

Pay Change History 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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Pay Change History Report

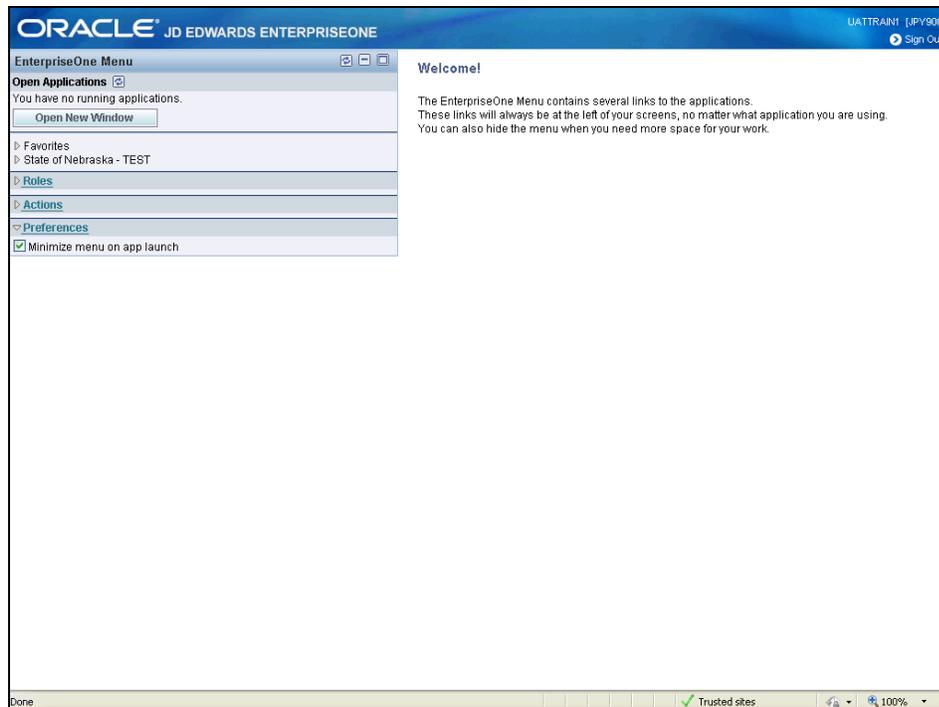
Pay Change History Report Overview

This report tracks employee salary changes. Report indicates the employee new rate, old rate, % of change, effective date of change, job code/title, pay grade/ step and when and who updated, and reason for pay change.

Pay Change History Report Lesson

Procedure

In this lesson you will learn to run the Pay Change History Report.

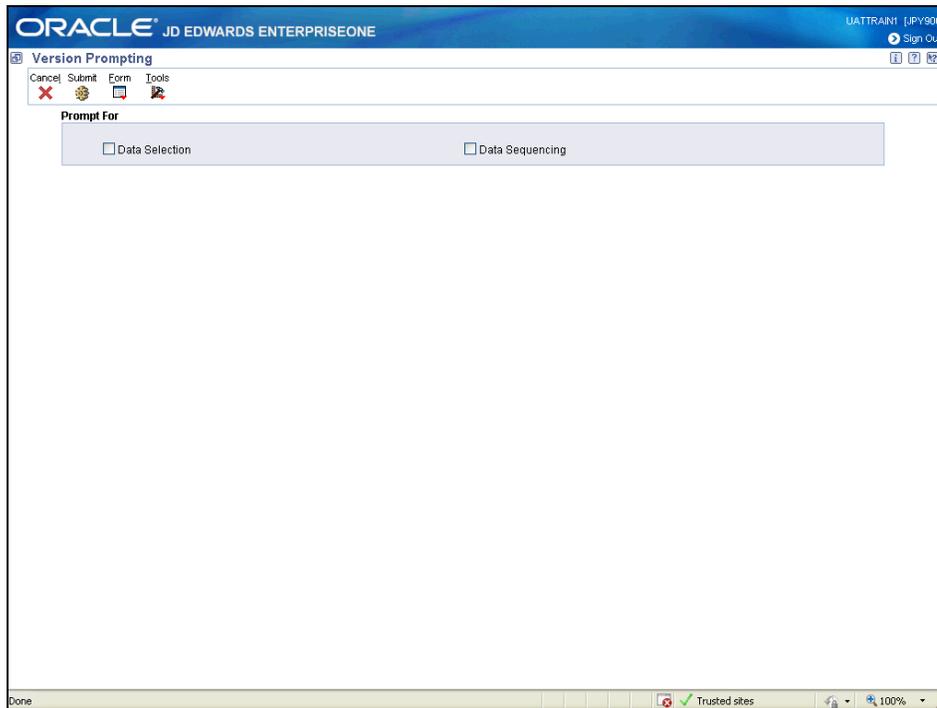


Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Human Resources link. <input type="text" value="Human Resources"/>
3.	Click the HR Reports link. <input type="text" value="HR Reports"/>
4.	Click the Employee Reports link. <input type="text" value="Employee Reports"/>

Training Guide

Pay Change History Report

Step	Action
5.	Click the Employee Details link. 
6.	Click the Pay Change History link. 



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

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Data Item (F08042) (DTA) [BC]	is equal to	*PHRT
<input type="checkbox"/> And	Date - Effective On (F08042) (EFTO) [BC]	is less than or equal to	EndDateEffectiveOn_EFTO [PO]
<input type="checkbox"/> And	History Data (F08042) (HSTD) [BC]	is not equal to	Blank
<input type="checkbox"/> And			

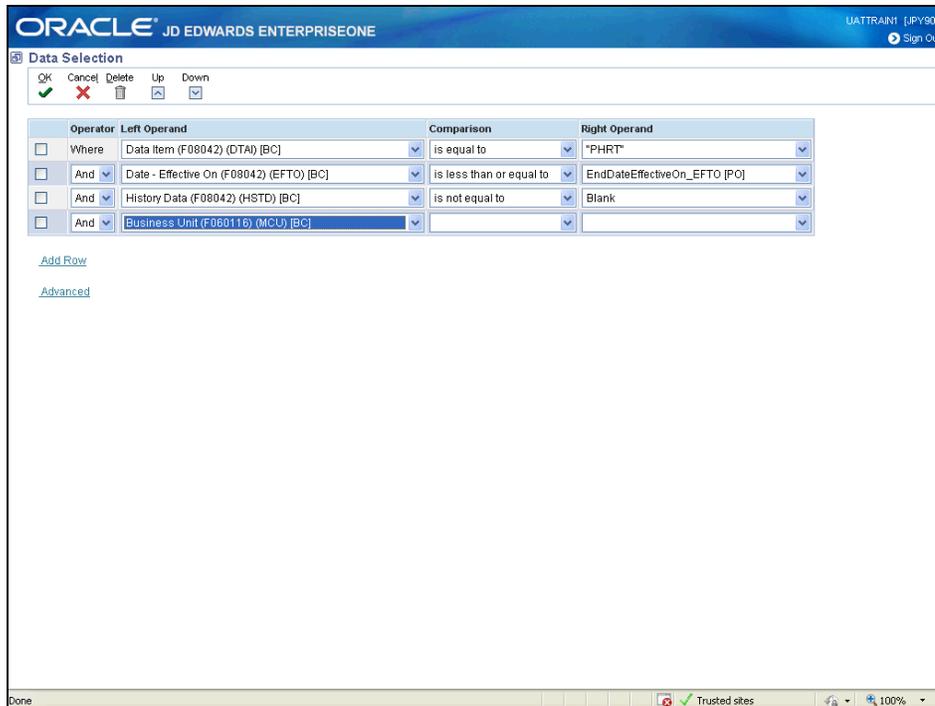
Step	Action
9.	To narrow the report by Security Business Unit click the Left Operand list of the first blank row.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Data Item (F08042) (DTA) [BC]	is equal to	*PHRT
<input type="checkbox"/> And	Date - Effective On (F08042) (EFTO) [BC]	is less than or equal to	EndDateEffectiveOn_EFTO [PO]
<input type="checkbox"/> And	History Data (F08042) (HSTD) [BC]	is not equal to	Blank
<input type="checkbox"/> And	<ul style="list-style-type: none"> Address Number (F080116) (AN8) [BC] Address Number (F08042) (AN8) [BC] Business Unit (F060116) (MCU) [BC] Change Reason (F08042) (TRS) [BC] Data Item (F08042) (DTA) [BC] Date - Effective On (F08042) (EFTO) [BC] Date - Updated (F08042) (UPMJ) [BC] File Name (F08042) (FILE) [BC] History Data (F08042) (HSTD) [BC] Numeric Value of History Data (F08042) (HSTN) [BC] Program ID (F08042) (PID) [BC] Sequence Number for View (F08042) (SEQ#) [BC] User ID (F08042) (USER) [BC] Work Station ID (F08042) (JOBN) [BC] 		

Training Guide

Pay Change History Report

Step	Action
10.	Click the Business Unit (F060116) (MCU) [BC] list item.



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

ORACLE JD EDWARDS ENTERPRISEONE UATTRAIN1 [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Data Item (F08042) (DTAI) [BC]	is equal to	*PHRT
<input type="checkbox"/> And	Date - Effective On (F08042) (EFTO) [BC]	is less than or equal to	EndDateEffectiveOn_EFTO [PO]
<input type="checkbox"/> And	History Data (F08042) (HSTD) [BC]	is not equal to	Blank
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is equal to	

Add Row

Advanced

Done Trusted sites 100%

Step	Action
12.	Click the is equal to list item. is equal to

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Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Data Item (F08042) (DTAI) [BC]	is equal to	*PHRT
<input type="checkbox"/> And	Date - Effective On (F08042) (EFTO) [BC]	is less than or equal to	EndDateEffectiveOn_EFTO [PO]
<input type="checkbox"/> And	History Data (F08042) (HSTD) [BC]	is not equal to	Blank
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is equal to	

Add Row

Advanced

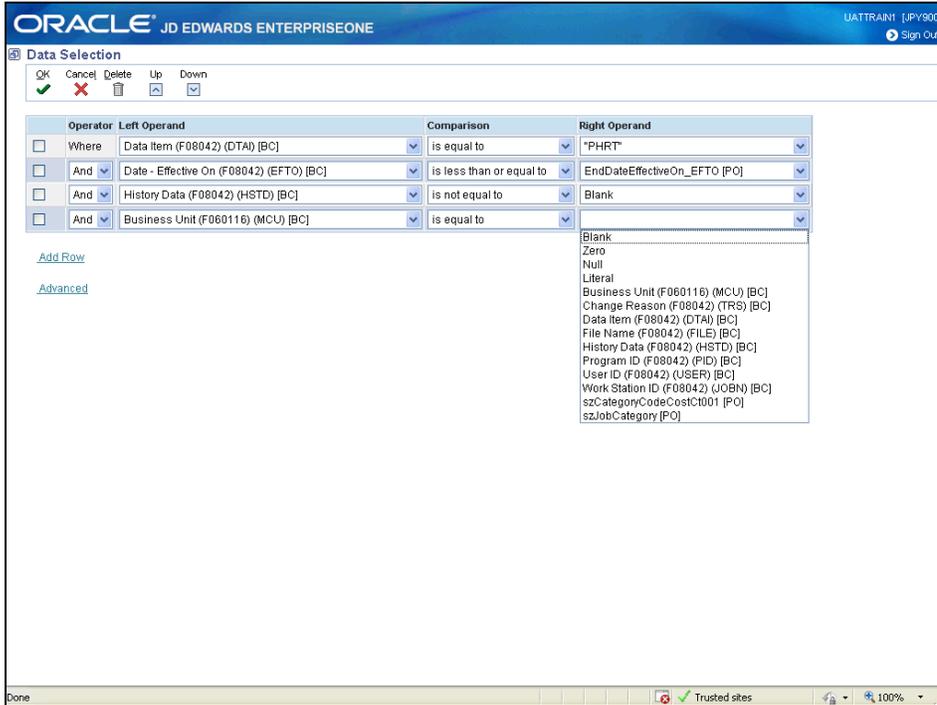
Done Trusted sites 100%

Training Guide

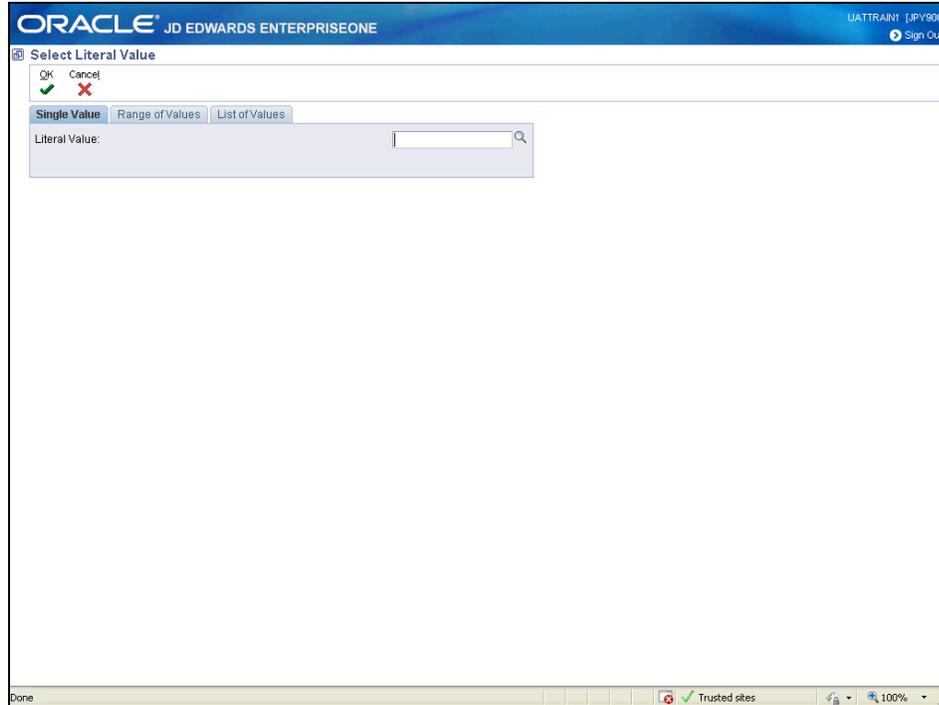
Pay Change History Report



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



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



Step	Action
15.	Enter the a specific business unit into the Literal Value: field.
16.	Click the OK button. 
17.	Click the OK button. 
18.	Complete the following fields as needed: Beginning Date Ending Date Agency Number - enter 3-digit Agency Number Job Type - complete this field to narrow report further if desired. Use visual assist if needed.

Training Guide

Pay Change History Report

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Processing Options

OK Cancel

T5906387

Required Processing Options:
Give a date range for the pay change.

Beginning Date - Effective On

Ending Date - Effective On

If optional Processing Options are blank all pay changes for period will be selected.

Agency Number

Job Type (Craft) Code

Done Trusted sites 100%

Step	Action
19.	When finished click the OK button. 

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Printer Selection

OK Cancel Tools

Printer Selection Print Property Document Setup Advanced



Printer Name

Printer Location

Printer Model

Number of Copies Range: 1 - 9999

Done Trusted sites 100%

Step	Action
20.	Click the OK button. 
21.	<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: This report runs is in CSV format automatically.</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>