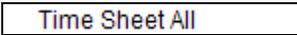


Enter Timecards for Time Sheet Groups Using Employee Master Filter Lesson

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

Step	Action
12.	After entering your search criteria click the Find button. 
13.	Click the Form button. 
14.	Click the Time Sheet All menu. 
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. 
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. 
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. 
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. 
24.	The grid is populated with the selected employees 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. 

Step	Action
25.	To get the last row to populate click the down arrow on your keyboard.
26.	<p>Complete the following fields on the grid if necessary:</p> <p>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.</p> <p>Note: The following fields can also be completed or overridden if necessary:</p> <p>Ovr/Rt – Override/Rate Job Type Work Date Union Position ID Job Location Home Co Home BU Tax Area</p>
27.	<p>Note: Notice the total hours for this batch is calculated and populated in the Hours field in the header.</p> <p>Repeat these steps fore each time card.</p>
28.	<p>When you are finished click the OK button.</p> 
29.	<p>Click the Close button.</p> 
30.	<p>You have successfully completed this lesson. End of Procedure.</p>