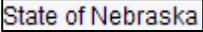
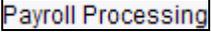
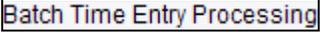


## Run the Batch Time Processor

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>Batch Time Entry Processing</b> link. 
5.	Click the <b>Batch Time Entry File Processor</b> link. 
6.	Choose the appropriate version for your agency by clicking the check box next to it. 
7.	Click the <b>Select</b> button. 
8.	Click the <b>Data Selection</b> option. 
9.	Click the <b>Submit</b> button. 
10.	Click the <b>OK</b> button. 
11.	Make sure you are on the <b>Select</b> tab. If you are not click the <b>Select</b> tab. 
12.	Complete the following fields as necessary on the <b>Select</b> tab only:  <b>Self Service Time Entry</b> <b>Starting Date</b> <b>Ending Date</b>  <b>Warning:</b> The Messages and Interims tabs are to be left blank.
13.	When finished click the <b>OK</b> button. 
14.	Click the <b>OK</b> button. 

Step	Action
15.	Click the <b>Close</b> button. 
16.	<p><b>Warning:</b> After Batch Processing is complete, change the current and future dates for Biweekly Daily, Biweekly Summary, and/or Monthly time entry applications following the Updating Processing Options section of this work instruction.</p> <p><b>Warning:</b> Run the Leave Without Pay Report after the Batch Processing, but before Pre-payroll.</p>
17.	<p>You have successfully completed this lesson.</p> <p>To view the report you will need to go to <b>View Job Status</b>. For more information go to the Reports Lesson under the System Basics (<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>) work instructions.</p> <p><b>Note:</b> View the report to check for errors and view updates. You may use the Total Hours to determine overtime.</p> <p><b>End of Procedure.</b></p>