

Workforce Analysis

Overview

This report gives an EEO analysis of employees based on home business unit. Report includes job type and description, EEO job category, pay grade, and ethnicity.

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 > Workforce Analysis

Steps

Start this instruction from the Version Prompting window.



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



2. No changes are necessary to the Data Selection.

 To narrow the report by **home business unit**, complete the following information:

- Left Operand - Business Unit - Home (F060116)(HMCU)[BC]

- Comparison - is equal to
 - Right Operand - enter the 8-digit home business unit
3. Click **OK**. The Processing Options window appears.



4. Enter desired option on the Process tab
5. Click **OK**. The Printer Selection window will appear.



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 (R080435 ...) once the Description is "Done".
 -  Please see examples of the report at the end of these work instructions.

Two reports are created:

- R080435 is a Workforce Analysis report by business unit listing the following ethnic codes:
 - 01-White (not of Hispanic Origin)
 - 02-Black or African American
 - 03-Hispanic or Latino
 - 04-Asian or Pacific Islander
 - 05-American Indian/Alaskan Native
- R080435A is a Workforce Analysis Exception report listing all other codes.

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STATE OF NEBRASKA
Workforce Analysis Exception
Report

R080435A

Address Number	EEO Min	Home Business Unit	Alpha Name
112569 06		24323001	MURRELL, SHAROL
401835 06		24361002	VITAMVAS, JUDITH
3933088 99		65080001	BRANNAN, MINDY