

# **Entering Timecards for Employees using Speed Time Entry & Labor Distribution**

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## **Entering Timecards for Employees using Speed Time Entry & Labor Distribution**

### **Entering Timecards for Employees using Speed Time Entry & Labor Distribution Overview**

Use Speed Time Entry to enter timecards for employees in a batch or to enter timecards for employees individually based on their employee number.

Speed Time Entry allows you to enter multiple employees on the same grid. Each line in the time entry grid represents one timecard. If an employee is being paid multiple pay types, then each line of time entry goes onto its own line in the time entry grid because only one pay type can be associated with each line of time entry.

Use Speed Time Entry when entering timecards for groups of employees. After the first timecard is entered, the system automatically supplies the address number from the previous line of time entry. This feature is helpful when entering multiple timecards for the same employee.

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.

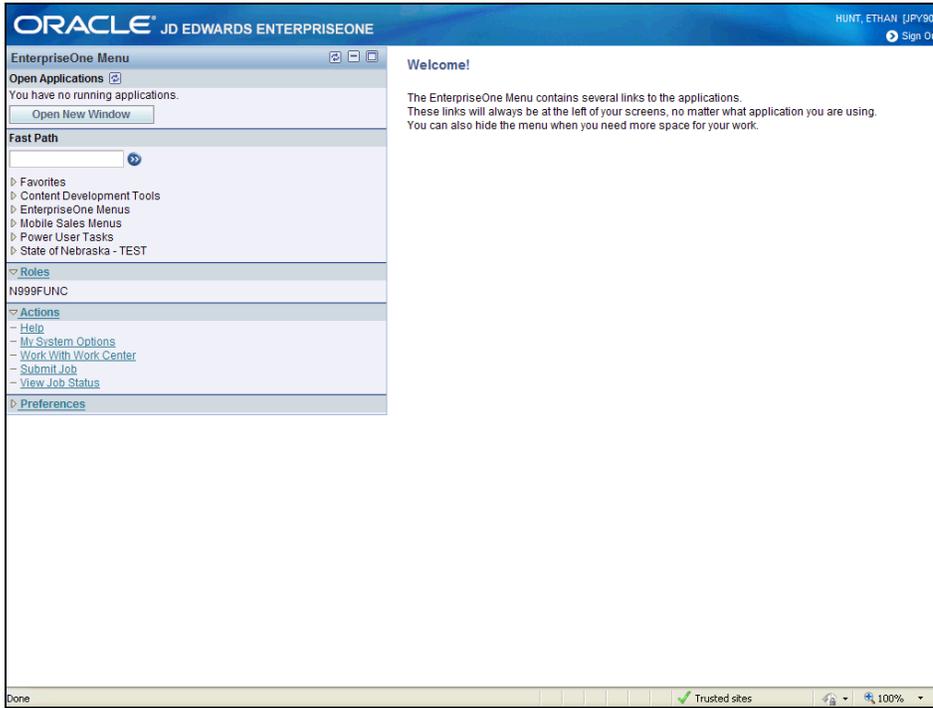
### **Entering Timecards Using Speed Time Entry Lesson**

#### **Procedure**

In this lesson you will learn the step for using Speed Time Entry.

# Training Guide

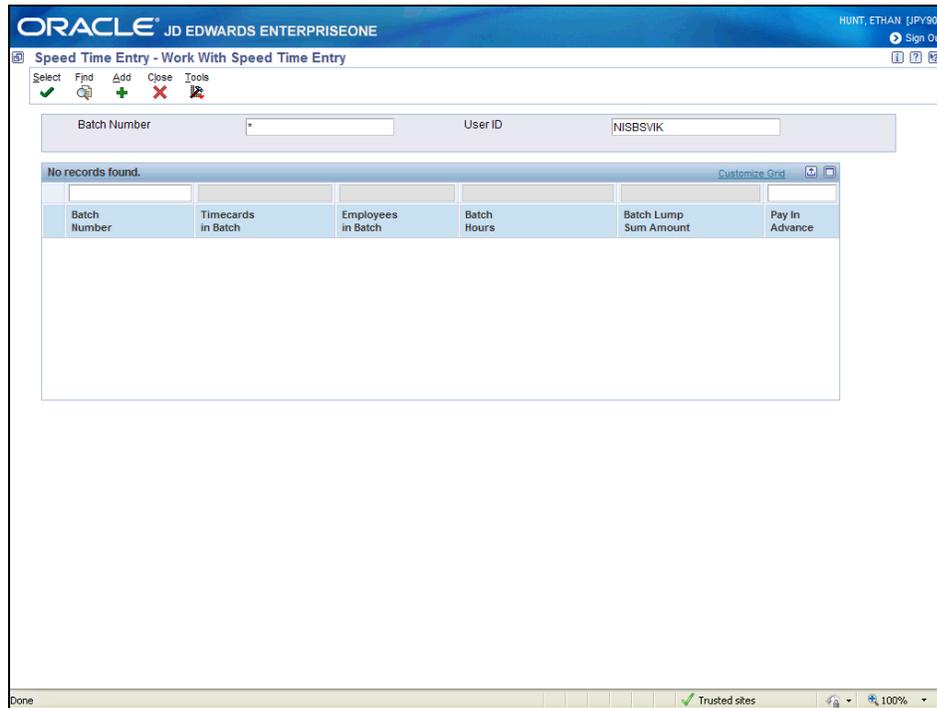
## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Speed Time Entry</b> link. <a href="#">Speed Time Entry</a>

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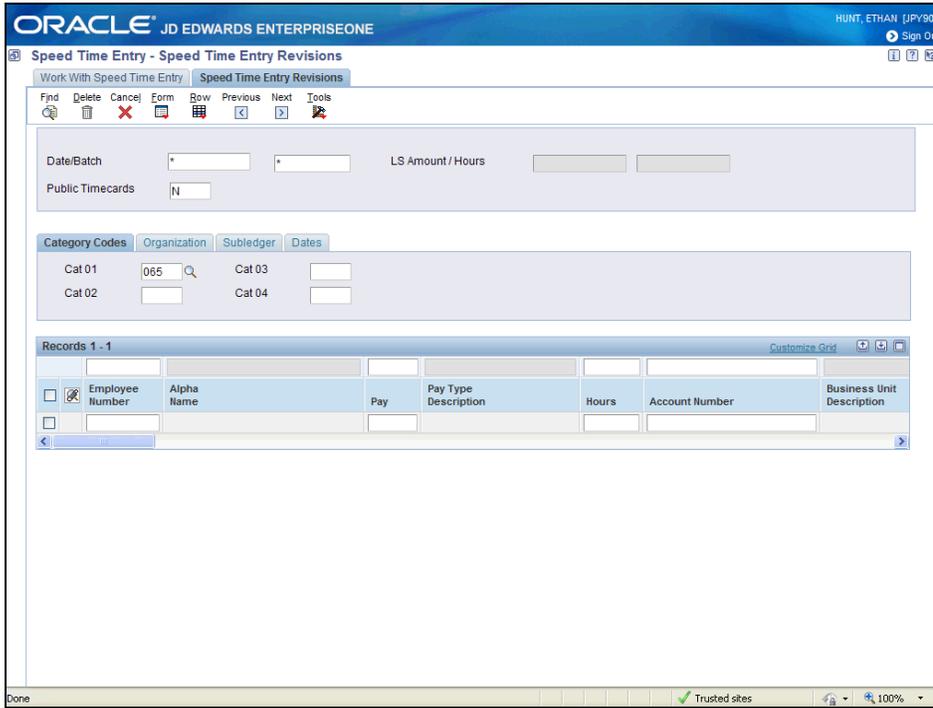
## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
6.	Click the <b>Add</b> button. 
7.	Complete the <b>Date/Batch</b> field if necessary. This should be the pay period end date. The next field will assign a batch number automatically.  <b>Note:</b> If a date is entered in the Date/Batch field, all time entered on this timecard will have that work date.
8.	Complete any of the <b>Category Code</b> fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.

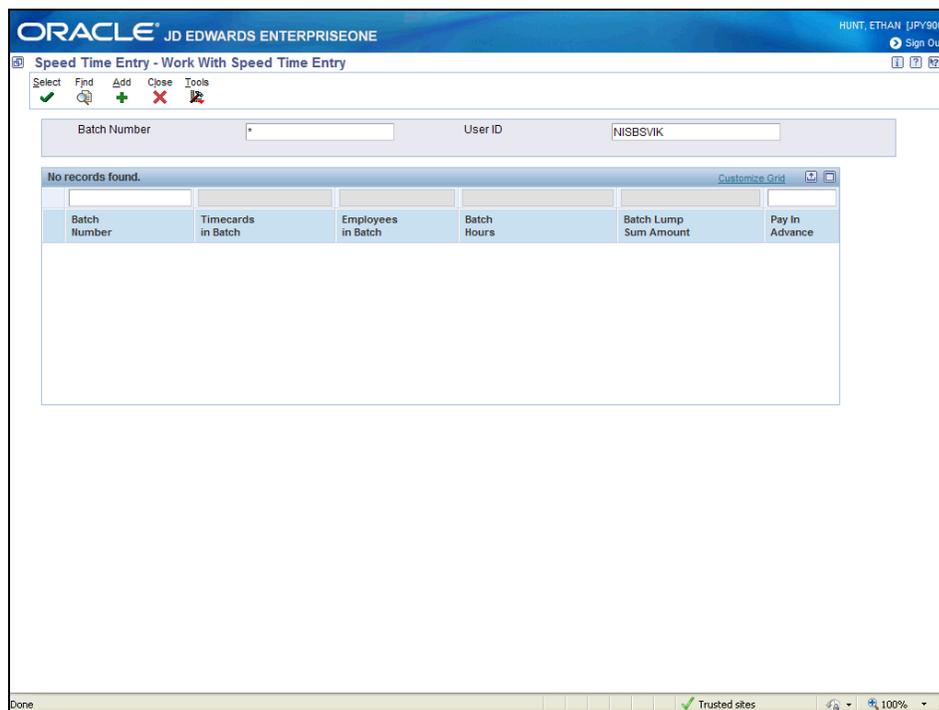
# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
9.	Click the <b>Organization</b> tab. 
10.	Complete any of the following fields 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:  <b>Job Location</b> <b>Check Route Code</b>  Use the <b>Visual Assist</b> tool if necessary.
11.	Click the <b>Subledger</b> tab. 
12.	Complete any necessary information in the header.
13.	In the grid enter the employee's address book number in the <b>Employee Number</b> field.
14.	Enter the pay type in the <b>Pay</b> field. Use the <b>Visual Assist</b> tool if necessary.
15.	Enter the hours worked in the the <b>Hours</b> field.
16.	The <b>Account Number</b> field will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.
17.	Enter the date worked in the <b>Work Date</b> field if a date was not entered in the <b>Date/Batch</b> field.

Step	Action
18.	<p><b>Note:</b> The following fields in the grid can also be completed or overridden if necessary:</p> <p style="margin-left: 20px;"> <b>Ovr/Rt – Override/Rate</b>  <b>Job Type</b>  <b>Subledger</b>  <b>Sub Type</b>  <b>Union</b>  <b>Position ID</b>  <b>Job Location</b> </p>
19.	Repeat these steps for each time card.
20.	When finished click the <b>OK</b> button. 
21.	Click the <b>Cancel</b> button. 



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

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution

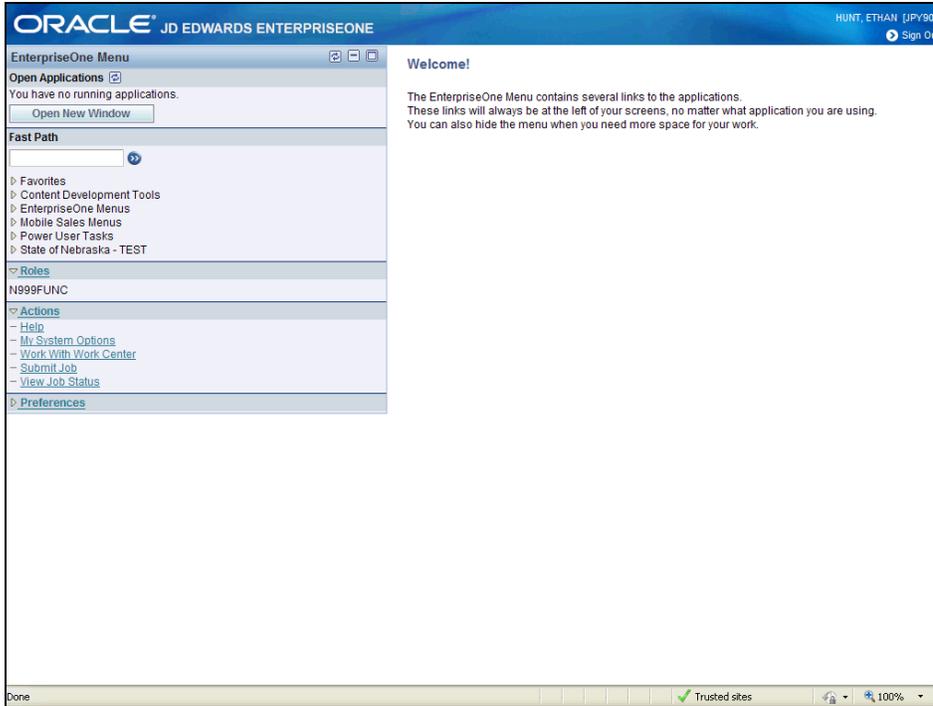


### Determine if an Employee has Labor Distribution Lesson

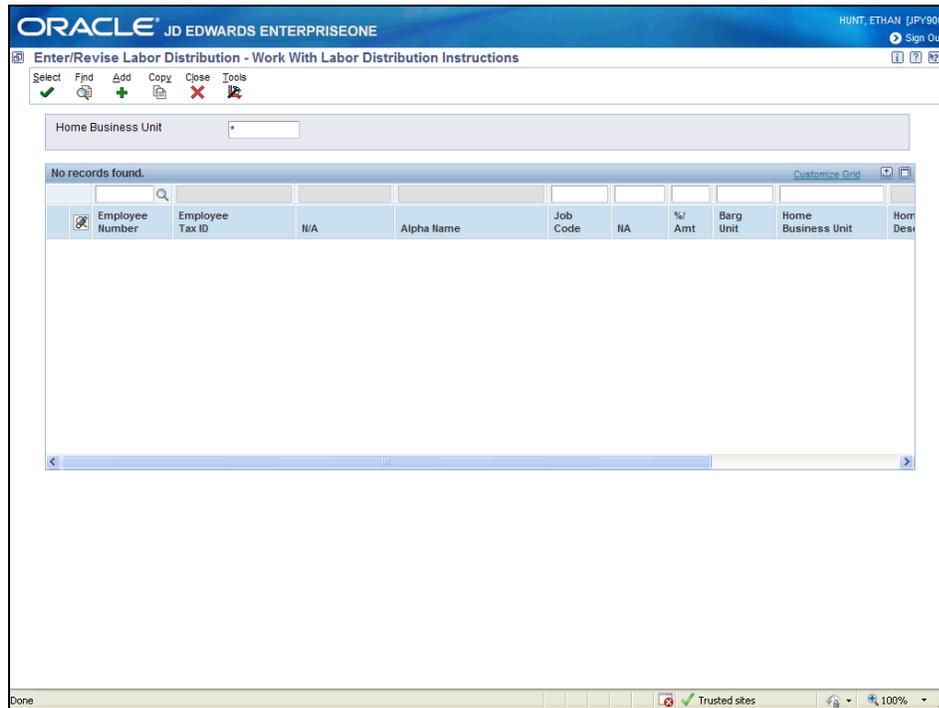
#### Procedure

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.



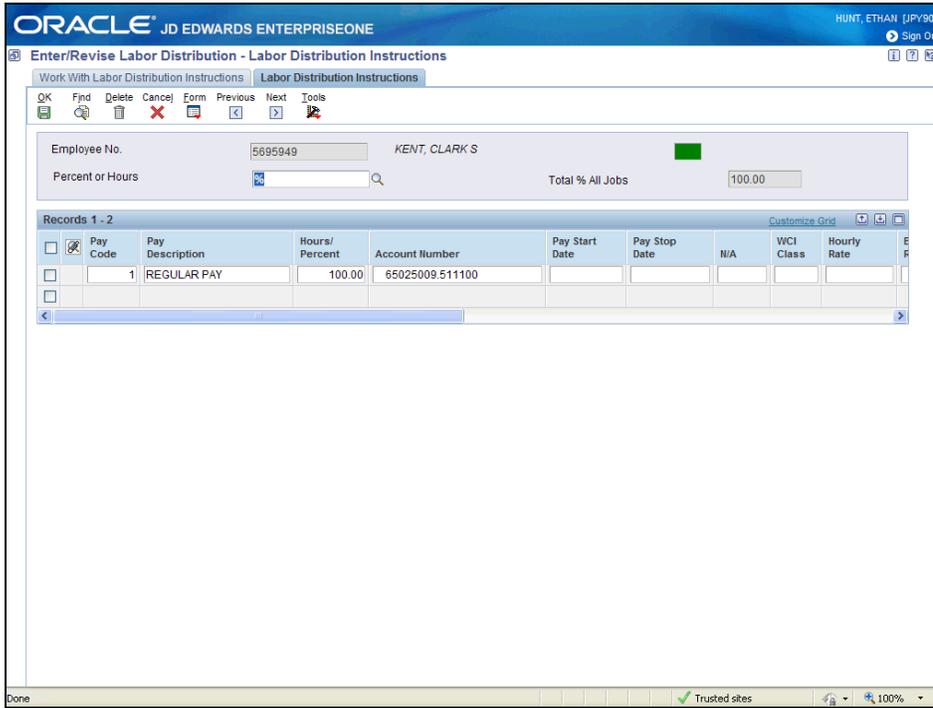
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Enter/Revise Labor Distribution</b> link. <a href="#">Enter/Revise Labor Distribution</a>



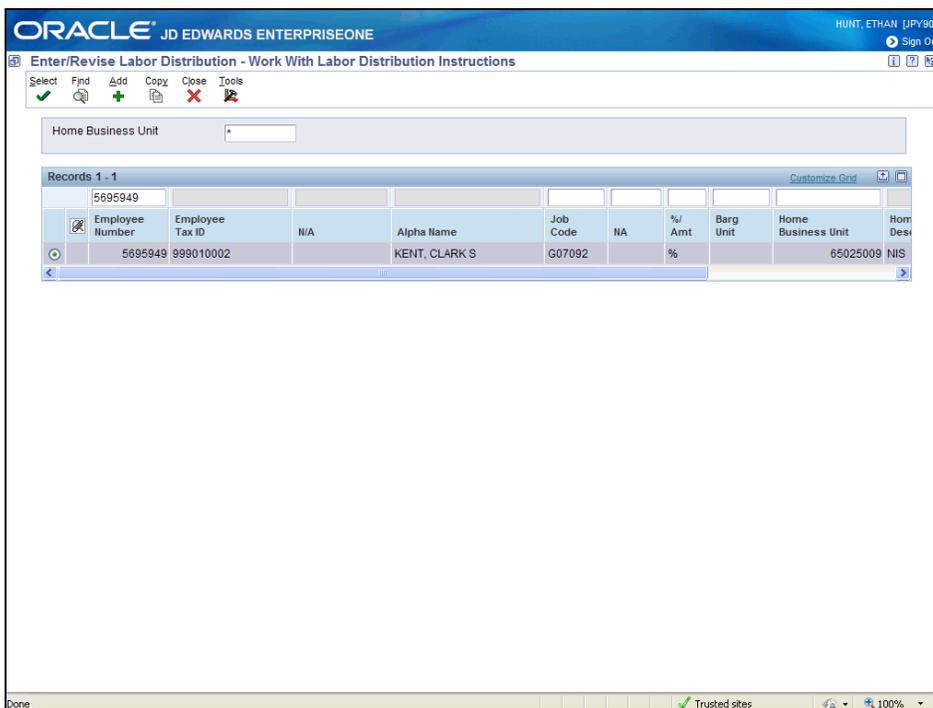
Step	Action
5.	To search on a specific employee, enter the employee's address book number in the <b>Address Number</b> field in the QBE line.
6.	Click the <b>Find</b> button.  <b>Note:</b> If you wanted to search for your whole agency simply click <b>Find</b> and do not enter an employee number in the <b>Address Number</b> field. 
7.	Click the <b>Select</b> 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.

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
9.	Click the <b>Cancel</b> button. 



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

### 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.

### Enter Timecards Using Labor Distribution Copy Lesson

#### Procedure

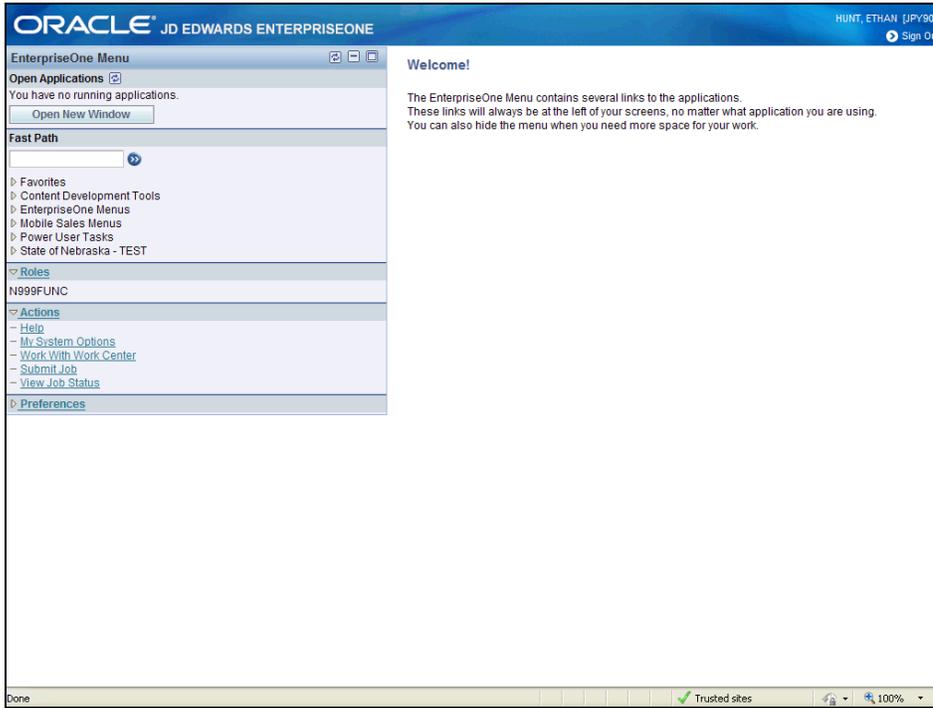
**Warning:** Labor Distribution Copy only needs to be completed when the hours worked by the employee change from pay period to pay period.

**Warning:** When Pay Types are changed on a Time Card, the corresponding account code will not change automatically.

In this lesson you will learn the steps for entering timecards using labor distribution copy.

# Training Guide

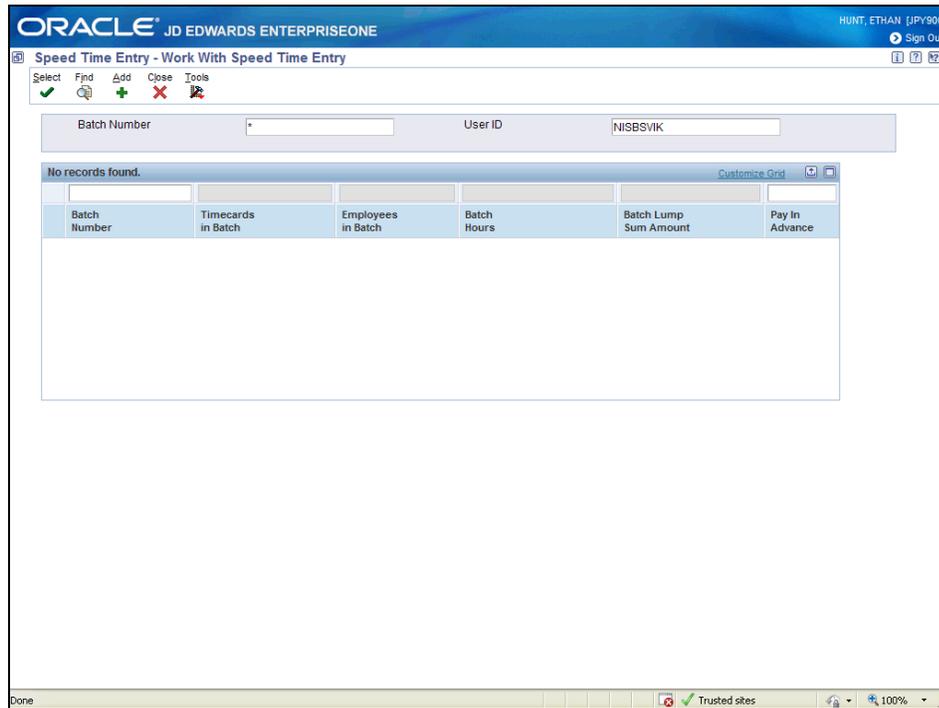
## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



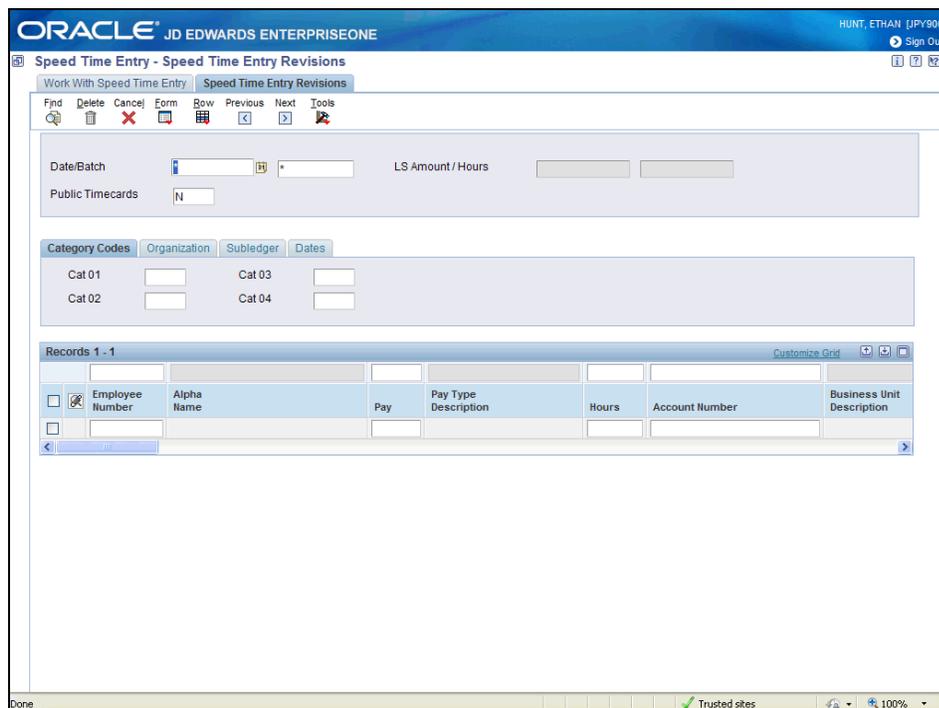
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Speed Time Entry</b> link. <a href="#">Speed Time Entry</a>

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



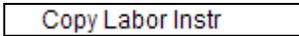
Step	Action
6.	Click the <b>Add</b> button. 

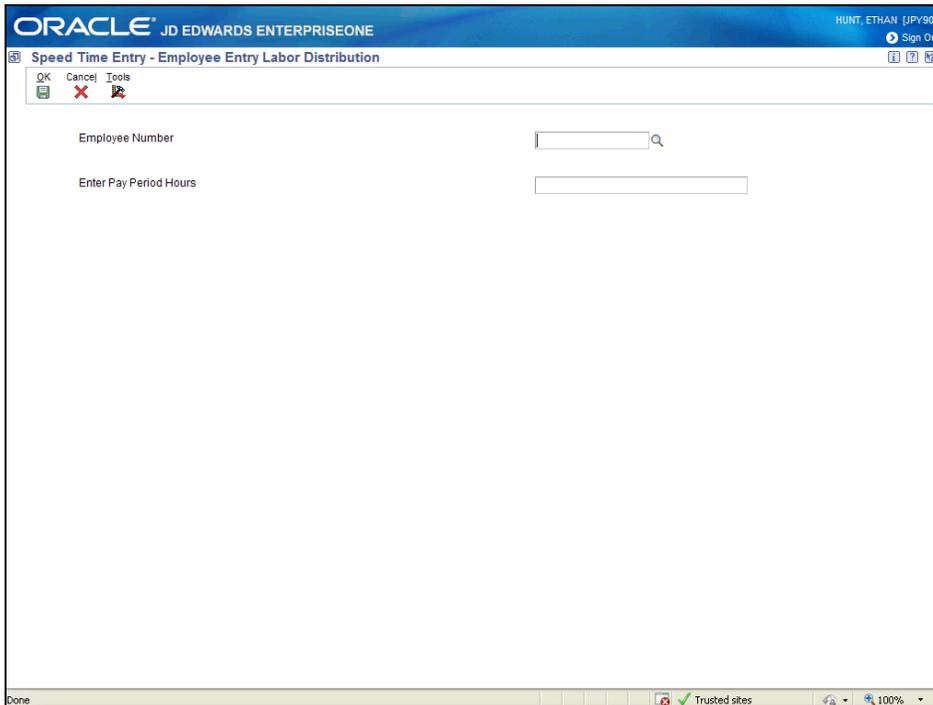


# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution

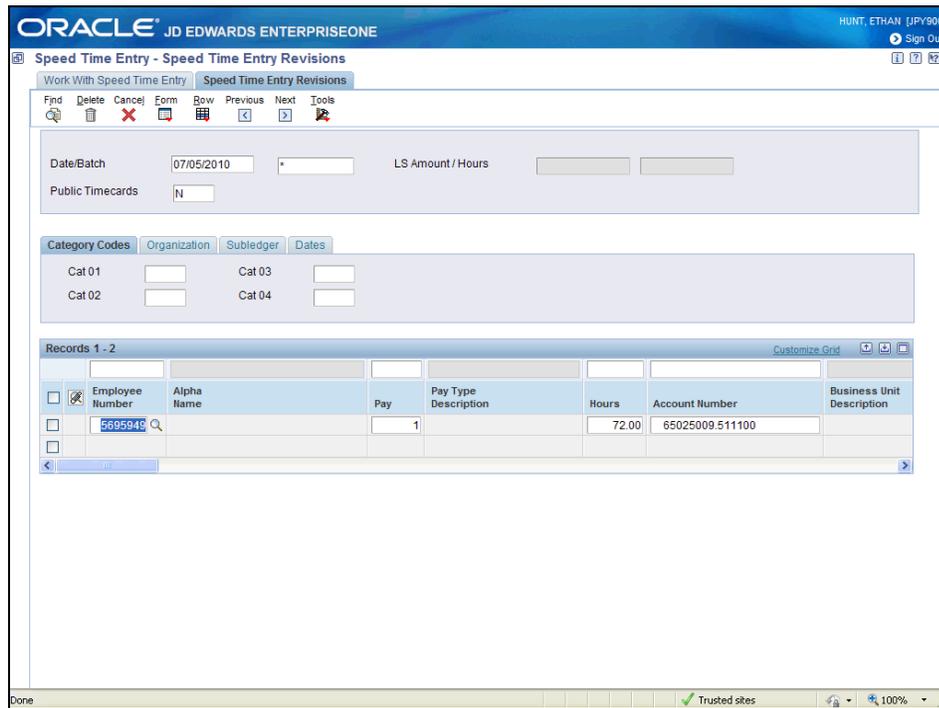


Step	Action
7.	Complete the <b>Date/Batch</b> field with the pay period end date. The next field will be assigned a batch number automatically.
8.	Click the <b>Form</b> button. 
9.	Click the <b>Copy Labor Instr</b> menu. 



Step	Action
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>



Step	Action
15.	To get the <b>OK</b> button to appear press the <b>down arrow</b> key on your keyboard.

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Speed Time Entry - Speed Time Entry Revisions

Work With Speed Time Entry Speed Time Entry Revisions

OK Find Delete Cancel Form Row Previous Next Tools

Date/Batch 07/05/2010 \* LS Amount / Hours 72.00

Public Timecards N

Category Codes Organization Subledger Dates

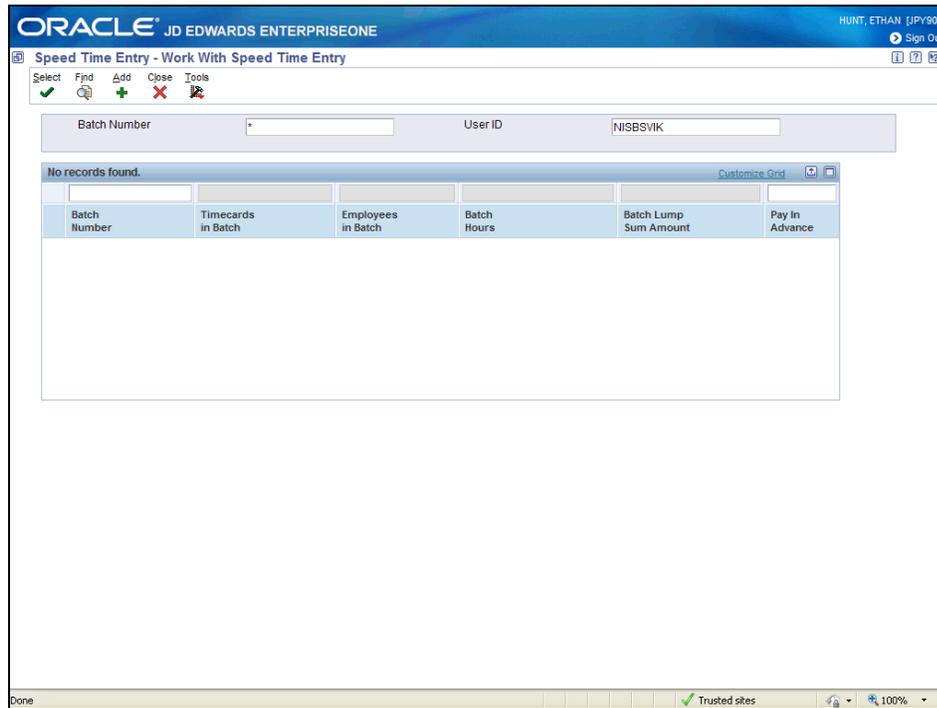
Cat 01 Cat 03  
Cat 02 Cat 04

Records 1 - 2 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S		1 REGULAR PAY	72.00	65025009.511100	NIS

Done Trusted sites 100%

Step	Action
16.	Click the <b>OK</b> button. 
17.	Repeat these steps for each timecard.  When you are finished click the <b>Cancel</b> button. 



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

## Run the Timecard Allocation Program

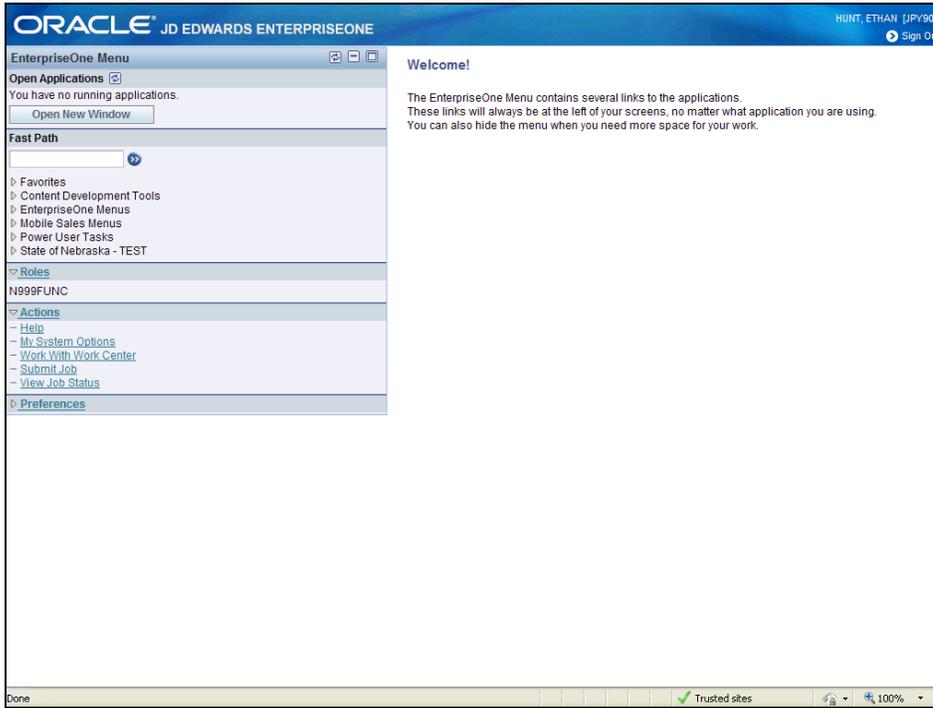
### Procedure

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

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.

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
2.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
3.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
4.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
5.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
6.	Click the <b>Time Card Allocation</b> link. <a href="#">Time Card Allocation</a>
7.	Enter the security business unit range in the <b>Security Business Unit Begin</b> and <b>End Range</b> fields.

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Processing Options

OK Cancel

T5806724

Security Business Unit Begin Range S270000001

Security Business Unit End Range S270000001

Done Trusted sites 100%

Step	Action
8.	Click the <b>OK</b> button. 

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Printer Selection

OK Cancel Form Tools

Printer Selection Print Property Document Setup Advanced



Printer Name QGPL/ONWORLD

Printer Location EDGE DEFAULT

Printer Model LASER

Number of Copies 1 Range: 1 - 9999

Done Trusted sites 100%

# Training Guide

## Entering Timecards for Employees using Speed Time Entry & Labor Distribution



Step	Action
9.	Click the <b>OK</b> button. 
10.	You have successfully completed this lesson.  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. <b>End of Procedure.</b>