

Reviewing PDBA History

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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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Reviewing PDBA History

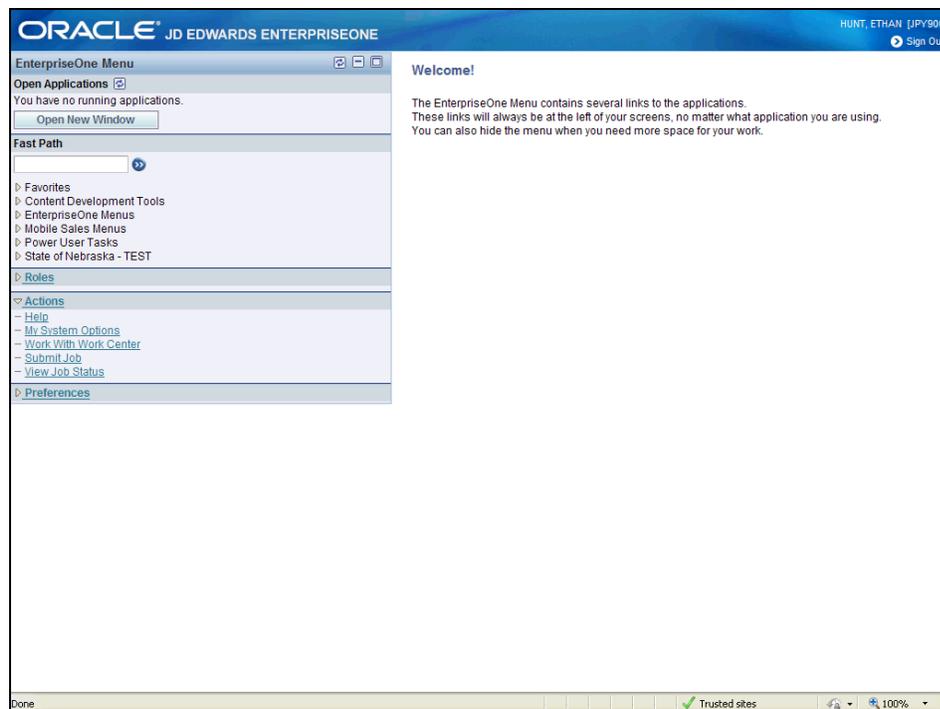
Reviewing PDBA History Overview

Use the PDBA (Payroll Deduction, Benefit, and Accrual) History window to review information about employees' past payroll, deductions, benefits, and accrual amounts. PDBA History available to review after Final Payroll Update is run.

Review PDBAs by Payroll Month Lesson

Procedure

In this lesson you will learn how to review PDBAs by payroll month.

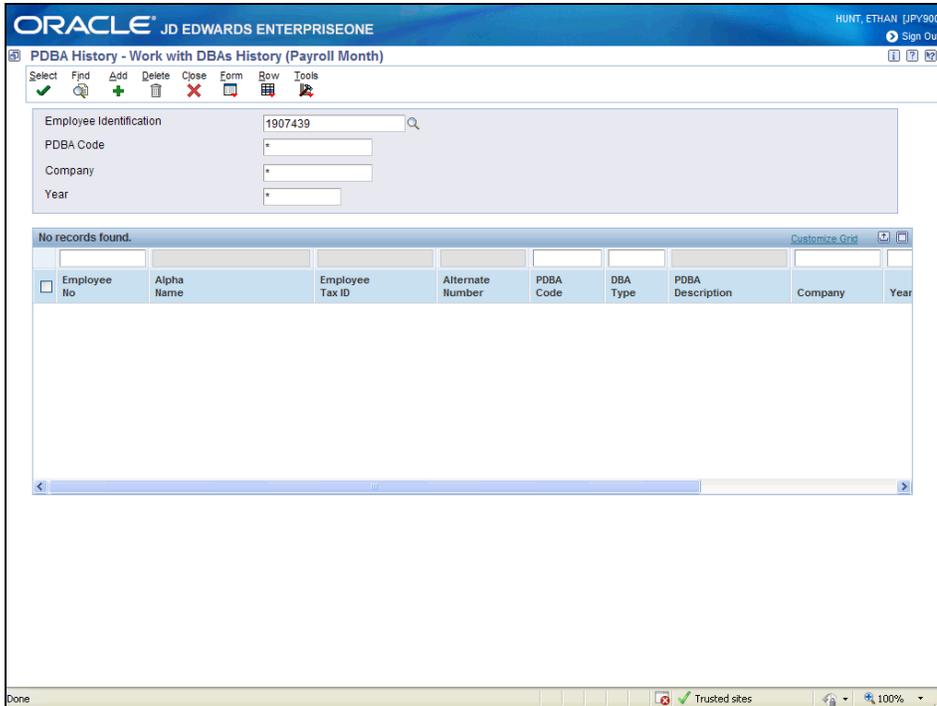


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Inquiries link. 
4.	Click the PDBA History link. 

Training Guide

Reviewing PDBA History

Step	Action
5.	<p>Complete one or more of the fields:</p> <p>Employee Identification PDBA Code (Deduction, Benefit, or Accrual) Company Year</p>



Step	Action
6.	<p>Click the Find button.</p> 
7.	<p>Choose the employee and PDBA you wish to review by clicking the check box next to it.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the PDBAs By Payroll M menu.</p> 
10.	<p>Review the PDBA history information.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

PDBA History - PDBAs by Payroll Month

Employee No. 1907439 HOOD, ROBIN Year * 4
 PDBA Code * 1 P REGULAR PAY Tax History Type
 Company * 10000 STATE GENERAL FUND Tax ID *

Month	Gross Pay	Hours	Pieces
January			
February			
March			
April			
May			
June			
July			
August			
September	7,403.12	232.00	
October	4,850.32	152.00	
November	4,850.32	152.00	
December	4,084.48	128.00	
YTD Total	21,188.24	664.00	
Beginning Balance			
Prior Year			Arrearage
Remain Bal/Prds.			

Step	Action
11.	Click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

PDBA History - Work with DBAs History (Payroll Month)

Employee Identification 1907439 HOOD, ROBIN
 PDBA Code *
 Company *
 Year *

Records 1 - 10

Employee No.	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
<input checked="" type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		30 P	VACATION PD. ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		30 P	VACATION PD. ...	10000	
<input type="checkbox"/>	1907439	HOOD, ROBIN	222222227		30 P	VACATION PD. ...	10000	

Training Guide

Reviewing PDBA History

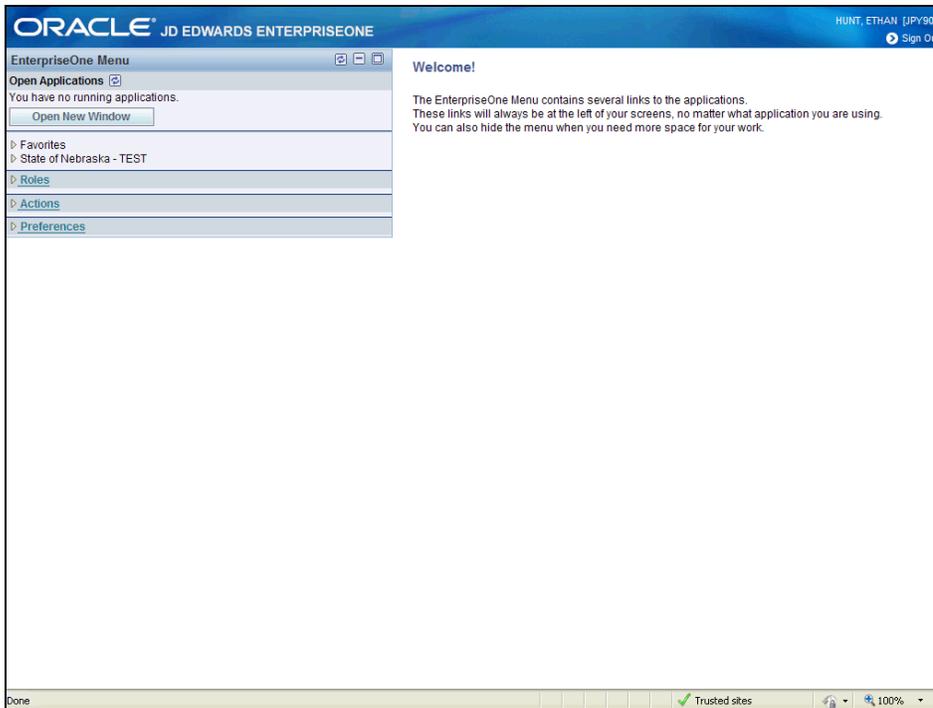
Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.

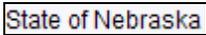
Review DBA Detail

Procedure

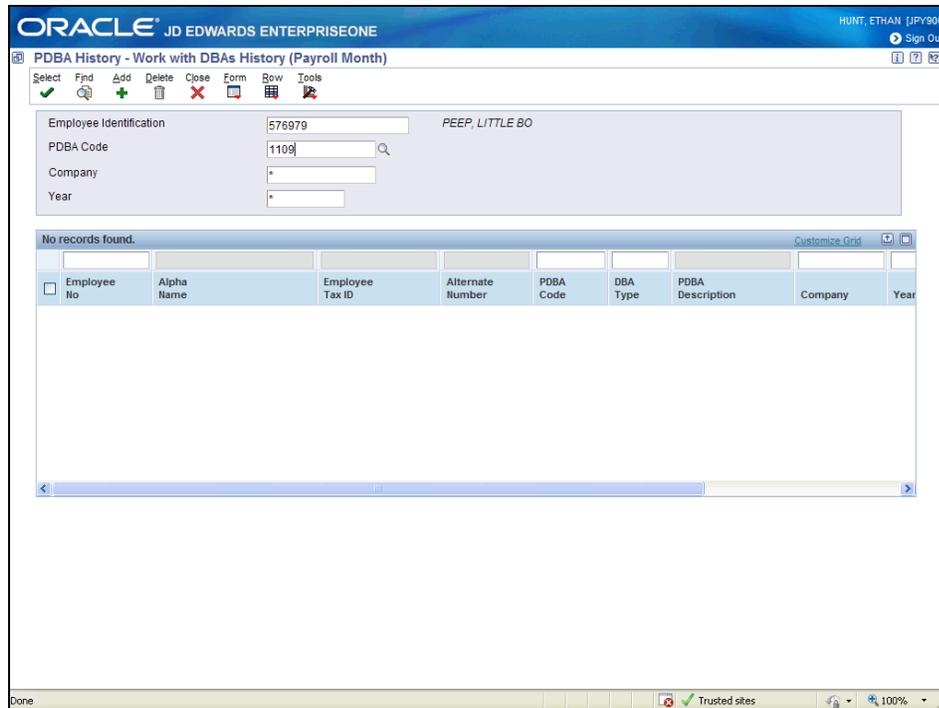
In this lesson you will learn how to review a DBA detail.

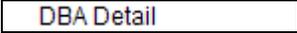
Note: Only Deductions, Benefits, and Accruals can be reviewed here.



Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Inquiries link. 
4.	Click the PDBA History link. 

Step	Action
5.	Complete one or more of the fields: Employee Identification PDBA Code (Deduction, Benefit, or Accrual) Company Year



Step	Action
6.	Click the Find button. 
7.	Choose the employee and PDBA you wish to review by clicking the check box next to it. 
8.	Click the Row button. 
9.	Click the DBA Detail menu. 
10.	Review the DBA history information.

Training Guide

Reviewing PDBA History

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

PDBA History - DBA Detail

Employee No. 576979 PEEP, LITTLE BO
 DBA Code 1109 GROSS PAY
 Pay Period Dates - From 01/01/2003 Thru 12/31/2003

Records 1 - 4

Employee Number	Check Control	Pay Period End Date	DBA Code	DBA Type	Work Date	Hours Worked	Rate	Gross Pay	Business Unit	Barg Unit	Job Type
576979	32004081	01/21/2003	1109	A	01/21/2003	154.36	100.0000	154.36	65080001	N	N01971
576979	33034071	01/29/2003	1109	A	01/29/2003	96.25	100.0000	96.25	65080001	N	N01971
576979	35809387	03/26/2003	1109	A	03/26/2003	94.43	100.0000	94.43	65080001	N	N01971
								345.04			

Step	Action
11.	Click the Cancel button.

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

PDBA History - Work with DBAs History (Payroll Month)

Employee Identification 576979 PEEP, LITTLE BO
 PDBA Code 1109 GROSS PAY
 Company *
 Year *

Records 1 - 3

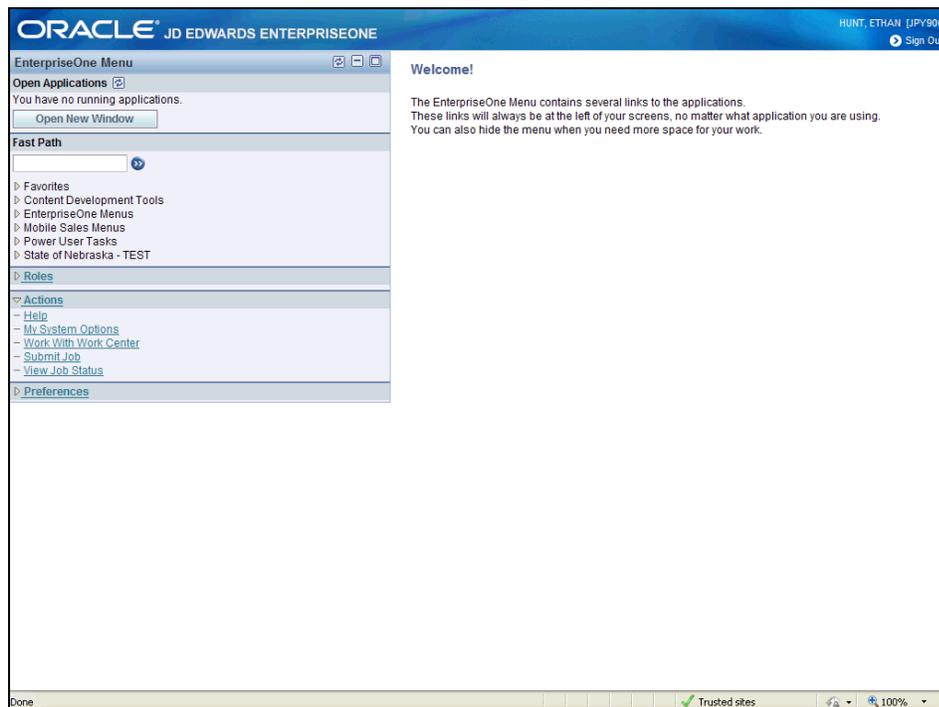
Employee No.	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
<input checked="" type="checkbox"/>	576979 PEEP, LITTLE BO	222222224		1109	A	GROSS PAY	10000	
<input type="checkbox"/>	576979 PEEP, LITTLE BO	222222224		1109	A	GROSS PAY	10000	
<input type="checkbox"/>	576979 PEEP, LITTLE BO	222222224		1109	A	GROSS PAY	10000	

Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.

Review Pay Detail

Procedure

In this lesson you will learn how to review pay detail.

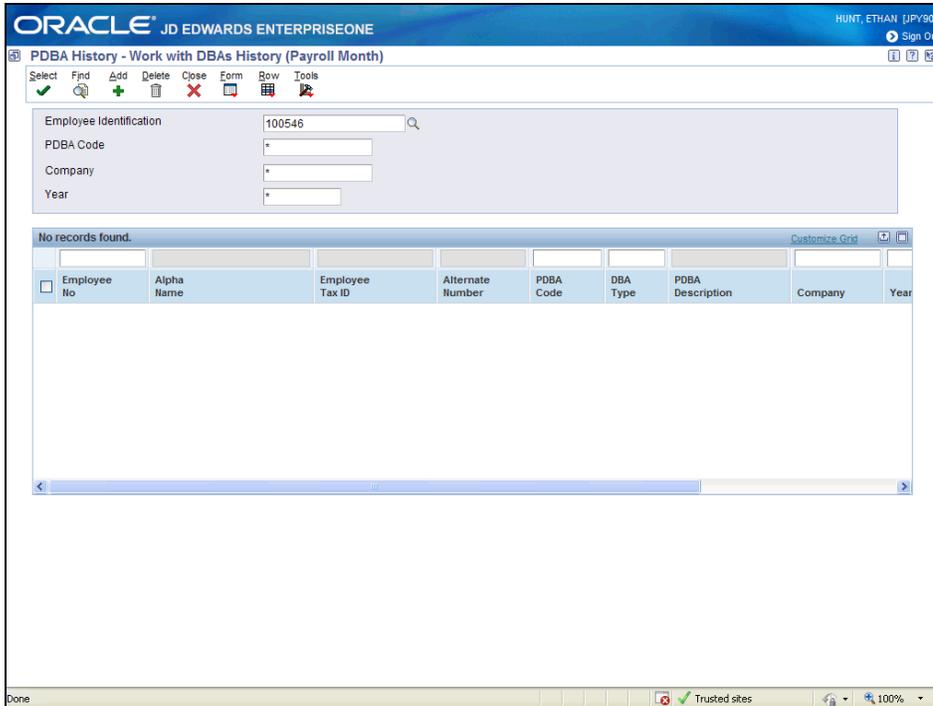


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Inquiries link. 
4.	Click the PDBA History link. 

Training Guide

Reviewing PDBA History

Step	Action
5.	<p>Complete one or more of the fields:</p> <p>Employee Identification PDBA Code (Deduction, Benefit, or Accrual) Company Year</p>



Step	Action
6.	<p>Click the Find button.</p> 
7.	<p>Choose the employee and PDBA you wish to review by clicking the check box next to it.</p> 
8.	<p>Click the Row button.</p> 
9.	<p>Click the Pay Detail menu.</p> 
10.	<p>Review the DBA history information.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPV900) Sign Out

PDBA History - Pay Detail

Employee No. 100546 UTLEY, MICHAEL Company - Home 10000

Business Unit *

Pay Type 1 REGULAR PAY

Work Dates - From 01/01/2003 Thru 12/31/2003

Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	NA	Sub Ledger	SBL Type	Check Control	Account Number	Tax Amount
01/15/2003	1	80.00	26.204	2,096.32	65025000	V07082				31805215	65025000.511100	28
01/29/2003	1	72.00	26.204	1,886.69	65025000	V07082				32984358	65025000.511100	28
02/12/2003	1	80.00	26.204	2,096.32	65025000	V07082				33611916	65025000.511100	28
02/26/2003	1	72.00	26.204	1,886.69	65025000	V07082				34536129	65025000.511100	28
03/12/2003	1	80.00	26.204	2,096.32	65025000	V07082				35034500	65025000.511100	28
03/26/2003	1	53.50	26.204	1,401.91	65025000	V07082				35859456	65025000.511100	28
04/09/2003	1	57.50	26.204	1,506.73	65025000	V07082				36351128	65025000.511100	28
04/23/2003	1	80.00	26.204	2,096.32	65025000	V07082				37150117	65025000.511100	28
05/07/2003	1			.01	65025000	V07082				37624351	65025000.511100	28
05/07/2003	1			.01	65025000	V07082				37624351	65025000.511100	28

Step	Action
11.	Click the Cancel button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPV900) Sign Out

PDBA History - Work with DBAs History (Payroll Month)

Employee Identification 100546 UTLEY, MICHAEL

PDBA Code *

Company *

Year *

Employee No.	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
<input checked="" type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			1 P	REGULAR PAY ...	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			2 P	REGULAR ADJ	10000	
<input type="checkbox"/>	100546 UTLEY, MICHAEL	222222225			5 P	ADJUST PRIOR ...	10000	

Training Guide

Reviewing PDBA History



Step	Action
12.	Click the Close button. 
13.	You have successfully completed this lesson. End of Procedure.