

**Entering Timecards for Employees using Speed Time Entry &
Labor Distribution**

Created on Thursday, July 09, 2009

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Entering Timecards for Employees using Speed Time Entry & Labor Distribution

Entering Timecards for Employees using Speed Time Entry & Labor Distribution Overview

Use Speed Time Entry to enter timecards for employees in a batch or to enter timecards for employees individually based on their employee number.

Speed Time Entry allows you to enter multiple employees on the same grid. Each line in the time entry grid represents one timecard. If an employee is being paid multiple pay types, then each line of time entry goes onto its own line in the time entry grid because only one pay type can be associated with each line of time entry.

Use Speed Time Entry when entering timecards for groups of employees. After the first timecard is entered, the system automatically supplies the address number from the previous line of time entry. This feature is helpful when entering multiple timecards for the same employee.

Completing fields in the tabbed areas of the window will automatically populate certain values for each timecard, such as shift code or job location.

If an employee has Labor Distribution, the Timecard Allocation Program must be run to correctly update object codes after timecards are entered.

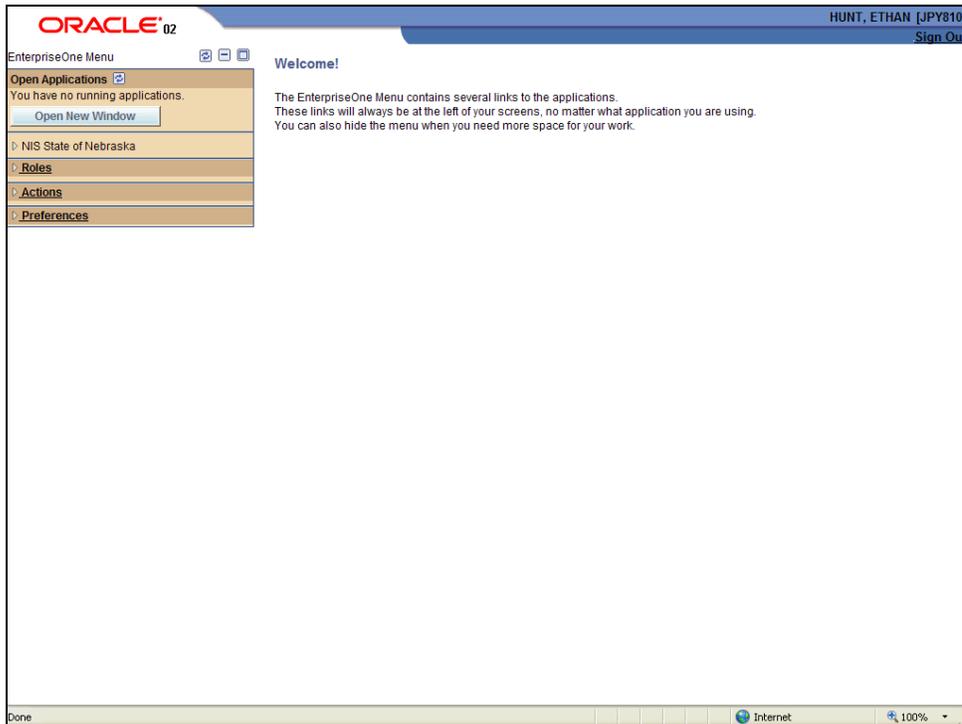
Entering Timecards Using Speed Time Entry Lesson

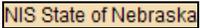
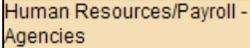
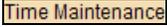
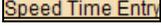
Procedure

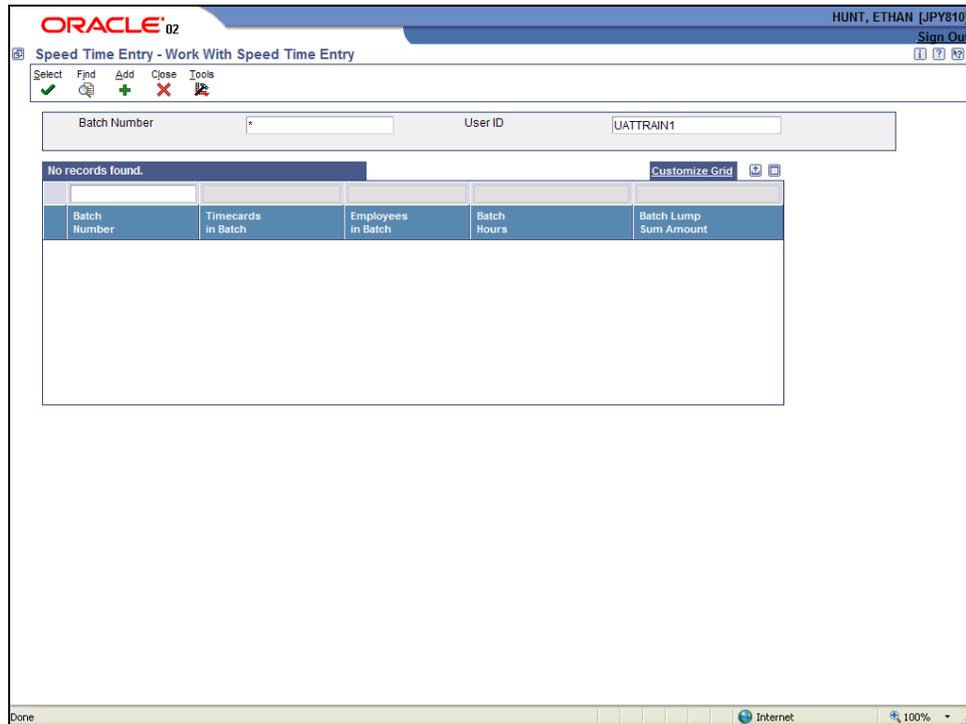
In this lesson you will learn the step for using Speed Time Entry.

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Entering Timecards for Employees using Speed Time Entry & Labor Distribution



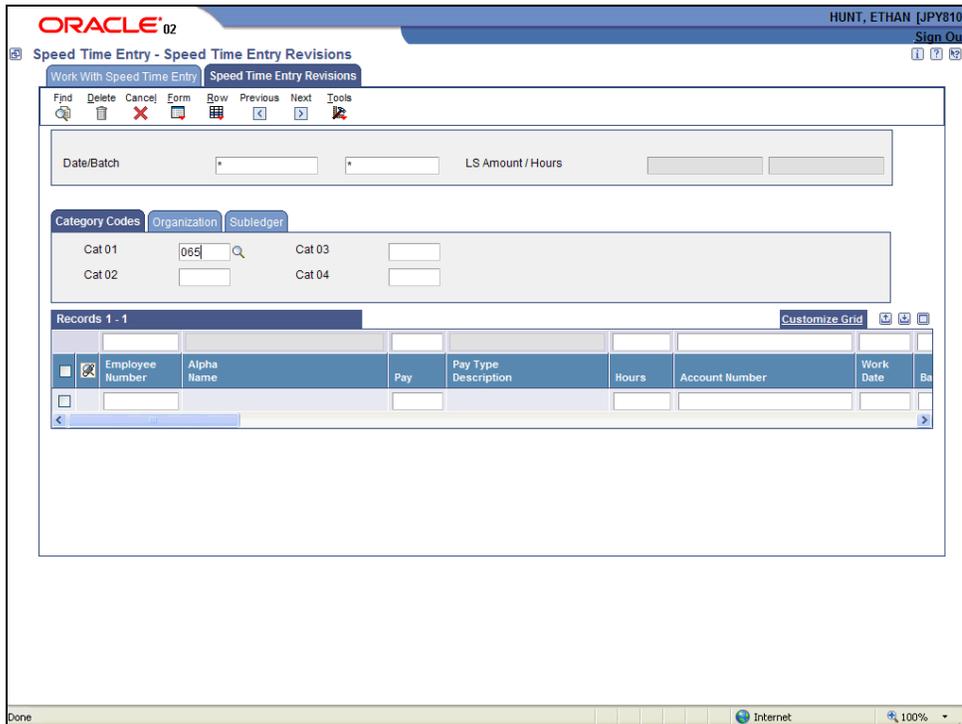
Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Payroll link. 
4.	Click the Time Maintenance link. 
5.	Click the Speed Time Entry link. 



Step	Action
6.	<p>Click the Add button.</p> 
7.	<p>Complete the Date/Batch field if necessary. This should be the pay period end date. The next field will assign a batch number automatically.</p> <p>Note: If a date is entered in the Date/Batch field, all time entered on this timecard will have that work date.</p>
8.	<p>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.</p>

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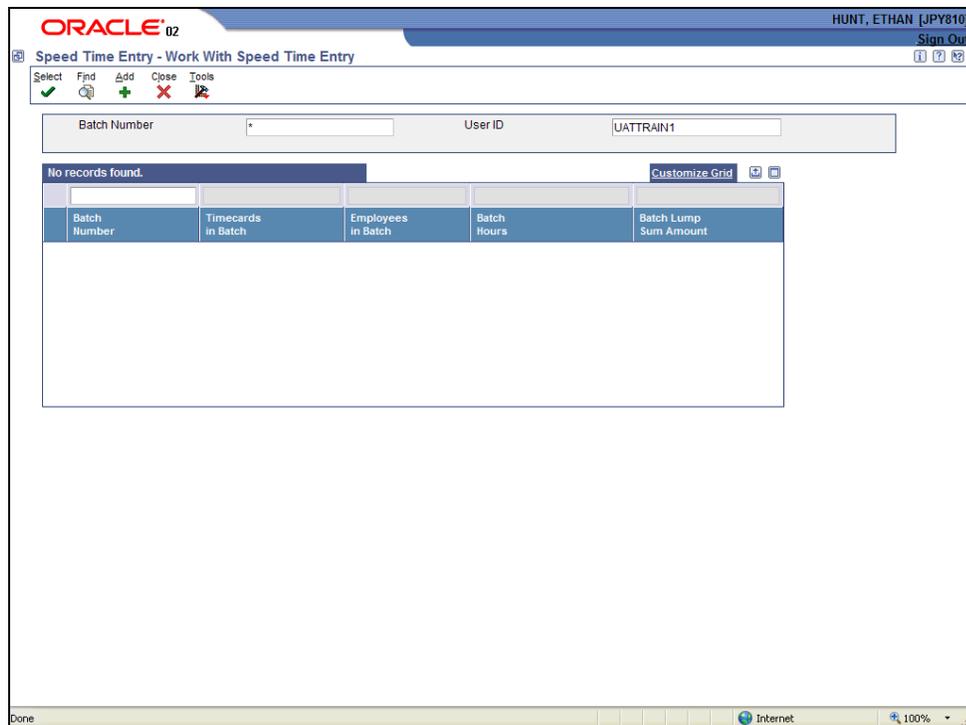


Step	Action
9.	Click the Organization tab. Organization
10.	Complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business 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.

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Step	Action
17.	Enter the date worked in the Work Date field if a date was not entered in the Date/Batch field.
18.	<p>Note: The following fields in the grid can also be completed or overridden if necessary:</p> <p style="margin-left: 40px;"> Ovr/Rt – Override/Rate Job Type Subledger Sub Type Union Position ID Job Location </p>
19.	Repeat these steps for each time card.
20.	When finished click the OK button. 
21.	Click the Cancel button. 



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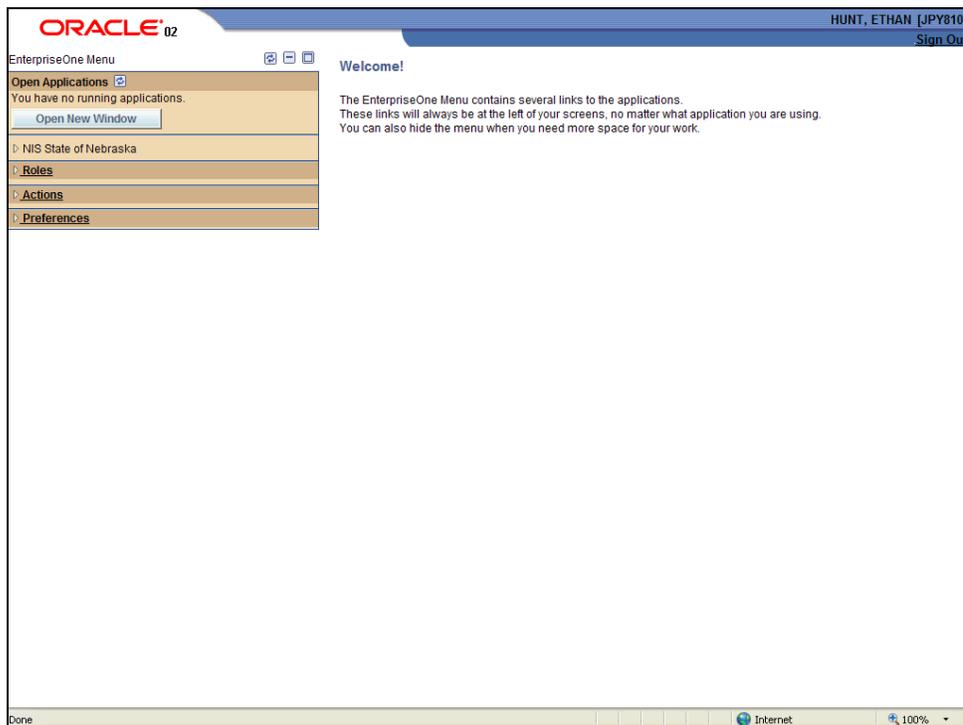
Step	Action
22.	Click the Close button. 
23.	You have successfully completed this lesson. End of Procedure.

Determine if an Employee has Labor Distribution Lesson

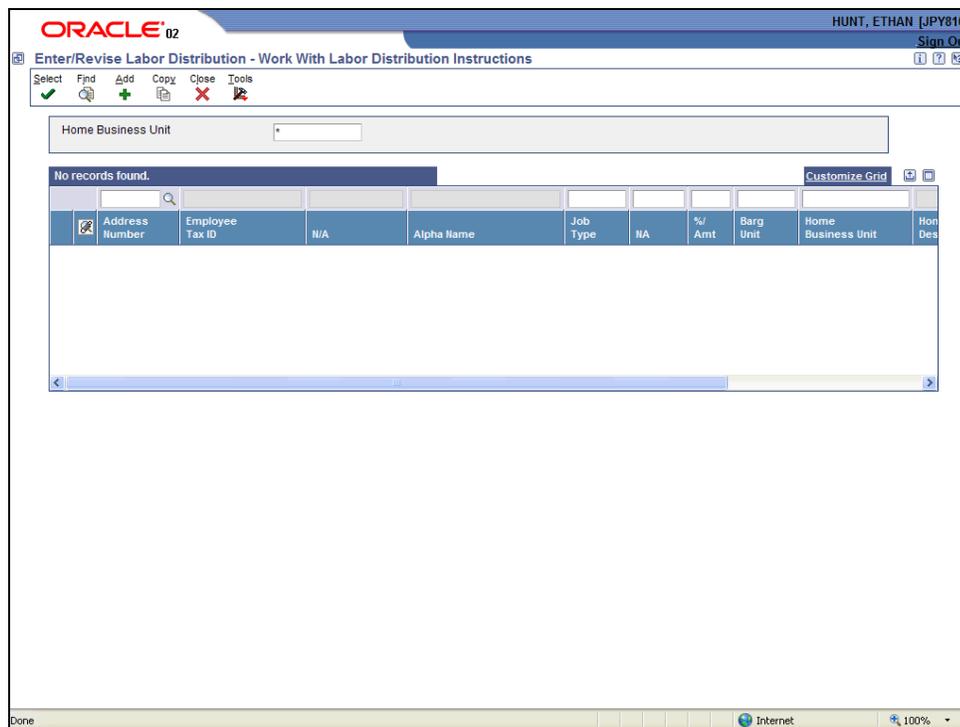
Procedure

Agencies can verify whether they have Labor Distribution established on their employees by accessing the Enter/Revise Labor Distribution screen.

This lesson will show you how.



Step	Action
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 Employee Maintenance link. Employee Maintenance
4.	Click the Enter/Revise Labor Distribution link. Enter/Revise Labor Distribution



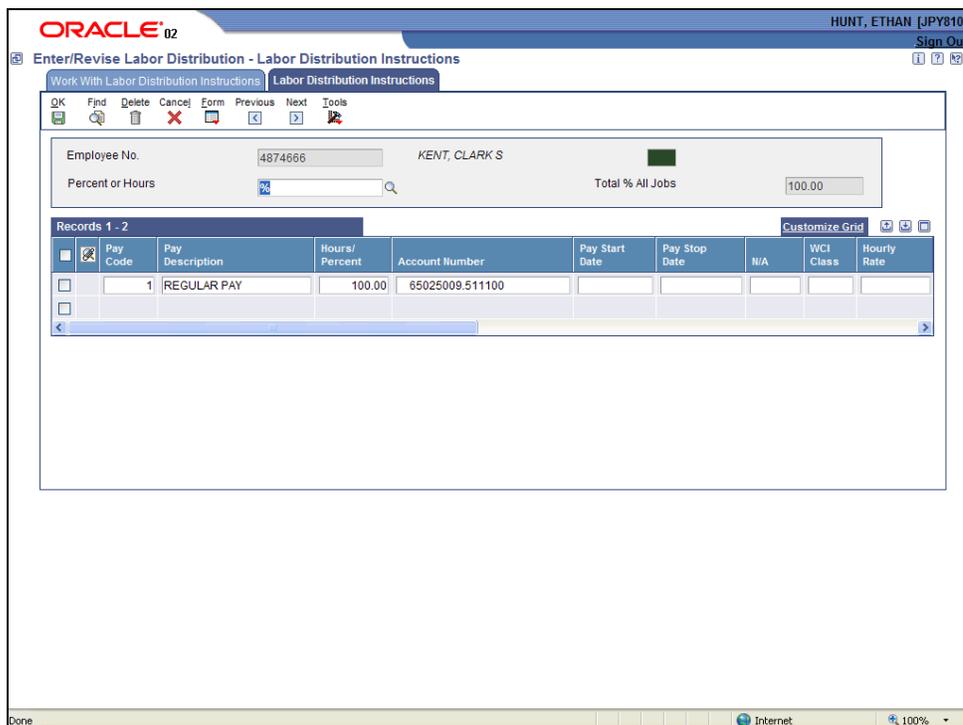
Step	Action
5.	To search on a specific employee, enter the employee's address book number in the Address Number field in the QBE line.

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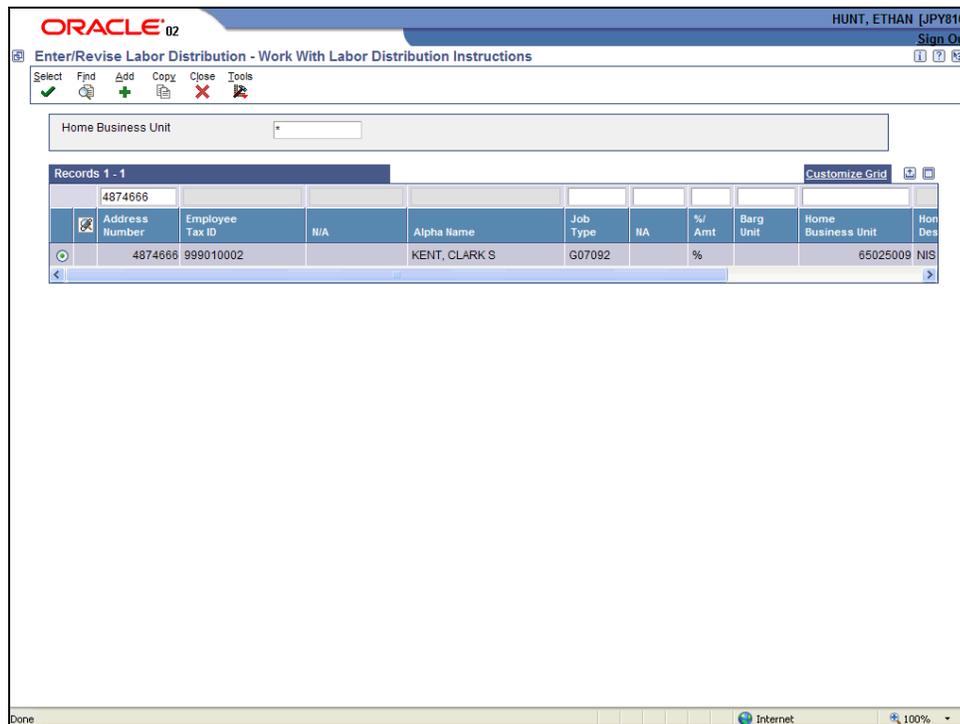
Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
6.	Click the Find button. Note: If you wanted to search for your whole agency simply click Find and do not enter an employee number in the Address Number field. 
7.	Click the Select button. 
8.	If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution.



Step	Action
9.	Click the Cancel button. 



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

Split Time Entry

Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

Enter Timecards Using Labor Distribution Copy Lesson

Procedure

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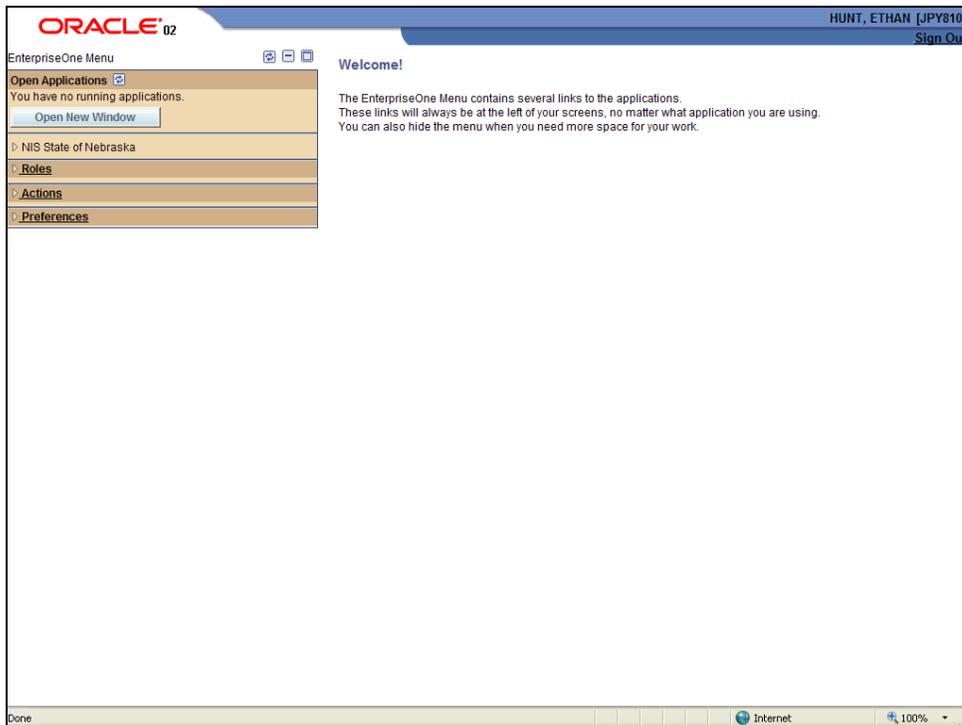
Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Warning: Labor Distribution Copy only needs to be completed when the hours worked by the employee change from pay period to pay period.

Warning: When Pay Types are changed on a Time Card, the corresponding account code will not change automatically.

In this lesson you will learn the steps for entering timecards using labor distribution copy.

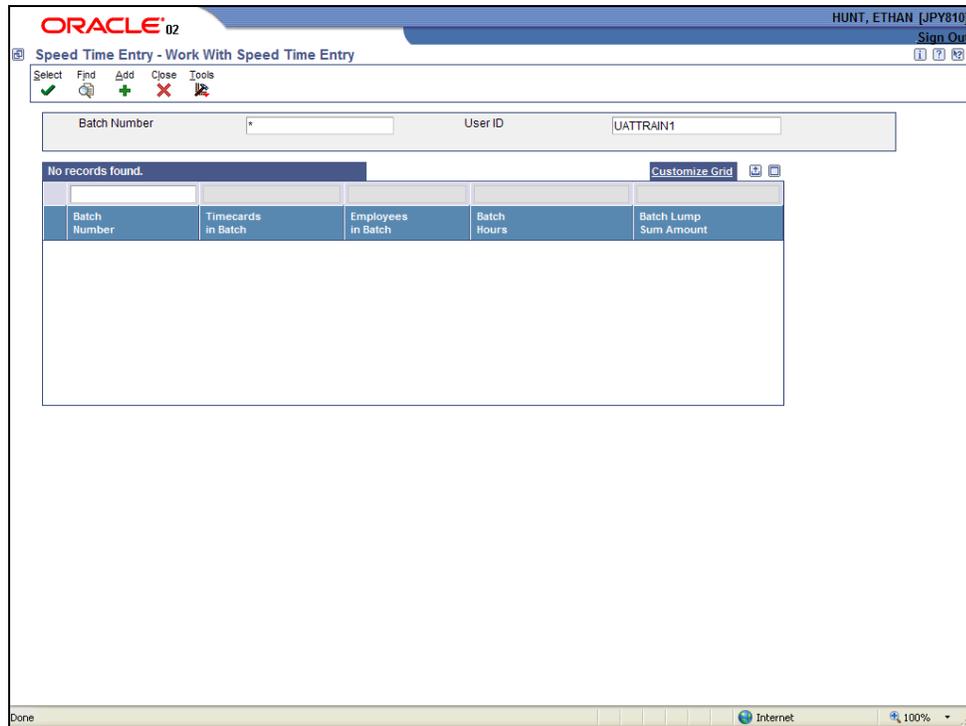


Step	Action
1.	Click the NIS State of Nebraska link. NIS State of Nebraska
2.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
3.	Click the Payroll link. Payroll
4.	Click the Time Maintenance link. Time Maintenance

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Entering Timecards for Employees using Speed Time Entry & Labor Distribution

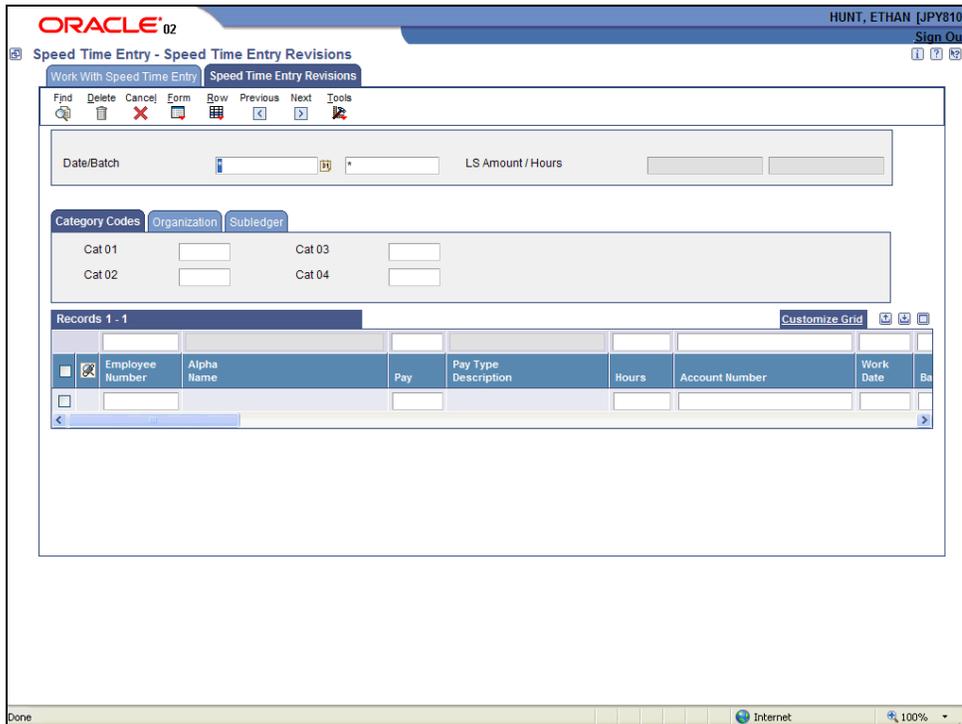
Step	Action
5.	Click the Speed Time Entry link. 

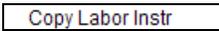


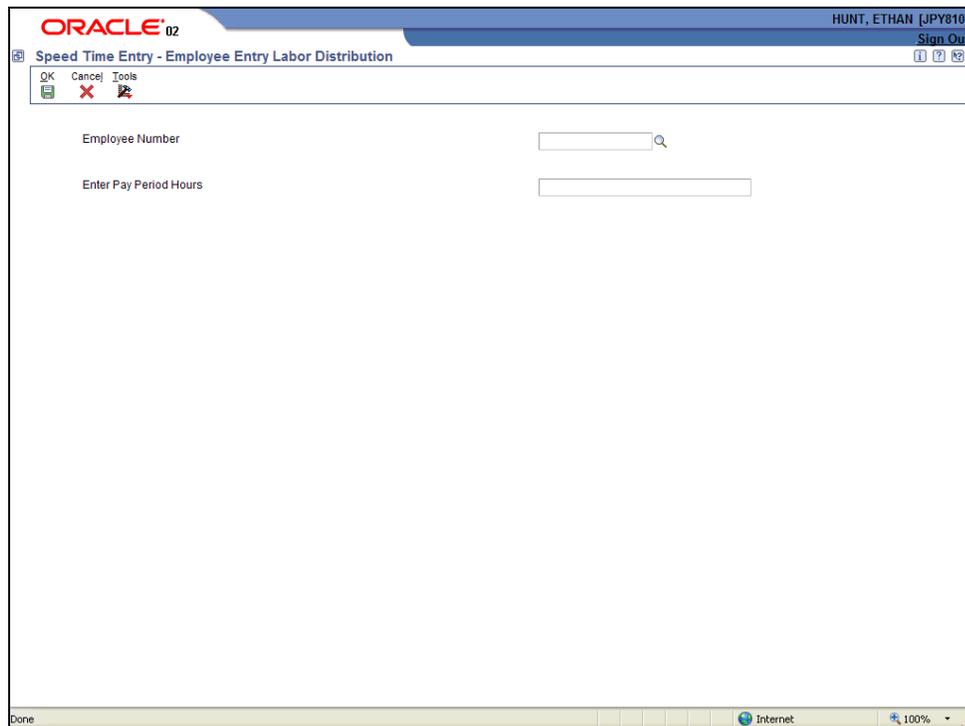
Step	Action
6.	Click the Add button. 

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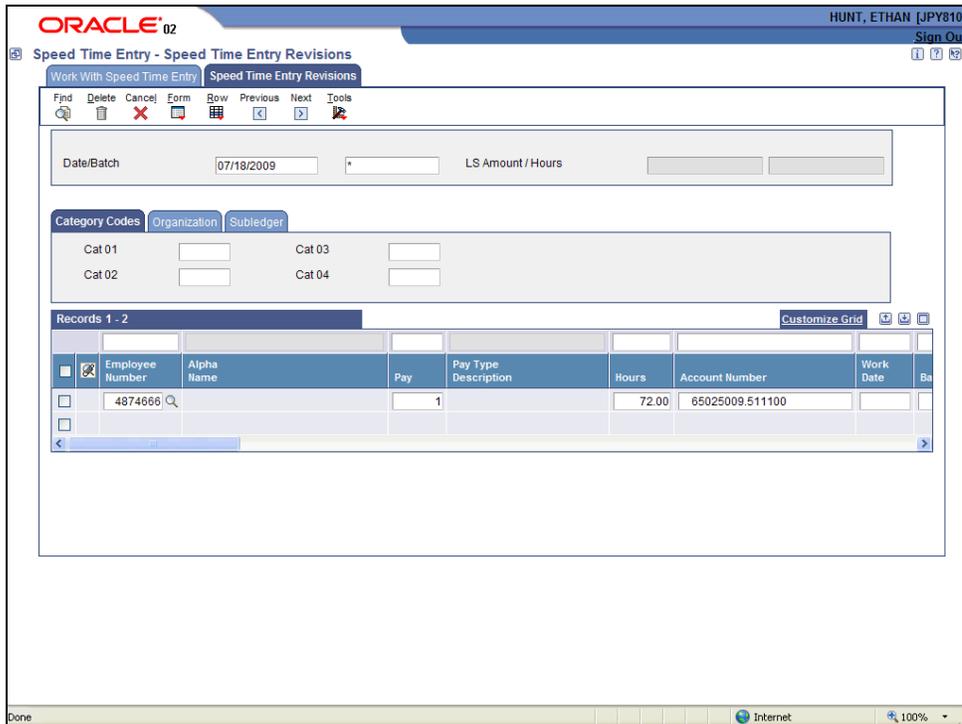
Step	Action
7.	Complete the Date/Batch field with the pay period end date. The next field will be assigned a batch number automatically.
8.	Click the Form button. 
9.	Click the Copy Labor Instr menu. 



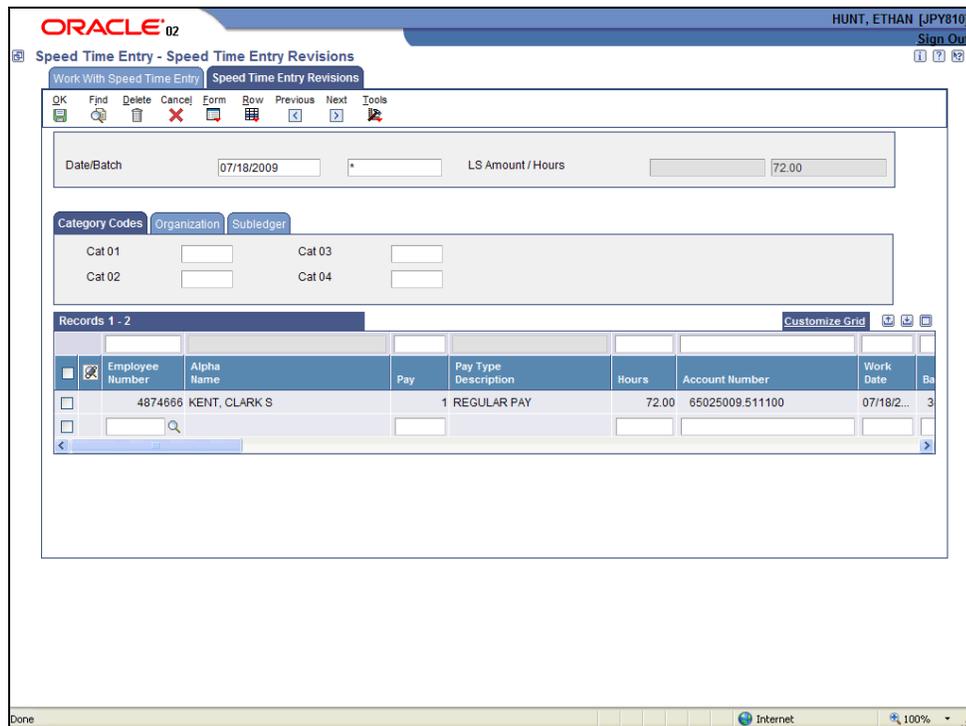
Step	Action
10.	Enter the employee's address book number in the Employee Number field.
11.	Complete the Enter Pay Period Hours field if the labor distribution is using the percentage method. If the percentage method is not being use this field will be grayed out.
12.	Click the OK button. 
13.	The Employee Number, Pay, Hours and Account Number fields in the QBE line are populated. The following fields can be overridden if necessary: <ul style="list-style-type: none"> Ovr/Rt – Override/Rate Job Type Work Date Sub-ledger Sub Type Union Position ID Job Location

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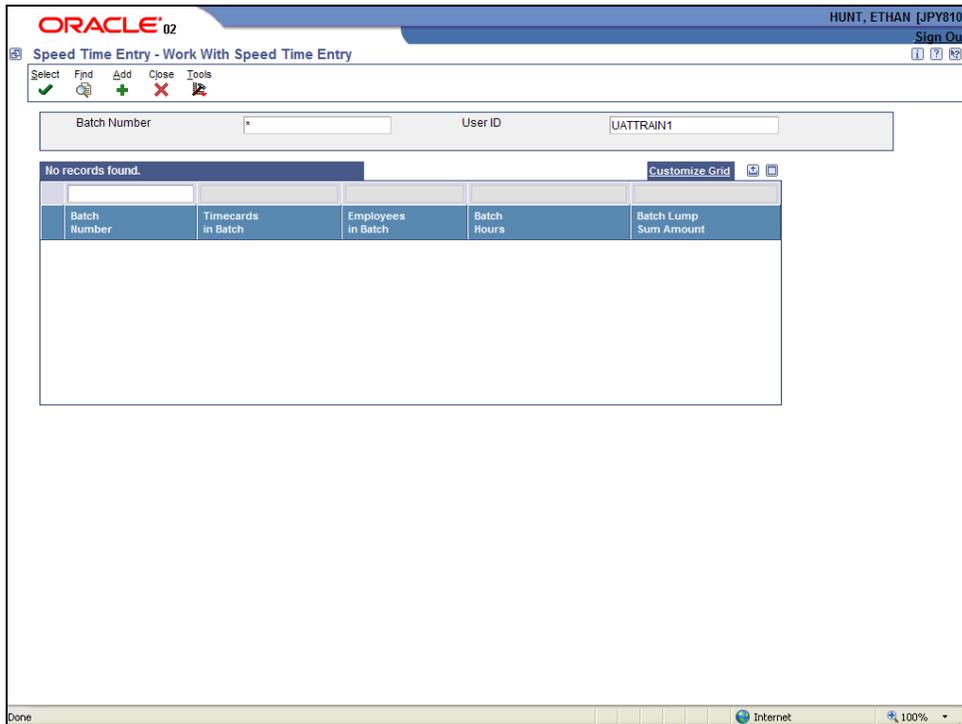
Step	Action
14.	To get the OK button to appear press the down arrow key on your keyboard.



Step	Action
15.	<p>Click the OK button.</p> 
16.	<p>Repeat these steps for each timecard.</p> <p>When you are finished click the Cancel button.</p> 

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Entering Timecards for Employees using Speed Time Entry & Labor Distribution



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

Run the Timecard Allocation Program

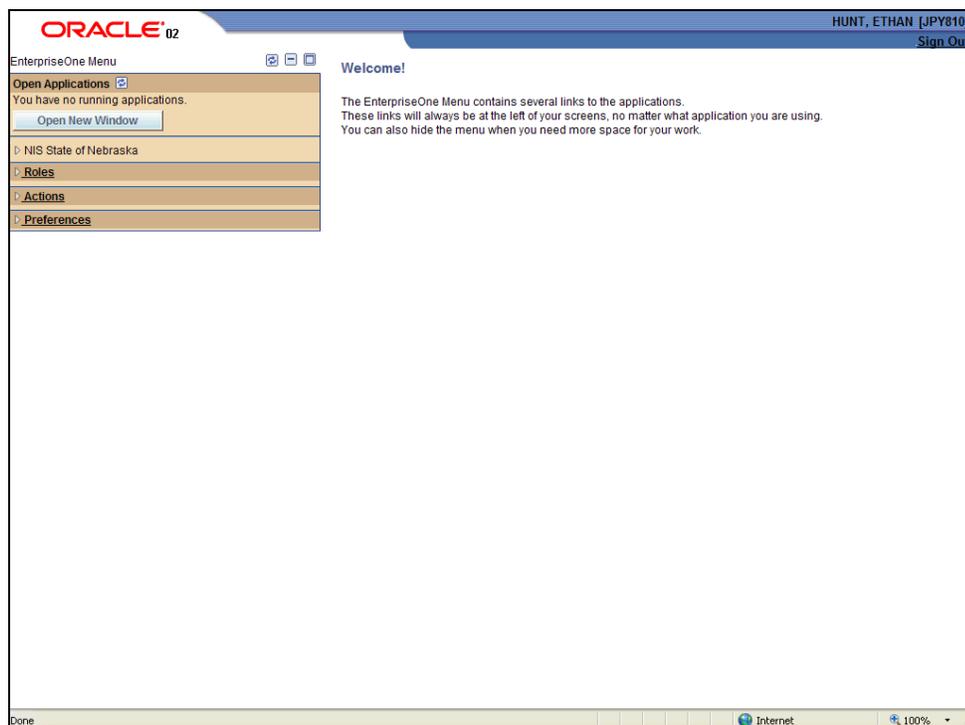
Procedure

In this lesson you will learn about the timecard allocation program.

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Step	Action
1.	If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. The Timecard Allocation Program needs to be run after time cards have been entered, but before you run pre-payroll. A report showing the changes is also created.

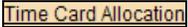


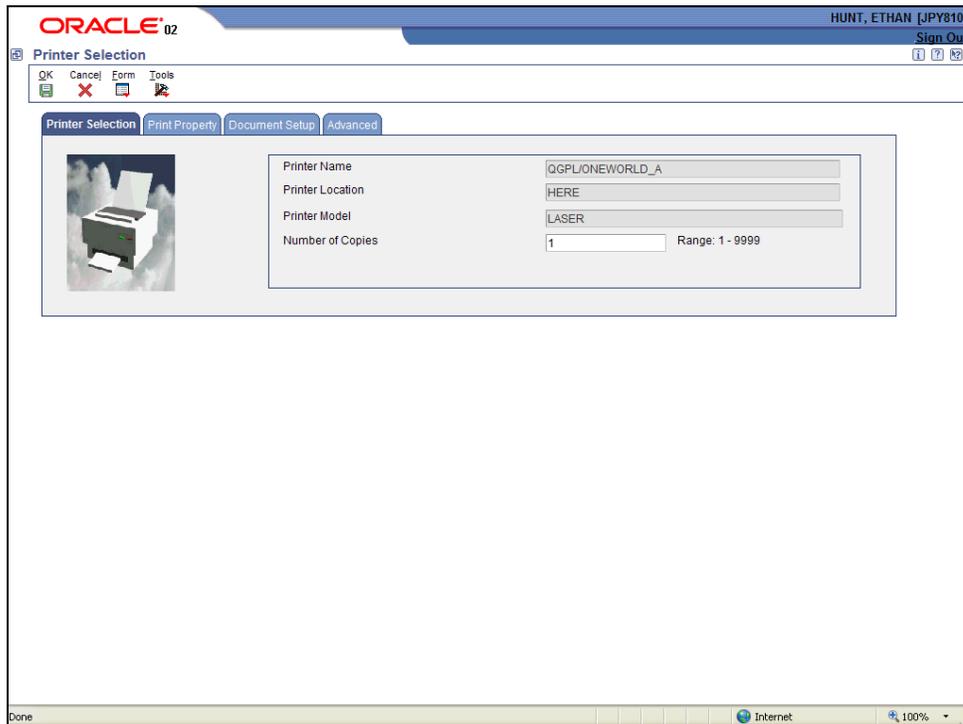
Step	Action
2.	Click the NIS State of Nebraska link. NIS State of Nebraska
3.	Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies
4.	Click the Payroll link. Payroll

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Step	Action
5.	Click the Time Maintenance link. 
6.	Click the Time Card Allocation link. 
7.	Enter the security business unit range in the Security Business Unit Begin and End Range fields.
8.	Click the OK button. 



Step	Action
9.	Click the OK button. 



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Step	Action
10.	<p>You have successfully completed this lesson.</p> <p>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.</p> <p>End of Procedure.</p>