

Upcoming Review

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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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Upcoming Review Overview

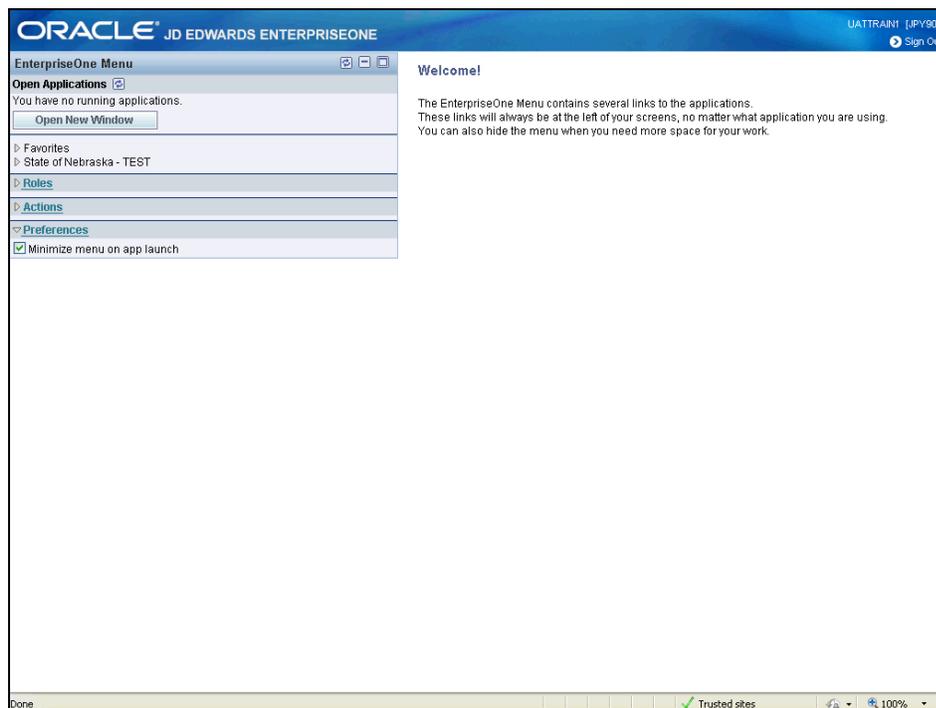
This report indicates employees' upcoming review dates, type of review, and the employees' supervisor. Information on report includes: employee number, employee name, date of next review, type of review, home business unit, supervisor address book number, and supervisor name.

Note: The date of next review will only appear on report if that field is used on the Employee Master.

Upcoming Review Lesson

Procedure

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

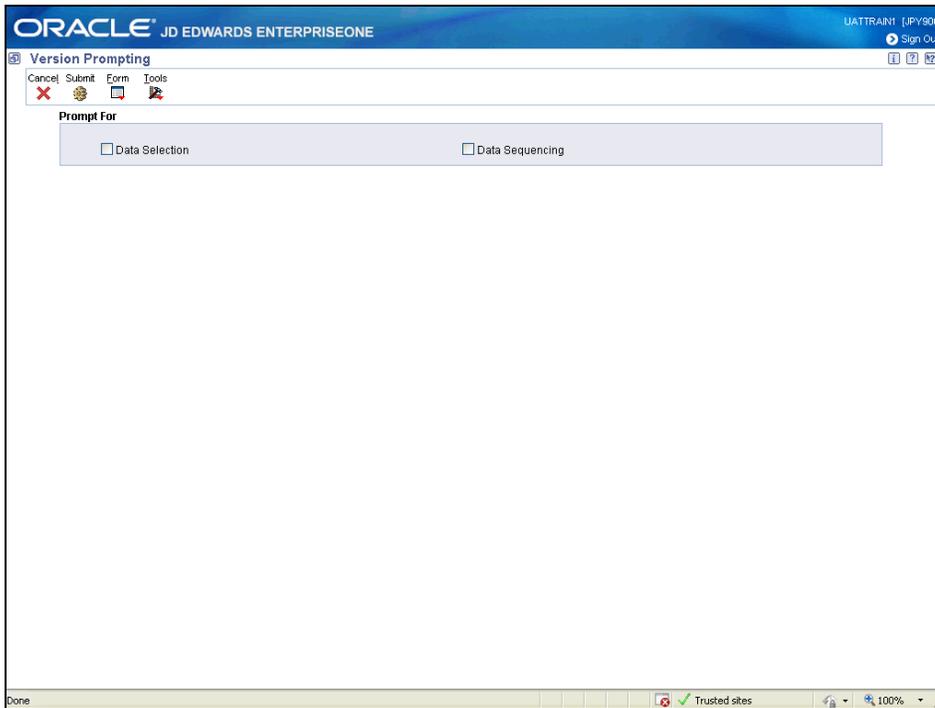


Step	Action
1.	Click the State of Nebraska link. <input type="text" value="State of Nebraska"/>
2.	Click the Human Resources link. <input type="text" value="Human Resources"/>
3.	Click the HR Reports link. <input type="text" value="HR Reports"/>

Training Guide

Upcoming Review

Step	Action
4.	Click the Employee Reports link. 
5.	Click the Employee Details link. 
6.	Click the Upcoming Reviews link. 

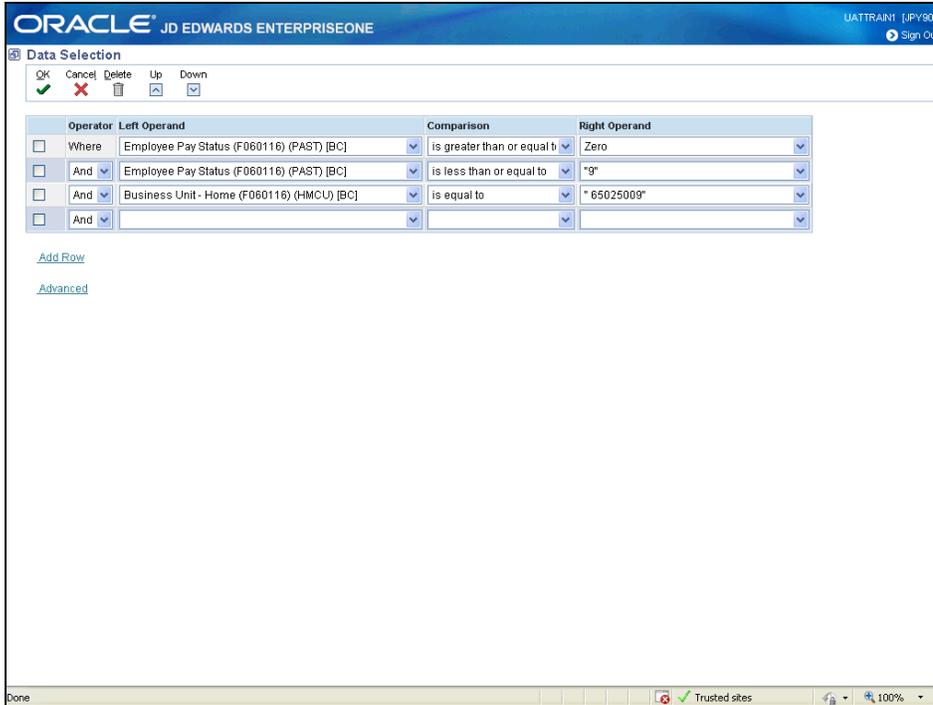


Step	Action
7.	Click the Data Selection option. 
8.	Click the Data Sequencing option. 
9.	Click the Submit button. 

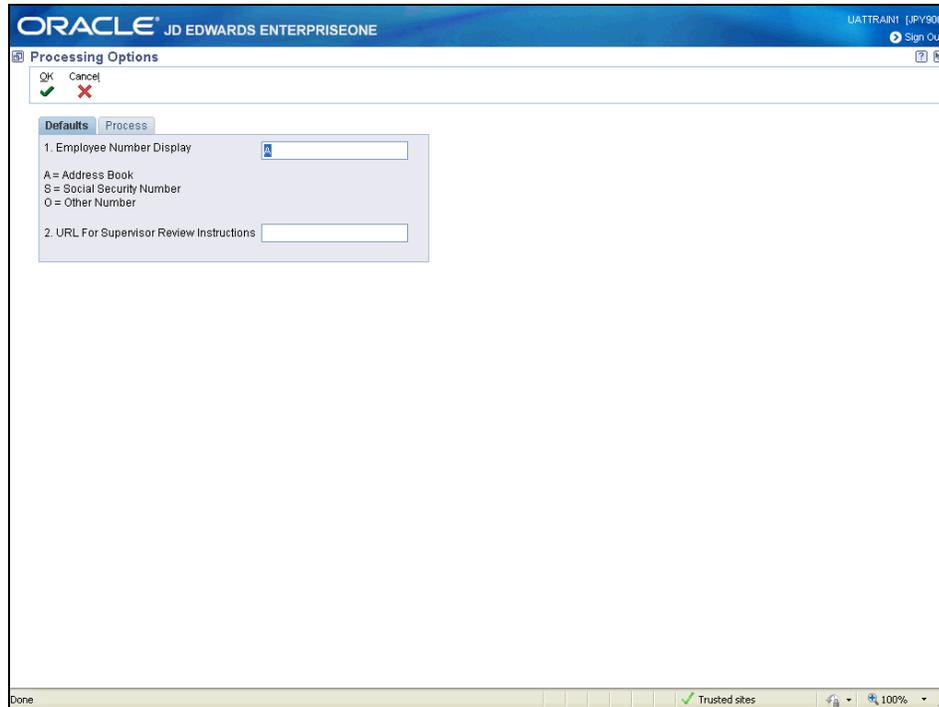
Step	Action
10.	<p>Terminated employees are pulled by Pay Status. If employee has a termination date on the Employee Master, but the pay status is still active, that terminated employee will appear on the report.</p> <p>To see only active employees, complete the following on the first blank row: Left Operand - Date - Terminated (F060116)(DT)[BC] Comparison - is equal to Right Operand - Null</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 run this report for a specific supervisor, complete the following information on the next blank row: Left Operand - Supervisor (F060116)(ANPA)[BC] Comparison - is equal to Right Operand - Literal (enter the supervisor's address book number)</p> <p>To run this report for a 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, ex. S650000000)</p> <p>To run this report for a home business unit, complete the following information on the next blank row: Left Operand - Business Unit - Home (F060116)(HMCU)[BC] Comparison - is equal to Right Operand - Literal (enter the 8-digit home business unit)</p>

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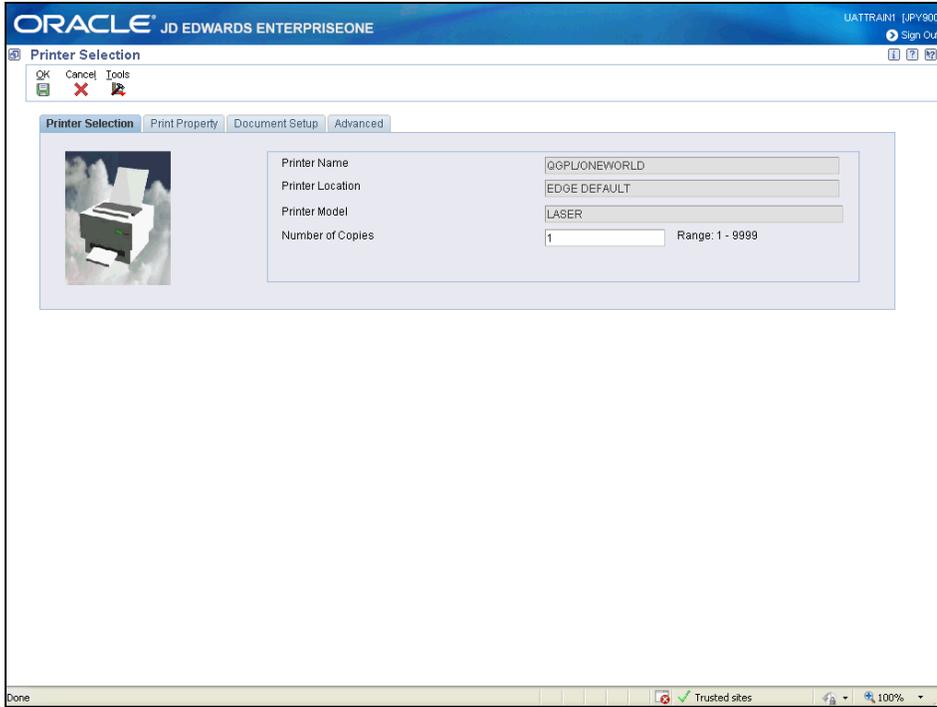
Upcoming Review



Step	Action
11.	When finished click the OK button. 
12.	Click the Show Available Columns. link. Show Available Columns.
13.	Review Available Columns to determine what fields to use for sorting the report. 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.
14.	Click the OK button. 
15.	Do not make any changes on the Defaults tab.



Step	Action
16.	Click the Process tab. 
17.	In the Workflow Reminder Process field enter a " 1 " to send an email reminder to the reviewing managers or enter a " 0 " not to send an email to the reviewing managers. Most of the time you will want to have this as " 0 ".
18.	Enter a From Date and a Thru Date as needed.
19.	Click the OK button. 



Step	Action
20.	Click the OK button. 
21.	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.