

## Upcoming Review Report

### Overview

This report indicates employees' upcoming review dates, type of review, and the employees' supervisor. Information on report includes: employee number, employee name, date of next review, type of review, home business unit, supervisor address book number, and supervisor name.

-  The date of next review will only appear on report if that field is used on the Employee Master.

### 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](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 > Upcoming Reviews

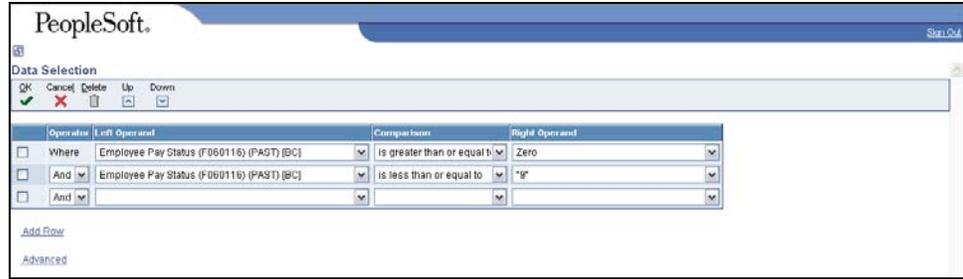
### Steps

#### Run the Upcoming Reviews Report

Start this instruction from the Version Prompting window.



1. Choose Data Selection and Data Sequencing. **Click Submit.** The Data Selection window appears.



Terminated employees are pulled by Pay Status. If employee has a termination date on the Employee Master, but the pay status is still active, that terminated employee will appear on the report. To see only active employees, complete the following on the first blank row:

- Left Operand - Date - Terminated (F060116)(DT)[BC]
- Comparison - is equal to
- Right Operand – Null

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 this report for a specific **supervisor**, complete the following information on the next blank row:

- Left Operand - Supervisor (F060116)(ANPA)[BC]
- Comparison - is equal to
- Right Operand - enter the supervisor's address book number

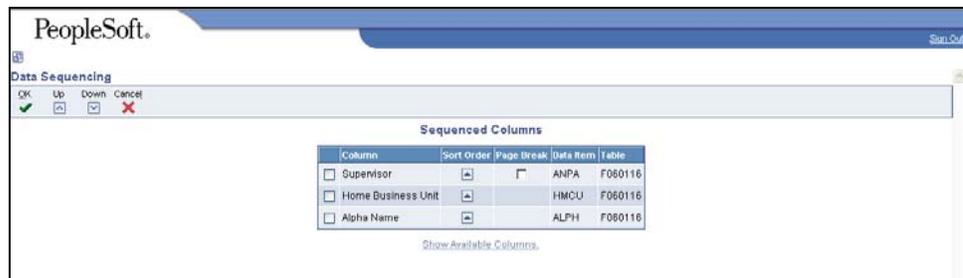
To run this report for a **security business unit**, complete the following information on the next blank row:

- Left Operand - Business Unit (F060116)(MCU)[BC]
- Comparison - is equal to
- Right Operand - enter the security business unit (ex. S650000000)

To run this report for a **home business unit**, complete the following information on the next blank row:

- Left Operand - Business Unit - Home (F060116)(HMCU)[BC]
- Comparison - is equal to
- Right Operand - enter the 8-digit home business unit

2. Click **OK**. The Data Sequencing window appears.



3. Click **Show Available Columns**.

Column	Data Item	Table
<input type="checkbox"/> Address Number	ANB	F060116
<input type="checkbox"/> Employee Tax ID	SSN	F060116
<input type="checkbox"/> NA	OEMP	F060116
<input type="checkbox"/> Pay Class(HSRP)	SALY	F060116
<input type="checkbox"/> Annual Salary	SAL	F060116
<input type="checkbox"/> Hourly Rate	PHRT	F060116
<input type="checkbox"/> Piecework Rate	PPRT	F060116
<input type="checkbox"/> Employment Status	EST	F060116
<input type="checkbox"/> Pay Status	PAST	F060116
<input type="checkbox"/> Job Code	JBOD	F060116
<input type="checkbox"/> NA	JBST	F060116
<input type="checkbox"/> Original Hire Date	DSI	F060116
<input type="checkbox"/> Last Start Date	DST	F060116
<input type="checkbox"/> Date Pay Starts	PSOT	F060116
<input type="checkbox"/> Date Ntd Pay Chnge	NRDT	F060116
<input type="checkbox"/> Date Last Pay Chnge	DR	F060116
<input type="checkbox"/> Date in Current Position ID	CPDT	F060116
<input type="checkbox"/> Previous Salary	PSAL	F060116
<input type="checkbox"/> Pay Grade	PGRD	F060116

Column	Sort Order	Page Break	Data Item	Table
<input type="checkbox"/> Supervisor		<input type="checkbox"/>	ANPA	F060116
<input type="checkbox"/> Home Business Unit		<input type="checkbox"/>	HMCU	F060116
<input type="checkbox"/> Alpha Name		<input type="checkbox"/>	ALPH	F060116

- Review Available Columns to determine what fields to use for sorting the report.
- 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.
- Click **OK**. The Processing Options window appears.

- Do not change information on the Defaults tab. Click Process Tab.

- Enter a From Date and a Thru Date.
- Click **OK**. The Printer Selection window appears.
- Click **OK**. You will 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 (R052202\_...) once the Description is "Done".