

# Seniority Report

---

# COPYRIGHT & TRADEMARKS

Copyright © 1998, 2009, Oracle and/or its affiliates. All rights reserved.

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

## U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are “commercial computer software” or “commercial technical data” pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

## 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.

## Table of Contents

<b>Seniority Report .....</b>	<b>1</b>
<b>Seniority Report Overview .....</b>	<b>1</b>
<b>Seniority Report Lesson .....</b>	<b>1</b>

## Seniority Report

### Seniority Report Overview

The Seniority Report includes the employee's Agency Original Hire Date and the Adjusted Service Date.

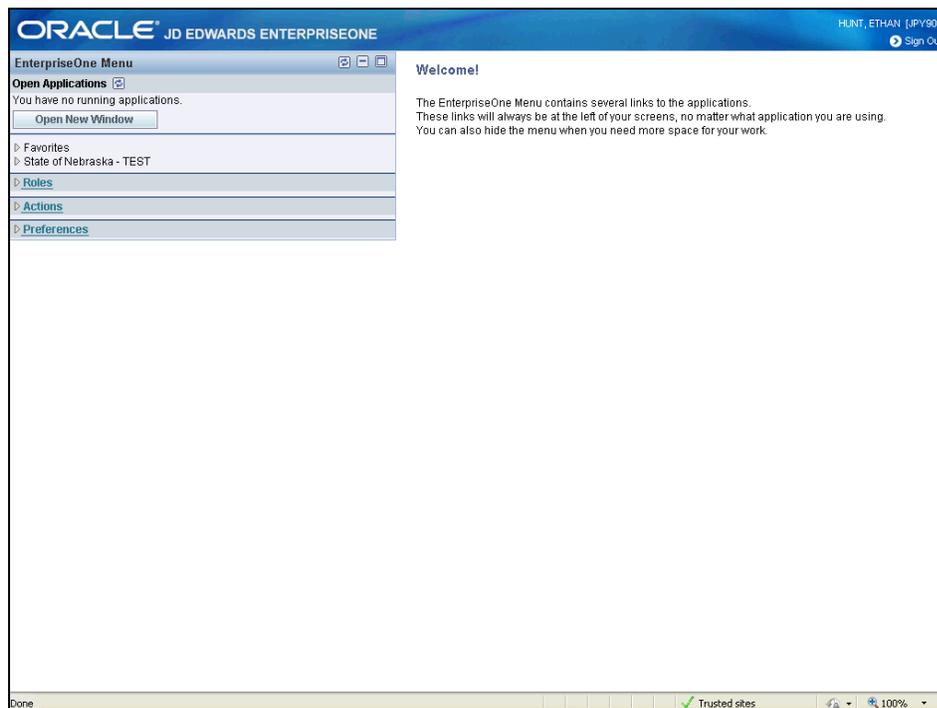
**Warning:** For Department of Corrections, an Adjusted Job Seniority Date and Agency Adjusted Service Date is used under User Defined Date and is included in this report.

This report can be run by agency, job code, or business unit within the agency. The Seniority Report can be used as a tool for Seniority Posting for mandatory overtime or vacation posting requirements according to the labor union contracts. It can also be used to determine seniority for layoff plans.

### Seniority Report Lesson

#### Procedure

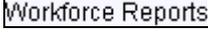
In this lesson you will learn how to run the Seniority report.

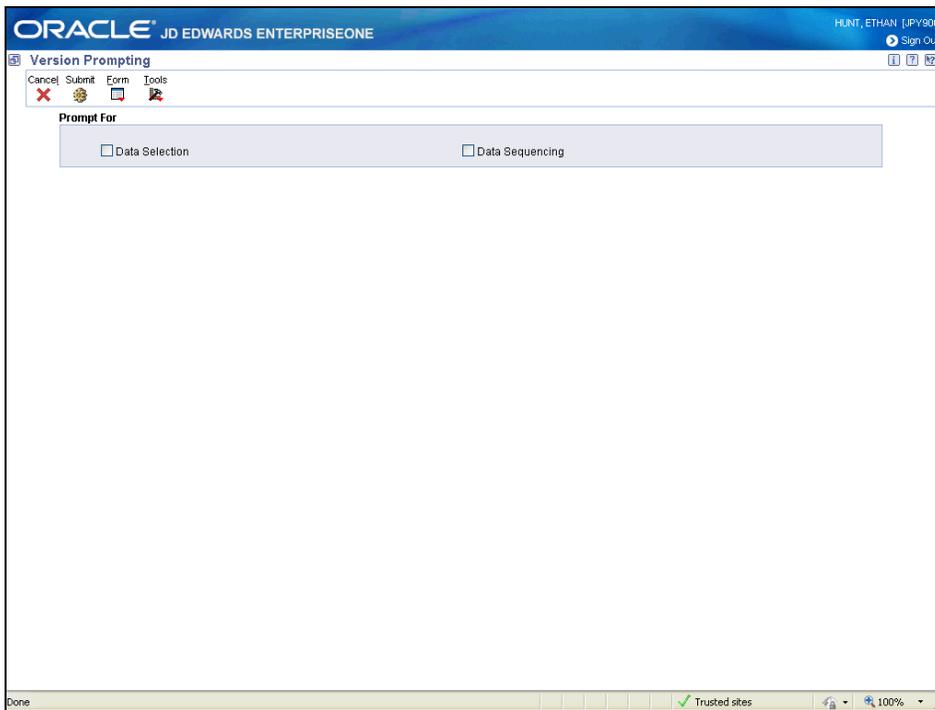


Step	Action
1.	Click the <b>State of Nebraska</b> link. State of Nebraska
2.	Click the <b>Human Resources</b> link. Human Resources

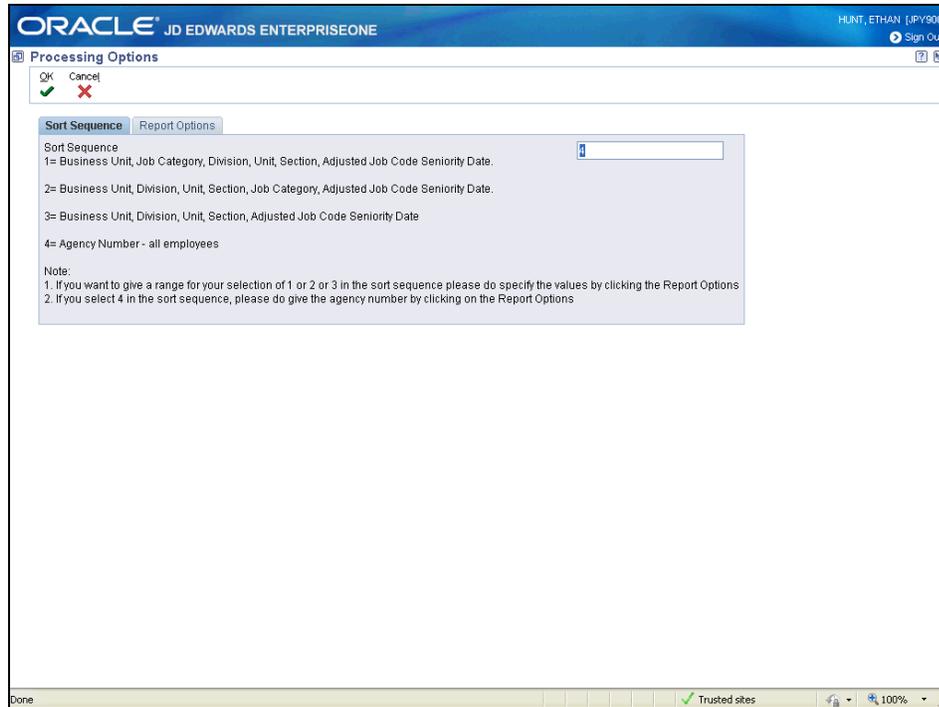
# Training Guide

## Seniority Report

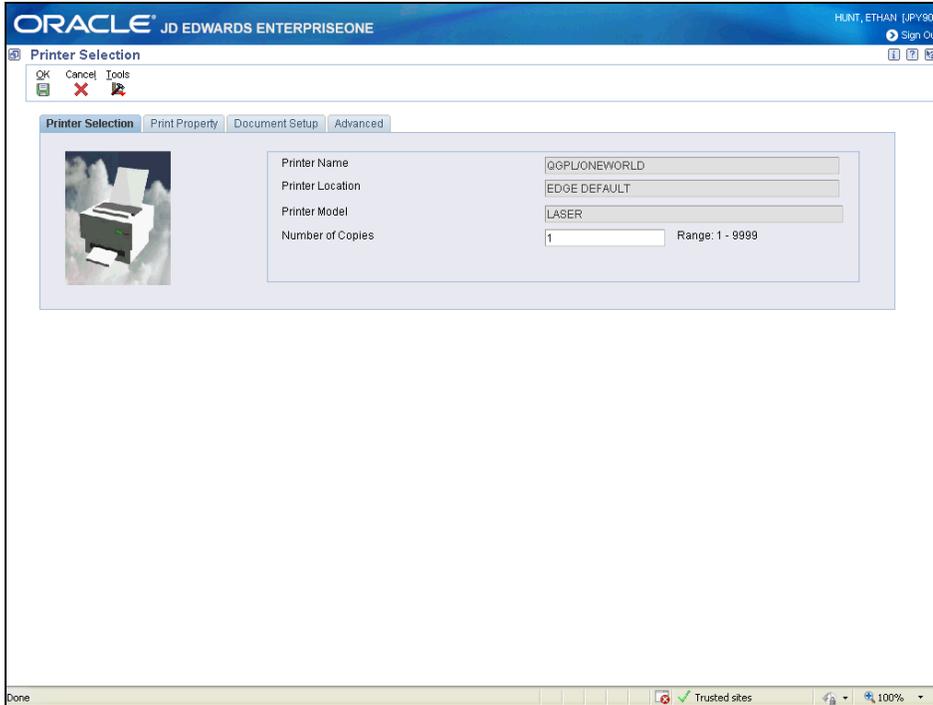
Step	Action
3.	Click the <b>HR Reports</b> link. 
4.	Click the <b>Employee Reports</b> link. 
5.	Click the <b>Workforce Reports</b> link. 
6.	Click the <b>Seniority</b> link. 

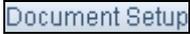


Step	Action
7.	Click the <b>Submit</b> button. 
8.	Enter the <b>Sort Sequence</b> selection.



Step	Action
9.	Click the <b>Report Options</b> tab. 
10.	Enter the Security Business Unit Range in the <b>Security Business Unit - Start</b> and <b>End Range</b> fields.
11.	Update any of the other fields including the <b>Agency Number</b> field. 
12.	When finished click the <b>OK</b> button. 



Step	Action
13.	Click the <b>Document Setup</b> tab. 
14.	Click the <b>CSV(Comma Delimited)</b> option. 
15.	Click the <b>OK</b> button. 
16.	To view the report you will need to go to <b>View Job Status</b> . For more information see the Reports Lesson under the System Basics Training Guides ( <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> ).  You have successfully completed this lesson. <b>End of Procedure.</b>