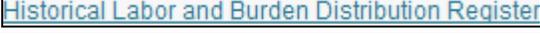
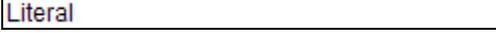


Historical Labor and Burden Distribution Register Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Historical Labor and Burden Distribution Register link. 
5.	Click the Data Selection option. 
6.	Click the Submit button. 
7.	To narrow the report by a specific employee(s), click the Left Operand list of the first row.
8.	Click the Address Number (F0618) (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. Note: To enter more than one address book number you will need to go to the List of Values tab.
14.	Click the OK button. 
15.	To narrow report by security business unit, complete the following in the next blank row: Left Operand - Business Unit (F0618)(MCU)[BC] Comparison - is equal to Right Operand – Literal - enter the security business unit

Step	Action
16.	Click the OK button. 
17.	Complete the following fields: Pay Period Ending Date or Beginning Date Range Ending Date Range
18.	Click the OK button. 
19.	Click the OK button. 
20.	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.