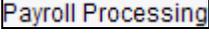
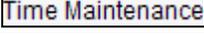
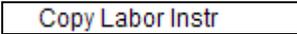


## Enter Timecards Using Labor Distribution Copy Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Payroll</b> link. 
3.	Click the <b>Payroll Processing</b> link. 
4.	Click the <b>Time Maintenance</b> link. 
5.	Click the <b>Speed Time Entry</b> link. 
6.	Click the <b>Add</b> button. 
7.	Complete the <b>Date/Batch</b> field with the pay period end date. The next field will be assigned a batch number automatically.
8.	Click the <b>Form</b> button. 
9.	Click the <b>Copy Labor Instr</b> menu. 
10.	Enter the employee's address book number in the <b>Employee Number</b> field.
11.	Click in the <b>Enter Pay Period Hours</b> field. 
12.	Complete the <b>Enter Pay Period Hours</b> field if the labor distribution is using the percentage method. If the percentage method is not being use this field will be grayed out.
13.	Click the <b>OK</b> button. 

Step	Action
14.	<p>The <b>Employee Number, Pay, Hours</b> and <b>Account Number</b> fields in the QBE line are populated.</p> <p>The following fields can be overridden if necessary:</p> <ul style="list-style-type: none"> <li><b>Ovr/Rt – Override/Rate</b></li> <li><b>Job Type</b></li> <li><b>Work Date</b></li> <li><b>Sub-ledger</b></li> <li><b>Sub Type</b></li> <li><b>Union</b></li> <li><b>Position ID</b></li> <li><b>Job Location</b></li> </ul>
15.	To get the <b>OK</b> button to appear press the <b>down arrow</b> key on your keyboard.
16.	<p>Click the <b>OK</b> button.</p> 
17.	<p>Repeat these steps for each timecard.</p> <p>When you are finished click the <b>Cancel</b> button.</p> 
18.	<p>Click the <b>Close</b> button.</p> 
19.	<p>You have successfully completed this lesson.</p> <p><b>End of Procedure.</b></p>