

EEO Statewide Summary

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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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EEO Statewide Summary

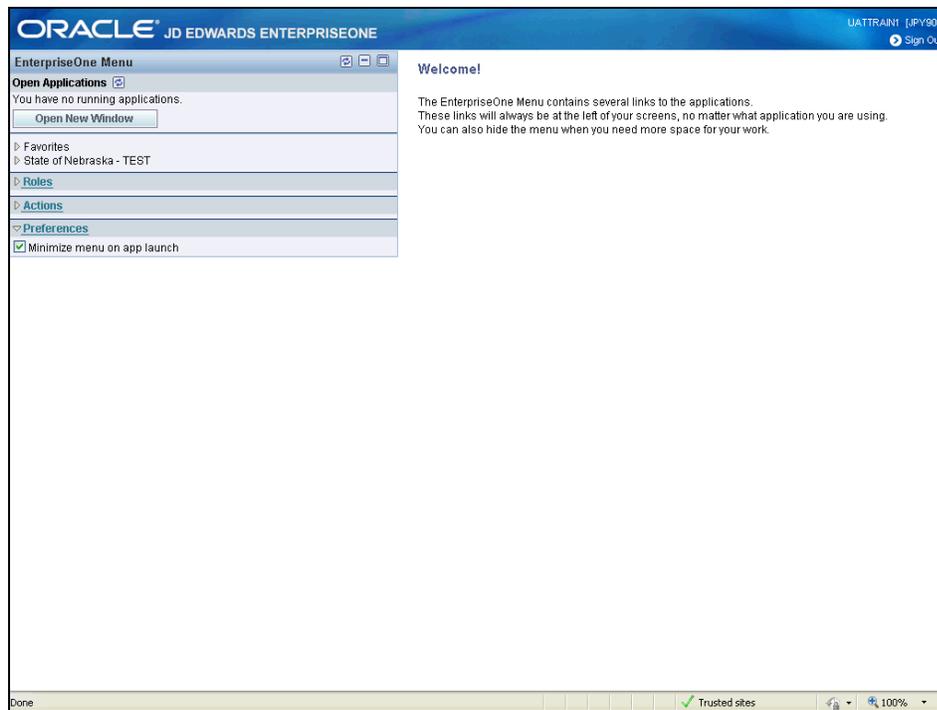
EEO Statewide Summary Overview

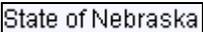
This report shows the ethnicity of employees in each EEO Job Code, by agency. The report is used primarily for agency Affirmative Action Officers to calculate representation of employees within protected groups. This report gives summary totals as well as detail information on each employee within a given agency.

EEO Statewide Summary Lesson

Procedure

In this lesson you will learn how to run the EEO Statewide Summary.

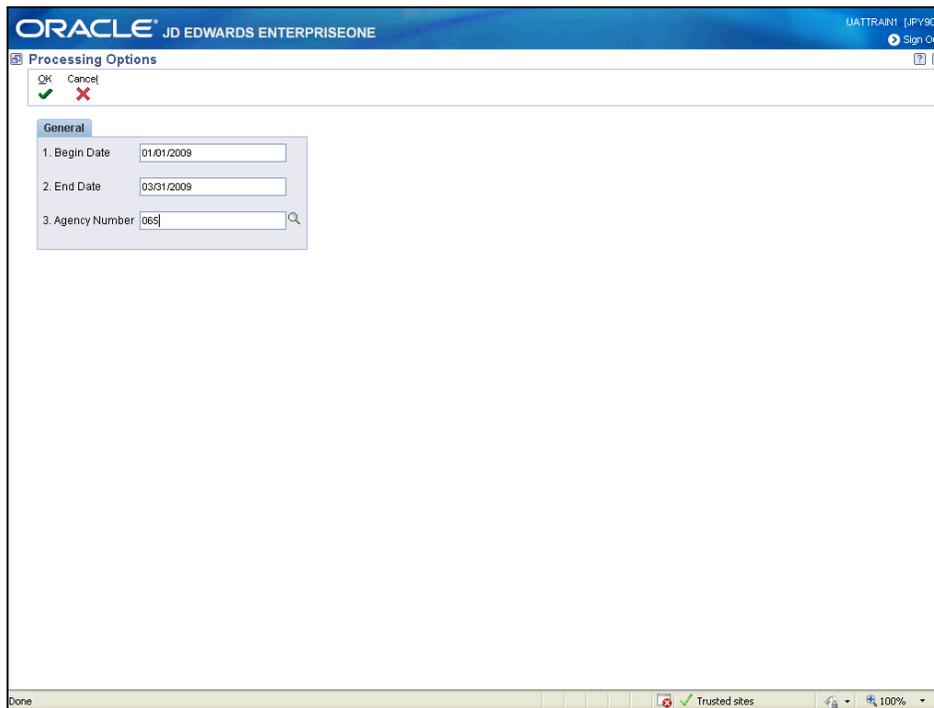


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Human Resources link. 
3.	Click the HR Reports link. 
4.	Click the Employee Reports link. 

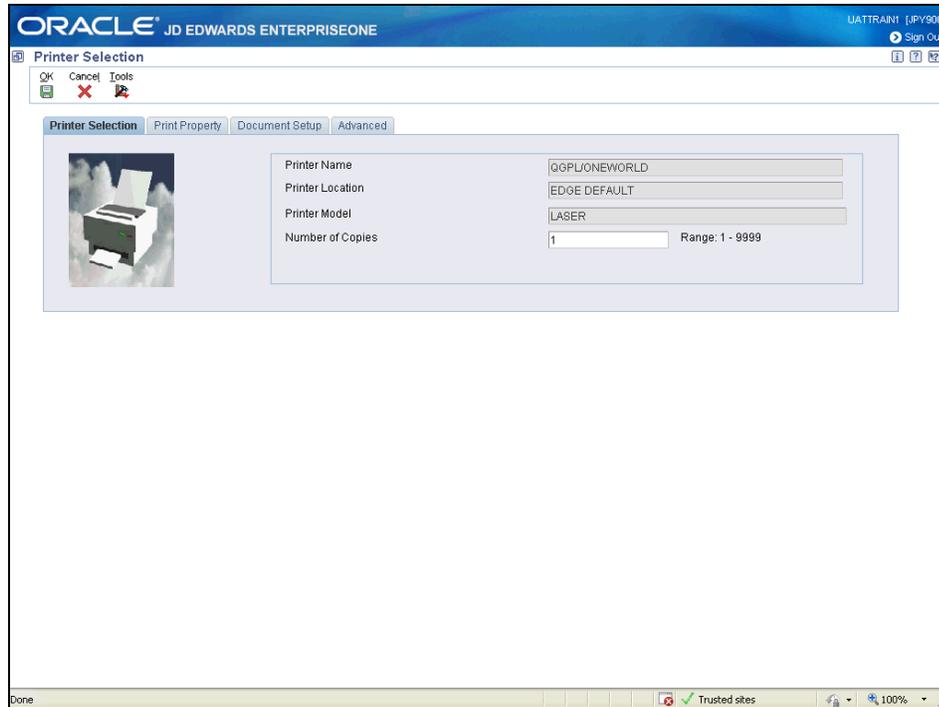
Training Guide

EEO Statewide Summary

Step	Action
5.	Click the Employee Details link. 
6.	Click the EEO Statewide Summary link. 
7.	Complete the following fields as needed: Begin Date End Date Agency Number - enter as a 3-digit number. (Ex. For Agency 65, enter 065)



Step	Action
8.	When finished click the OK button. 



Step	Action
9.	Click the OK button. 
10.	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.