

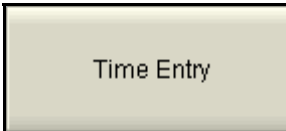
Process: Use this process to enter all the various types of time (work order, break, shift differential, leave, etc...) for Plant Maintenance (PM) personnel. Time for STEPS employees performing work on PM work orders is entered using transaction IW44 (see QRC for transaction IW44-PM Order Confirmation).

Role: Authorized Personnel

Frequency: When needed


SAP Easy Access

Click on the **Time Entry** pushbutton




Time Sheet: Initial Screen

Data Entry Profile

Click on the Possible Entries icon , then double-click on the desired profile for biweekly/monthly employees:

- **PMWEEKCA** – Multiple employees for one (1) bi-weekly pay period – ****Preferred profile****
- **PMDAYCA** – Multiple employees for one (1) day
- **PMDAYCA2** – One (1) employee for one (1) day

Press the Enter key

NOTE: If using the **PMDAYCA2** profile, you will first be prompted to enter the employee's **Personnel Number**. After doing so, press the Enter key. Then you will enter the **Key Date**, and finally click on the Enter Times icon  in the Application Toolbar. This will take you to the *Time Sheet: Data Entry View* screen where you can begin entering the time for the employee.

Key Date


Enter the actual date if using either of the **PMDAYCA** profiles, or enter the first day of the pay period if using the **PMWEEKCA** profile

Click on the Personnel Selection button



Personnel Number Selection for Fast Data Entry

Personnel Number

Enter the Personnel Number for the employee or use the Possible Entries icon  to search

The following tools to help you are on the myHelp website.


Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

NOTE: To enter time for multiple employees, see the **Time Entry for Multiple Employees** section at the end of this QRC.

Click on the Execute icon 

Time Sheet: Initial Screen

Click on the selection button to the left of the Name to select
OR click on the Select All Persons icon  in the Application Toolbar

Personnel Selection	
Personn...	Name
<input type="checkbox"/>	Purnell D Emmet

Click on the Enter Times icon  to proceed to the time sheet

Time Sheet: Data Entry View – Work Order Time

Enter the following information on separate rows for each work order listed on the employee's paper time sheet – The values in the other columns will automatically be derived from the work order.

Pers.No. (Personnel Number)	Enter the employee's Personnel Number and press the Enter key
Rec. order	Enter the work order number
Activity	Enter "0010" – If omitted, the system error message "Enter a sender" will appear

Enter either the total time worked in the day's main column (i.e. "**MO 04/02**") OR the start and end times in the **From/To** columns (times must be entered in military time)

Press the Enter key

Data Entry Area													
LT	Pers.No.	Name	ActTyp	Rec. order	Activity	Work Ctr	Plant	AVA...	Total	MO 04/02	From	To	T
	20796	Purnell D Em...							7.50	7.50			
	20796	Purnell D Em...	LABOR	807000000210	0010	UNASSIGN	CPPD	1005	1.25	1.25	08:00	09:15	
	20796	Purnell D Em...	LABOR	807000000230	0010	UNASSIGN	CPPD	1005	1.25	1.25	09:15	10:30	
	20796	Purnell D Em...	LABOR	807000000250	0010	UNASSIGN	CPPD	1005	1.25	1.25	10:45	12:00	
	20796	Purnell D Em...	LABOR	807000000269	0010	UNASSIGN	CPPD	1005	1.33	1.33	12:30	13:50	
	20796	Purnell D Em...	LABOR	807000000300	0010	UNASSIGN	CPPD	1005	0.92	0.92	13:50	14:45	
	20796	Purnell D Em...	LABOR	807000000330	0010	UNASSIGN	CPPD	1005	1.50	1.50	15:00	16:30	


Time Sheet: Data Entry View – Non-Work Order Time

Enter the following information on separate rows for Non-work order time (i.e. breaks, shop time, training time, etc...):

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Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

<http://myhelp.uky.edu/>

Pers.No. (Personnel Number)	Enter the employee's Personnel Number and press the Enter key
A/A Type (Attendance/Absence Type)	Enter the appropriate Attendance Type (starting with a "1") or use the Possible Entries icon  to select - Only the entries for which the employee is eligible for are displayed


Enter either the total time in the day's main column (i.e. "**MO 04/02**") OR the start and end times in the **From/To** columns (times must be entered in military time)

Press the Enter key

20796	Purnell D Em...	LABOR	007000000330	0010	UNASSIGN	CPFD	1005	1.30	1.30	15:00	16:30
20796	Purnell D Em...						1005	0.25		0.25	10:30 10:45
20796	Purnell D Em...						1005	0.25		0.25	14:45 15:00

Time Sheet: Data Entry View – Leave (Exception) Time

Enter the following information on separate rows for the various types of leave (exception) time (i.e. vacation, TDL, holiday, military, jury, funeral, etc...):


Pers.No. (Personnel Number)	Enter the employee's Personnel Number and press the Enter key
A/A Type (Attendance/Absence Type)	Enter the appropriate Absence Type (starting with a "7") or use the Possible Entries icon  to select - Only the entries for which the employee is eligible for are displayed

Enter either the total time in the day's main column (i.e. "**WE 04/04**") OR the start and end times in the **From/To** columns (times must be entered in military time)

LT	Pers.No.	Name	ActTyp	Rec. order	Activity	Work Ctr	Plant	A/A...	Total	WE 04/04	From	To	TH 04/05	From	To	FR 04/06	To
	20796	Purnell D Em...						7180	8	8							
	20796	Purnell D Em...						7170	16				8				8

Time Sheet: Data Entry View – Shift Differential

Enter the following information on separate rows for the various types of shift differential time (i.e. evening shift, night shift, weekend evening, etc...):

Pers.No. (Personnel Number)	Enter the employee's Personnel Number and press the Enter key
A/A Type (Attendance/Absence Type)	Enter the appropriate Attendance Type (starting with a "3") or use the Possible Entries icon  to select - Only the entries for which the employee is eligible for are displayed

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CAT2 Plant Maintenance Time Entry

Enter either the total time in the day's main column (i.e. "MO 04/02") OR the start and end times in the **From/To** columns (times must be entered in military time)


LT	Pers.No.	Name	ActTyp	Rec. order	Activity	Work Ctr	Plant	A/A...	Total	SU 04/01	MO 04/02	TU 04/03
	20796	Purnell D Em...						3311	16		8	8

Click on the Save icon  to complete the time entry process


TIME ENTRY FOR MULTIPLE EMPLOYEES


Personnel Number Selection for Fast Data Entry

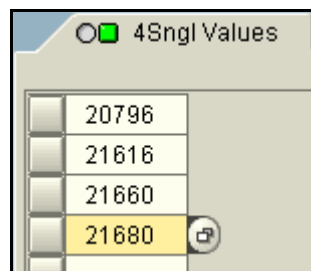
Personnel Number

Click on the Multiple Selection icon  to the far-right of this field


Multiple Selection for Personnel Number – Sngl Values Tab – Option 1

Enter individual Personnel Numbers in each of the rows, or use the Possible Entries icon  to search

TIP: You can also copy and paste Personnel Numbers into this section from other applications (i.e. Excel) by using the Upload from clipboard (paste) icon  in the lower-right side of this pop-up window

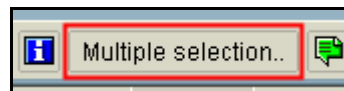


4Sngl Values	
<input type="checkbox"/>	20796
<input type="checkbox"/>	21616
<input type="checkbox"/>	21660
<input checked="" type="checkbox"/>	21680

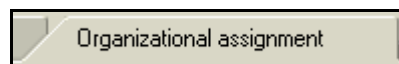
Click on the Execute icon  in the lower-left corner of this pop-up window

Multiple Selection for Personnel Number – Sngl Values Tab – Option 2

To search for and select all of your Personnel Numbers at once, click on the **Multiple selection** pushbutton in the lower-middle section of this window



Select the **Organizational assignment** tab



CAT2 Plant Maintenance Time Entry


Enter the specific search criteria which will best allow you to retrieve the list of your employees

In the example to the right, this would display all Non-exempt 40 hour (05) Staff (A) in Organization Unit 30000063.

Personnel area	<input type="text"/>
Personnel subarea	<input type="text"/>
Employee group	<input type="text" value="A"/>
Employee subgroup	<input type="text" value="05"/>
Payroll area	<input type="text"/>
Company Code	<input type="text"/>
Cost Center	<input type="text"/>
Organizational unit	<input type="text" value="30000063"/>
Organizational key	<input type="text"/>

Press the Enter key

Restrict Value Range (1) xxx Entries found

Locate your employees and click in the checkbox in the first column to select OR use the Select All Persons icon  to select the entire list

<input checked="" type="checkbox"/>	1200	0001	A	05	B1	UK00
<input checked="" type="checkbox"/>	1200	0001	A	05	B1	UK00
<input checked="" type="checkbox"/>	1200	0001	A	05	B1	UK00
<input checked="" type="checkbox"/>	1200	0001	A	05	B1	UK00
<input type="checkbox"/>	1200	0001	A	05	B1	UK00

Press the Enter key


Multiple Selection for Personnel Number – Sngl Values Tab

Click on the Execute icon  in the lower-left corner of this pop-up window

Personnel Number Selection for Fast Data Entry

Click on the Execute icon 

Time Sheet: Initial Screen

Click on the Select All Persons icon  in the Application Toolbar

Personn...	Name	P
9764	Martha Roach	1
9856	Gabriella L Queen	1
10424	Donna S Francis	1
10508	William Thomas	1

Click on the Enter Times icon  to proceed to the time sheet

INSERTING ROWS – OPTION 1


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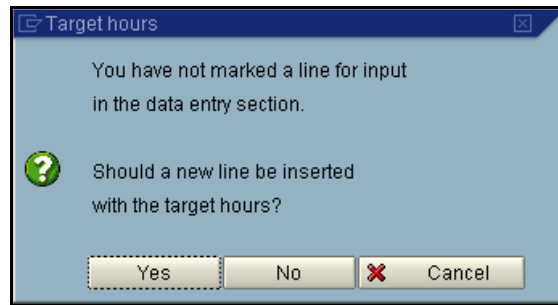
<http://myhelp.uky.edu/>

To give all employees one row simultaneously, click on the **LT** column header to select the column




Click on the Target Hours icon  in the Application Toolbar

Click on the **Yes** pushbutton in the **Target Hours** pop-up window



INSERTING ROWS – OPTION 2

Place your cursor on one employee's Personnel Number, then click on the Insert Row icon  in the Application Toolbar

INSERTING ROWS – OPTION 3

Place your cursor on one employee's Personnel Number, then right-click and select **Insert Row** from the drop-down menu

INSERTING ROWS – OPTION 4

Place your cursor on one employee's Personnel Number, and from the Menu Bar select **Edit → Edit Rows → Insert Row**


The remainder of the time entry process is the same as instructed on the previous pages of this QRC

POSSIBLE IRIS SYSTEM MESSAGES

Informational messages are coded in green.

 Your data has been saved = Time entry has been accepted.

Warning messages are coded in yellow. Press Enter to continue through them.

 Attendance/absence 11/13/2005 - 11/13/2005 during non-working period (att./abs.type 7180)

Error messages are coded in red. The issue must be resolved before going forward with the process.

11/15/2005 **E** No quota available for att./abs. 7170 for pers. no. 00000221