

Employee History Log
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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Employee History Log

Employee History Log Overview

This report lists dates that employees receive a position change, salary increase (ie; annual adjustments, promotions, etc.) and the hourly and annual rate of pay the employee received. It includes the description of reason information changed using the reason code for the change.

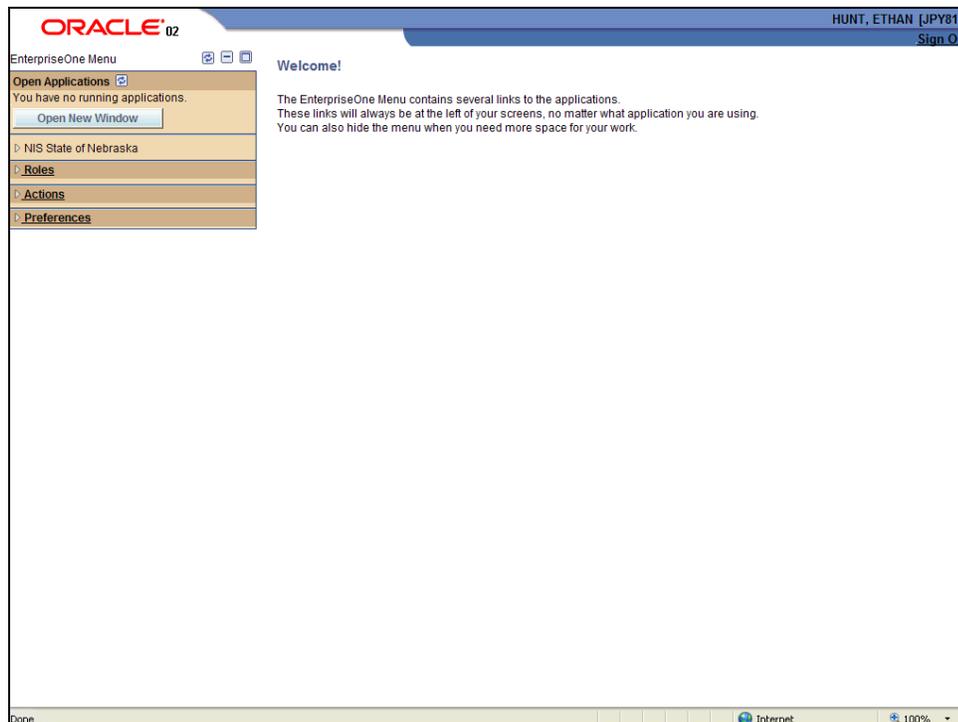
Note: Run the Employee History Log to save a transferring employee's Employee Master information before the Security Business Unit is changed to S001234567. Save the report either electronically on your computer or print out on paper for future reference.

Note: This report can also be run on a specific Data Item.

Employee History Log Lesson

Procedure

In this lesson you will learn how to run the Employee History Log Report.

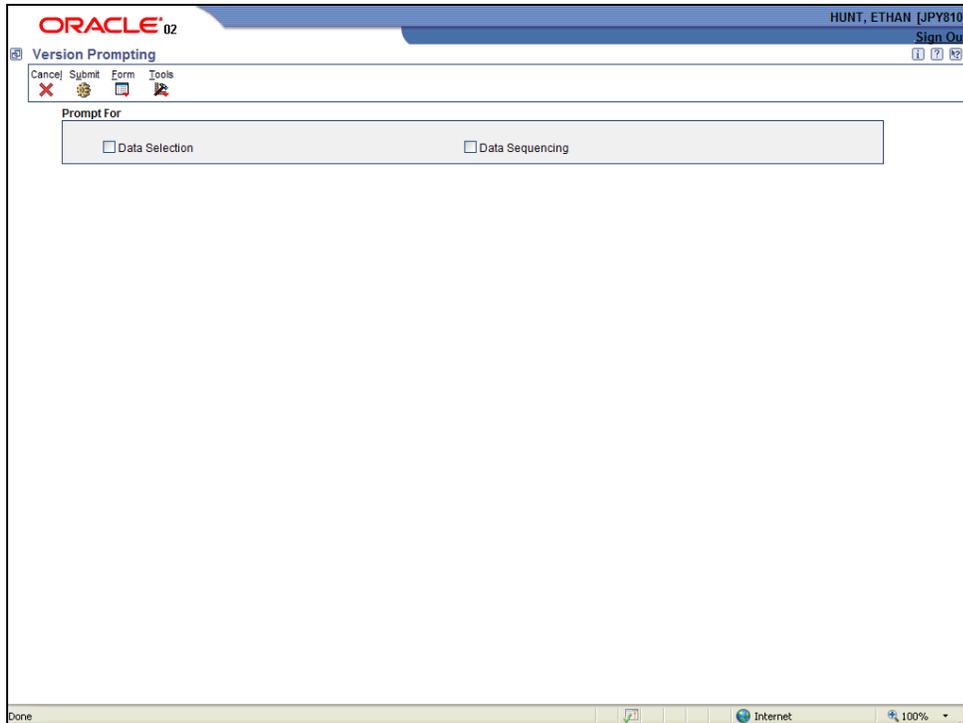


Training Guide

Employee History Log



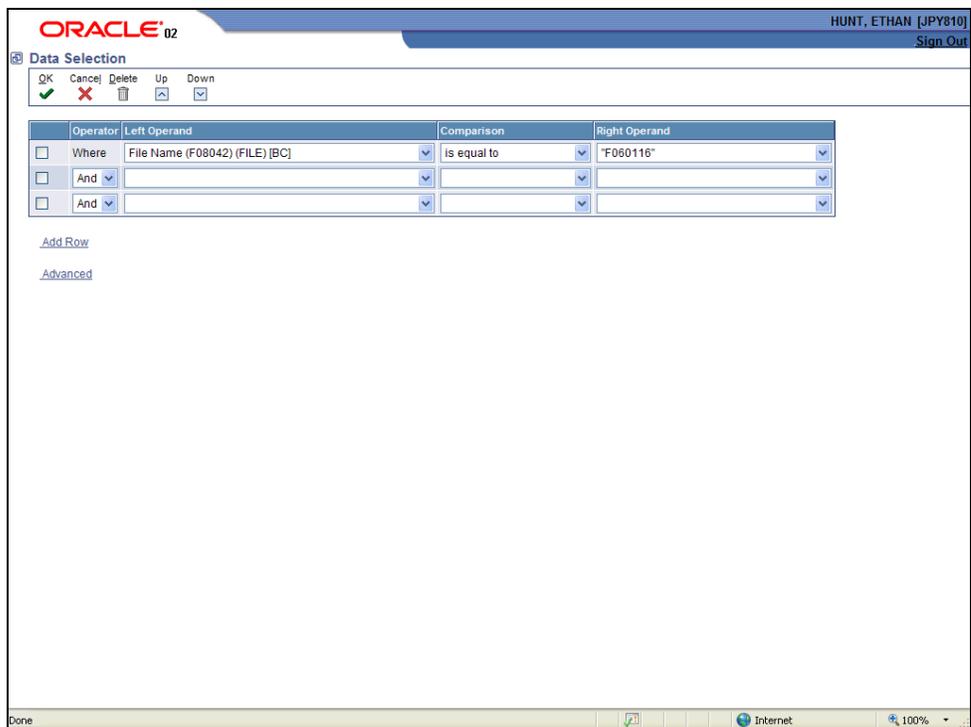
Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Inquiries & Reports button. Inquiries & Reports
4.	Click the HR/Payroll Reports link. HR/Payroll Reports
5.	Click the Employee Reports link. Employee Reports
6.	Click the Employee Details link. Employee Details
7.	Click the Employee History Log link. Employee History Log



Step	Action
8.	Click the Data Selection option. <input type="checkbox"/>
9.	Click the Submit button. 
10.	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.
11.	Decision: Please make a selection from the options listed below. <ul style="list-style-type: none"> Change Code Reason Within a Business Unit Go to step 12 on page 4 Specific Employee Go to step 36 on page 18

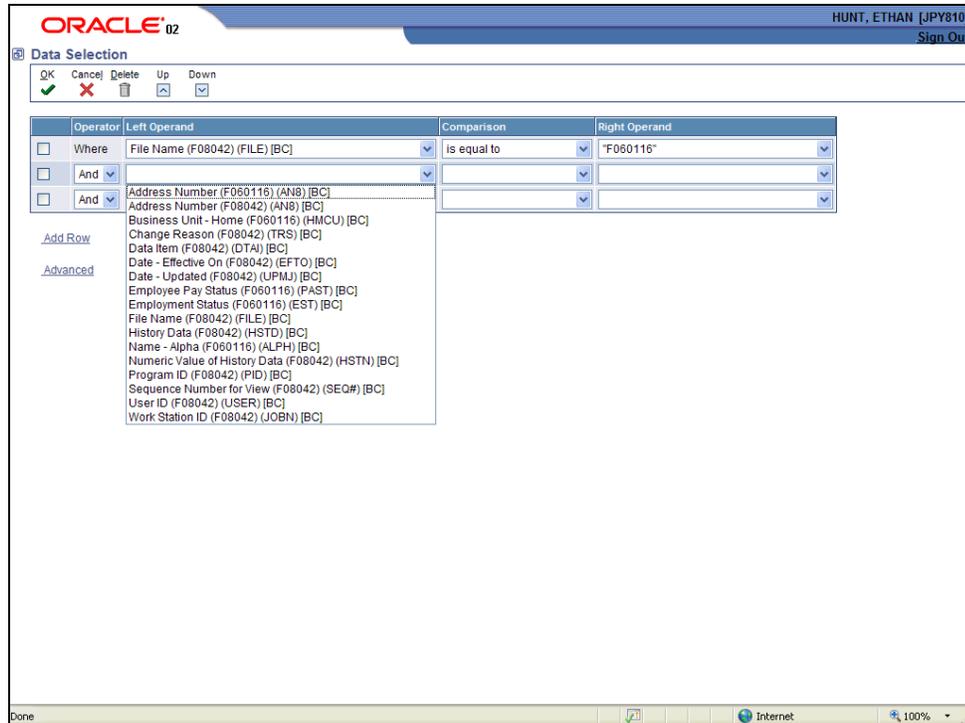
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Employee History Log

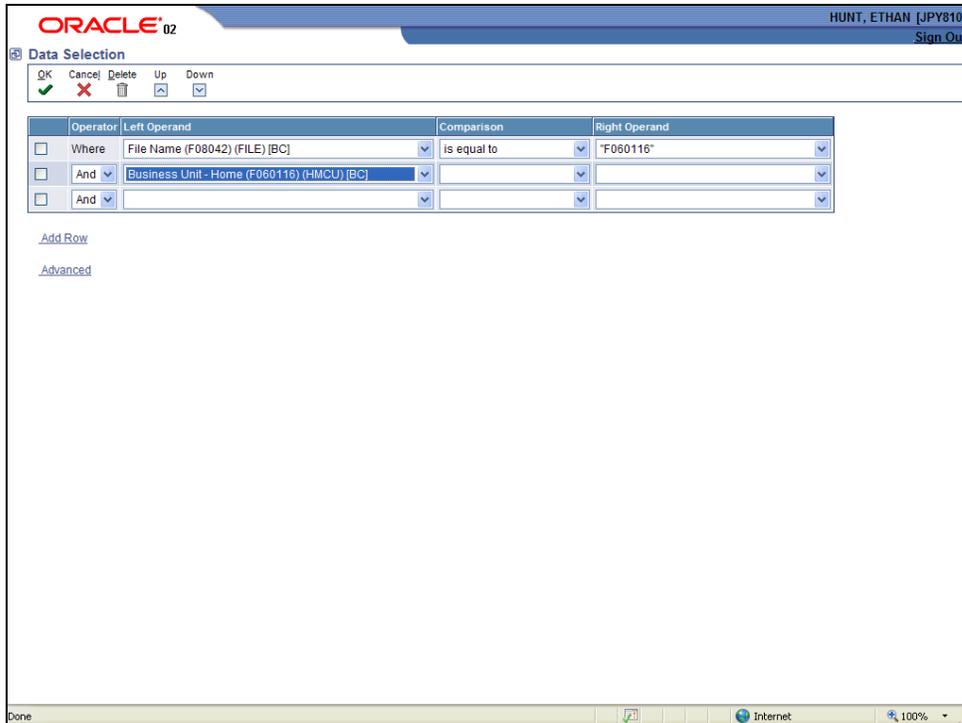


Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And			
<input type="checkbox"/> And			

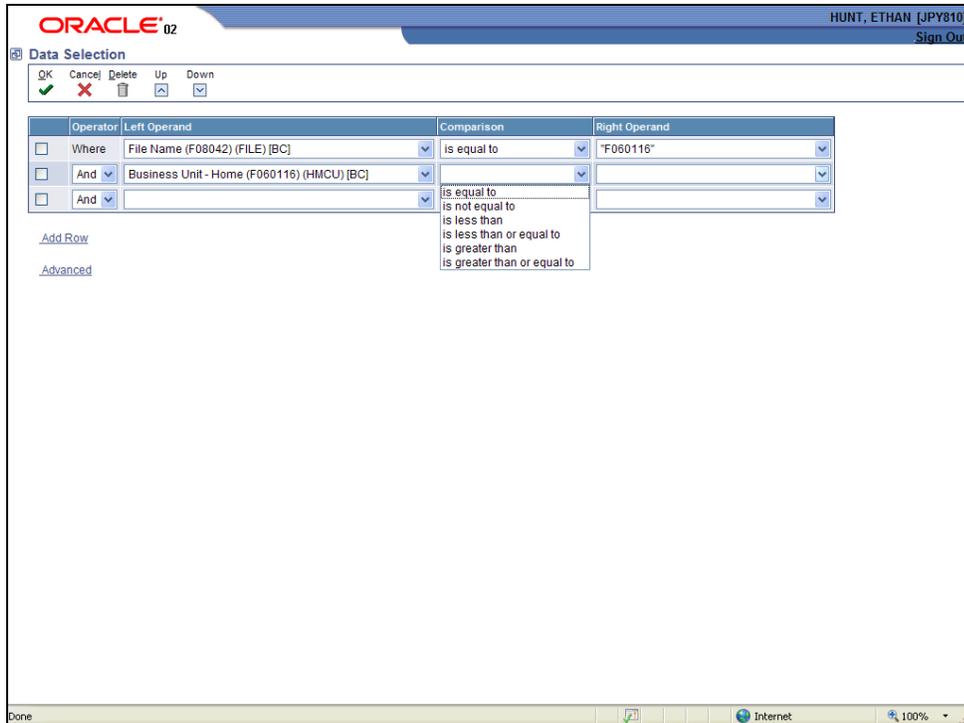
Step	Action
12.	In the first blank line click the drop down menu for the Left Operand column.



Step	Action
13.	Click the Business Unit - Home (F060116) (HMCU) [BC] list item.



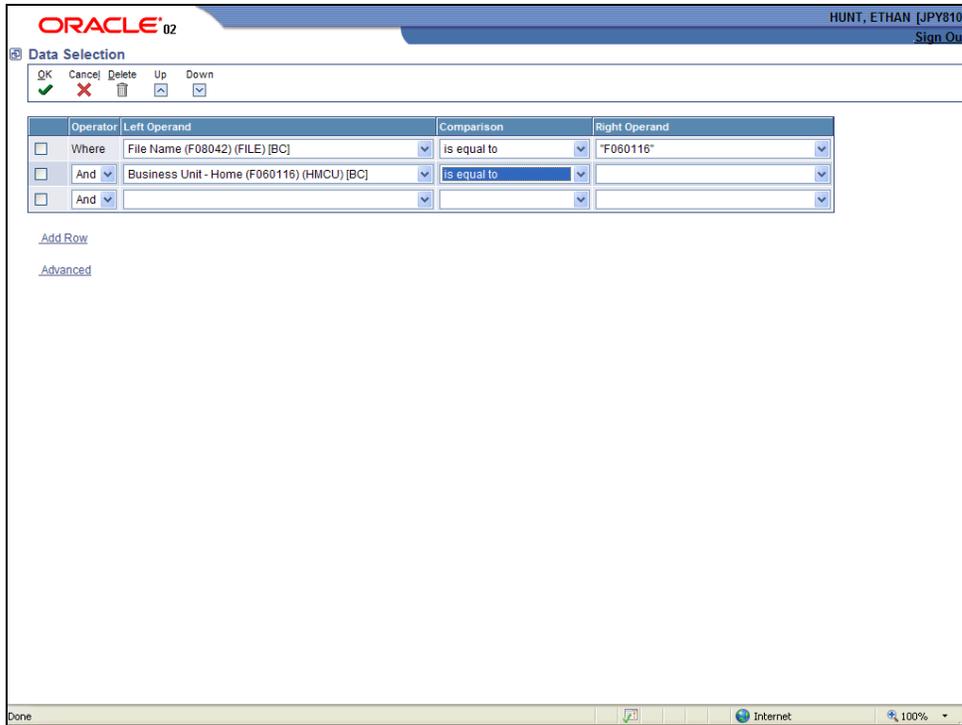
Step	Action
14.	Click the drop down menu for the Comparison column. 



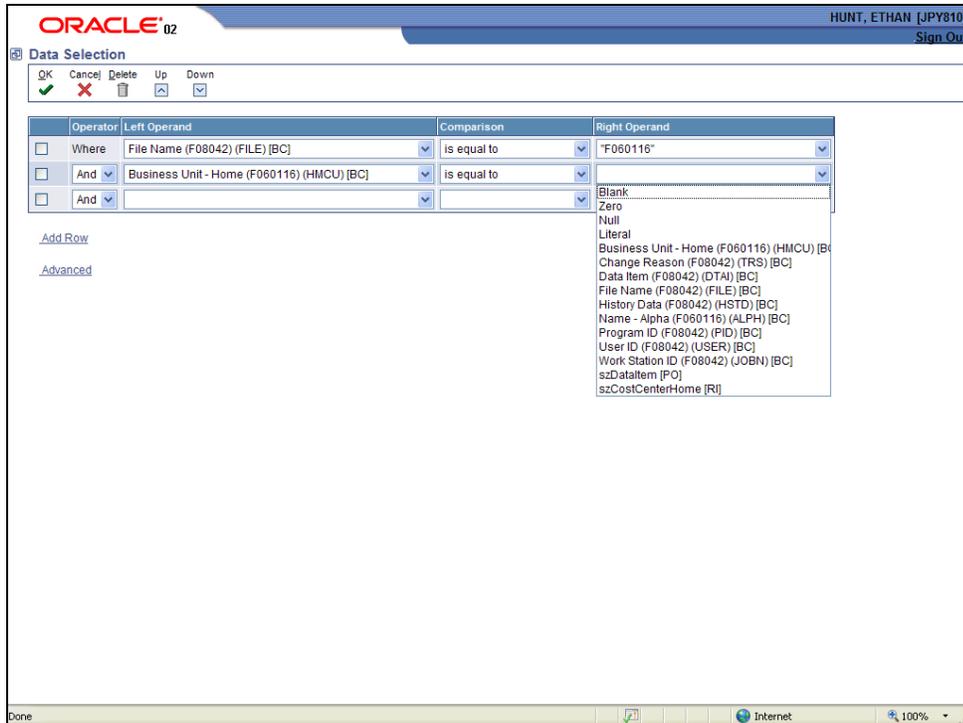
Step	Action
15.	Click the is equal to list item. is equal to

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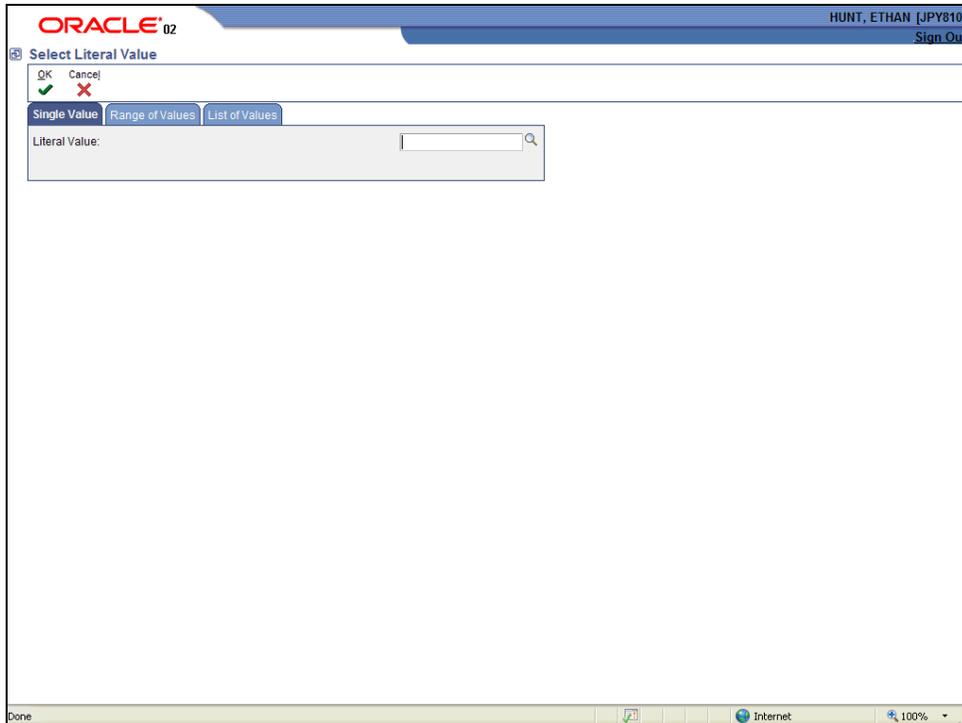
Employee History Log



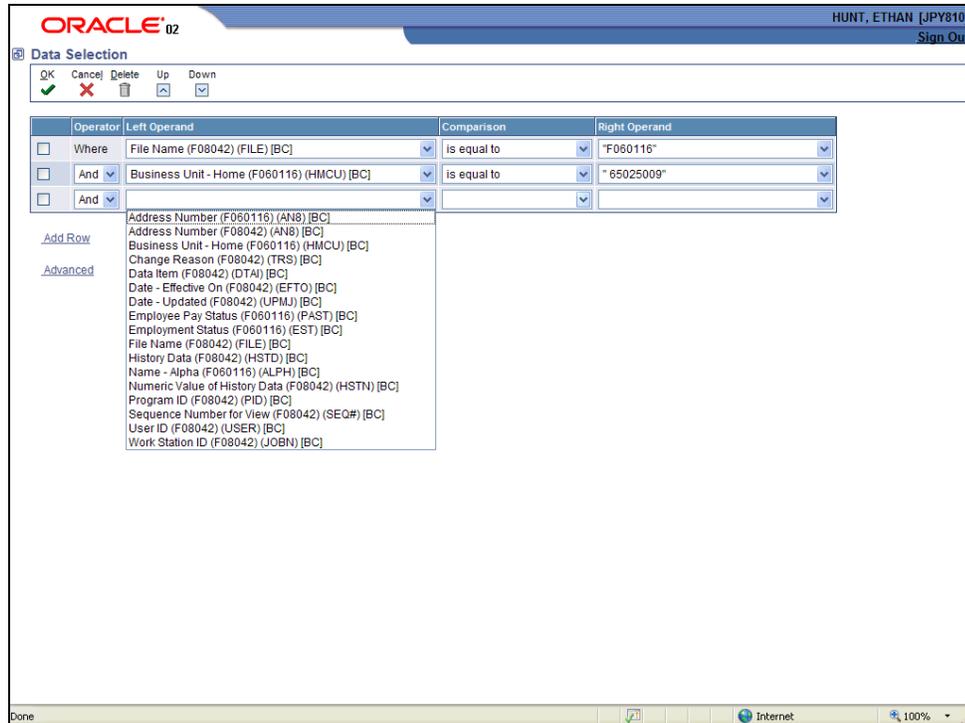
Step	Action
16.	Click the drop down menu for the Right Operand column. 



Step	Action
17.	Click the Literal list item. <input data-bbox="462 1136 857 1159" type="text" value="Literal"/>



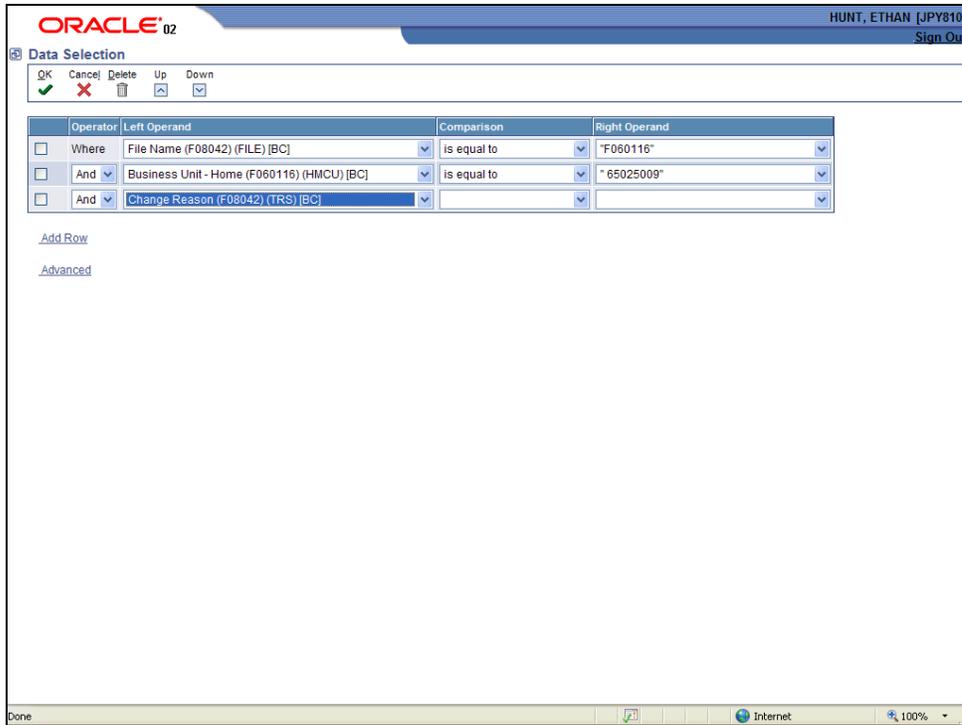
Step	Action
18.	In the Literal Value field enter the appropriate Business Unit.
19.	Click the OK button. 
20.	In the next blank line click the drop down menu for the Left Operand column.



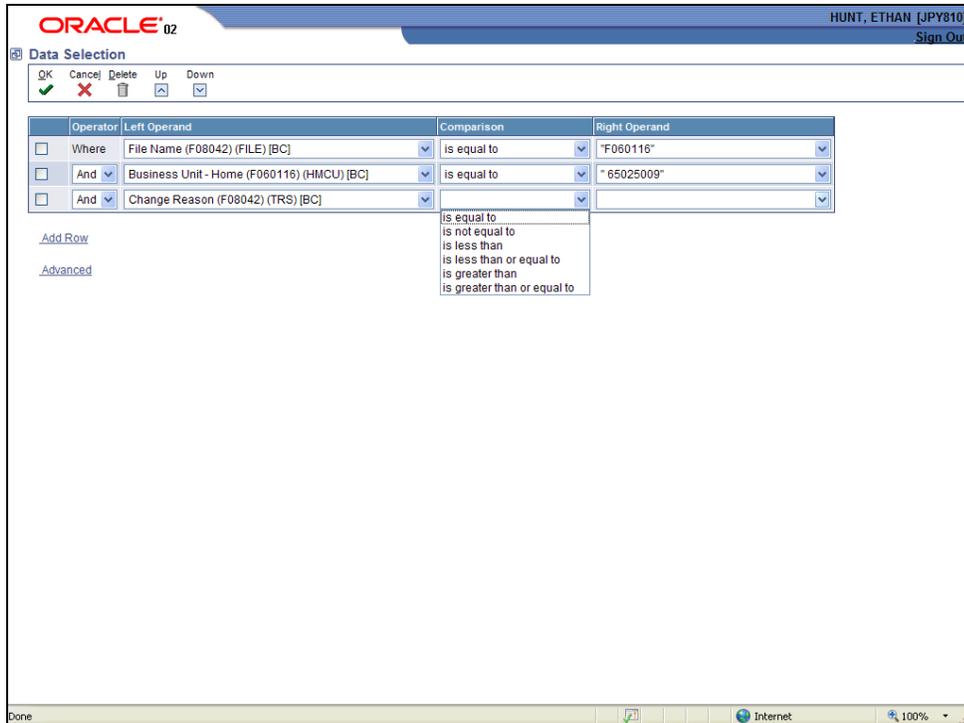
Step	Action
21.	Click the Change Reason (F08042) (TRS) [BC] list item.

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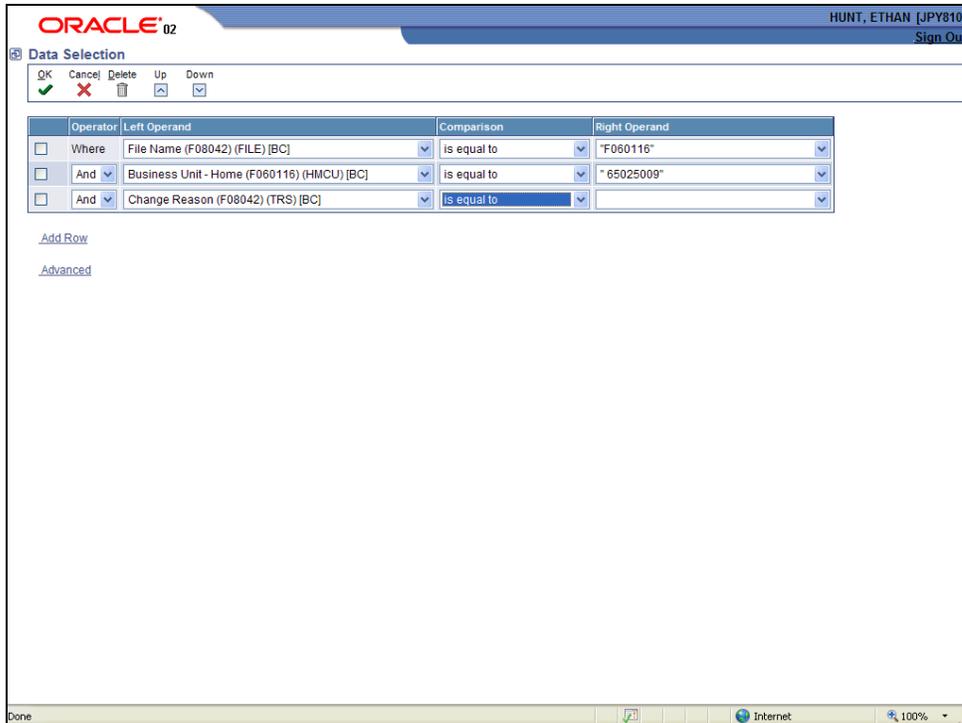
Employee History Log



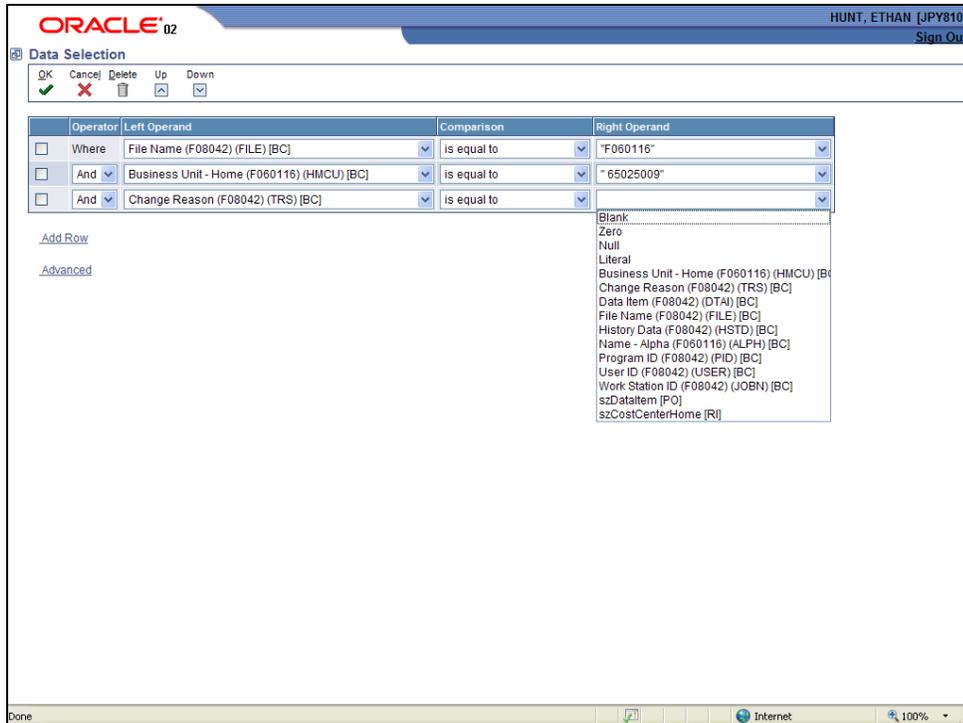
Step	Action
22.	Click the drop down menu for the Comparison column. 



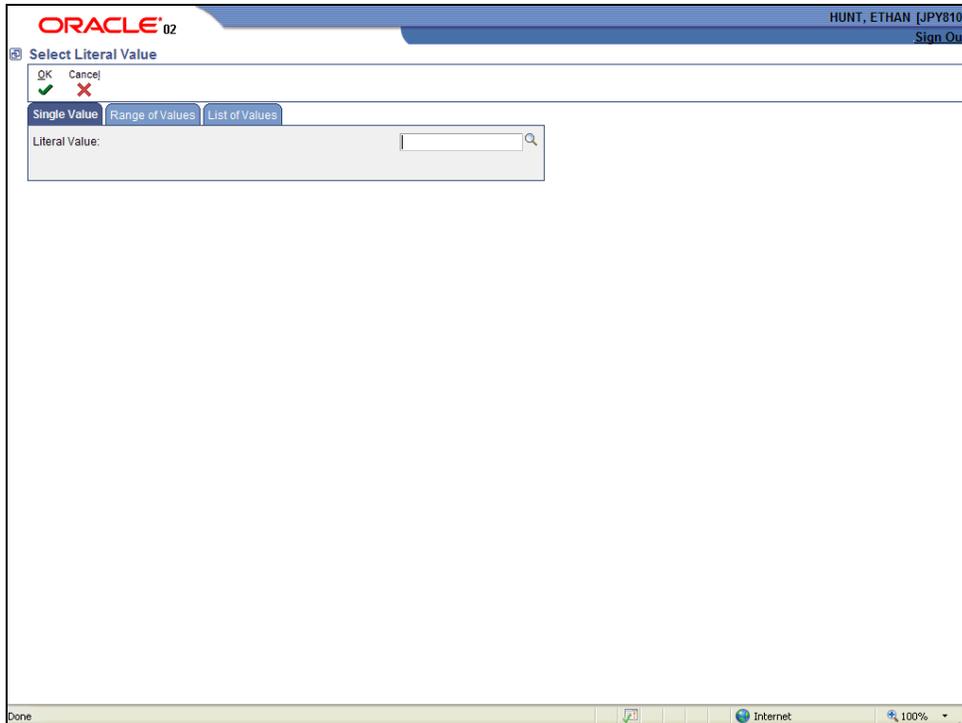
Step	Action
23.	Click the is equal to list item. is equal to



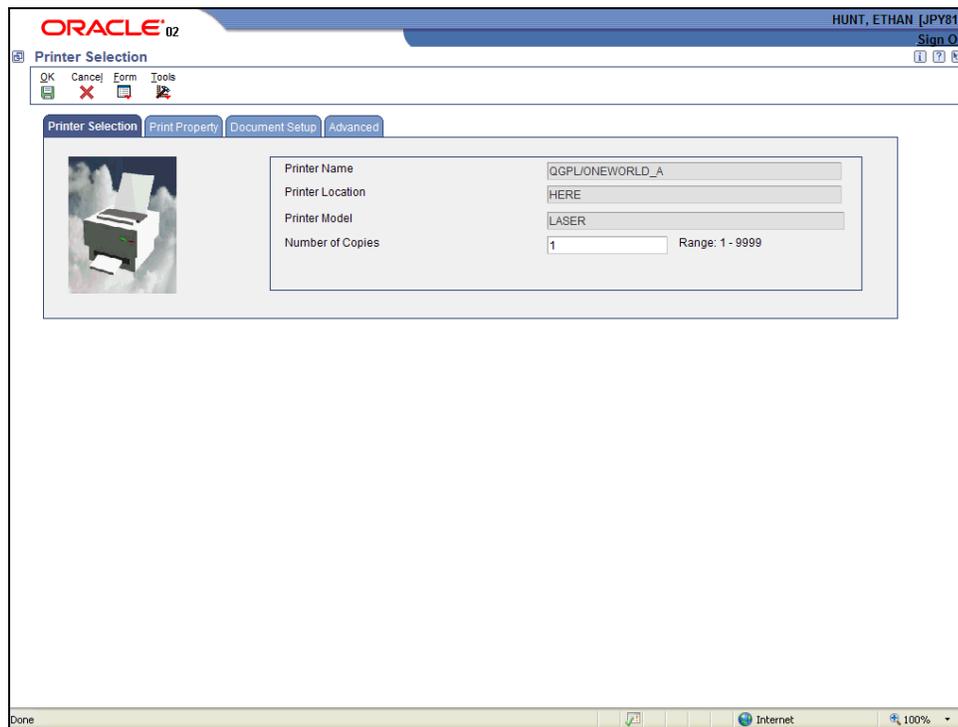
Step	Action
24.	Click the drop down menu for the Right Operand column. 



Step	Action
25.	<p>Click the Literal list item.</p> <p><input type="text" value="Literal"/></p>



Step	Action
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. 



Step	Action
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.

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ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

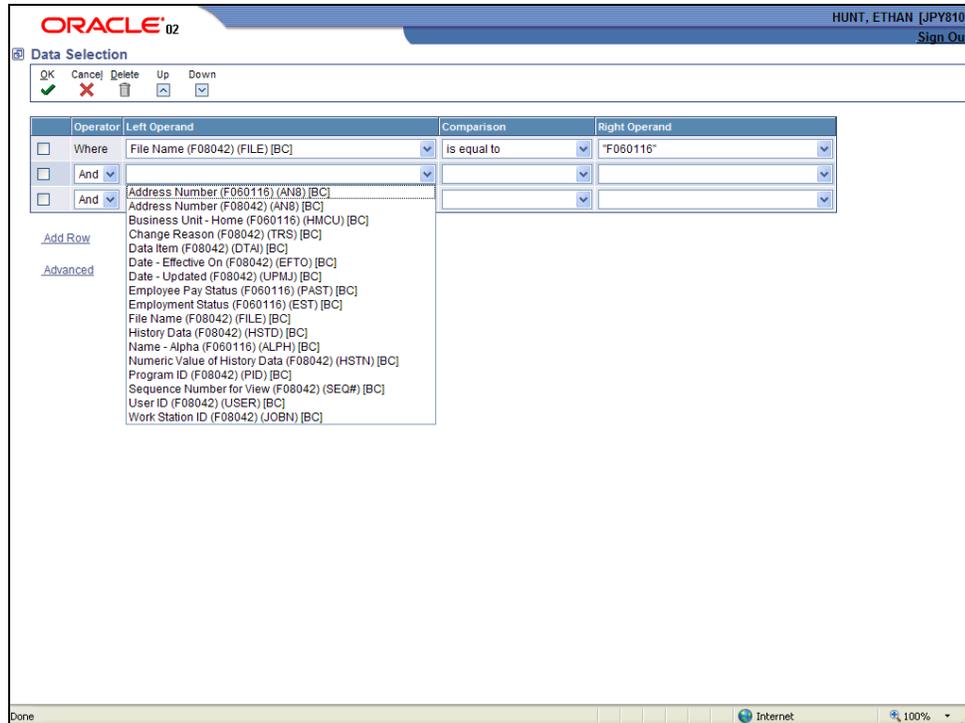
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

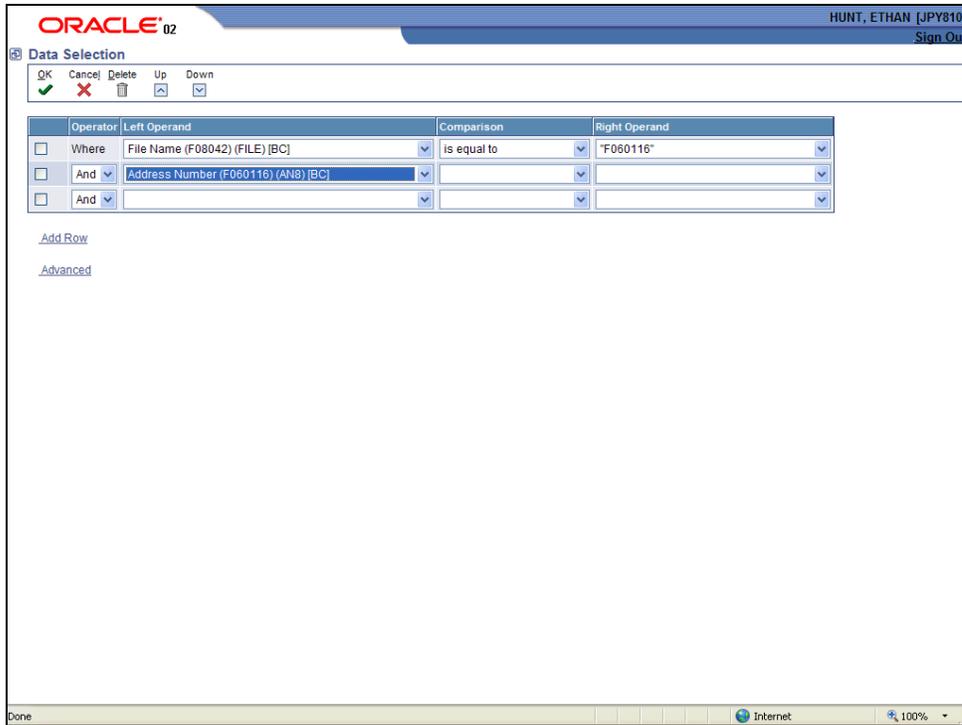
[Advanced](#)

Done Internet 100%

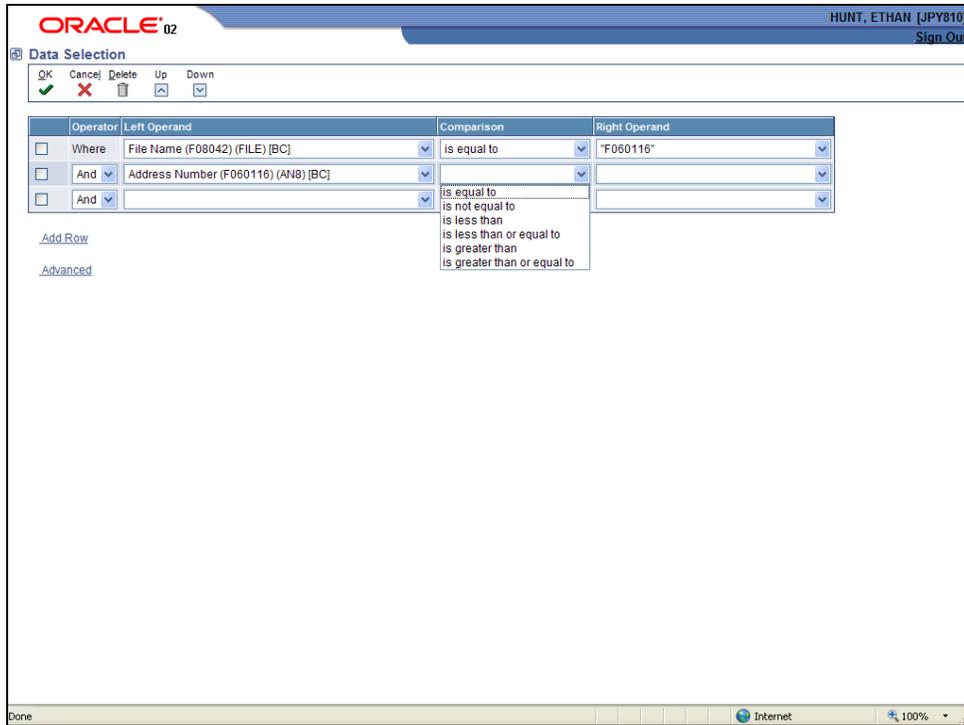
Step	Action
36.	In the first blank line click the drop down menu for the Left Operand column.



Step	Action
37.	Click the Address Number (F060116) (AN8) [BC] list item.



Step	Action
38.	Click the drop down menu for the Comparison column. 



Step	Action
39.	Click the is equal to list item. is equal to

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Employee History Log

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

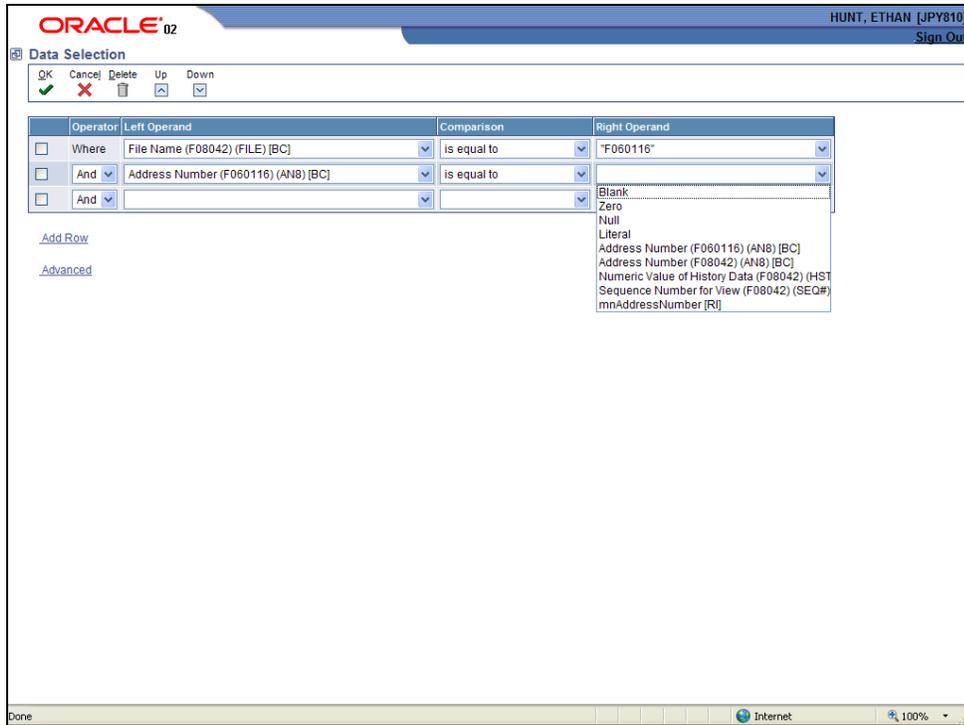
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F080116"
<input type="checkbox"/> And	Address Number (F080116) (AN8) [BC]	is equal to	
<input type="checkbox"/> And			

[Add Row](#)

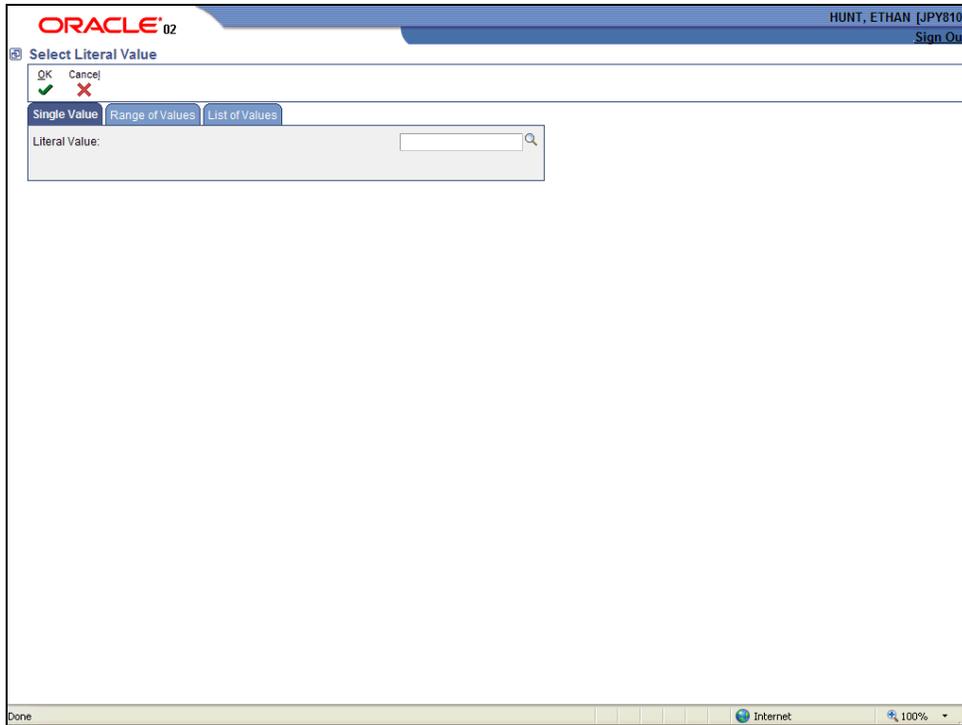
[Advanced](#)

Done Internet 100%

Step	Action
40.	Click the drop down menu for the Right Operand column.



Step	Action
41.	Click the Literal list item. <input data-bbox="462 1136 857 1159" type="text" value="Literal"/>



Step	Action
42.	In the Literal Value field enter the employee's address book number.
43.	Click the OK button. <input checked="" type="checkbox"/>
44.	Click the OK button. <input checked="" type="checkbox"/> Go to step 29 on page 16