Historical Payroll Register (R07345)

Overview

This report displays the same information as the Payroll Register that is created during payroll processing, but can be run by an agency against historical data, allowing the ability to create a Payroll Register for one or more historical pay cycles.

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.

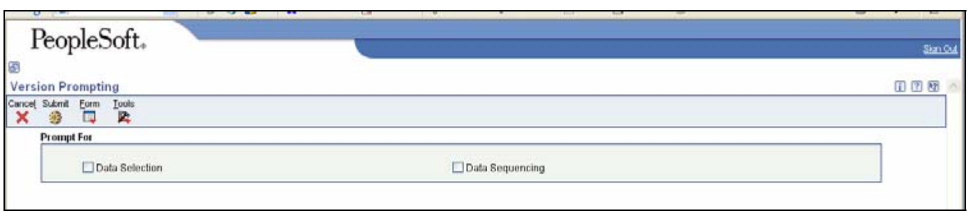
Navigation

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

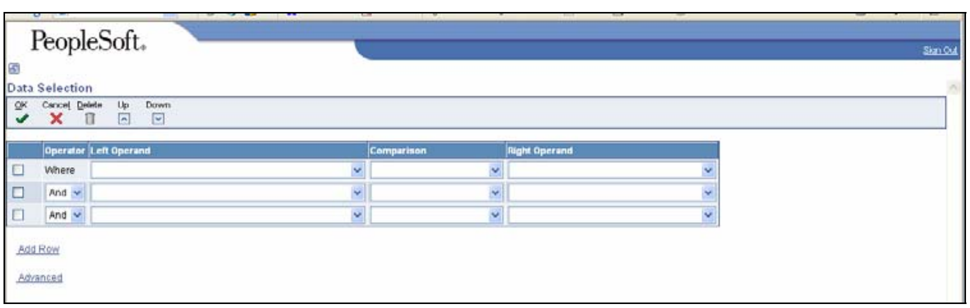
Human Resources & Payroll Agencies > Inquiries & Reports > HR Payroll Reports > Payroll Reports > Historical Payroll Register

Steps

Start this instruction from the Version Prompting window.



1. Choose **Data Selection.**
2. Click **Submit**. The Data Selection window appears.



3. Make appropriate changes to data selection:

To narrow report by specific **employee**(s), complete the following in the first blank row:

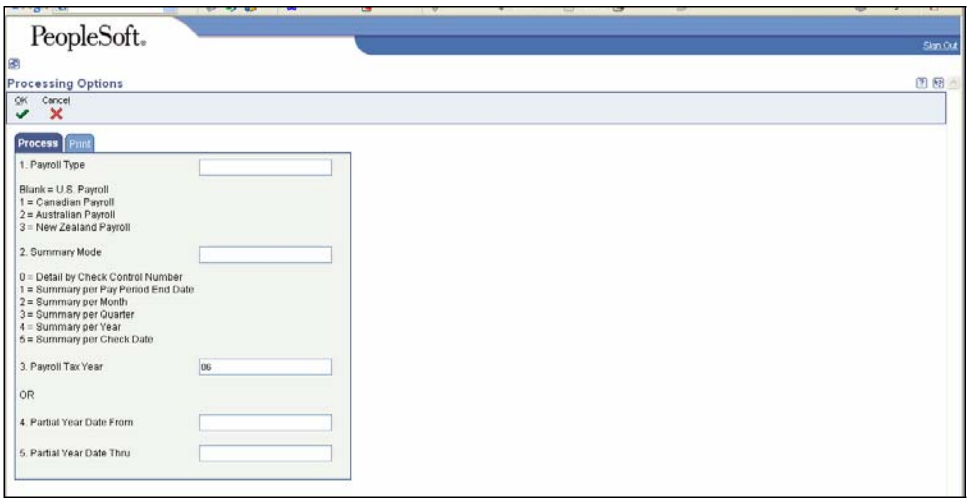
- Left Operand - Address Number (F060116)(AN8)[BC]
- Comparison - is equal to
- Right Operand - enter the employee's address book number

To change the information in the Right Operand field, click the drop-down arrow in the corresponding row and choose Literal. Enter the appropriate information, and click **OK** to return to the Data Selection window.

To narrow report by **home business unit**, complete the following in the next blank row:

- Left Operand - Business Unit-Home (F06156)(HMCU)[BC[
- Comparison - is equal to
- Right Operand - enter the home business unit

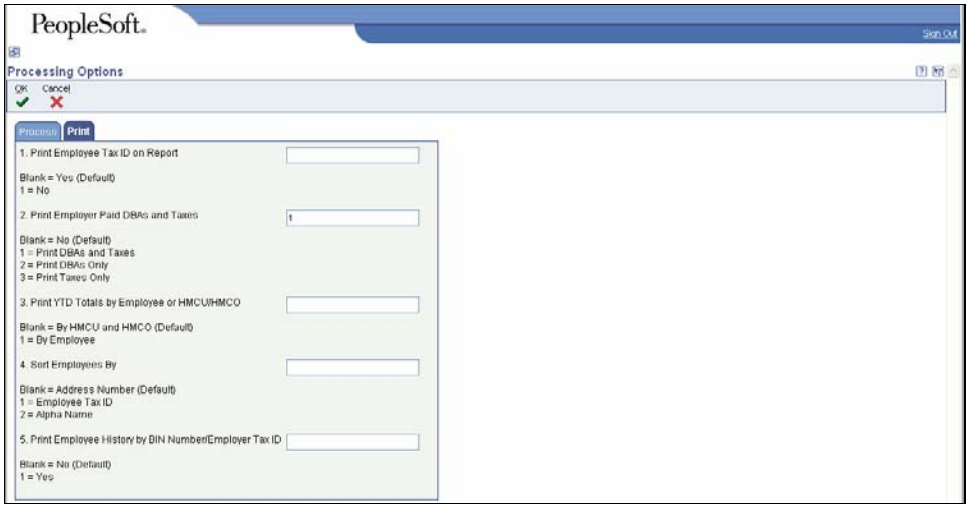
4. Click **OK.** The Processing Options window appears.



5. Complete the following fields:
   - Payroll Type - leave blank
   - Summary Mode
   - Payroll Tax Year

   OR

   - Partial Year Date From - enter a check date
   - Partial Year Date Thru - enter a check date
6. Click the **Print** tab.



7. Complete the following fields, if desired:

- Print Employee Tax ID on Report - leave blank to print the Employee Tax ID on report, or enter 1 to exclude
- Print Employer Paid DBAs and Taxes - enter the appropriate selection
- Print YTD Totals by Employee or HMCU/HMCO - leave blank to print YTD totals by Home Business Unit, or enter 1 to print YTD totals by Employee
- Sort Employees By - enter the appropriate selection
- Print Employee History - leave blank

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

9. Click **OK**.

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 (R07345 _…) once the Description is "Done".