

Unapproved Timecard Notification Report

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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.



Table of Contents

Unapproved Timecard Notification Report	1
Unapproved Timecard Notification Report Overview	1
Unapproved Timecard Notificaiton Report Lesson.....	1

Unapproved Timecard Notification Report

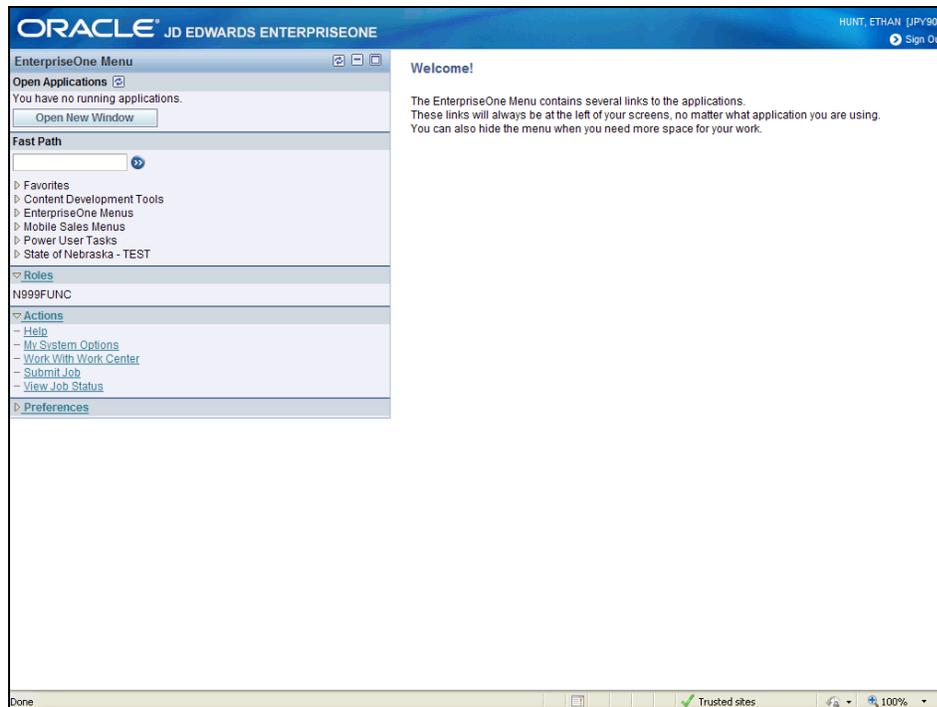
Unapproved Timecard Notification Report Overview

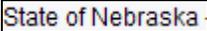
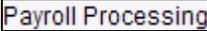
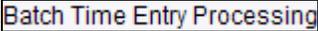
This report will generate a report of time cards which have not been approved by a supervisor. It also gives the option to send an email to the supervisor notifying them that they have employees whose time cards have not been approved.

Unapproved Timecard Notification Report Lesson

Procedure

In this lesson you will learn the steps for running the Unapproved Timecard Notification Report.

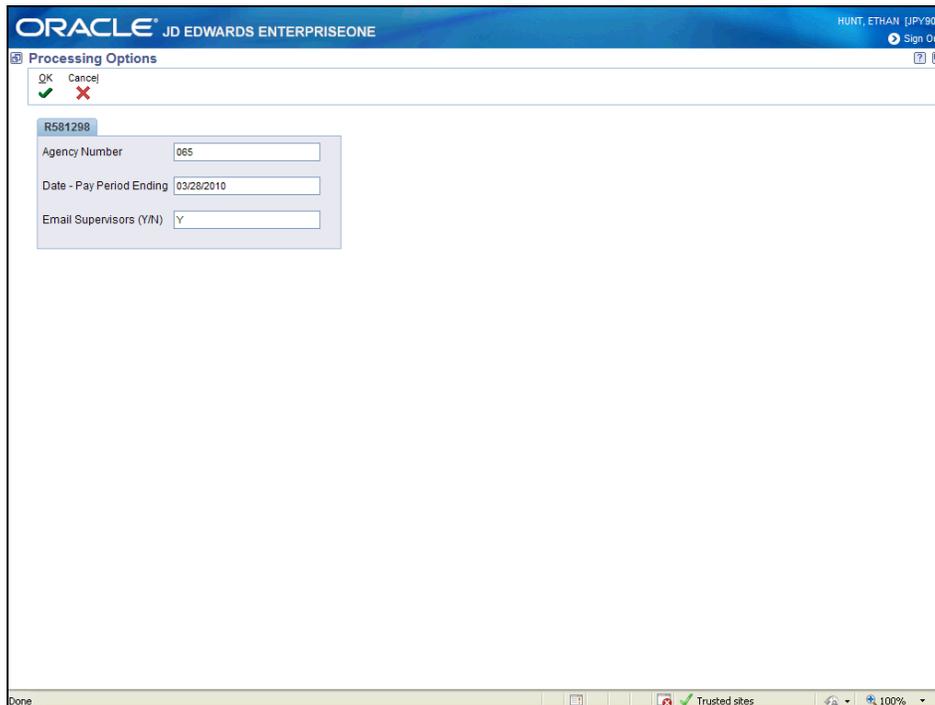


Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Payroll link. 
3.	Click the Payroll Processing link. 
4.	Click the Batch Time Entry Processing link. 

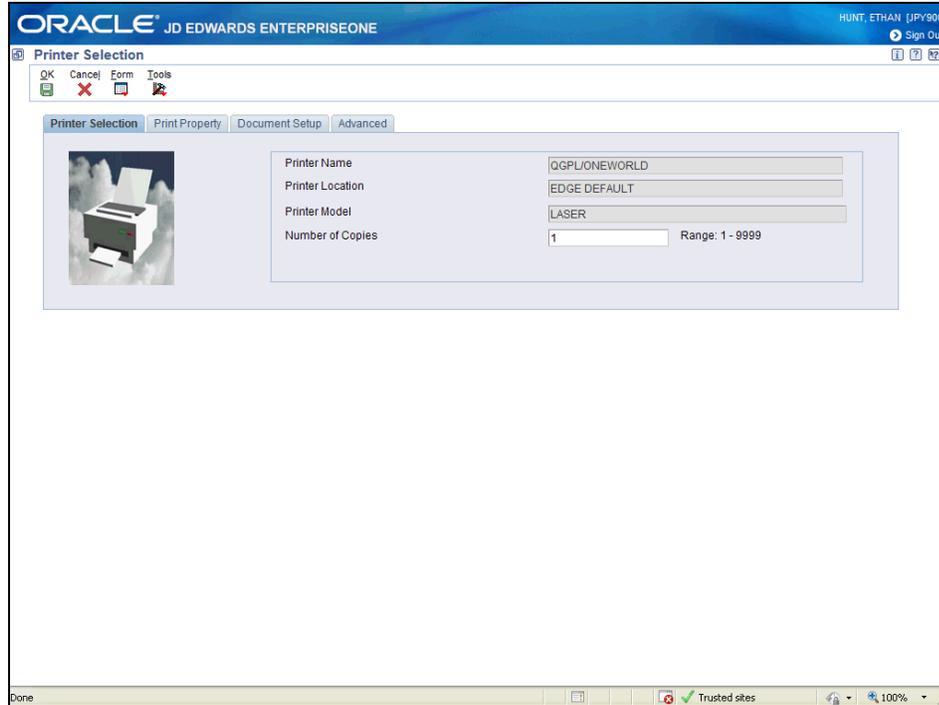
Training Guide

Unapproved Timecard Notification Report

Step	Action
5.	Click the Unapproved Time Entry Card Notification link. Unapproved Time Entry Card Notification
6.	In the Agency Number field you will enter your agency number.
7.	In the Date – Pay Period Ending field enter the ending date of the pay period for which you are running the report.
8.	The Email Supervisor field is where you indicate whether or not you want an email sent to the supervisor. Entering a Y means an email will be sent to the supervisor, and entering an N means an email will not be sent to the supervisor.



Step	Action
9.	After entering your information click the OK button. 



Step	Action
10.	Click the OK button. 
11.	After the report runs an email will be sent to all supervisors who have employees with unapproved time cards if you put a Y in the Email Supervisor field.
12.	To view the report you will need to go to View Job Status . For more information go to the Reports Lesson under the EnterpriseOne Basics (http://www.das.state.ne.us/nis/training_manuals/sys_bscs/index.html) work instructions. You have successfully completed this lesson. End of Procedure.