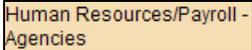
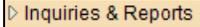
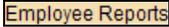
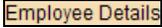
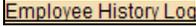


Employee History Log Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Inquiries & Reports button.</p> 
4.	<p>Click the HR/Payroll Reports link.</p> 
5.	<p>Click the Employee Reports link.</p> 
6.	<p>Click the Employee Details link.</p> 
7.	<p>Click the Employee History Log link.</p> 
8.	<p>Click the Data Selection option.</p> 
9.	<p>Click the Submit button.</p> 
10.	<p>There are two ways you can run this report. You can run the report by change code reason within a business unit or you can run it by a specific employee.</p>
11.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> • Change Code Reason Within a Business Unit Go to step 12 on page 1 • Specific Employee Go to step 36 on page 3
12.	<p>In the first blank line click the drop down menu for the Left Operand column.</p>
13.	<p>Click the Business Unit - Home (F060116) (HMCU) [BC] list item.</p>

14.	Click the drop down menu for the Comparison column. 
15.	Click the is equal to list item. 
16.	Click the drop down menu for the Right Operand column. 
17.	Click the Literal list item. 
18.	In the Literal Value field enter the appropriate Business Unit.
19.	Click the OK button. 
20.	In the next blank line click the drop down menu for the Left Operand column.
21.	Click the Change Reason (F08042) (TRS) [BC] list item.
22.	Click the drop down menu for the Comparison column. 
23.	Click the is equal to list item. 
24.	Click the drop down menu for the Right Operand column. 
25.	Click the Literal list item. 
26.	In the Literal Value field enter the appropriate change reason code (use Visual Assist tool if needed).
27.	Click the OK button. 
28.	Click in the OK button. 
29.	In the first field enter one of the following: "0" (or leave blank) - to see Active employees "1" - to see Inactive employees "2" to see both Active and Inactive employees
30.	In the Enter Beginning Effective On Date field enter "1/1/02" to ensure all NIS history is included.

31.	In the Enter Ending Effective On Date field enter the date the transfer is being made.
32.	Leave the fourth and final field blank so all tracked fields are included, or enter a specific Data Item.
33.	Click the OK button. 
34.	Click the OK button. 
35.	You have successfully completed this lesson. Note: View the Report via View Job Status on the menus. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions in System Basics . End of Procedure. Remaining steps apply to other paths.
36.	In the first blank line click the drop down menu for the Left Operand column.
37.	Click the Address Number (F060116) (AN8) [BC] list item.
38.	Click the drop down menu for the Comparison column. 
39.	Click the is equal to list item. 
40.	Click the drop down menu for the Right Operand column. 
41.	Click the Literal list item. 
42.	In the Literal Value field enter the employee's address book number.
43.	Click the OK button. 
44.	Click the OK button.  Go to step 29 on page 2