

# SAP Time Entry Tracking Tools

If you supervise employees who enter time into SAP via Employee Self Service, the following reports will help you track their time entry.

## ZUTIME – Unprocessed Time Entry

This report displays time entry that has been saved by the employee but not released to their supervisor for approval yet. It also displays time that has been released for approval by the employee, but has not been approved by the supervisor.

Selection screen options:

**Date Selection** – choose fiscal year *or* a specific date range (cannot use both)

The following will help you narrow your selection:

**Personnel Area** – division

**Status** – current status of a time entry

\*10 - in process (time is entered and saved but has not been released)

\*20 - released for approval (not approved by supervisor)

\*40 - rejected time (run this report separately using process status 40 to 40)

**Org Unit** – department

**Time Admin** – time administrator code assigned to a group of employees (usually a department)

On the selection screen, you can choose the entire division (personnel area) or narrow it down to your department by using org unit or time administrator code.

The screenshot shows the SAP 'Unprocessed Time' selection screen. The window title is 'Unprocessed Time'. The interface is divided into two main sections: 'Date selection' and 'Employee selection'. In the 'Date selection' section, there is a 'Fiscal year' dropdown menu and a 'Begin and End Date' field with 'to' separators. The 'Employee selection' section contains four rows: 'Personnel area', 'Status', 'Org Unit', and 'Time Admin'. Each row has two input fields separated by 'to', and a vertical arrow button to the right of the second field. The 'Status' row has '10' in the first field and '20' in the second field.

## ZNOTIME – Employees With No Time Entry

This report displays a list of employees who have not made any time entries during a specified period of time. This can be useful especially for monthly employees who only make entries to report exceptions to their normal work schedule.

Selection screen options:

**Begin Date/End Date** – you must enter your desired date range. Keep in mind that a single entry by an employee during this period will prevent them from being included on the report. Therefore, a shorter period of time would be best.

The following are optional to help you narrow your selection:

**Personnel Area** – division

**Personnel Subarea** – part time/full time benefits eligibility

**Employee Group** – faculty, staff, student

**Employee Subgroup** – exempt, non-exempt, 9/12 month, hourly, etc.

**Org Unit** – department

**Time Admin** – time administrator code assigned to a group of employees (usually a department)

**Payroll Area** – monthly (salaried) or semi-monthly (hourly)

**Personnel Number** – the assignment number for individual employees. Supervisors may want to create a variant to narrow the selection to only those employees they are responsible for approving timesheets.

Program Edit Goto System Help

Employees With No Time Entry

Begin Date 12/31/2006

End Date 01/13/2007

Personnel Area		to		↕
Personnel Subarea		to		↕
Employee Group		to		↕
Employee Subgroup		to		↕
Org Unit		to		↕
Time Admin		to		↕
Payroll Area		to		↕
Personnel Number		to		↕

ALV Variant