

**Agency Staffing Report**  
**Created on Thursday, November 12, 2009**

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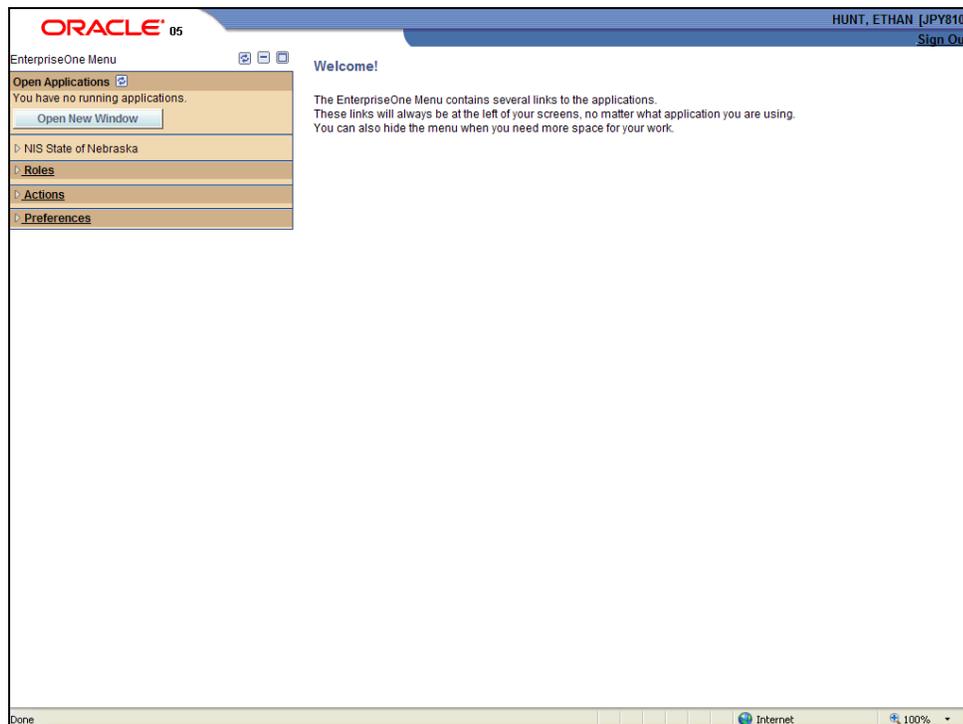
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# Agency Staffing Report

## Agency Staffing Report Lesson

### Procedure

In this lesson you will learn the steps for running the Agency Staffing Report.

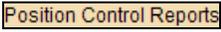


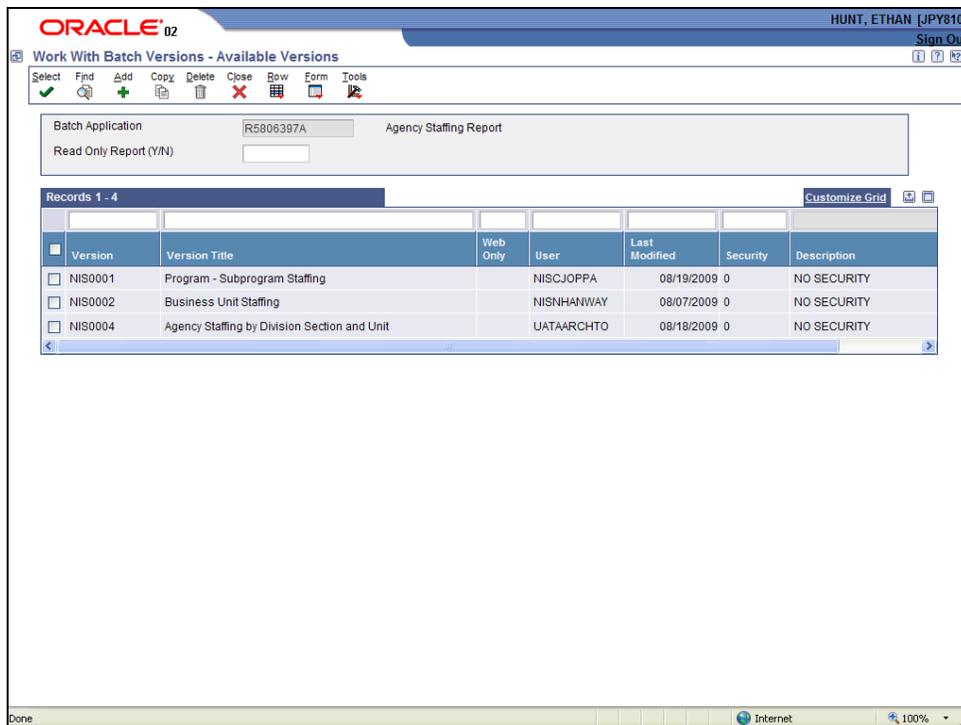
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <a href="#">NIS State of Nebraska</a>
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. <a href="#">Human Resources/Payroll - Agencies</a>
3.	Click the <b>Inquiries &amp; Reports</b> link. <a href="#">Inquiries &amp; Reports</a>

# Training Guide

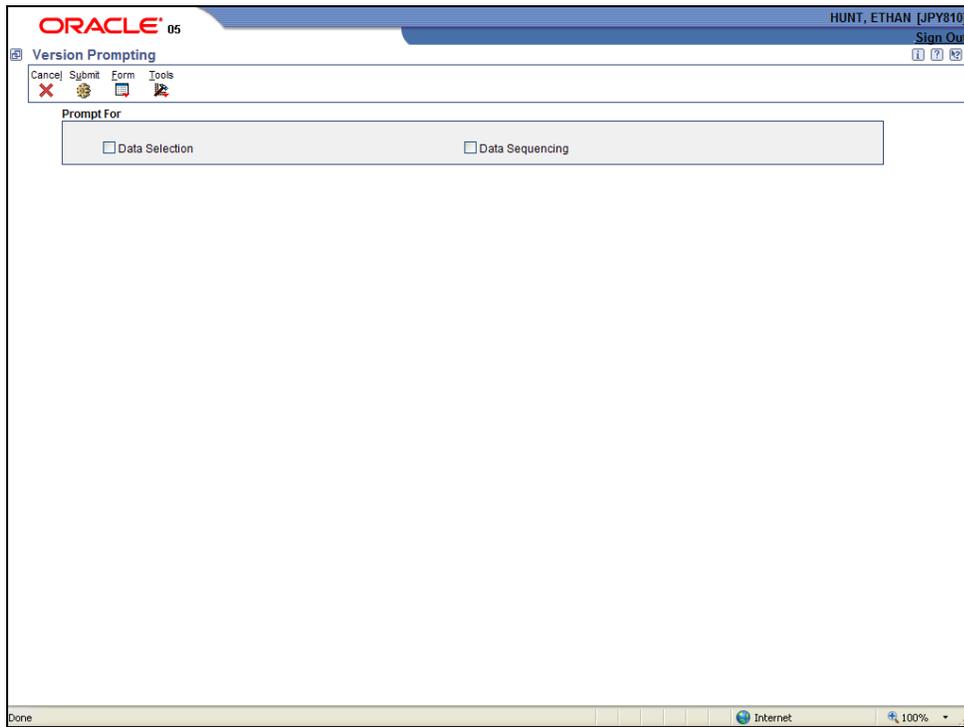
## Agency Staffing Report



Step	Action
4.	Click the <b>HR/Payroll Reports</b> link. 
5.	Click the <b>Position Control Reports</b> link. 
6.	Click the <b>Agency Staffing Report</b> link. 



Step	Action
7.	Select the appropriate version by clicking the check box next to it.  <b>Version NIS0001 - Program - Subprogram Staffing</b> <b>Version NIS0002 - Business Unit Staffing</b> <b>Version NIS0004 - Agency Staffing by Division Section and Unit</b> <input type="checkbox"/>
8.	Click the <b>Select</b> button. 



Step	Action
9.	Click the <b>Data Selection</b> option. <input type="checkbox"/>
10.	Click the <b>Submit</b> button. 

# Training Guide

## Agency Staffing Report

ORACLE 05 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Fiscal Year (F08101) (FY) [BC]	is equal to	mnFiscalYear1 [PO]
<input type="checkbox"/> And	Full Time Equivalents (F08101) (FTEE) [BC]	is less than	"999.00"
<input type="checkbox"/> And	Status - Budget (F08101) (PSTC) [BC]	is equal to	"A"
<input type="checkbox"/> And	Job Code (F08101) (JBOD) [BC]	is not equal to	Blank
<input type="checkbox"/> And			

[Add Row](#)

[Advanced](#)

Done Internet 100%

Step	Action
11.	<p>You do not need to change the Data Selection fields unless you are are wanting to run the report for a specific Job Code.</p> <p>Click the <b>OK</b> button.</p> <p><input checked="" type="checkbox"/></p>

**ORACLE 02** HUNT, ETHAN [JPY810] Sign Out

OK Cancel  
✓ ✗

Year Display PGM/SUB Div/Sec/Unit SBU

Fiscal Year

Begin Agency Number

End Agency Number

Begin Job Code

End Job Code

Select Report by  
 1. Agency, Program, Sub Program, Job Code  
 2. Agency, Division, Section, Unit, Job Code  
 3. Agency, Security Business Unit, Job Code

Note:  
 Please fill in the appropriate values by clicking on the tabs based on the report you have selected.  
 If you want to get all the records for any of the above reports, then please make sure the values in the related tabs are blank  
 If you want to get the records for only one Agency/JobCode, then please leave the "End" values blank

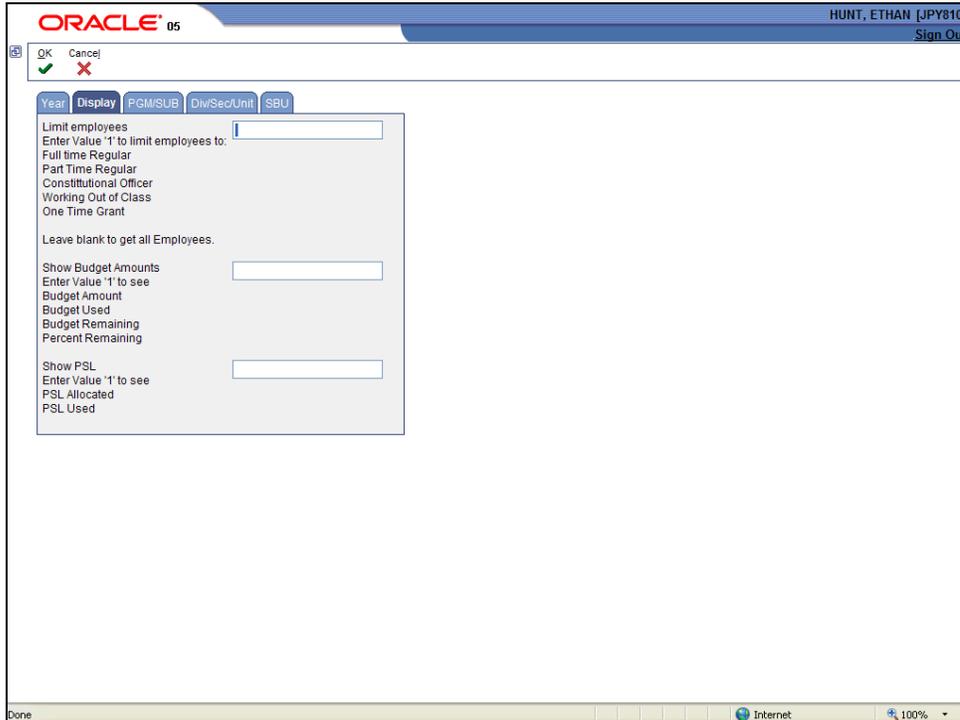
Done Internet 100%

Step	Action
12.	Enter the fiscal year you would like to run the report for in the <b>Fiscal Year</b> field.
13.	Enter the agency for which you would like the report to run in the <b>Begin Agency Number</b> field.
14.	Enter the same agency number you entered in the <b>Begin Agency Number</b> field in the <b>End Agency Number</b> field.
15.	If you want to run the report on a specific job code, enter the job code in the <b>Begin Job Code</b> field.  To run the report for all job codes for your agency leave this field blank.
16.	Leave the <b>End Job Code</b> field blank if you left the <b>Begin Job Code</b> field blank.  If you entered a job code in the <b>Begin Job Code</b> field enter the same job code in the <b>End Job Code</b> field.
17.	Enter one of the following options in the <b>Select Report by</b> field:  <ol style="list-style-type: none"> <li>1. Agency, Program, Sub Program, Job Code - For Versions NIS0001 and NIS0002</li> <li>2. Agency, Division, Section, Unit, Job Code - For Version NIS0004</li> <li>3. Agency, Security Business Unit, Job Code</li> </ol>

# Training Guide

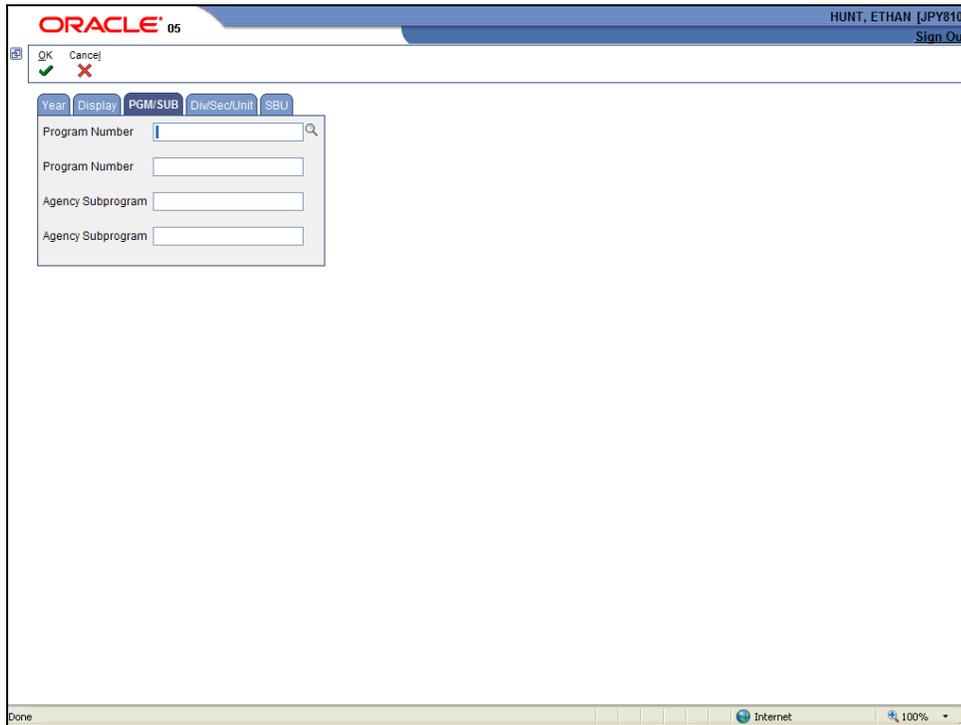
## Agency Staffing Report

Step	Action
18.	Click the <b>Display</b> tab. 



Step	Action
19.	In the <b>Limit employees</b> field enter " <b>1</b> " to limit employees to:  Full Time Regular Part Time Regular Constitutional Officer Working Out of Class One Time Grant  or leave this field blank to get all employees.
20.	In the <b>Show Budget Amounts</b> field enter " <b>1</b> " to see Budget Amount, Budget Used, Budget Remaining, and Precent Remaining, or leave it blank if you do not want the Budget information to appear on the report.
21.	In the <b>Show PSL</b> field enter " <b>1</b> " to see PSL Allocated and PSL Used, or leave it blank if you do not want the PSL Allocated and PSL Used to appear on the report.

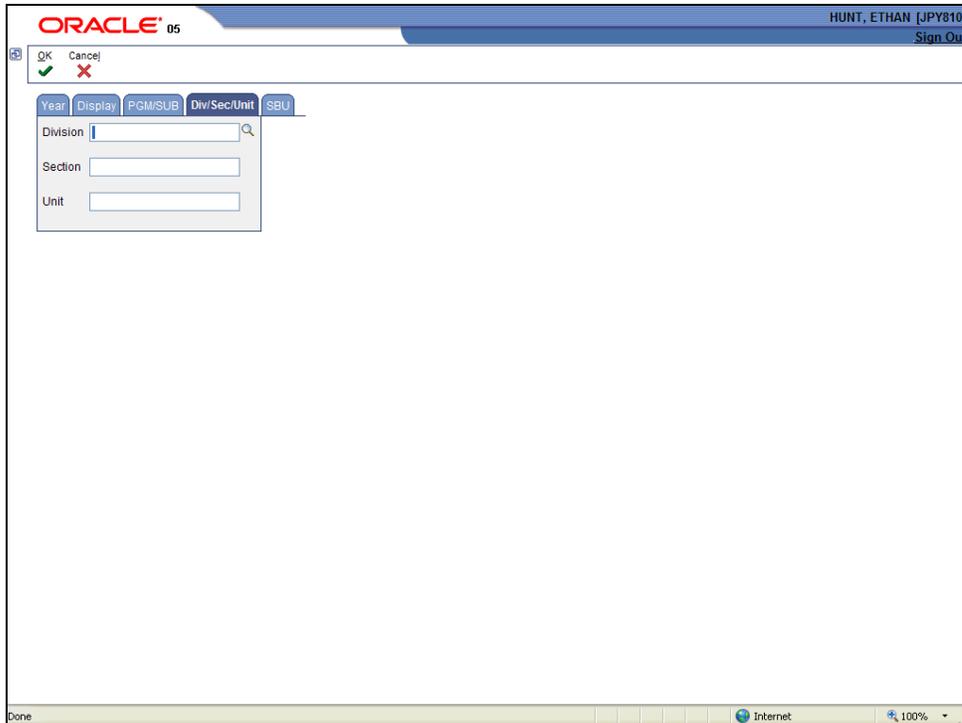
Step	Action
22.	Click the <b>PGM/SUB</b> tab. 



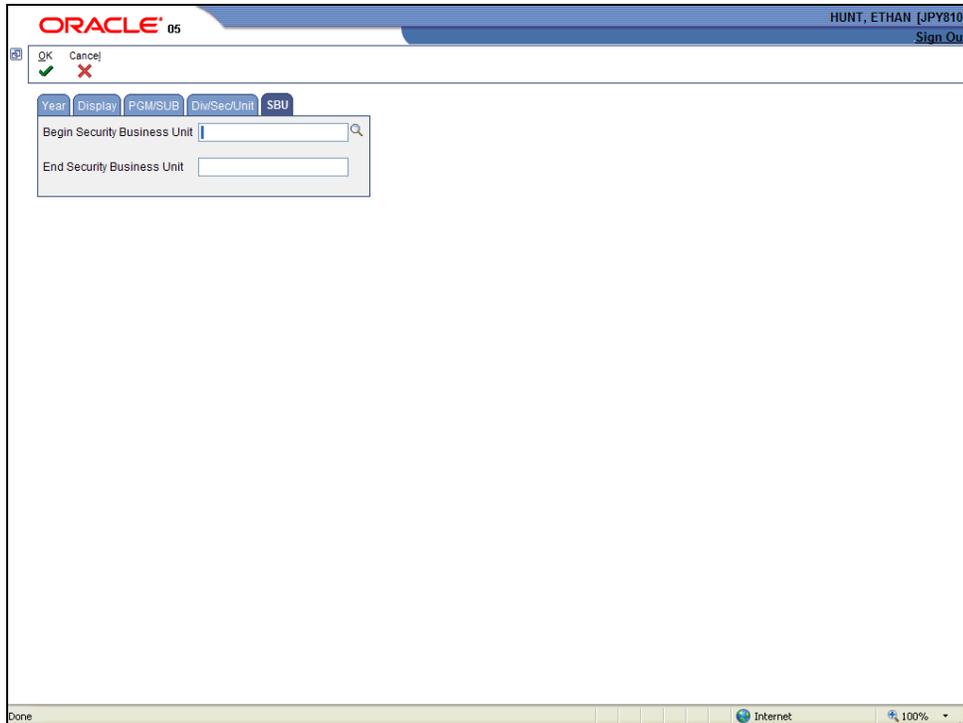
Step	Action
23.	Enter the Program Number in the <b>Program Number</b> field and Agency Subprogram in the <b>Agency Subprogram</b> field, or leave the fields blank for all programs and subprograms.
24.	Click the <b>Div/Sec/Unit</b> tab. 

# Training Guide

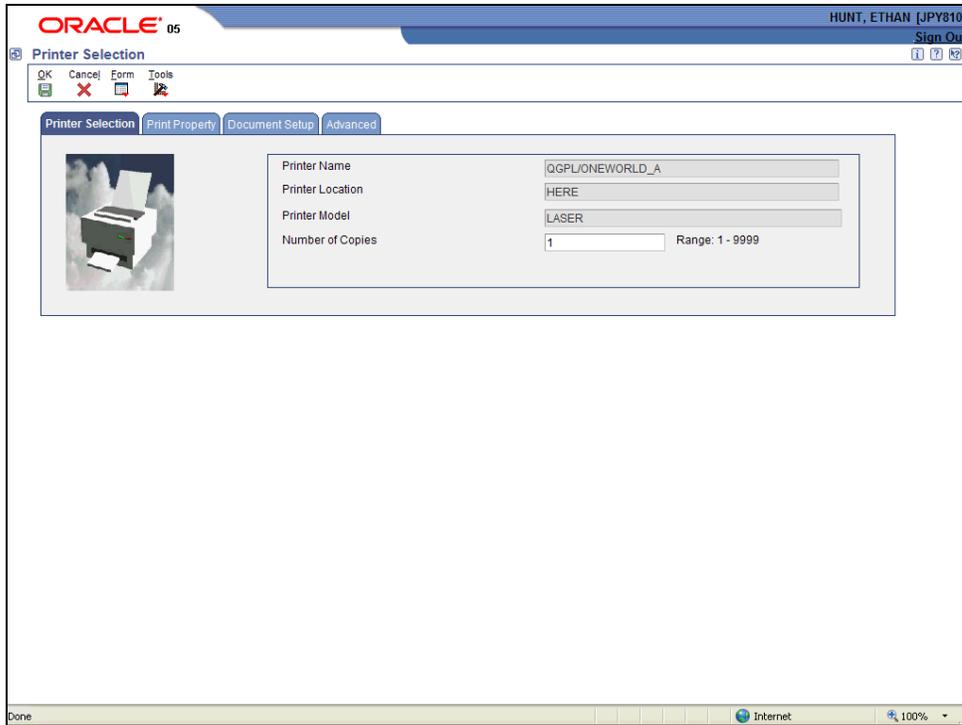
## Agency Staffing Report



Step	Action
25.	You can complete the <b>Division</b> , <b>Section</b> , and <b>Unit</b> fields or you can leave them blank for all.
26.	Click the <b>SBU</b> tab. 



Step	Action
27.	On the SBU tab enter the Security Business Unit range. In the <b>Begin Security Business Unit</b> field enter the first Security Business Unit of the range.
28.	In the <b>End Security Business Unit</b> field enter the last Security Business Unit of the range.
29.	When you are finished entering the information click the <b>OK</b> button. 



Step	Action
30.	Click the <b>OK</b> button. 
31.	To view the report you will need to go to <b>View Submitted Jobs</b> . For more information see the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>