

**Agency Attendance Roster Report**  
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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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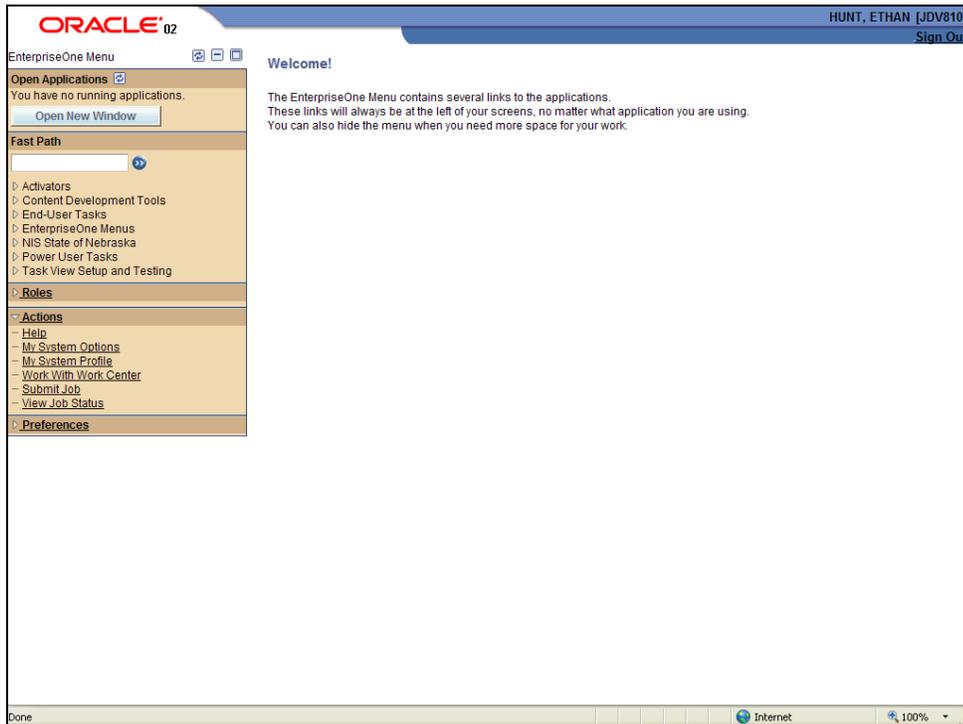
# Agency Attendance Roster Report

## Agency Attendance Roster Report

Only perform this function in JAS / HTML. **DO NOT RUN IT IN CITRIX.**

### Procedure

In this lesson you will learn how to enter sick employees, how to review your entries, delete entries, and how to add additional entries to an existing record.



Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>
2.	Click the <b>Agency Attendance Roster</b> link. <span style="border: 1px solid black; padding: 2px;">Agency Attendance Roster</span>

# Training Guide

## Agency Attendance Roster Report



ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Agency Roster

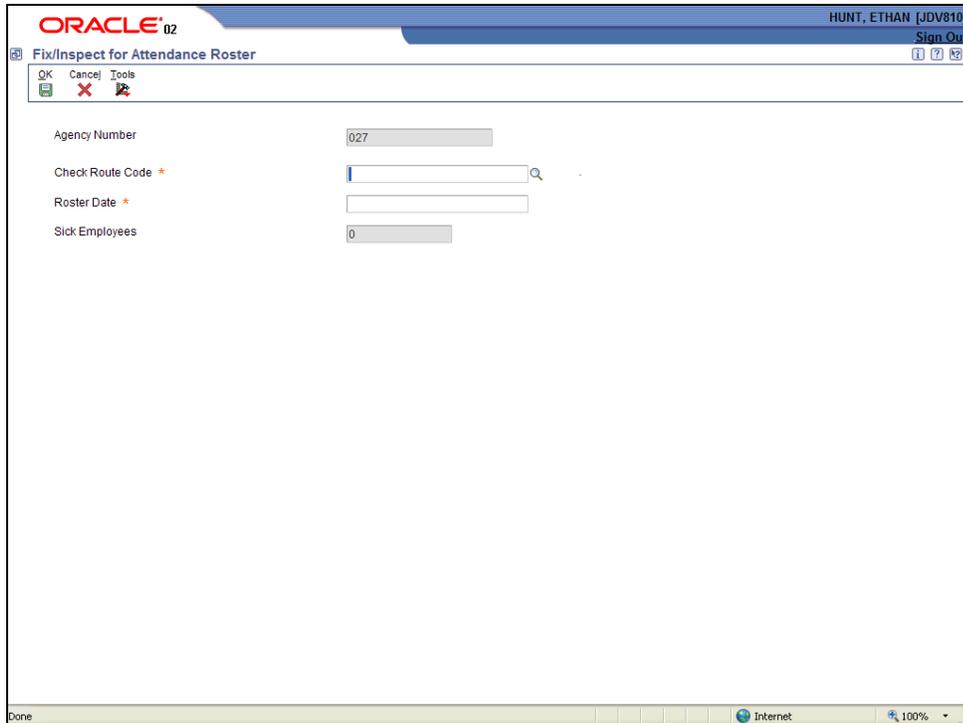
Select Find Add Close Review Employees Form Tools

Records 1 - 10 Customize Grid

AGENCY NUMBER	Check Rte Code	Check Rte Code Desc	Roster Date	Sick Employees
<input checked="" type="radio"/> 027	6500250100	65 002 ST CAPITOL	07/22/2015	0
<input type="radio"/> 065	0300050100	03 000 SENATOR STAFF	05/30/2009	0
<input type="radio"/> 065	0323850100	PAGES	05/30/2009	5
<input type="radio"/> 065	0323450100	03 234 CLERKS OFFICE	05/22/2009	2
<input type="radio"/> 065	0323850100	PAGES	05/22/2009	1
<input type="radio"/> 065	0323450100	03 234 CLERKS OFFICE	05/21/2009	2
<input type="radio"/> 065	0323850100	PAGES	05/20/2009	1
<input type="radio"/> 065	0323450100	03 234 CLERKS OFFICE	05/18/2009	2
<input type="radio"/> 065	0323850100	PAGES	05/18/2009	3
<input type="radio"/> 065	0323650100	BILL ROOM	05/11/2009	2

Done Internet 100%

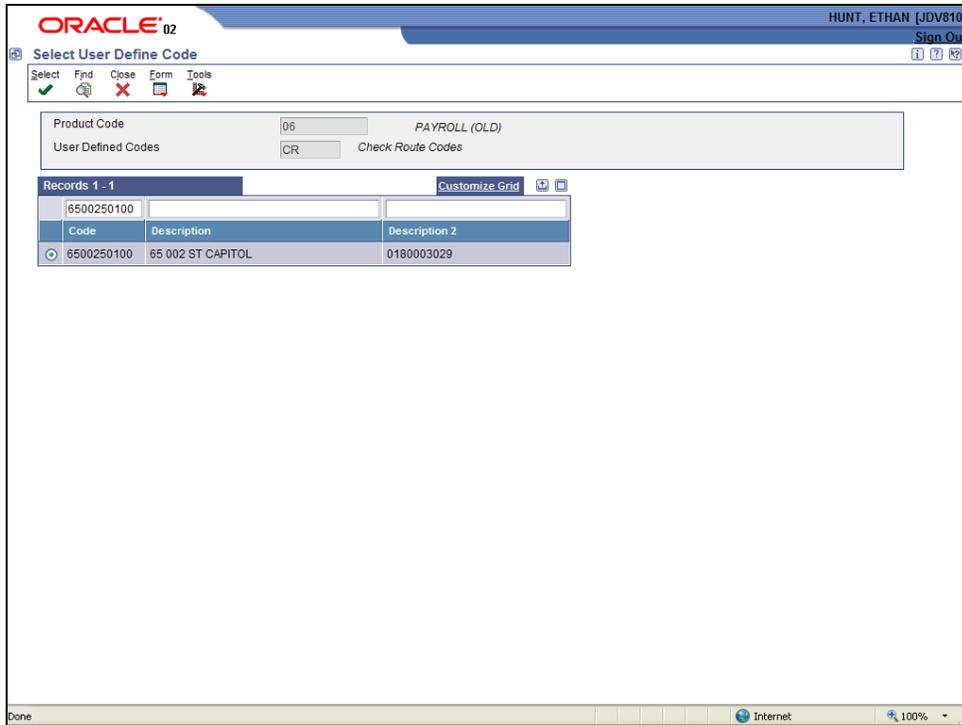
Step	Action
3.	To add a record click the <b>Add</b> button. 
4.	Your agency number will pre-fill in the <b>Agency Number</b> field



Step	Action
5.	You will need to enter the check route code. If you know the check route code you can type it in the <b>Check Route Code</b> field. If you do not know the number you can use the <b>Visual Assist</b> tool. 
6.	If you use the Visual Assist tool you can narrow your search by using the <b>Code</b> , <b>Description</b> , and <b>Description2</b> fields. After entering your search criteria you will need to click <b>Find</b> .

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## Agency Attendance Roster Report



Step	Action
7.	After finding the Check Route Code make sure the radio button is selected for it and click the <b>Select</b> button.

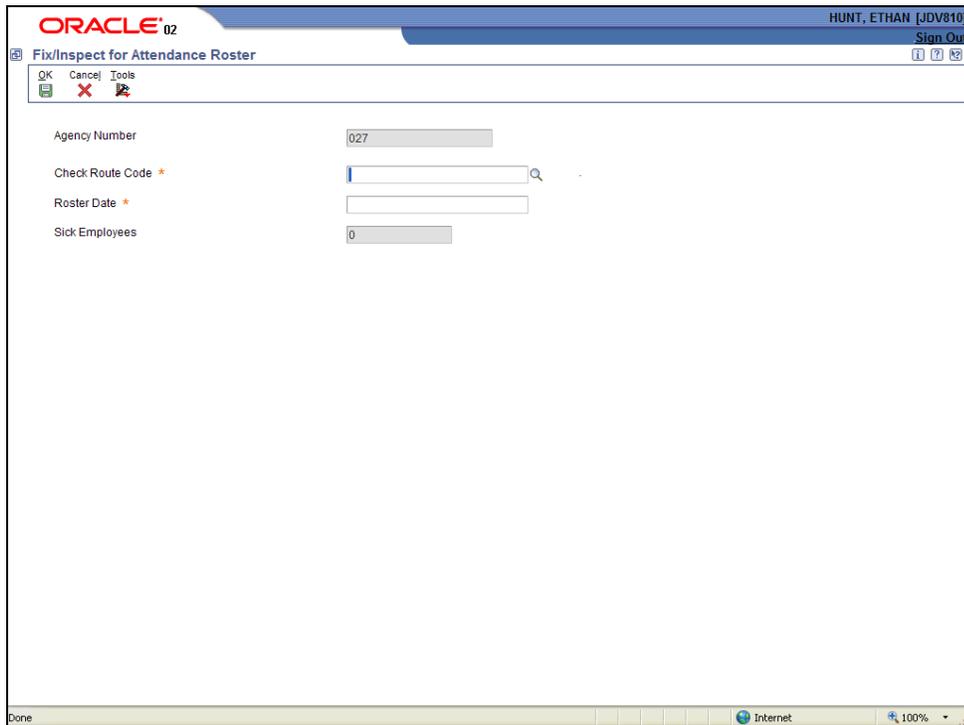
The screenshot shows a web-based dialog box titled "Fix/Inspect for Attendance Roster". The dialog has a title bar with "ORACLE 02" on the left and "HUNT, ETHAN [JDV810]" and "Sign Out" on the right. Below the title bar is a toolbar with "OK", "Cancel", and "Tools" buttons. The main area contains four labeled input fields: "Agency Number" with the value "027", "Check Route Code \*" with the value "6500250100" and a label "65 002 ST CAPITOL" to its right, "Roster Date \*" which is empty, and "Sick Employees" with the value "0". At the bottom of the dialog, there is a "Done" button and a status bar showing "Internet" and "100%".

Step	Action
8.	Enter the date for which you are reporting into the <b>Roster Date</b> field.
9.	Click the <b>OK</b> button. 

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## Agency Attendance Roster Report

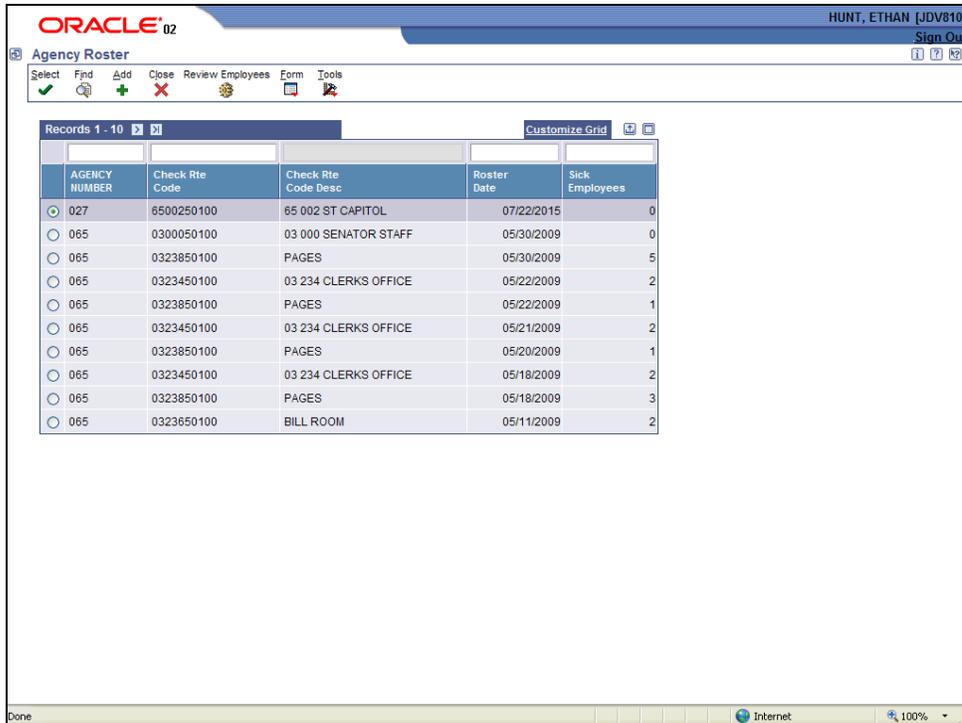
Step	Action
10.	Enter the address number for your first employee into the <b>Address Number</b> field.
11.	Click the <b>OK</b> button. 
12.	Enter the the address number for your next employee into the <b>Address Number</b> field.
13.	Click the <b>OK</b> button. 
14.	Enter the address book number for your next employee into the <b>Address Number</b> field.
15.	Click the <b>OK</b> button. 
16.	As you add employees to the record the number in the Sick Employees field will automatically tally the number entered. Continue this process until you have all of your sick employees for that date and check route code entered.
17.	When you are finished entering employees click the <b>Cancel</b> button.  <b>Note:</b> If you click <b>OK</b> you will get a red error. If that happens just click <b>Cancel</b> . 



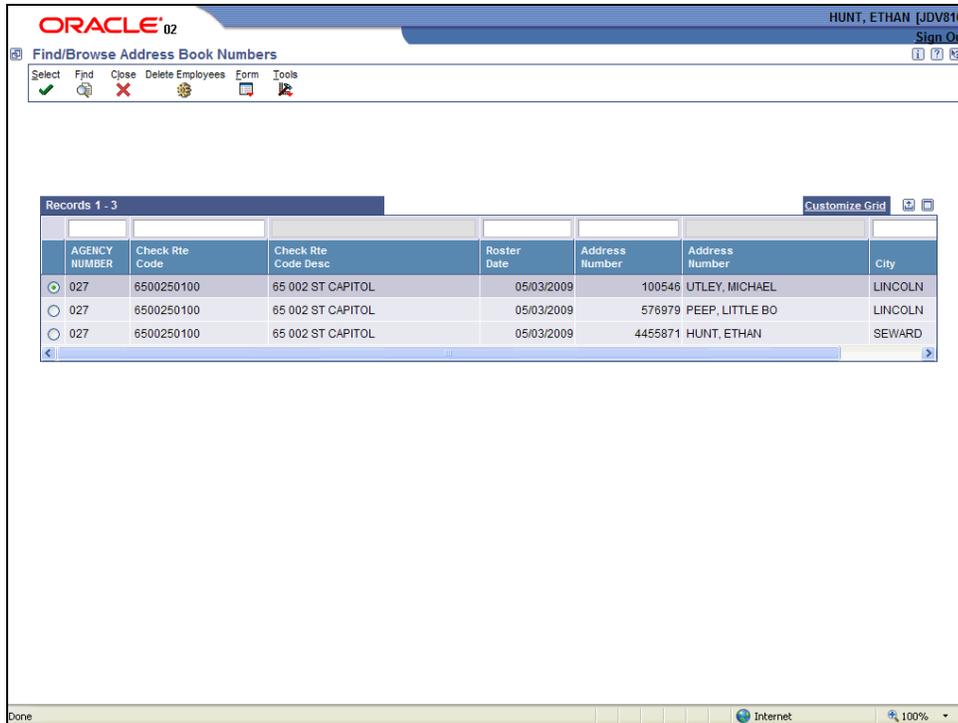
Step	Action
18.	Then click the <b>Cancel</b> button.  <b>Note:</b> If you click <b>OK</b> you will get a red error. If that happens just click <b>Cancel</b> . 

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## Agency Attendance Roster Report



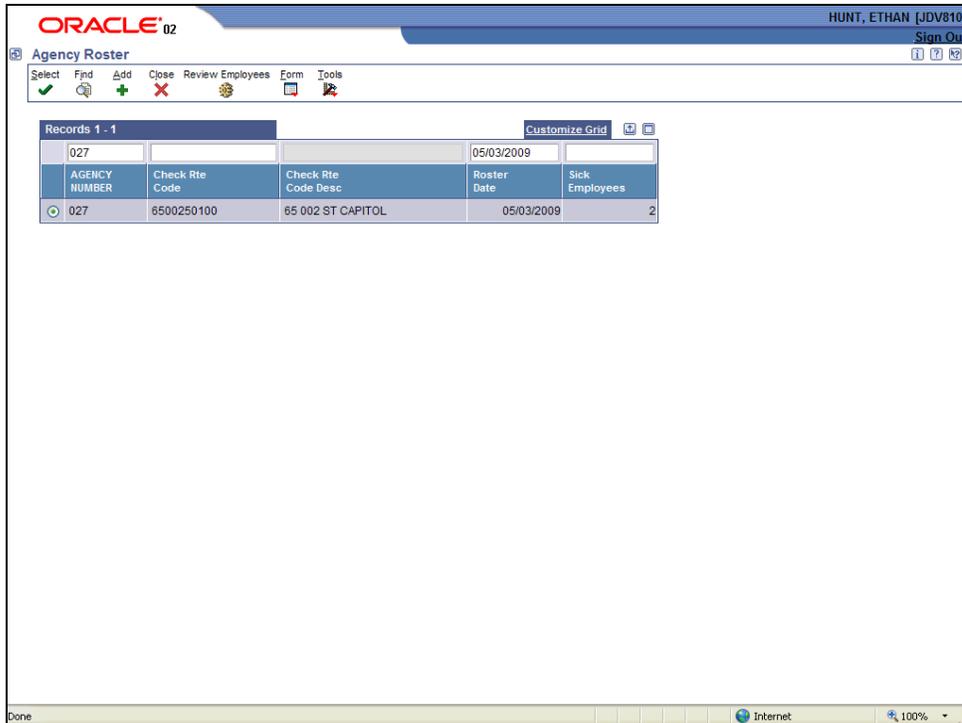
Step	Action
19.	After entering a record you can review it.  Use the <b>Agency Number</b> field and <b>Roster Date</b> field to search for your record. <input type="text"/>
20.	Enter the your agency number into the <b>AGENCY NUMBER</b> field.
21.	Enter the date of your record into the <b>Roster Date</b> field.
22.	After entering your agency number and the record date click the <b>Find</b> button. 
23.	If you entered multiple records for the same date, but with different check route codes you may see more than one record listed. If there are multiple records check the radio button for the record you want to view. If there is only one record the radio button for that record will be selected automatically.
24.	To review the record selected click the <b>Review Employees</b> button. 
25.	The employees you entered for that record will be displayed.



Step	Action
26.	If you entered an employee by mistake you can delete them from the record. To delete an employee check the <b>radio button</b> of the employee you want to delete. <input type="radio"/>
27.	After clicking the <b>radio button</b> of the employee you wish to delete click the <b>Delete Employees</b> button. 
28.	The employee is removed from the record.
29.	When you are finished reviewing click the <b>Close</b> button. 

# Training Guide

## Agency Attendance Roster Report



Step	Action
30.	<p>You can add employees to a record. Find the record you need to add an employee to, make sure the <b>radio button</b> is selected, and click the <b>Select</b> button.</p> <p>Note: Remember you can use the <b>AGENCY NUMBER</b> and <b>Roster Date</b> fields to search for your record.</p> <p><input checked="" type="checkbox"/></p>
31.	<p>The <b>Agency Number</b>, <b>Check Route Number</b>, <b>Roster Date</b>, and <b>Sick Employees</b> fields will all be grayed out. Review the <b>Check Route Code</b> and <b>Roster Date</b> fields to make sure you have selected the correct record.</p>

The screenshot shows an Oracle dialog box titled "Fix/Inspect for Attendance Roster". The dialog contains the following fields and values:

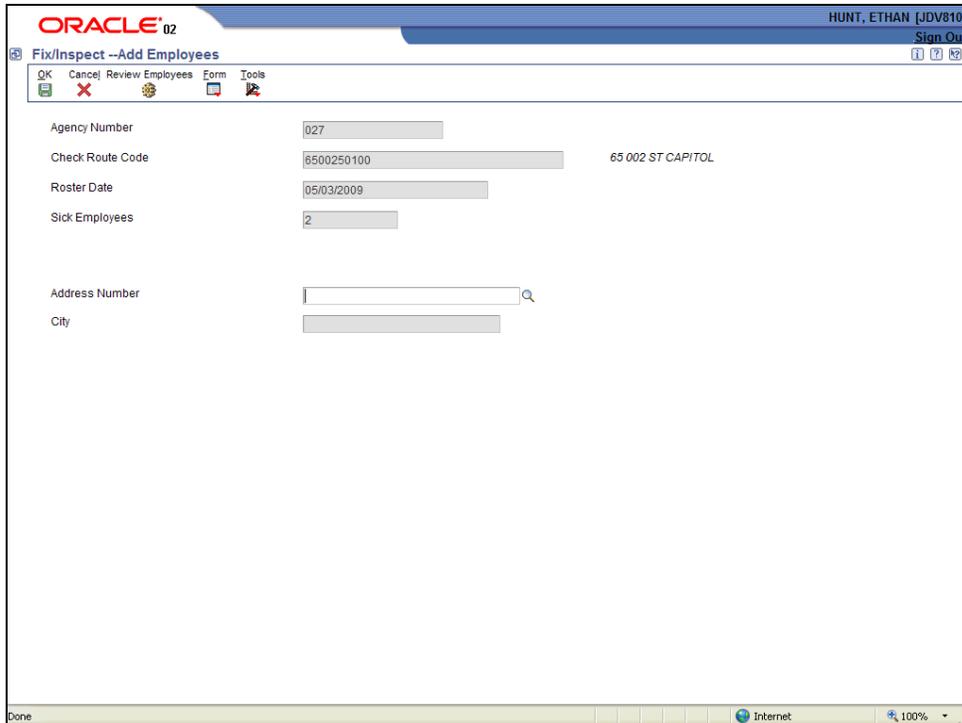
- Agency Number: 027
- Check Route Code \*: 6500250100 (with text "65 002 ST CAPITOL" to the right)
- Roster Date \*: 05/03/2009
- Sick Employees: 2

At the top left of the dialog are buttons for "OK", "Cancel", and "Tools". The "OK" button is highlighted with a green border. At the top right, there is a "Sign Out" link and window control icons. The Oracle logo and version "02" are in the top left corner of the window. The user name "HUNT, ETHAN [JDV810]" is in the top right corner. The status bar at the bottom shows "Done", "Internet", and "100%".

Step	Action
32.	Click the <b>OK</b> button. 

# Training Guide

## Agency Attendance Roster Report



ORACLE 02 HUNT, ETHAN [JDV810] Sign Out

Fix/Inspect --Add Employees

OK Cancel Review Employees Form Tools

Agency Number 027

Check Route Code 6500250100 65 002 ST CAPITOL

Roster Date 05/03/2009

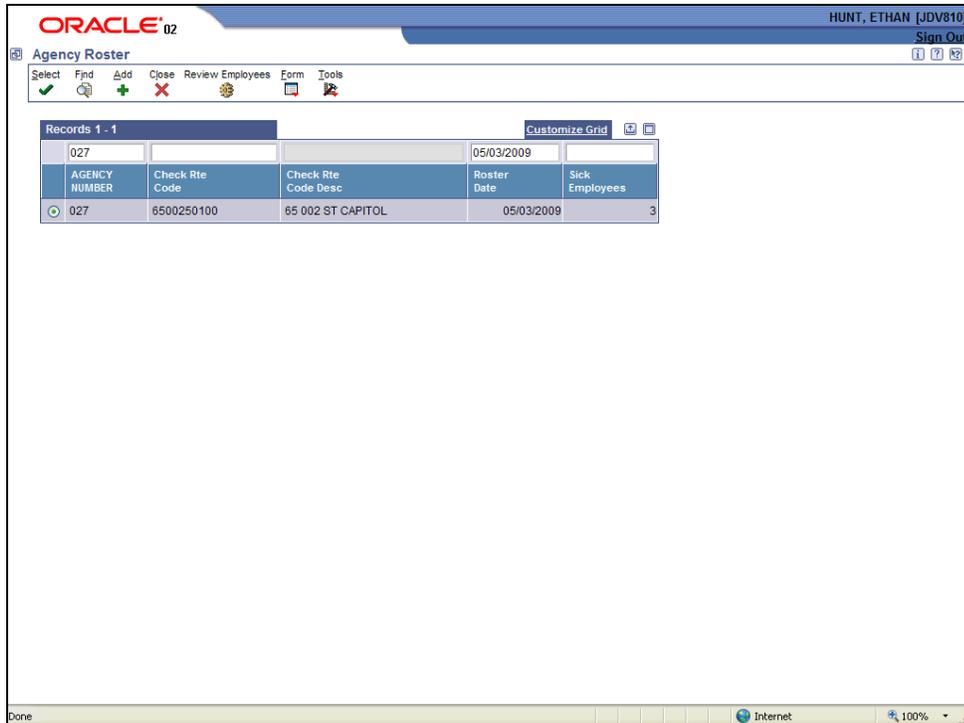
Sick Employees 2

Address Number  

City

Done Internet 100%

Step	Action
33.	Enter the address book number of the employee you are adding into the <b>Address Number</b> field.
34.	Click the <b>OK</b> button. 
35.	You can add as many employees as you need to. When you are finished click the <b>Cancel</b> button. 



Step	Action
36.	Click the <b>Close</b> button. 
37.	You have successfully completed this lesson. <b>End of Procedure.</b>