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.

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**, **PDBAs By Payroll M**. The PDBA History – PDBAs by Payroll Month window appears.

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.

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.

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.

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**.