

EE Work Center

Overview

Workflow processes sometimes generate messages that require you to take action, such as approving or rejecting a change. A lightning bolt icon identifies an action message. Action messages can also act as informational messages that tell you about requests that need to be approved.

Action messages contain a shortcut icon that links directly to an application. When you click the shortcut icon, the system retrieves the most current information from the database. This purpose ensures that you get accurate information even if there are changes after an action message is sent to you.

NIS Policies

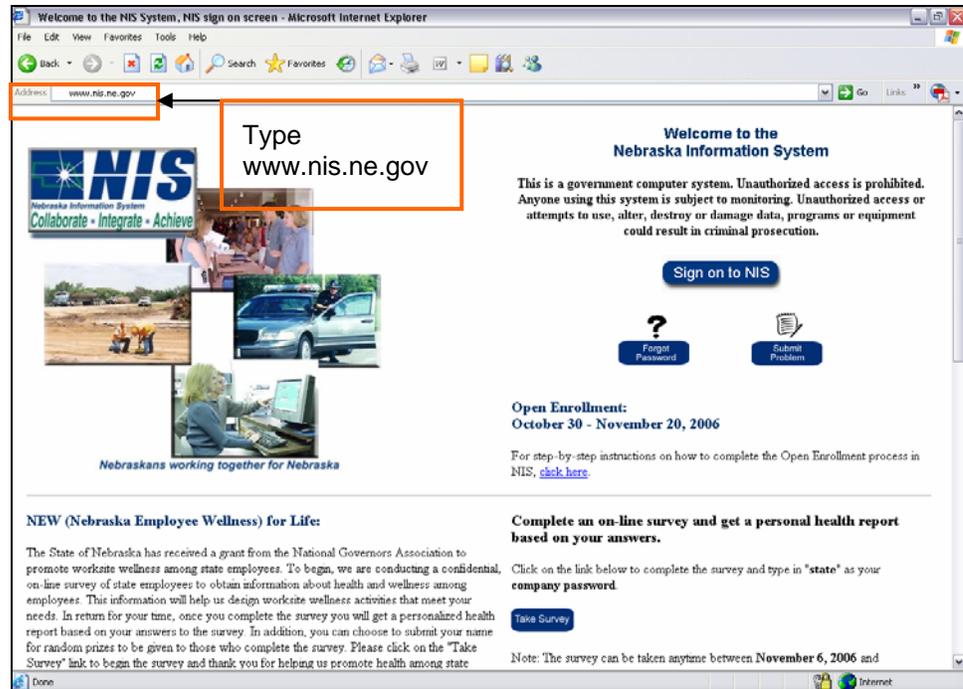
The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer 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 Work Center

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.



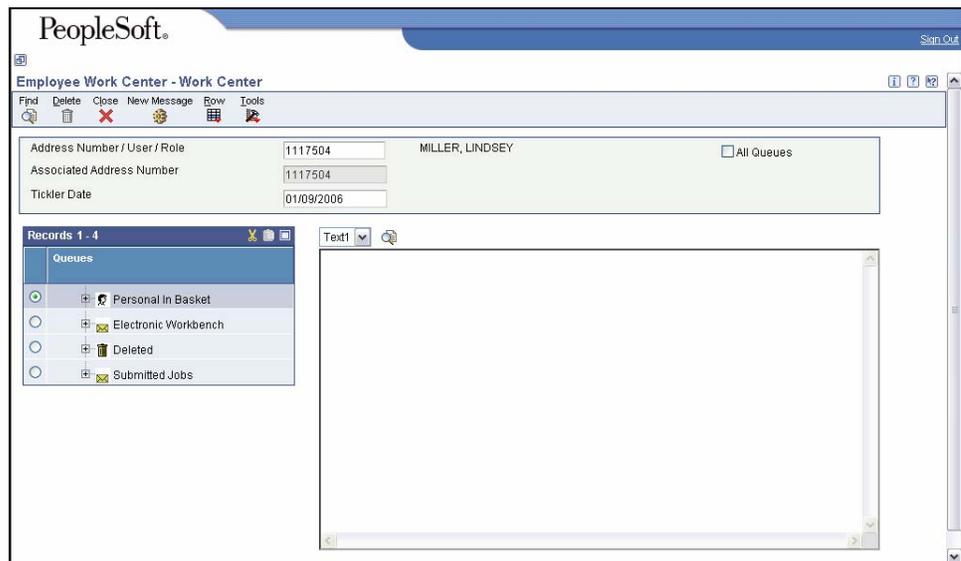
4. Enter your unique **User ID** in the User ID field and press the tab key on the keyboard.

5. Enter your **password** in the Password field.

6. Click **Sign In**.

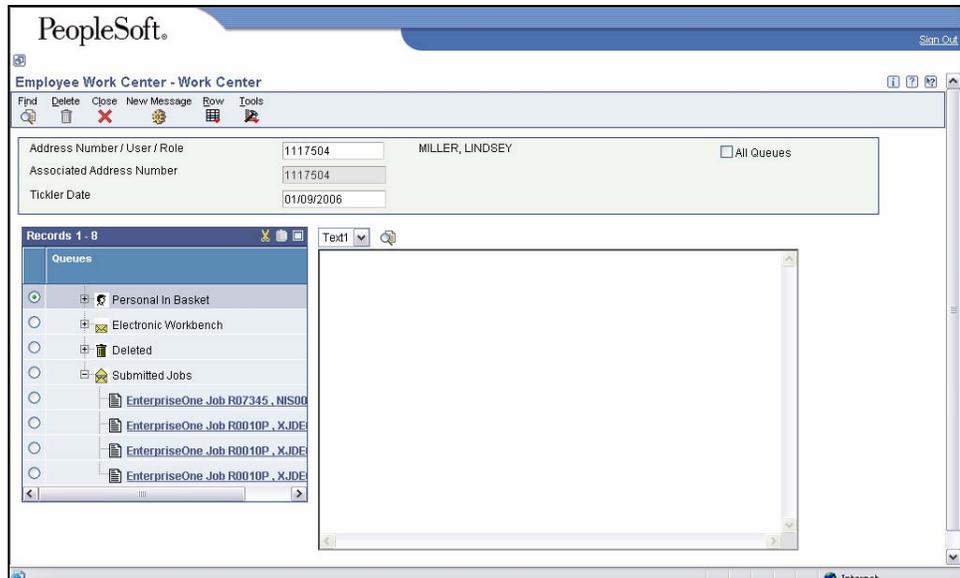


7. Click **Work With Work Center**.



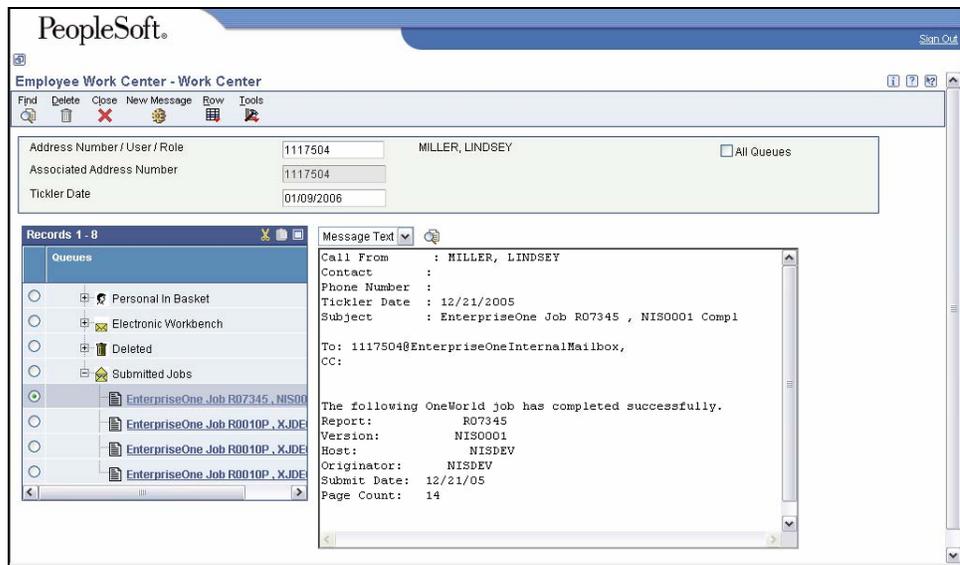
8. On Employee Work Center – Work Item Manager, click on one of your queues on the left side of the screen that contains a message. (Queues with a message will be notated with an envelope icon.)

 All messages in that queue appear. New messages appear in bold.



9. Click on the message you want to review.

10. The message will appear in the right side view area of the Work Center form.



11. To send a message from your work center, click the **New Message** icon. The Employee Work Center - Send Internal Work Item window appears.

PeopleSoft®

Employee Work Center - Send Internal Mail

Send To Address Number / User / Role Keep Copy
 Send To Associated Address Number Receipt Notify

Type Mail Box 03
 Marketing Lead Source

Call From * MILLER, LINDSEY Address * 1117504
 Contact Tickler Date 01/09/2006
 Subject * Phone Number

Text1

Courier New 10 B U

12. Complete the following fields:

- a. **Send To** – enter the Address Book number of the person you are sending the message to.
- b. **Subject** – enter in the reason for the message.

13. Click into the **Text** box and type your message.

14. To receive a notification that your message was sent or to keep a copy, check the **Keep Notify** and/or the **Receipt Notify** check box options.

15. Click **OK**. You will return to the Employee Work Center – Work Item Manager window.

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Employee Work Center - Work Center

Address Number / User / Role 1117504 MILLER, LINDSEY All Queues
 Associated Address Number 1117504
 Tickler Date 01/09/2006

Records 1 - 8

Queues

- Personal In Basket
- Electronic Workbench
- Deleted
- Submitted Jobs
- EnterpriseOne Job R07345 , NIS0001
- EnterpriseOne Job R0010P , XJDE
- EnterpriseOne Job R0010P , XJDE
- EnterpriseOne Job R0010P , XJDE

Message Text

Call From : MILLER, LINDSEY
 Contact :
 Phone Number :
 Tickler Date : 12/21/2005
 Subject : EnterpriseOne Job R07345 , NIS0001 Compl

To: 1117504@EnterpriseOneInternalMailbox,
 CC:

The following OneWorld job has completed successfully.
 Report: R07345
 Version: NIS0001
 Host: NISDEV
 Originator: NISDEV
 Submit Date: 12/21/05
 Page Count: 14

16. Click **Close**. (You will return to the menu.)

17. Click **Sign Out**.