

FTE Report

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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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FTE Report

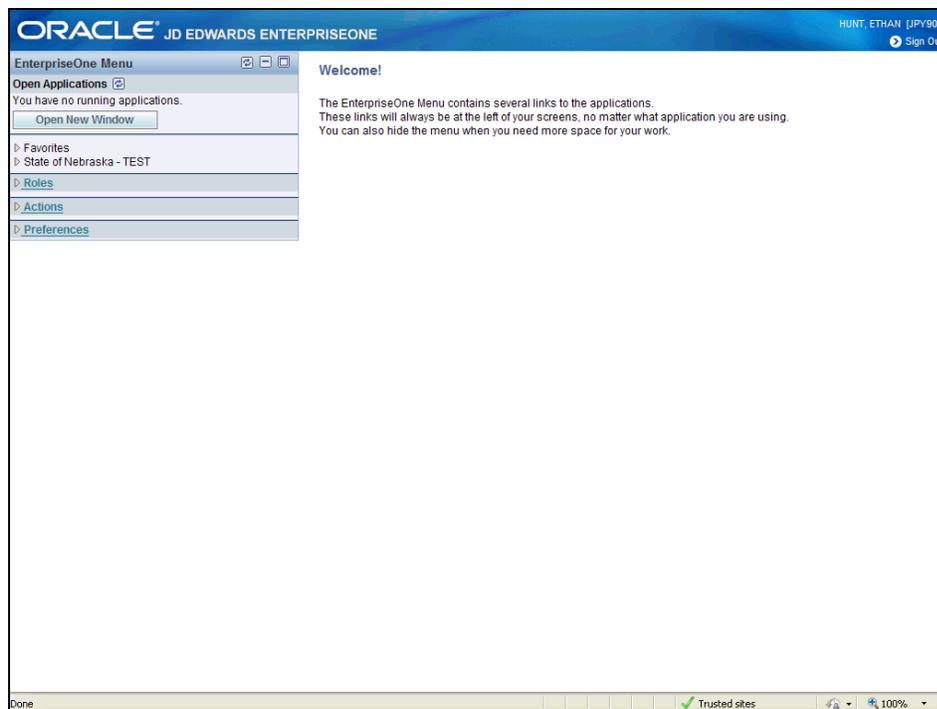
FTE Report Overview

Run the FTE Report to see agency FTE and Headcount for the entire agency or by Home Business Unit. Information on this report is based on data contained in the Employee Master file. This report does not reflect data from Position Control.

FTE Report Lesson

Procedure

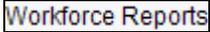
In this lesson you will learn how to run the FTE Report.

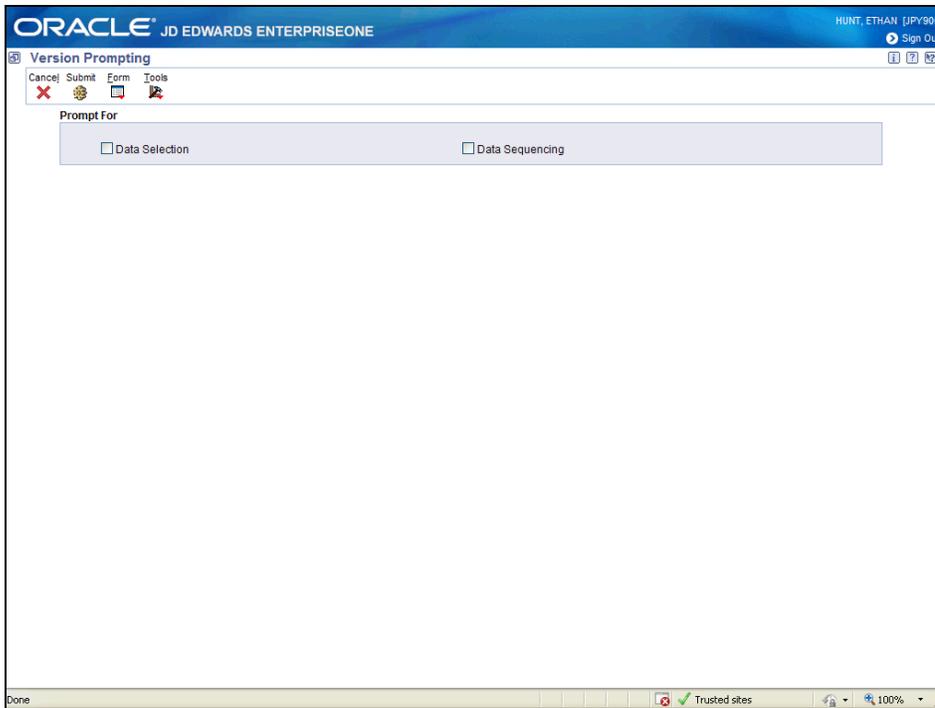


Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources
3.	Click the HR Reports link. HR Reports
4.	Click the Employee Reports link. Employee Reports

Training Guide

FTE Report

Step	Action
5.	Click the Workforce Reports link. 
6.	Click the FTE - all employees link. 
7.	<p>Decision: Please make a selection from the options listed below.</p> <ul style="list-style-type: none"> Exclude Employees from the FTE Report Go to step 8 on page 2 Run the FTE Report Go to step 37 on page 14



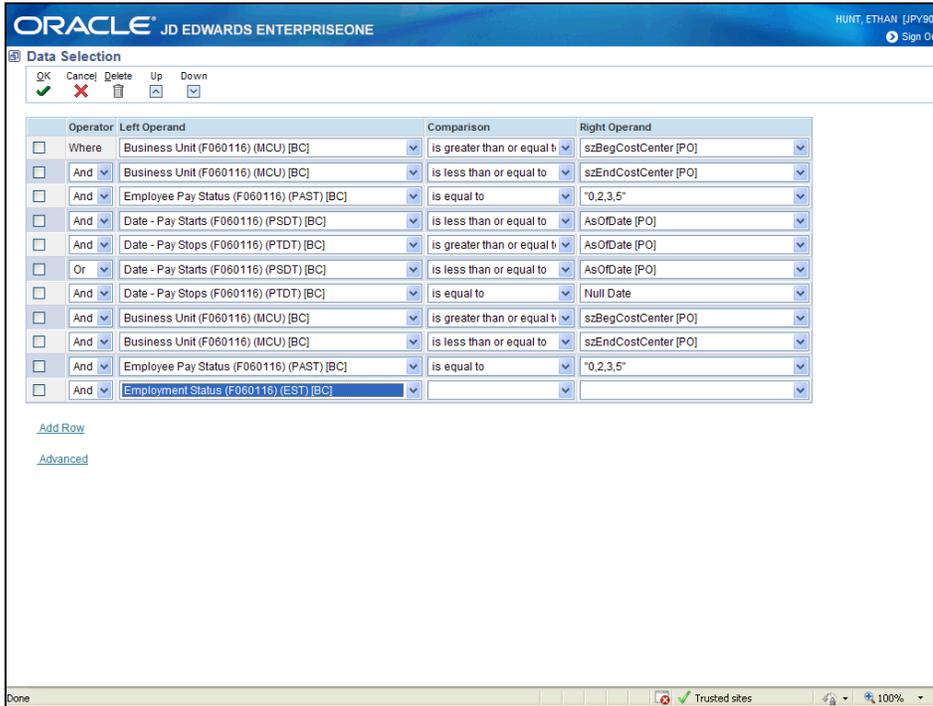
Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input type="checkbox"/>	Or Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And		

Step	Action
10.	Click the Left Operand list of the first blank row.

Operator	Comparison	Right Operand
<input type="checkbox"/>	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	is equal to	"0,2,3,5"
<input type="checkbox"/>	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	is greater than or equal to	AsOfDate [PO]
<input type="checkbox"/>	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	is equal to	Null Date
<input type="checkbox"/>	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	is equal to	"0,2,3,5"
<input type="checkbox"/>		

Step	Action
11.	Use the scrollbar to scroll down to Employment Status (F060116) (EST) [BC] .
12.	Click the Employment Status (F060116) (EST) [BC] list item. <input type="text" value="Employment Status (F060116) (EST) [BC]"/>



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

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HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
Or	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
And	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And	Employment Status (F060116) (EST) [BC]	is not equal to	

Add Row

Advanced

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Step	Action
14.	Click the is not equal to list item. is not equal to

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
Where	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
Or	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
And	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And	Employment Status (F060116) (EST) [BC]	is not equal to	

Add Row

Advanced

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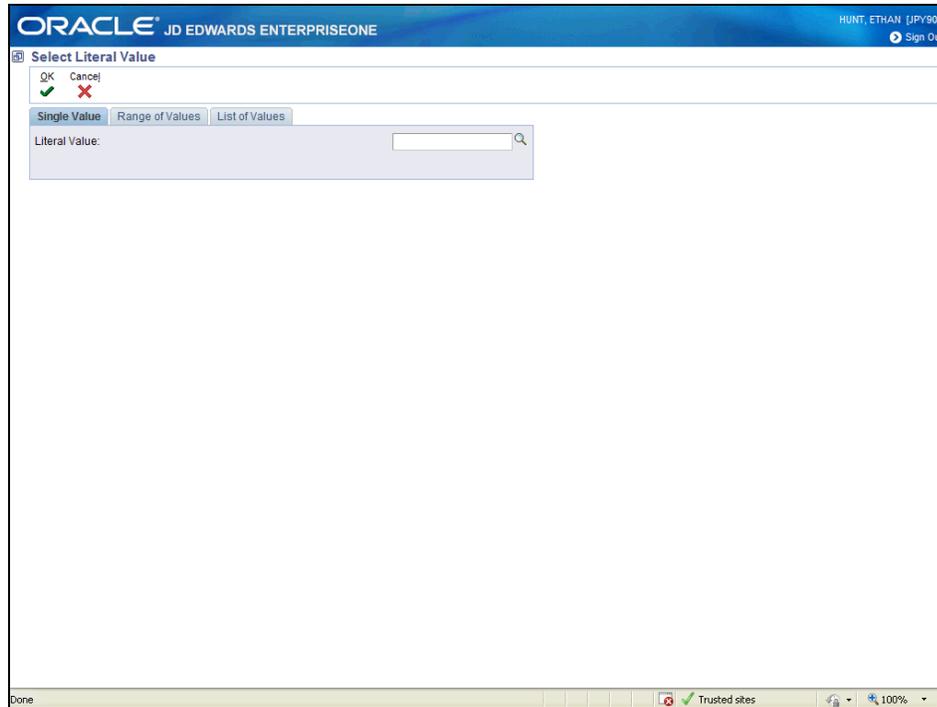
FTE Report

Step	Action
15.	Click the Right Operand list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>

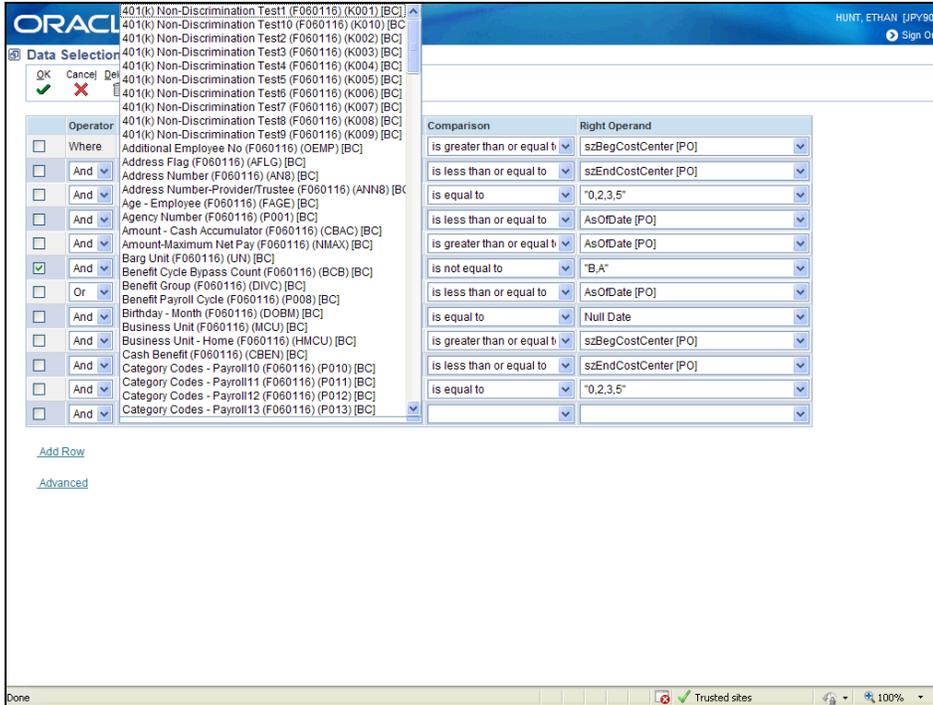
The screenshot shows the Oracle JD Edwards EnterpriseOne Data Selection dialog box. The 'Right Operand' list is open, displaying a scrollable list of system-defined filters. The list includes:

- Blank
- Zero
- Null
- Literal
- 401(k) Non-Discrimination Test1 (F06011)
- 401(k) Non-Discrimination Test10 (F06011)
- 401(k) Non-Discrimination Test2 (F06011)
- 401(k) Non-Discrimination Test3 (F06011)
- 401(k) Non-Discrimination Test4 (F06011)
- 401(k) Non-Discrimination Test5 (F06011)
- 401(k) Non-Discrimination Test6 (F06011)
- 401(k) Non-Discrimination Test7 (F06011)
- 401(k) Non-Discrimination Test8 (F06011)
- 401(k) Non-Discrimination Test9 (F06011)
- Address Flag (F060116) (AFLG) [BC]
- BUYesOrNoEntry [P]
- Cash Benefit (F060116) (CBEN) [BC]
- EEO - Disability (F060116) (HM04) [BC]
- EEO - Disabled Veteran (F060116) (HM03)
- EEO - I9 Status (F060116) (HM01) [BC]
- EEO - Veteran (F060116) (HM02) [BC]
- Earned Income Credit Status (F060116) (E)
- Eligibility Code 001 (F060116) (E001) [BC]
- Eligibility Code 002 (F060116) (E002) [BC]
- Eligibility Code 003 (F060116) (E003) [BC]
- Eligibility Code 004 (F060116) (E004) [BC]
- Eligibility Code 005 (F060116) (E005) [BC]
- Eligibility Code 006 (F060116) (E006) [BC]
- Eligibility Code 007 (F060116) (E007) [BC]
- Eligibility Code 008 (F060116) (E008) [BC]

Step	Action
16.	Click the Literal list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; padding: 2px;">Literal</div>



Step	Action
17.	Click the List of Values tab. 
18.	Add Employee Status codes you do not want to be included on the report. Use the Visual Assist tool if needed. Note: Entering " A " and " B " will exclude temporaries. Enter other choices to exclude other types of Employees.
19.	When finished click the OK button. 
20.	Note: If you add a new line of data selection below the line with " Or " in the Operator field, the new line of data selection will also have to be added above line with " Or " in the Operator field. To do this you will need to click the checkbox of the new line. 
21.	Click the Up button until the new line is above the " Or " row.. 
22.	Now you will need to add the same row again at the bottom. Click the Left Operand list of the first blank row.



Step	Action
23.	Use the scrollbar to scroll down to Employment Status (F060116) (EST) [BC] .
24.	Click the Employment Status (F060116) (EST) [BC] list item. <div style="border: 1px solid black; padding: 2px; width: fit-content;">Employment Status (F060116) (EST) [BC]</div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input checked="" type="checkbox"/>	And Employment Status (F060116) (EST) [BC]	is not equal to	"B,A"
<input type="checkbox"/>	Or Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And Employment Status (F060116) (EST) [BC]		

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

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Step	Action
25.	Click the Comparison list. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px 0;"></div>

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input checked="" type="checkbox"/>	And Employment Status (F060116) (EST) [BC]	is not equal to	"B,A"
<input type="checkbox"/>	Or Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/>	And Employment Status (F060116) (EST) [BC]		

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

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Training Guide

FTE Report

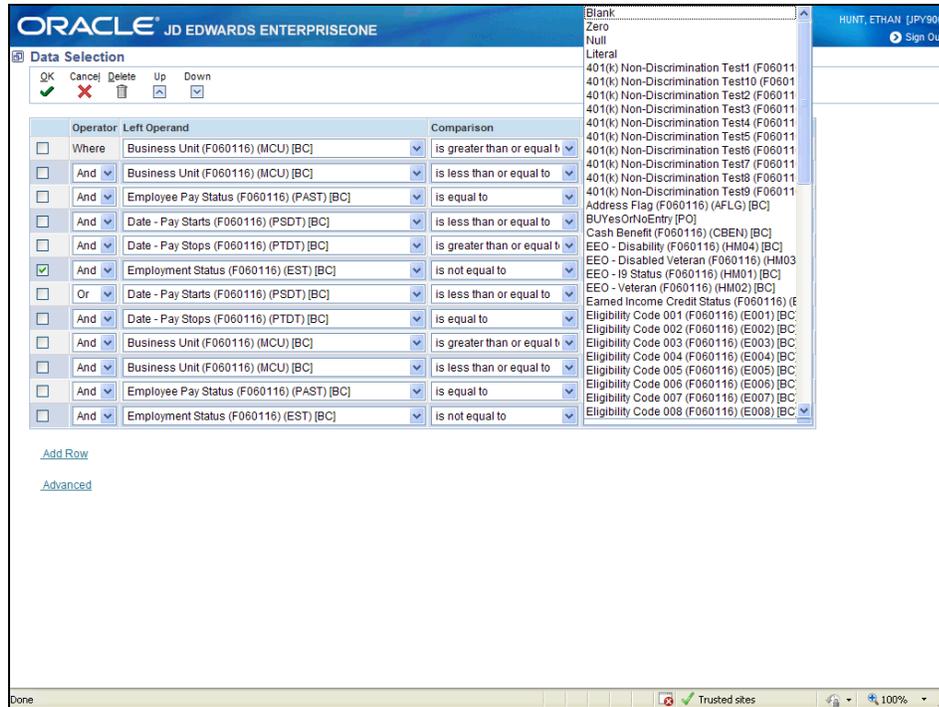


Step	Action
26.	Click the is not equal to list item. <input type="text" value="is not equal to"/>

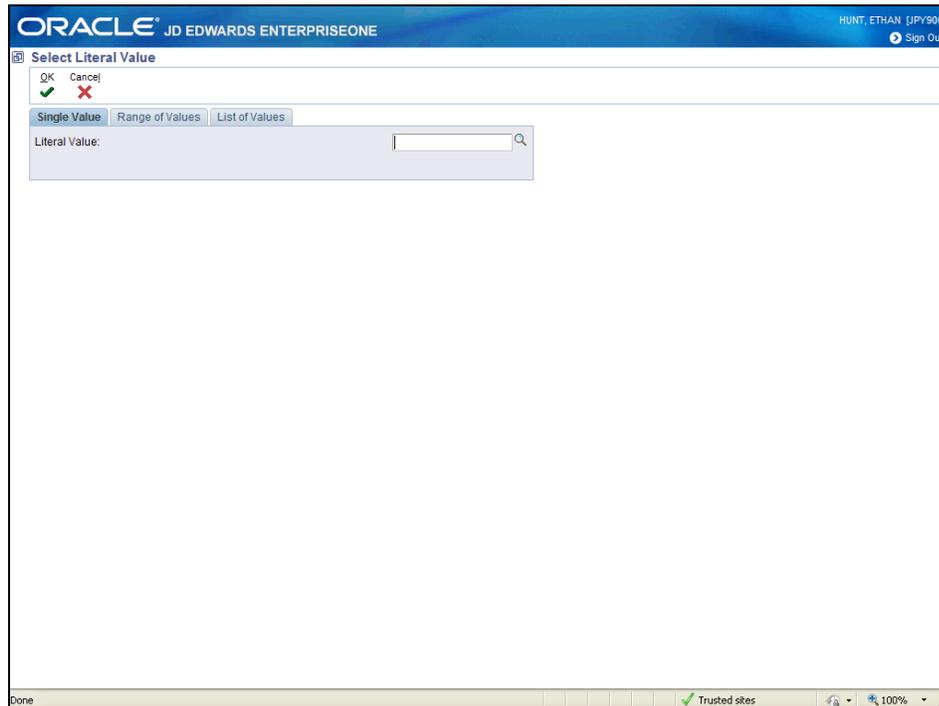
The screenshot shows the Oracle JD Edwards EnterpriseOne Data Selection interface. The table below represents the data selection criteria shown in the interface:

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0.2.3.5"
<input type="checkbox"/>	And Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input checked="" type="checkbox"/>	And Employment Status (F060116) (EST) [BC]	is not equal to	"B A"
<input type="checkbox"/>	Or Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/>	And Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/>	And Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/>	And Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0.2.3.5"
<input type="checkbox"/>	And Employment Status (F060116) (EST) [BC]	is not equal to	

Step	Action
27.	Click the Right Operand list. <input type="text" value=""/>



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

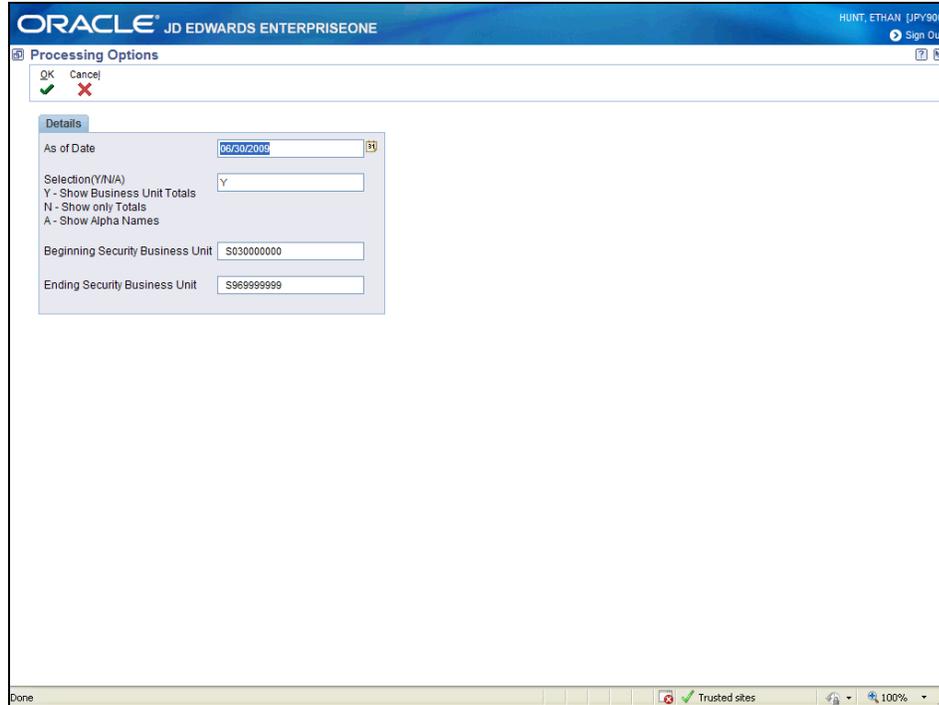


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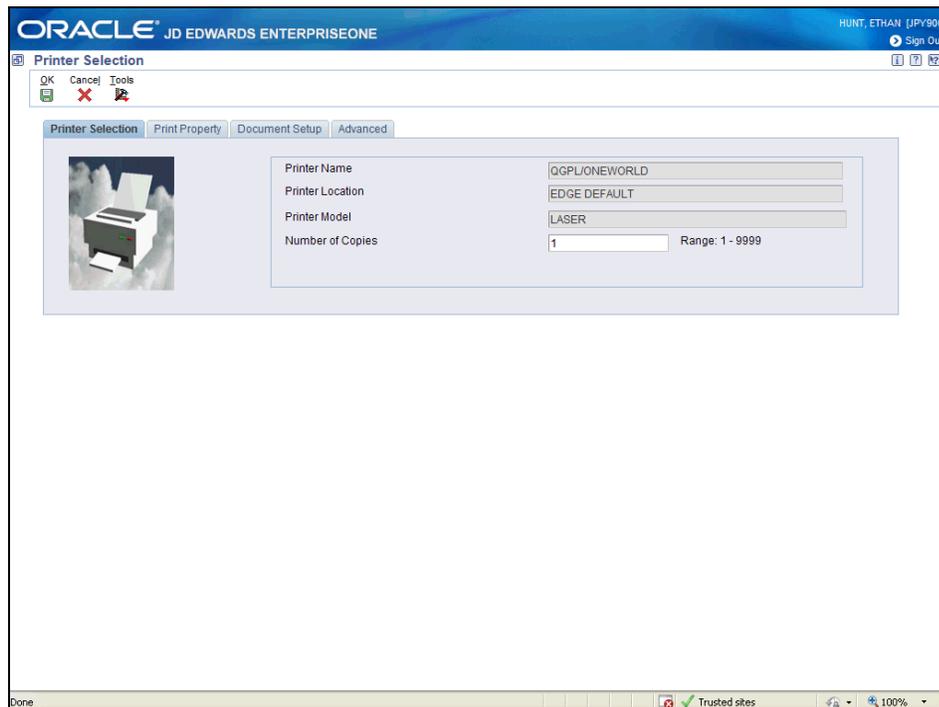
FTE Report



Step	Action
29.	Click the List of Values tab. 
30.	Add Employee Status codes you do not want to be included on the report. Use the Visual Assist tool if needed. Note: Entering " A " and " B " will exclude temporaries. Enter other choices to exclude other types of Employees.
31.	When finished click the OK button. 
32.	Click the OK button. 
33.	Complete the following information: As of Date - select the "as of" date for the report. Selection - enter N to show total for the agency, enter Y to show totals by business unit, enter A to show employee alpha names by business unit. Beginning and Ending Security Business Unit - Enter the agency Security Business Unit to run the report for the agency. To run the report for a range of security business units with the agency, enter both the beginning and ending security business unit fields. Note: A range of security business unit numbers is provided so that DAS can run FTE reports on all agencies.



Step	Action
34.	Click the OK button. 

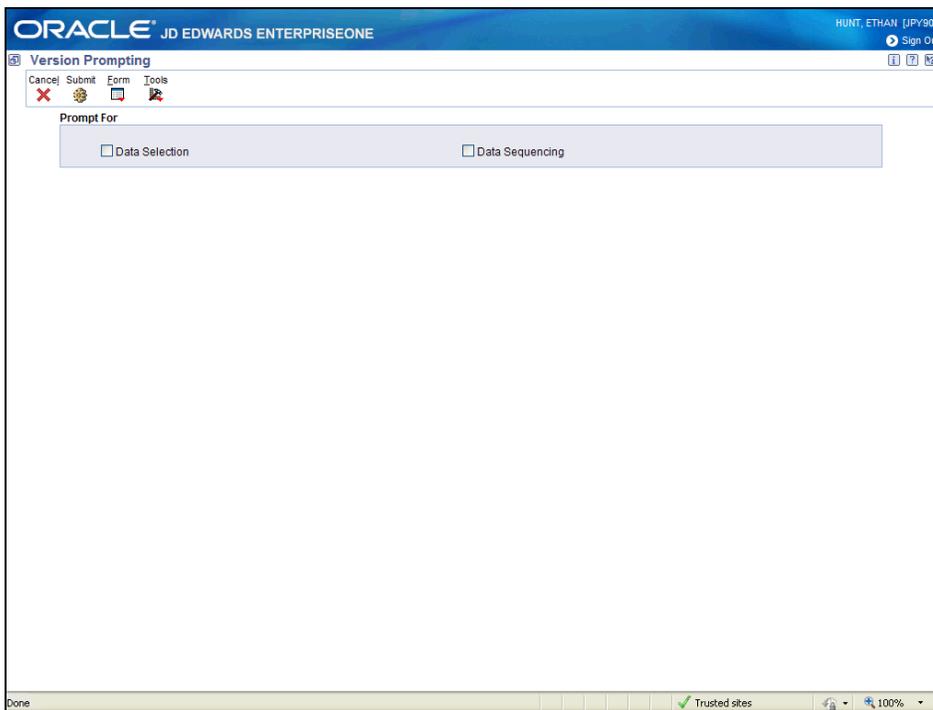


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FTE Report



Step	Action
35.	Click the OK button. 
36.	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. Remaining steps apply to other paths.



Step	Action
37.	Click the Submit button.  Go to step 33 on page 12