

Wage History 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 Wage History link. 
5.	Enter the address book number of employee for which this report is being run into the Address Number of the Injured Worker field.
6.	Beginning Range of Date - Pay Check - enter a beginning check date for the start of the 26-week wage reporting period.
7.	Ending Range of Date - Pay Check - enter an ending check date for the end of the 26-week wage reporting period. Note: It is important to run the report on 13 bi-weekly check dates (26 total weeks) in order for the average weekly wage calculation to be accurate. The report will not work for monthly employees as the 26 weeks does not correspond to the monthly pay cycle.
8.	Requestor of the Report - enter the employee address book number.
9.	Facility/Worksite - (optional) enter information regarding the injured employee's work location.
10.	Injury Date - (optional) enter the date of the employee's work-related injury.
11.	Case Number - if you already have the case/claim number from the work comp carrier, enter it here so that it will print out on the report header. This field is optional.
12.	Click the OK button. 
13.	Click the OK button. 

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14.	<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>Note: The report will list the pay date and total wages (regular, overtime, shift differential, sick, vacation, holiday) for each pay date. It will then add up the wages for all 13 bi-weekly pay periods (26 total weeks) and divide by 26 to provide the average weekly wage amount. This report can be sent directly to the workers compensation carrier as the official 26-week wage report.</p> <p>End of Procedure.</p>