

Updating Address Information

Overview

You can use self-service to update your address, emergency contact and telephone number. The Human Resources Administrator does not need to manually enter that information. The changes made by the employee can be posted to a temporary workfile, where NIS can review the changes before updating NIS.

 A daily process is run in order for ESS information to update employee records in NIS. If an employee is "locked" in payroll, the employee's record(s) will not update with the new information until the employee is no longer "locked" in payroll.

NIS Policies

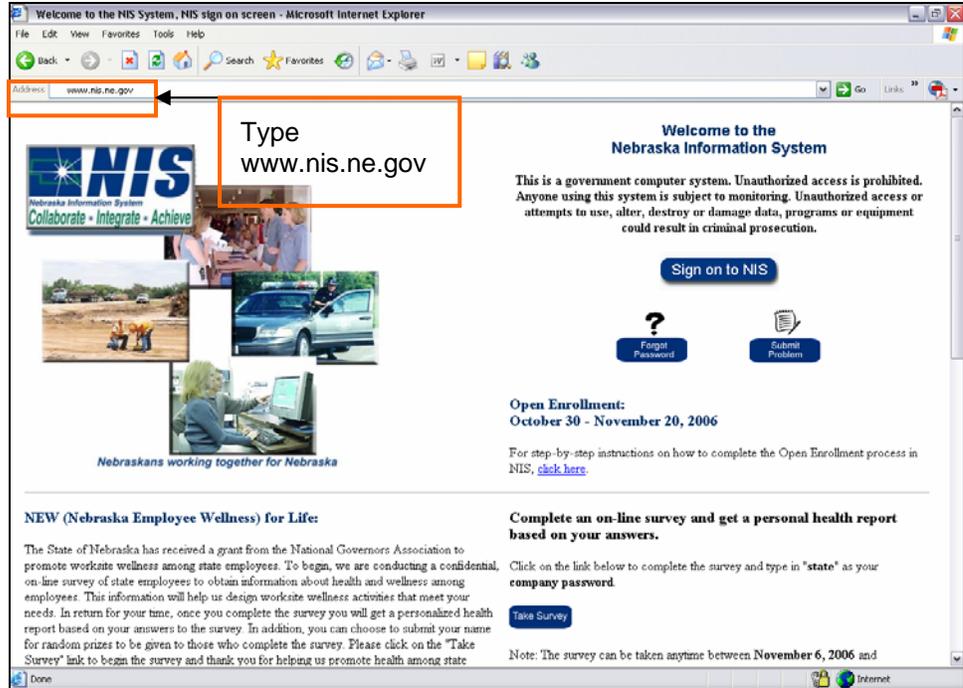
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

Navigation

Employee Self Service > Agency # - (Agency Name) > Self Service Choices > Employee Benefits > Personal

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 field: "www.nis.ne.gov".



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



- 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**.



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**.



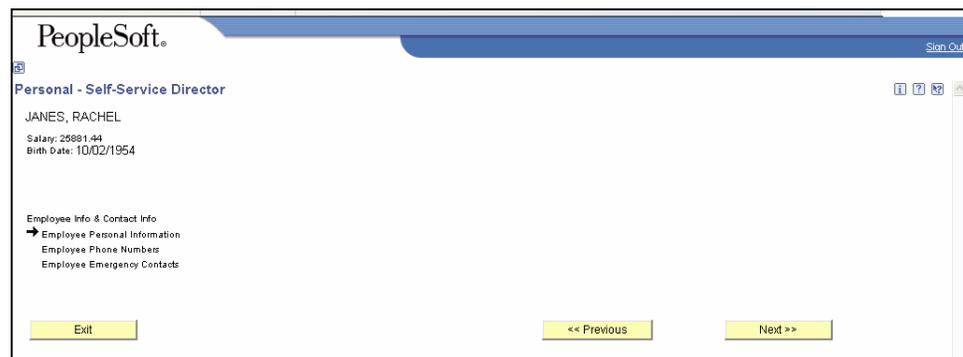
12. Click your **Agency** menu.



13. Click **Self Service Choices**.



14. Click **Employee Personal Profile**.

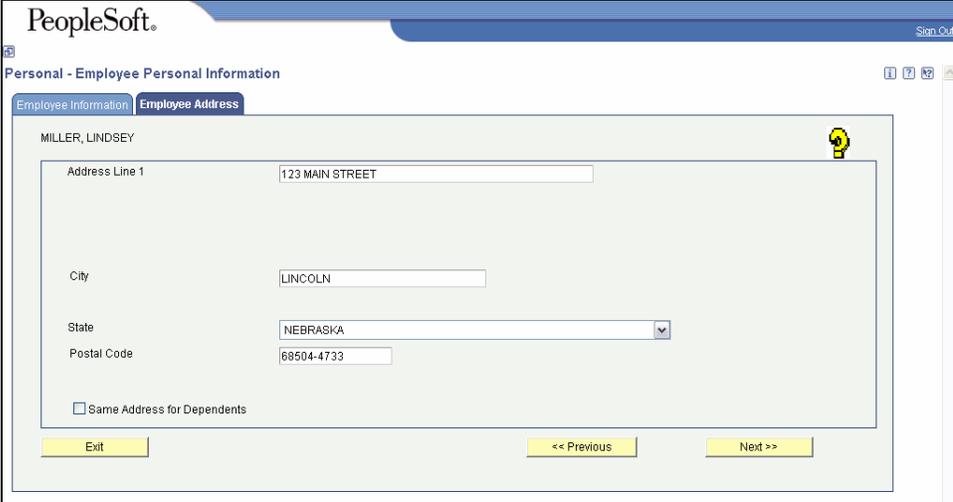


15. Read the instructions to help you process your name and address change.

16. Scroll to the bottom of the page and click the **Next >>** button.

17. On Personal – Employee Personal Information, review your personal information on the **Employee Information** tab.

-  If there are errors in the grayed out fields, please contact your Human Resources Department within your agency.
- a. Mailing Name
 - b. Employee Number
 - c. Tax ID
 - d. Supervisor
 - e. Business Unit
19. Click the **Next >>** button.



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Personal - Employee Personal Information

Employee Information Employee Address

MILLER, LINDSEY

Address Line 1 123 MAIN STREET

City LINCOLN

State NEBRASKA

Postal Code 68504-4733

Same Address for Dependents

Exit << Previous Next >>

20. On the **Employee Address** tab, review and update your address information, if necessary.
21. Update and complete any of the following fields:
- a. Address Line 1
 - b. City
 - c. State
 - d. Postal Code (Zip Code)
22. Click the **Next >>** button. The Personal – Employee Phone Numbers window appears.
23. Complete the following fields:
- f. Prefix (Area Code)
 - g. Number
 - h. Type of Phone Number
-  You are able to add up to 10 phone numbers.

Prefix	Number	Type of Phone Number
502	4713269	OFFICE
402	4711467	OFFICE
		-- Select One --

24. Click the **Next >>** button. The Personal – Employee Emergency Contacts window appears.

Name	Contact Relationship	Phone Number
No records fetched.		

 If you have existing emergency contacts, you have the option to update an existing contact or you can delete an existing contact.

25. Click the **Add a Contact** button. The Personal – Emergency Contact Information window will open.

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Personal - Emergency Contact Information

MILLER, LINDSEY

Name - First, MI, Last

Mailing Name

Contact Relationship

Remark 1

Prefix, Phone Number, Type

Prefix, Phone Number, Type

Address Line

City

State

Postal Code

Exit << Previous Next >>

26. Complete the following fields:

- a. Name – First, MI (Middle Initial), Last
- b. Mailing Name
- c. Contact Relationship
- d. Remark 1 – use for notes or description (i.e.: “Contact only in medical emergency.”)
- e. Prefix (Area Code)
- f. Phone Number
- g. Phone Type
- h. Address Line
- i. City
- j. State
- k. Postal Code (Zip Code)

27. Click the **Next >>** button to return to the Name and Address Change w/Director - Employee Emergency Contacts window appears.

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Personal - Employee Emergency Contacts

MILLER, LINDSEY

Click on person's name to change their information.

Name	Contact Relationship	Phone Number
<input checked="" type="radio"/> ROBER JANES	brother	402 471-1111 CELL PHONE

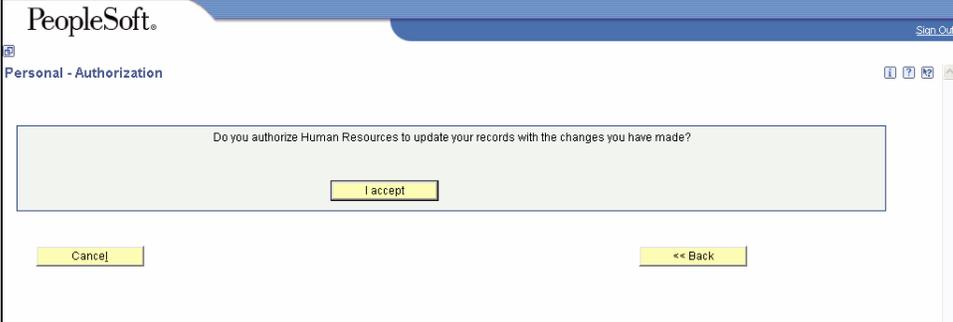
Add A Contact Delete A Contact Exit << Previous Next >>

 To delete a contact, select the contact by clicking the radio button to the left of the record and click the **Delete a Contact** button. To update an existing contact, click on the contact's name and update the necessary fields.

28. You can add another contact and/or click the **Next >>** button to proceed to the next step. The Personal - Authorization window appears.

29. On Personal – Authorization, click the **I accept** button to update changes.

 If for any reason you would like to go back and change anything else, click the **<< Back** button.



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Personal - Authorization
Do you authorize Human Resources to update your records with the changes you have made?
I accept
Cancel
<< Back
Sign Out

30. On Personal – Confirmation Number, review and record your **Transaction Number**.

31. Click the **Finish** button.

32. You will return to the menu.

33. Click **Sign Out**.