

**Enter Time Cards - Summary Time Entry**  
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## Enter Time Cards - Summary Time Entry

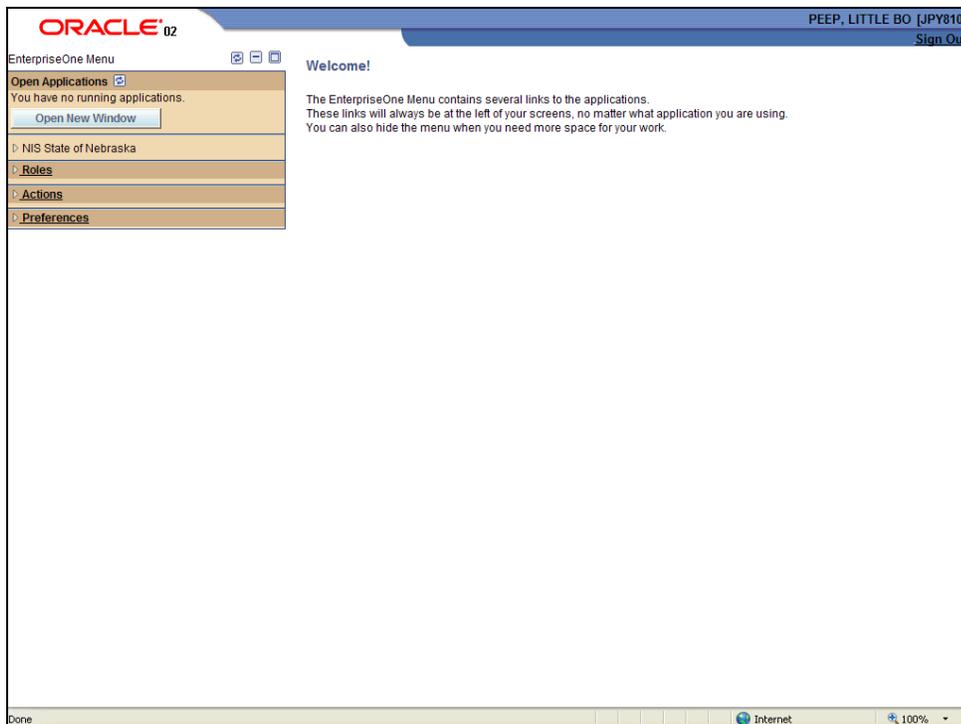
### Summary Time Entry

#### Overview

Summary Time Entry is normally used by exempt employees to record time other than standard pay (pay type 1). Entering timecards via Summary Time Entry allows you to summarize your hours by pay type. Time cards will 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 summary time entry.



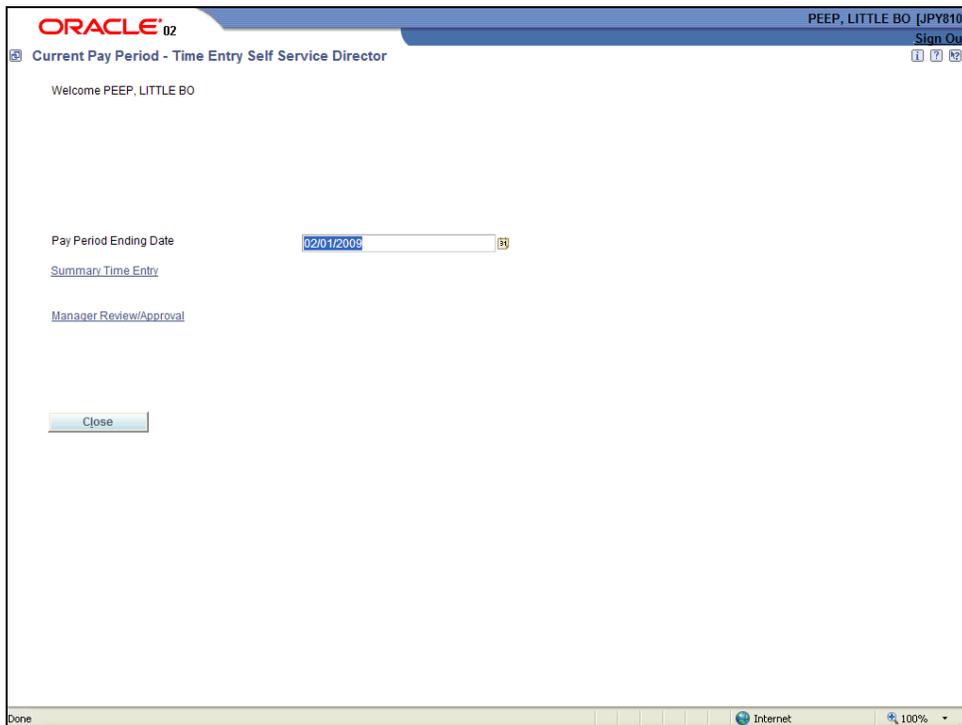
Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

# Training Guide

## Enter Time Cards - Summary Time Entry



Step	Action
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>
3.	Click the <b>Time Entry - Administrative Services - Agency 65</b> link. <a href="#">Time Entry - Administrative Services - Agency 65</a>
4.	Click the <b>Time Entry - Biweekly Summary 65</b> link. <a href="#">Time Entry - Biweekly Summary 65</a>
5.	Click the <b>Current Pay Period</b> link. <a href="#">Current Pay Period</a>



Step	Action
6.	Click the <b>Summary Time Entry</b> link. <a href="#">Summary Time Entry</a>

Step	Action
7.	<p>First you will need to enter a Pay Type.</p> <p>Click in the <b>Pay Type</b> field.</p> <input type="text"/>

# Training Guide

## Enter Time Cards - Summary Time Entry

ORACLE 02 PEEP, LITTLE BO [JPY810] Sign Out

Time Entry Self Service Director Employee Summary Time Entry

PEEP, LITTLE BO Business Unit 65080001

Pay Period Date Quick Entry Hours

Pay Period Start 01/19/2009 Reg. Sick Expected 80.00

Pay Period End 02/01/2009 Vac. Holiday Total

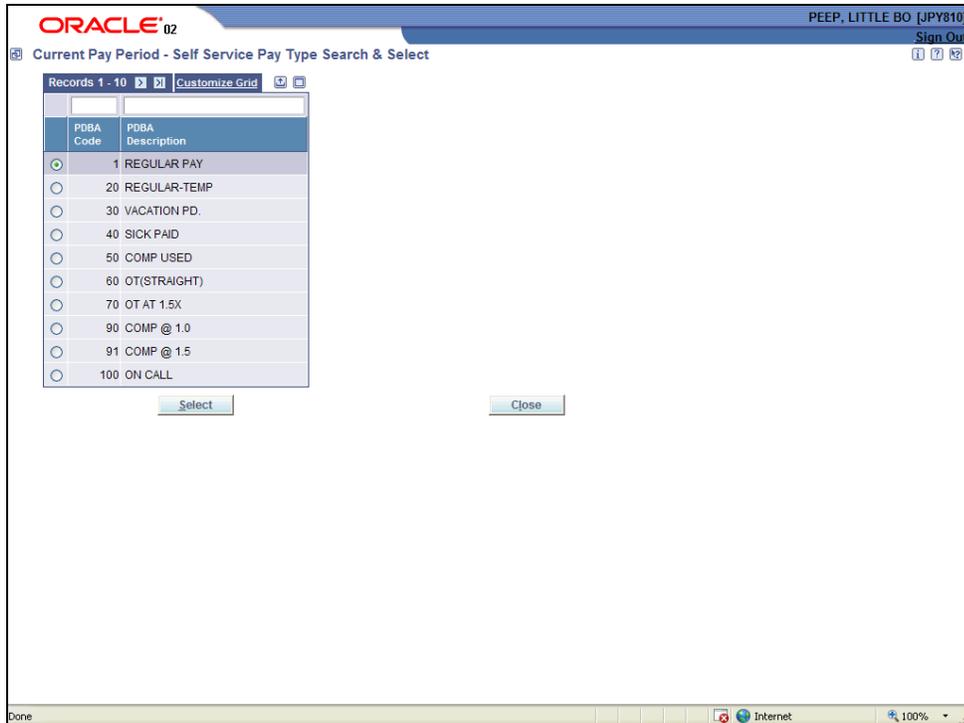
Select All | Clear All Find Timecards

Records 1 - 1 Customize Grid

Select	Time Card Status	Pay Type	Pay Type Description	Hours	Work Date	N/A	To Curr	Charge To	SBL Type	Sub-ledger	Cost Code
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Close Delete Save

Step	Action
8.	<p>If you do not know the Pay Type you can use the <b>Visual Assist Tool</b>.</p> <p>To use the <b>Visual Assist Tool</b> click the magnifying glass.</p> 
9.	<p>The various pay types will be displayed. Click the radio button of the pay type you wish to use.</p>



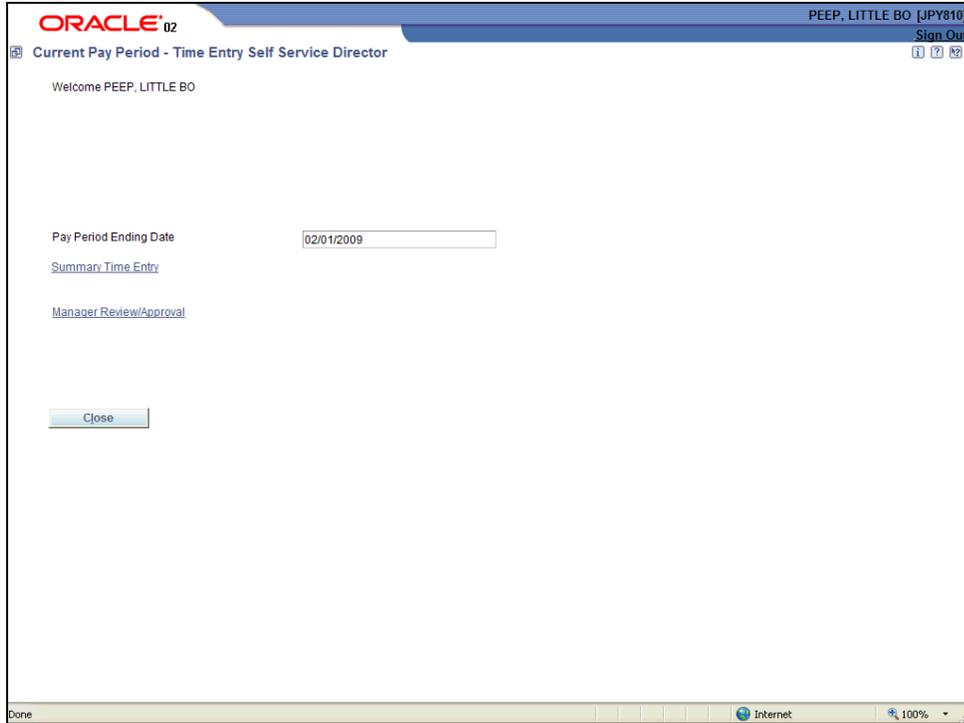
Step	Action
10.	After selecting the pay type click the <b>Select</b> button. 
11.	The pay type will display in the <b>Pay Type Description</b> field.

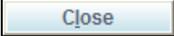
# Training Guide

## Enter Time Cards - Summary Time Entry



Step	Action
12.	Enter your hours in the <b>Hours</b> field.
13.	Enter the date the hours are for in the <b>Work Date</b> field.
14.	You can add additional rows for other dates by repeating the steps.
15.	When you are finished entering your time click the <b>Save</b> button. 
16.	The total hours entered so far will display in the <b>Total</b> field in the header.
17.	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.
18.	When you are finished click the <b>Close</b> button. 
19.	The time card entered is automatically submitted for approval.  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.



Step	Action
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson. <b>End of Procedure.</b>