

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

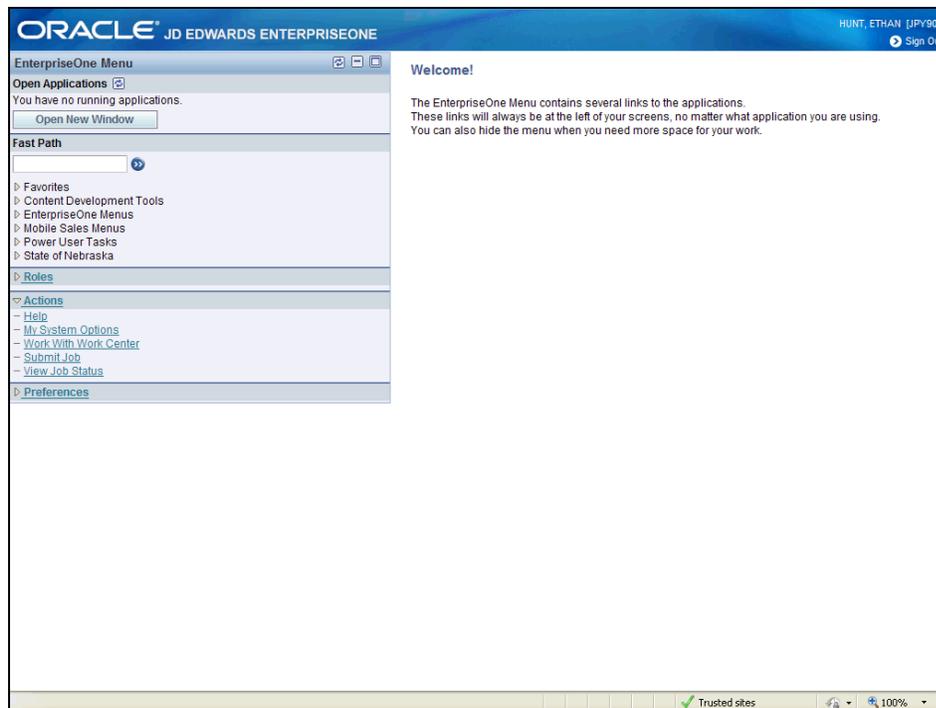
### Manager Review, Approve or Reject Employee Time Card Overview

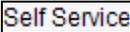
After employees enter their timecards for approval, their supervisor will go into the Supervisor Time Entry Approval program to review their employees' time cards. After reviewing, the supervisor will either approve or reject their time card. Supervisors can choose to designate a delegate to review and approve, reject, or mark "paid, not approved" on the timecards.

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

#### Procedure

This lesson will teach you how to review, approve, and/or reject an employee time card.



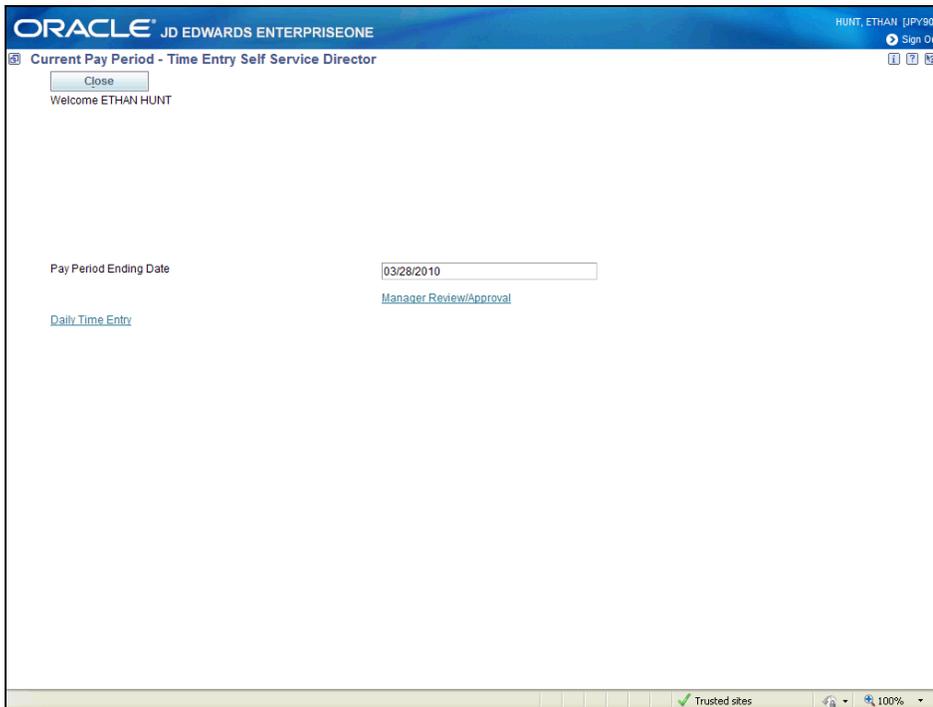
Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Self Service</b> link. 

# Training Guide

## Manager Review, Approve or Reject Employee Time Card

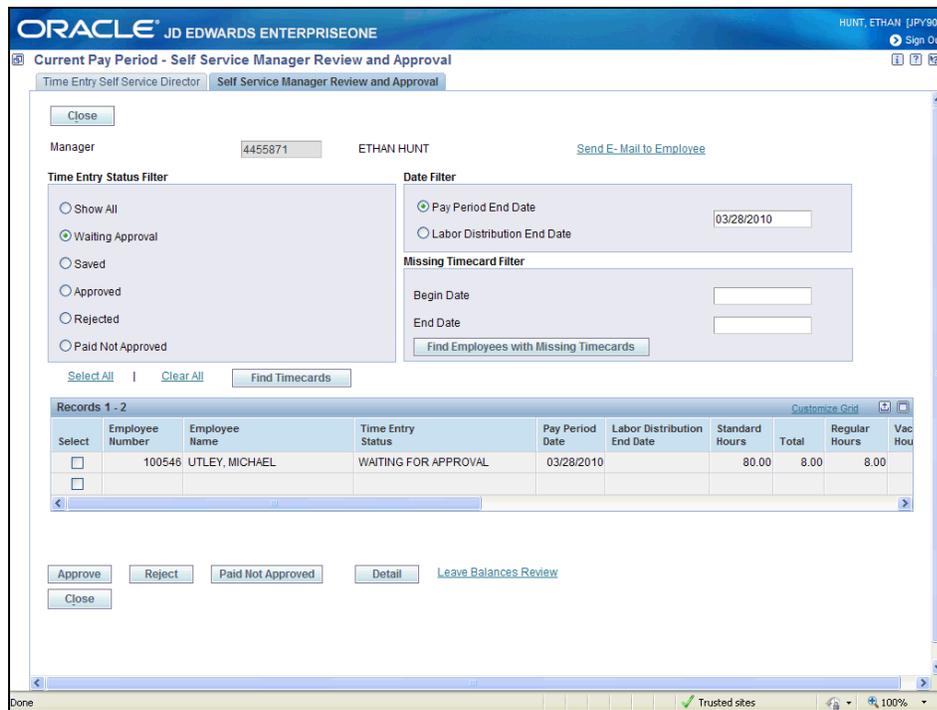


Step	Action
3.	Click the <b>Time Entry - Administrative Services - Agency #</b> link.  <b>Note:</b> Select the link with your Agency number. <a href="#">Time Entry - Administrative Services - Agency 65</a>
4.	Click the <b>Biweekly Daily (Agency Number)</b> link. <a href="#">Biweekly Daily 65</a>
5.	Click the <b>Current Pay Period</b> link. <a href="#">Current Pay Period</a>



Step	Action
6.	Click the <b>Manager Review/Approval</b> link. <a href="#">Manager Review/Approval</a>
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.

Step	Action
8.	<p>To narrow the search for timecards, use the radio buttons at the of the screen:</p> <p style="margin-left: 40px;"> <b>Show All</b>  <b>Waiting Approval</b>  <b>Saved</b>  <b>Approved</b>  <b>Rejected</b>  <b>Paid Not Approved</b> </p> <p><b>Note:</b> After selecting a radio button you will need to click the Find Timecards button.</p>



Step	Action
9.	<p>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.</p> <p style="margin-left: 40px;"><input type="checkbox"/></p>
10.	<p>Click the <b>Detail</b> button.</p> <p style="margin-left: 40px;"><input type="button" value="Detail"/></p>

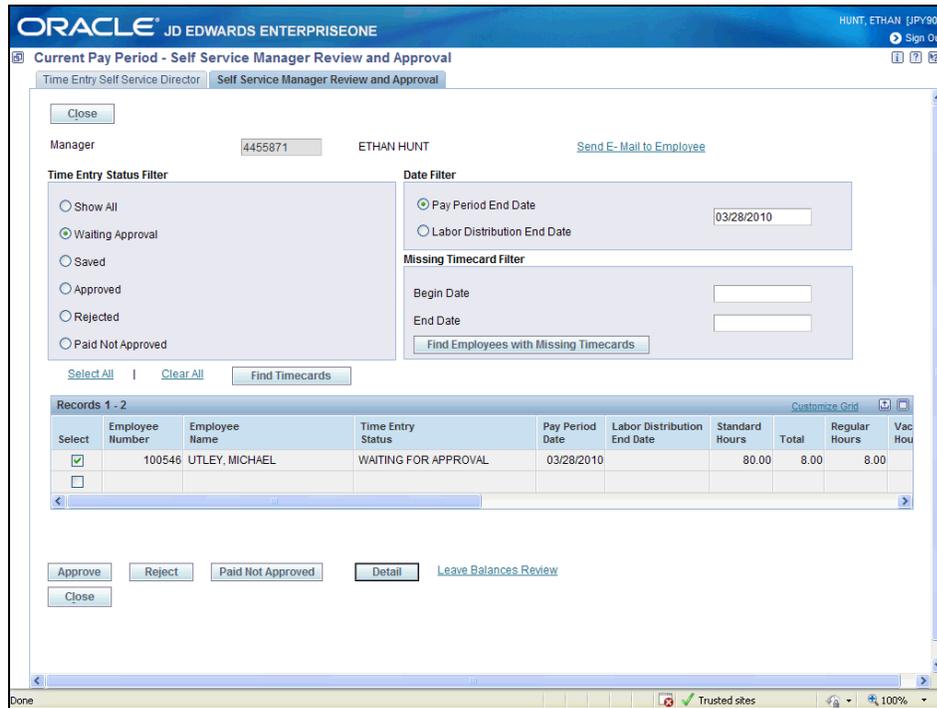
# Training Guide

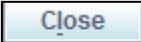
## Manager Review, Approve or Reject Employee Time Card



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>

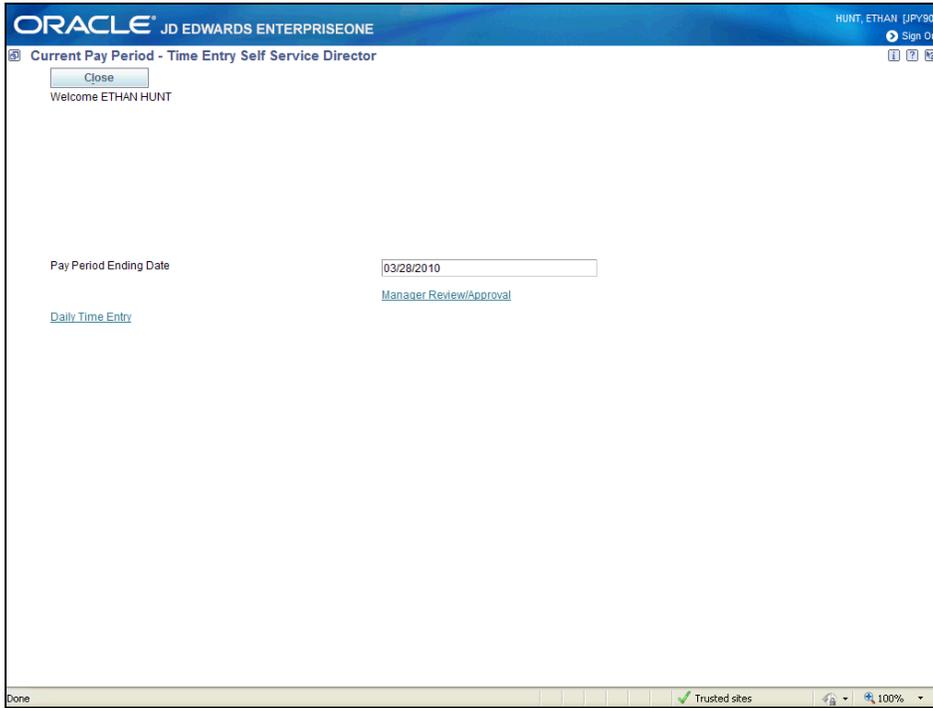
Step	Action
12.	<p>When you are finished reviewing click the <b>Close</b> button.</p> <p><b>Close</b></p>
13.	<p>To approve or reject a time card you first need to make sure the check box for the time card you are taking action on is checked.</p>



Step	Action
14.	Then click the <b>Approve, Reject, or Paid Not Approved</b> button.  <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. 
15.	After clicking <b>Approve, Reject, or Paid Not Approved</b> the timecard will disappear from the screen.
16.	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. 
17.	Click the <b>Find Timecards</b> button. 
18.	The time card will then appear in the Records grid.
19.	When finished click the <b>Close</b> button. 

# Training Guide

## Manager Review, Approve or Reject Employee Time Card

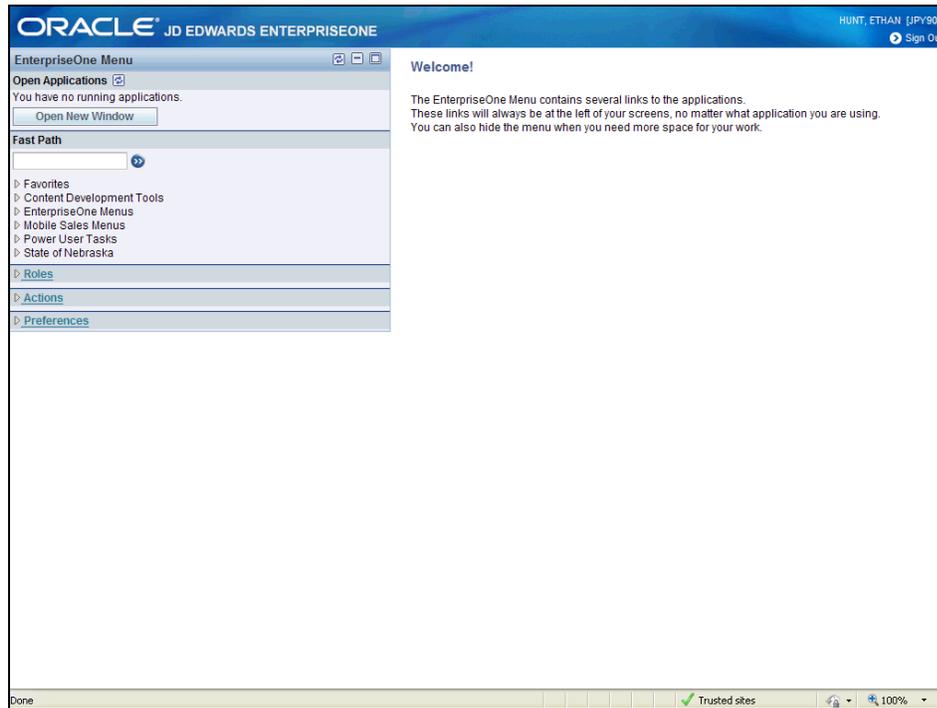


Step	Action
20.	Click the <b>Close</b> button. 
21.	You have successfully completed this lesson <b>End of Procedure.</b>

## Delegate Supervisor Time Approval Lesson

### Procedure

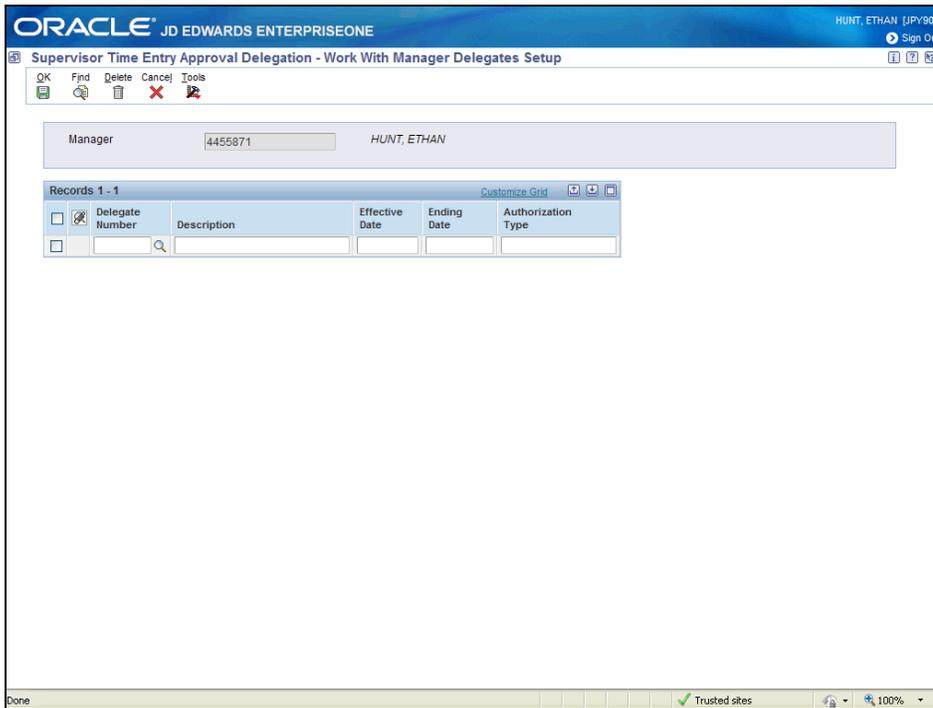
In this lesson you will learn how to set up delegats for supervisor time approval.



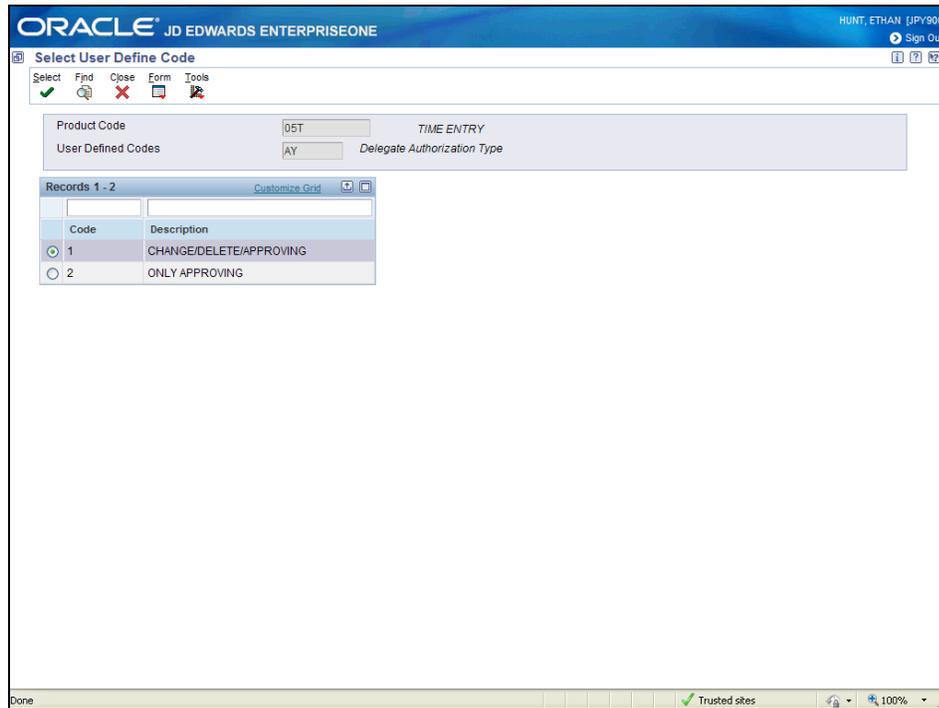
Step	Action
1.	Click the <b>State of Nebraska</b> link. <a href="#">State of Nebraska</a>
2.	Click the <b>Self Service</b> link. <a href="#">Self Service</a>
3.	Click the <b>Time Entry - Administrative Services - Agency #</b> link. <b>Note:</b> Select the link with your Agency number. <a href="#">Time Entry - Administrative Services - Agency 65</a>
4.	Click the <b>Supervisor Time Entry Approval Delegation</b> link. <a href="#">Supervisor Time Entry Approval Delegation</a>

# Training Guide

## Manager Review, Approve or Reject Employee Time Card



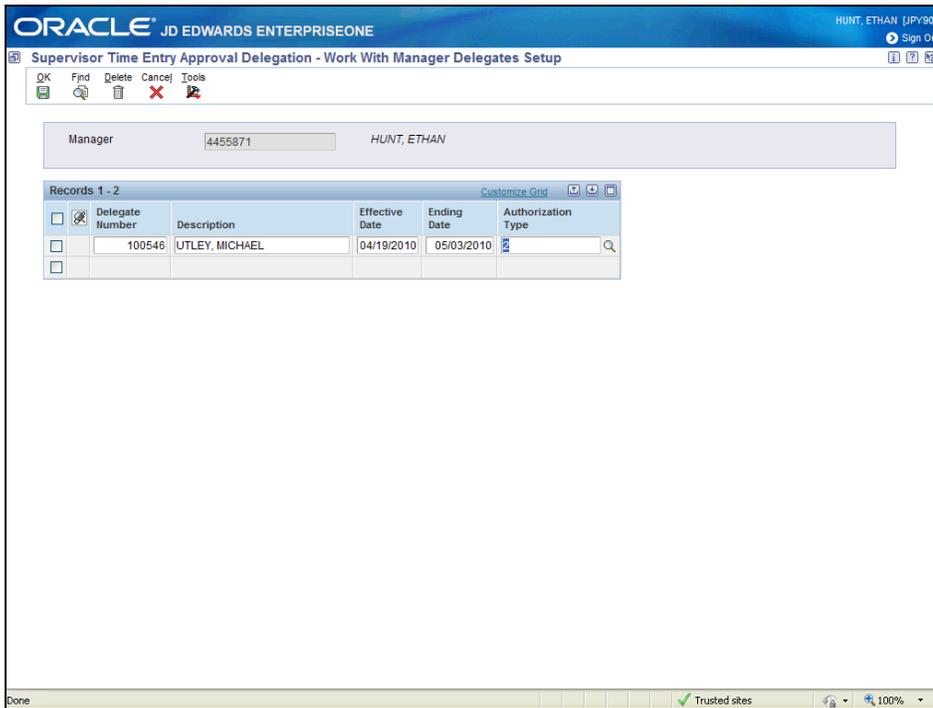
Step	Action
5.	Enter the delegate's address book number into the <b>Delegate Number</b> field.
6.	Click in the <b>Effective Date</b> field. <input type="text"/>
7.	Enter the date the delegatin will begin into the <b>Effective Date</b> field.
8.	Click in the <b>Ending Date</b> field. <input type="text"/>
9.	Enter the date the delegation will end into the <b>Ending Date</b> field.
10.	Click in the <b>Authorization Type</b> field. <input type="text"/>
11.	Enter the <b>Authorization Type</b> into the <b>Authorization Type</b> field.  Use the <b>Visual Assist</b> button if you need to. 



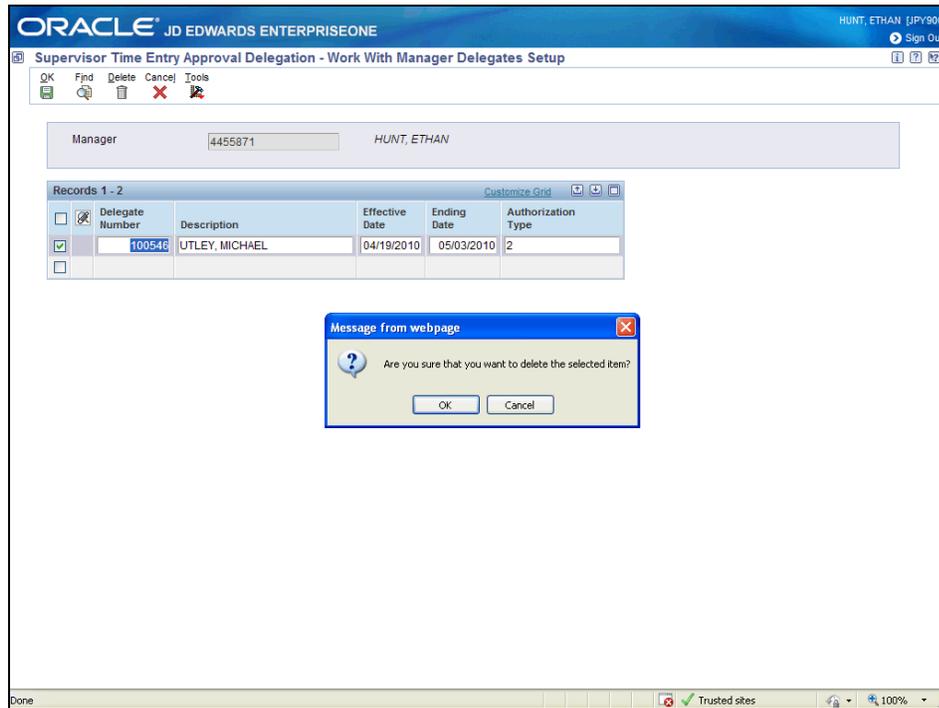
Step	Action
12.	<p>If you use the <b>Visual Assist</b> button you will need to select the <b>Authorization Type</b>:</p> <p><b>1 - Change/Delete/Approving</b> - This allows the delegate to change, delete, and approve time cards.</p> <p><b>2 - Only Approving</b> - This only allows the delegate to approve time cards.</p> <p><input checked="" type="radio"/></p>
13.	<p>Click the <b>Select</b> button.</p> <p><input checked="" type="checkbox"/></p>

# Training Guide

## Manager Review, Approve or Reject Employee Time Card

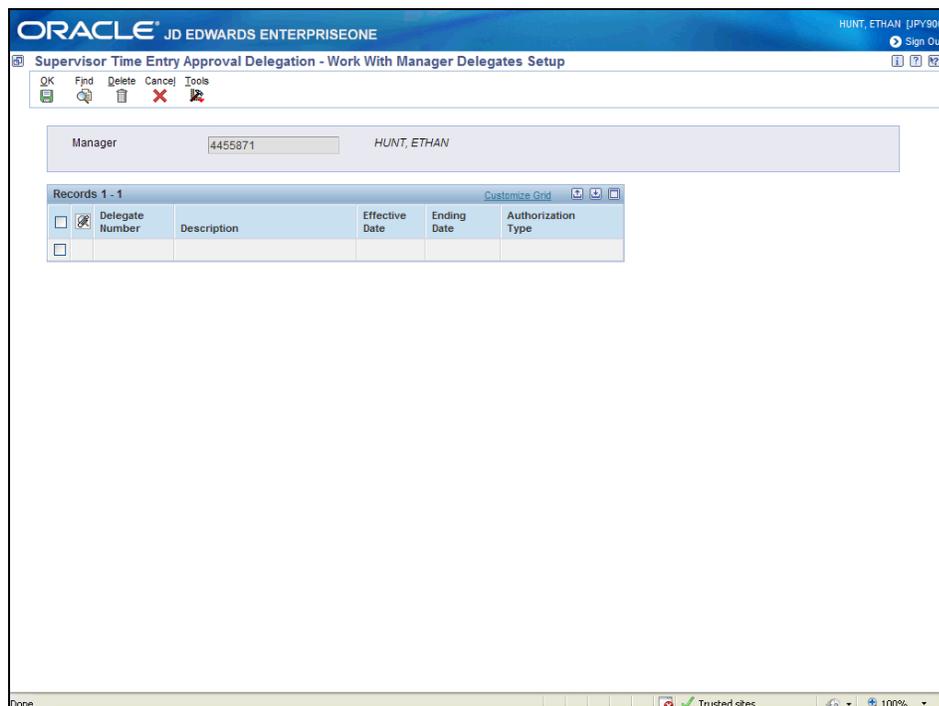


Step	Action
14.	When you are finished click the <b>OK</b> button.  <b>Note:</b> You can add additional delegates by arrowing down to the next line. 
15.	To bring up your delegates click the <b>Find</b> button. 
16.	To delete a delegate you first need to click the check box of the row of the delegate. 
17.	Click the <b>Delete</b> button. 



Step	Action
18.	Click the <b>OK</b> button.

OK



# Training Guide

## Manager Review, Approve or Reject Employee Time Card



Step	Action
19.	When you are finished click the <b>Cancel</b> object. 
20.	You have successfully completed this lesson. <b>End of Procedure.</b>