Historical Labor and Burden Distribution Register (R053011)

Overview

This report displays, by fund and business unit within fund, hours worked and wages paid, along with state paid taxes and benefits (health and life insurance, retirement, etc.), for each employee. This report can be run by an agency to get historical data. History is only available for payrolls processed after April 6, 2006.

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.
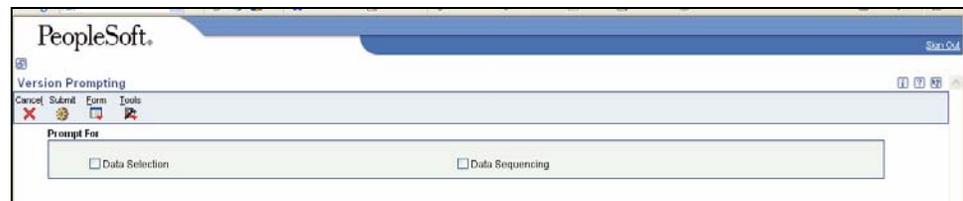
Navigation

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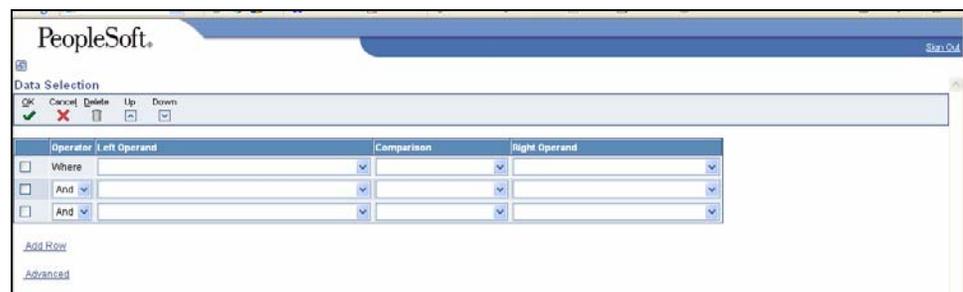(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources & Payroll Agencies > Inquiries & Reports > HR Payroll Reports > Payroll Reports > Historical Labor and Burden Distribution 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 (F0618)(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 **security business unit**, complete the following in the next blank row:

- Left Operand - Business Unit (F0618)(MCU)[BC[
- Comparison - is equal to
- Right Operand - enter the security business unit

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

5. Complete the following fields:

- Pay Period Ending Date

OR

- Beginning Date Range
- Ending Date Range

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

7. 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 (R053011 _…) once the Description is "Done".