

# Daily Time Entry

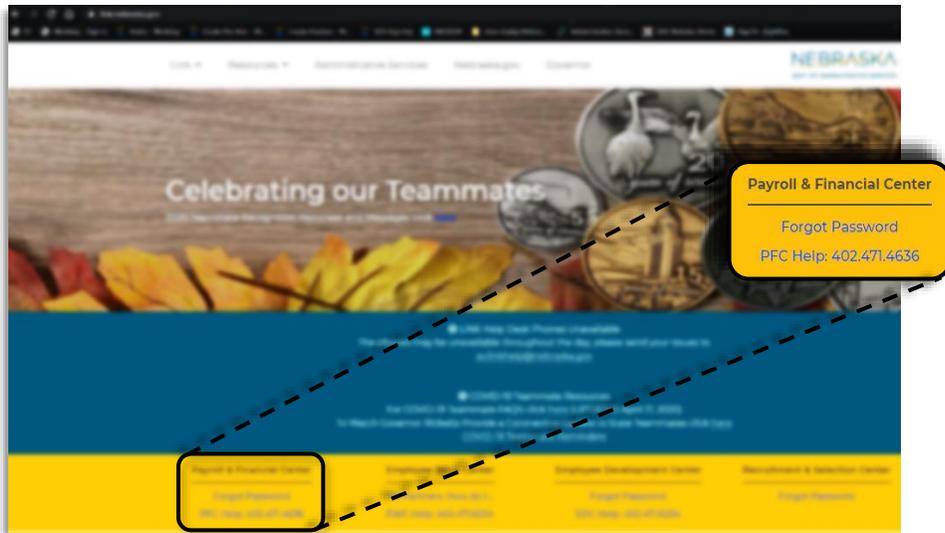
## Introduction:

All time worked through the SOS program needs to be reported to the payroll office via EnterpriseOne. Your username and a single-use password will be sent to your nebraska.gov email address (if applicable) and your supervisor within two business days of your start date.

Hours can be logged each day *or* at the end of each week but you **must** have your timecard completed and submitted no later than deadline noted in the payroll schedule. You can find the PDF version of the schedule attached to the same email as your User ID for the Payroll & Financial Center.

## PART ONE: Logging in

1. Using Internet Explorer, Microsoft Edge, or Safari, go to <http://www.link.ne.gov> and click on the Payroll & Financial Center. (Other browsers are NOT compatible.)



2. On the JD Edwards home screen, enter your User ID (sent via email).

A screenshot of the JD Edwards Sign In screen. The background is dark blue with a faint pattern of people silhouettes. The text "Sign In" is centered at the top. Below it are two white input fields: "User ID" and "Password". A "Details" link is positioned below the Password field. A "Sign In" button is located at the bottom right of the form area. Below the form, the text "Forgot Password/User ID Disabled" is displayed in white. At the very bottom, a disclaimer reads: "This system is intended for limited (authorized) use and is subject to company policies."

For your first log in, you will use a temporary password (also sent via email) and must reset it before you can sign in.

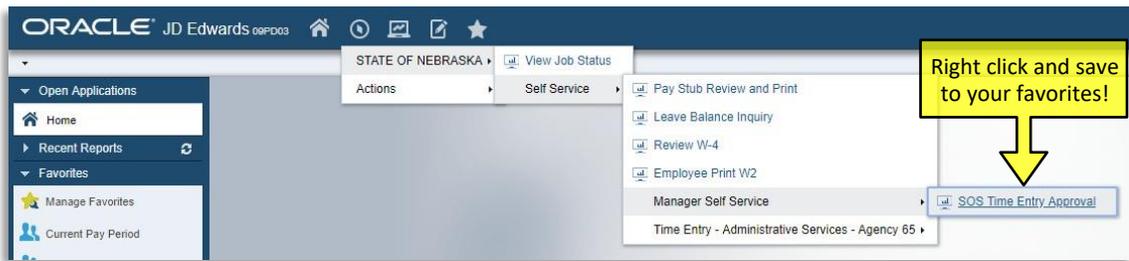
Enter the temporary password again in the "Old Password" box. Type a new password of your choosing in the next two boxes.

A screenshot of the JD Edwards Sign In screen showing a password reset error. At the top, a red error message box reads: "Sign In Error: Your password has expired. Please change your password." Below this, the "Sign In" form is visible. The "User ID" field contains the text "example123". Below it are three white input fields: "Old Password", "New Password", and "Confirm Password". A "Sign In" button is at the bottom right. At the bottom of the screen, the text "Forgot Password/User ID Disabled" is displayed.

## PART TWO: Recording and Submitting Time

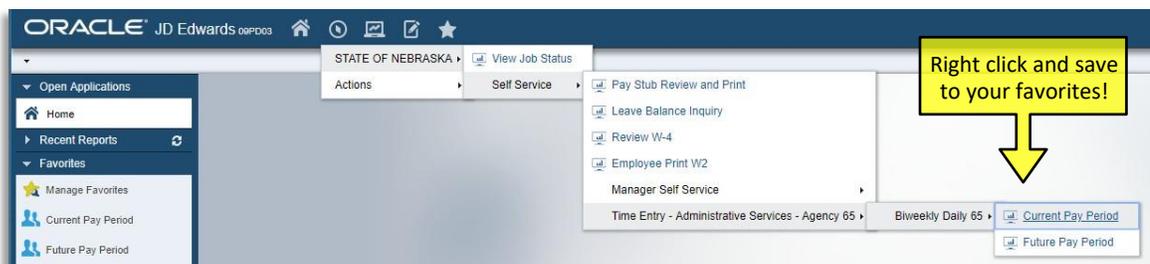
1. Use one of the following paths to open your timecard:

*Navigator → State of Nebraska → Self Service → Manager Self Service → SOS Time Entry Approval*

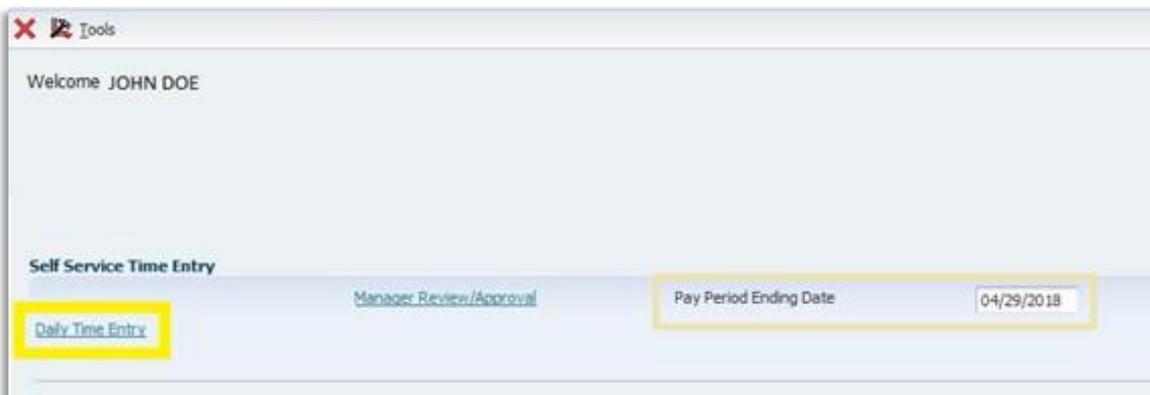


**OR**

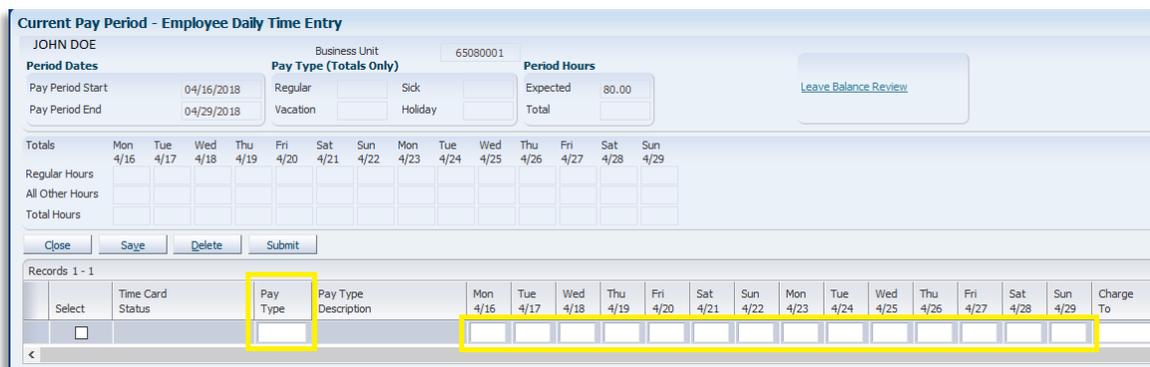
*Navigator → State of Nebraska → Self Service → Time Entry → Administrative Services – Agency 65 → Biweekly Daily 65 → Current Pay Period*



2. Verify that the Pay Period Ending Date is correct (refer to payroll schedule if unsure) and click the link for Daily Time Entry



3. You will now see your timecard for the current pay period.



For all hours aside from overtime and shift differential, you will use the Pay Type 25. (Other pay types will be addressed in the next step.) Enter the total number of regular hours worked in the corresponding box. Remember to only use quarter hour increments when recording time. 15 minutes = .25 hours, 30 minutes = .50 hours, and 45 minutes = .75 hours.

**Corrections employees:** Please be sure to record your roll-call time as an additional .17 hours for each occurrence.

***If you do not have overtime or shift differential, please skip to step five.***

- Once you have entered your regular hours, press enter on the keyboard and a second line will appear. Use 70 for the pay type and enter the total hours applicable. Note that overtime is recorded by the week, not by the day. **Overtime is not applicable until you have worked 40 hours for the week. Everything over 40 must be logged under code 70.**

In the example below, the timecard shows an employee who worked 43 hours for the week with 16 of those qualifying for shift diff. Each pay type is on a separate line and the overtime is not applied until the 40 hour requirement was met.

Records 1 - 4		Mon 5/14	Tue 5/15	Wed 5/16	Thu 5/17	Fri 5/18	Sat 5/19
<input type="checkbox"/>	25 SOS TEMP	10.00	8.00	9.00	8.00	5.00	
<input type="checkbox"/>	600 SHIFT DIFF		8.00			8.00	
<input type="checkbox"/>	70 OT AT 1.5X					3.00	
<input type="checkbox"/>							

- When you are done, click save. This will hold the information **without** sending it to your supervisor for approval. Please note that it will say "submitted" in the Time Card Status field once you click save but it is not actually submitted to your supervisor until you click the submit button. If you have entered all hours for the pay period, click submit.

This means SAVED. It will say "waiting for approval" after clicking Submit

Once your time has been submitted to your supervisor, you will not be able to make changes. Make sure you are certain your time is correct before submitting. Your Time Card Status should now read "Waiting for Approval."

It has now been submitted to your supervisor and you have completed your portion of the process.

## **Important Information**

- If you do not submit your hours as instructed, you may not get paid on time.
- Any hours received after the deadline without prior authorization from the payroll office might not be paid until the next pay cycle. This means there could be a TWO WEEK DELAY in receiving your paycheck.
- Your paystub is posted by the Friday before payday. Please review it and contact the payroll office immediately if it is not correct.
- If there is ever any error on your check that has caused you to be overpaid, you WILL be required to return the overpayment regardless of the reason it occurred.
- Timecard access is shut off at 5 p.m. CST on your last day of employment. Please submit your final timecard prior to that deadline to avoid any issues.
- Your payroll contact is:

Dawn Bowling

402-432-8437

[Dawn.Bowling@nebraska.gov](mailto:Dawn.Bowling@nebraska.gov)

[DAS.MyPayroll@nebraska.gov](mailto:DAS.MyPayroll@nebraska.gov)