

SAP Time Entry: Time Entry Process for Field Personnel (ZTE1 Re-Write) February 20, 2008

Field personnel should follow this process when entering their time into SAP. Field personnel are considered to be any individual in the following cost centers: 150662, 150663, 150665, 150666, 150667, and 150668.

Part 1 – NOTES

Note A – There will be one ZTE1 time entry item (called a “job”) for each WBS/AA Type/Day showing time charged. In the following example, there will be a total of 12 jobs.

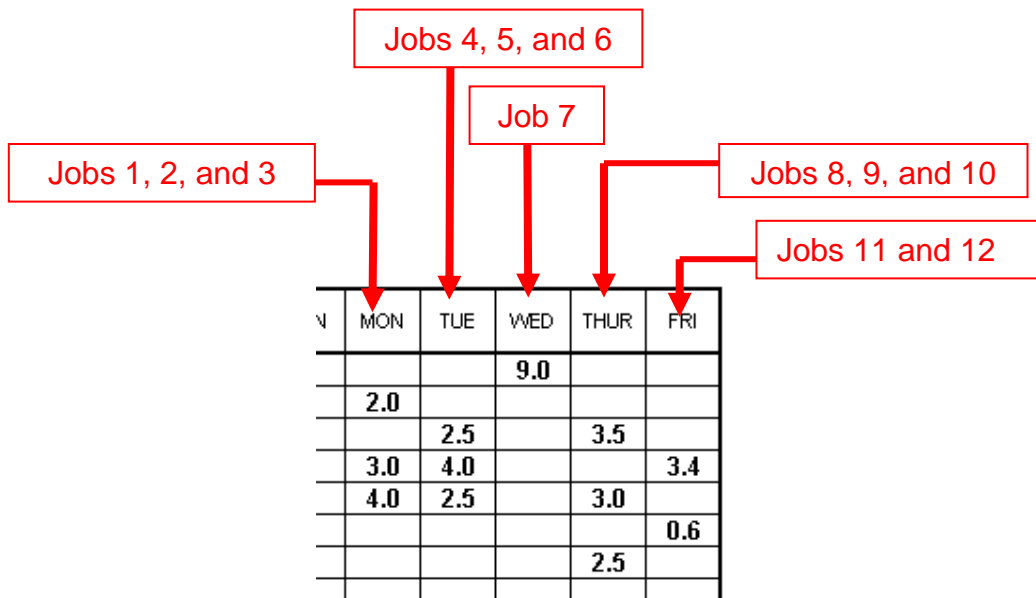
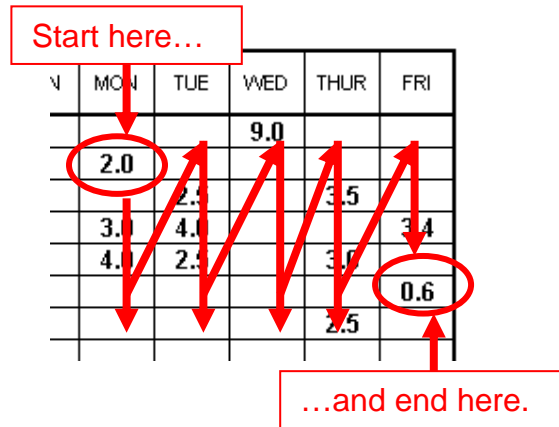
**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
FIELD PAYROLL TIMESHEET**

Name: Hamrick, Jimmy Pay Period: 403
 Saturday Date: 01/12/08 Week#: 1
 Personnel No.: 1505169 Friday Date: 01/18/08 Overtime Status: 5
 Cost Center: 150668 County Code: 92

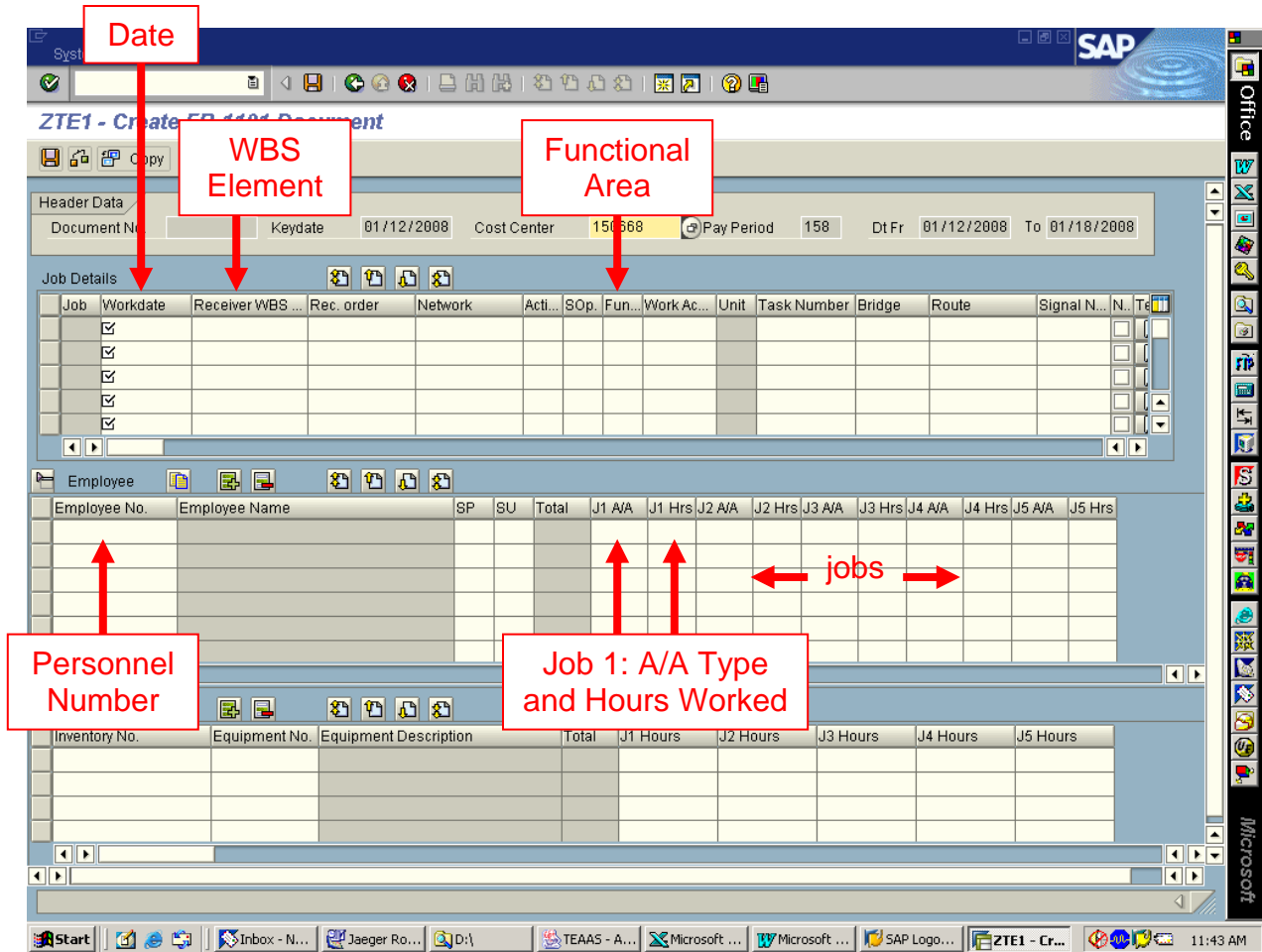
Act. Type	WBS Element	Internal Order	Network	Act	SOp	A/A Type (time code)	Func Area	SP	CB	SU	TOTAL	SAT	SUN	MON	TUE	WED	THUR	FR
	34263.1.1					9500	2060				9.0					9.0		
	34479.1.1					9500	2060				2.0			2.0				
	36283.15.1					9500	2080				6.0				2.5		3.5	
	36283.15.10					9500	2080				10.4			3.0	4.0			3.4
	36283.15.5					9500	2080				9.5			4.0	2.5		3.0	
						9500					0.6							0.6
						9000					2.5						2.5	
Total:											40.0	0.0	0.0	9.0	9.0	9.0	9.0	4.0

Twelve (12) separate time charges = 12 jobs

Note B – Time entry jobs are entered into ZTE1 by starting at the topmost cell in the leftmost column that has charged time. Enter jobs by moving down the column. Once that column has been entered into ZTE1, move right to the next column with time, and enter the job starting with the topmost cell with charged time.



Note C – ZTE1 time entry jobs are a combination of rows and columns in both the “Job Details” and “Employee” windows. The rows in the first two columns of the “Job Details” window will be populated with the date of the time worked, the WBS element the time is being charged to (if any), and the Functional Area (Function Code). Only the first row in the “Employee” window will be populated, but this row will contain the employee’s personnel number and specific A/A types and hours charged to each job in the “Job Details” window.



Note D – The “Equipment” window (at the bottom of the screen) is not currently used by the Traffic Engineering and Safety Systems Branch.

Note E – Each ZTE1 document only allows a maximum of ten (10) jobs. If you have more than ten (10) jobs, then you will have to create additional ZTE1 documents for the same pay period week.

Note F – Each job (row) in the “Job Details” window must pair up with the appropriate job information (columns) in the “Employee” window.

The screenshot shows the SAP ZTE1 - Create FR-1101 Document window. The 'Job Details' table is as follows:

Job	Workdate	Receiver WBS	Rec. order	Network	Acti	SOp	Fun...	Work Ac...	Unit	Task Number	Bridge	Route	Signal N...	N...	Te
1	01/14/2008	34479.1.1					2060		HR						
2	01/14/2008	36283.15.10					2080		HR						
3	01/14/2008	36283.15.5					2080		HR						
4	01/15/2008	36283.15.1					2080		HR						
5	01/15/2008	36283.15.10					2080		HR						

The 'Employee' table is as follows:

Employee No.	Employee Name	SP	SU	Total	J1 A/A	J1 Hrs	J2 A/A	J2 Hrs	J3 A/A	J3 Hrs	J4 A/A	J4 Hrs	J5 A/A	J5 Hrs
1505169	James Alvin Hamric			15.50	9500	2.00	9500	3.00	9500	4.00	9500	2.50	9500	4.00

Act. Type	WBS Element	Internal Order	Network	Act	SOp	A/A Type (time code)	Func Area	SP	CB	SU	TOTAL	SAT	SUN	MON	TUE	WED	THUR	FRI
	34263.1.1					9500	2060				9.0					9.0		
	34479.1.1					9500	2060				2.0			2.0				
	36283.15.1					9500	2080				6.0				2.5		3.5	
	36283.15.10					9500	2080				10.4			3.0	4.0			3.4
	36283.15.5					9500	2080				9.5			4.0	2.0		3.0	
						9500					0.6							0.6
						9000					2.5						2.5	

Note H – No WBS elements or function codes will be displayed on the SAP time sheet.

**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
FIELD PAYROLL TIMESHEET**

Page 1 of 1

Name: James Alvin Hamrick **Pay Period:** 403 **Week #:** 1
Social Sec. No.: XXXXX5278 **Saturday Date:** 01/12/2008
Personnel No.: 1505169 **Friday Date:** 01/18/2008
Cost Center: 150668 **Overtime Status:** 5

WBS Element	Rec. Order	Func Area	A/A Type	SP	SAT	SUN	MON	TUE	WED	THUR	FRI	Total
			9000							2.50		2.50
			9500				9.00	9.00	9.00	6.50	4.00	37.50

Part 2 – STEPS

Step 1 – Generate your FR-01 D time sheet (Excel spreadsheet).

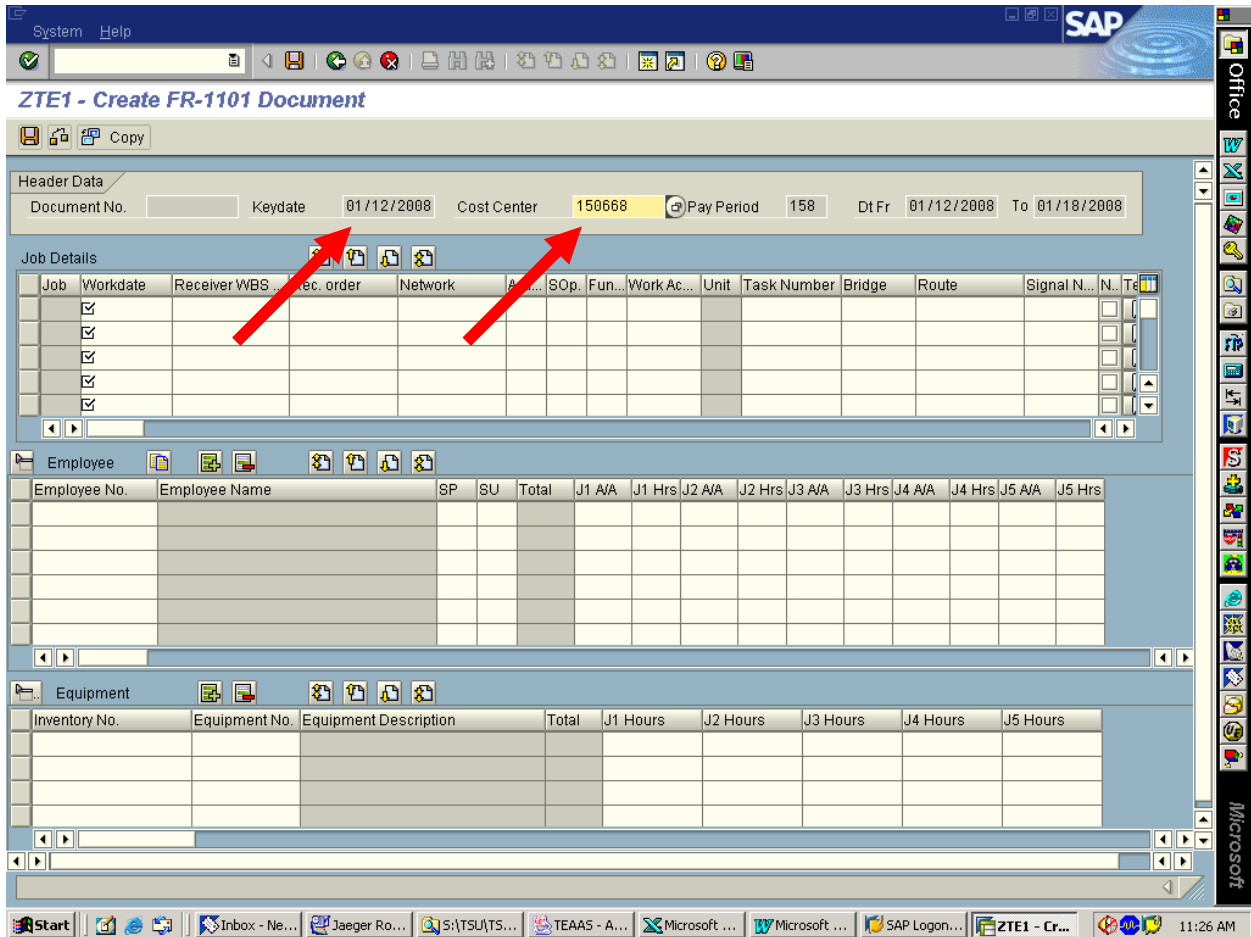
**NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
FIELD PAYROLL TIMESHEET**

Name: **Hamrick, Jimmy** Pay Period: **403**
 Saturday Date: **01/12/08** Week#: **1**
 Personnel No.: **1505169** Friday Date: **01/18/08** Overtime Status: **5**
 Cost Center: **150668** County Code: **92**

Act. Type	WBS Element	Internal Order	Network	Act	SOp	A/A Type (time code)	Func Area	SP	CB	SU	TOTAL	SAT	SUN	MON	TUE	WED	THUR	FRI
	34263.1.1					9500	2060				9.0					9.0		
	34479.1.1					9500	2060				2.0			2.0				
	36283.15.1					9500	2080				6.0				2.5		3.5	
	36283.15.10					9500	2080				10.4			3.0	4.0			3.4
	36283.15.5					9500	2080				9.5			4.0	2.5		3.0	
						9500					0.6							0.6
						9000					2.5						2.5	
Total:											40.0	0.0	0.0	9.0	9.0	9.0	9.0	4.0

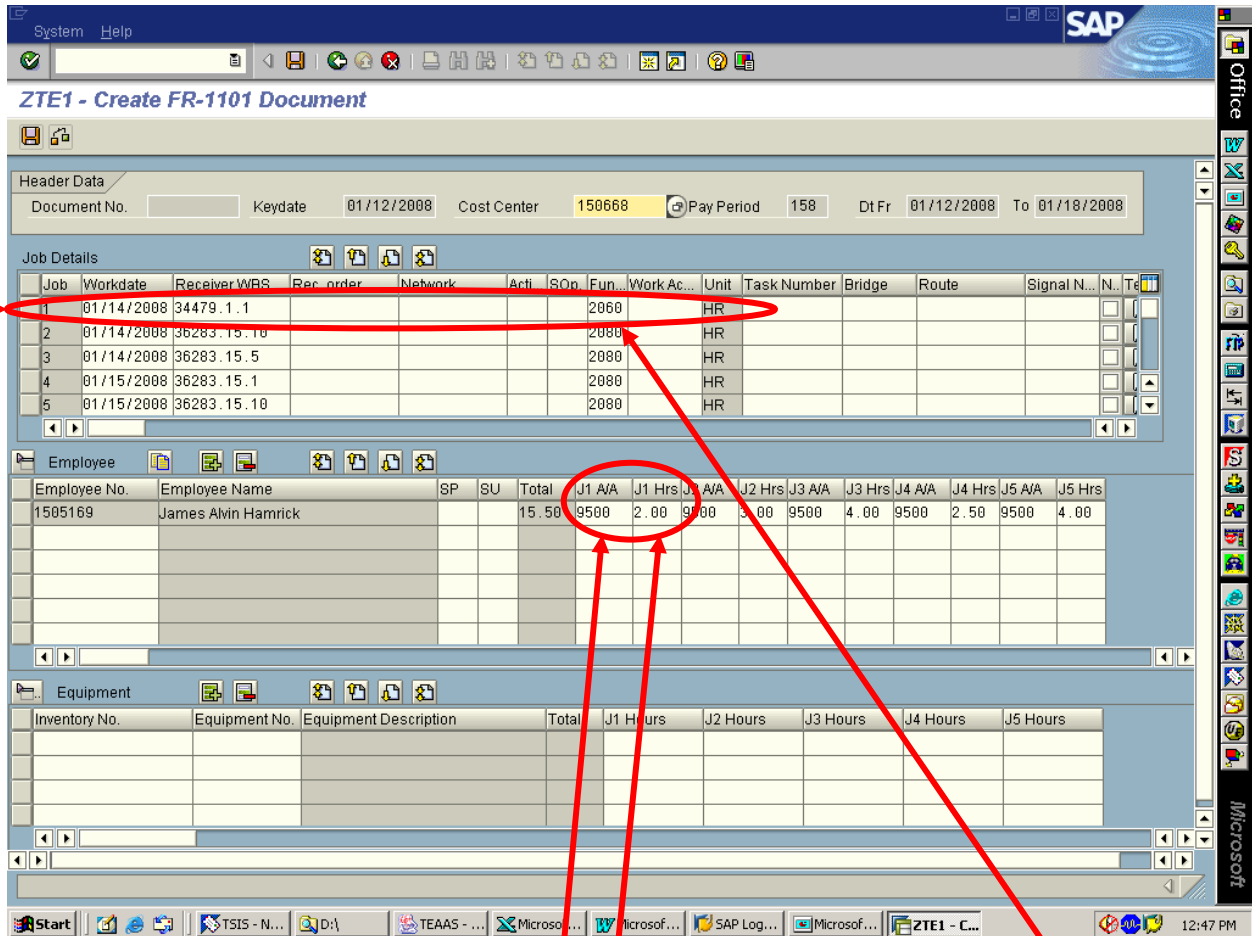
Step 2 – Open the SAP “R3 PRD – Production” system and open the ZTE1 (Create FR-1101) transaction.

Step 3 – Enter the Key Date for the week you are entering time for (the Saturday date of the beginning of the pay period) and enter your cost center in the appropriate boxes, and press the “Enter” key.



Step 4 – Enter up to the first five (5) jobs into both the “Job Details” (date, WBS element, and Functional Area code) and “Employee” (personnel number, A/A Type, and hours worked) windows and press “Enter”.

Example: Job 1



A/A Type

Function Code

WBS (if any)

Hours

Act. Type	WBS Element	Internal Order	Network	Act	SOp	A/A Type (time code)	Func Area	SP	CB	SU	TOTAL	SAT	SUN	MON	TUE	WED	THUR	FRI
	34263.1.1					9500	2060				9.0							
	34479.1.1					9500	2060				2.0			2.0				
	36283.15.1					9500	2080				6.0				2.5		3.5	
	36283.15.10					9500	2080				10.4			3.0	4.0		3.0	3.4
	36283.15.5					9500	2080				9.5			4.0	2.5		3.0	
						9500					0.6							0.6
						9000					2.5						2.5	

Example: Job 5

System Help SAP

ZTE1 - Create FR-1101 Document

Header Data
 Document No. _____ Keydate 01/12/2008 Cost Center 150668 Pay Period 158 Dt Fr 01/12/2008 To 01/18/2008

Job Details

Job	Workdate	Receiver WBS ...	Rec. order	Network	Acti...	SOp.	Fun...	Work Ac...	Unit	Task Number	Bridge	Route	Signal N...	N...	Te
1	01/14/2008	34479.1.1					2060		HR						
2	01/14/2008	36283.15.10					2080		HR						
3	01/14/2008	36283.15.5					2080		HR						
4	01/15/2008	36283.15.1					2080		HR						
5	01/15/2008	36283.15.10					2080		HR						

Employee

Employee No.	Employee Name	SP	SU	Total	J1 A/A	J1 Hrs	J2 A/A	J2 Hrs	J3 A/A	J3 Hrs	J4 A/A	J4 Hrs	J5 A/A	J5 Hrs
1505169	James Alvin Hamrick			15.50	9500	2.00	9500	3.00	9500	4.00	9500	2.50	9500	4.00

Equipment

Inventory No.	Equipment No.	Equipment Description	Total	J1 Hours	J2 Hours	J3 Hours	J4 Hours	J5 Hours

Act. Type	WBS Element	Internal Order	Network	Act	SOp	A/A Type (time code)	Func Area	SP	CB	SU	TOTAL	SAT	SUN	MON	TUE	WED	THUR	FRI
	34263.1.1					9500	2060				9.0					9.0		
	34479.1.1					9500	2060				2.0		2.0					
	36283.15.1					9500	2080				6.0						3.5	
	36283.15.10					9500	2080				10.4			3.0	4.0			3.4
	36283.15.5					9500	2080				9.5			4.0	2.5			3.0
						9500					0.6							0.6
						9000					2.5							2.5

Function Code

Hours

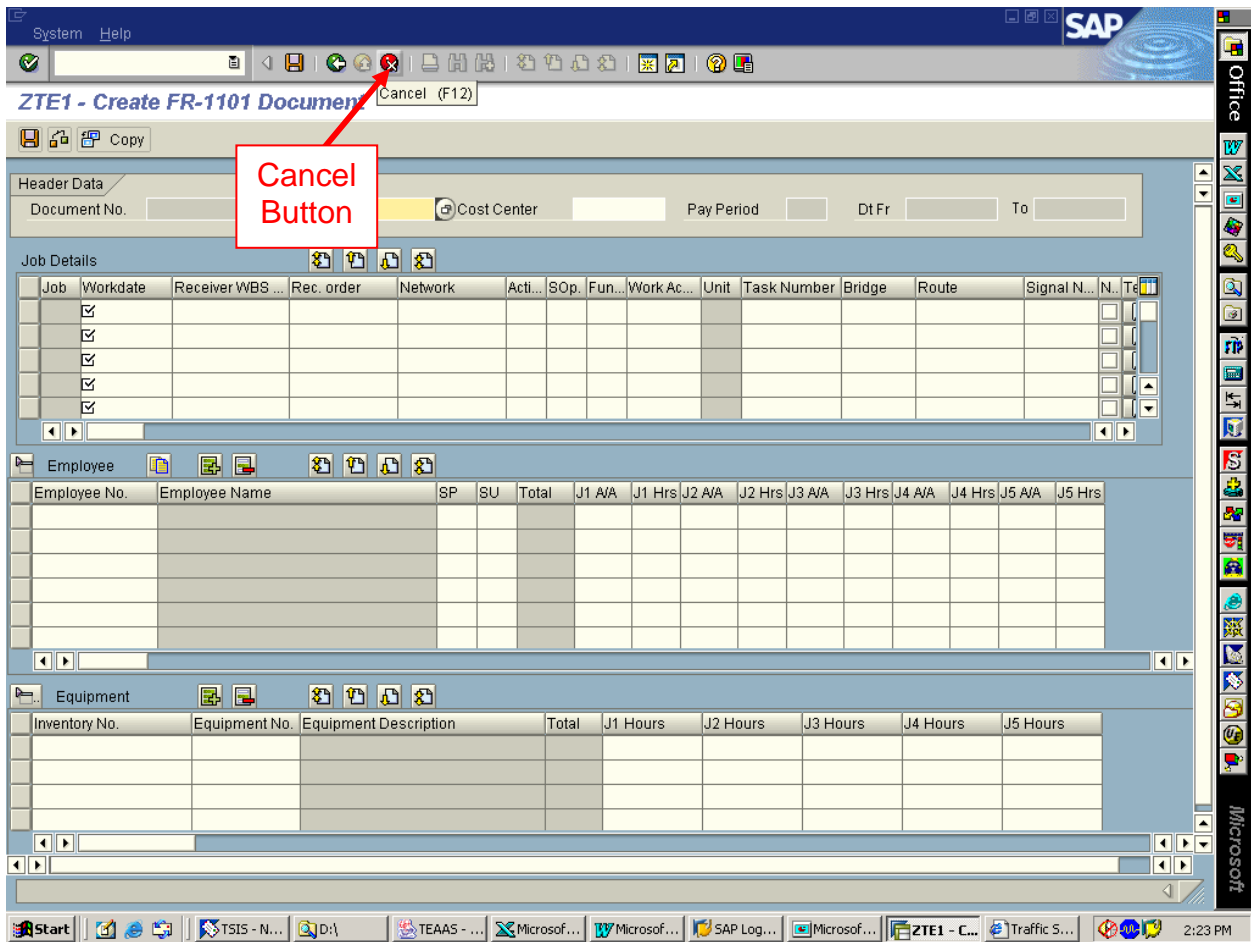
WBS (if any)

A/A Type

Step 5 – If you have more than five (5) jobs, use the tab bar to tab down. Enter up to an additional five (5) jobs (see Step 4 and Note F for additional information). Otherwise, go to Step 6.

The screenshot displays the SAP Time Entry interface for document ZTE1. The window title is "ZTE1 - Create FR-1101 Document". The header data shows a document number, keydate of 01/12/2008, cost center 150668, and pay period 158. The Job Details table lists five jobs (6-10) with columns for Job, Workdate, Receiver WBS, Rec. order, Network, Act., S.O.P., Fun..., Work Ac..., Unit, Task Number, Bridge, Route, Signal N..., N., and Te. A red box labeled "Tab bar" points to the navigation controls of the Job Details table. Below the Job Details table is the Employee table, which shows data for James Alvin Hamrick (Employee No. 1505169) with columns for Employee No., Employee Name, SP, SU, Total, J6 A/A, J6 Hrs, J7 A/A, J7 Hrs, J8 A/A, J8 Hrs, J9 A/A, J9 Hrs, J10 A/A, and J10 Hrs. The Equipment table is also visible at the bottom, with columns for Inventory No., Equipment No., Equipment Description, Total, J6 Hours, J7 Hours, J8 Hours, J9 Hours, and J10 Hours. The taskbar at the bottom shows the Start button and several open applications, including TSIS, TEAAS, Microsoft Office, SAP Logon, and the current ZTE1 document window. The system clock shows 1:05 PM.

Step 8 – When you have completed time entry, click on the “Cancel” button to return to the main SAP screen and menu.



Step 10 – Make whatever corrections/changes need to be made and click the “Save” button when finished.

The screenshot displays the SAP Time Entry interface for document ZTE2 - Change FR-110. The window title is 'ZTE2 - Change FR-110' and the document number is 2000334644. The keydate is 01/12/2008, and the cost center is 150668. The pay period is 158, with dates from 01/12/2008 to 01/18/2008.

Job Details Table:

Job	Workdate	Receiver WBS ...	Rec. order	Network	Acti...	SOp.	Fun...	Work Ac...	Unit	Task Number	Bridge	Route	Signal N...	N...	Te
1	01/18/2008	36283.15.10					2080		HR						
2	01/18/2008														

Employee Table:

Employee No.	Employee Name	SP	SU	Total	J1 A/A	J1 Hrs	J2 A/A	J2 Hrs	J3 A/A	J3 Hrs	J4 A/A	J4 Hrs	J5 A/A	J5 Hrs
1505169	James Alvin Hamrick			3.00	9500	3.40	9500	0.60						

Equipment Table:

Inventory No.	Equipment No.	Equipment Description	Total	J1 Hours	J2 Hours	J3 Hours	J4 Hours	J5 Hours

Red arrows in the image point to the 'Save (Ctrl+S)' button in the top toolbar and the 'J1 Hrs' field in the Employee table, which contains the value 3.40.

Step 11 – Click on the green check mark (Continue/Enter) to return to the main SAP screen and menu.

The screenshot shows the SAP interface for 'ZTE2 - Change FR-1101 Document'. The window title is 'ZTE2 - Change FR-1101 Document'. The header data includes Document No. 2000334644, Keydate 01/12/2008, Cost Center 150668, Pay Period 158, and Dt Fr 01/12/2008 To 01/18/2008.

A message dialog box is open, titled 'ZTE2 - Change FR-1101 Document: Display messages'. It contains a table with the following data:

Typ	Itc	Message text
001		FR-1101 document changed 2000334644
002		

Below the message dialog box, there is a toolbar with a green checkmark icon highlighted by a red arrow. The text 'Continue (Enter)' is visible next to this icon.

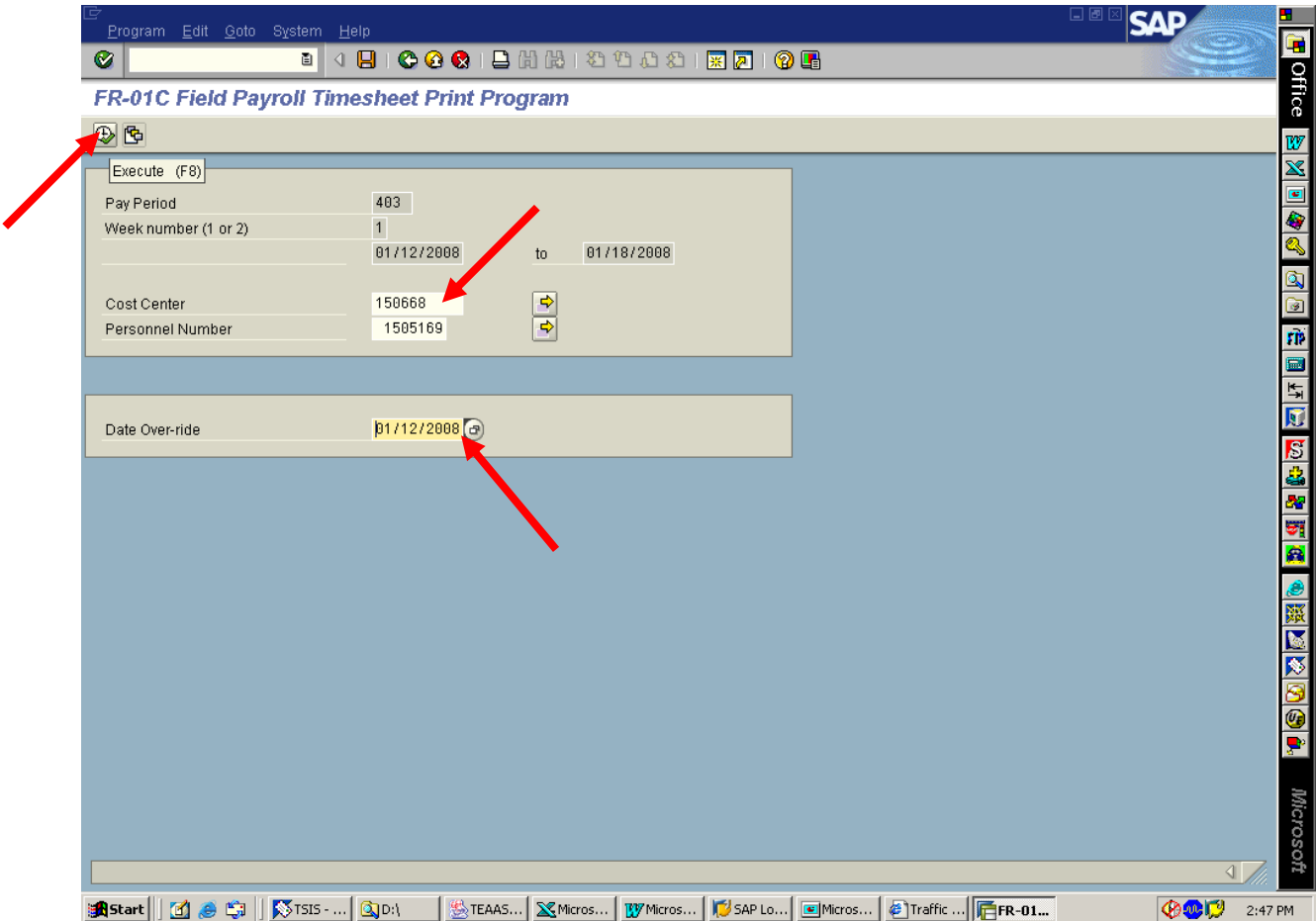
The main screen displays a table with the following columns: Employee No., Employee Name, SP, SU, Total, J1 A/A, J1 Hrs, J2 A/A, J2 Hrs, J3 A/A, J3 Hrs, J4 A/A, J4 Hrs, J5 A/A, J5 Hrs. The first row contains the following data:

Employee No.	Employee Name	SP	SU	Total	J1 A/A	J1 Hrs	J2 A/A	J2 Hrs	J3 A/A	J3 Hrs	J4 A/A	J4 Hrs	J5 A/A	J5 Hrs
1505169	James Alvin Hamrick			3.00	9500	3.40	9500	0.60						

Below the employee table, there is an 'Equipment' section with a table with the following columns: Inventory No., Equipment No., Equipment Description, Total, J1 Hours, J2 Hours, J3 Hours, J4 Hours, J5 Hours.

The taskbar at the bottom shows the Start button and several open applications, including SAP Lo... and ZTE2 - ... The system clock shows 2:43 PM.

Step 12 – Go to the ZHR1 (Print Time Sheet FR01C) transaction to print your time sheet. Verify your cost center and personnel numbers. Change the “Date Over-ride” field to the beginning date (Saturday) of the week you are printing and click on the “Execute” button.



Step 13 – Click on the “Print” button to print your time sheet.

