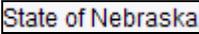
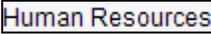
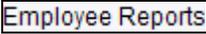
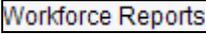
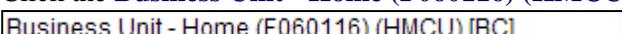
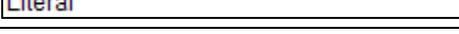


Workforce Analysis Lesson

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. 
5.	Click the Workforce Reports link. 
6.	Click the Workforce Analysis link. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	No changes are necessary to the first two rows of the Data Selection.
10.	You can narrow the report by instering additional data selection on additional lines.
11.	In this lesson we will narrow the report for a specific Business Unit. Click the Left Operand list of the first blank row.
12.	Click the Business Unit - Home (F060116) (HMCU) [BC] list item. 
13.	Click the Comparison list. 
14.	Click the is equal to list item. 
15.	Click the Right Operand list. 
16.	Click the Literal list item. 
17.	Enter the desired business unit into the Literal Value: field.

Step	Action
18.	Click the OK button. 
19.	After entering any additional data selection click the OK button. 
20.	Enter the desired processing option.
21.	Click the OK button. 
22.	Click the OK button. 
23.	<p>Two reports will be created:</p> <p>R080435 is a Workforce Analysis report by business unit listing the following ethnic codes:</p> <ul style="list-style-type: none"> 01-White (not of Hispanic Origin) 02-Black or African American 03-Hispanic or Latino 04-Asian or Pacific Islander 05-American Indian/Alaskan Native <p>R080435A is a Workforce Analysis Exception report listing all other codes.</p>
24.	<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>You have successfully completed this lesson. End of Procedure.</p>