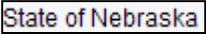
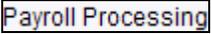


Run the Batch Time Entry Register Report

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Batch Time Entry Processing link. 
5.	Click the Batch Time Entry Register link. 
6.	Choose the appropriate version for your agency by clicking the check box next to it. 
7.	Click the Select button. 
8.	Click the Data Selection option. 
9.	Click the Submit button. 
10.	Click the OK button. 
11.	Complete any of the following fields necessary to narrow the report: Date Worked fields DBA Code fields Supervisor Time Entry Status Flag - enter 3 to run a version of this report which includes only the "Paid, not Approved" timecards. Note: Leaving the Time Entry Status Flag "blank" will show all timecards, regardless of status.
12.	Click the OK button. 

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