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SUPPORT SAP TIME ENTRY

You may contact the following offices for assistance with SAP Time Entry:

**Training and Support**
Information Technology (909) 386-2550
techtraining@sbcusd.com

**Install SAP on computer**
HelpDesk – (909) 888-4357
helpdesk@sbcusd.com

**Login to use SAP**
Information Technology, Security Desk (909) 386-2550
securityspecialist@sbcusd.com

**SmartFind Express Help**
HR Certificated – (909) 381-1115
HR Classified – (909) 381-1234

**Employees missing from your Time Sheet – Initial Screen**
HR Certificated (909) 381-1204
HR Classified (909) 381-1234

**Attendance/Absence Codes**
SAP Payroll Desk (909) 381-1139

**Position Numbers**
Fiscal Services, Position Control - (909) 381-1159 or (909) 381-1158
OVERVIEW OF THE TIME ENTRY

Employee attendance is tracked through the CAT2 transaction in SAP. Attendance is tracked by either negative time (absences) or positive time (attendance).

Absences and leaves will be entered through CAT2 for contract employees. Attendances (or hours worked) will also be entered for hourly and extra/additional duty positions via CATS. An employee’s Position Type and ID will determine how their attendance is processed.

The District will use the "Classified Contract" and "Classified-Certificated Extra/Additional Duty, Non-Classified and Substitute" sign-in sheets for collecting time for both absences and attendance. You may use your own sign-in sheets as long as they contain all the same elements the District’s sign-in sheets maintain. Once the time is entered into SAP, a report is printed which the employee signs verifying that their absences or attendance has been posted into the CATS system correctly.

The Time Administrator can make changes to the employee’s time sheet up to two months in arrears and six months in the future. You must submit an IOC to Payroll to request an absence correction beyond these limits. Changes made after the close of a payroll cycle will be reflected on the employee’s next paycheck.

TIME ENTRY PROCESS

It is highly recommended to enter time daily and have it approved prior to the due dates. This will take less time in the long run and allow for any problems to be solved in an appropriate manner.

It is also recommended to run the ZPOSITION Reports prior to starting Time Entry. This tool can save you time by showing you the start and end dates of jobs, the correct Position ID to use, as well as the budget(s) involved.

If you have a problem with a Position number not being valid for dates you are trying to enter, please contact the appropriate HR department. Position ID numbers are created based on the information you submit on the HR 29 and 30 forms.

OPEN CALENDARS

Any non-management employee on an open calendar MUST have the days they are required to take off entered as an absence called SCDO – Scheduled Day Off. If this is not done correctly the employee could be overpaid.

Administrators are also on an open calendar and MUST have the days they are required to take off entered as an absence called NWDY – Non-Work Day.

POSTING NON-WORKING DAYS AND SCHEDULED DAYS OFF

It is extremely important that you post non-working days (NWDY) for all management employees and scheduled days off (SCDO) for all Classified and Certificated employees that work an open calendar as well as partial contract and job share employees. Failure to do so could over pay an employee and this overpayment will be deducted from your site’s budget!

WORKING OUT OF CLASS AND EMPLOYEES WITH ADDITIONAL CONTRACT JOBS AND SCDO & NWDY QUESTIONS

Please call Payroll and they can explain the proper procedures of entering time on a case-by-case basis.
**CERTIFICATED**

**SmartFind Express** is interfaced with SAP ONLY for certificated substitute attendance which will post automatically.

Time Administrators **MUST enter absences** into the SAP CAT2 transaction for employees who use the SmartFind Express system to report their absences and request a substitute teacher.

Time Administrators **DO NOT have to enter** attendance for the substitute teachers that were called to work via the Express system.

Time Administrators **DO have to login** to the SmartFind Express system daily to review employee absences and substitute attendance and make corrections if necessary.

Contact HR Certificated at (909) 381-1111 if you need training and/or assistance with the SmartFind Express system.

**CLASSIFIED**

Time Administrators **MUST enter absences** into the SAP CAT2 system for employees/managers who use the SmartFind Express system to report their absence and compare with CAT2 and the sign-in sheet.

Time Administrators **MUST also enter attendance** into SAP for Classified employees who use the SmartFind Express system. Classified substitute attendance is entered as positive hours in the SAP CAT2 system.

**Contact HR Classified** at (909) 381-1171 for training and/or assistance with the SmartFind Express system.

---

**Note: Do not let a substitute begin work without a job number!**

**Note: An employee can change their phone number in SmartFind Express. They cannot change their address. Contact the HR Department at (909) 381-1234 to change the address.**
## TIME ENTRY AND TIME APPROVAL GUIDELINES

These guidelines come from the SAP Payroll Team. If you have any questions, please call (909) 381-1139.

### TIME ENTRY GROUPS AND WHEN TO ENTER THEIR TIME INTO SAP

**Note:** All positive time entry must be entered into SAP or the employee will not get paid!

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>POSITIVE NEGATIVE</th>
<th>ATTEND/ABS CODE</th>
<th>PAYROLL PERIOD</th>
<th>WHEN PAID</th>
<th>TIME IS DUE</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified Full Time Contract Employees (Main Position)</td>
<td>N</td>
<td></td>
<td>1st to 15th 16th to EOM*</td>
<td>15th and EOM*</td>
<td>Normally the next business day after the end of the pay period</td>
<td>Permanent full time employees should appear on your Time Sheet: Initial Screen list (CAT2). If the employee’s work schedule appears on the first row of the time sheet, then you only enter the hours they are absent from their jobs (e.g., SICK, VACA, Jury Duty, etc.).</td>
</tr>
<tr>
<td>Classified Full Time Contract Employees (Main Position)</td>
<td>P</td>
<td>OVTM (overtime)</td>
<td>1st to 15th 16th to EOM*</td>
<td>15th and EOM*</td>
<td>Normally the next business day after the end of the pay period</td>
<td>If the employee worked more hours than their normal work schedule, then you have to enter time worked that exceeds what is shown on the 1st row of their time sheet.</td>
</tr>
<tr>
<td>Classified Part Time Contract Employees (Main Position)</td>
<td>N</td>
<td></td>
<td>10th to 9th</td>
<td>End of month</td>
<td>Next business day after the 9th</td>
<td>Part time employees should appear on your Time Sheet: Initial Screen list (CAT2). If the employee’s work schedule appears on the first row of their time sheet, then you only enter the hours they are absent from their jobs (e.g., Sick, Vacation, Jury Duty, etc.).</td>
</tr>
<tr>
<td>Classified Part Time Contract Employees (Extra and Addl Duty)</td>
<td>P</td>
<td>ADDA EXTR</td>
<td>10th to 9th</td>
<td>End of month</td>
<td>Next business day after the 9th</td>
<td>If the employee worked on another assignment outside of their normal work schedule, then enter the hours they worked. This includes extra duty work and non-contract hours.</td>
</tr>
<tr>
<td>EMPLOYEE GROUP</td>
<td>POSITIVE NEGATIVE</td>
<td>ATTEND/ABS CODE</td>
<td>PAYROLL PERIOD</td>
<td>WHEN PAID</td>
<td>TIME IS DUE</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-----------</td>
<td>------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Classified Subs</td>
<td>P</td>
<td>SUBS</td>
<td>20th to 19th</td>
<td>9th</td>
<td>Next business day</td>
<td>Use position number of absent employee when entering substitute’s time.</td>
</tr>
<tr>
<td>Non-Classified Employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>Non-Classified positions:</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Sub Recreation Aides</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Interns</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Workability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Contract Employees</td>
<td>N</td>
<td></td>
<td>1st to EOM*</td>
<td>1st</td>
<td>1st</td>
<td>Permanent full time employees should appear on your Time Sheet: Initial Screen list (CAT2). If the employee’s work schedule appears on the first row of the time sheet, then you only enter the hours they are absent from their jobs (e.g., Sick, Vacation, Jury Duty, etc.).</td>
</tr>
<tr>
<td>(Main Position)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Contract Employees</td>
<td>P</td>
<td>ADDA or EXTR</td>
<td>20th to 19th</td>
<td>9th</td>
<td>Next business day</td>
<td>Time must be entered into SAP with approved position number for the extra or additional duty.</td>
</tr>
<tr>
<td>Supplemental (Extra/Addl Duty)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificated Adult Ed Employees</td>
<td>N &amp; P</td>
<td></td>
<td>20th to 19th</td>
<td>9th</td>
<td>2nd business day after the 19th</td>
<td></td>
</tr>
<tr>
<td>Certificated SUB Employees</td>
<td></td>
<td></td>
<td>20th to 19th</td>
<td>9th</td>
<td></td>
<td>Check SUBS time worked with SmartFind Express.</td>
</tr>
<tr>
<td>EMPLOYEE GROUP</td>
<td>POSITIVE NEGATIVE</td>
<td>ATTEND/ABS CODE</td>
<td>PAYROLL PERIOD</td>
<td>WHEN PAID</td>
<td>TIME IS DUE</td>
<td>COMMENTS</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>-----------------</td>
<td>---------------</td>
<td>-----------</td>
<td>-------------</td>
<td>----------</td>
</tr>
<tr>
<td>Certificated Non-management (Open Calendars) e.g., Resource Teachers, Program Facilitators, Program Specialists.</td>
<td>N</td>
<td>SCDO SICK PERS JURY</td>
<td>1\textsuperscript{st} EOM*</td>
<td>1\textsuperscript{st}</td>
<td>Next working day</td>
<td>Employee should appear on your Time Sheet: Initial Screen list (CAT2). You must enter scheduled days off (no vacation) into SAP for open calendar positions so employee does not get over paid.</td>
</tr>
<tr>
<td>Working Out of Class and Employees with Additional Contract Jobs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Call Payroll at 381-1388 for instructions on a case by case basis.</td>
</tr>
<tr>
<td>Classified Management (Open Calendar)</td>
<td>N</td>
<td>NWDY</td>
<td>1\textsuperscript{st} to 15\textsuperscript{th} 16\textsuperscript{th} to EOM*</td>
<td>15\textsuperscript{th} and EOM*</td>
<td>Next working day after end of month</td>
<td>You must enter non-work days into SAP for open calendar positions so employee does not get over paid.</td>
</tr>
<tr>
<td>Certificated Management (Open Calendar)</td>
<td>N</td>
<td>NWDY</td>
<td>1\textsuperscript{st} to EOM*</td>
<td>1\textsuperscript{st}</td>
<td>Next working day</td>
<td>You must enter non-work days into SAP for open calendar positions so employee does not get over paid.</td>
</tr>
</tbody>
</table>

\*End of Month.
LOGGING IN

1. From your desktop, double-click on the SAP logon icon.

2. Select SAP System and then click the Log On button.

3. In the User field, enter your user name (e.g., first initial, middle initial and last name.)

4. In the Password field, enter your password.

   Note: If you do not have an SAP icon, contact the helpdesk at (909) 888-4357. If you need a login account, contact the IT Security Specialist at securitiespecialist@sbcusd.k12.ca.us.

5. Click on the Continue icon or press Enter.

CHANGE YOUR PASSWORD

1. At the login screen, enter your user name and password.

2. Click on New password in the upper left corner and follow the screen prompts.
FAVORITES

1. Click on **Favorites** from the SAP Easy Access main menu bar and choose **Insert transaction**.

2. Enter the **Transaction Code** (e.g., CAT2) you want to add to your Favorites folder and click on the **Continue** icon.

CHANGE OR DELETE A TRANSACTION IN THE FAVORITES FOLDER

1. **Right click** on the transaction code in the Favorites listing and choose **Change** or **Delete**.

2. Click on the **Continue** icon.

DISPLAYING TECHNICAL NAMES IN FAVORITES

1. Click **Extras** on the menu bar and choose **Settings**.

2. Click to place a check mark in **Display Technical Names**.

3. Click on the **Continue** icon.
SETTING TIME ENTRY DEFAULT SETTINGS

You will use this procedure to set your default list of employees so they will automatically appear every time you enter the Time Sheet – Initial Screen.

First you will need to set up your default settings. Once the parameters are set, the employees you are responsible to enter time for will automatically appear on your Time Sheet: Initial Screen. If this list is incorrect, contact HR Certificated at 381-1101 or HR Classified at 381-1234 to have it corrected.

Note: Each time you move to a different site; you will need to change your default parameters to display the new site’s list of employees.

1. From the **SAP Easy Access** menu, click **System** on the menu bar.
2. Point to **User profile**, then point and click on **Own Data**.
3. Click on the **Parameters** tab.
4. Scroll through the list and verify that the three codes listed below appear in the list and that your **administrator code** and **group code** are listed in the Parameter value column. If they do not appear, enter them on the next available row at the bottom of the list or change what is there.

<table>
<thead>
<tr>
<th>Parameter ID</th>
<th>Parameter Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVR</td>
<td>Z_TMADM</td>
</tr>
<tr>
<td>SAZ</td>
<td>your 3-digit administrator code*</td>
</tr>
<tr>
<td>SGR</td>
<td>your 4-digit group code*</td>
</tr>
</tbody>
</table>

Note: *The Payroll Department maintains this list. Their telephone number is (909) 381-1139.

5. Check within the Parameter ID column to see if there is an ID named **VSR**, if there is such an ID it must be deleted.
   a. To delete this ID, click to the left of **VSR**.
   b. Once highlighted, click on the **Delete Row** icon.

6. Click the **Save** icon in the Standard Toolbar.

The next time you enter transaction code CAT2, the Z_TMADM profile will automatically display and your list of employees will appear.
POSTING TIME ENTRIES IN AN EMPLOYEE’S TIME SHEET

Follow the steps EXACTLY as shown below.

1. In the **Command field**, enter **CAT2** and then press the Enter key.

2. Click on the **Select Row button** to the left of the person’s timesheet you wish to display.

3. Click on **Enter Times** icon in the left of the Application Toolbar.

4. Click in the **first available cell** below the **Pers.no.** column, enter the **employee’s personnel number** or employee ID (same # as the cell directly above), and click the **Enter** key. The employee’s name will display.

5. Click on the cell to the right of the employee’s name in the **A/A Type** column, and click the Find icon.

6. Select the desired **Attendance/Absence code** from the list and click on the Copy icon.

**Note:** As a shortcut, you can enter the 4-digit Attendance or Absence code (e.g. SICK) and click the Enter key. The Attendance and Absence codes vary according to the Position Type. For instance, absence types for certificated personnel will have slightly different absence codes than classified personnel or management.
7. Click in the **first available cell below the date column** (e.g. TH 05/02) in which you want to enter an attendance or absence for an employee.

8. Enter the time and press the **Enter** key.

<table>
<thead>
<tr>
<th>Time</th>
<th>15 minutes</th>
<th>30 minutes</th>
<th>45 minutes</th>
<th>1 hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entered in SAP</td>
<td>.25</td>
<td>.50</td>
<td>.75</td>
<td>1.0</td>
</tr>
</tbody>
</table>

9. The position number will fill in automatically.

10. Use a new row below the first one for each different attendance or absence.

11. Click the **Save** icon.

**Note:** If necessary, use the **Previous Screen/Next Screen** icons to enter time in the previous month or next month.
### Common Attendance and Absence Codes

<table>
<thead>
<tr>
<th>Attendance Types</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overtime**</td>
<td>WKDY</td>
</tr>
<tr>
<td>School Business*</td>
<td>SBUS</td>
</tr>
<tr>
<td>Comp Time Earned</td>
<td>COTE</td>
</tr>
<tr>
<td>Extra Duty (Class. and Cert.)</td>
<td>EXTR</td>
</tr>
<tr>
<td>Additional Duty (Cert Only)</td>
<td>ADDA</td>
</tr>
<tr>
<td>Classified Substitute</td>
<td>SUBS</td>
</tr>
<tr>
<td>Overtime***</td>
<td>OVTM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Absence Types</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick, Illness</td>
<td>SICK</td>
</tr>
<tr>
<td>Out of Sick Leave</td>
<td>OOSL</td>
</tr>
<tr>
<td>Vacation</td>
<td>VACA</td>
</tr>
<tr>
<td>Out of Vacation Leave</td>
<td>OOVL</td>
</tr>
<tr>
<td>Funeral Leave (Classified)</td>
<td>FUNR</td>
</tr>
<tr>
<td>Bereavement (Certificated)</td>
<td>BVMT</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>JURY</td>
</tr>
<tr>
<td>Personal Necessity</td>
<td>PERS</td>
</tr>
<tr>
<td>Scheduled Day Off (Certificated)**</td>
<td>SCDO</td>
</tr>
<tr>
<td>Non-working Day (Managers)**</td>
<td>NWDY</td>
</tr>
<tr>
<td>Furlough Day Off</td>
<td>FRLO</td>
</tr>
<tr>
<td>Compensation (Comp) Time Used***</td>
<td>COTU</td>
</tr>
</tbody>
</table>

*Worked outside of planned work schedule (e.g., Saturday).

**For permanent part time employees working additional hours in their main assignment less than 8 hours.

***For full time classified employees who work beyond their 8-hour day.

**It is imperative that you enter SCDO codes for staff who work an open calendar (e.g., Program Facilitators and Program Specialists).

***It is imperative that you enter NWDY for certificated and classified managers so they do not get over paid!!!

****Full time classified only.

---

**Note:** You will receive an error message if the hours you are posting exceed their quota, the hours do not coincide with the employee’s planned work schedule, or if you entered two entries on one date. (Refer to the Warning or Error messages section in the Appendix). To correct the error, change the number of hours entered or the Absence Type and then press the Enter key.
CHANGING AN EMPLOYEE’S TIME SHEET

This lesson will show you the steps to correct an employee’s time sheet (e.g., change VACA to SICK or 6 hours worked to 8 hours worked). The Time Administrator can make changes to the employee’s time sheet up to two months in arrears and six months in the future. You must submit an IOC to Payroll to request an absence correction beyond the 60-day limit (e.g., You are in the CATS system for current month of March 2018 and you make changes into the CATS system back to January 9). Changes made after the close of a payroll cycle will be reflected on the employee’s next paycheck.

1. From the SAP Easy Access screen, enter CAT2 into the command field and press [Enter].

   The Time Sheet: Initial Screen displays.

   ![Time Sheet: Initial Screen](image)

   2. Select the employee and open their time entry screen.

   3. If necessary, navigate to the month that needs the correction.

   4. Click in the field you wish to change and make any corrections as needed (e.g., changing the hours from 6 to 8, or absence type from Sick leave to Vac).

   If you need to delete an entire row, select the row by clicking the gray box at the far left of the row and then click the Delete Line icon.

5. Click the Save icon.

   You will see Your data has been saved on the status bar.
DISPLAYING AN EMPLOYEE’S TIME SHEET WHEN THEY DO NOT APPEAR IN THE LIST

1. From the SAP Easy Access menu, enter **CAT2** in the command field and press Enter.

2. Click the **Settings** icon on the Application toolbar.

3. Click on the **Persons** tab.

4. Click on the **Report pers. select** radio button.

5. Make sure that the **Variant sel. report** field is blank.

6. Click the **Continue** icon.

7. In the lower left, click the **Person Selection** button.

8. In the Personnel number field, enter the **employee's personnel number**.

   a. If you do not have the Personnel number, click on the **Find** icon to find the person by name.

   b. Enter their **last name** and click the **Start Search** icon.

   c. Select the employee and click on the **Copy** icon.

9. Click the **Execute** icon.

10. Click on the **Enter Times** icon.
DISPLAY MULTIPLE EMPLOYEE TIME SHEETS WHEN THEY DO NOT APPEAR IN THE LIST

IN EXCEL

1. Highlight and copy your list of Personnel Numbers from within Excel.

IN SAP (CAT2)

1. Within the Time Sheet: Initial (CAT2), click the Settings icon.
2. Click the Persons tab.
3. Click the Report Pers Select option.
4. Make sure the Variant Sel. Report field is empty.
5. Click the Continue icon.
6. Click the Personnel Selectn button.
7. In the Personnel Number field, click the Multiple Selections icon.
8. Click the Upload from clipboard icon. The copied personnel numbers will fill the column.
9. Click the Copy icon.
10. Click the Execute icon.
RUNNING THE APPROVED POSITIONS FOR EMPLOYEES REPORT (ZPOSITION)

The ZPOSITION report is used to show an employees approved position or positions. The Position ID number is very important. The Position ID number tells Payroll what job the employee did at your site. It also defines the pay rate, the hours allowed to work, whether positive time or negative time is applicable, as well as the budget the position is paid from.

RETRIEVING POSITION ID NUMBERS FOR A SINGLE EMPLOYEE

1. Click on the Create New Session icon.
2. In the command field, enter ZPOSITION, and press the Enter key.
   The Approved Positions for Employees parameters screen displays.

3. In the Period area, select Current Month.
4. In the Date Selection Period area, delete the dates in both date fields.
5. Enter an employee Personnel # into the Personnel Number field.
6. Place a check mark next to the Main Position option.
7. Click the Execute icon.
   The Approved Positions window will appear.
   The Employee’s Positions or Positions will appear, along with the Position ID Number.

Note: Creating a simple spreadsheet which holds your employee’s names, their Personnel #, and Position ID or IDs can be very helpful for repeated future reference.
RETRIEVING POSITION ID NUMBERS FOR MULTIPLE EMPLOYEES

1. In the command field, enter ZPOSITION, and press the Enter key.
   The Approved Positions for Employees parameters screen displays.

2. In the Period area, select Current Month.
3. In the Date Selection Period area, **delete the dates in both date fields**.
4. Next to the Organizational Unit field, click on the Multiple selection icon.
   - Do not change these fields!
   - These fields were populated to exclude the classified and certificated substitutes (994/995) and employees no longer working.

5. In the Single Vals tab, enter your department or site number (e.g., 795).
6. Place a check mark next to the **Main Position** option.
7. Click on the **Copy** icon. This will return you to the parameters screen.
8. Click the **Execute** icon.

The employees’ Personnel #, Position Type, and Position ID # numbers are displayed.

9. Click on the **Print** icon to print the list.

**Note:** You can sort your list by right-clicking on the heading and choosing a sort option.

**Note:** Creating a simple spreadsheet which holds your employee’s names, their Personnel #, and Position ID or IDs can be very helpful for repeated future reference.
RUNNING THE TIME SHEET DATA REPORT (ZCADO)

Run this report to display and analyze time sheet entries for an employee or multiple employees. You will also print the information on the SBCUSD Report of Absence or Attendance form.

DISPLAYING TIME SHEET ENTRIES FOR EMPLOYEES

1. From the SAP Easy Access screen, enter ZCADO in the command field and press Enter. The Time Sheet: Display Time Sheet Data screen displays.

2. In the Reporting period area, select Other period and enter the beginning and ending dates for the payroll reporting period. Example: 01/01/2009 to 01/15/2009 or 02/01/2009 to 02/28/2009

3. Click in the Display variant field, and click the Find button.

4. In the Layout: Choose window, select /MASTER.

5. In the Time administrator field, enter your 3-digit code (e.g., L01, RS2.).

Note: If you want a print out of just 1 employee, leave the Time Administrator field blank and enter the employee’s Personnel Number in the Personnel number field.

6. Click the Execute icon.

A list of employee absences/attendance displays.

<table>
<thead>
<tr>
<th>Pers.No</th>
<th>Name</th>
<th>Position</th>
<th>Date</th>
<th>Hours</th>
<th>A/A Type</th>
<th>A/A text</th>
<th>Name</th>
<th>Last change</th>
<th>Changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>M</td>
<td>800</td>
<td>08/17/2009</td>
<td>3.25</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td>KGMAEZ</td>
</tr>
<tr>
<td>800</td>
<td></td>
<td>08/19/2009</td>
<td>8.00</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td>KGMAEZ</td>
<td></td>
</tr>
</tbody>
</table>

Note: Right-click on any column heading to hide columns, hide totals, sort, and set filters, etc.
PRINTING TIME SHEET ENTRIES FOR EMPLOYEES

1. Perform the steps on the prior page - Running the Time Sheet Data Report (ZCADO).

2. Insert a stack of the SBCUSD – Report of Absence forms* into your printer. You may have to experiment a little to determine which direction to insert the forms into the tray.

3. Click the Print icon on the Standard toolbar. 

The print window displays.

4. In the Output device field, verify that Local appears. If not, click the Find icon and select it.

5. In the Number of pages area, select Print all to print all employees or Print from page to print or reprint selected pages.

6. Click the Continue icon to send the report to the printer.
1. Click the **Print** icon on the Standard toolbar.

   The print window displays.

2. To **hide the SAP Cover Sheet**, click the Properties icon.

3. Click the **Expand** icon next to Cover Sheets.

4. Double click on SAP Cover Page and select **Do not Print** from the SAP Cover Sheet drop-down list.

   **Important:** If the report fails to print in landscape, click the Properties button at the bottom of the Print dialog box and select X_65_132 in the Format field.
VERIFYING ZCADO REPORTS

1. Hand the printouts to your employees and have them verify that the information is correct.

2. Have your employees review the data on the form and sign it for your records. This is a good way to see what will be approved.
   
   a. If the information is correct, have them sign the form, keep a copy for your records.
   
   b. If the information is not correct, the employee should mark (with red ink) the changes. You can research the issue and make corrections to the employee’s time sheet. After the corrections have been made, reprint the report and have the employee sign it. File the newly signed form along with the original that has their red changes.

SAMPLE OF EMPLOYEE TIME SHEET PRINTED ON THE SBCUSD – REPORT OF ABSENCE FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Hours</th>
<th>A/AType</th>
<th>AttAbsTxt</th>
<th>Name</th>
<th>Last change</th>
<th>Changed by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/06/2009</td>
<td>8.00</td>
<td>FRLO</td>
<td>Furlough Days</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/23/2009</td>
<td>2.50</td>
<td>SICK</td>
<td>Sick Leave</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>07/27/2009</td>
<td>8.00</td>
<td>FRLO</td>
<td>Furlough Days</td>
<td>Approved</td>
<td>08/03/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/17/2009</td>
<td>3.25</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/19/2009</td>
<td>8.50</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>08/25/2009</td>
<td>1.50</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/03/2009</td>
<td>7.00</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/01/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/08/2009</td>
<td>0.75</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/16/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/10/2009</td>
<td>2.50</td>
<td>SICK</td>
<td>Sick Leave</td>
<td>Approved</td>
<td>09/16/2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>09/21/2009</td>
<td>8.00</td>
<td>FRLO</td>
<td>Furlough Days</td>
<td>Released for approval</td>
<td>09/25/2009</td>
<td></td>
</tr>
</tbody>
</table>

Personnel No. 0003 49.50

SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT
Report of Absence

I hereby certify the above to be true and correct.

School or Location

Payroll Period

Signature of Employee

Signature of Supervisor

Note: To filter the Attendance Exceptions (errors, cautions, okays, undefined), right click on the Exceptions heading and select Set Filter…. A good reason to use this would be that you only want the ok (approved) data to show on a print out.

On the following page, you will see the ZCADO layout page for your use.

You can copy and paste this to Word for your template. Make sure the layout matches exactly so the report prints properly.
SAN BERNARDINO CITY UNIFIED SCHOOL DISTRICT

Report of Absence

I hereby certify the above to be true and correct.

<table>
<thead>
<tr>
<th>School or Location</th>
<th>Payroll Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Employee

Signature of Supervisor
You can send the ZCADO report by email and then have the user print it out, sign it and return it to you for your records.

1. From the SAP Easy Access screen, enter ZCADO in the command field and press Enter.
2. Input the Personnel Number.
3. Select the Reporting Period you want.
4. Click the Execute icon.
5. Click on the Print Preview icon.
6. Select the Spreadsheet icon.
7. Select Excel and then click the icon.
   The Save As screen opens.
8. Save report in the desired folder location.
   The report then opens.
9. Click on the File Menu, click on Share and, click on Email.
10. Click on Send as Attachment.
11. Fill in the appropriate email message fields.
12. Click on Send.
RUNNING ABSENCE QUOTA INFORMATION FOR A SINGLE EMPLOYEE (PT_QTA10)

This report is used to view employee’s entitled time, used time, and remaining time.

1. From the SAP Easy Access screen, enter **PT_QTA10** in the command field and press Enter.

The Display Absence Quota Information screen displays.

2. In the Period area, select the **Current year**, make sure the date fields are blank. If you want a certain time period select **Other** period, and then enter the beginning and ending dates of the desired period in the calendar fields.

3. In the Personnel number field, enter the **employee’s personnel number**. To see your entire department information, see the instructions below.

4. Click the **Execute** icon.

The Display Absence Quota Information screen displays.

5. To **print** the report see the section below the next one.
RUNNING ABSENCE QUOTA INFORMATION FOR ALL YOUR EMPLOYEES (PT_QTA10)

This report is used to view employee’s entitled time, used time, and remaining time.

1. From the SAP Easy Access screen, enter **PT_QTA10** in the command field and press Enter.
   
   The Display Absence Quota Information screen displays.

2. Click on the **Further Selections** button.

3. Scroll down the Selection options list on the left side, locate and double-click on **Time recording administrator**.
   
   This will insert the Time Recording Administrator field under the Selection fields column.

4. Click on the **Continue** icon.
   
   This brings up the Selection Screen which now has Time recording administrator at the bottom.

5. Click in the Time recording administrator field and enter your time recording admin code.

   **OR**

6. Click in the **Time recording administrator** field, and then on the Find icon.

7. Scroll down the list until you find your site code and double click on it.
   
   You should now see your admin code in this field.

8. Click the **Execute** icon.
   
   The Display Absence Quota Information screen displays with all your department employees.

   See the next section to print this report.
PRINT THE PT_QTA10 REPORT FOR YOUR EMPLOYEES

By default, the printed document will look like the report you see on the screen. To print a separate page for each employee listed, you must change the printer default setting.

1. With the Display Absence Quota Information screen displayed (see previous page), click the Choose icon.

   The Choose Layout screen opens

   ![Choose Layout Screen]

2. Click on /IND LIST.

   The Choose Layout screen disappears and you see the Absence quotas displayed.

   ![Choose Layout Screen]

The print dialog box displays.

3. Click the Print icon on the Standard toolbar.

4. Click on the Continue icon to process the print job.

5. The print job will print your employee’s quotas on separate pages.
RUN THE PERSONAL WORK SCHEDULE REPORT (PT63)

This report displays the date, day of the week, hours they are scheduled to work and start and end times for the employee displayed. This report would provide valuable information if you are unsure of what hours/days an employee is hired to work.

1. From the SAP Easy Access screen, enter **PT63** in the command field.

2. Click the Enter icon or press the [Enter] key.

The Personal Work Schedule parameters screen displays

3. In the **Period** area, select the period you would like to display (e.g., Other period 02/01/2018 to 03/01/2018).

4. In the Personnel number field, enter **employee’s personnel number**.

5. Click the Execute icon.

The Personal work schedule screen displays.
STOP A TRANSACTION
You may have accidently run a job that you want to stop. This will instruct you on how to force quit any transaction in SAP.

1. Click on the icon (top left corner) above the Standard Toolbar.
   ![Standard Toolbar]

2. Click on Stop Transaction.
   ![Stop Transaction]

   This stops any transaction in SAP, it does not have to be a report; any transaction will be terminated when using the Stop Transaction feature.

PA 20 (OBJECT MANAGER) SCREEN SETUP
If you need more screen, you can hide the Object Manager screen when in Display HR Master Data (PA20).

1. Click on Settings to Hide Object Manager or to Show Object Manager. You can also resize this manager by dragging the side lines.
   ![Settings Menu]
WARNING OR ERROR MESSAGES

If an employee has *surpassed* or has not been assigned a quota limit, an error message will appear, thus not allowing the entry to be saved. You can check the employee's quota by clicking on the Master Data icon, or by accessing transaction PT50 from the SAP Easy Access screen.

If you have made **two separate entries on one date**, the system will give you an error warning. If you made a mistake, you can fix the error. However, there are employees that job share or have two positions and the system may have given you the error erroneously. If this is the case, keep pressing <ENTER> to get SAP to accept the hours entered and save.

A **YELLOW** "W" is just a "warning" notice:

You will be able to save your document by continuing to press <ENTER> until the Yellow warning goes away (e.g., hours not during planned working time).

A **RED** "E" is an "error" notice:

You will not be able to save until you have fixed the error.
FREQUENTLY ASKED QUESTIONS

Question: When I try to access CAT2, SAP tells me that I do not have authorization.
Contact: Security Team ................................................................. 386-2550
securityspecialist@sbcusd.com

Question: When I go into CAT2, my list of employees is missing or is not correct.
Make sure the default settings are set up correctly as instructed in this manual, especially if you have changed sites.
Contact: Information Technology ................................................. 386-2550
techtraining@sbcusd.com

Question: I am trying to enter positive time for my employee. SAP says "position ... is not approved for employee ..."
Access your ZPosition Report and confirm the start and end dates of the employee's position before contacting HR.
Contact: HR Certificated ............................................................... 381-1115
HR Classified ........................................................................... 381-1234

Question: I have a new employee that isn't showing up on my Time Entry list or there are employees missing.
Contact: HR Certificated ............................................................... 381-1115
HR Classified ........................................................................... 381-1234

Question: The quota is missing from one of my employees, or the quota is incorrect.
Contact: SAP Payroll ................................................................. 381-1139

Question: When I am in CAT2, the target hours (the hours it shows per day that my employee is allowed to work) are incorrect.
Contact: HR Certificated ............................................................... 381-1115
HR Classified ........................................................................... 381-1234

Question: My employee's Personal Necessity/Extended Leave has been approved, but it is not in the system.
You do have the approved paperwork.
Check transaction PT50 to make sure that the quotas are indeed missing, and if they are missing:
Contact: SAP Payroll ................................................................. 381-1139
You do not have the approved paperwork.
Contact: HR Certificated ............................................................... 381-1115
HR Classified 381-1234