

SAP PAYROLL – TIME MANAGEMENT

TIME APPROVAL

Display Timesheet Data


The University of Mississippi
End User Documentation

SAP Support: 662.915.5222

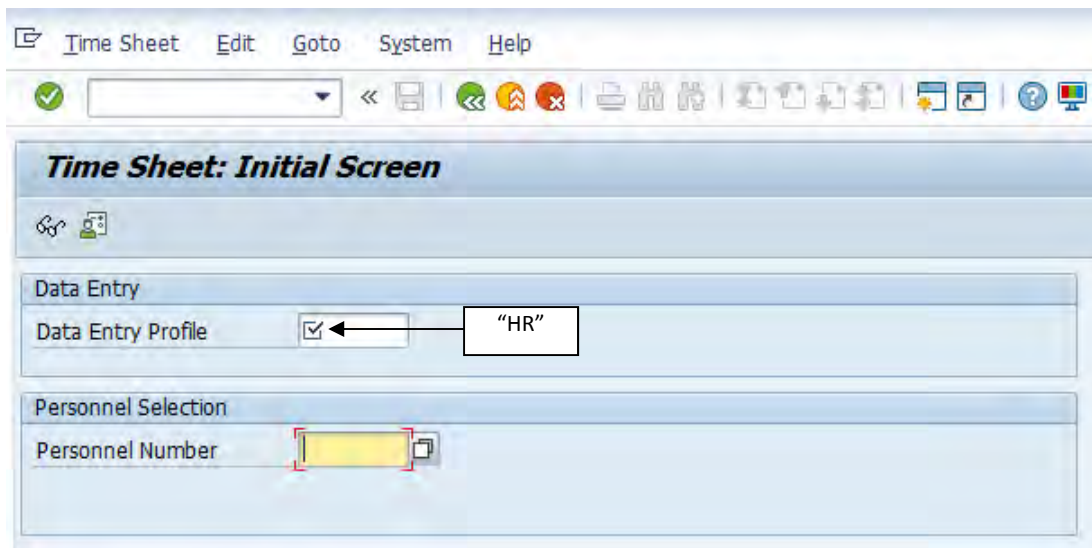
04/2015

Email: sap@olemiss.edu

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.
	Click “Display Times” or press F6.

Type “HR” in the Data Entry Profile field.



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

Time Sheet: Initial Screen

Employee Group
1 – Regular
5 – Student
8 – Retiree

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

Personnel Selection

Personnel Number

Time Administrator Number

Personn...	Name	Pe...	Su...	E E..	Cost Ctr	Org.unit	T...	Last name
35135	BAILEY, SUE A	PA01	PSA1	4 A1	100634003A	10000901	043	BAILEY S
12810	CARMEAN, WENDY CHA...	PA01	PSA1	1 A2	100634003A	10000901	043	CARMEAN
23828	CARSON, DONNA BUFORD	PA01	PSA1	1 A1	100634003A	10000901	043	CARSON D
1949	FENGER, G AL JR	PA01	PSA1	8 RH	100634099A	10004897	043	FENGER G
31818	FESTERVAND, SHEVAUN...	PA01	PSA1	1 A1	100634003A	10000901	043	FESTERVA
22511	FLOYD, AUDREY CRICK	PA01	PSA1	1 A2	100634003A	10000901	043	FLOYD AU
24419	HENSON, EUGENIA HAT...	PA01	PSA1	1 A1	100634003A	10000901	043	HENSON E
20177	HUGHES, JESSICA ANNE	PA01	PSA1	1 A2	100634003A	10000901	043	HUGHES J
19507	JEKABSONS, ANDREA M...	PA01	PSA1	1 A2	100634003A	10000901	043	JEKABSON
25536	JOHNSON, DAVID JUNIOR	PA01	PSA1	5 S2	100634098A	10004898	043	JOHNSON
1503	JOHNSON, PAMELA KAY	PA01	PSA1	1 A2	100634003A	10000901	043	JOHNSON

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

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
1892	JOHNSON, VICKY H	PA01	PSA1	1 A1	100634003A	10000901	043	JOHNSON
878	JONES, CLAYTON H	PA01	PSA1	1 E1	100634003A	10000901	043	JONES CI
32180	KERN, NELSON DONALD	PA01	PSA1	5 S2	100634098A	10004898	043	KERN NEL
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