

# Employee Salary History Analysis

## Overview

This report provides a list of salary changes made by business unit. The report shows the current pay rate, the percentage change made in the pay rate, the reason for the change, and the effective date of the 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

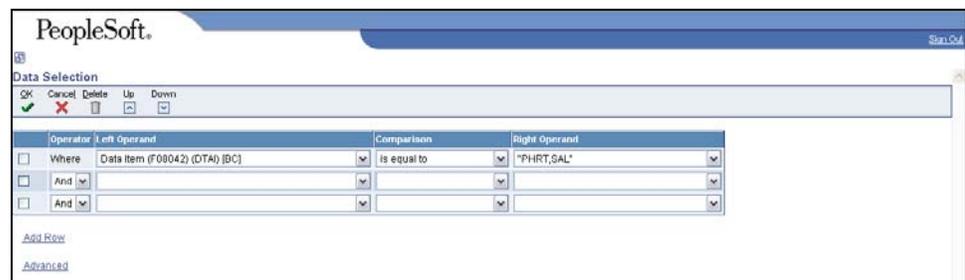
Click Roles, HR\_PR  
(Citrix users – right click on the menu, choose View by Role, choose HR\_PR.)  
Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Details > Employee Salary History Analysis

## Steps

Start this instruction from the Version Prompting window.

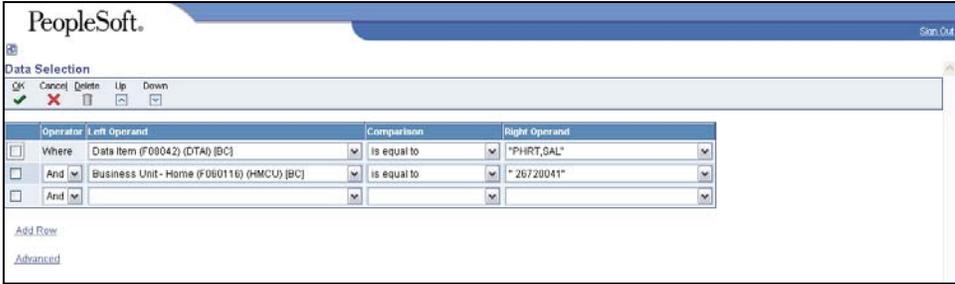


1. Choose **Data Selection**, click **Submit**. The Data Selection window appears.



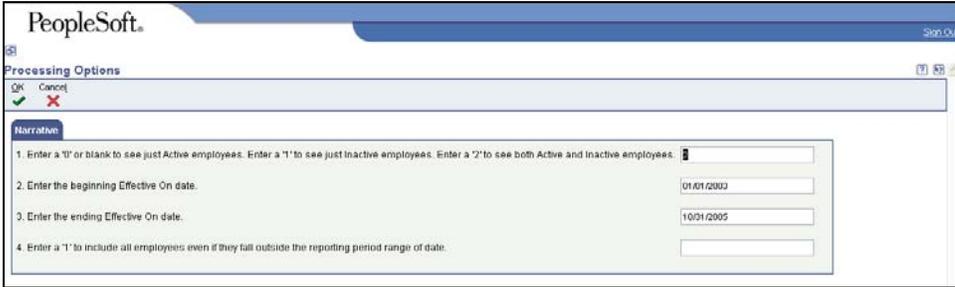
2. The first line of the data selection is telling NIS to run a report on any changes to data item PHRT (hourly pay rate) or SAL (annual Salary). This line must be left as is for the report to run. Insert any other data selection you would like to run the report on.

-  This report can be run on Home Business Units but not on Security Business Units.
-  In this example, the report is being run for a particular Home Business Unit.



Operator	Left Operand	Comparison	Right Operand
Where	Data Item (F00042) (DTA) (BC)	is equal to	"PHRT,GAL"
And	Business Unit - Home (F000116) (HMCU) (BC)	is equal to	"26720041"

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



**Narrative:**

1. Enter a '0' or blank to see just Active employees. Enter a '1' to see just Inactive employees. Enter a '2' to see both Active and Inactive employees: 0
2. Enter the beginning Effective On date. 01/01/2003
3. Enter the ending Effective On date. 10/01/2005
4. Enter a '1' to include all employees even if they fall outside the reporting period range of date.

4. Complete the following information:
  - Processing option 1 -
    - Enter "0" (zero) to see only Active employees on the report, or
    - Enter "1" to see only Inactive employees, or
    - Enter "2" to see all employees
  - Processing options 2 and 3 - Enter a date range on which to review pay rate changes. The beginning date for the range will go in option 2 and the ending date for the range will go in option 3.
  - Processing option 4 -
    - Enter "1" if you wish to include employees even if their pay rate changes fall outside of the reporting period.
    - Leave this field blank if you do not wish to include employees who fall outside the reporting range.
5. Click **OK**. The Printer Selection window appears.



**Printer Selection**

Printer Name: GQPLONEWORLD\_A

Printer Location: HERE

Printer Model: LASER

Number of Copies: 1 Range: 1 - 9999

6. Click **OK** to run the report in PDF format.
  -  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 (R080424A\_...) once the Description is "Done".