

# Human Resources New Hire Event Checklist

## Steps

1. Prior to new hire employee starting:
  - Create an address book record
  - Create the employee master (see note below)
2. Send NIS Security the NIS Security Spreadsheet  
INCLUDE THE FOLLOWING:
  - -Employee Number and functional access the employee will need for AP/AR/HR, etc)
  - Agency
  - Paycycle Code (BWxx, ML)
  - Using ESS Time Entry or Not (If using ESS Time Entry, state Daily or Summary)
  - HR Contact Name
3. Access to a PC and/or to the Agency/State LAN/WAN (employee can access NIS via the web(nis.ne.gov) from any PC with internet access

### Note on creating Employee Master

To get the NIS Security setup started, an agency can create the Address Book record (to get an Employee Number) without creating the Employee Master itself. This is done on the *Add Employee* screen completing the following fields:

- Security Business Unit
- Home Company
- Pay Frequency
- Adjusted Service Date

...and on the *Address book* screen:

- Employee name
- Tax ID

The system assigns the Address Book Number at this point, which can be used later to complete the Employee Master (days later, if necessary, but in the meantime the NIS Security spreadsheet which requires the Employee Number can be submitted.

- Benefit Packet given to New Hire
- Web Address for NIS
- Work Instructions
- Cover Sheet w/Employee ID and Password including check list from agency