

Manager Timecard Approval

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/>

To approve time (as a manager and as a delegate), you must have the proper security level (a minimum of HR44). Contact your agency HR Office and/or your Agency Authorized Agent to request this access.

Log in to EnterpriseOne

- In the address bar of your browser window (usually Internet Explorer), type link.ne.gov, and then press enter.
- Click the link for the **Payroll & Financial Center**.
- In the appropriate spaces →
 - Type your **User ID**, and then type your **Password**.
- Click **Sign In** (or press enter). →

User ID:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Sign In"/>	

Navigate to Manager Review/Approval

(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 **Manager Self Service**. → Manager Self Service
- Click **SOS Time Entry/Approval**. → – [SOS Time Entry Approval](#)
 - The **Pay Period Ending Date** pre-fills with the ending date of the current pay period. The pay cycle determines the date.
- Click **Manager Review/Approval**. → [Manager Review/Approval](#)

Approve Employee Timecards

- There should be a list of the employees for whose timecards you are responsible.

Example:

Records 1 - 2									Customize Grid
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"/>									

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- There are a number of filters available to find your employees' timecards, including Time Entry Status Filter, Date Filter, and Missing Timecard Filter.

<p>a. When you check a different radio button under Time Entry Status Filter, or when you change the Pay Period End Date, click Find Timecards to search based on your filter. →</p>	<input type="button" value="Find Timecards"/>
<p>b. If you enter dates under Missing Timecard Filter, click Find Employees with Missing Timecards. →</p>	<input type="button" value="Find Employees with Missing Timecards"/>

- To review time entered by an employee, select that employee by clicking in the checkbox to the left of his/her name. →

- Click **Detail**. →

- Review the dates and hours worked to verify they are correct.

- The **Pay Type** for SOS will be either → **25**, for regular hours, or **70**, for overtime hours

Example:

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"/>								

- Click **Close** to return to the employee list. →

- If that employee's hours are correct, select the name, and then click **Approve**. →

- If you have more than one employee, repeat steps two through eight for each employee.

- When done with all employees, click **Close** until you return to the main menu (don't forget to sign out). →

Assign Timecard Delegates

- Under **State of Nebraska** → **Self Service** → **Manager Self Service**, click **Supervisor Time Entry Approval Delegation**. →

- If you have already assigned Delegates, the names are listed, example:

Delegate Number	Description	Effective Date	Ending Date	Authorization Type
<input type="checkbox"/> <input type="checkbox"/>	1111111 1_LASTNAME, FIRSTNAME	02/03/2009	02/03/2015	1
<input type="checkbox"/>	2222222 2_LASTNAME, FIRSTNAME	02/03/2009	02/03/2015	1
<input type="checkbox"/>				

- To assign a new Delegate, click on a blank row in the **Delegate Number** field. →

- Click the **Visual Assist** (the flashlight) to search for an employee.



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5. On the next screen, in the **Name Search** field, type the person's last name (and, if needed, part of his/her first name), followed by an asterisk. →

Example:

Name Search

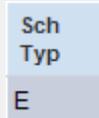
6. Click **Find**. →



7. In the list of names, select the name of the employee you wish to delegate by clicking the radio button to the left of the name. →



8. Be sure that the **Sch Typ** for the person you select indicates **E** (meaning employee). →



9. To choose this employee, click **Select** (green arrow...at the top). →



10. The employee's ABN will populate in the **Delegate Number** field.

11. Tab to **Effective Date**; enter the beginning date.

12. Tab to **Ending Date**; enter the ending date.

13. Tab to **Authorization Type**

a. Type **1** if he/she will be **CHANGE/DELETE/APPROVING** your timecards.

1--Change/Delete/Approving
2--Only Approving

b. Type **2** if they will be **ONLY APPROVING**. →

14. Click **OK** (save) at the top. →



15. If you need to delete a delegate, select the line for that person by clicking the checkbox to the left of the name. →



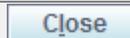
16. Click **Delete** (the trashcan) at the top. →



17. When you are done with the delegates, click **Cancel** (the red X) at the top. →



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



One Final Note

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



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. →