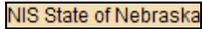
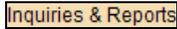
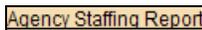


## Agency Staffing Report Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Inquiries &amp; Reports</b> link.</p> 
4.	<p>Click the <b>HR/Payroll Reports</b> link.</p> 
5.	<p>Click the <b>Position Control Reports</b> link.</p> 
6.	<p>Click the <b>Agency Staffing Report</b> link.</p> 
7.	<p>Select the appropriate version by clicking the check box next to it.</p> <p><b>Version NIS0001</b> - Program - Subprogram Staffing  <b>Version NIS0002</b> - Business Unit Staffing  <b>Version NIS0004</b> - Agency Staffing by Division Section and Unit</p> <input type="checkbox"/>
8.	<p>Click the <b>Select</b> button.</p> 
9.	<p>Click the <b>Data Selection</b> option.</p> <input type="checkbox"/>
10.	<p>Click the <b>Submit</b> button.</p> 
11.	<p>You do not need to change the Data Selection fields unless you are are wanting to run the report for a specific Job Code.</p> <p>Click the <b>OK</b> button.</p> 
12.	<p>Enter the fiscal year you would like to run the report for in the <b>Fiscal Year</b> field.</p>

13.	Enter the agency for which you would like the report to run in the <b>Begin Agency Number</b> field.
14.	Enter the same agency number you entered in the <b>Begin Agency Number</b> field in the <b>End Agency Number</b> field.
15.	If you want to run the report on a specific job code, enter the job code in the <b>Begin Job Code</b> field.  To run the report for all job codes for your agency leave this field blank.
16.	Leave the <b>End Job Code</b> field blank if you left the <b>Begin Job Code</b> field blank.  If you entered a job code in the <b>Begin Job Code</b> field enter the same job code in the <b>End Job Code</b> field.
17.	Enter one of the following options in the <b>Select Report by</b> field:  <b>1.</b> Agency, Program, Sub Program, Job Code - For Versions NIS0001 and NIS0002  <b>2.</b> Agency, Division, Section, Unit, Job Code - For Version NIS0004  <b>3.</b> Agency, Security Business Unit, Job Code
18.	Click the <b>Display</b> tab. 
19.	In the <b>Limit employees</b> field enter " <b>1</b> " to limit employees to:  Full Time Regular Part Time Regular Constitutional Officer Working Out of Class One Time Grant  or leave this field blank to get all employees.
20.	In the <b>Show Budget Amounts</b> field enter " <b>1</b> " to see Budget Amount, Budget Used, Budget Remaining, and Precent Remaining, or leave it blank if you do not want the Budget information to appear on the report.
21.	In the <b>Show PSL</b> field enter " <b>1</b> " to see PSL Allocated and PSL Used, or leave it blank if you do not want the PSL Allocated and PSL Used to appear on the report.
22.	Click the <b>PGM/SUB</b> tab. 
23.	Enter the Program Number in the <b>Program Number</b> field and Agency Subprogram in the <b>Agency Subprogram</b> field, or leave the fields blank for all programs and subprograms.
24.	Click the <b>Div/Sec/Unit</b> tab. 

25.	You can complete the <b>Division, Section, and Unit</b> fields or you can leave them blank for all.
26.	Click the <b>SBU</b> tab. 
27.	On the SBU tab enter the Security Business Unit range. In the <b>Begin Security Business Unit</b> field enter the first Security Business Unit of the range.
28.	In the <b>End Security Business Unit</b> field enter the last Security Business Unit of the range.
29.	When you are finished entering the information click the <b>OK</b> button. 
30.	Click the <b>OK</b> button. 
31.	To view the report you will need to go to <b>View Submitted Jobs</b> . For more information see the Reports Lesson under the System Basics work instructions.  You have successfully completed this lesson. <b>End of Procedure.</b>