📄 Wage History Report

Overview

Run this report for any period of time, based on check date (report heading says Pay Period). The results give regular hours worked in the pay period plus any overtime or compensatory hours recorded, the base pay rate, regular gross plus overtime gross, and individual gross pays related to sick pay, vacation pay and holiday pay. There are no hours displayed for the vacation, sick or holiday pay. The total of all the gross pay for the pay period is also displayed.

This report is designed to be used as a 26-week wage history and calculates the average weekly wage for worker's compensation reporting purposes. At this time, the report only works for employees paid on a bi-weekly pay period.

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/
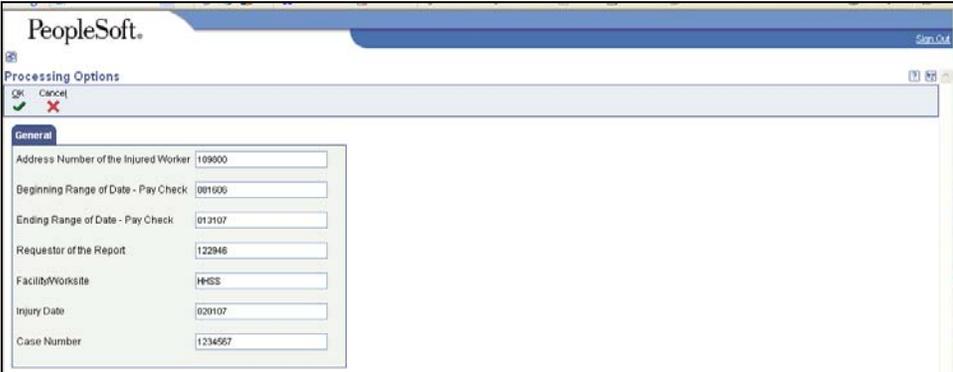
Navigation

Click Roles HR_PR

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

Human Resources and Payroll – Agencies > Inquiries & Reports > HR Payroll Reports > Payroll Reports > Wage History

Steps

Start this instruction from the Processing Options window.

1. Complete the following fields:

   - Address Number - enter address book number of employee for which this report is being run

- Beginning Range of Date - Pay Check - enter a beginning check date for the start of the 26-week wage reporting period

- Ending Range of Date - Pay Check - enter an ending check date for the end of the 26-week wage reporting period

  It is important to run the report on 13 bi-weekly check dates (26 total weeks) in order for the average weekly wage calculation to be accurate. The report will not work for monthly employees as the 26 weeks does not correspond to the monthly pay cycle.

- Requestor of the report - enter the employee address book number

- Facility/Worksite - (optional) enter information regarding the injured employee's work location

- Injury Date - (optional) enter the date of the employee's work-related injury

- Case Number - if you already have the case/claim number from the work comp carrier, enter it here so that it will print out on the report header. This field is optional.

2. Click **OK**.   The Printer Selection window will appear.

3. 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 (R5509328 _…) once the Description is "Done".

The report will list the pay date and total wages (regular, overtime, shift differential, sick, vacation, holiday) for each pay date. It will then add up the wages for all 13 bi-weekly pay periods (26 total weeks) and divide by 26 to provide the average weekly wage amount. This report can be sent directly to the workers compensation carrier as the official 26-week wage report.