

Employee List by Benefit Group - R083492

Overview

This report shows all employees in a business unit by the benefit group to which they are assigned.

-  The information on this report can also be found on the Basic Compensation Screen.

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

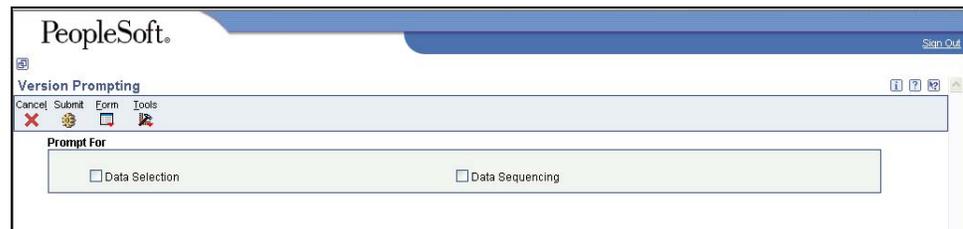
Click Roles, HR_PR. (Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll - Agencies > Inquiries and Reports > HR/Payroll Reports > Benefit Reports > Employee Information > Employee List by Benefit Group

Steps

Run the Employee List by Benefit Group

Start this instruction from the Version Prompting window.



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

2. The data selection window appears blank.
3. Insert appropriate data selection for the report.
 - In this example, the report will be run for a DAS business unit.
 - Choose Business Unit (F060116) from the Left Operand drop down menu.
 - The Data Selection field titled "Business Unit (F060116)" is the security business unit not the home business unit.
 - If you do not choose a Security Business Unit, you will run this report for only the employees you have security to see.
 - Choose is equal to from the Comparison drop down menu.
 - Choose Literal from the Right Operand drop down menu. Enter a single value, a range of values, or a list of values by choosing the appropriate tab. Enter the appropriate security business unit(s) and click OK to return to the Data Selection window.
4. Add additional lines in the Data Selection if desired.
 - To eliminate terminated employees from the report, enter Employee Pay Status is not equal to "T."
5. Click **OK**. The Printer Selection window will appear.

6. Click on the Document Setup tab and choose CSV (Comma Delimited).
7. 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 (R083492...) once the Description is "Done".

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STATE OF NEBRASKA

Employee List by Benefit Group

Benefit Group: NAPE-B NAPEA/FSC-ME-B BIWEEKLY

Employee Number	Alpha Name	Job Code	NA	Description	Pay Frequency	Pay Class	Employment Status
107080	EMPLOYEE NAME	X62211		Electrical Inspector	B	H	Fulltime Regular
112039		X62211		Electrical Inspector	B	H	Fulltime Regular
112751		X62211		Electrical Inspector	B	H	Fulltime Regular
119181		X62211		Electrical Inspector	B	H	Fulltime Regular
119710		X62211		Electrical Inspector	B	H	Fulltime Regular
121472		X62211		Electrical Inspector	B	H	Fulltime Regular
124361		X62211		Electrical Inspector	B	H	Fulltime Regular
124401		X62211		Electrical Inspector	B	H	Fulltime Regular
124824		X62211		Electrical Inspector	B	H	Fulltime Regular
126678		X62211		Electrical Inspector	B	H	Fulltime Regular
1336478		X62211		Electrical Inspector	B	H	Fulltime Regular
1823234		X62211		Electrical Inspector	B	H	Fulltime Regular

Benefit Group: RULE-B RULE/DIRECTOR/DISCRETIONARY-BI010

Employee Number	Alpha Name	Job Code	NA	Description	Pay Frequency	Pay Class	Employment Status
117125	EMPLOYEE NAME	V62212		Electrical Inspector/Chief	B	H	Fulltime Regular
126196		K01412		Secretary II	B	H	Fulltime Regular
576554		N00200		Director	B	H	Fulltime Regular
604638		K01412		Secretary II	B	H	Fulltime Regular

Benefit Group: SSSB10 STATE SPLIT/SECONDARY BI010

Employee Number	Alpha Name	Job Code	NA	Description	Pay Frequency	Pay Class	Employment Status
126234	EMPLOYEE NAME	X62211		Electrical Inspector	B	H	Fulltime Regular

Benefit Group: TEMP-B TEMPORARIES-B BIWEEKLY

Employee Number	Alpha Name	Job Code	NA	Description	Pay Frequency	Pay Class	Employment Status
736098	EMPLOYEE NAME	X62211		Electrical Inspector	B	H	Part-time Temporary