Creating Holiday Templates

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Creating Holiday Templates

Creating Holiday Templates Overview

Holiday Templates generate timecards for the Holiday Pay pay type and hours to be paid for a holiday. Holiday templates are created using the Timecard Templates program.

Note: To be sure hourly rates are correct for holiday pay, run the template after any pay changes.

Before creating timecard templates, however, you need to identify the employee groups for each timecard template. You can create groups using different methods:

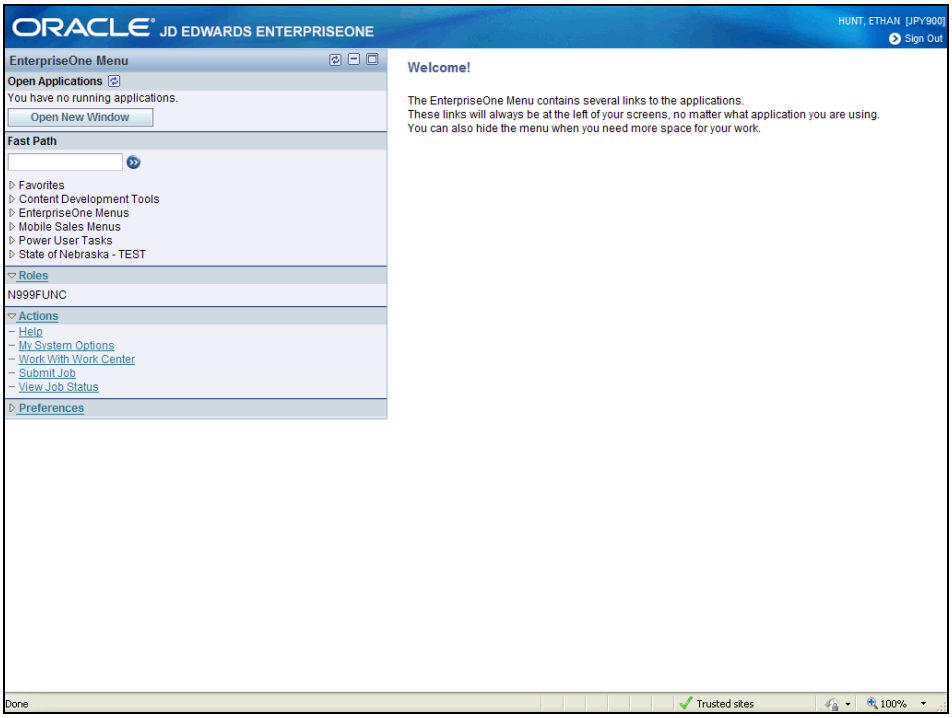
- List group – manually typing the employee address book numbers in a list
- Select group – choosing employees using different criteria (i.e., all full-time, all active employees, etc.)
- Combo group – using members of list groups to create a separate group.

This work instruction will illustrate the Select group method.

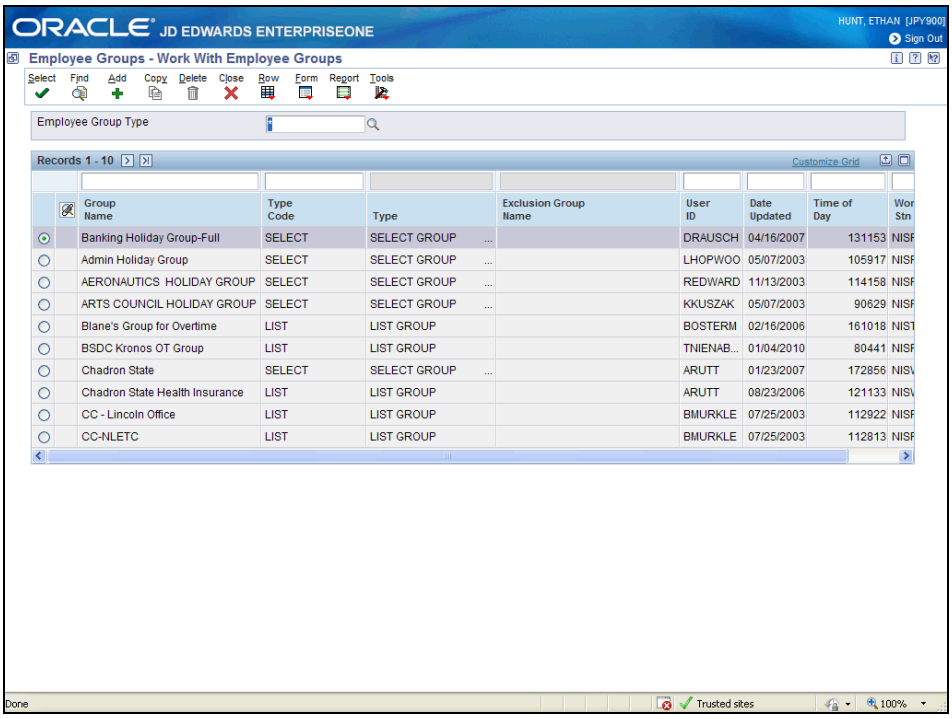
Creating a Selection Group

Procedure

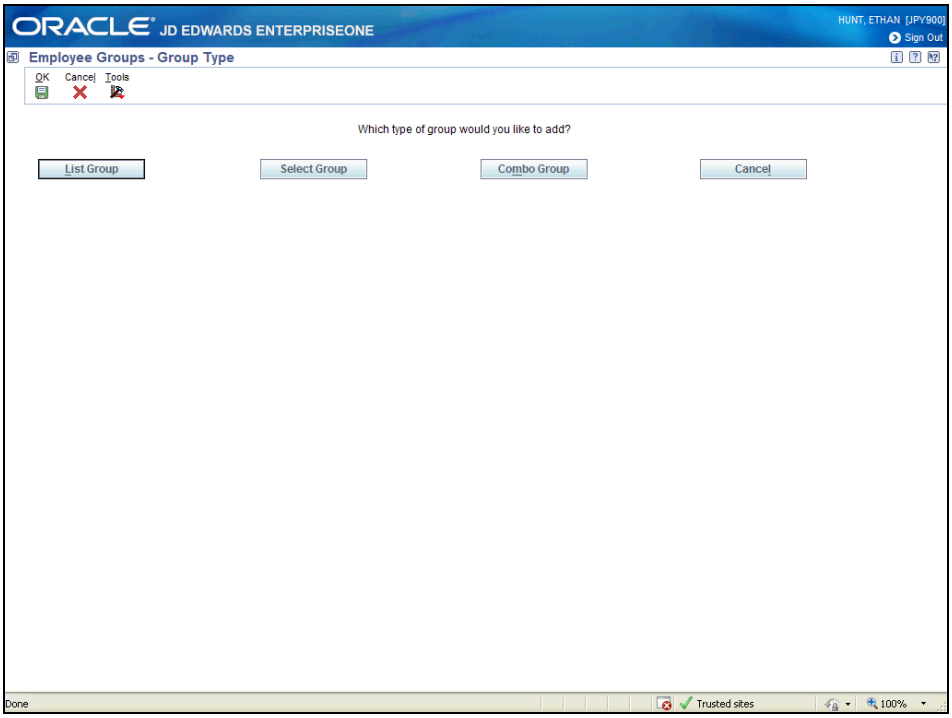
In this lesson you will learn how to create a selection group.



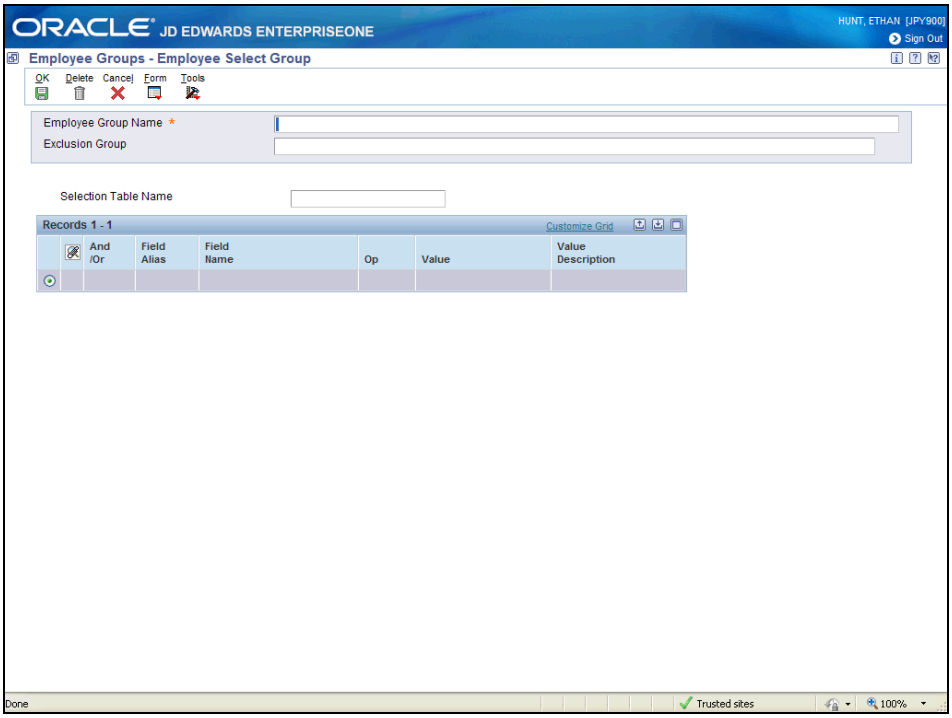
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Card Automation** link. Time Card Automation
5.	Click the **Employee Groups** link. Employee Groups



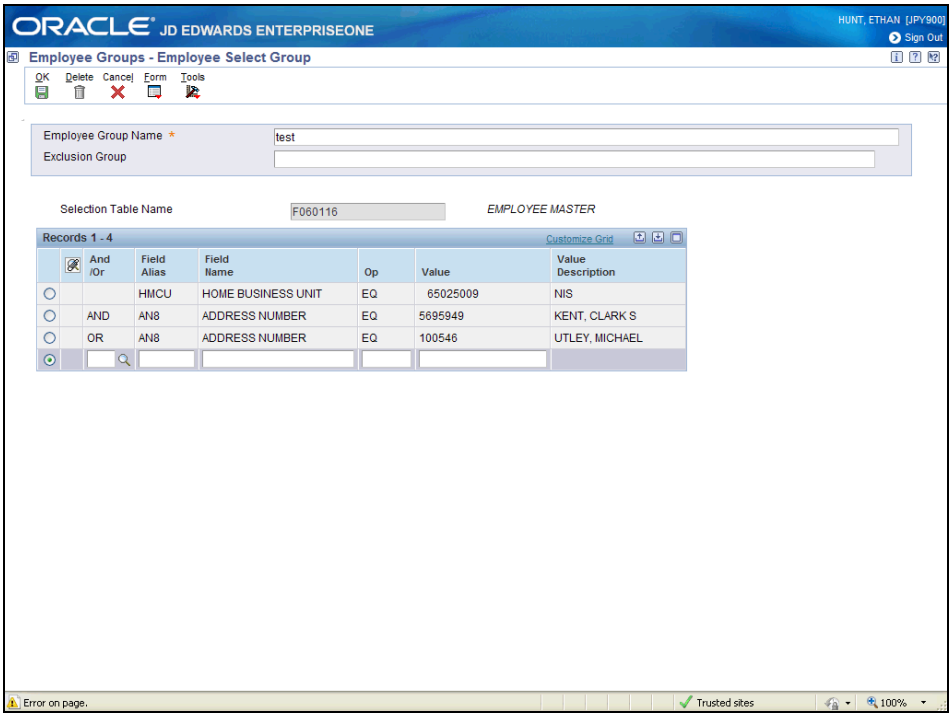
Step	Action
6.	Click the **Add** button. +



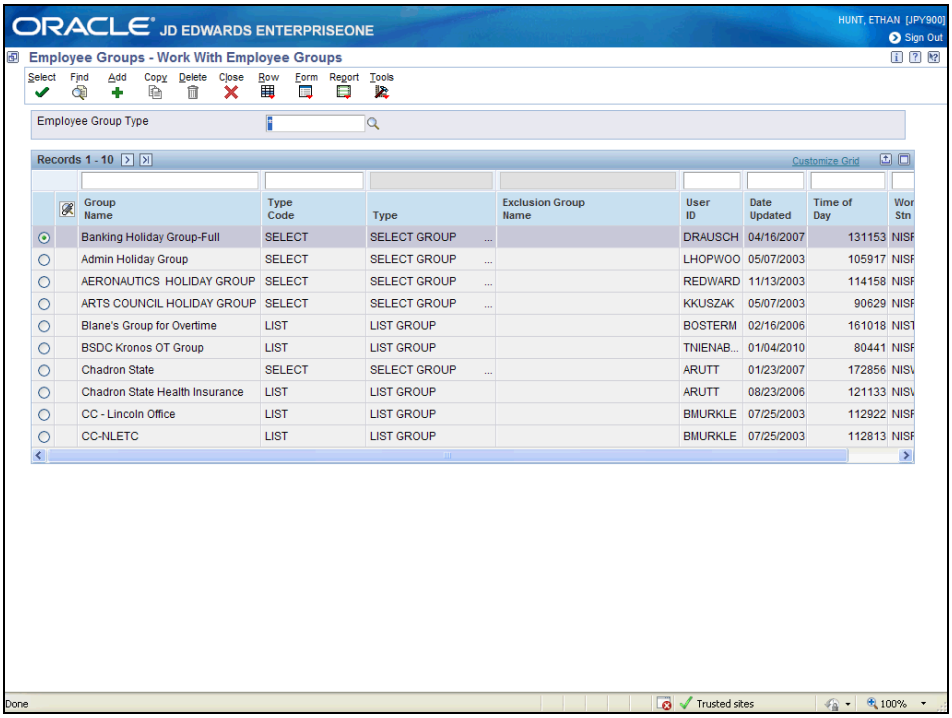
Step	Action
7.	Click the **Select Group** button. Select Group



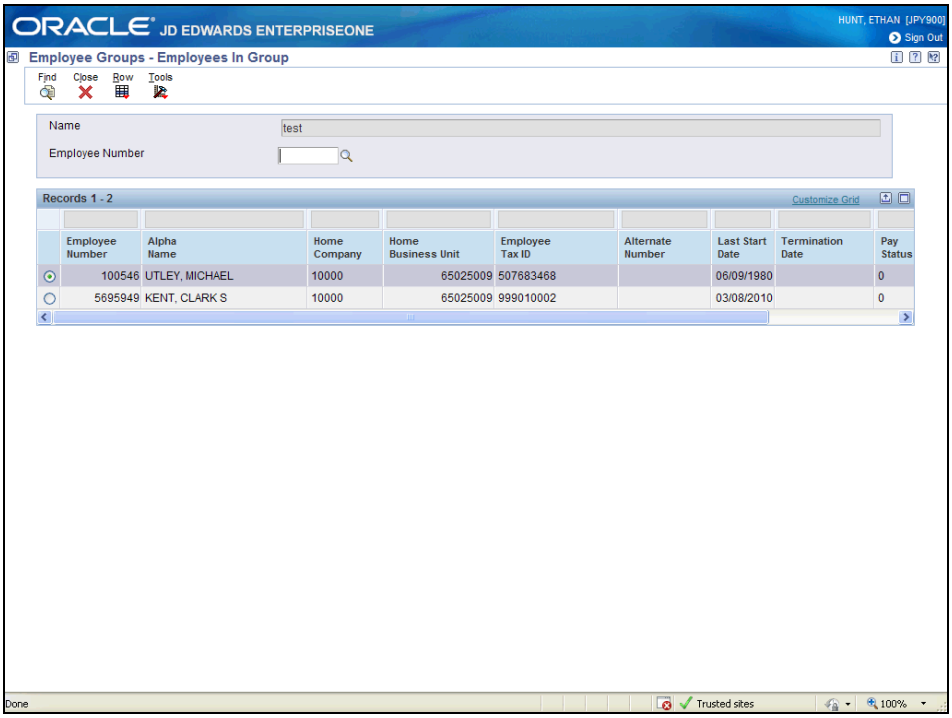
Step	Action
8.	Enter a group name into the **Employee Group Name** field.
9.	**Note:** In the Exclusion Group box, you could list a separate group that you want excluded (i.e, if you had created a group for your temporaries that would not receive holiday pay).
10.	In the **Selection Table Name** field, choose a table from which the information will be gathered. (Use visual assist, if needed) In most cases, the Employee Master table will be used.
11.	Begin identifying the criteria for pulling in the employees to be included in this group or excluded from this group. **Note:** Entering the Full-time regular code (blank) in the Value field will result in an error. Therefore, to exclude everyone except full-time regular employees, enter "not greater than" in the Op field. Use the screen shot as an example



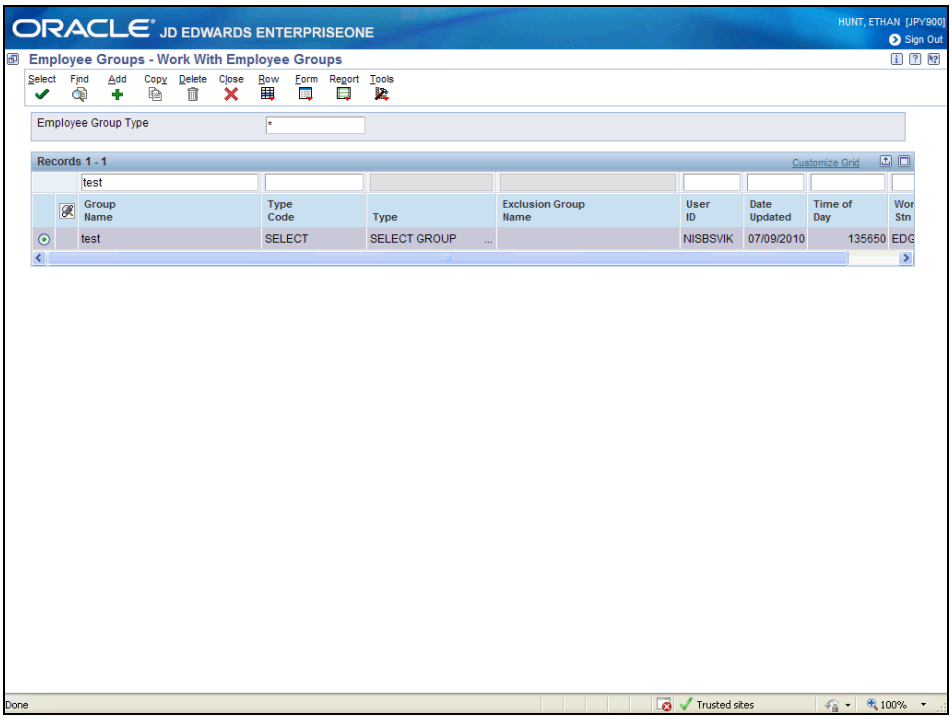
Step	Action
12.	Once all criteria have been entered click the **OK** button.
13.	Click the **Cancel** button.



Step	Action
14.	Click in the **Group Name** field.
15.	Enter the name of the group you created into the **Group Name** field.
16.	Click the **Find** button.
17.	Click the **Row** button.
18.	Click the **View Group** menu. View Group
19.	**Note:** To view a particular employee from the list of employees in this group, click Row, Employee.



Step	Action
20.	Click the **Close** button.

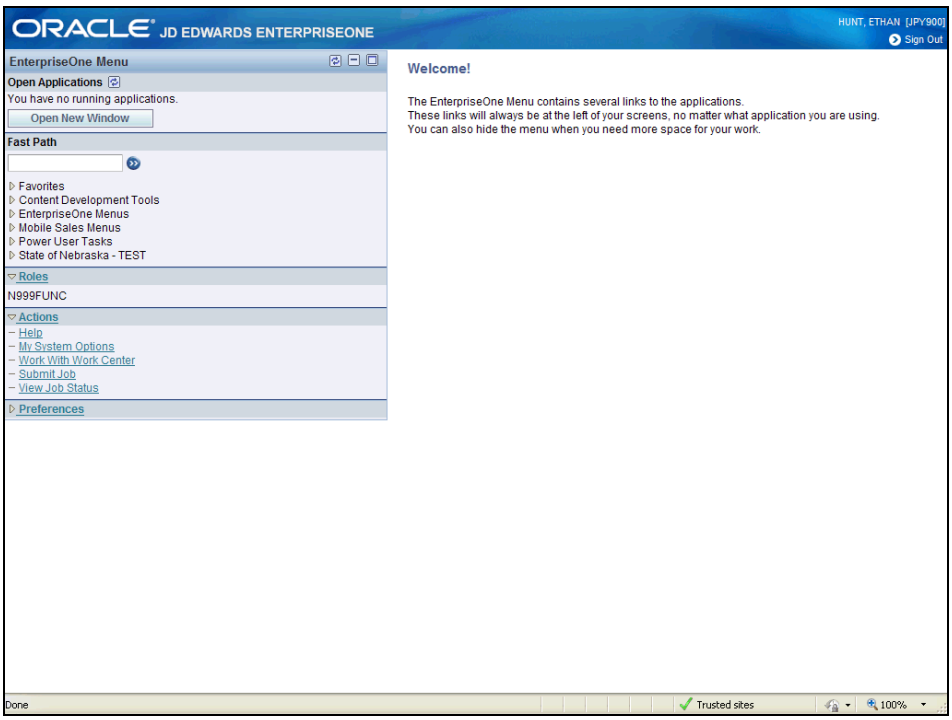


Step	Action
21.	Click the **Close** button.
22.	You have successfully completed this lesson. **End of Procedure.**

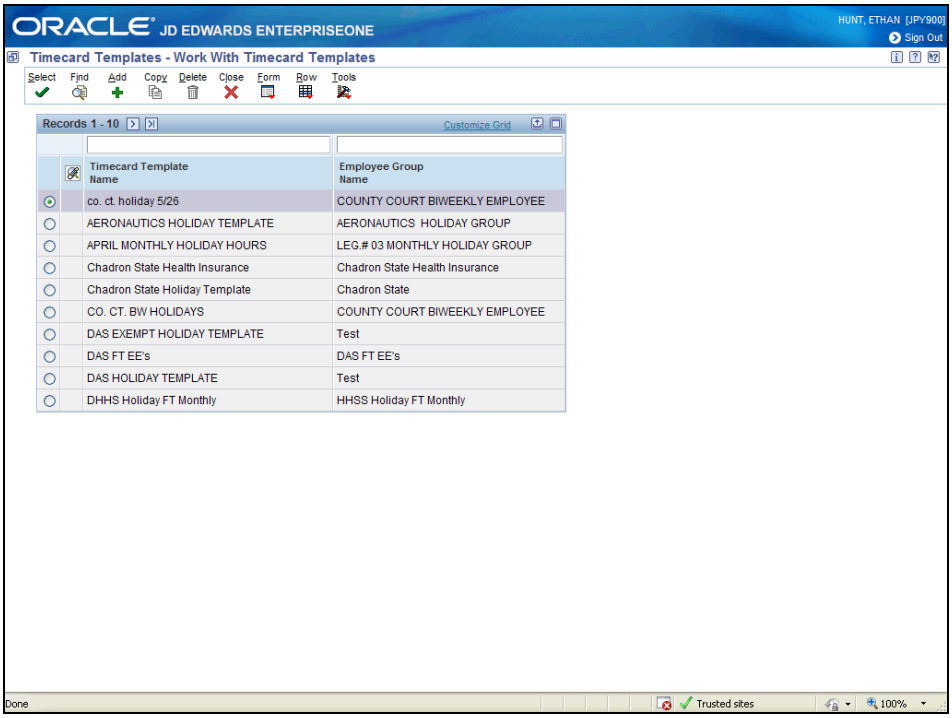
Creating the Timecard Template

Procedure

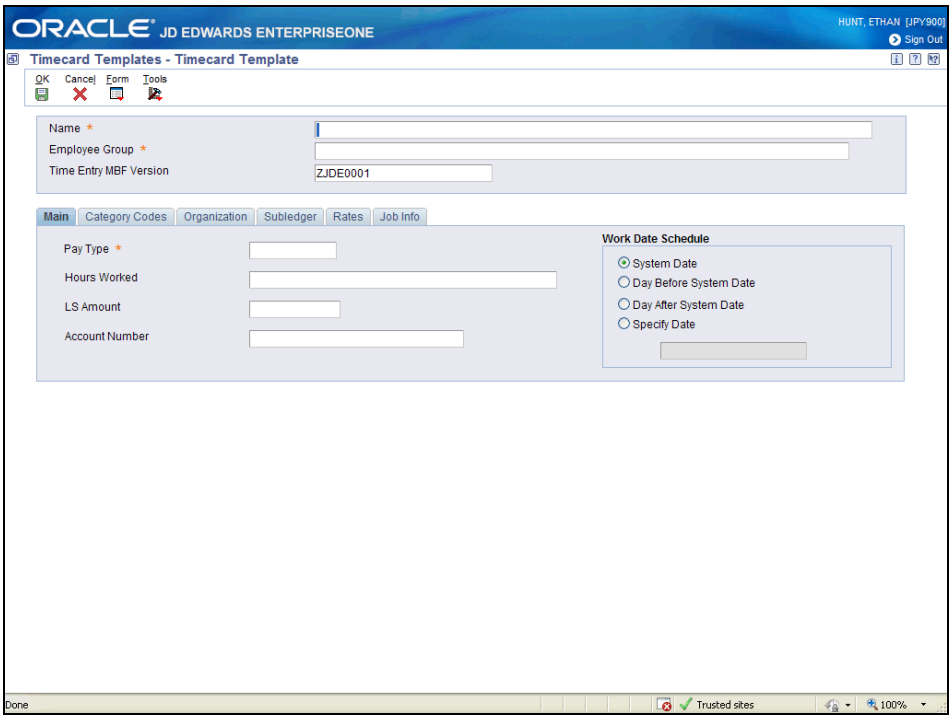
In this lesson you will learn the steps for creating a timecard template.



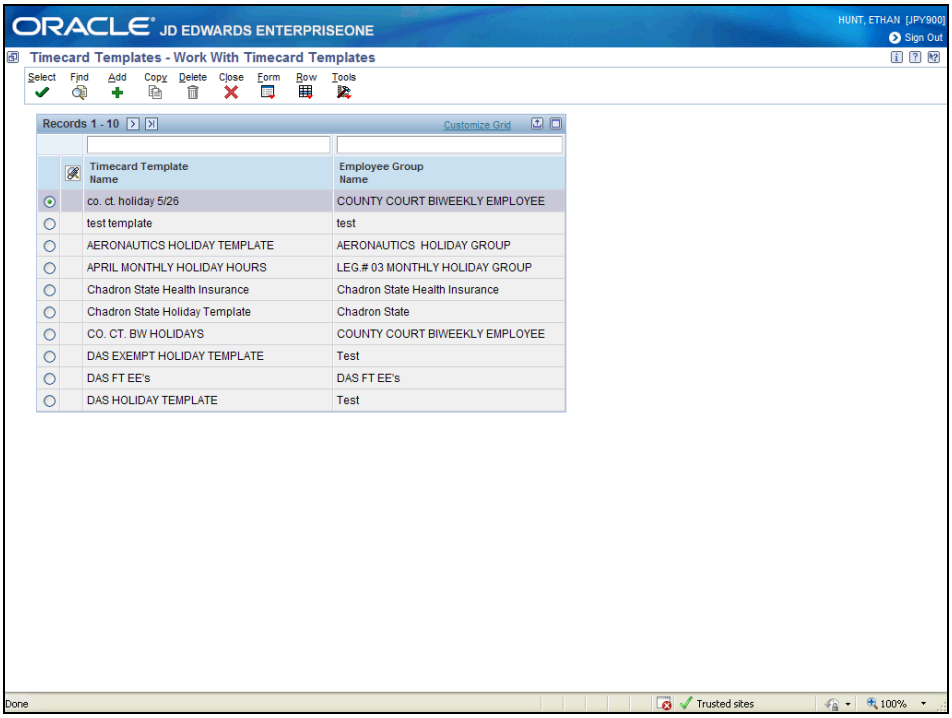
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Card Automation** link. Time Card Automation
5.	Click the **Timecard Templates** link. Timecard Templates



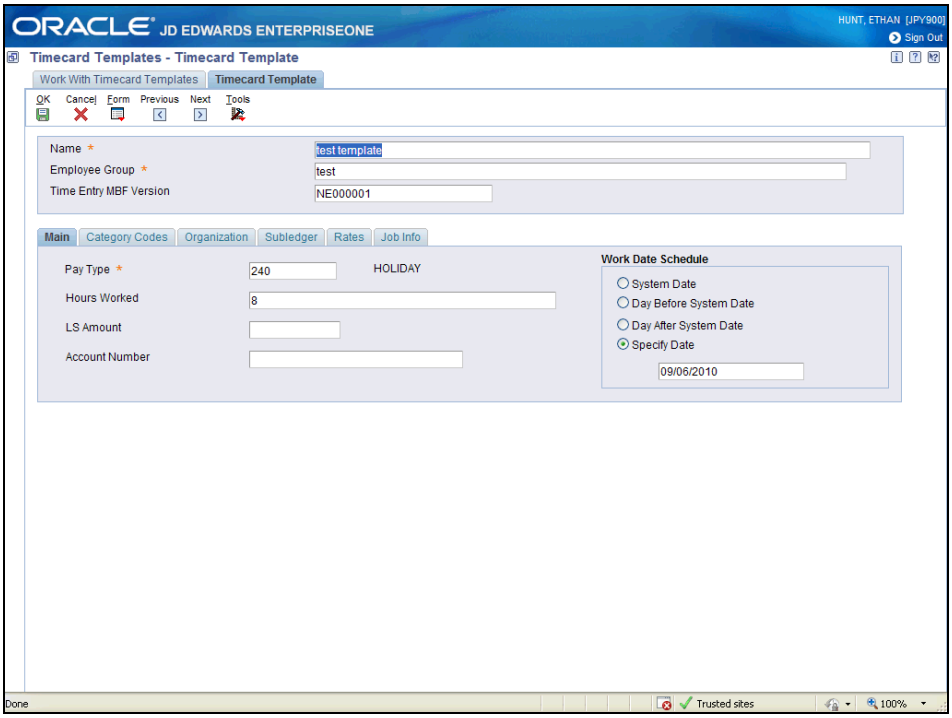
Step	Action
6.	Click the **Add** button.



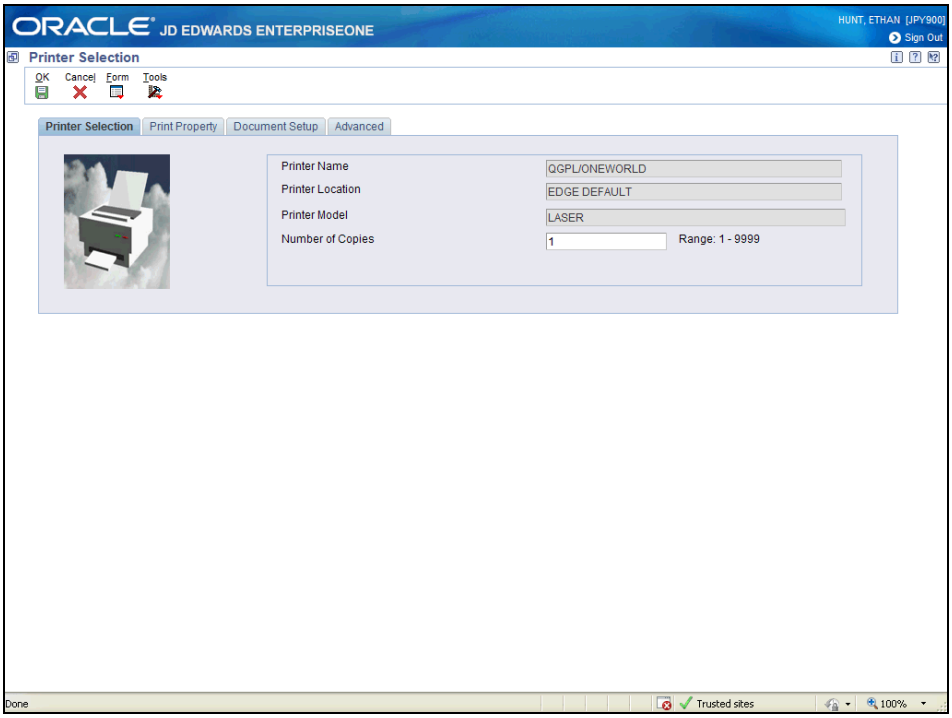
Step	Action
7.	Enter the name of the template being created into the **Name** field.
8.	Enter the name of the employee group created previously into the **Employee Group** field.
9.	Enter "**NE000001**" into the **Time Entry MBF Version** field.
10.	Click in the **Pay Type** field.
11.	Enter "**240**" into the **Pay Type** field.
12.	Click in the **Hours Worked** field.
13.	Enter the number of hours to use for this paytype into the **Hours Worked** field.
14.	Click the **Specify Date** option in the Work Date Schedule section.
15.	Click in the **Specify Date** 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 **OK** button to save the information.
19.	Click the **Cancel** button.
20.	**Note:** 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.



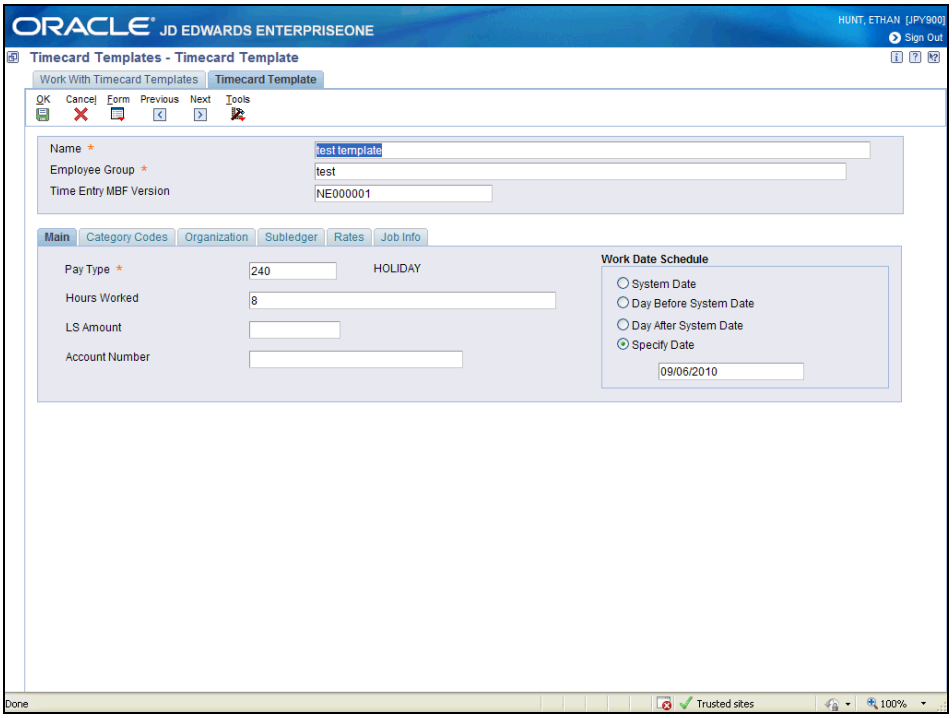
Step	Action
21.	Once all of the information has been entered the template needs to be submitted for processing. Click the radio button next to the timecard template name.
22.	Click the **Select** button.



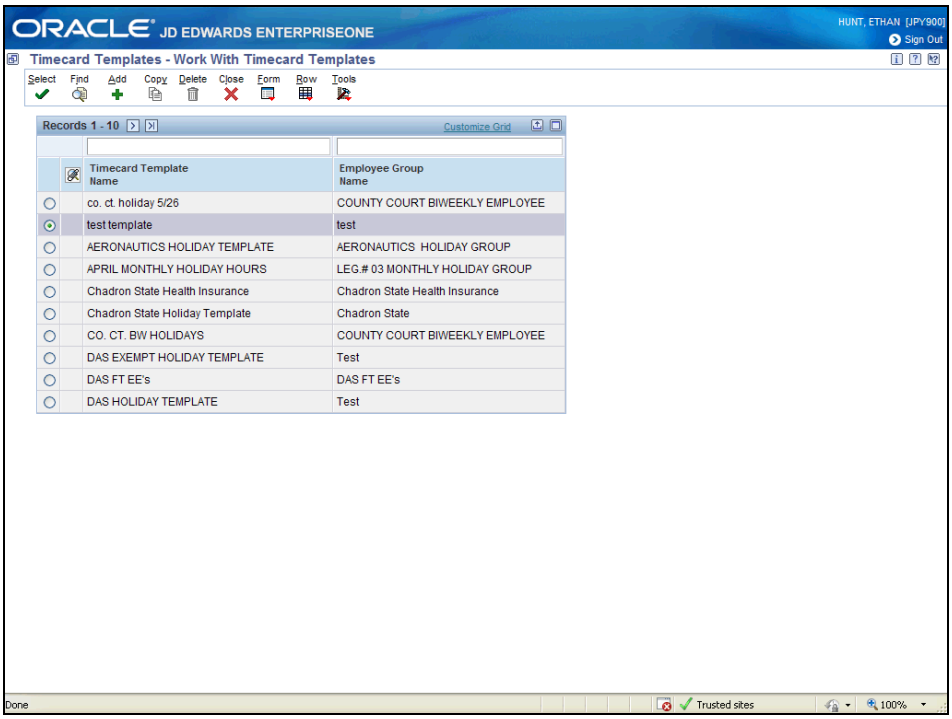
Step	Action
23.	Click the **Form** button.
24.	Click the **Submit** menu. Submit



Step	Action
25.	Click the **OK** button.
26.	**Note:** 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.



Step	Action
27.	Click the **Cancel** button.

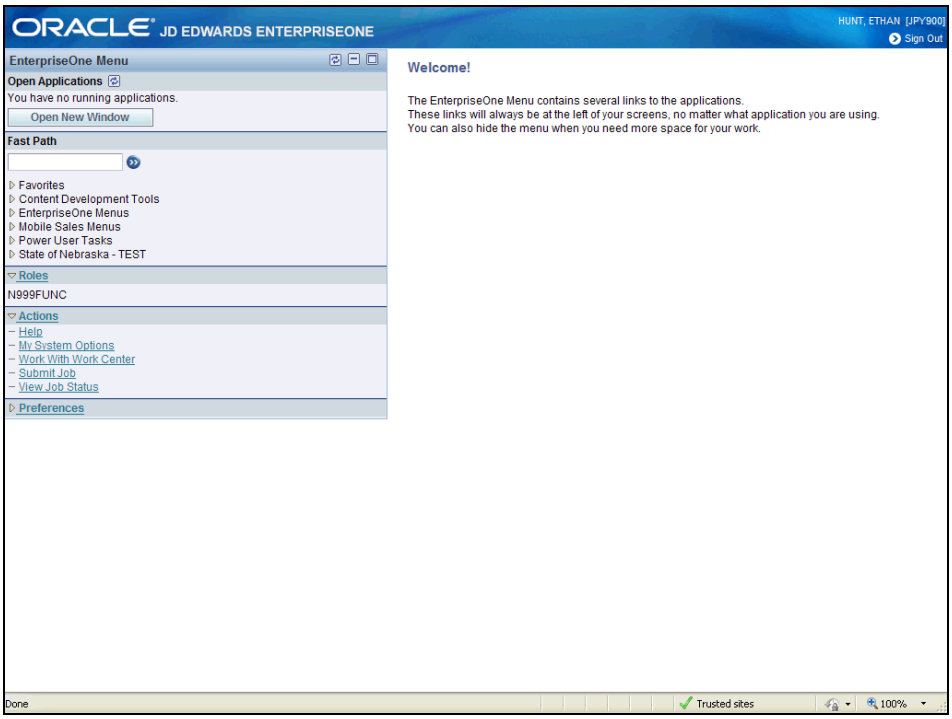


Step	Action
28.	Click the **Close** button.
29.	You have successfully completed this lesson. **Note:** View the report via Submit Job or View Job Status. See the Reports section (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) of the System Basics Training Guides. Upon reviewing 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. **End of Procedure.**

Reviewing and Approving the Timecard Template Batch

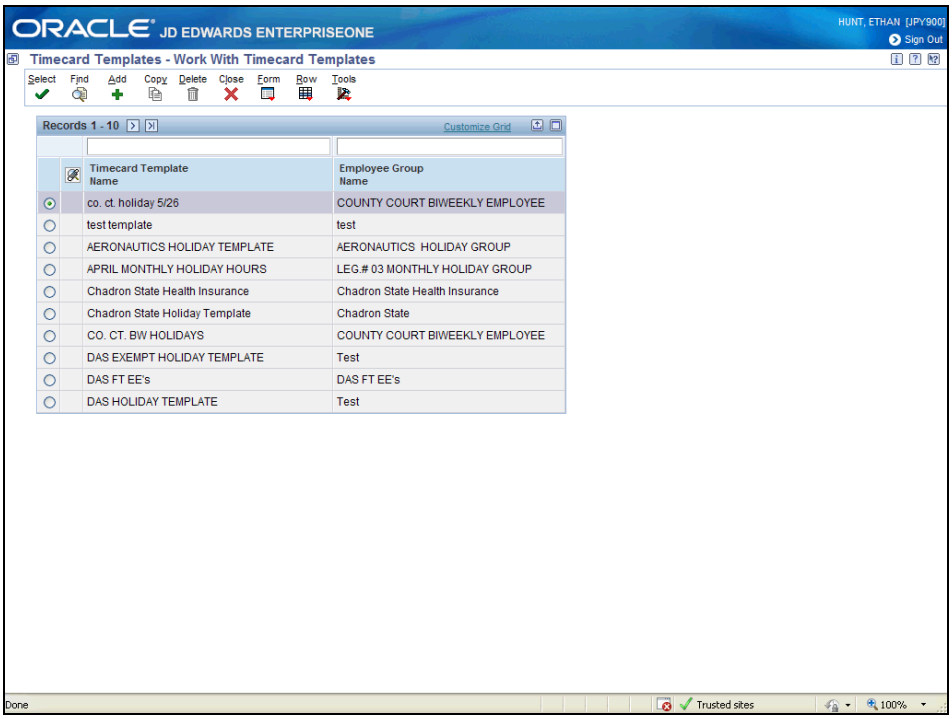
Procedure

In this lesson you will learn the steps of reviewing and approving the timecard template batch.

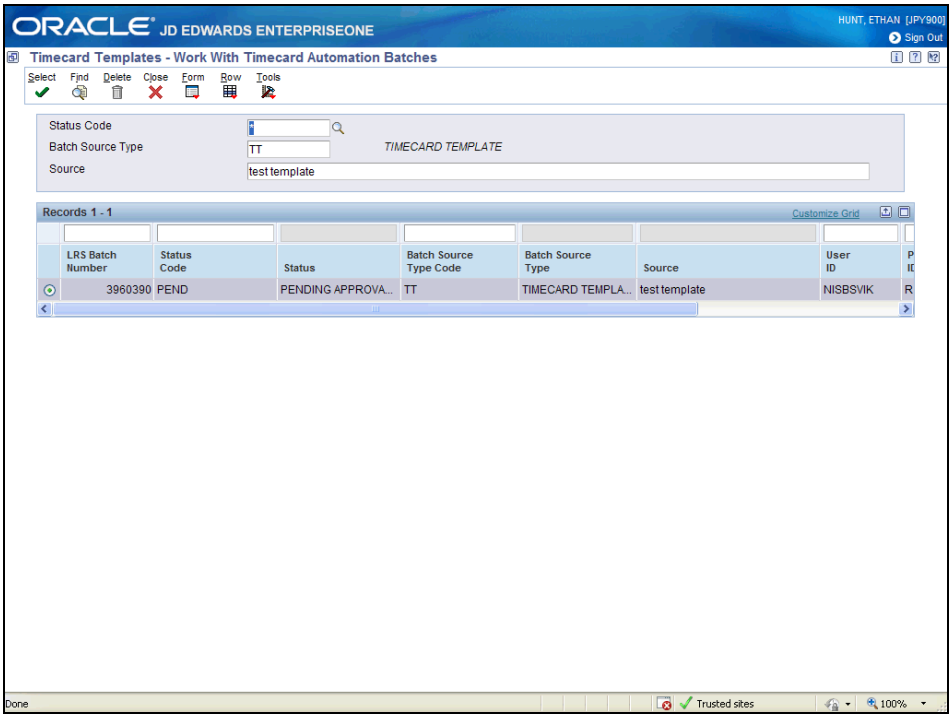


Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll

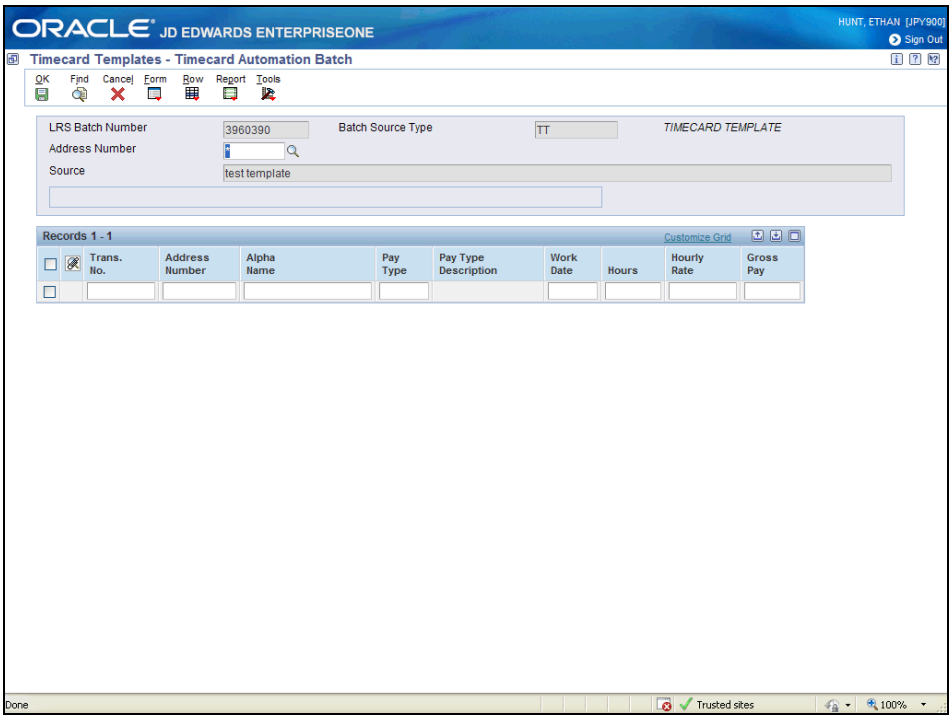
Step	Action
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Card Automation** link. Time Card Automation
5.	Click the **Timecard Templates** link. Timecard Templates



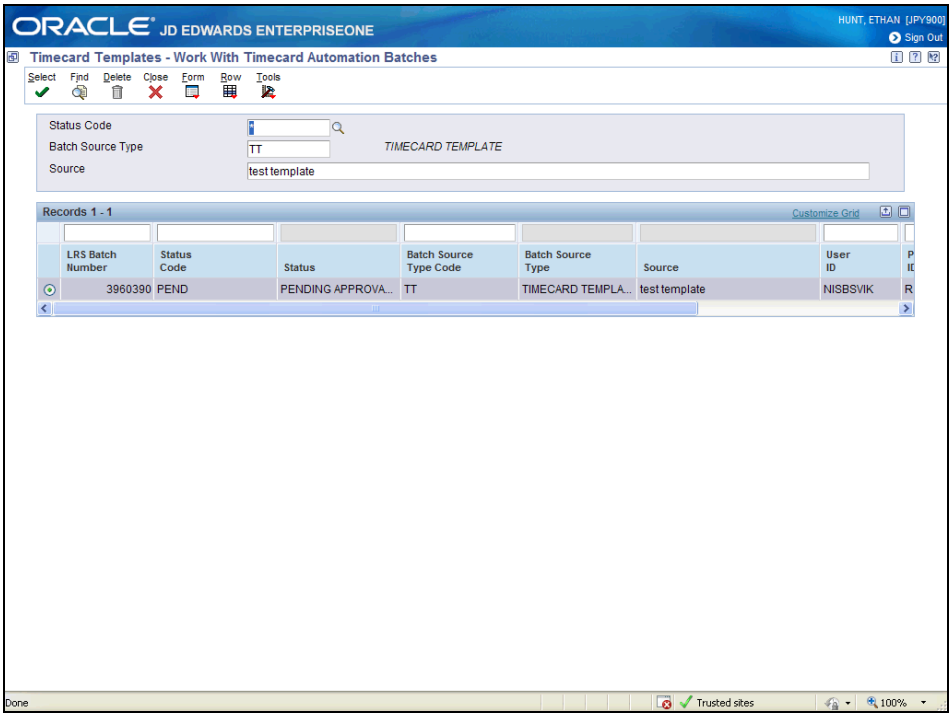
Step	Action
6.	Choose the row you wish to review by clicking the radio button next to it.
7.	Click the **Row** button.
8.	Click the **Batch Review** menu. Batch Review
9.	Review the Batch Status field and record the Batch Number
10.	If you wish to review the timecards created by this batch, click the radio button next to your timecard batch.



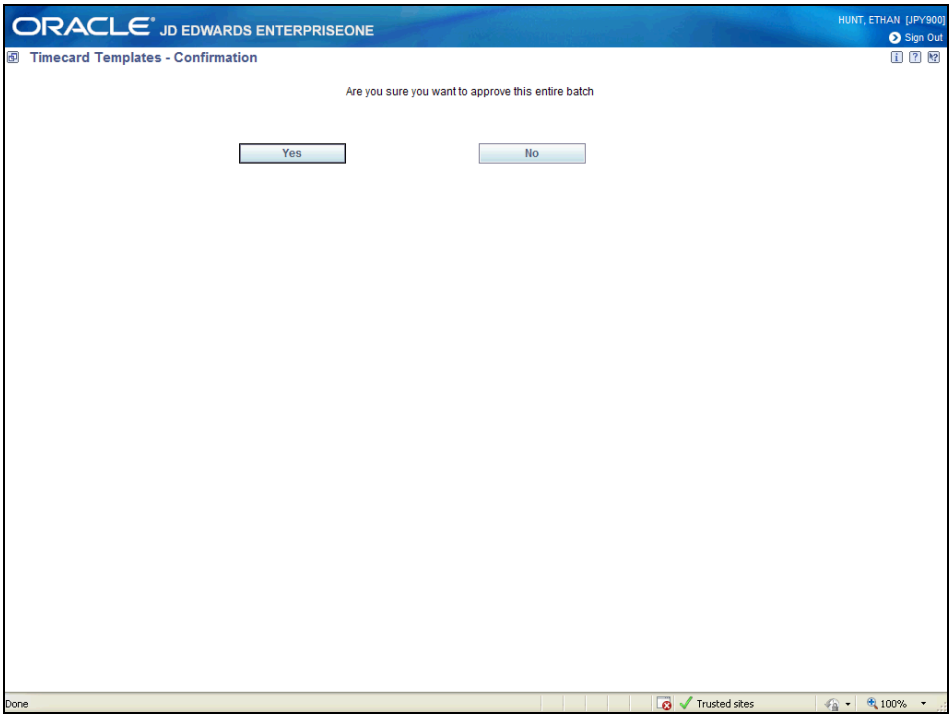
Step	Action
11.	Click the **Select** button.



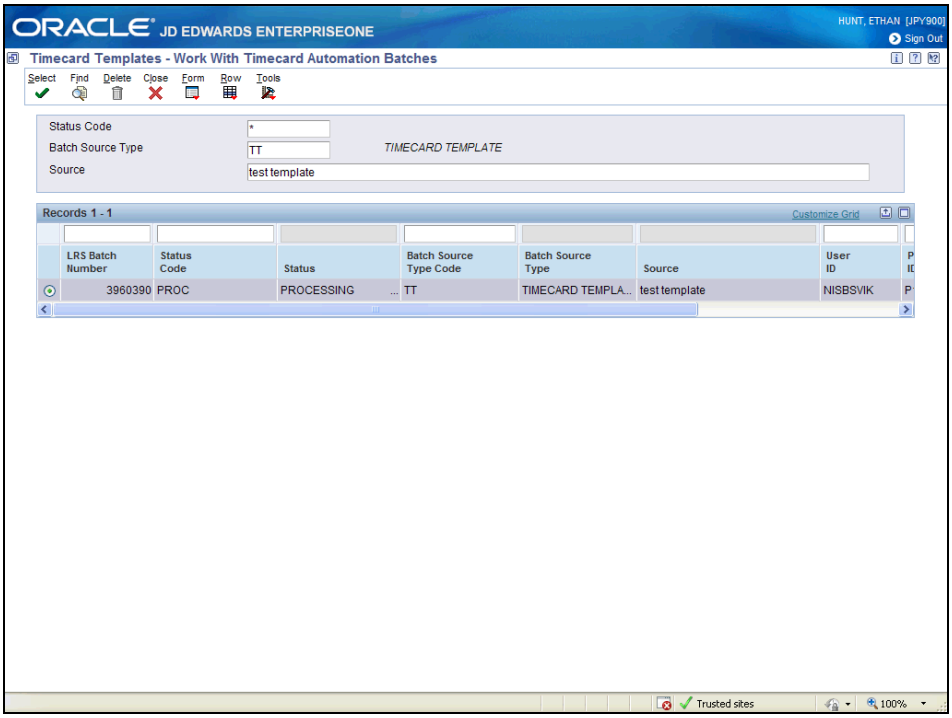
Step	Action
12.	Click the **Find** button.
13.	If you need to revise a timecard, check mark the time card and click **Row**, **Edit**. The speed time entry screen appears. Make any necessary changes to the timecard. Click **OK**.
14.	Click the **Cancel** button.



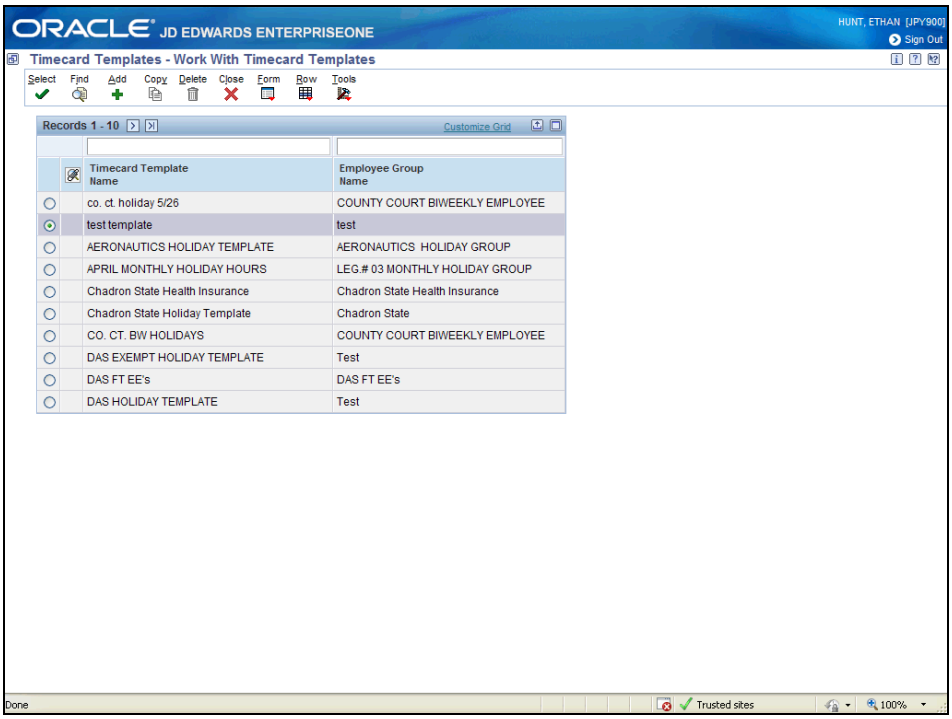
Step	Action
15.	To approve the batch click the **Row** button.
16.	Click the **Approve Batch** menu. **Note**: If you do not want to approve this batch and start over, click **Row**, **Cancel Batch**. Approve Batch



Step	Action
17.	Click the **Yes** button. Yes



Step	Action
18.	Click the **Find** button until the **Status** changes to "**Approved**".
19.	Click the **Close** button.

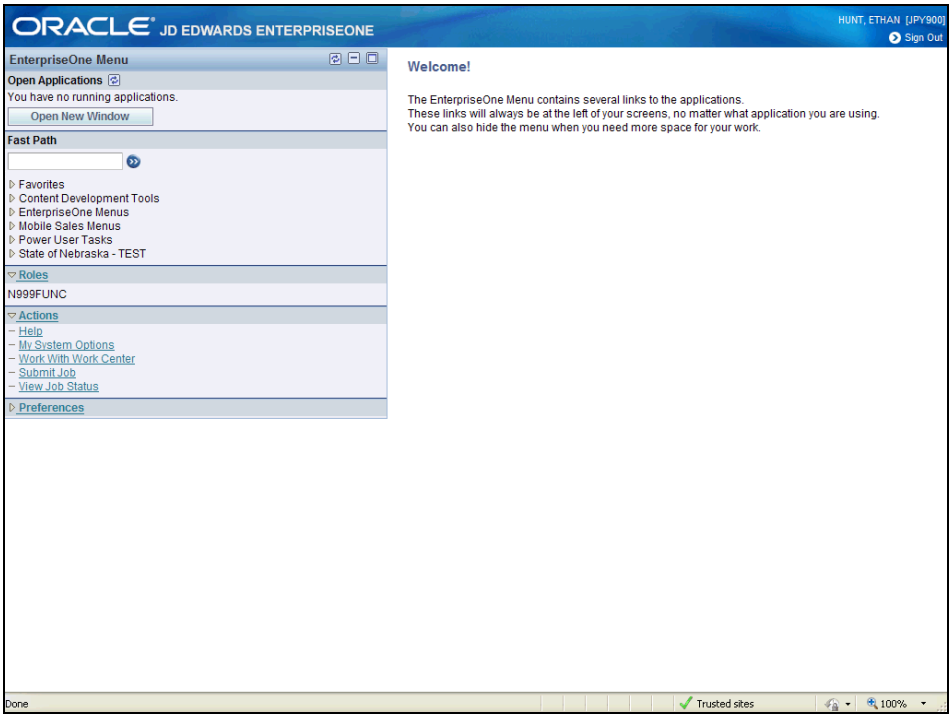


Step	Action
20.	Click the **Close** button.
21.	You have successfully completed this lesson. **End of Procedure.**

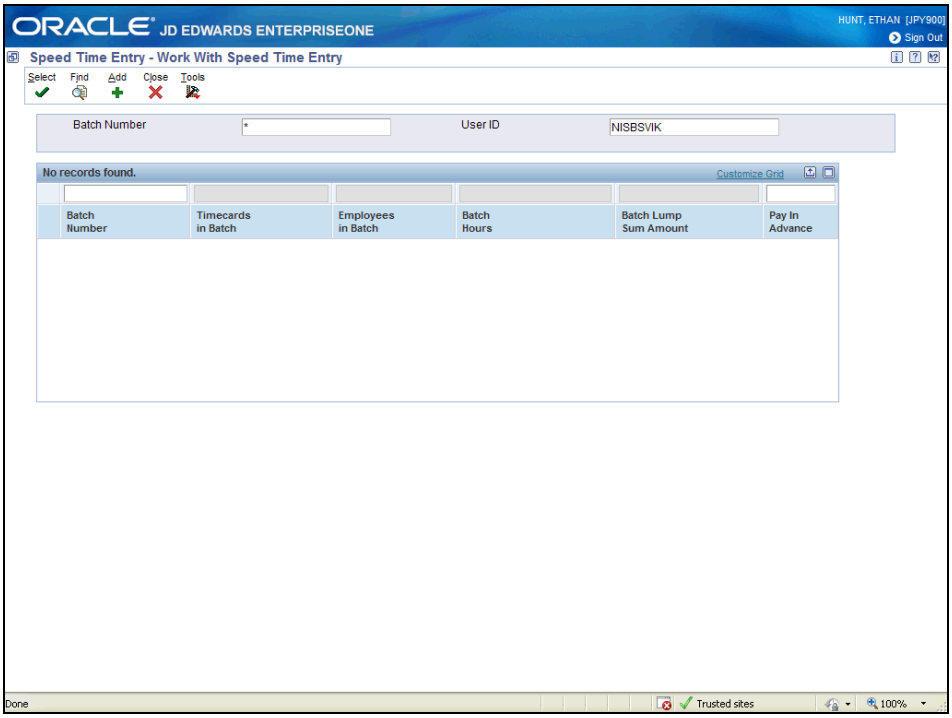
Reviewing Timecards

Procedure

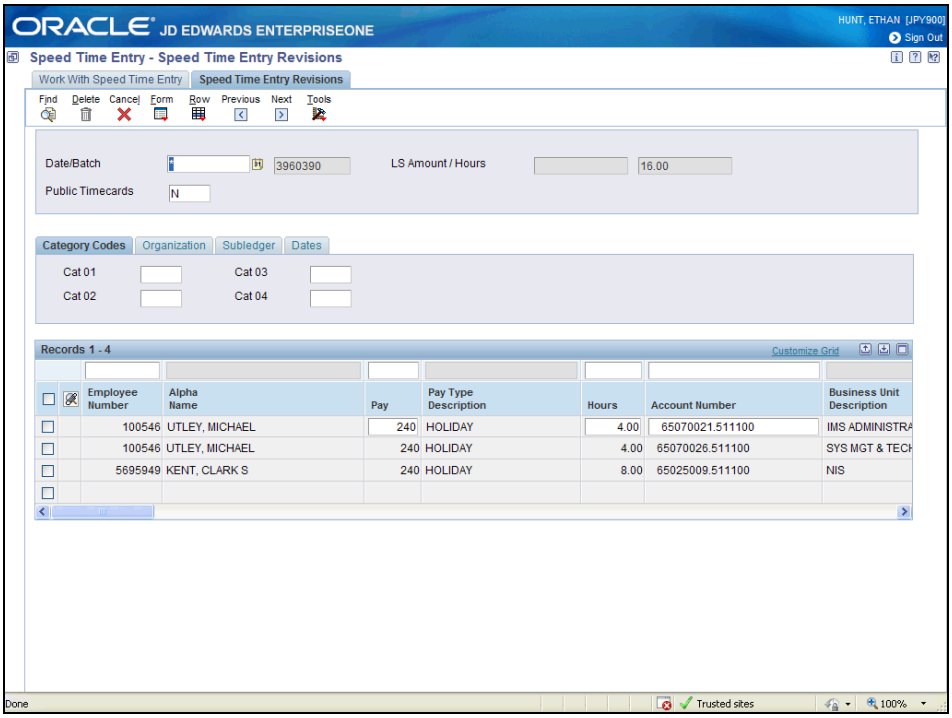
In this lesson you will learn the steps for reviewing timecards.



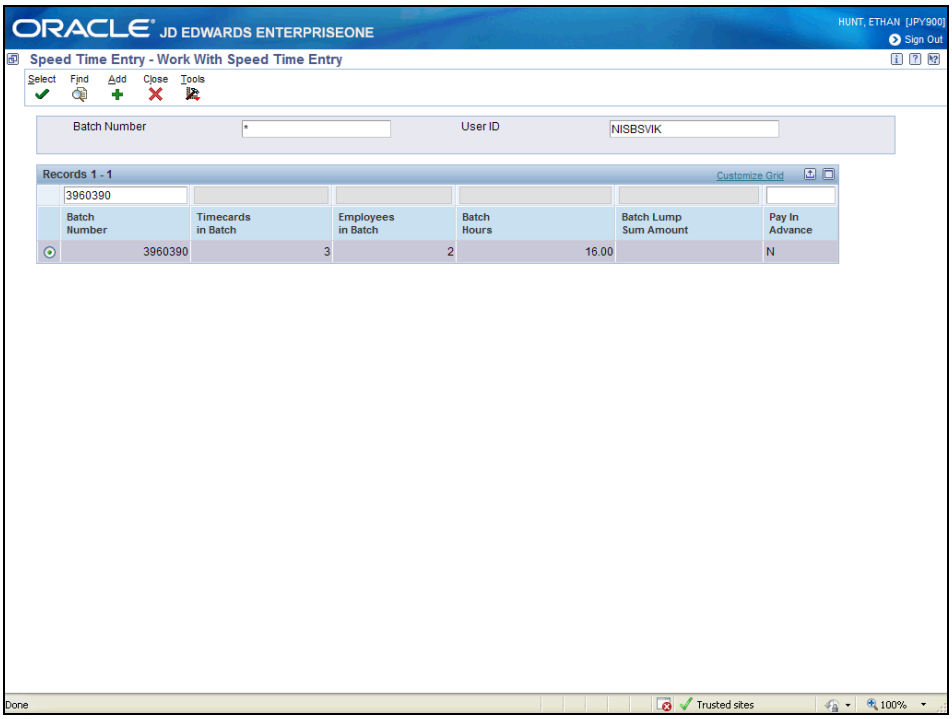
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Maintenance** link. Time Maintenance
5.	Click the **Speed Time Entry** link. Speed Time Entry



Step	Action
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.



Step	Action
11.	When finished reviewing click the **Cancel** button.

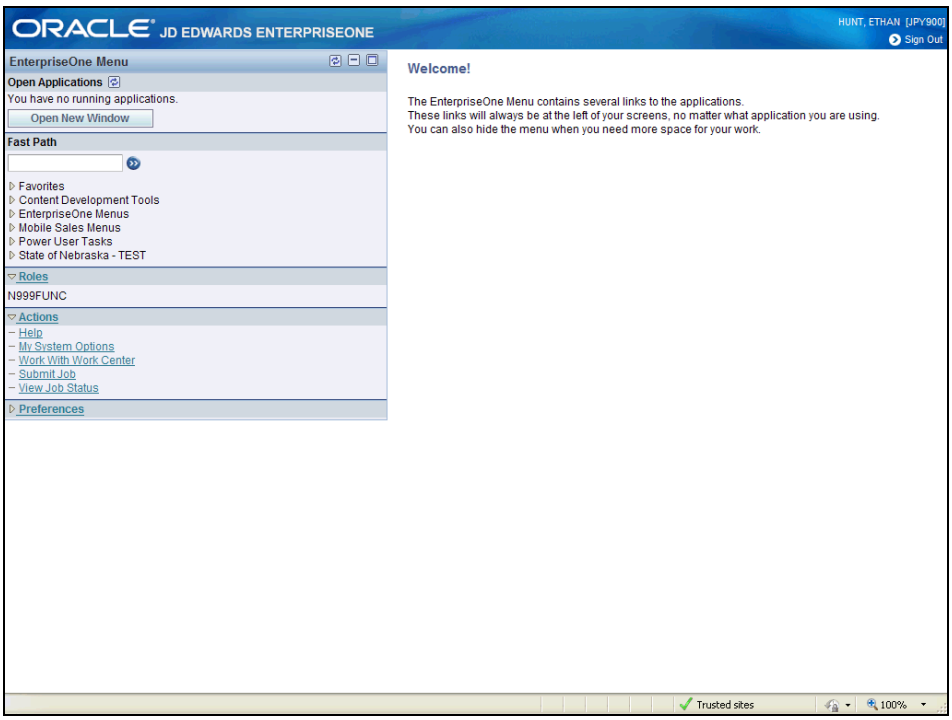


Step	Action
12.	Click the **Close** button.
13.	You have successfully completed this lesson. **End of Procedure.**

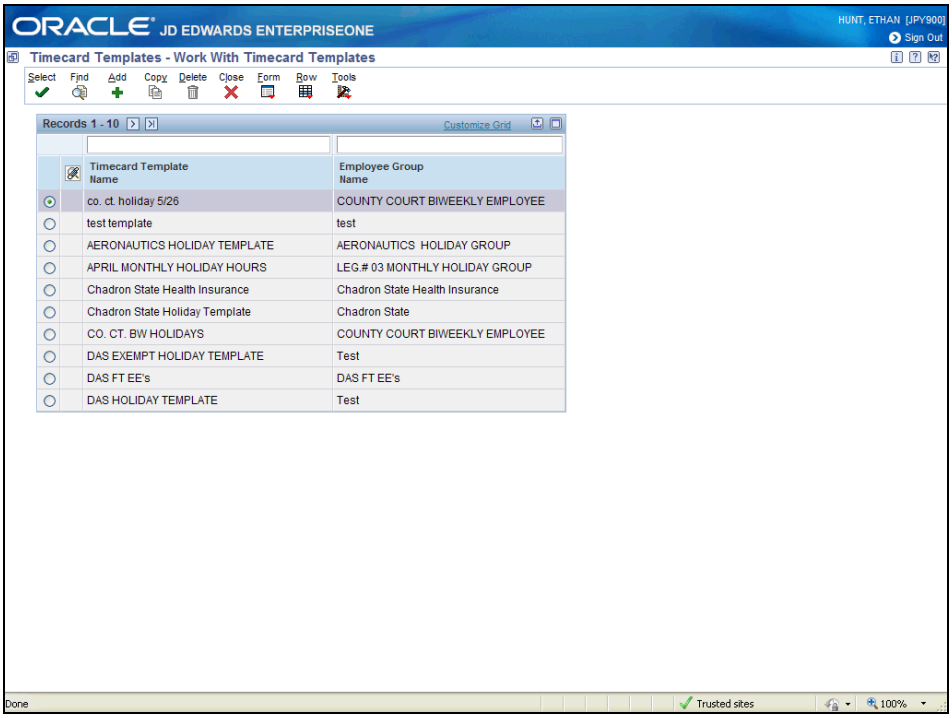
Process Template Timecard for Subsequent Pay Periods

Procedure

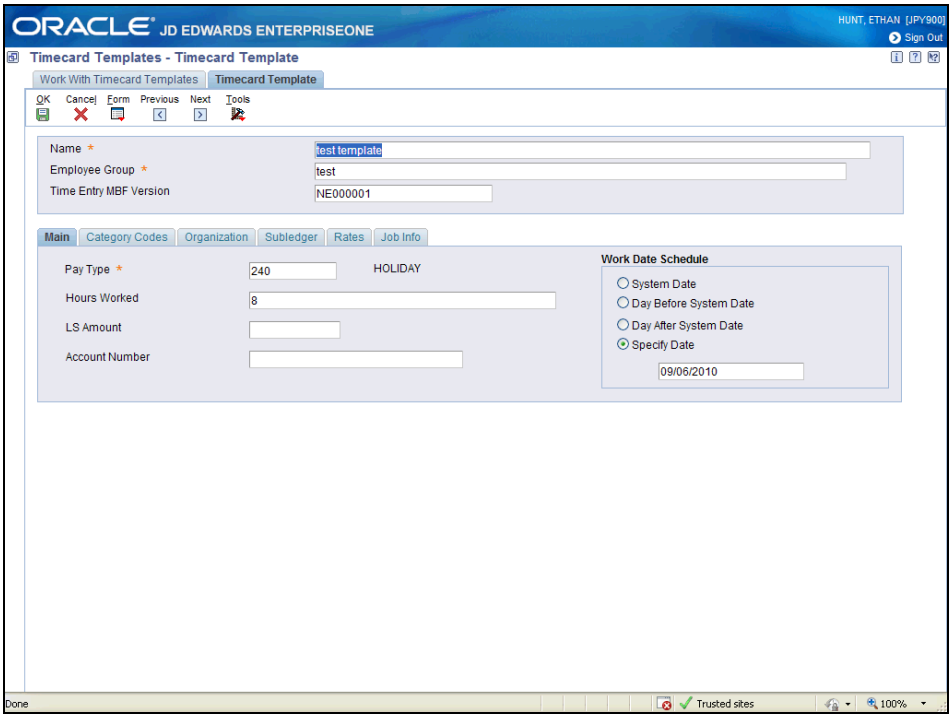
In this lesson you will learn how to process a template timecard for subsequent pay periods.



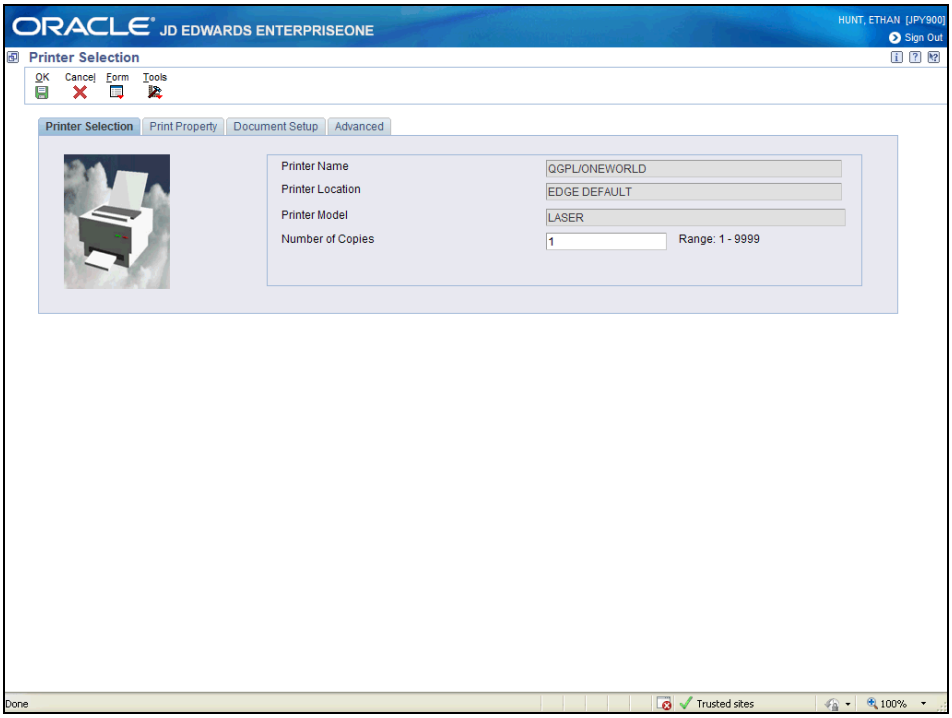
Step	Action
1.	Click the **State of Nebraska** link. State of Nebraska
2.	Click the **Payroll** link. Payroll
3.	Click the **Payroll Processing** link. Payroll Processing
4.	Click the **Time Card Automation** link. Time Card Automation
5.	Click the **Timecard Templates** link. Timecard Templates



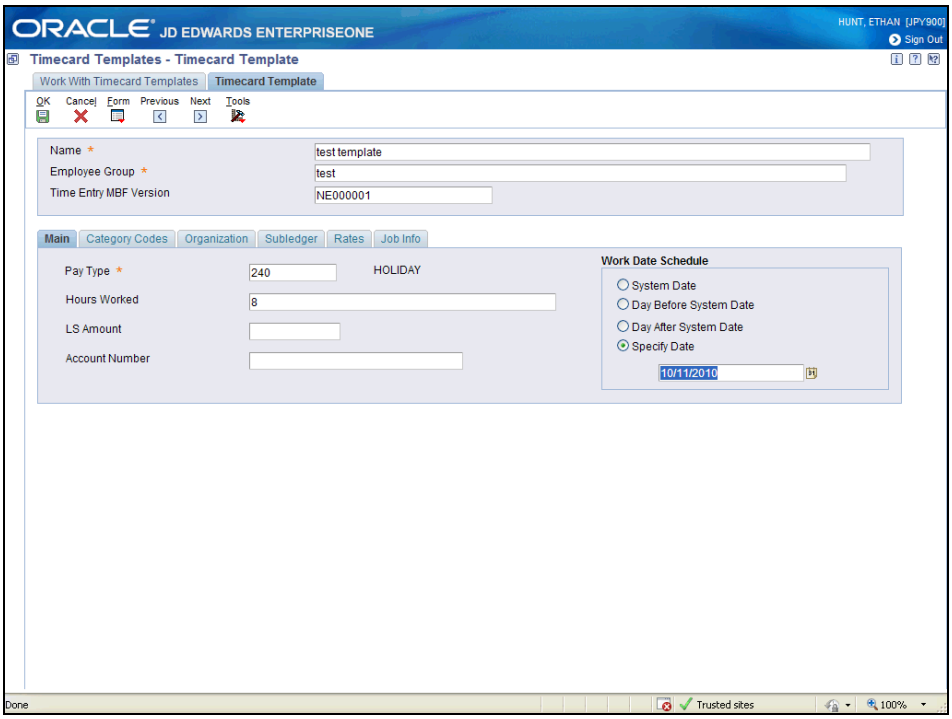
Step	Action
6.	Choose the timecard template to use by clicking the radio button next to it.
7.	Click the **Select** button.



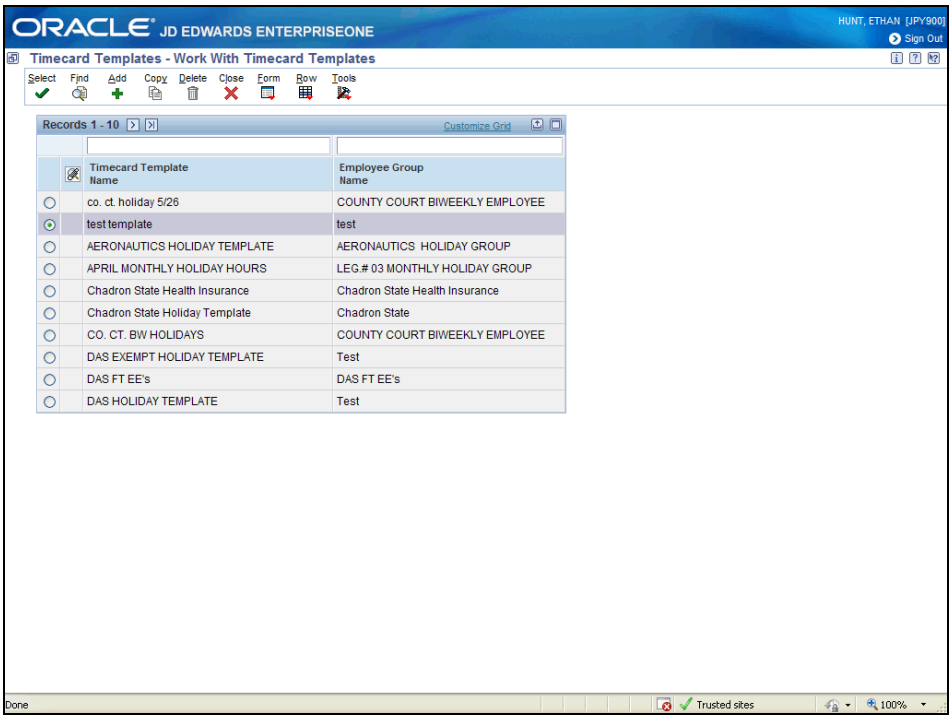
Step	Action
8.	Change the date and possibly the number of hours to be coded to the 240 pay type. 09/06/2010
9.	Click the **OK** button.
10.	Click the **Form** button.
11.	Click the **Submit** menu. Submit



Step	Action
12.	Click the **OK** button.



Step	Action
13.	Click the **Cancel** button.



Step	Action
14.	Click the **Close** button.
15.	You have successfully completed this lesson. **End of Procedure.**