

Historical Labor and Burden Distribution 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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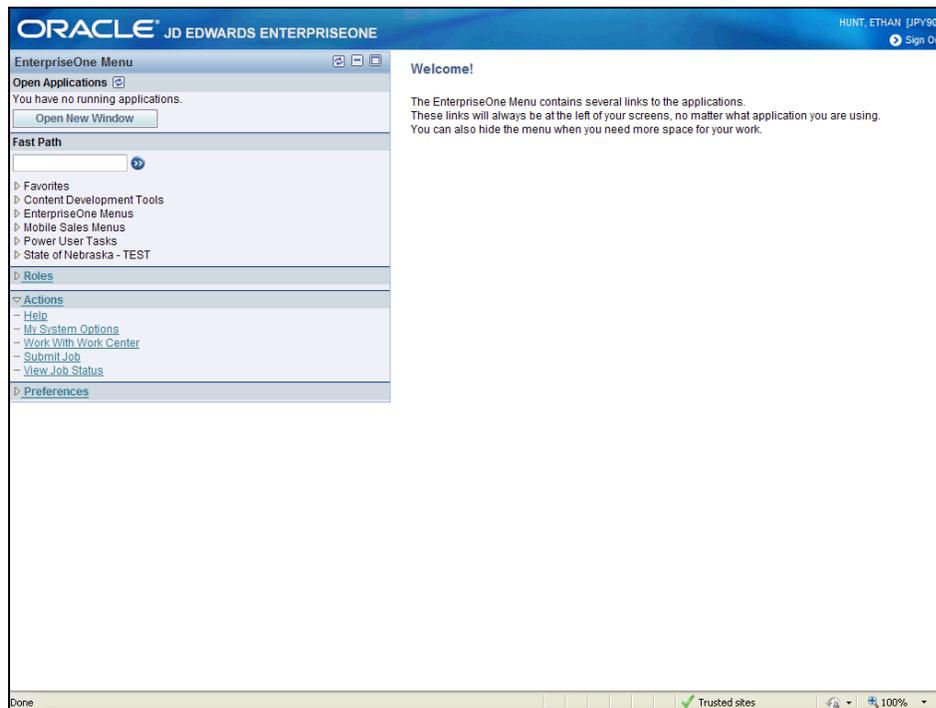
Historical Labor and Burden Distribution Register Report Overview

This report displays, by fund and business unit within fund, hours worked and wages paid, along with state paid taxes and benefits (health and life insurance, retirement, etc.), for each employee. This report can be run by an agency to get historical data. History is only available for payrolls processed after April 6, 2006.

Historical Labor and Burden Distribution Register Report Lesson

Procedure

In this lesson you will learn how to run the Historical Labor and Burden Distribution Register Report.



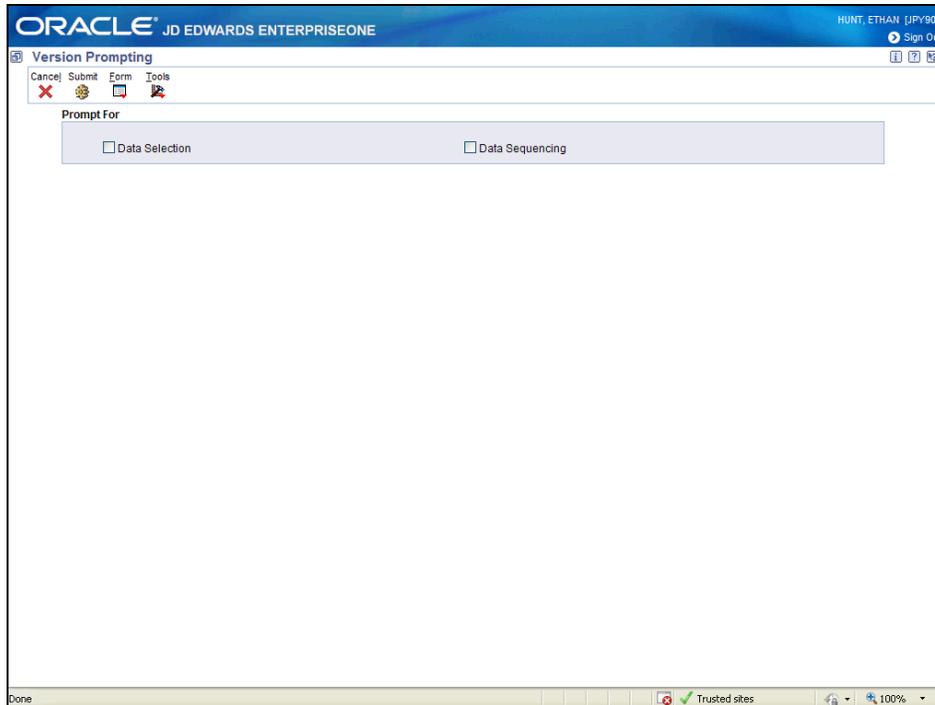
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll

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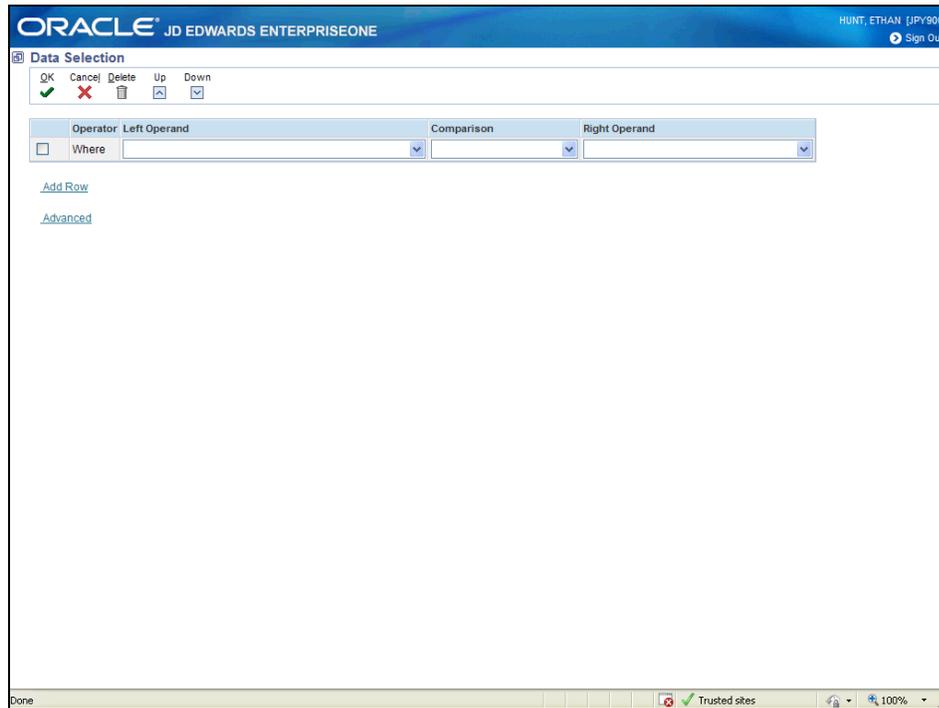
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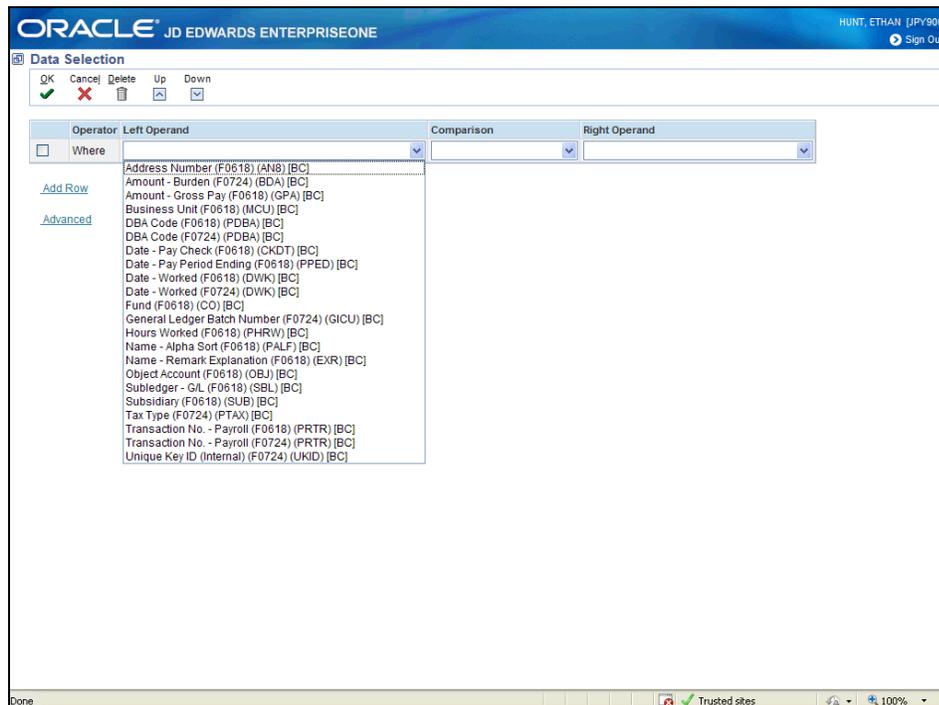
Step	Action
3.	Click the Payroll Reports link. 
4.	Click the Historical Labor and Burden Distribution Register link. 



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



Step	Action
7.	To narrow the report by a specific employee(s), click the Left Operand list of the first row.

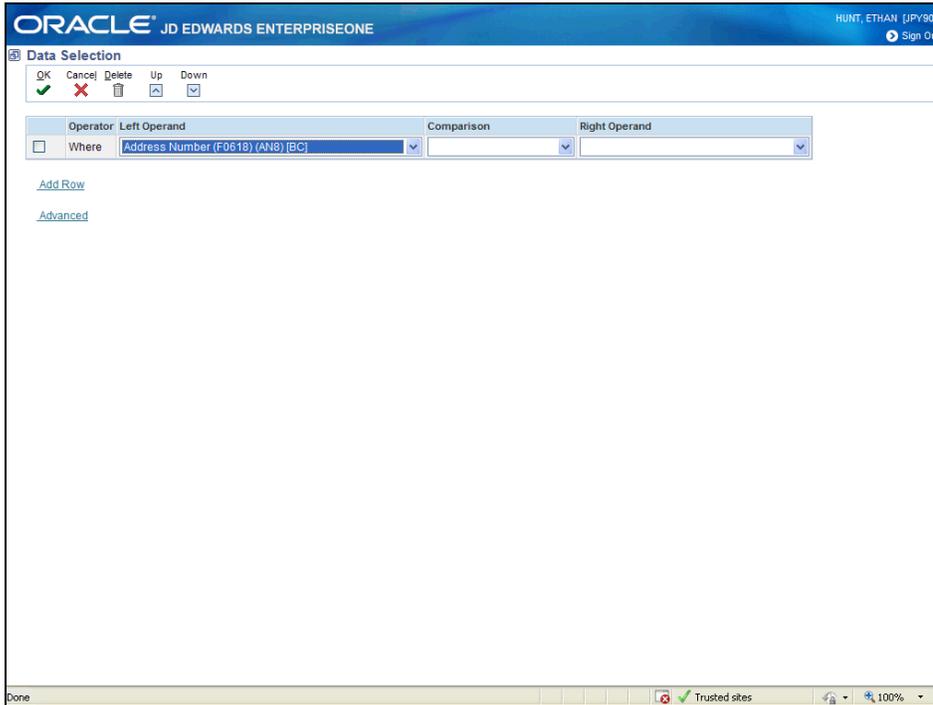


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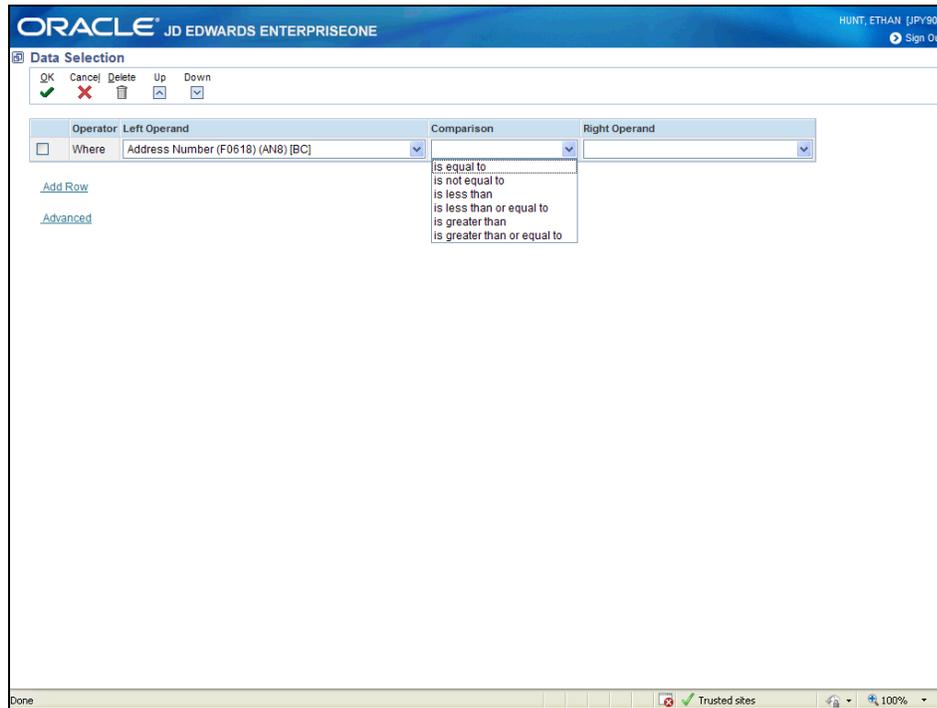
Historical Labor and Burden Distribution Register Report



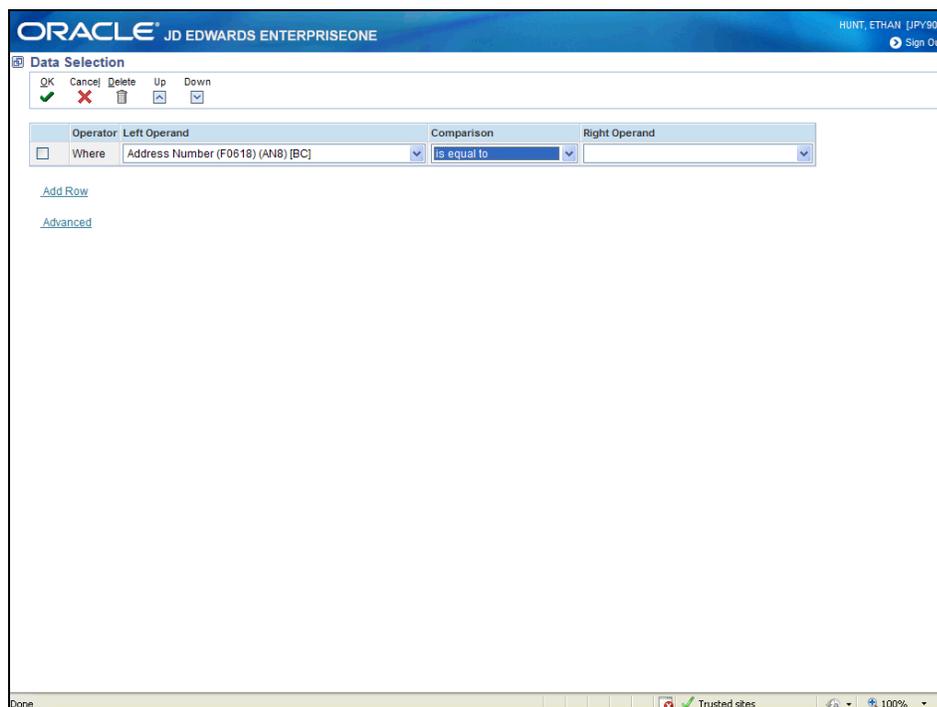
Step	Action
8.	Click the Address Number (F0618) (AN8) [BC] list item.



Step	Action
9.	Click the Comparison list. <input type="text" value=""/>



Step	Action
10.	Click the is equal to list item. <div style="border: 1px dashed black; padding: 2px; display: inline-block;">is equal to</div>

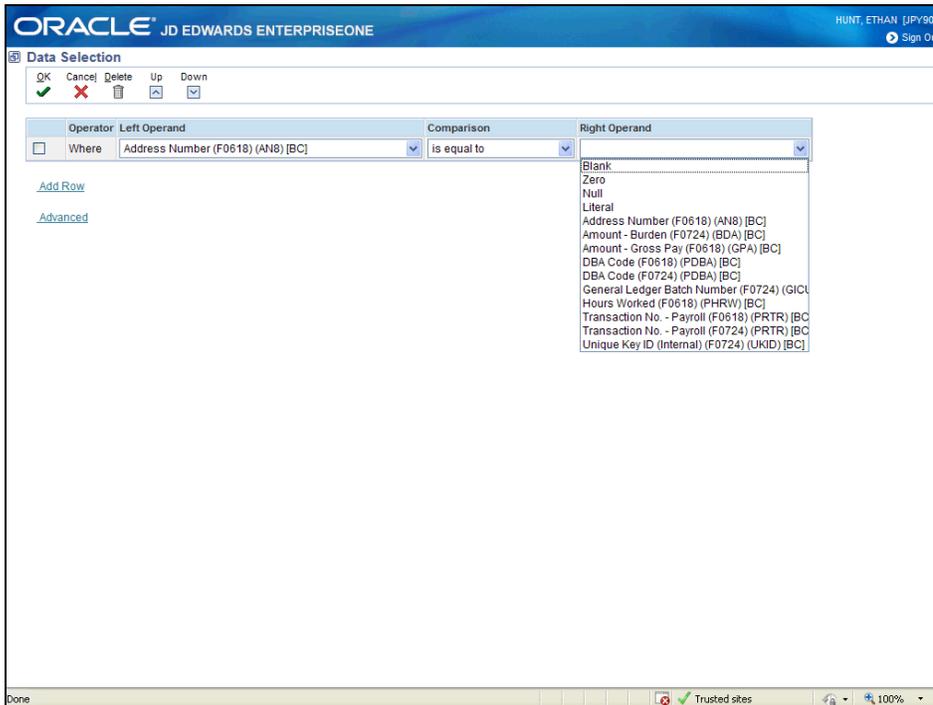


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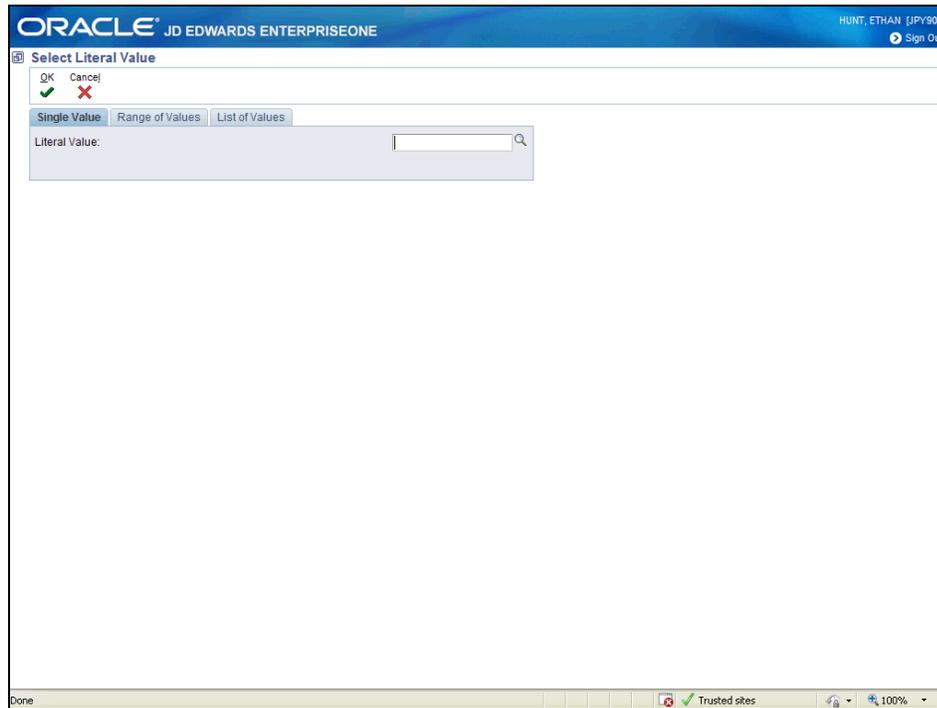
Historical Labor and Burden Distribution Register Report



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



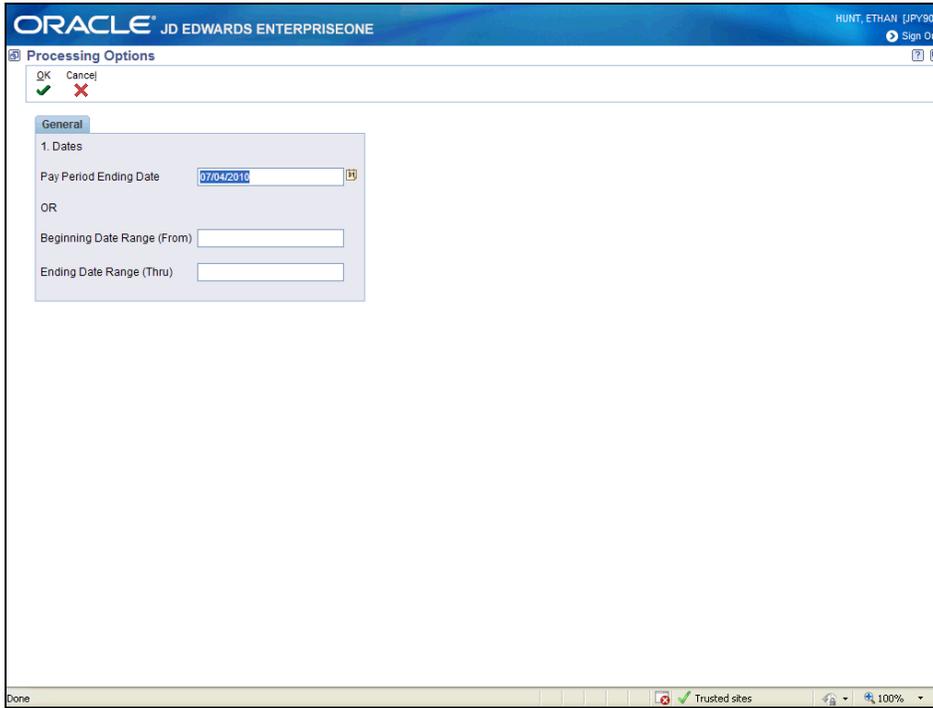
Step	Action
12.	Click the Literal list item. <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px; padding-left: 5px;">Literal</div>



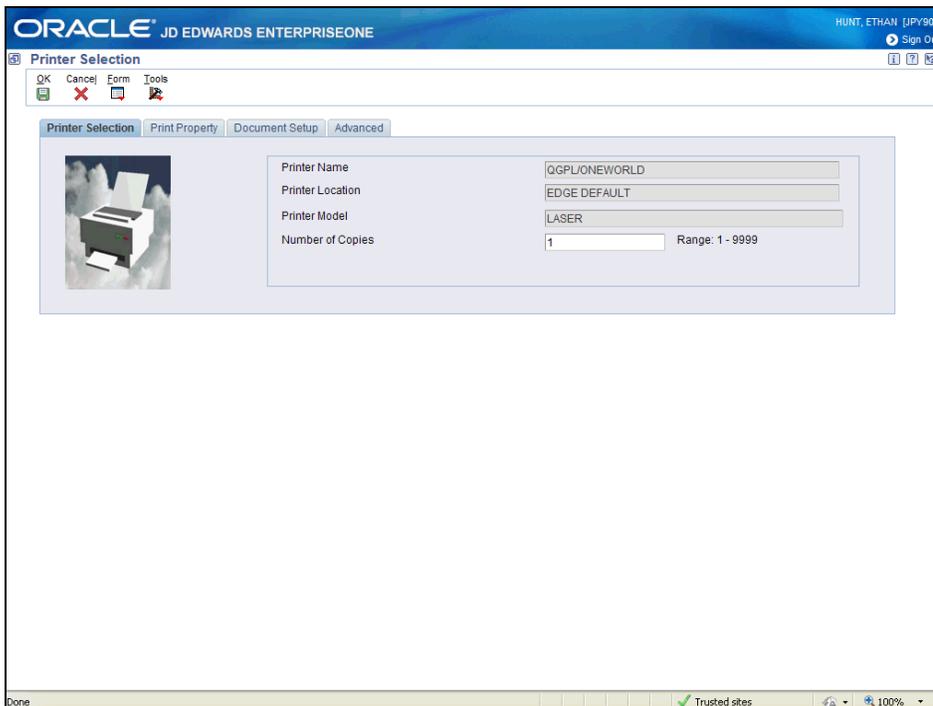
Step	Action
13.	Enter the address book number of the employee into the Literal Value: field. Note: To enter more than one address book number you will need to go to the List of Values tab.
14.	Click the OK button. 
15.	To narrow report by security business unit, complete the following in the next blank row: Left Operand - Business Unit (F0618)(MCU)[BC[Comparison - is equal to Right Operand - Literal - enter the security business unit
16.	Click the OK button. 
17.	Complete the following fields: Pay Period Ending Date or Beginning Date Range Ending Date Range

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Step	Action
18.	Click the OK button. 



Step	Action
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.