

Employee Pay and Tax Register 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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Employee Pay and Tax Register Report

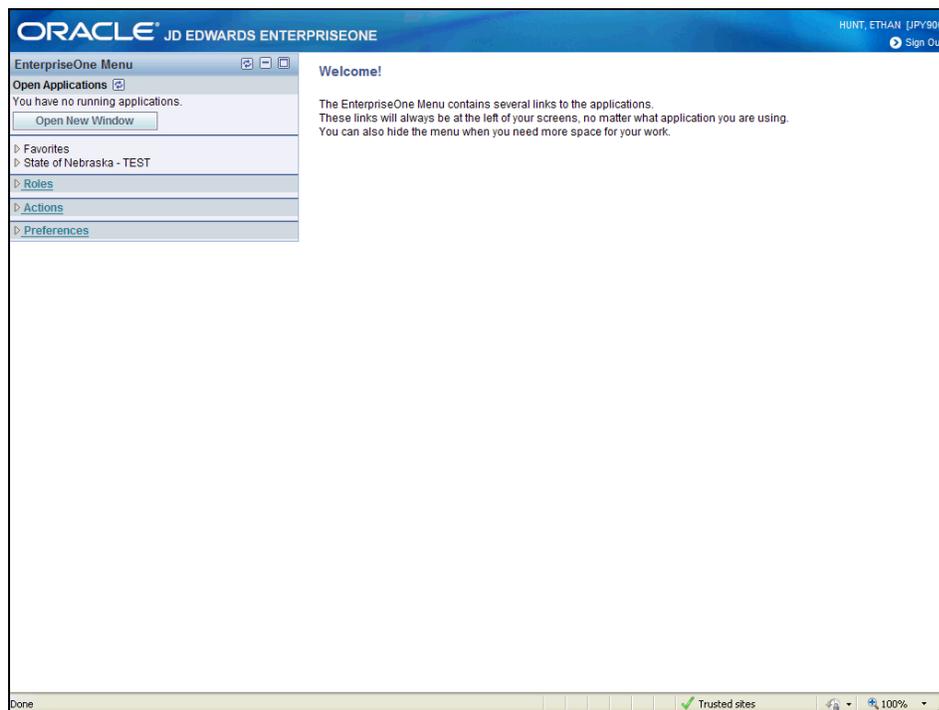
Employee Pay and Tax Register Report Overview

This report provides a tax history by employee. It can be used to show employees what to expect on their W-2 form.

Employee Pay and Tax Register Report Lesson

Procedure

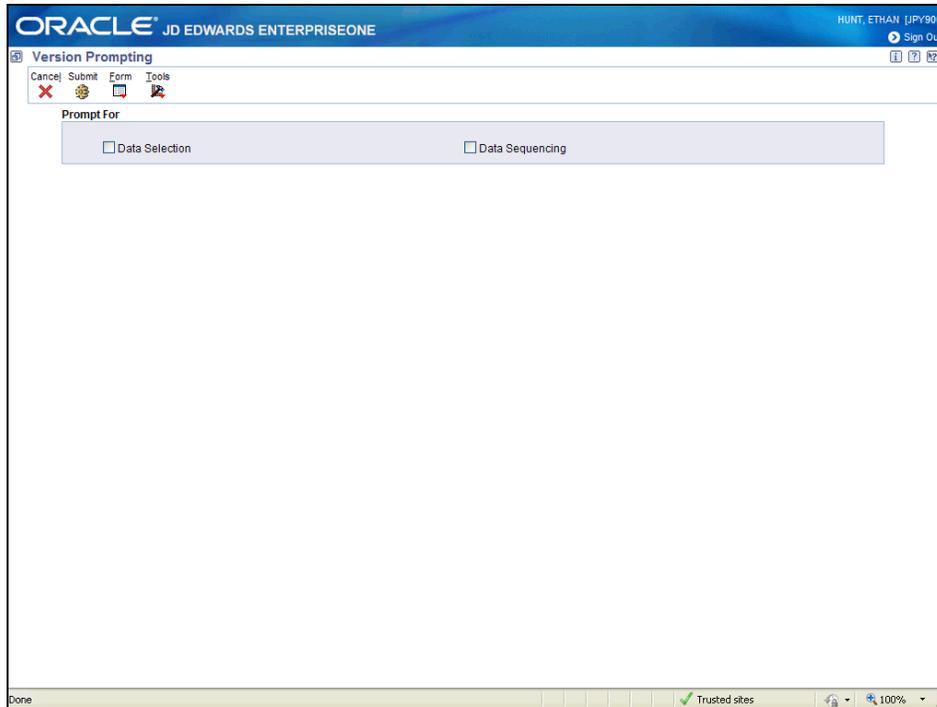
In this lesson you will learn how to run the Employee Pay and Tax History Report.



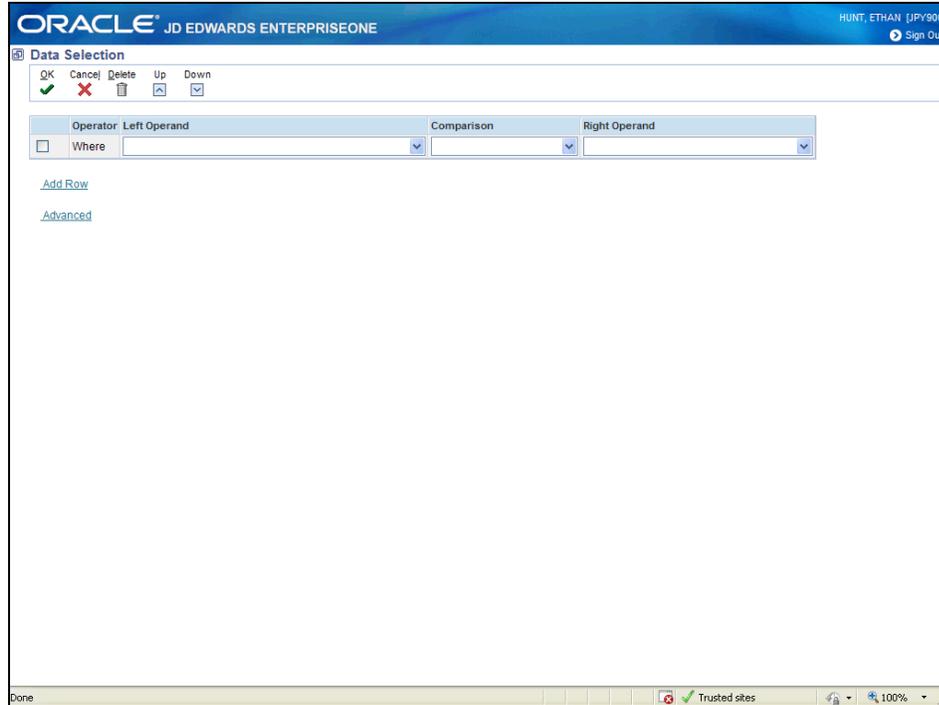
| Step | Action |
|------|---|
| 1. | Click the State of Nebraska link. State of Nebraska |
| 2. | Click the Payroll link. Payroll |
| 3. | Click the Payroll Reports link. Payroll Reports |
| 4. | Click the Employee Pay and Tax Register link. Employee Pay and Tax Register |

Training Guide

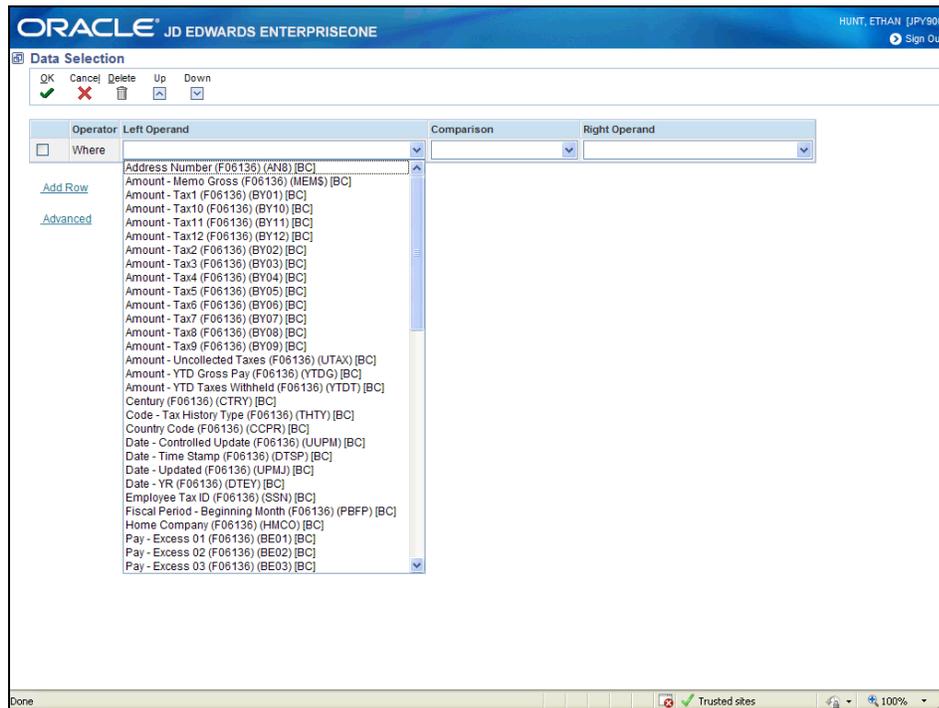
Employee Pay and Tax Register Report



| Step | Action |
|------|--|
| 5. | Click the Data Selection option.  |
| 6. | Click the Submit button.  |



| Step | Action |
|------|---|
| 7. | To run the report on a specific employee click the Left Operand list on the first row. |

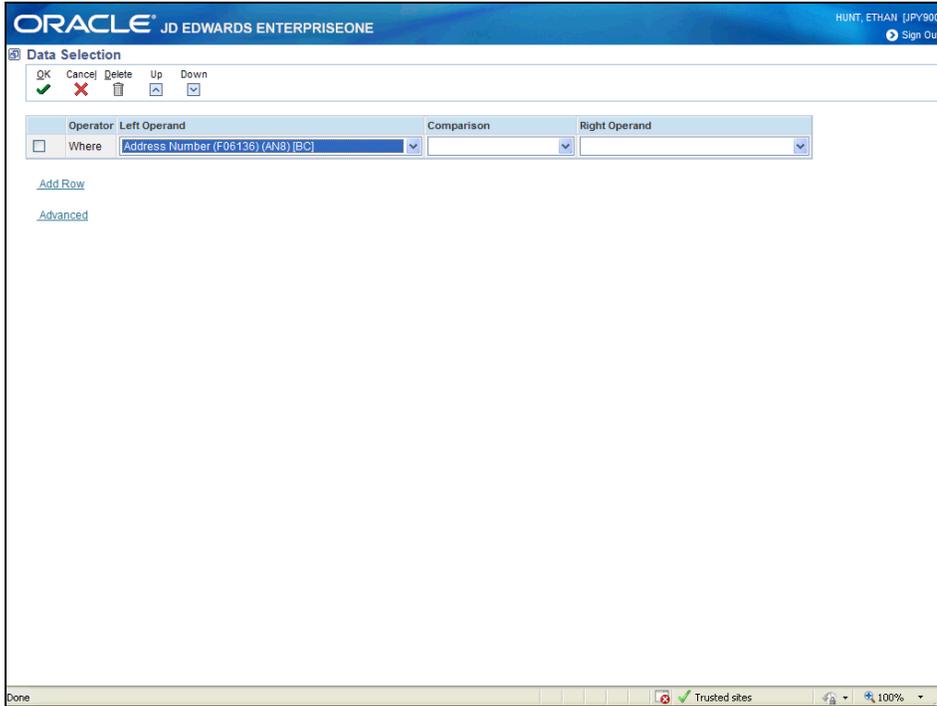


Training Guide

Employee Pay and Tax Register Report



| Step | Action |
|------|---|
| 8. | Click the Address Number (F06136) (AN8) [BC] list item.  |



| Step | Action |
|------|--|
| 9. | Click the Comparison list.  |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand | Comparison | Right Operand |
|--------------------------|--|--------------------|---------------|
| <input type="checkbox"/> | Where Address Number (F06136) (AN8) [BC] | is equal to | |

Add Row
Advanced

Done Trusted sites 100%

| Step | Action |
|------|---|
| 10. | Click the is equal to list item. is equal to |

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Data Selection

OK Cancel Delete Up Down

| Operator | Left Operand | Comparison | Right Operand |
|--------------------------|--|-------------|---------------|
| <input type="checkbox"/> | Where Address Number (F06136) (AN8) [BC] | is equal to | |

Add Row
Advanced

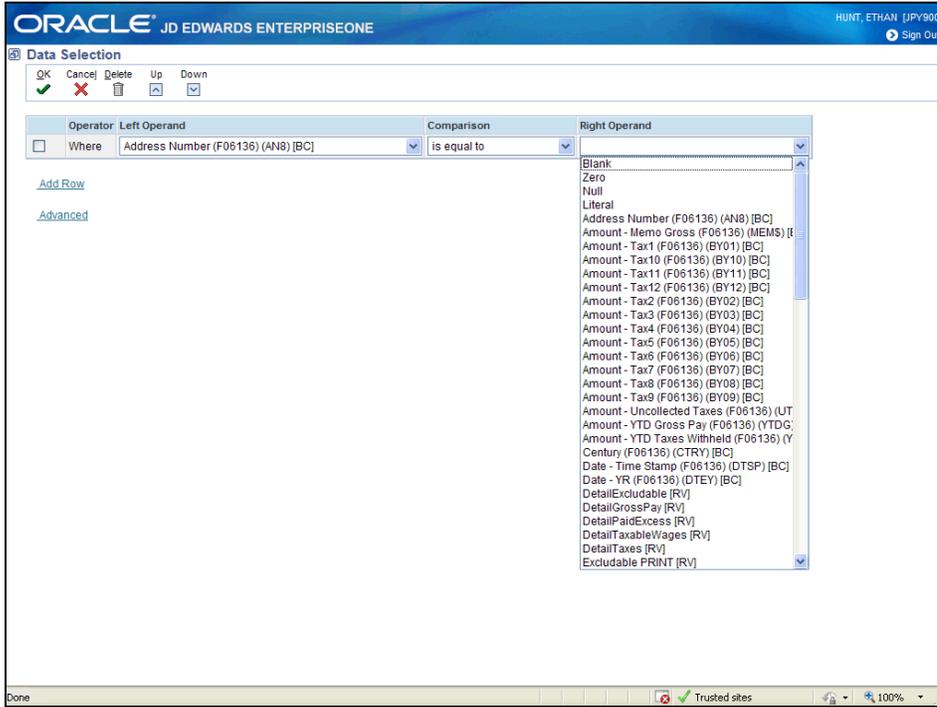
Done Trusted sites 100%

Training Guide

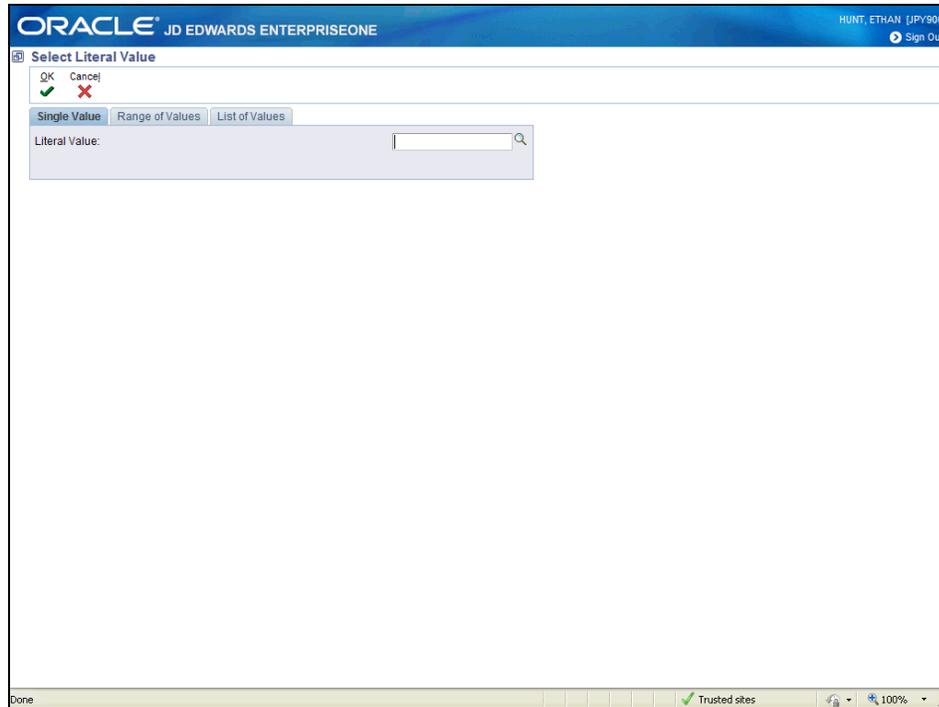
Employee Pay and Tax Register Report



| Step | Action |
|------|---|
| 11. | Click the Right Operand list. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div> |



| Step | Action |
|------|---|
| 12. | Click the Literal list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; padding: 2px;">Literal</div> |



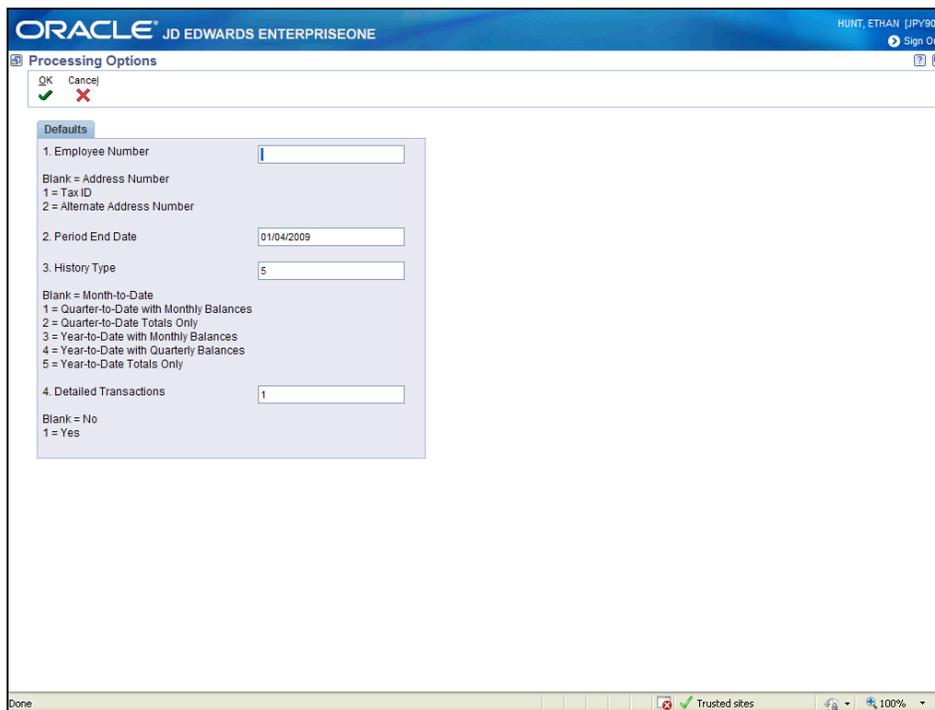
| Step | Action |
|------|--|
| 13. | Enter the address book number of the employee into the Literal Value: field. |
| 14. | Click the OK button.  |
| 15. | To run this report on a specific calendar year, enter the following information on the next blank row: Left Operand – Date – YR (F06136)(DTEY)[BC] 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). Note: If no year is entered, current year data will appear on the report, no matter what dates are entered in Processing Options |
| 16. | Click the OK button.  |
| 17. | Complete the following field: 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. |

Training Guide

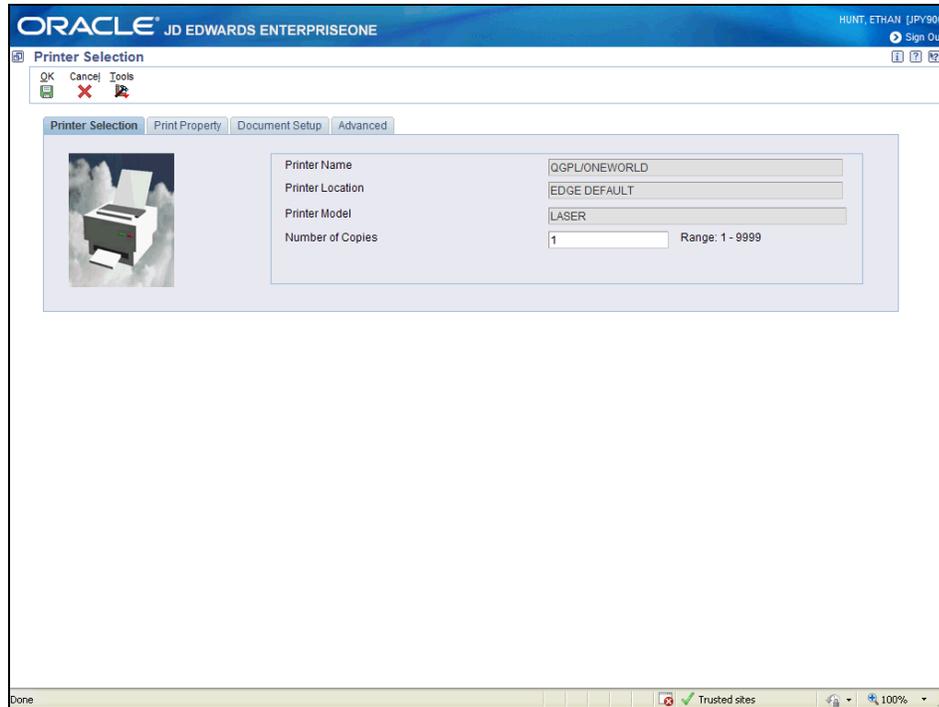
Employee Pay and Tax Register Report



| Step | Action |
|------|---|
| 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> |



| Step | Action |
|------|--|
| 21. | <p>Click the OK button.</p>  |



| Step | Action |
|------|---|
| 22. | Click the OK button.  |
| 23. | 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. You have successfully completed this lesson. End of Procedure. |