📄 Run a Confirmation Statement

Overview

The system produces a personalized report confirming the deductions to be withheld through benefit plans.

This work instruction shows how to: Run a Confirmation Statement

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/.
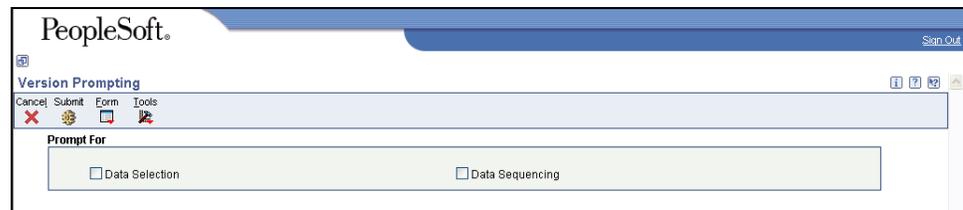
Navigation

(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Benefits Reports > Confirmations > Confirmation Statement
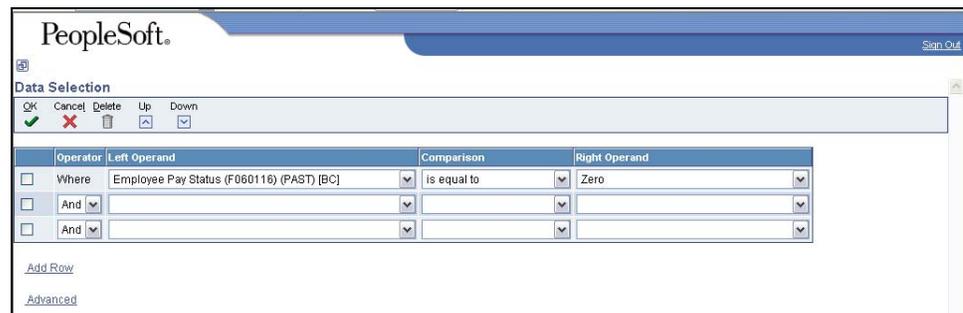
Steps

Run a Confirmation Statement

Start this instruction from the Version Prompting window.

1. Choose **Data Selection**.
2. Click **Submit**.

✎ The default setting for Data Selection excludes any terminated employees (pay status equal to zero.)

3.　In the second row, click the ⬇ down arrow in the Left Operand field and choose **Address Number (F060116)(BC).**

4.　Click the ⬇ down arrow in the Comparison field and choose **is equal to**.

5.　Click the down arrow in the Right Operand field and choose **Literal**. The Select Literal Value window appears.

6.　Enter the Employee Number.

✎ To run this report for more than one employee, click on the **List of Values** tab and enter each **employee's Address Book number**, pressing Enter on the keyboard after each entry.

7.　Click **OK** to return to the Data Selection window.

8.　To run this report for a specific Security Business Unit or Home Business Unit, click the down arrow in the Left Operand field in the third row and choose **Business Unit (F060116)(BC)** or **Business Unit-Home (F060116)(BC)**.

9.　Click the down arrow in the comparison field and choose **is equal to**.

10. Click the down arrow in the Right Operand field and choose **Literal**. The Select Literal Value window appears.

11. Enter the **Security Business Unit** or **Home Business Unit**.

12. Click **OK** to return to the Data Selection window.

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

14. On the Date tab, enter the Effective Date.

15. On the Print tab, make selections on what to print on the confirmation statement.

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

17. Click **OK**.

✎ View the Reports via View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.

18. Once the Description is "Done," choose the row with **R583440C** in the Job Details column.

 Click Find until the Description changes from Waiting to Processing to Done.

19. After checking the row with **R583440C** in the Job Details column click on **Row** and **View OSA**.