

Enter Timecards - Summary Time Entry
Created on 3/18/2010 3:45:00 PM

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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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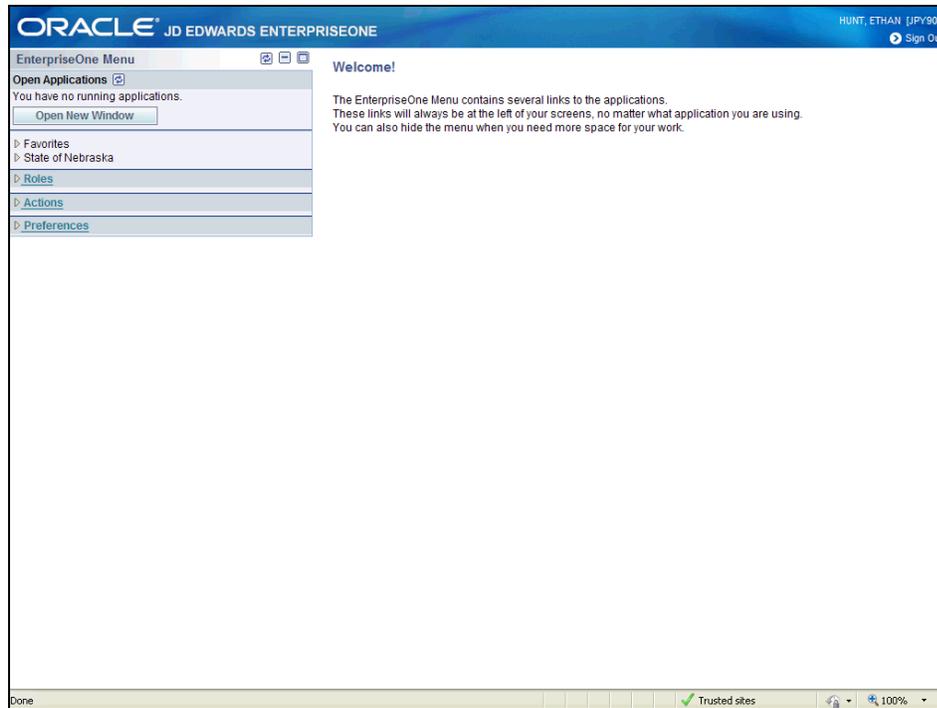
Enter Timecards - Summary Time Entry Overview

Summary Time Entry is normally used by exempt employees to record time other than standard pay (pay type 1). Entering timecards via Summary Time Entry allows you to summarize your hours by pay type. Time cards will be entered for the current pay period; end-users also have the option to enter a future time card for the following pay period.

Summary Time Entry

Procedure

In this lesson you will learn how to do summary time entry.



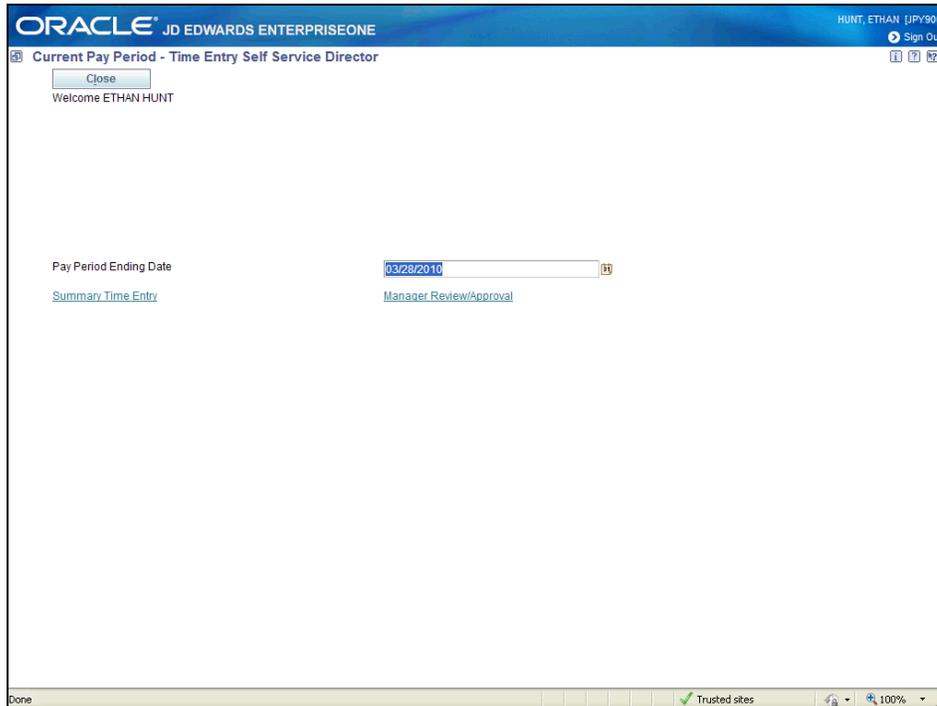
Step	Action
1.	Click the State of Nebraska link. State of Nebraska
2.	Click the Self Service link. Self Service
3.	Click the Time Entry - Administrative Services - Agency 65 link. Time Entry - Administrative Services - Agency 65
4.	Click the Biweekly Summary 65 link. Biweekly Summary 65

Training Guide

Enter Timecards - Summary Time Entry



Step	Action
5.	Click the Current Pay Period link. Current Pay Period

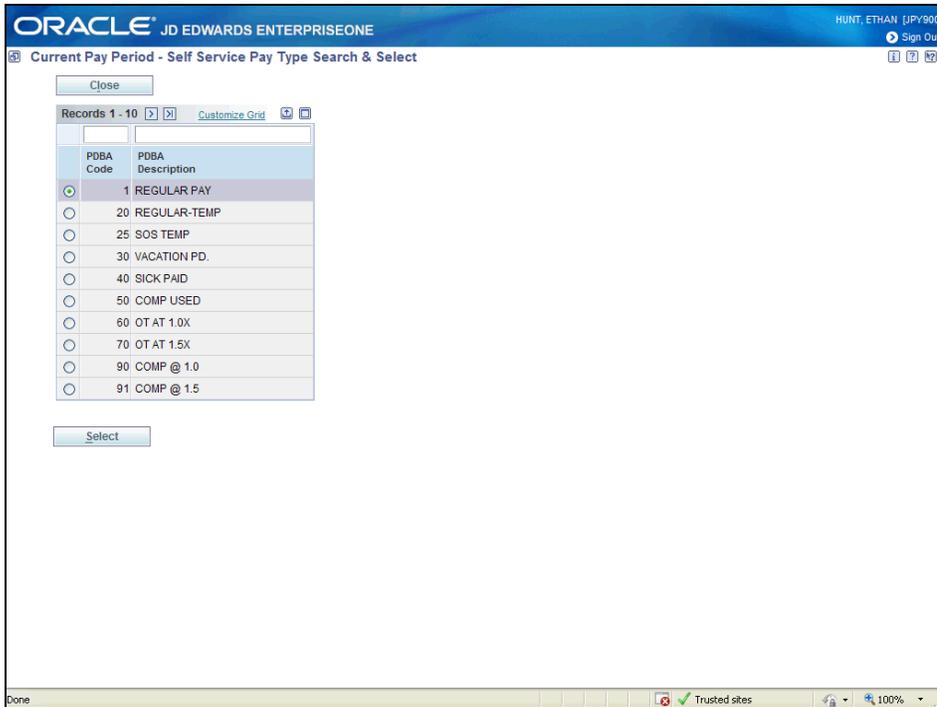


Step	Action
6.	Click the Summary Time Entry link. Summary Time Entry

Step	Action
7.	<p>First you will need to enter a Pay Type.</p> <p>Click in the Pay Type field.</p> <input type="text"/>
8.	<p>If you do not know the Pay Type you can use the Visual Assist Tool.</p> <p>To use the Visual Assist Tool click the magnifying glass.</p> 
9.	<p>The various pay types will be displayed. Click the radio button of the pay type you wish to use.</p>

Training Guide

Enter Timecards - Summary Time Entry



Step	Action
10.	After selecting the pay type click the Select button. 
11.	The pay type will display in the Pay Type Description field.

ORACLE JD EDWARDS ENTERPRISEONE HUNT, ETHAN (JPY900) Sign Out

Current Pay Period - Employee Summary Time Entry

Close

ETHAN HUNT Business Unit 65025009

Period Dates Quick Entry Hours

Pay Period Start 03/15/2010 Reg Sick Expected 80.00

Pay Period End 03/28/2010 Vac Holiday Total 16.00

Select All Clear All Save Submit Refresh Leave Balances

Records 1 - 4 Customize Grid

Select	Time Card Status	Pay Type	Pay Type Description	Hours	Work Date	Charge To	SBL Type	Sub-ledger	Account Number	Shift Code	Equipment Worked
<input type="checkbox"/>	WAITING FOR APPR...	1	REGULAR ...	8.00	03/15/2010	65025009					
<input type="checkbox"/>	WAITING FOR APPR...	1	REGULAR ...	8.00	03/16/2010	65025009					
<input type="checkbox"/>		1	REGULAR PA								
<input type="checkbox"/>											

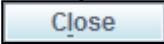
Delete Close

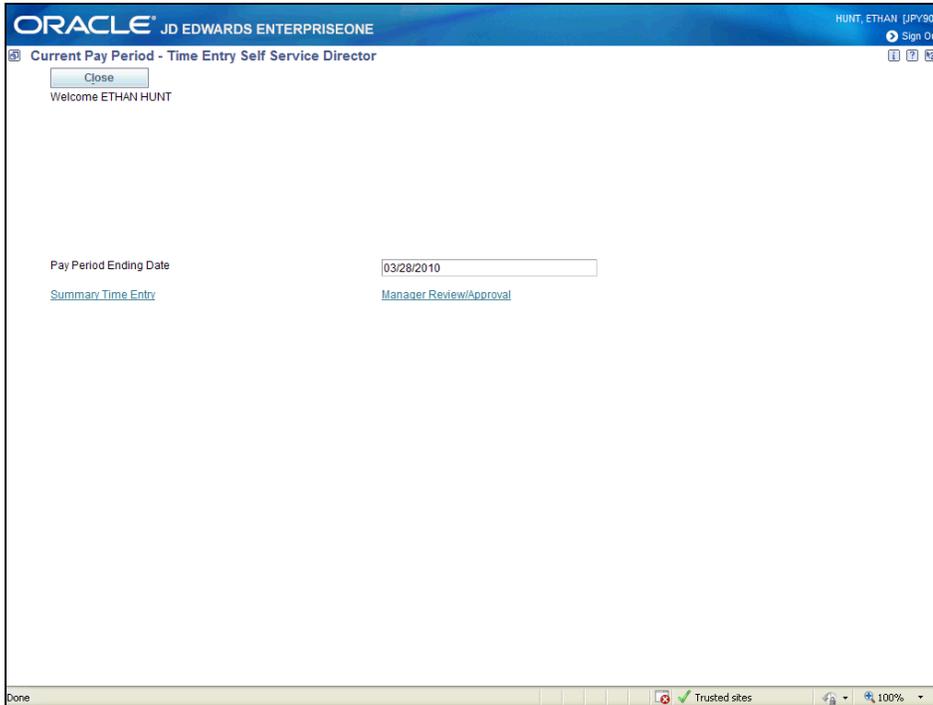
Step	Action
12.	Enter your hours in the Hours field.
13.	Enter the date the hours are for in the Work Date field.
14.	You can add additional rows for other dates by repeating the steps.
15.	When you are finished entering your time click the Save button. 
16.	The total hours entered so far will display in the Total field in the header.
17.	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 ".
18.	Click the Submit button. 
19.	Click the OK button. 
20.	After clicking the Submit button the status of your time card changes to " WAITING FOR APPROVAL ".
21.	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.

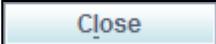
Training Guide

Enter Timecards - Summary Time Entry



Step	Action
22.	When you are finished click the Close button. 
23.	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.



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