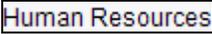
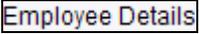
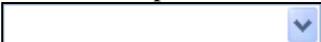
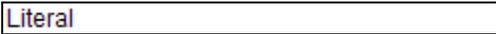


## Employee History Log Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Human Resources</b> link. 
3.	Click the <b>HR Reports</b> link. 
4.	Click the <b>Employee Reports</b> link. 
5.	Click the <b>Employee Details</b> link. 
6.	Click the <b>Employee History Log</b> link. 
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	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.
10.	<b>Decision:</b> Please make a selection from the options listed below. <ul style="list-style-type: none"> <li>Change Code Reason Within a Business Unit Go to step 11 on page 1</li> <li>Specific Employee Go to step 35 on page 3</li> </ul>
11.	In the first blank line click the drop down menu for the <b>Left Operand</b> column.
12.	Click the <b>Business Unit - Home (F060116) (HMCU) [BC]</b> list item.
13.	Click the drop down menu for the <b>Comparison</b> column. 
14.	Click the <b>is equal to</b> . 
15.	Click the drop down menu for the <b>Right Operand</b> column. 
16.	Click the <b>Literal</b> list item. 

Step	Action
17.	In the <b>Literal Value</b> field enter the appropriate Business Unit.
18.	Click the <b>OK</b> button. 
19.	In the next blank line click the drop down menu for the <b>Left Operand</b> column.
20.	Click the <b>Change Reason (F08042) (TRS) [BC]</b> .
21.	Click the drop down menu for the <b>Comparison</b> column. 
22.	Click the <b>is equal to</b> . 
23.	Click the drop down menu for the <b>Right Operand</b> column. 
24.	Click the <b>Literal</b> . 
25.	In the <b>Literal Value</b> field enter the appropriate change reason code (use <b>Visual Assist</b> tool if needed).
26.	Click the <b>OK</b> button. 
27.	Click in the <b>OK</b> button. 
28.	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
29.	In the <b>Enter Beginning Effective On Date</b> field enter " <b>1/1/02</b> " to ensure all history is included.
30.	In the <b>Enter Ending Effective On Date</b> field enter the date the transfer is being made.
31.	Leave the fourth and final field blank so all tracked fields are included, or enter a specific Data Item.
32.	Click <b>OK</b> . 
33.	Click the <b>OK</b> button. 

Step	Action
34.	<p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) training guides.</p> <p>You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.</p>
35.	In the first blank line click the drop down menu for the <b>Left Operand</b> column.
36.	Click the <b>Address Number (F060116) (AN8) [BC]</b> .
37.	<p>Click the drop down menu for the <b>Comparison</b> column.</p> 
38.	<p>Click the <b>is equal to</b>.</p> 
39.	<p>Click the drop down menu for the <b>Right Operand</b> column.</p> 
40.	<p>Click <b>Literal</b>.</p> 
41.	In the <b>Literal Value</b> field enter the employee's address book number.
42.	<p>Click the <b>OK</b> button.</p> 
43.	<p>Click the <b>OK</b> button.</p>  <p>Go to step 28 on page 2</p>