Pay Change History Report

Overview

This report tracks employee salary changes. Report indicates the employee new rate, old rate, % of change, effective date of change, job code/title, pay grade/ step and when and who updated, and reason for pay change.

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 and Reports > HR/Payroll Reports > Employee Reports > Employee Details > Pay Change History

Steps

Start this instruction from the Version Prompting window.

1. Choose Data Selection and click **Submit.**

To narrow the report by Security Business, complete the following fields on the first blank row:

- Left Operand - Business Unit (F060116)(MCU)[BC]

- Comparison - is equal to

- Right Operand - enter a specific business unit or click the Range of Values tab and enter a range of business units

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

3. Complete the following fields:

- Beginning Date

- Ending Date

- Agency Number - enter 3-digit Agency Number

- Job Type - complete this field to narrow report further if desired. Use visual assist if needed.

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

🖊 This report is setup to automatically run in CSV.

5. 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 (R5806387 _…) 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.