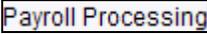


## Creating the Timecard Template

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Payroll</b> link. 
3.	Click the <b>Payroll Processing</b> link. 
4.	Click the <b>Time Card Automation</b> link. 
5.	Click the <b>Timecard Templates</b> link. 
6.	Click the <b>Add</b> button. 
7.	Enter the name of the template being created into the <b>Name</b> field.
8.	Enter the name of the employee group created previously into the <b>Employee Group</b> field.
9.	Enter " <b>NE000001</b> " into the <b>Time Entry MBF Version</b> field.
10.	Click in the <b>Pay Type</b> field. 
11.	Enter " <b>240</b> " into the <b>Pay Type</b> field.
12.	Click in the <b>Hours Worked</b> field.
13.	Enter the number of hours to use for this paytype into the <b>Hours Worked</b> field.
14.	Click the <b>Specify Date</b> option in the Work Date Schedule section. 
15.	Click in the <b>Specify Date</b> field. 
16.	Enter the date of the Holiday into the field.
17.	Other information can be entered behind the tabs located at the top of the blue box if you wish to populate anything else on these time cards. Some agencies may have the holidays paid to a specific account number or subledger, which can be entered in this template.
18.	When finished click the <b>OK</b> button to save the information. 
19.	Click the <b>Cancel</b> button. 

Step	Action
20.	<p><b>Note:</b> If there are two holidays in a pay period, you can enter 16 hours or you can do two different templates for 8 hours and use the two different dates.</p>
21.	<p>Once all of the information has been entered the template needs to be submitted for processing.</p> <p>Click the radio button next to the timecard template name.</p> 
22.	<p>Click the <b>Select</b> button.</p> 
23.	<p>Click the <b>Form</b> button.</p> 
24.	<p>Click the <b>Submit</b> menu.</p> 
25.	<p>Click the <b>OK</b> button.</p> 
26.	<p><b>Note:</b> After submitting a timecard template, the system assigns a batch number and an initial status of Pending Approval to the batch of timecards. As long as the batch is pending approval, the timecard can be reviewed and revised in the Reviewing and Approving Timecards program.</p>
27.	<p>Click the <b>Cancel</b> button.</p> 
28.	<p>Click the <b>Close</b> button.</p> 
29.	<p>You have successfully completed this lesson.</p> <p><b>Note:</b> View the report via Submit Job or View Job Status. See the Reports section (<a href="http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html">http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html</a>) of the System Basics Training Guides.</p> <p>Upon reviewing the report, either approve the batch, which will create timecards for the employees in the group, or cancel the batch if errors are discovered on the report.</p> <p><b>End of Procedure.</b></p>