

Time Approval Quick Reference

CATS_APPR_LITE

The screenshot shows the 'Approve Working Times' web application interface. Five numbered callouts (1-5) point to specific elements:

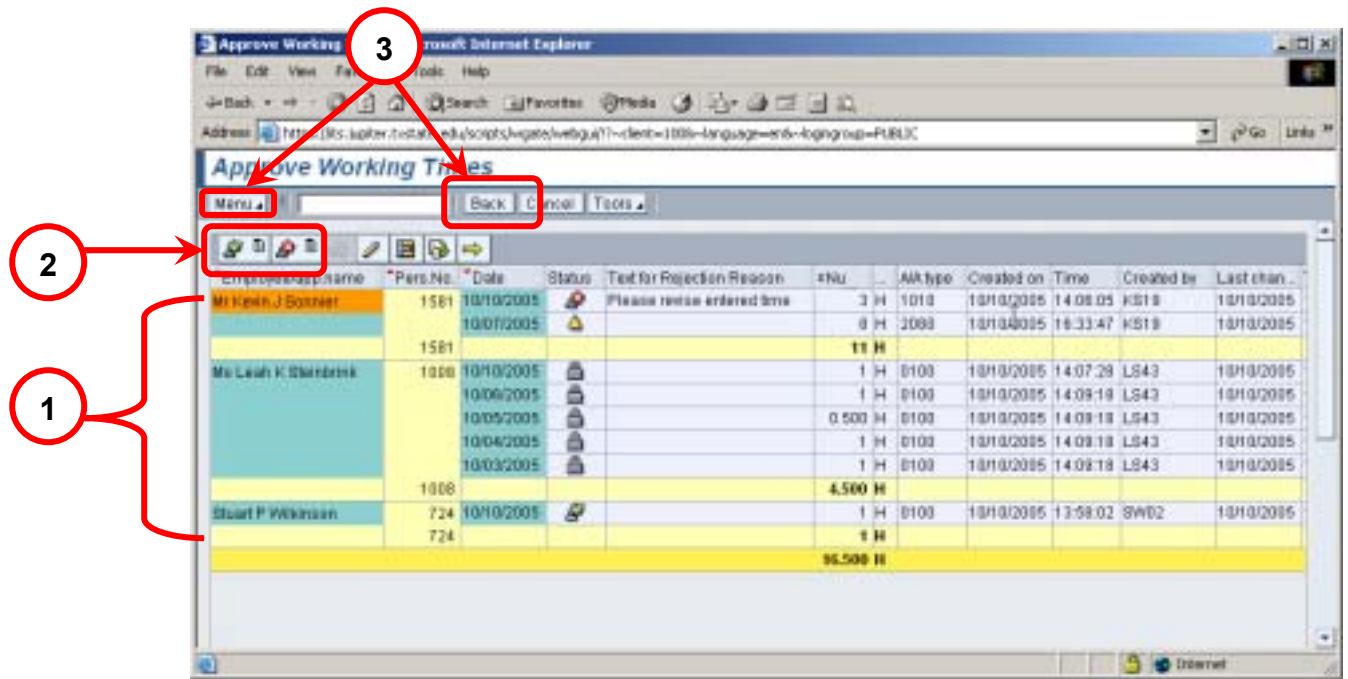
- 1: Reporting Period dropdown menu (set to 'Current Month')
- 2: Personnel Number input field (set to '1551')
- 3: Processing status input field (set to '10' to '40')
- 4: 'Immediate transfer to HR' checkbox (checked)
- 5: 'Execute' button



The interface includes sections for 'Period', 'Selection Criteria', 'Selection of Time Sheet', and 'Approval of Time Sheet'. The 'Selection of Time Sheet' section contains a table with columns for 'Basic Data' and 'Receiver account assignm', 'Sender Account Assignment', and 'Data Sources'. The 'Approval of Time Sheet' section has checkboxes for 'Send notification of selection', 'Immediate transfer to HR', 'Bundle Messages', and 'Automatic Approval (Cost Exit)'.

1. Select the reporting period. Periodically using Current Year will show items missed from previous month(s).
2. Enter a personnel number for one employee, or a range of employees. To save time, create a variant using different categories of employees; staff, faculty, student-regular wage, student-work study.
3. Select processing status; 10 for In process, 20 for Released for approval, 30 for Approved, 40 for Approval rejected, or use a range to do more than one or all of these.
4. Check Immediate transfer to HR or no time will be approved or rejected.
5. Click the Execute button to run the transaction.





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1. Select line(s) to approve or reject. Multiple lines may be selected simply by clicking them one time.
2. Approve  or Reject  lines as appropriate.
3. Click the **Back** button to return to the select screen to run another variant, or click **Menu**→**System**→**Log off** to exit SAP.

The statuses of time entries are shown with four (4) different icons:

-  Approved
-  Rejected
-  Pending (ready to be approved or rejected)
-  Locked (time was “saved” but not “saved and released” for approval)

If you make a mistake, you can “Reset the Approval” or “Reset the Rejection” by selecting the appropriate line and then click the right side of the approve  or reject  button (little piece of paper with black triangle).



Choose the reset option from the dropdown menu. The time status will change to pending.