

Occasionally the need will arise for HR Administrators to manually enter or approve time for an employee. This can be accomplished in SAP, with written permission. All supervisors should be encouraged to utilize the delegation option in MSS, so that the manual entry option should be rare. Delegation and additional supervisor tools are on the Martin- Gatton [CAFE Supervisor Resources](#) page.

### **Time Entry**

- Select transaction CAT2
- Select the appropriate *Data Entry Profile*, the key date (the begin date of the pay period), and the employee’s personnel number. Then <Enter>

**Time Sheet: Initial Screen**

Data Entry  
Data Entry Profile → Z\_ESS\_BW Time Entry - No Cost Allocation  
Key date → 04/30/2014

Personnel Selection  
Personnel Number → 12121212

- Select the appropriate Attendance/Absence Type, record the hours, and save the entries.

**Time Sheet: Data Entry View**

Personnel Number  
Data Entry Period 04/27/2014 - 05/03/2014

Worklist

Send. CCtr	Send.Bus.Proc.	ActTyp	Send.order	Item	Sender fund	SdrFncArea	Sender Grant

Data Entry Area

LT	A/AType	Total	SU 04/27	MO 04/28	TU 04/29	WE 04/30	TH 05/01	FR 05/02
		40	0	0	8	8	8	8
		0	0	0	0	0	0	0
1005				7.5	7.5	7.5	7.5	7.5

### **Time Approval**

#### **Option 1**

- If the supervisor will be approving the time via MSS, then send a reminder that the time should be appearing as a task in their [MSS workflow](#).

#### **Option 2**

- If you will be approving the time, with permission, on the supervisor’s behalf, then navigate to the SAP transaction CATS\_APPR\_LITE.
- Choose the correct reporting period by clicking on the drop-down menu.
- Enter the employee’s personnel number.
- Scroll to the bottom of the screen and check the “Immediate transfer to HR” box. Execute.

**Approve Working Times**

OrgStructure Search Help AG ADMIN BW AP

**Payroll Period**

Period: 1 Current Payroll Period

Payroll Area: B1 04/06/2014 - 04/19/2014

Period: 9 2014

**Selection Criteria**

Personnel Number: 12121212

Employment Status: [ ]

Company Code: [ ]

Cost Center: [ ]

**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	

Receiver account assgmt

Sender Account Assignment

Data Sources

**Approval of Time Sheet**

Send notification of rejection

Immediate transfer to HR

Time that is awaiting approval will be displayed.

- Review the time for accuracy. If everything looks correct, click, and highlight the lines, and click on the approve icon.

**Approve Working Times**

Empl./Appl. Name	Date	Status	Number	MU	A/A type
	02/08/2013	△	7.500	H	1005
	02/07/2013	△	7.500	H	1005
	02/06/2013	△	7.500	H	1005
	02/05/2013	△	7.500	H	1005
	02/04/2013	△	7.500	H	1005
	02/01/2013	△	5.500	H	1005
	01/31/2013	△	7.500	H	1005
	01/30/2013	△	7.500	H	1005
	01/29/2013	△	7.500	H	1005
	01/28/2013	△	7.500	H	1005

The time should now be approved and transferred.

**Verifying Time Transfer**

- Select transaction ZVERXFER
- Choose the correct reporting period.
- Enter the employee’s personnel number.
- Select both “Display Transferred Time” and “Display Time Not Transferred.” Then Execute.

This will display the time recorded for the employee for the selected period.

- Scroll to the left to view when the time was approved. The last column will display “yes” if the time was transferred, and “no” if it was not transferred.
- If the report indicates that the time was not approved, return to cats\_appr\_lite. If the report indicates that the time was not transferred, then process a “repeat transfer” with transaction ZCAT6. Then rerun ZVERXFER, to verify that the time transferred.