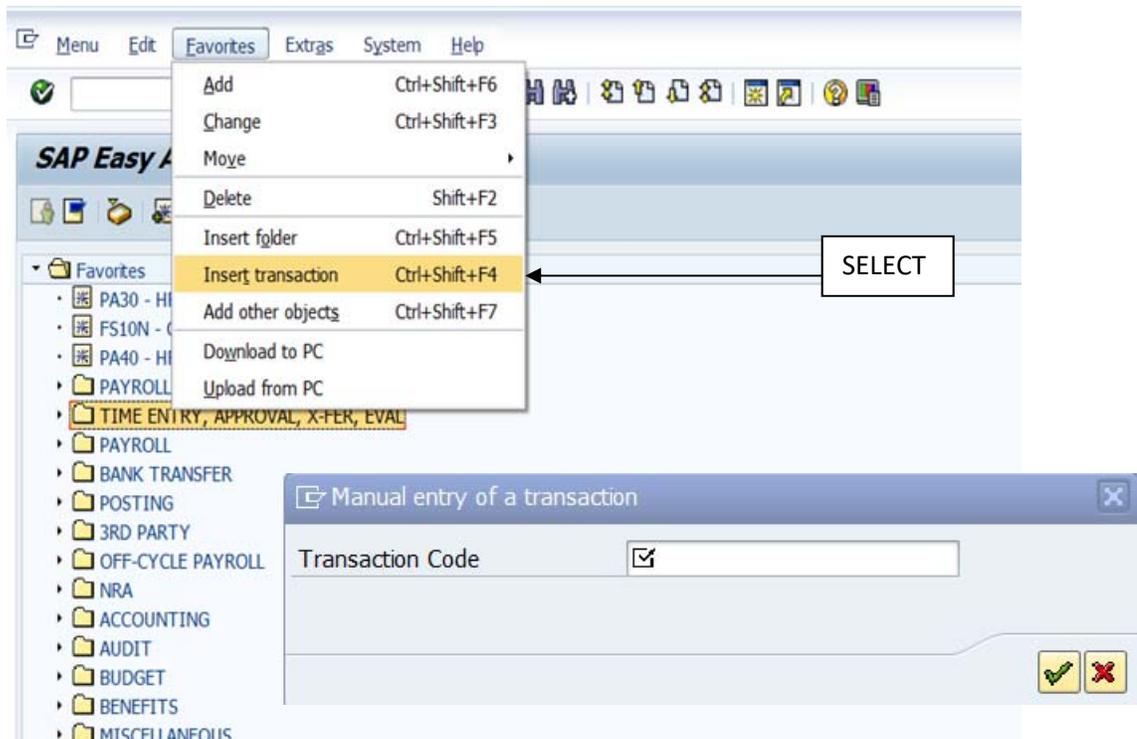


# SAP Payroll – Adding Favorites

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.**

TIME ENTRY	
CAT2	-> Enter time/timesheet
CATS_DA	-> Display Working Times



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)

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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.

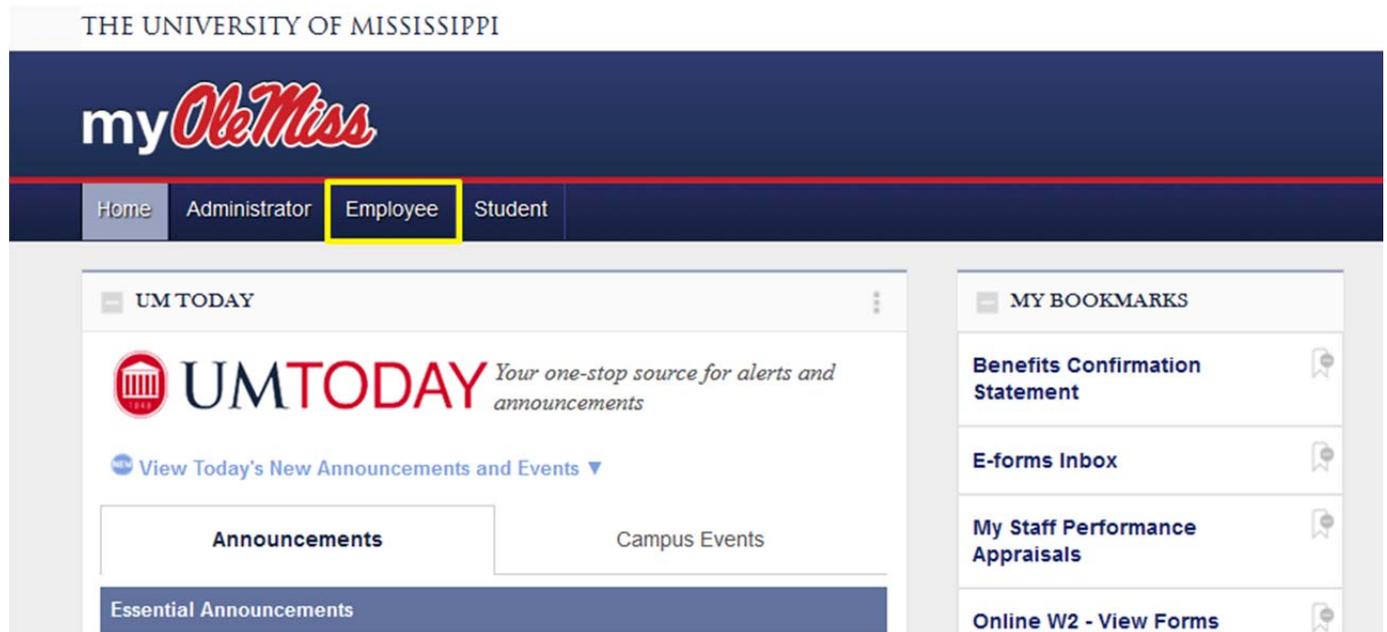
# Employee Self-Service (ESS) Time Entry

Eligible employees are required to utilize the Employee Self-Service interface in [myOleMiss](#) to submit their 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 "Timesheet."

THE UNIVERSITY OF MISSISSIPPI



Home Administrator **Employee** Student

### My HR Tools

[Human Resources](#)

12 Apps

- Address And Communication Preferences
- Bank Information
- Benefits Confirmation Statement
- HR Training Workshops
- My Staff Performance Appraisals
- Open Enrollment  
Changes can be made only during Open Enrollment.
- Online W2 - Opt In
- Online W2 - View Forms
- Payroll
- Travel
- Timesheet**
- Time Approval

### E-forms

[E-forms Information and Contacts](#) as well as the delegate access request form

5 Apps

### Faculty Activity

7 Apps

### Property Control

### Assets Administration

### Student Financials

3 Apps

Once the timesheet is displayed, click the pay period in which the hours were worked or leave was taken. Enter the number of hours in the appropriate cell. Press Enter/Return on your keyboard to populate the daily and weekly totals. If you are satisfied with your entries, click "Submit for Approval." You will then be prompted to certify that your entries are correct.

\*Benefit-eligible faculty and salaried employees will only submit time when leave is taken (i.e. Vacation/Personal, Major Medical, etc.). See the example below.

THE UNIVERSITY OF MISSISSIPPI



Home Administrator **Employee** Student

**AUDREY FLOYD (22511) -- 100634003A - HUMAN RESOURCES**

Send E-Mail to Supervisor

Payroll Calendar



Pay Period 22 (11/09/14 - 11/23/14)

Export Submit for Approval Refresh Print

Description	Rcv Cctr	Internal Order	11/09/14	11/10/14	11/11/14	11/12/14	11/13/14	11/14/14	11/15/14	11/16/14	11/17/14	11/18
VACATION LEAVE (PERSONAL)			0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1ST DAY ILLNESS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
SICK LEAVE (MAJOR MED)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
ADMINISTRATIVE/JURY DUTY			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
BEREAVEMENT LEAVE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
MILITARY LEAVE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
			* 0.00	* 8.00	* 0.00	* 0.00	* 0.00	* 0.00	* 0.00	* 0.00	* 0.00	* 0

The box next to "Send Email to Supervisor" is checked by default. By clicking "Yes," an email will be automatically generated to your department chair/supervisor notifying them that time has been submitted for their approval.

THE UNIVERSITY OF MISSISSIPPI

**myOleMiss**

Home Administrator **Employee** Student

**AUDREY FLOYD (22511) -- 100634003A - HUMAN RESOURCES**

Send E-Mail to Supervisor

**Payroll Calendar**

October 2014      November 2014      December 2014

Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
29	30	1	2	3	4	5	27	28	29	30	31	1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31	1	2	24	25	26	27	28	29	30	29	30	31	1	2	3	4
3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11

Other Open Periods      
 Payroll Period 21 (Prior)      
 Payroll Period 22 (Current)      
 Payroll Period 23 (Next)

**ESS Time Sheet**

I certify that the hours I am submitting on this timesheet are true and accurate.

**Pay Period 22 (11/09/14 - 11/23/14)**

Description	Rcv CCtr	Internal Order	11/09/14	11/10/14	11/11/14	11/12/14	11/13/14	11/14/14	11/15/14	11/16/14	11/17/14	11/18/14
VACATION LEAVE (PERSONAL)			0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1ST DAY ILLNESS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SICK LEAVE (MAJOR MED)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ADMINISTRATIVE/JURY DUTY			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BEREAVEMENT LEAVE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
MILITARY LEAVE			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
			0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

If you need assistance with ESS Time Entry, please contact the [Payroll Office](#) in Human Resources at (662) 915-7431 or [payroll@olemiss.edu](mailto:payroll@olemiss.edu).

# SAP Payroll – Record Timesheet Data

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

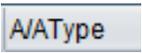
## Who should submit a paper timesheet?

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 entering timesheet data into SAP may not also be responsible for approving time in SAP. Your role consists of verifying that the paper timesheets submitted to you are complete and signed by the appropriate parties, as well as entering the time into SAP. If you receive a paper timesheet from someone who should be utilizing ESS, you should NOT enter the time in SAP. Instead, refer them to the online instructions and let them know their time should be submitted online.

## How do I enter time in SAP?

Transaction Code	CAT2 – Record Working Times
Data Entry Profile	Type “HR.” Press enter/return.
Key Date	Enter the first day of the pay period.
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).
	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 Students <b>MUST</b> 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.

To enter time in SAP, enter CAT2 in the transaction line. Press enter. Type "HR" in the Data Entry Profile field.

**Time Sheet: Initial Screen**

Time Sheet: Initial Screen

Data Entry

Data Entry Profile  ← "HR"

Personnel Selection

Personnel Number

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

**Time Sheet: Initial Screen**

Data Entry

Data Entry Profile  Non-PM (by time admin)

Key date

Personnel Selection

Personnel Number

Employee Group  
5 – Student  
4 – Temp/Non-eligible

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

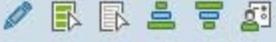
\* Hint: If an employee does not appear in your “drop-down” list, it could be for one of the following reasons:

- 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 the Payroll Office.

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:  Non-PM (by time admin)  
 Key date:

**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.

Hours worked and leave taken should be entered in quarter hour (.25) increments. A time conversion chart is available on the HR website.

**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

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

LT	Se...	Rec. CCtr	Rec. Order	A/A Type	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						H	13.00			3.50	3.00		3.00						
								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.



SIGN-IN SHEET



THE UNIVERSITY of MISSISSIPPI

STUDENT WORKER DAILY SIGN-IN SHEET

NAME Lakin Potts DEPARTMENT  
 T NAME Human Resources  
 EMPLOYEE NO 32852 COST CENTER OR INTERNAL  
 ORDER ACCT # 100634003A  
 PAYROLL PERIOD START DATE 1/9/2015 END DATE 1/24/2015

DATE	IN	OUT	IN	OUT	TOTAL HOURS
01/09/15					
01/10/15					0
01/11/15					0
01/12/15					
01/13/15	10:00 AM	11:15 AM	12:15 PM	2:30 PM	3.5
01/14/15	1:00 PM	4:00 PM			3
01/15/15					
01/16/15	9:00 AM	12:00 PM			3
01/17/15					0
01/18/15					0
01/19/15					
01/20/15					
01/21/15	1:00 PM	2:30 PM			1.5
01/22/15	9:30 AM	12:00 PM			2.5
01/23/15					
01/24/15					0
Pay Period Total					13.5
<input type="checkbox"/> Please check this box if you worked for more than one department during the pay period.					Hours entered in CATS by
					Hours approved in CATS by

REGULAR STUDENT HOURS     WORK STUDY

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

*Lakin Potts*

Signature of Employee

*Supervisor/Department Head*

Signature of Supervisor

This form may be used by departmental time administrators to record the hours worked by student employees. The completed form must be signed by the employee and supervisor or department head. It 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 and quarter of an hour increments.

# SAP Payroll – Display Timesheet Status

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This report allows the time administrator responsible for TIME ENTRY to view attendances and absences, as well as the processing status of timesheet data for a specified pay period – whether entered via Employee Self-Service or through the SAP GUI. Information is view only and may not be modified.

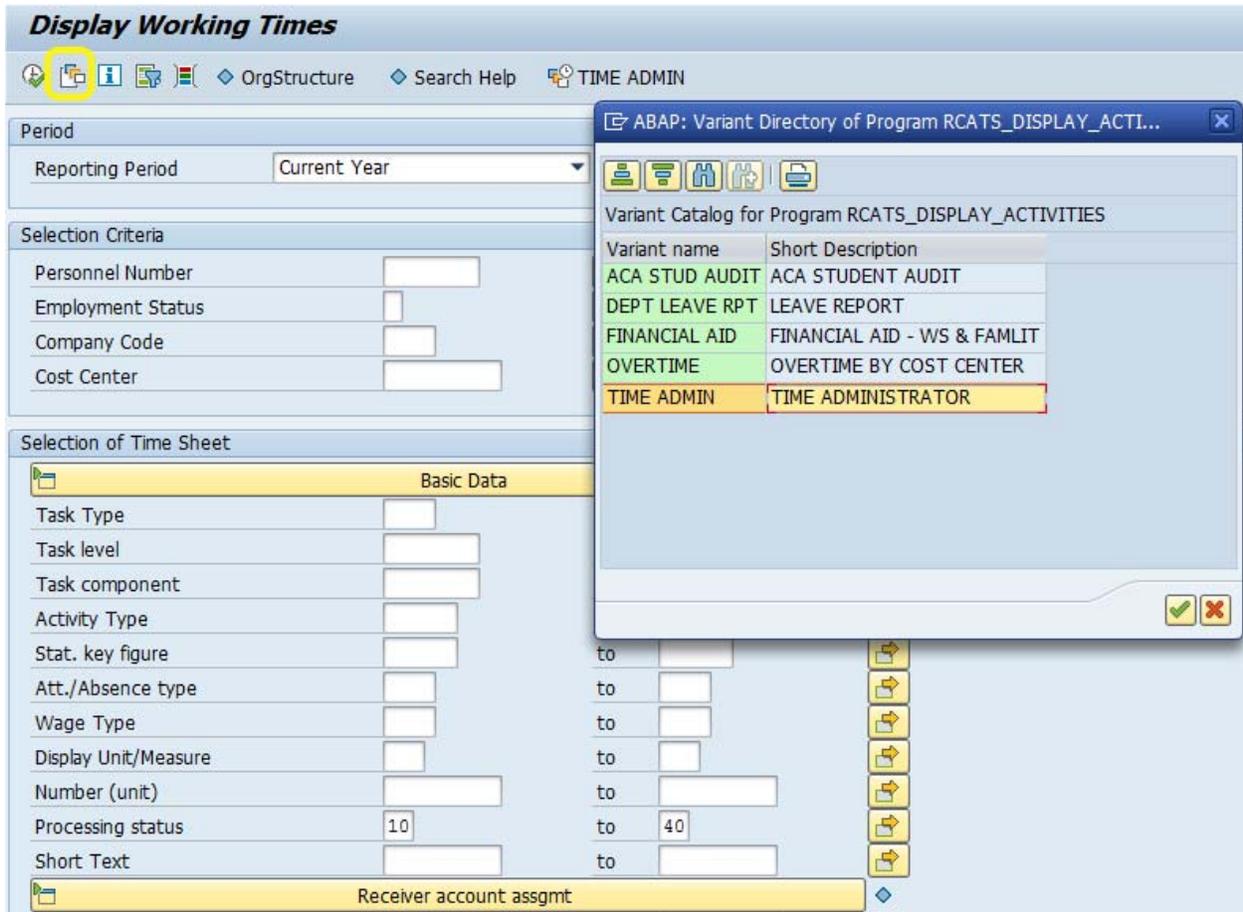
## Who should use ESS, and who should submit a paper timesheet?

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.

Transaction Code	CATS_DA – Display Working Times
 Select Variant	Select the variant “TIME ADMIN” and press Enter.
Pay Period	Change the date to the CURRENT pay period.
Time Admin	Under the “Selection Criteria”, enter your Time Administrator number.
	Press Enter, F8, or select the “Execute” icon.

To view the status of payroll timesheets, enter CATS\_DA on the transaction line. Press enter. Choose the variant "TIME ADMIN."



Enter the pay period number or date range for which you wish to report, and then enter the personnel number(s) and/or your time administrator number. Click "Execute."

