

Historical Payroll Register
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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/>.

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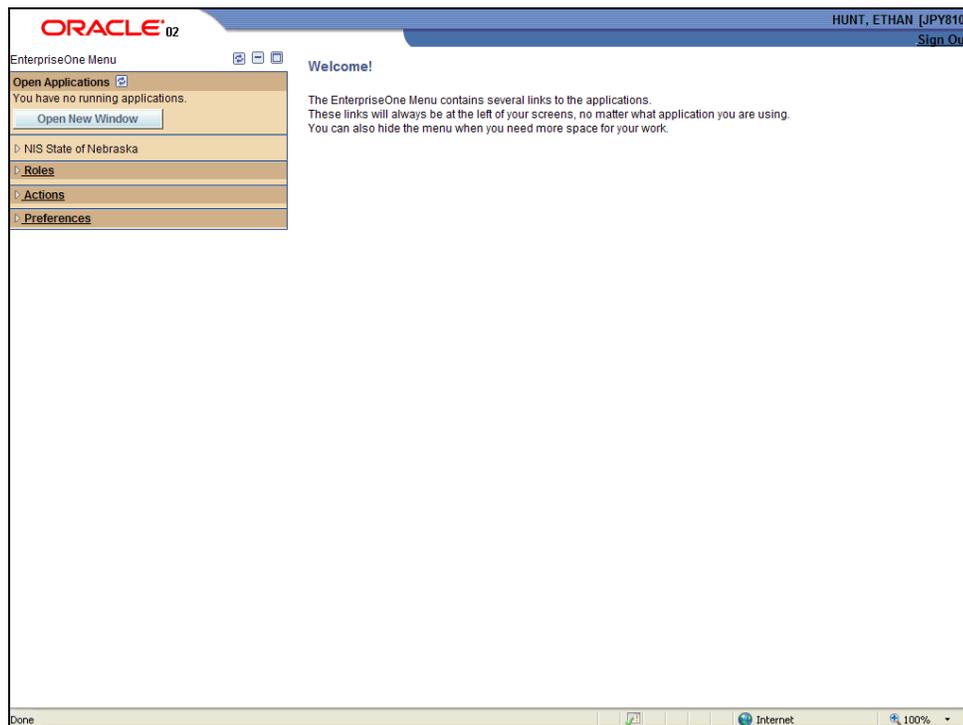
Historical Payroll Register

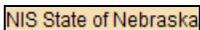
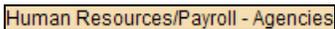
Historical Payroll Register

This report displays the same information as the Payroll Register that is created during payroll processing, but can be run by an agency against historical data, allowing the ability to create a Payroll Register for one or more historical pay cycles.

Procedure

In this lesson you will learn how to run the Historical Payroll Register Report.

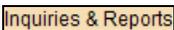
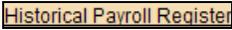


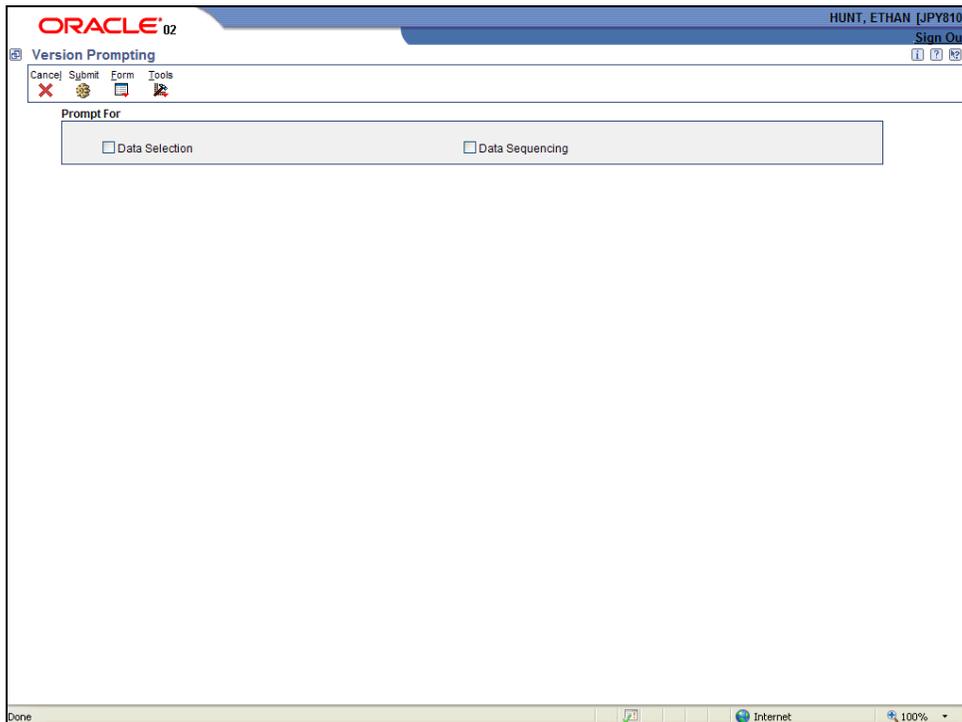
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 

Training Guide

Historical Payroll Register

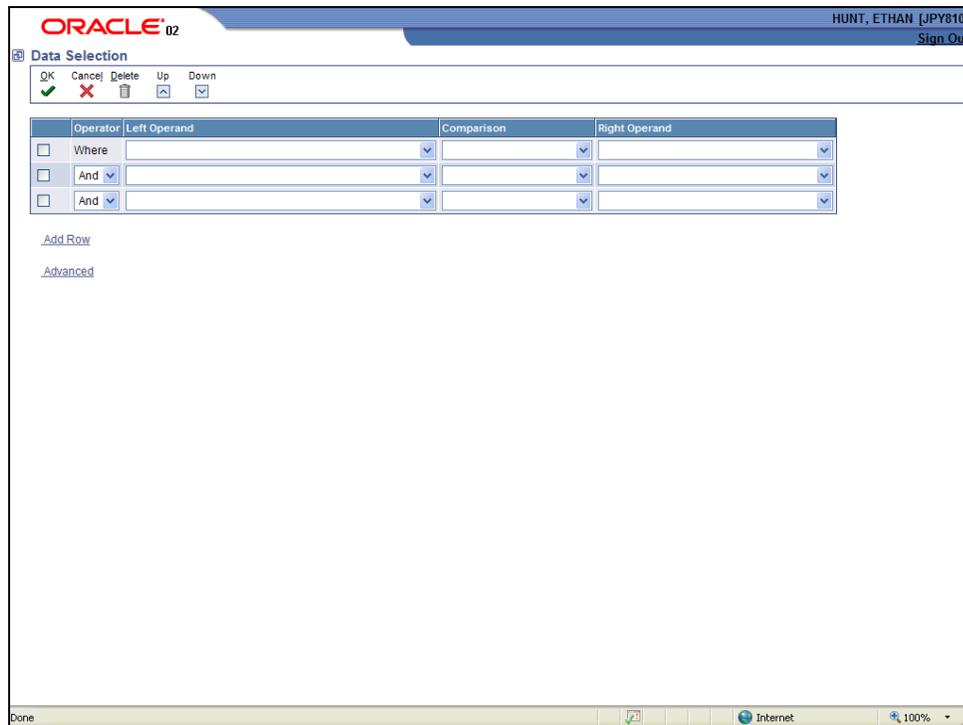


Step	Action
3.	Click the Inquiries & Reports link. 
4.	Click the HR/Payroll Reports link. 
5.	Click the Payroll Reports link. 
6.	Click the Historical Payroll Register link. 



Step	Action
7.	Click the Data Selection option. 
8.	Click the Submit button. 

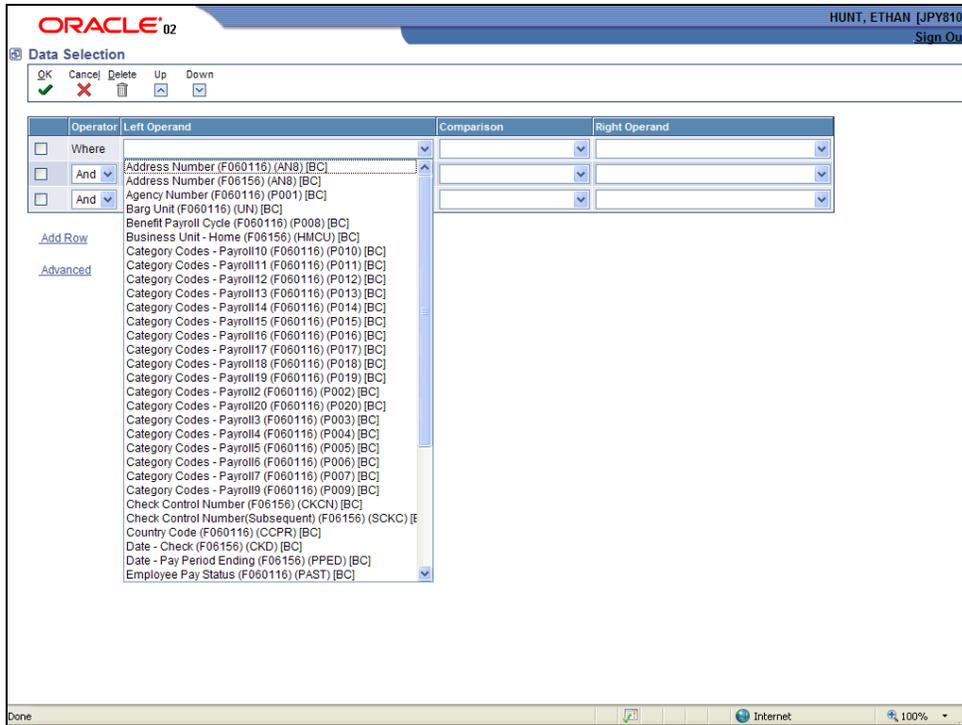
Step	Action
9.	<p>Make appropriate changes to data selection.</p> <p>In this lesson you will learn how to narrow the report by a specific employee and home business unit.</p>



Step	Action
10.	<p>Click the drop down arrow for the Left Operand column.</p> <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin-left: 10px;"> ▼ </div>

Training Guide

Historical Payroll Register



Step	Action
11.	<p>Click the Address Number (F060116) (AN8) [BC] list item.</p> <p>Address Number (F060116) (AN8) [BC]</p>

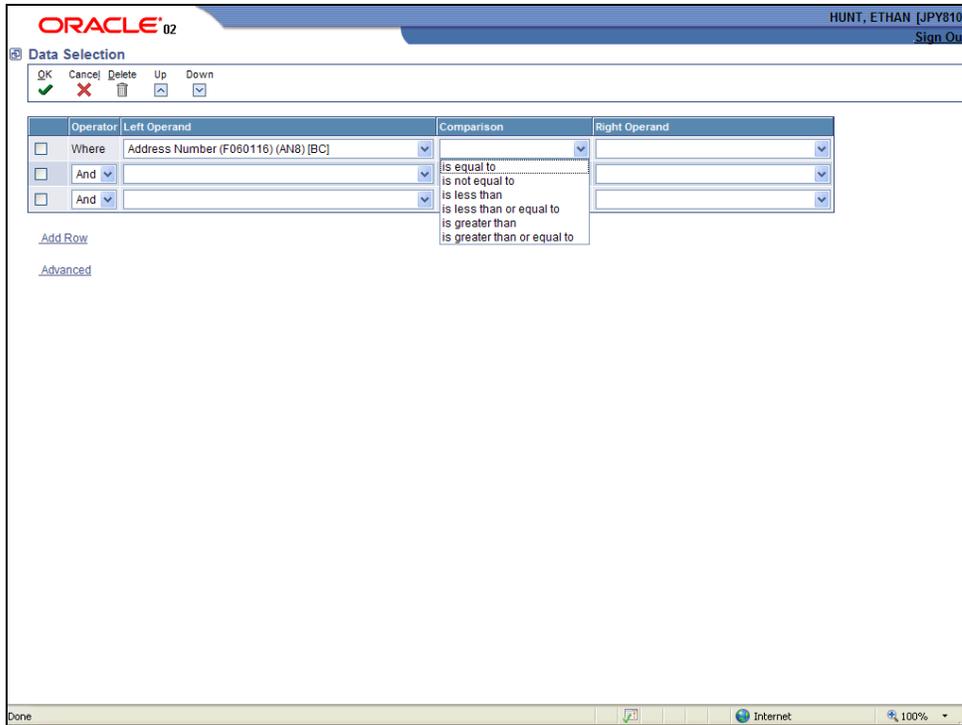
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F080116) (AN8) [BC]		
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

Step	Action
12.	Click the drop down arrow for the Comparison column. 

Training Guide

Historical Payroll Register



Step	Action
13.	Click the is equal to list item. 

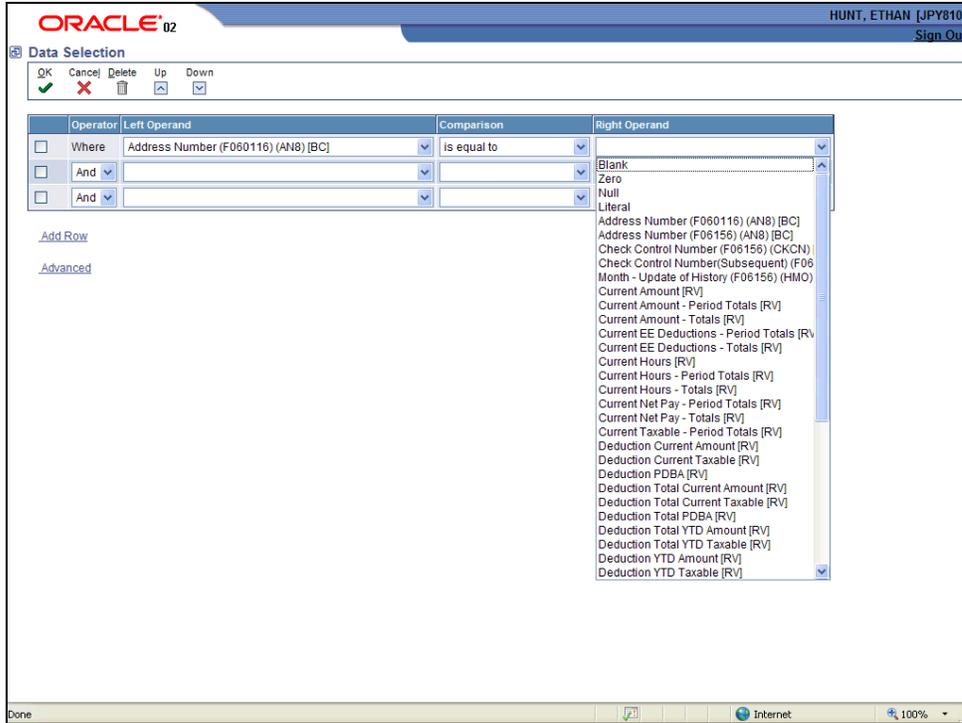
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	
<input type="checkbox"/> And			
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

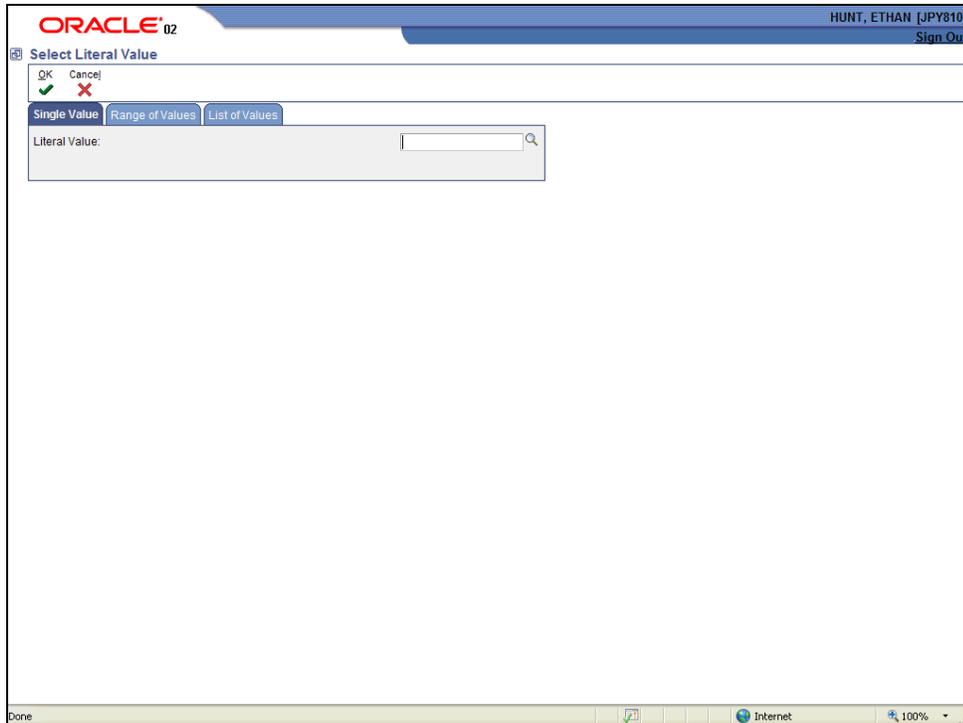
Step	Action
14.	Click the drop down arrow for the Right Operand column. 

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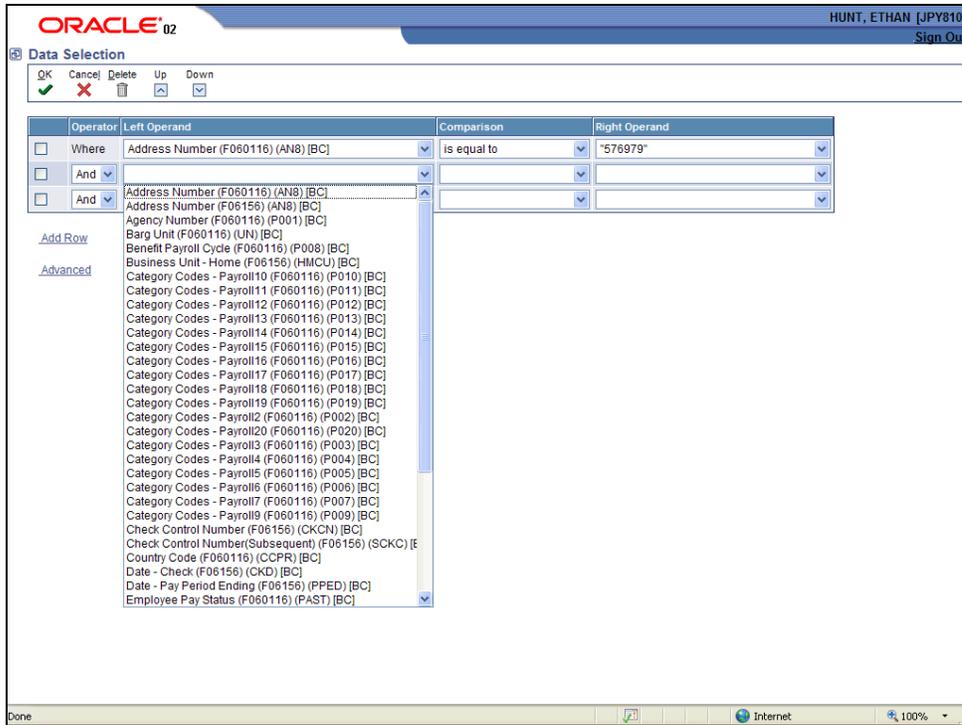
Step	Action
15.	Click the Literal list item. <input data-bbox="365 1136 737 1163" type="text" value="Literal"/>



Step	Action
16.	In the Literal Value field enter the address book number of the employee you are narrowing the report by.
17.	Click the OK button. 
18.	Click the drop down arrow for the Left Operand column. 

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Step	Action
19.	Click the Business Unit - Home (F06156) (HMCU) [BC] list item. <input data-bbox="365 1129 863 1161" type="text" value="Business Unit - Home (F06156) (HMCU) [BC]"/>

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Data Selection

OK Cancel Delete Up Down

Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	*576979*
<input type="checkbox"/> And	Business Unit - Home (F06156) (HMCU) [BC]		
<input type="checkbox"/> And			

Add Row

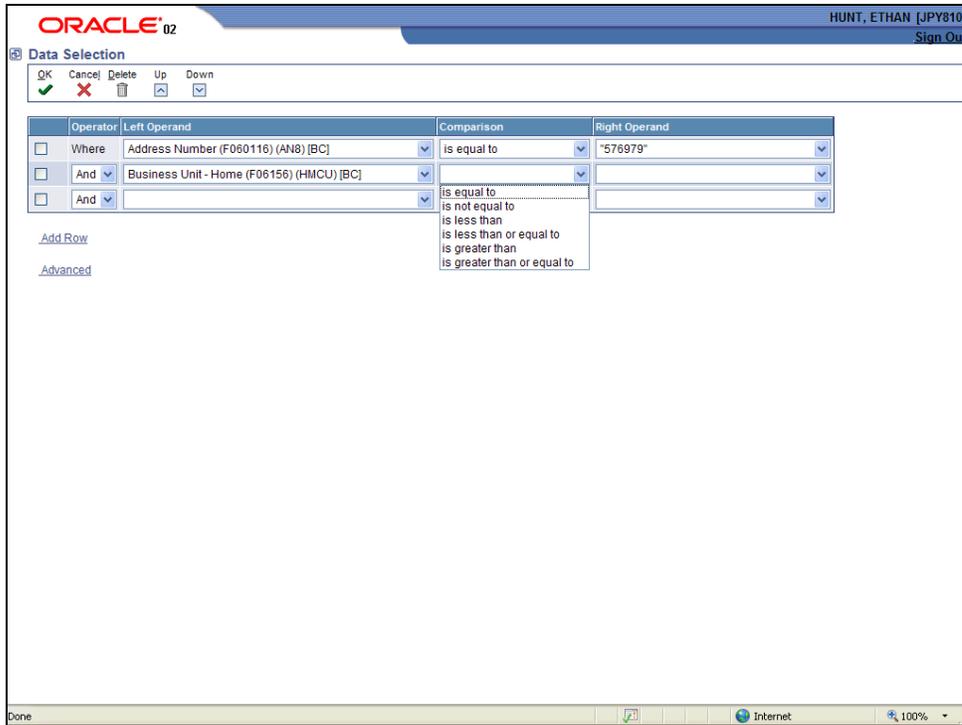
Advanced

Done Internet 100%

Step	Action
20.	Click the drop down arrow for the Comparison column. 

Training Guide

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Step	Action
21.	Click the is equal to list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">is equal to</div>

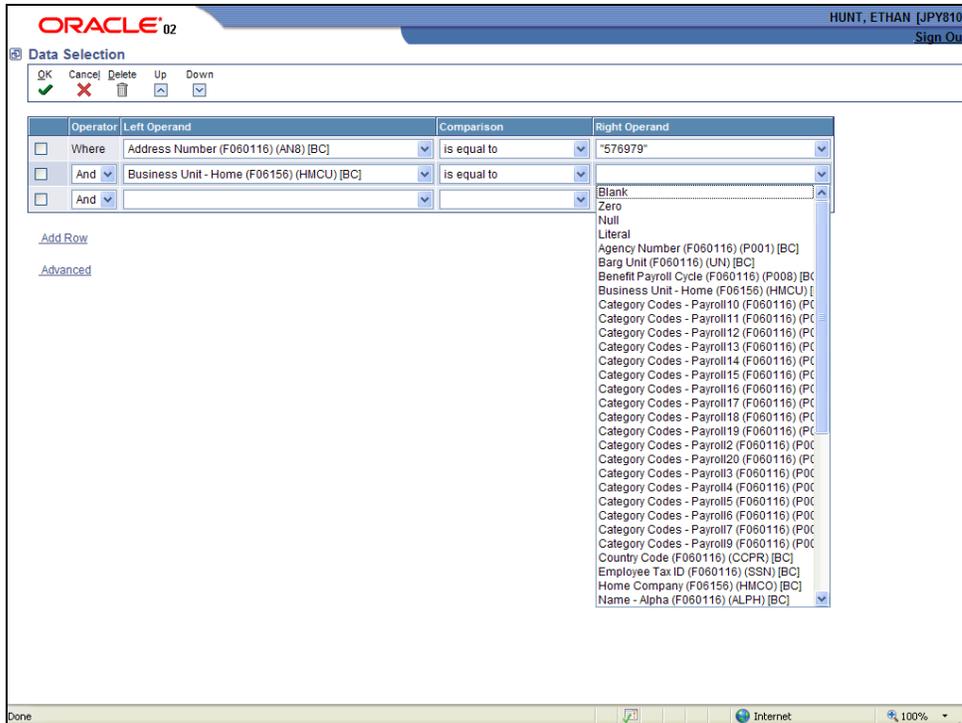
Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/> Where	Address Number (F060116) (AN8) [BC]	is equal to	*576979
<input type="checkbox"/> And	Business Unit - Home (F06156) (HMCU) [BC]	is equal to	
<input type="checkbox"/> And			

[Add Row](#)
[Advanced](#)

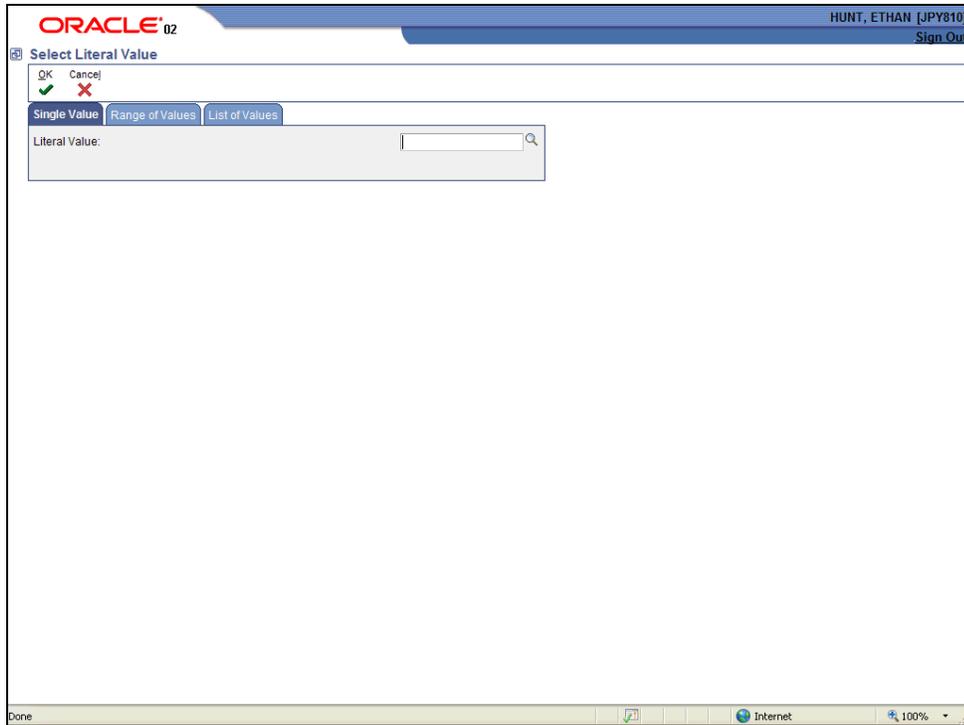
Step	Action
22.	Click the drop down arrow for the Right Operand column. 

Training Guide

Historical Payroll Register



Step	Action
23.	Click the Literal list item. <input data-bbox="365 1129 737 1161" type="text" value="Literal"/>



Step	Action
24.	In the Literal Value field enter your home business unit number.
25.	Click the OK button. <input checked="" type="checkbox"/>
26.	Click the OK button. <input checked="" type="checkbox"/>
27.	Leave the Payroll Type field blank.

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OK Cancel

Process Print

1. Payroll Type

Blank = U.S. Payroll
1 = Canadian Payroll
2 = Australian Payroll
3 = New Zealand Payroll

2. Summary Mode

0 = Detail by Check Control Number
1 = Summary per Pay Period End Date
2 = Summary per Month
3 = Summary per Quarter
4 = Summary per Year
5 = Summary per Check Date

3. Payroll Tax Year

OR

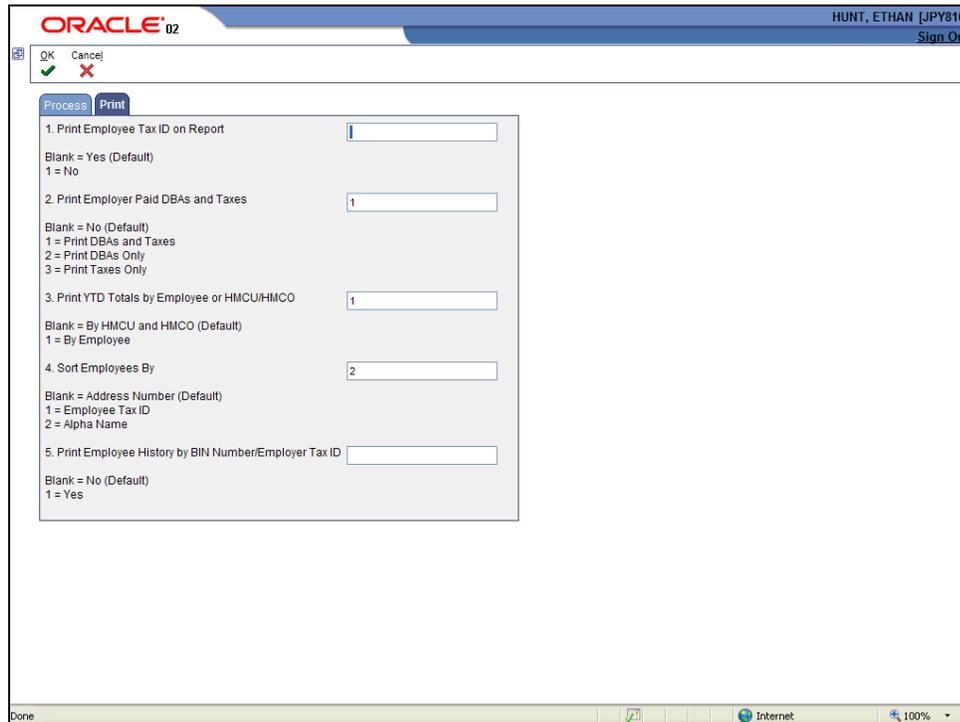
4. Partial Year Date From

5. Partial Year Date Thru

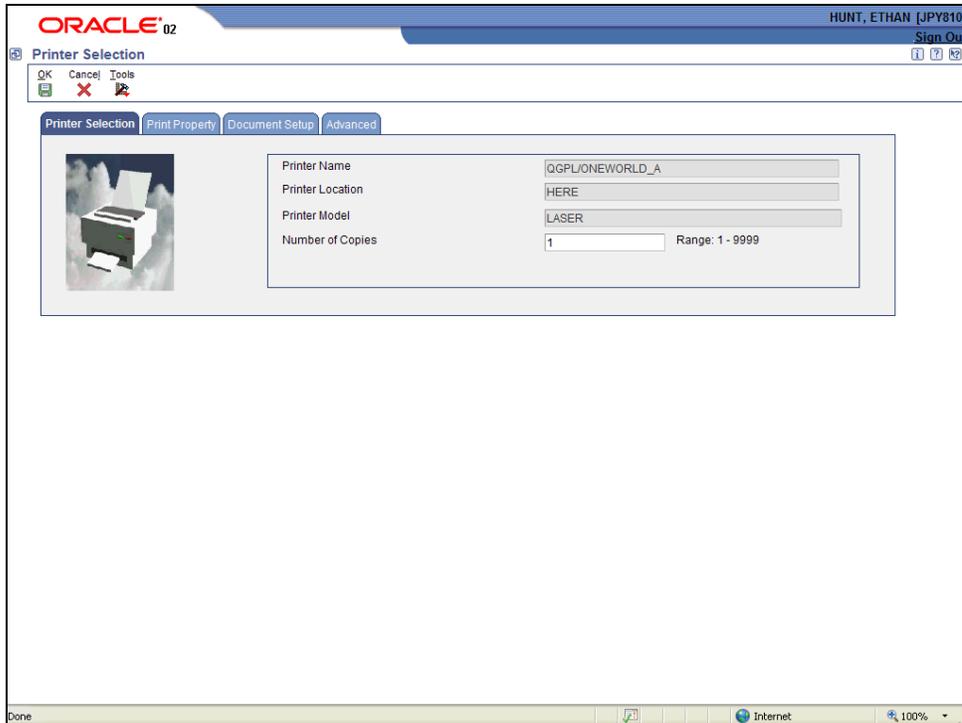
Done Internet 100%

Step	Action
28.	In the Summary Mode field enter the number for how you would like the report to run. 0 - Detail by Check Control Number 1 - Summary per Pay Period End Date 2 - Summary per Month 3 - Summary per Quarter 4 - Summary per Year 5 - Summary per Check Date
29.	If you use Summary Code 4 (Summary Per Year) the report will give the entire year totals regardless of what date range may be entered in Processing Options. The only thing used from the Date Range is the year.
30.	You have two options when it comes to dates for this report. You can enter the Payroll Tax Year or you can enter the Partial Year Date From and Thru range.
31.	If you use the Payroll Tax Year enter the two digit year. For example, "07" for 2007.
32.	If you decide to use the Partial Year Date From and Partial Year Date Thru fields enter the date range for which you want to run the report. When entering the date use the mm/dd/yyyy format. The report will not run across calendar years. If a date range including two different calendar years is entered, the report will give results only for the calendar year in the "Partial Date From" field.

Step	Action
33.	Click the Print tab. 
34.	Complete the following fields, if desired: Print Employee Tax ID on Report - leave blank to print the Employee Tax ID on report, or enter 1 to exclude Print Employer Paid DBAs and Taxes - enter the appropriate selection Print YTD Totals by Employee or HMCU/HMCO - leave blank to print YTD totals by Home Business Unit, or enter 1 to print YTD totals by Employee Sort Employees By - enter the appropriate selection Print Employee History - leave blank



Step	Action
35.	Click the OK button. 



Step	Action
36.	Click the OK button. 
37.	After submitting the report go to View Job Status to view the report. For more information on how to view your reports go to the Working with Submitted Reports lesson under the System Basics course.
38.	You have successfully completed this lesson. End of Procedure.