Reviewing Timecards

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 **Speed Time Entry** link. Speed Time Entry
6.	Click in the **Batch Number** field.
7.	Enter the batch number into the **Batch Number** field.
8.	Click the **Find** button.
9.	Choose the batch to review.
10.	Click the **Select** button.
11.	When finished reviewing click the **Cancel** button.
12.	Click the **Close** button.
13.	You have successfully completed this lesson. **End of Procedure.**