

Wage History 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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Wage History Report Overview

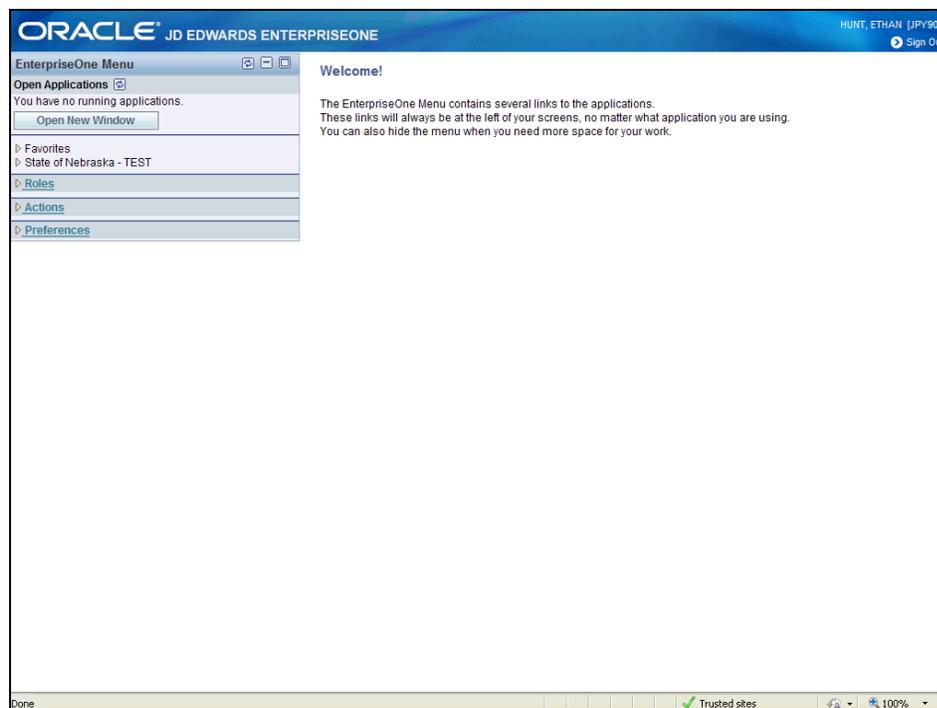
Run this report for any period of time, based on check date (report heading says Pay Period). The results give regular hours worked in the pay period plus any overtime or compensatory hours recorded, the base pay rate, regular gross plus overtime gross, and individual gross pays related to sick pay, vacation pay and holiday pay. There are no hours displayed for the vacation, sick or holiday pay. The total of all the gross pay for the pay period is also displayed.

This report is designed to be used as a 26-week wage history and calculates the average weekly wage for worker's compensation reporting purposes. At this time, the report only works for employees paid on a bi-weekly pay period.

Wage History Report Lesson

Procedure

In this lesson you will learn how to run the Wage History Report.

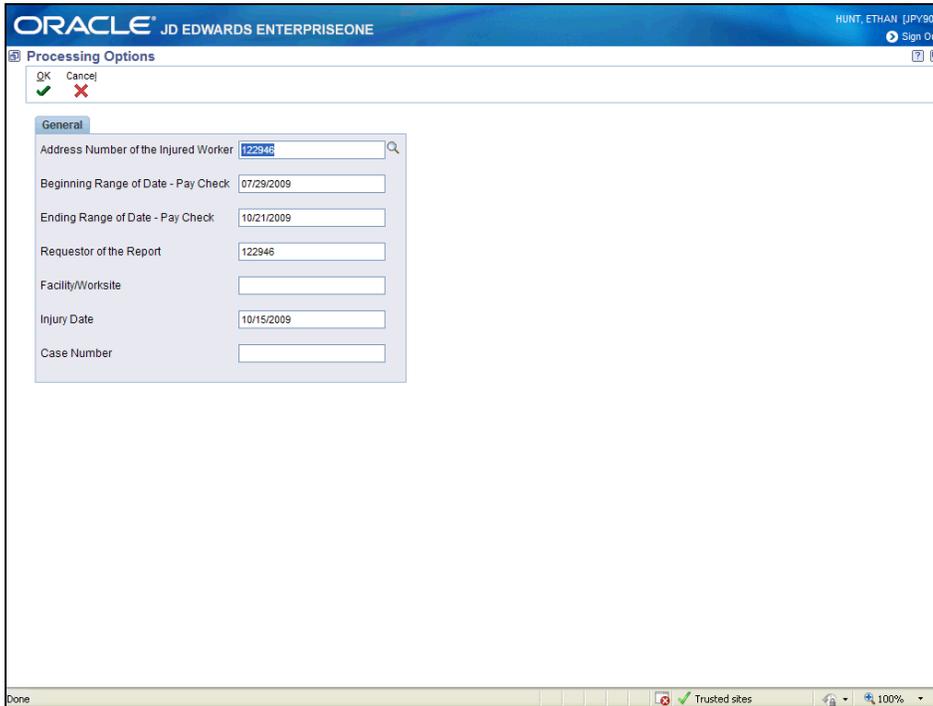


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 

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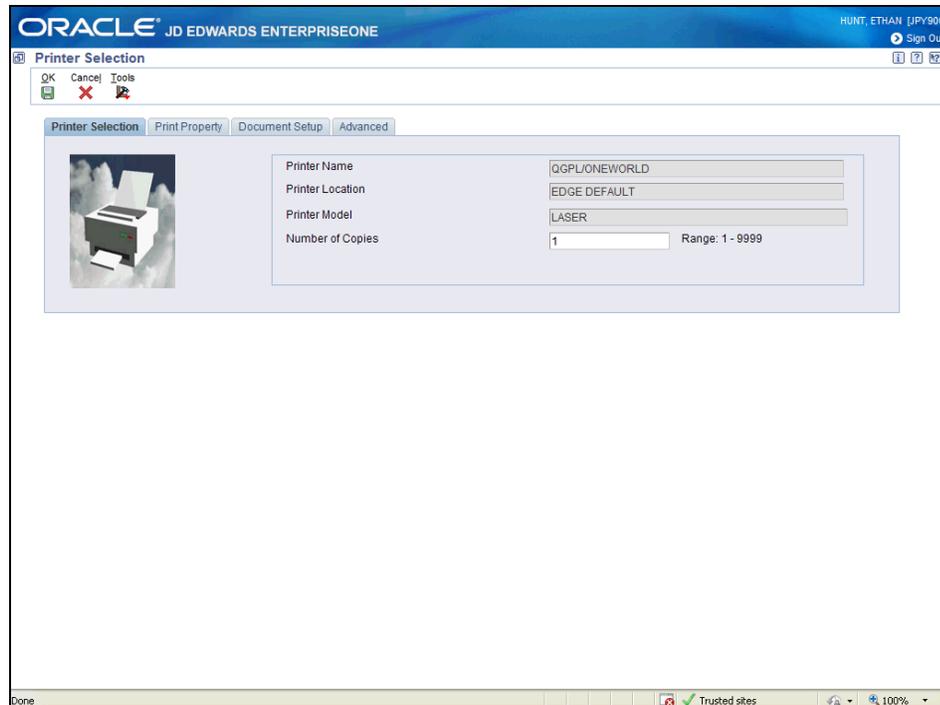
Wage History Report

Step	Action
3.	Click the Payroll Reports link.
4.	Click the Wage History link.



Step	Action
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.

Step	Action
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. 



Step	Action
13.	Click the OK button. 
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>

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