Agency User ID Report

Overview

This report will list the User IDs for employees in your agency.

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: www.das.state.ne.us.

Navigation

State of Nebraska > Human Resources/Payroll - Agencies > Inquiries & Reports > HR/Payroll Reports > Employee Reports > Agency User ID > Agency User ID - Data Selection

Steps

Start this instruction from the Printer Selection window.

1. Click **OK.**

View the Report via Submit Job or View Job Status. For step-by-step instructions, pleas refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R59SEC004_…) once the Description is "Done".