

# Employee Self Service Summary Time Entry

## Overview

Summary Time Entry is normally used by exempt employees to record time other than standard pay (pay type 1). Entering timecards via Summary Time Entry allows you to summarize your hours by pay type. Time cards will 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

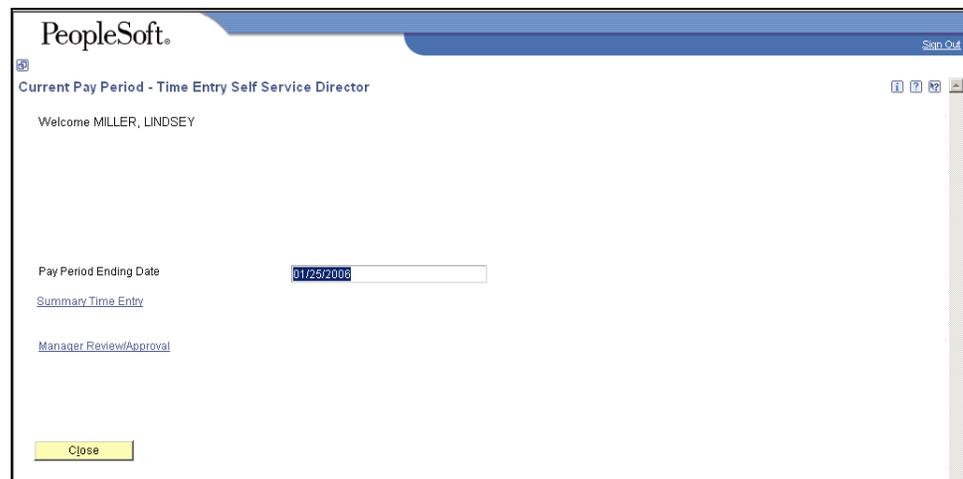
Self Service > Time Entry (your agency) > Time Entry - Biweekly Summary/Monthly (Agency #) > Current Pay Period

or

Future Pay Period

## Steps

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



PeopleSoft®  
Current Pay Period - Time Entry Self Service Director  
Welcome MILLER, LINDSEY  
Pay Period Ending Date: 01/25/2006  
[Summary Time Entry](#)  
[Manager Review/Approval](#)  
Close



The Manager Review/Approval link is provided for manager's who approve employee's time cards. Employee's time cards can be reviewed and approved from this screen.

1. Click on the **Summary Time Entry** link. The Current Pay Period – Employee Summary Time Entry window will appear.

PeopleSoft. Sign Out

Future Pay Period - Employee Summary Time Entry

Time Entry Self Service Director | Employee Summary Time Entry

MILLER, LINDSEY Business Unit 65010003

Pay Period Date

Pay Period Start 01/26/2006

Pay Period End 02/08/2006

Quick Entry

Reg. Sick

Vac. Holiday

Hours

Expected

Total

Select All | Clear All Find Timecards

Records 1 - 1 Customize Grid

Select	Time Card Status	Pay Type	Pay Type Description	Hours	Work Date	N/A	To Curr
<input type="checkbox"/>							

Close Delete Save

- If desired, enter the appropriate hours in the Quick Entry section and skip to step 5. If agency prefers to document a work date for hours, time can be entered in the grid by following the steps below.
2. Enter your time on the detail grid by completing the following fields:
    - a. Pay Type – use the visual assist to search for a pay type code.
      - If an employee is not able to choose a pay type because it is not available to choose, 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.
    - b. Hours
    - c. Work Date – must be a date within the pay period
    - Depending on your agency's requirements, the **Work Date** field may represent the last work date of the pay period where you put the total hours worked for that pay period.
  3. Click the Tab, Return, or Down arrow key to get to the next line.
    - The account number and the other fields will automatically populate with the appropriate information.

PeopleSoft  
Current Pay Period - Employee Summary Time Entry

MILLER, LINDSEY Business Unit 6501.0003

Pay Period Date Quick Entry Hours  
 Pay Period Start 01/12/2006 Reg Sick Expected  
 Pay Period End 01/25/2006 Vac Holiday Total 56.00

Select All | Clear All Find Timecards

Records 1 - 8

Select	Time Card Status	Pay Type	Pay Type Description	Hours	Work Date	N/A	To Curr
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/12/2006		
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/16/2006		
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/17/2006		
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/18/2006		
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/19/2006		
<input type="checkbox"/>	Waiting for Approva	1	Regular Pay	8.00	01/20/2006		
<input type="checkbox"/>	Waiting for Approva	40	Sick Paid	8.00	01/13/2006		

Close Delete Save

4. Repeat steps 2 and 3 to enter additional time in the detail grid.
5. Upon completing time entry, you may click the **Save** button to save the time entered or click **Close** to exit.
-  If you click Save, click Close to return to the Self Service Director window.
6. If you click Close, the Save Any Unserved Records window will appear.

PeopleSoft  
Future Pay Period - Employee Summary Time Entry

MILLER, LINDSEY Business Unit 6501.0003

Pay Period Date Quick Entry Hours  
 Pay Period Start Pay Period End Expected Total

Select All | Clear All

Records 1 - 2

Do you want to save the changes to any Timecards that you have not previously saved?

Yes No Cancel

Close Delete Save

7. You will be asked to save your time entry records.
  -  This is a friendly reminder to save your changes in case you clicked the **Close** button without clicking the **Save** button first.
8. 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.



The screenshot shows the PeopleSoft interface for 'Current Pay Period - Time Entry Self Service Director'. The user is identified as 'MILLER, LINDSEY'. The 'Pay Period Ending Date' is set to '01/25/2006'. There are links for 'Summary Time Entry' and 'Manager Review/Approval', and a 'Close' button at the bottom.

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