

## **Entering Timecards Using Filters**

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## **Entering Timecards Using Filters**

### **Entering Timecards Using Filters Overview**

Entering daily timecards for employees allows hours to be entered for each day of the week on one row of the Daily Time Entry window

Separate timecards (grid rows) must be entered for a bonus or a lump sum amount. System supplied information can be overridden when necessary. For example, the account number and job location might be overridden when an employee works a job other than his or her regular job. The system uses this override information only once for the current pay period.

Entering timecards per pay period, or Line Detail allows summarized hours on each timecard (grid row) to be entered on the grid. Entering daily timecards for employees allows entry of hours for each day of the week on one row of the Daily Time Entry window.

Selecting employees using the Employee Master filter allows you to elect a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

After selecting employees for time entry, you can enter timecards using time sheet groups, daily timecards, or timecards per pay period. You access daily and per pay period time entry from a Row exit and you access time sheet group time entry from a Form exit.

Completing fields in the tabbed areas of the window will automatically populate certain values for each timecard, such as shift code or job location

If an employee has Labor Distribution, the Timecard Allocation Program must be run to correctly update object codes after timecards are entered.

### **Enter Timecards for Time Sheet Groups Using Employee Master Filter Lesson**

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

# Training Guide

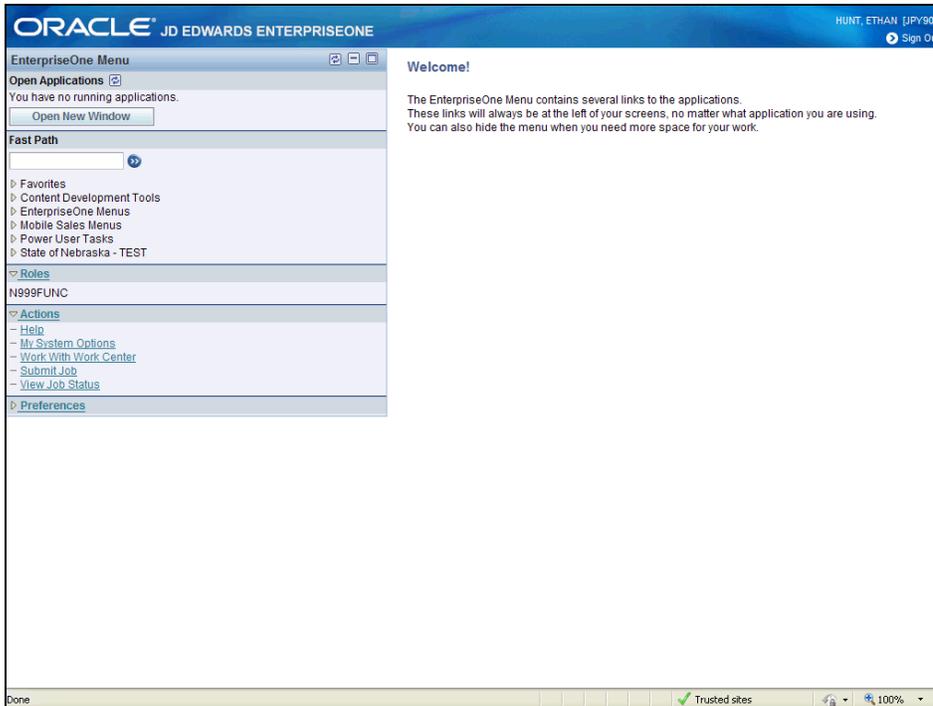
## Entering Timecards Using Filters



After a list of employees is created, timecards can be entered for all of the employees selected using the filter, or for only selected employees within the list. To create timecards for all of the employees generated by the time entry filter, choose the **Time Sheet All** option from the Form menu. To enter timecards for a selected group of employees from the list generated by the time entry filter, choose **Time Sheet Select** from the Form menu.

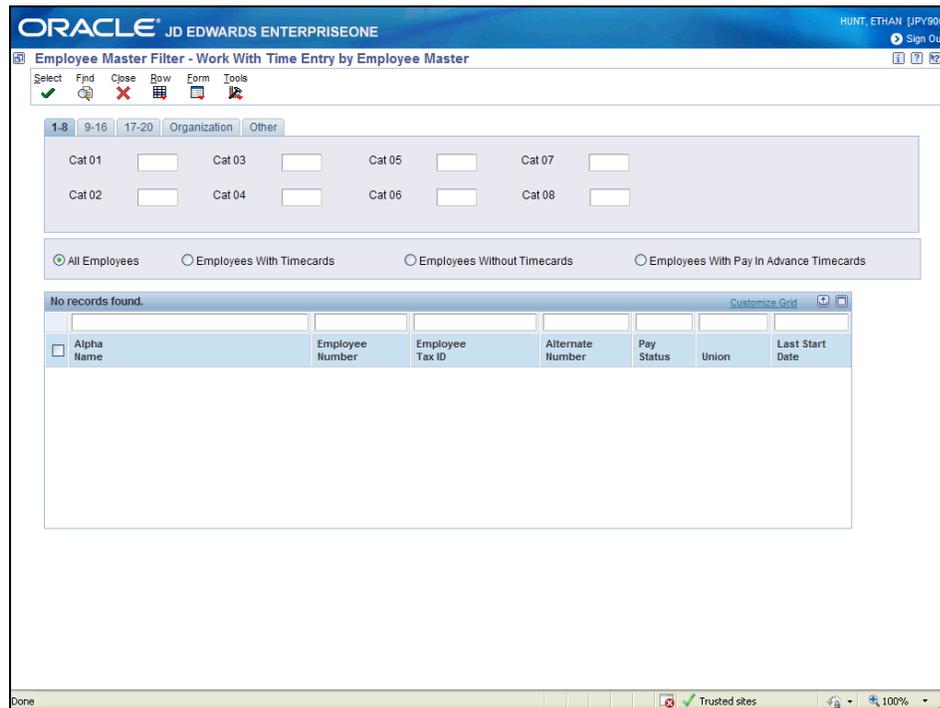
### Procedure

In this lesson you will learn the steps for entering timecards for Time Sheet Groups using the Employee Master Filter.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Employee Master Filter</b> link. <a href="#">Employee Master Filter</a>

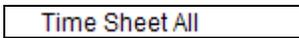
Step	Action
6.	Click one of the following options:  <b>All Employees</b> <b>Employees With Timecards</b> <b>Employees Without Timecards</b>
7.	To narrow your search for employees you can use categories 1-20. To do this click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply.

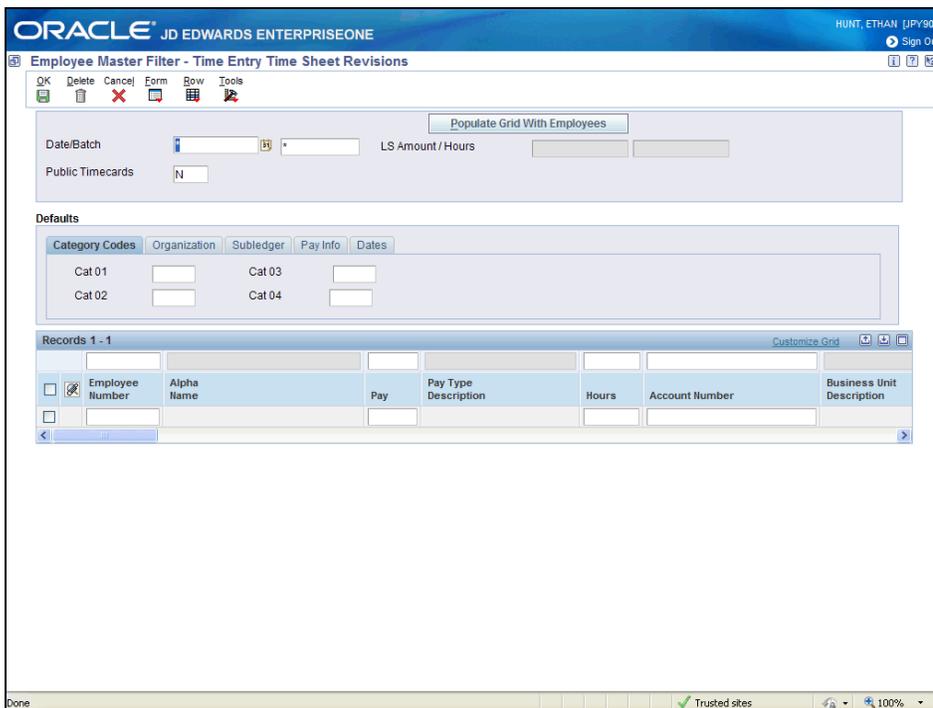


Step	Action
8.	Click the <b>Organization</b> tab. <b>Organization</b>
9.	Complete any of the following fields to narrow your search to employees who have shared organization information:  <b>Home Business Unit</b> <b>Home Company</b> <b>Supervisor</b> <b>Security Business Unit</b> <b>Check Route Code</b>
10.	Click the <b>Other</b> tab. <b>Other</b>

# Training Guide

## Entering Timecards Using Filters

Step	Action
11.	Complete any of the following fields to further narrow your search:  <b>Business Unit – Last Worked</b> <b>Benefit Group</b> <b>Job Code</b> <b>Pay Class(H/S/P)</b> <b>Pay Cycle Code</b>
12.	After entering your search criteria click the <b>Find</b> button. 
13.	Click the <b>Form</b> button. 
14.	Click the <b>Time Sheet All</b> menu. 

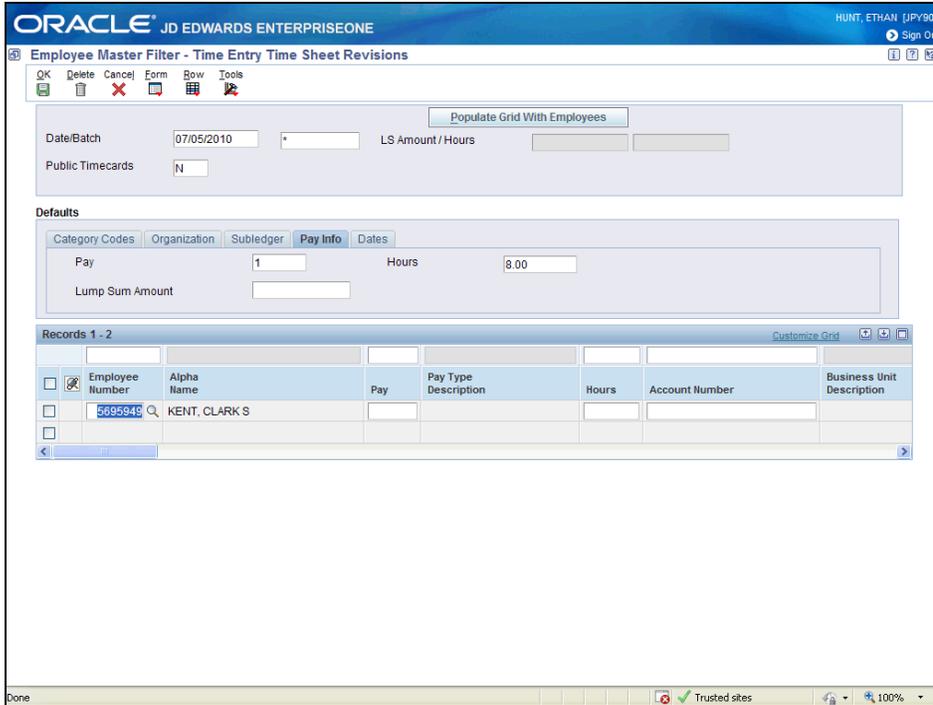


Step	Action
15.	In the field field of the <b>Date/Batch</b> field enter the pay period date. Leave the second field blank.
16.	Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid. 

Step	Action
17.	Click the <b>Organization</b> tab. 
18.	Complete any of the fields on the <b>Organization</b> 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 <b>Subledger</b> tab. 
20.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter:  <b>Subledger</b> <b>Subledger Type</b>  <b>Note:</b> Subledger will not be used in all Agencies.
21.	Click the <b>Pay Info</b> tab. 
22.	Complete any of the following fields to have pay information supplied automatically on every timecard entered:  <b>Pay Type</b> <b>Lump Sum Amount</b> <b>Hours</b>
23.	Click the <b>Populate Grid With Employees</b> button. 
24.	The grid is populated with the selected employees and the data selected in the previous steps.  <b>Note:</b> 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 <b>Employee Number</b> field. 

# Training Guide

## Entering Timecards Using Filters



Step	Action
25.	To get the last row to populate click the <b>down arrow</b> on your keyboard.
26.	<p>Complete the following fields on the grid if necessary:</p> <p><b>Pay</b> – PDBA code, ie; 1 – Regular Time, 70 Overtime at 1.5x, 30 – Vacation.  <b>Hours</b>  <b>Account Number</b> – 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><b>Note:</b> The following fields can also be completed or overridden if necessary:</p> <p><b>Ovr/Rt – Override/Rate</b>  <b>Job Type</b>  <b>Work Date</b>  <b>Union</b>  <b>Position ID</b>  <b>Job Location</b>  <b>Home Co</b>  <b>Home BU</b>  <b>Tax Area</b></p>
27.	<p><b>Note:</b> 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>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Master Filter - Time Entry Time Sheet Revisions

Populate Grid With Employees

Date/Batch: 07/05/2010 LS Amount / Hours: 8.00

Public Timecards: N

Defaults

Category Codes Organization Subledger Pay Info Dates

Pay: 1 Hours: 8.00

Lump Sum Amount:

Records 1 - 2

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Business Unit Description
5695949	KENT, CLARK S	1	REGULAR PAY	8.00	65025009.511100	NIS

Step	Action
28.	When you are finished click the <b>OK</b> button.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN [JPY900] Sign Out

Employee Master Filter - Work With Time Entry by Employee Master

1-8 9-16 17-20 Organization Other

Business Unit - Last Worked: Pay Class(H/S/P):

Benefit Group: Shift Code: Work Schedule:

Job Code: NA: Pay Cycle Code:

All Employees  Employees With Timecards  Employees Without Timecards  Employees With Pay In Advance Timecards

Records 1 - 1

Alpha Name	Employee Number	Employee Tax ID	Alternate Number	Pay Status	Union	Last Start Date
KENT, CLARK S	5695949	999010002		0	G	03/08/2010

# Training Guide

## Entering Timecards Using Filters



Step	Action
29.	Click the <b>Close</b> button. 
30.	You have successfully completed this lesson. <b>End of Procedure.</b>

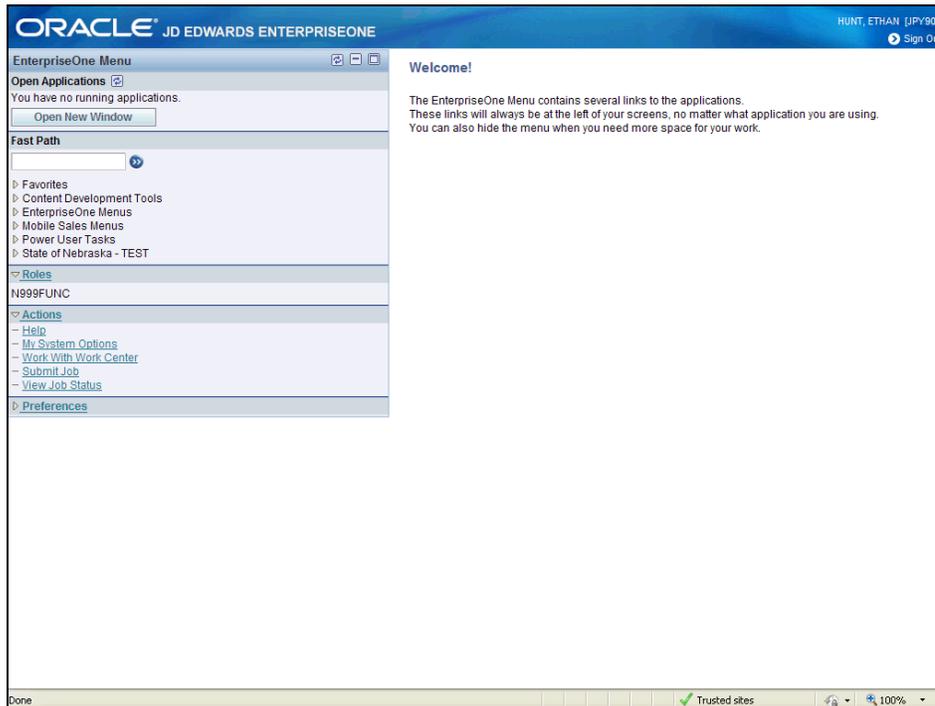
## Enter Per Pay Period Timecards for Individual Employees Using Employee Master Filter Lesson

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

### Procedure

In this lesson you will learn the steps for entering per period timecards for individual employees using the employee master filter.



Step	Action
1.	Click the <b>State of Nebraska</b> link. 

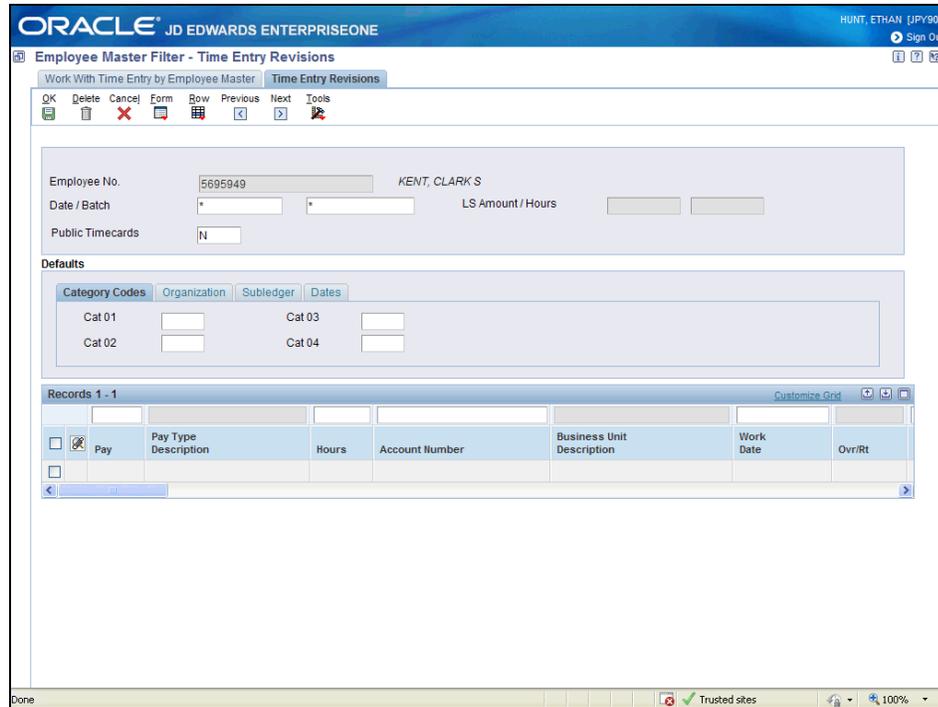
Step	Action
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Employee Master Filter</b> link. <a href="#">Employee Master Filter</a>
6.	Click one of the following options:  <b>All Employees</b> <b>Employees With Timecards</b> <b>Employees Without Timecards</b>
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.

Step	Action
8.	Click the <b>Organization</b> tab. <a href="#">Organization</a>

# Training Guide

## Entering Timecards Using Filters

Step	Action
9.	Complete any of the following fields to narrow your search to employees who have shared organization information:  <b>Home Business Unit</b> <b>Home Company</b> <b>Supervisor</b> <b>Security Business Unit</b> <b>Check Route Code</b>
10.	Click the <b>Other</b> tab. <input data-bbox="344 583 409 617" type="text" value="Other"/>
11.	Complete any of the following fields to further narrow your search:  <b>Business Unit – Last Worked</b> <b>Benefit Group</b> <b>Job Code</b> <b>Pay Class(H/S/P)</b> <b>Pay Cycle Code</b>
12.	After entering your search criteria click the <b>Find</b> button. 
13.	Choose the first employee for whom you are entering time by clicking the check box next to their name. <input data-bbox="344 1041 386 1079" type="checkbox"/>
14.	Click the <b>Row</b> button. 
15.	Click the <b>Line Detail</b> menu. <input data-bbox="344 1222 639 1255" type="text" value="Line Detail"/>



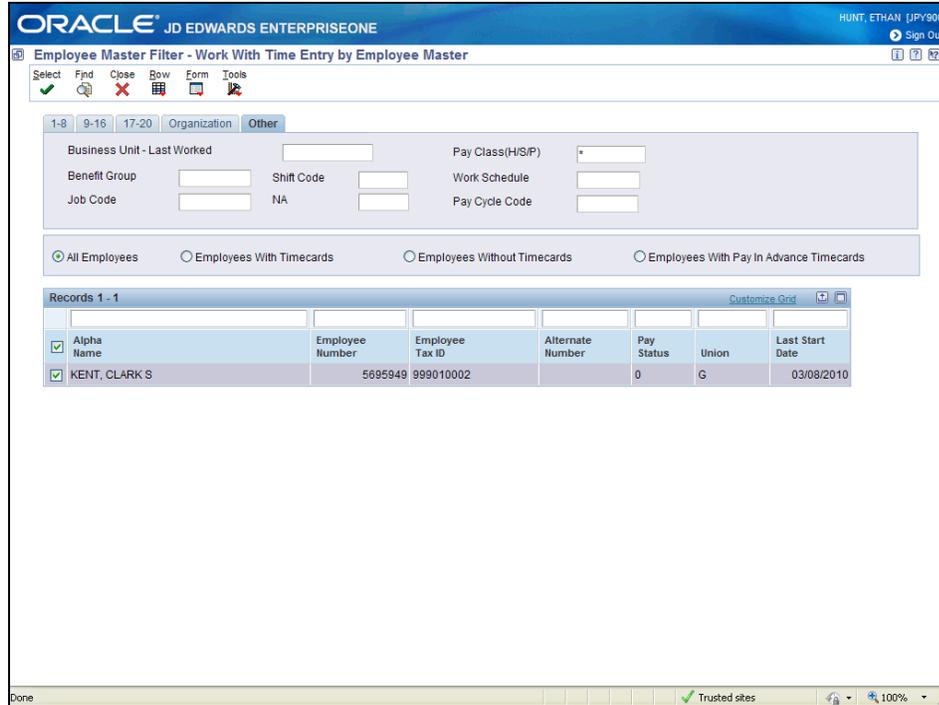
Step	Action
16.	Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/>
17.	Click the <b>Organization</b> tab. <input type="text" value="Organization"/>
18.	Complete any of the fields on the <b>Organization</b> 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 <b>Subledger</b> tab. <input type="text" value="Subledger"/>
20.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter:  <b>Subledger</b> <b>Subledger Type</b>  <b>Note:</b> Subledger will not be used in all Agencies.
21.	In the field field of the <b>Date/Batch</b> field in the header enter the pay period date. Leave the second field blank.
22.	Complete the <b>Pay</b> field in the QBE line. Use the <b>Visual Assist</b> toll if necessary.

# Training Guide

## Entering Timecards Using Filters



Step	Action
23.	Complete one of the following fields: <b>Hours</b> – If you are entering a timecard for hours worked <b>Account Number</b> – Override if necessary <b>LSAmt</b> – If you are entering a timecard for a bonus or lump sum amount
24.	<b>Note:</b> 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.
25.	Move the cursor to the next line on the grid by pressing the keyboard <b>down arrow</b> .
26.	<b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.  <b>Note:</b> 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.
27.	Click the <b>OK</b> button.  <b>Note:</b> The system automatically adds the time entry record when you click <b>OK</b> . You must click <b>OK</b> to save your time entry information before continuing to the next employee. 
28.	Click the <b>Cancel</b> button. 



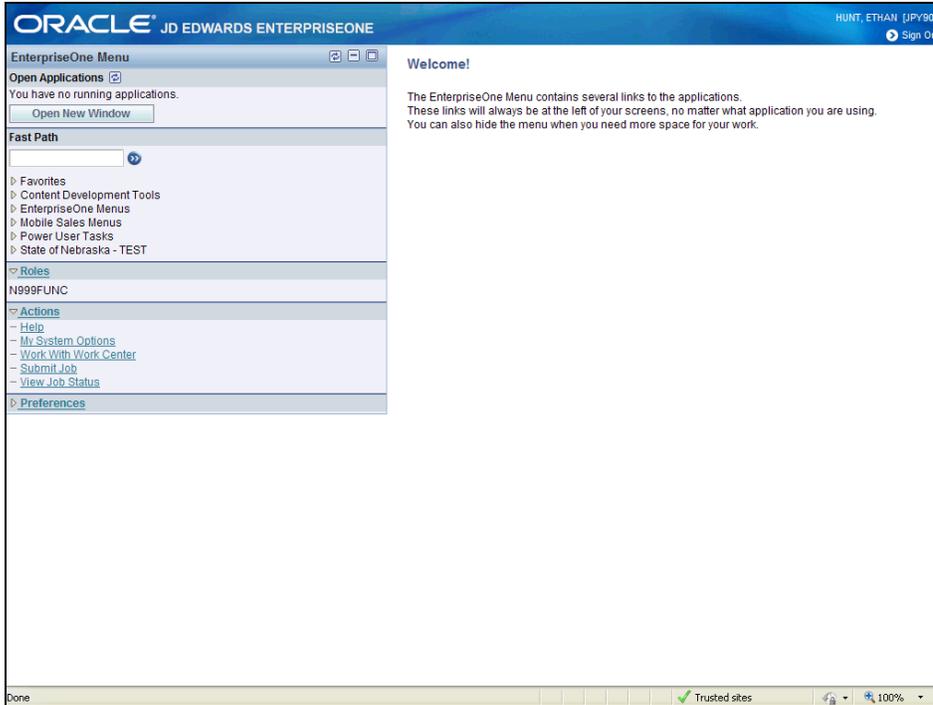
Step	Action
29.	Click the <b>Close</b> button. 
30.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter Daily Timecards Using Employee Master Filter Lesson Procedure

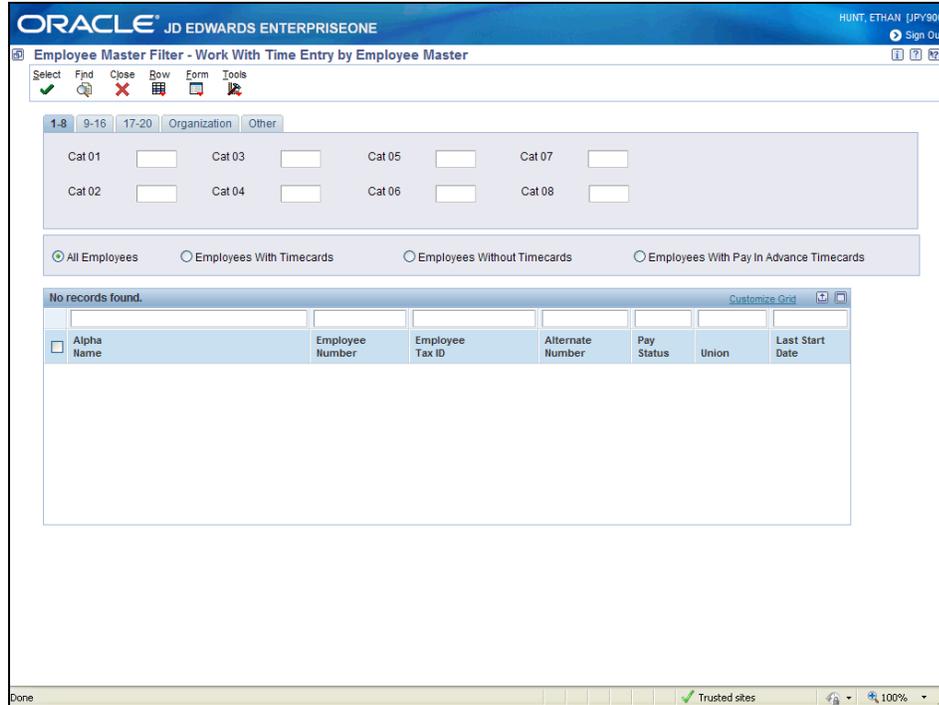
In this lesson you will learn the steps for entering daily time cards using the Employee Master Filter.

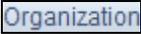
# Training Guide

## Entering Timecards Using Filters



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Employee Master Filter</b> link. <a href="#">Employee Master Filter</a>
6.	Click one of the following options:  <b>All Employees</b> <b>Employees With Timecards</b> <b>Employees Without Timecards</b>
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.

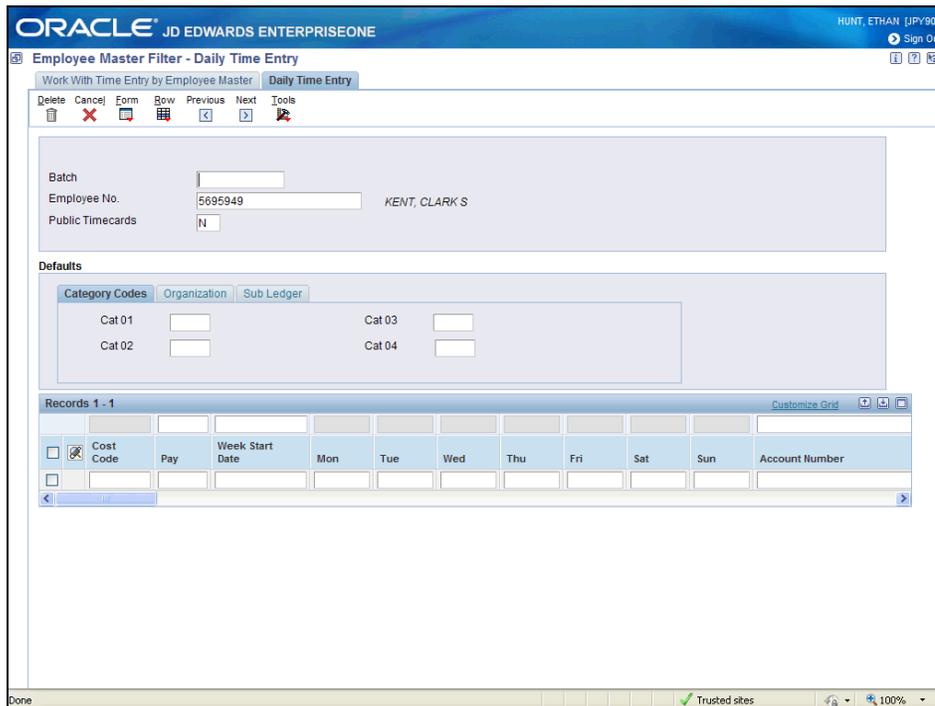


Step	Action
8.	Click the <b>Organization</b> tab. 
9.	Complete any of the following fields to narrow your search to employees who have shared organization information:  <b>Home Business Unit</b> <b>Home Company</b> <b>Supervisor</b> <b>Security Business Unit</b> <b>Check Route Code</b>
10.	Click the <b>Other</b> tab. 
11.	Complete any of the following fields to further narrow your search:  <b>Business Unit – Last Worked</b> <b>Benefit Group</b> <b>Job Code</b> <b>Pay Class(H/S/P)</b> <b>Pay Cycle Code</b>
12.	Click the <b>Find</b> button. 

# Training Guide

## Entering Timecards Using Filters

Step	Action
13.	Choose the first employee for whom you are entering time by clicking the check box next to their name. <input type="checkbox"/>
14.	Click the <b>Row</b> button. 
15.	Click the <b>Daily</b> menu. <input type="text" value="Daily"/>



Step	Action
16.	Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/>
17.	Click the <b>Organization</b> tab. <input type="text" value="Organization"/>
18.	Complete any of the fields on the <b>Organization</b> 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 <b>Sub Ledger</b> tab. <input type="text" value="Sub Ledger"/>

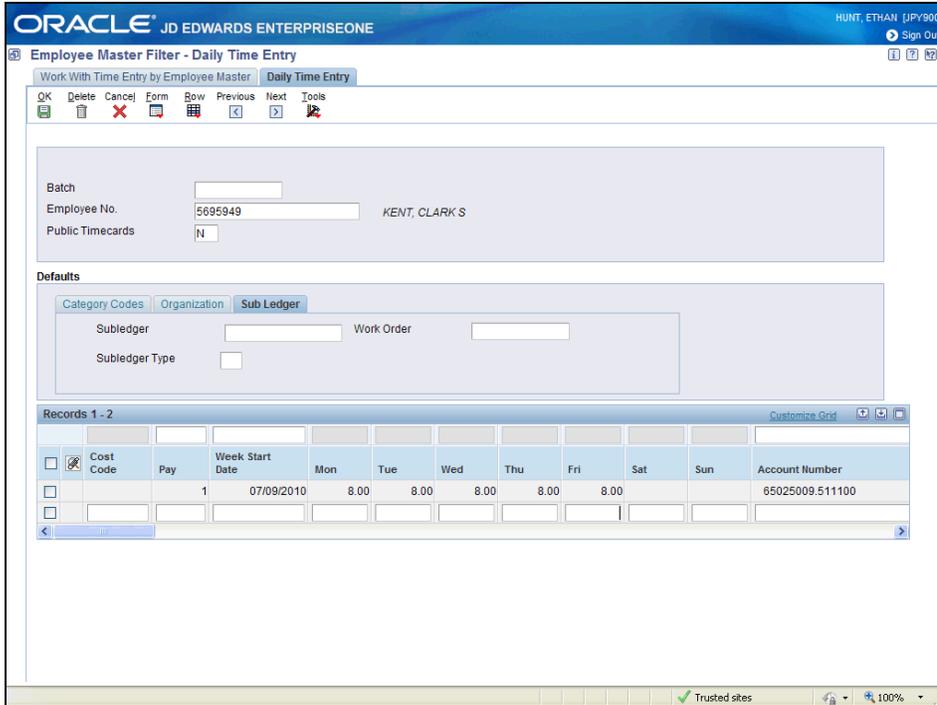
Step	Action
20.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter:  <b>Subledger</b> <b>Subledger Type</b>  <b>Note:</b> Subledger will not be used in all Agencies.
21.	Complete the <b>Pay</b> field in the QBE line.
22.	Enter the week start date in the <b>Week Start Date</b> field.
23.	Enter the number of hours worked for each day or complete the <b>LS Amnt</b> field.
24.	<b>Note:</b> 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.

The screenshot displays the Oracle JD Edwards EnterpriseOne interface for 'Employee Master Filter - Daily Time Entry'. The top navigation bar includes 'ORACLE JD EDWARDS ENTERPRISEONE' and user information 'HUNT, ETHAN (JPY900)'. The main window title is 'Employee Master Filter - Daily Time Entry'. Below the title bar, there are tabs for 'Work With Time Entry by Employee Master' and 'Daily Time Entry'. A toolbar contains icons for 'Delete', 'Cancel', 'Form', 'Row', 'Previous', 'Next', and 'Tools'. The form area includes fields for 'Batch', 'Employee No.' (5695949), 'Public Timecards' (N), 'Subledger', 'Subledger Type', and 'Work Order'. Below the form is a 'Defaults' section with tabs for 'Category Codes', 'Organization', and 'Sub Ledger'. At the bottom, there is a grid showing 'Records 1 - 2'. The grid has columns for 'Cost Code', 'Pay', 'Week Start Date', and days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun), followed by 'Account Number'. The data row shows '1' in the 'Pay' column, '07/09/2010' in the 'Week Start Date' column, and '8.00' in the 'Mon', 'Tue', 'Wed', 'Thu', and 'Fri' columns, with '8' in the 'Sat' column. The 'Account Number' column is empty. The bottom status bar shows 'Trusted sites' and a zoom level of '100%'.

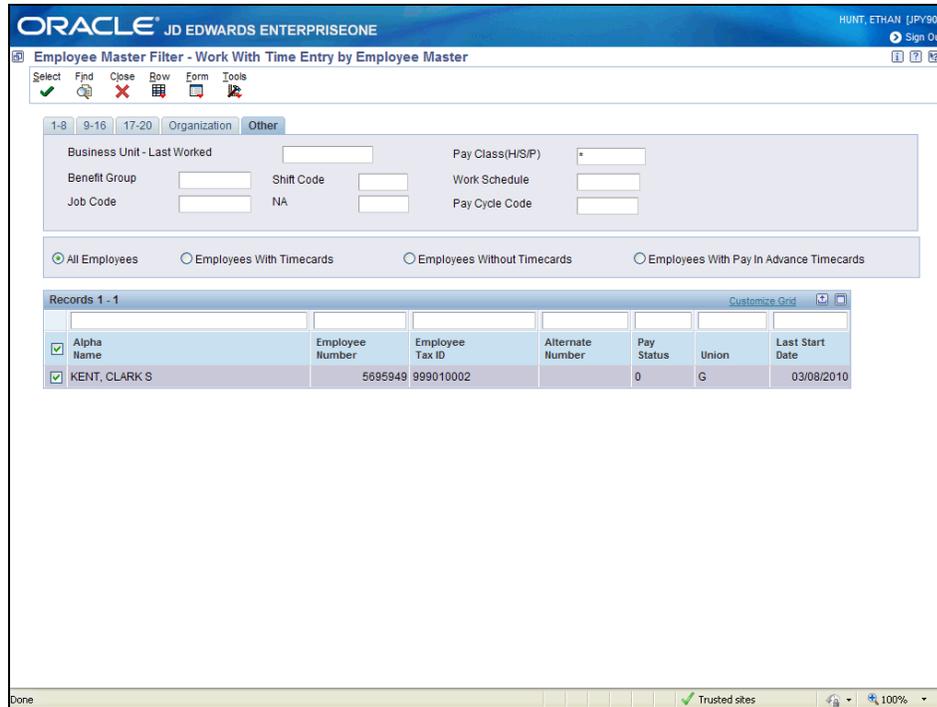
Step	Action
25.	Press the <b>down arrow</b> on your keyboard.
26.	<b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.

# Training Guide

## Entering Timecards Using Filters



Step	Action
27.	<p>Click the <b>OK</b> button.</p> <p>The system automatically adds the time entry record when you click <b>OK</b>. You must click <b>OK</b> to save your time entry information before continuing to the next employee.</p> 
28.	<p>Click the <b>Cancel</b> button.</p> 



Step	Action
29.	Click the <b>Close</b> button. 
30.	You successfully completed this lesson. <b>End of Procedure.</b>

## Enter Per Pay Period Timecards Using Current Transactions Filter Lesson

The Current Transactions filter allows you to select from employees for whom a timecard has been entered but not yet processed. Use this feature to correct timecards and enter additional timecards.

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

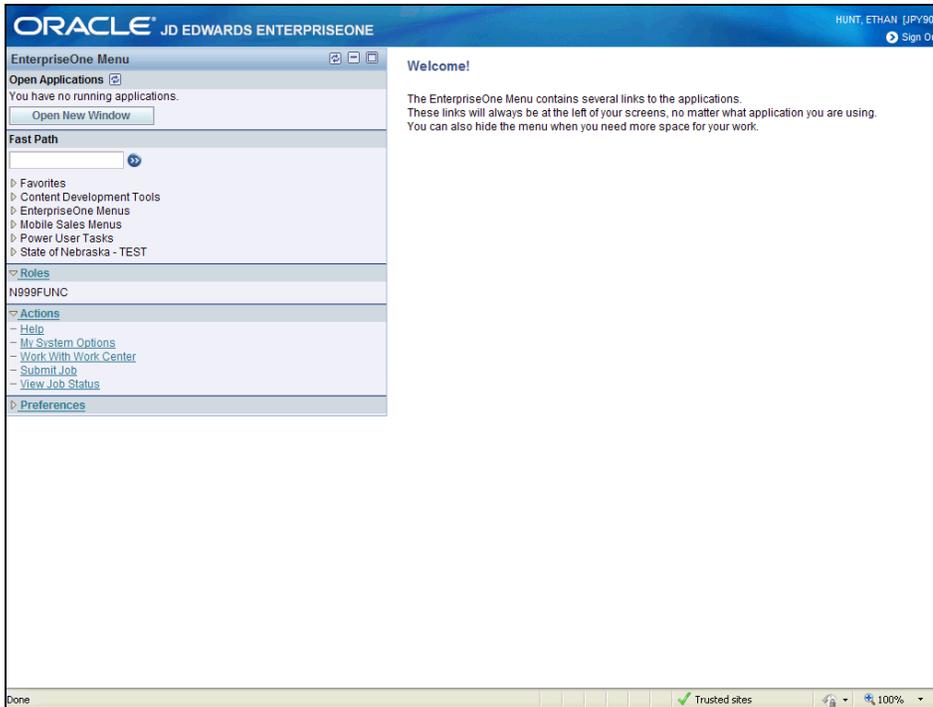
Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

### Procedure

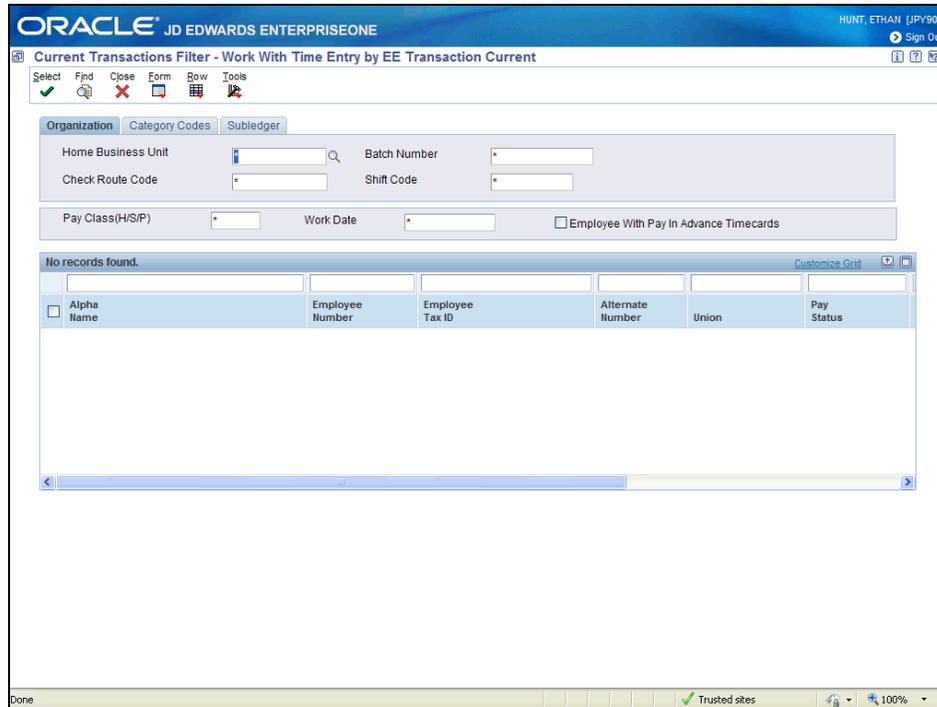
In this lesson you will learn the steps for entering per pay period timecards using the Current Transactions Filter.

# Training Guide

## Entering Timecards Using Filters



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Current Transactions Filter</b> link. <a href="#">Current Transactions Filter</a>

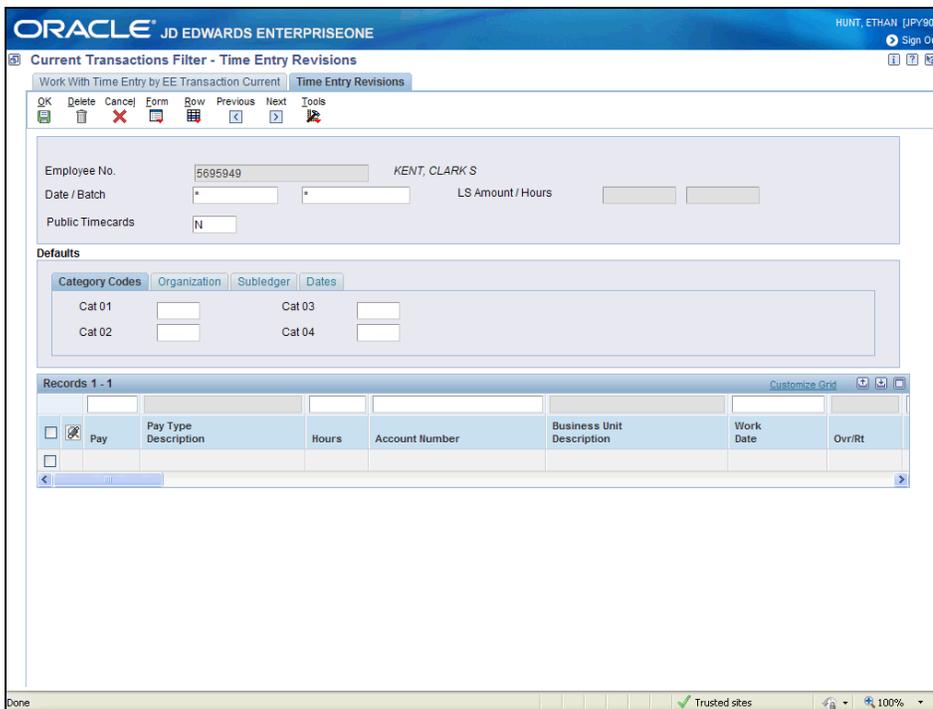


Step	Action
6.	<p>On the <b>Organization</b> tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <ul style="list-style-type: none"> <li><b>Home Business Unit</b></li> <li><b>Home Company</b></li> <li><b>Supervisor</b></li> <li><b>Security Business Unit</b></li> <li><b>Check Route Code</b></li> </ul>
7.	<p>Click the <b>Category Codes</b> tab.</p> <p><b>Category Codes</b></p>
8.	<p>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.</p>
9.	<p>Click the <b>Subledger</b> tab.</p> <p><b>Subledger</b></p>
10.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <ul style="list-style-type: none"> <li><b>Subledger</b></li> <li><b>Subledger Type</b></li> </ul> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>

# Training Guide

## Entering Timecards Using Filters

Step	Action
11.	To help search for the employee(s) you can complete one of the following:  <b>Pay Class(H/S/P)</b> <b>Work Date</b> <input type="text" value="*"/>
12.	Click the <b>Find</b> button. 
13.	Choose the first employee for whom you are entering time by clicking the check box next to their name. <input type="checkbox"/>
14.	Click the <b>Row</b> button. 
15.	Click the <b>Line Detail</b> menu. <input type="text" value="Line Detail"/>

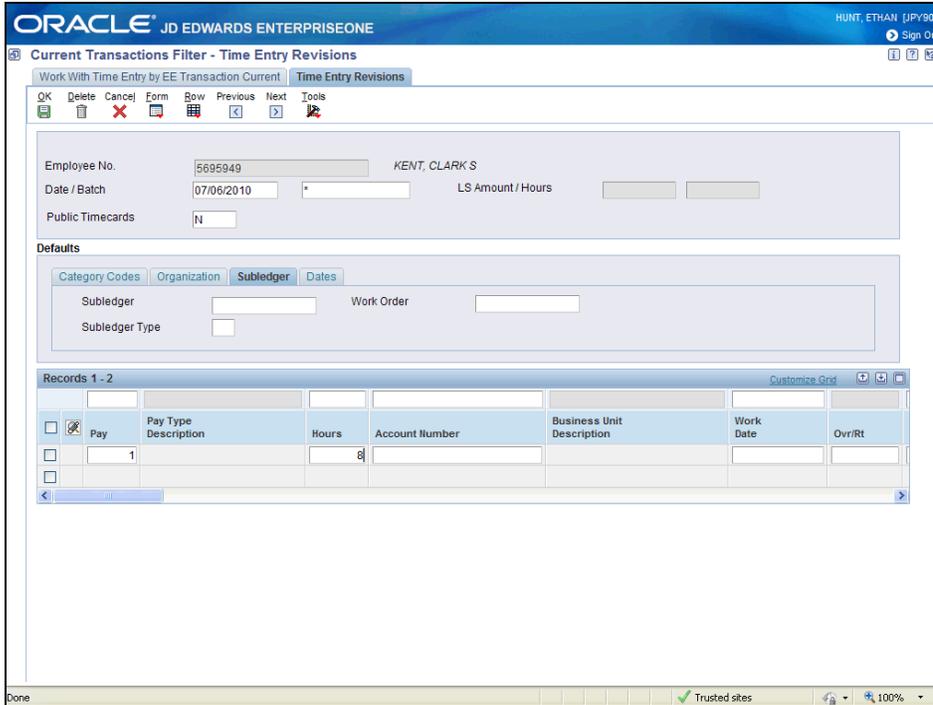


Step	Action
16.	Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/>
17.	Click the <b>Organization</b> tab. <input type="text" value="Organization"/>

Step	Action
18.	Complete any of the fields on the <b>Organization</b> 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 <b>Subledger</b> tab. 
20.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter:  <b>Subledger</b> <b>Subledger Type</b>  <b>Note:</b> Subledger will not be used in all Agencies.
21.	In the field field of the <b>Date/Batch</b> field in the header enter the pay period date. Leave the second field blank.
22.	Complete the <b>Pay</b> field in the QBE line. Use the <b>Visual Assist</b> tool if necessary.
23.	Click in the <b>Hours</b> field. 
24.	Complete one of the following fields:  <b>Hours</b> – If you are entering a timecard for hours worked <b>Account Number</b> – Override if necessary <b>LSAmt</b> – If you are entering a timecard for a bonus or lump sum amount
25.	<b>Note:</b> 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.

# Training Guide

## Entering Timecards Using Filters



Step	Action
26.	Move the cursor to the next line on the grid by pressing the keyboard <b>down arrow</b> .
27.	<p><b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.</p> <p><b>Note:</b> To copy labor distribution instructions, click Form, Copy Labor Instructions</p> <p>The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.</p>

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Current Transactions Filter - Time Entry Revisions

Work With Time Entry by EE Transaction Current Time Entry Revisions

OK Delete Cancel Form Row Previous Next Tools

Employee No. 5695949 KENT, CLARK S

Date / Batch 07/06/2010 \* LS Amount / Hours 8.00

Public Timecards N

Defaults

Category Codes Organization Subledger Dates

Subledger Work Order

Subledger Type

Records 1 - 2 Customize Grid

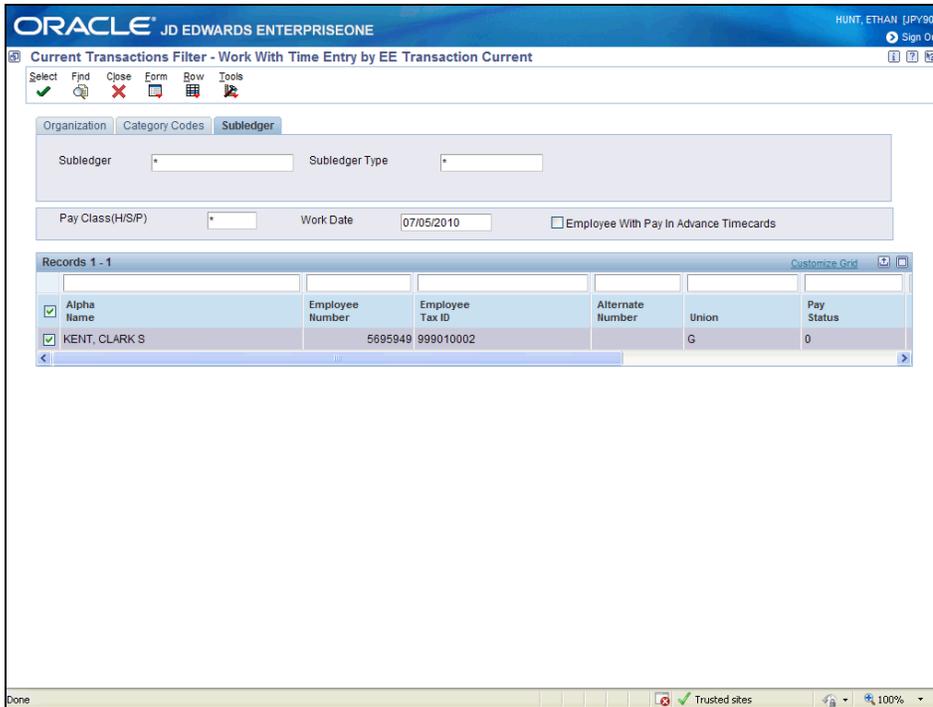
Pay Type	Description	Hours	Account Number	Business Unit Description	Work Date	Ovr/Rt
1	REGULAR PAY	8.00	65025009.511100	NIS	07/06/2010	Secured

Done Trusted sites 100%

Step	Action
28.	<p>Click the <b>OK</b> button.</p> <p><b>Note:</b> The system automatically adds the time entry record when you click <b>OK</b>. You must click <b>OK</b> to save your time entry information before continuing to the next employee.</p> 
29.	<p>Click the <b>Cancel</b> button.</p> 

# Training Guide

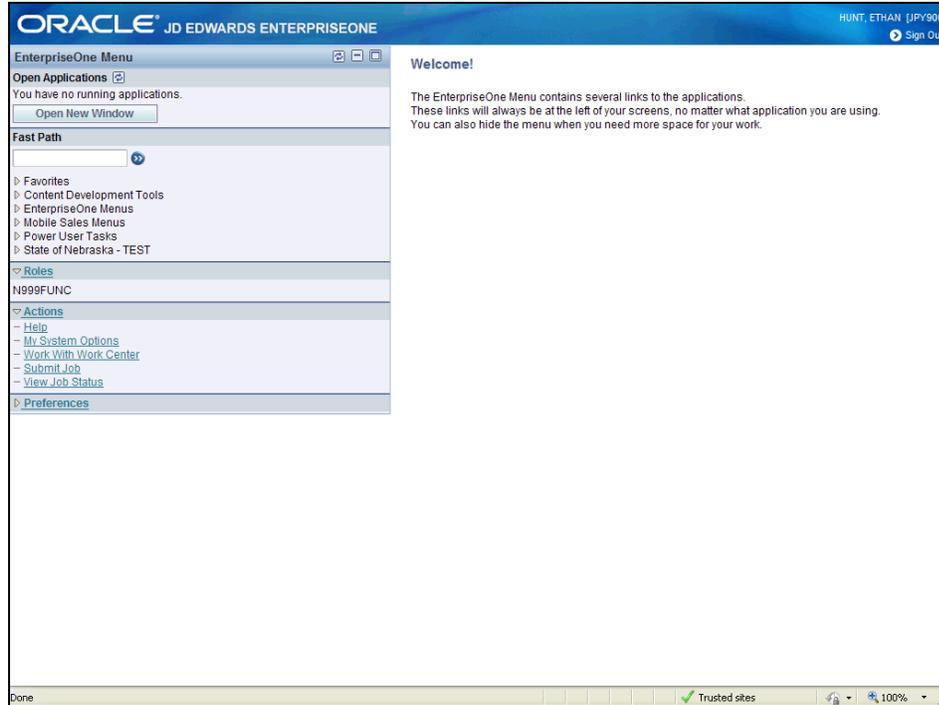
## Entering Timecards Using Filters



Step	Action
30.	Click the <b>Close</b> button. 
31.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Enter Daily Timecards using Current Transactions Filter Lesson Procedure

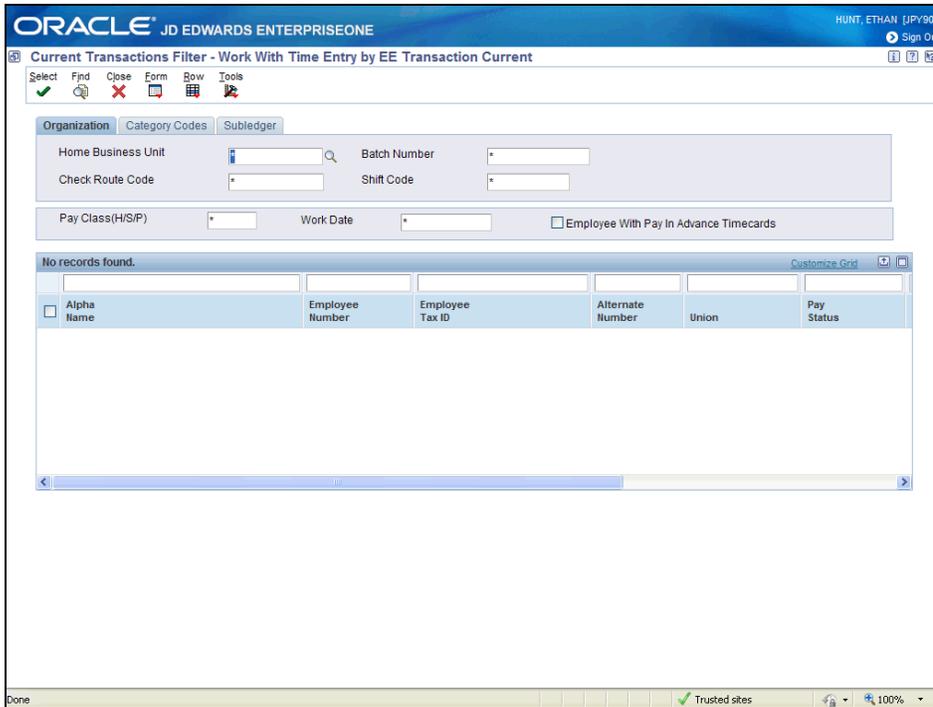
In this lesson you will learn the steps for entering daily timecards using the Current Transactions Filter.



Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
3.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
4.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
5.	Click the <b>Current Transactions Filter</b> link. <a href="#">Current Transactions Filter</a>

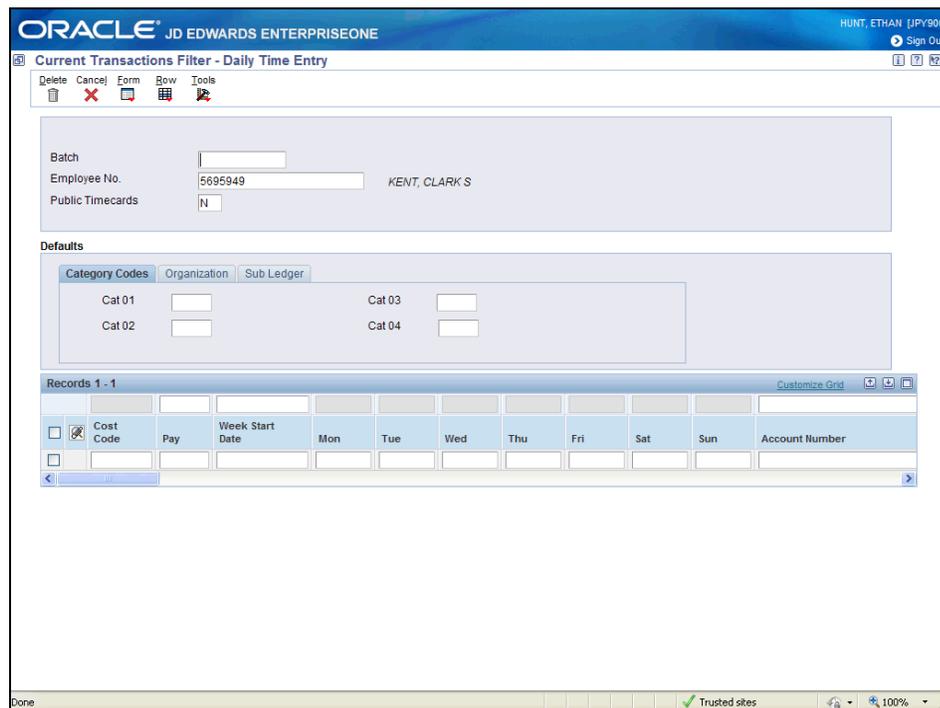
# Training Guide

## Entering Timecards Using Filters



Step	Action
6.	<p>On the <b>Organization</b> tab complete any of the following fields to narrow your search to employees who have shared organization information:</p> <ul style="list-style-type: none"> <li><b>Home Business Unit</b></li> <li><b>Home Company</b></li> <li><b>Supervisor</b></li> <li><b>Security Business Unit</b></li> <li><b>Check Route Code</b></li> </ul>
7.	<p>Click the <b>Category Codes</b> tab.</p> <p><b>Category Codes</b></p>
8.	<p>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.</p>
9.	<p>Click the <b>Subledger</b> tab.</p> <p><b>Subledger</b></p>
10.	<p>Complete any of the following fields to have an account number automatically appear on every timecard that you enter:</p> <ul style="list-style-type: none"> <li><b>Subledger</b></li> <li><b>Subledger Type</b></li> </ul> <p><b>Note:</b> Subledger will not be used in all Agencies.</p>
11.	<p>Click the <b>Find</b> button.</p> <p></p>

Step	Action
12.	Choose the first employee for whom you are entering time by clicking the check box next to their name. <input type="checkbox"/>
13.	Click the <b>Row</b> button. 
14.	Click the <b>Daily</b> menu. <input type="text" value="Daily"/>



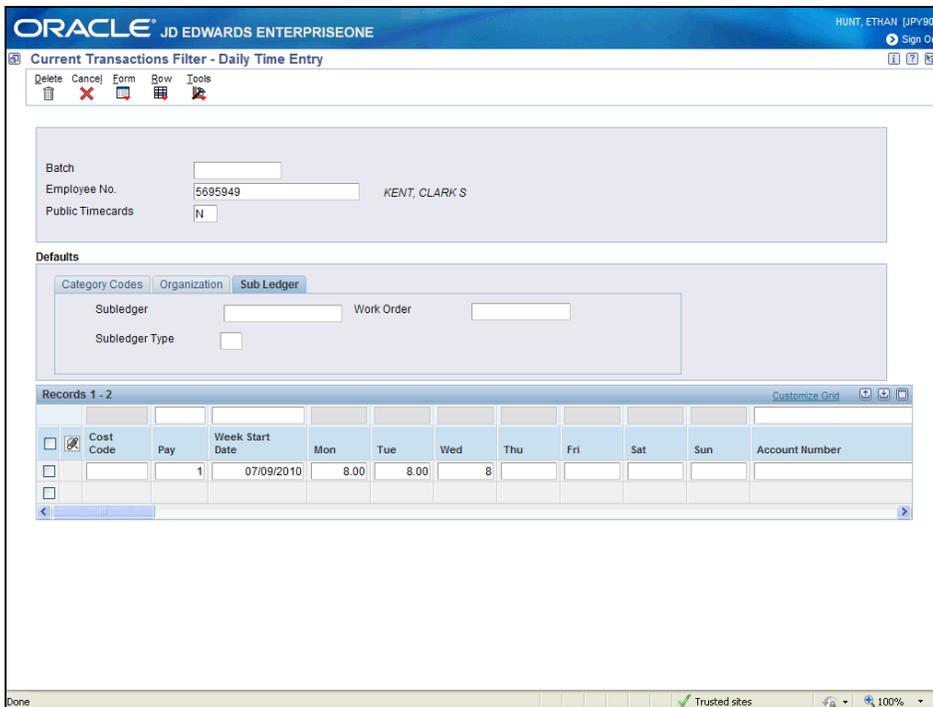
Step	Action
15.	Complete any of the Category Code fields on the <b>Category Codes</b> tab to have the information supplied automatically to every timecard that you enter on this grid. <input type="text"/>
16.	Click the <b>Organization</b> tab. <input type="text" value="Organization"/>
17.	Complete any of the fields on the <b>Organization</b> 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 <b>Sub Ledger</b> tab. <input type="text" value="Sub Ledger"/>

# Training Guide

## Entering Timecards Using Filters



Step	Action
19.	Complete any of the following fields to have an account number automatically appear on every timecard that you enter:  <b>Subledger</b> <b>Subledger Type</b>  <b>Note:</b> Subledger will not be used in all Agencies.
20.	Complete the <b>Pay</b> field in the QBE line. Use the <b>Visual Assist</b> tool if necessary.
21.	Click in the <b>Week Start Date</b> field. <input type="text"/>
22.	Enter the week start date in the <b>Week Start Date</b> field.
23.	Enter the number of hours worked for each day or complete the <b>LS Amnt</b> field.
24.	<b>Note:</b> 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.



Step	Action
25.	Press the <b>down arrow</b> on your keyboard.
26.	<b>Note:</b> To override a DBA amount for the employee, choose the timecard and click Row, One Time Override.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Current Transactions Filter - Daily Time Entry

OK Delete Cancel Form Row Tools

Batch   
 Employee No. 5695949 KENT, CLARK S  
 Public Timecards  N

Defaults

Category Codes Organization Sub Ledger

Subledger  Work Order   
 Subledger Type

Records 1 - 2 Customize Grid

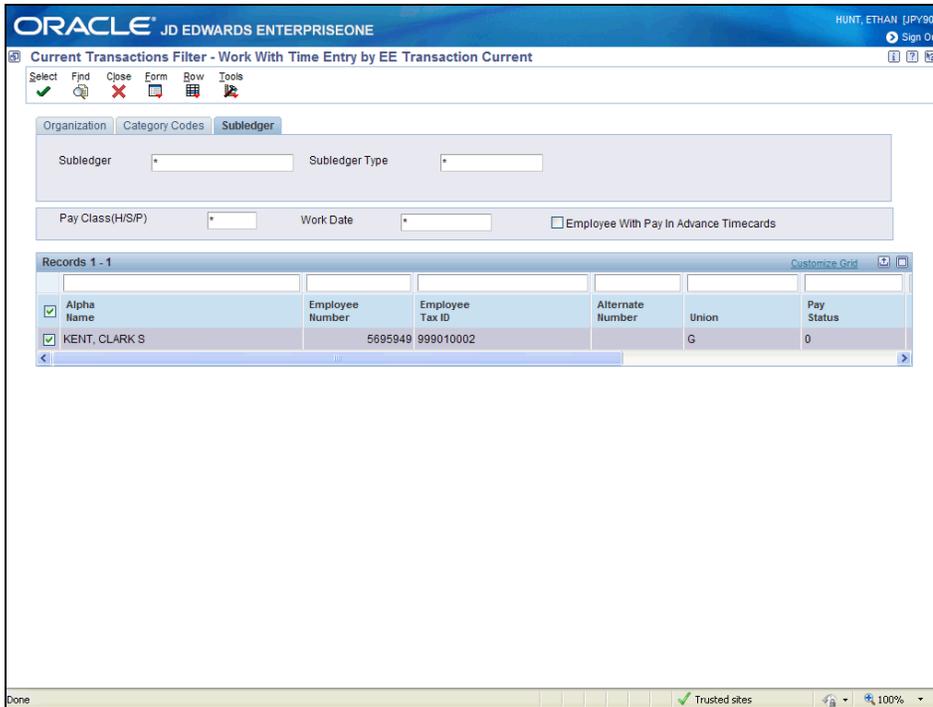
<input type="checkbox"/>	Cost Code	Pay	Week Start Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Account Number
<input checked="" type="checkbox"/>		1	07/09/2010	8.00	8.00	8.00					65025009.511100
<input type="checkbox"/>											
<input type="checkbox"/>											

Done Trusted sites 100%

Step	Action
27.	<p>Click the <b>OK</b> button.</p> <p>The system automatically adds the time entry record when you click <b>OK</b>. You must click <b>OK</b> to save your time entry information before continuing to the next employee.</p> 
28.	<p>Click the <b>Cancel</b> button.</p> 

# Training Guide

## Entering Timecards Using Filters



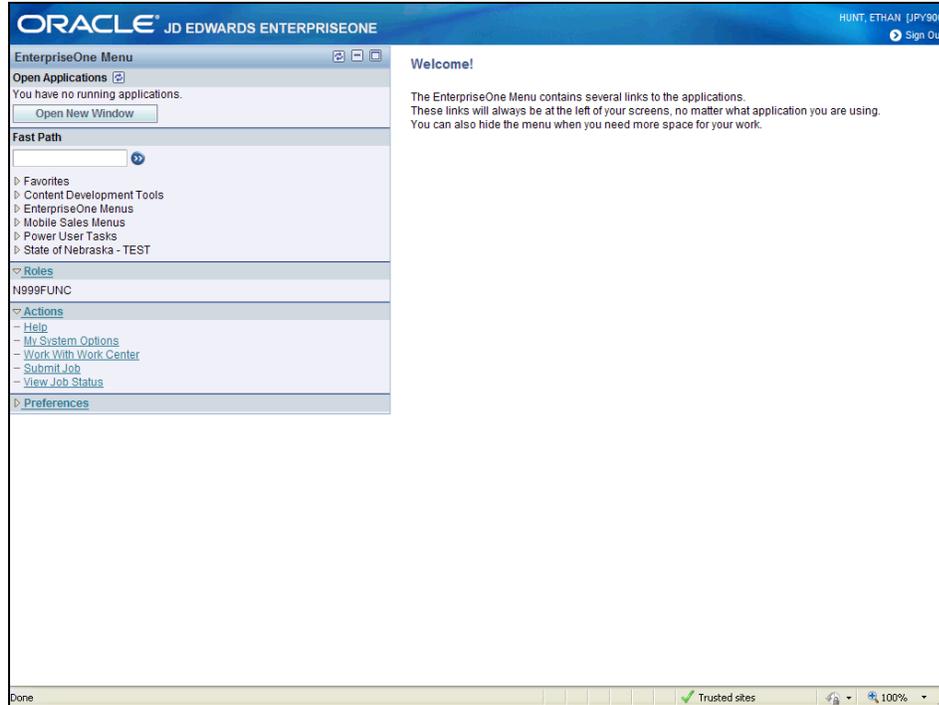
Step	Action
29.	Click the <b>Close</b> button. 
30.	You have successfully completed this lesson. <b>End of Procedure.</b>

## Determine if an Employee has Labor Distribution Lesson

### Procedure

Agencies can verify whether they have Labor Distribution established on their employees by accessing the Enter/Revise Labor Distribution screen.

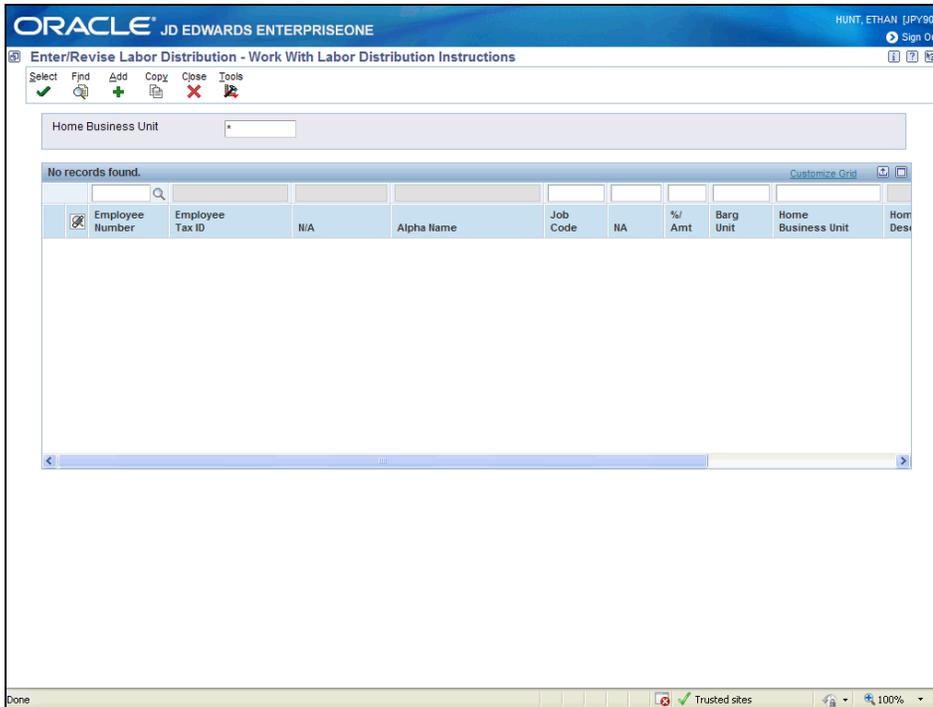
This lesson will show you how.



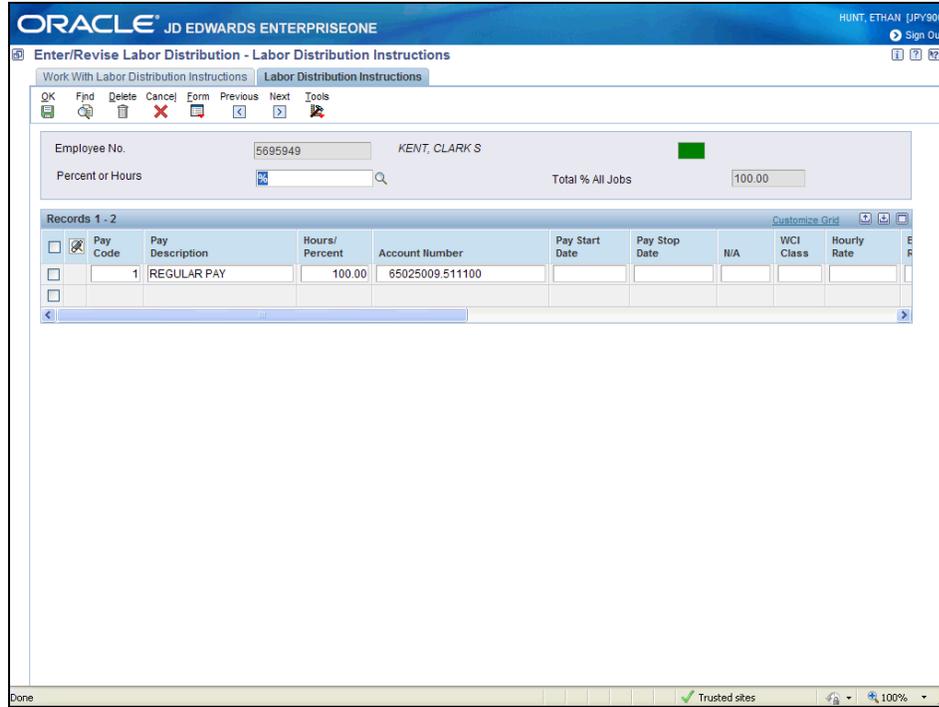
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Human Resources</b> link. <a href="#">Human Resources</a>
3.	Click the <b>Employee Maintenance</b> link. <a href="#">Employee Maintenance</a>
4.	Click the <b>Enter/Revise Labor Distribution</b> link. <a href="#">Enter/Revise Labor Distribution</a>

# Training Guide

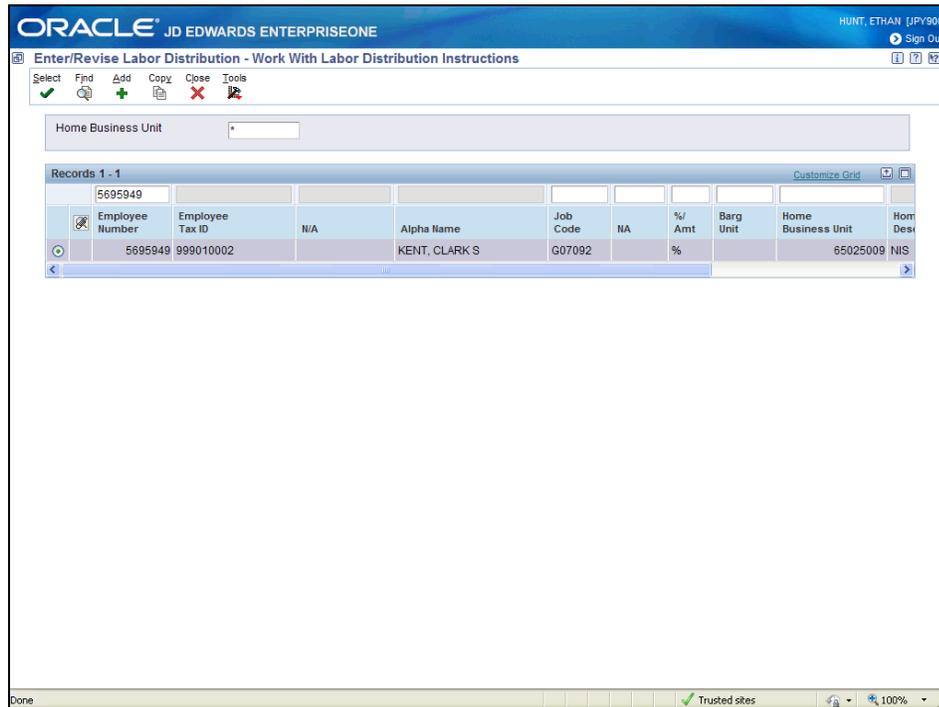
## Entering Timecards Using Filters



Step	Action
5.	To search on a specific employee, enter the employee's address book number in the <b>Address Number</b> field in the QBE line.
6.	Click the <b>Find</b> button.  <b>Note:</b> If you wanted to search for your whole agency simply click <b>Find</b> and do not enter an employee number in the <b>Address Number</b> field. 
7.	Click the <b>Select</b> button. 
8.	If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution.



Step	Action
9.	Click the <b>Cancel</b> button. 



# Training Guide

## Entering Timecards Using Filters



Step	Action
10.	Click the <b>Close</b> button. 
11.	You have successfully completed this lesson. <b>End of Procedure.</b>

### Split Time Entry

Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

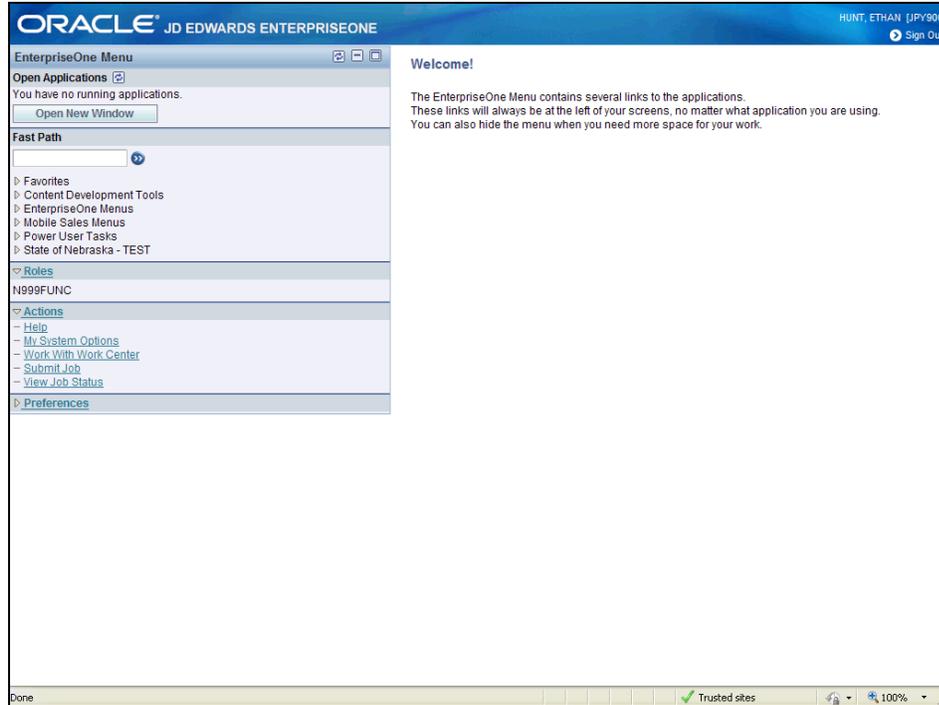
This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

### Run the Timecard Allocation Program

#### Procedure

In this lesson you will learn about the timecard allocation program.

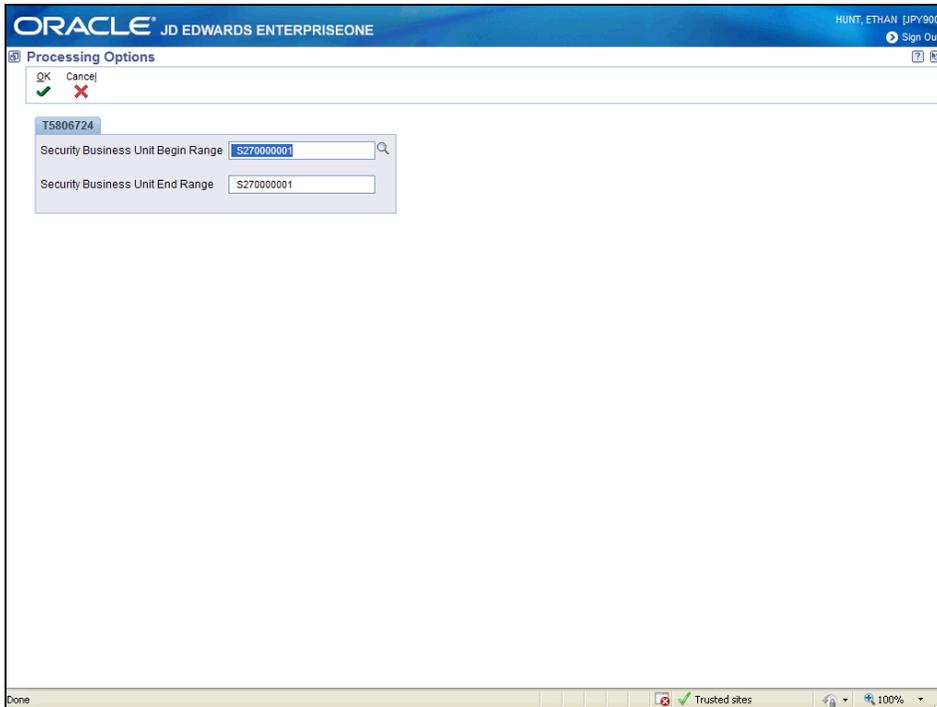
Step	Action
1.	If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. The Timecard Allocation Program needs to be run after time cards have been entered, but before you run pre-payroll. A report showing the changes is also created.



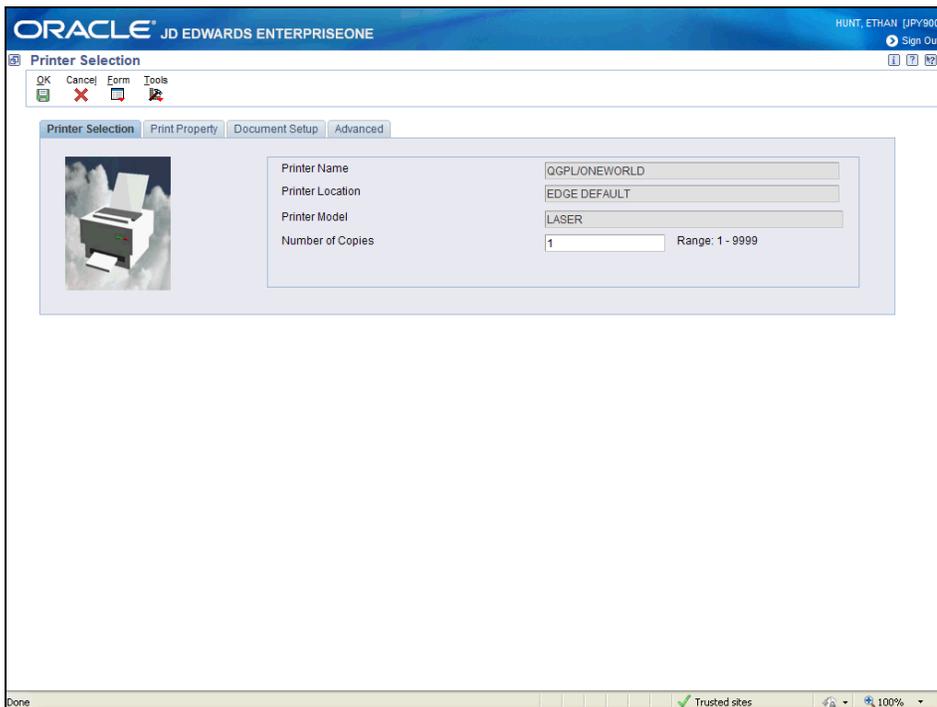
Step	Action
2.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
3.	Click the <b>Payroll</b> link. <a href="#">Payroll</a>
4.	Click the <b>Payroll Processing</b> link. <a href="#">Payroll Processing</a>
5.	Click the <b>Time Maintenance</b> link. <a href="#">Time Maintenance</a>
6.	Click the <b>Time Card Allocation</b> link. <a href="#">Time Card Allocation</a>
7.	Enter the security business unit range in the <b>Security Business Unit Begin</b> and <b>End Range</b> fields.

# Training Guide

## Entering Timecards Using Filters



Step	Action
8.	Click the <b>OK</b> button. 



Step	Action
9.	Click the <b>OK</b> button. 
10.	You have successfully completed this lesson.  After submitting the report go to View Job Status to view the report. For more information on how to view your reports go to the Working with Submitted Reports lesson under the System Basics course. <b>End of Procedure.</b>