Enter Timecards for Time Sheet Groups 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**

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12.	After entering your search criteria click the **Find** button.
13.	Click the **Form** button.
14.	Click the **Time Sheet All** menu. Time Sheet All
15.	In the field field of the **Date/Batch** field enter the pay period date. Leave the second field blank.
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.	Click the **Pay Info** tab. Pay Info
22.	Complete any of the following fields to have pay information supplied automatically on every timecard entered: **Pay Type** **Lump Sum Amount** **Hours**
23.	Click the **Populate Grid With Employees** button. Populate Grid With Employees
24.	The grid is populated with the selected empoyees and the data selected in the previous steps. **Note:** If only one employee is in the grid the line will only populate with the employee's name and address book number. If this is the case click in the **Employee Number** field. 5695949

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25.	To get the last row to populate click the **down arrow** on your keyboard.
26.	Complete the following fields on the grid if necessary: **Pay** – PDBA code, ie; 1 – Regular Time, 70 Overtime at 1.5x, 30 – Vacation. **Hours** **Account Number** – GL labor account. The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit. **Note:** The following fields can also be completed or overridden if necessary: **Ovr/Rt – Override/Rate** **Job Type** **Work Date** **Union** **Position ID** **Job Location** **Home Co** **Home BU** **Tax Area**
27.	**Note:** Notice the total hours for this batch is calculated and populated in the Hours field in the header. Repeat these steps fore each time card.
28.	When you are finished click the **OK** button. 
29.	Click the **Close** button. 
30.	You have successfully completed this lesson. **End of Procedure.**