

Payroll Administrator Review and Process 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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Payroll Administrator Review and Process Time Cards

Payroll Administrator Review and Process Time Cards Overview

After employees enter their cards for approval using Employee Self Service Time Entry, their supervisor (or the supervisor's delegate) will approve their time cards. After the above processes are complete, the Payroll Administrator can run the Batch Time Entry Register report to review the status of the timecards. Timecards can also be reviewed via the Batch Time Entry File Revisions screen.

The Payroll Administrator can either approve, or designate "paid, not approved," on any time cards waiting approval in order to begin the upload process. Unapproved timecards may be uploaded using Processing Options.

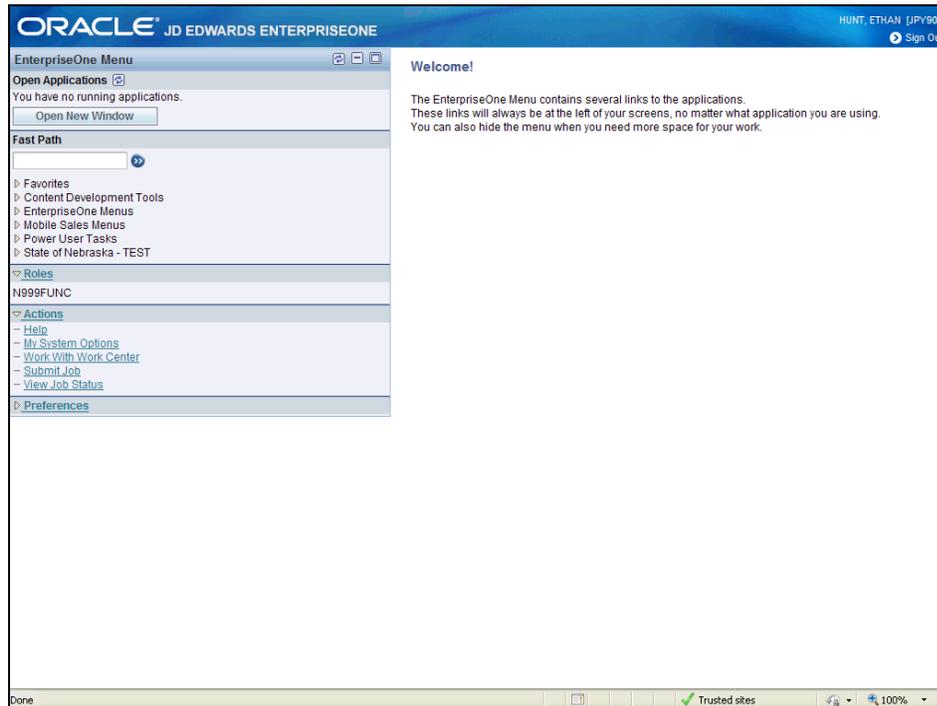
Note: The Payroll Administrator must be delegated by each manager to approve that manager's employee's timecards.

A version of the Batch Time Entry Register report can be run to view all "Paid, not Approved" timecards. This version has a signature line to document that the timecards were uploaded without the supervisor's direct approval.

Run the Batch Time Entry Register Report

Procedure

In this lesson you will learn to run the batch time entry register report.



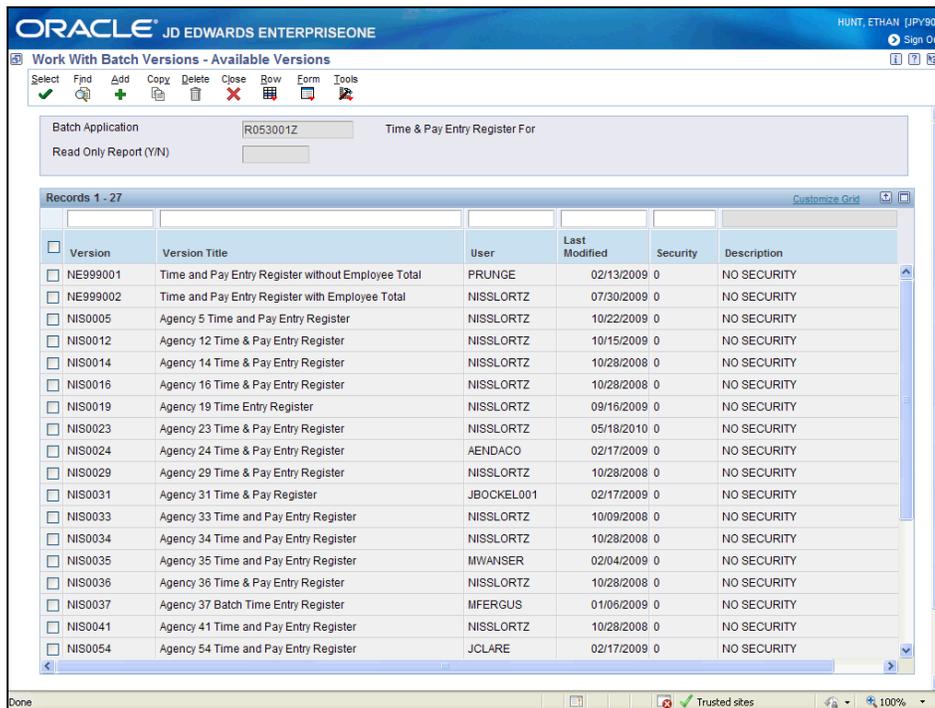
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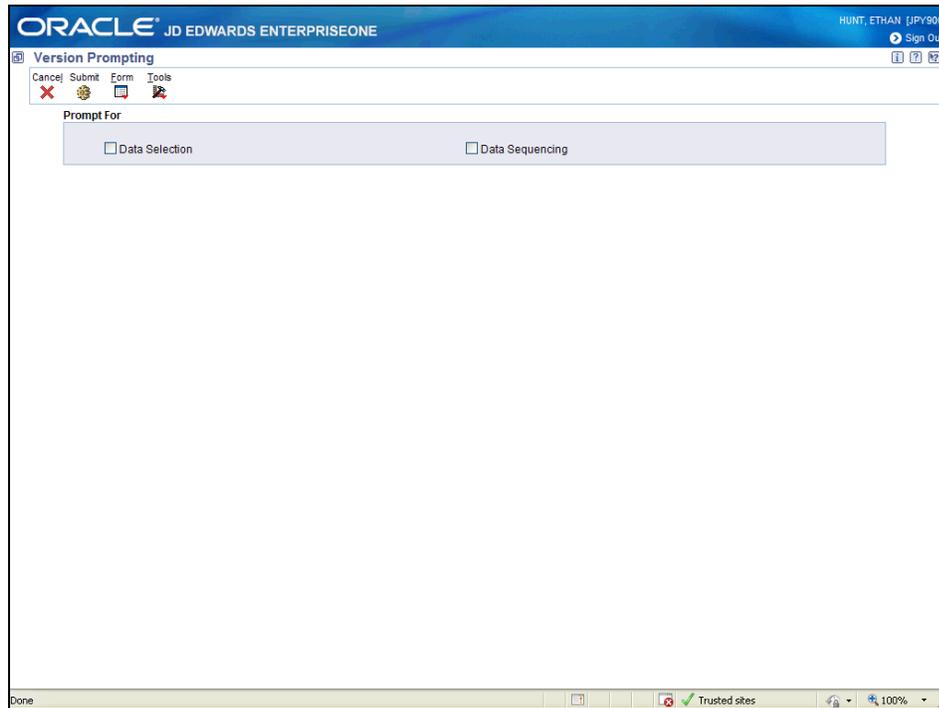
Time Cards



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.



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

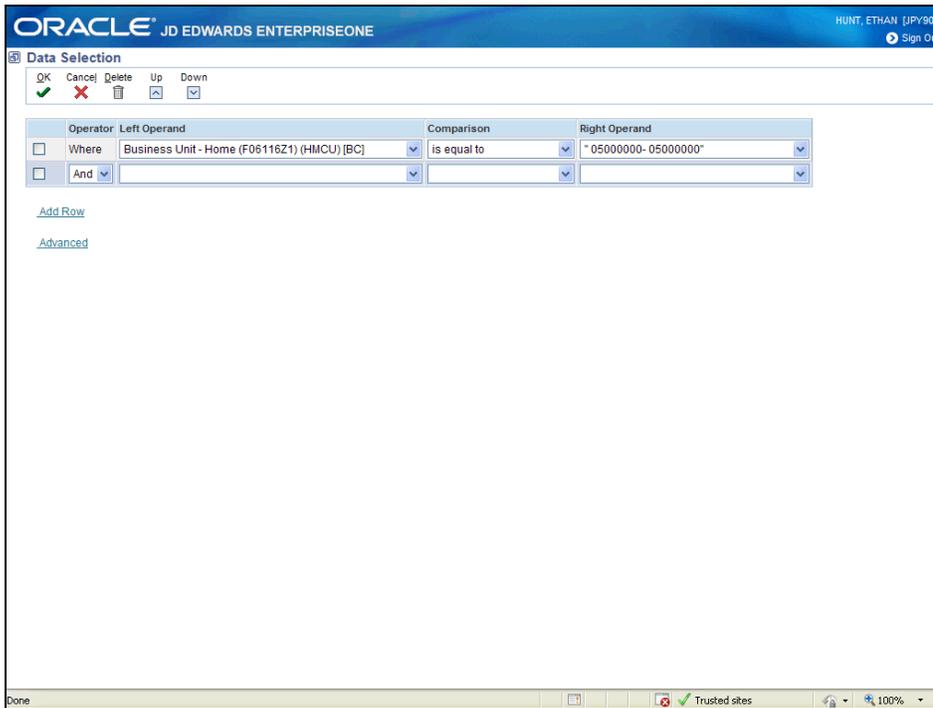


Step	Action
8.	Click the Data Selection option. 
9.	Click the Submit button. 

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Step	Action
10.	Click the OK button. 
11.	<p>Complete any of the following fields necessary to narrow the report:</p> <p>Date Worked fields</p> <p>DBA Code fields</p> <p>Supervisor</p> <p>Time Entry Status Flag - enter 3 to run a version of this report which includes only the "Paid, not Approved" timecards.</p> <p>Note: Leaving the Time Entry Status Flag "blank" will show all timecards, regardless of status.</p>

Step	Action
12.	Click the OK button. 

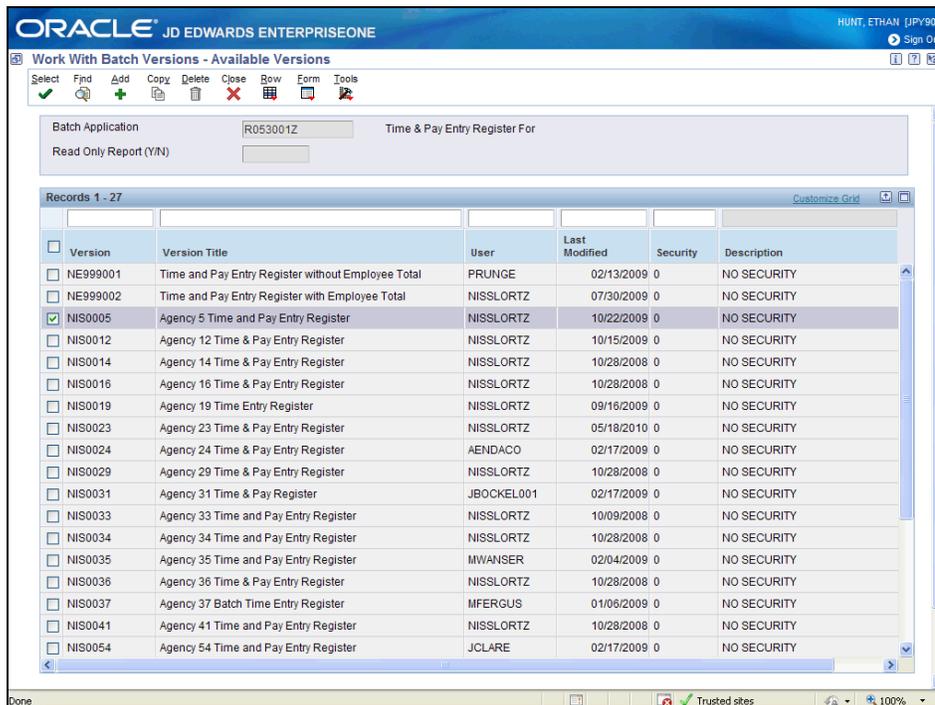
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Step	Action
13.	Click the OK button. 

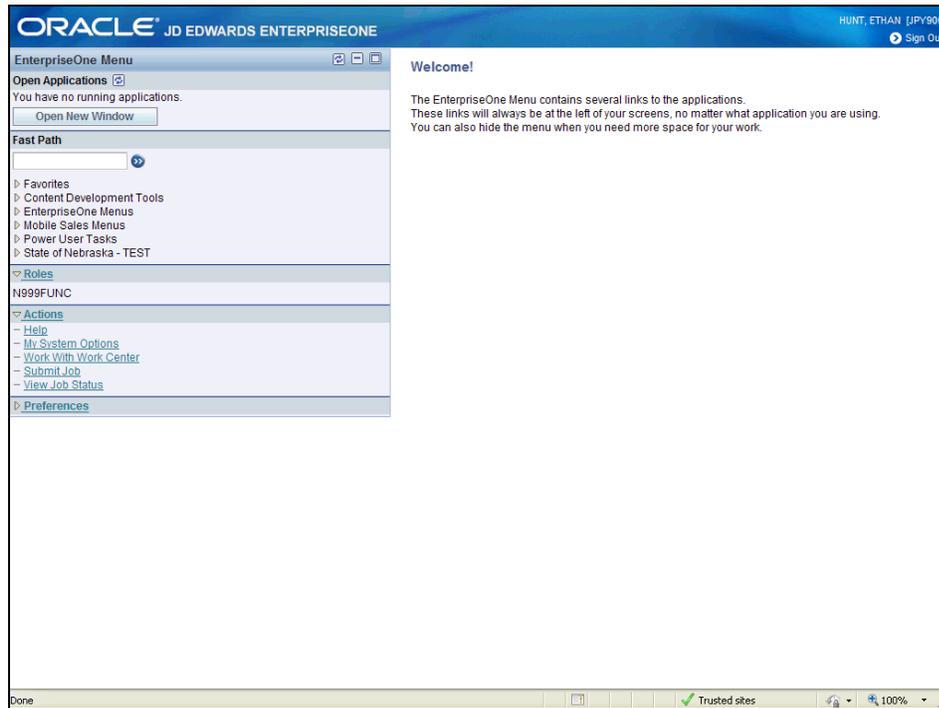


Step	Action
14.	Click the Close button. 
15.	You have successfully completed this lesson. To view the report you will need to go to View Job Status. For more information go to the Reports Lesson under the System Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) work instructions. End of Procedure.

Review Timecards via Batch Time Entry File Revisions

Procedure

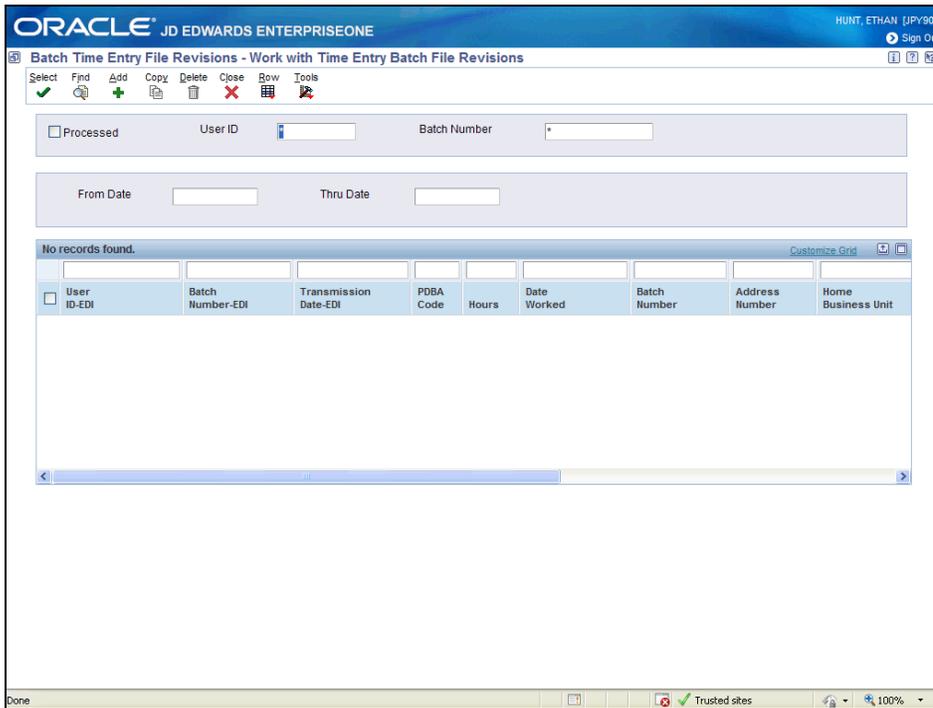
In this lesson you will learn how to review timecards via batch time entry file revisions.



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 Batch Time Entry Processing link. Batch Time Entry Processing
5.	Click the Batch Time Entry File Revisions link. Batch Time Entry File Revisions

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Step	Action
6.	Click in the Home Business Unit field. <input type="text"/>
7.	To narrow the search, enter your agency's home business unit in the Home Business Unit field.
8.	Leave the Processed option un-checked to view timecards that have not been uploaded. Checkmark the Processed box to view uploaded timecards only.
9.	Click the Find button. 
10.	Scroll to the right to view the Description (status) of the timecard.
11.	When finished click the Close button. 
12.	You have successfully completed this lesson. End of Procedure.