

Introduction To The Payroll Financial Center

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SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. 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.



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Overview

The Payroll Financial Center is just one of the systems found on LINK (link.ne.gov), and is a tool to further improve state government administrative business processes. The system eliminates the need to enter information more than once. Everyone works with the same information, which is available as soon as it is entered. When users enter this information accurately and at the time a transaction occurs, everyone will have the financial and operational data needed to run the state's business more effectively by making better, faster decisions.

The system also offers many Self Service options for for Nebraska State Government employees. Through Self Service state employees can view their pay stub information, submit and review leave requests, and enter their time cards.

Structure

The Payroll Financial Center is composed of five modules:

- Financials/Purchasing
- Payroll
- Capital Projects/Grants/Fixed Assets
- Budget
- Inventory

Look and Feel

The Payroll Financial Center presents information in a straightforward, intuitive format that lets you use a mouse to perform transactions with point-and-click ease. Though you may not work in every module in the system, once you learn the basics you will have a better understanding of how the Payroll Financial Center works.

This course is designed to be a tool which teaches the concepts of the Payroll Financial Center. If you are a new user it is highly recommended that you go through each lesson in this course. The NVISION online courses will allow you to practice the exercises as many times as you like. Even if you are familiar with the Payroll Financial Center, specific lessons may provide you with an enlightening refresher.