**Quick Reference Card - Basic**

**CAT2 Plant Maintenance Time Entry**

**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).

<table>
<thead>
<tr>
<th>Role: Authorized Personnel</th>
<th>Frequency: When needed</th>
</tr>
</thead>
</table>

**SAP Easy Access**

Click on the **Time Entry** pushbutton

**Time Sheet: Initial Screen**

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 to enter time for multiple employees.

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**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.

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

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**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.

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**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/
### Quick Reference Card - Basic

#### CAT2 Plant Maintenance Time Entry

<table>
<thead>
<tr>
<th>Pers.No. (Personnel Number)</th>
<th>Enter the employee’s Personnel Number and press the Enter key</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A/A Type</strong> (Attendance/Absence Type)</td>
<td>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</td>
</tr>
</tbody>
</table>

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... | CR0CR 807000000333-0010 | WORKSTATION | PM00 | 1650 | 0.25 | 0.25 | 10 30 | 19 45 |
| 20796 | Purnell D Em... | CR0CR 807000000333-0010 | WORKSTATION | PM00 | 1650 | 0.25 | 0.25 | 10 30 | 19 45 |

#### 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...):

<table>
<thead>
<tr>
<th>Pers.No. (Personnel Number)</th>
<th>Enter the employee’s Personnel Number and press the Enter key</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A/A Type</strong> (Attendance/Absence Type)</td>
<td>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</td>
</tr>
</tbody>
</table>

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)

| 20796 | Purnell D Em... | CR0CR 807000000333-0010 | WORKSTATION | PM00 | 1700 | 8 | 8 |
| 20796 | Purnell D Em... | CR0CR 807000000333-0010 | WORKSTATION | PM00 | 1700 | 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...):

<table>
<thead>
<tr>
<th>Pers.No. (Personnel Number)</th>
<th>Enter the employee’s Personnel Number and press the Enter key</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A/A Type</strong> (Attendance/Absence Type)</td>
<td>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</td>
</tr>
</tbody>
</table>

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

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

http://myhelp.uky.edu/
Quick Reference Card - Basic

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):

<table>
<thead>
<tr>
<th>BLT</th>
<th>Person No.</th>
<th>Name</th>
<th>ActTyp</th>
<th>Rec. order</th>
<th>Activity</th>
<th>Work Ctr</th>
<th>Plant/AV</th>
<th>Total</th>
<th>SU 04/01</th>
<th>MO 04/02</th>
<th>TU 04/03</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20796</td>
<td>Purnell D Em...</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3311</td>
<td>16</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

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.

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.

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

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

http://myhelp.uky.edu/
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.

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.

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.

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

**INSERTING ROWS – OPTION 1**
Quick Reference Card - Basic

CAT2 Plant Maintenance Time Entry

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.


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

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http://myhelp.uky.edu/