

Remember to use the Visual Assist  to search for information.

To	Do This
Enter Time	<p>Go to NIS home page - www.nis.ne.gov</p> <p>Click on Sign on to NIS.</p> <p>Enter your ID and password, Click OK.</p> <p>Choose the environment, Click OK.</p> <p>Click Self Service</p> <p>Click Time Entry (your Agency)</p> <p>Click Time Entry-Biweekly Summary/Monthly (Agency #)</p> <p>Click Current Pay Period</p> <p>Click Summary Time Entry</p> <ul style="list-style-type: none">• This is where you will enter your leave and holiday hours. You must start a new row if the pay type changes – do not enter in regular hours• When finished...Click Save• The timecard will be sent to your supervisor for approval. Once a time card has been approved, no changes can be made. However, additional time cards (lines) can be added for the same pay period.