

Review and Update Address Information

Overview

You can review and update your address information from your Manager's Workbench.

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

Click Roles, HR_PR
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Self Service > Manager's Self Service > Manager's Workbench

Steps

Start this instruction from the Manager's Workbench – Work with Managers Employees window.



The screenshot shows the PeopleSoft Manager's Workbench interface. At the top, there is a "PeopleSoft" logo and a "Sign Out" link. Below the logo, the page title is "Manager's Workbench - Work With Managers Employees". The interface includes a search bar with the manager ID "107351" and the name "TEST, BARBARA A". There are radio buttons for "Active Employees" (selected) and "All Employees". Below this, there is a table with the following columns: Employee's Name, Employee's ID, Supervisor's Name, Home Business Unit, Employee Status, Pay Status, Last Start Date, and Date Term. The table contains one record for "KAPPERMAN, MARCIA D" with ID "123456677", Home Business Unit "13519906", and Last Start Date "05/02/2005".

Employee's Name	Employee's ID	Supervisor's Name	Home Business Unit	Employee Status	Pay Status	Last Start Date	Date Term.
KAPPERMAN, MARCIA D	123456677		13519906			05/02/2005	

1. Click **Form, My Self Service Ap, Name/Address Change**. The Manager's Workbench – Name and Address Change window will open.

PeopleSoft
Manager's Workbench - Name and Address Change

BARBARA A TEST
Employee number 107351
Tax ID 184488121

Name and Address Personal Information

Type name changes below

First Name MI Last Name

Address

Address Line 1 2720 M ST APT A
Address Line 2
Address Line 3
Address Line 4

City LINCOLN State NE Postal Code 68510-1364
Country E-Mail Address

2. On the Manager's Workbench – Name and Address Change window, review and update your information, as necessary, on the **Name and Address** tab.
✎ There is no information on the **Personal** tab.
3. Once you are finished, click **OK** to save the changes and return to the Manager's Workbench – Work with Manager's Employees window.
4. Click **Close**.