

## **Employee History Log**

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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.

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## Employee History Log

### Employee History Log Overview

This report lists dates that employees receive a position change, salary increase (ie; annual adjustments, promotions, etc.) and the hourly and annual rate of pay the employee received. It includes the description of reason information changed using the reason code for the change.

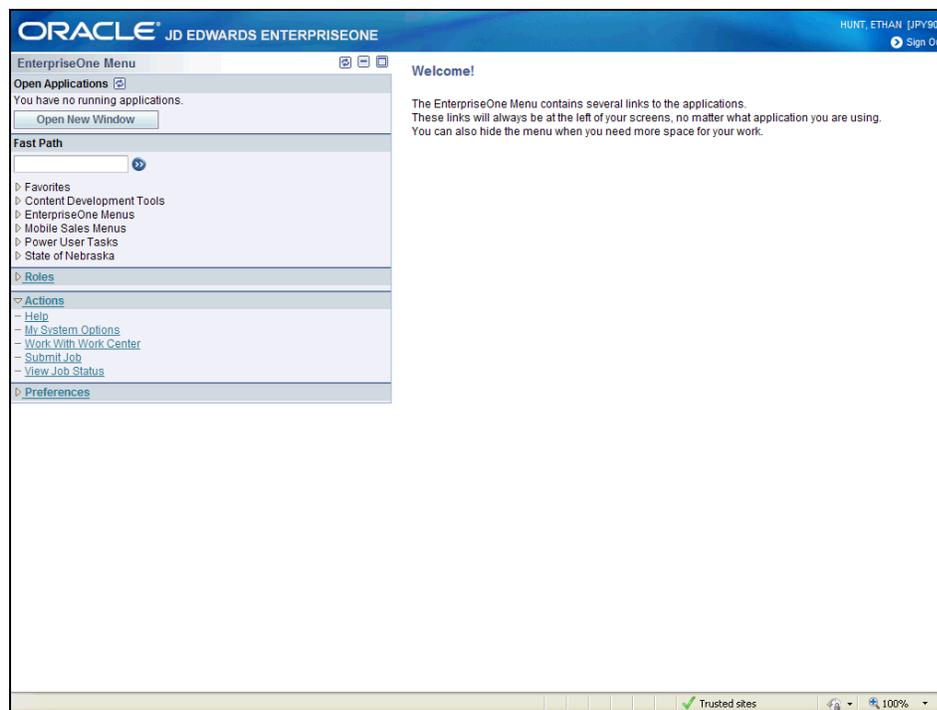
**Note:** Run the Employee History Log to save a transferring employee's Employee Master information before the Security Business Unit is changed to S001234567. Save the report either electronically on your computer or print out on paper for future reference.

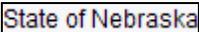
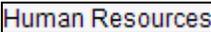
**Note:** This report can also be run on a specific Data Item.

### Employee History Log Lesson

#### Procedure

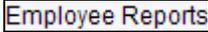
In this lesson you will learn how to run the Employee History Log Report.

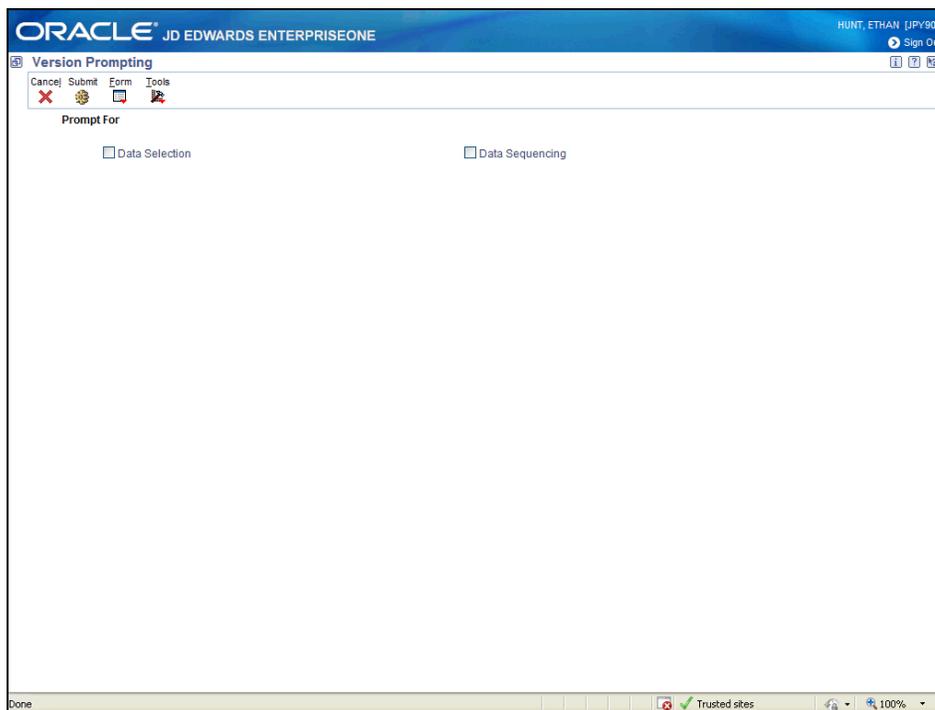


Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Human Resources</b> link. 

# Training Guide

## Employee History Log

Step	Action
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. 



Step	Action
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.

Step	Action
10.	<p><b>Decision:</b> Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> <li>Change Code Reason Within a Business Unit Go to step 11 on page 3</li> <li>Specific Employee Go to step 35 on page 14</li> </ul>

The screenshot shows the Oracle JD Edwards EnterpriseOne Data Selection dialog box. The title bar reads "ORACLE JD EDWARDS ENTERPRISEONE" and the user is identified as "HUNT, ETHAN [JPY900]". The dialog has a toolbar with "OK", "Cancel", "Delete", "Up", and "Down" buttons. Below the toolbar is a table with the following structure:

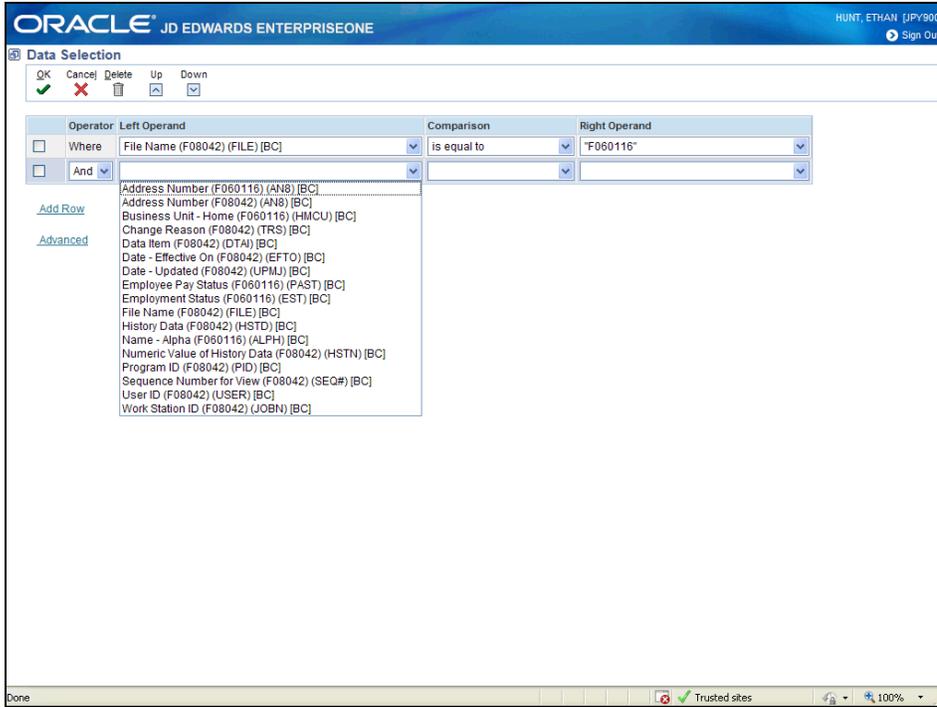
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F080116"
<input type="checkbox"/> And			

Below the table are links for "Add Row" and "Advanced". The status bar at the bottom shows "Done", "Trusted sites", and "100%".

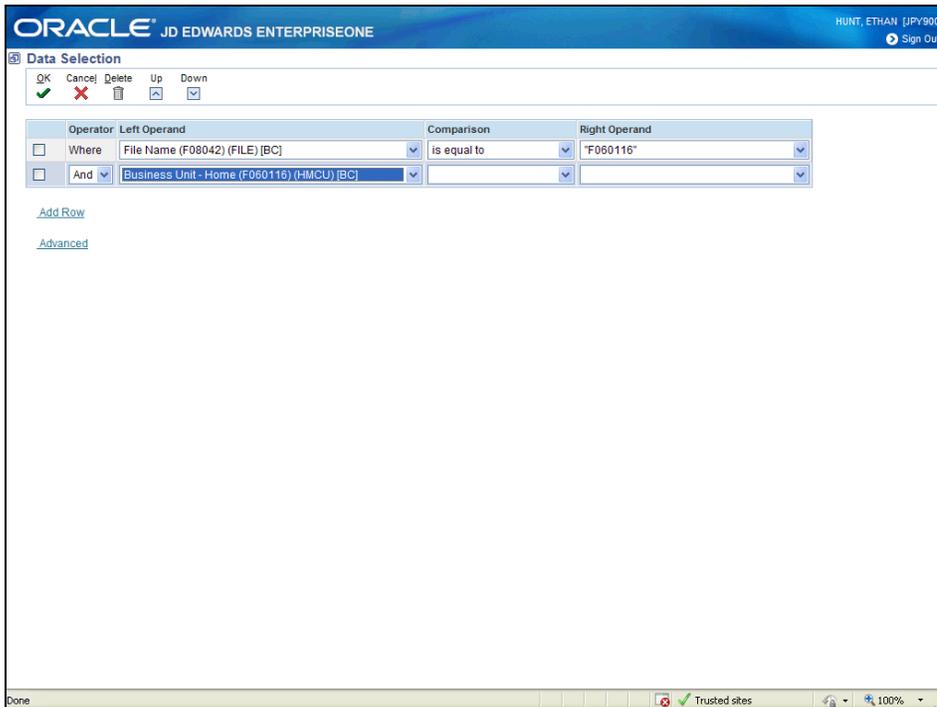
Step	Action
11.	In the first blank line click the drop down menu for the <b>Left Operand</b> column.

# Training Guide

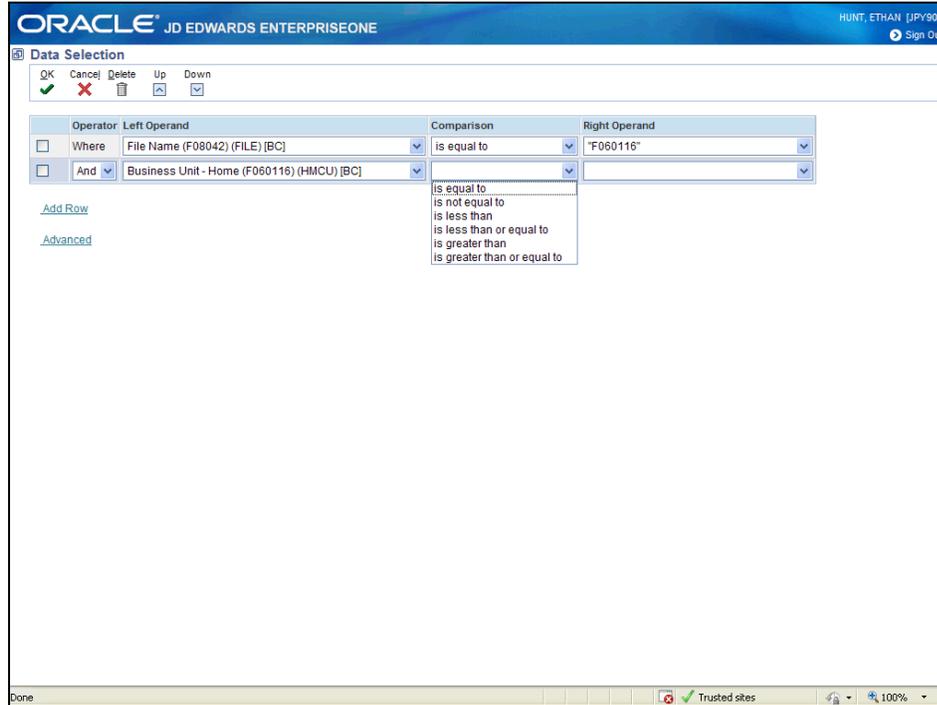
## Employee History Log



Step	Action
12.	Click the <b>Business Unit - Home (F060116) (HMCU) [BC]</b> list item.



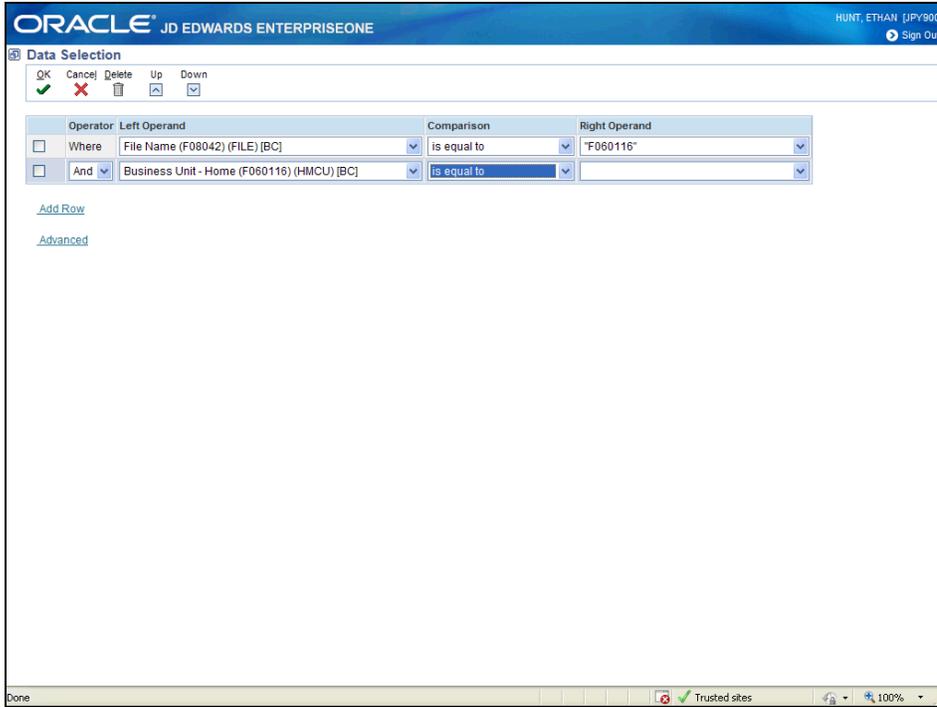
Step	Action
13.	Click the drop down menu for the <b>Comparison</b> column. 



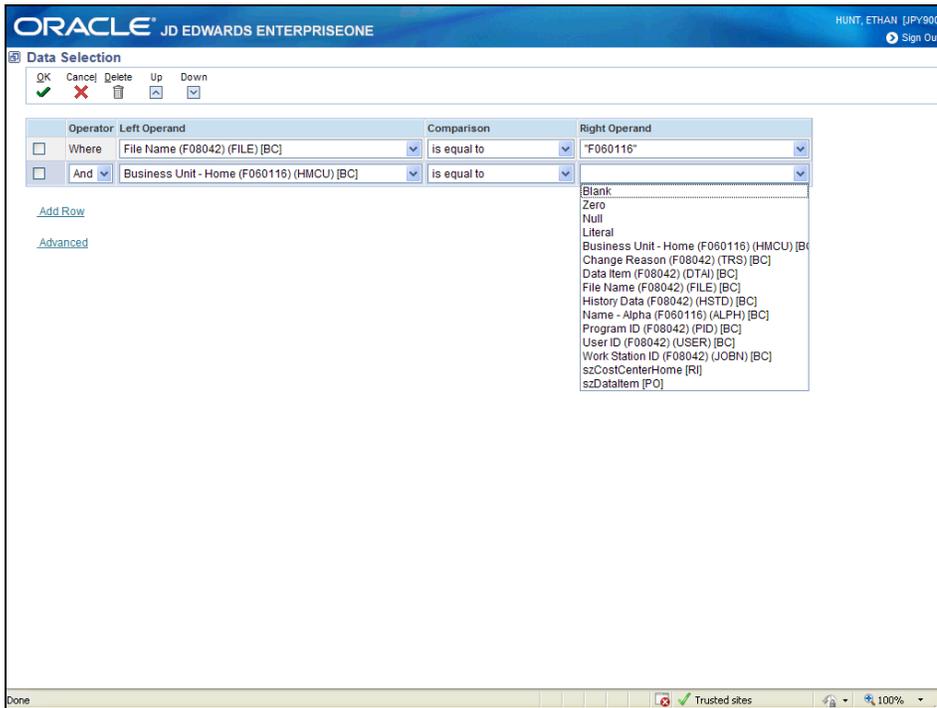
Step	Action
14.	Click the <b>is equal to</b> . 

# Training Guide

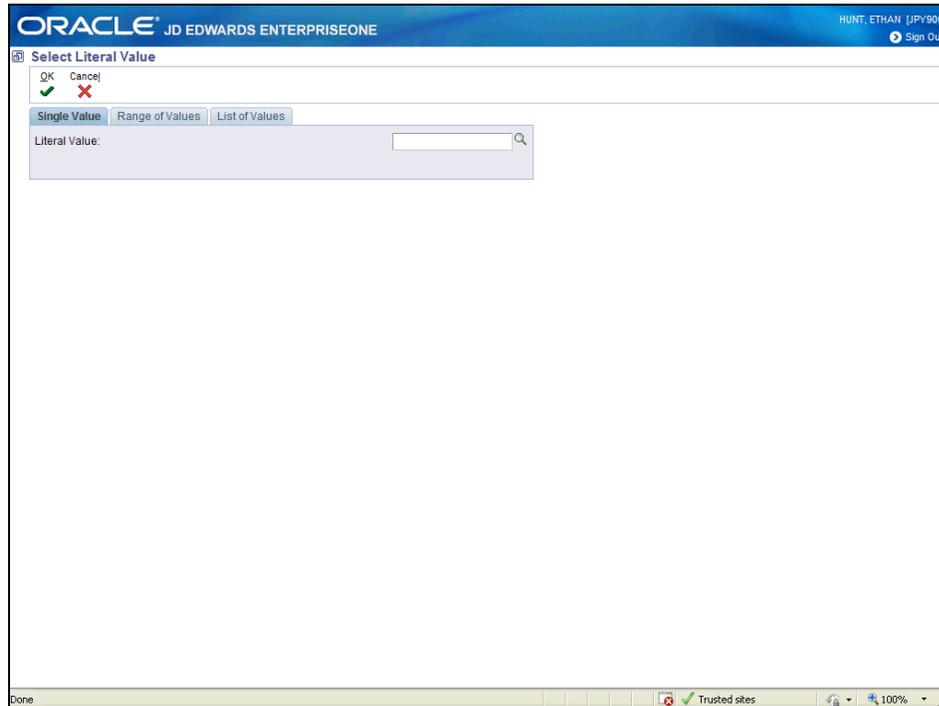
## Employee History Log



Step	Action
15.	Click the drop down menu for the <b>Right Operand</b> column. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>



Step	Action
16.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
17.	In the <b>Literal Value</b> field enter the appropriate Business Unit.
18.	Click the <b>OK</b> button. <div style="display: inline-block; border: 1px solid black; padding: 2px; margin: 2px;">✔</div>
19.	In the next blank line click the drop down menu for the <b>Left Operand</b> column.

# Training Guide

## Employee History Log



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	"65025009"
<input type="checkbox"/> And	Address Number (F060116) (AN8) [BC]		

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

- Address Number (F08042) (AN8) [BC]
- Address Number (F08042) (AN8) [BC]
- Business Unit - Home (F060116) (HMCU) [BC]
- Change Reason (F08042) (TRS) [BC]
- Change Reason (F08042) (TRS) [BC]
- Data Item (F08042) (DTAI) [BC]
- Date - Effective On (F08042) (EFTO) [BC]
- Date - Updated (F08042) (LUPMU) [BC]
- Employee Pay Status (F060116) (PAST) [BC]
- Employment Status (F060116) (EST) [BC]
- File Name (F08042) (FILE) [BC]
- History Data (F08042) (HSTD) [BC]
- Name - Alpha (F060116) (ALPH) [BC]
- Numeric Value of History Data (F08042) (HSTN) [BC]
- Program ID (F08042) (PID) [BC]
- Sequence Number for View (F08042) (SEQ#) [BC]
- User ID (F08042) (USER) [BC]
- Work Station ID (F08042) (JOBNI) [BC]

Done Trusted sites 100%

Step	Action
20.	Click the <b>Change Reason (F08042) (TRS) [BC]</b> .

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

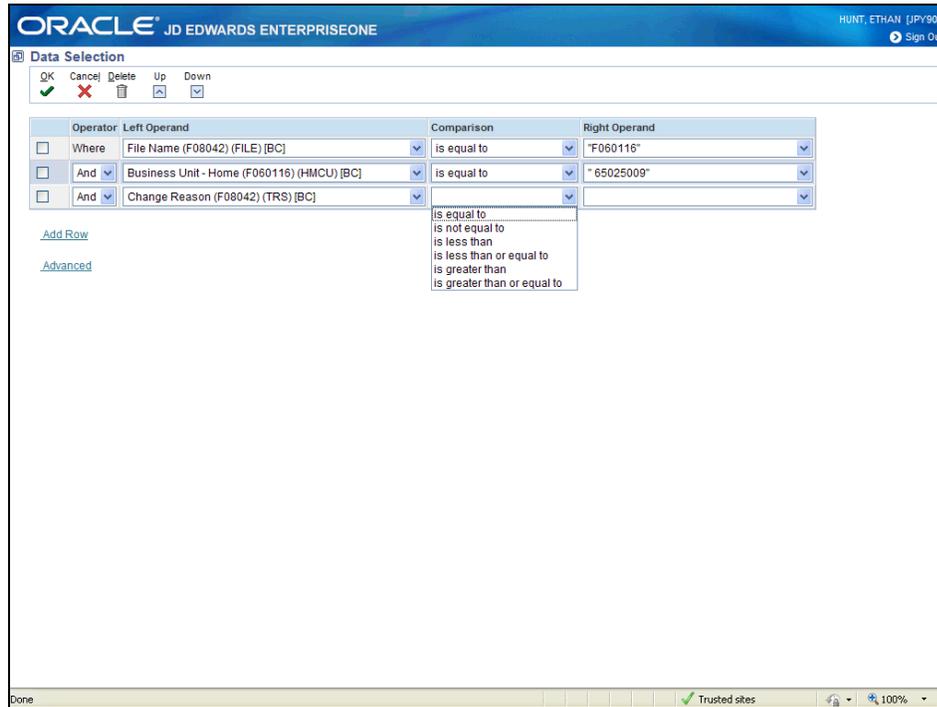
OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	"65025009"
<input type="checkbox"/> And	Change Reason (F08042) (TRS) [BC]		

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

Done Trusted sites 100%

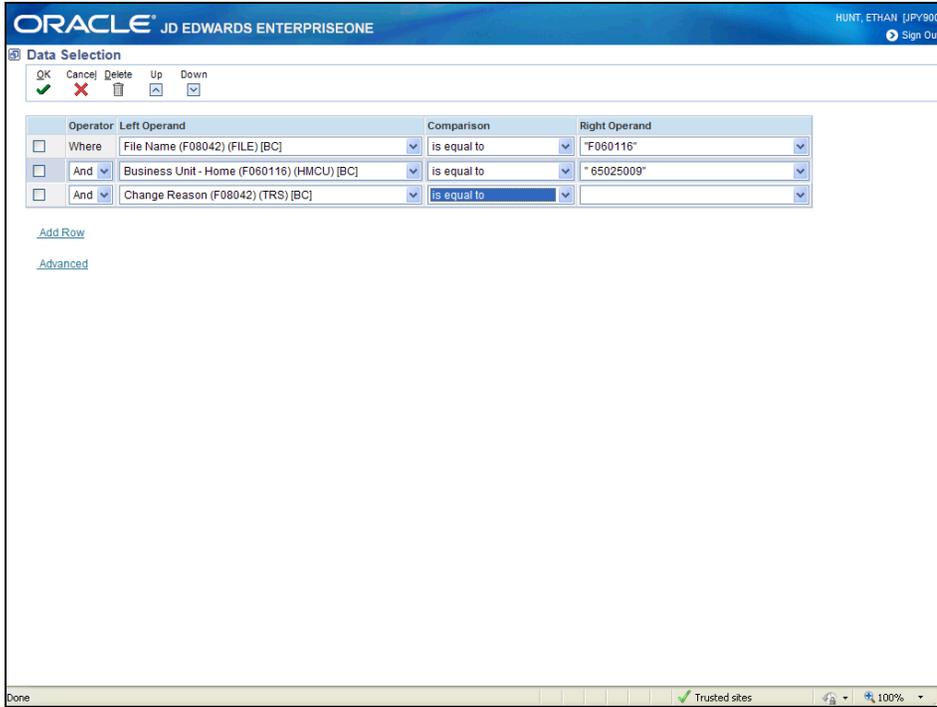
Step	Action
21.	Click the drop down menu for the <b>Comparison</b> column. 



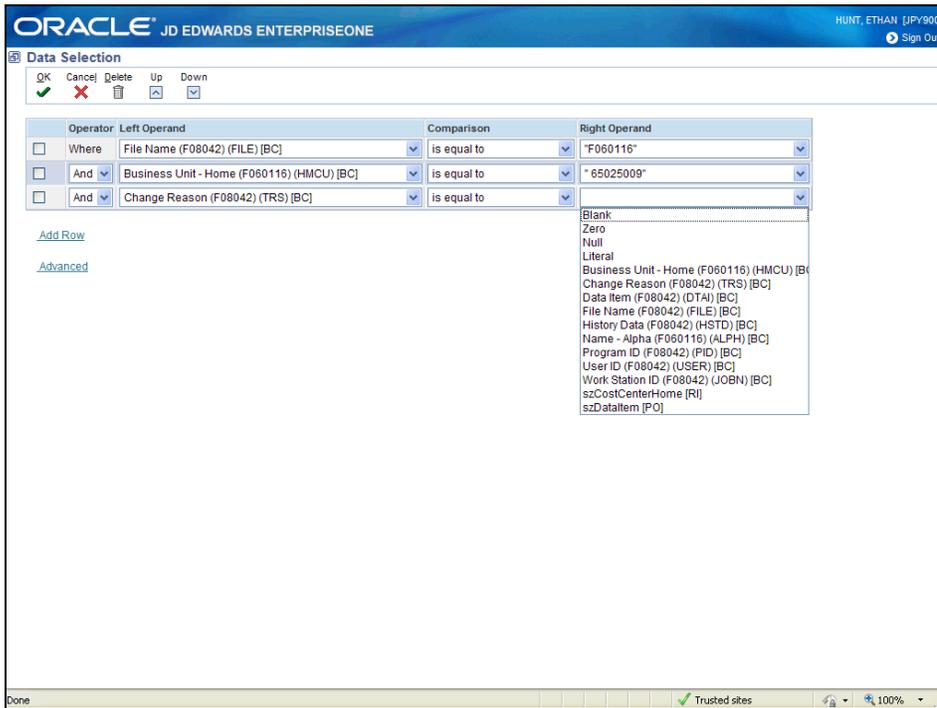
Step	Action
22.	Click the <b>is equal to</b> . 

# Training Guide

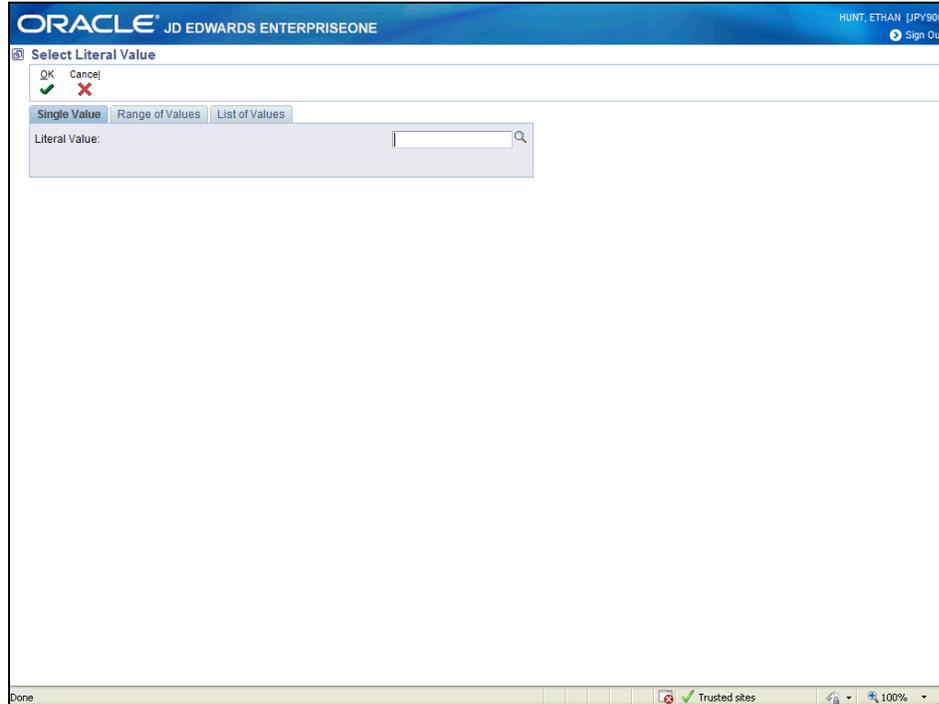
## Employee History Log



Step	Action
23.	Click the drop down menu for the <b>Right Operand</b> column.



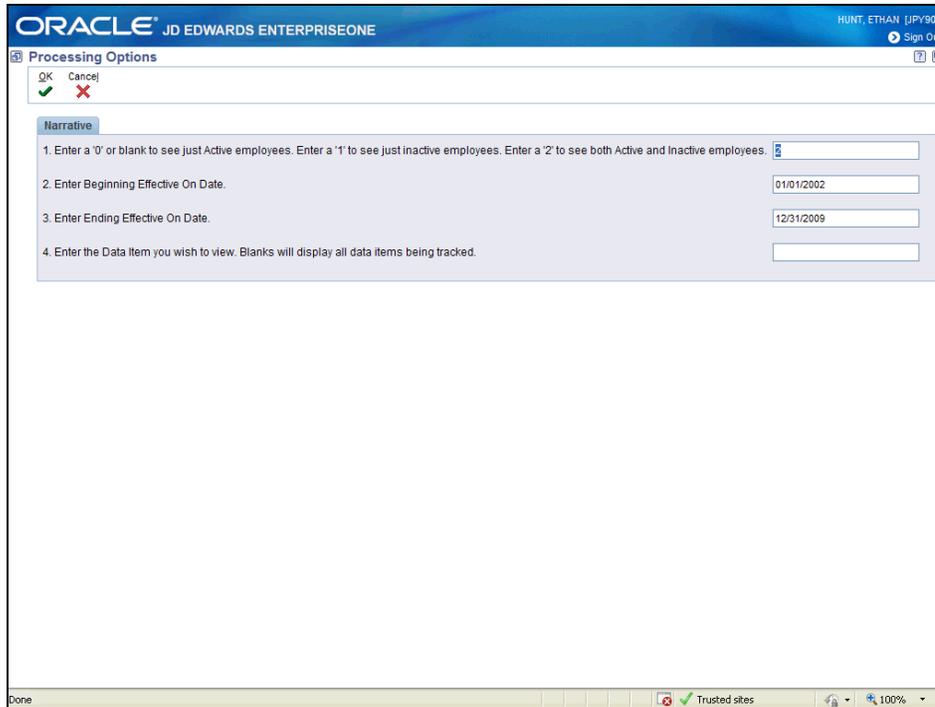
Step	Action
24.	Click the <b>Literal</b> . <div style="border: 1px solid black; padding: 2px; display: inline-block;">Literal</div>



Step	Action
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. <div style="text-align: center;">✔</div>
27.	Click in the <b>OK</b> button. <div style="text-align: center;">✔</div>

# Training Guide

## Employee History Log



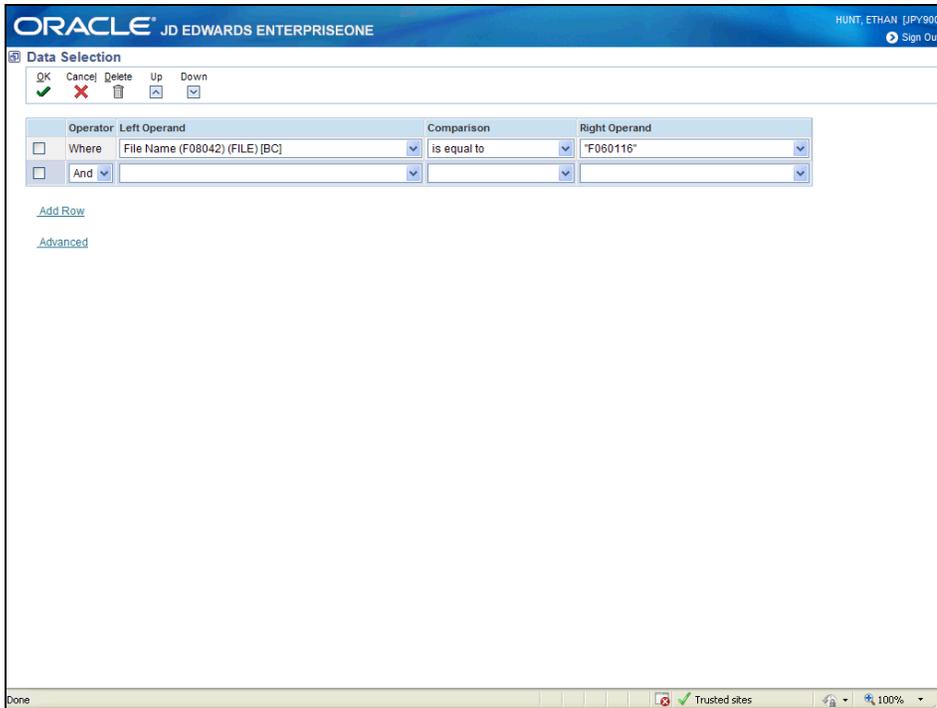
Step	Action
28.	In the first field enter one of the following:  <b>"0"</b> (or leave blank) - to see Active employees <b>"1"</b> - to see Inactive employees <b>"2"</b> to see both Active and Inactive employees
29.	In the <b>Enter Beginning Effective On Date</b> field enter <b>"1/1/02"</b> to ensure all 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.

Step	Action
32.	Click <b>OK</b> . 

# Training Guide

## Employee History Log

Step	Action
33.	Click the <b>OK</b> button. 
34.	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.  You have successfully completed this lesson. <b>End of Procedure.</b> Remaining steps apply to other paths.



Step	Action
35.	In the first blank line click the drop down menu for the <b>Left Operand</b> column.

**ORACLE** JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

**Data Selection**

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And	Address Number (F060116) (AN8) [BC]		

Address Number (F060116) (AN8) [BC]  
 Address Number (F08042) (AN8) [BC]  
 Business Unit - Home (F060116) (HMCU) [BC]  
 Change Reason (F08042) (TRS) [BC]  
 Data Item (F08042) (DTAI) [BC]  
 Date - Effective On (F08042) (EFTO) [BC]  
 Date - Updated (F08042) (UPMJ) [BC]  
 Employee Pay Status (F060116) (PAST) [BC]  
 Employment Status (F060116) (EST) [BC]  
 File Name (F08042) (FILE) [BC]  
 History Data (F08042) (HSTD) [BC]  
 Name - Alpha (F060116) (ALPH) [BC]  
 Numeric Value of History Data (F08042) (HSTN) [BC]  
 Program ID (F08042) (PID) [BC]  
 Sequence Number for View (F08042) (SEQ#) [BC]  
 User ID (F08042) (USER) [BC]  
 Work Station ID (F08042) (JOB#) [BC]

Done Trusted sites 100%

Step	Action
36.	Click the <b>Address Number (F060116) (AN8) [BC]</b> .

**ORACLE** JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

**Data Selection**

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And	Address Number (F060116) (AN8) [BC]		

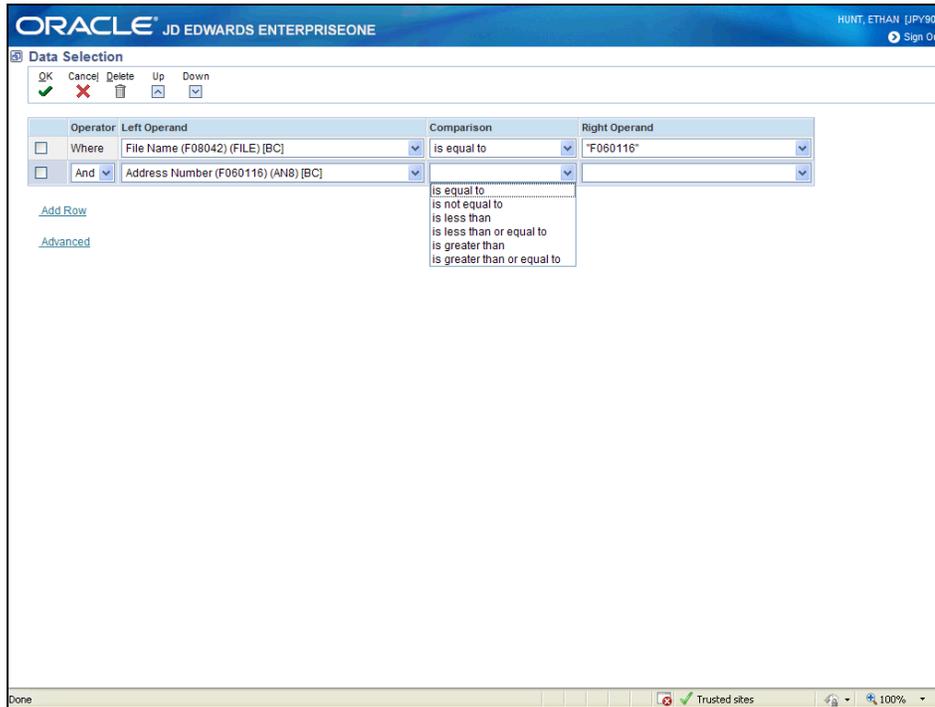
Address Number (F060116) (AN8) [BC]

Done Trusted sites 100%

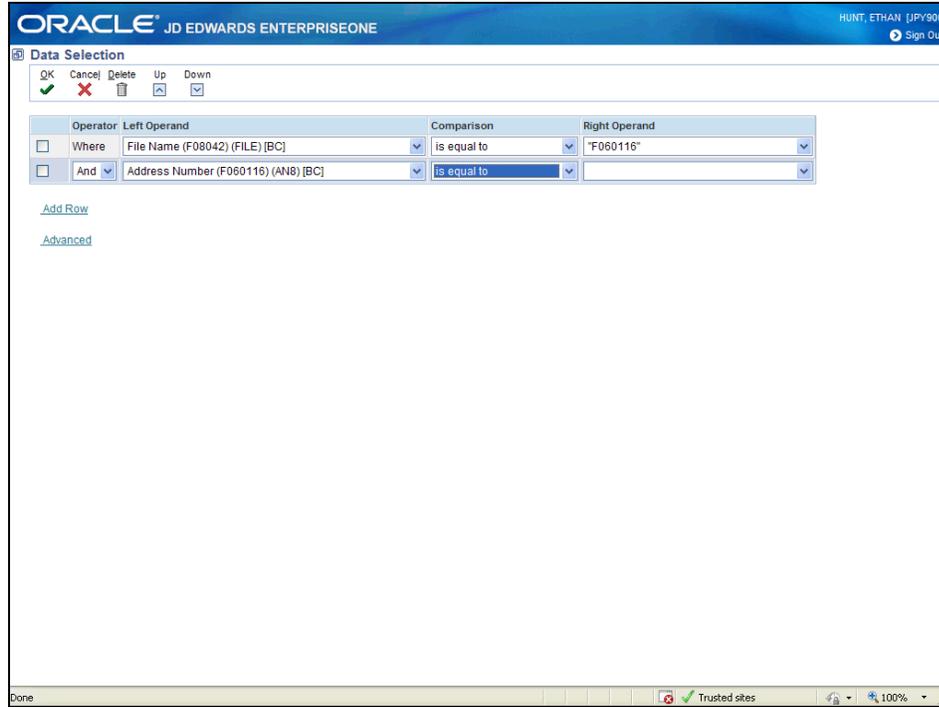
# Training Guide

## Employee History Log

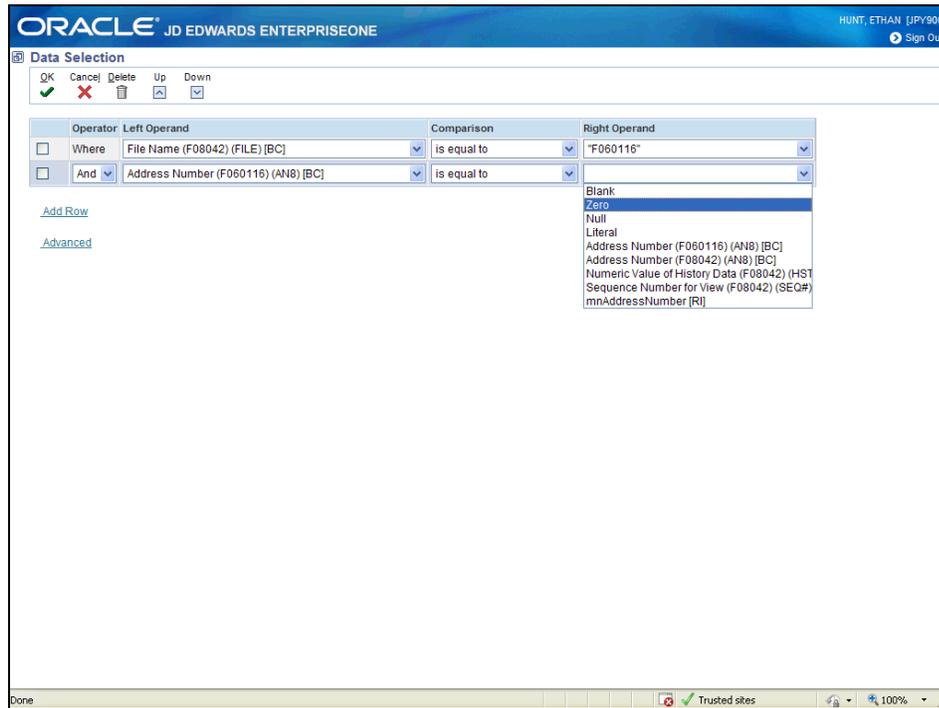
Step	Action
37.	Click the drop down menu for the <b>Comparison</b> column. 



Step	Action
38.	Click the <b>is equal to</b> . 



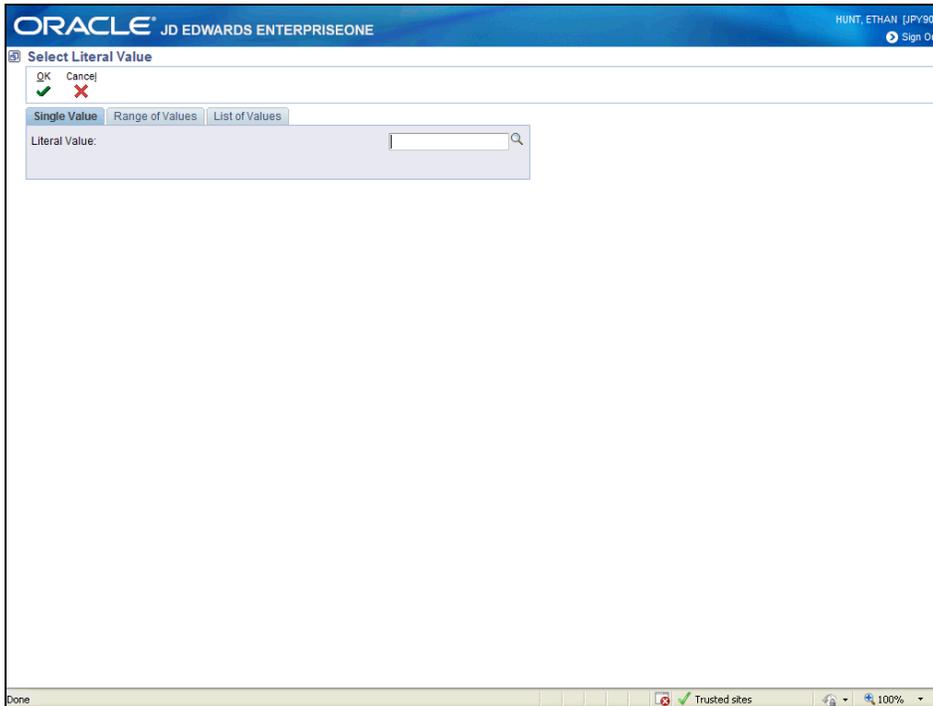
Step	Action
39.	Click the drop down menu for the <b>Right Operand</b> column. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>



# Training Guide

## Employee History Log

Step	Action
40.	Click <b>Literal</b> . <div style="border: 1px solid black; padding: 2px; width: fit-content;">Literal</div>



Step	Action
41.	In the <b>Literal Value</b> field enter the employee's address book number.
42.	Click the <b>OK</b> button. <input checked="" type="checkbox"/>
43.	Click the <b>OK</b> button. <input checked="" type="checkbox"/> Go to step 28 on page 12