



UNIVERSITY OF CAPE TOWN  
IYUNIVESITHI YASEKAPA • UNIVERSITEIT VAN KAAPSTAD

# HR Time Administration guide for Time Administrators

June 2024

# Contents

|                           |    |
|---------------------------|----|
| About Time Administration | 3  |
| Installing SAP            | 4  |
| Changing the SAP theme    | 5  |
| Logging on to SAP         | 8  |
| Parts of the SAP screen   | 11 |
| Creating favourites       | 13 |
| Recording hours           | 15 |
| Changing recorded hours   | 20 |
| Reviewing recorded hours  | 22 |
| Deleting rejected hours   | 24 |

# About Time Administration

## Background

SAP CATS (Cross Application Time Sheet) is a tool used to record hours for paid-on-claim work. The Time Administrator captures the hours per staff member for the previous 5 weeks, capture in the future is not possible. The captured hours are submitted to the staff member’s Manager for approval on Employee Self-Service (ESS). The maximum number of hours allowed for paid-on-claim staff is 12 hours per day and a total of 60 hours per week.

Overtime and standby hours were previously captured by Time Administrators but these hours are now captured by staff members on Employee Self-Service (ESS).

## Reports

The Time Administrator will receive a daily report via email, showing recorded hours back to the first of the previous month. The daily reports will continue if there are hours in process (not yet released to the manager) or hours released for approval (still waiting for manager approval). In addition, there is a weekly report sent out on a Monday that shows recorded hours of all statuses (e.g. released for approval, approved, rejected).

| C        | D          | E         | F        | G                | H          | I                   | J     | K                          |
|----------|------------|-----------|----------|------------------|------------|---------------------|-------|----------------------------|
| Pers.No. | First Name | Last Name | Position | EE Subgroup      | Date       | Att./abs. type      | Hours | Status                     |
|          | S          |           |          | MA - Hourly Paid | 30.08.2020 | 4500 - Hours Worked | 8,00  | 30 - Approved              |
|          | S          |           |          | MA - Hourly Paid | 06.08.2020 | 4500 - Hours Worked | 12,00 | 20 - Released for approval |
|          | N          |           |          | MA - Hourly Paid | 20.08.2020 | 4500 - Hours Worked | 1,00  | 20 - Released for approval |
|          | N          |           |          | MA - Hourly Paid | 31.08.2020 | 4500 - Hours Worked | 2,00  | 10 - In process            |
|          | S          |           |          | MA - Hourly Paid | 31.08.2020 | 4500 - Hours Worked | 8,00  | 20 - Released for approval |
|          | S          |           |          | MA - Hourly Paid | 17.08.2020 | 4500 - Hours Worked | 12,00 | 30 - Approved              |

If there are recorded hours waiting for approval, Managers will receive an emailed report on a Tuesday.

## Monthly deadline date

The recording of hours must be completed, the hours released and approved by the Manager by the end of the 15<sup>th</sup> of the month in order to be included in the pay run.

# Installing SAP

## Procedure

1. If working remotely, install AnyConnect (VPN software). This allows you to access the UCT network when off campus. SAP will only run remotely if you first connect to the VPN (Virtual Private Network).  
<https://www.icts.uct.ac.za/services-working-remotely-virtual-private-network/install-anyconnect>.
2. Install SAP via the ICTS Downloads (<https://ictsdownloads.uct.ac.za/>) page.
  - Log in to the Downloads page with your 8-digit UCT staff number and network password.
  - Windows: Choose *General > Staff > Windows > SAP > SAP GUI*  
Mac: Choose *General > Staff > Apple > SAP*
  - Windows: Click the UCTPKG file to download and install SAP for Windows.  
Mac: Click the GUI770 file to download and install SAP for Mac.  
**Note:** For both Windows and Mac computers, the ICTS installation instructions are included in the *SAP* folder.
3. The latest version of SAP may default to the Quartz theme when installed. It is recommended that you change the theme to Blue Crystal to match the buttons and screenshots used in the support materials.  
See: [Changing the SAP theme](#) on the next page.

## Support

If you experience problems installing SAP or AnyConnect, please contact the [IT Service Desk](#) for assistance.

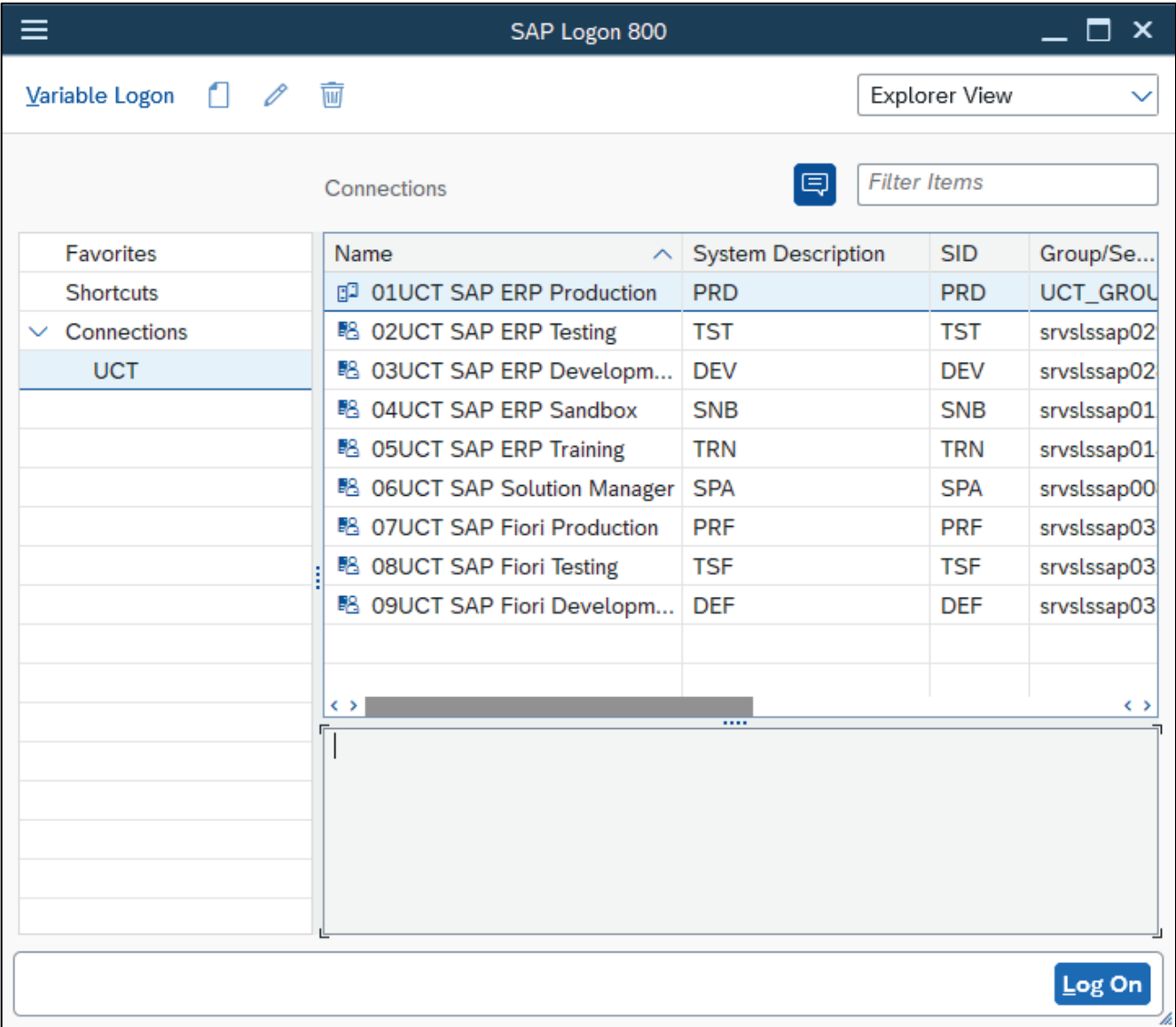
# Changing the SAP theme

## Support

If you experience problems with changing the SAP theme, please contact the [IT Service Desk](#) for assistance.

## Procedure

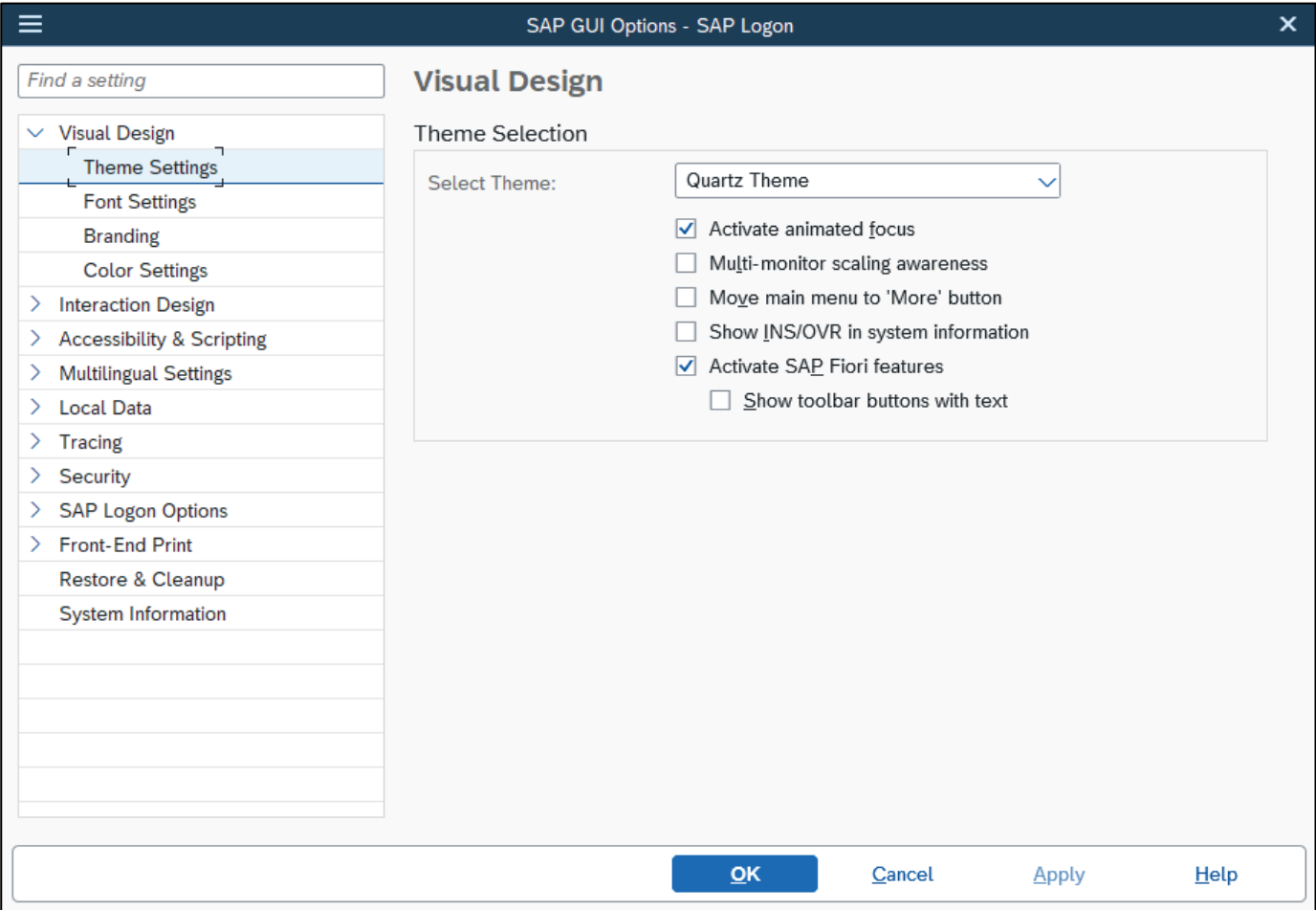
1. If working remotely, connect to AnyConnect (VPN – Virtual Private Network) first.  
AnyConnect gives you access to the UCT network which is required to access SAP. For more information, see the [AnyConnect page on the ICTS website](#).
2. Double click the  SAP Logon icon on your desktop (or click  in your Windows toolbar and search for SAP).
3. The SAP Logon 800 dialogue box appears. The screenshot below shows the SAP Logon 800 dialogue box using the Quartz Theme as this is usually the default for new SAP installations.



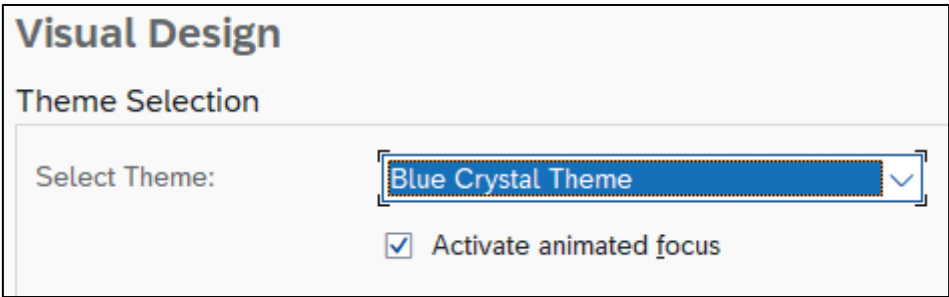
- Click  and choose *Options*.

# Changing the SAP theme (continued)

- 4. The *SAP GUI Options – SAP Logon* dialogue box appears.
  - In the left-hand menu, open *Visual Design* and choose *Theme Settings*.



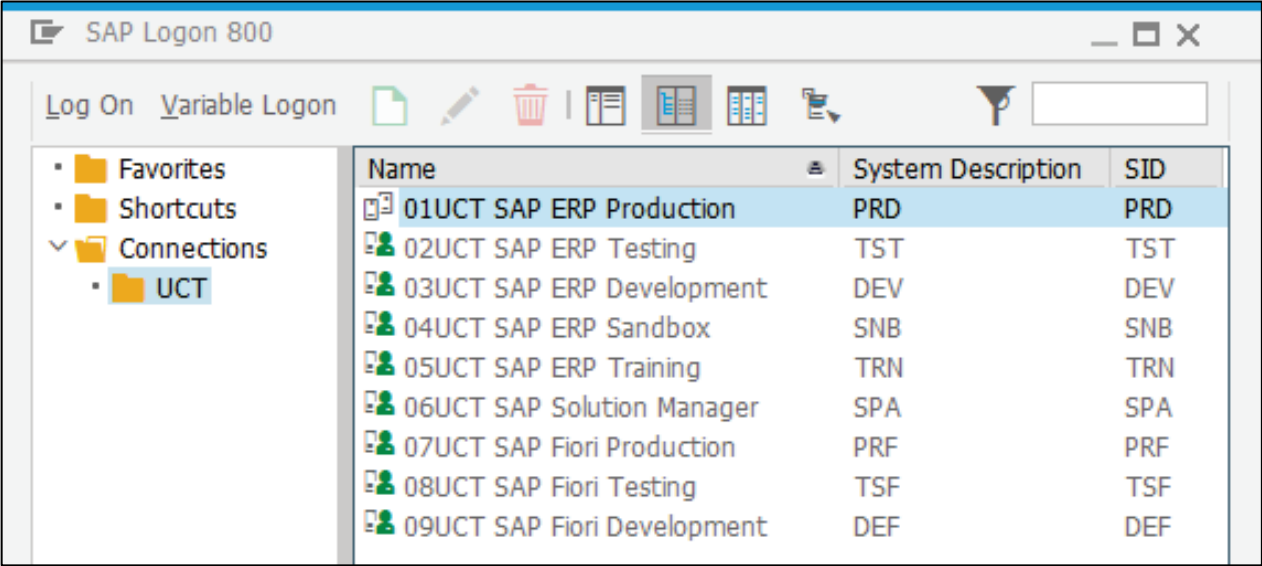
- In the *Theme Selection* section on the right, use the *Select Theme* dropdown list to choose *Blue Crystal Theme*.



- Click [Apply](#) .
  - Click  .
5. The *SAP Logon 800* dialogue box reappears. The new SAP theme will only appear after closing SAP entirely.
- Close the dialogue box by clicking  *Close* in the top right-hand corner.
6. Double click the  *SAP Logon* icon on your desktop (or click  in your Windows toolbar and search for SAP).

# Changing the SAP theme (continued)

7. The *SAP Logon 800* dialogue box appears in the Blue Crystal theme.



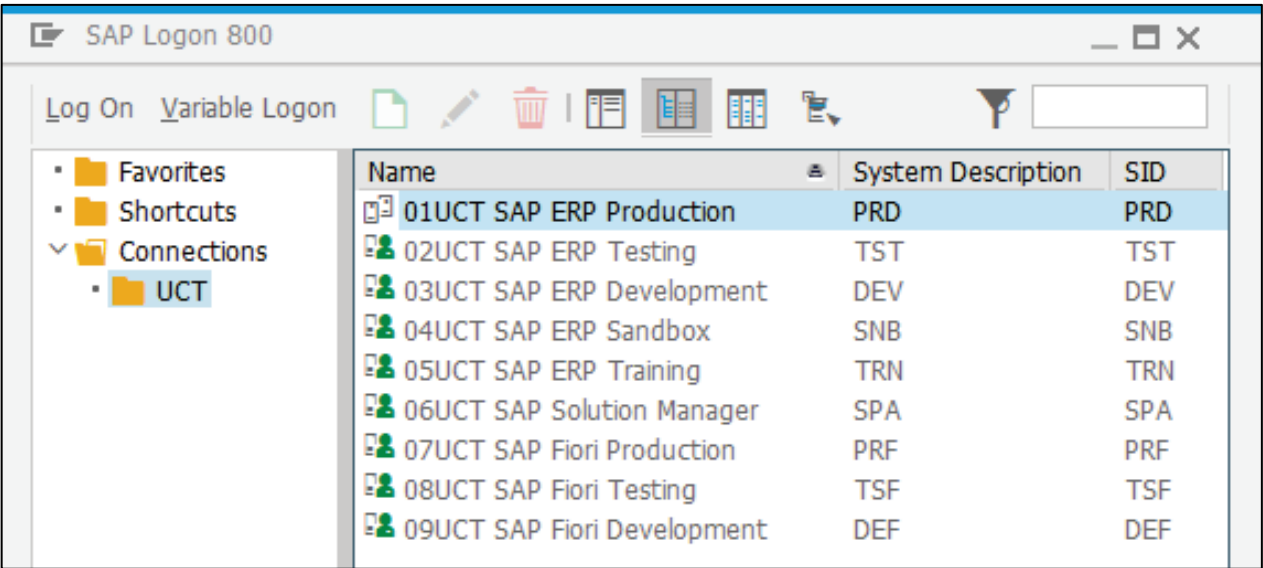
# Logging on to SAP

## Support

If you are unable to access SAP or are experiencing other technical difficulties, please contact the [IT Service Desk](#) for assistance.

## Procedure

1. If working remotely, please connect to AnyConnect (VPN – Virtual Private Network) first.  
AnyConnect gives you access to the UCT network which is required to access SAP. For more information, see the [AnyConnect page on the ICTS website](#).
2. Double click the  *SAP Logon* icon on your desktop (or click  in your Windows toolbar and search for SAP).
3. The *SAP Logon 800* dialogue box appears. **Note:** If your dialogue box looks different, it is recommended you [change the SAP theme](#) to match the screenshots used in this guide.



- On the left side of the dialogue box, ensure *Connections > UCT* is selected.
- On the right side of the dialogue box, select *01UCT SAP ERP Production*.
- Click **Log On** (top left).

## Logging on to SAP (continued)

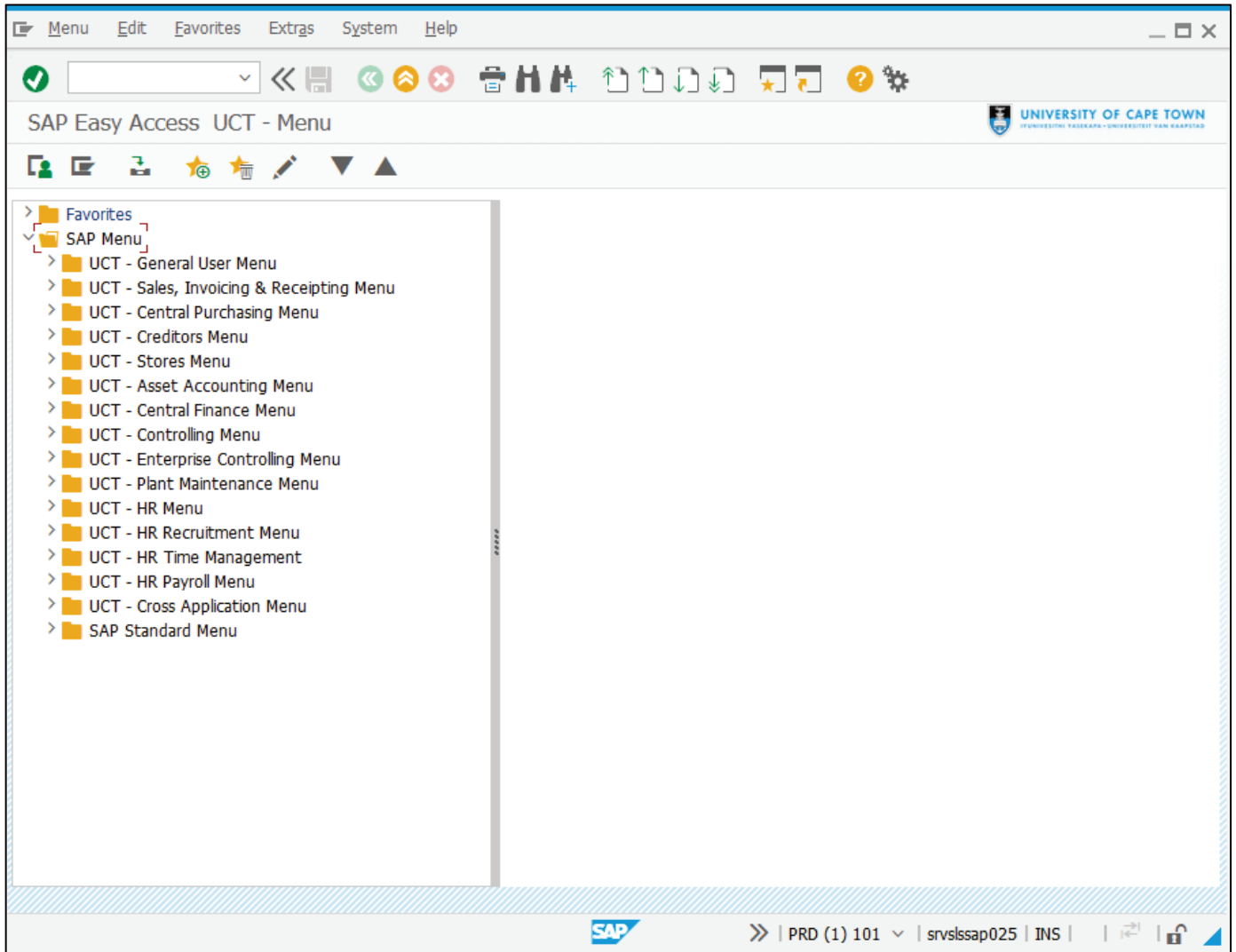
4. The SAP screen appears.

The screenshot shows the SAP login interface. At the top, there is a menu bar with 'User', 'System', and 'Help'. Below this is a toolbar with various icons. The main area is titled 'SAP' and 'New password'. On the left, there are input fields for 'Client' (containing '101'), 'User' (with a red box around it), 'Password' (masked with asterisks), and 'Logon Language' (containing 'EN'). On the right, there is an 'Information' box that says 'Welcome to SAP ERP 6.0 at UCT'. The bottom status bar shows 'PRD (1) 000' and 'srvslssap025'.

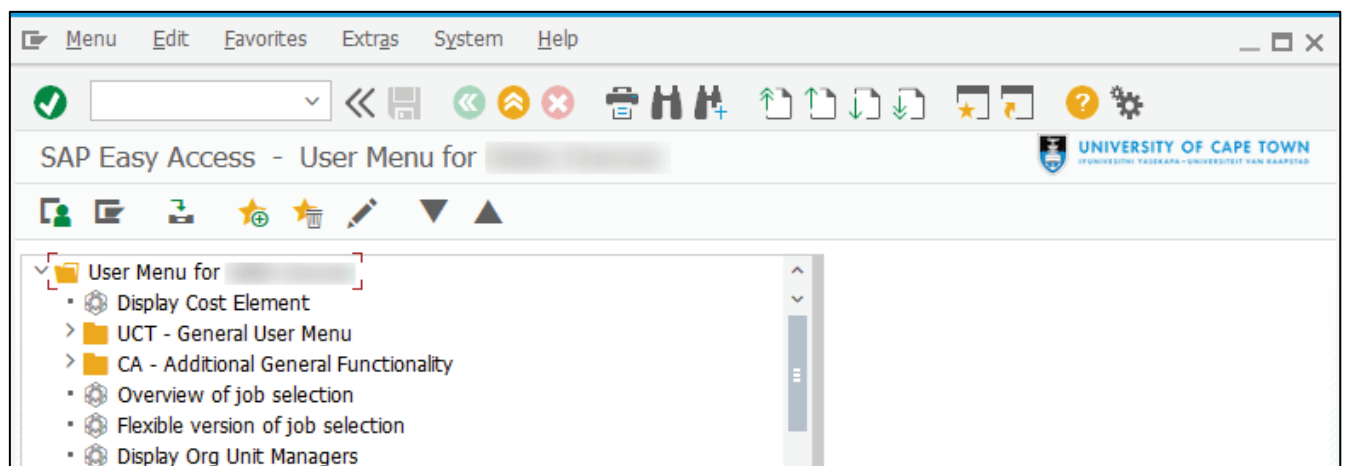
- Enter the *User* name, i.e. your 8-digit UCT staff number (including leading zero).
- Enter your *Password* for SAP.
- If you need to change your password, click **New password** . For more information, see: [Changing your password](#) in the UCT SAP online help.
- Click  *Enter*.

## Logging on to SAP (continued)

5. The *SAP Easy Access UCT - Menu* screen appears.

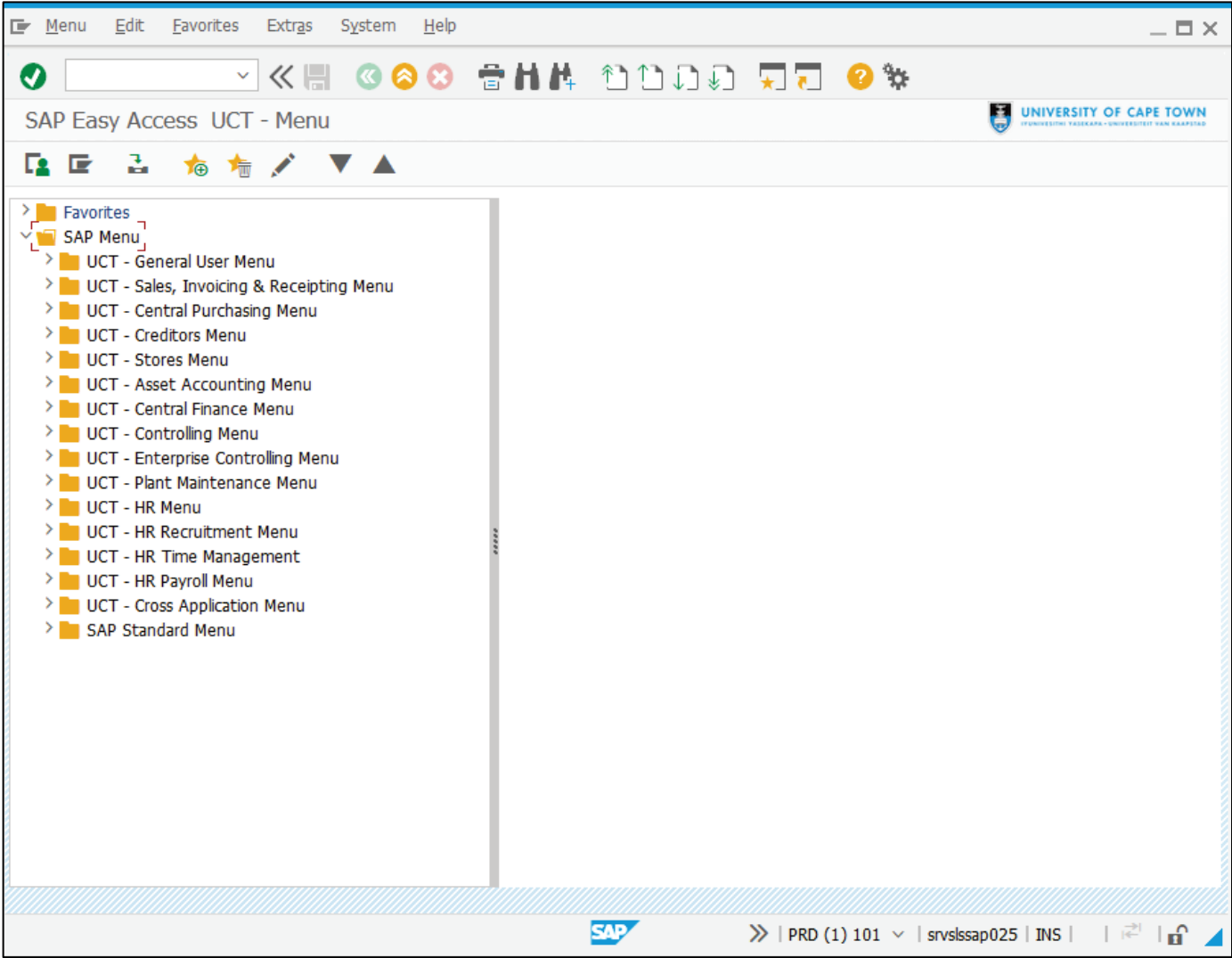


- The first time you log on, the *User Menu* screen may appear.



- Click  *SAP Menu* to display the SAP Menu screen.

# Parts of the SAP screen



Dropdown menus are available at the top of the screen.



Toolbar buttons give you quick access to options you use regularly.



|  |               |
|--|---------------|
|  | Enter button  |
|  | Save button   |
|  | Back button   |
|  | Exit button   |
|  | Cancel button |

Each screen will have a title bar with the name of the screen displayed.

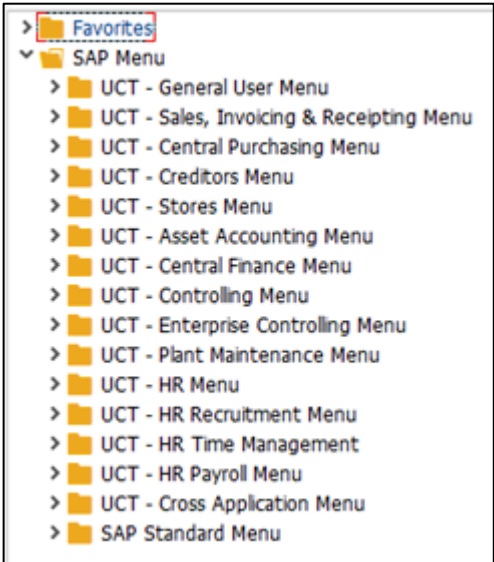


# Parts of the SAP screen (continued)

Each screen will have its own toolbar below the screen title.



The SAP menu is available when you first log in. Frequent tasks (transactions) can be saved in *Favorites*.



The status bar at the bottom of the screen displays error or warning messages on the left and system information on the right.



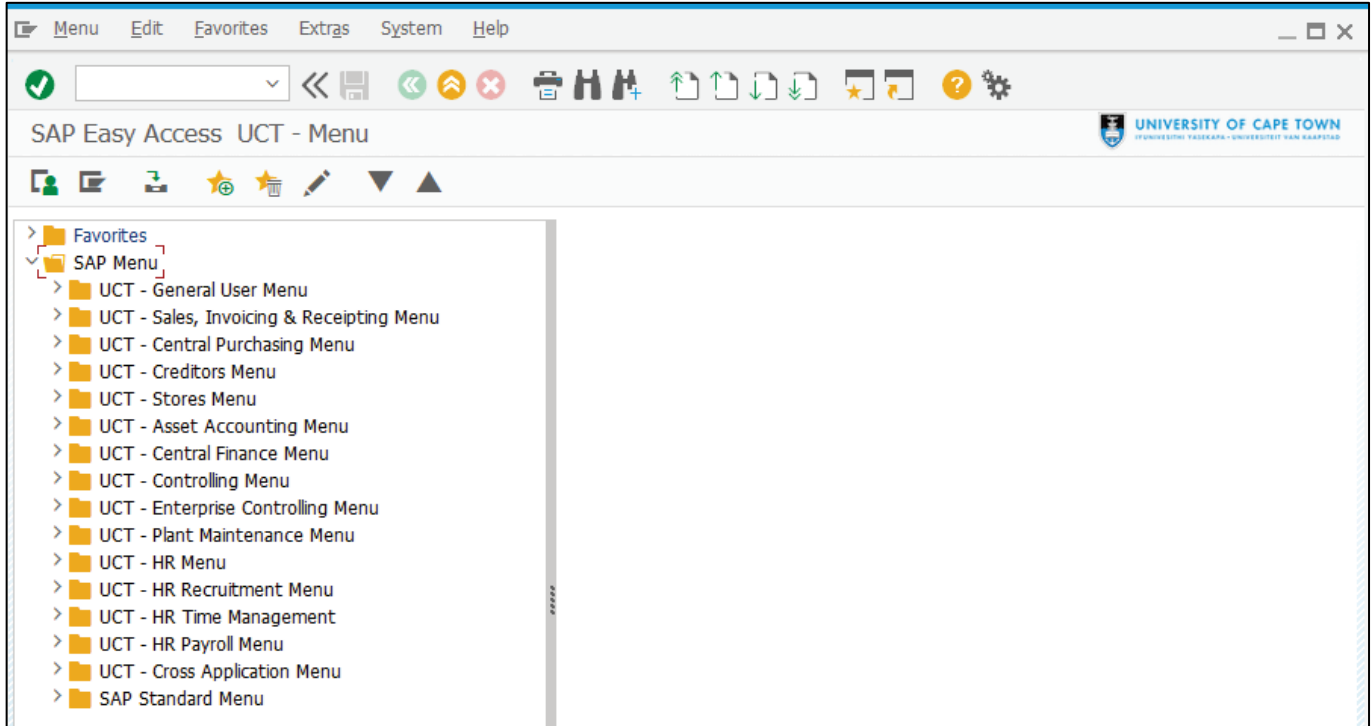
## Creating favourites

### Background

Frequently used tasks (transactions) can be added to your *Favorites* menu to speed up access in the future.

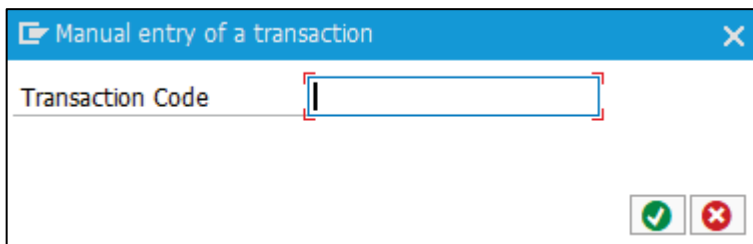
### Procedure

1. The *SAP Easy Access UCT - Menu* screen appears.



- In the top menu, choose *Favorites > Insert transaction*.

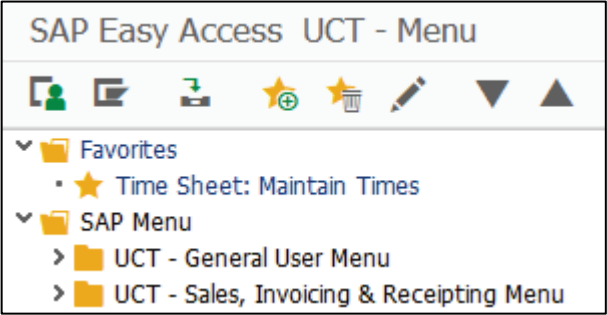
2. The *Manual entry of a transaction* dialogue box appears.



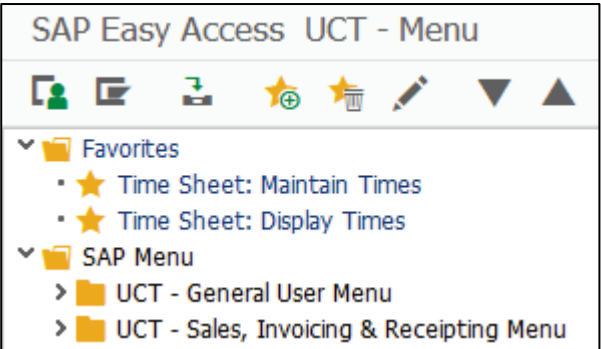
- Enter CAT2 in the *Transaction Code* field.
- Click  *Continue*.

## Creating favourites (continued)

3. The *SAP Easy Access UCT - Menu* screen reappears, the new *Time Sheet: Maintain Times* favourite appears in the *Favorites* menu.



- Repeat from step 1 to add the favourite CAT3 (*Time Sheet: Display Times*).
4. The *SAP Easy Access UCT - Menu* screen reappears, displaying the two new favourite transactions.



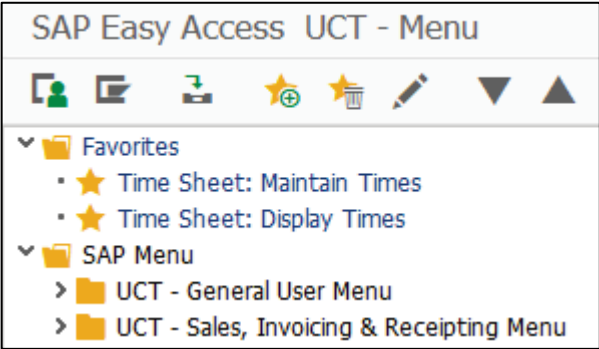
# Recording hours

## Background

The Time Administrator records hours per staff member and releases the hours for the Manager to approve.

## Procedure

- 1. In your *Favorites* menu, double click *Time Sheet: Maintain Times*.



- 2. The *Time Sheet: Initial Screen* appears.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

ZTA\_ADMIN

CATS time recording by Time Administrators

Key date

28.05.2024

Personnel Selection

|  | Personn... | Su... | E E.. | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|--|------------|-------|-------|----------|----------|-----------|------------|----------|-------|
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | T         | N          | N        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | P         | K          | K        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | M         | O          | O        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1000  | 10002790 | H         | N          | N        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1000  | 10002790 | G         | M          | M        | MTHLY |

- Select one or more staff members using the flat button on the left of the person’s line.

Personnel Selection

|  | Personn... | Su... | E E.. | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|--|------------|-------|-------|----------|----------|-----------|------------|----------|-------|
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | T         | N          | N        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | P         | K          | K        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | M         | O          | O        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1000  | 10002790 | G         | M          | M        | MTHLY |

**Note:** If the list of staff members is long, it may be easier to find a person if the names are sorted alphabetically. Click the header of the *Last name*, *First name* or *Nickname* columns and click *Sort Ascending* to sort alphabetically from A to Z or click *Sort Descending* to sort from Z to A.

- Click *Enter Times*.

**Note:** If a Manager is reviewing a staff member's hours, an error message in the status bar at the bottom of the screen indicates that the staff number is locked. If more than one staff member was selected, only the unlocked staff members will be available for recording.

- Click  *Target Hours On/Off* to display the staff member's standard working hours.
- The working hours appear as a second line for each staff member with the  symbol in the *LT* column. **Note:** Wednesday 29<sup>th</sup> is a public holiday and reflects zero hours.

- Click  *Previous screen* to choose the appropriate week.  
**Note:** You can only record hours for 5 weeks in the past and any previous days in the current week. You will not be able to record hours in the future.
- To create a blank line to record hours for a staff member, place the cursor anywhere in the staff member's line and click  *Insert Row*.

- A new, blank line appears for the chosen staff member. Repeat the step above to create new lines for any additional staff members. The *Hourly Rate* is displayed for paid-on-claim staff members.
- In the blank line, click in the *A/...* field and click .

# Recording hours (continued)

4. The *Att./Absence type* dialogue box appears. The list below may be shorter for some types of staff.

Att./Absence type 33 Entries

| PSG | A/AType | Att./abs. type text       | Start Date | End Date   |
|-----|---------|---------------------------|------------|------------|
| 01  | 0100    | Annual Leave              | 01.01.1900 | 31.12.9999 |
| 01  | 0105    | Annual Leave 0.5 half day | 01.01.1900 | 31.12.9999 |
| 01  | 0150    | Long Leave                | 01.01.1900 | 31.12.9999 |
| 01  | 0160    | Annual Leave              | 01.01.1900 | 31.12.9999 |
| 01  | 0170    | Annual Leave 0.5 half day | 01.01.1900 | 31.12.9999 |
| 01  | 0200    | Sick Leave - Full Pay     | 01.01.1900 | 31.12.9999 |
| 01  | 0210    | Sick Leave - Half Pay     | 01.01.1900 | 31.12.9999 |
| 01  | 0220    | Sick Leave - Unpaid       | 01.01.1900 | 31.12.9999 |
| 01  | 0230    | Injury On Duty            | 01.01.1900 | 31.12.9999 |
| 01  | 0300    | Parental Leave (Primary)  | 01.01.1900 | 31.12.9999 |
| 01  | 0305    | Parental Unpaid           | 01.01.1900 | 31.12.9999 |
| 01  | 0310    | Parent Lve Partner(5days) | 01.01.1900 | 31.12.9999 |
| 01  | 0400    | Study & Exam Leave        | 01.01.2013 | 31.12.9999 |
| 01  | 0405    | Study & Exam 0.5 half day | 01.01.2013 | 31.12.9999 |
| 01  | 0410    | S&R Leave                 | 01.01.2009 | 31.12.9999 |
| 01  | 0430    | S&R Contact Leave         | 01.01.2009 | 31.12.9999 |
| 01  | 0470    | FR Death Family           | 01.01.2011 | 31.12.9999 |
| 01  | 0480    | FR Illness Family         | 01.01.2011 | 31.12.9999 |
| 01  | 0490    | FR Illness Child          | 01.01.2011 | 31.12.9999 |
| 01  | 0500    | Unpaid Leave              | 01.01.1900 | 31.12.9999 |
| 01  | 0600    | Strike - Paid             | 01.01.1900 | 31.12.9999 |
| 01  | 0650    | Strike - Unpaid           | 01.01.1900 | 31.12.9999 |
| 01  | 0700    | Suspended WOP/WOR         | 01.03.2022 | 31.12.9999 |
| 01  | 0800    | Special Lve (Max 15 days) | 01.01.1900 | 31.12.9999 |
| 01  | 0801    | Special Lve (16 days+)    | 01.01.1900 | 31.12.9999 |
| 01  | 0805    | Time Off in Lieu Overtime | 01.01.1900 | 31.12.9999 |
| 01  | 0810    | Special Leave WOP/WR      | 01.01.1900 | 31.12.9999 |
| 01  | 0820    | Special Leave WOP/WOR     | 01.01.1900 | 31.12.9999 |
| 01  | 0860    | AWOL                      | 01.01.1900 | 31.12.9999 |
| 01  | 3000    | Overtime                  | 01.01.1900 | 31.12.9999 |
| 01  | 3400    | Standby                   | 01.01.1900 | 31.12.9999 |
| 01  | 3600    | Deep Cleaning             | 01.01.1900 | 31.12.9999 |

- Select *Hours Worked* by clicking anywhere in the line (scroll down the list to find *Hours Worked*).
  - Click *Copy*.
5. The *Time Sheet: Data Entry View* screen reappears, displaying the code for selected hours in the *A/...* field.

Time Sheet: Data Entry View

Additional Fields

Data Entry Period 13.05.2024 - 19.05.2024 Week 20.2024

| Data Entry Area |          |      |           |            |         |       |             |       |  | MO 13.05 | TU 14.05 | WE 15.05 |
|-----------------|----------|------|-----------|------------|---------|-------|-------------|-------|--|----------|----------|----------|
| LT              | Pers.No. | Name | Rec. CCtr | Rec. order | RecFund | A/... | Hourly Rate | Total |  |          |          |          |
| ⌚               | 14       | Mr O |           |            |         |       |             | 37.50 |  | 7.50     | 7.50     |          |
| Σ               | 14       | Mr O |           |            |         |       |             | 0.00  |  | 0.00     | 0.00     |          |
| ⌚               | 14       | Ms K |           |            |         |       |             | 37.50 |  | 7.50     | 7.50     |          |
| Σ               | 14       | Ms K |           |            |         |       |             | 0.00  |  | 0.00     | 0.00     |          |
|                 | 14       | Ms K |           |            |         | 4500  | 156.25      |       |  |          |          |          |

## Recording hours (continued)

- Enter the number of hours in the staff member's blank line underneath the appropriate day(s). In the examples below, the code 4500 is for hours worked (paid-on-claim staff). 7.5 hours per day are the standard working hours for a PASS staff member and 8 hours per day for academic staff.

| A/... | Hourly Rate | Total | MO 13.05 | TU 14.05 | WE 15.05 | TH 16.05 | FR 17.05 | SA 18.05 |
|-------|-------------|-------|----------|----------|----------|----------|----------|----------|
|       |             | 37.50 | 7.50     | 7.50     | 7.50     | 7.50     | 7.50     | 0.00     |
|       |             | 14.75 | 4.00     | 0.00     | 7.50     | 3.25     | 0.00     | 0.00     |
| 4500  | 156.25      | 14.75 | 4.00     |          | 7.50     | 3.25     |          |          |

| A/... | Hourly Rate | Total | MO 12.12 | TU 13.12 | WE 14.12 | TH 15.12 | FR 16.12 | SA 17.12 |
|-------|-------------|-------|----------|----------|----------|----------|----------|----------|
|       |             | 32.00 | 8.00     | 8.00     | 8.00     | 8.00     | 0.00     | 0.00     |
|       |             | 16.00 | 4.00     | 0.00     | 8.00     | 4.00     | 0.00     | 0.00     |
| 4500  | 400.67      | 16.00 | 4.00     |          | 8.00     | 4.00     |          |          |

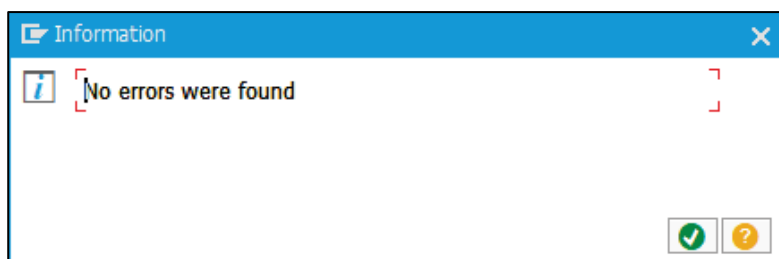
### Note:

- If entering part hours try to use 15-minute increments: 0.25 for 15 minutes, 0.5 for 30 minutes and 0.75 for 45 minutes. E.g. 1 hour 45 minutes is entered as 1.75.
- If unable to use the suggested increments, ensure that you work out the minutes correctly by dividing by 60 minutes e.g. 41 minutes is 0.68 of a full hour so if entering 1 hour 41 minutes it would be entered as 1.68.

- Click  *Check Entries*.

6. The *Information or Display Messages* dialogue box appears, listing any errors found.

**Note:** If hours were entered for a day the staff member doesn't usually work, a warning message about the non-working period appears in the status bar at the bottom of the screen. Click  *Enter* to acknowledge the warning. Further details of the hours worked will appear in the *Display Messages* dialogue box.



| Display Messages |        |      |                                                         |
|------------------|--------|------|---------------------------------------------------------|
| Date             | Status | Type | Error Message                                           |
| 03.10.2020       |        | W    | Number of hours recorded 5.00 exceeds target hours 0.00 |

- Click  *Continue*.
- If errors were found, repeat step 5 to correct the hours entered and check entries again.
- Click  *Release view*.

7. The *Time Sheet: Release View* screen appears.

- Select the lines containing entered hours (blue text).

- Click  *Release*.
- A message in the status bar at the bottom of the screen indicates the number of times released. The released hours now appear in black text instead of blue.

- Click  *Save*.
- Note:** Warning messages may appear in the *Display Messages* dialogue box, review the warning messages and click  *Continue* to proceed.

- Click  *Exit* to return to the *SAP Menu* screen.

# Changing recorded hours

## Background

Time Administrators can change recorded hours if they haven't been approved by the Manager. If approved hours need to be changed, please contact your HR Administrator.

## Procedure

- 1. In your *Favorites* menu, double click *Time Sheet: Maintain Times*.
- 2. The *Time Sheet: Initial Screen* appears.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

ZTA\_ADMIN

CATS time recording by Time Administrators

Key date

03.06.2024

Personnel Selection

|  | Personn... | Su... | E E.. | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|--|------------|-------|-------|----------|----------|-----------|------------|----------|-------|
|  | 14         | 1003  | 8 MA  | SAL1000  | 10002790 | V         | M          | M        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | T         | N          | N        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | P         | K          | K        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | D         | J          | J        | MTHLY |
|  | 14         | 1001  | 8 MA  | SAL1004  | 10002790 | M         | K          | K        | MTHLY |
|  | 14         | 1003  | 8 MA  | SAL1004  | 10002790 | M         | O          | O        | MTHLY |

- Select the appropriate staff member using the  flat button on the left of the person's line.
- Click  *Enter Times*.
- 3. The *Time Sheet: Data Entry View* screen appears, displaying the selected staff member's hours.
  - If required, click  *Target Hours On/Off* to display the staff member's standard working hours.
  - If required, click  *Previous screen* to choose the appropriate week.

Time Sheet: Data Entry View

Data Entry Period

13.05.2024 - 19.05.2024

Week

20.2024

Data Entry Area

| LT | Pers.No. | Name | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO | 13.05 | TU | 14.05 | WE | 15.05 | TH | 16.05 | FR | 17.05 |
|----|----------|------|-----------|------------|---------|-------|-------------|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
|    | 14       | Ms K |           |            |         |       |             | 37.50 |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |
|    | 14       | Ms K |           |            |         |       |             | 14.75 |    | 4.00  |    | 0.00  |    | 7.50  |    | 3.25  |    | 0.00  |
|    | 14       | Ms K |           |            |         | 4500  | 156.25      | 14.75 |    | 4.00  |    |       |    | 7.50  |    | 3.25  |    |       |

Data entry view

Release view

Variable view

Entry 1 of 3

- Approved hours are shaded grey (e.g. 4 hours on Monday 13.05 above), unapproved hours are shaded white.

# Changing recorded hours (continued)

- Change any unapproved hours shaded in white. Additional hours of the same type (e.g. hours worked) can be added to days without recorded hours.

Time Sheet: Data Entry View

UNIVERSITY OF CAPE TOWN

ADDITIONAL FIELDS

Data Entry Period

13.05.2024 - 19.05.2024

Week20.2024

Data Entry Area

| LT   | Pers.No. | Name | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO | 13.05 | TU | 14.05 | WE | 15.05 | TH | 16.05 | FR | 17.05 |
|------|----------|------|-----------|------------|---------|-------|-------------|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
| 14   | Ms K     |      |           |            |         |       |             | 37.50 |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |
| Σ 14 | Ms K     |      |           |            |         |       |             | 14.75 |    | 4.00  |    | 0.00  |    | 7.50  |    | 3.25  |    | 0.00  |
| 14   | Ms K     |      |           |            |         | 4500  | 156.25      | 14.75 |    | 4.00  |    | 1.00  |    | 5.00  |    | 3.25  |    |       |

- Click Check Entries to display any errors. If errors occur, correct the data.
- Click Release view.

4. The Time Sheet: Release View screen appears.

Time Sheet: Release View

UNIVERSITY OF CAPE TOWN

ADDITIONAL FIELDS

Data Entry Period

13.05.2024 - 19.05.2024

Week20.2024

Data Entry Area

| LT   | Pers.No. | Name | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO | 13.05 | TU | 14.05 | WE | 15.05 | TH | 16.05 | FR | 17.05 |
|------|----------|------|-----------|------------|---------|-------|-------------|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
| 14   | Ms K     |      |           |            |         |       |             | 37.50 |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |    | 7.50  |
| Σ 14 | Ms K     |      |           |            |         |       |             | 13.25 |    | 4.00  |    | 1.00  |    | 5.00  |    | 3.25  |    | 0.00  |
| 14   | Ms K     |      |           |            |         | 4500  | 156.25      | 13.25 |    | 4.00  |    | 1.00  |    | 5.00  |    | 3.25  |    |       |
| 0    |          |      |           |            |         |       |             |       |    |       |    |       |    |       |    |       |    |       |
| 0    |          |      |           |            |         |       |             |       |    |       |    |       |    |       |    |       |    |       |
| 0    |          |      |           |            |         |       |             |       |    |       |    |       |    |       |    |       |    |       |
| 0    |          |      |           |            |         |       |             |       |    |       |    |       |    |       |    |       |    |       |

Data entry view

Release view

Variable view

Entry 1 of 3

- Select the line/s containing entered hours (blue text).
- Click Release.
- A message in the status bar at the bottom of the screen indicates the number of times released. The released hours now appear in black text instead of blue.
- Click Save.

5. The Time Sheet: Initial screen reappears, a message in the status bar indicates that your data has been saved. The released hours are sent to the relevant Manager for approval.

Time Sheet: Initial Screen

UNIVERSITY OF CAPE TOWN

ADDITIONAL FIELDS

Data Entry

Data Entry Profile

ZTA\_ADMIN

CATS time recording by Time Administrators

Key date

03.06.2024

Personnel Selection

| Personn... | Su... | E E.. | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|------------|-------|-------|----------|----------|-----------|------------|----------|-------|
| 14         | 1003  | 8 MA  | SAL1000  | 10002790 | V         | M          | M        | MTHLY |
| 14         | 1003  | 8 MA  | SAL1004  | 10002790 | T         | N          | N        | MTHLY |
| 14         | 1003  | 8 MA  | SAL1004  | 10002790 | P         | K          | K        | MTHLY |

- Click Exit to return to the SAP Menu screen.

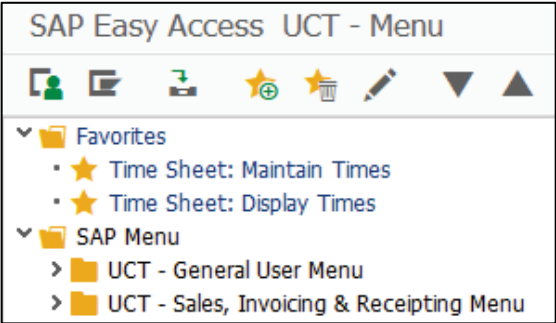
# Reviewing recorded hours

## Background

Time Administrators can use this procedure to review all hours recorded for the past 5 weeks.

## Procedure

1. In your *Favorites* menu, double click *Time Sheet: Display Times*.



2. The *Time Sheet: Initial Screen* appears.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile: ZTA\_ADMIN CATS time recording by Time Administrators

Key date: 04.06.2024

Personnel Selection

| Personn... | Su... | E E... | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|------------|-------|--------|----------|----------|-----------|------------|----------|-------|
| 14         | 1003  | 8 MA   | SAL1000  | 10002790 | V         | M          | M        | MTHLY |
| 14         | 1003  | 8 MA   | SAL1004  | 10002790 | T         | N          | N        | MTHLY |
| 14         | 1003  | 8 MA   | SAL1004  | 10002790 | P         | K          | K        | MTHLY |

- Click Select All Persons.
  - Click Display Times.
3. The *Time Sheet: Data Entry View* screen appears, displaying all staff members and (if applicable) their hours for the current week.

Time Sheet: Data Entry View

Data Entry Period: 03.06.2024 - 09.06.2024 Week: 23.2024

Data Entry Area

| LT | Pers.No. | Name   | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO 03.06 | TU 04.06 | WE 05.06 | TH 06.06 | FR 07.06 |
|----|----------|--------|-----------|------------|---------|-------|-------------|-------|----------|----------|----------|----------|----------|
| Σ  | 14       | Ms K   |           |            |         | 4500  | 87.50       | 6.00  | 6.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Miss N |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Mr O   |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Ms J   |           |            |         |       |             | 2.00  | 2.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Ms J   |           |            |         | 4500  | 100.00      | 2.00  | 2.00     |          |          |          |          |
| Σ  | 14       | Mr N   |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Mr M   |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Ms K   |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Mr G   |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |
| Σ  | 14       | Miss M |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     | 0.00     | 0.00     |

Data entry view | Release view | Variable view | Entry 1 of 11

- Click Totals Row On/Off.

# Reviewing recorded hours (continued)

Time Sheet: Data Entry View

UNIVERSITY OF CAPE TOWN

UNIVERSITY OF CAPE TOWN

Additional Fields

Data Entry Period

03.06.2024 - 09.06.2024

Week

23.2024

Data Entry Area

| Pers.No. | Name | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO 03.06 | TU 04.06 | WE 05.06 | TH 06.06 | FR 07.06 | SA |
|----------|------|-----------|------------|---------|-------|-------------|-------|----------|----------|----------|----------|----------|----|
| 14       | Ms K |           |            |         | 4500  | 87.50       | 6.00  | 6.00     |          |          |          |          |    |
| 14       | Ms J |           |            |         | 4500  | 100.00      | 2.00  | 2.00     |          |          |          |          |    |
| 0        |      |           |            |         |       |             |       |          |          |          |          |          |    |
| 0        |      |           |            |         |       |             |       |          |          |          |          |          |    |
| 0        |      |           |            |         |       |             |       |          |          |          |          |          |    |

Data entry view

Release view

Variable view

Entry 1 of 2

- Only staff members with recorded hours are displayed in the time sheet.
- Click Previous screen to view previous weeks.
- For further information, double click the number of hours to display the *Cell Information* dialogue box.

Cell Information

Additional information: General

Cell content

1.00

Hour

Reason for rejection

A1

No prior approval

Technical information

Processing status

40

Approval rejected

Document no.

Cell Information

Additional information: General

Cell content

7,50

Hour

Reason for rejection

Technical information

Processing status

30

Approved

Document no.

5000000366

Follow-on documents

Cell Information

Additional information: General

Cell content

3.00

Hour

Reason for rejection

Technical information

Processing status

20

Released for approval

Document no.

- Switch to Release view to identify hours that have not been released (blue text). Double click the hours to display the cell information to determine if the hours are in process (not released) or rejected.
- When the review is complete, click Exit twice to return to the *SAP Menu* screen.

# Deleting rejected hours

## Background

The Time Administrator should delete any hours rejected by the Manager. If unable to access the hours because they are too far in the past, please contact your HR Administration Team Leader.

## Procedure

- 1. In your *Favorites* menu, double click *Time Sheet: Maintain Times*.
- 2. The *Time Sheet: Initial Screen* appears.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

ZTA\_ADMIN

CATS time recording by Time Administrators

Key date

17.01.2023

Personnel Selection

| Personn... | Su... | E E.. | Cost Ctr | Org.unit | Last name | First name | Nickname | WS ru |
|------------|-------|-------|----------|----------|-----------|------------|----------|-------|
|            | 1003  | 8 MA  | MDN1369  | 10001277 | B         | C          | C        | MTHLY |
|            | 1003  | 1 PE  | MDN1004  | 10001277 | D         | M          | M        | MTHLY |
|            | 0010  | 8 MA  | MDN1408  | 10001277 | J         | E          | E        | MTHLY |
|            | 0010  | 1 PE  | MDN1001  | 10001277 | L         | V          | V        | MTHLY |
|            | 1002  | 8 MA  | MDN1369  | 10001277 | M         | Z          | Z        | MTHLY |

- Select the appropriate staff member(s) using the  flat button on the left of the person's line.
  - Click  *Enter Times*.
3. The *Time Sheet: Data Entry View* screen appears, displaying the selected staff member(s).

Time Sheet: Data Entry View

Data Entry Period

09.01.2023 - 15.01.2023

Week

02.2023

Data Entry Area

| LT | Pers.No. | Name  | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO 09.01 | TU 10.01 | WE 11.01 |
|----|----------|-------|-----------|------------|---------|-------|-------------|-------|----------|----------|----------|
| Σ  |          | Mrs E |           |            |         |       |             | 0.00  | 0.00     | 0.00     | 0.00     |

- If required, click  *Previous screen* to choose the appropriate week with the rejected hours.

## Deleting rejected hours (continued)

Time Sheet: Data Entry View

Data Entry Period: 12.12.2022 - 18.12.2022 Week: 50.2022

Data Entry Area

| LT | Pers.No. | Name  | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO 12.12 | TU 13.12 | WE 14.12 |
|----|----------|-------|-----------|------------|---------|-------|-------------|-------|----------|----------|----------|
| Σ  |          | Mrs E |           |            |         |       |             | 5.00  | 4.00     | 1.00     | 0.00     |
|    |          | Mrs E |           |            |         | 4500  | 400.67      | 5.00  | 4.00     | 1.00     |          |

- The rejected hours appear in blue text (e.g. Tues 13.12 above).
- Check any hours by double clicking the number of hours to display the *Cell Information* dialogue box.

**Cell Information**

Additional information: General

Cell content: 1.00 Hour

Reason for rejection: A1 No prior approval

Technical information

Processing status: 40 Approval rejected

Document no.:

**Cell Information**

Additional information: General

Cell content: 7,50 Hour

Reason for rejection:

Technical information

Processing status: 30 Approved

Document no.: 5000000366 Follow-on documents

**Cell Information**

Additional information: General

Cell content: 3.00 Hour

Reason for rejection:

Technical information

Processing status: 20 Released for approval

Document no.:

- Select the line containing the rejected hours, using the flat button on the left of the person's line.

Time Sheet: Data Entry View

Data Entry Period: 12.12.2022 - 18.12.2022 Week: 50.2022

Data Entry Area

| LT | Pers.No. | Name  | Rec. Cctr | Rec. order | RecFund | A/... | Hourly Rate | Total | MO 12.12 | TU 13.12 | WE 14.12 |
|----|----------|-------|-----------|------------|---------|-------|-------------|-------|----------|----------|----------|
| Σ  |          | Mrs E |           |            |         |       |             | 5.00  | 4.00     | 1.00     | 0.00     |
|    |          | Mrs E |           |            |         | 4500  | 400.67      | 5.00  | 4.00     | 1.00     |          |

- Click  Delete Line.

- 



- [illegible]

- June 2024 Page 26