

## **Reviewing Employee History**

---

# COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

## U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

## 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.

## Table of Contents

<b>Reviewing Employee History .....</b>	<b>1</b>
<b>Reviewing Employee History Overview.....</b>	<b>1</b>
<b>Reviewing Employee History Lesson .....</b>	<b>1</b>

## Reviewing Employee History

### Reviewing Employee History Overview

The system creates history records whenever employee information is changed. A separate history record is created for each data item for which history is being tracked. The history records include the following information:

- The specific change
- The reason for the change (known as the Change Reason Code)
- The date that the change became effective or the date that the change becomes effective
- The system date when the change was made
- The user ID of the person who made the change
- The program ID that identifies where the change was made

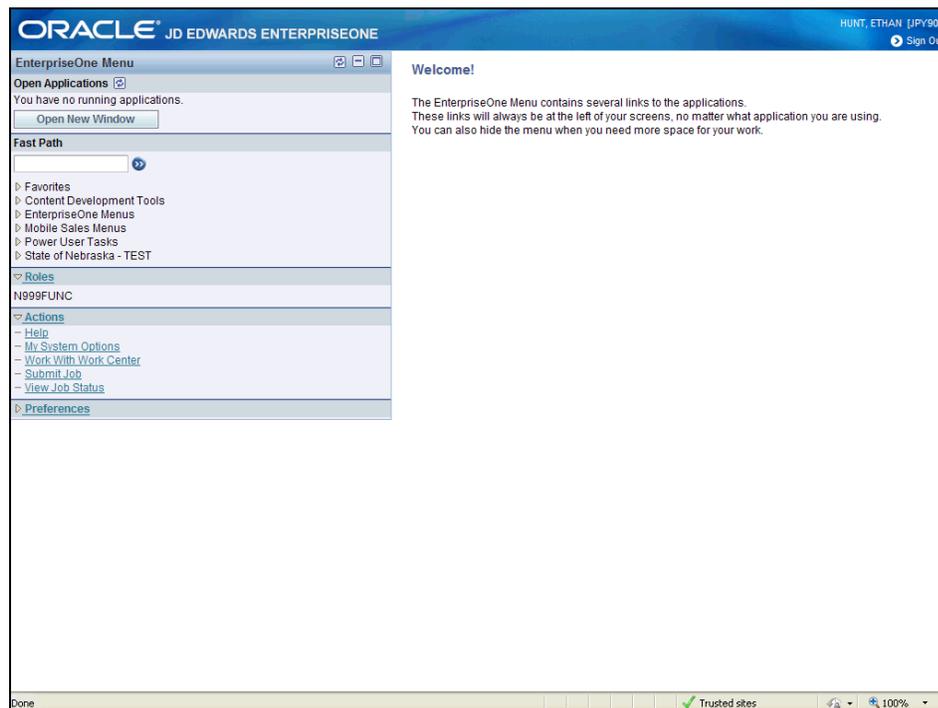
Use Employee History Inquiry to complete the following tasks:

- Analyze historical changes to employee information
- Consider an employee's work record for another position
- Review the complete history records for an Employee

### Reviewing Employee History Lesson

#### Procedure

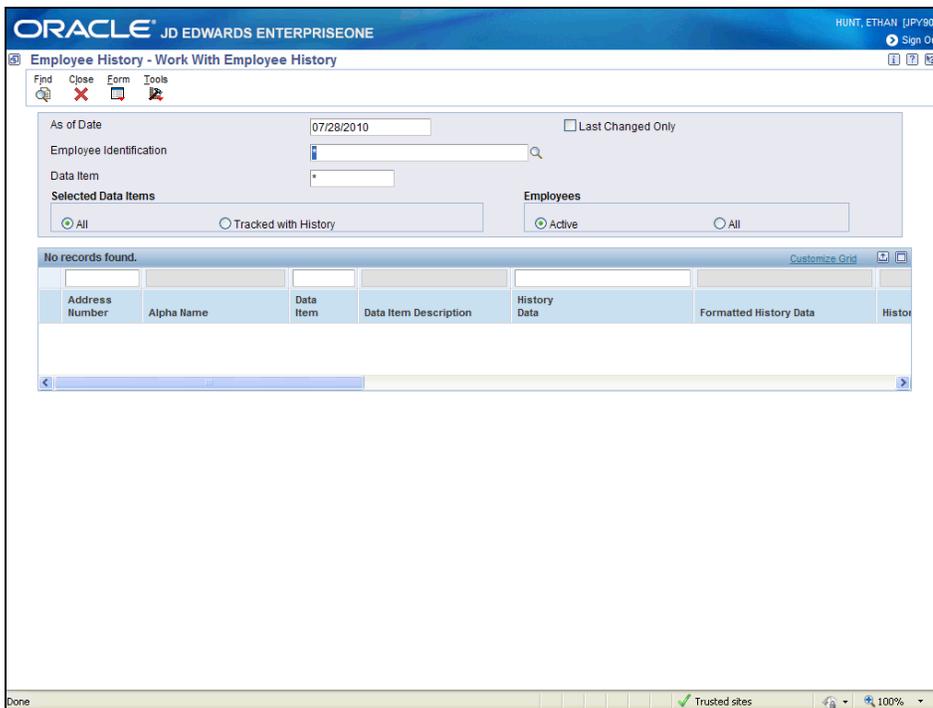
In this lesson you will learn how to review an employee's history.



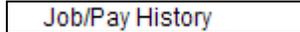
# Training Guide

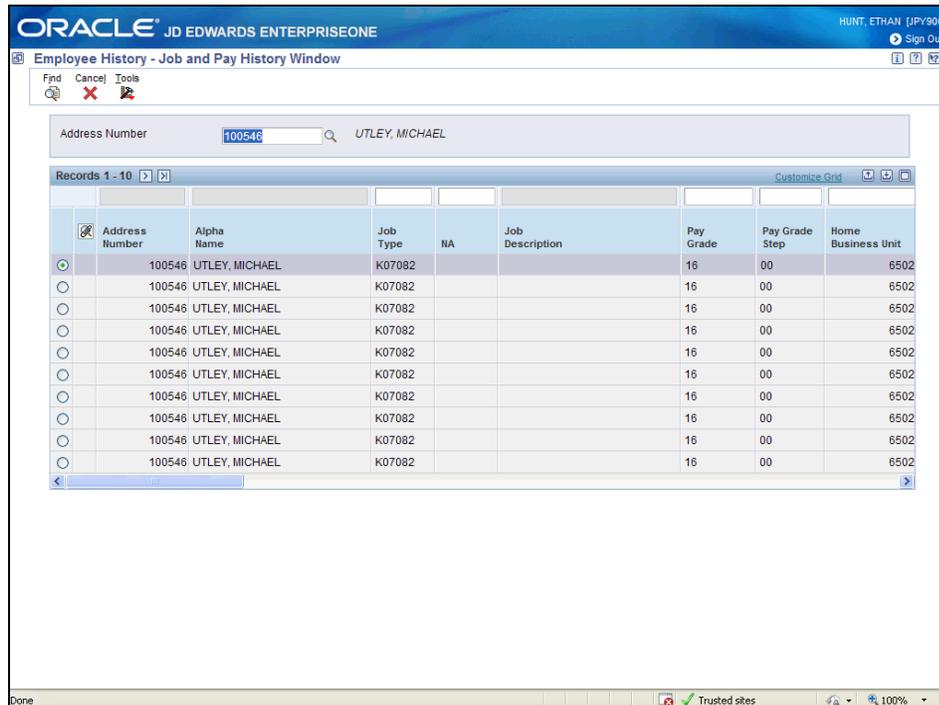
## Reviewing Employee History

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Human Resources</b> link. 
3.	Click the <b>HR Inquiries</b> link. 
4.	Click the <b>Employee Inquiries</b> link. 
5.	Click the <b>Employee History</b> link. 



Step	Action
6.	Complete one or more of the following fields: <b>As of Date</b> <b>Employee Identification</b> (use visual assist, if needed)
7.	<b>Note:</b> To view only the most recent change to a data item, click the <b>Last Changed Only</b> box in the Header.

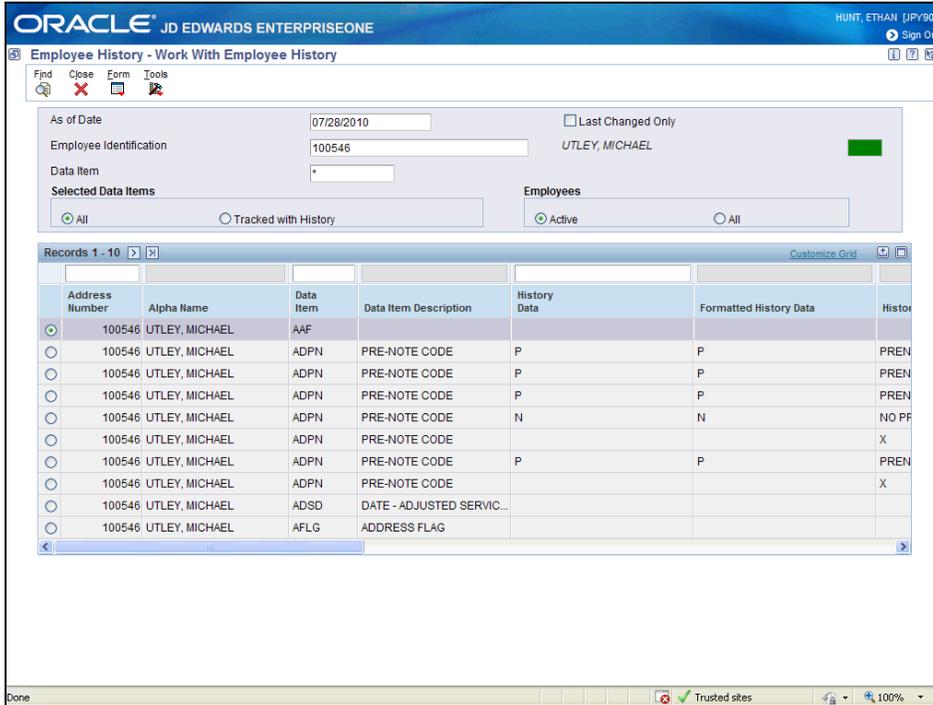
Step	Action
8.	Choose an option under <b>Selected Data Items</b> :  <b>All</b> – display data items that are set up for history tracking whether or not they have history records.  <b>Tracked with History</b> – display all data items that are set up for history tracking which have history records attached.
9.	Choose an option under <b>Employees</b> :  <b>Active</b> – display all employees who are not terminated or on a leave of absence  <b>All</b> – active, terminated and on a leave of absence.
10.	Click the <b>Find</b> button. 
11.	Review the information on the grid.
12.	To see job and pay history click the <b>Form</b> button. 
13.	Click the <b>Job/Pay History</b> menu. 
14.	Review the information on the grid.



# Training Guide

## Reviewing Employee History

Step	Action
15.	When finished click the <b>Cancel</b> button. 



Step	Action
16.	Click the <b>Close</b> button. 
17.	You have successfully completed this lesson. <b>End of Procedure.</b>