

Remember to use the Visual Assist  to search for information.

To	Do This
<b>Enter Time</b>	<p>Go to NIS home page - <a href="http://www.nis.ne.gov">www.nis.ne.gov</a></p> <p>Click on Sign on to NIS</p> <p>Enter your ID and password, Click <b>OK</b>.</p> <p>Choose the environment, Click <b>OK</b>.</p> <p>Click Self Service</p> <p>Click Time Entry (your Agency)</p> <p>Click Time Entry-Biweekly Daily(Agency #)</p> <p>Click Current Pay Period</p> <p>Click Daily Time Entry</p> <ul style="list-style-type: none"><li>• This is where you will enter your regular hours and leave hours. You must start a new row if the pay type changes.</li><li>• When finished...Click <b>Save</b></li><li>• 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.</li></ul>