

Historical Payroll Register
Created on Tuesday, August 18, 2009

COPYRIGHT & TRADEMARKS

Copyright © 2003, 2007, Oracle. All rights reserved. Powered by OnDemand Software.
Distributed by Oracle under license from Global Knowledge Software LLC. © 1998-2007. All rights reserved.

The information contained in this document is subject to change without notice. If you find any problems in the documentation, please report them to us in writing. This document is not warranted to be error-free. Except as may be expressly permitted in your license agreement for these Programs, no part of these Programs may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose.

If this documentation is delivered to the United States Government or anyone using the documentation on behalf of the United States Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

The U.S. Government's rights to use, modify, reproduce, release, perform, display, or disclose these training materials are restricted by the terms of the applicable Oracle license agreement and/or the applicable U.S. Government contract.

Oracle, JD Edwards, PeopleSoft, and Siebel are registered trademarks of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

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/>.

Table of Contents

Historical Payroll Register	1
Historical Payroll Register Overview	1
Historical Payroll Register Lesson	1

Historical Payroll Register

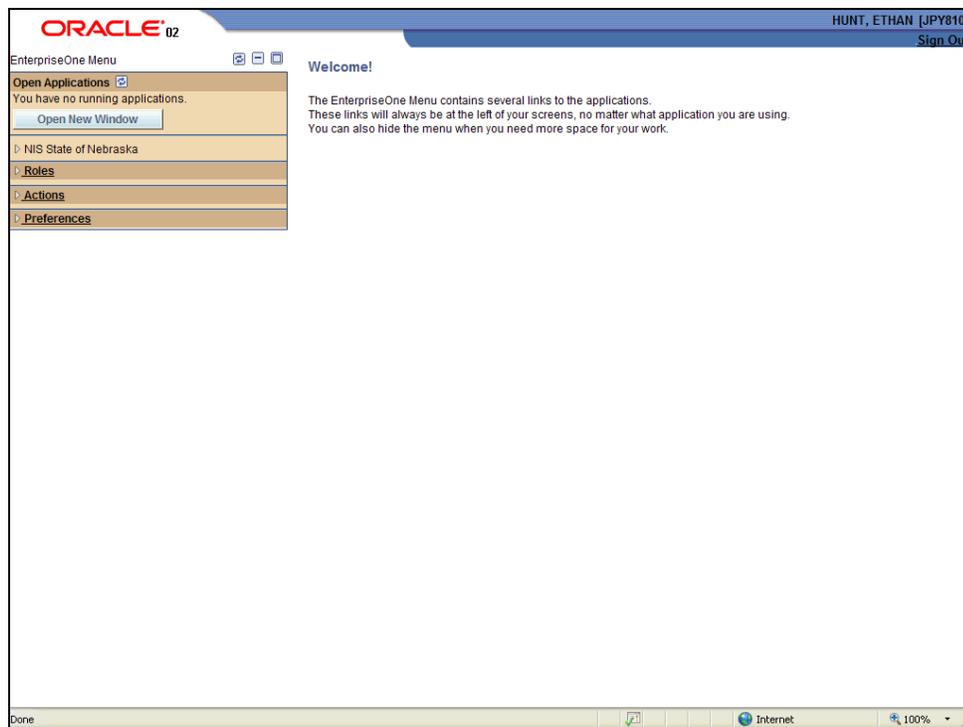
Historical Payroll Register Overview

This report displays the same information as the Payroll Register that is created during payroll processing, but can be run by an agency against historical data, allowing the ability to create a Payroll Register for one or more historical pay cycles.

Historical Payroll Register Lesson

Procedure

In this lesson you will learn how to run the Historical Payroll Register Report.

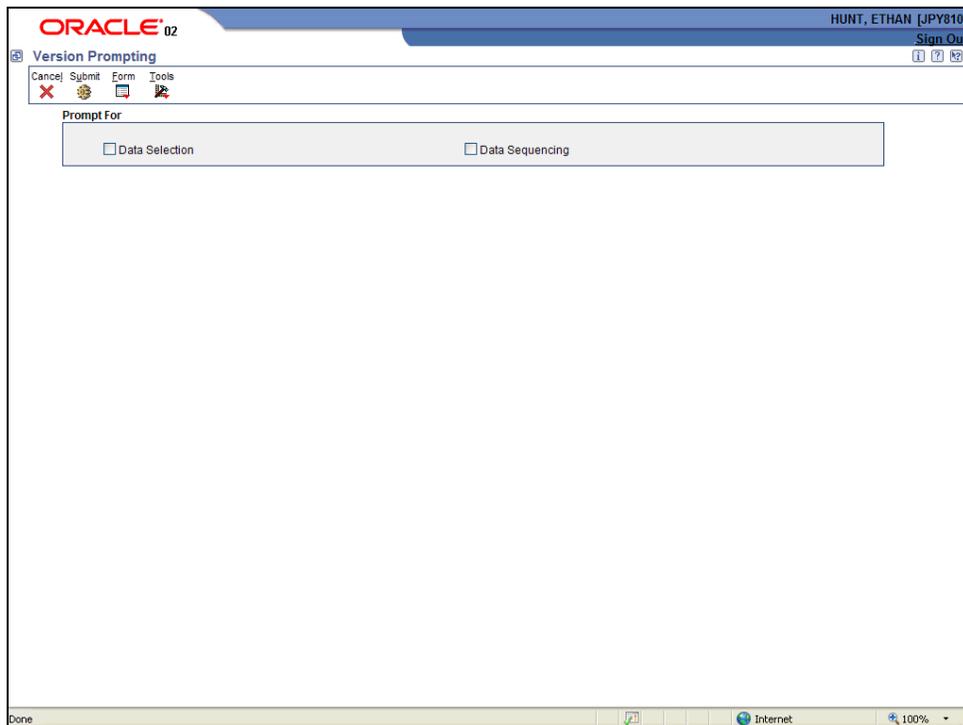


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska

Training Guide

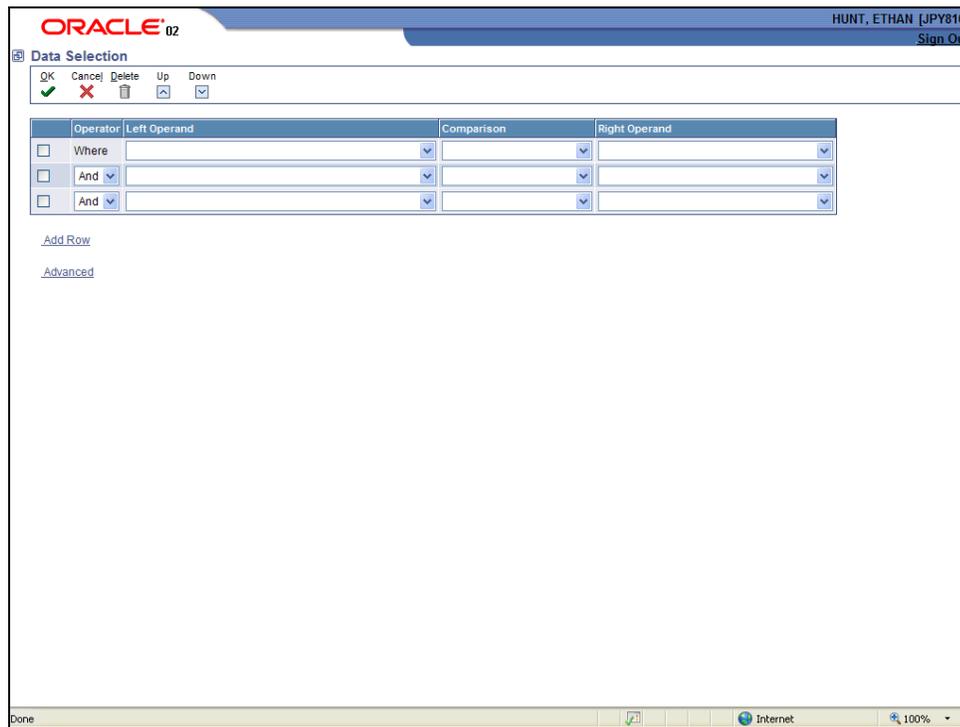
Historical Payroll Register

Step	Action
2.	Click the Human Resources/Payroll - Agencies link.
3.	Click the Inquiries & Reports link.
4.	Click the HR/Payroll Reports link.
5.	Click the Payroll Reports link.
6.	Click the Historical Payroll Register link.



Step	Action
7.	Click the Data Selection option.

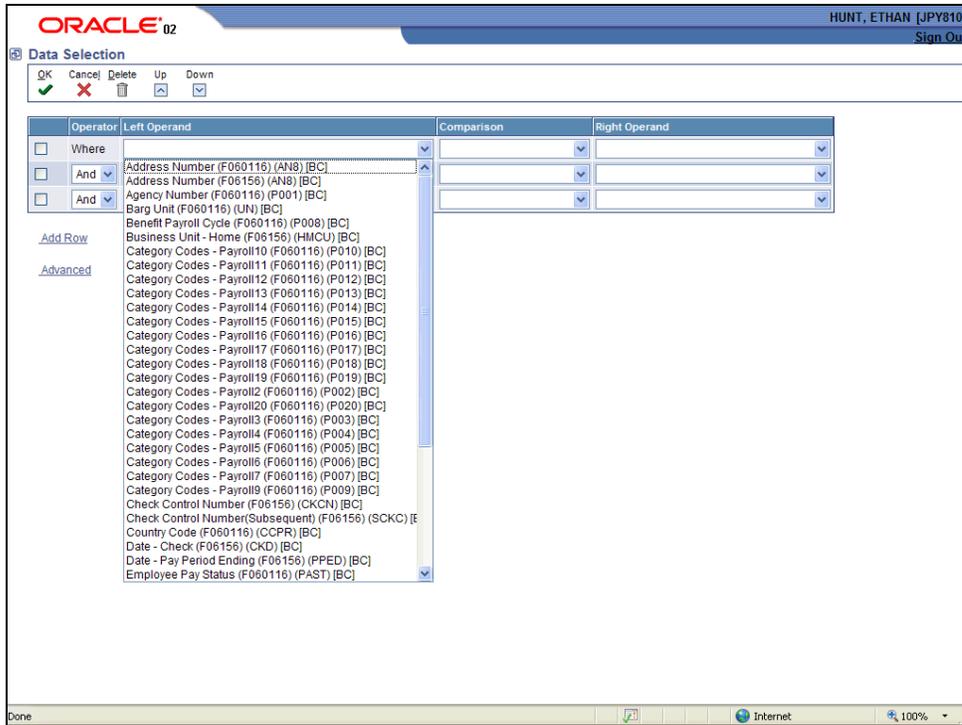
Step	Action
8.	Click the Submit button. 
9.	Make appropriate changes to data selection. In this lesson you will learn how to narrow the report by a specific employee and home business unit.



Step	Action
10.	Click the drop down arrow for the Left Operand column. 

Training Guide

Historical Payroll Register



Step	Action
11.	<p>Click the Address Number (F060116) (AN8) [BC] list item.</p> <p><input type="text" value="Address Number (F060116) (AN8) [BC]"/></p>

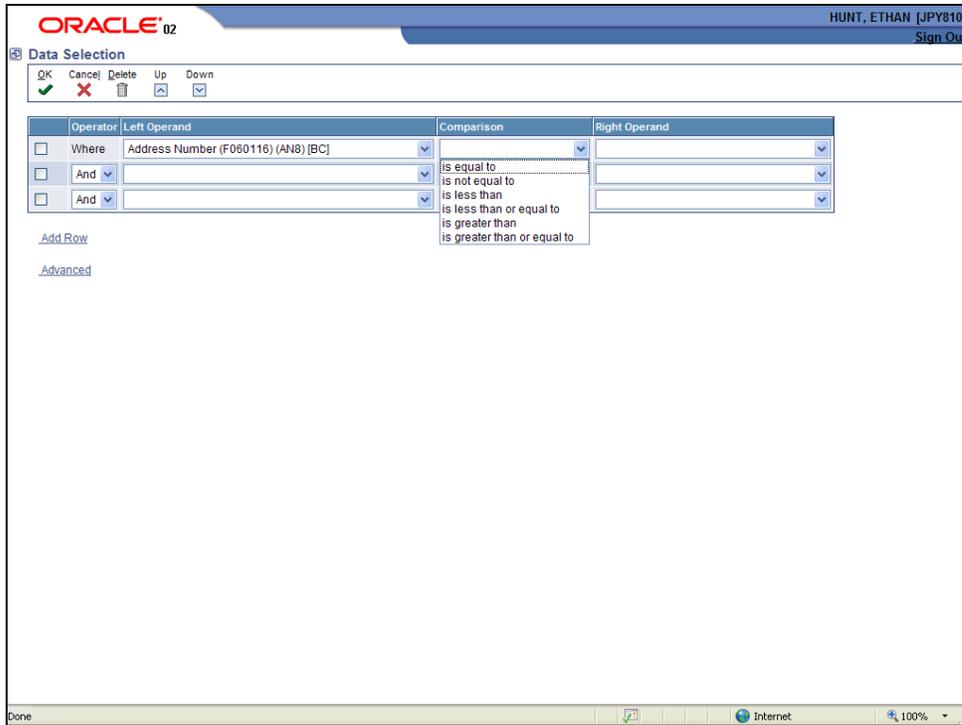
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F080116) (AN8) [BC]		
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

Step	Action
12.	Click the drop down arrow for the Comparison column. 

Training Guide

Historical Payroll Register



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

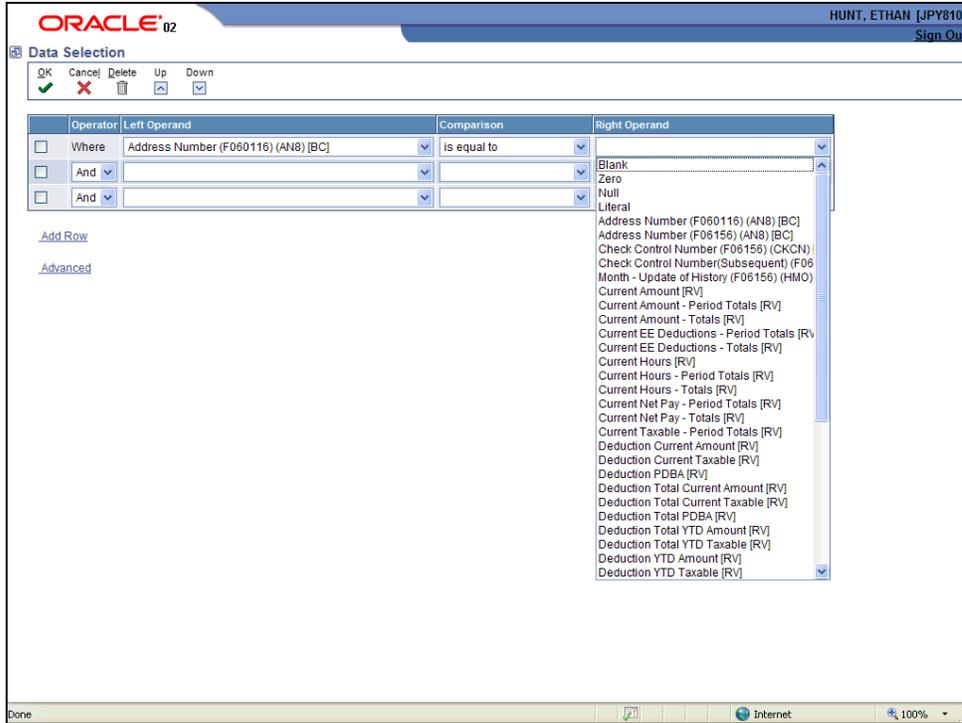
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

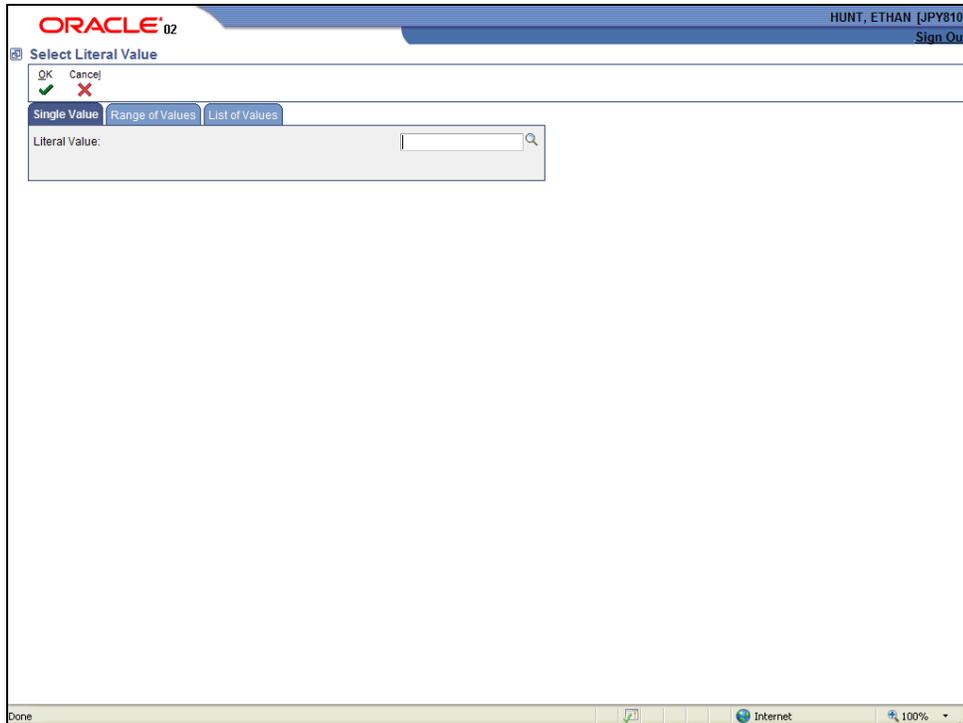
Step	Action
14.	Click the drop down arrow for the Right Operand column. 

Training Guide

Historical Payroll Register



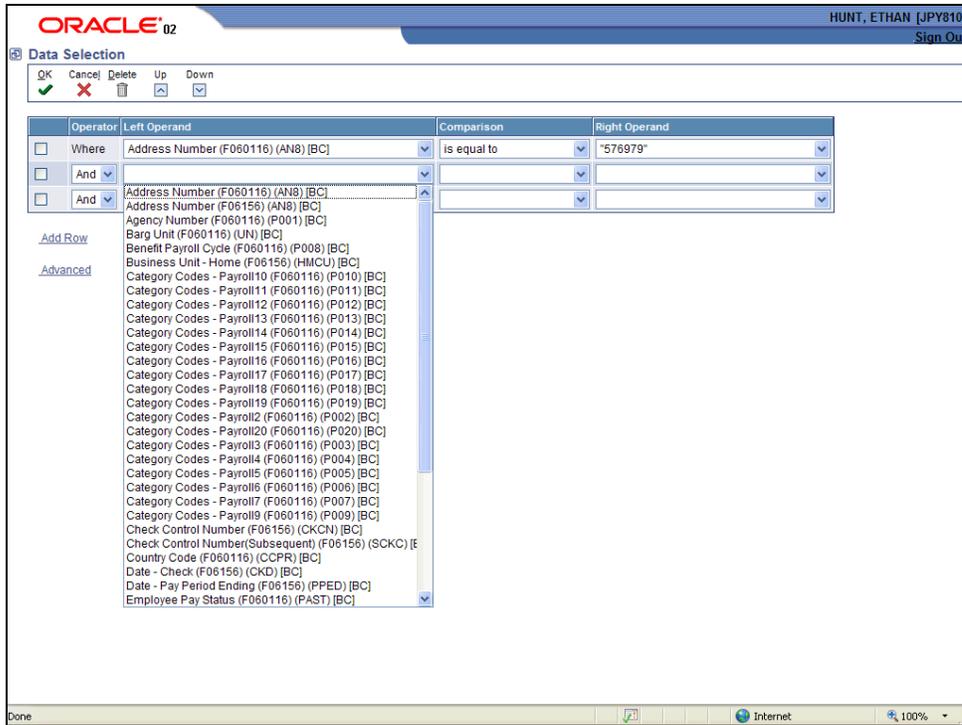
Step	Action
15.	Click the Literal list item. <input data-bbox="365 1136 737 1163" type="text" value="Literal"/>



Step	Action
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. 

Training Guide

Historical Payroll Register



Step	Action
19.	Click the Business Unit - Home (F06156) (HMCU) [BC] list item. <input data-bbox="365 1129 863 1161" type="text" value="Business Unit - Home (F06156) (HMCU) [BC]"/>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	*576979
<input type="checkbox"/> And	Business Unit - Home (F06156) (HMCU) [BC]		
<input type="checkbox"/> And			

Add Row

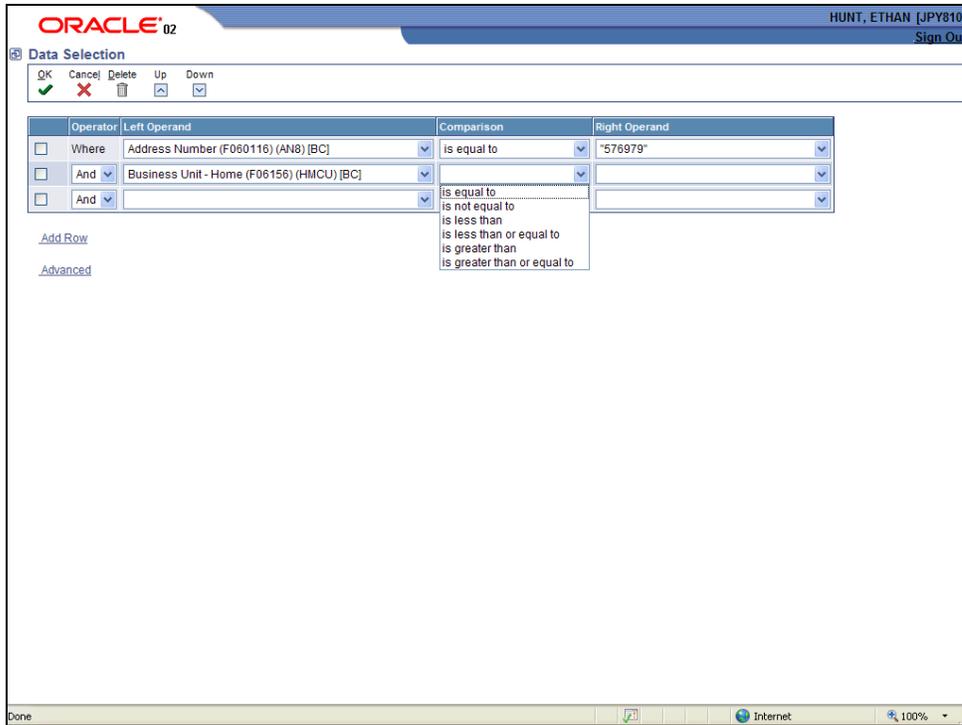
Advanced

Done Internet 100%

Step	Action
20.	Click the drop down arrow for the Comparison column. 

Training Guide

Historical Payroll Register



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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	*576979
<input type="checkbox"/> And	Business Unit - Home (F06156) (HMCU) [BC]	is equal to	
<input type="checkbox"/> And			

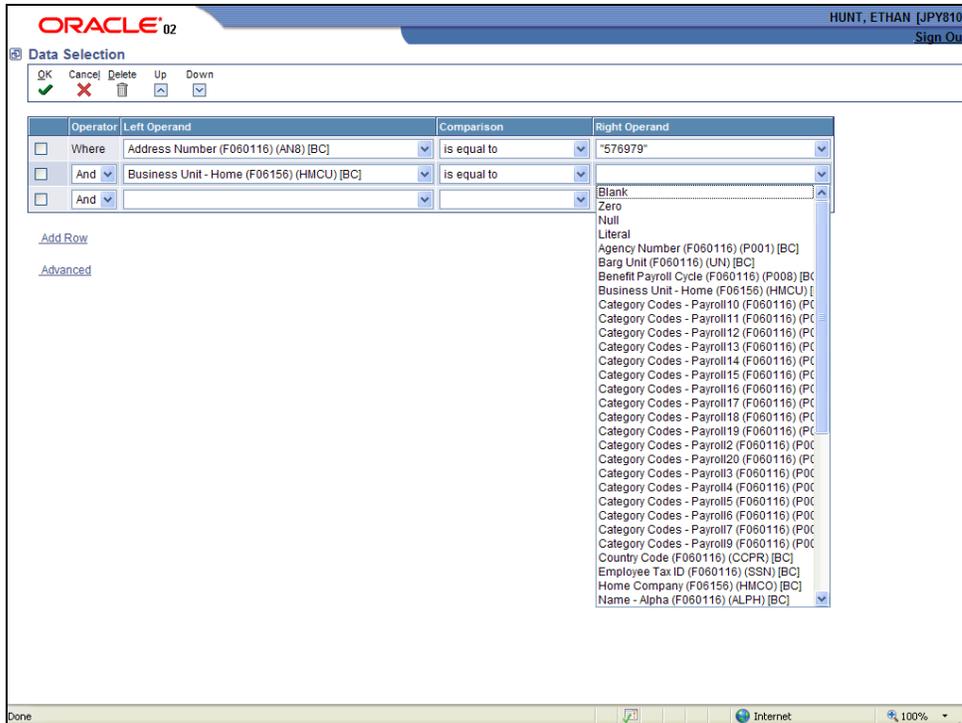
Add Row
Advanced

Done Internet 100%

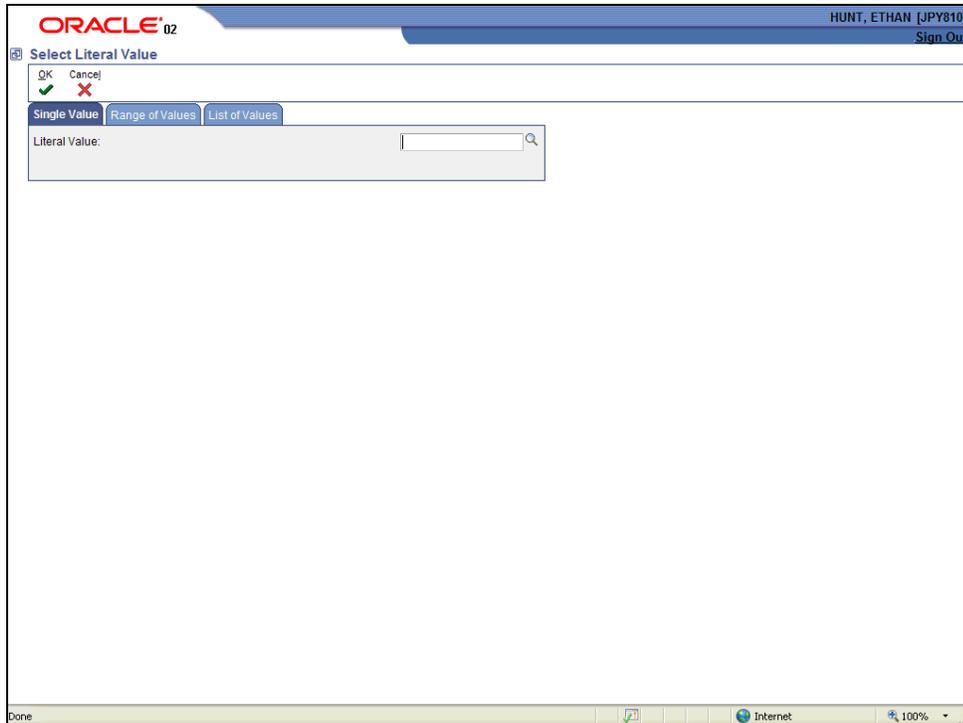
Step	Action
22.	Click the drop down arrow for the Right Operand column. 

Training Guide

Historical Payroll Register



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



Step	Action
24.	In the Literal Value field enter your home business unit number.
25.	Click the OK button. <input checked="" type="checkbox"/>
26.	Click the OK button. <input checked="" type="checkbox"/>
27.	Leave the Payroll Type field blank.

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

OK Cancel

Process Print

1. Payroll Type

Blank = U.S. Payroll
1 = Canadian Payroll
2 = Australian Payroll
3 = New Zealand Payroll

2. Summary Mode

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

3. Payroll Tax Year

OR

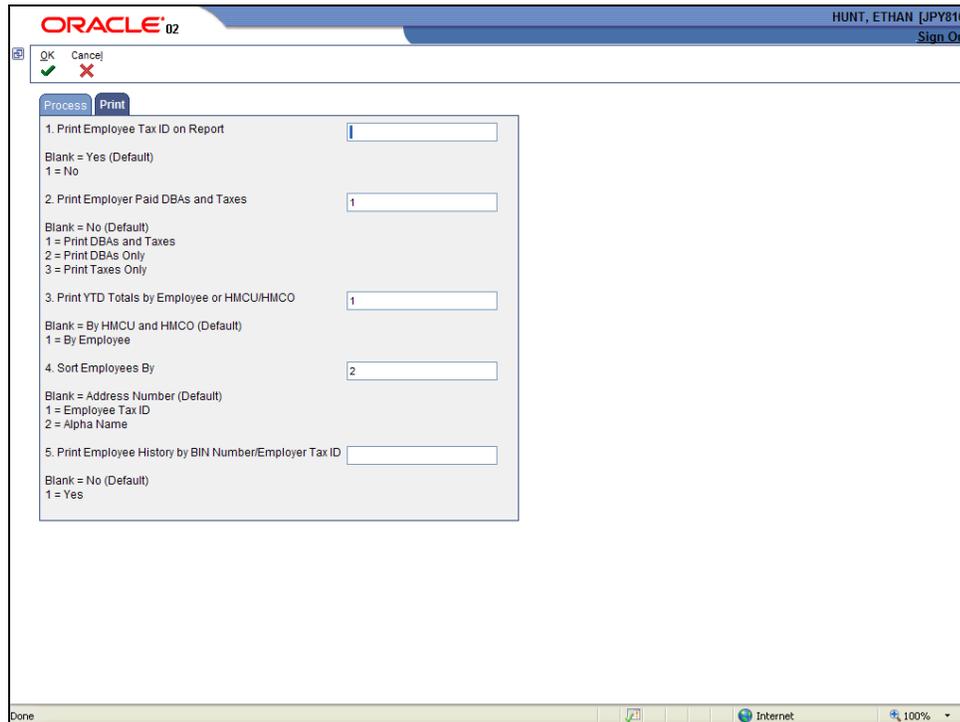
4. Partial Year Date From

5. Partial Year Date Thru

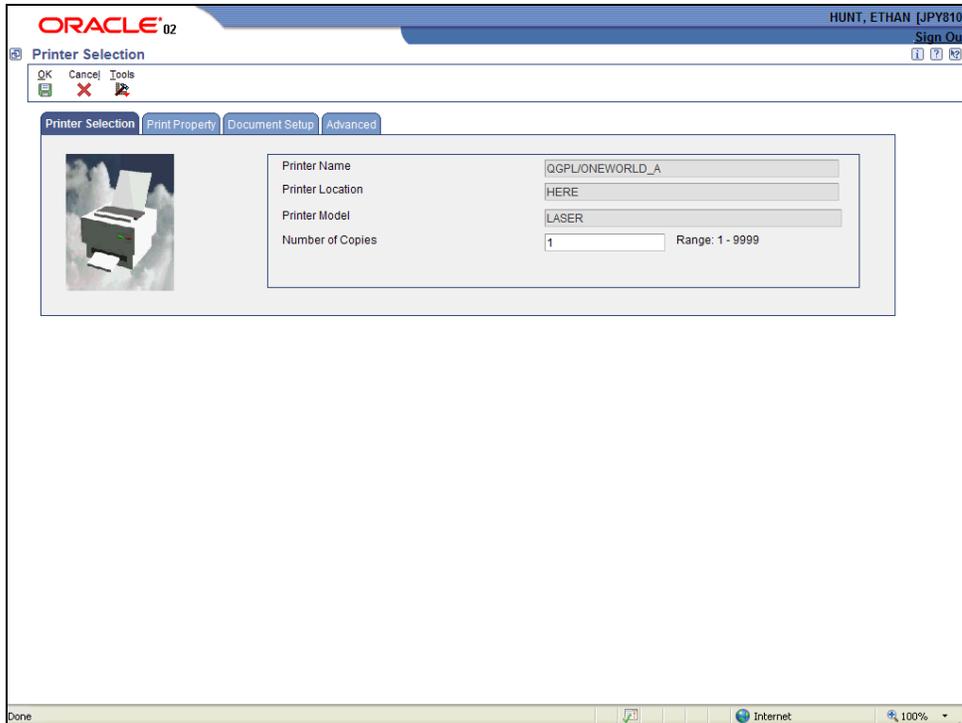
Done Internet 100%

Step	Action
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.

Step	Action
33.	Click the Print tab. 
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



Step	Action
35.	Click the OK button. 



Step	Action
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.