

# Employee Roster with Rate - R064021

## Overview

This report lists all employees or selected groups of employees entered in the Payroll system. Run this report to verify employee information has been entered correctly.

## 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](http://www.das.state.ne.us).

## Navigation

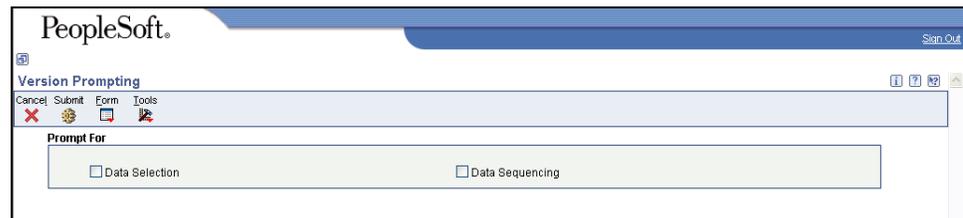
Click Roles, HR\_PR.

(Citrix users – right click on the menu, choose View by Role, choose HR\_PR.)

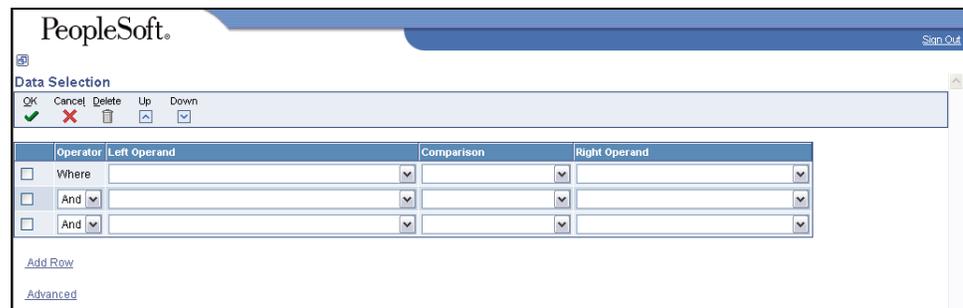
Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Details > Employee Roster with Rate

## Steps

Start this instruction from the Version Prompting window.

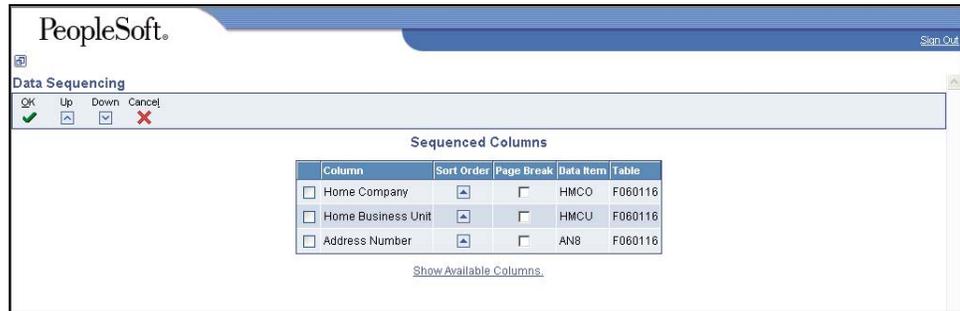


1. Choose **Data Selection** and **Data Sequencing**, click **Submit**. The Data Selection window appears.

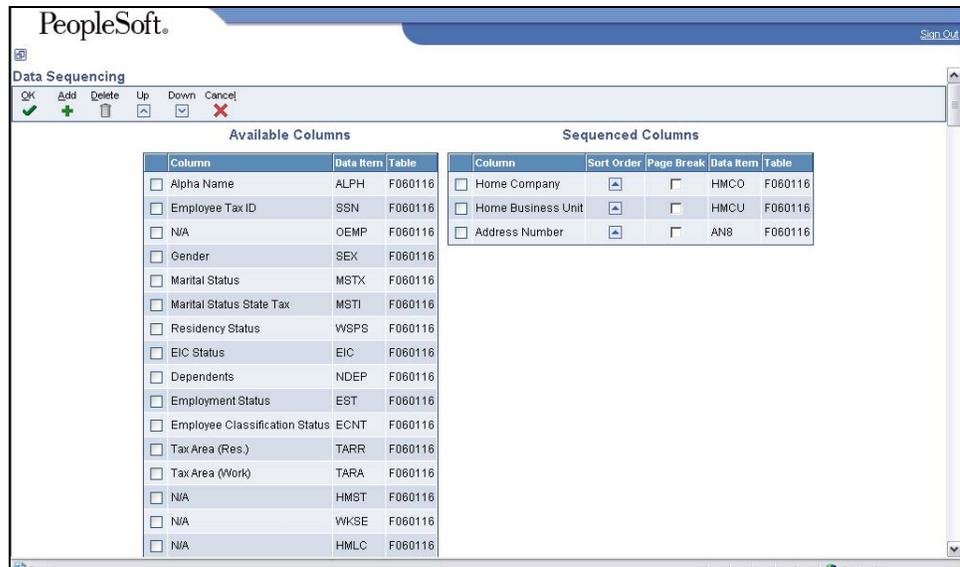


Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where			
<input type="checkbox"/> And			
<input type="checkbox"/> And			

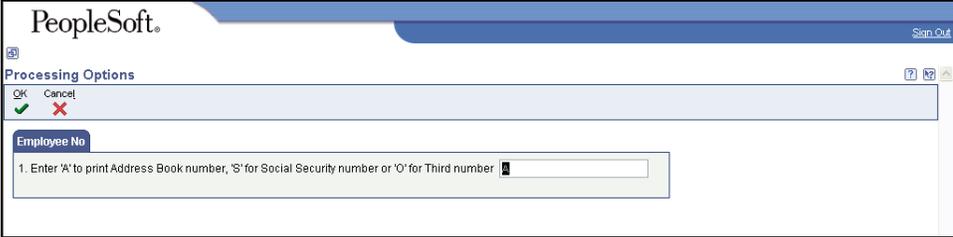
2. Complete the following information:
  - Left Operand: Use drop down arrow, click on "Business Unit-Home (F060116) [BC]"
  - Comparison: Use drop down arrow, click on "is equal to"
  - Right Operand: Use drop down arrow, click Literal. Enter the appropriate business unit on the single value tab. Click OK.
3. Click **OK**. The Data Sequencing window appears.



4. Click **Show Available Columns**.



5. Review Available Columns to determine what fields to use for sorting the report.
-  Example: add Alpha Name and Job Code to Sequenced Columns.
6. To add a column to the Sequenced Columns, choose the row in Available Columns and click **Add**. Use the arrows under the Sort Order column to sort the fields in ascending or descending order.
7. Click **OK**. The Processing Options window appears.



The screenshot shows the PeopleSoft interface with a 'Processing Options' dialog box. The dialog has a title bar with 'PeopleSoft' and 'Sign Out'. Below the title bar are 'OK' and 'Cancel' buttons. The main area is titled 'Employee No' and contains a text input field with the instruction: '1. Enter 'A' to print Address Book number, 'S' for Social Security number or 'O' for Third number'. The input field is currently empty.

8. Click **OK**. The Printer Selection window will appear.



The screenshot shows the PeopleSoft interface with a 'Printer Selection' dialog box. The dialog has a title bar with 'PeopleSoft' and 'Sign Out'. Below the title bar are 'OK', 'Cancel', 'Form', and 'Tools' buttons. The main area is titled 'Printer Selection' and contains a tabbed interface with 'Printer Selection', 'Print Property', 'Document Setup', and 'Advanced' tabs. The 'Printer Selection' tab is active and shows a printer icon on the left and a form on the right. The form contains the following fields:

Printer Name	GOPLONEWORLD_A
Printer Location	HERE
Printer Model	LASER
Number of Copies	1 Range: 1 - 9999

9. Click **OK**.

10. View the report via Submit Job or View Job Status. Look under the Job Details column for the report number R064021.

11. Please see an example of the report at the end of this work instruction.

R064021		STATE OF NEBRASKA										06/29/05 10:04:17				
Employee Roster with Rate												Page - 1				
Alpha Name	Pay Cts	FLSA	H. Crpy	Home BU	Address Book #	Annual Salary	Hourly Rate	MS TX Fed Ex	Res. Tax Area	Work Tax Area	Pay St. Chg	Ren EE St.	C.E.	E I R S	TM	Mail Stop
Pay Freq	Load Factor	L. Meth	BN/CB	PY/BC	Date of Last Check	Date of Last Raise	Program ID	Update Fig	Date Updated	User						
SMITH, MICHELLE	306577					37,998.80	18.269	M	0	28	0	087	N	R		3300067100
M S N	10000	1.0000	0	09/30/05	07/01/06	B0700066	Y	09/26/05	SLOVERC							
JONES, JOHN	307418					40,898.80	19.663	M	2	28	0	097	N	R		3300067100
M S Y	10000	1.0000	0	09/30/05	07/01/06	B0700066	Y	09/26/05	SLOVERC							
Total Home Business Unit 2																
Total Home Company 2																