

Employee Roster - R064011

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. Report includes employee address, social security number, NIS address book number, home business unit, job code, tax withholding status, federal and state tax exemptions, EEO information, group code, birth date and last start date.

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

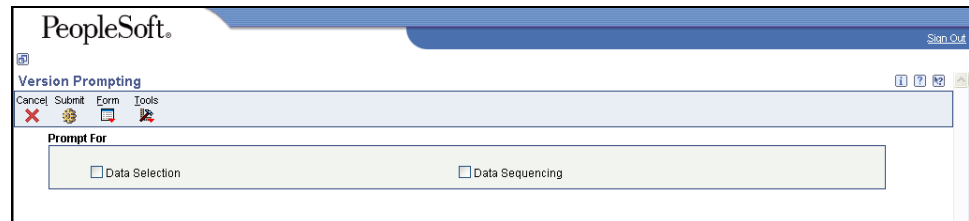
Click Roles, HR_PR.

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

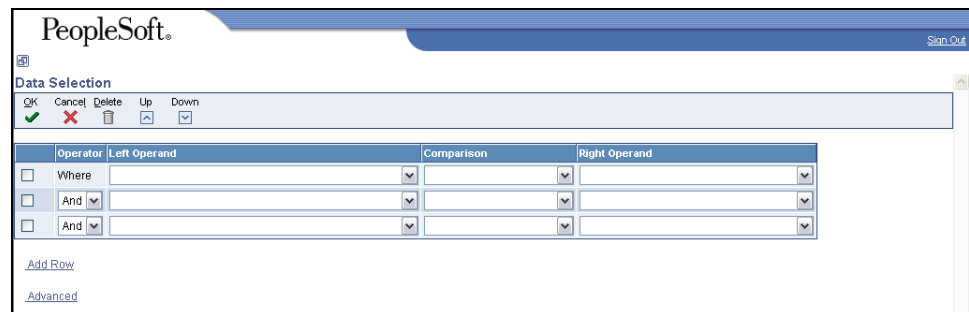
Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Details > Employee Roster

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. Insert appropriate data selection for the report.

 To run report for a specific Home Business Unit, enter the following:

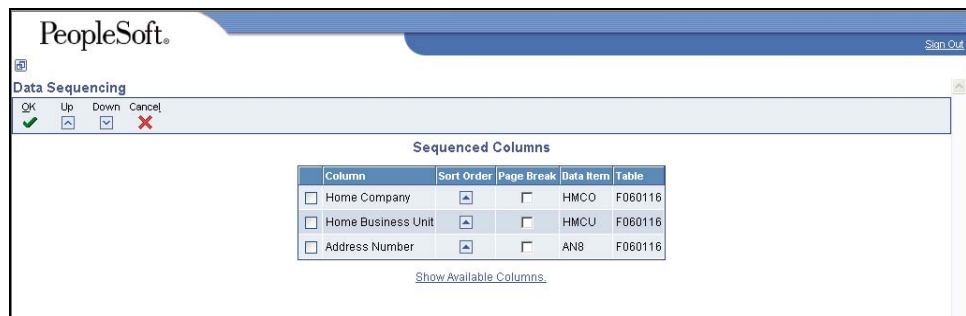
- Left Operand = Business Unit - Home (F060116) [BC]
- Comparison = 'is equal to'
- Right Operand = enter Home Business Unit

 To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

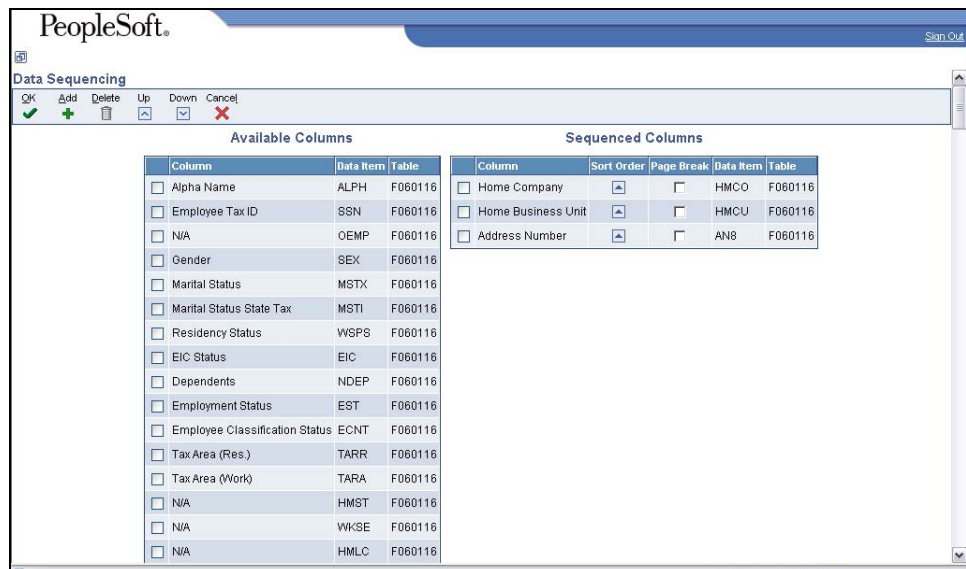
 To run report for a specific employee pay status, enter the following:

- Left Operand = Employee Pay Status (F060116) [BC]
- Comparison = 'is equal to'
- Right Operand = use visual assist to choose pay status

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.

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

9. 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 (R064011...) once the Description is "Done".
 -  Please see an example of the report at the end of this work instruction.

R064011		STATE OF NEBRASKA										09/20/05 18:32:57							
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Address Number	Employee Tax ID	Alternate No	Alpha Name	Co	Home Business Unit	Job Code	NA	Sex	MS TX	Fd Ex	St Ex	EEO Job	EEO Min	NIA	Group Code	Birth Date	Last Start Date	Pay St	
306577	123456789		SMITH, MICHELLE	10000	33170001	E43810		F	M	0	0	B	01		E	10/16/74	04/01/02	0	
307418	123456789		JOHNS, TERRI	10000	33170001	V19813		M	M	2	2	B	01		V	05/06/75	06/30/02	0	
Total Home Business Unit																		2	
Total Home Company																		2	