

Review Employee Profile(s)

Overview

You can view employee profile information from your Manager's Workbench. Managers cannot change 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, Employee Profile**. The Manager's Workbench – Employee Profile and Job Information window will open.

PeopleSoft
Manager's Workbench - Employee Profile and Job Information

Employee No. 3453088 KAPPERMAN, MARCIA D Working Title

Personal

Gender F Female Date of Birth 05/31/1982
Ethnic Code 01 White (Not of Hispanic Origin) Marital Status S Single
N/A Disability U Unknown

Company Job

Employee Tax ID 123456677 Supervisor 107351 TEST, BARBARA A
Last Start Date 05/02/2005 Home Fund 10000 STATE GENERAL FUND
Original Hire Date 05/02/2005 Home Business Unit 13519906 VOC REHAB PR HOME BU
Date Pay Starts 05/02/2005 Pay Status 0 Active
Date Terminated
Salary 10,712.00 Employment Status B Part-time Temporary
Hourly Rate 5.150
Pay Period Salary
Pay Grade/Step

4. Review the employee's information:
 - a. Personal section of the Header
 - b. Company tab
 - c. Job tab

PeopleSoft
Manager's Workbench - Employee Profile and Job Information

Employee No. 3453088 KAPPERMAN, MARCIA D Working Title

Personal

Gender F Female Date of Birth 05/31/1982
Ethnic Code 01 White (Not of Hispanic Origin) Marital Status S Single
N/A Disability U Unknown

Company Job

Job Type/Step N94060 Dont USE: (Student Worker)
Position ID Date in Position 05/02/2005
Pay Freq/Class B H FLSA Exempt N
N/A Compa-Ratio
Barg Unit N Shift Code
EEO Job Cat E
Benefit Group NONE NO DEDUCTIONS/BENEFITS/ACCRUAL
Check Route Code 1300450400

5. Once you are finished reviewing the employee's information, click **OK** or **Cancel** to return to the Manager's Workbench – Work with Manager's Employees window.
6. Follow steps 1-5 to review additional employees.
7. Click **Close**.