

Entering Employee Instructions - Labor Distribution
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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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Entering Employee Instructions - Labor Distribution

Entering Employee Instructions - Labor Distribution Overview

Labor distribution instructions are entered for employees to automate the process of distributing work time to multiple general ledger accounts. Enter labor distribution instructions for hourly and salaried employees. Labor distribution instructions will simplify time entry. The system uses the labor distribution instructions when it creates timecards for auto-pay employees.

An example of using Labor Distribution is; an employee spends 5 hours per week performing administrative duties and 35 hours performing regular salaried duties, you allocate the hours to two different G/L accounts.

Labor Distribution Instructions are used to complete the following tasks:

- Distribute time to multiple general ledger accounts
- Distribute time by either percentage or number of hours
- Set effective dates for distributions
- Create a template for time entry
- Define job type information when the employee has more than one job
- Override Position ID and AAI accounts for an employee

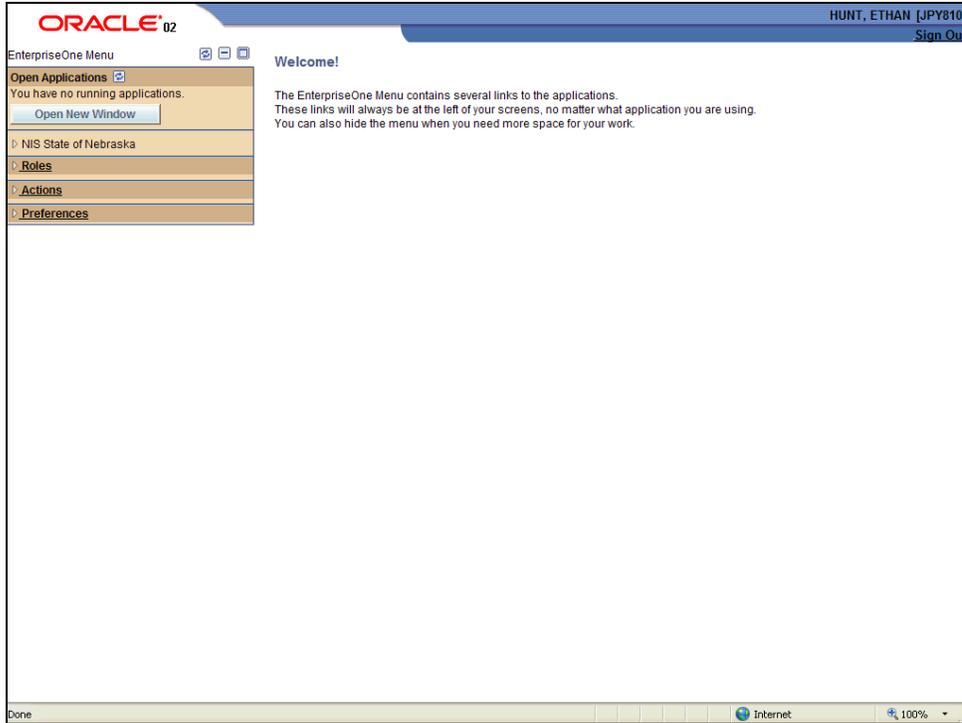
Entering Employee Instructions - Labor Distribution Lesson

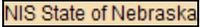
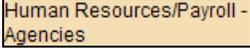
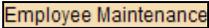
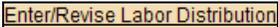
Procedure

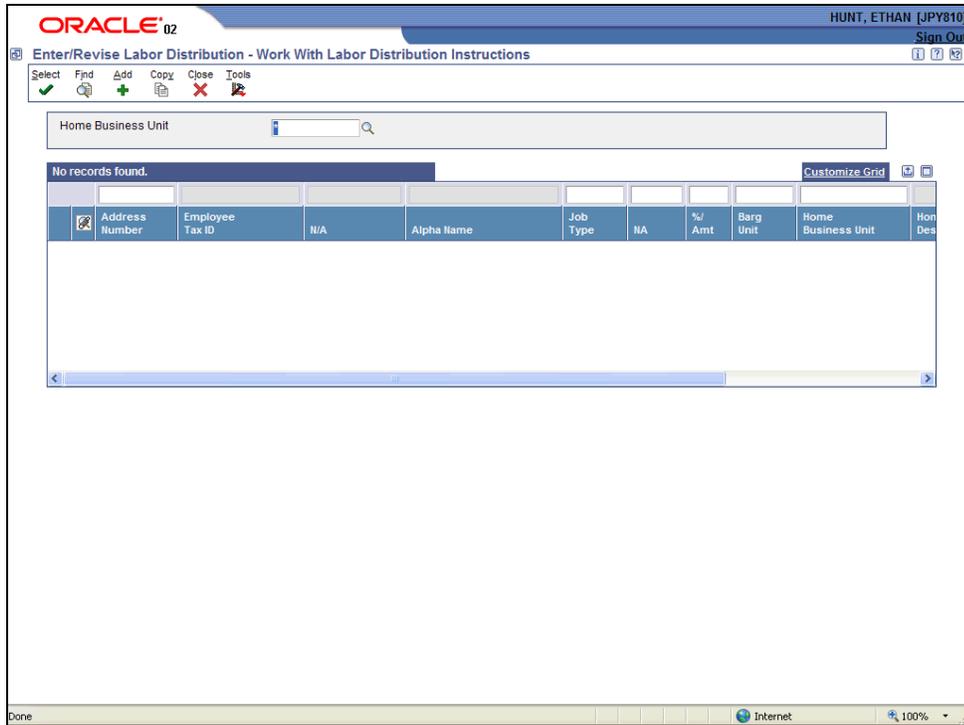
In this lesson you will learn how to enter labor distribution.

Training Guide

Entering Employee Instructions - Labor Distribution



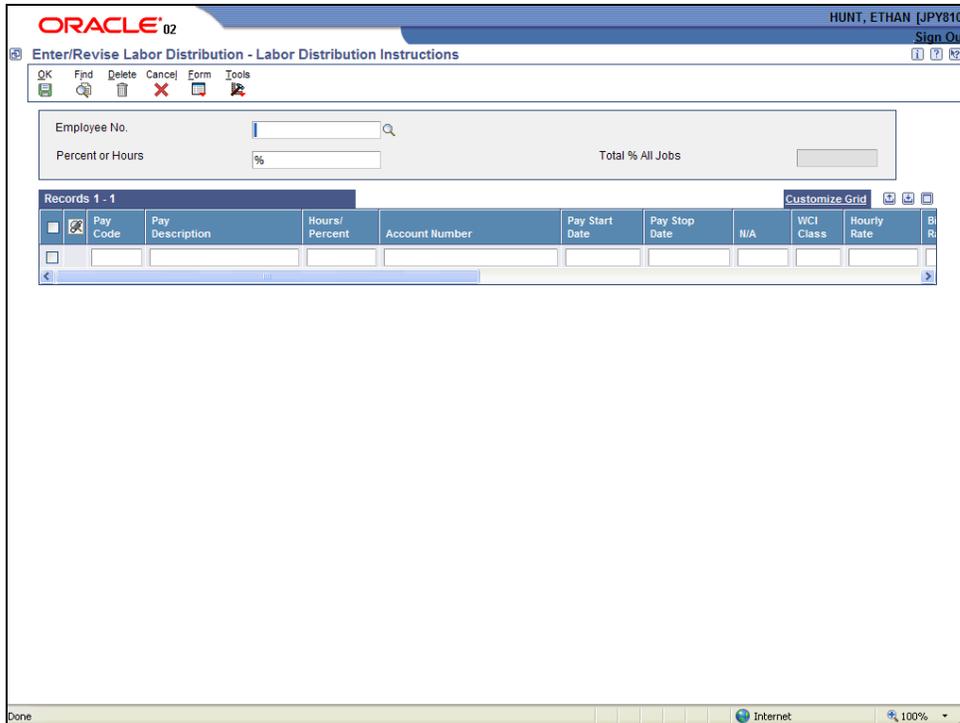
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Employee Maintenance link. 
4.	Click the Enter/Revise Labor Distribution link. 



Step	Action
5.	Click the Add button. 

Training Guide

Entering Employee Instructions - Labor Distribution



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Enter/Revise Labor Distribution - Labor Distribution Instructions

Employee No. Total % All Jobs

Percent or Hours

Records 1 - 1 Customize Grid

	Pay Code	Pay Description	Hours/ Percent	Account Number	Pay Start Date	Pay Stop Date	N/A	WCI Class	Hourly Rate	B R
<input type="checkbox"/>										

Step	Action
6.	Enter the employee's address book number in the Employee No. field.
7.	Indicate whether you will be entering the number of hours or percentage of hours in the Percent or Hours field. Enter % for Percent or H for Hours.
8.	Enter the pay code in the Pay Code field. Use the Visual Assist tool if necessary.
9.	Enter the hours or percentage in the Hour/Percentage field.
10.	Enter the account number in the Account Number field.

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Enter/Revise Labor Distribution - Labor Distribution Instructions

OK Find Delete Cancel Form Tools

Employee No. 4874686 KENT, CLARK S Total % 100.00

Percent or Hours %

Records 1 - 2 Customize Grid

<input type="checkbox"/>	Pay Code	Pay Description	Hours/ Percent	Account Number	Pay Start Date	Pay Stop Date	N/A	WCI Class	Hourly Rate	B R
<input type="checkbox"/>	1	REGULAR PAY	100.00	65025009.511100						

Done Internet 100%

Step	Action
11.	Scroll to the right.

Training Guide

Entering Employee Instructions - Labor Distribution



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Enter/Revise Labor Distribution - Labor Distribution Instructions

Employee No. 4874686 KENT, CLARK S
 Percent or Hours % Total % 100.00

Records 1 - 2 Customize Grid

Burden Rate	Shift Code	Position ID	Work Tax Area	Stat. Code	Gross Pay	Week Day	Sub-ledger	SBL Type	Job Type	IA	Home Business Unit
		06522407							G07092		

Step	Action
12.	Enter the employee's home business unit in the Home Business Unit field.
13.	To override default job, pay, or tax information, complete any of the following optional fields: Pay Start Date Pay Stop Date Hourly Rate Sub-ledger Sub Type

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Enter/Revise Labor Distribution - Labor Distribution Instructions

Employee No. 4874686 KENT, CLARK S

Percent of Hours % Total % 100.00

Burden Rate	Shift Code	Position ID	Work Tax Area	Stat. Code	Gross Pay	Week Day	Sub-ledger	SBL Type	Job Type	NA	Home Business Unit
		06522407							G07092		65025009

Step	Action
14.	Press the down arrow on your keyboard to move the cursor to the next row on the grid.
15.	If using Percent, repeat these steps until all rows are equal to 100%.

Training Guide

Entering Employee Instructions - Labor Distribution



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Enter/Revise Labor Distribution - Labor Distribution Instructions

OK Find Delete Cancel Form Tools

Employee No. 4874686 KENT, CLARK S

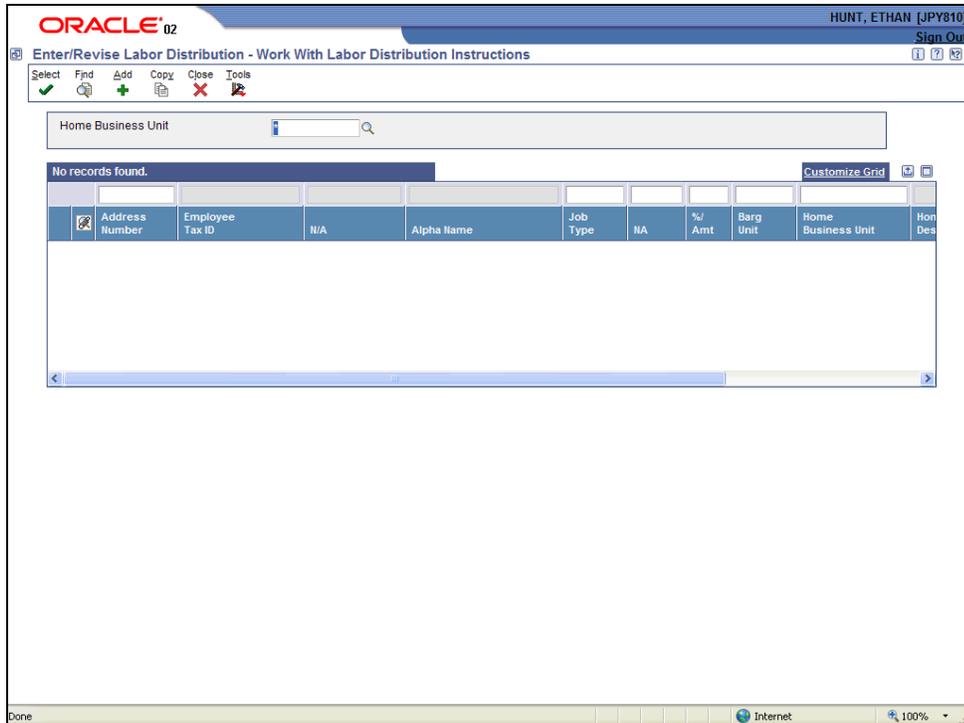
Percent or Hours % Total % All Jobs Total % 100.00

Records 1 - 2 Customize Grid

Burden Rate	Shift Code	Position ID	Work Tax Area	Stat. Code	Gross Pay	Week Day	Sub-ledger	SBL Type	Job Type	IA	Home Business Unit
		06522407				1			G07092		65025009

Done Internet 100%

Step	Action
16.	Click the OK button. 
17.	Click the Cancel button. 



Step	Action
18.	Click the Close button. 
19.	You have successfully completed this lesson. End of Procedure.