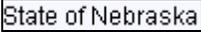
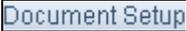


Labor Distribution Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Labor Distribution link. 
5.	Click the Data Selection option. 
6.	Click the Submit button. 

Step	Action
7.	<p>There are multiple ways to run this report.</p> <p>To run this report for a specific home business unit range, complete the following information in the first blank row. Left Operand = Business Unit - Home (F060116)(HCMU)[BC] Comparison = is equal to Right Operand = Literal (enter the 8-digit business unit - click on the Range of Values tab to enter a business unit range)</p> <p>Note: To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click OK to return to the Data Selection window.</p> <p>To narrow the report by Employee Pay Status, complete the following information on the next blank row. Left Operand = Employee Pay Status (F060116)(PAST)[BC] Comparison = is equal to Right Operand = Literal (enter the employee pay status for which to run the report)</p> <p>To narrow the report by Job Code, complete the following information on the next blank row. Left Operand = Job Code (F060116)(JBCD)[BC] Comparison = is equal to Right Operand = Literal (enter the job code for which to run the report)</p> <p>To narrow the report by Security Business Unit, complete the following information on the next blank row. Left Operand = Business Unit (F060116)(MCU)[BC] Comparison = is equal to Right Operand = Literal (enter the security business unit for which to run the report)</p> <p>To narrow the report by Subsidiary, complete the following information on the next blank row. Left Operand = Subsidiary (F060116)(SUB)[BC] Comparison = is equal to Right Operand = Literal (enter the subsidiary for which to run the report)</p>
8.	<p>After entering your information click the OK button.</p> 
9.	<p>Click the Document Setup tab.</p> 
10.	<p>Click the CSV(Comma Delimited) option.</p> 
11.	<p>Click the OK button.</p> 

Step	Action
12.	<p>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.</p> <p>Note: Remember this report is in CSV format.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>