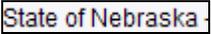
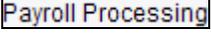
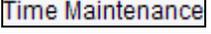
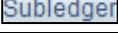
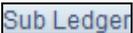


Enter Daily Timecards using Current Transactions Filter Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Time Maintenance link. 
5.	Click the Current Transactions Filter link. 
6.	On the Organization tab 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
7.	Click the Category Codes tab. 
8.	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.
9.	Click the Subledger tab. 
10.	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.
11.	Click the Find button. 
12.	Choose the first employee for whom you are entering time by clicking the check box next to their name. 

Step	Action
13.	Click the Row button. 
14.	Click the Daily menu. 
15.	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. 
16.	Click the Organization tab. 
17.	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.
18.	Click the Sub Ledger tab. 
19.	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.
20.	Complete the Pay field in the QBE line. Use the Visual Assist tool if necessary.
21.	Click in the Week Start Date field. 
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. 
28.	Click the Cancel button. 
29.	Click the Close button. 

Step	Action
30.	You have successfully completed this lesson. End of Procedure.