Reviewing and Approving the Timecard Template Batch

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 Card Automation** link. Time Card Automation
5.	Click the **Timecard Templates** link. Timecard Templates
6.	Choose the row you wish to review by clicking the radio button next to it.
7.	Click the **Row** button.
8.	Click the **Batch Review** menu. Batch Review
9.	Review the Batch Status field and record the Batch Number
10.	If you wish to review the timecards created by this batch, click the radio button next to your timecard batch.
11.	Click the **Select** button.
12.	Click the **Find** button.
13.	If you need to revise a timecard, check mark the time card and click **Row**, **Edit**. The speed time entry screen appears. Make any necessary changes to the timecard. Click **OK**.
14.	Click the **Cancel** button.
15.	To approve the batch click the **Row** button.

Step	Action
16.	Click the **Approve Batch** menu. **Note**: If you do not want to approve this batch and start over, click **Row**, **Cancel Batch**. Approve Batch
17.	Click the **Yes** button. Yes
18.	Click the **Find** button until the **Status** changes to "**Approved**".
19.	Click the **Close** button.
20.	Click the **Close** button.
21.	You have successfully completed this lesson. **End of Procedure.**