

NIS MANAGER SELF SERVICE INSTRUCTIONS

Getting Started

Overview

Sign on to NIS in order to review information on employees in your chain of command.

Steps

Go to <http://www.nis.ne.gov>. You will be at the screen shown below.

The screenshot shows a web browser window displaying the NIS website. A callout bubble points to the address bar with the text "NIS Website Address NIS.NE.GOV". Another callout bubble points to a button labeled "Sign on to NIS" with the text "Left click once here to enter NIS". The website content includes the NIS logo with the tagline "Collaborate * Integrate * Achieve", a collage of images showing people working, a car, and a person at a computer, and the text "Nebraskans working together for Nebraska". There is also a "Tip of the Week" section and a "Customized Grids" section.

Address <http://edge01.nis.ne.gov/>

Welcome to the
Nebraska Information System

This is a government computer system. Access to this system is prohibited. Any unauthorized access, use, alteration, destruction, disclosure, or damage to this system could result in criminal and/or civil penalties.

Sign on to NIS

As you begin the process of signing on to NIS you will be asked for your USERID and PASSWORD. If you do not know your userid or password, if you encounter any problems or have any questions about the sign on process or the NIS System you will need to contact the **HELP Desk** at (402) 471-4636 or 1-800-982-2468. To sign on to NIS click the above button.

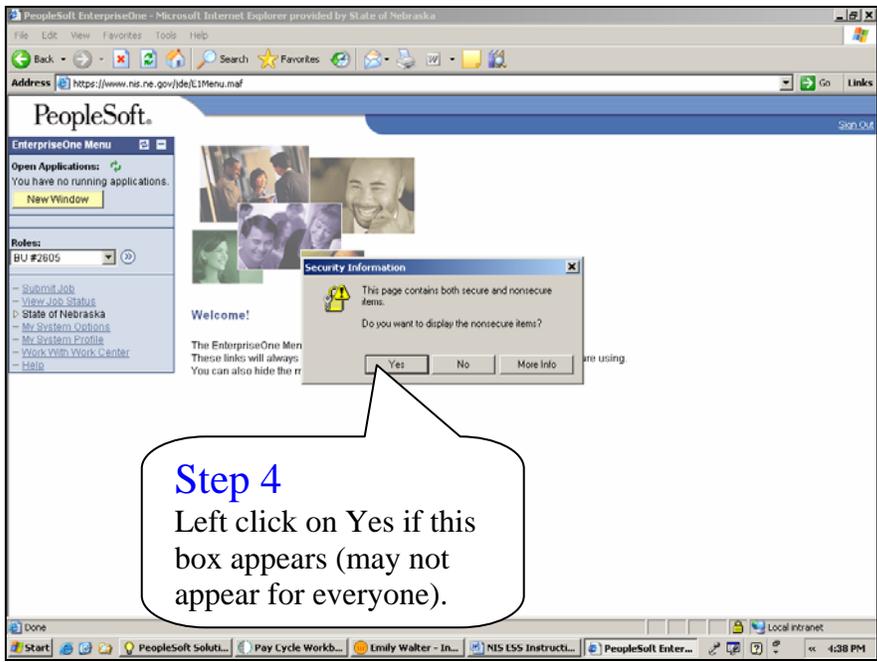
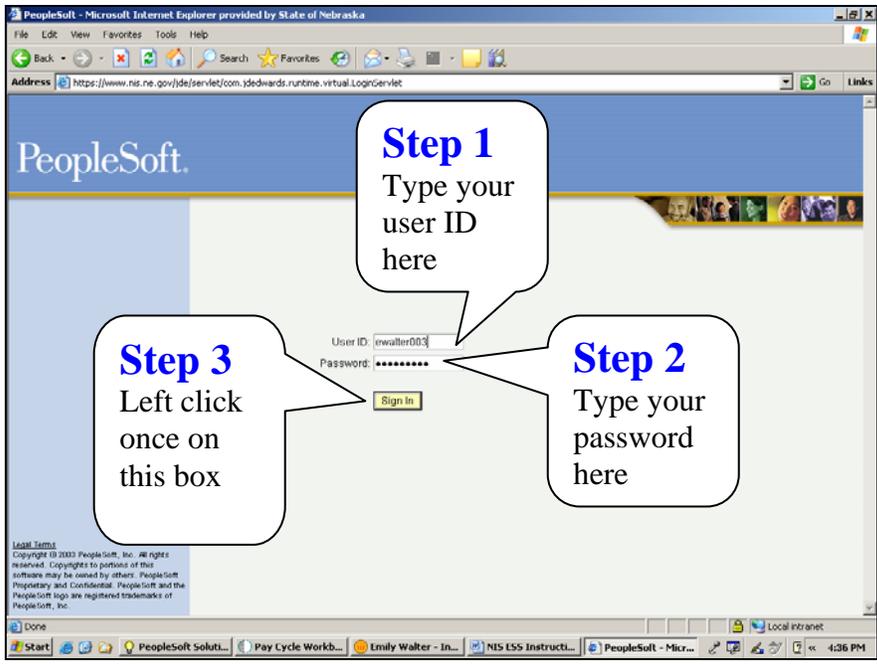
Nebraskans working together for Nebraska

Tip of the Week

Customized Grids

Collaborate * Integrate * Achieve

The Nebraska Information System was designed to integrate our business processes and systems, to improve the quality and accessibility of information; reducing redundant data entry, storage and processing, enabling e-government, and



PeopleSoft EnterpriseOne - Microsoft Internet Explorer provided by State of Nebraska

Address: <https://www.nis.ne.gov/ide/E1Menu.maf>

PeopleSoft

EnterpriseOne Menu

Open Applications: You have no running applications. [New Window](#)

Roles: **HR_PR#22**

- Submit Job
- View Job Status
- ▷ State of Nebraska
- My System Options
- My System Profile
- Work With Work Center
- Help

Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can hide the menu when you need more space for your work.

Step 5
Choose the role named HR_PR# from the drop down menu and then **click on the double right arrow next to the role in order to load your menu options.**

Taskbar: Start, Emily Walter - In..., PeopleSoft Soluti..., Pay Cycle Workb..., NIS Manager Self..., PeopleSoft Enter..., Local intranet, 10:21 AM

PeopleSoft EnterpriseOne - Microsoft Internet Explorer provided by State of Nebraska

Address: <https://www.nis.ne.gov/ide/E1Menu.maf>

PeopleSoft

EnterpriseOne Menu

Open Applications: You have no running applications. [New Window](#)

Roles: **State of Nebraska**

- Submit Job
- View Job Status
- ▷ State of Nebraska
- My System Options
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Welcome!

The EnterpriseOne Menu contains several links to the applications. These links will always be at the left of your screens, no matter what application you are using. You can hide the menu when you need more space for your work.

Step 6
Left click once on State of Nebraska to bring up your menu options

Taskbar: Start, Emily Walter - In..., PeopleSoft Soluti..., Pay Cycle Workb..., NIS Manager Self..., PeopleSoft Enter..., Local intranet, 10:21 AM



Step 7

Left click once on 'Human Resources and Payroll - Agencies' and then left click on 'Manager Self Service.'

Step 8

Left click once on Manager's Workbench.

Please click the links below for instructions on viewing information for your employees through the Manager's Workbench.

[VIEWING EMPLOYEE LEAVE BALANCES](#)

[VIEWING EMPLOYEE ADDRESS INFORMATION](#)

[VIEWING EMPLOYEE PROFILE](#)