

# Daily Time Entry

**Timecards need to be submitted by 10:00 a.m. on the designated due date, as listed on the payroll schedule. If there is a holiday within the pay period, the due date will be on Friday. Otherwise, the due dates are Monday. A link to a pdf version of the payroll schedule is available on the following page:**

<http://das.nebraska.gov/personnel/sos/>

## Log in to EnterpriseOne

- In the address bar of your browser window (usually Internet Explorer), type [link.ne.gov](http://link.ne.gov), and then press enter.
- Click the link for the **Payroll & Financial Center**.
- In the appropriate spaces →
  - Type your **User ID** (provided by SOS or your supervisor).
  - Then type your **Password**.
    - You will be required to change your password the first time you log in.
- Click **Sign In** (or press enter). →

User ID:	<input type="text"/>
Password:	<input type="text"/>

**Sign In**

## Navigating to Daily Time Entry

(these steps are all in the menu on the left side of the window)

- Click **State of Nebraska**. → State of Nebraska
- Click **Self Service**. → Self Service
- Click **Time Entry - Administrative Services - Agency 65**. → Time Entry - Administrative Services - Agency 65
- Click **Time Entry - Biweekly Daily 65**. → Biweekly Daily 65
- Click **Current Pay Period**. →
  - The **Pay Period Ending Date** pre-fills with the ending date of the current pay period. The pay cycle determines the date. - [Current Pay Period](#)
- Click **Daily Time Entry**. → [Daily Time Entry](#)

## Working with the Timecard

- Click in first box below the **Pay Type** header. Pay Type
- Enter the correct **Pay Type**, as follows:
  - Pay Type** for regular hours is **25**.
  - Pay Type** for overtime hours is **70**.
- If you work overtime, you will need to enter those hours on a separate line. In this example, I entered **25** for eight hours regular pay, and **70** for five hours overtime →
 

25	SOS TEMP	8.00
70	OT AT 1.5X	5.00
- Enter your hours in the corresponding date fields. You can enter for just one day or for multiple days. If you want to enter time for multiple days, use the Tab key (on your keyboard) to move to the next day.

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5. When entering time or making changes to time entered on the time entry screen, you will not see the time in the **Total** box (in the header) until you save your entries.

6. **NOTE:** If you enter an incorrect pay type and then moved to the next line, **you need to delete that line** and enter the correct information.
- To delete a line, click in the box to the left of the line and then click **Delete**. →

Delete

7. When you are finished entering your time, you can choose to save the time you entered by clicking **Save**. →
- If you did not enter all of your time for the pay period, you can log back in prior to the end of the pay period to enter the rest of your time.

Save

8. Once you click **Save**, the total hours entered so far will display in the **Total** field in the header, in the upper right-hand corner.

Hours	
Expected	80.00
Total	64.00

9. Alternatively, if you are done with your time entry for this pay period, click **Submit**. This will send the time card information to your supervisor (see next item).

Submit

10. **Warning:** Once you save your time entry, the **Time Card Status** will change to "**SUBMITTED**." This means your supervisor/manager will be able to review your entry, but will not be able to approve them. To allow him/her to approve your time, you need to click the **Submit** button to change the status to "**WAITING FOR APPROVAL**."

Time Card Status
SUBMITTED

11. When you are finished, click **Close**. →
- FYI, if you click **Close** without saving, a dialog box will ask if you want to you save your entries.

Close

12. After the supervisor approves the time card, the employee cannot make changes. However, the approving manager can make changes. In addition, the manager can add more time cards (lines) for the same pay period.

13. Click **Close** until you return to the main menu.

Close

## One Final Note

When you are done with the **Payroll & Financial Center**, be sure to click **Sign Out** in the upper right-hand corner. →

Sign Out

**NOTE:** For your security, both professionally and personally, whenever you log in to anything on the internet, it is ALWAYS best to click Log Out, Log Off, Sign Out, or Sign Off. This is to prevent the next user from opening a browser session, and inadvertently viewing your page. →