

Agency Vacancy Report
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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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Agency Vacancy Report

Agency Vacancy Report Overview

The Agency Vacancy Report Is the report provided to the Legislature to report vacancies for the state of Nebraska. Position ID is the Position ID used in conjunction with Position Control.

- If a Position ID is assigned to an employee it is not reported as a vacancy.
- If a Position ID is in a Budget Status equal to "A" and is not assigned to an employee the last incumbent is found.
- If a position is not assigned to an employee and no last incumbent is found the Position ID is reported as a vacancy but there will be no last salary amount.
- The last hourly salary will be shown if there was an incumbent in the Position ID with one of the following employment statuses on the Employee Master:

blank - FULL-TIME REGULAR
C - PART-TIME REGULAR
D - CONSTITUTIONAL OFFICER
P - WORKING OUT-OF CLASS
Q - ONE TIME GRANT

If the incumbent was not one of these employment statuses the Position ID will not show on the report as a vacancy.

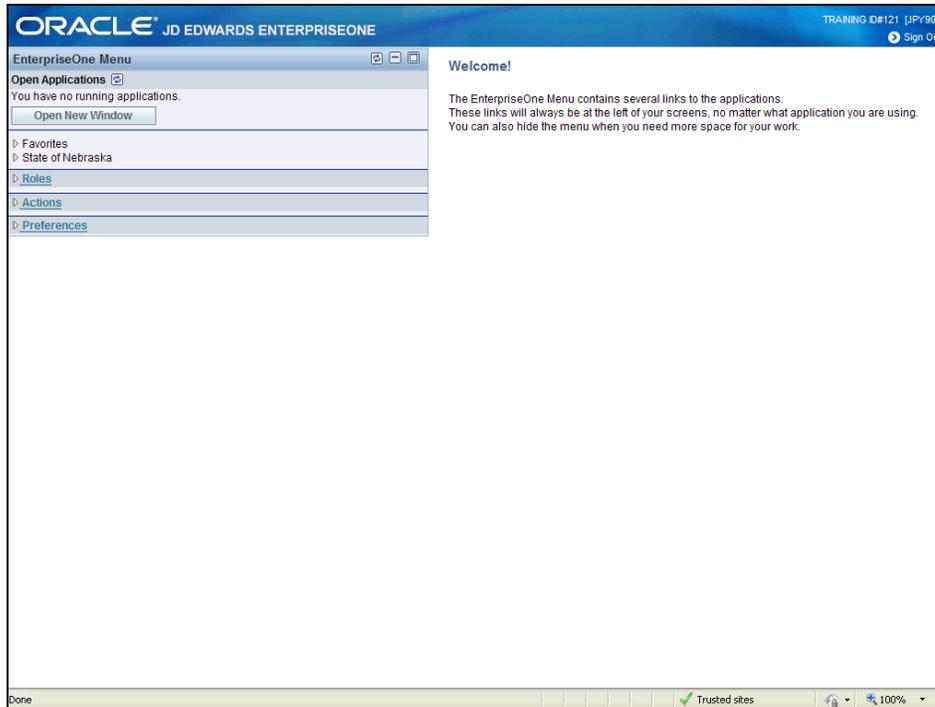
Agency Vacancy Report Lesson

Procedure

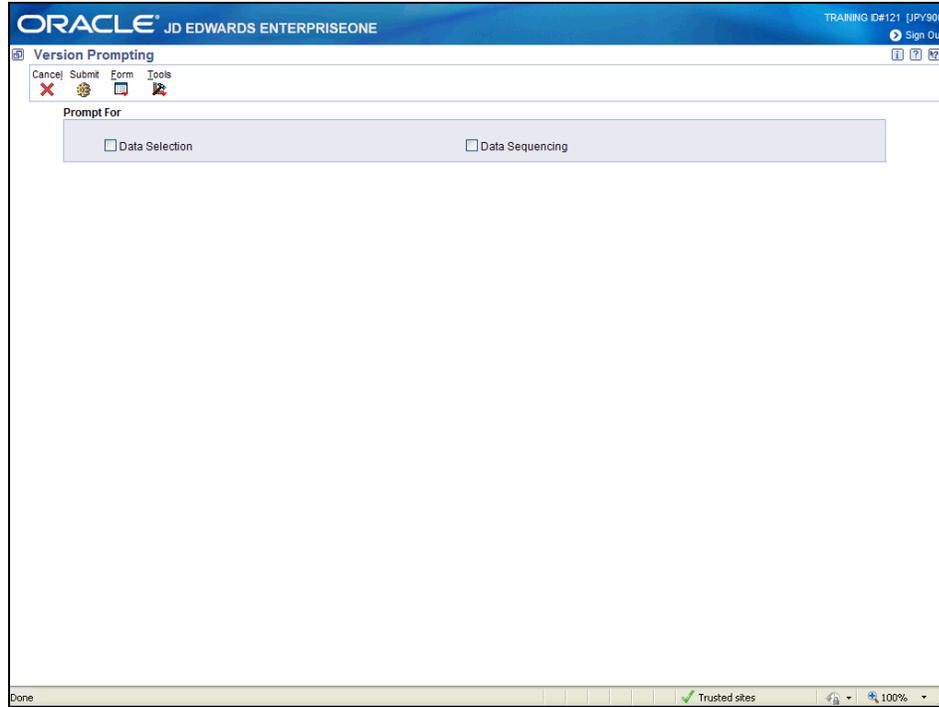
In this lesson you will learn how to run the Agency Vacancy Report.

Training Guide

Agency Vacancy Report



Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Human Resources link. Human Resources
3.	Click the HR Reports link. HR Reports
4.	Click the Position Control Reports link. Position Control Reports
5.	Click the Agency Vacancy Report link. Agency Vacancy Report



Step	Action
6.	Click the Data Selection option. 
7.	Click the Submit button. 

Training Guide

Agency Vacancy Report

ORACLE JD EDWARDS ENTERPRISEONE TRAINING ID#121 (JPY900) Sign Out

Data Selection

OK Cancel Delete Up Down

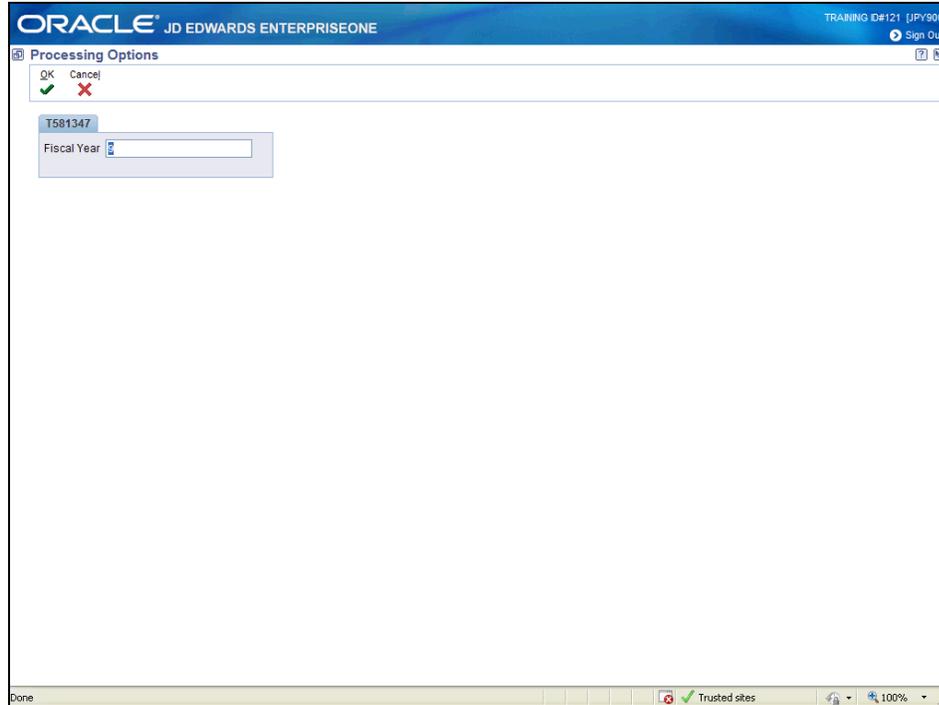
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Agency Number (F581347) (RP01) [BC]	is equal to	Null
<input type="checkbox"/> And			

[Add Row](#)

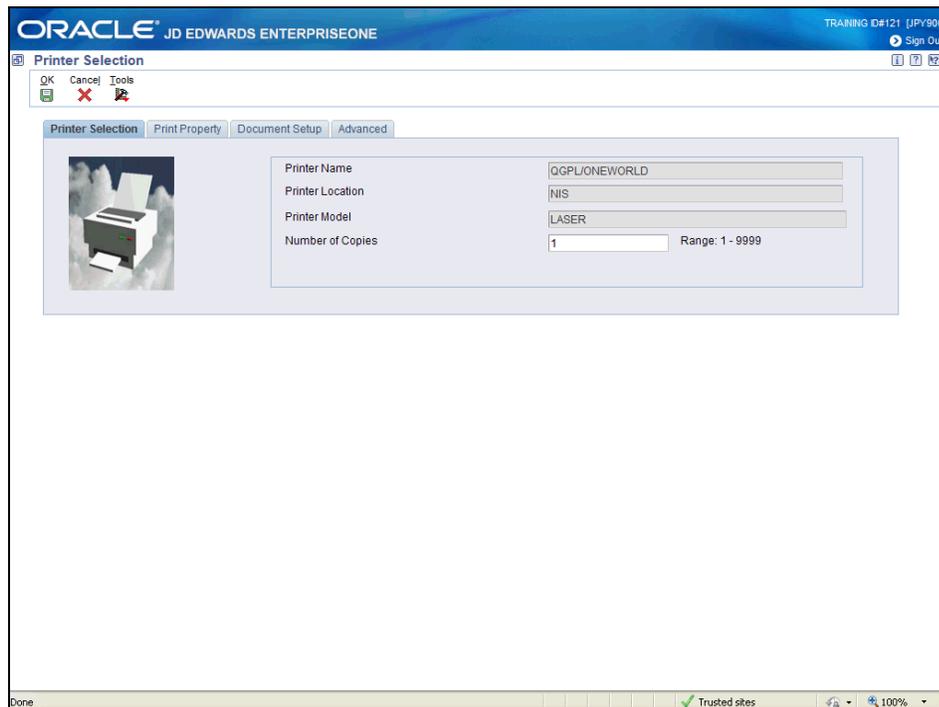
[Advanced](#)

Done Trusted sites 100%

Step	Action
8.	Click the drop down list of the Right Operand column. 
9.	Click the Literal list item. 
10.	Enter the Agency number in the Literal Value field.
11.	Click the OK button. 
12.	Click the OK button. 
13.	Enter the fiscal year you are running the report for in the Fiscal Year field.



Step	Action
14.	Click the OK button. 



Training Guide

Agency Vacancy Report



Step	Action
15.	Click the OK button. 
16.	To view the report you will need to go to View Job Status . For more information see the Reports Lesson under the System Basics Training Guides (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html). You have successfully completed this lesson. End of Procedure.