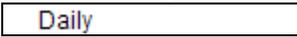


Enter Daily Timecards Using Employee Master Filter Lesson

Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Payroll link. Payroll
3.	Click the Payroll Processing link. Payroll Processing
4.	Click the Time Maintenance link. Time Maintenance
5.	Click the Employee Master Filter link. Employee Master Filter
6.	Click one of the following options: All Employees Employees With Timecards Employees Without Timecards
7.	To narrow your search for employees you can use categories 1-20. To do this click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply.
8.	Click the Organization tab. Organization
9.	Complete any of the following fields to narrow your search to employees who have shared organization information: Home Business Unit Home Company Supervisor Security Business Unit Check Route Code
10.	Click the Other tab. Other
11.	Complete any of the following fields to further narrow your search: Business Unit – Last Worked Benefit Group Job Code Pay Class(H/S/P) Pay Cycle Code

Step	Action
12.	Click the Find button. 
13.	Choose the first employee for whom you are entering time by clicking the check box next to their name. 
14.	Click the Row button. 
15.	Click the Daily menu. 
16.	Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid. 
17.	Click the Organization tab. 
18.	Complete any of the fields on the Organization tab 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.
19.	Click the Sub Ledger tab. 
20.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter: Subledger Subledger Type Note: Subledger will not be used in all Agencies.
21.	Complete the Pay field in the QBE line.
22.	Enter the week start date in the Week Start Date field.
23.	Enter the number of hours worked for each day or complete the LS Amnt field.
24.	Note: If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps of entering information in the tabs for the next row on the grid.
25.	Press the down arrow on your keyboard.
26.	Note: To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.
27.	Click the OK button. The system automatically adds the time entry record when you click OK . You must click OK to save your time entry information before continuing to the next employee. 

Step	Action
28.	Click the Cancel button. 
29.	Click the Close button. 
30.	You successfully completed this lesson. End of Procedure.