

Employee Roster

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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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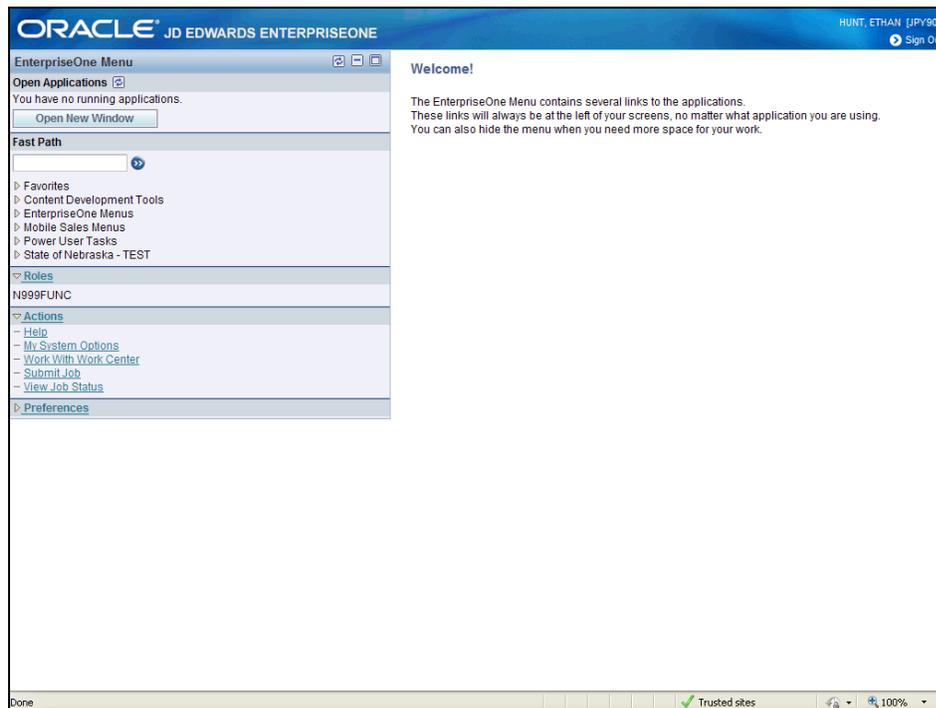
Employee Roster Overview

This report lists all employees or selected groups of employees entered in the Payroll system. Run this report to verify employee information has been entered correctly. Report includes employee address, social security number, NIS address book number, home business unit, job code, tax withholding status, federal and state tax exemptions, EEO information, group code, birth date and last start date.

Employee Roster Lesson

Procedure

In this lesson you will learn how to run the Employee Roster report.

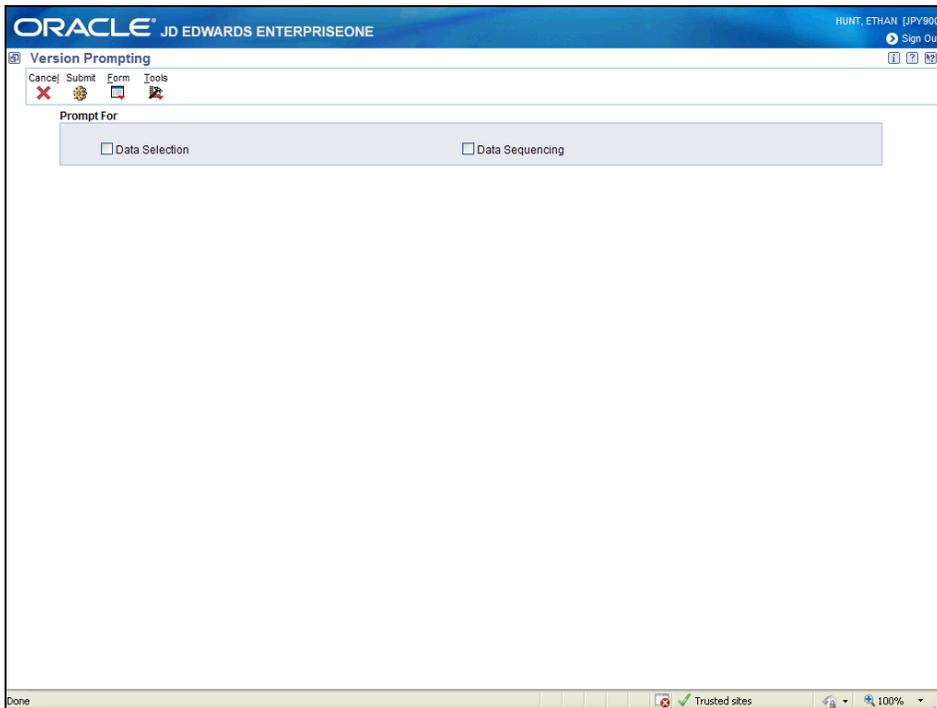


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources
3.	Click the HR Reports link. HR Reports
4.	Click the Employee Reports link. Employee Reports

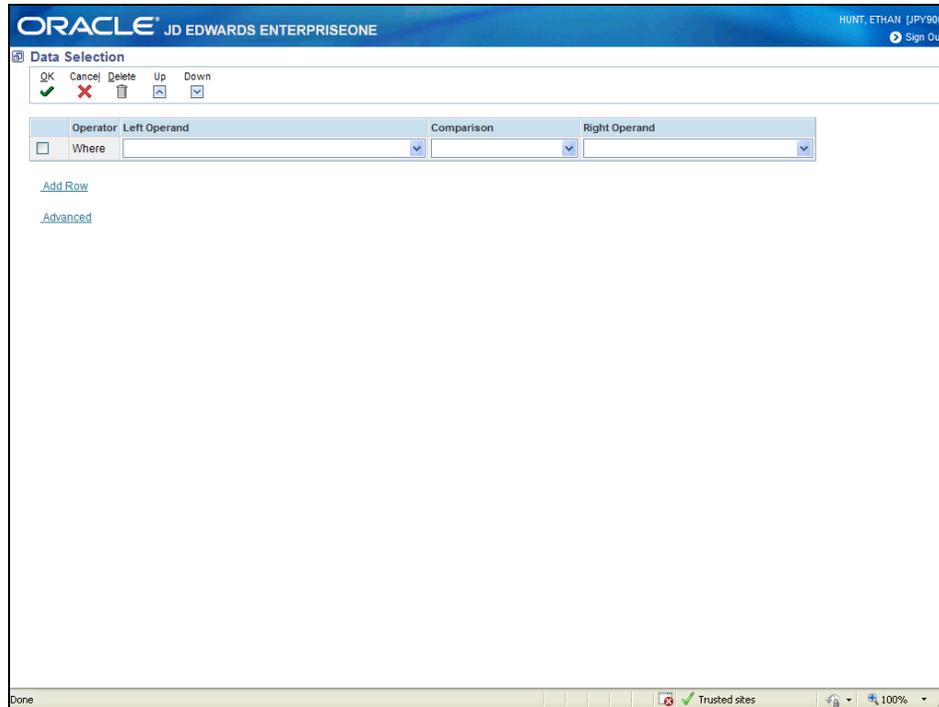
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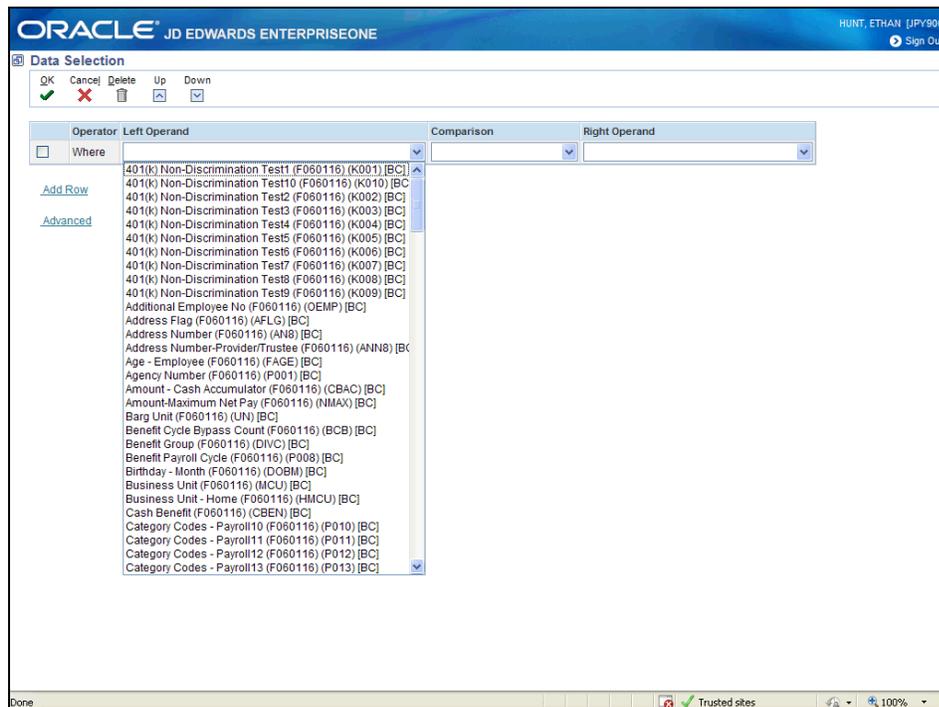
Step	Action
5.	Click the Employee Details link.
6.	Click the Employee Roster link.



Step	Action
7.	Click the Data Selection option.
8.	Click the Data Sequencing option.
9.	Click the Submit button.



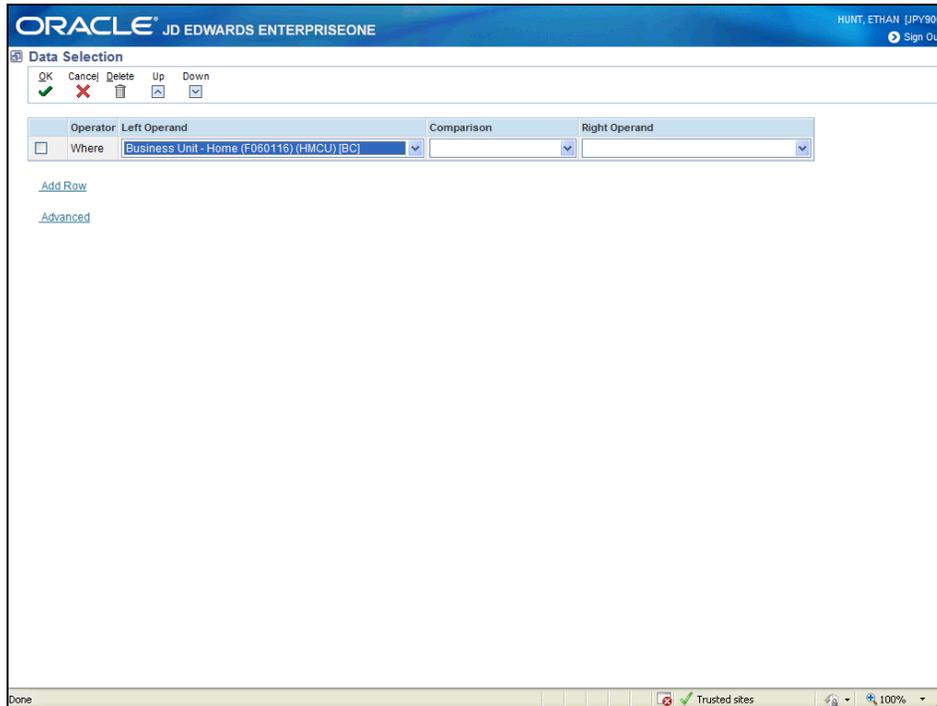
Step	Action
10.	Click the Left Operand list.



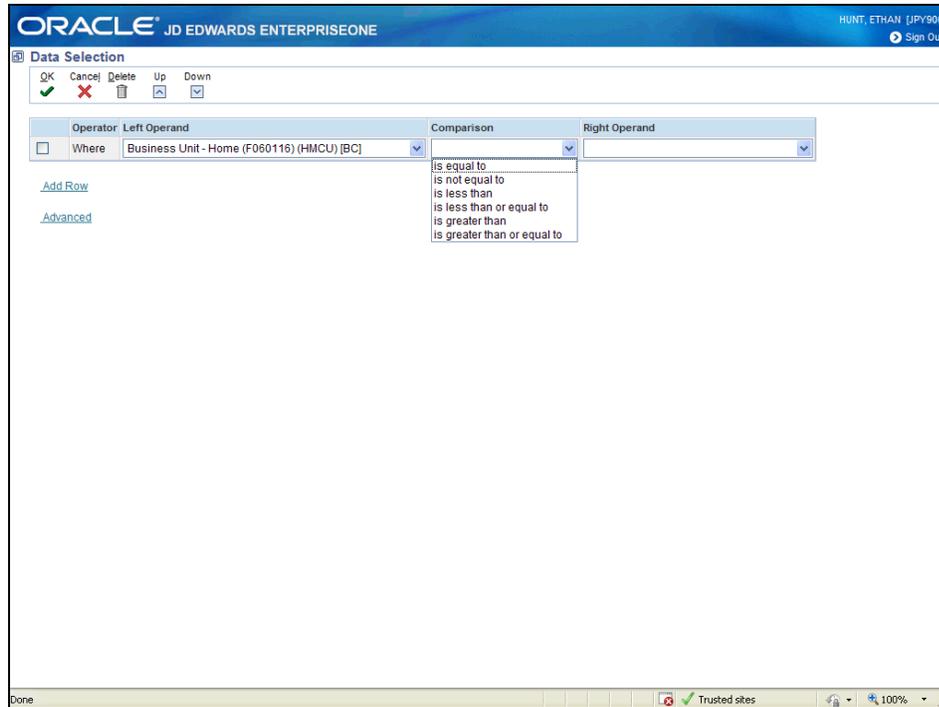
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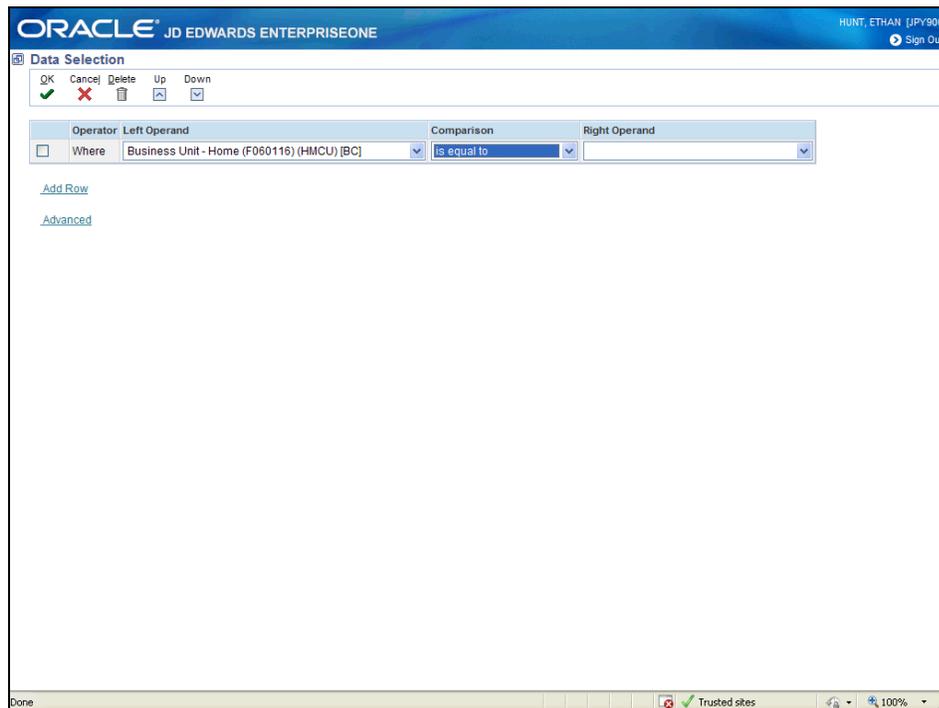
Step	Action
11.	Click the Business Unit - Home (F060116) (HMCU) [BC] list item. <input type="text" value="Business Unit - Home (F060116) (HMCU) [BC]"/>



Step	Action
12.	Click the Comparison list. <input type="text" value=""/>

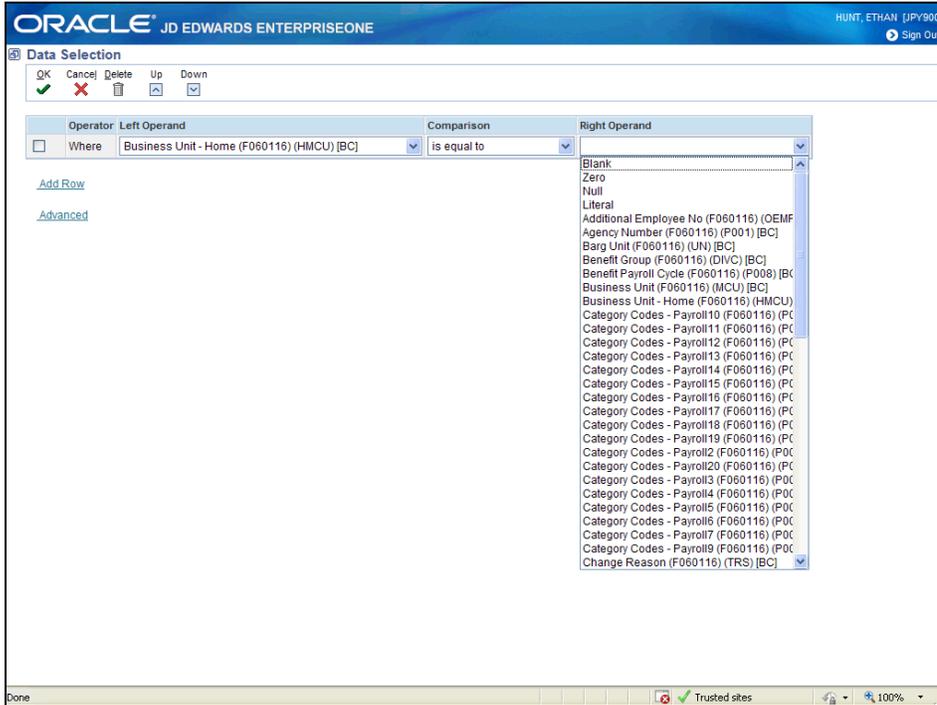


Step	Action
13.	Click the is equal to list item. <div style="border: 1px dashed black; padding: 2px; display: inline-block;">is equal to</div>

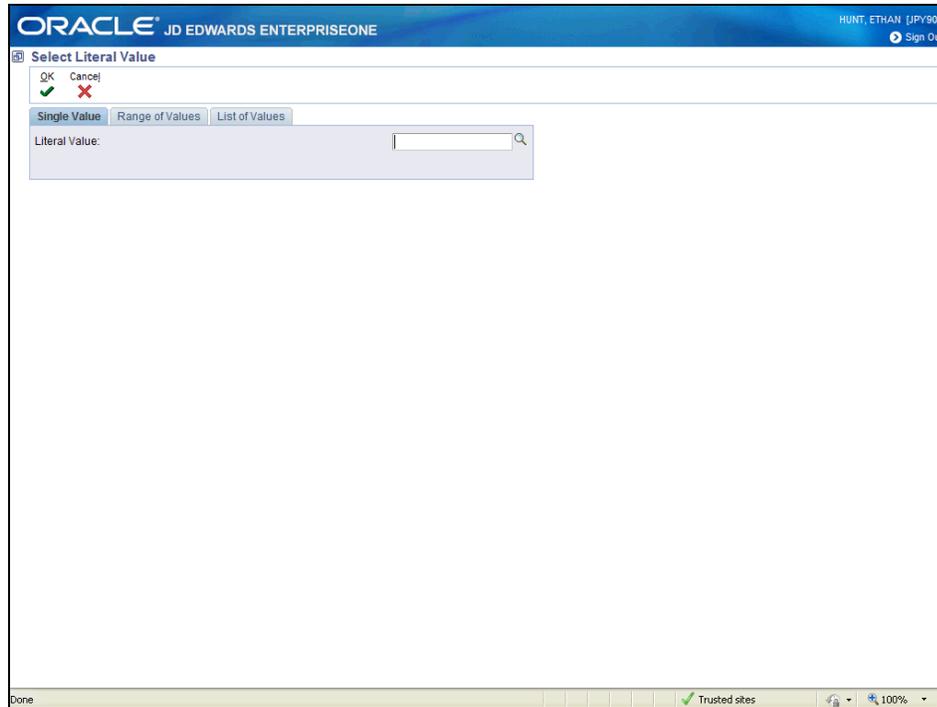


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Step	Action
14.	Click the Right Operand list. <div style="border: 1px solid black; width: 300px; height: 20px; margin-top: 5px;"></div>



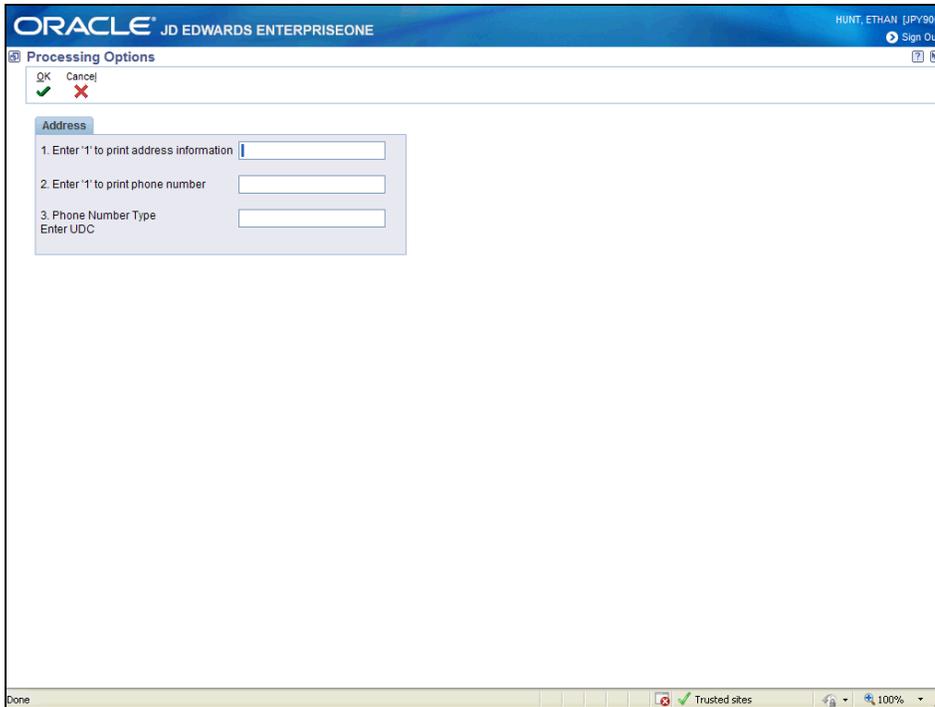
Step	Action
15.	Click the Literal list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Additional Employee No (F060116) (OEMF)</div>



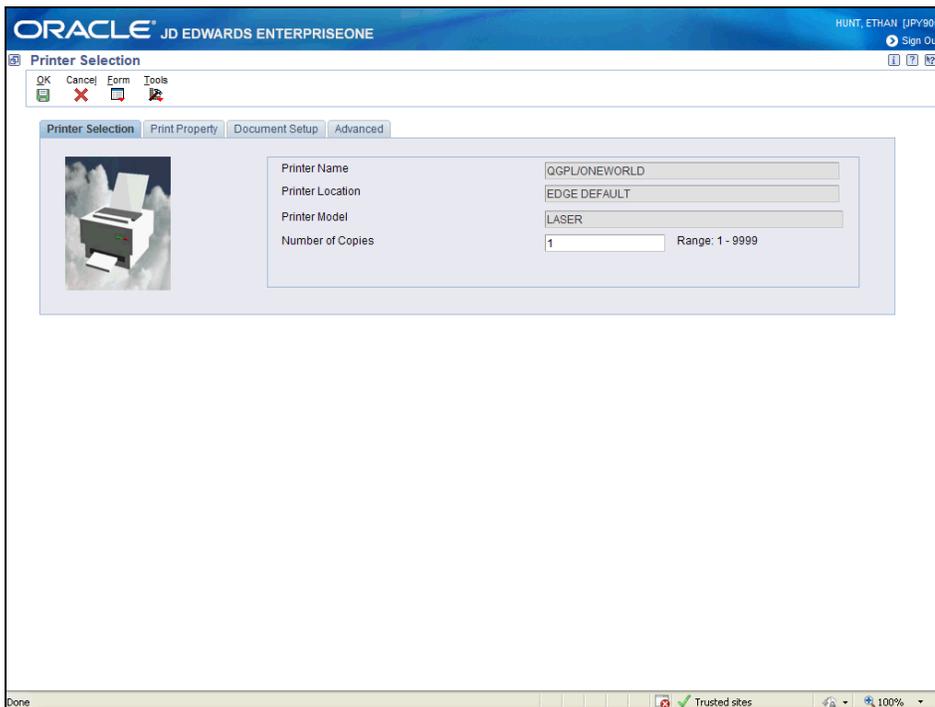
Step	Action
16.	Enter the desired information into the Literal Value: field.
17.	Click the OK button. 
18.	Click the OK button. 
19.	Click the Show Available Columns. link. Show Available Columns.
20.	Review Available Columns to determine what fields to use for sorting the report. Note: Example: add Alpha Name and Job Code to Sequenced Columns. Note: To add a column to the Sequenced Columns, choose the row in Available Columns and click Add. Use the arrows under the Sort Order column to sort the fields in ascending or descending order.
21.	Click the OK button. 

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Step	Action
22.	Click the OK button. 



Step	Action
23.	Click the OK button. 
24.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) training guides. You have successfully completed this lesson. End of Procedure.