

Labor Distribution

Overview

This report can be run by business unit or a range of business units. Report includes labor distribution for each home business unit by employee, fund description, job code, and check route code.

-  Not all records will be sorted together for an employee if the records do not contain same populated fields (ex. business unit, position id, etc.) The report sorts by business unit, but if run in CSV format, can be resorted by Employee Address Book number if desired.

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 Apply Roles, choose HR_PR)

Human Resources and Payroll – Agencies > Inquiries & Reports > HR Payroll Reports > Employee Reports > Workforce Reports > Labor Distribution

Steps

Start this instruction from the Version Prompting window.



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



Operator	Left Operand	Comparison	Right Operand	
<input type="checkbox"/>	Where	DBA Type (F06106) (DISO) (BC)	is equal to	TP
<input type="checkbox"/>	And			
<input type="checkbox"/>	And			

3. To run this report for a specific home business unit range, complete the following information in the first blank row.
 - Left Operand = Business Unit - Home (F060116)(HCMU)[BC]
 - Comparison = is equal to
 - Right Operand = enter the 8-digit business unit (click on the Range of Values tab to enter a business unit range)

 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 narrow the report by **Employee Pay Status**, complete the following information on the next blank row.
 - Left Operand = Employee Pay Status (F060116)(PAST)[BC]
 - Comparison = is equal to
 - Right Operand = enter the employee pay status for which to run the report

 To narrow the report by **Job Code**, complete the following information on the next blank row.
 - Left Operand = Job Code (F060116)(JBCD)[BC]
 - Comparison = is equal to
 - Right Operand = enter the job code for which to run the report

 To narrow the report by **Security Business Unit**, complete the following information on the next blank row.
 - Left Operand = Business Unit (F060116)(MCU)[BC]
 - Comparison = is equal to
 - Right Operand = enter the security business unit for which to run the report

 To narrow the report by **Subsidiary**, complete the following information on the next blank row.
 - Left Operand = Subsidiary (F060116)(SUB)[BC]
 - Comparison = is equal to
 - Right Operand = enter the subsidiary for which to run the report
 4. Click **OK**. The Printer Selection window appears.
 5. Click on Document Setup tab, choose **CSV**.
 6. Click **OK** to run the report and return to the menu.

 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 (R0806448 ...) once the Description is "Done".

 For more information on viewing reports in CSV, refer to the [Running/Viewing Reports in CSV](#) work instructions in the System Basics manual.