SAP PAYROLL – TIME MANAGEMENT
TIME ENTRY
Record Timesheet Data
The University of Mississippi
End User Documentation
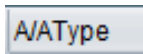
According to the Departmental Time Record Policy [HRO.PC.400.040], each department must designate one employee who is responsible for verifying and entering timesheet data into SAP, and another employee who is responsible for SAP data entry verification and approval.

All departments are required to utilize Form UM4/HR12 (http://olemiss.edu/hr/paperforms.html) unless time is being recorded using the Employee Self-Service (ESS) time management application on the myOleMiss portal. All eligible departments are encouraged to utilize the online ESS application.

R/3 Menu Path	Human Resources -> Time Management -> Time Sheet -> Cats Classic -> Record Working Times
Transaction Code	CAT2 – Record Working Times
Data Entry Profile	Type "HR"
Key Date	Enter the date the pay period began.
Personnel Selection	Highlight the entire row for the employee whose time you wish to enter by clicking the gray box to the left of the personnel number.
	Click the "Enter Times" icon or press (F5).
NOTE:	The ending date may not always match the last day of the pay period. This is okay.
A/AType	Use the drop-down list or you may type in the appropriate Attendance/Absence wage type from the timesheet. **Do NOT enter AHRS for students!
Enter Time	Enter the number of hours from the employee's timesheet.
Enter Rec. CCtr or Rec. Order	If applicable, enter the appropriate Cost Center (fund 10, 13) or Order (fund 25 and 30s). Hourly Retirees and Hourly Students **MUST** have a designated Cost Center or Order. Do not enter a Cost Center for Work-Study Students.
Verify Data	Press Enter. Verify the data entered to the employee's timesheet by checking the totals per day and per pay period.
	Save the timesheet and click Back to return to the previous screen.

Type "HR" in the Data Entry Profile field.

Change the Key date to the first day of the pay period.

* Hint: If an employee does not appear in your "drop-down" list, it could be for one of the following reasons:

- Their payroll information has not been set up/paperwork is incomplete
- They are paid at multiple rates
- They are paid by multiple departments

In any of these cases, you should contact HR.

Highlight the row for the employee you wish to enter and click "Enter Times" or (F5).

Time Sheet: Initial Screen

Data Entry

Data Entry Profile	HR	Non-PM (by time admin)
Key date	01/09/2015	

Personnel Selection

Personn...	Name	Pe...	Su...	E	E..	Cost Ctr	Org.unit	T...	Last name
27175	MANNING, KIRSTIE SHE...	PA01	PSA1	1	A1	100634003A	10000901	043	MANNING
679	MCCLUSKEY, KATHY E	PA01	PSA1	1	A1	100634003A	10000901	043	MCCLUSKE
10489	MULLEN, MARY E	PA01	PSA1	1	A1	100634003A	10000901	043	MULLEN M
900	POOLE, ETHELENE SPEA...	PA01	PSA1	1	A2	100634003A	10000901	043	POOLE ET
32852	POTTS, LAKIN BRIANNA	PA01	PSA1	5	S3	100514001A	10001018	999	POTTS LA
258	PROVENCE, CHERYL W	PA01	PSA1	1	A1	100634003A	10000901	043	PROVENCE
32861	SIMMONS, LASHANDRA ...	PA01	PSA1	1	A1	100634003A	10000901	043	SIMMONS
25432	SKLADZIEN, SUZAUNE M...	PA01	PSA1	5	S2	100634098A	10004898	998	SKLADZIE
26547	STODDARD, JOANETTE ...	PA01	PSA1	1	A1	100634003A	10000901	043	STODDARD

Use the drop-down list in the A/A Type column to select the applicable Attendance/Absence Type. Tab to the right and enter the number of hours from the timesheet in the appropriate date column. If necessary, enter the Cost Center (Rec. CCtr) or Internal Order (Rec. Order) from the employee's timesheet. A Cost Center or Order is **MANDATORY** for Hourly Students and Retirees.

Time Sheet: Data Entry View

Personnel Number	32852	POTTS, LAKIN BRIANNA	Cost Ctr	100514001A
Data Entry Period	01/09/2015 – 01/24/2015		Week	02.2015

Worklist

Send.Bus.Proc.	Rec. CCtr	Rec. Order
	100634003A	

Data Entry Area

LT	Se...	Rec. CCtr	Rec. Order	A/AType	O.	Ta...	St...	MU	Total	01/11	01/12	01/13	01/14	01/15	01/16	01/17	01/18	01/19	01/20	01/21	01/22
								H	384.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00	24.00
								H	17.00	0.00	0.00	3.50	3.00	0.00	3.00	0.00	0.00	0.00	0.00	1.50	2.50
		100634003A		STUW				H	13.00			3.50	3.00		3.00						
				WSRG				H	4.00											1.50	2.50

Once you have verified the totals against the entries on the timesheet, click "Save" and "Back" (F3). Initial each paper timesheet that you enter into SAP.

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.

The following is a sample timesheet (Form UM4/HR12) for a student employee. All fields MUST be complete. Do not accept an incomplete or unsigned timesheet!!

THE UNIVERSITY of MISSISSIPPI

DEPARTMENTAL TIME RECORD

STUDENT EMPLOYEES

NAME	Lakin Potts	
EMPLOYEE NO.	32852	

INTERNAL ORDER (I.O.) OR COST CENTER (C.C.) #   100634003a

PAY PERIOD BEGINNING   1/9/2015

DEPARTMENT NAME   Human Resources

AND ENDING   1/24/2015

HOURLY RATE $ 7.50

MONTH/DAY		1/9	1/10	1/11	1/12	1/13	1/14	1/15	1/16	1/17	1/18	1/19	1/20	1/21	1/22	1/23	1/24	TOTALS
STUDENT HOURS	STUW					3.50	3.00		3.00									9.50
WORK STUDY	WSRG													1.50	2.50			4.00
WORK STUDY-AMERICA READS	WSAM																	0.00
																		0.00
																		0.00
																		0.00
																		0.00
TOTALS		0.00	0.00	0.00	0.00	3.50	3.00	0.00	3.00	0.00	0.00	0.00	0.00	1.50	2.50	0.00	0.00	13.50

I certify the hours stated above were worked and are correct.

Lakin Potts
Signature of Employee

Supervisor/Department Head
Signature of Department Head

Hours entered in CATS by

Hours approved in CATS by

This form is used by time administrators to record the hours worked by student employees. This form must be signed by the employee and department head upon completion. This form serves as the payroll record for student workers, as well as the activity report for student workers paid from federal projects/grants. Each department must retain this form for a period of seven (7) fiscal years. The departmental copy is the official record of the University and must be readily available for audit. Time should be reported in hours.

FORM UM4/HR 12
03/2015