

# **Employee Salary History Analysis**

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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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## Employee Salary History Analysis

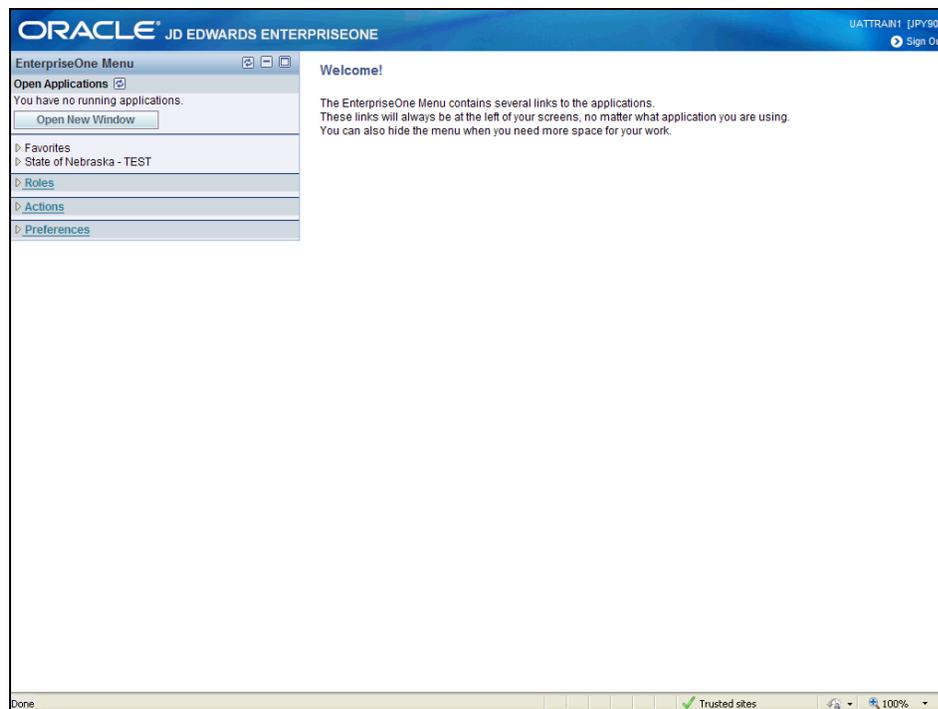
### Employee Salary History Analysis Overview

This report provides a list of salary changes made by business unit. The report shows the current pay rate, the percentage change made in the pay rate, the reason for the change, and the effective date of the change.

### Employee Salary History Analysis Lesson

#### Procedure

In this lesson you will learn how to run the Employee Salary History Analysis Report.

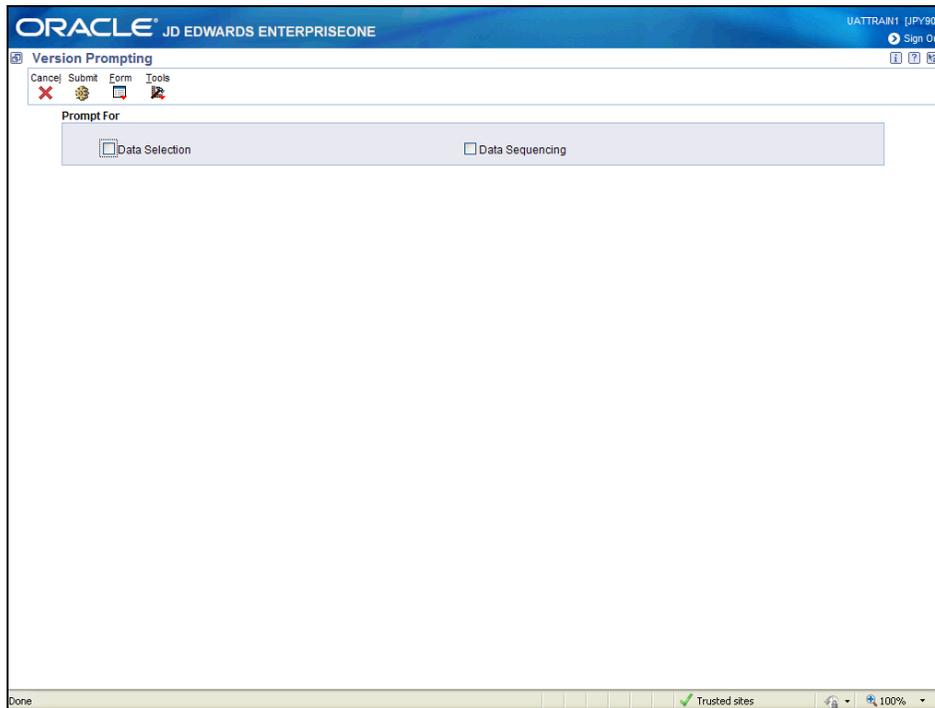


Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>HR Reports</b> link. <a href="#">HR Reports</a>
4.	Click the <b>Employee Reports</b> link. <a href="#">Employee Reports</a>

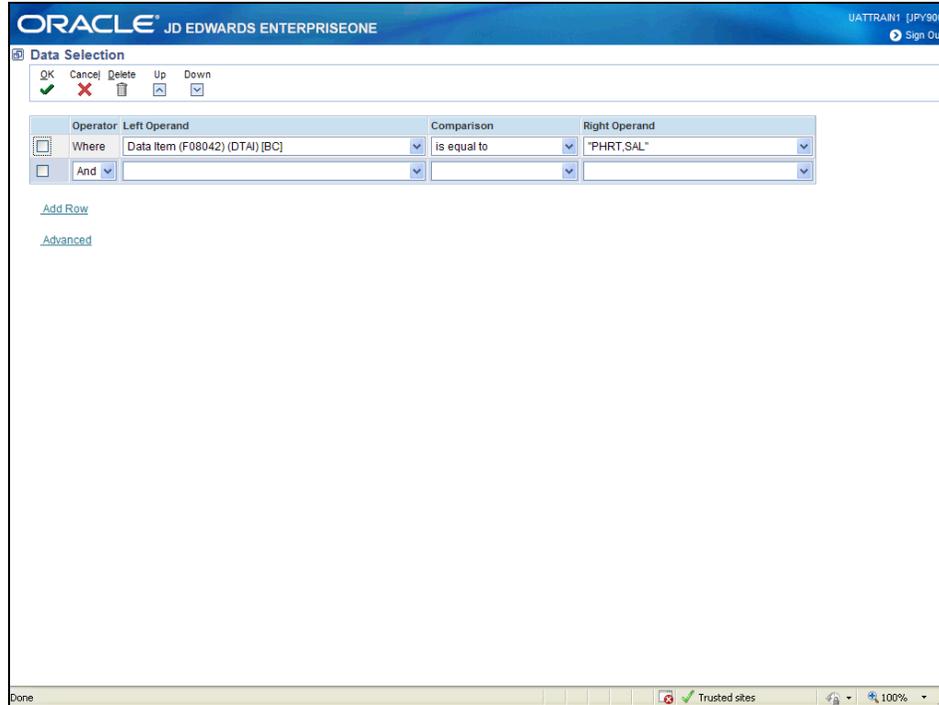
# Training Guide

## Employee Salary History Analysis

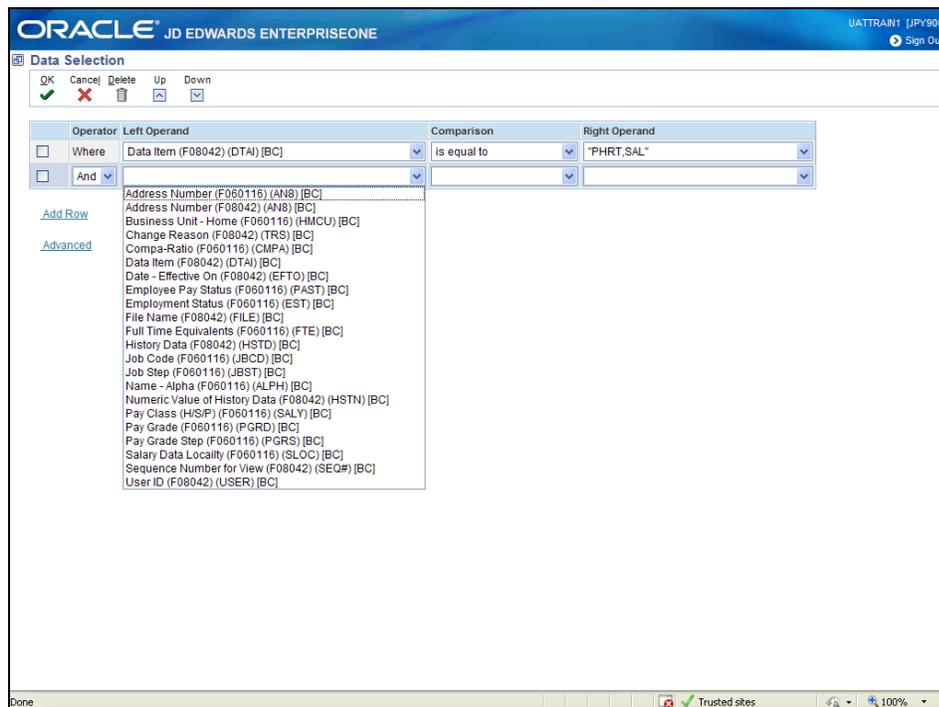
Step	Action
5.	Click the <b>Employee Details</b> link. 
6.	Click the <b>Employee Salary History Analysis</b> link. 



Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 
9.	The first line of the data selection is telling EnterpriseOne to run a report on any changes to data item PHRT (hourly pay rate) or SAL (annual Salary). <b>This line must be left as is for the report to run.</b>
10.	You can narrow the report by instering additional data selection on additional lines.  <b>Note:</b> This report can be run on Home Business Units but not on Security Business Units.



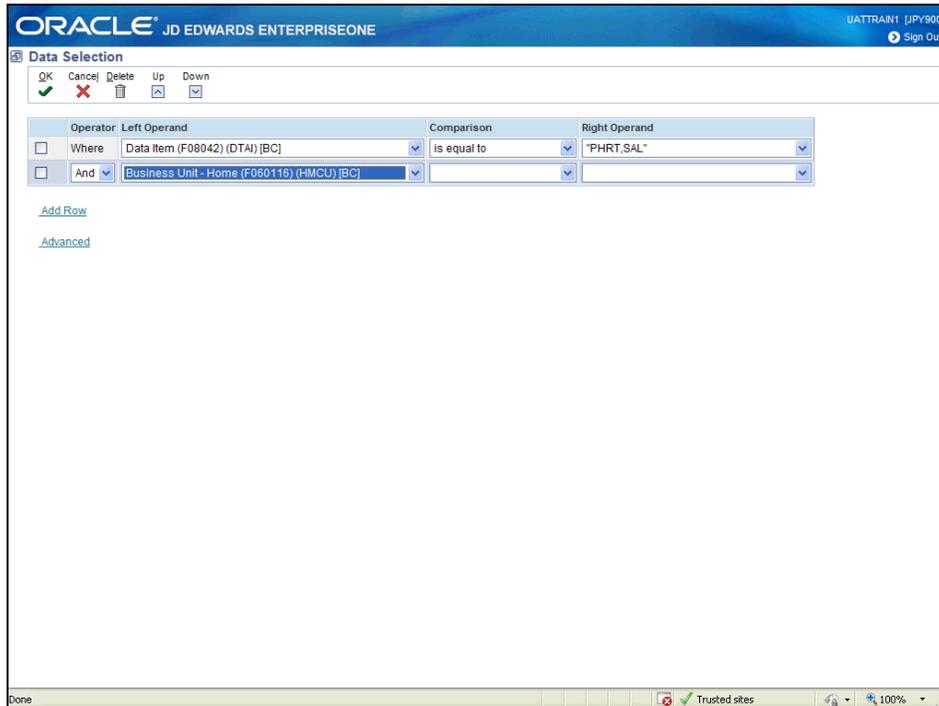
Step	Action
11.	In this lesson we will narrow the report for a specific Business Unit.  Click the <b>Left Operand</b> list of the first blank row.



# Training Guide

## Employee Salary History Analysis

Step	Action
12.	Click the <b>Business Unit - Home (F060116) (HMCU) [BC]</b> list item.



Step	Action
13.	Click the <b>Comparison</b> 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,SAL"
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	

is equal to  
is not equal to  
is less than  
is less than or equal to  
is greater than  
is greater than or equal to

Add Row  
Advanced

Done Trusted sites 100%

Step	Action
14.	Click the <b>is equal to</b> list item. <b>is equal to</b>

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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,SAL"
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	

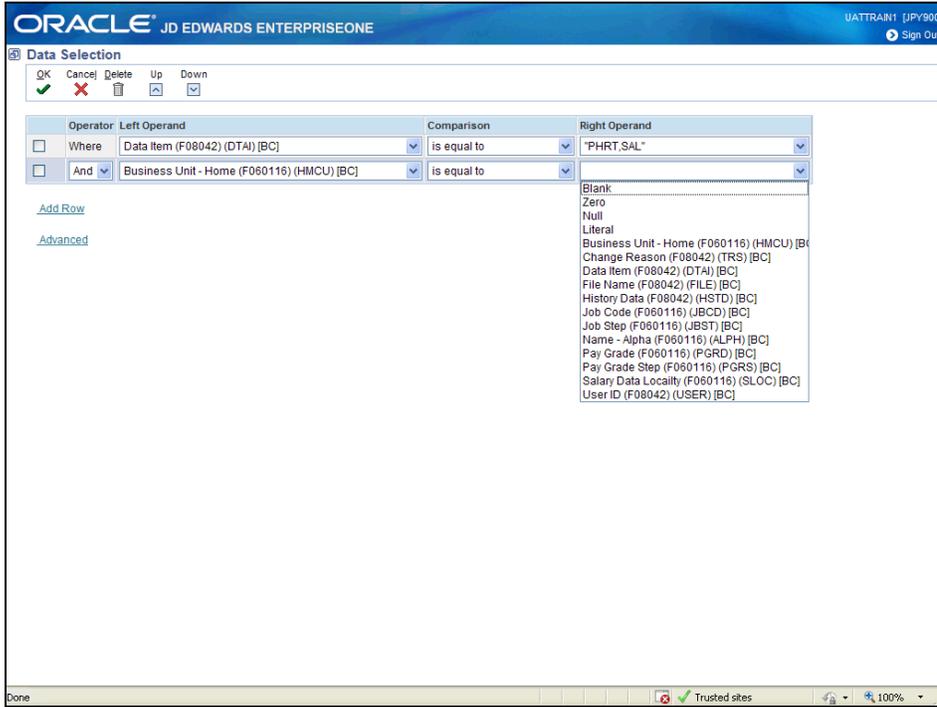
Add Row  
Advanced

Done Trusted sites 100%

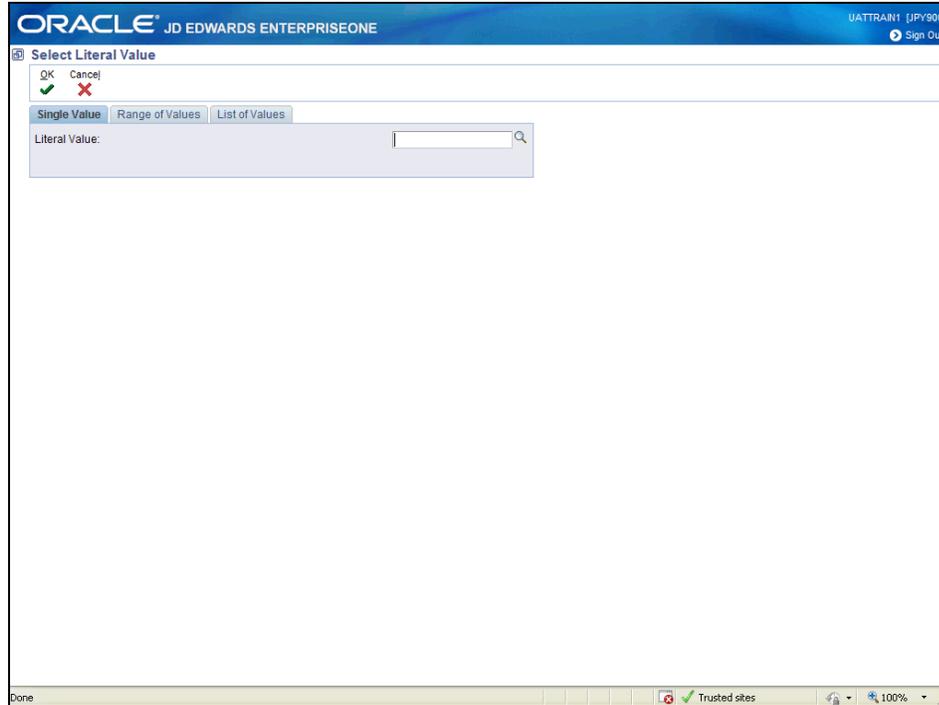
# Training Guide

## Employee Salary History Analysis

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



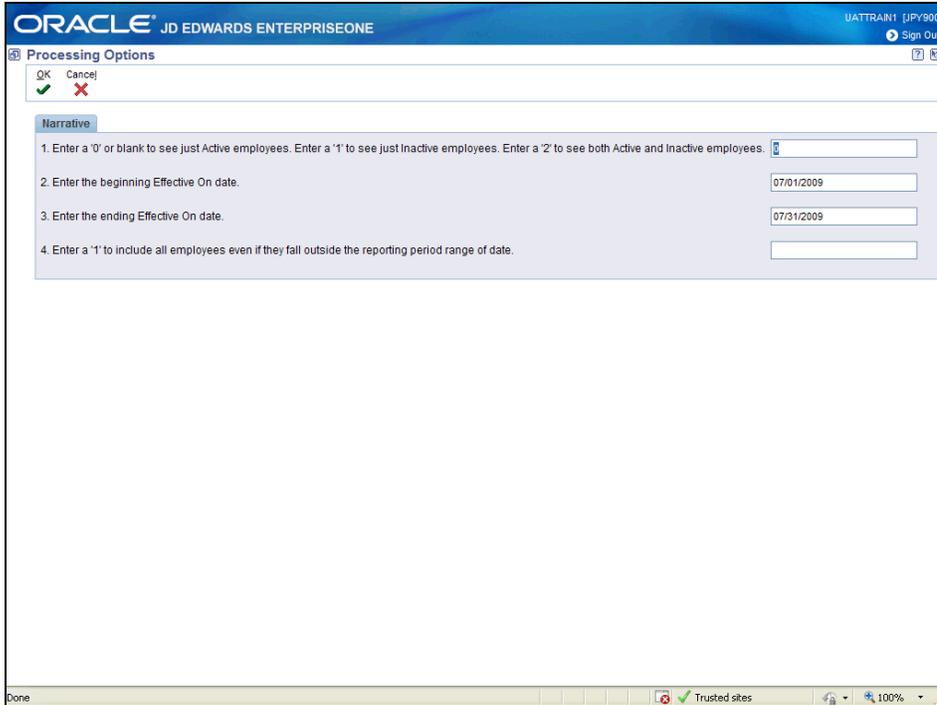
Step	Action
16.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; padding-left: 5px;">Literal</div>



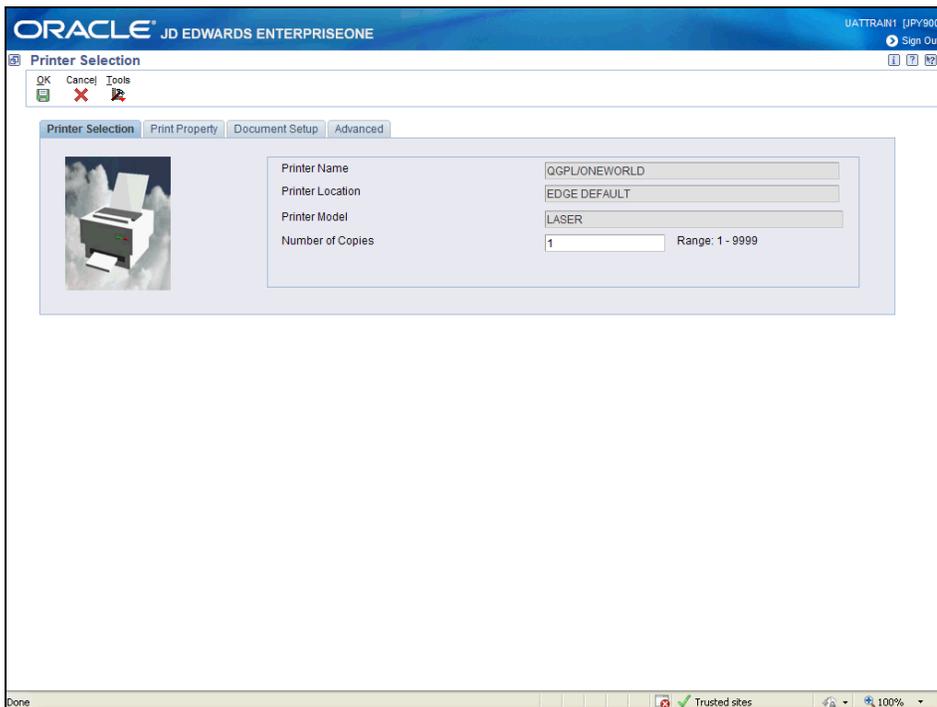
Step	Action
17.	Enter the desired Business Unit into the <b>Literal Value:</b> field.
18.	Click the <b>OK</b> button. 
19.	When finished entering data selection click the <b>OK</b> button. 
20.	Complete the processing option fields as needed.

# Training Guide

## Employee Salary History Analysis



Step	Action
21.	Click the <b>OK</b> button. 



Step	Action
22.	Click the <b>OK</b> button. 
23.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) training guides.  You have successfully completed this lesson. <b>End of Procedure.</b>