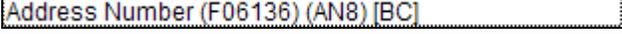


Employee Pay and Tax Register Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Employee Pay and Tax Register link. 
5.	Click the Data Selection option. 
6.	Click the Submit button. 
7.	To run the report on a specific employee click the Left Operand list on the first row.
8.	Click the Address Number (F06136) (AN8) [BC] list item. 
9.	Click the Comparison list. 
10.	Click the is equal to list item. 
11.	Click the Right Operand list. 
12.	Click the Literal list item. 
13.	Enter the address book number of the employee into the Literal Value: field.
14.	Click the OK button. 

Step	Action
15.	<p>To run this report on a specific calendar year, enter the following information on the next blank row:</p> <p>Left Operand – Date – YR (F06136)(DTEY)[BC] Comparison – is equal to Right Operand – Literal, then enter a single digit to indicate the year you want to run the report on (4 = 2004, 5 = 2005, etc).</p> <p>Note: If no year is entered, current year data will appear on the report, no matter what dates are entered in Processing Options</p>
16.	<p>Click the OK button.</p> 
17.	<p>Complete the following field:</p> <p>Employee Number - leave blank so the employee's address book number appears on the report, or enter 1 so the employee's Tax ID appears on report.</p>
18.	<p>Complete the following field:</p> <p>Period End Date - enter the pay period end date for which to run report. In this example, a date of 12/31/2004 is being used because the data selection is already set to run on calendar year 4.</p> <p>Note: Report will provide totals through the end of the month based on the month represented in the Period End Date field.</p>
19.	<p>Complete the following field:</p> <p>History Type - enter format type for printed report. In this example, the report will show year-to-date totals only so that it will provide the same information that would appear on a W-2 form.</p>
20.	<p>Complete the following field:</p> <p>Detailed Transactions - leave blank so detail tax transactions are excluded from report, or enter 1 to see detailed tax transactions.</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the OK button.</p> 

Step	Action
23.	<p data-bbox="354 273 1388 373">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 data-bbox="354 409 885 472">You have successfully completed this lesson. End of Procedure.</p>