

Reviewing PDBA History

Overview

Use the PDBA (Payroll Deduction, Benefit, and Accrual) History window to review information about employees' past payroll, deductions, benefits, and accrual amounts. PDBA History available to review after Final Payroll Update is run.

This work instruction shows how to:

[Review PDBAs by Payroll Month](#)

[Review DBA Detail](#)

[Review Pay Detail](#)

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 Inquiries > Payroll Inquiries > PDBA History

Steps

Review PDBAs by Payroll Month

Start this instruction from the PDBA History – Work with DBAs History (Payroll Month) window.



PeopleSoft. Sign Out

PDBA History - Work with DBAs History (Payroll Month)

Select Find Add Delete Close Form Row Tools

Employee Identification *
PDBA Code *
Company *
Year *

No records fetched. Customize Grid

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
No records fetched.								

1. Complete one or more of the fields:
 - Employee Identification
 - PDBA Code
 - Company
 - Year
2. Click **Find**.
3. Choose the employee and PDBA you wish to review.
4. Click **Row, PDBA's By Payroll M**. The PDBA History – PDBA's by Payroll Month window appears.

PeopleSoft. PDBA History - PDBA's by Payroll Month

Employee No. 107251 TEST, BARBARA A Year 2
 PDBA Code 1 Regular Pay Tax History Type
 Company 10000 STATE GENERAL FUND Tax ID 470481233

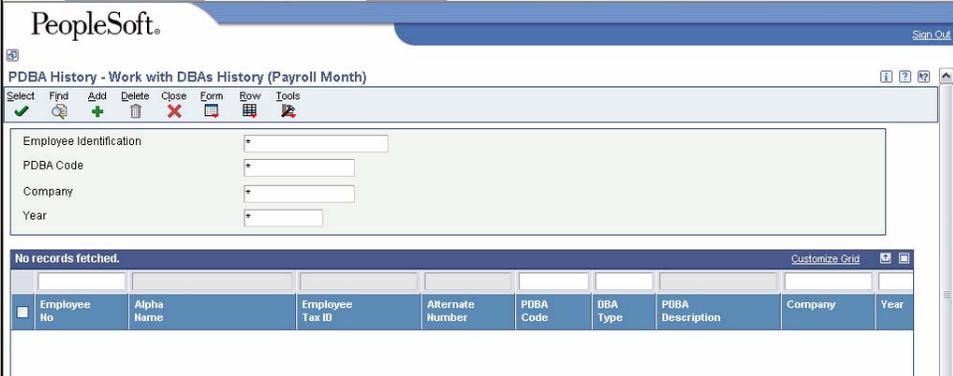
Month	Gross Pay	Hours	Pieces
January	2,184.04	147.83	
February	2,235.75	151.33	
March	2,564.85	161.53	
April	2,490.22	156.83	
May	2,486.41	155.33	
June	2,537.86	159.83	
July	2,925.63	168.33	
August	1,848.07	106.33	
September	2,786.59	160.33	
October	2,306.05	137.33	
November	2,708.38	156.83	
December	1,493.09	86.33	
YTD Total	20,817.74	1,746.16	

5. Review the PDBA history information.
6. Click **Cancel**.
7. Click **Close**.

Review DBA Detail

Start this instruction from the PDBA History – Work with DBAs History (Payroll Month) window.

-  Only Deductions, Benefits, and Accruals can be reviewed here. To review Pay Types, please refer to the section titled [Review Pay Detail](#).



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PDBA History - Work with DBAs History (Payroll Month)

Employee Identification *

PDBA Code *

Company *

Year *

No records fetched.

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
No records fetched.								

1. Complete one or more of the fields:
 - Employee Identification
 - PDBA Code (Deduction, Benefit, or Accrual)
 - Company
 - Year
2. Click **Find**.
3. Choose the employee and PDBA you wish to review.
4. Click **Row**, **DBA Detail**. The PDBA History – DBA Detail window appears.
5. Review the DBA history information.
6. Click **Cancel**.
7. Click **Close**.

Review Pay Detail

 Only Pay Types can be reviewed here. To review Deductions, Benefits, or Accruals, please refer to the section titled [Review DBA Detail](#).

Start this instruction from the PDBA History – Work with DBAs History (Payroll Month) window.



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PDBA History - Work with DBAs History (Payroll Month)

Employee Identification *

PDBA Code *

Company *

Year *

No records fetched.

Employee No	Alpha Name	Employee Tax ID	Alternate Number	PDBA Code	DBA Type	PDBA Description	Company	Year
No records fetched.								

1. Complete one or more of the fields:
 - Employee Identification
 - PDBA Code (Pay Type)

- Company
 - Year
2. Click **Find**.
 3. Choose the employee and PDBA you wish to review.
 4. Click **Row, Pay Detail**. The PDBA History – Pay Detail window appears.

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PDBA History - Pay Detail

Employee No. 107351 TEST, BARBARA A Company - Home 10000

Business Unit *

Pay Type 1 Regular Pay

Work Dates - From 01/01/2003 Thru 12/31/2003

Records 1 - 12

	Work Date	Pay Type	Hours Worked	Rate	Gross Pay	Business Unit	Job Type	NA	Sub Ledger	SBL Type	Check Control	Account Number	Tax Area
	01/31/2003	1	151.33	14.774	2,235.75	13511305	N72111				34070710	13511305.511100	2
	02/28/2003	1	161.53	15.878	2,564.85	13511305	N72112				35566063	13511305.511100	2
	03/31/2003	1	156.83	15.878	2,490.22	13511305	N72112		ERLINC8	S	37009025	13511305.511100	2
	04/30/2003	1	155.33	15.878	2,466.41	13511305	N72112		ERLINC8	S	38373187	13511305.511100	2
	05/31/2003	1	159.83	15.878	2,537.86	13511207	N72112		ERLINC8	S	39452434	13511207.511100	2
	06/30/2003	1	168.33	17.380	2,925.63	13511305	EDB606		ERLINC8	S	40798424	13511305.511100	2
	07/31/2003	1	106.33	17.380	1,848.07	13511305	EDB606		ERLINC8	S	41944391	13511305.511100	2
	08/31/2003	1	168.33	17.380	2,925.63	13511305	EDB606		ERLINC8	S	42885208	13511305.511100	2

5. Review the Pay History Information.
 - Complete the Work Dates From and Thru fields to review pay history information for a time range.
6. Click **Cancel**.
7. Click **Close**.