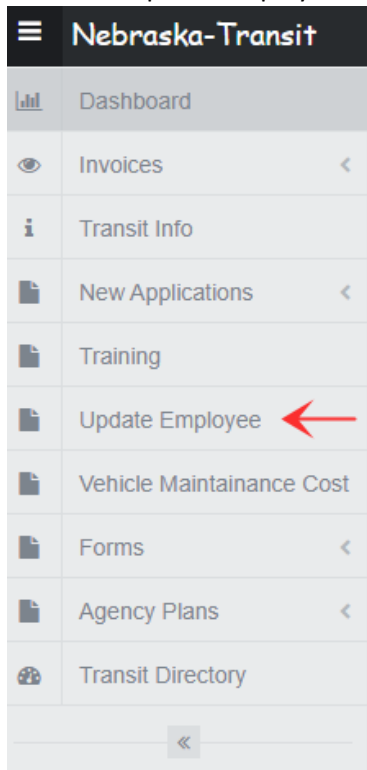


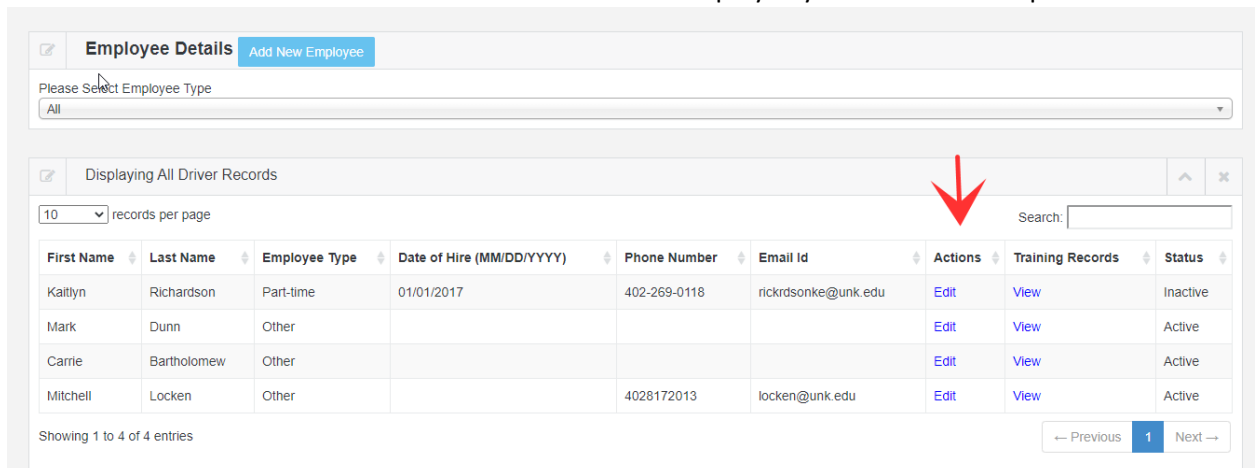
## Updating Employee Type and Status



1. Log in to the manager portal: <https://invoice.nebraskatransit.com/>
2. Click the “Update Employee” tab on the left hand side of the window



3. Click the blue “Edit” link under the “Actions” tab for the employee you would like to update



4. Update the “Employee Type” and “Status” by clicking the dropdown button. Also, update any other information such as Date of Hire (important for accurate training records), email, and phone number. When finished click the green “Submit” button.

Edit Employee Form :Kaitlyn Richardson ✕

**Employee Type\***

Part-time Driver (Less than 30 hours per week) ▼

**Is this driver a volunteer?\***

☐ Yes ☒ No

**First Name:\***

Kaitlyn

**Last Name:\***

Richardson

**Date of Hire:\***

01/01/2017

**Status\***

change your status ▼

**Email Id (if any):**

rickrdsonke@unk.edu

**Phone Number (if any):**

402-269-0118

**Note: \* indicates mandatory fields**

Submit Cancel Delete

5. If you need to **add an employee**, click the blue “Add New Employee” button at the top of the page, enter the employee details, and click “Submit”

Employee Details Add New Employee

Please Select Employee Type

All

Displaying All Driver Records

10 records per page

Search:

First Name	Last Name	Employee Type	Date of Hire (MM/DD/YYYY)	Phone Number	Email Id	Actions	Training Records	Status
Kaitlyn	Richardson	Part-time	01/01/2017	402-269-0118	rickrdsonke@unk.edu	<a href="#">Edit</a>	<a href="#">View</a>	Inactive
Mark	Dunn	Other				<a href="#">Edit</a>	<a href="#">View</a>	Active
Carrie	Bartholomew	Other				<a href="#">Edit</a>	<a href="#">View</a>	Active
Mitchell	Locken	Other		4028172013	locken@unk.edu	<a href="#">Edit</a>	<a href="#">View</a>	Active

Showing 1 to 4 of 4 entries

[← Previous](#) [1](#) [Next →](#)