

Entering Timecards Using Filters
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Entering Timecards Using Filters

Entering Timecards Using Filters Overview

Entering daily timecards for employees allows hours to be entered for each day of the week on one row of the Daily Time Entry window

Separate timecards (grid rows) must be entered for a bonus or a lump sum amount. System supplied information can be overridden when necessary. For example, the account number and job location might be overridden when an employee works a job other than his or her regular job. The system uses this override information only once for the current pay period.

Entering timecards per pay period, or Line Detail allows summarized hours on each timecard (grid row) to be entered on the grid. Entering daily timecards for employees allows entry of hours for each day of the week on one row of the Daily Time Entry window.

Selecting employees using the Employee Master filter allows you to elect a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

After selecting employees for time entry, you can enter timecards using time sheet groups, daily timecards, or timecards per pay period. You access daily and per pay period time entry from a Row exit and you access time sheet group time entry from a Form exit.

Completing fields in the tabbed areas of the window will automatically populate certain values for each timecard, such as shift code or job location

If an employee has Labor Distribution, the Timecard Allocation Program must be run to correctly update object codes after timecards are entered.

Enter Timecards for Time Sheet Groups Using Employee Master Filter Lesson

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

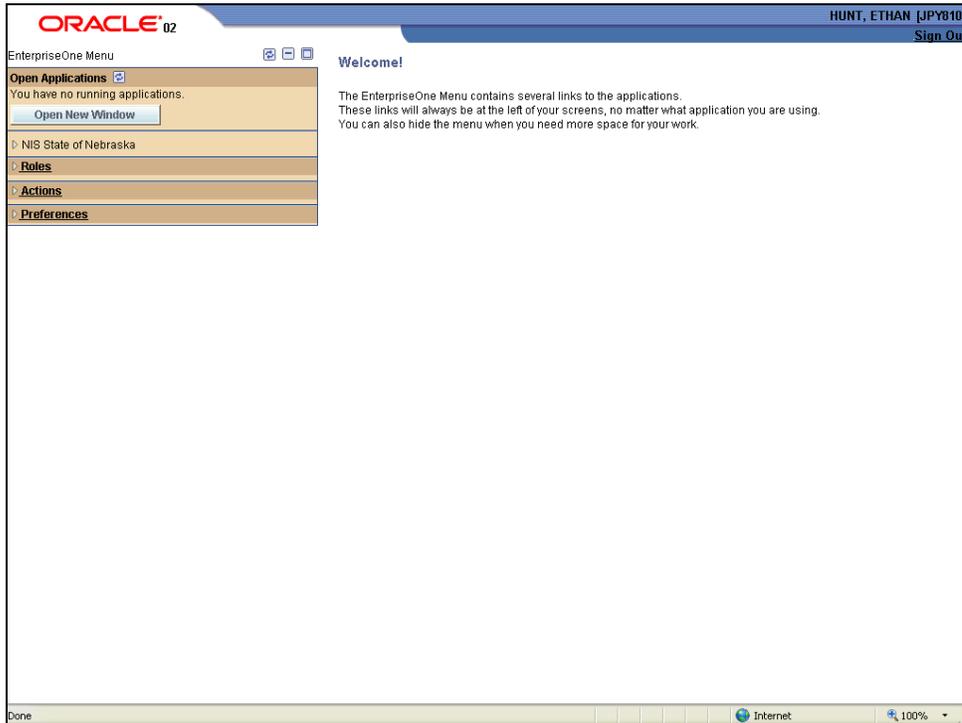
After a list of employees is created, timecards can be entered for all of the employees selected using the filter, or for only selected employees within the list. To create timecards for all of the employees generated by the time entry filter, choose the **Time Sheet All** option from the Form menu. To enter timecards for a selected group of employees from the list generated by the time entry filter, choose **Time Sheet Select** from the Form menu.

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Entering Timecards Using Filters

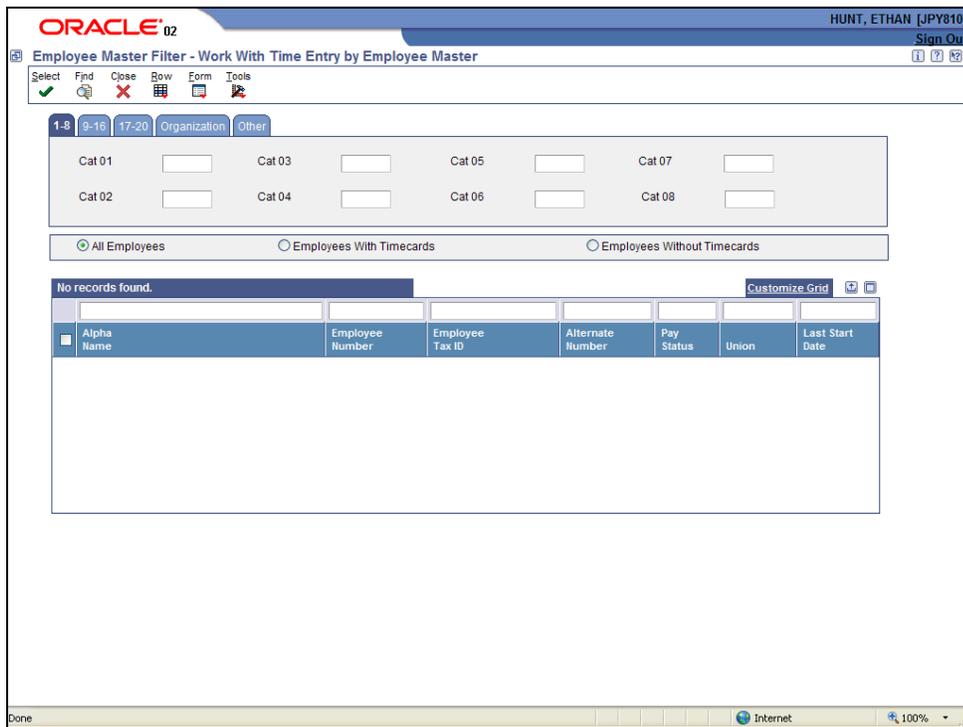
Procedure

In this lesson you will learn the steps for entering timecards for Time Sheet Groups using the Employee Master Filter.



| Step | Action |
|------|---|
| 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 |

| Step | Action |
|------|---|
| 5. | Click the Employee Master Filter link. Employee Master Filter |
| 6. | Click one of the following options: <div style="margin-left: 20px;"> <p>All Employees</p> <p>Employees With Timecards</p> <p>Employees Without Timecards</p> </div> |
| 7. | 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. |

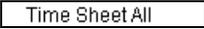


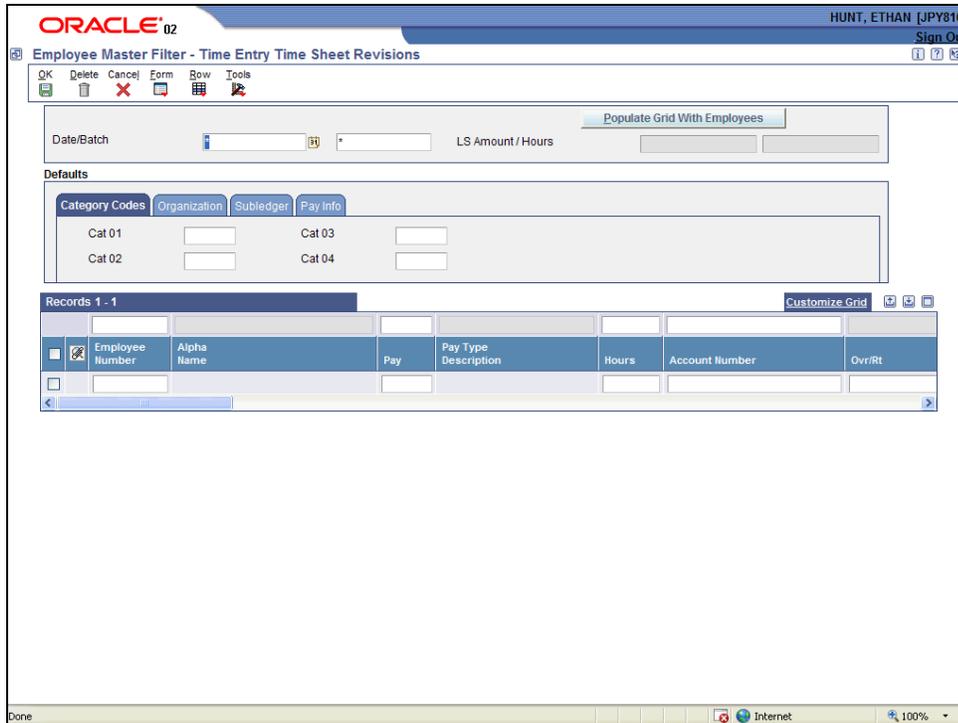
| Step | Action |
|------|--|
| 8. | Click the Organization tab. Organization |

Training Guide

Entering Timecards Using Filters



| Step | Action |
|------|--|
| 9. | 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 |
| 10. | Click the Other tab.  |
| 11. | Complete any of the following fields to further narrow your search: Business Unit – Last Worked Benefit Group Job Code Pay Class(H/S/P) Pay Cycle Code |
| 12. | After entering your search criteria click the Find button.  |
| 13. | Click the Form button.  |
| 14. | Click the Time Sheet All menu.  |

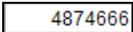


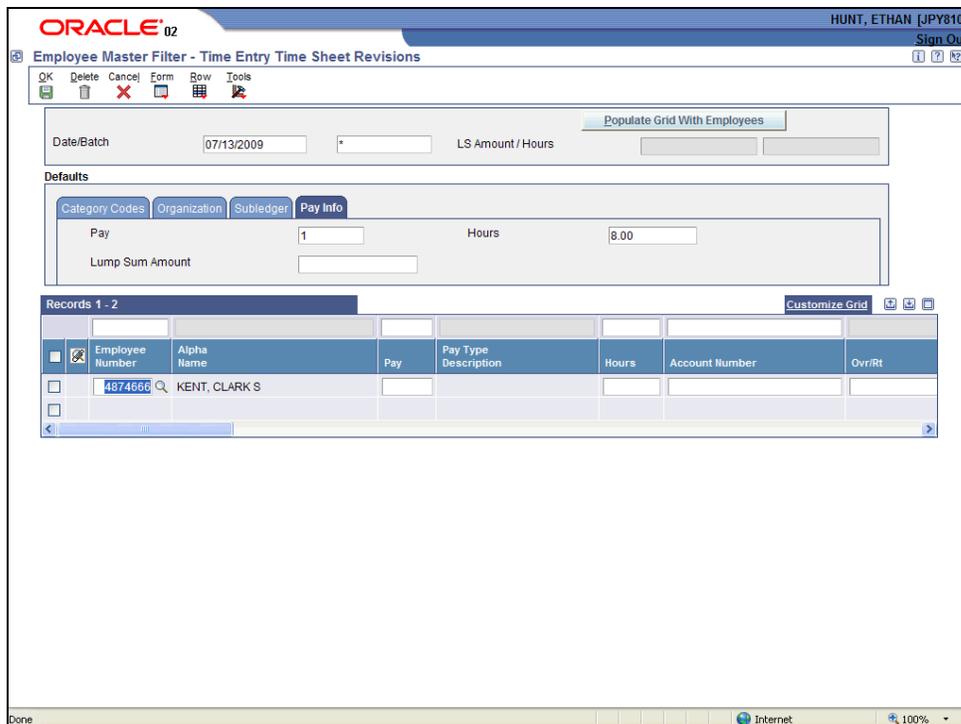
| Step | Action |
|------|--|
| 15. | In the field field of the Date/Batch field enter the pay period date. Leave the second field blank. |
| 16. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/> |
| 17. | Click the Organization tab. <input type="text" value="Organization"/> |
| 18. | 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. |
| 19. | Click the Subledger tab. <input type="text" value="Subledger"/> |
| 20. | 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. |

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Entering Timecards Using Filters



| Step | Action |
|------|--|
| 21. | Click the Pay Info tab.  |
| 22. | Complete any of the following fields to have pay information supplied automatically on every timecard entered: Pay Type Lump Sum Amount Hours |
| 23. | Click the Populate Grid With Employees button.  |
| 24. | The grid is populated with the selected employees and the data selected in the previous steps. Note: 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 Employee Number field.  |



| Step | Action |
|------|---|
| 25. | To get the last row to populate click the down arrow on your keyboard. |
| 26. | <p>Complete the following fields on the grid if necessary:</p> <p>Pay – PDBA code, ie; 1 – Regular Time, 70 Overtime at 1.5x, 30 – Vacation. Hours Account Number – 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>Note: The following fields can also be completed or overridden if necessary:</p> <p>Ovr/Rt – Override/Rate Job Type Work Date Union Position ID Job Location Home Co Home BU Tax Area</p> |
| 27. | <p>Note: 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> |

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Entering Timecards Using Filters

ORACLE 02 HUNT, ETHAN [JPY810] Sign Out

Employee Master Filter - Time Entry Time Sheet Revisions

OK Delete Cancel Form Row Tools

Date/Batch: 07/13/2009 * LS Amount / Hours: 8.00

Populate Grid With Employees

Defaults

Category Codes Organization Subledger Pay Info

Pay: 1 Hours: 8.00

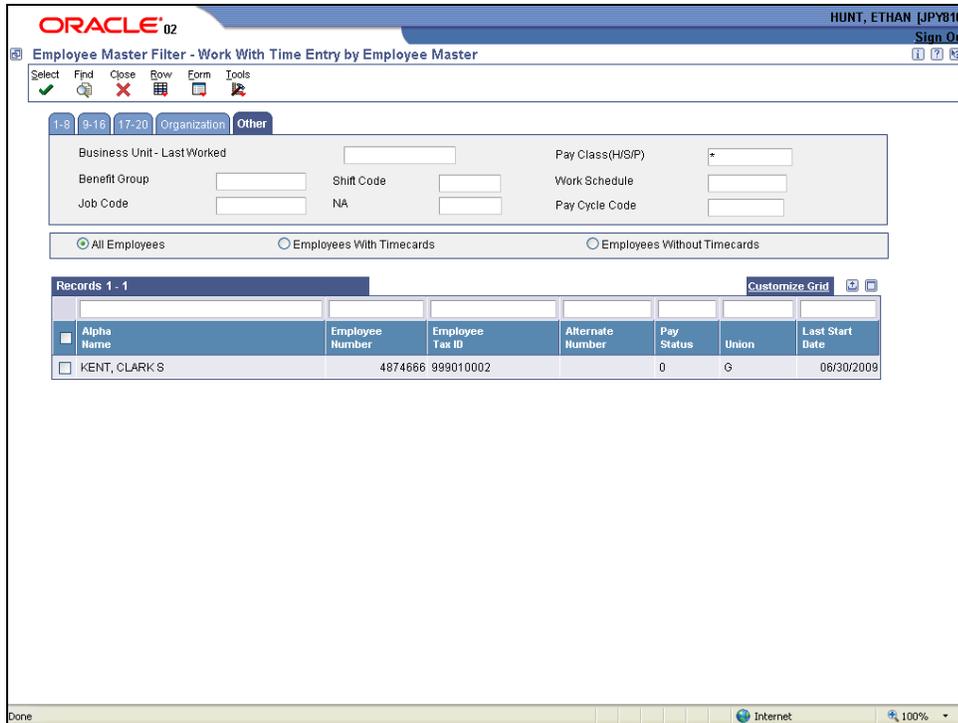
Lump Sum Amount:

Records 1 - 2 Customize Grid

| Employee Number | Alpha Name | Pay | Pay Type Description | Hours | Account Number | Ovr/Rt |
|-----------------|---------------|-----|----------------------|-------|-----------------|---------|
| 4874666 | KENT, CLARK S | 1 | REGULAR PAY | 8.00 | 65025009.511100 | Secured |

Done Internet 100%

| Step | Action |
|------|--|
| 28. | When you are finished click the OK button.  |



| Step | Action |
|------|--|
| 29. | Click the Close button. |
| 30. | You have successfully completed this lesson. End of Procedure. |

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

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Procedure

In this lesson you will learn the steps for entering per period timecards for individual employees using the employee master filter.

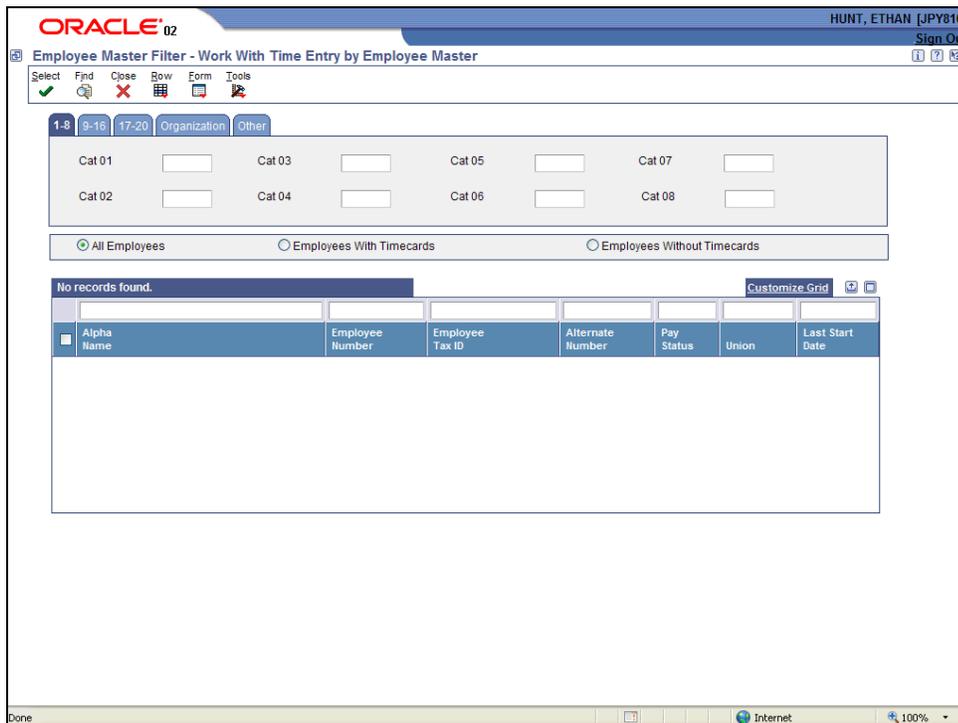
Training Guide

Entering Timecards Using Filters



| Step | Action |
|------|---|
| 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 Employee Master Filter link. Employee Master Filter |

| Step | Action |
|------|--|
| 6. | Click one of the following options: All Employees Employees With Timecards Employees Without Timecards |
| 7. | 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. |



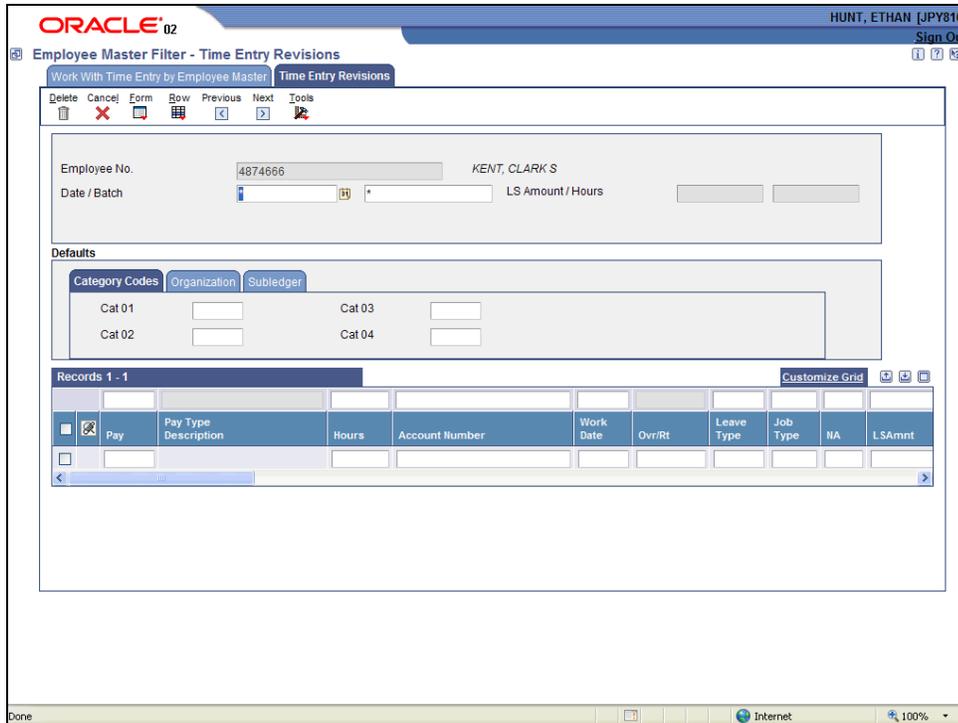
| Step | Action |
|------|--|
| 8. | Click the Organization tab. Organization |

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Entering Timecards Using Filters



| Step | Action |
|------|---|
| 9. | <p>Complete any of the following fields to narrow your search to employees who have shared organization information:</p> <ul style="list-style-type: none"> Home Business Unit Home Company Supervisor Security Business Unit Check Route Code <p>Enter the desired information into the Home Business Unit field. Enter a valid value e.g. "65025009".</p> |
| 10. | <p>Click the Other tab.</p> <p><input type="button" value="Other"/></p> |
| 11. | <p>Complete any of the following fields to further narrow your search:</p> <ul style="list-style-type: none"> Business Unit – Last Worked Benefit Group Job Code Pay Class(H/S/P) Pay Cycle Code |
| 12. | <p>After entering your search criteria click the Find button.</p> <p></p> |
| 13. | <p>Choose the first employee for whom you are entering time by clicking the check box next to their name.</p> <p><input type="checkbox"/></p> |
| 14. | <p>Click the Row button.</p> <p></p> |
| 15. | <p>Click the Line Detail menu.</p> <p><input type="button" value="Line Detail"/></p> |



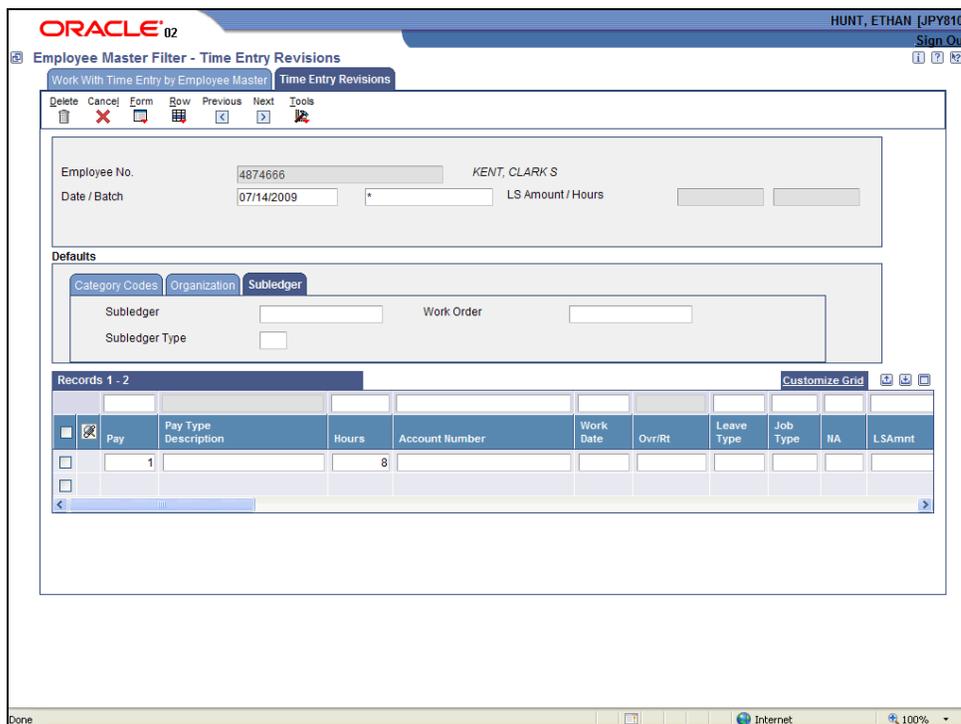
| Step | Action |
|------|--|
| 16. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/> |
| 17. | Click the Organization tab. Organization |
| 18. | Complete any of the 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. |
| 19. | Click the Subledger tab. Subledger |
| 20. | 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. |
| 21. | In the field field of the Date/Batch field in the header enter the pay period date. Leave the second field blank. |

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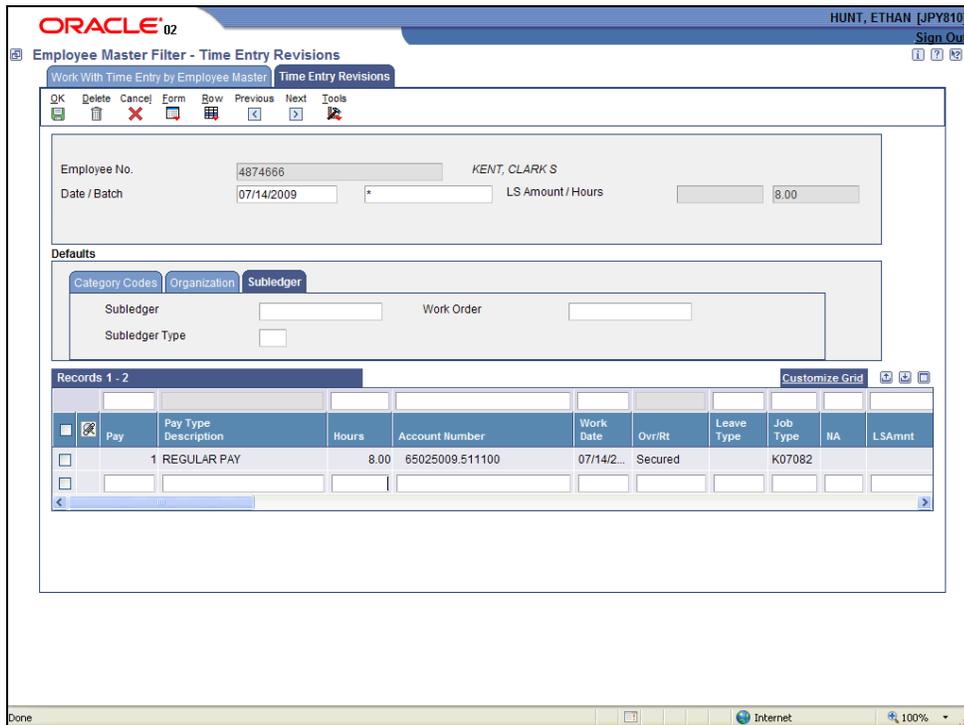
Entering Timecards Using Filters



| Step | Action |
|------|--|
| 22. | Complete the Pay field in the QBE line. Use the Visual Assist toll if necessary. |
| 23. | Complete one of the following fields: 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 |
| 24. | 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. |



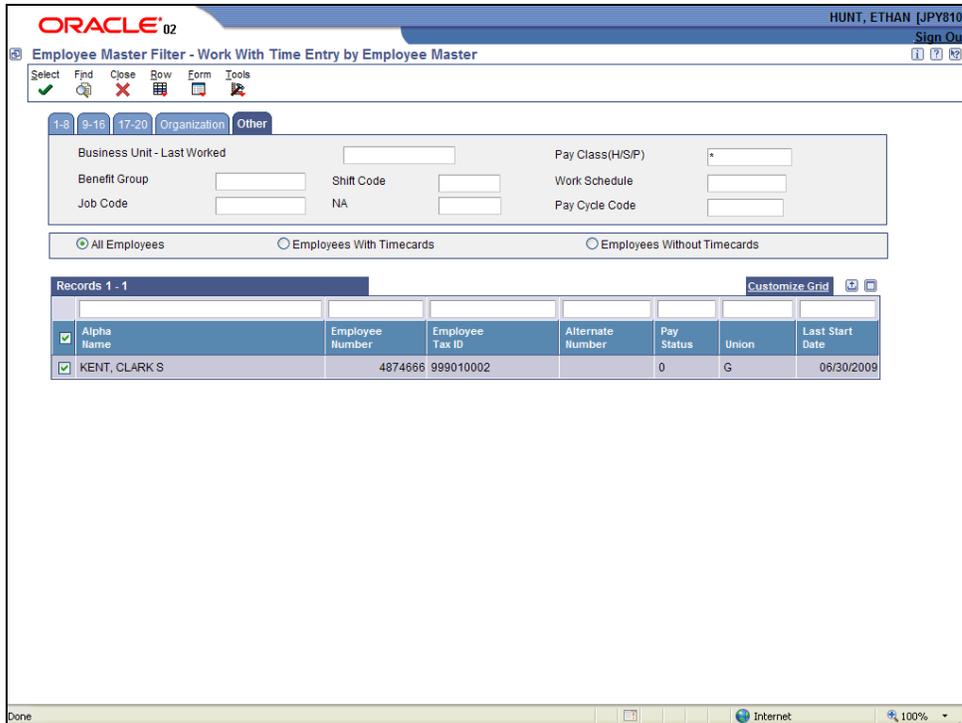
| Step | Action |
|------|---|
| 25. | Move the cursor to the next line on the grid by pressing the keyboard down arrow . |
| 26. | Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override. Note: To copy labor distribution instructions, click Form, Copy Labor Instructions The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry. |



| Step | Action |
|------|---|
| 27. | <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>  |
| 28. | <p>Click the Cancel button.</p>  |

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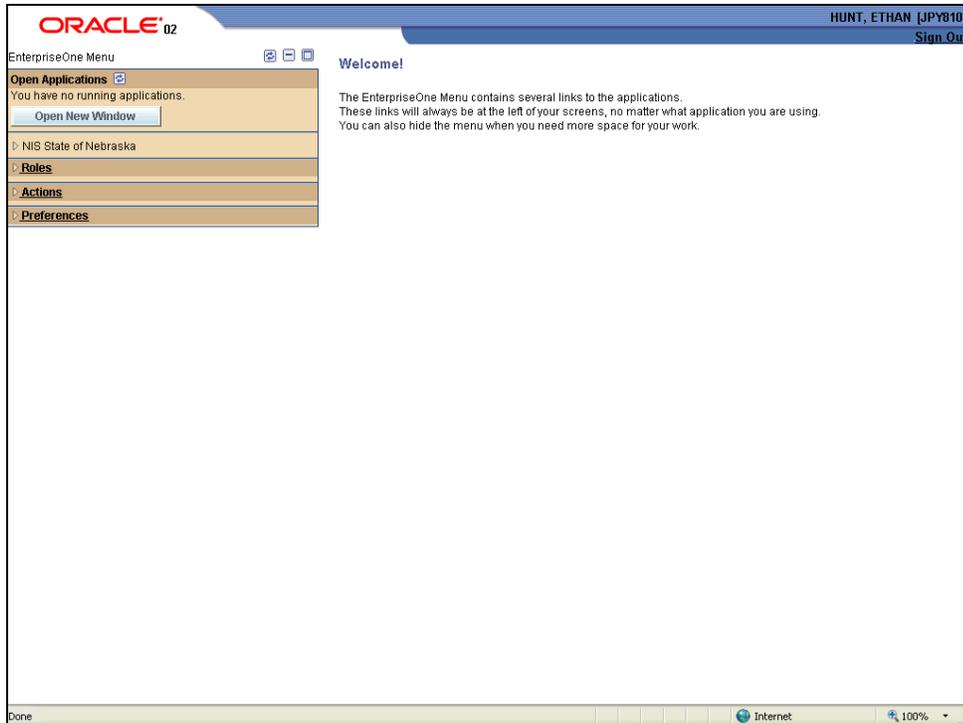


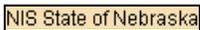
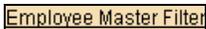
| Step | Action |
|------|--|
| 29. | Click the Close button. |
| 30. | You have successfully completed this lesson. End of Procedure. |

Enter Daily Timecards Using Employee Master Filter Lesson

Procedure

In this lesson you will learn the steps for entering daily time cards using the Employee Master Filter.

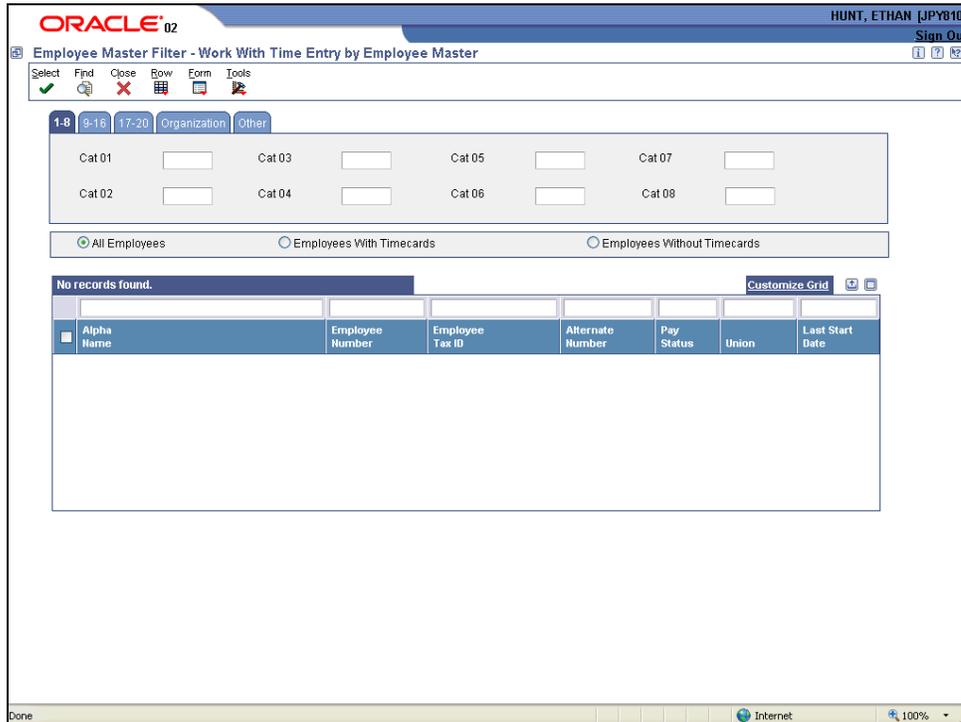


| Step | Action |
|------|--|
| 1. | Click the NIS State of Nebraska link.  |
| 2. | Click the Human Resources/Payroll - Agencies link.  |
| 3. | Click the Payroll link.  |
| 4. | Click the Time Maintenance link.  |
| 5. | Click the Employee Master Filter link.  |
| 6. | Click one of the following options: All Employees Employees With Timecards Employees Without Timecards |

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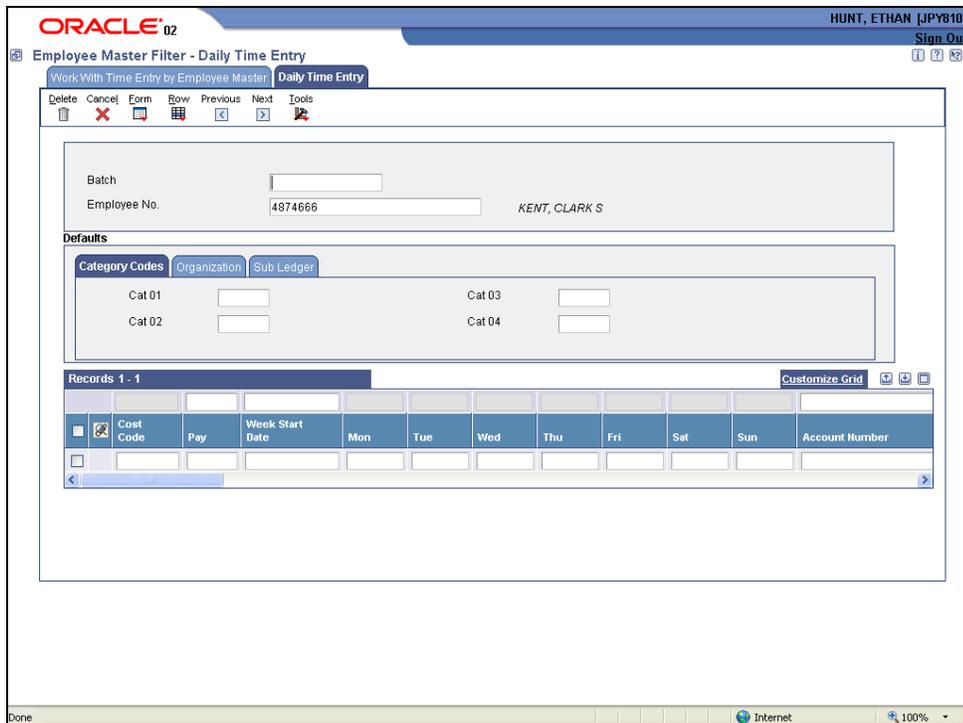
Entering Timecards Using Filters

| Step | Action |
|------|--|
| 7. | 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. |



| Step | Action |
|------|--|
| 8. | Click the Organization tab. |
| 9. | 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 |
| 10. | Click the Other tab. |

| Step | Action |
|------|--|
| 11. | Complete any of the following fields to further narrow your search: Business Unit – Last Worked Benefit Group Job Code Pay Class(H/S/P) Pay Cycle Code |
| 12. | Click the Find button.  |
| 13. | Choose the first employee for whom you are entering time by clicking the check box next to their name. <input type="checkbox"/> |
| 14. | Click the Row button.  |
| 15. | Click the Daily menu. <input type="text" value="Daily"/> |

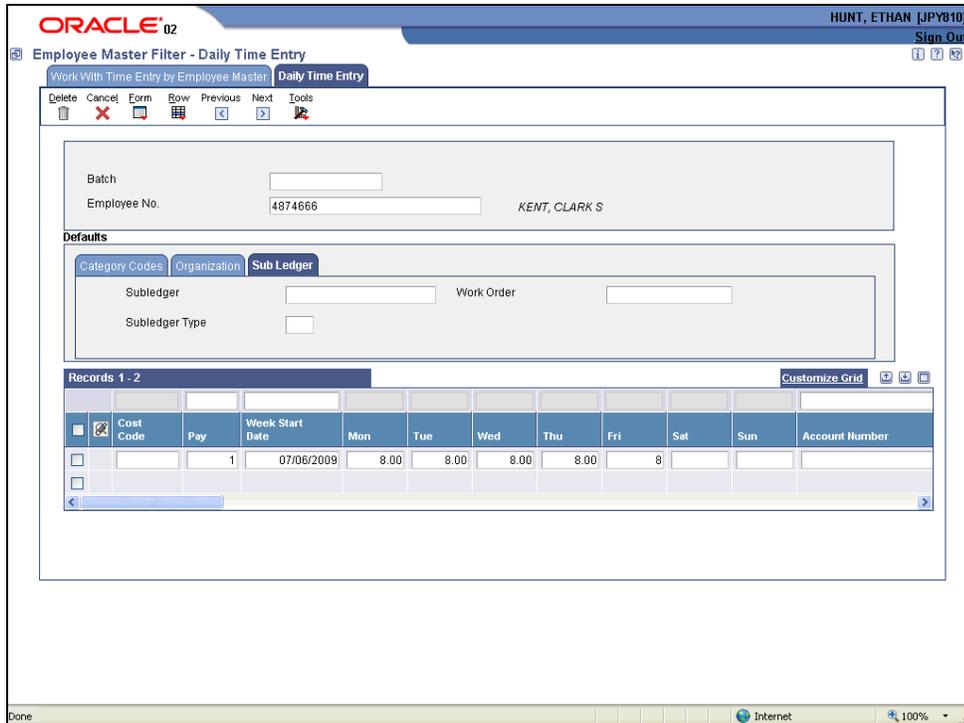


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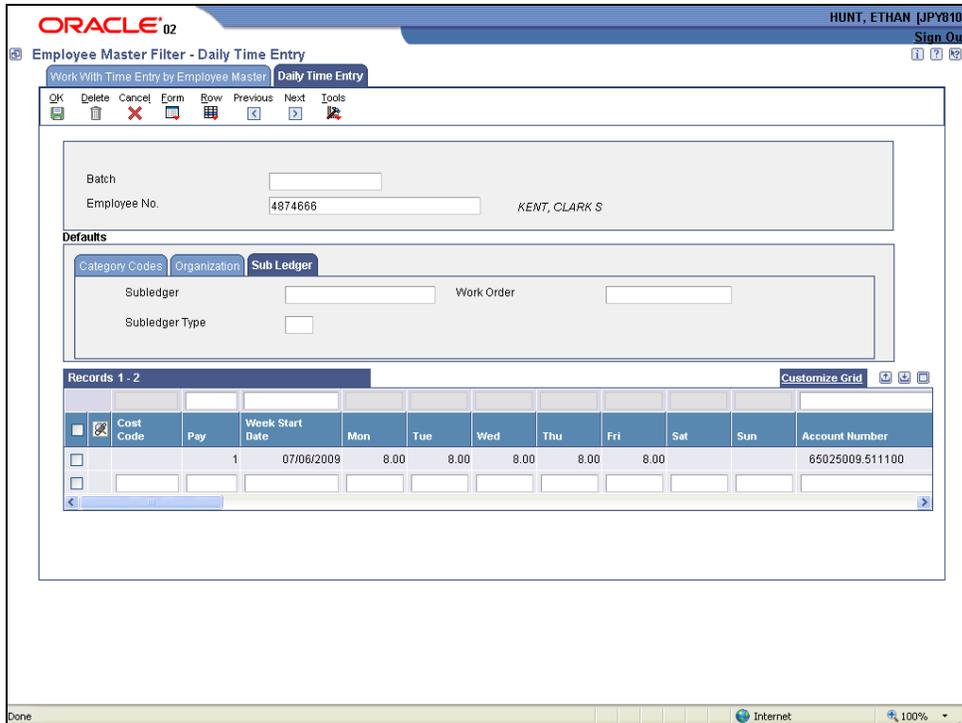
| Step | Action |
|------|--|
| 16. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. <input data-bbox="367 327 461 365" type="text"/> |
| 17. | Click the Organization tab. <input data-bbox="367 453 480 483" type="button" value="Organization"/> |
| 18. | 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. |
| 19. | Click the Sub Ledger tab. <input data-bbox="367 716 472 745" type="button" value="Sub Ledger"/> |
| 20. | 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. |
| 21. | Complete the Pay field in the QBE line. |
| 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. |



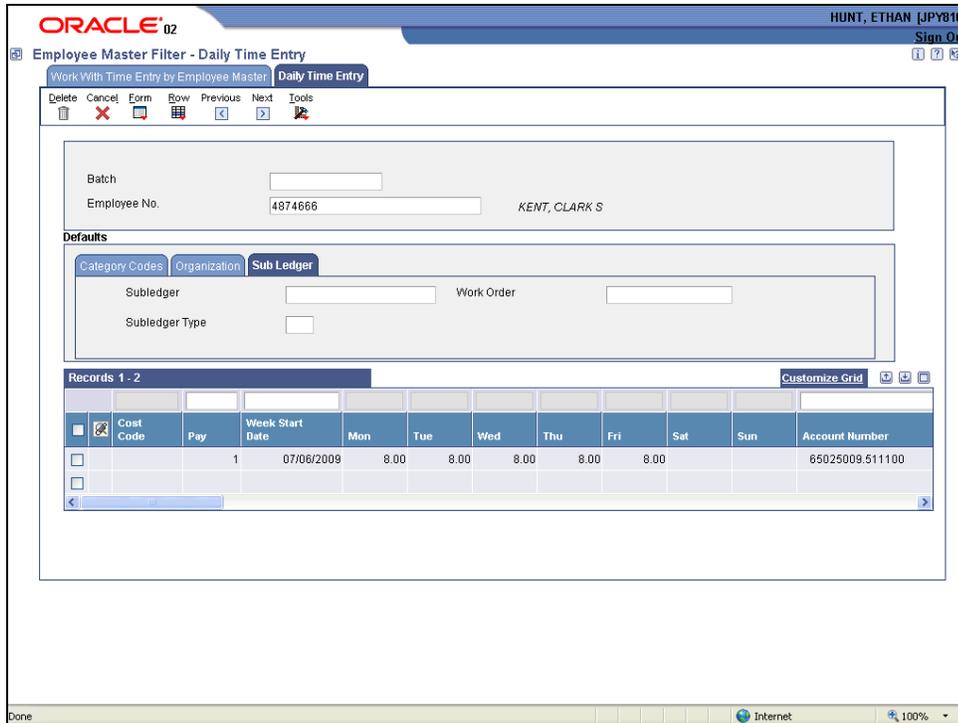
| Step | Action |
|------|---|
| 25. | Press the down arrow on your keyboard. |
| 26. | Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override. |

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Entering Timecards Using Filters



| Step | Action |
|------|--|
| 27. | <p>Click the OK button.</p> <p>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>  |



| Step | Action |
|------|---|
| 28. | Click the Close button.  |
| 29. | You successfully completed this lesson. End of Procedure. |

Enter Per Pay Period Timecards Using Current Transactions Filter Lesson

The Current Transactions filter allows you to select from employees for whom a timecard has been entered but not yet processed. Use this feature to correct timecards and enter additional timecards.

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

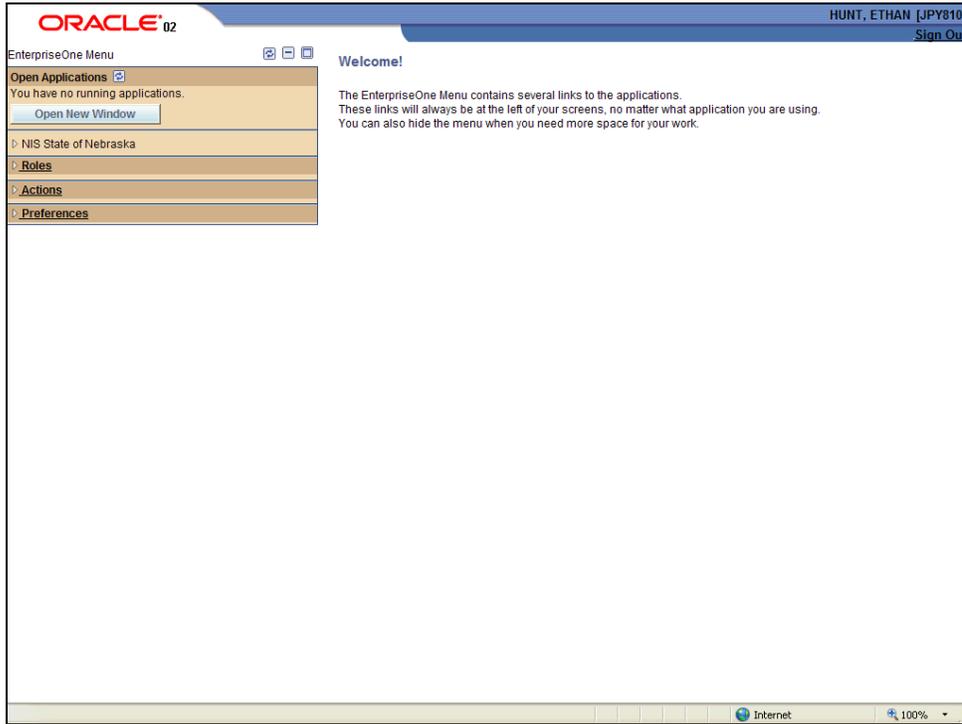
Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Procedure

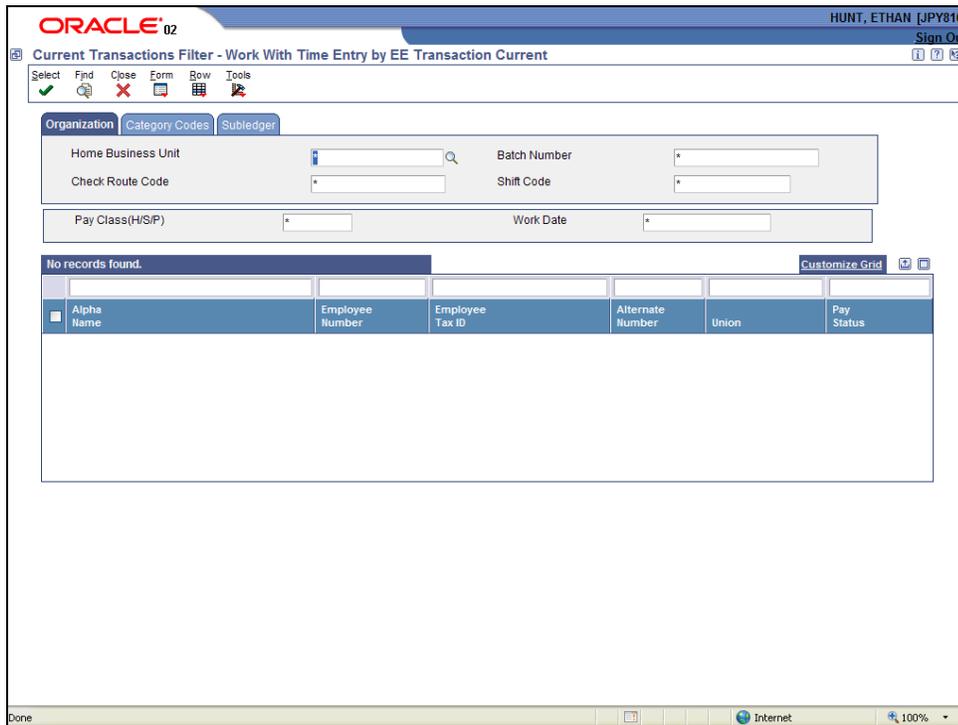
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Entering Timecards Using Filters

In this lesson you will learn the steps for entering per pay period timecards using the Current Transactions Filter.



| Step | Action |
|------|---|
| 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 |



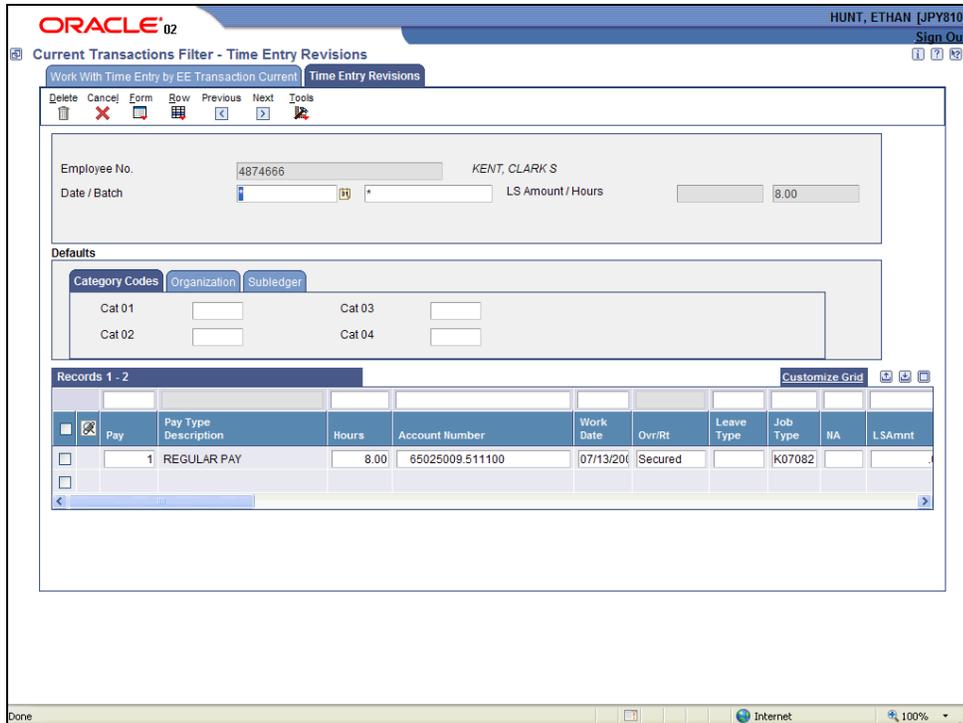
| Step | Action |
|------|--|
| 6. | <p>On the Organization tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <p>Home Business Unit Home Company Supervisor Security Business Unit Check Route Code</p> |
| 7. | <p>Click the Category 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> |

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Entering Timecards Using Filters



| Step | Action |
|------|--|
| 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> <p><input type="text" value="*"/></p> |
| 12. | <p>Click the Find button.</p> <p></p> |
| 13. | <p>Choose the first employee for whom you are entering time by clicking the check box next to their name.</p> <p><input type="checkbox"/></p> |
| 14. | <p>Click the Row button.</p> <p></p> |
| 15. | <p>Click the Line Detail menu.</p> <p><input type="button" value="Line Detail"/></p> |



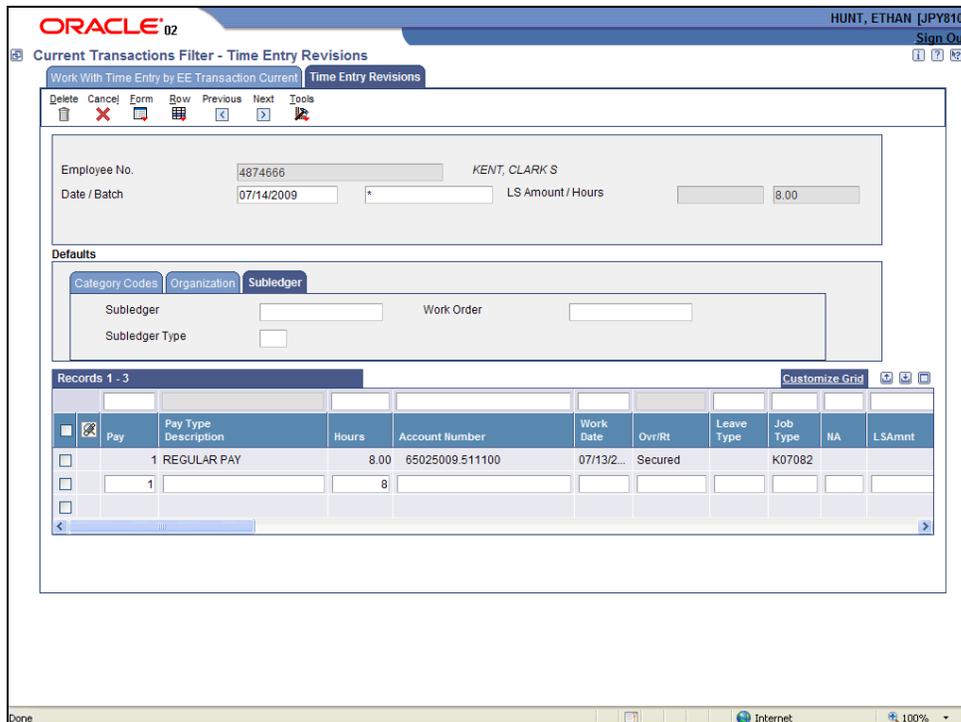
| Step | Action |
|------|--|
| 16. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/> |
| 17. | Click the Organization tab. Organization |
| 18. | Complete any of the 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. |
| 19. | Click the Subledger tab. Subledger |
| 20. | 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. |
| 21. | In the field field of the Date/Batch field in the header enter the pay period date. Leave the second field blank. |

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Entering Timecards Using Filters

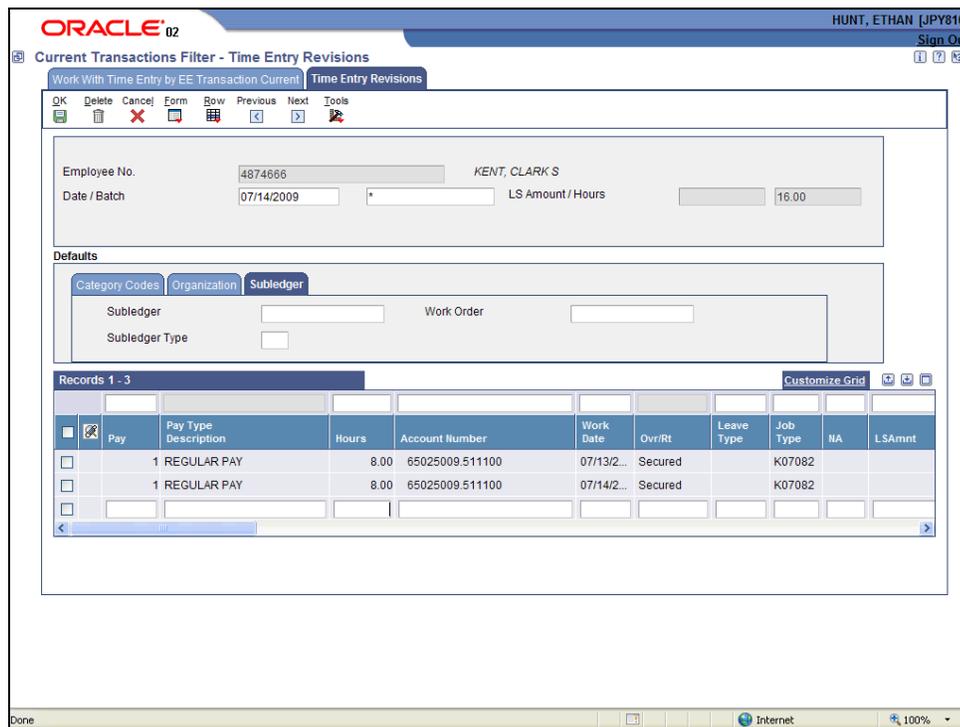


| Step | Action |
|------|--|
| 22. | Complete the Pay field in the QBE line. Use the Visual Assist tool if necessary. |
| 23. | Press [Tab] . |
| 24. | Complete one of the following fields: Hours – If you are entering a timecard for hours worked Account Number – Override if necessary LSAmt – If you are entering a timecard for a bonus or lump sum amount |
| 25. | 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. |



| Step | Action |
|------|---|
| 26. | Move the cursor to the next line on the grid by pressing the keyboard down arrow . |

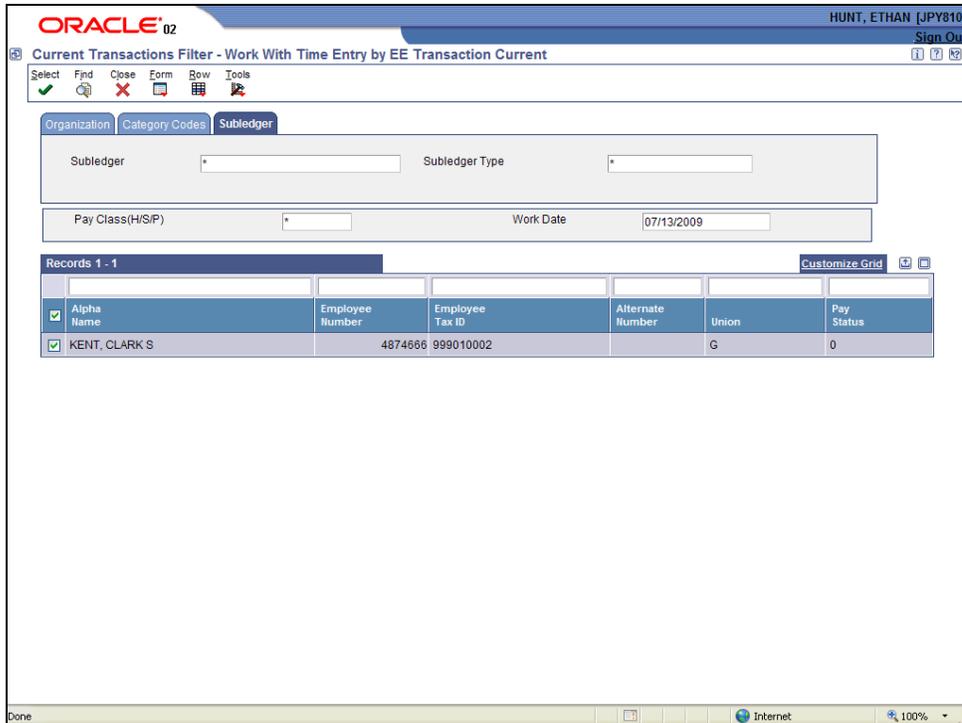
| Step | Action |
|------|--|
| 27. | <p>Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.</p> <p>Note: To copy labor distribution instructions, click Form, Copy Labor Instructions</p> <p>The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.</p> |



| Step | Action |
|------|---|
| 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>  |

Training Guide

Entering Timecards Using Filters

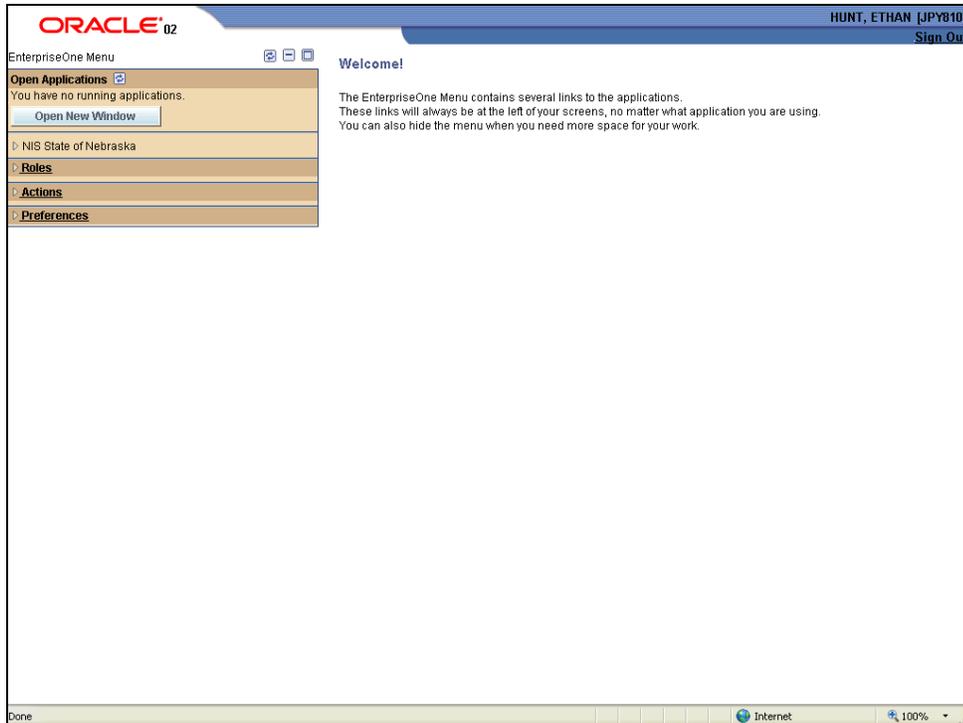


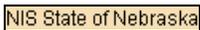
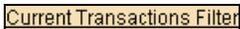
| Step | Action |
|------|--|
| 30. | Click the Close button. |
| 31. | You have successfully completed this lesson. End of Procedure. |

Enter Daily Timecards using Current Transactions Filter Lesson

Procedure

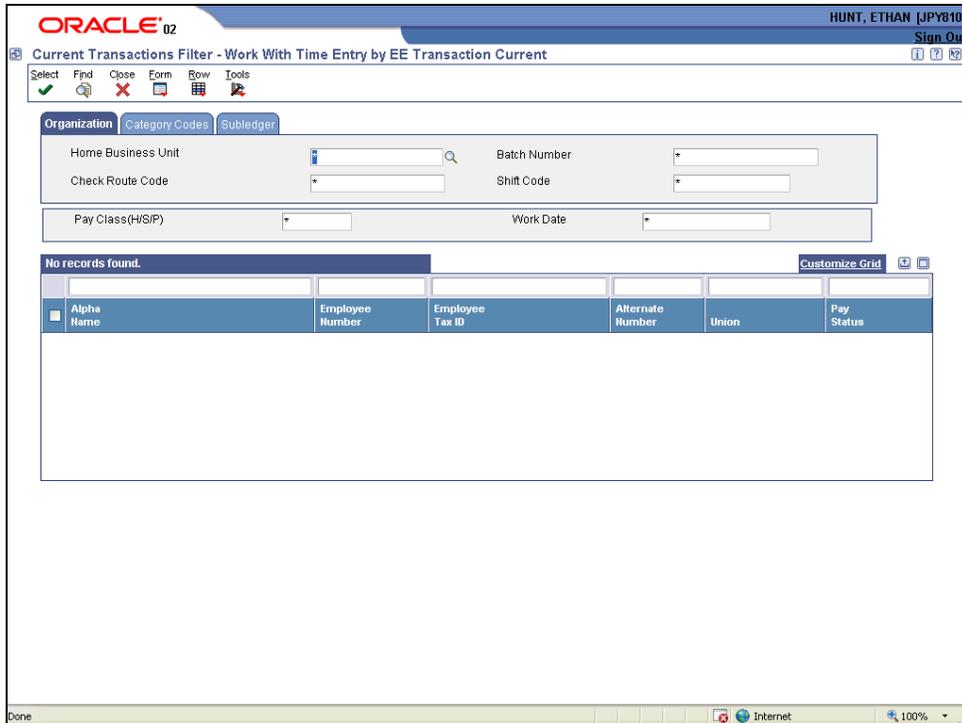
In this lesson you will learn the steps for entering daily timecards using the Current Transactions Filter.



| Step | Action |
|------|--|
| 1. | Click the NIS State of Nebraska link.  |
| 2. | Click the Human Resources/Payroll - Agencies link.  |
| 3. | Click the Payroll link.  |
| 4. | Click the Time Maintenance link.  |
| 5. | Click the Current Transactions Filter link.  |

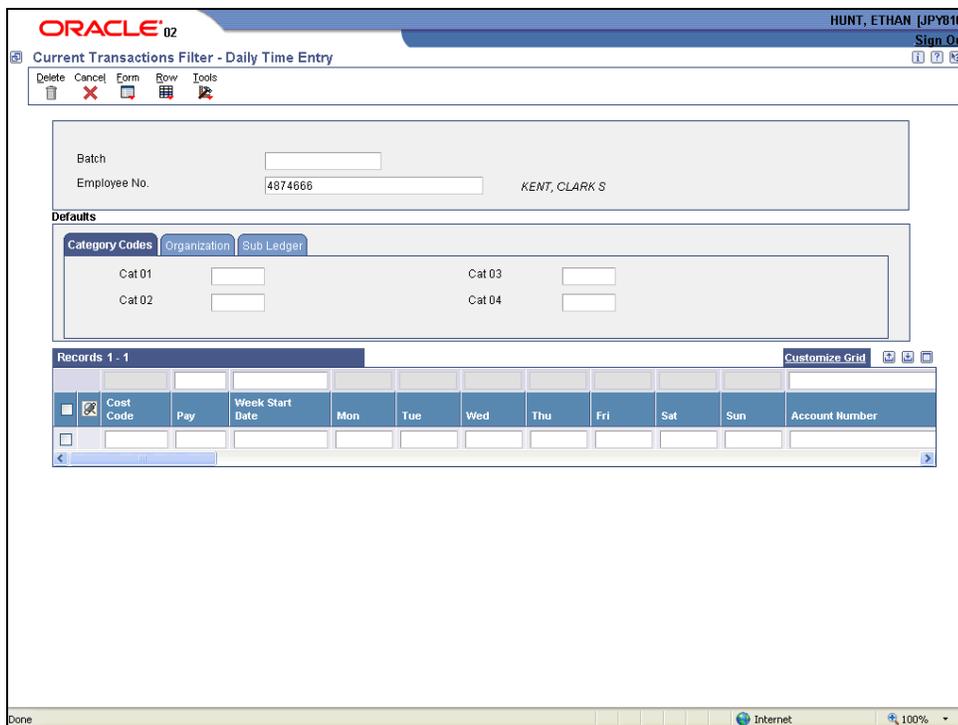
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| Step | Action |
|------|--|
| 6. | <p>On the Organization tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <p>Home Business Unit Home Company Supervisor Security Business Unit 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> |

| Step | Action |
|------|---|
| 10. | <p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <p style="margin-left: 40px;">Subledger Subledger Type</p> <p>Note: Subledger will not be used in all Agencies.</p> |
| 11. | <p>Click the Find button.</p>  |
| 12. | <p>Choose the first employee for whom you are entering time by clicking the check box next to their name.</p>  |
| 13. | <p>Click the Row button.</p>  |
| 14. | <p>Click the Daily menu.</p>  |



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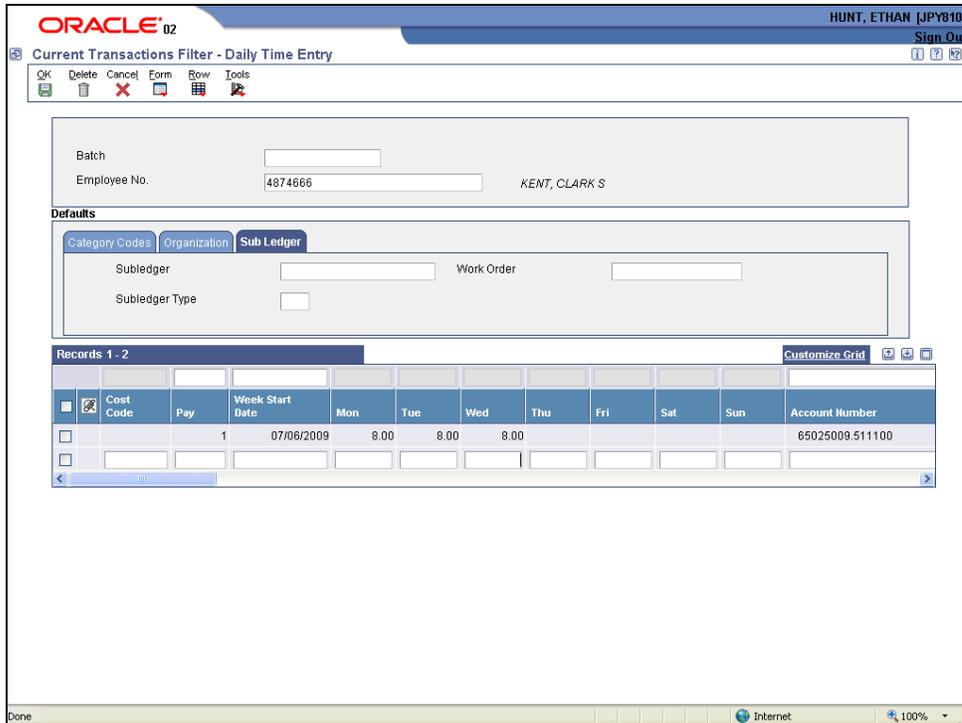


| Step | Action |
|------|--|
| 15. | Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. <input data-bbox="365 325 462 361" type="text"/> |
| 16. | Click the Organization tab. <input data-bbox="365 451 479 478" type="button" value="Organization"/> |
| 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. <input data-bbox="365 714 470 741" type="button" value="Sub Ledger"/> |
| 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 Amt 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. |

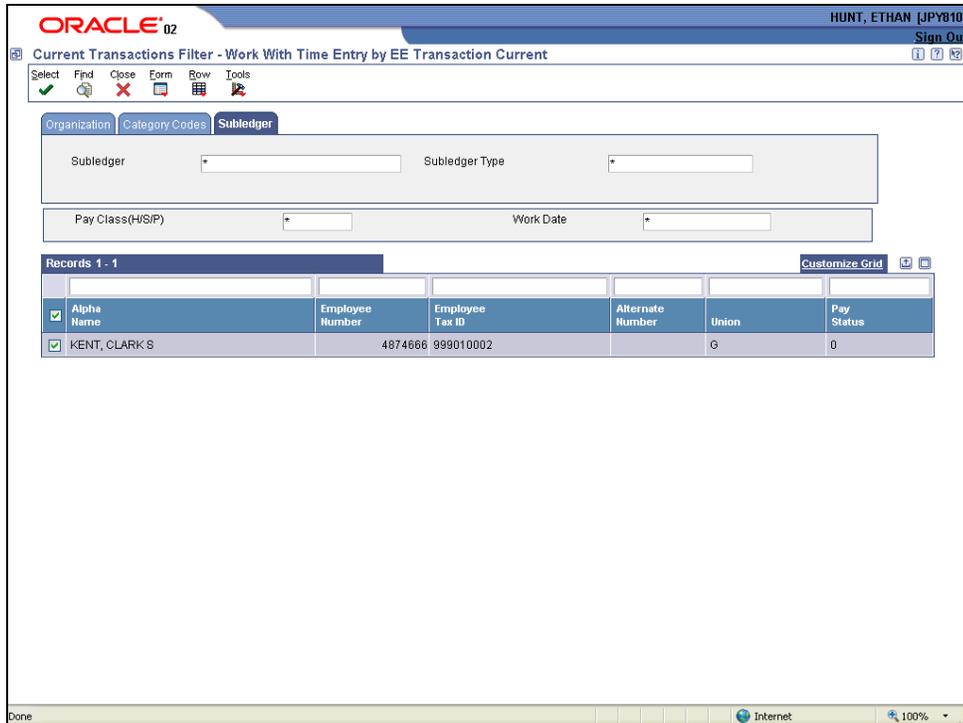
| Step | Action |
|------|---|
| 25. | Press the down arrow on your keyboard. |
| 26. | Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override. |

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Entering Timecards Using Filters



| Step | Action |
|------|--|
| 27. | <p>Click the OK button.</p> <p>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>  |
| 28. | <p>Click the Cancel button.</p>  |



| Step | Action |
|------|---|
| 29. | Click the Close button.  |
| 30. | You have successfully completed this lesson. End of Procedure. |

Determine if an Employee has Labor Distribution Lesson

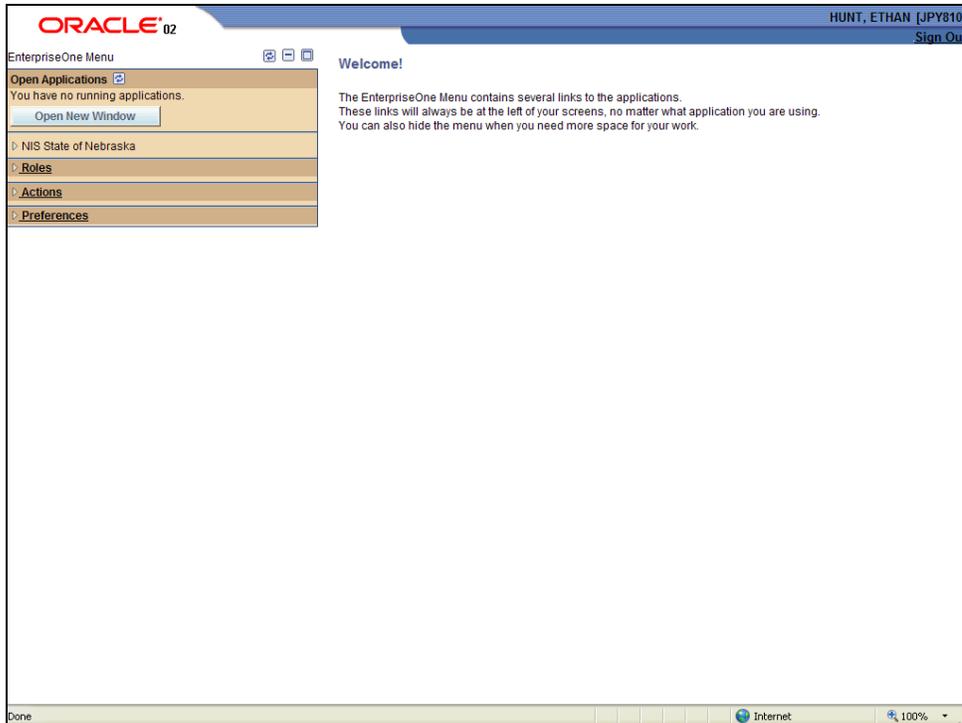
Procedure

Agencies can verify whether they have Labor Distribution established on their employees by accessing the Enter/Revise Labor Distribution screen.

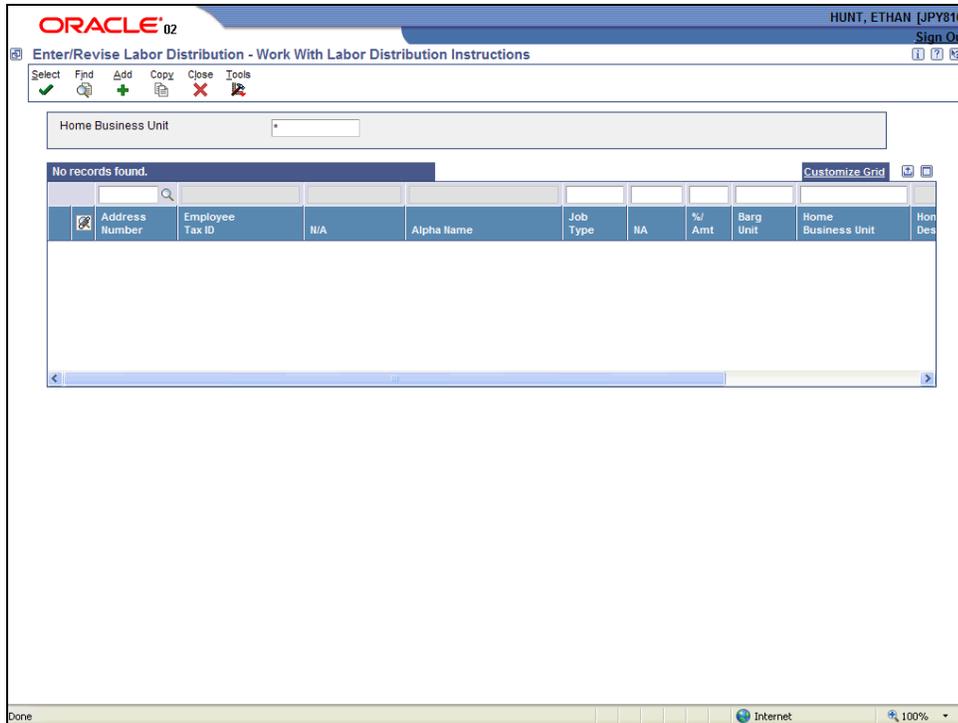
This lesson will show you how.

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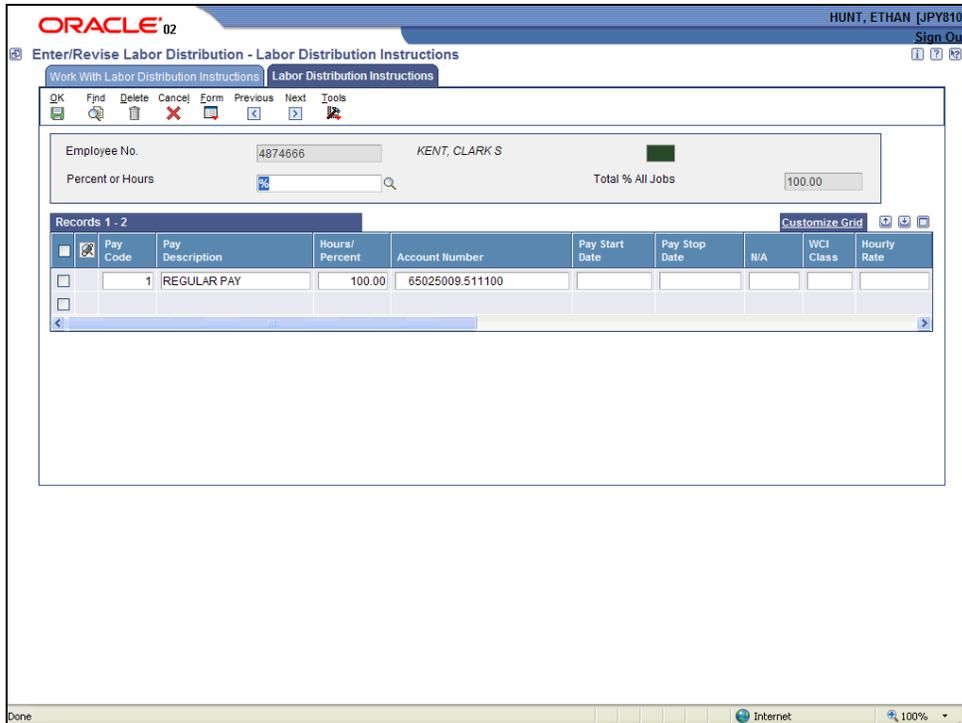
| Step | Action |
|------|---|
| 1. | Click the NIS State of Nebraska link. NIS State of Nebraska |
| 2. | Click the Human Resources/Payroll - Agencies link. Human Resources/Payroll - Agencies |
| 3. | Click the Employee Maintenance link. Employee Maintenance |
| 4. | Click the Enter/Revise Labor Distribution link. Enter/Revise Labor Distribution |



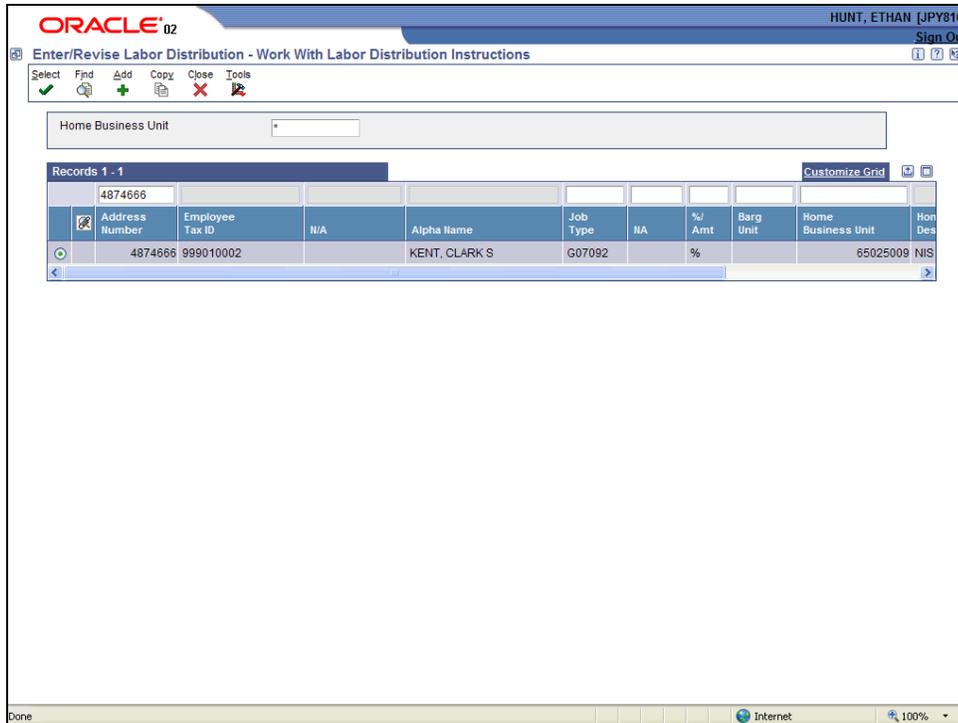
| Step | Action |
|------|---|
| 5. | To search on a specific employee, enter the employee's address book number in the Address Number field in the QBE line. |
| 6. | Click the Find button. Note: If you wanted to search for your whole agency simply click Find and do not enter an employee number in the Address Number field.  |
| 7. | Click the Select button.  |
| 8. | If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution. |

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Entering Timecards Using Filters



| Step | Action |
|------|--|
| 9. | Click the Cancel button.  |



| Step | Action |
|------|---|
| 10. | Click the Close button.  |
| 11. | You have successfully completed this lesson. End of Procedure. |

Split Time Entry

Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

Run the Timecard Allocation Program

Procedure

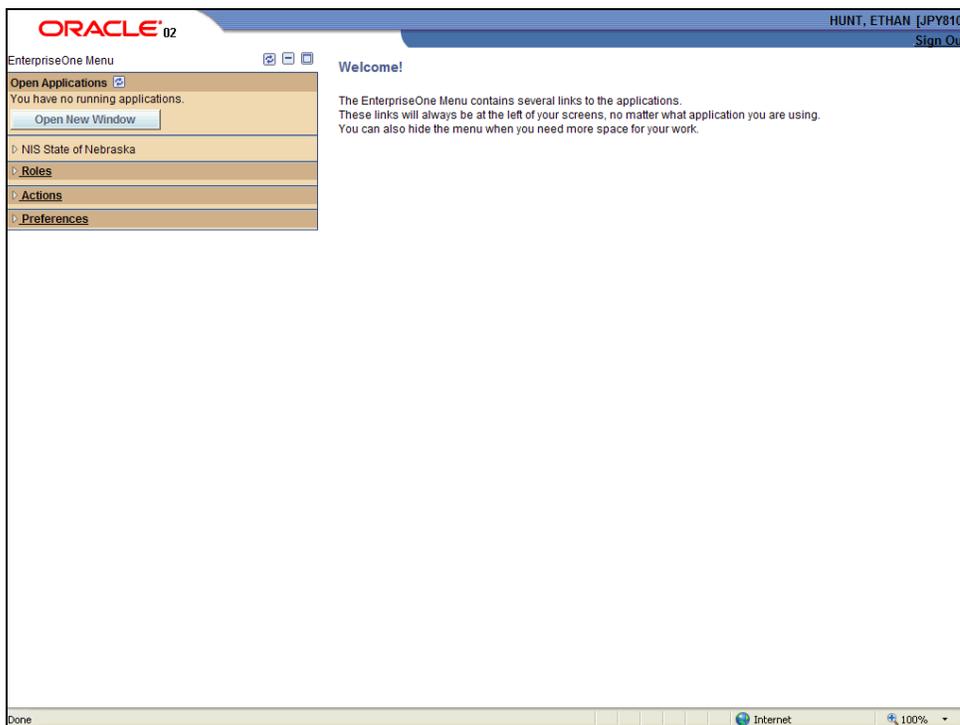
In this lesson you will learn about the timecard allocation program.

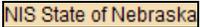
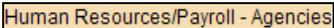
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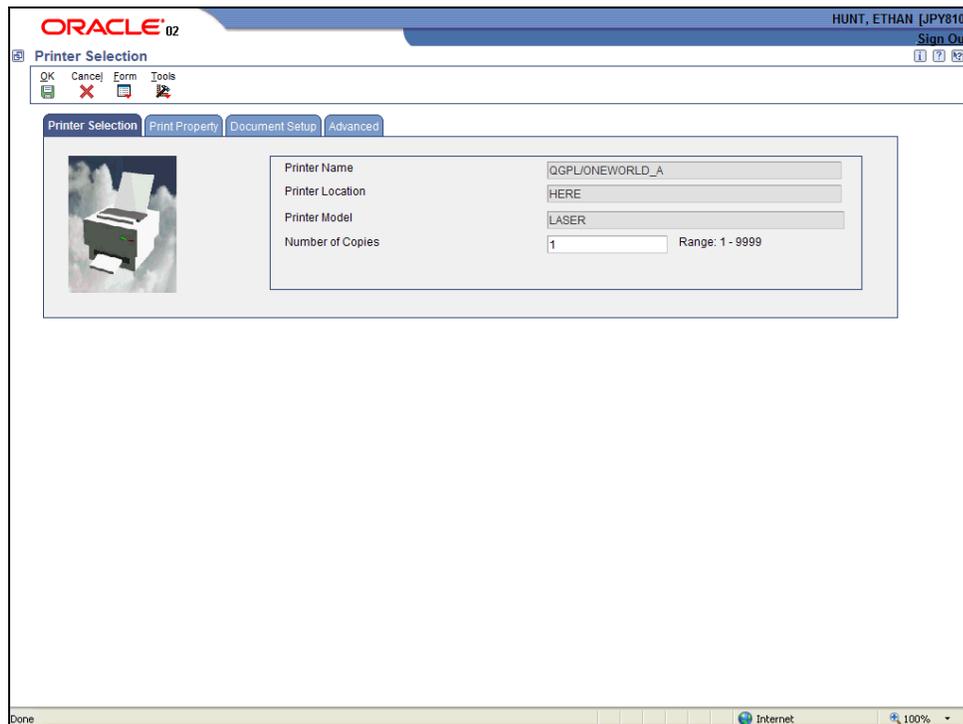


| Step | Action |
|------|---|
| 1. | If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard Allocation program will need to be run after time cards are created to correct the 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. |



| Step | Action |
|------|--|
| 2. | Click the NIS State of Nebraska link.  |
| 3. | Click the Human Resources/Payroll - Agencies link.  |
| 4. | Click the Payroll link.  |

| Step | Action |
|------|--|
| 5. | Click the Time Maintenance link.  |
| 6. | Click the Time Card Allocation link.  |
| 7. | Enter the security business unit range in the Security Business Unit Begin and End Range fields. |
| 8. | Click the OK button.  |



| Step | Action |
|------|--|
| 9. | Click the OK button.  |

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| Step | Action |
|------|---|
| 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> |