



Time Entry Administration



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Overview

As a time administrator, you will receive an email from the payroll manager alerting you to the deadline to enter the bi-weekly and/or monthly time. The transaction code CAT2 will be used to enter time, and CAT3 will be used to display time entered. Both transaction codes reference the Cross Application Time Sheet. Bi-weekly paid employees are non-exempt employees and monthly paid employees are exempt.

Bi-weekly time sheets must be entered into SAP by Wednesday at noon.

Attendance (wage) types will be used when entering time. Keep in mind the following:

- **Students:** Since the time evaluation function in SAP can use the employee sub group to distinguish between Grad, IWS and FWS students; there is no need to use separate attendance types for students. In CAT2, we will be using **1027** for all student work hours. Vacation, sick, and holiday absence types do not apply to student workers.
- **Biweekly non-exempt:** Non-exempt staff will default the **1007** attendance type for hours worked. It is not necessary to enter overtime as a separate attendance type since SAP will calculate it automatically based on an employee's work schedule. It is also not necessary to enter the holiday absence type since the university holiday schedule is built in to the system and will be reflected in the pay stub where appropriate. Use any account assignment that begins with a "5" for memo wage types (use the match code button to search).
- **Monthly exempt:** It is not necessary to enter hours worked in CAT2 for exempt, monthly staff. Only absences and leaves should be entered in CAT2 with the appropriate absence type. It is also not necessary to enter the holiday absence type since the university holiday schedule is built in to the system and will be reflected in the pay stub where appropriate.

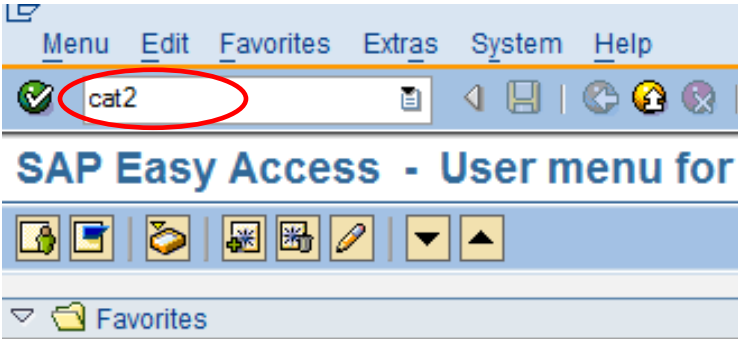
Regarding concurrent employment, when entering time data for employees with multiple assignments, you must enter time in CAT2 separately for each assignment. If an employee has a primary assignment and two secondary assignments each will have a separate personnel number under which time must be entered in CAT2. It is critical to ensure that you are entering the correct hours for each assignment using the corresponding personnel number since basic pay data is tied to each assignment via the personnel number.

Regarding quota accruals, while entering sick and vacation time in CAT2, you may receive an error message stating that there is insufficient quota available for that absence type. Simply put, this means the employee is requesting more sick or vacation time than they have available. Absence quotas may be viewed by opening a new session and entering transaction code PT_QTA10. Enter the appropriate reporting period, and the employee's personnel number and absence quota data will display. The time sheets will need further review to determine if the excess time requested will be unpaid or if accrued vacation time may be used.

A minor issue related to time sheet entry for exempt monthly employees is the use of absence type 3420 (unpaid leave). This absence type may be used in CAT2 for unpaid leave when the type of leave is unspecified or does not fall into a defined 'unpaid' category on the employee's time card. An example would be a new monthly employee who has insufficient quota accrual.

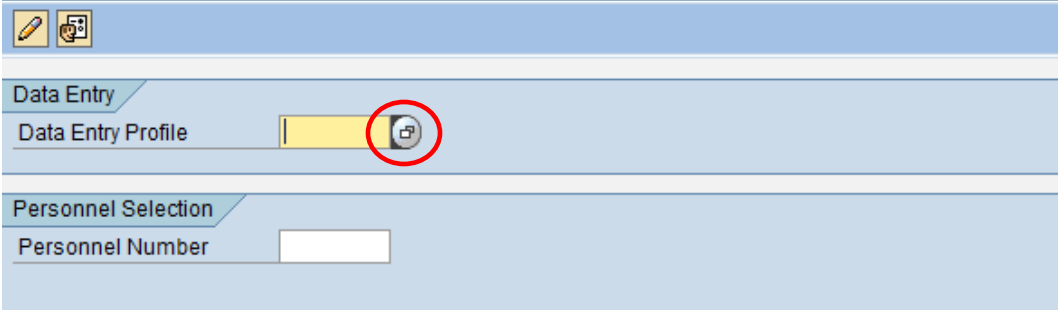
CAT2: Record Working Times

- Log into myNKU
 - <https://myNKU.nku.edu/irj/portal>
- Access SAP GUI.
- Access transaction code, CAT2.
 - **Note:** Add this transaction code as a Favorite for easy access.

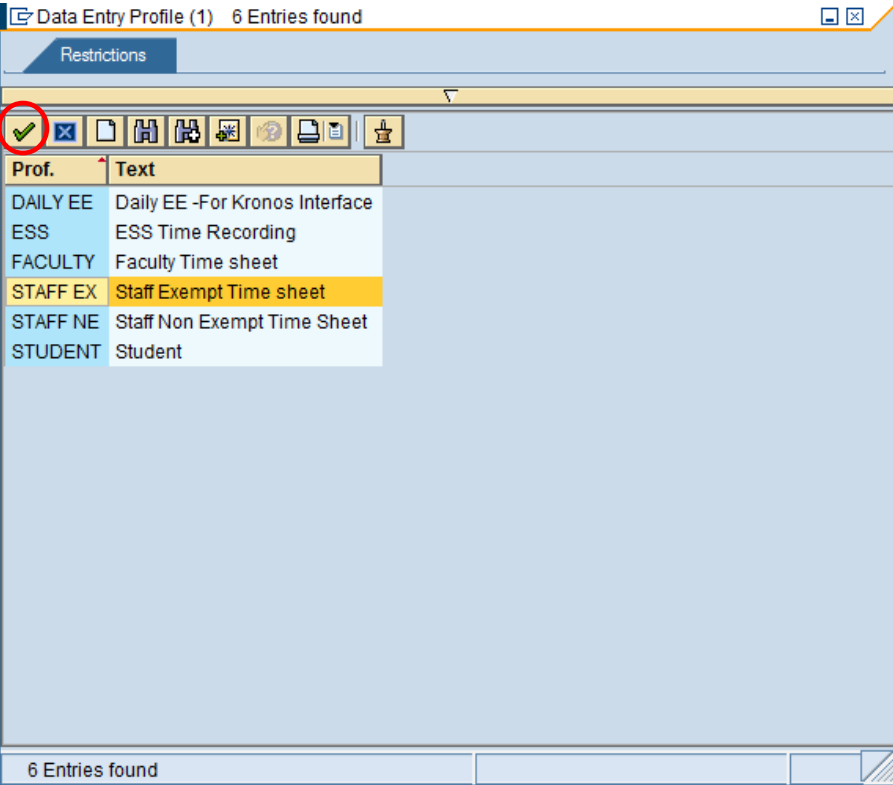


- Click the Data Entry Profile match code button.

Time Sheet: Initial Screen

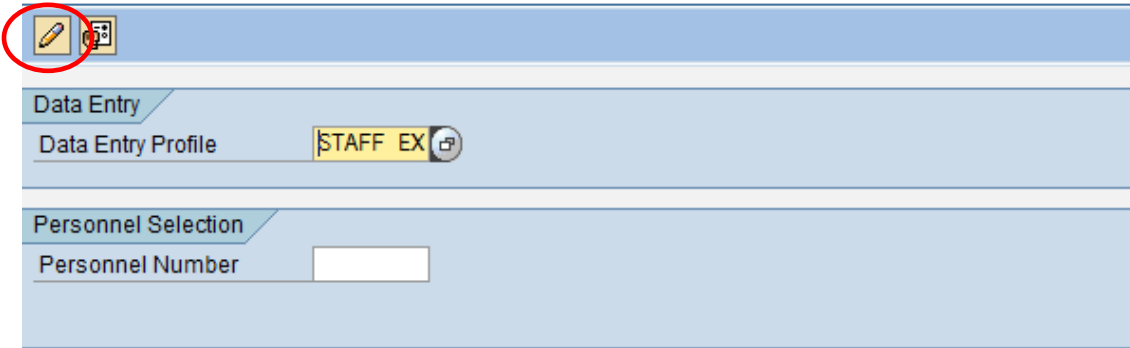


- Select either Staff Exempt (monthly paid employees) or Staff Non Exempt (Bi-weekly paid employees).
- Click Copy.



- Click Enter Times.

Time Sheet: Initial Screen



- Enter Key Date.
- Click Personnel Selectn

Note: Key Date is any date within the first and last days of the pay period. For example, bi-weekly pay period is 3/6/2011 to 3/19/2011. Enter the Key Date as any date between 3/6/2011 and 3/11/2011 to display the first week. For example, monthly pay period is 2/11/2011 to 3/10/2011. Enter the Key Date as any date between 2/11/2011 and 3/10/2011 to display one of the two months.

Time Sheet: Initial Screen

The screenshot displays the 'Time Sheet: Initial Screen' interface. At the top, there is a toolbar with icons for edit, save, print, and other functions. Below this is the 'Data Entry' section, which includes a 'Data Entry Profile' dropdown set to 'STAFF_EX' and a 'Key date' field set to '03/11/2011'. The 'Personnel Selection' section features a large table with the following columns: Personn..., Name, Per..., Sub..., E/E..., Cost Ctr, Org.unit, Ti..., and Last name. The table is currently empty. At the bottom left of the interface, there is a button labeled 'Personnel Selectn' with a person icon, which is circled in red.

- Click in the Personnel Number field.
- Click the Personnel Number match code button.

Note: If you have the employee’s personnel number, then you can type it directly into the Personnel Number field.

Personnel Number Selection for Fast Data Entry

Further selections | Search helps | Sort order | Org. structure

Period






Today Current month Current year
 Up to today From today

Other period








Period To

Payroll period

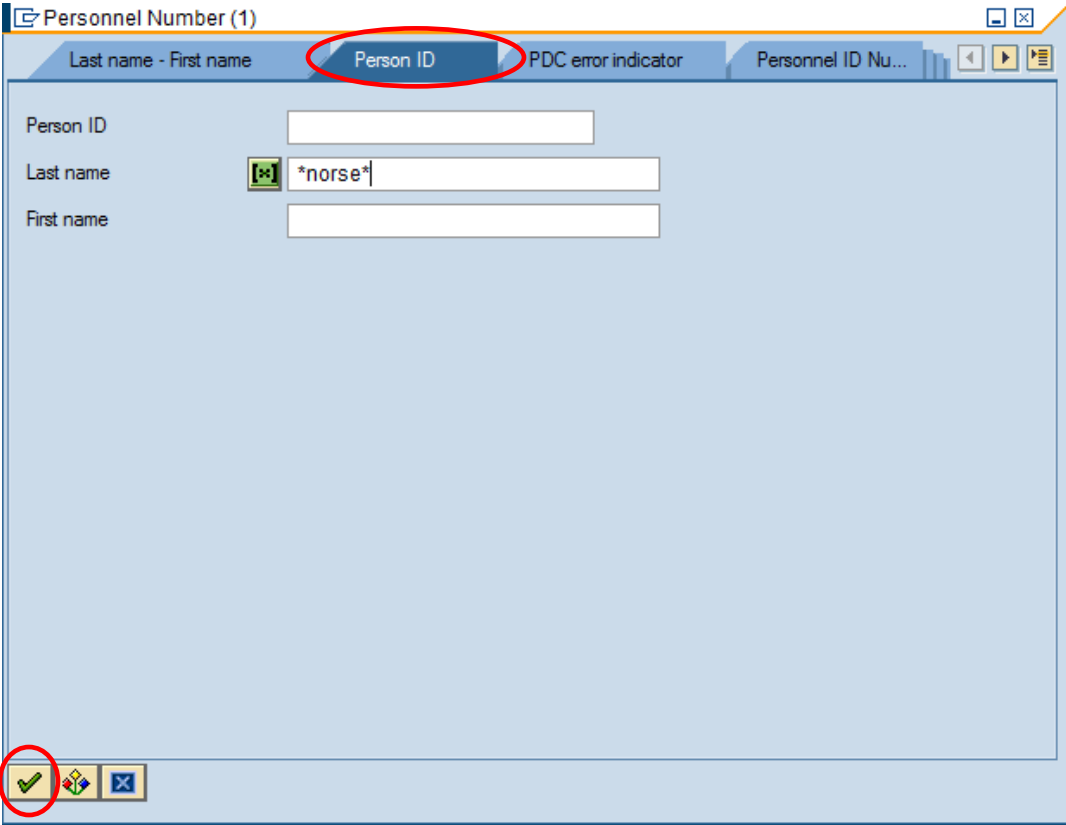
Selection

Personnel Number  
Employment status  
Time recording administrator 

Additional data

| | | | | |
|-------------------------|----------------------|----|----------------------|---|
| Job | <input type="text"/> | to | <input type="text"/> |  |
| Organizational unit | <input type="text"/> | to | <input type="text"/> |  |
| Position | <input type="text"/> | to | <input type="text"/> |  |
| Work schedule rule | <input type="text"/> | to | <input type="text"/> |  |
| Payroll administrator | <input type="text"/> | to | <input type="text"/> |  |
| HR administrator | <input type="text"/> | to | <input type="text"/> |  |
| Time data administrator | <input type="text"/> | to | <input type="text"/> |  |

- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name. Use wildcards (*) to help define your search.
- Click Continue.



- Select the appropriate employee.
- Click Continue.

Personnel Number (1) 2 Entries found

Last name - First name | Person ID | PDC error indicator | Personnel ID ...





✓ | [Close] | [Home] | [Refresh] | [Print] | [Help] | [Print] | [Print]

| Person ID | PersNo | Name of employee or applica... |
|-----------|----------|--------------------------------|
| 3234 | 00003234 | Nathan H Norse |
| 6939 | 00006939 | Nellie Norse |

2 Entries found

- Click Execute.

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order Org. structure





Period

Today Current month Current year
 Up to today From today
 Other period








Period To

Payroll period

Selection

Personnel Number  
Employment status 
Time recording administrator 

Additional data

| | | | | |
|-------------------------|----------------------|----|----------------------|---|
| Job | <input type="text"/> | to | <input type="text"/> |  |
| Organizational unit | <input type="text"/> | to | <input type="text"/> |  |
| Position | <input type="text"/> | to | <input type="text"/> |  |
| Work schedule rule | <input type="text"/> | to | <input type="text"/> |  |
| Payroll administrator | <input type="text"/> | to | <input type="text"/> |  |
| HR administrator | <input type="text"/> | to | <input type="text"/> |  |
| Time data administrator | <input type="text"/> | to | <input type="text"/> |  |

- Select the appropriate absence type.
- Click Continue.

| PSG | A/ATy... | Att./abs. type text | Start Date | End Date |
|-----|----------|--------------------------|------------|------------|
| 10 | 1007 | Base Pay BW - Hourly | 01/01/1990 | 12/31/9999 |
| 10 | 1015 | Holiday - Worked | 01/01/1990 | 12/31/9999 |
| 10 | 1020 | Holiday Worked - Bank | 01/01/1990 | 12/31/9999 |
| 10 | 1027 | Student Hours | 01/01/1990 | 12/31/9999 |
| 10 | 1040 | Shift Differential 1 | 01/01/1990 | 12/31/9999 |
| 10 | 1045 | Shift Differential 2 | 01/01/1990 | 12/31/9999 |
| 10 | 1047 | On Call Pay | 01/01/1990 | 12/31/9999 |
| 10 | 1130 | Overtime Hours-Paid | 01/01/1990 | 12/31/9999 |
| 10 | 1135 | Overtime Hours-Paid 1.5 | 01/01/1990 | 12/31/9999 |
| 10 | 3009 | Business Trip | 01/01/1990 | 12/31/9999 |
| 10 | 3010 | Campus Training/Seminar | 01/01/1990 | 12/31/9999 |
| 10 | 3150 | Holiday Paid | 01/01/1990 | 12/31/9999 |
| 10 | 3160 | Holiday Paid - from bank | 01/01/1990 | 12/31/9999 |
| 10 | 3170 | Vacation | 01/01/1990 | 12/31/9999 |
| 10 | 3175 | Vacation - Unpaid | 01/01/1990 | 12/31/9999 |
| 10 | 3180 | Sick | 01/01/1990 | 12/31/9999 |
| 10 | 3181 | Medical Appointment | 01/01/1990 | 12/31/9999 |
| 10 | 3182 | Short Term Disability | 01/01/1990 | 12/31/9999 |
| 10 | 3183 | Consult Hours | 01/01/1990 | 12/31/9999 |
| 10 | 3184 | Volunteer Hours | 01/01/1990 | 12/31/9999 |
| 10 | 3185 | Sick Unpaid Leave | 01/01/1990 | 12/31/9999 |
| 10 | 3190 | Staff Teaching Class | 01/01/1990 | 12/31/9999 |

- Enter only absences for the appropriate days.
- Click Next and Previous Week buttons to move between months.

Time Sheet: Data Entry View

Data Entry Period: 02/01/2011 - 02/28/2011 Week: 05 2011

| LT | Pers.No. | Name | A/A | 02/01 | 02/02 | 02/03 | 02/04 | 02/05 | 02/06 | 02/07 | 02/08 | 02/09 | 02/10 | 02/11 | 02/12 | 02/13 | 02/14 | 02/15 | 02/16 | 02/17 |
|----|----------|-------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 11365 | Joe Faculty | | 7.50 | 7.50 | 7.50 | 7.50 | 0 | 0 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 0 | 0 | 7.50 | 7.50 | 7.50 | 7.50 |
| | 11365 | Joe Faculty | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7.50 | 0 | 0 | 0 |
| | 11365 | Joe Faculty | 3170 | | | | | | | | | | | | | | 7.50 | | | |

- Continue until all absences have been entered.
- Click Save.

Time Sheet: Data Entry View

Data Entry Period: 03/01/2011 - 03/31/2011 Week: 09 2011

| LT | Pers.No. | Name | A/A | 03/01 | 03/02 | 03/03 | 03/04 | 03/05 | 03/06 | 03/07 | 03/08 | 03/09 | 03/10 | 03/11 | 03/12 | 03/13 | 03/14 | 03/15 | 03/16 |
|----|----------|-------------|------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | 11365 | Joe Faculty | | 7.50 | 7.50 | 7.50 | 7.50 | 0 | 0 | 7.50 | 7.50 | 7.50 | 7.50 | 7.50 | 0 | 0 | 7.50 | 7.50 | 7.50 |
| | 11365 | Joe Faculty | | 0 | 0 | 0 | 7.50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 11365 | Joe Faculty | 3180 | | | | 7.50 | | | | | | | | | | | | |

- A confirmation should appear at the bottom of the screen.

✓ Your data has been saved

Enter time for Non-Exempt (bi-weekly) employee:

- Select the Employee.
- Click Enter Times.

Time Sheet: Initial Screen

Data Entry Profile: STAFF NE Staff Non Exempt Time Sheet
Key date: 03/06/2011

| Personnel | Name | Per | Sub | E | E | Cost Ctr | Org.unit | Ti | Last name |
|-----------|--------------|------|------|---|----|-----------|----------|----|-----------|
| 6939 | Nellie Norse | 1000 | 1001 | C | 22 | 215010001 | 11000097 | | NORSE, N |

Personnel Select

- Enter Personnel Number.
- Click Enter.
- Enter absence type if it does not default. See note below.

Note: Non-exempt staff will default to the 1007 attendance type for hours worked. Use 1027 for all student work hours.

Time Sheet: Data Entry View

Data Entry Period: 03/06/2011 - 03/12/2011

| LT | Pers.No. | AA | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR | From | To |
|----|----------|------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|
| 🕒 | 6939 | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 |
| 🕒 | 6939 | | 0 | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 | | |
| 🕒 | 6939 | 1007 | 7.5 | | | 7.5 | | | 7.5 | | | 7.5 | | | 7.5 | | | 7.5 | | |

- Enter hours worked.
- Click Next and Previous Week buttons to move between months.
- Continue until all absences have been entered.
- Click Save.

Time Sheet: Data Entry View

Data Entry Period: 03/13/2011 - 03/19/2011

Data Entry Area

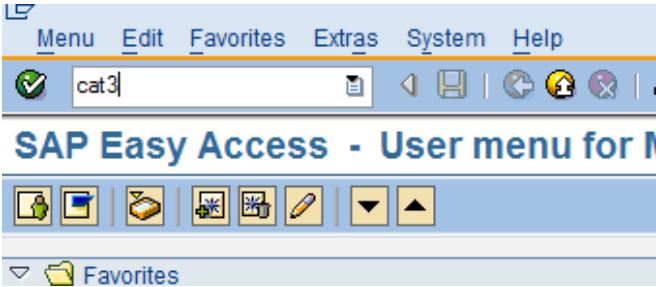
| LT | Pers.No. | A/A | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR |
|----|----------|------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|
| 🕒 | 6939 | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 |
| 📊 | 6939 | | 0 | | | 0 | | | 7.50 | | | 0 | | | 7.50 | | | 0 |
| | 6939 | 1007 | | | | | | | 7.50 | | | | | | 7.50 | | | |

- A confirmation should appear at the bottom of the screen.

✔ Your data has been saved

CAT3: Display Working Times

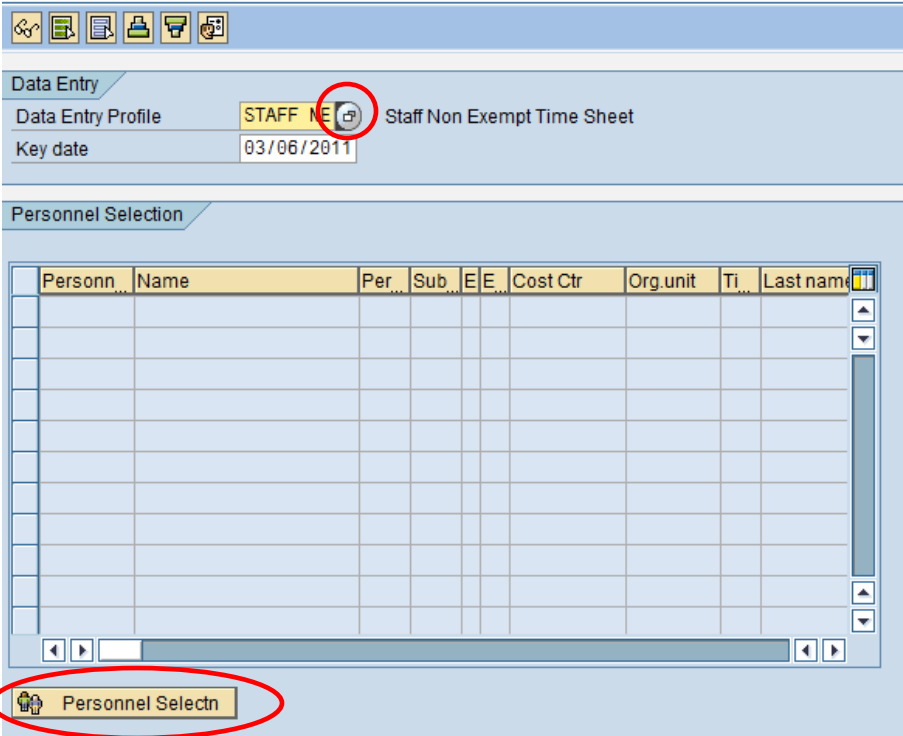
- Log into myNKU
 - <https://myNKU.nku.edu/irj/portal>
- Access SAP GUI.
- Access transaction code, CAT3.
 - **Note:** Add this transaction code as a Favorite for easy access.



- Click the match code button for Data Entry Profile and select the appropriate profile.
- Enter Key Date.
- Click Personnel Selectn

Note: Key Date is any date within the first and last days of the pay period. For example, bi-weekly pay period is 3/6/2011 to 3/19/2011. Enter the Key Date as any date between 3/6/2011 and 3/11/2011 to display the first week. For example, monthly pay period is 2/11/2011 to 3/10/2011. Enter the Key Date as any date between 2/11/2011 and 3/10/2011 to display one of the two months.

Time Sheet: Initial Screen



- Click in the Personnel Number field.
- Click the Personnel Number match code button.

Note: If you have the employee’s personnel number, then you can type it directly into the Personnel Number field.

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order Org. structure






Period

Today Current month Current year
 Up to today From today
 Other period








Period To

Payroll period

Selection

Personnel Number  
Employment status  
Time recording administrator 

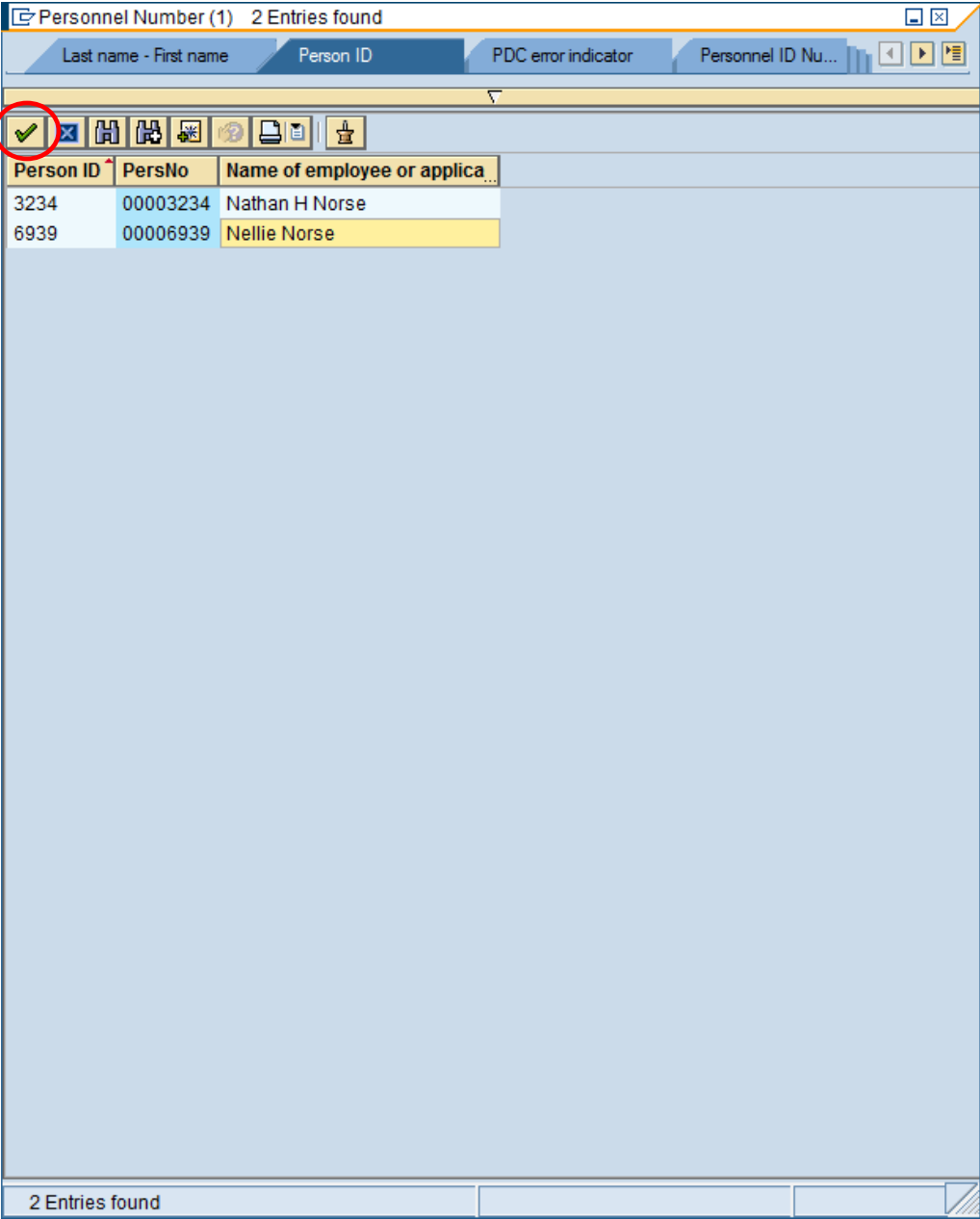
Additional data

| | | | | |
|-------------------------|----------------------|----|----------------------|---|
| Job | <input type="text"/> | to | <input type="text"/> |  |
| Organizational unit | <input type="text"/> | to | <input type="text"/> |  |
| Position | <input type="text"/> | to | <input type="text"/> |  |
| Work schedule rule | <input type="text"/> | to | <input type="text"/> |  |
| Payroll administrator | <input type="text"/> | to | <input type="text"/> |  |
| HR administrator | <input type="text"/> | to | <input type="text"/> |  |
| Time data administrator | <input type="text"/> | to | <input type="text"/> |  |

- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name. Use wildcards (*) to help define your search.
- Click Continue.

The screenshot shows a software window titled "Personnel Number (1)". It has four tabs: "Last name - First name", "Person ID", "PDC error indicator", and "Personnel ID Number". The "Person ID" tab is selected and circled in red. Below the tabs are three input fields: "Person ID", "Last name", and "First name". The "Last name" field contains the text "*norse*" and is circled in red. At the bottom left of the window, there are three icons: a checkmark (circled in red), a refresh icon, and a close icon.

- Select the appropriate employee.
- Click Continue.







The screenshot shows a software window titled "Personnel Number (1) 2 Entries found". The window has a toolbar with several icons, including a checkmark icon which is circled in red. Below the toolbar is a table with three columns: "Person ID", "PersNo", and "Name of employee or applica...". The table contains two rows of data.

| Person ID | PersNo | Name of employee or applica... |
|-----------|----------|--------------------------------|
| 3234 | 00003234 | Nathan H Norse |
| 6939 | 00006939 | Nellie Norse |

At the bottom of the window, a status bar indicates "2 Entries found".

- Click Execute.

Personnel Number Selection for Fast Data Entry

Further selections Search helps Sort order Org. structure

Period


Today Current month Current year
 Up to today From today


Other period


Period To

Payroll period








Selection

Personnel Number 

Employment status 

Time recording administrator 

Additional data

| | | | | |
|-------------------------|----------------------|----|----------------------|---|
| Job | <input type="text"/> | to | <input type="text"/> |  |
| Organizational unit | <input type="text"/> | to | <input type="text"/> |  |
| Position | <input type="text"/> | to | <input type="text"/> |  |
| Work schedule rule | <input type="text"/> | to | <input type="text"/> |  |
| Payroll administrator | <input type="text"/> | to | <input type="text"/> |  |
| HR administrator | <input type="text"/> | to | <input type="text"/> |  |
| Time data administrator | <input type="text"/> | to | <input type="text"/> |  |

- Select the employee.
- Click Display.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: STAFF NE Staff Non Exempt Time Sheet

Key date: 03/06/2011

Personnel Selection

| Personn | Name | Per | Sub | E | E | Cost Ctr | Org.unit | Ti | Last name |
|---------|--------------|------|------|---|----|-----------|----------|----|-----------|
| 6939 | Nellie Norse | 1000 | 1001 | C | 22 | 215010001 | 11000097 | | NORSE, N |

Personnel Selectn

- The Data Entry View is displayed.
- Click Next and Previous buttons to navigate between weeks or months.

Time Sheet: Data Entry View

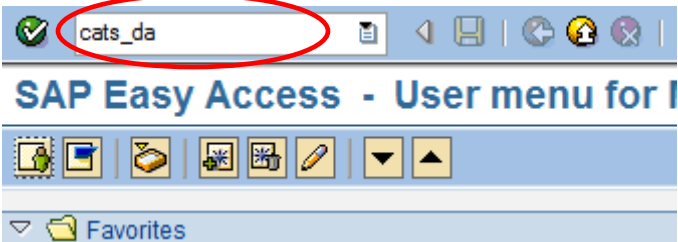
Data Entry Period: 03/06/2011 03/12/2011

Data Entry Area

| LT | Pers.No. | A/A | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR | From | To | SA | From | To |
|----|----------|------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|
| | 6939 | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 |
| | 6939 | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 0 | | |
| | 6939 | 1007 | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | | | |

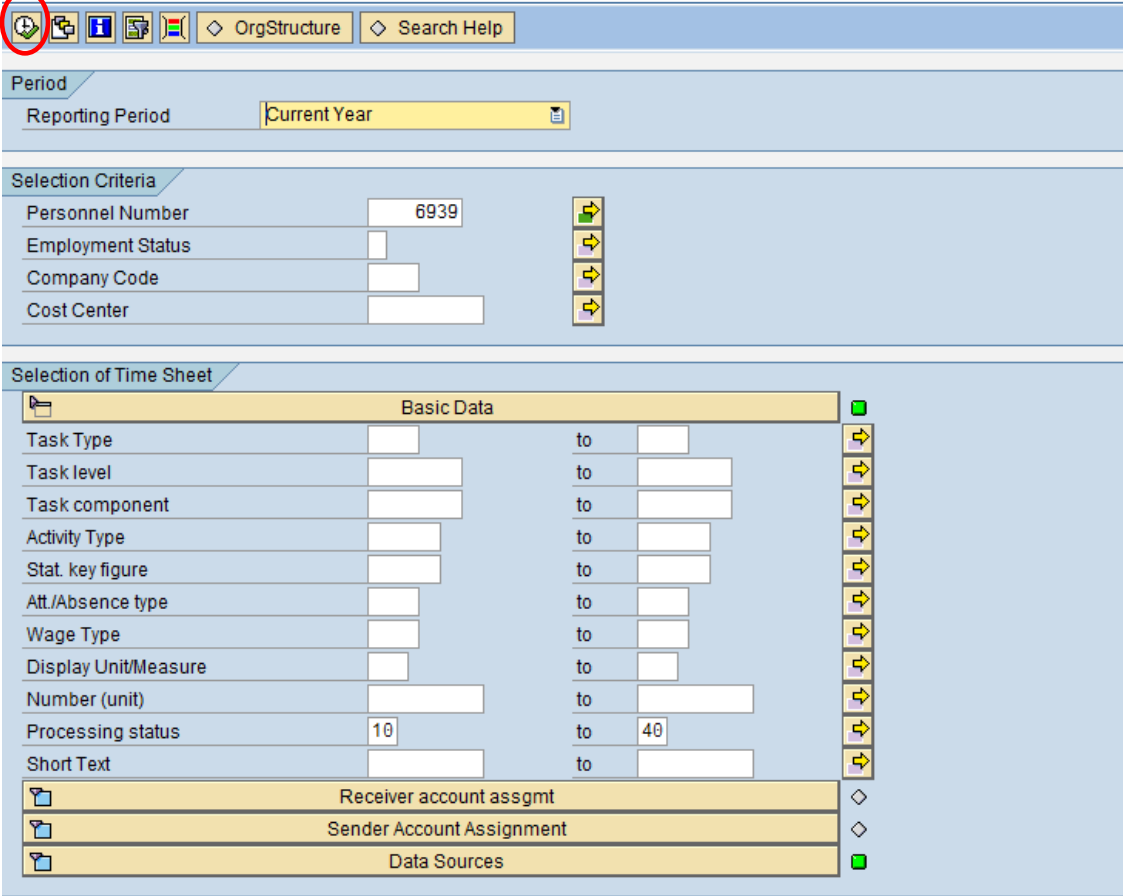
CATS_DA: Display Working Times

- Log into myNKU
 - <https://myNKU.nku.edu/irj/portal>
- Access SAP GUI.
- Access transaction code, CATS_DA.
 - **Note:** Add this transaction code as a Favorite for easy access.



- Populate the Display Working Times selection screen.
- Click Execute.

Display Working Times



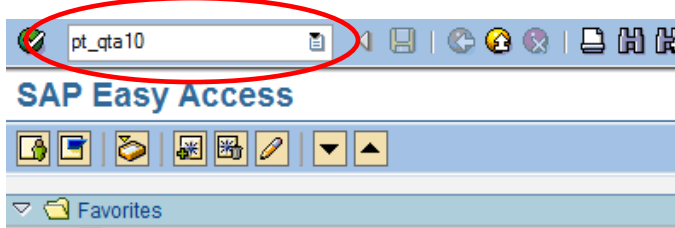
- The data is displayed.

Display Working Times

| Name | Pers No | Date | Status | # | Number | MU | A/AType | Created on | Time | Created by | Last change | Time | Changed by | Approved by | Approval date | Lt/1st Nam |
|--------------|---------|------------|--------|-------|--------|------|------------|------------|----------|------------|-------------|----------|------------|-------------|---------------|------------|
| Nellie Norse | 6939 | 03/17/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | NORSE, NELLIE | |
| | | 03/15/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/11/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/10/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/09/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/08/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/07/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | 03/06/2011 | | 7.500 | H | 1007 | 03/16/2011 | 13:17:53 | DAWSONM1 | 03/16/2011 | 13:17:53 | DAWSONM1 | DAWSONM1 | 03/16/2011 | | |
| | | | | 6939 | | 60 | H | | | | | | | | | |
| | | | | | | 60 | H | | | | | | | | | |







PT_QTA10: Display Absence Quota Information

- Log into myNKU
 - <https://myNKU.nku.edu/irj/portal>
- Access SAP GUI.
- Access transaction code, PT_QTA10.
 - **Note:** Add this transaction code as a Favorite for easy access.



- Populate the selection screen.
- Click Execute.









Absence Quota Information for Concurrent Employment







◇ OrgStructure ◇ Search Help


Period

Reporting Period:

Selection Criteria

| | | |
|-------------------|-----------------------------------|---|
| Person ID | <input type="text" value="6939"/> |  |
| Personnel Number | <input type="text"/> |  |
| Employment Status | <input type="text"/> |  |
| Personnel area | <input type="text"/> |  |
| Personnel subarea | <input type="text"/> |  |
| Employee group | <input type="text"/> |  |
| Employee subgroup | <input type="text"/> |  |
| Payroll area | <input type="text"/> |  |

Quota Selection

Quota Type: to 

Unit:

Deduction Period: To

Key Date for Deduction:

Key Date for Entitlement: Projecting Quota Status














Display

Only EEs with selected quotas
 All Selected EEs

Only EEs with entitlement
 EEs w/Rem. Ent. Only
 Only EEs w/compensation
 EEs w/Qta Used Only

- The data is displayed.

Absence Quota Information for Concurrent Employment

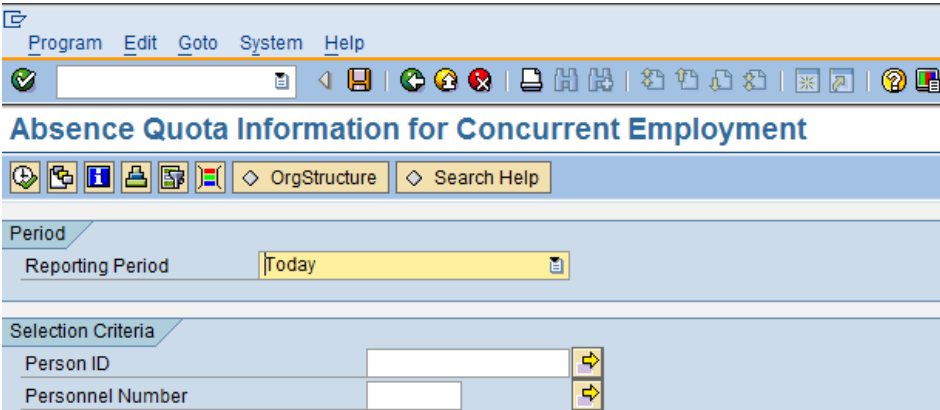
Absence Quotas

Validity Period: 03/16/2011 - 03/16/2011

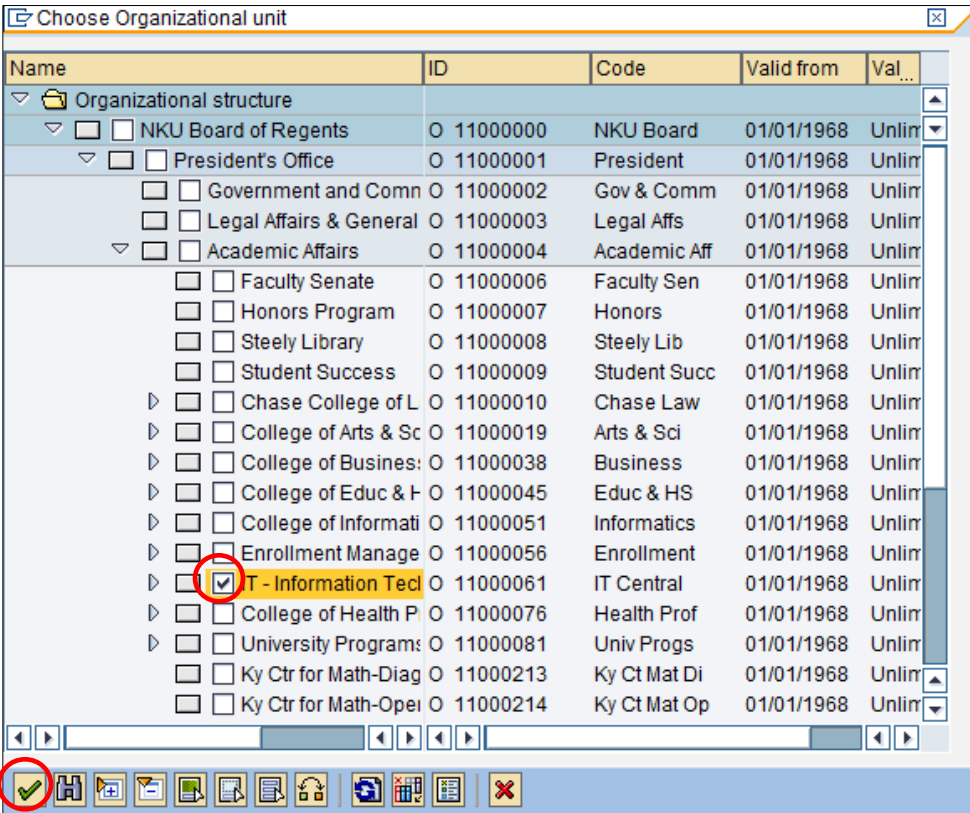
| Person ID | Name | Pers. Assi... | PersAs... | Quota | Unit | Entitlement | Used | Compensated to Key Date | Total Remain. |
|-----------|--------------|---------------|-----------|--------------|-------|--------------|------------------|-------------------------|------------------|
| 6939 | Nellie Norse | 6939 | 0000693 | Sick/Illness | Hours | 223.49250 | 147.99750 | 0.00000 | 75.49500 |
| | | 6939 | 0000693 | Vacation | Hours | 331.37330 | 281.75250 | 0.00000 | 49.62080 |
| | | | | | | Hours | 554.86580 | 429.75000 | 125.11580 |

To view Absence Quotas for the Organization:

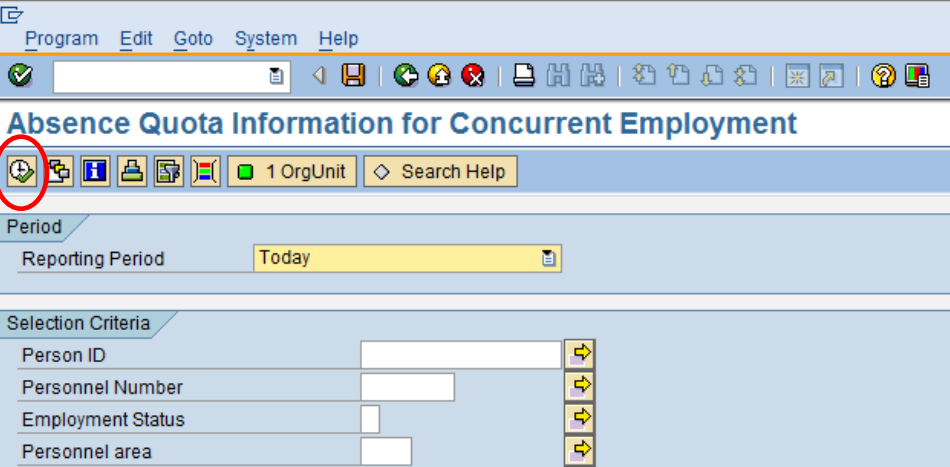
- Click OrgStructure.



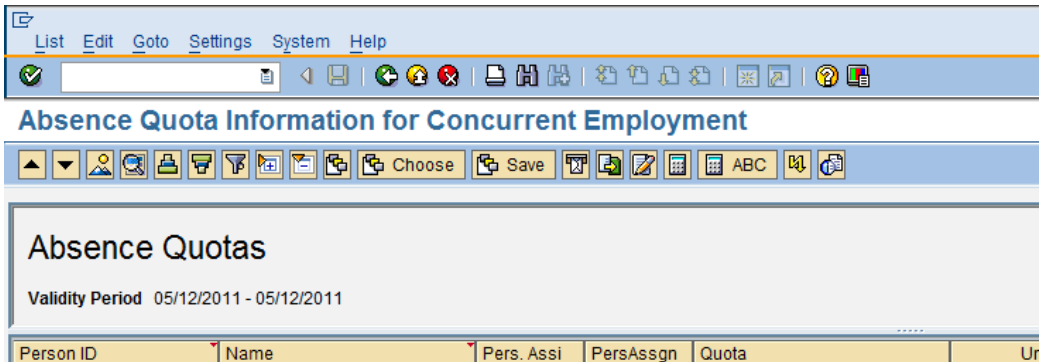
- Expand the Organizational structure folder and subfolders.
- Select the Org Structure.
- Click Continue.



- Click Execute.



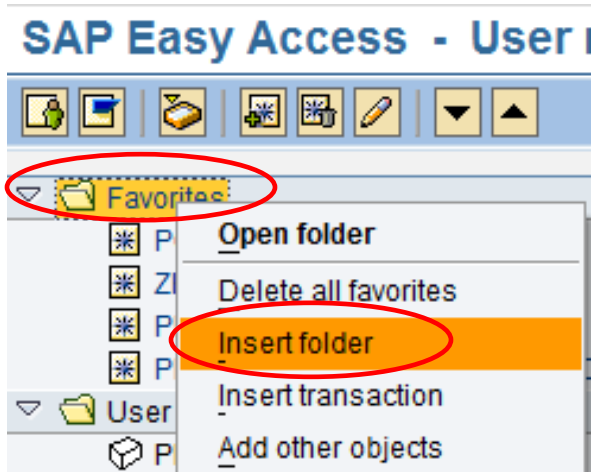
- The data is displayed.



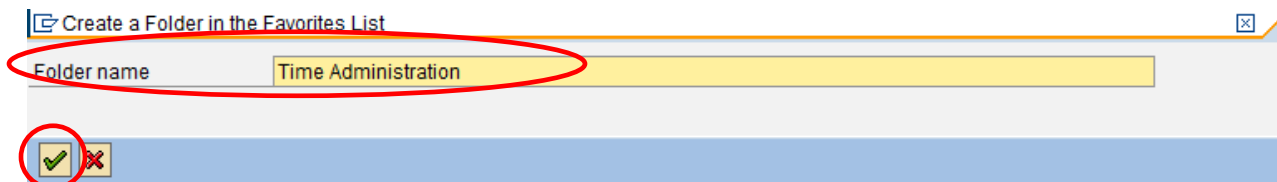
Helpful Tips

Adding a Time Entry folder that contains all time-related transaction codes may help with organization and memory retention. To set-up a Favorite folder and add transaction codes to it:

- From the SAP Easy Access screen, right-click on Favorites
- Click Insert Folder

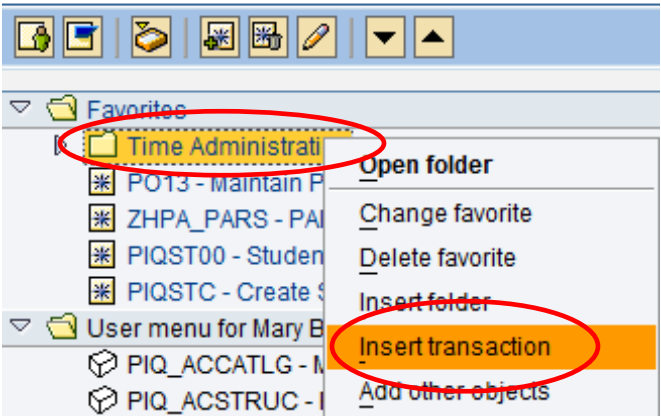


- Name the Folder
- Click Enter



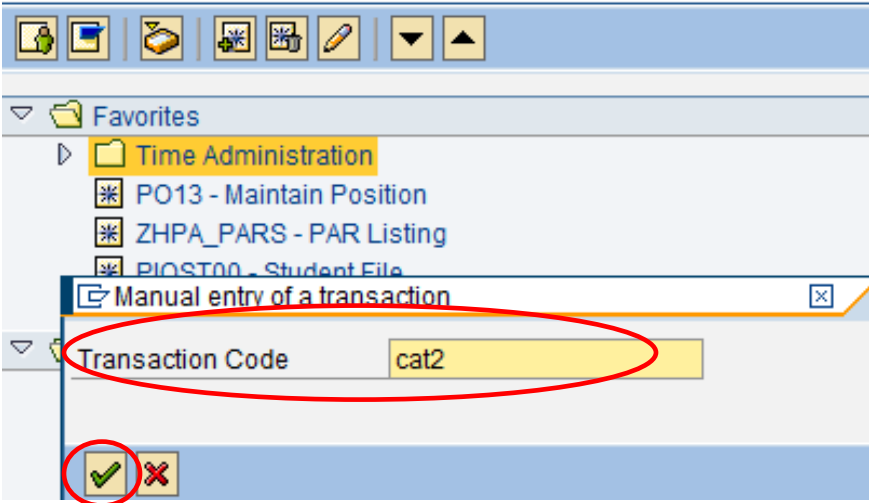
- Right-click on the folder created
- Click Insert transaction

SAP Easy Access - User menu for



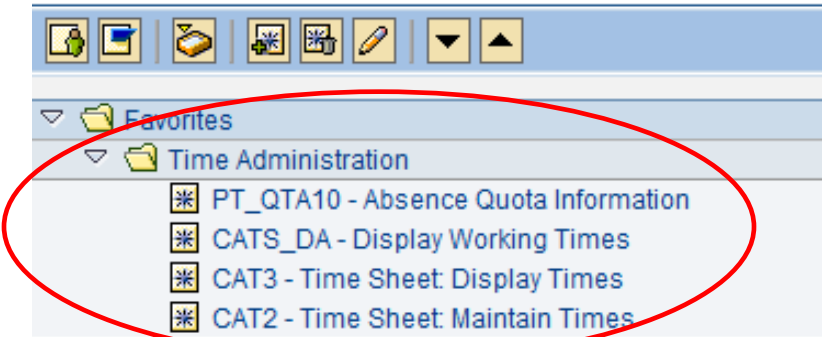
- Type the transaction code to add
- Click Enter

SAP Easy Access - User menu for Mary B



- Continue adding transaction codes until all appear within the folder

SAP Easy Access - User menu for Ma



As a time administrator, you may have several bi-weekly and monthly employees to enter time. You have the option of entering the time one by one or you can display more than one employee on the time entry spreadsheets and enter collectively. The steps below detail this process.

- Click Multiple Selection for Personnel Number.

Personnel Number Selection for Fast Data Entry

Further selections | Search helps | Sort order | Org. structure

Period



Today Current month Current year
 Up to today From today



Other period


Period To

Payroll period








Selection

Personnel Number  

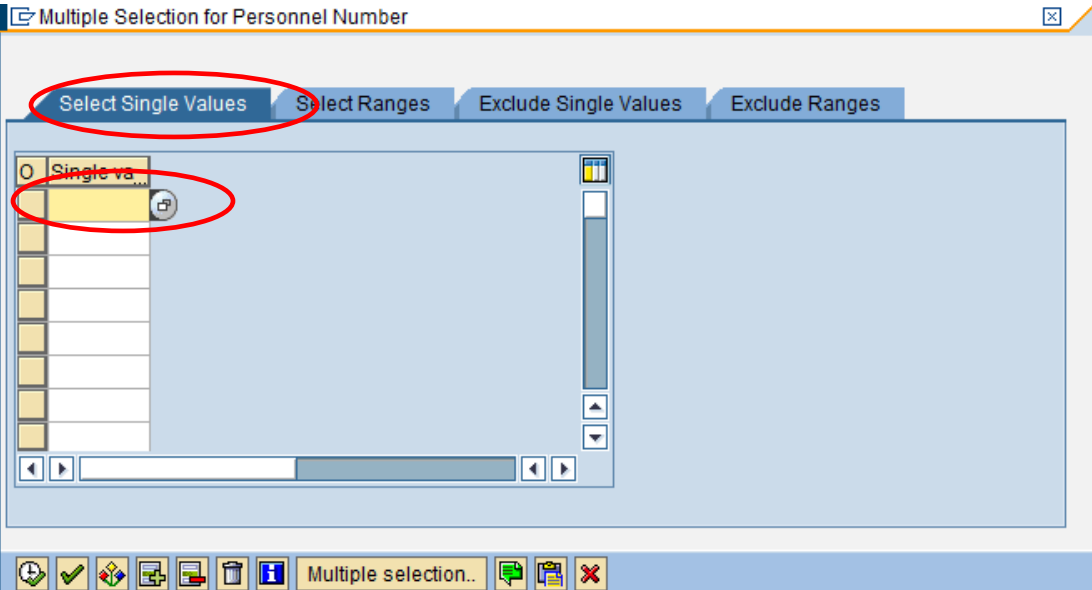
Employment status  

Time recording administrator 

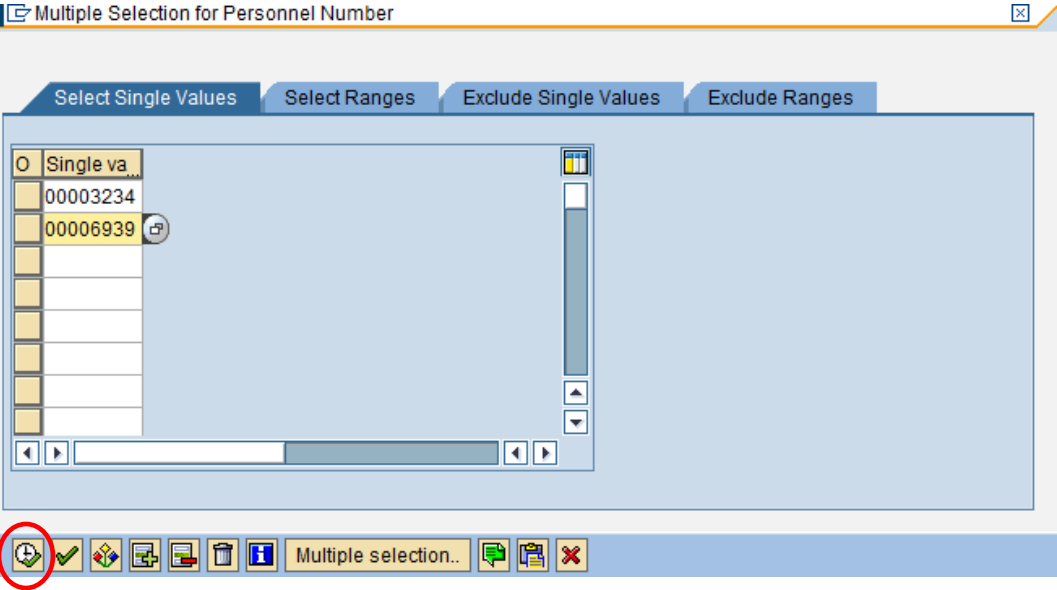
Additional data

| | | | | |
|-------------------------|----------------------|----|----------------------|---|
| Job | <input type="text"/> | to | <input type="text"/> |  |
| Organizational unit | <input type="text"/> | to | <input type="text"/> |  |
| Position | <input type="text"/> | to | <input type="text"/> |  |
| Work schedule rule | <input type="text"/> | to | <input type="text"/> |  |
| Payroll administrator | <input type="text"/> | to | <input type="text"/> |  |
| HR administrator | <input type="text"/> | to | <input type="text"/> |  |
| Time data administrator | <input type="text"/> | to | <input type="text"/> |  |

- Search for Employees with the Match Code button or enter each employee’s personnel number.

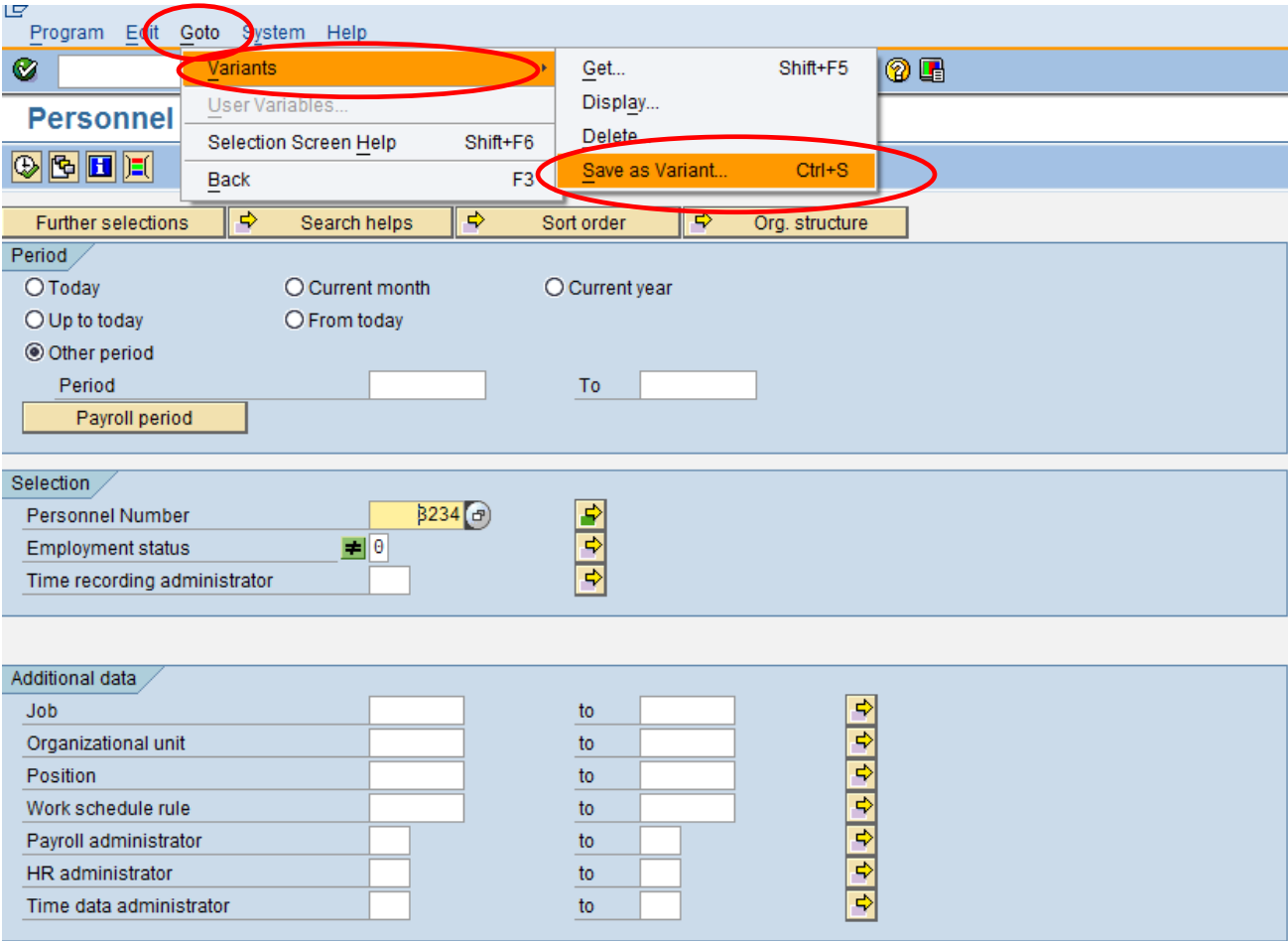


- Click Execute.



Only one Personnel Number will display on the selection screen, but the green flag attached to the Multiple Selection button is a key indicator that additional personnel numbers are included. Save the personnel number list as a variant for easy access. You can save the list as a variant to access quickly every time entry period.

- Click Goto.
- Select Variants.
- Select Save as Variant.



- Enter a Variant Name and Description.
- Select Protect Variant.
- Click Save.

Variant Edit Goto Environment System Help

Variant Attributes

Copy Screen Assignment

Variant Name: IT_TimeEnt_BIW
Meaning: IT Bi-Weekly employees

Only for Background Processing
 Protect Variant
 Only Display in Catalog
 System Variant (Automatic Transport)

Scrn Assignm.

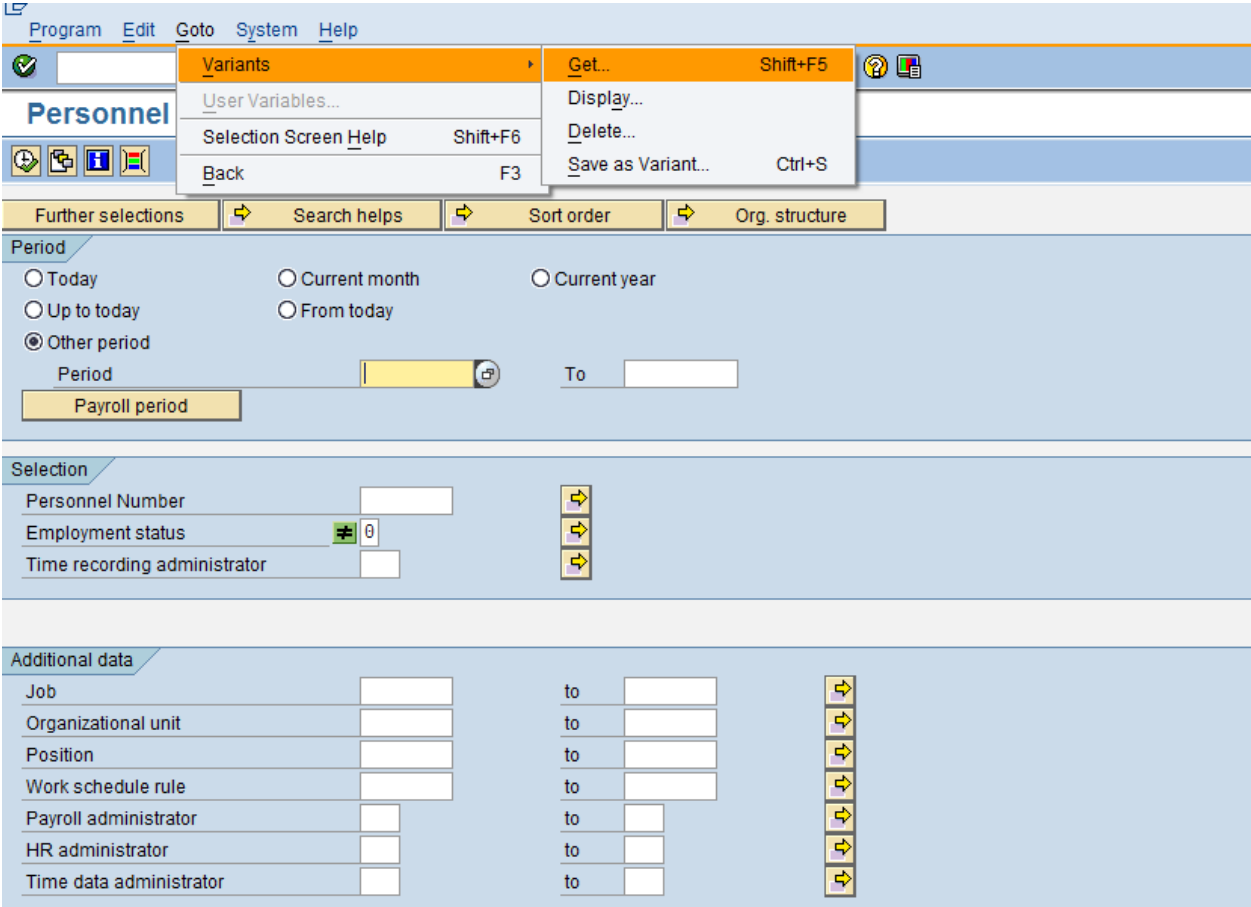
| Created | Selection Scrms |
|-------------------------------------|-----------------|
| <input checked="" type="checkbox"/> | 1000 |

Objects for selection screen

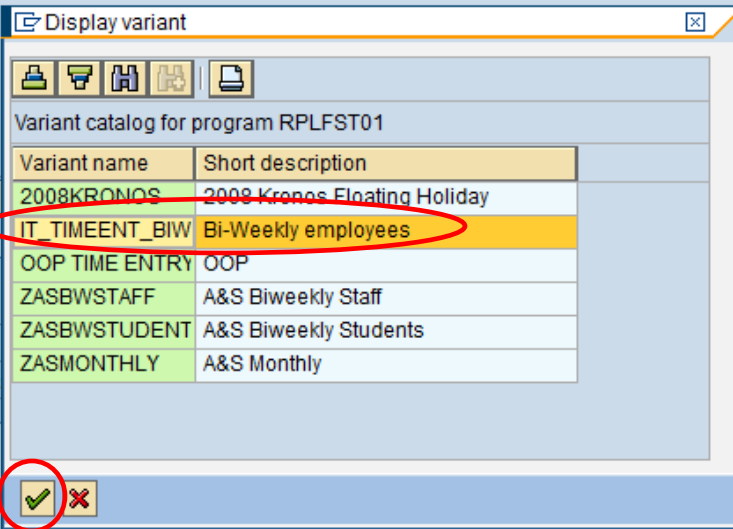
| Selection Scrms | Field name | Type | Protect field | Hide field | Hide field 'BIS' | Save field without values | Switch GPA off | Required fie |
|-----------------|-------------------|------|--------------------------|--------------------------|--------------------------|---------------------------|--------------------------|--------------------------|
| 1,000 | start | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | end | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | End of in-period | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | End of for-period | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | Payday | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | Payroll Area | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | r0 | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 1,000 | r1 | P | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

To access a variant:

- Click Goto.
- Select Variants.
- Select Get.



- Select the Variant.
- Click Continue.



- The time sheets will display all employees included on the variant.




Time Sheet: Data Entry View




Data Entry Period: 03/06/2011 - 03/12/2011




Data Entry Area

| LT | Pers.No. | AA | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR | From | To | SA | From | To | |
|----|----------|-----|----|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|------|-------|-------|
| 🕒 | 6939 | | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 |
| 🕒 | 6939 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 0 | | |
| | 6939 | 037 | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | | | |
| 🕒 | 3234 | | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 |
| 🕒 | 3234 | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 | | | 0 | | |

Helpful Icons:

| | | |
|--|--|--|
| <p>Totals Row ON or OFF</p> <p>Use this icon to view or hide the totals row</p>  | <p>Target Hours On or OFF</p> <p>Use this icon to view or hide the target hours row</p>  | <p>Weekdays On or OFF</p> <p>Use this icon to view or hide the days of the week</p>  |
|--|--|--|

| | | |
|---|---|--|
| <p>Detailed Time Data</p> <p>Use this icon to display the total hours entered for the highlighted line</p>  | <p>Long Text</p> <p>Use this icon to enter a text note regarding the hours you are entering for that day</p>  | <p>Check Entries Check Log</p> <p>Use these icons to review the information you have entered and display any messages or warnings</p>  |
|---|---|--|

| | | |
|--|--|--|
| <p>Target Hours</p> <p>Use this icon to pre-fill the data entry line with the target hours as displayed in the target hours row</p>  | <p>Reset Entries</p> <p>Use this icon to clear all entered data</p>  | <p>Insert Row Delete Row</p> <p>Use these icons to insert or delete a row</p>  |
|--|--|--|