

# Internet Time Sheet



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## Icons

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## Internet Time Sheet

### Use

Employees can use the *Record Working Time* Internet Application Component (IAC) to record their own working times in the Internet/intranet.

The *SAP Time Sheet* is a standardized, cross-application tool for recording the times of both internal and external employees. You do not, therefore, need to have any specific SAP component installed to be able to use Time Sheet functions.

Advantages for employees:

- Data entry regardless of location or time
- Fewer administrative steps
- Easy to use

Advantages for the employer:

- No graphical user interface (GUI) installation required
- Requires only an HTML (Internet) browser
- Minimizes administrative workload
- Enables decentralized data entry

### Prerequisites

- The *Time Sheet* must be set up.
- You must have created personnel numbers in the SAP System for the employees who are to record data.
- Employees have been assigned SAP Enterprise HR Self-Service (EHR) users.
- Employees have each been assigned a specific data entry profile, which they use to enter their working times. This profile determines the data entry process and the layout of the time sheet. For the Internet Application Component, you can use the data entry profile *ESS*, which has been designed to meet the special requirements of Employee Self-Service. For more information, see the Implementation Guide for the *Time Sheet*.

### Authorizations

The SAP System includes a standard role containing all of the necessary authorizations.

### Standard settings

The *Communication* infotype (0105) enables you to link an SAP user with a personnel number.

**See also:**

[Assigning SAP Users to Personnel Numbers \[Seite 8\]](#)

The user parameter *CVR* enables you to assign a predefined data entry profile to a user. If you do not maintain this user parameter, the system uses the default data entry profile *ESS*.

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## Internet Time Sheet

### Features

Depending on the settings for your data entry profile, you can use the following functions:

#### Entering hours, clock times, quantities, monetary amounts, and confirmation information

In addition to recording hours, and if necessary clock times, you can also use the Time Sheet to enter numbers of pieces or quantities and amounts . By showing the details of a record, you can enter confirmation information on a network or on an internal or sales order.

#### Changing the data entry period

You call the time sheet for a particular key date. If necessary, you can change the key date in the time sheet and go to a previous or future data entry period.

#### Selecting a data entry profile

If you record working times using more than one data entry profile, you can provide several data entry profiles for selection.

#### Copying data from the previous period

You can copy the working time attributes from the previous period if they are the same as the ones for the current period. Then you only need to enter the hours or to check the copied hours.

#### Integrating a worklist

You can display a worklist. This work area can contain planning data from Logistics or working time attributes that have already been entered, for example.

You can copy data from the worklist to the data entry section.

#### Using default values

The system can automatically read important working time attributes, such as the sender cost center, the controlling area, or the activity type from the employee's HR master record.

#### Search function for working time attributes

For the majority of the working time attributes, you can use a search function to display a list of possible entries for the fields where you enter this data.

#### Checking your entries

You can use this function to check your entries without having to import the data to the SAP System.

#### Saving and releasing data for approval or for transfer to the target components

You can save the recorded data with the status *In process* or release the data for approval by choosing *Save and release*.

### Modification Options

The service name of this Internet Application Component is *CATW*. You can find all of the relevant data under the service name in the [SAP@Web Studio \[Extern\]](#).

### Constraints

In contrast to the Time Sheet in the SAP System, this IAC has the following constraints:

- You can enter data for one personnel number only each time the service is called.
- You cannot enter long texts

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**Assigning an SAP User ID to a Personnel Number**

## Assigning an SAP User ID to a Personnel Number

### Use

You can assign an SAP user ID to a personnel number using the *Communication* infotype (0105), subtype *System user name* (0001).

### Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*
2. Enter a personnel number.
3. In the *Direct selection* section, enter 0105 in the *Infotype* field, and 0001 in the *Subtype (Sty)* field.
4. In the *Communication* section, enter the SAP user ID in the *ID/number* field.

### Result

You have assigned an SAP user ID to a personnel number.



## Example: Recording Working Times

### Recording working times

Peter Miller is a field service employee who wants to record his working times. He accesses the company intranet and selects the *Record Working Time* Internet Application Component. He then enters the attendance or absence type, the sender and receiver cost centers, and the number of hours he worked. To assist him with entering this information, he can use either the default values proposed or the search function.

### Saving working times

Peter saves his working times in the current system and releases them at a later time.

### Saving and releasing working times for approval

Peter now wants to release his working times for approval. He chooses *Save and release*.

### Approval denied

Peter's personnel officer does not approve his working times. The next time Peter calls the time sheet in the Internet, the rejected hours are highlighted. He corrects the hours and releases them again for approval.

### Approval granted

Peter's personnel officer approves the corrected data. The data is written to the interface tables ready for transfer to the target components.

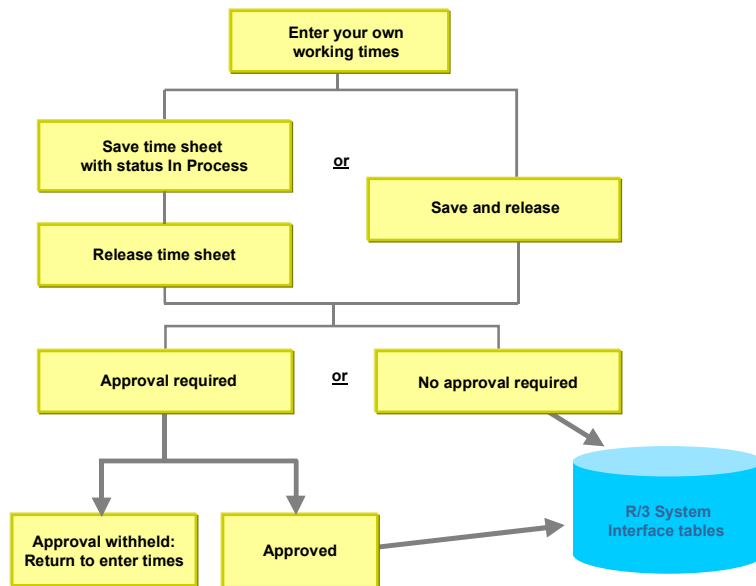
## Process for the Entry of Working Times

## Process for the Entry of Working Times

### Purpose

You can use the Internet Application Component (IAC) *Internet Time Sheet* to record your own working times.

### Process flow

**See also:**

[Example: Recording Working Times \[Seite 9\]](#)

## Recording Working Times

1. Select the [data entry period \[Seite 12\]](#) you require.
2. If you do not want to use the current data entry profile to record your working times, select a different [data entry profile \[Seite 13\]](#).
3. Enter the required [working time attributes \[Seite 14\]](#).

The system may propose default values. You can overwrite them if necessary.

If a worklist is displayed, you can [copy data from the worklist \[Seite 20\]](#).

4. Record your working times. If you want to enter [clock times \[Seite 17\]](#) and [confirmation information \[Seite 16\]](#), choose *Show all details*. You can also use this function to display a record's [processing status \[Seite 18\]](#) and, if necessary, [rejection reason \[Seite 18\]](#).

See also:

[Copying Data from the Previous Period \[Seite 19\]](#)

[Switching Between Weekday Display and Date Display \[Seite 15\]](#)

5. [Check \[Seite 21\]](#) your entries.
6. Save your data.
7. If you want to release your data for approval, choose *Save and release*.  
If an error message appears, correct your entries and save them again.
8. If you would like a written record of the times you have recorded, you can [print your time sheet \[Seite 22\]](#).

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**Changing the Data Entry Period**

## Changing the Data Entry Period

You can go to a previous or future data entry period by **scrolling in the calendar**.

1. To scroll to a previous data entry period, choose *Previous*.
2. To scroll to a future data entry period, choose *Next*.

Alternatively you can **enter a date** to go directly to a specific data entry period.

3. Overwrite the key date.
4. Choose *Goto*.

**Back to:** [Recording Working Times \[Seite 11\]](#)

## Selecting a Data Entry Profile

If you record your working times using more than one data entry profile, you can choose between different data entry profiles.

1. In the *Data entry profile* section, the current data entry profile is displayed.
2. Choose one of the data entry profiles available for selection.
3. Continue entering your working times.

**Back to:** [Recording Working Times \[Seite 11\]](#)

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**Finding Working Time Attributes**

## Finding Working Time Attributes

1. Position the cursor on the field for which you want to display the list of possible entries.
2. Choose the magnifying glass icon in the header column of the field.
3. Enter your search criteria on the following screen.
4. Choose *Find*.

The system displays the selected objects in a list.

5. From the object list, you can select an entry to copy to the time sheet.

**Back to:** [Recording Working Times \[Seite 11\]](#)

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**Switching Between Weekday Display and Date Display**

## Switching Between Weekday Display and Date Display

You can switch between the *Date*, *Weekday*, and *Weekday/Date* display variants for the field headers in the data entry section.

Choose *Wkday/date* until the required display variant appears.

**Back to:** [Recording Working Times \[Seite 11\]](#)

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**Entering Information on a Confirmation**

## Entering Information on a Confirmation

1. Choose *Show all details*.

The system shows the detail fields for each day in the data entry period.

If you want to show the detail fields for one day only, choose the arrow icon located under the relevant weekday/date.

2. Enter your confirmation information.
3. Save your entries.
4. If necessary, choose *Hide all details* so that the detailed information is no longer displayed.

**Back to:** [Recording Working Times \[Seite 11\]](#)



## Entering Clock Times

1. Choose *Show all details*.

The system shows the fields for entering clock times and other detail fields for each day in the data entry period.

If you want to show the clock-time and detail fields for one day only, choose the arrow icon located under the relevant weekday/date.

2. Enter your clock times.

You do not need to enter the number of hours. The system calculates this automatically.

3. Save your entries.

4. If necessary, choose *Hide all details* so that the clock-time and detail fields are no longer displayed.

**Back to:** [Recording Working Times \[Seite 11\]](#)

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**Displaying the Processing Status and Rejection Reason**

## Displaying the Processing Status and Rejection Reason

1. If you want to view the processing status and rejection reason for a record that has been rejected, choose *Show all details*.  

The system shows the processing status and rejection reason for each day of the data entry period.

If you want to show the processing status and rejection reason for one day only, choose the arrow icon located under the relevant weekday/date.
2. Check the processing status and rejection reason.
3. If necessary, choose *Hide all details* so that the processing status and rejection reason are no longer displayed.

**Back to:** [Recording Working Times \[Seite 11\]](#)

## Copying Data from the Previous Period

1. Choose *Copy previous period*.

The system enters the working time attributes and, if necessary, hours from the previous period.

If you had already entered data for the current period, the data from the previous period is added to the data for the current period.

You can only copy working times from the previous period if the previous period lies immediately before the current data entry period.

2. Enter the number of hours worked, or correct the number of hours copied from the previous period.

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**Copying Data from the Worklist**

## Copying Data from the Worklist

1. In the worklist, select the rows you want to copy to the data entry section.
2. Choose *Copy row(s)*.  
The system copies the relevant rows from the worklist to the data entry section.  
Depending on your settings, the hours may also be copied.
3. Check the data that has been copied and correct it if necessary.

**Back to:** [Recording Working Times \[Seite 11\]](#)

## Checking Entries

1. Choose *Check entries*.

The system checks the data entered. If errors are found, they are displayed in a table.

2. If necessary, correct your entries.

**Back to:** [Recording Working Times \[Seite 11\]](#)

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**Printing Time Sheets**

## Printing Time Sheets

1. Choose *Print*.

A print preview displaying the time sheet data for the selected period appears.

2. Print the print preview using your browser.
3. Choose *Back*.

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