

Time Entry Review

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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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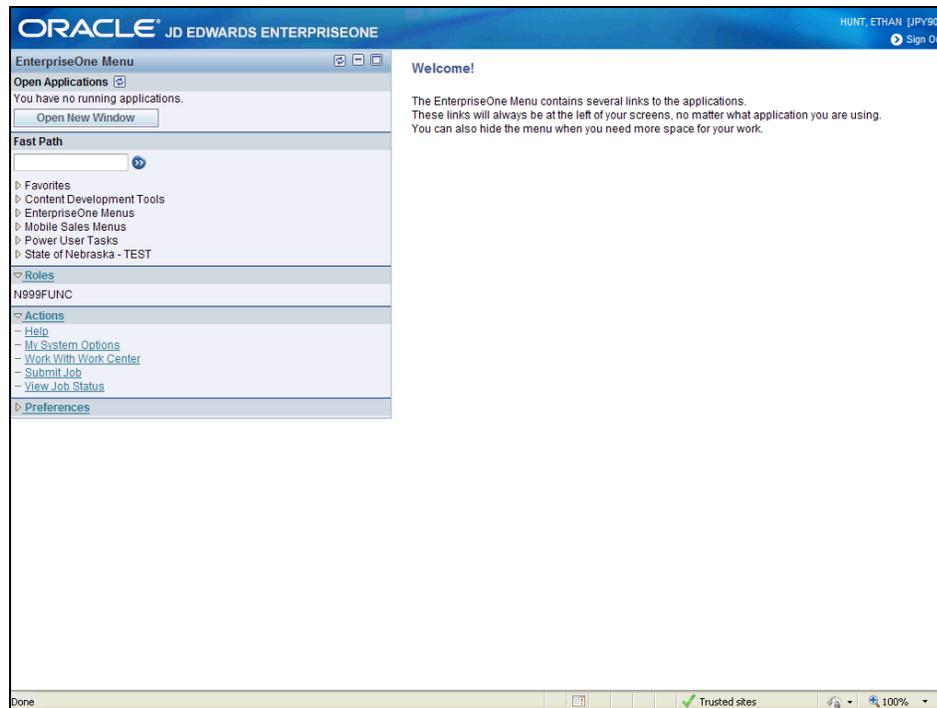
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Time Entry Review

Time Entry Review Lesson

Procedure

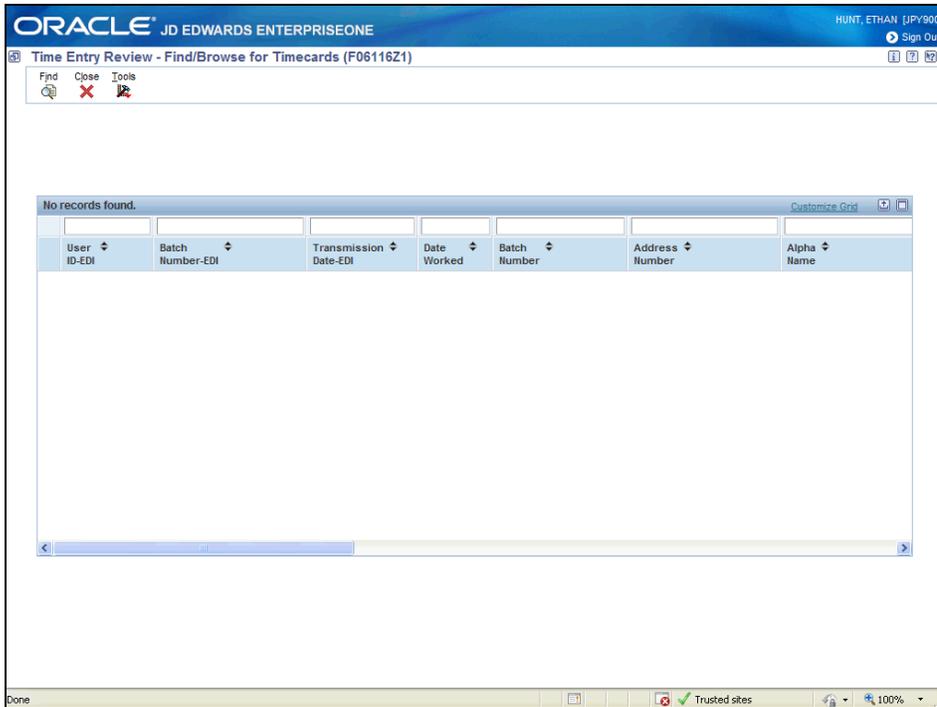
In this lesson you will learn the steps for reviewing time entry.



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 Time Entry Review link. Time Entry Review
6.	You can bring up records by clicking the Find button.
7.	You can use the fields in the QBE line to sort and narrow your search

Training Guide

Time Entry Review



Step	Action
8.	Click the Close button. 
9.	You have successfully completed the this lesson. End of Procedure.