

Employee Self Service Daily Time Entry

Overview

Daily Time Entry is normally used by non-exempt employees to record all hours worked. Entering daily timecards allows you to enter hours for each day of the week on one row of the Daily Time Entry form (each pay type will use a different row). Time cards may be entered for the current pay period; end-users also have the option to enter a future time card for the following pay period.

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

Select your Employee Self Service Role.

Self Service > Time Entry (your agency) > Time Entry – Biweekly Daily (Agency #) > Current Pay Period

or

Future Pay Period

Steps

Start this instruction from the Current/Future Pay Period – Time Entry Self Service Director window.



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Current Pay Period - Time Entry Self Service Director

Welcome MILLER, LINDSEY

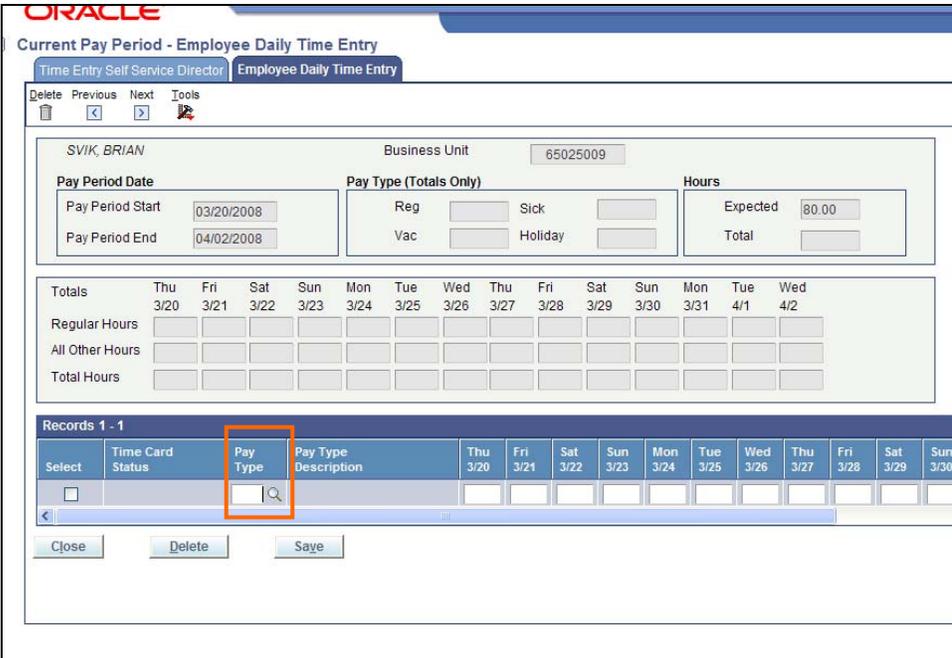
Pay Period Ending Date

[Daily Time Entry](#)

[Manager Review/Approval](#)

-  The Pay Period Ending Date is based on pay cycle.
-  The Manager Review/Approval link is provided for manager's who approve employee's time cards. Employee time cards can be reviewed and approved from this screen.

1. Click the **Daily Time Entry** link. The Current Pay Period – Employee Daily Time Entry window will appear.
2. On the detail grid, enter the Pay Type. Use the Visual Assist (magnifying glass) if necessary. To use the Visual Assist, click on the magnifying glass. This will open the Current Pay Period - Pay Type Revisions window.



Current Pay Period - Employee Daily Time Entry

Time Entry Self Service Director Employee Daily Time Entry

SVIK, BRIAN Business Unit 65025009

Pay Period Date: Pay Period Start 03/20/2008, Pay Period End 04/02/2008

Pay Type (Totals Only): Reg, Sick, Vac, Holiday

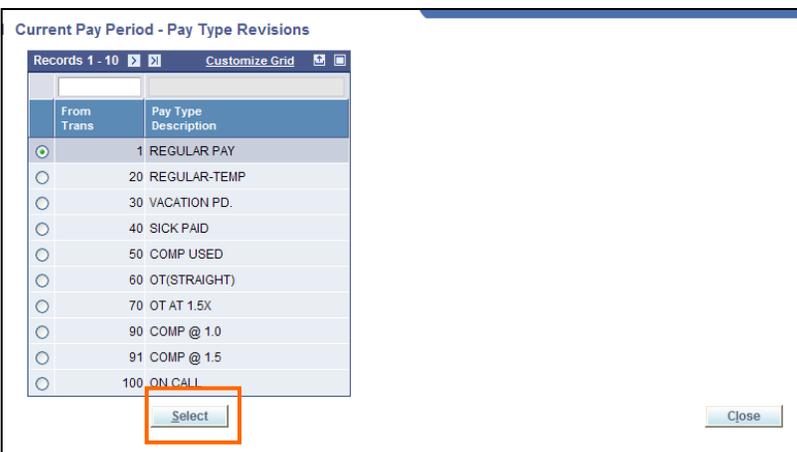
Hours: Expected 80.00, Total

Totals	Thu 3/20	Fri 3/21	Sat 3/22	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Sun 3/30	Mon 3/31	Tue 4/1	Wed 4/2
Regular Hours														
All Other Hours														
Total Hours														

Records 1 - 1

Select	Time Card Status	Pay Type	Pay Type Description	Thu 3/20	Fri 3/21	Sat 3/22	Sun 3/23	Mon 3/24	Tue 3/25	Wed 3/26	Thu 3/27	Fri 3/28	Sat 3/29	Sun 3/30
<input type="checkbox"/>		<input type="text" value=""/>												

Close Delete Save



Current Pay Period - Pay Type Revisions

Records 1 - 10 Customize Grid

From Trans	Pay Type Description
<input checked="" type="radio"/>	1 REGULAR PAY
<input type="radio"/>	20 REGULAR-TEMP
<input type="radio"/>	30 VACATION PD.
<input type="radio"/>	40 SICK PAID
<input type="radio"/>	50 COMP USED
<input type="radio"/>	60 OT(STRAIGHT)
<input type="radio"/>	70 OT AT 1.5X
<input type="radio"/>	90 COMP @ 1.0
<input type="radio"/>	91 COMP @ 1.5
<input type="radio"/>	100 ON CALL

Select Close

3. Select the Pay Type by click on the radio button next to it and click on Select.

 If an employee is not able to choose a pay type because it is not available, they will need to contact their Payroll Administrator to add the hours for them.

 Use pay types 997 (pay overtime) or 998 (accrue comp time) to indicate how overtime hours are to be treated and enter "1" in the hours field.

4. Enter your hours in the corresponding date fields.

5. Press the Tab, Enter, or Down arrow key to get to the next line. (The account number will automatically populate with the appropriate information.)

6. Repeat steps 3 and 4 to enter additional time for a different pay type.

 When entering time or making changes to time entered on the time entry screen, you will not see the time in the "Total" box until you save, return to the Time Entry Self Service window, and come back into the time entry screen by clicking on Daily time entry.

 If you enter an incorrect pay type on a line and have already moved to the next line, you need to delete the line and re-enter the correct information.

7. Upon completion, click the **Save** button to save the time entered and then click **Close** to exit.

 If you click **Close** without clicking **Save** you will be prompted to save the information. Click the **Yes** button to exit and save the time entry records that you just entered. You will return to the Time Entry Self Service Director window.

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Current Pay Period - Time Entry Self Service Director

Welcome MILLER, LINDSEY

Pay Period Ending Date

[Daily Time Entry](#)

[Manager Review/Approval](#)

-  The time card entered is automatically submitted for approval.
- 8. Click **Close** to exit ESS time entry.
-  Once a time card has been approved, no changes can be made by the employee. However, changes can be made by the approving manager. Also, additional time cards (lines) can be added for the same pay period.