

Uploading Time Cards

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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Uploading Time Cards

Uploading Time Cards Overview

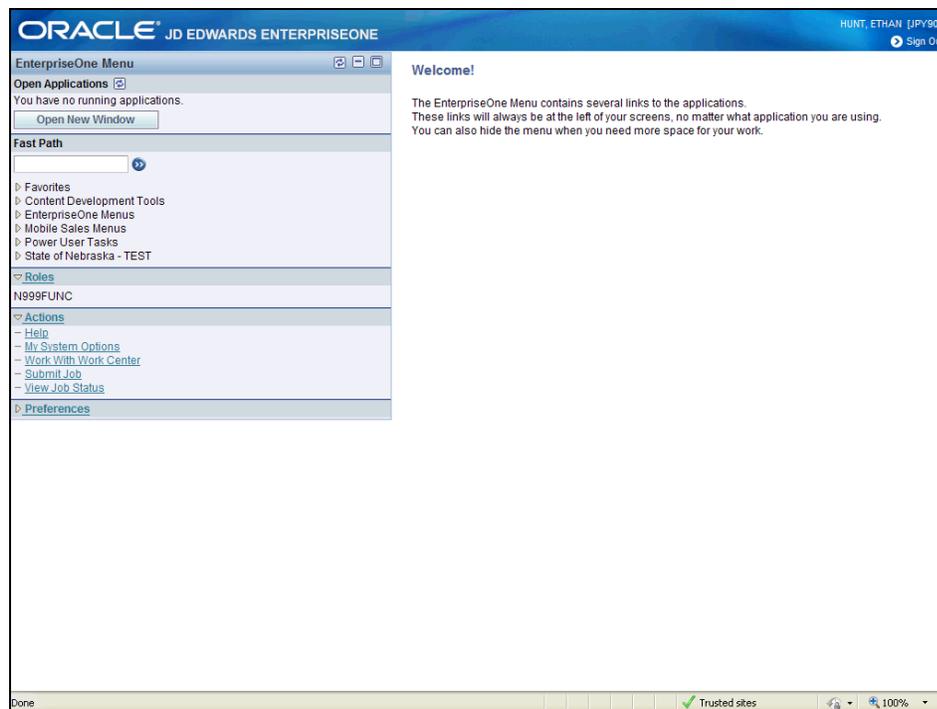
Payroll/Human Resources Administrators will run the Batch Time Processor to upload timecards created in Employee Self Service (F06116Z1) to the Time Card File (F06116). This is done after the administrator has reviewed and/or approved the employees' time entry for the time period, and is ready to start the Payroll Process.

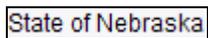
Warning: If an employee has Labor Distribution, the Time Allocation Program must be run to correctly update object codes after the Batch Time Processor is run. For instruction on how to run the Time Allocation Program, please refer to the Entering Timecards using Speed Time Entry work instructions.

Run the Batch Time Processor

Procedure

In this lesson you will learn how to run the batch time processor.

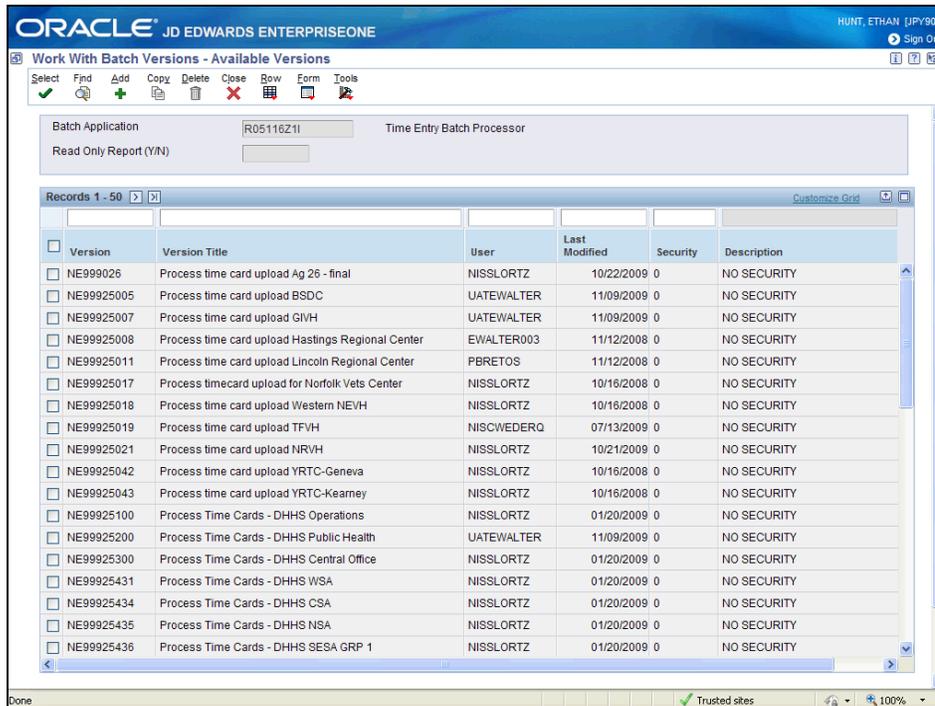


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 

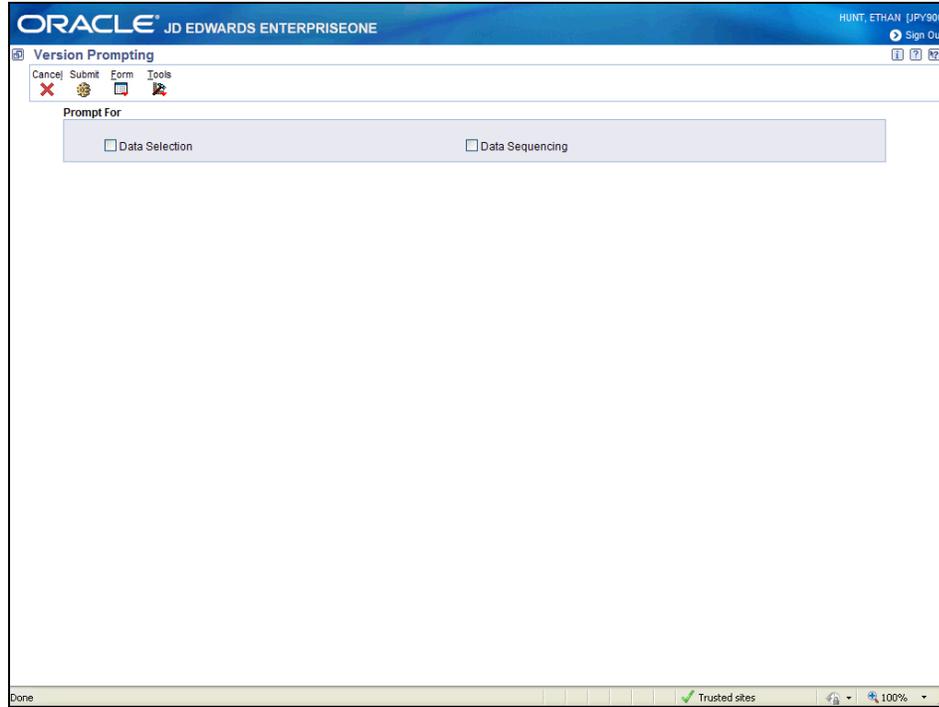
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Step	Action
3.	Click the Payroll Processing link.
4.	Click the Batch Time Entry Processing link.
5.	Click the Batch Time Entry File Processor link.



Step	Action
6.	Choose the appropriate version for your agency by clicking the check box next to it.
7.	Click the Select button.



Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 

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Operator	Left Operand	Comparison	Right Operand
<input type="checkbox"/>	Where Business Unit - Home (F06116Z1) (HMCU) [BC]	is equal to	* 65000000- 65999999
<input checked="" type="checkbox"/>	And EDI - Successfully Processed (F06116Z1) (EDSP) [BC]	is not equal to	1
<input checked="" type="checkbox"/>	And Time Entry Status Flag (F06116Z1) (SSFL) [BC]	is not equal to	2
<input type="checkbox"/>	And		

Step	Action
10.	Click the OK button.

Processing Options

1. Time Entry MBF Version:

Blank = Default Version (ZJDE0001)

2. Final Flag:

Blank = Proof
1 = Final

3. Purge Flag:

Blank = Do Not Purge
1 = Purge

4. Payroll Lockout Processing:

1 = Error Message, No Upload
2 = Warning Message, Upload
3 = No Message, Upload

5. Date Worked Override:

Blank = Do Not Override Date Worked
1 = Override Date Worked with the Labor Period Ending Date

Manual Date Worked Override:

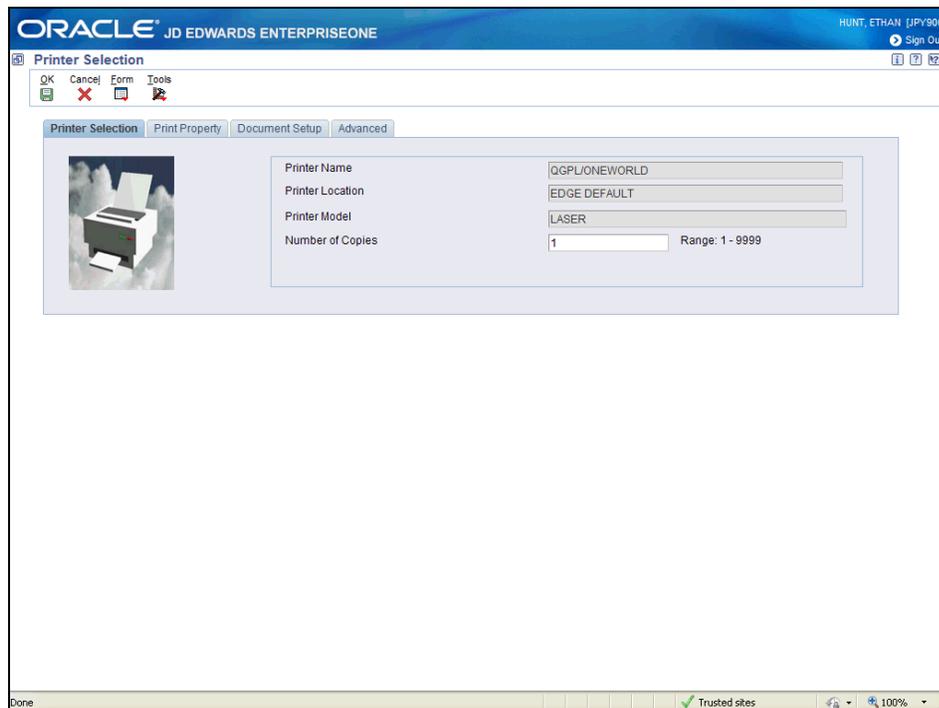
(Note: Use the Manual Date Worked Override in the case where you want to override the Date Worked with a date other than the Labor Period Ending Date. If you use this option, the Date Worked Override must be set to a blank.)

6. Summarize Employee's F06116Z1s:

Blank = Upload Detailed F06116Z1s to F06116
1 = Upload Summarized F06116Z1s to F06116

(Note: "Summarized" means that each employee's F06116Z1 records will be summarized into a single F06116, provided all fields match with the exception of Date (DWK) and Hours (PHRW) Worked.)

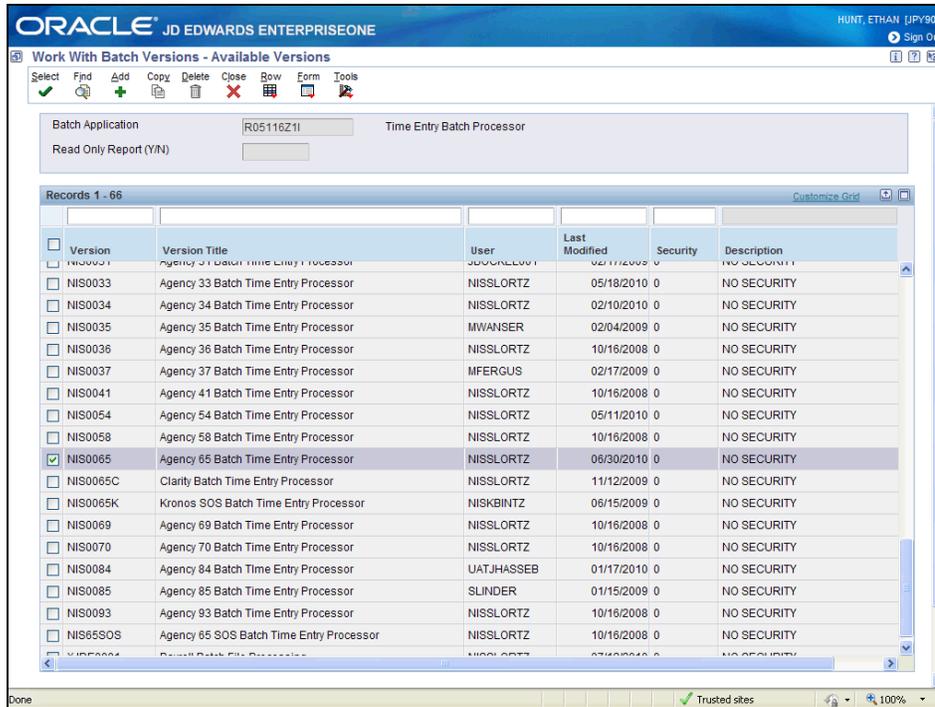
Step	Action
11.	Make sure you are on the Select tab. If you are not click the Select tab. 
12.	Complete the following fields as necessary on the Select tab only: <p style="text-align: center;">Self Service Time Entry Starting Date Ending Date</p> <p>Warning: The Messages and Interims tabs are to be left blank.</p>
13.	When finished click the OK button. 



Step	Action
14.	Click the OK button. 

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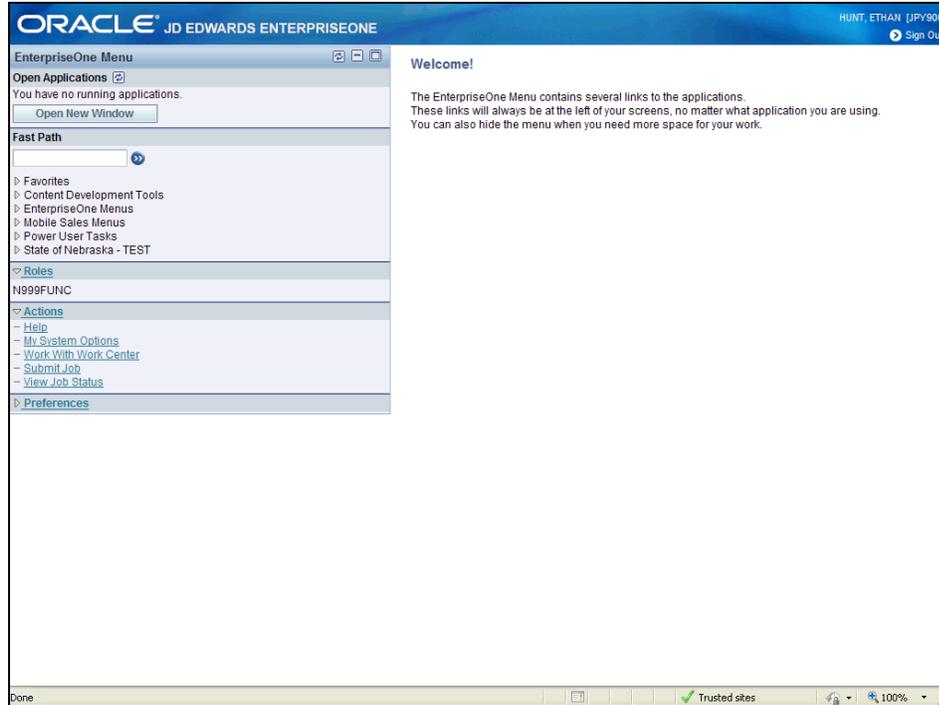


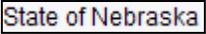
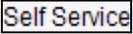
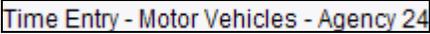
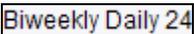
Step	Action
15.	Click the Close button.
16.	<p>Warning: After Batch Processing is complete, change the current and future dates for Biweekly Daily, Biweekly Summary, and/or Monthly time entry applications following the Updating Processing Options section of this work instruction.</p> <p>Warning: Run 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 View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) work instructions.</p> <p>Note: View the report to check for errors and view updates. You may use the Total Hours to determine overtime.</p> <p>End of Procedure.</p>

Update Pay Period End Date In ESS Time Entry

Procedure

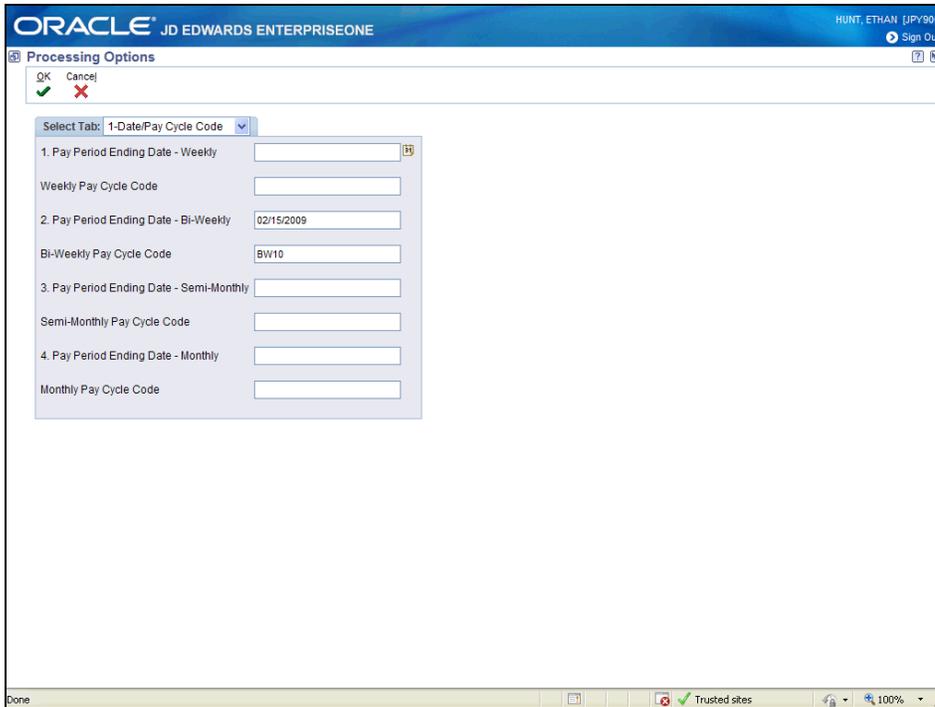
In this lesson you will learn how to update the pay period end date in ESS Time Entry.



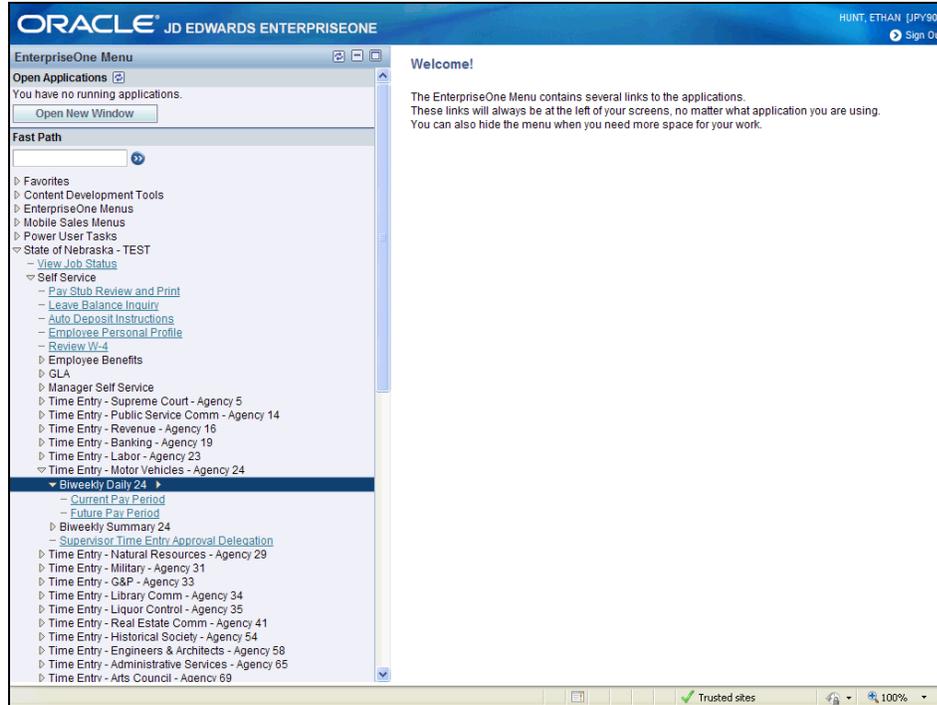
Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click on the Time Entry menu item for your agency. 
4.	Click on Biweekly Daily , Biweekly Summary , and/or Monthly . Note: This may vary depending on your agency. 
5.	Move your mouse over the Current Pay Period button.
6.	An arrow will appear next to the Current Pay Period option. Click the arrow button. 
7.	Click the Values menu. 

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Step	Action
8.	Enter the last date of the current pay period into the 1. Pay Period Ending Date field.
9.	Click the OK button. 
10.	Click the Close button. 

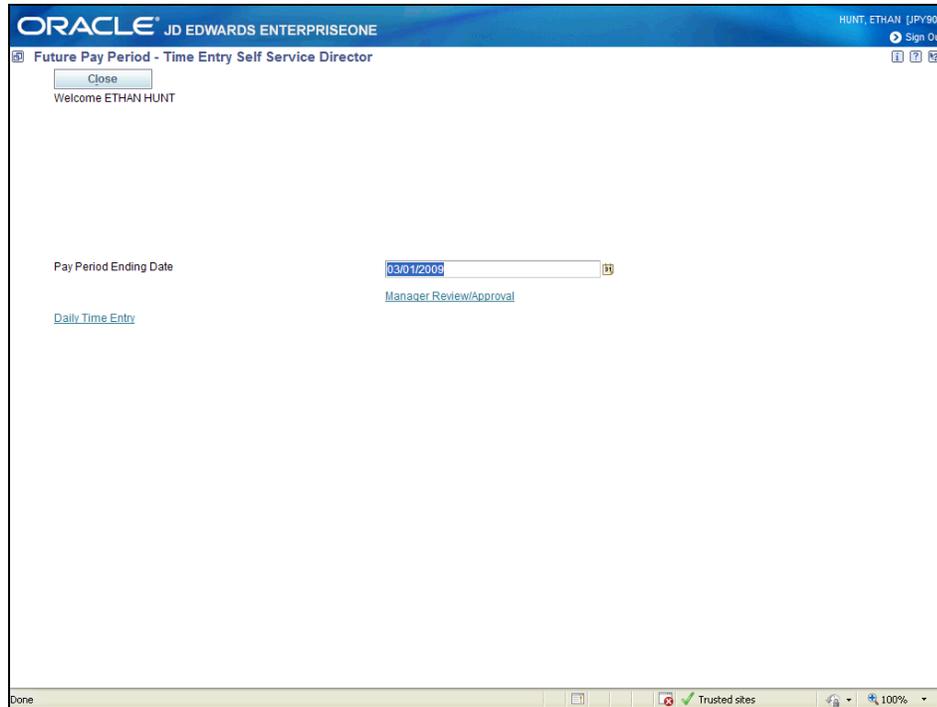


Step	Action
11.	Move your mouse over the Future Pay Period button.
12.	An arrow will appear next to the Future Pay Period option. Click the arrow button. 
13.	Click the Values menu. 

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Step	Action
14.	Enter the last date of the pay period following the current pay period into the 1. Pay Period Ending Date field.
15.	Click the OK button. 



Step	Action
16.	Click the Close button. 
17.	<p>Note: These steps must be completed for Current and Future Pay Period menus for each type of Time Entry utilized by your agency (Biweekly Daily, Biweekly Summary, and/or Monthly).</p> <p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>