Time and Pay History Detail

Overview

This report can be used for many different purposes. Ex. Find all employees with overtime, what timecards have been created, etc. This report provides a history of hours and wages paid. The report includes the work date, employee, pay type, hours paid, hourly rate, account number, and gross pay, and can be run to include the account number to which the wages were charged. It can be used to summarize wages paid to a particular employee or group of employees and can be limited to a specific pay type or time 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 > Time and Pay History Detail

Steps

Start this instruction from the Available Versions window.

1. Choose NE999001 - Time and Pay History Detail and click **Select**. The Version Prompting window appears.

To run this report in CSV, choose NIS0001.

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

3. No changes are necessary to the Data Selection.

To run report on a specific employee, complete the following fields in the next blank row:

- Left Operand – Address Number (F06136)

- Comparison – is equal to

- Right Operand – Literal, then enter the address number of the employee

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 run report by individual pay type, complete the following fields in the next blank row:

- Left Operand – DBA Code (F0618) (PDBA) (BC)

- Comparison – is equal to

- Right Operand – Literal, then the pay type you want to report (ex. 40 = sick leave)

To run report for a particular time period, complete the following fields in the next blank row:

- Left Operand – Date – Pay Check (F0618) (CKDT) (BC)

- Comparison – is equal to

- Right Operand – Literal, then Range of Values and enter the pay dates you want to include.

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

5. Complete the following fields:

    - Time Card - choose the type of time card to use for report

    - Employee number - choose the fields to appear on report

    - General Ledger account number - choose whether or not to print the general ledger account number on report

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

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 (R073002 _…) once the Description is "Done".

🖉 For more information on viewing reports in CSV, refer to the Review a Report in CSV Work instructions.

R073002

STATE OF NEBRASKA

Time and Pay History Detail

Business Unit   26720005   HUMAN RESOURCES

Labor

Work Date	Employee Number	Employee Name	Pay Type	Hours	Account Number	Hourly Rate	Shift	Shift Diff.	Gross
06/30/06	593026	Doe, John	40	1.25	26720005.512200	15.573			19.47
09/30/06	593026	Doe, John	40	5.25	26720005.512200	15.573			81.76
				6.50					101.23