Unapproved Time Card Notification Report
Created on Monday, February 23, 2009

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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/.

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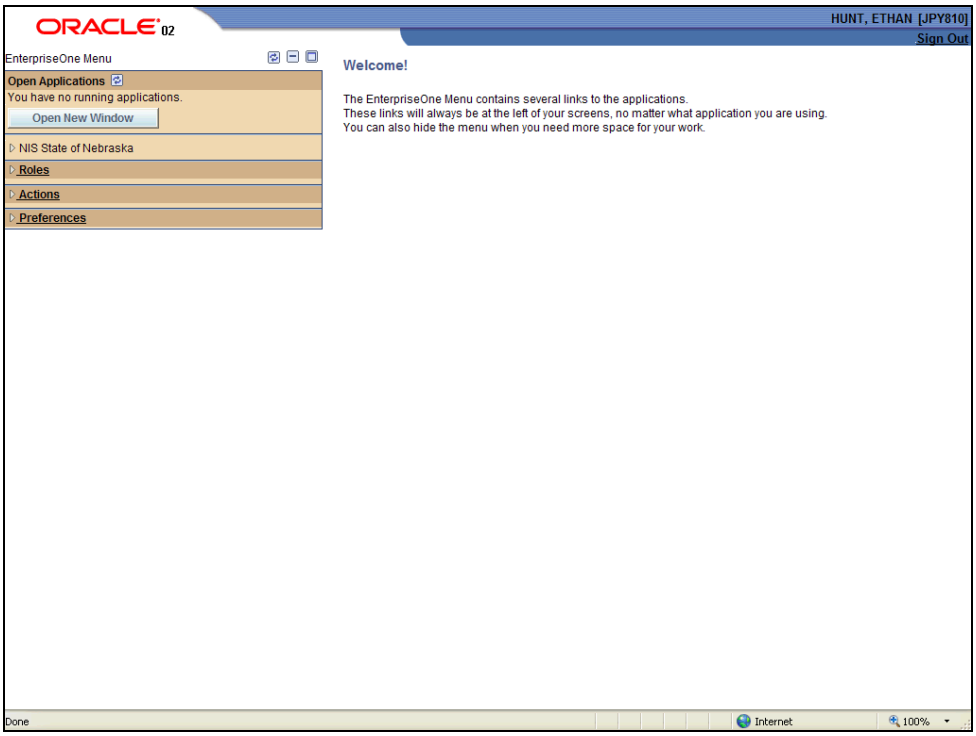
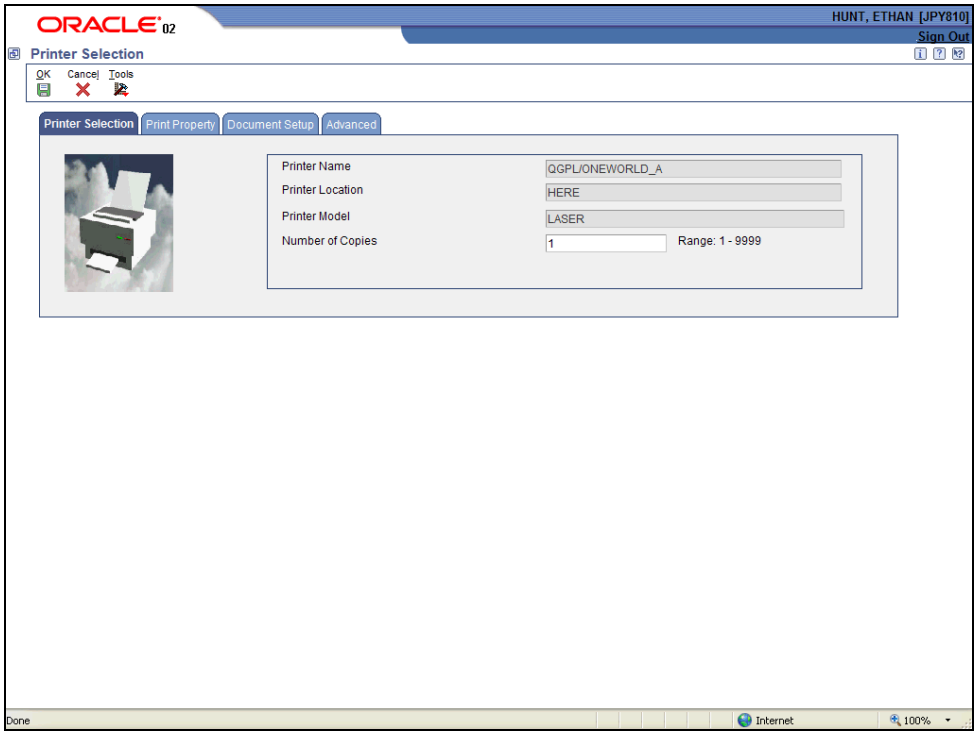
Procedure

This report will generate a report of time cards which have not been approved by a supervisor. It also gives the option to send an email to the supervisor notifying them that they have employees whose time cards have not been approved.



Step	Action
1.	Click the **NIS State of Nebraska** link. NIS State of Nebraska
2.	Click the **Human Resources/Payroll - Agencies** link. Human Resources/Payroll - Agencies

Step	Action
3.	Click the **Payroll** link. Payroll
4.	Click the **Batch Time Entry Processing** link. Batch Time Entry Processing
5.	Click the **Unapproved Time Entry Card Notification** link. Unapproved Time Entry Card Notification
6.	In the **Agency Number** field you will enter your agency number.
7.	In the **Date – Pay Period Ending** field enter the ending date of the pay period for which you are running the report.
8.	The **Email Supervisor** field is where you indicate whether or not you want an email sent to the supervisor. Entering a **Y** means an email will be sent to the supervisor, and entering an **N** means an email will not be sent to the supervisor.
9.	After entering your information click the **OK** button.



Step	Action
10.	Click the **OK** button.
11.	After the report runs an email will be sent to all supervisors who have employees with unapproved time cards if you put a **Y** in the **Email Supervisor** field.
12.	You have successfully completed the **Unapproved Time Card Notification Report** course. You can go to **View Job Status** to view the report. **End of Procedure.**