Payroll Administrator Review and Process pending Employee Time Card(s)

Overview

After employees enter their cards for approval using Employee Self Service Time Entry, their supervisor (or the supervisor's delegate) will approve their time cards. After the above processes are complete, the Payroll Administrator can run the Batch Time Entry Register report to review the status of the timecards. Timecards can also be reviewed via the Batch Time Entry File Revisions screen.

The Payroll Administrator can either approve, or designate "paid, not approved," on any time cards waiting approval in order to begin the upload process. Unapproved timecards may be uploaded using Processing Options.

The Payroll Administrator must be delegated by each manager to approve that manager's employee's timecards.

A version of the Batch Time Entry Register report can be run to view all "Paid, not Approved" timecards. This version has a signature line to document that the timecards were uploaded without the supervisor's direct approval.

This work instruction shows how to:

Run the Batch Time Entry Register Report

Review Timecards via Batch Time Entry File Revisions

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/.
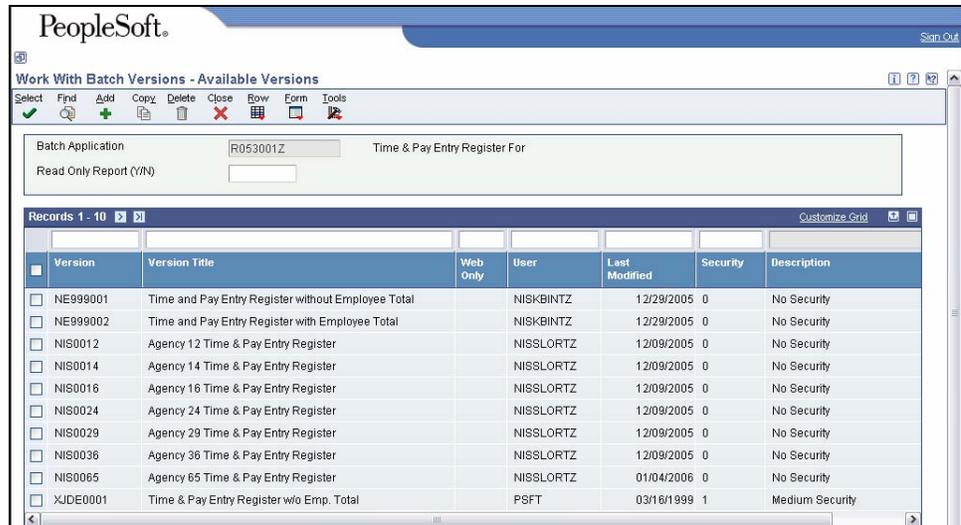
Navigation

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

Human Resources and Payroll - Agencies > Payroll > Batch Time Entry Processing > Batch Time Entry Register
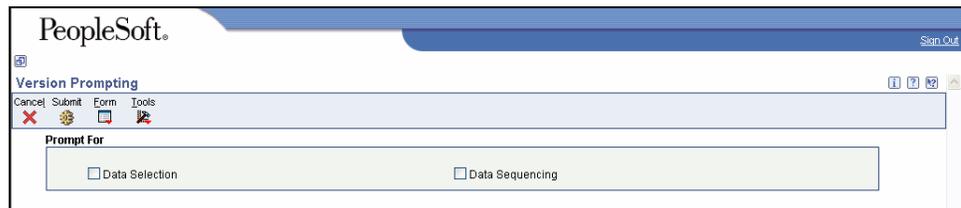
Steps

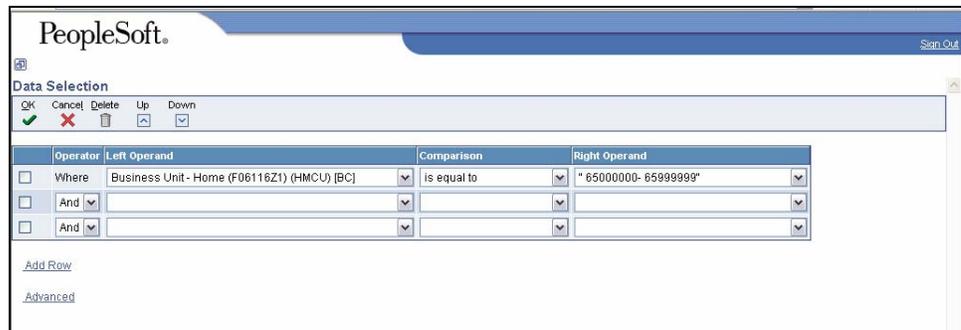### Run Batch Time Entry Register Report

Start this instruction from the Work with Batch Versions - Available Versions window.

1. Choose the appropriate version for your agency.

2. Click **Select**. The Version Prompting window appears.

3. Check **Data Selection**, click **Submit**. The Data Selection window appears.

4. Data Selection automatically populates with your agency's Home business unit range.

5. Click **OK**. The Processing Options window appears.

6. Complete any of the following fields necessary to narrow the report:

    •   Date Worked fields

    •   DBA Code fields

    •   Supervisor Address Book Num…

    •   Time Entry Status Flag - enter 3 to run a version of this report which
        includes only the "Paid, not Approved" timecards.

        Leaving the Time Entry Status Flag "blank" will show all timecards,
        regardless of status.

7. Click **OK**. The Printer Selection window appears.

8. Click **OK**.

✏ View the Report via Submit Job or View Job Status to verify the status of all timecards. For step-by-step instructions, please refer to the Working with Submitted Reports work instructions. Choose the Job Details to view (R053001Z_…) once the Description is "Done".

Review Timecards via Batch Time Entry File Revisions

Navigation: Human Resources and Payroll - Agencies > Payroll > Batch Time Entry Processing > Batch Time Entry File Revisions

Start this instruction from the Work with Time Entry Batch File Revisions window.

1. To narrow the search, enter your agency's home business unit in the Home Business Unit field. (ex. * 65, notice a space must be entered after the asterisk and before the agency number.)

✏ Leave the Processed option un-checked to view timecards that have not been uploaded. Checkmark the Processed box to view uploaded timecards only.

2. Scroll to the right to view the Description (status) of the timecard.