SAP Payroll – Adding Favorites

As the department Time Administrator, it is recommended that you add the following transaction codes to your “Favorites” menu in SAP, based upon your role. Each department should have one employee authorized for time entry and another employee authorized to approve time; one employee may not be assigned both authorizations.

<table>
<thead>
<tr>
<th>TIME APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAT3  -&gt;  Display time/timesheet</td>
</tr>
<tr>
<td>CATS_APPR_LITE  -&gt;  Approve Working Times</td>
</tr>
</tbody>
</table>

Enter the desired transaction in the Transaction Code line and press Enter.

* Hint: If you do not see the transaction codes shown above, select “Extras” at the top of your screen, then choose “Settings,” and put a checkmark in the box “Display Technical Names.”
My HR Tools – Employee Self-Service (ESS)

Employee Self-Service is a set of applications within myOleMiss that allows employees to access and update a variety of Human Resources related information online. Common tasks that previously required a paper form and a visit to HR may now be completed from any computer with an Internet connection. Items listed below, among others, may be accessed from Employee => My HR Tools within the myOleMiss portal.

Address and Communication Preferences

Employees may update their home address, office address, and emergency contact information. Additionally, employees can provide their cell phone information, which allows them to receive emergency text message notifications from the University. Note: address changes for Benefits (retirement, insurance, etc.) must be submitted on additional forms and returned to the Human Resources office.

Bank Information

Employees may update their payroll direct deposit information and/or add additional banks.

Online W2 – Opt In

Employees may elect to receive their IRS Form W-2 online (opt-in may not be made retroactively).

Payroll

Employees may view paystubs, which include current accrued leave balances, tax withholding election, and payroll deduction detail.

Timesheet

Eligible employees are required to utilize the Employee Self-Service (ESS) interface to submit their attendances and absences for payroll. Detailed instructions may be found on the HR website.

Time Approval

Supervisors are required to utilize the Employee Self-Service (ESS) interface to approve eligible employees’ attendances and absences for payroll. Detailed instructions may be found on the HR website.
Employee Self-Service (ESS) Time Approval

Supervisors are required to utilize the Employee Self-Service interface in myOleMiss to approve eligible employees’ attendances and absences for payroll. In general, permanent employees who do not record their time against Facilities Management or Telecommunications work orders are required to log into the myOleMiss portal to record their time. Employees who currently use approved time clock systems, student employees, and Rebel Reserve employees may not use the online timesheet and should continue to utilize Form UM4/HR12).

The ESS Timesheet and Time Approval applications use the reporting/routing relationship that is set up for annual performance appraisals. When an employee enters and submits their time using ESS, an email is sent to their supervisor notifying them that they have time to be approved. If a change is needed in the reporting relationship, please email Judy Hopper in the Department of Human Resources and include the name and employee number of employee(s) requiring changes. Alternatively, you may provide an updated organization chart.

Navigate to myOleMiss and log in using your WebID and password.

Click the Employee tab. Then, click the box to maximize the Apps selection box under “My HR Tools.”
Click “Time Approval.”
The displayed screen will show the Payroll Calendar above a listing of your direct reports.

**NOTE:** If you do not see any employee names, ensure your cursor is located in the pay period for which time has been submitted for approval.
Click the personnel number for the employee whose time you wish to review and approve. Each day defaults to status “Approved.” If incorrect entries exist, contact the employee prior to submission OR change the status from “Approved” to “Rejected.”
You may click “View Emp. Timesheet” to display the timesheet in columnar format similar to below.

**NOTE:** your pop-up blocker must be disabled in order to view the timesheet.
Once you have reviewed and verified the entries, click “Approve/Reject.” Entries with the status “Approved” are complete and require no further action. Entries with the status “Rejected” will be flagged and the employee will receive an email notification prompting them to make corrections.

**NOTE:** if an entry is incorrect, the employee may log in and make modifications prior to supervisor’s approval/rejection.

If you need assistance with ESS Time Approval, please contact the Payroll Office in Human Resources at (662) 915-7431 or payroll@olemiss.edu.
SAP Payroll – Approve Working Times

Eligible employees are required to utilize the Employee Self-Service (ESS) interface in myOleMiss to submit their attendances and absences for payroll.

Who should submit a paper timesheet?

Employees who currently use approved time clock systems, student employees, and Rebel Reserve employees may not use the online timesheet and should continue to utilize Form UM4/HR12. Paper timesheets are also required for employees who record their time against Facilities Management or Telecommunications work orders.

What is my role as Time Administrator?

According to the Departmental Time Record Policy [HRO.PC.400.040], the person responsible for approving timesheet data in SAP may not also be responsible for entering time in SAP. Your role consists of verifying that hours entered into SAP match what was submitted on the signed timesheet. In addition, you serve as a second layer to ensure the paper timesheet is complete and signed by the appropriate parties. If you receive a paper timesheet from someone who should be utilizing ESS, you should NOT approve the time in SAP. Instead, contact Payroll for instructions on how to correct the entries.

How do I approve time in SAP?

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>CATS_APPR_LITE – Approve Working Times</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="Image" alt="Select Variant" /></td>
<td>Select the variant “APPROVE TIME” and press Enter.</td>
</tr>
<tr>
<td>Pay Period</td>
<td>Change the date to the CURRENT pay period.</td>
</tr>
<tr>
<td>Time Admin</td>
<td>Under the “Selection Criteria”, enter your Time Administrator number.</td>
</tr>
<tr>
<td><img src="Image" alt="Execute" /></td>
<td>Press Enter, F8, or select the “Execute” icon.</td>
</tr>
<tr>
<td><img src="Image" alt="Unapproved Time" /></td>
<td>Verify that both the Attendance/Absence Type (A/A Type) and the number of hours each day match the entries on the timesheet. Hourly Students MUST have a designated Cost Center or Order.</td>
</tr>
<tr>
<td><img src="Image" alt="Approved Time" /></td>
<td>Click “Approve.”</td>
</tr>
</tbody>
</table>


To approve time that has been entered, enter CATS_APPR_LITE in the transaction line. Press enter.
1) Select the variant “APPROVE TIME.” This variant will populate the “Other Payroll Period.”

2) IMPORTANT: Always change the payroll period to the period you are approving. Enter your Time Administrator number on the line entitled “Time Recording Administrator.”
3) Click “Execute” or (F8).

The next screen will show a list of attendances and absences that have been entered into SAP, as well as the processing status of timesheet data for a specified pay period. A yellow triangle indicates a processing status of “Unapproved,” and a green stopwatch indicates a processing status of “Approved.”

Verify that both the Attendance/Absence type (A/A Type) and the hours entered match the entries on each employees’ timesheet. To approve, you may highlight each row individually and click “Approve” one by one. Alternatively, you may highlight all entries at once by putting your cursor on the first row and dragging down to the last row. Click “Approve.”
Once you have verified that the entries match each employees’ timesheet and approved each line, click “Back” (F3). Initial each paper timesheet that you approved in SAP.

If you discover an error, **do NOT approve the entry**. Return the timesheet to the Time Administrator responsible for time entry and ask them to make the correction.

Timesheets must be retained within the department for a minimum period of seven (7) fiscal years; the period may be longer if required by an external funding agency. Please refer to the Departmental Time Record Policy [HRO.PC.400.040] for additional information.

As a final check to ensure that all the time for your department has been approved, you may select a variant called “OUTSTANDING-SHOWS UNAPPROVED ONLY.” Change the payroll period number, enter your Time Administration number, and click Execute. This will display only employees who have unapproved time.
SAP Payroll – Display Timesheet Data

This report allows the time administrator responsible for APPROVAL of paper timesheets to view timesheet data – whether entered via Employee Self-Service or through the SAP GUI.

Who should use ESS, and who should submit a paper timesheet?

Eligible employees are required to utilize the Employee Self-Service (ESS) interface in myOleMiss to submit their attendances and absences for payroll.

Employees who currently use approved time clock systems, student employees, and Rebel Reserve employees may not use the online timesheet and should continue to utilize Form UM4/HR12. Paper timesheets are also required for employees who record their time against Facilities Management or Telecommunications work orders.

<table>
<thead>
<tr>
<th>Transaction Code</th>
<th>CAT3 – Display Working Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data Entry Profile</td>
<td>Type “HR.” Press enter/return</td>
</tr>
<tr>
<td>Key Date</td>
<td>Enter the date the pay period began.</td>
</tr>
<tr>
<td>Personnel Selection</td>
<td>Highlight the entire row for the employee whose time you wish to view by clicking the gray box to the left side of their personnel number.</td>
</tr>
</tbody>
</table>

Click “Display Times” or press F6.

To view employee timesheets, enter CAT3 on the transaction line. Press enter.

Type “HR” in the Data Entry Profile field.
Change the Key date to the first day of the pay period.

Highlight the row for the employee you wish to view and click “Display Times” or (F6).