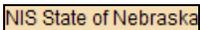
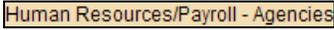
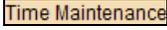


Run the Timecard Allocation Program

1.	<p>If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. The Timecard Allocation Program needs to be run after time cards have been entered, but before you run pre-payroll. A report showing the changes is also created.</p>
2.	<p>Click the NIS State of Nebraska link.</p> 
3.	<p>Click the Human Resources/Payroll - Agencies link.</p> 
4.	<p>Click the Payroll link.</p> 
5.	<p>Click the Time Maintenance link.</p> 
6.	<p>Click the Time Card Allocation link.</p> 
7.	<p>Enter the security business unit range in the Security Business Unit Begin and End Range fields.</p>
8.	<p>Click the OK button.</p> 
9.	<p>Click the OK button.</p> 
10.	<p>You have successfully completed this lesson.</p> <p>After submitting the report go to View Job Status to view the report. For more information on how to view your reports go to the Working with Submitted Reports lesson under the System Basics course.</p> <p>End of Procedure.</p>