Auto Deposit Report - R5806429

Overview

This report shows employees who have auto deposit of paychecks.

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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: www.das.state.ne.us.

Navigation

Click Roles, HR_PR.
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources & Payroll Agencies > Inquiries & Reports > HR Payroll Reports > Employee Reports > Workforce Reports > Auto Deposit

Steps

Start this instruction from the Processing Options window.

1. Enter a range of Security Business Units in the Beginning and Ending Security Business Unit fields.

2. Enter "Y" to see only current Auto Deposits, or enter "N" to see all Auto Deposit records.

3. Click **OK.** The Printer Selection window appears.

4. Click **OK.**

📝 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R5806429…) once the Description is "Done".

📝 Please see an example of the report at the end of these work instructions.

R5806429
NIS0001

STATE OF NEBRASKA
Automatic Bank Deposit
Business Unit Sequence
As Of 02/14/06

02/14/06 14:30:58
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Business Unit S36000000 STATE RACING COMMISSION

Business Unit	Address Number	Employee Tax ID	Alpha Name	Bank Trans No.	Bank Account	Description	Tr Cd	Pay Start Date	Pay Stop Date	FP	MC	Amount or Percent	Pre Note
S36000000	1776254		Doe, John	107005319	000000	COMPASS BANK	22	05/17/04		F	R		N
S36000000	115301		Jones, Sam	104901144	0000000	CITY BANK & TRUST COMPANY	22	01/01/02		F	R		N
S36000000	110383		Nixon, Terri	104910795	0000000	UNION BANK & TRUST COMPANY	22	01/01/02		F	R		N
S36000000	123509		O'Neil, Mary	304971987	00000	TIERONE BANK	22	01/01/02		F	R		N
S36000000	109371		Smith, Tom	121100782	000000	BANK OF THE WEST	22	12/09/05		F	R		N
S36000000	123067		Sheild, Ray	104000841	00000	SECURITY NATIONAL BANK	22	01/01/02		F	R		N
S36000000	133876		West, Sheryl	104911422	0000000	SCRIBNER BANK	22	01/01/02		F	R		N