ESS Time Entry - Supervisor

Remember to use the Visual Assist 🔍 to search for information.

To	Do This

Approve/Reject Employee Time Cards	## Navigation
	
	Go to NIS home page - www.nis.ne.gov
	
	Click on Sign on to NIS
	
	Enter your ID and password, Click **OK.**
	
	Choose the environment, Click **OK.**
	
	Click Roles, HR_PR(#)
	
	Click Human Resources and Payroll Agencies
	
	Click Self Service
	
	Click Time Entry (your Agency)
	
	Time Entry Biweekly Summary/Monthly (Agency #)
	
	Click Current Pay Period
	
	Click Manager Review/Approval
	
	## Steps
	
	1. Choose the time to approve by placing a checkmark to the left of the row and click Approve or Reject.
	
	   📝 If using Citrix, enter '1' in the Select column, or choose Select All.
	
	   📝 Delegates can approve time cards by assigning a status of "Paid, Not Approved." This gives the time cards a unique status.
	
	   📝 To review the timecard prior to approval, click Detail. After reviewing, click Close to return to the Self Service Manager Review and Approval window.
	
	2. Once approved, the timecard will disappear from the screen. Click the Approved radio button in the header to see that the time card is approved, or click the Rejected radio button in the header to see that the time card is rejected..
	
	3. Click **Close** to return to the Supervisor Time Entry Approval – Supervisor Time Entry Approval window.
	
	4. Click **Close**.