

Running the FTE Report

Overview

Run the FTE Report to see agency FTE and Headcount for the entire agency or by Home Business Unit. Information on this report is based on data contained in the Employee Master file. This report does not reflect data from Position Control.

This work instruction shows how to:

[Run the FTE Report](#)

[Exclude Employees from the FTE Report](#)

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: <http://www.das.state.ne.us/>.

Navigation

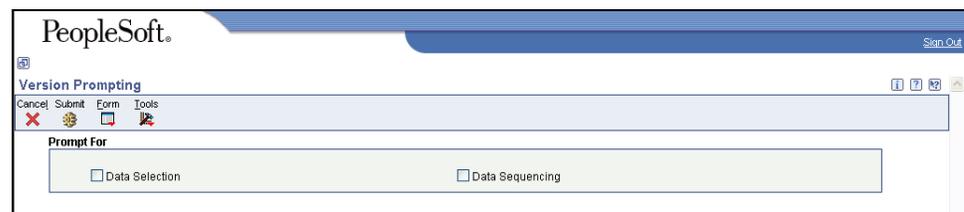
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Workforce Reports > FTE

Steps

Run the FTE Report

Start this instruction from the Version Prompting window.



1. Click **Submit**. The Processing Options window appears.

2. Complete the following information:
 - a. **As of Date** - select the "as of" date for the report.
 - b. **Selection** - enter N to show total for the agency, enter Y to show totals by business unit, enter A to show employee alpha names by business unit.
 - c. **Beginning and Ending Security Business Unit** - Enter the agency Security Business Unit to run the report for the agency. To run the report for a range of security business units with the agency, enter both the beginning and ending security business unit fields.
 -  A range of security business unit numbers is provided so that DAS can run FTE reports on all agencies.
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 (R5808326 _...) once the Description is "Done".

Exclude Employees from FTE Report

1. Click **Data Selection**.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
Where	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
Or	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
And	Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
And	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
And			

3. To exclude certain employee types from the report, add a line of Data Selection.

In the last row, complete the following:

- Operator – And
- Left Operand – Employment Status (F060116) [BC]
- Comparison – Is not equal to

4. In the first row, click **Right Operand, Literal**. The Select Literal Value window appears.

5. Click on the List of Values tab and add Employee Status codes that will not print on the report.

 Entering "A" and "B" will exclude temporaries. Enter other choices to exclude other types of Employees.

6. Click **OK** to return to the Data Selection window.

PeopleSoft® Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/> And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/> And	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/> And	Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input type="checkbox"/> Or	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/> And	Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/> And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input checked="" type="checkbox"/> And	Employment Status (F060116) (EST) [BC]	is not equal to	"A,B"
<input type="checkbox"/> And			

[Add Row](#)

Advanced

If you add a new line of data selection below the line with "Or" in the Operator field, that line of data selection will also have to be added above line with "Or" in the Operator field. Choose the line entered in the steps above and click **Up** until the line is above the "Or" statement.

7. Repeat steps 3-5 to add the line of Data Selection below the "Or" statement.

PeopleSoft® Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/> And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/> And	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/> And	Date - Pay Stops (F060116) (PTDT) [BC]	is greater than or equal to	AsOfDate [PO]
<input checked="" type="checkbox"/> And	Employment Status (F060116) (EST) [BC]	is not equal to	"A,B"
<input type="checkbox"/> Or	Date - Pay Starts (F060116) (PSDT) [BC]	is less than or equal to	AsOfDate [PO]
<input type="checkbox"/> And	Date - Pay Stops (F060116) (PTDT) [BC]	is equal to	Null Date
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is greater than or equal to	szBegCostCenter [PO]
<input type="checkbox"/> And	Business Unit (F060116) (MCU) [BC]	is less than or equal to	szEndCostCenter [PO]
<input type="checkbox"/> And	Employee Pay Status (F060116) (PAST) [BC]	is equal to	"0,2,3,5"
<input type="checkbox"/> And	Employment Status (F060116) (EST) [BC]	is not equal to	"A,B"
<input type="checkbox"/> And			

[Add Row](#)

8. Click **OK**. The Processing Options window appears.

9. Continue to Step 2 under [Run the FTE Report](#).