

Agency Vacancy Report
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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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Agency Vacancy Report

Agency Vacancy Report Overview

The Agency Vacancy Report Is the report provided to the Legislature to report vacancies for the state of Nebraska. Position ID is the Position ID used in conjunction with Position Control.

- If a Position ID is assigned to an employee it is not reported as a vacancy.
- If a Position ID is in a Budget Status equal to "A" and is not assigned to an employee the last incumbent is found.
- If a position is not assigned to an employee and no last incumbent is found the Position ID is reported as a vacancy but there will be no last salary amount.
- The last hourly salary will be shown if there was an incumbent in the Position ID with one of the following employment statuses on the Employee Master:

blank - FULL-TIME REGULAR
C - PART-TIME REGULAR
D - CONSTITUTIONAL OFFICER
P - WORKING OUT-OF CLASS
Q - ONE TIME GRANT

If the incumbent was not one of these employment statuses the Position ID will not show on the report as a vacancy.

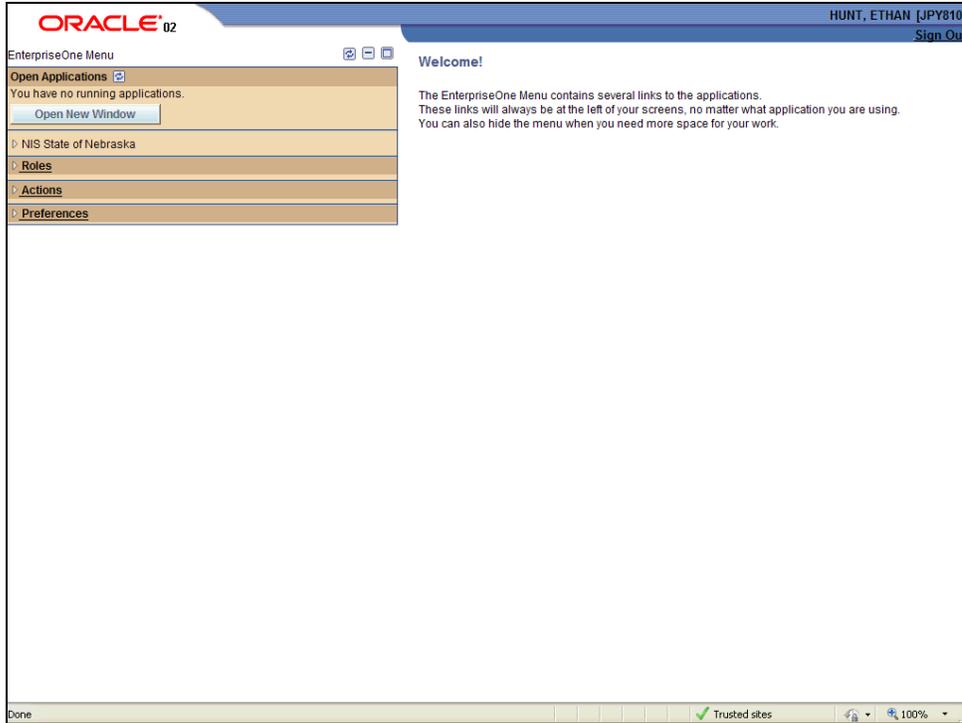
Agency Vacancy Report Lesson

Procedure

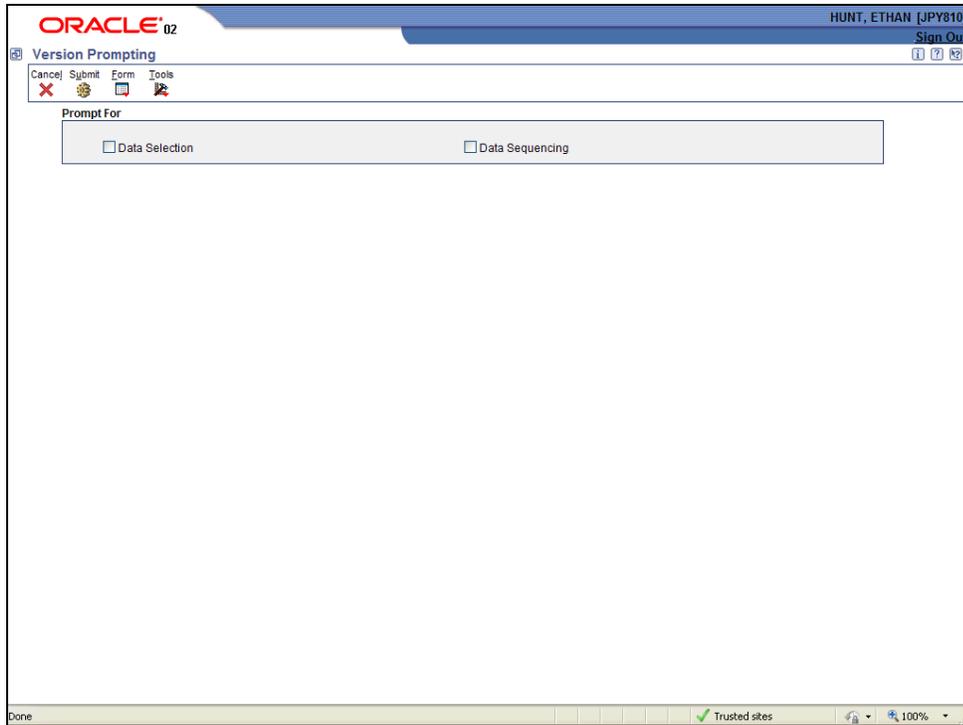
In this lesson you will learn how to run the Agency Vacancy Report.

Training Guide

Agency Vacancy Report



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 link. Inquiries & Reports
4.	Click the HR/Payroll Reports link. HR/Payroll Reports
5.	Click the Position Control Reports link. Position Control Reports
6.	Click the Agency Vacancy Report link. Agency Vacancy Report



Step	Action
7.	Click the Data Selection option. <input data-bbox="462 1129 500 1165" type="checkbox"/>
8.	Click the Submit button. 

Training Guide

Agency Vacancy Report

ORACLE 04 SVIK, BRIAN [JPD810] Sign Out

Data Selection

OK Cancel Delete Up Down

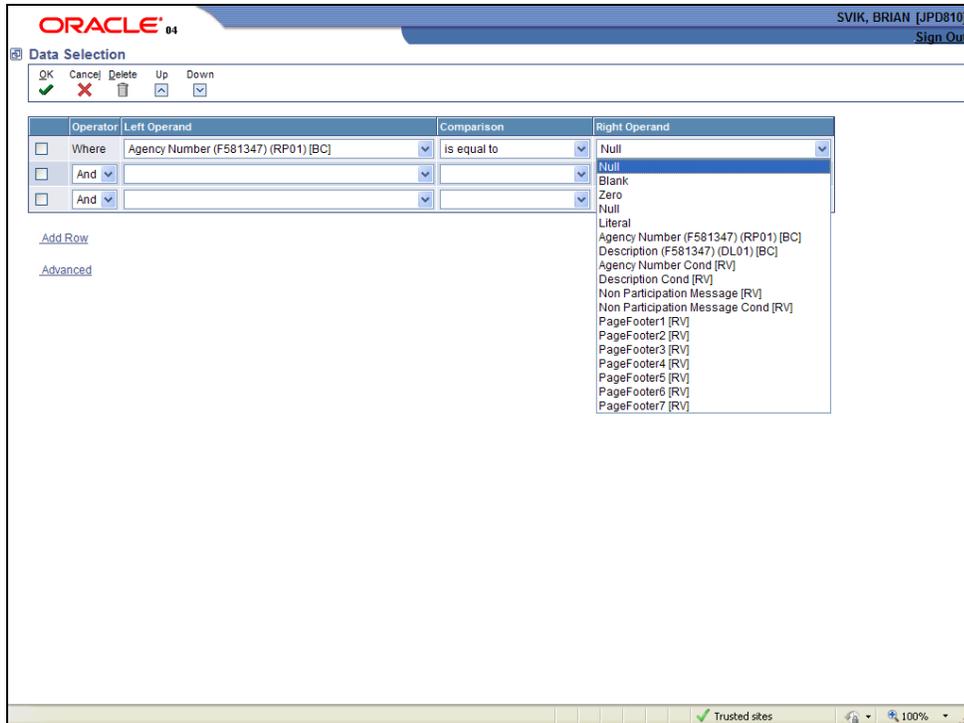
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency Number (F581347) (RP01) [BC]	is equal to	Null
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)

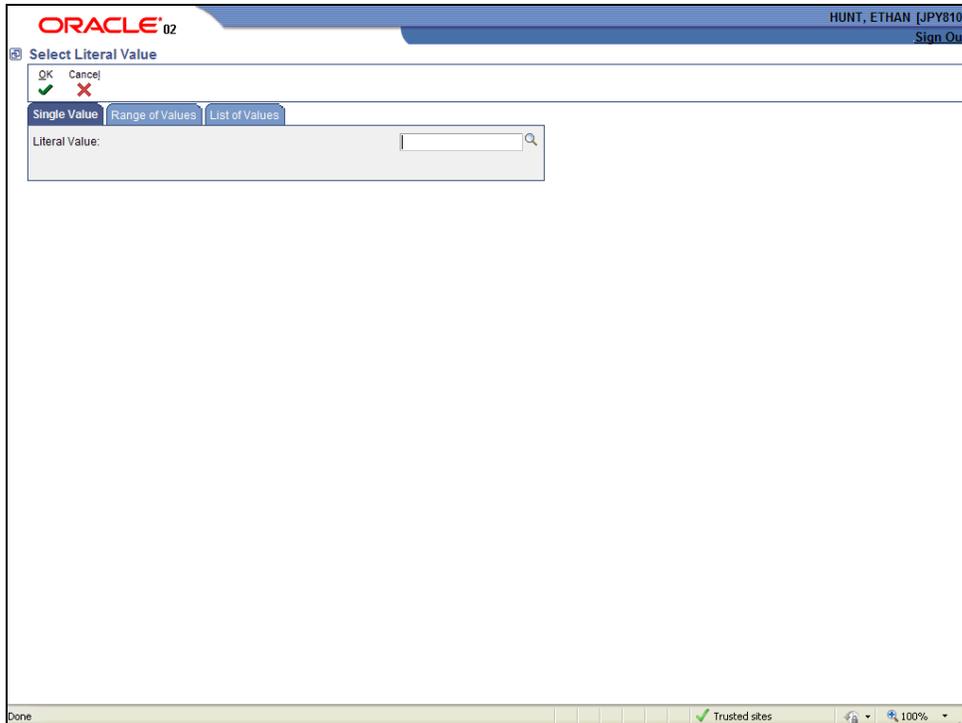
[Advanced](#)

Trusted sites 100%

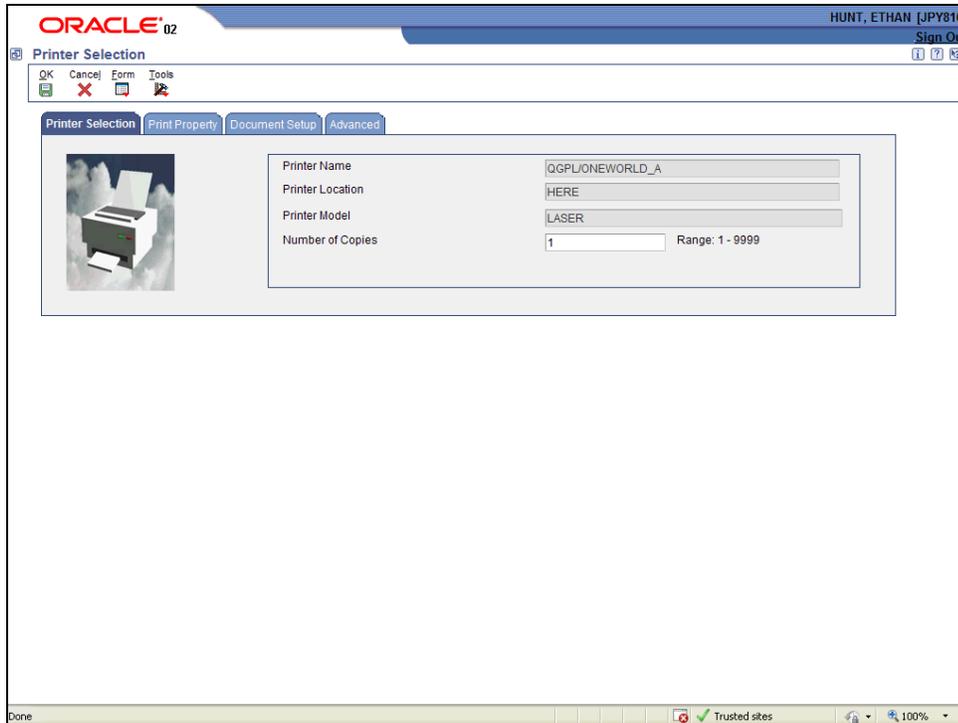
Step	Action
9.	Click the drop down list of the Right Operand column.
	



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



Step	Action
11.	Enter the Agency number in the Literal Value field.
12.	Click the OK button. <input checked="" type="checkbox"/>
13.	Click the OK button. <input checked="" type="checkbox"/>
14.	Enter the fiscal year you are running the report for in the Fiscal Year field.
15.	Click the OK button. <input checked="" type="checkbox"/>



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