

Enter Time Cards - Daily Time Entry
Created on Thursday, June 11, 2009

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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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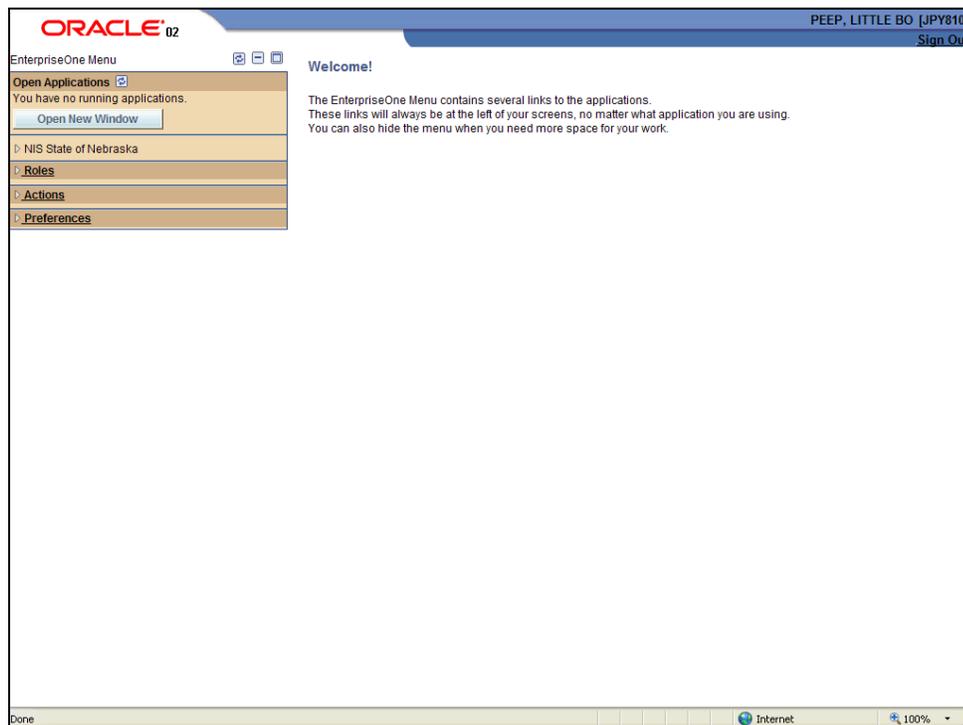
Daily Time Entry

Overview

Daily Time Entry is normally used by non-exempt employees to record all hours worked. Entering daily timecards allows you to enter hours for each day of the week on one row of the Daily Time Entry form (each pay type will use a different row). Time cards may be entered for the current pay period; end-users also have the option to enter a future time card for the following pay period.

Procedure

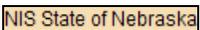
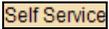
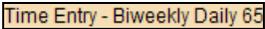
In this lesson you will learn how to do Daily Time Entry.

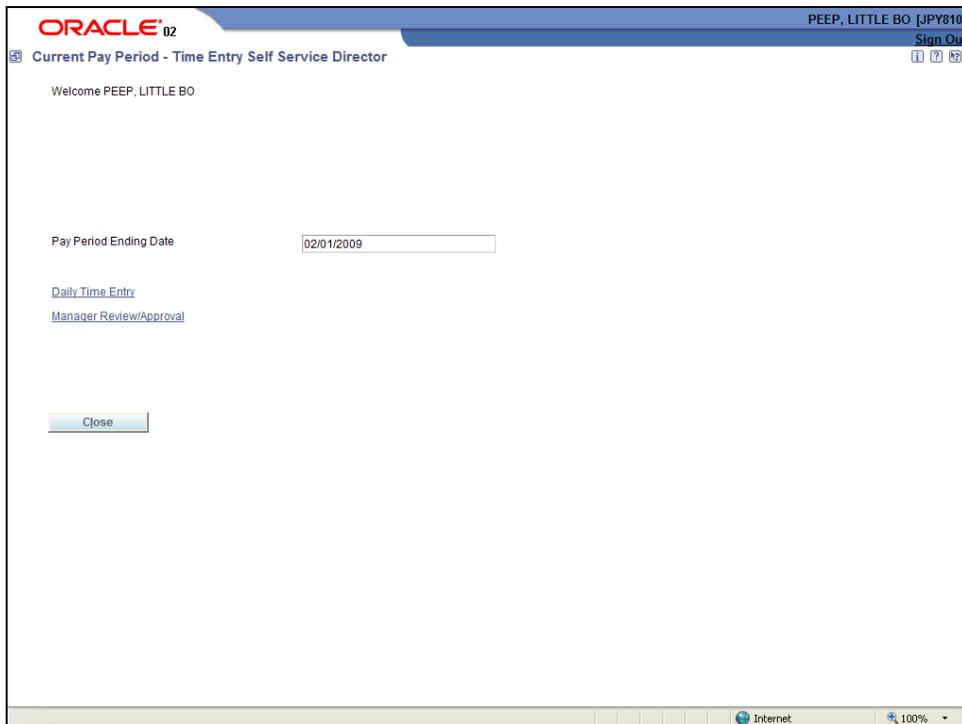


Training Guide

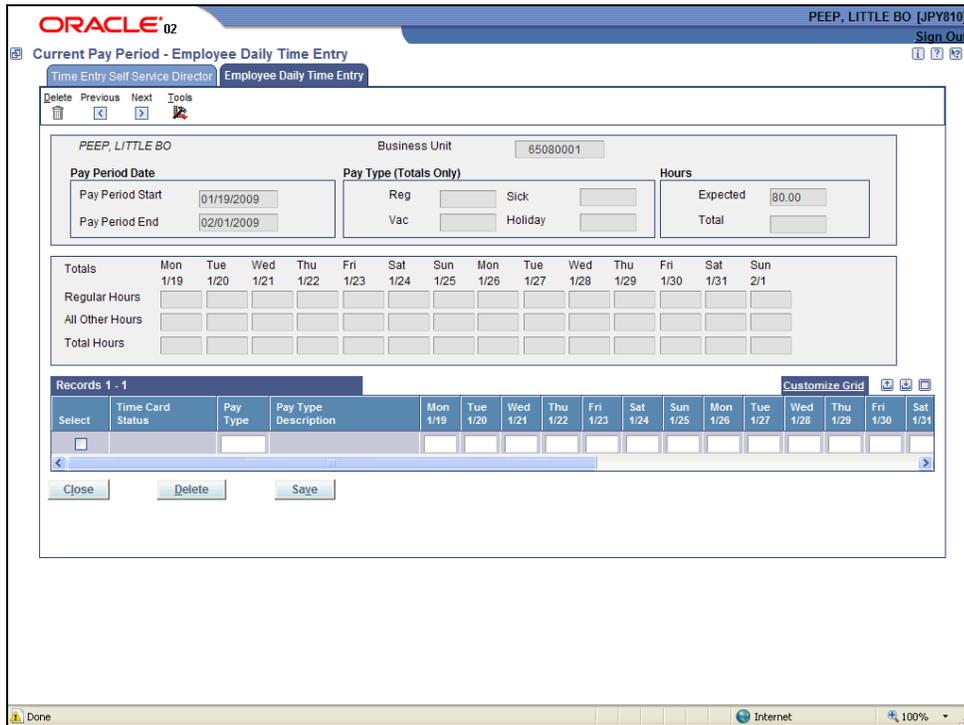
Enter Time Cards - Daily Time Entry



Step	Action
1.	Click the NIS State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click the Time Entry - Administrative Services - Agency 65 link. 
4.	Click the Time Entry - Biweekly Daily 65 link. 
5.	Click the Current Pay Period link. 
6.	The Pay Period Ending Date pre-fills with the current pay period's ending date. The date is based on pay cycle.



Step	Action
7.	Click the Daily Time Entry link. <input type="text" value="Daily Time Entry"/>

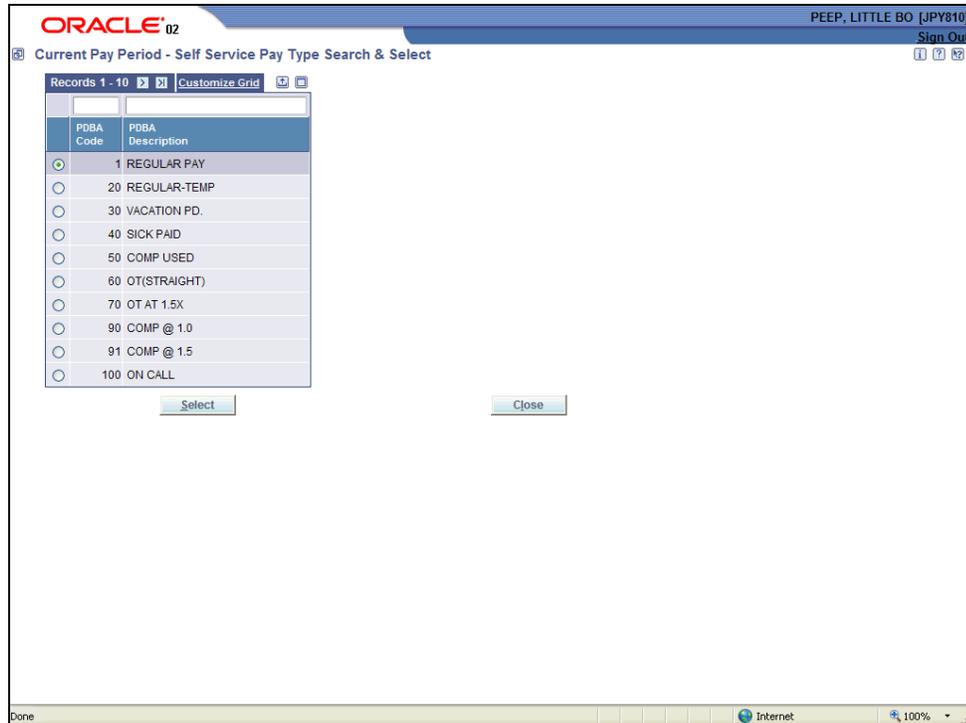


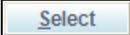
Step	Action
8.	Click in the Pay Type field. <input type="text"/>
9.	Enter the pay type in the Pay Type field. If you do not know the pay type you can use the Visual Assit tool.

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Enter Time Cards - Daily Time Entry

Step	Action
10.	To use the Visual Assist tool click the magnifying glass tool. 
11.	The various pay types will be displayed. Click the radio button of the pay type you wish to use.



Step	Action
12.	After selecting the pay type click the Select button. 
13.	The pay type will be displayed in the Pay Type Description field.

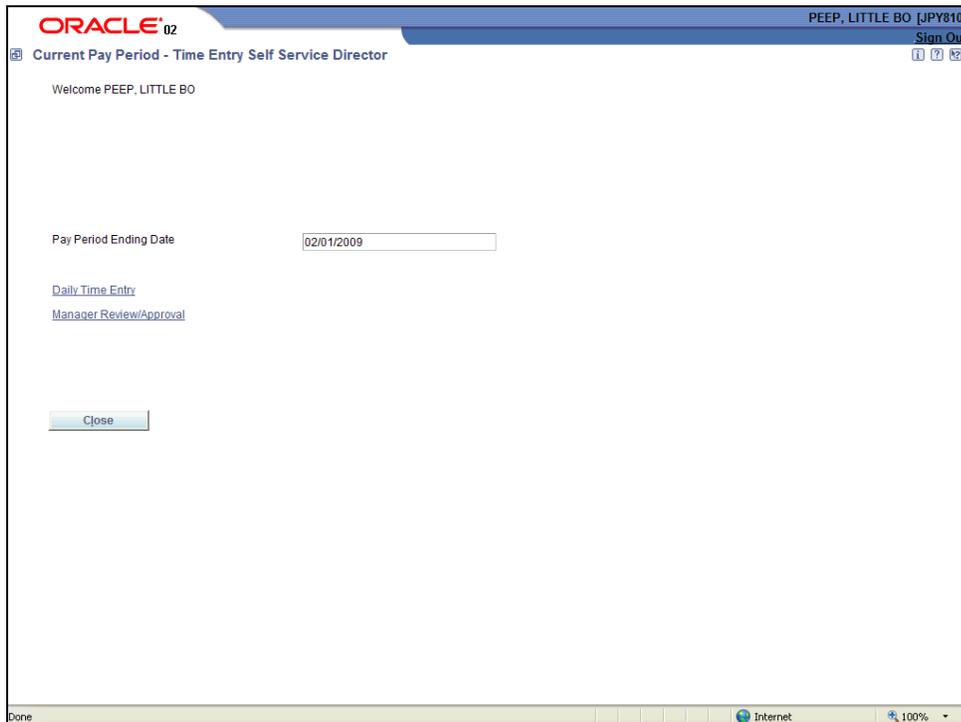
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Step	Action
14.	Enter your hours in the corresponding date fields. You can enter for just one day or for multiple days. <input type="text"/>
15.	When entering time or making changes to time entered on the time entry screen, you will not see the time in the Total box (in the header) until you save your entries.
16.	NOTE: If you enter an incorrect pay type on a line and have already moved to the next line, <u>you need to delete the line</u> and re-enter the correct information. To delete click the check box to the left of the line and click the Delete button.
17.	When you are finished entering your time click the Save button to save the time you entered. <input type="button" value="Save"/>
18.	The total hours entered so far will display in the Total field in the header.
19.	If you are using Global Leave Administration (GLA) to submit your leave requests you do not need to enter your leave on Time Entry. After your supervisor or manager approves a leave request through GLA it will automatically populate to this screen.

Step	Action
20.	<p>When you are finished click the Close button.</p> <p>If you click Close without saving you will be asked if you want to save your entries.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Close</div>
21.	<p>The time card entered is automatically submitted for approval.</p> <p>If you did not enter all of your time for the pay period, you can go back in prior to the end of the pay period to enter the rest of your time.</p> <p>Once a time card has been approved, no changes can be made by the employee. However, changes can be made by the approving manager. Also, additional time cards (lines) can be added for the same pay period.</p>



Step	Action
22.	<p>Click the Close button to return to the main menu.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;">Close</div>
23.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>