

## **Time and Pay History Detail 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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## Time and Pay History Detail Report

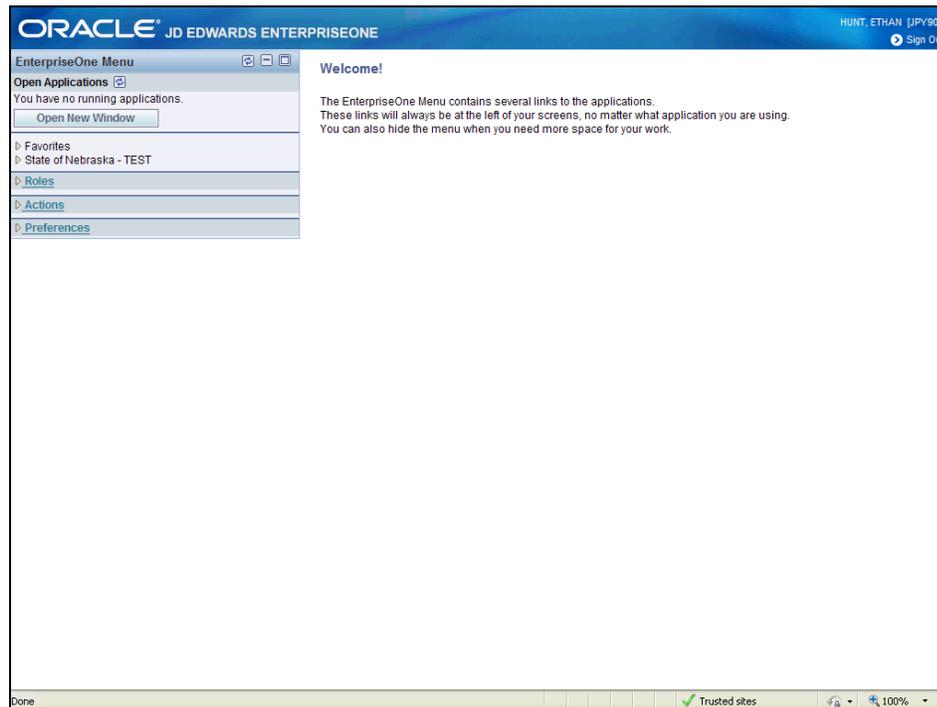
### Time and Pay History Detail Report Overview

This report can be used for many different purposes. Ex. Find all employees with overtime, what timecards have been created, etc. This report provides a history of hours and wages paid. The report includes the work date, employee, pay type, hours paid, hourly rate, account number, and gross pay, and can be run to include the account number to which the wages were charged. It can be used to summarize wages paid to a particular employee or group of employees and can be limited to a specific pay type or time period.

### Time and Pay History Detail Report Lesson

#### Procedure

In this lesson you will learn how to run the Time and Pay History Detail Report.



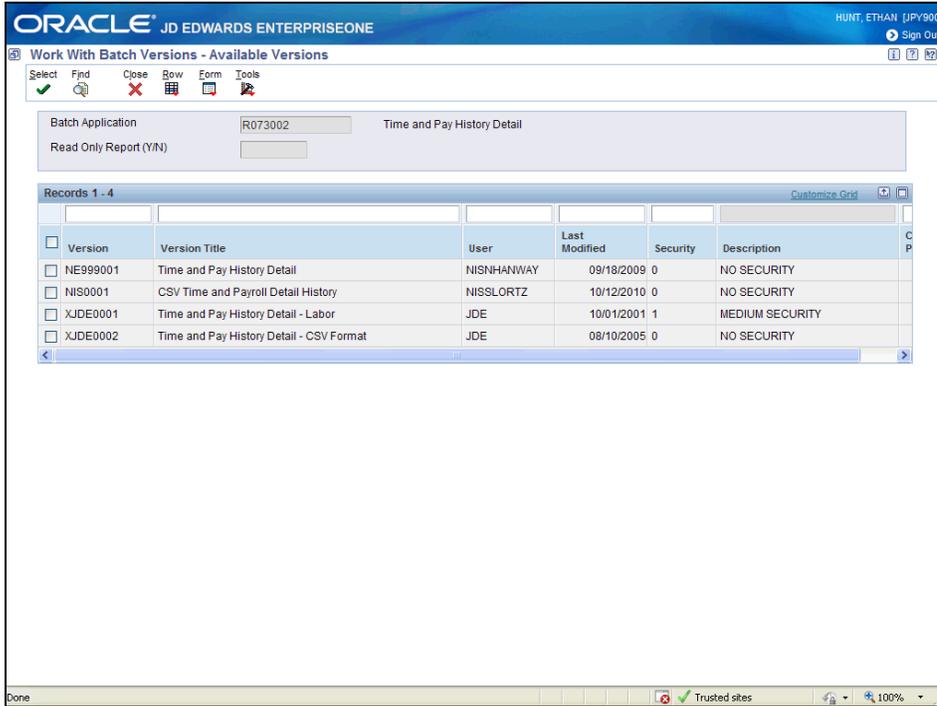
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Reports</b> link. <a href="#">Payroll Reports</a>

# Training Guide

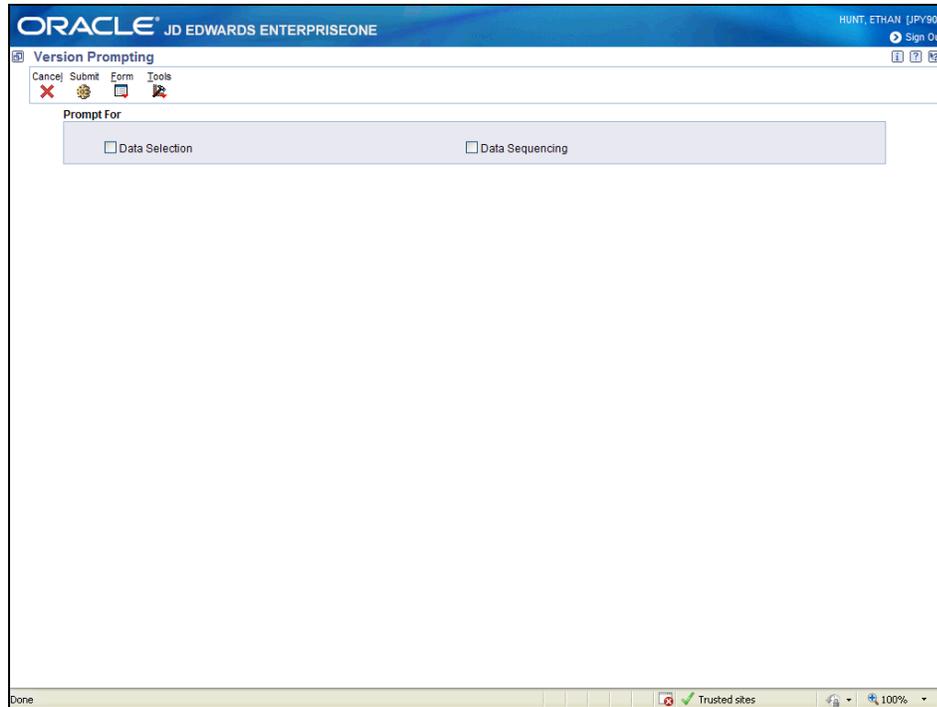
## Time and Pay History Detail Report



Step	Action
4.	Click the <b>Time and Pay History Detail</b> link. 



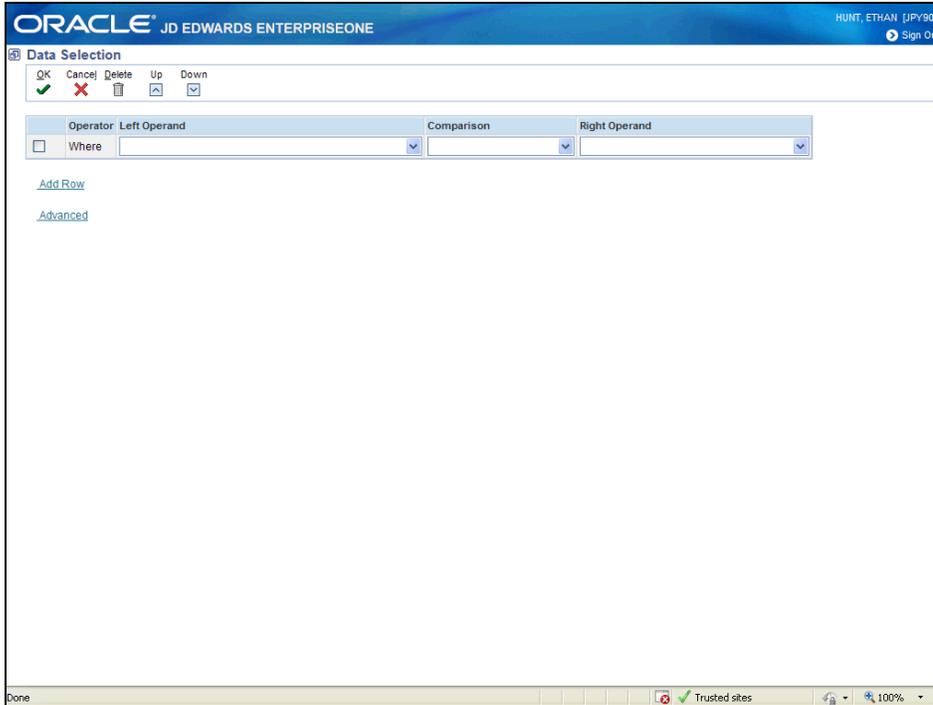
Step	Action
5.	Click the <b>NE999001</b> option.  <b>Note:</b> To run this report in CSV, choose <b>NIS0001</b> . <input checked="" type="checkbox"/>
6.	Click the <b>Select</b> button. <input checked="" type="checkbox"/>



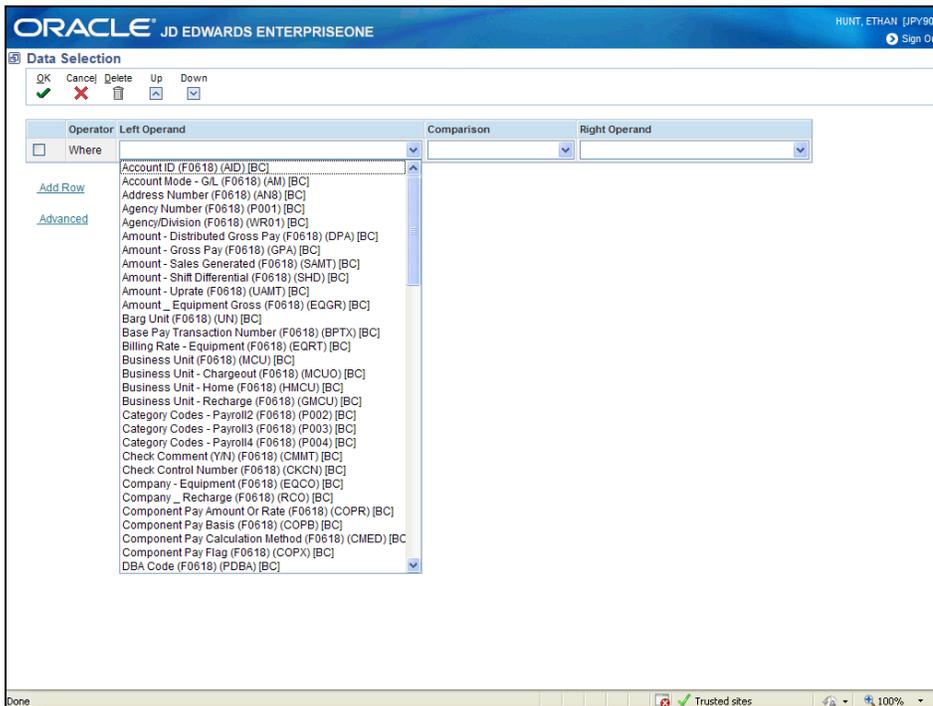
Step	Action
7.	Click the <b>Data Selection</b> option. 
8.	Click the <b>Submit</b> button. 

# Training Guide

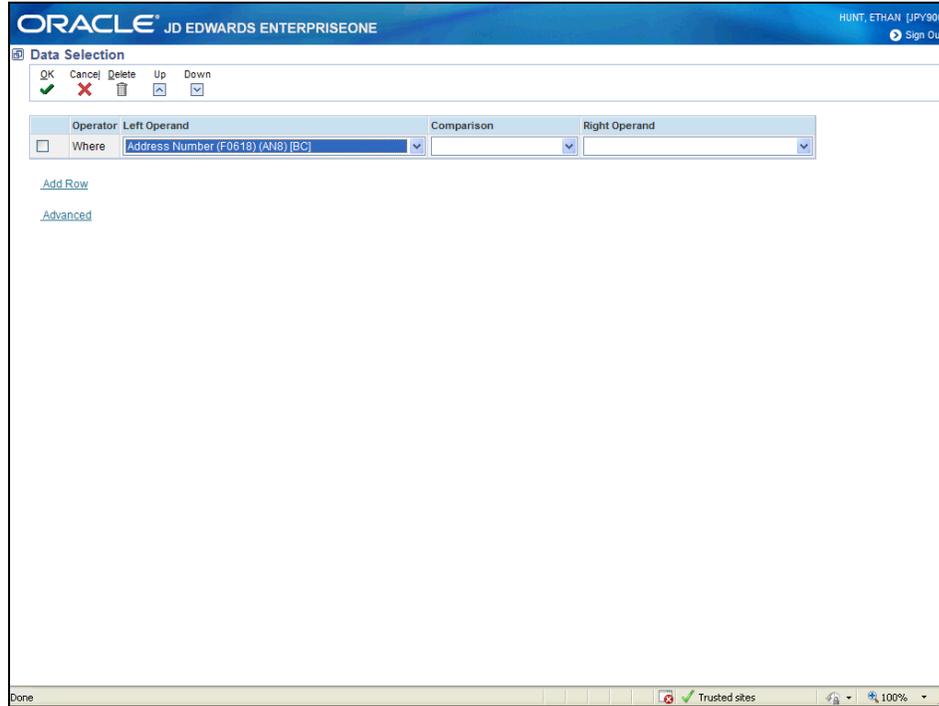
## Time and Pay History Detail Report



Step	Action
9.	No changes are necessary to the Data Selection, however, to run report on a specific employee click the <b>Left Operand</b> list from the first row.



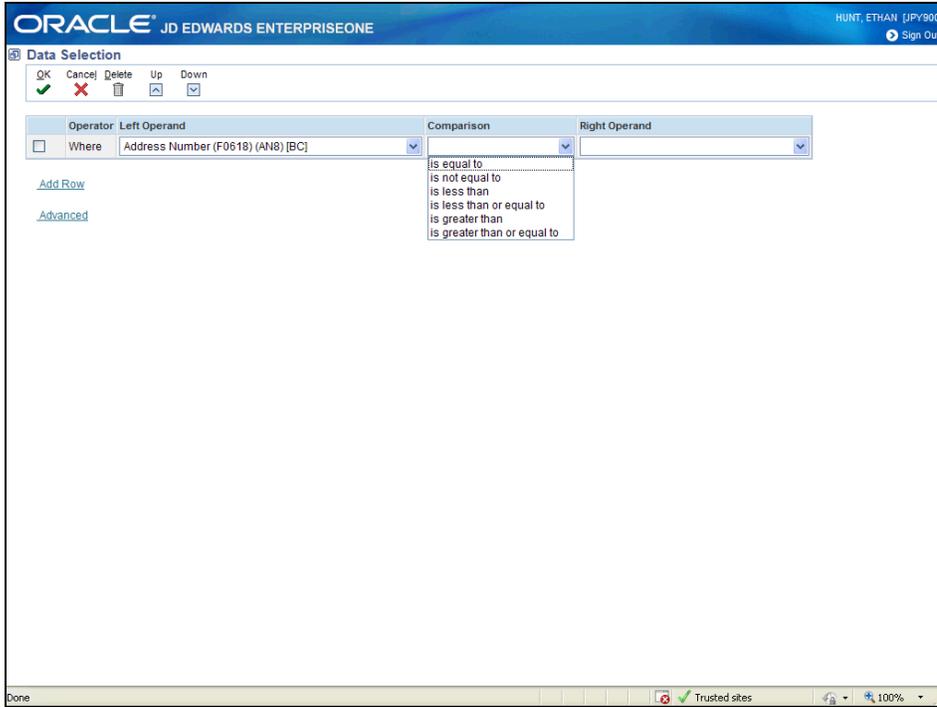
Step	Action
10.	Click the <b>Address Number (F0618) (AN8) [BC]</b> list item. <input type="text" value="Address Number (F0618) (AN8) [BC]"/>



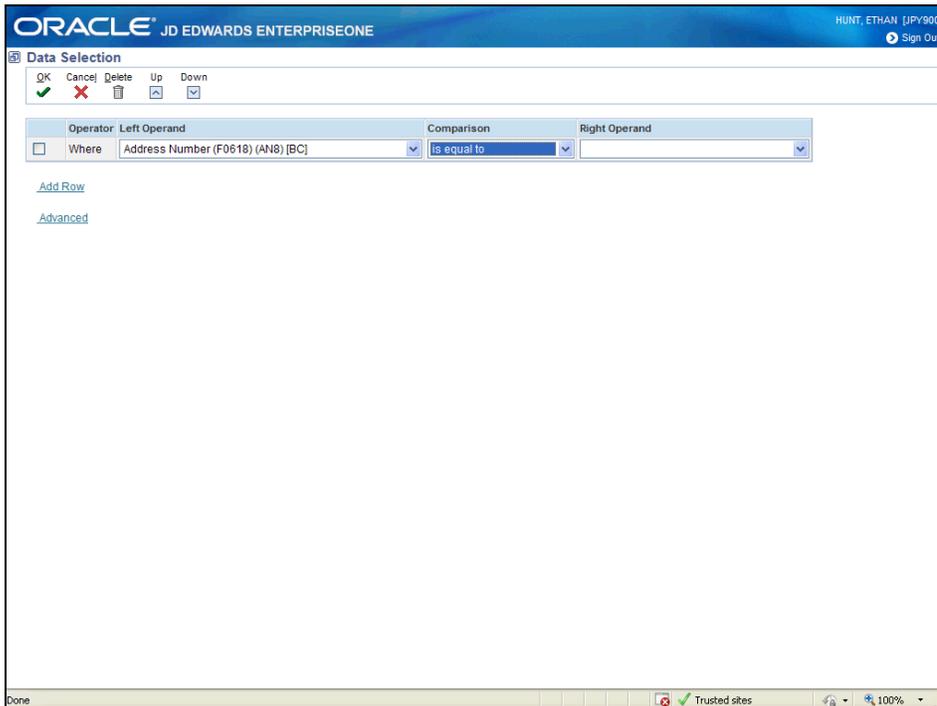
Step	Action
11.	Click the <b>Comparison</b> list. <input type="text" value=""/>

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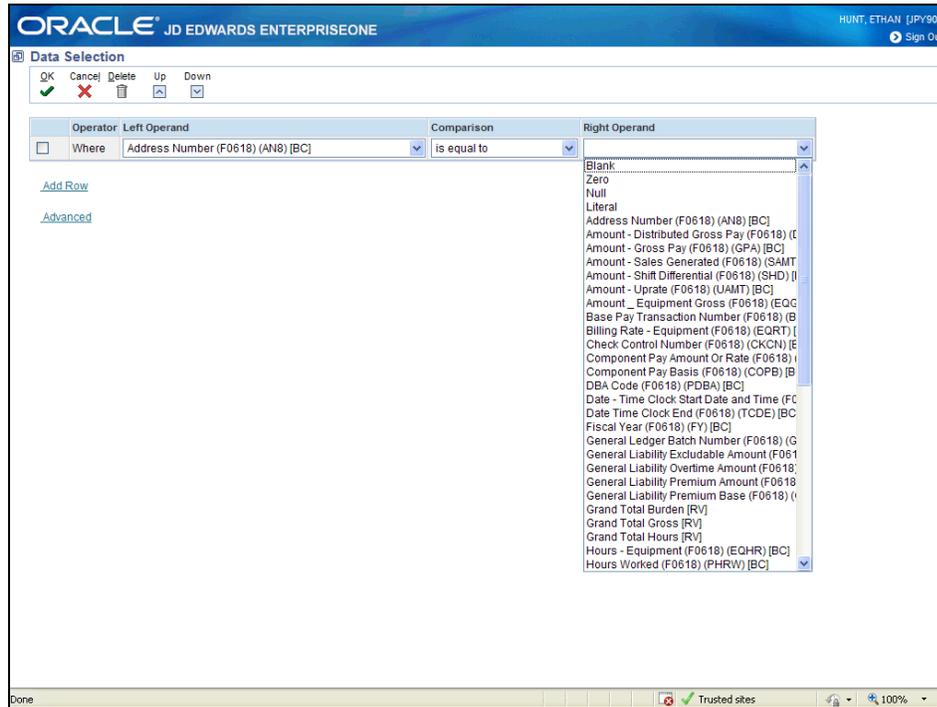
## Time and Pay History Detail Report



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



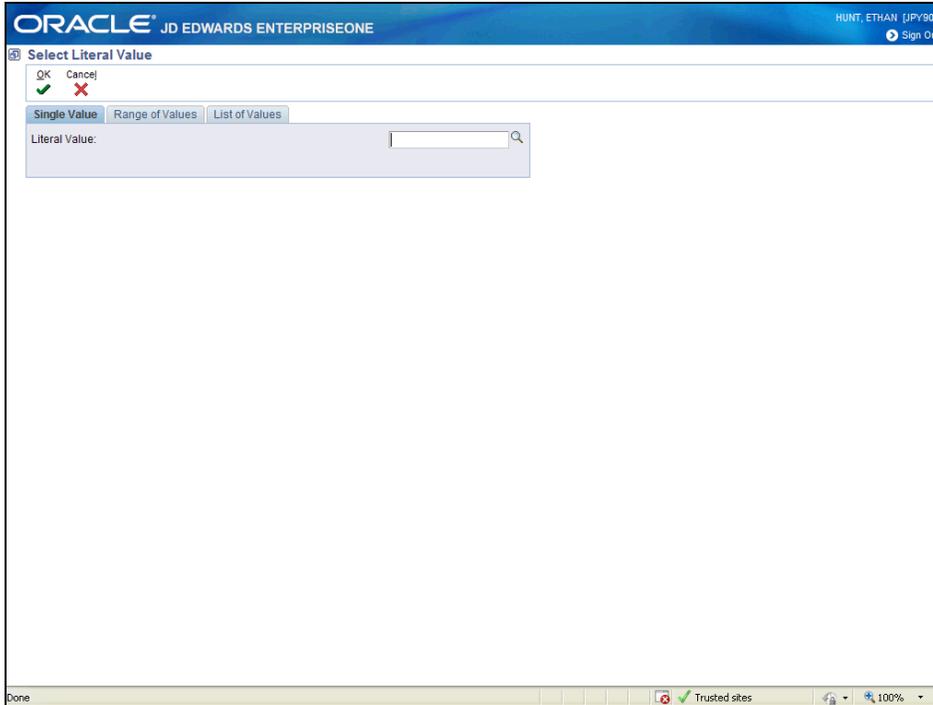
Step	Action
13.	Click the <b>Right Operand</b> list. <div style="border: 1px solid black; width: 300px; height: 20px; margin-top: 5px;"></div>



Step	Action
14.	Click the <b>Literal</b> list item. <div style="border: 1px solid black; width: 280px; height: 20px; margin-top: 5px; padding: 2px;">Literal</div>

# Training Guide

## Time and Pay History Detail Report



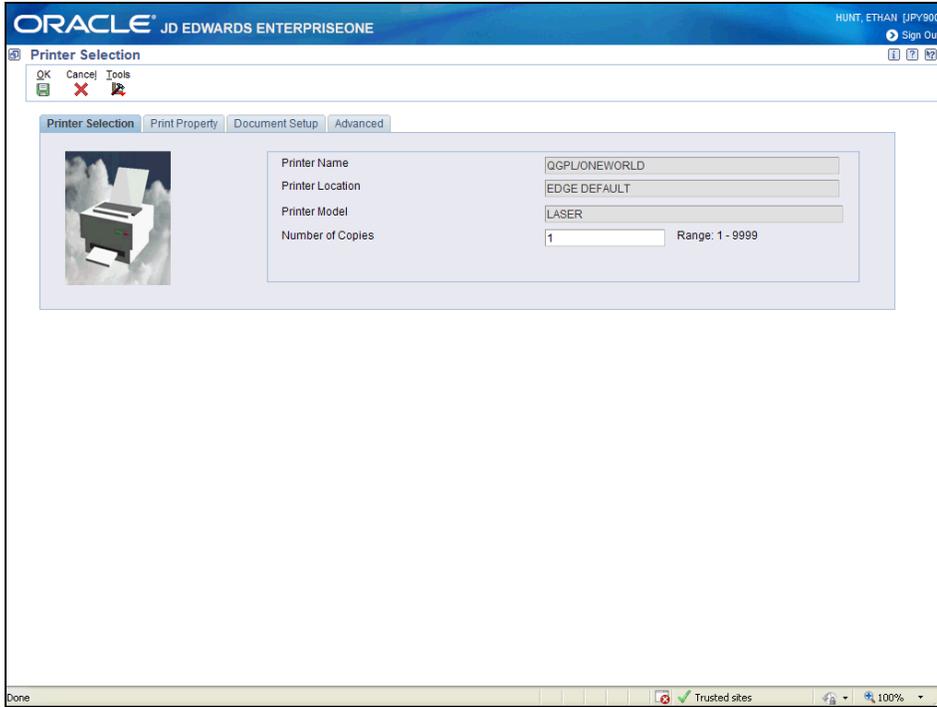
Step	Action
15.	Enter the address book number of the employee into the <b>Literal Value:</b> field.
16.	Click the <b>OK</b> button. 
17.	To run report by individual pay type, complete the following fields in the next blank row:  <b>Left Operand – DBA Code (F0618) (PDBA) (BC)</b> <b>Comparison – is equal to</b> <b>Right Operand – Literal</b> , then the pay type you want to report (ex. 40 = sick leave)
18.	To run report for a particular time period, complete the following fields in the next blank row:  <b>Left Operand – Date – Pay Check (F0618) (CKDT) (BC)</b> <b>Comparison – is equal to</b> <b>Right Operand – Literal</b> , then Range of Values and enter the pay dates you want to include.
19.	Click the <b>OK</b> button. 

Step	Action
20.	<p>Complete the following fields:</p> <p><b>Time Card</b> - choose the type of time card to use for report</p> <p><b>Employee number</b> - choose the fields to appear on report</p> <p><b>General Ledger account number</b> - choose whether or not to print the general ledger account number on report</p>

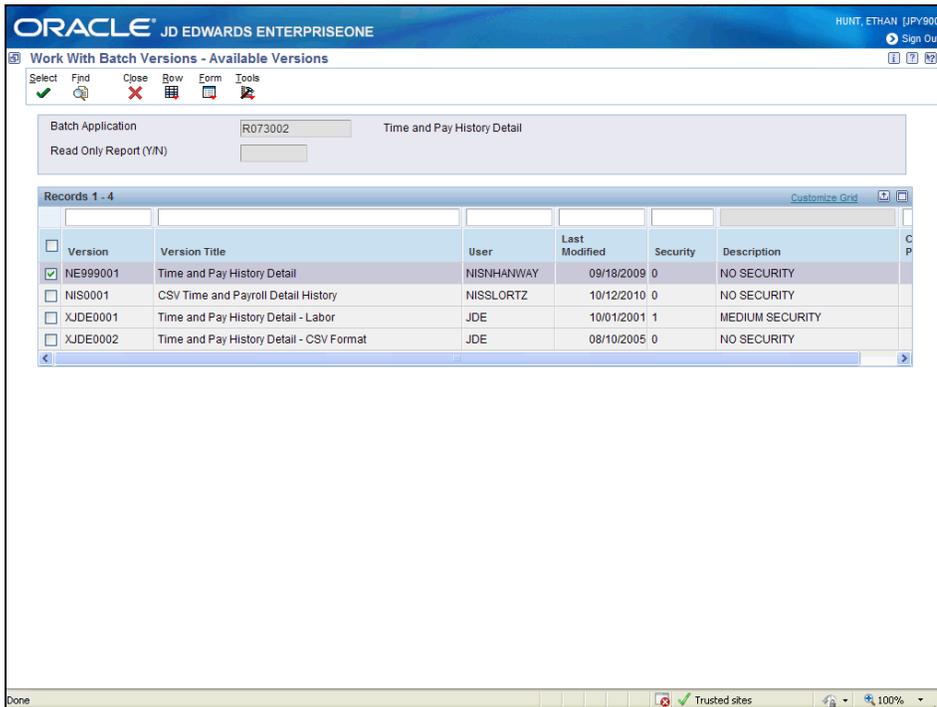
Step	Action
21.	<p>Click the <b>OK</b> button.</p> 

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## Time and Pay History Detail Report



Step	Action
22.	Click the <b>OK</b> button. 



Step	Action
23.	Click the <b>Close</b> button. 
24.	To view the report you will need to go to <b>View Job Status</b> . For more information go to the Reports Lesson under the System Basics ( <a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a> ) training guides.  You have successfully completed this lesson. <b>End of Procedure.</b>