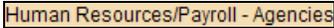
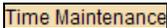
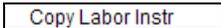


Enter Timecards Using Labor Distribution Copy Lesson

1.	<p>Click the NIS State of Nebraska link.</p> 
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
3.	<p>Click the Payroll link.</p> 
4.	<p>Click the Time Maintenance link.</p> 
5.	<p>Click the Speed Time Entry link.</p> 
6.	<p>Click the Add button.</p> 
7.	<p>Complete the Date/Batch field with the pay period end date. The next field will be assigned a batch number automatically.</p>
8.	<p>Click the Form button.</p> 
9.	<p>Click the Copy Labor Instr menu.</p> 
10.	<p>Enter the employee's address book number in the Employee Number field.</p>
11.	<p>Complete the Enter Pay Period Hours field if the labor distribution is using the percentage method. If the percentage method is not being use this field will be grayed out.</p>
12.	<p>Click the OK button.</p> 

<p>13.</p>	<p>The Employee Number, Pay, Hours and Account Number fields in the QBE line are populated.</p> <p>The following fields can be overridden if necessary:</p> <p>Ovr/Rt – Override/Rate Job Type Work Date Sub-ledger Sub Type Union Position ID Job Location</p>
<p>14.</p>	<p>To get the OK button to appear press the down arrow key on your keyboard.</p>
<p>15.</p>	<p>Click the OK button.</p> 
<p>16.</p>	<p>Repeat these steps for each timecard.</p> <p>When you are finished click the Cancel button.</p> 
<p>17.</p>	<p>Click the Close button.</p> 
<p>18.</p>	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>