

Run EEO Statewide Summary Report (Affirmative Action)

Overview

This report shows the ethnicity of employees in each EEO Job Code, by agency. The report is used primarily for agency Affirmative Action Officers to calculate representation of employees within protected groups. This report gives summary totals as well as detail information on each employee within a given agency.

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

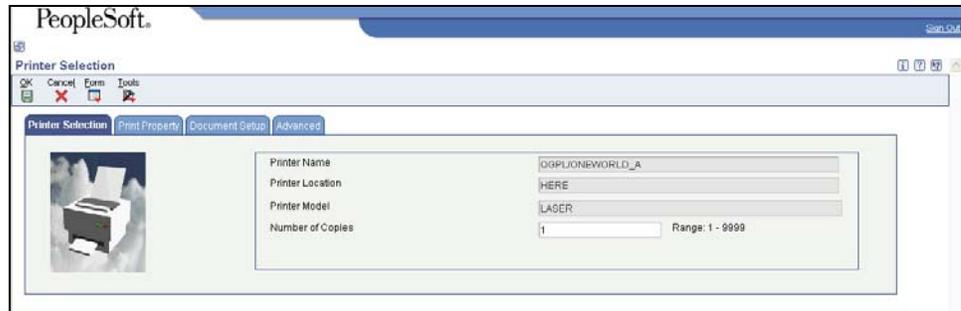
Click Roles, HR_PR .
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)
Human Resources and Payroll - Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Details > EEO Statewide Summary

Steps

Start this instruction from the Processing Options window.



1. Complete the following information:
 - Begin Date
 - End Date
 - Agency number - enter as a 3-digit number. (Ex. For Agency 65, enter 065)
2. Click **OK**. The Printer Selection window appears.



3. Click **OK**. You will return to the Work with Batch Versions - Available Versions window.
-  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 Row with Job Details R5808226, after the status indicates Done.
-  For more information on viewing reports in CSV, refer to the [Review a Report in CSV](#) Work instructions.