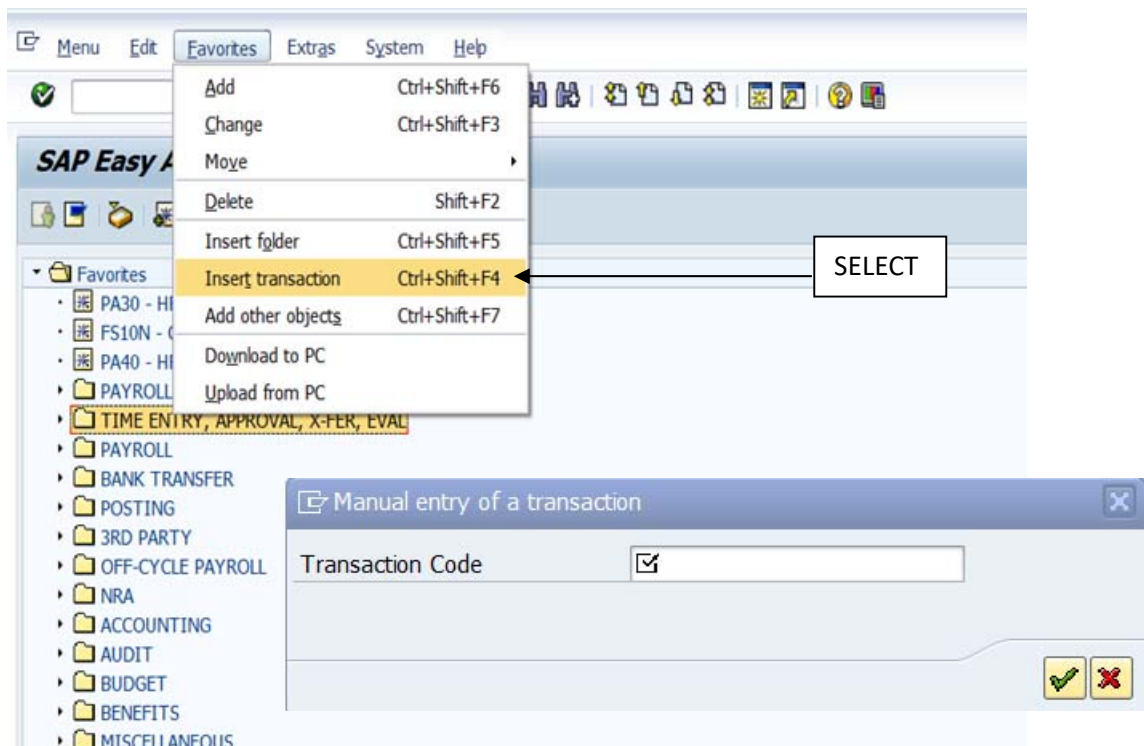


SAP Payroll – Adding Favorites

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 APPROVAL	
CAT3	-> Display time/timesheet
CATS_APPR_LITE	-> Approve 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)

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.

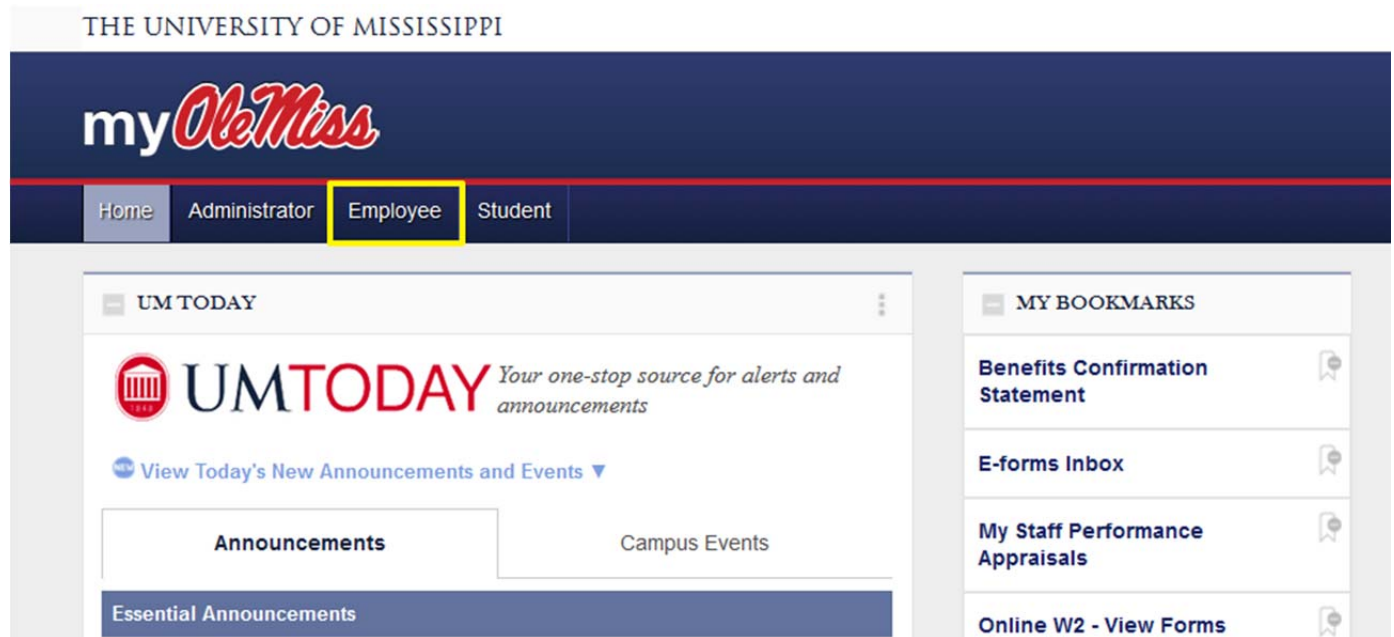
Employee Self-Service (ESS) Time Approval

Supervisors are required to utilize the Employee Self-Service interface in [myOleMiss](#) to approve eligible employees' 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 "Time Approval."

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

The displayed screen will show the [Payroll Calendar](#) above a listing of your direct reports.

NOTE: If you do not see any employee names, ensure your cursor is located in the pay period for which time has been submitted for approval.

THE UNIVERSITY OF MISSISSIPPI

Home
Administrator
Employee
Student

AUDREY FLOYD

Payroll Calendar

October 2014

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

November 2014

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

December 2014

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

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

My Direct Reports
Reporting Tree Search

Employees with Time to Approve

Refresh

Supervisor	Person	Name
FLOYD, AUDREY	00001949	FENGER, G AL JR
FLOYD, AUDREY	00027175	MANNING, KIRSTIE SHENEE
FLOYD, AUDREY	00000679	MCCLUSKEY, KATHY E
FLOYD, AUDREY	00000258	PROVENCE, CHERYL W

C

Click the personnel number for the employee whose time you wish to review and approve. Each day defaults to status "Approved." If incorrect entries exist, contact the employee prior to submission OR change the status from "Approved" to "Rejected."

THE UNIVERSITY OF MISSISSIPPI



Home Administrator **Employee** Student

AUDREY FLOYD

Payroll Calendar



1. Click the employee's personnel number.

My Direct Reports Reporting Tree Search

Employees with Time to Approve

Refresh

Supervisor	Person	Name
FLOYD, AUDREY	00001949	FENGER, G AL JR
FLOYD, AUDREY	00027175	MANNING, KIRSTIE SHENEE
FLOYD, AUDREY	00000879	MCCCLUSKEY, KATHY E
FLOYD, AUDREY	00000258	PROVENCE, CHERYL W

MCCCLUSKEY, KATHY E Year 2014/Pay Period 22 (11/09/14 - 11/23/14)

Export

View Emp. Timesheet

Approve/Reject

Date	Type	Hours	Status
11/10/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/11/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/12/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/13/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/14/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/17/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/18/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/19/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/20/2014	REGULAR SCHEDULED HOURS	8.00	Rejected
11/21/2014	VACATION LEAVE (PERSONAL)	3.00	Approved

2. If incorrect entries exist, Status may be changed to "Rejected."

You may click "View Emp. Timesheet" to display the timesheet in columnar format similar to below.

NOTE: your pop-up blocker must be disabled in order to view the timesheet.

KATHY MCCLUSKEY (679) -- 100634003A - HUMAN RESOURCES

Payroll Calendar

Legend:
 Other Open Periods (Light Blue)
 Payroll Period 22 (Current) (Yellow)
 Payroll Period 21 (Prior) (Red)
 Payroll Period 23 (Next) (Green)

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

[Export](#)

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	11/19/14	11/20/14	11/21/14	11/22/14	11/23/14	TOTAL
REGULAR SCHEDULED HOURS			0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	80.00
OVERTIME - PAID			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OVERTIME - COMP			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VACATION LEAVE (PERSONAL)			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	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	0.00	0.00	0.00	0.00	0.00	0.00
HOLIDAY PAY			0.00	0.00	0.00	0.00	0.00	0.00	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	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	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	0.00	0.00	0.00	0.00	0.00
			0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	80.00

Once you have reviewed and verified the entries, click “Approve/Reject.” Entries with the status “Approved” are complete and require no further action. Entries with the status “Rejected” will be flagged and the employee will receive an email notification prompting them to make corrections.

NOTE: if an entry is incorrect, the employee may log in and make modifications prior to supervisor’s approval/rejection.

THE UNIVERSITY OF MISSISSIPPI

myOleMiss

Home
Administrator
Employee
Student

AUDREY FLOYD

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
40	29	30	1	2	3	4	5	44	27	28	29	30	31	1	2	49	1	2	3	4	5	6	7
41	6	7	8	9	10	11	12	45	3	4	5	6	7	8	9	50	8	9	10	11	12	13	14
42	13	14	15	16	17	18	19	46	10	11	12	13	14	15	16	51	15	16	17	18	19	20	21
43	20	21	22	23	24	25	26	47	17	18	19	20	21	22	23	52	22	23	24	25	26	27	28
44	27	28	29	30	31	1	2	48	24	25	26	27	28	29	30	1	29	30	31	1	2	3	4
45	3	4	5	6	7	8	9	49	1	2	3	4	5	6	7	2	5	6	7	8	9	10	11

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

My Direct Reports Reporting Tree Search

Employees with Time to Approve

Supervisor	Person	Name
	00001949	FENGER, G AL JR
	00027175	MANNING, KIRSTIE SHENEE
FLOYD, AUDREY	00000679	MCCLUSKEY, KATHY E
FLOYD, AUDREY	00000258	PROVENCE, CHERYL W

MCCLUSKEY, KATHY E Year 2014/Pay Period 22 (11/09/14 - 11/23/14)

Date	Type	Hours	Status
11/11/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/12/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/13/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/14/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/17/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/18/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/19/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/20/2014	REGULAR SCHEDULED HOURS	8.00	Approved
11/21/2014	REGULAR SCHEDULED HOURS	8.00	Approved
		* 80.00	

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

SAP Payroll – Approve Working Times

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 approving timesheet data in SAP may not also be responsible for entering time in SAP. Your role consists of verifying that hours entered into SAP match what was submitted on the signed timesheet. In addition, you serve as a second layer to ensure the paper timesheet is complete and signed by the appropriate parties. If you receive a paper timesheet from someone who should be utilizing ESS, you should NOT approve the time in SAP. Instead, contact Payroll for instructions on how to correct the entries.

How do I approve time in SAP?

Transaction Code	CATS_APPR_LITE – Approve Working Times
 Select Variant	Select the variant “APPROVE TIME” 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.
 Unapproved Time	Verify that both the Attendance/Absence Type (A/A Type) and the number of hours each day match the entries on the timesheet. Hourly Students MUST have a designated Cost Center or Order.
 Approved Time	Click “Approve.”

To approve time that has been entered, enter CATS_APPR_LITE in the transaction line. Press enter.

Approve Working Times

OrgStructure Search Help APPROVE TIME

Period

Reporting Period

Selection Criteria

Personnel Number	<input type="text"/>	
Employment Status	<input type="text"/>	
Company Code	<input type="text"/>	
Cost Center	<input type="text"/>	

Selection of Time Sheet

Basic Data			
Task Type	<input type="text"/>	to <input type="text"/>	
Task level	<input type="text"/>	to <input type="text"/>	
Task component	<input type="text"/>	to <input type="text"/>	
Activity Type	<input type="text"/>	to <input type="text"/>	
Stat. key figure	<input type="text"/>	to <input type="text"/>	
Att./Absence type	<input type="text"/>	to <input type="text"/>	
Wage Type	<input type="text"/>	to <input type="text"/>	
Display Unit/Measure	<input type="text"/>	to <input type="text"/>	
Number (unit)	<input type="text"/>	to <input type="text"/>	
Processing status	<input type="text" value="20"/>	to <input type="text"/>	
Short Text	<input type="text"/>	to <input type="text"/>	

Receiver account assgmt

- 1) Select the variant "APPROVE TIME." This variant will populate the "Other Payroll Period."

Variant name	Short Description
APPROVE TIME	TO APPROVE TIME FOR PAYROLL
CUST RPT	CUST TIME REPORTS
OUTSTANDING	SHOWS UNAPPROVED ONLY
PPD APPROVE	To approve for PPD
STUDENT TIME	STUDENT TIME
TEST	TEST
UNAPPROVE	UNAPPROVE TIME - PR USE ONLY

- 2) **IMPORTANT: Always change the payroll period to the period you are approving.**
Enter your Time Administrator number on the line entitled "Time Recording Administrator."

Approve Working Times

OrgStructure Search Help APPROVE TIME

Payroll Period

Period: Other Payroll Period

Payroll Area: 21 12/25/2014 - 01/08/2015

Period: 1 2015

Selection Criteria

Personnel Number: [] []

Employment Status: [] []

Employee group: [] []

Cost Center: [] []

Time Recording Administrator: [] []

Selection of Time Sheet

Basic Data

Task Type: [] to []

Task level: [] to []

Task component: [] to []

Activity Type: [] to []

Stat. key figure: [] to []

Att./Absence type: [] to []

Wage Type: [] to []

Display Unit/Measure: [] to []

Number (unit): [] to []

Processing status: 10 to 60

Short Text: [] to []

Receiver account assgmt

Sender Account Assignment

Data Sources

3) Click “Execute” or (F8).

The next screen will show a list of attendances and absences that have been entered into SAP, as well as the processing status of timesheet data for a specified pay period. A yellow triangle indicates a processing status of “Unapproved,” and a green stopwatch indicates a processing status of “Approved.”

Approve Working Times														
Empl./appl.name	Pers.N...	Date	Stat	Σ	Number	MU	A/ATy...	Rec. CCtr	Receiver Order	ValBa...	Created on	Time	Created by	Last change
FENGER, G AL JR	1949	01/02/2014	▲		7.000	H	AHRS	100634003A		35.67	01/02/2014	16:22:01	AFENGER1	01/09/2014
	1949	01/03/2014	▲		5.000	H	AHRS	100634003A		35.67	01/03/2014	14:26:38	AFENGER1	01/09/2014
	1949	01/07/2014	▲		3.000	H	AHRS	100634003A		35.67	01/07/2014	11:52:26	AFENGER1	01/09/2014
	1949	01/08/2014	▲		6.500	H	AHRS	100634003A		35.67	01/08/2014	18:20:26	AFENGER1	01/09/2014
FENGER, G AL JR					■		21.500 H							
JONES, CLAYTON...	878	01/02/2014	▲		8.000	H	VACA				01/06/2014	08:00:15	CJONES1	01/06/2014
	878	01/03/2014	▲		8.000	H	VACA				01/06/2014	08:00:15	CJONES1	01/06/2014
JONES, CLAYT...					■		16.000 H							
MANNING, KIRSTI...	27175	01/02/2014	▲		7.000	H	STUW	100634003A		7.40	01/09/2014	08:04:34	MMULLEN1	01/09/2014
	27175	01/03/2014	▲		7.250	H	STUW	100634003A		7.40	01/09/2014	08:04:34	MMULLEN1	01/09/2014
	27175	01/06/2014	▲		6.170	H	STUW	100634003A		7.40	01/09/2014	08:04:34	MMULLEN1	01/09/2014
	27175	01/07/2014	▲		7.080	H	STUW	100634003A		7.40	01/09/2014	08:04:34	MMULLEN1	01/09/2014
	27175	01/08/2014	▲		2.500	H	STUW	100634003A		7.40	01/09/2014	08:04:34	MMULLEN1	01/09/2014
MANNING, KIRS...					■		30.000 H							
					■		67.50... H							

Verify that both the Attendance/Absence type (A/A Type) and the hours entered match the entries on each employees’ timesheet. To approve, you may highlight each row individually and click “Approve” one by one. Alternatively, you may highlight all entries at once by putting your cursor on the first row and dragging down to the last row. Click “Approve.”

Approve Working Times														
Empl./appl.name	Pers.N...	Date	Status	Σ	Number	MU	A/ATy...	Rec. CCtr	Receiver Order	ValBa...	Created on	Time	Created by	Last change
FENGER, G AL JR	1949	01/02/2014	🕒		7.000	H	AHRS	100634003A		35.67				
	1949	01/03/2014	🕒		5.000	H	AHRS	100634003A		35.67				
	1949	01/07/2014	🕒		3.000	H	AHRS	100634003A		35.67				
	1949	01/08/2014	🕒		6.500	H	AHRS	100634003A		35.67				
FENGER, G AL JR					■		21.500 H							
JONES, CLAYTON...	878	01/02/2014	🕒		8.000	H	VACA							
	878	01/03/2014	🕒		8.000	H	VACA							
JONES, CLAYT...					■		16.000 H							
MANNING, KIRSTI...	27175	01/02/2014	🕒		7.000	H	STUW	100634003A		7.40				
	27175	01/03/2014	🕒		7.250	H	STUW	100634003A		7.40				
	27175	01/06/2014	🕒		6.170	H	STUW	100634003A		7.40				
	27175	01/07/2014	🕒		7.080	H	STUW	100634003A		7.40				
	27175	01/08/2014	🕒		2.500	H	STUW	100634003A		7.40				
MANNING, KIRS...					■		30.000 H							
					■		67.50... H							

Once you have verified that the entries match each employees' timesheet and approved each line, click "Back" (F3). Initial each paper timesheet that you approved in SAP.

If you discover an error, **do NOT approve the entry**. Return the timesheet to the Time Administrator responsible for time entry and ask them to make the correction.

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.

As a final check to ensure that all the time for your department has been approved, you may select a variant called "OUTSTANDING-SHOWS UNAPPROVED ONLY." Change the payroll period number, enter your Time Administration number, and click Execute. This will display only employees who have unapproved time.

Approve Working Times

OrgStructure Search Help APPROVE TIME

Payroll Period

Period: Other Payroll Period

Payroll Area: 21 12/25/2014 - 01/08/2015

Period: 1 2015

Selection Criteria

Personnel Number [] []

Employment Status [] []

Company Code [] []

Cost Center [] []

Time Recording Administrator [] []

Selection of Time Sheet

Basic Data

Task Type [] to [] []

Task level [] to [] []

Task component [] to [] []

Activity Type [] to [] []

Stat. key figure [] to [] []

Att./Absence type [] to [] []

Wage Type [] to [] []

Display Unit/Measure [] to [] []

Number (unit) [] to [] []

Processing status: 20 to [] []

Short Text [] to [] []


SAP Payroll – Display Timesheet Data

This report allows the time administrator responsible for APPROVAL of paper timesheets to view timesheet data – whether entered via Employee Self-Service or through the SAP GUI.

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

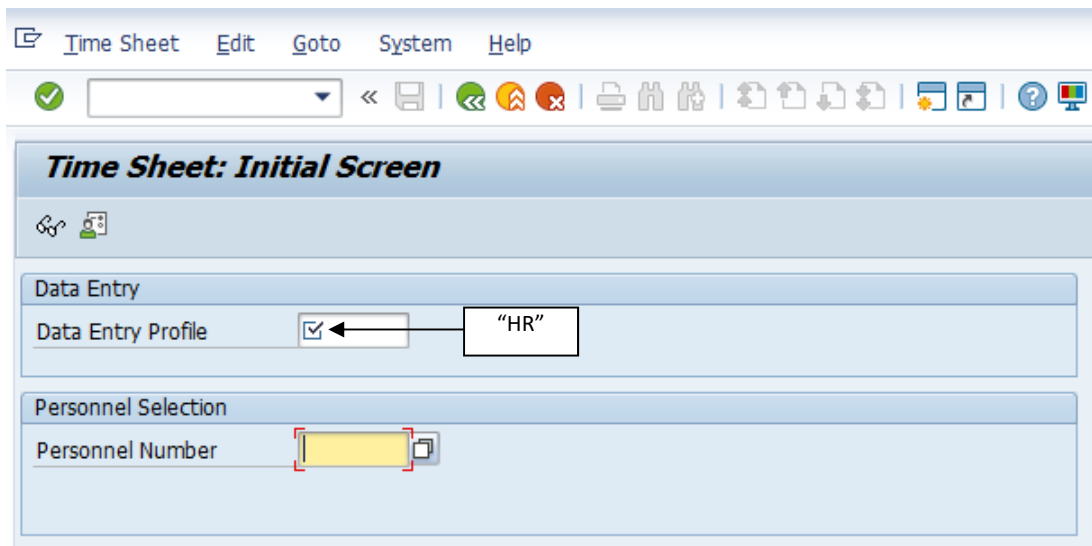
Eligible employees are required to utilize the Employee Self-Service (ESS) interface in myOleMiss to submit their attendances and absences for payroll.

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	CAT3 – Display Working Times
Data Entry Profile	Type “HR.” Press enter/return
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.

To view employee timesheets, enter CAT3 on the transaction line. Press enter.

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
5 – Student
4 – Temp/Non-eligible

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

Personnel Selection

Personnel Number

Time Administrator Number

Personnel Number	Name	Pe...	Su...	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

Personnel Number	Name	Pe...	Su...	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 CL
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