

Employee Personal Profile

Overview

Use the Employee Personal Profile Program (P060116) to review information that currently exists in your company's records. The information that you can review is in the following categories:

- Personal
- Company
- Job

The information in this location is for review only; you cannot change any of the fields. If you find information that is not accurate, or if you want to add information, you can contact HR to request changes or additions.

Managers can review this information from the Manager's Workbench. The HR administrator can review this information by accessing Employee Profile from the Employee Maintenance menu.

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:

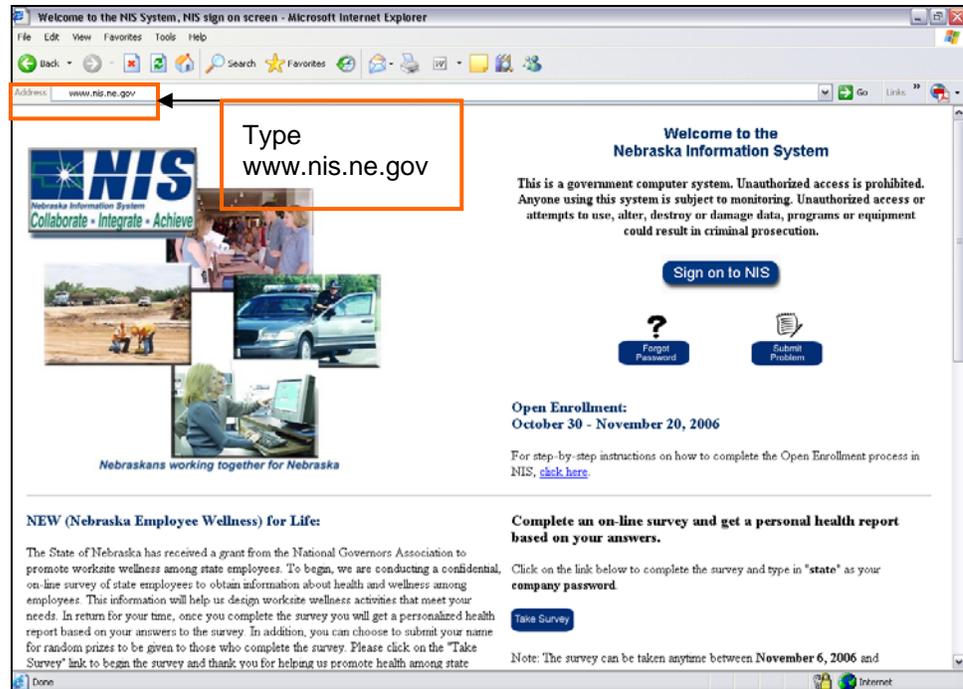
<http://www.das.state.ne.us/>.

Navigation

Self Service > Employee Personal Profile

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".



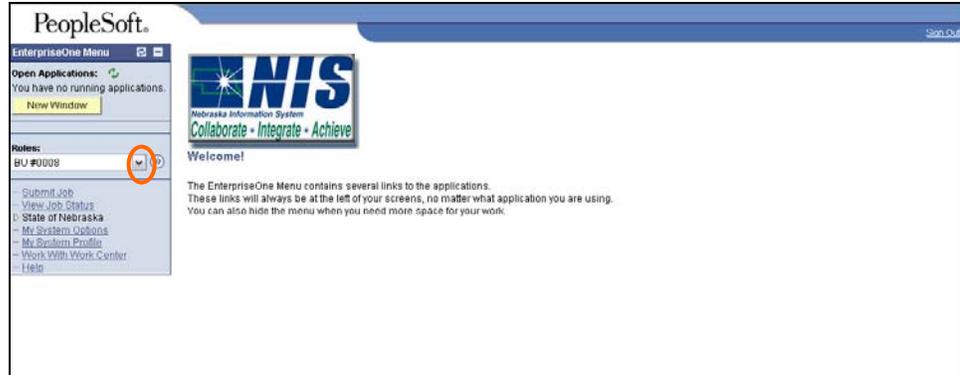
3. Click the **Sign on to NIS** button.



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**.



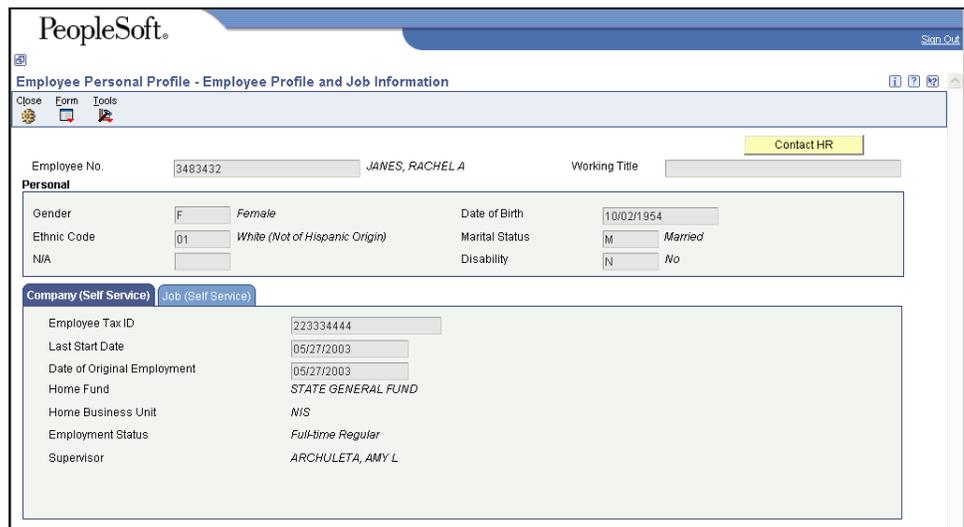
12. Click your **Agency** menu.

The screenshot displays the PeopleSoft EnterpriseOne user interface. At the top, the PeopleSoft logo is visible. Below it is the 'EnterpriseOne Menu' header. The 'Open Applications' section shows 'You have no running applications.' with a 'New Window' button. The 'Roles' section shows 'ESS #2902' in a dropdown menu. The main menu is expanded to show a tree structure: 'Submit Job', 'View Job Status', 'State of Nebraska' (expanded), 'Authorized Agents', 'Employee Self Service Menu' (expanded), 'Agency 29 - Department of Natural Resources' (expanded), and 'Self Service Choices' (highlighted with an orange box). Other menu items include 'User Options', 'My System Options', 'My System Profile', 'Work With Work Center', and 'Help'.

13. Click **Self Service Choices**.



14. Click **Employee Personal Profile**.



15. On Employee Personal Profile – Employee Personal Profile and Job Information, review the following information provided in the **Personal** section of the Header:
 - a. Gender
 - b. Ethnic Code
 - c. Marital Status (not being used by the State of Nebraska)
 - d. Disability
 - e. Date of Birth

16. Review the following information on the **Company (Self Service)** tab:
 - f. Employee Tax ID
 - g. Last Start Date
 - h. Date of Original Employment
 - i. Home Company
 - j. Home Business Unit
 - k. Employment Status
 - l. Supervisor

17. Click the **Job (Self Service)** tab to review the following information:
 - m. Job Code
 - n. Pay Class
 - o. Group Code
 - p. Shift Code
 - q. FLSA Exempt Y/N
 - r. Annual Salary
 - s. Hourly Rate
 - t. Date, Current JobCde

The screenshot shows the PeopleSoft interface for an employee's profile. The title bar reads "Employee Personal Profile - Employee Profile and Job Information". The "Personal" tab is active, displaying fields for Gender (Female), Ethnic Code (01 - White), Date of Birth (10/02/1954), Marital Status (Married), and Disability (No). A "Contact HR" button is visible. Below, the "Job (Self Service)" tab is active, showing fields for Job Type/Step (Training Specialist I), Pay Class (Hourly), Annual Salary, Hourly Rate, NIA (State of NE Is Not Using This), Comp Ratio, Barg Unit (Confidential Group), Date in Current Job (05/27/2003), Shift Code, FLSA Exempt Y/N (Y), Next Comp Review Date, EEO Job Cat, and Benefit Group (0.000).

18. If you find information that requires correction or you would like to have new information added, click the **Contact HR** button.
19. On the Employee Personal Profile – Send Internal Work Item window, the HR Contact that is responsible for updating any employee information will automatically default into the **Send To** field.
20. If you want to have a copy of the note you sent or receive a notification that your note was sent to the HR Contact, click the **Keep Copy** and/or the **Receipt Notify** check boxes.

21. Enter in detailed information into the text area to communicate what corrections or additions need to be made to your personal, company, and/or job information.
22. Click **OK** to return to the Employee Personal Profile – Employee Personal Profile and Job Information window.
23. Click **OK** or **Cancel**. You will return to the menu.
24. Click **Sign Out**.