Entering Timecards using Filters

Overview

Entering daily timecards for employees allows hours to be entered for each day of the week on one row of the Daily Time Entry window

Separate timecards (grid rows) must be entered for a bonus or a lump sum amount. System supplied information can be overridden when necessary. For example, the account number and job location might be overridden when an employee works a job other than his or her regular job. The system uses this override information only once for the current pay period.

Entering timecards per pay period, or Line Detail allows summarized hours on each timecard (grid row) to be entered on the grid. Entering daily timecards for employees allows entry of hours for each day of the week on one row of the Daily Time Entry window.

Selecting employees using the Employee Master filter allows you to elect a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

After selecting employees for time entry, you can enter timecards using time sheet groups, daily timecards, or timecards per pay period. You access daily and per pay period time entry from a Row exit and you access time sheet group time entry from a Form exit.

Completing fields in the tabbed areas of the window will automatically populate certain values for each timecard, such as shift code or job location

If an employee has Labor Distribution, the Timecard Allocation Program must be run to correctly update object codes after timecards are entered.

This work instruction shows how to:

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: www.das.state.ne.us.

Navigation

Click Roles, HR_PR.
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human Resources and Payroll – Agencies > Payroll > Time Maintenance:
> Employee Master Filter, or
> Current Transactions Filter

Steps

Enter Timecards for Time Sheet Groups using Employee Master Filter

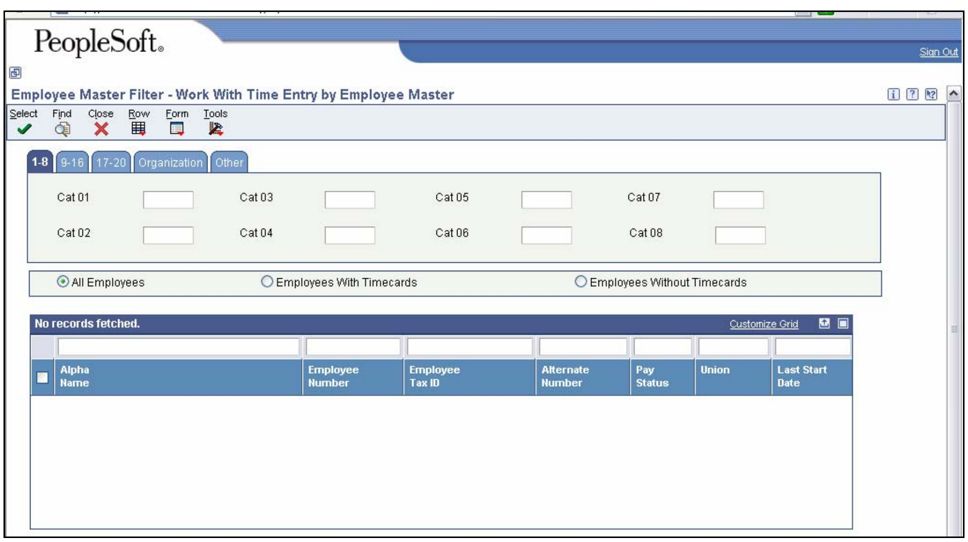
The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

After a list of employees is created, timecards can be entered for all of the employees selected using the filter, or for only selected employees within the list. To create timecards for all of the employees generated by the time entry filter, choose the **Time Sheet All** option from the Form menu. To enter timecards for a selected group of employees from the list generated by the time entry filter, choose **Time Sheet Select** from the Form menu.

Navigation: Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Employee Master Filter

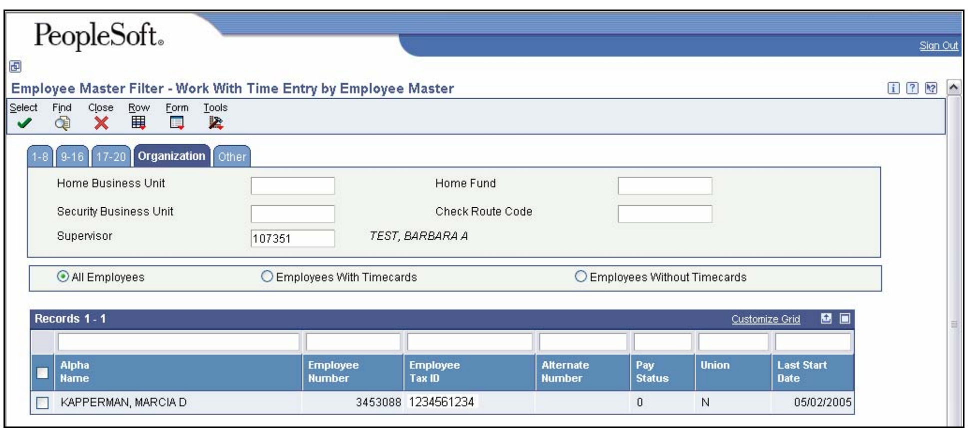
Start this instruction from the Employee Master Filter – Work with Time Entry by Employee Master window.



1. Click one of the following options:
   - All Employees

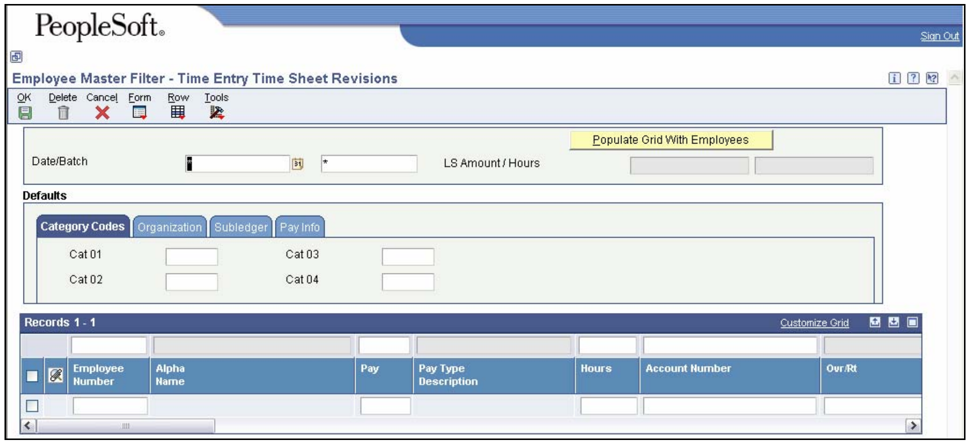
- Employees With Timecards
- Employees Without Timecards

2. Click the appropriate tab (**1-8, 9-16, or 17-20**) to narrow your search to employees from categories 1-20, click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply.
3. Click the **Organization** tab and complete any of the following fields to narrow your search to employees who have shared organization information:
   - Home Business Unit
   - Home Company
   - Supervisor
   - Security Business Unit
   - Check Route Code
4. Click the **Other** tab and complete any of the following fields to further narrow your search:
   - Business Unit – Last Worked
   - Benefit Group
   - Job Code
   - Pay Class(H/S/P)
   - Pay Cycle Code
5. Click **Find**.



The selected group of employees appears.

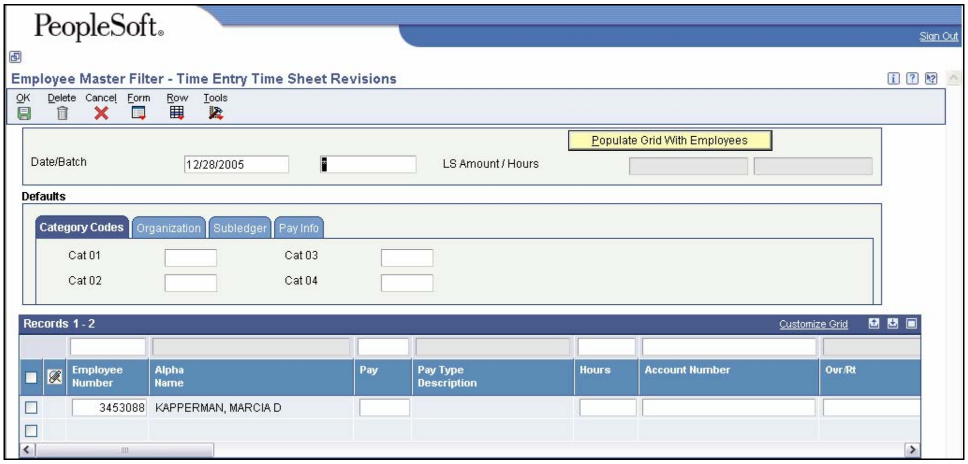
6. Click **Form**, **Time Sheet All** to create timecards for all of the employees generated by the time entry filter.



7. On the Employee Master Filter – Time Entry Time Sheet Revisions window, complete the following fields
   - Date / Batch – Enter the Pay Period date – Leave Batch blank (Next Numbers will assign)
8. Complete any of the Category Code fields on the **Category Codes** tab to have the information supplied automatically to every timecard that you enter on this grid.
9. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
   - Job Location
   - Check Route Code
10. Click the **Sub Ledger** tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:
    - Subledger
    - Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

11. Click the **Pay Info Tab** and complete any of the following fields to have pay information supplied automatically on every timecard entered:
    - Pay Type
    - Lump Sum Amount
    - Hours
12. Click **Populate Grid with Employees** on the top right of the header of the window.



The grid is populated with the selected employees and the data selected in steps 8-11.

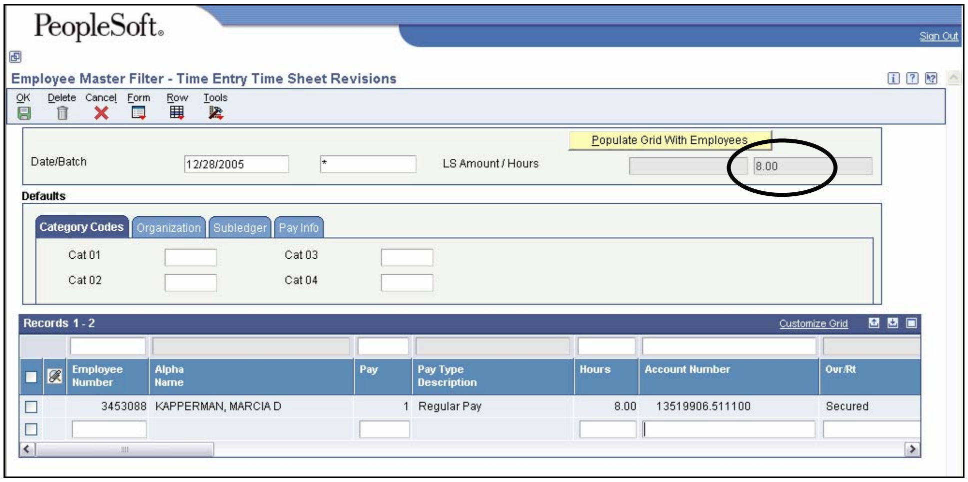
13. Complete the following fields on the grid if necessary:

    - Pay – PDBA code, ie; 1 – Regular Time, 70 Overtime at 1.5x, 30 – Vacation.
    - Hours
    - Account Number – GL labor account. The Account Number will be supplied by the Automatic Accounting Instructions (AAI), based on the Pay Type and Home Business Unit.

The following fields can also be completed or overridden if necessary:

- Ovr/Rt – Override/Rate
- Job Type
- Work Date
- Union
- Position ID
- Job Location
- Home Co
- Home BU
- Tax Area

14. Use the down arrow key to move the cursor to the next row on the grid.



Notice the total hours for this batch is calculated and populated in the Hours field in the header.

15. Repeat step 13 – 14 for each time card.
16. Click **OK** to return to the Work with Time Entry by Employee Master window.
17. Click **Close**.

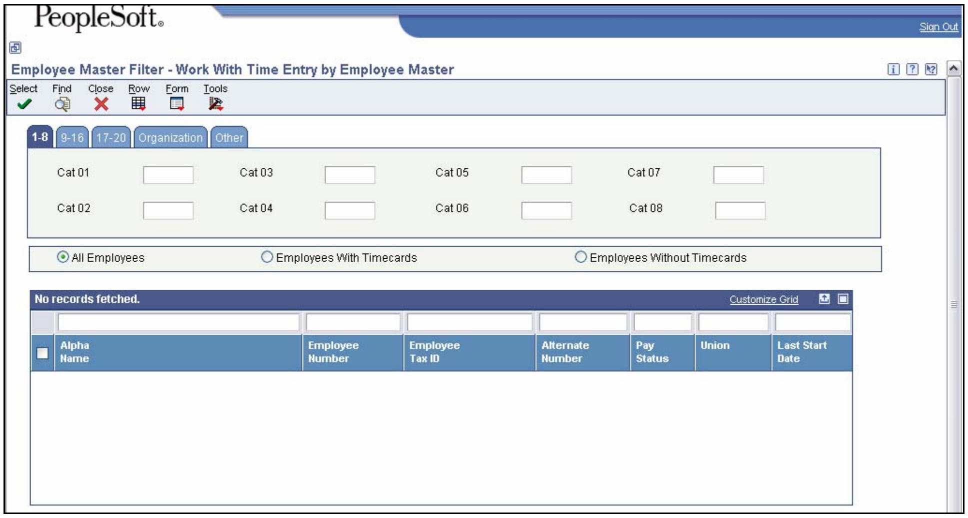
Enter per Pay Period (Line Detail) Timecards for Individual Employees using Employee Master Filter

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

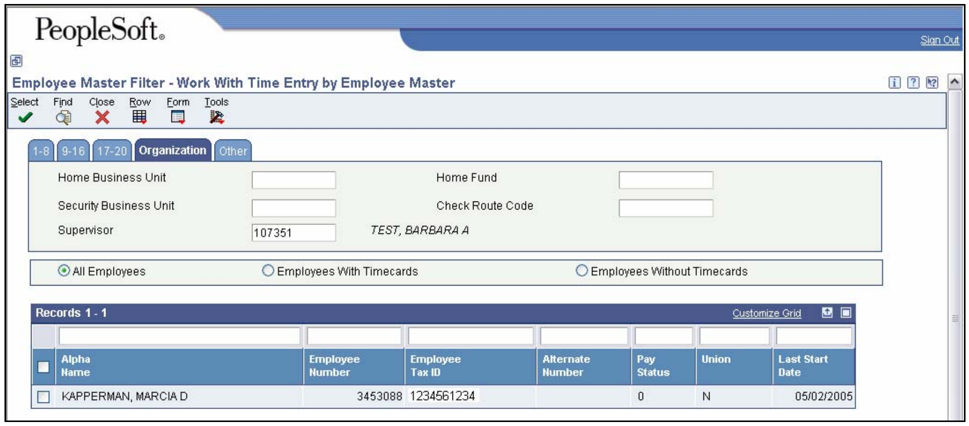
Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Navigation: Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Employee Master Filter

Start this instruction from the Employee Master Filter – Work With Time Entry by Employee Master window.

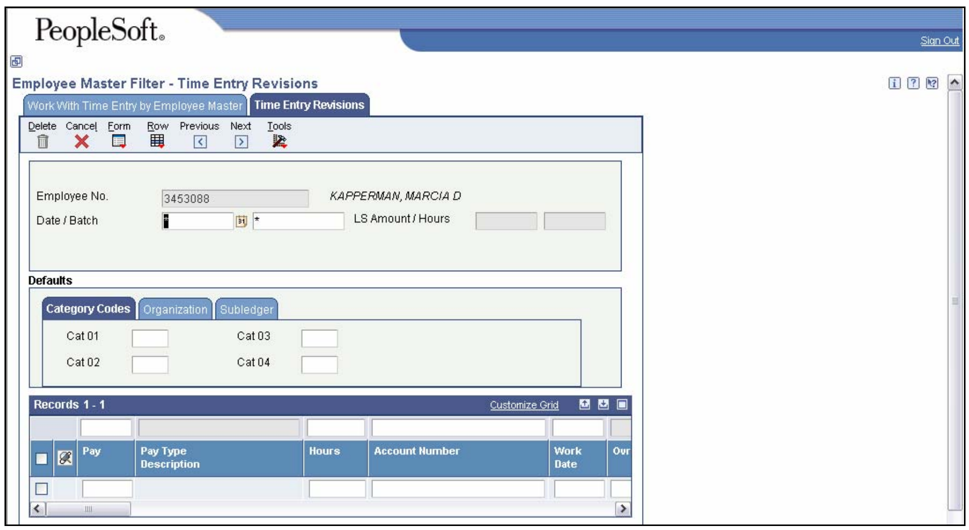


1. Click one of the following options:
   - All Employees
   - Employees With Timecards
   - Employees Without Timecards
2. Click the appropriate tab (1-8, 9-16, or 17-20) to narrow your search to employees from categories 1-20, click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply.
3. Click the **Organization** tab and complete any of the following fields to narrow your search to employees who have shared organization information:
   - Home Business Unit
   - Home Company
   - Supervisor
   - Security Business Unit
   - Check Route Code
4. Click the **Other** tab and complete any of the following fields to further narrow your search:
   - Business Unit – Last Worked
   - Benefit Group
   - Job Code
   - Pay Class(H/S/P)
   - Pay Cycle Code
5. Click **Find**.



Your selected group of employees appears.

6. Choose the first employee for whom you are entering time.
7. Click **Row**, **Line Detail**.



8. Complete any of the Category Code fields on the **Category Codes** tab to have the information supplied automatically to every timecard that you enter on this grid.
9. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
   - Job Location
   - Check Route Code
10. Click the **Sub Ledger** tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

    • Subledger

    • Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

11. Complete the following fields:
    - Date / Batch – Enter the Pay Period date – Leave Batch blank (Next Numbers will assign)
    - Pay
12. Complete one of the following fields:
    - Hours – If you are entering a timecard for hours worked
    - Account Number – Override if necessary
    - LSAmnt – If you are entering a timecard for a bonus or lump sum amount
13. If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps 8-9 for the next row on the grid.
14. Move the cursor to the next line on the grid by using the keyboard down arrow.

To override a DBA amount for the employee, choose the timecard and click **Row**, **One Time Override.**

To copy labor distribution instructions, click **Form**, **Copy Labor Instructions**

The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.

15. Click **OK.**

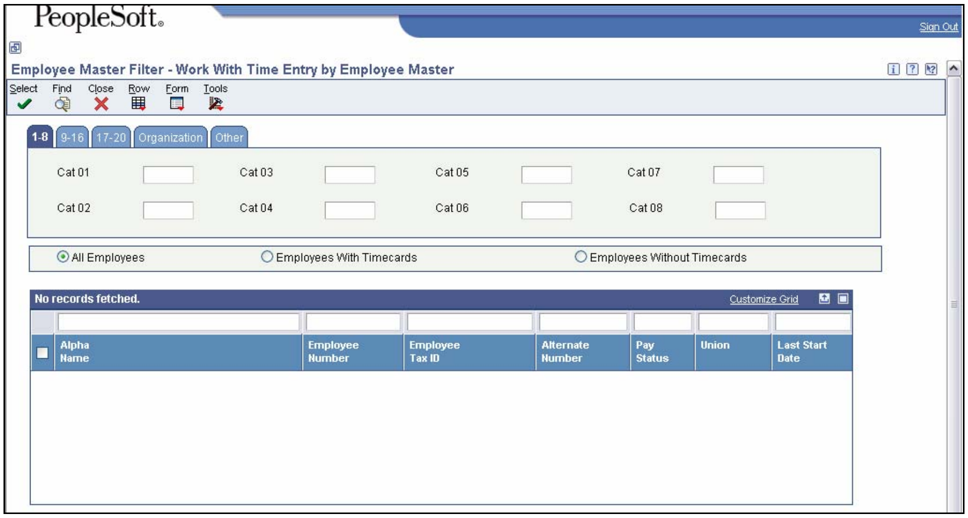
    The system automatically adds the time entry record when you click OK. You must click OK to save your time entry information before continuing to the next employee.

16. Click **Cancel** to return to the Work With Time Entry by Employee Master window.
17. Repeat steps 6 – 16 for all remaining employees.
18. Click **Close**.

Enter Daily Timecards using Employee Master Filter

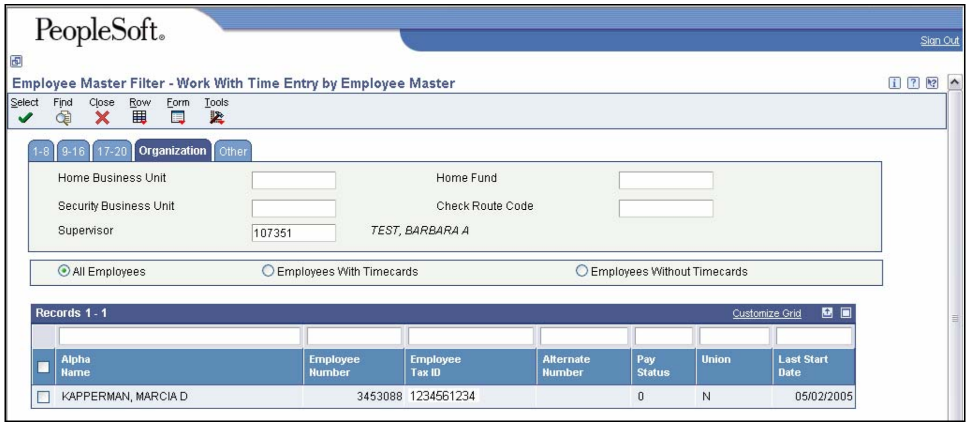
Navigation: Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Employee Master Filter

Start this instruction from the Employee Master Filter – Work with Time Entry by Employee Master window.



1. Click one of the following options:
   - All Employees
   - Employees With Timecards
   - Employees Without Timecards
2. Click the appropriate tab (1-8, 9-16, or 17-20) to narrow your search to employees from categories 1-20, click the appropriate tab (1-8, 9-16, or 17-20), and complete any Category code fields that apply
3. Click the **Organization** tab and complete any of the following fields to narrow your search to employees who have shared organization information:
   - Home Business Unit
   - Home Company
   - Supervisor
   - Security Business Unit
   - Check Route Code
4. Click the **Other** tab and complete any of the following fields to further narrow your search:
   - Business Unit – Last Worked
   - Benefit Group
   - Job Code
   - Pay Class(H/S/P)
   - Pay Cycle Code

5. Click **Find**. The Employee Master Filter - Work with Time Entry by Employee window appears with your selected group of employees.

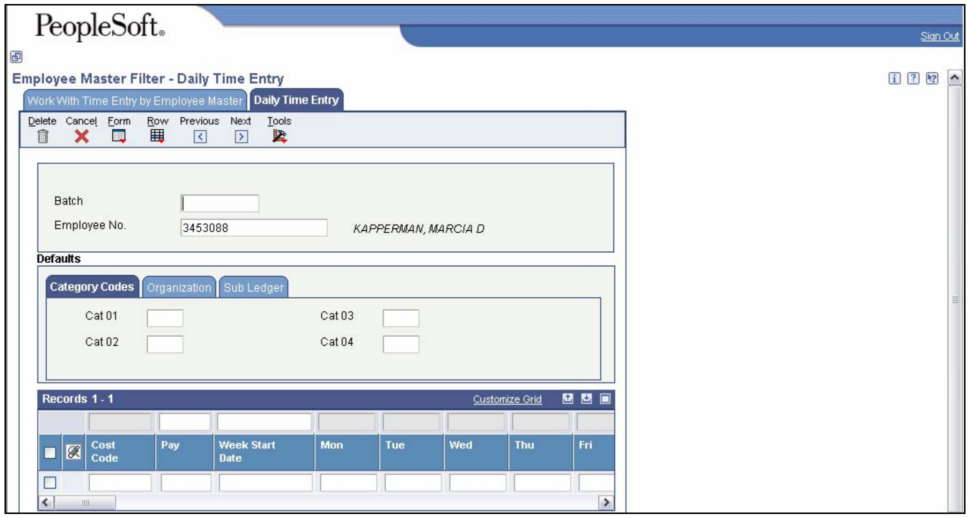


6. Choose the first employee for whom you are entering time.
7. Click **Row**, **Daily**.
8. Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.
9. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
   - Job Location
   - Check Route Code
10. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

    • Subledger

    • Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.



11. Complete the following fields:
    - Batch – Blank (Next Numbers will assign)
    - Pay
    - Week Start Date
12. Enter the number of hours worked for one of the following days or complete the LS Amnt field:
    - Mon
    - Tue
    - Wed
    - Thu
    - Fri
    - Sat
    - Sun
    - Account Number – Override if necessary
13. If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps 4-9 for the next row on the grid.
14. Move the cursor to the next line on the grid by using the keyboard down arrow.

To override a DBA amount for the employee, choose the timecard and click **Row**, **One Time Override**.

15. To enter a timecard for the next employee, click **OK.**

    The system automatically adds the time entry record when you click OK. You must click OK to save your time entry information before continuing to the next employee.

16. Click **Cancel**.

17. Repeat steps 6 – 16 for all remaining employees.
18. Click **Close**.

Enter per Pay Period (Line Detail) Timecards using Current Transactions Filter

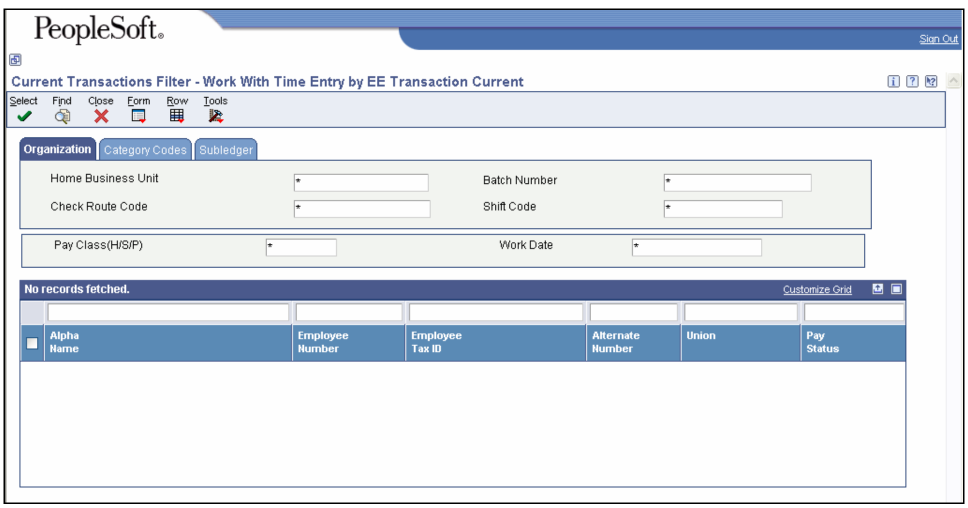
The Current Transactions filter allows you to select from employees for whom a timecard has been entered but not yet processed. Use this feature to correct timecards and enter additional timecards.

The first step in entering timecards for a group of employees is to select the employees for whom time is to be entered.

Selecting employees from the Employee Master table allows you to select a group of employees who have common information such as a home business unit, supervisor, category code, work schedule, job type, check route code, or a combination of this information.

Navigation: Human Resources and Payroll – Agencies > Payroll > Time Maintenance > Current Transactions Filter

Start this instruction from the Current Transactions Filter – Work With Time Entry by EE Transaction Current window.



1. To search for the employee(s), complete one of the following:
   - Pay Class(H/S/P)
   - Work Date
2. Click the **Organization** tab and complete any of the following fields to narrow your search to employees who have shared organization information:
   - Home Business Unit
   - Batch number
   - Check Route Code
3. Click the **Category Codes** tab and complete fields on this tab to narrow your search to employees in category codes 1-4.

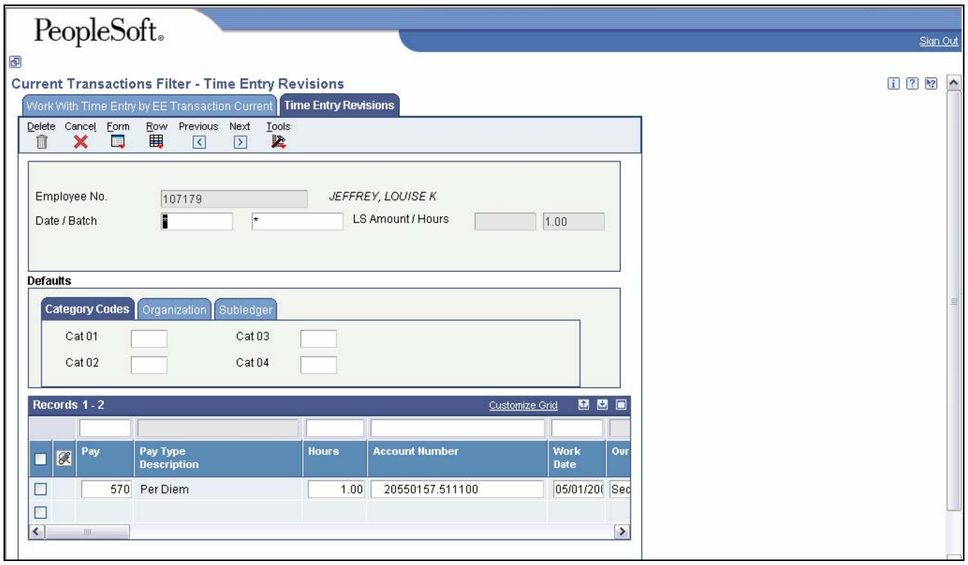
4. Click the **Sub Ledger** tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:
    - Subledger
    - Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

5. Click **Find**.

Your selected group of employees appears.

6. Choose the first employee for whom you are entering time.
7. Click **Row**, **Line Detail**. The Time Entry Revisions Window appears.



8. Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.
9. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
    - Job Location
    - Check Route Code
10. Click the **Sub Ledger** tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:

    • Subledger

    • Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

11. Complete the following fields:

- Date / Batch – Enter the Pay Period date – Leave Batch blank (Next Numbers will assign),
- Pay

12. Complete one of the following fields:
    - Hours – If you are entering a timecard for hours worked
    - LSAmnt – If you are entering a timecard for a bonus or lump sum amount
    - Account Number – Override if necessary
13. If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps 4-9 for the next row on the grid.
14. Move the cursor to the next line on the grid by using the keyboard down arrow.

To override a DBA amount for the employee, choose the timecard and click **Row**, **One Time Override.**

To copy labor distribution instructions, click **Form**, **Copy Labor Instructions**

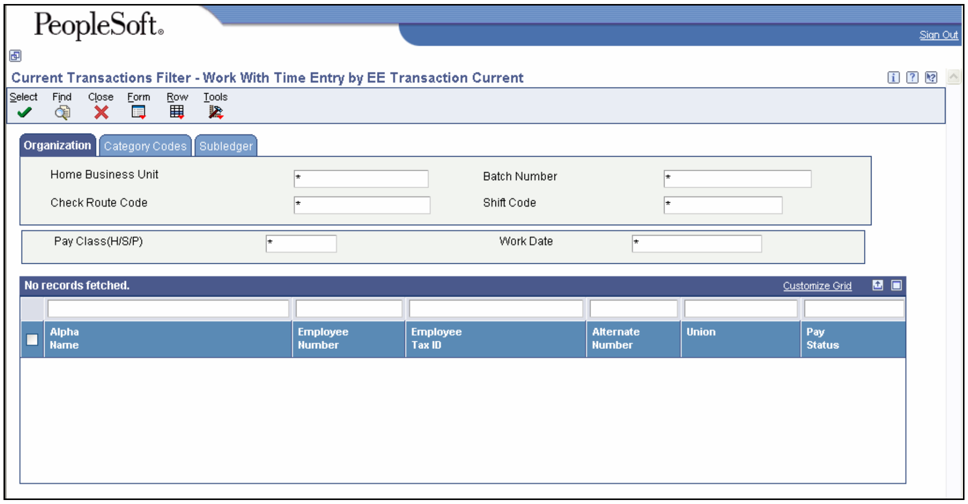
The labor distribution instructions appear. If necessary, make changes to any of the fields as needed for this entry.

15. To enter a timecard for the next employee, click **OK.**

    The system automatically adds the time entry record when you click OK. You must click OK to save your time entry information before continuing to the next employee
16. Click **Cancel**.
17. Repeat steps 6 – 16 for all remaining employees.
18. Click **Close**.

Enter Daily Timecards using Current Transactions Filter

Start this instruction from the Current Transactions Filter – Work With Time Entry by EE Transaction window.



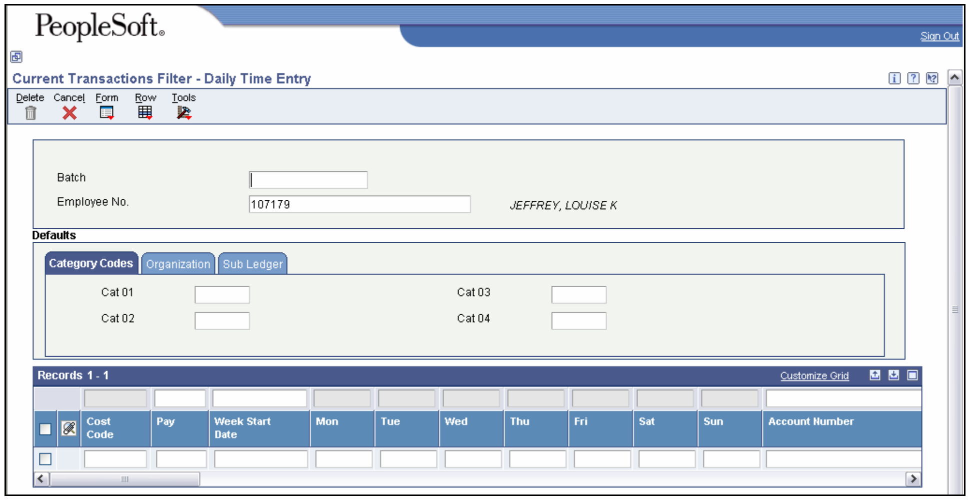
1. To search for the employee(s), complete one of the following:
   - Pay Class(H/S/P)
   - Work Date
2. Click the **Organization** tab and complete any of the following fields to narrow your search to employees who have shared organization information:
   - Home Business Unit
   - Batch number
   - Check Route Code
3. Click the **Category Codes** tab and complete fields on this tab to narrow your search to employees in category codes 1-4.
4. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:
   - Subledger
   - Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

5. Click **Find**.

Your selected group of employees appears.

6. Choose the first employee for whom you are entering time.
7. Click **Row**, **Daily**.



8. Complete any of the Category Code fields on the Category Codes tab to have the information supplied automatically to every timecard that you enter on this grid.
9. Click the **Organization** tab and complete any of the following fields to have organization information populated automatically to every timecard entered on the grid. Complete these fields to track detailed information about a job site and to enter timecards by job or business unit:
   - Job Location
   - Check Route Code
10. Click the Sub Ledger tab and complete any of the following fields to have an account number automatically appear on every timecard that you enter:
    - Subledger
    - Subledger Type

Subledger will not be used in all Agencies. Additional information will be provided concerning this topic.

11. Complete the following fields:
    - Batch – Blank (Next Numbers will assign)
    - Pay
    - Week Start Date
12. Enter the number of hours worked for one of the following days or complete the LS Amnt field:
    - Mon
    - Tue
    - Wed
    - Thu
    - Fri

- Sat
- Sun
- Account Number – Override if necessary

13. If the timecard entered is for a lump sum amount and an additional timecard is needed, repeat steps 4-9 for the next row on the grid.
14. Move the cursor to the next line on the grid by using the keyboard down arrow.

To override a DBA amount for the employee, choose the timecard and click **Row**, **One Time Override**.

15. To enter a timecard for the next employee, click **OK.**

    The system automatically adds the time entry record when you click OK. You must click OK to save your time entry information before continuing to the next employee

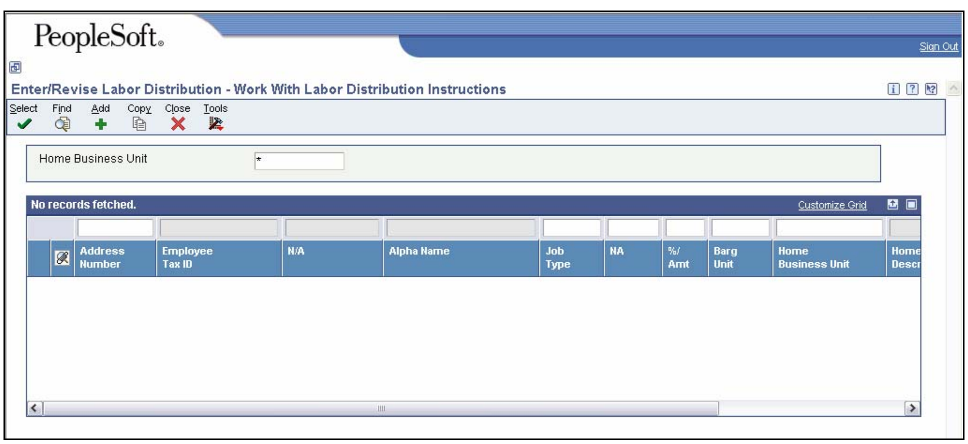
16. Click **Cancel**.
17. Repeat steps 3 – 13 for all remaining employees.
18. Click **Close**.

Determine if an Employee has Labor Distribution

Agencies can verify whether they have Labor Distribution established on their employees by accessing the Enter/Revise Labor Distribution screen.

Navigation: Human Resources and Payroll - Agencies > Employee Maintenance > Enter/Revise Labor Distribution

Start this instruction from the Enter/Revise Labor Distribution - Work with Labor Distribution window.



1. Click **Find**. Any employee with Labor Distribution will appear in the grid.

To search on a specific employee, enter the employee's address book number in the Address Number field in the QBE line and click Find.

2. If an employee has Labor Distribution that is no longer valid, correct or delete the Labor Distribution to ensure the employee's time is allocated correctly. If an employee has Labor Distribution, the system will allocate time entered based on the Labor Distribution.

Split Time Entry

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.

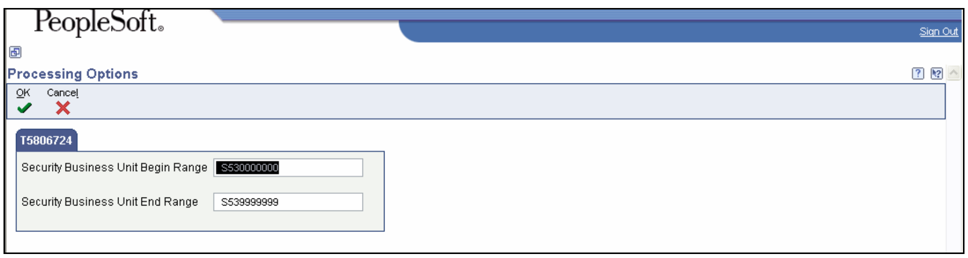
For more information on Split Time Entry and how it works, please refer to the Split Time Entry Overview.

Timecard Allocation Program

If an employee has Labor Distribution, the Pay Types are allocated based on that Labor Distribution. As a result, the object codes assigned to the Pay Types are 511100. A Timecard 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. The Timecard Allocation Program needs to be run after time cards have been entered, but before you run pre-payroll. A report showing the changes is also created.

Navigation: Human Resources and Payroll - Agencies > Payroll > Time Maintenance > Time Card Allocation

Start this instruction from the Processing Options window.



1. Enter the agency Security Business Unit Range.
2. Click **OK**. The Printer Selection window appears.

3. Click **OK**. You will return to the menu.

View the report via Submit Job or View Job Status.