

Time Entry Review
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NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website: <http://www.das.state.ne.us/>.

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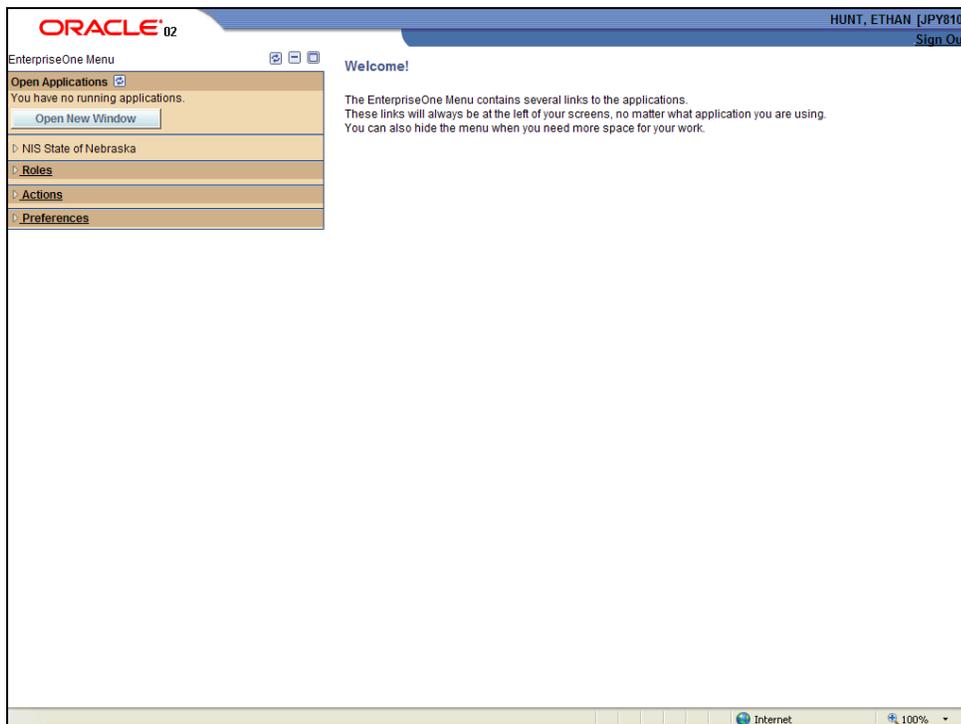
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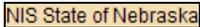
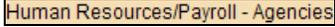
Time Entry Review

Time Entry Review Lesson

Procedure

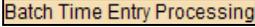
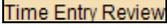
In this lesson you will learn the steps for reviewing time entry.

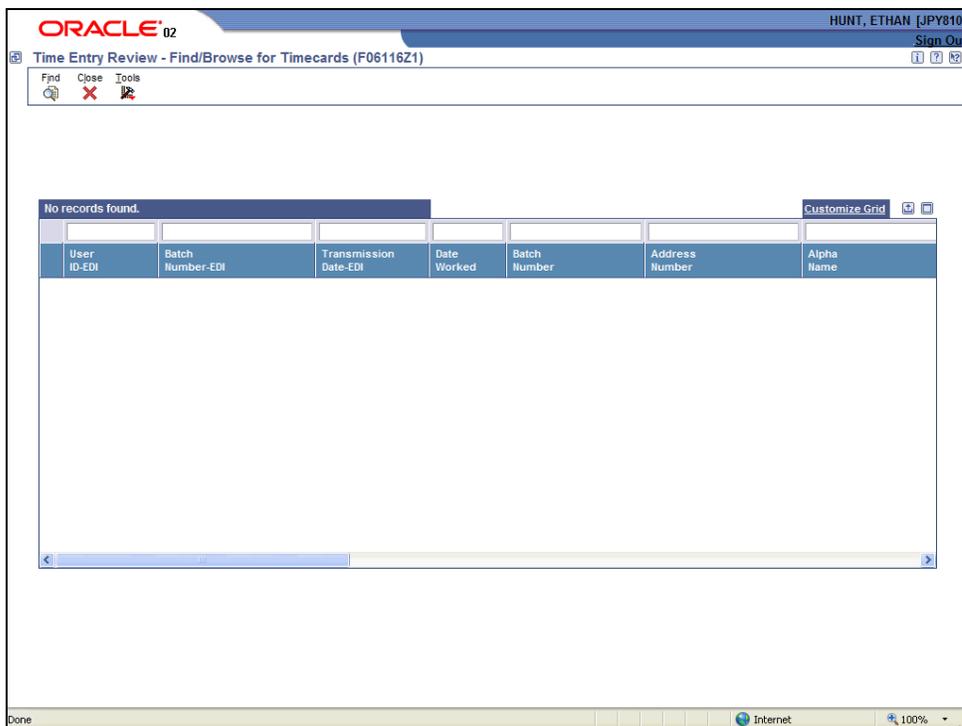


Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Human Resources/Payroll - Agencies link. 
3.	Click the Payroll link. 

Training Guide

Time Entry Review

Step	Action
4.	Click the Batch Time Entry Processing link. 
5.	Click the Time Entry Review link. 
6.	You can bring up records by clicking the Find button.
7.	You can use the fields in the QBE line to sort and narrow your search



Step	Action
8.	Click the Close button. 
9.	You have successfully completed this lesson. End of Procedure.