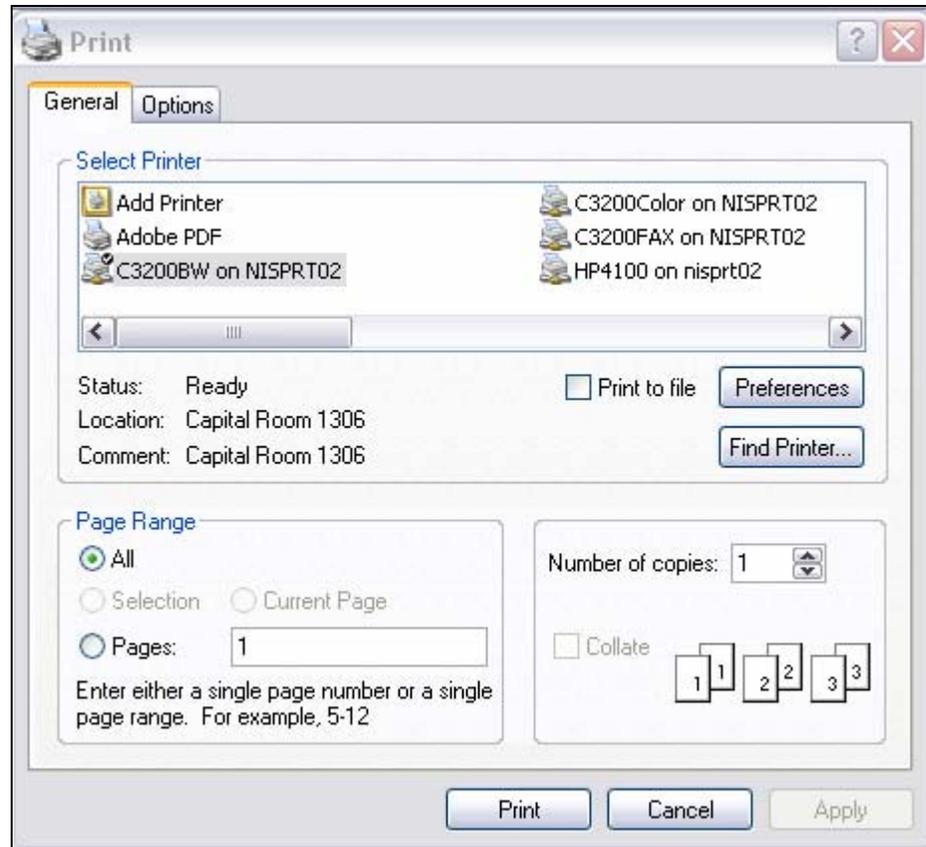
LONG TERM DISABILITY WAIVER - LONG TERM DISABILITY \$ 0 \$ 0

Cost Per Pay Period: \$ 25.10 \$ 255.12

Total Employee Cost: \$ 25.10 (per pay period)
Total Employer Cost: \$ 255.12 (per pay period)
Totals May Include Amounts From Categories Not Shown

PRINT a Copy of This Statement

Make sure that you have a printer set up before using the print option. Ask a System Administrator for assistance in the printer setup process.



20. If you see a Print screen like the one above, click **Print**.
21. Click the **Next >>** button to return to the menu.
 -  If there is a discrepancy in your current benefit elections, click **Cancel** and please contact your Human Resources Administrator.
22. Click **Sign Out**.