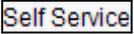
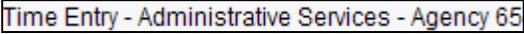
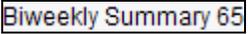
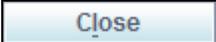


Summary Time Entry

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 Summary 65 link. 
5.	Click the Current Pay Period link. 
6.	Click the Summary Time Entry link. 
7.	First you will need to enter a Pay Type. Click in the Pay Type field. 
8.	If you do not know the Pay Type you can use the Visual Assist Tool . To use the Visual Assist Tool click the magnifying glass. 
9.	The various pay types will be displayed. Click the radio button of the pay type you wish to use.
10.	After selecting the pay type click the Select button. 
11.	The pay type will display in the Pay Type Description field.
12.	Enter your hours in the Hours field.
13.	Enter the date the hours are for in the Work Date field.
14.	You can add additional rows for other dates by repeating the steps.
15.	When you are finished entering your time click the Save button. 
16.	The total hours entered so far will display in the Total field in the header.

Step	Action
17.	<p>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".</p>
18.	<p>Click the Submit button.</p> 
19.	<p>Click the OK button.</p> 
20.	<p>After clicking the Submit button the status of your time card changes to "WAITING FOR APPROVAL".</p>
21.	<p>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.</p>
22.	<p>When you are finished click the Close button.</p> 
23.	<p>The time card entered is automatically submitted for approval.</p> <p>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.</p>
24.	<p>Click the Close button.</p> 
25.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>