



WORK INSTRUCTIONS FOR RUNNING FTE REPORT

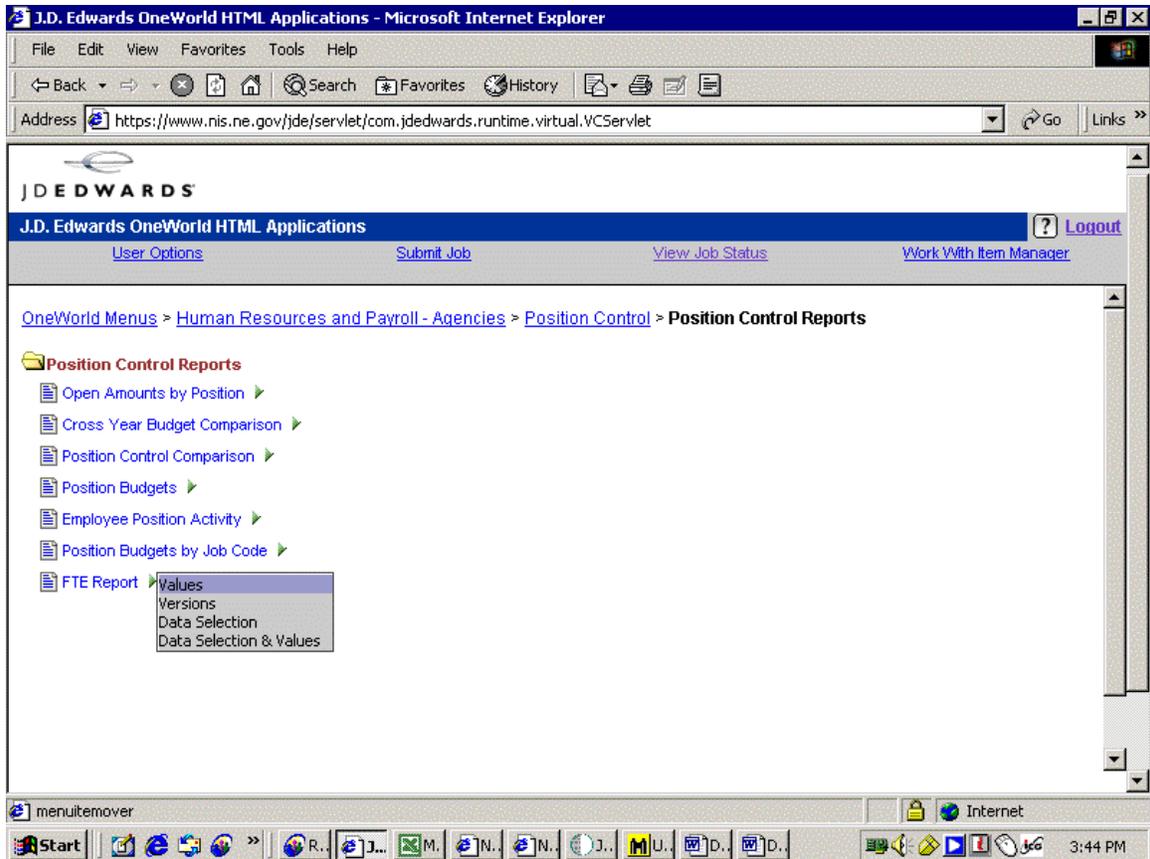
PURPOSE: To provide all agencies information about their FTE and Headcount for the entire agency or by Home Business Unit.

NAVIGATION:

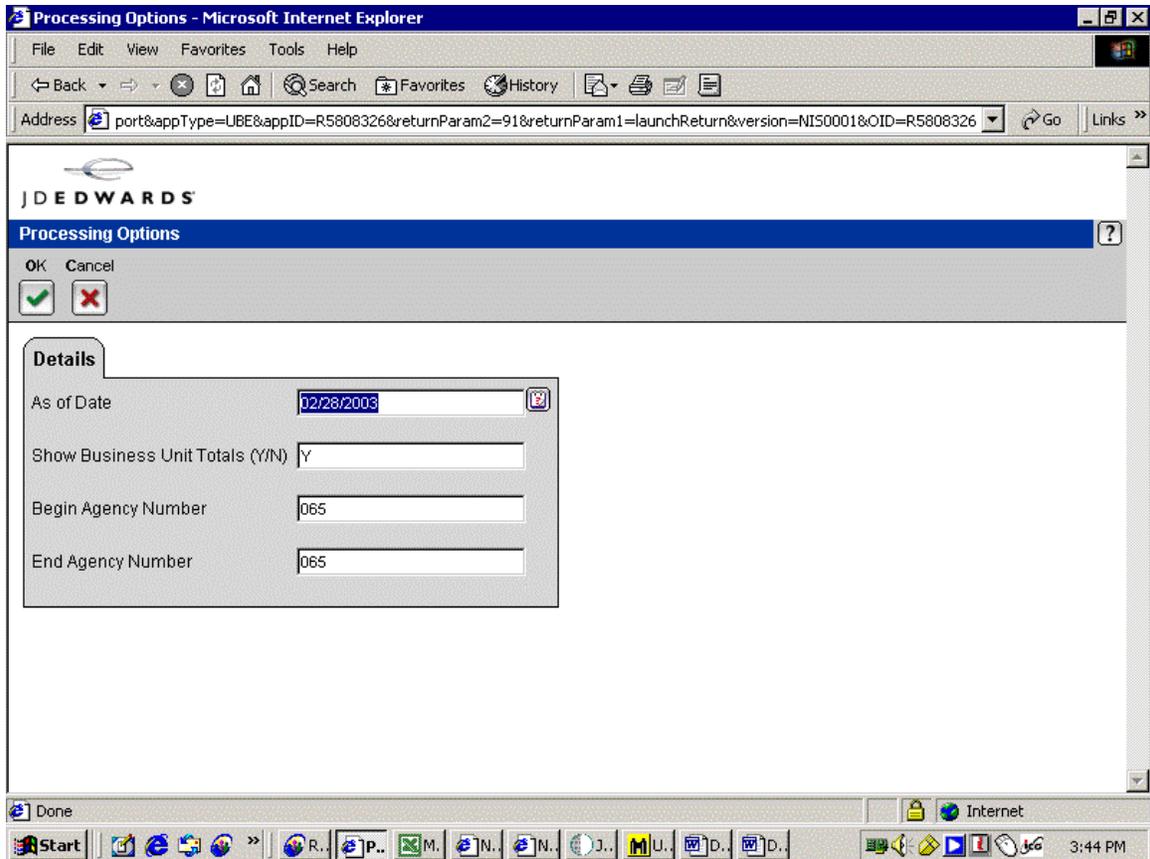
HUMAN RESOURCES AND PAYROLL – AGENCIES
POSITION CONTROL
POSITION CONTROL REPORTS

STEPS: These steps demonstrate how to run this report in the JAS environment

1. On the Position Control Reports screen the FTE Report will appear as the last report.
2. Click the green arrow beside this report and select the VALUES (see screen shot below).



3. The Processing Option screen will appear. You can select the “AS OF” date you want to run your report. You can run history of FTE using this “AS OF” date.
4. You can also select whether you want totals by Business Unit. This will be the Home Business Unit, NOT the Security Business Unit. If you select N it will just give you the total for the agency number.
5. To run this report for your agency, the begin agency number will be as shown in the screen shot below. A range of Agency Numbers is provided so that DAS can run FTE reports for all agencies.



6. Once you have completed the fields in the Processing Options, click OK.
7. On the menu screen select View Job Status > FIND > Select NISPRD > on the Submitted Job Search, look for Job R5808326.
8. When the Job Status shows DONE, click on the row for that job and under the ROW Icon, select VIEW PDF.

Excluding Certain Types of Employees

If you want to exclude certain types of employees from this report, choose the Data Selection & Values (see first screen shot). Check mark Data Selection and on the Data Selection screen and you can add another AND value to exclude certain types or groups of employees, for example,

- Employee Status to exclude temporaries – (**See Screen Shot example below**)
- Job Type to exclude certain job codes

Data Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.nis.ne.gov/jde/servlet/com.jdedwards.runtime.virtual.VCServlet> Go Links >>

J D E D W A R D S

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency Number (F0006) [BC]	is greater than or equal to	AgencyNumber_Begin [PO]
<input type="checkbox"/> And	Agency Number (F0006) [BC]	is less than or equal to	AgencyNumber_End [PO]
<input type="checkbox"/> And	Employee Pay Status (F060116) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/> And	Employment Status (F060116) [BC]	is not equal to	"A,B"
<input type="checkbox"/> And			

[Add Row.](#)

Done Internet

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