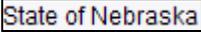
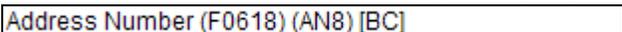


Time and Pay History Detail Report Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Reports link. 
4.	Click the Time and Pay History Detail link. 
5.	Click the NE999001 option. Note: To run this report in CSV, choose NIS0001 . 
6.	Click the Select button. 
7.	Click the Data Selection option. 
8.	Click the Submit button. 
9.	No changes are necessary to the Data Selection, however, to run report on a specific employee click the Left Operand list from the first row.
10.	Click the Address Number (F0618) (AN8) [BC] list item. 
11.	Click the Comparison list. 
12.	Click the is equal to list item. 
13.	Click the Right Operand list. 
14.	Click the Literal list item. 
15.	Enter the address book number of the employee into the Literal Value: field.
16.	Click the OK button. 

Step	Action
17.	<p>To run report by individual pay type, complete the following fields in the next blank row:</p> <p>Left Operand – DBA Code (F0618) (PDBA) (BC) Comparison – is equal to Right Operand – Literal, then the pay type you want to report (ex. 40 = sick leave)</p>
18.	<p>To run report for a particular time period, complete the following fields in the next blank row:</p> <p>Left Operand – Date – Pay Check (F0618) (CKDT) (BC) Comparison – is equal to Right Operand – Literal, then Range of Values and enter the pay dates you want to include.</p>
19.	<p>Click the OK button.</p> 
20.	<p>Complete the following fields:</p> <p>Time Card - choose the type of time card to use for report</p> <p>Employee number - choose the fields to appear on report</p> <p>General Ledger account number - choose whether or not to print the general ledger account number on report</p>
21.	<p>Click the OK button.</p> 
22.	<p>Click the OK button.</p> 
23.	<p>Click the Close button.</p> 
24.	<p>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>You have successfully completed this lesson.</p> <p>End of Procedure.</p>