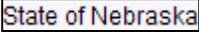
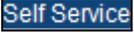
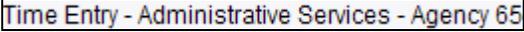
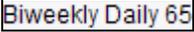
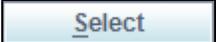
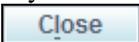


Daily Time Entry

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Self Service link. 
3.	Click the Time Entry - Administrative Services - Agency 65 link. 
4.	Click the Biweekly Daily 65 link. 
5.	Click the Current Pay Period link. 
6.	The Pay Period Ending Date pre-fills with the current pay period's ending date. The date is based on pay cycle.
7.	Click the Daily Time Entry link. 
8.	Click in the Pay Type field. 
9.	Enter the pay type in the Pay Type field. If you do not know the pay type you can use the Visual Assit tool.
10.	To use the Visual Assist tool click the magnifying glass tool. 
11.	The various pay types will be displayed. Click the radio button of the pay type you wish to use.
12.	After selecting the pay type click the Select button. 
13.	The pay type will be displayed in the Pay Type Description field.
14.	Enter your hours in the corresponding date fields. You can enter for just one day or for multiple days. 
15.	When entering time or making changes to time entered on the time entry screen, you will not see the time in the Total box (in the header) until you save your entries.
16.	NOTE: If you enter an incorrect pay type on a line and have already moved to the next line, <u>you need to delete the line</u> and re-enter the correct information. To delete click the check box to the left of the line and click the Delete button.

Step	Action
17.	When you are finished entering your time click the Save button to save the time you entered. 
18.	The total hours entered so far will display in the Total field in the header.
19.	Warning: Once you have saved your time entry the Time Card Status will change to "SUBMITTED" . This means your supervisor/manager will be able to review your entry, but they will not be able to approve them. To allow your manager/supervisor to approve them you will have to click the Submit button to change the status to "WAITING FOR APPROVAL" .
20.	Click the Submit button. 
21.	Click the OK button. 
22.	After clicking the Submit button the status of your time card changes to "WAITING FOR APPROVAL" .
23.	Note: If you are using Global Leave Administration (GLA) to submit your leave requests you do not need to enter your leave on Time Entry. After your supervisor or manager approves a leave request through GLA it will automatically populate to this screen.
24.	When you are finished click the Close button. If you click Close without saving you will be asked if you want to save your entries. 
25.	The time card entered is automatically submitted for approval. If you did not enter all of your time for the pay period, you can go back in prior to the end of the pay period to enter the rest of your time. Once a time card has been approved, no changes can be made by the employee. However, changes can be made by the approving manager. Also, additional time cards (lines) can be added for the same pay period.
26.	Click the Close button to return to the main menu. 
27.	You have successfully completed this lesson. End of Procedure.