

**Enter Timecards - Daily Time Entry**  
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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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## Enter Timecards - Daily Time Entry

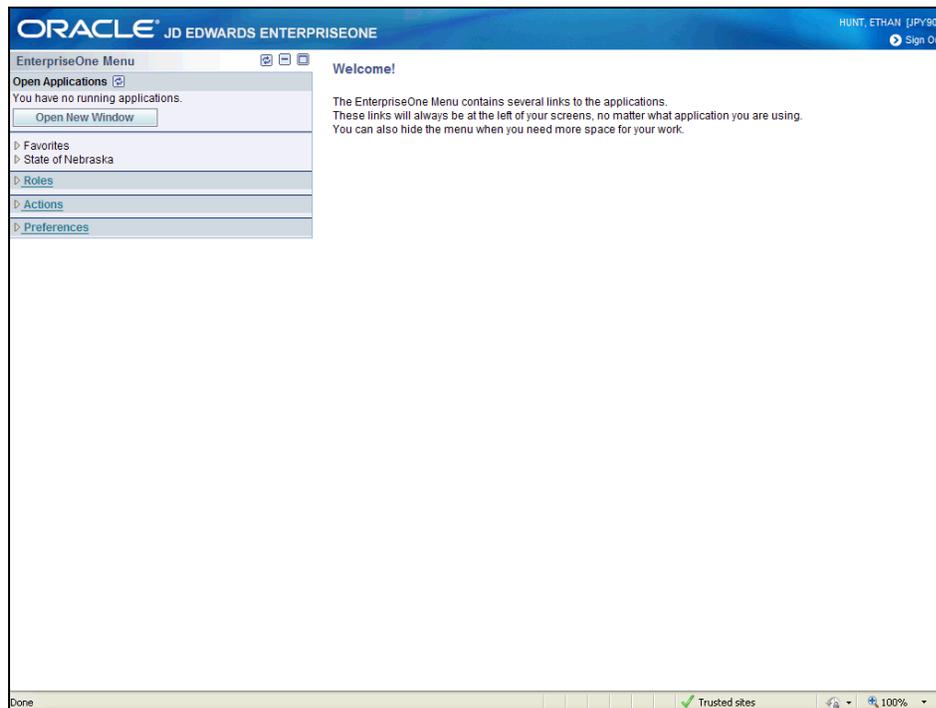
### Enter Timecards - Daily Time Entry Overview

Daily Time Entry is normally used by non-exempt employees to record all hours worked. Entering daily timecards allows you to enter hours for each day of the week on one row of the Daily Time Entry form (each pay type will use a different row). Time cards may be entered for the current pay period; end-users also have the option to enter a future time card for the following pay period.

### Daily Time Entry

#### Procedure

In this lesson you will learn how to do Daily Time Entry.



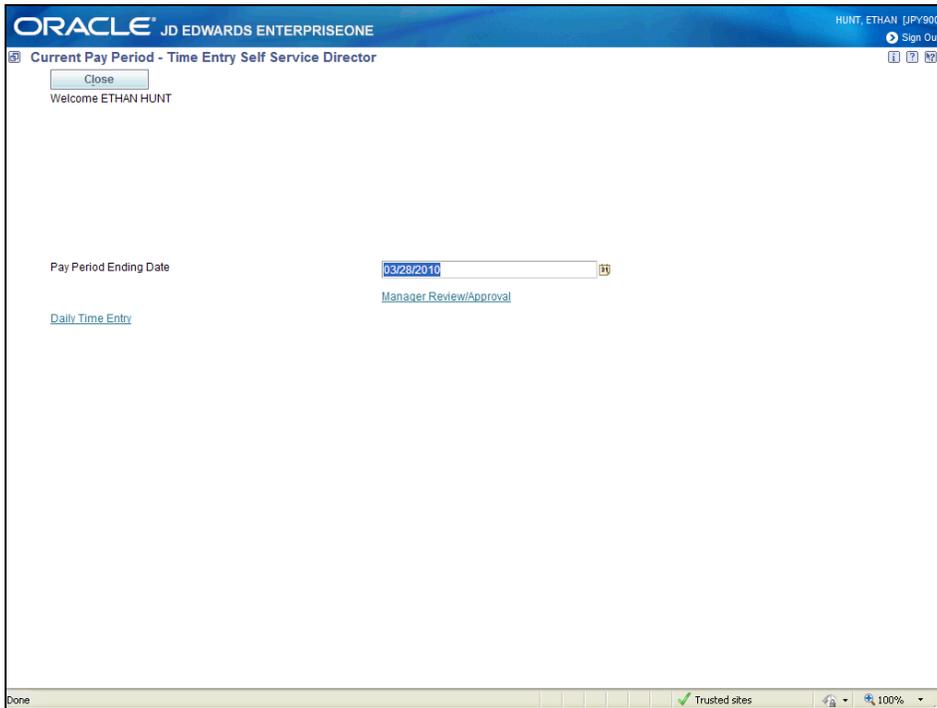
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>
3.	Click the <b>Time Entry - Administrative Services - Agency 65</b> link. <a href="#">Time Entry - Administrative Services - Agency 65</a>
4.	Click the <b>Biweekly Daily 65</b> link. <a href="#">Biweekly Daily 65</a>

# Training Guide

## Enter Timecards - Daily Time Entry



Step	Action
5.	Click the <b>Current Pay Period</b> link. <a href="#">Current Pay Period</a>
6.	The <b>Pay Period Ending Date</b> pre-fills with the current pay period's ending date. The date is based on pay cycle.

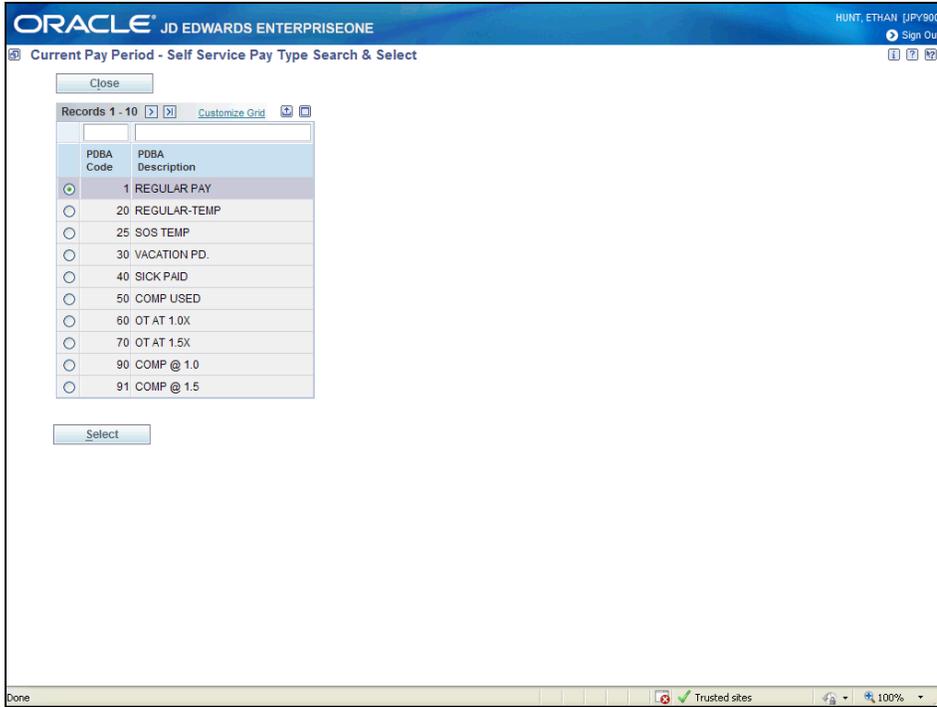


Step	Action
7.	Click the <b>Daily Time Entry</b> link. <a href="#">Daily Time Entry</a>

Step	Action
8.	Click in the <b>Pay Type</b> field. <input type="text"/>
9.	Enter the pay type in the <b>Pay Type</b> field. If you do not know the pay type you can use the <b>Visual Assist</b> tool.
10.	To use the <b>Visual Assist</b> 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.

# Training Guide

## Enter Timecards - Daily Time Entry



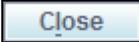
Step	Action
12.	After selecting the pay type click the <b>Select</b> button. 
13.	The pay type will be displayed in the <b>Pay Type Description</b> field.

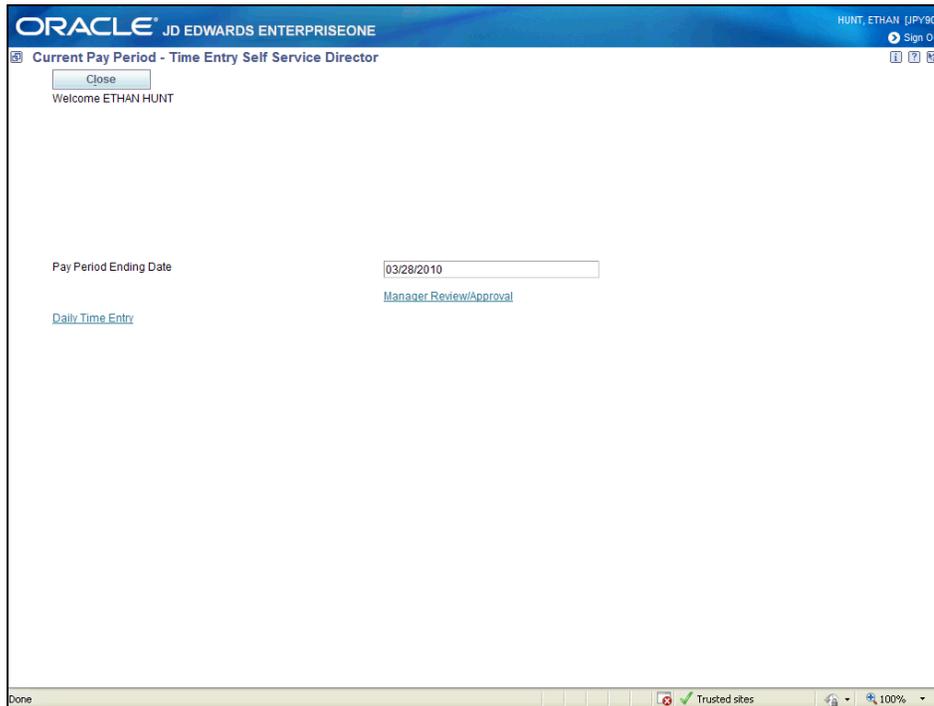
Step	Action
14.	Enter your hours in the corresponding date fields. You can enter for just one day or for multiple days. <input type="text"/>
15.	When entering time or making changes to time entered on the time entry screen, you will not see the time in the <b>Total</b> box (in the header) until you save your entries.
16.	<b>NOTE:</b> If you enter an incorrect pay type on a line and have already moved to the next line, <b>you need to delete the line</b> and re-enter the correct information.  To delete click the check box to the left of the line and click the <b>Delete</b> button.
17.	When you are finished entering your time click the <b>Save</b> button to save the time you entered. <input type="button" value="Save"/>
18.	The total hours entered so far will display in the <b>Total</b> field in the header.
19.	<b>Warning:</b> Once you have saved your time entry the <b>Time Card Status</b> will change to " <b>SUBMITTED</b> ". 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 <b>Submit</b> button to change the status to " <b>WAITING FOR APPROVAL</b> ".
20.	Click the <b>Submit</b> button. <input type="button" value="Submit"/>
21.	Click the <b>OK</b> button. <input type="button" value="OK"/>

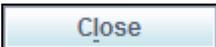
# Training Guide

## Enter Timecards - Daily Time Entry



Step	Action
22.	After clicking the <b>Submit</b> button the status of your time card changes to " <b>WAITING FOR APPROVAL</b> ".
23.	<b>Note:</b> 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 <b>Close</b> button.  If you click <b>Close</b> 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.



Step	Action
26.	Click the <b>Close</b> button to return to the main menu. 

Step	Action
27.	You have successfully completed this lesson. <b>End of Procedure.</b>