Enter Per Pay Period Timecards Using Current Transactions 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 **Current Transactions Filter** link. Current Transactions Filter
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. Category Codes
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. Subledger
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.	To help search for the employee(s) you can complete one of the following: **Pay Class(H/S/P)** **Work Date** *

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 **Line Detail** menu. Line Detail
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. Organization
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 **Subledger** tab. Subledger
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.	In the field field of the **Date/Batch** field in the header enter the pay period date. Leave the second field blank.
22.	Complete the **Pay** field in the QBE line. Use the **Visual Assist** tool if necessary.
23.	Click in the **Hours** field.
24.	Complete one of the following fields: **Hours** – If you are entering a timecard for hours worked **Account Number** – Override if necessary **LSAmnt** – If you are entering a timecard for a bonus or lump sum amount
25.	**Note:** If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat the previous steps for the next row on the grid.
26.	Move the cursor to the next line on the grid by pressing the keyboard **down arrow**.

Step	Action
27.	**Note:** To override a DBA amount for the employee, choose the timecard and click Row, One Time Override. **Note:** To copy labor distribution instructions, click Form, Copy Labor Instructions The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.
28.	Click the **OK** button. **Note:** 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.
29.	Click the **Cancel** button.
30.	Click the **Close** button.
31.	You have successfully completed this lesson. **End of Procedure.**