

Quick Reference

Report ID/Name	Data Selection/ Processing Options	Expected Outcome	Navigation	Cover Sheet (Y/N)	Comments
R5806429 - Auto Deposit Report	Processing Options: Enter Beginning/Ending SBU. Enter "Y" to see only current Auto Deposits.	For Employees utilizing direct deposit, lists name of bank & acct #, employee's acct #, type of deposit, multiple deposits, and prenote status. (by SBU)	Human Resources & Payroll Agencies > Inquiries & Reports > HR Payroll Reports > Employee Reports	N	
R5808226 - EEO Statewide Summary Report	Data Selection: Leave as is.	Searches Employee Master and History and provides information such as EEO Job Category, Employment Status, Sex, Birth date, Disability, Job Code/Description and EE counts by EEO Classification (ex: Professionals, Technicians, etc.).	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > EEO Statewide Summary Report	N	
R080423 - Employee History Log	Utilize one or more of these Data Selections to narrow report results: 1. Enter Home Business Unit and Change Reason code to see change reasons within a business unit. 2. Enter Employee Address Book number to see history log for a specific employee. Data Sequencing: Sort by Home Business Unit, Address Number, Data Item, or Effective Date.	History Log of employee salary change, BU, position, supervisor, and reason for change. This report shows the history of employee information based on data selection.	Human Resources & Payroll – Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Employee History Log	N	This report was presented at the 3/29/06 PHRUG meeting.

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R064021 - Employee roster with Rate	Data Selection: Enter a line for Home Business Unit	<p>Lists all employees or selected groups of employees entered in the Payroll system. Run this report to verify employee information has been entered correctly.</p> <p>The following fields are included on report: Home Company, BU, Basic dates, Group plan, Workers comp, Fed and State tax exemption, job type and job step, pay status, EEO status, Salary amounts, Person who last changed the payroll data and date that change occurred, work and residence tax areas, employment status, termination/change status, contract employee information, earned income credit status, residence status, tax method, and pay frequency and class.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Roster with Rate	N	This report is setup to run in CSV.
R064011 - Employee Roster	Data Selection: Enter a line for Home Business Unit	<p>Lists all employees or selected groups of employees entered in the Payroll system. Run this report to verify employee information has been entered correctly.</p> <p>The following fields are included on report: Home Company, BU, Basic dates, Group plan, Workers comp, Fed and State tax exemption, job type and job step, pay status, EEO status.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Roster without Rate	N	This report is setup to run in CSV.

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R080424A - Employee Salary History Analysis	<p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Leave first line as is. 2. Enter a home business unit or range of home business units on the second line. <p>Processing Options: Option 1 allows you to run the report by active employees only or by both active and inactive employees. Options 2 and 3 ask you for a date range to review. Option 4 allows you to include employees even if the pay rate change was made outside of the reporting period.</p>	A report by Home Business Unit of all hourly and salary pay changes. Report will show you the new pay rate, the percentage increase or decrease, the change reason and the effective date of the pay rate change.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Salary History Analysis	N	
R5808326 - FTE Report	Processing Options: run by SBU	Run the FTE Report to see agency FTE and Headcount for the entire agency or by Home Business Unit.	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > FTE Report	N	

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R5806448 - Labor Distribution Report	Utilize one or more of the following Data Selections to narrow report results: 1. Enter a Home Business Unit or range of Home Business Units 2. Enter Employee Pay Status 3. Enter specific Job Code 4. Enter Subsidiary Data Sequencing: Report automatically sequences by Business Unit. Re-sequence to sort by Employee.	1. See Labor distribution for employees under the HBU specified in Data Selection. 2. See Labor distribution for employees with a particular pay status Report setup to run in CSV	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Labor Distribution Report	N	
R5806387 - Pay Change History	Data Selection: Leave as is or include additional Data Items. Do not make changes to the second or third lines. Data Sequencing: Sort by Address Number, Effective Date, or Sequence Number	History of Employee Rate changes, % of change, reason for rate change, and current Job Code / Job Title	Human Resources & Payroll – Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Pay Change History	N	This report is setup to run in CSV

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R5508323 - Seniority Report	<p>Processing Options:</p> <ul style="list-style-type: none"> - Sort Sequence tab - choose how to sequence report. -Report Options = enter a Security Business Unit Range and 3-digit agency number. 	<p>This report can be run by agency, job code, or business unit within the agency. The Seniority Report can be used as a tool for Seniority Posting for mandatory overtime or vacation posting requirements according to the labor union contracts. It can also be used to determine seniority for layoff plans.</p> <p>The Seniority Report includes the employee's Agency Original Hire Date and the Adjusted Service Date.</p>	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Seniority Report	N	
R052202 - Upcoming Review	<p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Supervisor Address Book number 2. Business Unit 3. Security Business Unit 	<p>This report indicates employees' upcoming review dates, type of review, and the employees' supervisor.</p> <p>Report shows EE#, EE name, date of next review, review type, HBU, Supervisor # and name.</p> <p>Report can be run by supervisor to see which reviews are coming.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Upcoming Reviews	N	Date of Next Review will only appear if that field is used on EE Master

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R083496 - All Dependents Over Maximum Age & Non-Qualifying Dependents	Utilize one or more of these Data Selections to narrow report results: <ol style="list-style-type: none"> 1. Leave as is 2. Include spouses or other dependents. Processing Options: Enter a date range to review. (Age range of 19-24 already defined but can be changed to include additional ages.)	Use either of these dependent status reports to determine whether dependents are eligible for benefits according to their age and student status. All Dependents Over Maximum Age: All children over the age of 19 who are enrolled as a dependent in a benefit plan. Non-Qualifying: All children over the age of 19 enrolled in a plan but NOT listed as a full-time student. Both reports show any school information in NIS for the dependents and both list the dependent next to the employee they are attached to.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > All Dependents Over Maximum Age or Non-Qualifying Dependents	N	
R083493 - Benefit Enrollment by Plan	Utilize one or more of these Data Selections to narrow report results: <ol style="list-style-type: none"> 1. Enter plan ID's and plan options 2. To see only current enrollments, enter Status – Ending Enrollment is equal to Null. 	List of employees enrolled in the benefit plans/options listed in the data selection.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Benefit Enrollment by Plan	N	This report provides the same information that can be found in the Employee by Benefit Plan Inquiry.

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R083470 - Benefit Enrollment Outside Group	Utilize one or more of these Data Selections to narrow report results: 1. Leave as is 2. Run on specific home business units or security business units. Processing Options: Enter a date to only view enrollments effective as of that date. Enter a 1 to run the report on active enrollments or a 0 to run it on all enrollments.	The report shows employees who are enrolled in a benefit that does not match their benefit group. It lists the benefit group and the specific plan ID(s) that is outside of the benefit group.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Benefit Enrollment Outside Group	N	This report was presented at the 10/13/05 PHRUG meeting.
R583440C - Confirmation Statement	Utilize one or more of these Data Selections to narrow report results: 1. Add Address book number 2. Add business unit or home business unit	Provides all deductions and benefits from an employee's pay for the current reporting period. This report cannot generate past information (history). Will not provide accurate information if EE has changed benefit groups and especially if EE has changed pay frequency (BW to Monthly)	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > benefit Reports > Confirmation Statement	N	

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R5808772 - Dependents/Beneficiaries by Plan ID and Employee	Utilize one or more of these Data Selections to narrow report results: 1. Leave as is 2. Add specific security business units Processing Options: Enter an effective date. Data Sequencing: sort the report in order of the employees address book number.	This report lists all the dependents and beneficiaries attached to each employee and shows what plans they are enrolled in. Search this report by dependent name or number to determine to which employee a dependent is attached.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Dependents/Beneficiaries by Plan ID and Employee	N	This report was presented at the 10/13/05 PHRUG meeting.

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R083460 - Dependents/Beneficiaries Exception Report	<p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Leave as is to see all EE's you have business unit security to see 2. Run on specific security business unit or SBU range. 3. Run by Plan ID (Use F08330 or F08320) 4. Run by Category Code. (certain categories of benefits (dental, vision, etc.)) <p>Processing Options: Enter a date to start the review. Leave Option 2 blank.</p>	<p>This report lists all employees enrolled in a plan who do not have a dependent or beneficiary attached (who should have dep/ben attached). The report lists to which plan the employee needs to have dependents or beneficiaries attached (ex: enrolled in 2-pty dental but has no spouse attached).</p> <p>Employees who appear on this report will need to have dependents/beneficiaries attached to their plan in NIS. Please reference the "Enrollment of Dependent/Beneficiary" work instructions.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Dependents/Beneficiaries Exception Report	N	

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R5808773 - Dependents/Beneficiaries Missing Tax ID, Gender or DOB	<p>Available versions: Select version NIS0001.</p> <p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Leave as is to run on everyone 2. Run on a specific security business unit range. 	<p>A list of dependents/beneficiaries who are missing a DOB, Tax ID or gender in NIS.</p> <p>This report will page break by SBU.</p> <p>This report does not show which employee the dependent/beneficiary is attached to. A separate report, Dependents/Beneficiaries by Plan ID and Employee, must be run and then searched by dependent/beneficiary AB # to find which employee they are attached to.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Benefits Reports > Dependents/Beneficiaries Missing Tax ID, Gender or DOB	N	
R083492 - Employee List by Benefit Group	<p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Enter business unit 2. Enter Home business unit 3. Enter agency 	<p>Provides a listing of employees for an agency or business unit by benefit group.</p> <p>The information on this report can also be gathered from the Basic Compensation screen. Please see the Basic Compensation screen work instructions for more information.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > benefit Reports > Employee List by Benefit Group	N	
R5509332 - Leave Report	Processing Options: run by SBU range or Supervisor address book number.	<p>Run the Leave Report to view employees leave balance, accrual, usage, adjusted service date, and last pay period accrual. This report also allows review of leave used and accrual rate history based on check date.</p>	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Leave Report	N	This report cannot be run on past information.

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R5808332 - Part Time Employee Benefit		List of part time employee benefits (Employee's FTE less than 1.00 and actively enrolled in benefits) Report lists employee name, benefit group, FTE, deduction, premium payment, and difference. Premium payment comes from the Benefit Plan Master. The premium payment and difference columns are only accurate if the premium payment is populated on the Benefit Plan Master.	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Part Time Employee Benefit	N	
R083480 - Required Elections in Benefits	Processing options: enter as of date, enter single plan for which to run report	List of people who aren't enrolled in a particular plan.	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Required Elections in Benefits	N	
R5509352 - Retirement Eligibility	Processing Options: Enter a date range to review or enter a security business unit range to review.	Provides a list of employees who are due to start contributions to retirement within a specified time frame and security business unit range. Recommend that this is run monthly for the next month to see who is scheduled to start retirement in that month.	Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Retirement Eligibility	N	This report was presented at the 3/29/06 PHRUG meeting.

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R05806333 - Retirement Exception Report	<p>Data Selection: leave as is</p> <p>Processing Options:</p> <ol style="list-style-type: none"> 1. Date tab: include date of the period you want the report to run as of. 2. Deductions tab: enter the deduction DBA code to which you are looking for exceptions. 	<p>Provides a listing of employees who are or will soon be required to participate in one or more retirement plans (state employees, judges, or state patrol). Report was initially developed for NPERS.</p> <p>Report was designed to run in CSV; this version is much easier to read.</p>	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > benefit Reports > Retirement Exception Report	N	
R053011 Historical Labor and Burden Distribution Register	<p>Utilize one or more of these Data Selections to narrow report results:</p> <ol style="list-style-type: none"> 1. Run on specific employee(s) 2. Run on Security Business Unit <p>Processing Options: Run by Pay Period End Date or a range of dates.</p>	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.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Payroll Reports >	N	<p>History is only available for payrolls processed after April 6, 2006.</p> <p>This report was presented at the March 15, 2007 PHRUG Meeting.</p>

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R07345 Historical Payroll Register	Utilize one or more of these Data Selections to narrow report results: 1. Run on specific employee(s) 2. Run on Home Business Unit Processing Options: Run by Payroll Tax Year or a check date range.	This report displays the same information as the Payroll Register that is created during payroll processing, but can be run by an agency against historical data, allowing the ability to create a Payroll Register for one or more historical pay cycles.	Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Payroll Reports >	N	This report was presented at the March 15, 2007 PHRUG Meeting.

PO in the Right Operand stands for Processing Options. This screen appears after the data selection screen. Please do not enter your info for this on data selection but rather in processing options.

05, 08 = Canned JDE Report

55, 58 = Created by State of NE