

Run Batch Time Processor to upload Employee Transaction Batch File (F06116Z1) to Employee Transaction Detail File (F06116)

Overview

Payroll/Human Resources Administrators will run the Batch Time Processor to upload timecards created in Employee Self Service (F06116Z1) to the Time Card File (F06116). This is done after the administrator has reviewed and/or approved the employees' time entry for the time period, and is ready to start the Payroll Process.

This work instruction shows how to:

[Run the Batch Time Processor](#)

[Update Processing Options](#)

 If an employee has Labor Distribution, the Time Allocation Program must be run to correctly update object codes after the Batch Time Processor is run. For instruction on how to run the Time Allocation Program, please refer to the [Entering Timecards using Speed Time Entry](#) work instructions.

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

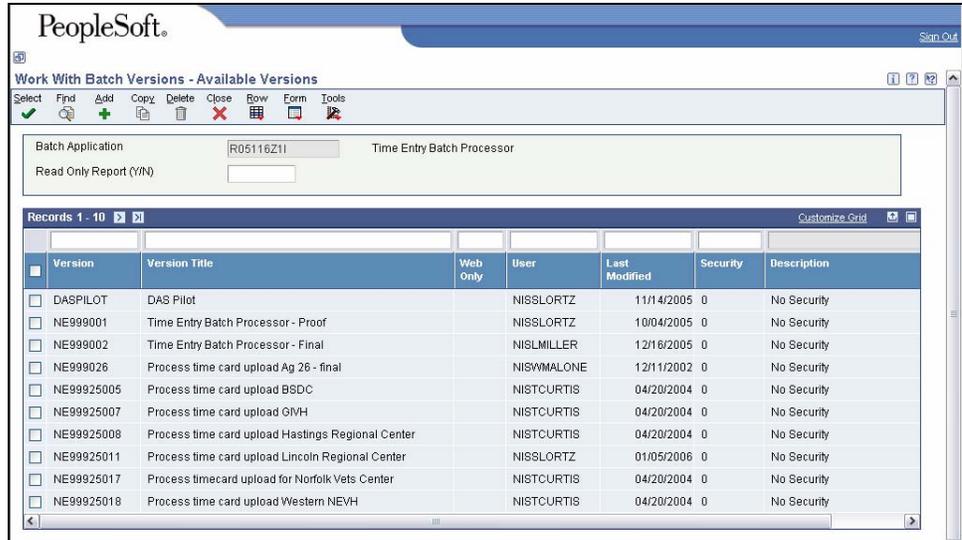
Click Roles, HR_PR
(Citrix users – right click on the menu, choose Apply Roles, choose HR_PR.)

Human resources and Payroll – Agencies > Payroll >
Batch Time Entry Processing > Batch Time Entry File Processor

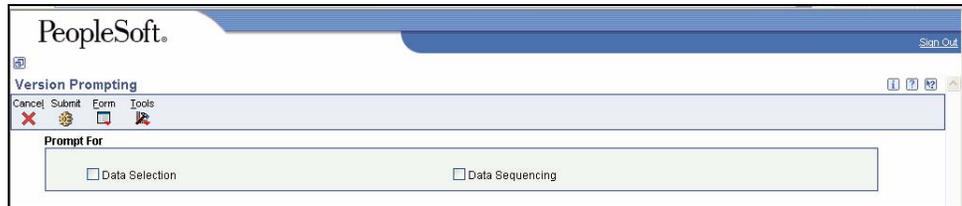
Steps

Run the Batch Time Processor

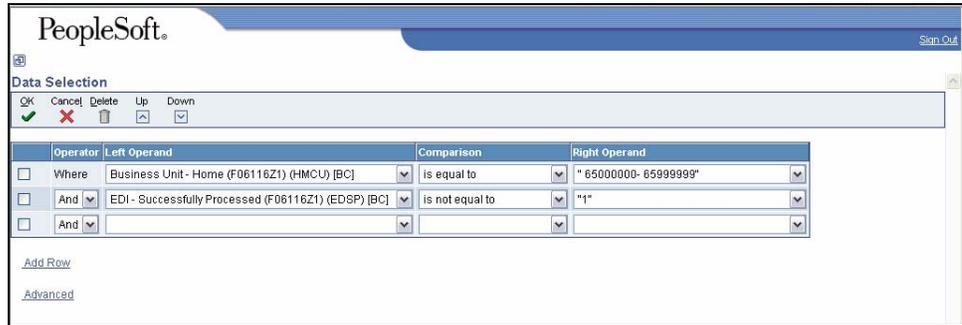
Start this instruction from the Work with Batch Versions – Available Versions window.



1. Choose the appropriate version for your agency.
2. Click **Select**. The Version Prompting window appears.



3. Click the check box next to the **Data Selection** until a check mark appears.
4. Click the **Submit** icon from the toolbar. The Data Selection window will appear.



5. Click **OK**. The Processing Options window will appear.

PeopleSoft® Sign Out

Processing Options ?

OK Cancel ?

Processing **Select** Messages Interims

1. Self-Service TE

Blank = Select all records
1 = Select approved records

2. Payroll ID

2.1 Use Data Selection of Payroll ID

Blank = Default (Do Not Use Data Selection)
1 = Use Data Selection of Payroll ID's Version

3. Pay Cycle Code

4. Pay Period Number

5. Starting Date

6. Ending Date

Use options 1, 5, and 6 on the Select tab only. The Messages and Interims tabs are to be left blank.

6. Click **OK**. The Printer Selection window will appear.

PeopleSoft® Sign Out

Printer Selection ?

OK Cancel Form Tools ?

Printer Selection **Print Property** Document Setup Advanced

Printer Name

Printer Location

Printer Model

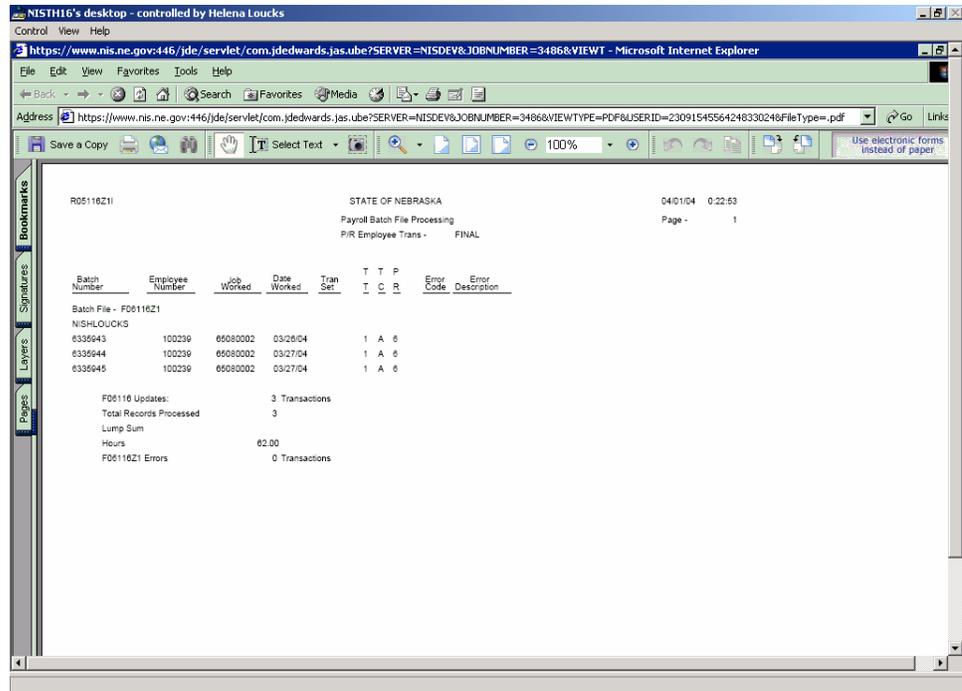
Number of Copies Range: 1 - 9999

7. Click **OK** to run the Batch Time Processor. You will return to the the Work with Batch Versions – Available Versions window.

8. Click **Close**.

View the Report via Submit Job or View Job Status. For step-by-step instructions, please refer to the [Working with Submitted Reports](#) work instructions. Choose the Job Details to view (R05116Z1_....) once the Description is "Done".

View the report to check for errors and view updates. You may use the Total Hours to determine overtime.



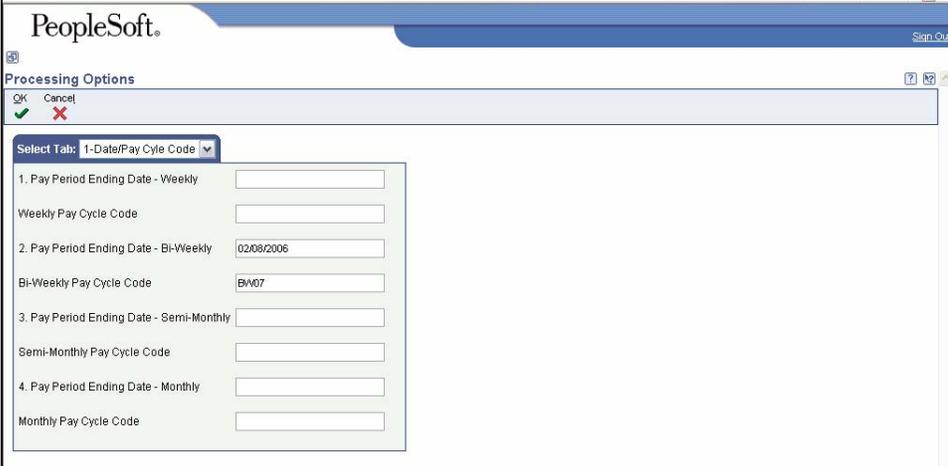
- ⚠ After Batch Processing is complete, change the current and future dates for Biweekly Daily, Biweekly Summary, and/or Monthly time entry applications following the [Updating Processing Options](#) section of this work instruction.
- ⚠ Run the Leave Without Pay Report after the Batch Processing, but before Pre-payroll.

Updating Processing Options

Start this instruction from the appropriate ESS Time Entry menu.



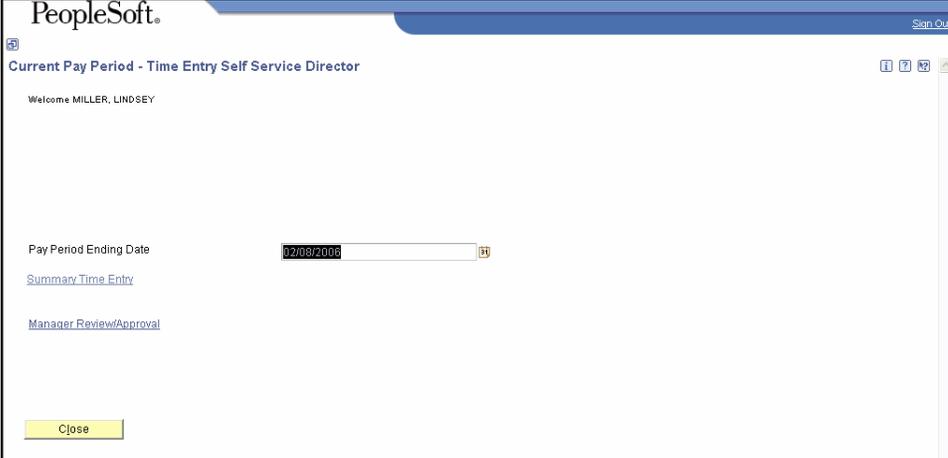
1. Click on the right arrow next to the Current or Future Pay Period menu and choose **Values**. The Processing Options window appears.



The screenshot shows the 'Processing Options' dialog box in PeopleSoft. The 'Select Tab:' dropdown is set to '1-Date/Pay Cycle Code'. The dialog contains several input fields for different pay cycle codes:

Pay Cycle Code	Field	Value
1. Pay Period Ending Date - Weekly	Weekly Pay Cycle Code	
2. Pay Period Ending Date - Bi-Weekly	Bi-Weekly Pay Cycle Code	02/08/2006
3. Pay Period Ending Date - Semi-Monthly	Semi-Monthly Pay Cycle Code	
4. Pay Period Ending Date - Monthly	Monthly Pay Cycle Code	

2. Change the Pay Period Ending Date to the next pay period end date.
3. Click **OK**. The Time Entry Self Service Director window appears with the Pay Period Ending Date entered in Processing Options.



The screenshot shows the 'Current Pay Period - Time Entry Self Service Director' window. The window title is 'Current Pay Period - Time Entry Self Service Director'. The user is identified as 'MILLER, LINDSEY'. The 'Pay Period Ending Date' field is set to '02/08/2006'. There are two links: 'Summary Time Entry' and 'Manager Review/Approval'. A 'Close' button is located at the bottom left.

4. Click **Close** to return to the menu.
5. Repeat steps 1-4 for both the Current and Future Pay Period menus for each type of Time Entry utilized by your agency (Biweekly Daily, Biweekly Summary, and/or Monthly).