

# Split Time Entry

## Overview

Split Time Entry will allocate hours entered on a time card for all Pay Types to business units established on each employee's Labor Distribution record.

This Split Time Entry function allows all leave usage, holiday, etc. to be allocated in the same manner as regular pay. In addition, all state paid benefits (FICA, Retirement, etc.) will also follow the same distribution.

 The Split Time Entry program only affects those agencies that have Labor Distribution established on their employees. If your agency does not utilize Labor Distribution, this functionality has no effect on you. You will not see any changes when you enter time cards, and you do not need to run the Time Card Allocation program after entering your time cards.

Agencies can verify whether they have Labor Distribution established on their employees. For instructions, please refer to the Determine if an Employee has Labor Distribution section of the [Entering Timecards for Employees](#) Work Instructions. If you have employees with Labor Distribution that is no longer valid, you will need to correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If you have Labor Distribution, the system will allocate time entered based on the Labor Distribution.

If Labor Distribution is established using the percentage method, the hours will be distributed based on the percentages in Labor Distribution. If Labor Distribution is established using the Hours method, hours will be distributed based on the percentage of hours on each line of Labor Distribution to the total hours in Labor Distribution.

There will no longer be a need for agencies to copy in their Labor Distribution, as the allocation will take place automatically. However, if an agency has a need to copy in Labor Distribution they can continue to do so.

If necessary, Split Time Entry can be overridden by entering a business unit/object code or lump sum amount when entering a time card. Agencies currently utilizing spreadsheets to calculate their Labor Distribution can continue to import time card data in the future. As long as the spreadsheets contain the business units/object codes, the Split Time Entry function will be overridden.

The Pay Types are allocated based on Labor Distribution, and as a result, the object codes assigned to the Pay Types are 511100. Therefore, a Time Card Allocation program will need to be run after time cards are created to correct the object codes. The Time Card Allocation program changes the object codes from 511100 to the appropriate code for each Pay Type entered. A report showing the changes is also created (see screen shot below). For more information on the Time Card Allocation program, please refer to the Time Card Allocation section on the [Entering Timecards for Employees](#) Work Instruction. Remember, you must run this program after time cards have been entered, but before you run pre-payroll.

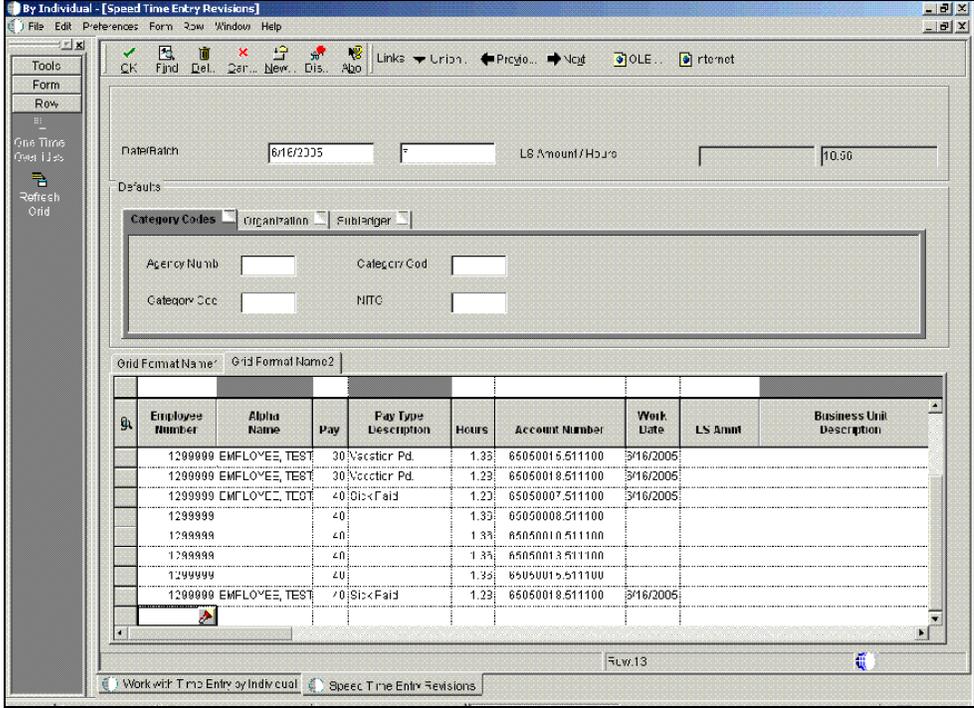
Timecard Allocation Program Report:

Security Business Unit	Address	Pay	Business	Old Obj	New Obj	Subsidiary	Account Number	Hours Worked	Gross Pay
045000000	106546	240	61002000	511100	512300	6022009	512300	1.60	43.20
045000000	106546	240	61002000	511100	512300	6022005	512300	2.40	64.50
045000000	106546	240	61002000	511100	512300	6022005	512300	4.00	128.00

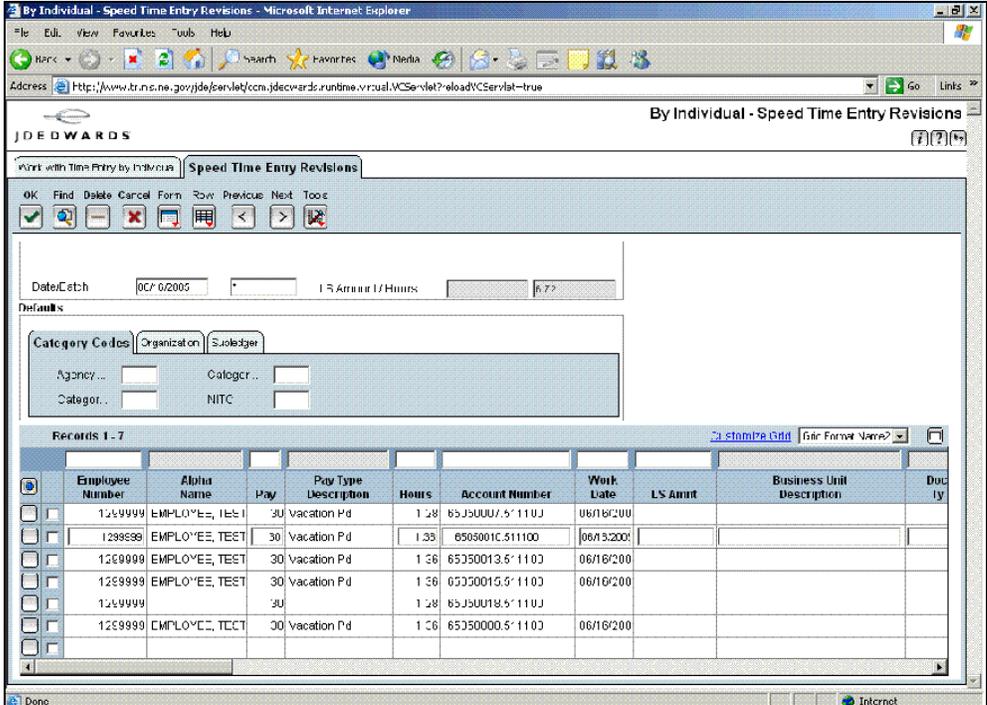
Example: The screen shot below shows the results of entering 8 hours of holiday leave, and running the Time Card Allocation program. The 8 hours are split out based on Labor Distribution (20%, 30%, 50% allocated to three different business units), with the correct object codes. Again, costs for FICA, Retirement, Life Insurance, etc. will be allocated in the same manner.

Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	LS Amnt	Business Unit Description
100546	LORTZ, STEVE A.	240	Holiday	1.60	65025009.512300	10/4/2005		
100546	LORTZ, STEVE A.	240	Holiday	2.40	65025000.512300	10/4/2005		
100546	LORTZ, STEVE A.	240	Holiday	4.00	65025005.512300	10/4/2005		

 When the system allocates the hours entered via Citrix for a Pay Type, one or more of the lines may not completely populate (see screen shots below). When this happens, simply 'arrow up' or 'arrow down' through the lines, and they will populate.



Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	LS Amt	Business Unit Description
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.33	65050015.511100	06/16/2005		
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.23	65050018.511100	06/16/2005		
1299999	EMPLOYEE, TEST	40	Sick Paid	1.23	65050007.511100	06/16/2005		
1299999		40		1.33	65050008.511100			
1299999		40		1.33	65050011.511100			
1299999		40		1.33	65050013.511100			
1299999		40		1.33	65050015.511100			
1299999	EMPLOYEE, TEST	40	Sick Paid	1.23	65050018.511100	06/16/2005		



Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Work Date	LS Amt	Business Unit Description	Duty
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.28	65050007.511100	06/16/2005			
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.33	65050010.511100	06/16/2005			
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.36	65050013.511100	06/16/2005			
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.36	65050015.511100	06/16/2005			
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.28	65050018.511100	06/16/2005			
1299999	EMPLOYEE, TEST	30	Vacation Pd	1.06	65050000.511100	06/16/2005			

## 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/>.