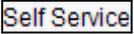
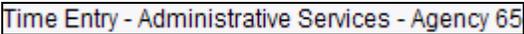
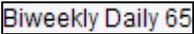
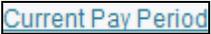


## Manager Review, Approve or Reject Employee Time Card Lesson

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 
3.	Click the <b>Time Entry - Administrative Services - Agency #</b> link.  <b>Note:</b> Select the link with your Agency number. 
4.	Click the <b>Biweekly Daily (Agency Number)</b> link. 
5.	Click the <b>Current Pay Period</b> link. 
6.	Click the <b>Manager Review/Approval</b> link. 
7.	<b>Note:</b> If a delegate is attempting to approve timecards, an error will appear. The delegate will need to enter the supervisor's address book number in the Manager Number field in the header and click Find Timecards to continue.
8.	To narrow the search for timecards, use the radio buttons at the of the screen:  <p><b>Show All</b>  <b>Waiting Approval</b>  <b>Saved</b>  <b>Approved</b>  <b>Rejected</b>  <b>Paid Not Approved</b></p> <b>Note:</b> After selecting a radio button you will need to click the Find Timecards button.
9.	To review the timecard prior to approval, you first need to select the time card you would like to view by checking the box next to it. 
10.	Click the <b>Detail</b> button. 

Step	Action
11.	<p>On the Current Pay Period - Employee Daily Time Entry screen you can view the following:</p> <p><b>Pay Period Date</b>  <b>Pay Type</b>  <b>Hours</b></p> <p>You can also see how the hours break down for each day.</p>
12.	<p>When you are finished reviewing click the <b>Close</b> button.</p> <p></p>
13.	<p>To approve or reject a time card you first need to make sure the check box for the time card you are taking action on is checked.</p>
14.	<p>Then click the <b>Approve, Reject, or Paid Not Approved</b> button.</p> <p><b>Note:</b> Delegates can approve time cards by assigning a status of <b>Paid, Not Approved</b>. This gives the time cards a unique status so they can be identified.</p> <p></p>
15.	<p>After clicking <b>Approve, Reject, or Paid Not Approved</b> the timecard will disappear from the screen.</p>
16.	<p>To view the time card you took action on click the <b>Approved, Rejected or Paid Not Approved</b> radio button in the header to see the time card.</p> <p></p>
17.	<p>Click the <b>Find Timecards</b> button.</p> <p></p>
18.	<p>The time card will then appear in the Records grid.</p>
19.	<p>When finished click the <b>Close</b> button.</p> <p></p>
20.	<p>Click the <b>Close</b> button.</p> <p></p>
21.	<p>You have successfully completed this lesson</p> <p><b>End of Procedure.</b></p>