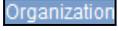
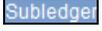


## Enter Timecards for Time Sheet Groups Using Employee Master Filter Lesson

|     |   |
|-----|---|
| 1.  | <p>Click the <b>NIS State of Nebraska</b> link.</p> <p><b>NIS State of Nebraska</b></p>   |
| 2.  | <p>Click the <b>Human Resources/Payroll - Agencies</b> link.</p> <p><b>Human Resources/Payroll - Agencies</b></p>   |
| 3.  | <p>Click the <b>Payroll</b> link.</p> <p><b>Payroll</b></p>   |
| 4.  | <p>Click the <b>Time Maintenance</b> link.</p> <p><b>Time Maintenance</b></p>   |
| 5.  | <p>Click the <b>Employee Master Filter</b> link.</p> <p><b>Employee Master Filter</b></p>   |
| 6.  | <p>Click one of the following options:</p> <p><b>All Employees</b><br/> <b>Employees With Timecards</b><br/> <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><b>Organization</b></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><br/> <b>Home Company</b><br/> <b>Supervisor</b><br/> <b>Security Business Unit</b><br/> <b>Check Route Code</b></p> |
| 10. | <p>Click the <b>Other</b> tab.</p> <p><b>Other</b></p>  |

|     |   |
|-----|---|
| 11. | <p>Complete any of the following fields to further narrow your search:</p> <p><b>Business Unit – Last Worked</b><br/> <b>Benefit Group</b><br/> <b>Job Code</b><br/> <b>Pay Class(H/S/P)</b><br/> <b>Pay Cycle Code</b></p>   |
| 12. | <p>After entering your search criteria click the <b>Find</b> button.</p>   |
| 13. | <p>Click the <b>Form</b> button.</p>   |
| 14. | <p>Click the <b>Time Sheet All</b> menu.</p>   |
| 15. | <p>In the field field of the <b>Date/Batch</b> field enter the pay period date. Leave the second field blank.</p>   |
| 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>                       |
| 17. | <p>Click the <b>Organization</b> tab.</p>    |
| 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>   |
| 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><br/> <b>Subledger Type</b></p> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>                                       |
| 21. | <p>Click the <b>Pay Info</b> tab.</p>    |
| 22. | <p>Complete any of the following fields to have pay information supplied automatically on every timecard entered:</p> <p><b>Pay Type</b><br/> <b>Lump Sum Amount</b><br/> <b>Hours</b></p>  |

|     |  |
|-----|--|
| 23. | <p>Click the <b>Populate Grid With Employees</b> button.</p>    |
| 24. | <p>The grid is populated with the selected employees and the data selected in the previous steps.</p> <p><b>Note:</b> If only one employee is in the grid the line will only populate with the employee's name and address book number. If this is the case click in the <b>Employee Number</b> field.</p>    |
| 25. | <p>To get the last row to populate click the <b>down arrow</b> on your keyboard.</p>   |
| 26. | <p>Complete the following fields on the grid if necessary:</p> <p><b>Pay</b> – PDDBA code, ie; 1 – Regular Time, 70 Overtime at 1.5x, 30 – Vacation.<br/> <b>Hours</b><br/> <b>Account Number</b> – GL labor account. The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.</p> <p><b>Note:</b> The following fields can also be completed or overridden if necessary:</p> <p><b>Ovr/Rt – Override/Rate</b><br/> <b>Job Type</b><br/> <b>Work Date</b><br/> <b>Union</b><br/> <b>Position ID</b><br/> <b>Job Location</b><br/> <b>Home Co</b><br/> <b>Home BU</b><br/> <b>Tax Area</b></p> |
| 27. | <p><b>Note:</b> Notice the total hours for this batch is calculated and populated in the Hours field in the header.</p> <p>Repeat these steps fore each time card.</p>   |
| 28. | <p>When you are finished click the <b>OK</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>  |