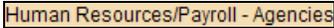


Unapproved Time Card Notificaiton Report

1.	<p>Click the NIS State of Nebraska link.</p> <p></p>
2.	<p>Click the Human Resources/Payroll - Agencies link.</p> <p></p>
3.	<p>Click the Payroll link.</p> <p></p>
4.	<p>Click the Batch Time Entry Processing link.</p> <p></p>
5.	<p>Click the Unapproved Time Entry Card Notification link.</p> <p></p>
6.	<p>In the Agency Number field you will enter your agency number.</p>
7.	<p>In the Date – Pay Period Ending field enter the ending date of the pay period for which you are running the report.</p>
8.	<p>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.</p>
9.	<p>After entering your information click the OK button.</p> <p></p>
10.	<p>Click the OK button.</p> <p></p>
11.	<p>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.</p>
12.	<p>You have successfully completed the Unapproved Time Card Notification Report course.</p> <p>You can go to View Job Status to view the report.</p> <p>End of Procedure.</p>