SAP PAYROLL – TIME MANAGEMENT TIME APPROVAL Display Timesheet Data

The University of Mississippi End User Documentation 04/2015

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This report allows the Time Administrator designated for TIME APPROVAL to view the timesheet data that has been entered into SAP. Information is view-only and may not be modified.

R/3 Menu Path	Human Resources -> Time Management -> Time Sheet -> CATS Classic -> Display Working Times
Transaction Code	CAT3 – Display 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 view by clicking the gray box to the left side of their personnel number.
68	Click "Display Times" or press F6.

Type "HR" in the Data Entry Profile field.

SAP Support: 662.915.5222

Time Sheet:	Initial Screen
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Data Entry	
Data Entry Profile	"HR"
Personnel Selection	
Personnel Number	

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Data Entr	y Profile	HR	No	n-PM	(b	y tir	ne admin)				
Key date		01/09/2015									
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23828	CARSON, E	ONNA BUFORD	PA01	PSA1	1	A1	100634003A	10000901	043	CARSON	
1949	FENGER, G	AL JR	PA01	PSA1	00	RH	100634099A	10004897	043	FENGER	G
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24419	HENSON, E	UGENIA HAT	PA01	PSA1	1	A1	100634003A	10000901	043	HENSON	Е
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19507	JEKABSON	S, ANDREA M	PA01	PSA1	1	A2	100634003A	10000901	043	JEKABSO	N
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1503	JOHNSON,	PAMELA KAY	PA01	PSA1	1	A2	100634003A	10000901	043	JOHNSON	

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).

Data Entry											
Data Entry Profile HR			Non-PM (by time admin)								
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Personn 1892 878 32180 27175	Name JOHNSON, VICKY H JONES, CLAYTON H KERN, NELSON DONAL MANNING, KIRSTIE SH	Pe PA01 PA01 D PA01 IE PA01	PSA1 PSA1 PSA1 PSA1 PSA1	E 11 11 53 17	E A1 E1 52 A1	COST CTF 100634003A 100634003A 100634098A 100634003A	Org.unit 10000901 10004898 10000901	T 043 043 043 043	JOHNSON JONES CL KERN NEL MANNING		
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Personn 1892 878 32180 27175 679 10489	Name JOHNSON, VICKY H JONES, CLAYTON H KERN, NELSON DONAL MANNING, KIRSTIE SH MCCLUSKEY, KATHY E MULLEN, MARY E	Pe PA01 PA01 D PA01 IE PA01 E PA01 PA01	PSA1 PSA1 PSA1 PSA1 PSA1 PSA1 PSA1	E 11 53 17 17 17	E A1 E1 52 A1 A1 A1	Cost Ctr 100634003A 100634003A 100634003A 100634003A 100634003A	Org.unit 10000901 10004898 10000901 10000901 10000901	T 043 043 043 043 043 043	Last name JOHNSON JONES CL KERN NEL MANNING MCCLUSKE MULLEN M		
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