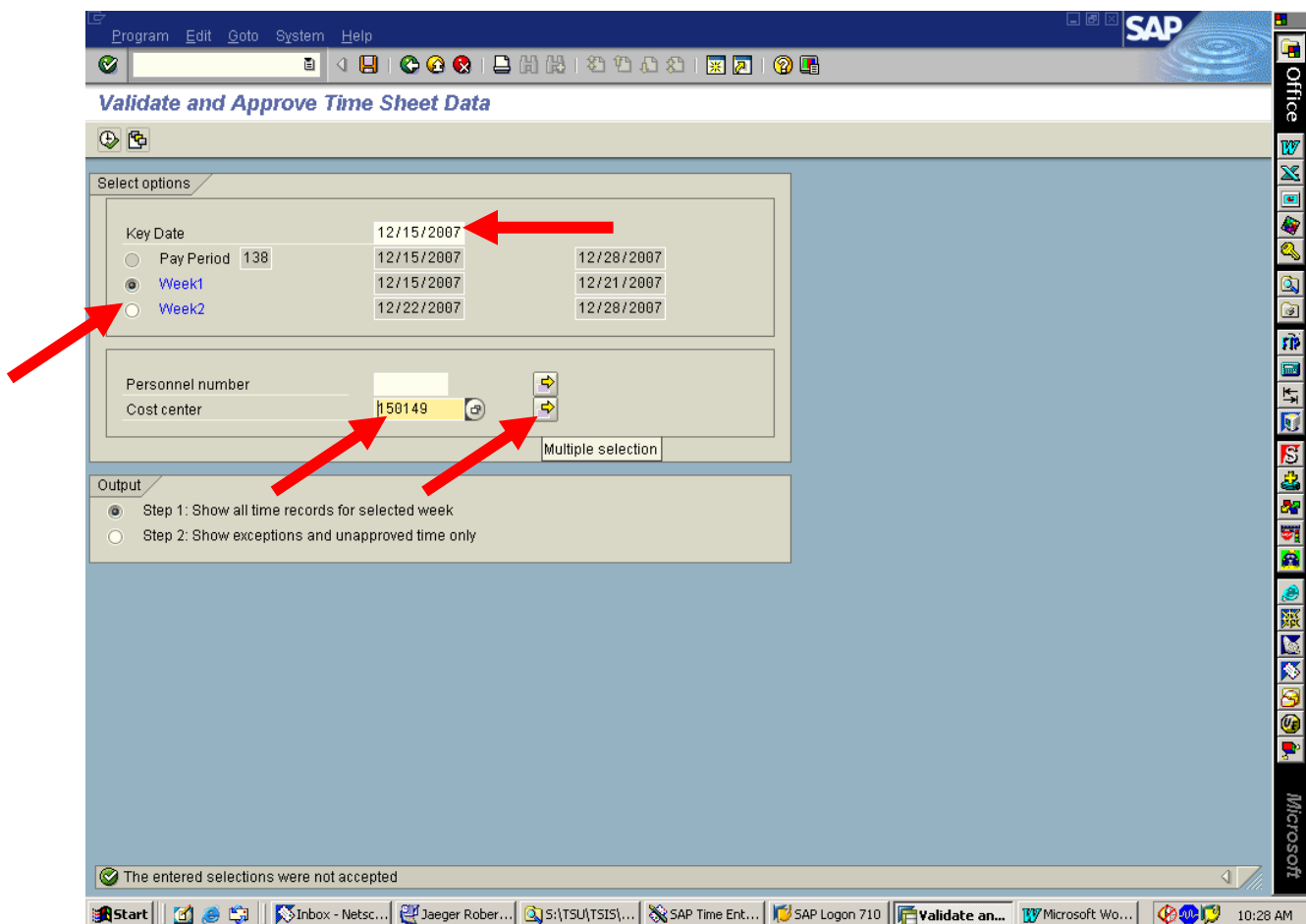


SAP Time Entry: Payroll Release Process – Quality Assurance February 4, 2008

This process should be followed approximately three (3) hours prior to the SAP time entry required release time, which is customarily at 5:00 p.m. on Monday evenings. This process has been initiated to ensure that all time entered by personnel and approved by supervisors has been released in SAP. This process is not intended to identify employees who have not turned in time sheets, to identify time sheets that have not been approved by supervisors, or to check that any compensatory time, overtime, or adverse weather make up time has prior approval, which are all the responsibility of individual supervisors.

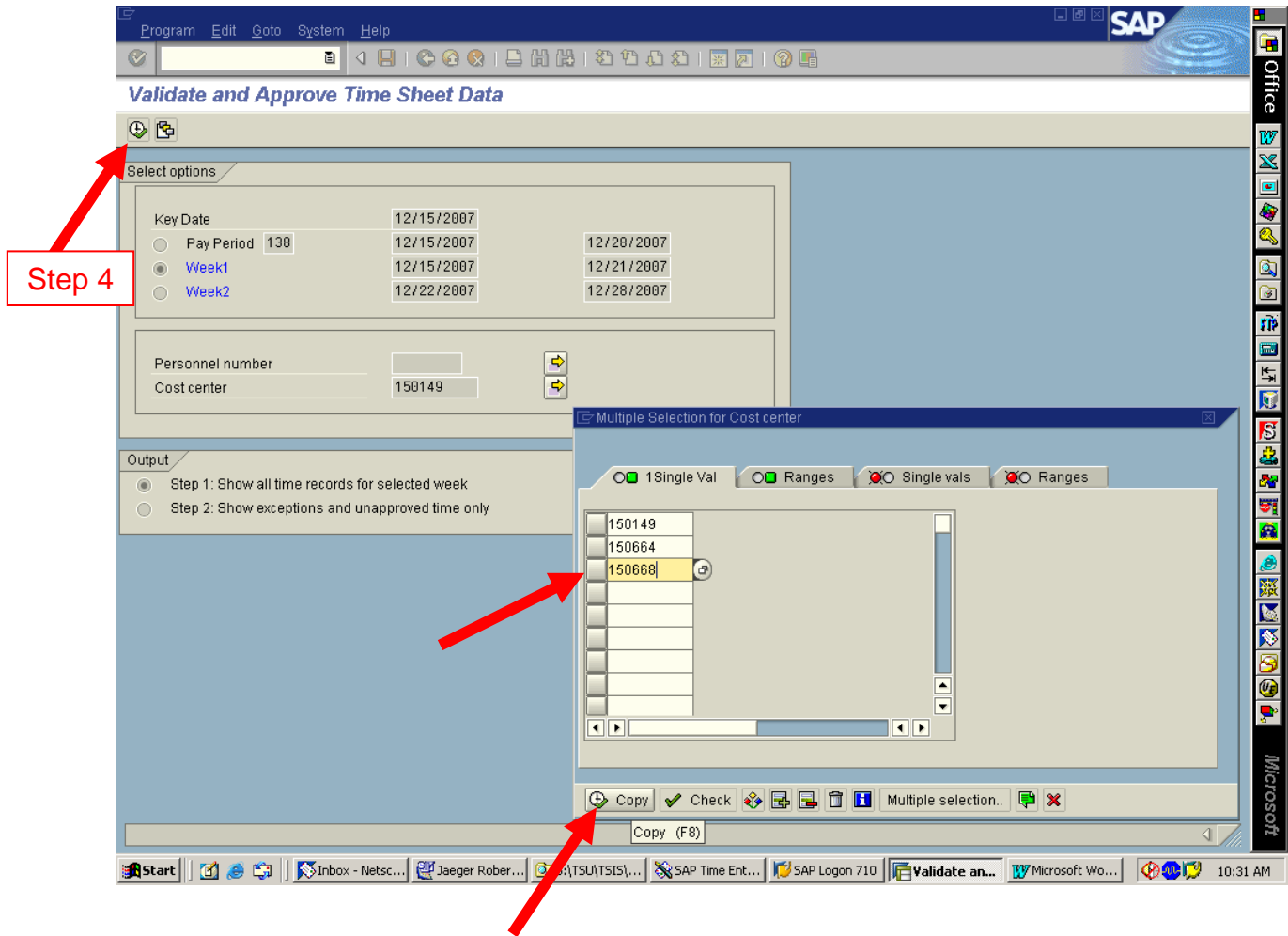
Step 1 – Open the SAP “R3 PRD – Production” system and open the ZCAPS transaction.

Step 2 – Enter the Key Date for the week you are checking (the Saturday date of the beginning of the pay period), select the appropriate week number (1 or 2), enter cost center 150149, and click on “multiple selection” for additional cost centers.



Step 3 – Add cost centers 150664 and 150668 to the list and select “Copy”.

Step 4 – Click on “Execute”.



Step 5 – If the “Time approval status” column has any yellow triangles, then this time needs to be released. If the “Status” column has a red triangle instead of a green check mark, then the time for these individuals will not be released by the system (the reason for the discrepancy should be stated in the “Description” column).

The screenshot shows the SAP interface for 'Validate and Approve Time Sheet Data'. The window title is 'Week 1 of Pay Period 138 -- From 12/15/2007 To 12/21/2007'. The table below lists employee data with columns for Status, Time approval status, Cost center, Employee, Employee name, Total Time, and Description. Red arrows highlight specific data points: one points to a red triangle in the 'Status' column for employee 1506592, another points to a yellow triangle in the 'Time approval status' column for employee 1506592, and a third points to a yellow triangle in the 'Time approval status' column for employee 1508788. A status bar at the bottom indicates 'Number of employees selected: 000079'.

Status	Time approval status	Cost center	Employee	Employee name	Total Time	Description
✓	▲	150664	1512186	Shawn Aaron Troy	40.00	No exceptions found
✓	▲		1513072	Lisa Norris Avery	40.00	No exceptions found
✓	▲		1513247	Wafae W Hennein	40.00	No exceptions found
✓	▲		1514543	Brad Douglas Robinson	40.00	No exceptions found
✓	▲		1514764	Samuel Devon Coleman	40.00	No exceptions found
✓	▲		1515044	Carrie Louise Simpson	40.00	No exceptions found
✓	▲		1515787	Jason Bryan Schronce	40.00	No exceptions found
✓	▲		1515880	Tammy Ann Germiller	40.00	No exceptions found
✓	▲		1516638	Joshua Philip Wortman	40.00	No exceptions found
✓	▲		1517669	Phillip Lee Washington	40.00	No exceptions found
✓	▲		1517754	Memory Washaya	40.00	No exceptions found
✓	▲		1519143	Tahir Hameed	40.00	No exceptions found
✓	▲		1519226	Wasan Abdul Baki Alkaisi	40.00	No exceptions found
✓	▲	150668	1500460	Eleanore Benning Williams	40.00	No exceptions found
✓	▲		1501775	ROGER D HAWKINS	40.00	No exceptions found
✓	▲		1502377	David Banister Morton	40.00	No exceptions found
✓	▲		1502726	David Bryan Phipps	40.00	No exceptions found
✓	▲		1503382	Alfred Leroy Grandy	40.00	No exceptions found
✓	▲		1505169	James Alvin Hamrick	40.00	No exceptions found
✓	▲		1506446	T L Turnage	40.00	No exceptions found
▲	▲		1506592	Rebecca Nance Shropshire	36.00	Week 1 hours less than 40
✓	▲		1508740	L N Stallings	40.00	No exceptions found
▲	▲		1508788	Vance Emory Barham	36.00	Week 1 hours less than 40
✓	▲		1510398	Judy Anne Hart	40.00	No exceptions found
✓	▲		1510847	Laura Rogers Moore	40.00	No exceptions found

Step 6 – Highlight all employees in our unit who need to have their time released (yellow triangle in the “Time approval status” column) AND have a green check mark in the "Status" column. This can be done by clicking on the gray box to the left of each row while holding down the control (“Ctrl”) button. Click on the “Approve Time” button to release the payroll.

The screenshot shows the SAP 'Validate and Approve Time Sheet Data' interface. The window title is 'Validate and Approve Time Sheet Data'. Below the title bar, there is a toolbar with an 'Approve Time' button highlighted by a red arrow. The main area displays a table for 'Week 1 of Pay Period 138 -- From 12/15/2007 To 12/21/2007'. The table has columns for Status, Time approval status, Cost center, Employee, Employee name, Total Time, and Description. The 'Status' column contains green checkmarks, and the 'Time approval status' column contains yellow triangles. A status bar at the bottom indicates 'Number of employees selected: 000079'. The taskbar at the bottom shows various open applications including 'Inbox - Ne...', 'Jaeger Ro...', 'S:\TSUITS...', 'SAP Time ...', 'SAP Logon...', 'Validate ...', and 'Microsoft ...'.

Status	Time approval status	Cost center	Employee	Employee name	Total Time	Description
✓	▲	150149	1500261	Gregory Samuels Whitfield	40.00	No exceptions found
✓	▲		1500290	Andrew Nils Good	40.00	No exceptions found
✓	▲		1500466	Kelvin Julius Peele	40.00	No exceptions found
✓	▲		1500512	Donald Charles Arthur	40.00	No exceptions found
✓	▲		1500789	John Connelly Button	40.00	No exceptions found
✓	▲		1501244	Gregory Allen Fuller	40.00	No exceptions found
✓	▲		1501459	John Ashley Stephenson	40.00	No exceptions found
✓	▲		1502069	Vickie Lynn Embry	40.00	No exceptions found
✓	▲		1502401	Teresa Moore Hopkins	40.00	No exceptions found
✓	▲		1503548	Sharon Lee Hughes	40.00	No exceptions found
✓	▲		1503651	Beverly Diane Wilkins	40.00	No exceptions found
✓	▲		1504029	Brian G Murphy	40.00	No exceptions found
✓	▲		1504666	Milton Irving Dean	40.00	No exceptions found
✓	▲		1504687	Anthony Dean Wyatt	40.00	No exceptions found
✓	▲		1505183	David Dean Galloway	40.00	No exceptions found
✓	▲		1505214	Renee Brown Roach	40.00	No exceptions found
✓	▲		1505762	Percy Haywood Daughtry	40.00	No exceptions found
✓	▲		1506541	Joel Clayton Cranford	40.00	No exceptions found
⚠	▲		1506566	Richard Noble Aycock	34.00	Week 1 hours less than 40
✓	▲		1507243	Troy Sherman Finn	40.00	No exceptions found
✓	▲		1507496	Mary Pate Butler	40.00	No exceptions found
✓	▲		1507734	Claudia Ray Speed	40.00	No exceptions found
✓	▲		1508162	Ricky Alan Mason	40.00	No exceptions found
✓	▲		1508892	Kenneth Warren Ivey	40.00	No exceptions found
✓	▲		1510114	Brenda Simpson Jackson	40.00	No exceptions found
✓	▲		1510834	James Kevin Lacy	40.00	No exceptions found

Step 7 – Click on the pink line.

The screenshot shows the SAP 'General Hierarchy Display' window. The title bar includes 'Object Edit Goto Utilities System Help' and the SAP logo. Below the title bar is a toolbar with icons for 'Line' and 'Subtree'. The main content area displays 'Approval run of' for the date '02/04/2008'. A tree view shows a folder 'Persons of' with a pink header row containing the dates '01/26/2008 - 02/01/2008'. A red arrow points to this pink header row. Below the header is a list of employees with their IDs, names, and various status icons. The list includes:

Employee ID	Name	Status 1	Status 2	Status 3	Status 4	Status 5	Status 6	Status 7	Status 8
01500789	John Connelly Button	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01502069	Vickie Lynn Embry	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01502401	Teresa Moore Hopkins	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01503651	Beverly Diane Wilkin	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01504029	Brian G Murphy	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01504687	Anthony Dean Wyatt	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01505183	David Dean Galloway	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01505214	Renee Brown Roach	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01505782	Percy Haywood Daught	OO	45.00	45.00	45.00	45.00	45.00	40.00	40.00
01507243	Troy Sherman Finn	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01507496	Mary Pate Butler	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01508162	Ricky Alan Mason	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01510948	Tony Wu Yang Ku	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01511048	J F Permar	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01511593	Jacqueline Diane Joh	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01512912	Kelly Lynn Becker	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00
01513157	Scott Michael Collie	OO	48.00	48.00	48.00	48.00	48.00	50.00	50.00
01513469	Brian Keith Mayhew	OO	40.00	40.00	40.00	40.00	40.00	40.00	40.00

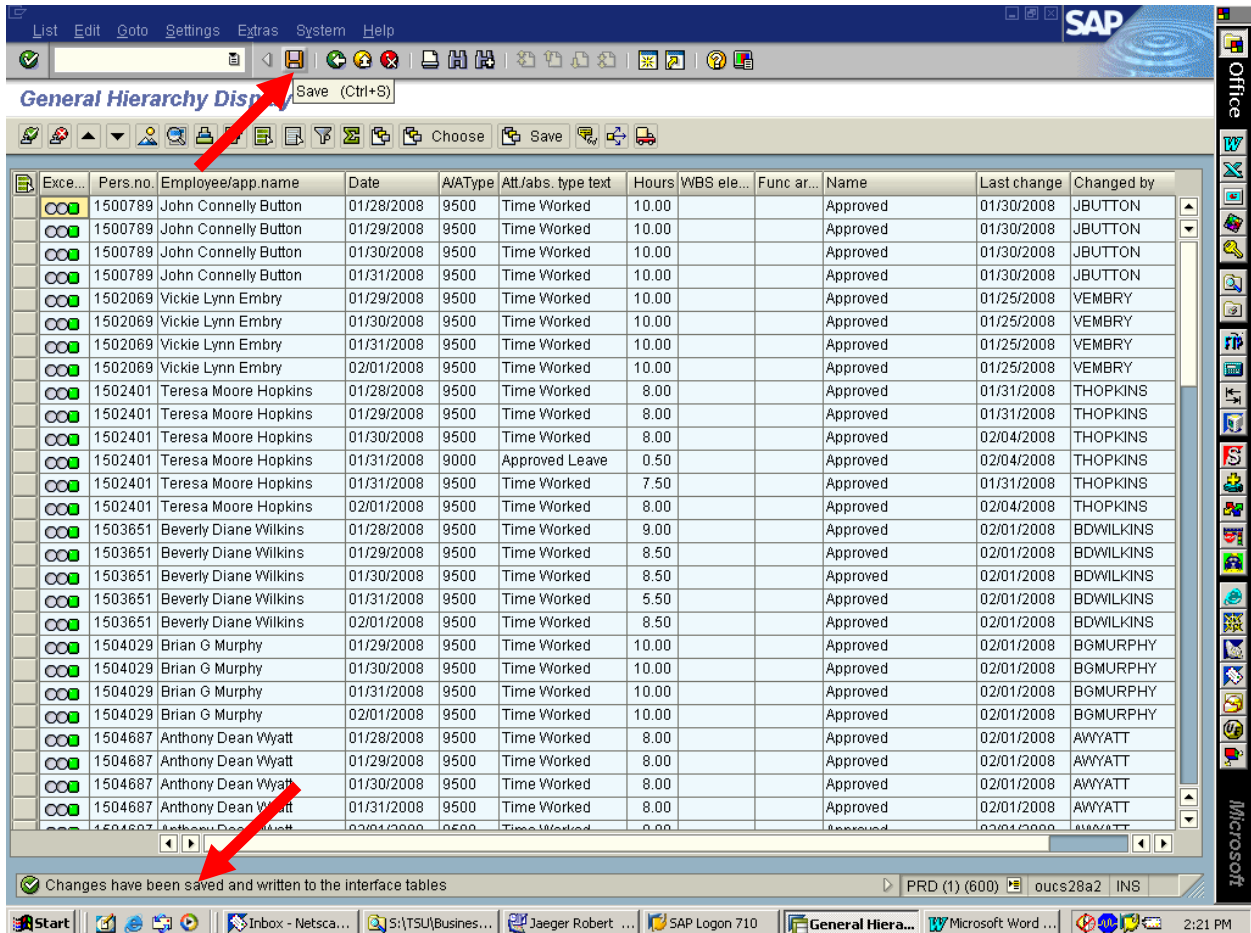
The taskbar at the bottom shows the Start button, several open applications including 'Inbox - Netscap...', 'S:\TSU\TSIS\Pa...', 'Jaeger Robert ...', 'SAP Logon 710', 'General Hierar...', and 'Microsoft Word ...'. The system clock shows '2:08 PM'.

Step 8 – Select all entries, and click on the “Approve” button (notice that all the yellow triangles have now changed to green squares).

The screenshot shows the SAP 'General Hierarchy Display' window. The toolbar contains several icons, with two red arrows pointing to the 'Approve (Shift+F2)' icon and the 'Select all' icon. The main window displays a table of employee time entries. The table has the following columns: Employee/app.name, Date, A/AType, Att./abs. type text, Hours, WBS elem., Func area, Name, Last change, and Changed by. The entries are listed for various employees including John Connelly Button, Vickie Lynn Embry, Teresa Moore Hopkins, Beverly Diane Wilkins, Brian G Murphy, and Anthony Dean Wyatt, with dates ranging from 01/28/2008 to 01/31/2008. The 'Name' column contains status messages like 'Released for approval'. The 'Changed by' column lists names like JBUTTON, VEMBRY, THOPKINS, and AWWYATT.

Employee/app.name	Date	A/AType	Att./abs. type text	Hours	WBS elem.	Func area	Name	Last change	Changed by
1500789 John Connelly Button	01/28/2008	9500	Time Worked	10.00			Released for approval	01/30/2008	JBUTTON
1500789 John Connelly Button	01/29/2008	9500	Time Worked	10.00			Released for approval	01/30/2008	JBUTTON
1500789 John Connelly Button	01/30/2008	9500	Time Worked	10.00			Released for approval	01/30/2008	JBUTTON
1500789 John Connelly Button	01/31/2008	9500	Time Worked	10.00			Released for approval	01/30/2008	JBUTTON
1502069 Vickie Lynn Embry	01/29/2008	9500	Time Worked	10.00			Released for approval	01/25/2008	VEMBRY
1502069 Vickie Lynn Embry	01/30/2008	9500	Time Worked	10.00			Released for approval	01/25/2008	VEMBRY
1502069 Vickie Lynn Embry	01/31/2008	9500	Time Worked	10.00			Released for approval	01/25/2008	VEMBRY
1502069 Vickie Lynn Embry	02/01/2008	9500	Time Worked	10.00			Released for approval	01/25/2008	VEMBRY
1502401 Teresa Moore Hopkins	01/28/2008	9500	Time Worked	8.00			Released for approval	01/31/2008	THOPKINS
1502401 Teresa Moore Hopkins	01/29/2008	9500	Time Worked	8.00			Released for approval	01/31/2008	THOPKINS
1502401 Teresa Moore Hopkins	01/30/2008	9500	Time Worked	8.00			Released for approval	02/04/2008	THOPKINS
1502401 Teresa Moore Hopkins	01/31/2008	9000	Approved Leave	0.50			Released for approval	02/04/2008	THOPKINS
1502401 Teresa Moore Hopkins	01/31/2008	9500	Time Worked	7.50			Released for approval	01/31/2008	THOPKINS
1502401 Teresa Moore Hopkins	02/01/2008	9500	Time Worked	8.00			Released for approval	02/04/2008	THOPKINS
1503651 Beverly Diane Wilkins	01/28/2008	9500	Time Worked	9.00			Released for approval	02/01/2008	BDWILKINS
1503651 Beverly Diane Wilkins	01/29/2008	9500	Time Worked	8.50			Released for approval	02/01/2008	BDWILKINS
1503651 Beverly Diane Wilkins	01/30/2008	9500	Time Worked	8.50			Released for approval	02/01/2008	BDWILKINS
1503651 Beverly Diane Wilkins	01/31/2008	9500	Time Worked	5.50			Released for approval	02/01/2008	BDWILKINS
1503651 Beverly Diane Wilkins	02/01/2008	9500	Time Worked	8.50			Released for approval	02/01/2008	BDWILKINS
1504029 Brian G Murphy	01/29/2008	9500	Time Worked	10.00			Released for approval	02/01/2008	BGMURPH
1504029 Brian G Murphy	01/30/2008	9500	Time Worked	10.00			Released for approval	02/01/2008	BGMURPH
1504029 Brian G Murphy	01/31/2008	9500	Time Worked	10.00			Released for approval	02/01/2008	BGMURPH
1504029 Brian G Murphy	02/01/2008	9500	Time Worked	10.00			Released for approval	02/01/2008	BGMURPH
1504687 Anthony Dean Wyatt	01/28/2008	9500	Time Worked	8.00			Released for approval	02/01/2008	AWYATT
1504687 Anthony Dean Wyatt	01/29/2008	9500	Time Worked	8.00			Released for approval	02/01/2008	AWYATT
1504687 Anthony Dean Wyatt	01/30/2008	9500	Time Worked	8.00			Released for approval	02/01/2008	AWYATT
1504687 Anthony Dean Wyatt	01/31/2008	9500	Time Worked	8.00			Released for approval	02/01/2008	AWYATT

Step 9 – Very important! Click on the “Save” button to save the released payroll to the system. If successful, a message will appear at the bottom of the screen stating “Changes have been saved and written to the interface tables”.



Step 10 – Contact the supervisor of any employee who has a red triangle in the “Status” column (see step 5) and has not had their time released. Once the issue is corrected, repeat steps 6 through 9 to release and save the corrected payroll. Click on the “Back” button (green ball with a left facing white arrow) four times to return to the main SAP page.