

Employee History Log

Overview

This report lists dates that employees receive a position change, salary increase (ie; annual adjustments, promotions, etc.) and the hourly and annual rate of pay the employee received. It includes the description of reason information changed using the reason code for the change.

 Run the Employee History Log to save a transferring employee's Employee Master information before the Security Business Unit is changed to S001234567. Save the report either electronically on your computer or print out on paper for future reference.

 This report can also be run on a specific Data Item.

This work instruction shows how to [Run Employee History Log](#)

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

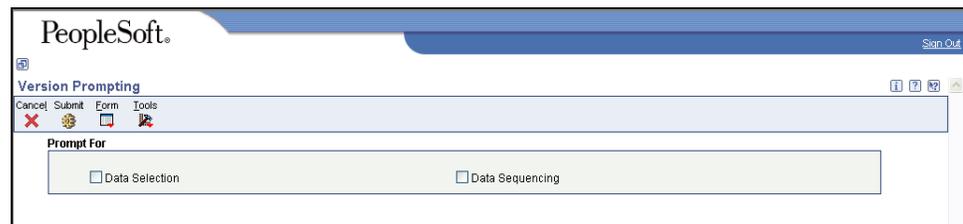
Click Roles, HR_PR.
(Citrix users – right click on the menu, choose View by Role, choose HR_PR.)

Human Resources and Payroll – Agencies > Inquiries and Reports > HR/Payroll Reports > Employee Reports > Employee Details > Employee History Log

Steps

Employee History Log

Start this instruction from the Version Prompting window.



1. Click Data Selection and Data Sequencing.
2. Click **Submit**. The Data Selection window appears.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And			
<input type="checkbox"/> And			

- If no change is made to the Data Selection, the report will include all employees in the agency.
- Data Selection should be changed as follows to run the report by change code reason within a business unit:
 - In the first blank line, choose Business Unit - Home (F060116) from the Left Operand drop down menu. Choose "is equal to" from the Comparison drop down menu. Choose Literal from the Right Operand drop down menu. Enter the appropriate Business Unit and click OK to return to the Data Selection window.
 - On the next blank line, choose Change Reason (F08042) from the Left Operand drop down menu. Choose "is equal to" from the Comparison drop down menu. Choose Literal from the Right Operand drop down menu. Enter the appropriate Change Reason code (use visual assist if needed) and click OK to return to the Data Selection window.

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	File Name (F08042) (FILE) [BC]	is equal to	"F060116"
<input type="checkbox"/> And	Business Unit - Home (F060116) (HMCU) [BC]	is equal to	"3122200"
<input type="checkbox"/> And	Change Reason (F08042) (TRS) [BC]	is equal to	"018"
<input type="checkbox"/> And			

- Data Selection should be changed as follows to run the report by a specific employee.
 - In the first blank line, choose Address Number (F060116) from the Left Operand drop down menu. Choose "is equal to" from the Comparison drop down menu. Choose Literal from the Right Operand drop down menu. Enter the Employee's address book number and click OK to return to the Data Selection window.

5. Click **OK**. The Data Sequencing window appears.

6. Click Show Available Columns.

7. Review Available Columns to determine what fields to use for sorting the report.
8. To add a column to the Sequenced Columns, choose the row in Available Columns and click **Add**. Use the arrows under the Sort Order column to sort the fields in ascending or descending order.
9. Click **OK**. The Processing Options window appears.

PeopleSoft. Sign Out

Processing Options

OK Cancel

Narrative

1. Enter a '0' or blank to see just Active employees. Enter a '1' to see just inactive employees. Enter a '2' to see both Active and Inactive employees.

2. Enter Beginning Effective On Date.

3. Enter Ending Effective On Date.

4. Enter the Data Item you wish to view. Blanks will display all data items being tracked.

10. Complete the following fields on the Narrative tab:

- Enter the appropriate number.
- Beginning Effective on Date - enter 1/1/02 to ensure all NIS history is included.
- Ending Effective on Date - enter the date the transfer is being made (Today's date)
- Leave blank, so all tracked fields are included or enter a specific Data Item.

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

PeopleSoft. Sign Out

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced



Printer Name

Printer Location

Printer Model

Number of Copies Range: 1 - 9999

12. 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 (R080423_...) once the Description is "Done".