

DATE: April 8, 2005

FROM: Renee Bramhall
Division of Communications – Voice Section

TO: Agency Communication Coordinator

SUBJECT: Employee Listings for Nebraska State Government Directory

The mainframe, VM, which currently houses the information for the back pages for the Nebraska State Government Directory is being discontinued effective June 30, 2005. NIS houses employee information; however, a separate DOC server collects and stores information for the back pages for the Nebraska State Government Directory. The Division of Communications is responsible for transferring all current information from VM into NIS. After the initial transfer of information from VM to NIS, each individual State agency's communication coordinator will be responsible for any additions, deletions, or changes with regard to employees within their agency. Agency communication coordinators will be responsible for keeping employee listings current beginning July 1, 2005. ***Please be advised that the information compiled by the agency communication coordinator will be the information used for the white pages for the Nebraska State Government Directory.***

Enclosed please find a set of instructions from NIS as to how information is to be added, deleted, or changed. Instructions can also be found on the DOC web page at <http://www.doc.state.ne.us> through Administrative and Customer Service, "NIS Instructions – State Directory Maintenance.

A visual presentation demonstrating how the NIS system houses information with regard to the back pages for the Nebraska State Government Directory will be given. ***Your agency's visual presentation has been scheduled (See: State Government Directory – Visual Presentation Schedule) at the Executive Building, 521 South 14th Street, Lincoln, Nebraska in the conference room located in the basement of the building.*** If this date and time is not convenient with your schedule, other presentation times are available – give me a call. A visual presentation schedule can also be found on the DOC web page at <http://www.state.ne.us> through Administrative and Customer Service, "State Government Directory - Visual Presentation Schedule. If you, the agency communication coordinator, feel that the printed set of instructions is sufficient enough explanation as to how information is to be compiled, the visual presentation is not mandatory.

NOTE: Security access to State Directory Maintenance will only be given to the agency communication coordinator(s). Please confirm with me during the visual presentation, or before if not attending the demonstration, the individual(s) for your agency whom security access should be given.

If you have any questions please do not hesitate to contact me at 402/471-4701.

Thank you in advance for your patience and assistance with this transfer.