Entering Timecards Using Speed Time Entry Lesson

1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies
3.	Click the **Payroll** link. Payroll
4.	Click the **Time Maintenance** link. Time Maintenance
5.	Click the **Speed Time Entry** link. Speed Time Entry
6.	Click the **Add** button. +
7.	Complete the **Date/Batch** field if necessary. This should be the pay period end date. The next field will assign a batch number automatically. **Note:** If a date is entered in the Date/Batch field, all time entered on this timecard will have that work date.
8.	Complete any of the **Category Code** fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.
9.	Click the **Organization** tab. Organization
10.	Complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit: **Job Location** **Check Route Code** Use the **Visual Assist** tool if necessary.
11.	Click the **Subledger** tab. Subledger
12.	Complete any necessary information in the header.

13.	In the grid enter the employee's address book number in the **Employee Number** field.
14.	Enter the pay type in the **Pay** field. Use the **Visual Assist** tool if necessary.
15.	Enter the hours worked in the the **Hours** field.
16.	The **Account Number** field will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.
17.	Enter the date worked in the **Work Date** field if a date was not entered in the **Date/Batch** field.
18.	**Note:** The following fields in the grid can also be completed or overridden if necessary: **Ovr/Rt – Override/Rate** **Job Type** **Subledger** **Sub Type** **Union** **Position ID** **Job Location**
19.	Repeat these steps for each time card.
20.	When finished click the **OK** button.
21.	Click the **Cancel** button.
22.	Click the **Close** button.
23.	You have successfully completed this lesson. **End of Procedure.**