

## Enter Per Pay Period Timecards for Individual Employees Using Employee Master Filter Lesson

1.	<p>Click the <b>NIS State of Nebraska</b> link.</p> <p><a href="#">NIS State of Nebraska</a></p>
2.	<p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> <p><a href="#">Human Resources/Payroll - Agencies</a></p>
3.	<p>Click the <b>Payroll</b> link.</p> <p><a href="#">Payroll</a></p>
4.	<p>Click the <b>Time Maintenance</b> link.</p> <p><a href="#">Time Maintenance</a></p>
5.	<p>Click the <b>Employee Master Filter</b> link.</p> <p><a href="#">Employee Master Filter</a></p>
6.	<p>Click one of the following options:</p> <p><b>All Employees</b>  <b>Employees With Timecards</b>  <b>Employees Without Timecards</b></p>
7.	<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>
8.	<p>Click the <b>Organization</b> tab.</p> <p><a href="#">Organization</a></p>
9.	<p>Complete any of the following fields to narrow your search to employees who have shared organization information:</p> <p><b>Home Business Unit</b>  <b>Home Company</b>  <b>Supervisor</b>  <b>Security Business Unit</b>  <b>Check Route Code</b></p> <p>Enter the desired information into the <b>Home Business Unit</b> field. Enter a valid value e.g. "<b>65025009</b>".</p>
10.	<p>Click the <b>Other</b> tab.</p> <p><a href="#">Other</a></p>

11.	<p>Complete any of the following fields to further narrow your search:</p> <p><b>Business Unit – Last Worked</b>  <b>Benefit Group</b>  <b>Job Code</b>  <b>Pay Class(H/S/P)</b>  <b>Pay Cycle Code</b></p>
12.	<p>After entering your search criteria click the <b>Find</b> 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="378 596 415 634" type="checkbox"/>
14.	<p>Click the <b>Row</b> button.</p> 
15.	<p>Click the <b>Line Detail</b> menu.</p> <input data-bbox="378 835 521 865" type="button" value="Line Detail"/>
16.	<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> <input data-bbox="378 947 467 976" type="text"/>
17.	<p>Click the <b>Organization</b> tab.</p> <input data-bbox="378 1066 493 1096" type="button" value="Organization"/>
18.	<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>
19.	<p>Click the <b>Subledger</b> tab.</p> <input data-bbox="378 1297 477 1327" type="button" value="Subledger"/>
20.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p><b>Subledger</b>  <b>Subledger Type</b></p> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>
21.	<p>In the field field of the <b>Date/Batch</b> field in the header enter the pay period date. Leave the second field blank.</p>
22.	<p>Complete the <b>Pay</b> field in the QBE line. Use the <b>Visual Assist</b> toll if necessary.</p>
23.	<p>Complete one of the following fields:</p> <p><b>Hours</b> – If you are entering a timecard for hours worked  <b>Account Number</b> – Override if necessary  <b>LSAmt</b> – If you are entering a timecard for a bonus or lump sum amount</p>

24.	<p><b>Note:</b> 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>
25.	<p>Move the cursor to the next line on the grid by pressing the keyboard <b>down arrow</b>.</p>
26.	<p><b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.</p> <p><b>Note:</b> 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>
27.	<p>Click the <b>OK</b> button.</p> <p><b>Note:</b> 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.	<p>Click the <b>Cancel</b> button.</p> 
29.	<p>Click the <b>Close</b> button.</p> 
30.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>