

Enter Per Pay Period Timecards Using Current Transactions Filter Lesson

1.	<p>Click the NIS State of Nebraska link.</p> <p>NIS State of Nebraska</p>
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> <p>Human Resources/Payroll - Agencies</p>
3.	<p>Click the Payroll link.</p> <p>Payroll</p>
4.	<p>Click the Time Maintenance link.</p> <p>Time Maintenance</p>
5.	<p>Click the Current Transactions Filter link.</p> <p>Current Transactions Filter</p>
6.	<p>On the Organization tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <p>Home Business Unit Home Company Supervisor Security Business Unit Check Route Code</p>
7.	<p>Click the Category Codes tab.</p> <p>Category Codes</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 Subledger tab.</p> <p>Subledger</p>
10.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p>Subledger Subledger Type</p> <p>Note: Subledger will not be used in all Agencies.</p>

11.	<p>To help search for the employee(s) you can complete one of the following:</p> <p>Pay Class(H/S/P) Work Date</p> <input data-bbox="380 331 599 365" type="text"/>
12.	<p>Click the Find button.</p> 
13.	<p>Choose the first employee for whom you are entering time by clicking the check box next to their name.</p> <input data-bbox="380 567 415 600" type="checkbox"/>
14.	<p>Click the Row button.</p> 
15.	<p>Click the Line Detail menu.</p> <input data-bbox="380 802 521 835" type="text"/>
16.	<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> <input data-bbox="380 919 469 953" type="text"/>
17.	<p>Click the Organization tab.</p> <input data-bbox="380 1037 493 1071" type="text"/>
18.	<p>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.</p>
19.	<p>Click the Subledger tab.</p> <input data-bbox="380 1272 477 1306" type="text"/>
20.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p>Subledger Subledger Type</p> <p>Note: Subledger will not be used in all Agencies.</p>
21.	<p>In the field field of the Date/Batch field in the header enter the pay period date. Leave the second field blank.</p>
22.	<p>Complete the Pay field in the QBE line. Use the Visual Assist tool if necessary.</p>
23.	<p>Press [Tab].</p>

24.	<p>Complete one of the following fields:</p> <p>Hours – If you are entering a timecard for hours worked Account Number – Override if necessary LSAmt – If you are entering a timecard for a bonus or lump sum amount</p>
25.	<p>Note: If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat the previous steps for the next row on the grid.</p>
26.	<p>Move the cursor to the next line on the grid by pressing the keyboard down arrow.</p>
27.	<p>Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.</p> <p>Note: To copy labor distribution instructions, click Form, Copy Labor Instructions</p> <p>The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.</p>
28.	<p>Click the OK button.</p> <p>Note: 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.</p> 
29.	<p>Click the Cancel button.</p> 
30.	<p>Click the Close button.</p> 
31.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>