

Entering Timecards using Speed Time Entry & Labor Distribution Copy

Overview

Use Speed Time Entry to enter timecards for employees in a batch or to enter timecards for employees individually based on their employee number.

Speed Time Entry allows you to enter multiple employees on the same grid. Each line in the time entry grid represents one timecard. If an employee is being paid multiple pay types, then each line of time entry goes onto its own line in the time entry grid because only one pay type can be associated with each line of time entry.

Use Speed Time Entry when entering timecards for groups of employees. After the first timecard is entered, the system automatically supplies the address number from the previous line of time entry. This feature is helpful when entering multiple timecards for the same employee.

Completing fields in the tabbed areas of the window will automatically populate certain values for each timecard, such as shift code or job location.

If an employee has Labor Distribution, the Timecard Allocation Program must be run to correctly update object codes after timecards are entered.

This work instruction shows how to:

[Enter Timecards using Speed Time Entry](#)

[Determine if an Employee has Labor Distribution](#)

[Enter Timecards using Labor Distribution Copy](#)

[Run the Timecard Allocation Program](#)

NIS Policies

The tasks in this documentation provide end users with the tools to enter data and collect data in NIS. 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:

<http://www.das.state.ne.us/>.

Navigation

Click Roles, HR_PR.

(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Speed Time Entry

Steps

Enter Timecards using Speed Time Entry

Start this instruction from the Speed Time Entry – Work with Speed Time Entry window.

1. Click **Add**. The Speed Time Entry – Speed Time Entry Revisions window appears.

2. Complete the following fields:
 - Date/Batch – Pay Period End date / Next Numbers will assign a Batch number
 - ✎ If a date is entered in the Date/Batch field, all time entered on this timecard will have that work date.
3. Complete any of the Category Code fields on the **Category Codes** tab to have the information supplied automatically to every timecard that you enter on this grid.
4. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
 - Job Location

- Check Route Code

PeopleSoft. Speed Time Entry - Speed Time Entry Revisions

Work With Speed Time Entry Speed Time Entry Revisions

Find Delete Cancel Form Row Previous Next Tools

Date/Batch * * * LS Amount / Hours

Category Codes Organization Subledger

Job Location * * * Shift Code

Check Route Code *

Records 1 - 1 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours

5. Click the Subledger tab and complete any necessary information.

PeopleSoft. Speed Time Entry - Speed Time Entry Revisions

Work With Speed Time Entry Speed Time Entry Revisions

Find Delete Cancel Form Row Previous Next Tools

Date/Batch * * * LS Amount / Hours

Category Codes Organization Subledger

Subledger * * * Order Number * * * Subledger Type

Records 1 - 1 Customize Grid

Employee Number	Alpha Name	Pay	Pay Type Description	Hours

6. Complete the following fields in the grid:
 - Employee Number
 - Pay – PDBA code, ie; 1 - Regular Time, 70 - Overtime at 1.5x, 30 - Vacation.
 - Hours
 - Account Number –The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.
 - Work Date, if not entered in Step 2.

 The following fields can also be completed or overridden if necessary:

- Ovr/Rt – Override/Rate
- Job Type
- Subledger
- Sub Type
- Union

- Position ID
 - Job Location
7. Use the down arrow key on the keyboard to move to the next row on the grid.
 8. Repeat step 5 – 6 for each time card.
 9. Click **OK** to accept the data and clear the Speed Time Entry Revisions window.
 10. Click **Cancel** to return to the Work with Speed Time Entry window.
 11. Click **Close**.

Determine if an Employee has Labor Distribution

Agencies can verify whether they have Labor Distribution established on their employees by accessing the Enter/Revise Labor Distribution screen.

Navigation: Human Resources and Payroll - Agencies >
Employee Maintenance > Enter/Revise Labor Distribution

Start this instruction from the Enter/Revise Labor Distribution - Work with Labor Distribution window.

The screenshot shows the PeopleSoft interface for 'Enter/Revise Labor Distribution - Work With Labor Distribution Instructions'. At the top, there is a 'Home Business Unit' dropdown menu. Below it, a message states 'No records fetched.' and a 'Customize Grid' button is visible. A table is displayed with the following columns: Address Number, Employee Tax ID, N/A, Alpha Name, Job Type, NA, %/ Amt, Barg Unit, Home Business Unit, and Home Descr. The table is currently empty.

1. Click **Find**. Any employee with Labor Distribution will appear in the grid.
 -  If your agency is large, this search may take a few minutes. It is recommended you narrow the search.
 -  To search on a specific employee, enter the employee's address book number in the Address Number field in the QBE line and click Find.
2. If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution.

Split Time Entry

Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

For more information on Split Time Entry and how it works, please refer to the [Split Time Entry Overview](#).

Enter Timecards using Labor Distribution Copy

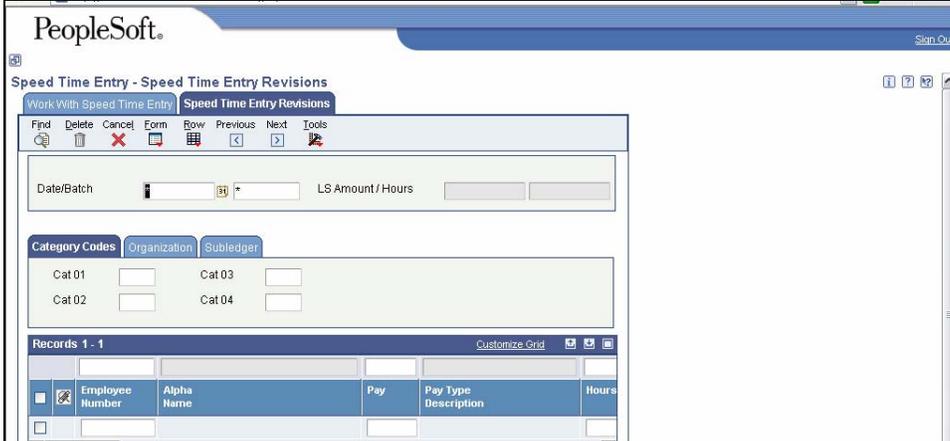
 Labor Distribution Copy only needs to be completed when the hours worked by the employee change from pay period to pay period.

 When Pay Types are changed on a Time Card, the corresponding account code will not change automatically.

Start this instruction from the Speed Time Entry – Work with Speed Time Entry window.



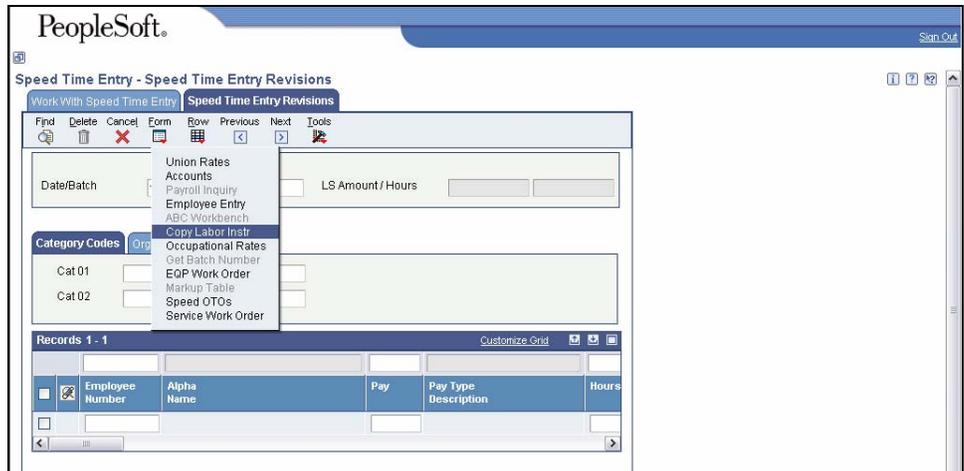
1. Click **Add**. The Speed Time Entry – Speed Time Entry Revisions window appears.



2. Complete the following fields:

- Date/Batch – Pay Period End date / Next Numbers will assign a Batch number

3. Click **Form, Copy Labor Instr.**



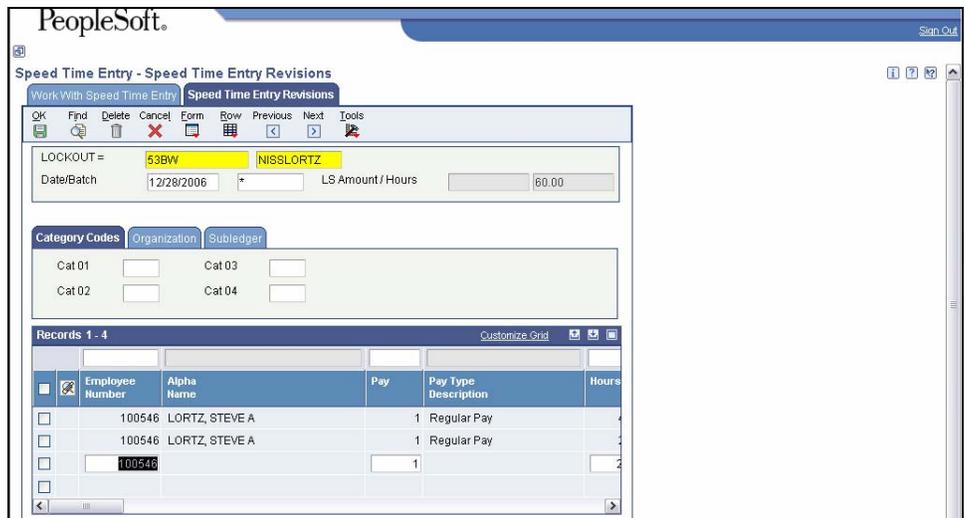
4. The Speed Time Entry – Employee Entry Labor Distribution window appears.



5. Complete the following fields:

- Employee Number
- Enter Pay Period Hours (if using % method)
 -  Only enter hours if using % method. If using Hours method, the field is grey.

6. Click **OK**. The Speed Time Entry Revisions Window appears.



-  The Employee Number, Pay, Hours and Account Number fields are populated.

7. The following fields can be overridden if necessary:

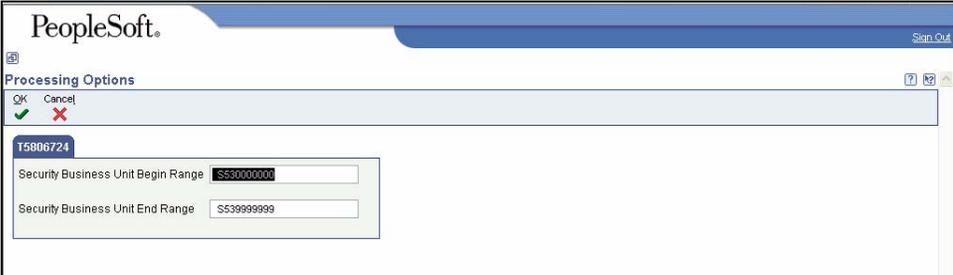
- Ovr/Rt – Override/Rate
 - Job Type
 - Work Date
 - Sub-ledger
 - Sub Type
 - Union
 - Position ID
 - Job Location
8. Use the down arrow key on the keyboard to move to the next row on the grid.
 9. Click **OK** to accept the data entered and clear the window.
 10. Repeat step 3 – 9 for each time card.
 11. Click **Cancel** to return to the Work With Speed Time Entry window.
 12. Click **Close**.

Timecard Allocation Program

If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. The Timecard Allocation Program needs to be run after time cards have been entered, but before you run pre-payroll. A report showing the changes is also created.

Navigation: Human Resources and Payroll - Agencies > Payroll > Time Maintenance > Time Card Allocation

Start this instruction from the Processing Options window.



1. Enter the agency Security Business Unit Range.
2. Click **OK**. The Printer Selection window appears.



The screenshot shows the PeopleSoft interface for the 'Printer Selection' dialog box. The dialog has a title bar with 'Printer Selection' and a 'Sign Out' button. Below the title bar are buttons for 'OK', 'Cancel', 'Form', and 'Tools'. The main area contains a printer icon on the left and a form on the right with the following fields:

Printer Name	GOPLUONEWORLD_A
Printer Location	HERE
Printer Model	LASER
Number of Copies	1 Range: 1 - 9999

3. Click **OK**. You will return to the menu.

 View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R5806724_...) once the Description is "Done".