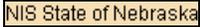
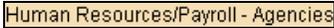
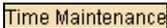
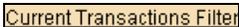
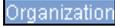


## Enter Daily Timecards using Current Transactions Filter Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> 
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> 
3.	<p>Click the <b>Payroll</b> link.</p> 
4.	<p>Click the <b>Time Maintenance</b> link.</p> 
5.	<p>Click the <b>Current Transactions Filter</b> link.</p> 
6.	<p>On the <b>Organization</b> tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <ul style="list-style-type: none"> <li><b>Home Business Unit</b></li> <li><b>Home Company</b></li> <li><b>Supervisor</b></li> <li><b>Security Business Unit</b></li> <li><b>Check Route Code</b></li> </ul>
7.	<p>Click the <b>Category Codes</b> tab.</p> 
8.	<p>To narrow your search for employees you can use categories 1-20. To do this click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply.</p>
9.	<p>Click the <b>Subledger</b> tab.</p> 
10.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <ul style="list-style-type: none"> <li><b>Subledger</b></li> <li><b>Subledger Type</b></li> </ul> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>
11.	<p>Click the <b>Find</b> button.</p> 

12.	<p>Choose the first employee for whom you are entering time by clicking the check box next to their name.</p> 
13.	<p>Click the <b>Row</b> button.</p> 
14.	<p>Click the <b>Daily</b> menu.</p> 
15.	<p>Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid.</p> 
16.	<p>Click the <b>Organization</b> tab.</p> 
17.	<p>Complete any of the fields on the <b>Organization</b> tab 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.</p>
18.	<p>Click the <b>Sub Ledger</b> tab.</p> 
19.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p><b>Subledger Subledger Type</b></p> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>
20.	<p>Complete the <b>Pay</b> field in the QBE line. Use the <b>Visual Assist</b> tool if necessary.</p>
21.	<p>Press <b>[Tab]</b>.</p>
22.	<p>Enter the week start date in the <b>Week Start Date</b> field.</p>
23.	<p>Enter the number of hours worked for each day or complete the <b>LS Amnt</b> field.</p>
24.	<p><b>Note:</b> If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps of entering information in the tabs for the next row on the grid.</p>
25.	<p>Press the <b>down arrow</b> on your keyboard.</p>
26.	<p><b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.</p>
27.	<p>Click the <b>OK</b> button.</p> <p>The system automatically adds the time entry record when you click <b>OK</b>. You must click <b>OK</b> to save your time entry information before continuing to the next employee.</p> 

28.	Click the <b>Cancel</b> button. 
29.	Click the <b>Close</b> button. 
30.	You have successfully completed this lesson. <b>End of Procedure.</b>