

# Seniority Report

## Overview

The Seniority Report includes the employee's Agency Original Hire Date and the Adjusted Service Date.

 For Department of Corrections, an Adjusted Job Seniority Date and Agency Adjusted Service Date is used under User Defined Date and is included in this report.

This report can be run by agency, job code, or business unit within the agency. The Seniority Report can be used as a tool for Seniority Posting for mandatory overtime or vacation posting requirements according to the labor union contracts. It can also be used to determine seniority for layoff plans.

This work instruction shows how to:

[Run the Seniority Report](#)

## 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

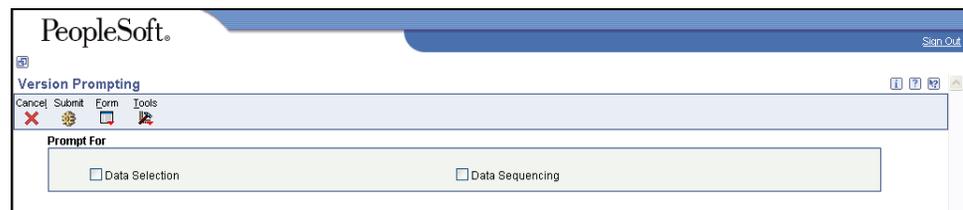
Click Roles, HR\_PR .  
(Citrix users – right click on the menu, choose View by Role, choose HR\_PR.)

Human Resources and Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Workforce Reports > Seniority

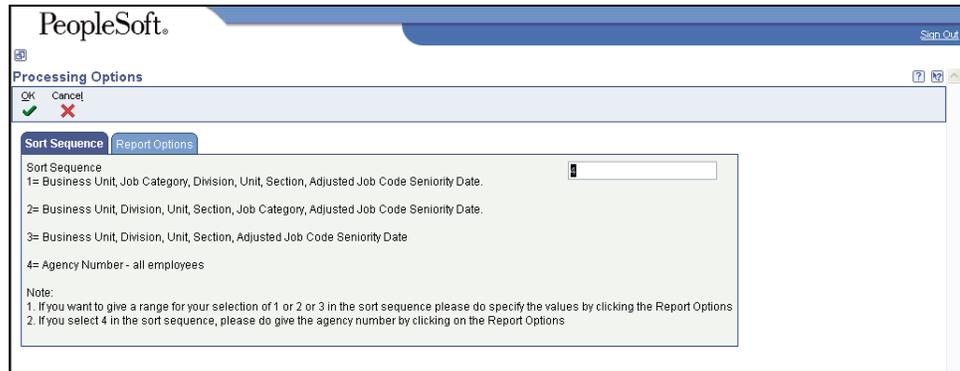
## Steps

### Run the Seniority Report (R5508323)

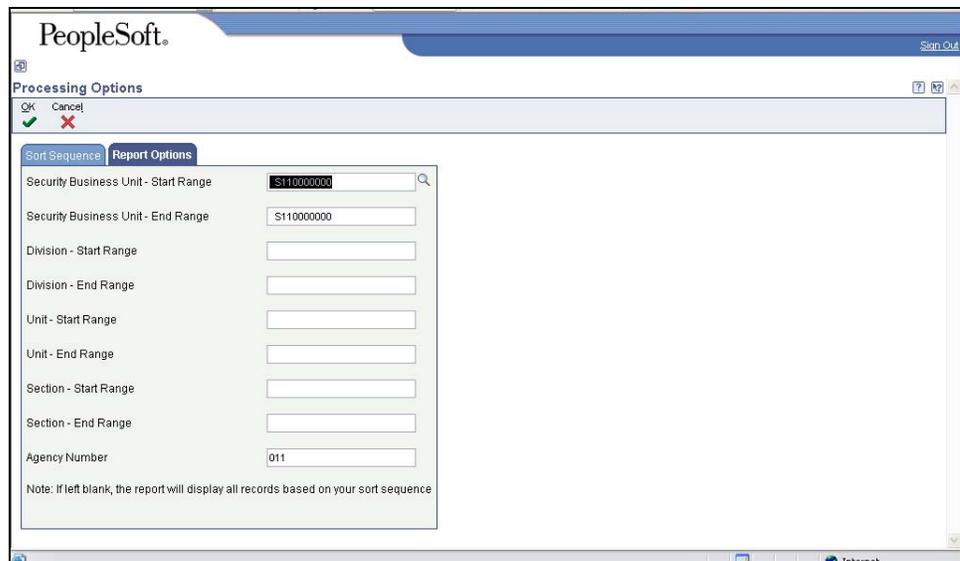
Start this instruction from the Version Prompting window.



1. Click **Submit**. The Processing Options window appears.



2. Enter the **Sort Sequence** selection.
3. Click the **Report Options** tab.



4. Enter the **Security Business Unit Range** in the Security Business Unit - Start and End Range fields.
5. Click **OK**. The Printer Selection window appears.



6. Choose the **Document Setup** Tab.



7. Check the **CSV** (Comma Delimited) box.
8. Click **OK** to run the report. You will return to the menu.
-  View the Reports via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions.
9. Once the Description is "Done," choose the row with **R5508323** in the Job Details column. This report can be viewed either in PDF or CSV format.
-  Click Find until the Description changes from Waiting to Processing to Done.