Enter Daily Timecards using Current Transactions Filter 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 **Current Transactions Filter** link. Current Transactions Filter
6.	On the **Organization** tab complete any of the following fields to narrow your search to employees who have shared organization information: **Home Business Unit** **Home Company** **Supervisor** **Security Business Unit** **Check Route Code**
7.	Click the **Category Codes** tab. Category Codes
8.	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.
9.	Click the **Subledger** tab. Subledger
10.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter: **Subledger** **Subledger Type** **Note:** Subledger will not be used in all Agencies.
11.	Click the **Find** button.

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

28.	Click the **Cancel** button.
29.	Click the **Close** button.
30.	You have successfully completed this lesson. **End of Procedure.**