

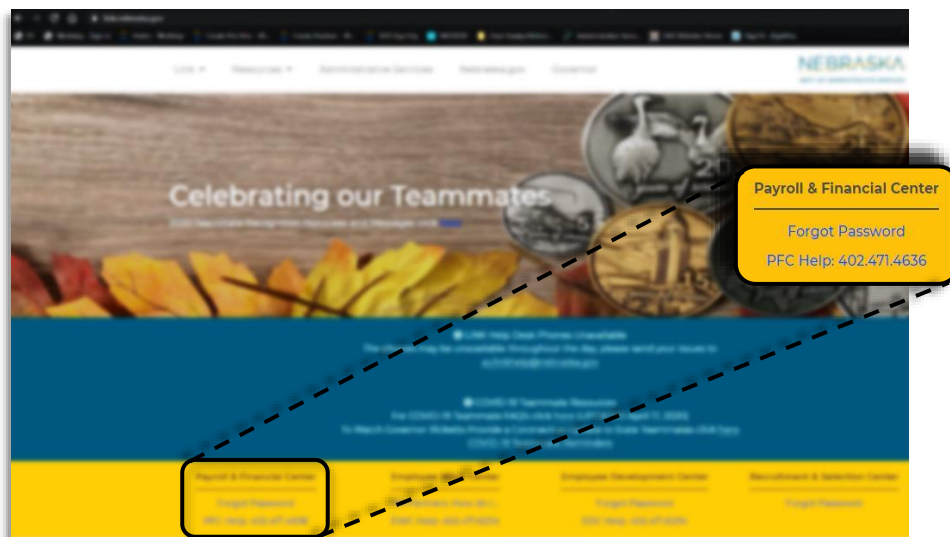
# Manager Timecard Approval

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

## **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 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.

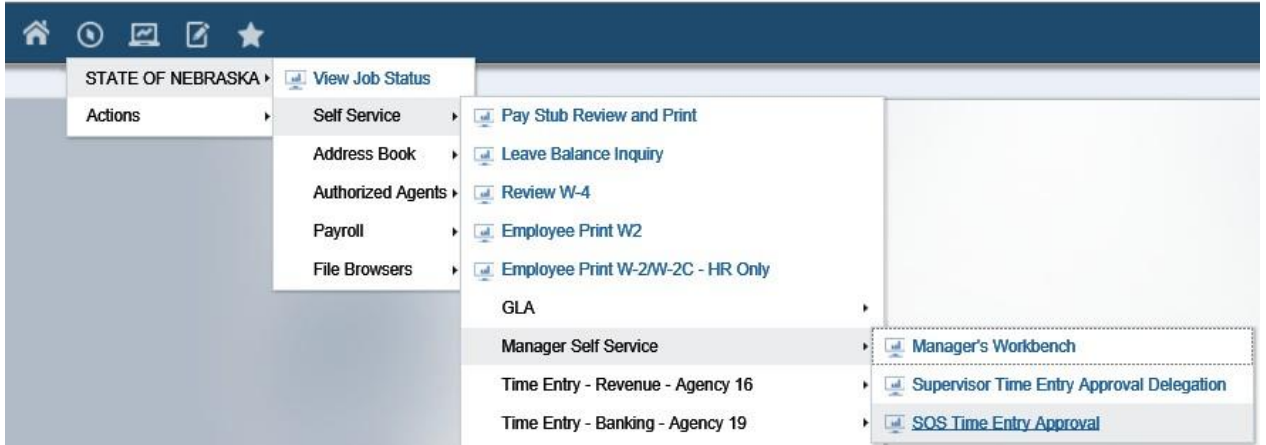


## PART TWO: Locating and Approving Time

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.

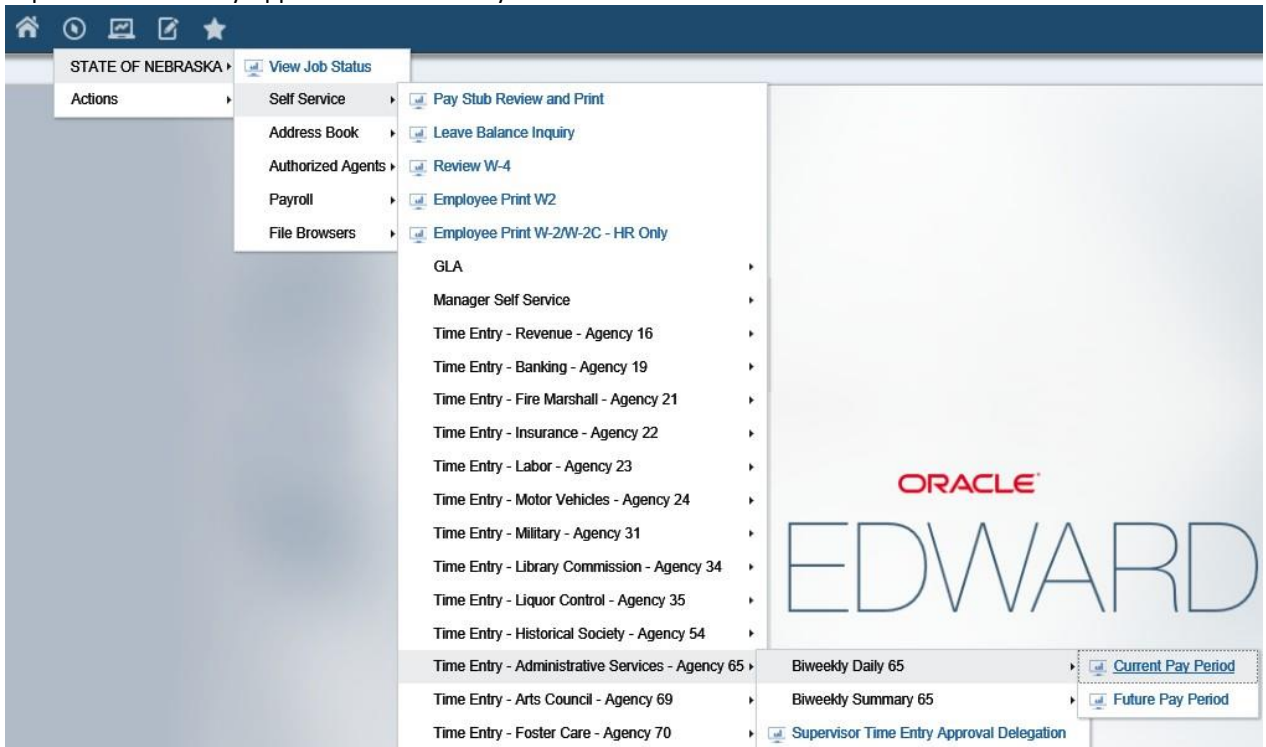
### Option one:

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



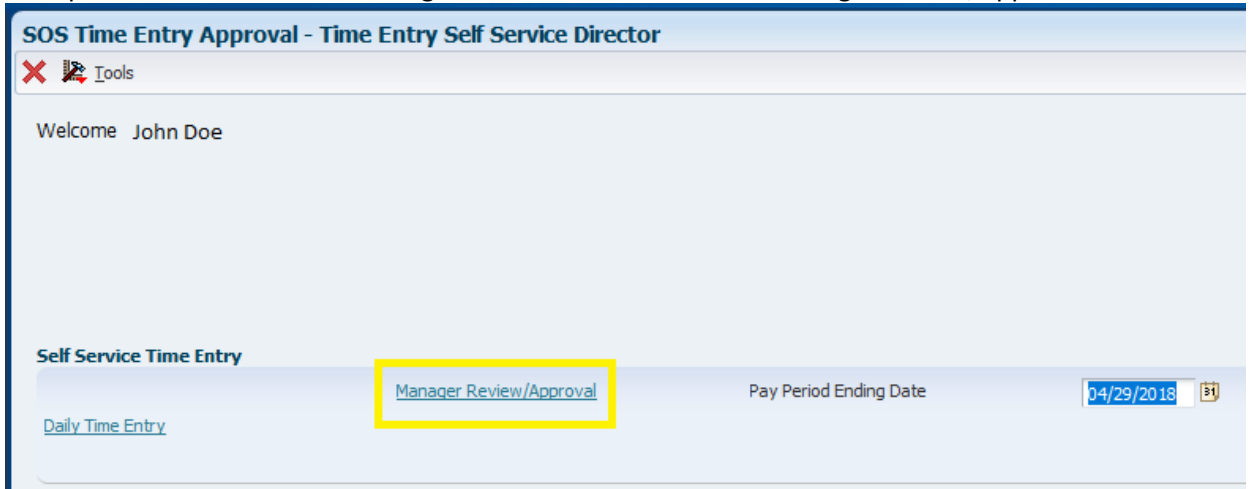
### Option two:

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

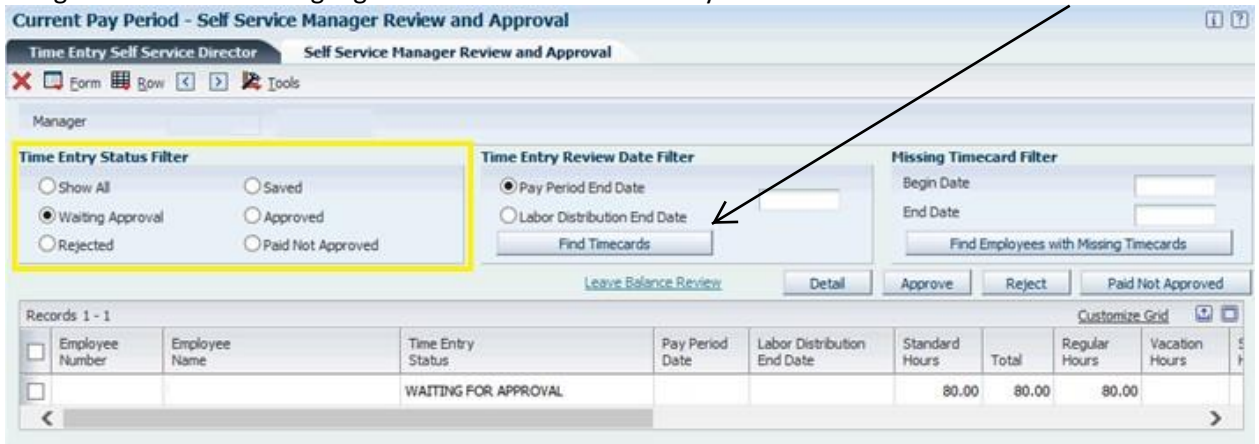


**TIP:** Before clicking on the final option in the path, right click it and add it to your favorites. It will then show up on the left side of the screen with a link that will take you directly to the step on the next page.

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



- 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"



- 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.

Select	Employee Number	Employee Name	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours
<input type="checkbox"/>	1111111	1_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
<input type="checkbox"/>	2222222	2_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
<input type="checkbox"/>	3333333	3_LASTNAME, FIRSTNAME	WAITING FOR APPROVAL	03/28/2010		80.00	16.00	
<input type="checkbox"/>								

- 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**

Time Entry Self Service Director | Self Service Manager Review and Approval

Business Unit: 65025000

**Period Dates:** Pay Period Start: [ ] Pay Period End: [ ]

**Pay Type (Totals Only):** Regular: 80.00 Sick: [ ] Vacation: [ ] Holiday: [ ]

**Period Hours:** Expected: 80.00 Total: 80.00

[Leave Balance Review](#) [Send E-Mail To Employee](#)

Totals	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15	Sat 5/16	Sun 5/17
Regular Hours	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		
All Other Hours														
Total Hours	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		

Buttons: Close, Save, Delete, Refresh, Approve, Reject, Paid Not Approved

Select	Time Card Status	Pay Type	Pay Type Description	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Sat 5/9	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu 5/14	Fri 5/15
<input type="checkbox"/>	WAITING FOR APPROVAL	1	REGULAR PAY	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00
<input type="checkbox"/>															

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.

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

**Current Pay Period - Self Service Manager Review and Approval**

Time Entry Self Service Director | Self Service Manager Review and Approval

Manager: [ ]

**Time Entry Status Filter:** Show All, Saved, **Waiting Approval**, Approved, Rejected, Paid Not Approved

**Time Entry Review Date Filter:** Pay Period End Date, Labor Distribution End Date, Find Timecards

**Missing Timecard Filter:** Begin Date, End Date, Find Employees with Missing Timecards

Buttons: Leave Balance Review, Detail, **Approve**, Reject, Paid Not Approved

Employee Number	Employee Name	Time Entry Status	Pay Period Date	Labor Distribution End Date	Standard Hours	Total	Regular Hours	Vacation Hours
<input type="checkbox"/>	17	WAITING FOR APPROVAL			80.00	80.00	80.00	

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