Manager Timecard Approval

Introduction:

Timecards need to be submitted to the payroll office by 10:00 a.m. on the designated due date, as listed on the payroll schedule. You can find the PDF version of the payroll schedule under the employee section on this page: <u>http://das.nebraska.gov/personnel/sos/</u>

PART ONE: Logging in

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



2. On the JD Edwards home screen, enter your User ID and Password. If you do not know your User ID, please contact the OCIO at 402-471-4636. If you do not know your Password, click the "Forgot Password/User ID Disabled" link below the Sign In button.



PART TWO: Locating and Approving Time

1. There are currently two methods to find employee timecards and the one you will need depends on the agency you are with. Below are the two options and you will just need to follow the image that matches what you see.

Option one:

Navigator -> State of Nebraska -> Self Service -> Manager Self Service -> SOS Time Entry Approval



Option two:

Navigator -> State of Nebraska -> Self Service -> Time Entry – Administrative Services – Agency 65 -> Supervisor Time Entry Approval -> Current Pay Period

STATE OF NEBRASKA	View Job Status			
Actions	Self Service Address Book Authorized Agents Payroll File Browsers	 Pay Stub Review and Print Leave Balance Inquiry Review W-4 Employee Print W2 Employee Print W-2W-2C - HR Only GLA Manager Self Service Time Entry - Revenue - Agency 16 		
		Time Entry - Banking - Agency 19 Time Entry - Fire Marshall - Agency 21 Time Entry - Insurance - Agency 22 Time Entry - Labor - Agency 23 Time Entry - Motor Vehicles - Agency 24	ORACLE	Ē
		Time Entry - Military - Agency 31 Time Entry - Library Commission - Agency 34 Time Entry - Liquor Control - Agency 35 Time Entry - Historical Society - Agency 54	EDW	
		Time Entry - Administrative Services - Agency Time Entry - Arts Council - Agency 69	65 • Biweekty Daily 65 • Biweekty Summary 65	Gurrent Pay Period Euture Pay Period

<u>TIP</u>: Before clicking on the final option in the path, right click it and add it to your favorites. It will then show up on the left side of the screen with a link that will take you directly to the step on the next page.

2. Both paths will lead to the following screen. Click on the link for Manager Review/Approval

SOS Time Entry Approval - Time	Entry Self Service Dire	ector	
Welcome John Doe			
Self Service Time Entry Daily Time Entry	Manager Review/Approval	Pay Period Ending Date	<mark>04/29/2018</mark>)

3. You will now see the list of employees who are under your delegation. You can filter the results using the radio buttons highlighted below. Select the filter you want and click "Find Timecards"

Tin	ne Entry Self Se	vice Director Self Se	vice Manager	Review and Approval			/	/			
Ma	nager	N E E M									
Time	e Entry Status F	ilter		Time Entry Review	Date Filter		Missing Time	card Filte			
C	Show All	OSaved		Pay Period End I	Date	Begin Date					
۲	Waiting Approva	Approved		C Labor Distributio	n End Date 🖌	End Date					
C	Rejected	O Paid Not Appro	ved	Find Time	cards	Find Employees with Missing Timecards					
				Leave	Balance Review	Detail	Approve	Reject	Paid	Not Approved	
Rec	ords 1 - 1	<i></i>	<u>.</u>						Customize	Grid 🛄	
	Employee Number	Employee Name	yee Time Entry Status		Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours	
			WAITING	FOR APPROVAL			80.00	80.00	80.00		
4										>	

(77) (70)

4. To review time entered by an employee, select that employee by clicking in the checkbox to the left of their name and then clicking the "Detail" button.

Records	1-2					<u>Cı</u>	ustomize Gr	id 🗅 🗆
Select	Employee Number	Employee Name	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours
	1111111	1_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
	2222222	2_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
	3333333	3_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
•								•

5. Here, you will see a breakdown of the entries for the employee. The Time Card Status must say "Waiting for Approval" or else you will not be able to approve them. If it says "Submitted," the employee has only saved the time but not yet turned it over to you. Please contact the employee to have them correct this.

You will not only need to confirm that they match your records for the employee, but also confirm that they are reported correctly. The Pay Type should be 25 for regular hours, 70 for overtime, and 600 for shift differential. Overtime is not accrued until the employee has reached 40 hours for the week, rather than 8 hours for the day.

If you need to make any corrections, you must click "Save" before clicking "Approve." If you need the employee to correct anything, you can reject the hours and have them resubmit. Current Pay Period - Employee Daily Time Entry

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Pay Period Start Pay Period End																																		Re		Regul	ar g	30.00	Sick			Exp	ected	80.00)				Leave B	alance Re	eview	
					Vacat	cation		Holiday			To	Total		80.00				Send E-I	end E-Mail To Employee																																	
otals	Mon 5/4	Tue 5/5	Wed	Thu 5/7	Fri 5/8	Sat	Sun 5/10	Mon 5/11	Tue 5/12	Wed	Thu 5/14	Fri 5/15	Sat	Sun																																						
egular Hours	8.00	8.00	8.00	8.00	8.00	515	0/10	8.00	8.00	8.00	8.0	8.00	0,10	5/1/																																						
Other Hours																																																				
tal Hours	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.0	8.00																																								
Close	Sa <u>v</u> e		Delete										Re	fresh	A	pprove	R	eject	Paid	d Not App	proved																															
ecords 1 - 2																		Cu	stomize (Grid 6	1 보 (
Select	Time Card Pay Status Type		ay /pe	Pay Ty Descrip	pe tion			Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Mon 5/4	Tue 5/5	e Wed 5 5/6	Thu 5/7	Fri 5/8	Sat 5/9	t Sun 9 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15																						
	WATTE			N I	1	REGULA	AR PAY			8.00	8.00	8.00	8.00	8.00	-	1	8.00	8.00	8.00	8.00	8.00																															

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You can approve the time from here by checking the box next the row of hours and clicking "Approve" or you can click "Close" to return to the previous screen. If you have multiple employees or your employee has multiple lines of entries, this may be the easier option.

6. From the main screen, you can approve time by checking the box next to the name of the employee and then clicking approve.

Curr	ent Pay Pe	riod - Self S	ervice Manager	Review an	d Approval							
Tin V F	ne Entry Self S	Service Directo	Self Service	e Manager R	eview and Approval							
Ma	nager	ow 🖸 🗹 🕯										
Time	Entry Status	Filter			Time Entry Review [ate Filter		Missing Time	ecard Filte	r		
O Show All O Saved					Pay Period End D	ate		Begin Date				
Waiting Approval O Approved					O Labor Distribution	End Date	End Date					
C	Rejected	(Paid Not Approved		Find Times	ards	Find Employees with Missing Timecards					
					Leave	Balance Review	Detail	Approve	Reject	Paid	Not Approved	
Rec	ords 1 - 1									Customize	Grid 🚺 🗖	
	Employee Employee Number Name		Time Entr Status	Y	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours		
		17		WAITING	FOR APPROVAL	3.16		80.00	80.00	80.00		
-											>	

Make sure to click through any confirmation request messages that may pop up and then you are done!