Historical Payroll Register Lesson

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** link. Inquiries & Reports
4.	Click the **HR/Payroll Reports** link. HR/Payroll Reports
5.	Click the **Payroll Reports** link. Payroll Reports
6.	Click the **Historical Payroll Register** link. Historical Payroll Register
7.	Click the **Data Selection** option.
8.	Click the **Submit** button.
9.	Make appropriate changes to data selection. In this lesson you will learn how to narrow the report by a specific employee and home business unit.
10.	Click the drop down arrow for the **Left Operand** column.
11.	Click the **Address Number (F060116) (AN8) [BC]** list item. Address Number (F060116) (AN8) [BC]
12.	Click the drop down arrow for the **Comparison** column.
13.	Click the **is equal to** list item. is equal to

14.	Click the drop down arrow for the **Right Operand** column.
15.	Click the **Literal** list item. Literal
16.	In the **Literal Value** field enter the address book number of the employee you are narrowing the report by.
17.	Click the **OK** button.
18.	Click the drop down arrow for the **Left Operand** column.
19.	Click the **Business Unit - Home (F06156) (HMCU) [BC]** list item. Business Unit - Home (F06156) (HMCU) [BC]
20.	Click the drop down arrow for the **Comparison** column.
21.	Click the **is equal to** list item. is equal to
22.	Click the drop down arrow for the **Right Operand** column.
23.	Click the **Literal** list item. Literal
24.	In the **Literal Value** field enter your home business unit number.
25.	Click the **OK** button.
26.	Click the **OK** button.
27.	Leave the **Payroll Type** field blank.
28.	In the **Summary Mode** field enter the number for how you would like the report to run. 0 - Detail by Check Control Number 1 - Summary per Pay Period End Date 2 - Summary per Month 3 - Summary per Quarter 4 - Summary per Year 5 - Summary per Check Date
29.	If you use Summary Code 4 (Summary Per Year) the report will give the entire year totals regardless of what date range may be entered in Processing Options. The only thing used from the Date Range is the year.

30.	You have two options when it comes to dates for this report. You can enter the **Payroll Tax Year** or you can enter the **Partial Year Date From** and **Thru** range.
31.	If you use the **Payroll Tax Year** enter the two digit year. For example, "07" for 2007.
32.	If you decide to use the **Partial Year Date From** and **Partial Year Date Thru** fields enter the date range for which you want to run the report. When entering the date use the mm/dd/yyyy format. The report will not run across calendar years. If a date range including two different calendar years is entered, the report will give results only for the calendar year in the "Partial Date From" field.
33.	Click the **Print** tab. Print
34.	Complete the following fields, if desired: **Print Employee Tax ID on Report** - leave blank to print the Employee Tax ID on report, or enter 1 to exclude **Print Employer Paid DBAs and Taxes** - enter the appropriate selection **Print YTD Totals by Employee or HMCU/HMCO** - leave blank to print YTD totals by Home Business Unit, or enter 1 to print YTD totals by Employee **Sort Employees By** - enter the appropriate selection **Print Employee History** - leave blank
35.	Click the **OK** button.
36.	Click the **OK** button.
37.	After submitting the report go to View Job Status to view the report. For more information on how to view your reports go to the Working with Submitted Reports lesson under the System Basics course.
38.	You have successfully completed this lesson. **End of Procedure.**