

Review Employee Name and Address

Overview

You can view an employee's name and address information from your Manager's Workbench. Managers are not able to make changes to their employee's information.

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 > Managers Self Service > Manager's Workbench (P08712, version NE999001)

Steps

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



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. To view either your active (current) employees or all of your employees, choose one of the following radio buttons and click **Find**:
 - a. Active Employees
 - b. All Employees
2. Select an employee record to view by clicking the radio button to the left of the record.
3. Click **Row**, **Self service Apps**, **Name/Address**. The Manager's Workbench – Name and Address change window will open.

The screenshot shows the PeopleSoft Manager's Workbench interface for editing an employee's name and address. The employee's name is MARCIA D KAPPERMAN. The form includes fields for Employee number (3453088) and Tax ID (123456677). The 'Name and Address' tab is active, showing fields for First Name, MI, and Last Name. The 'Address' section includes fields for Address Line 1 (623 WEST FAIRFIELD), Address Line 2, Address Line 3, Address Line 4, City (LINCOLN), State (NE), Postal Code (68521), Country, and E-Mail Address. The interface includes a 'Sign Out' link, a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons, and a status bar at the bottom with 'Done' and 'Internet' indicators.

4. Review the employee's information on the **Name and Address** tab.
 -  There is no information on the **Personal** tab.
5. Once you are finished reviewing the employee's information, click **OK** or **Cancel**. You will return to the Manager's Workbench – Work with Manager's Employees window.
6. Follow steps 1-5 to review additional employees.
7. Click **Close**.