**Exercises**

**Introduction to SAP for Maintenance**

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| **Exercise One – Log On to SAP Portal and Access the Time Sheet** |
| **Scenario** |
| You are entering your time for the week and need to access into your time sheet through the SAP Portal. Log on to the system and access your time sheet.  **Instructions**   1. Circle or highlight your user. This will be needed if you have to log back into the system. 2. When you complete the exercise **DO NOT** log off of the system.   **User-Specific Data**  This section provides the user-specific data required to complete this exercise.   |  |  |  | | --- | --- | --- | | **User** | **Username\*** | **Password** | | **Instructor** | **sapuser102** |  | | 1 | sapuser51 | **Colorado1** | | 2 | sapuser52 | **Colorado1** | | 3 | sapuser53 | **Colorado1** | | 4 | sapuser54 | **Colorado1** | | 5 | sapuser55 | **Colorado1** | | 6 | sapuser56 | **Colorado1** | | 7 | sapuser57 | **Colorado1** | | 8 | sapuser58 | **Colorado1** | | 9 | sapuser59 | **Colorado1** | | 10 | sapuser60 | **Colorado1** | | 11 | sapuser61 | **Colorado1** | | 12 | sapuser62 | **Colorado1** | | 13 | sapuser63 | **Colorado1** | | 14 | sapuser64 | **Colorado1** | | 15 | sapuser65 | **Colorado1** | | 16 | sapuser66 | **Colorado1** | | 17 | sapuser67 | **Colorado1** | | 18 | sapuser68 | **Colorado1** | | 19 | sapuser69 | **Colorado1** | | 20 | sapuser70 | **Colorado1** | | 21 | sapuser71 | **Colorado1** | | 22 | sapuser72 | **Colorado1** | | 23 | sapuser73 | **Colorado1** | | 24 | sapuser74 | **Colorado1** | | 25 | sapuser75 | **Colorado1** | | 26 | sapuser76 | **Colorado1** | | 27 | sapuser77 | **Colorado1** | | 28 | sapuser78 | **Colorado1** | | 29 | sapuser79 | **Colorado1** | | 30 | sapuser80 | **Colorado1** | | 31 | sapuser81 | **Colorado1** | | 32 | sapuser82 | **Colorado1** | | 33 | sapuser83 | **Colorado1** | | 34 | sapuser84 | **Colorado1** | | 35 | sapuser85 | **Colorado1** | | 36 | sapuser86 | **Colorado1** | | 37 | sapuser87 | **Colorado1** | | 38 | sapuser88 | **Colorado1** | | 39 | sapuser89 | **Colorado1** | | 40 | sapuser90 | **Colorado1** | | 41 | sapuser91 | **Colorado1** | | 42 | sapuser92 | **Colorado1** | | 43 | sapuser93 | **Colorado1** | | 44 | sapuser94 | **Colorado1** | | 45 | sapuser95 | **Colorado1** | |

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| **Procedure** |

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| 1. | Open the SAP Training Portal: <http://vsaptrnep2.dot.state.co.us:50000/irj/portal> |

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| SAP NetWeaver Portal - Windows Internet Explorer |

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| 2. | Enter the following:   * Username\*: To be supplied by instructor * Password\*: Colorado1 |

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| 3. | Click . |

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| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

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| 4. | Click  tab. |

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| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

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| 5. | Click **Expand** button  beside **Time Management** folder in *Detailed Navigation* pane. |

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| Overview - SAP NetWeaver Portal - Windows Internet Explorer |

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| 6. | Click **Time Sheet Entry** link. |
| **7.** Click **Allow**  if the *Internet Explorer Security* pop-up screen displays. | | | |
| **8.** Click **Allow** C:\Users\princej\AppData\Roaming\ANCILE\uPerform\version 5.00\documents\284E796A_9928\images\o0000055.png if the *SAP GUI Security* pop-up screen displays. | | | |

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| Time Sheet Entry - SAP NetWeaver Portal - Internet Explorer |

**9.** Click **Collapse navigation panel** .

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | What user name and password do you use to access the time sheet through the SAP Portal? |  |  |  |  |  | | --- | --- | --- | |  | Under which tab do you find your time sheet? |  | |

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| **Exercise Two – Enter Overtime and Change DOT1 Work Order** |

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| **Exercise Scenario** |
| A DOT1 work order populated to your time sheet on Monday and Tuesday. Tuesday’s time shows 9 hours worked instead of 8 hours worked and 1 hour of overtime. You are changing the last hour of the Tuesday’s time to overtime and then changing the existing work order to 8 hours to match your work schedule.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |

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| 1*.* | Start from the first open row of the time sheet as indicated by the red arrow below. |
| Time Sheet: Data Entry View | |
| *2.* | Enter the following data on the second line of the time sheet (**Field** – Data)   * Rec Order – 2000000001 * Activity – 0010 * Work Center – 50001563 * A/A Type - 014N * Tuesday – 1 * From (for Tuesday) – 0030 * To (for Tuesday) - 0130 |

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| Time Sheet: Data Entry View |

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| 3*.* | Change the time in the first row to match your work schedule, as indicted by the red arrow.   * To (for Tuesday) - 0030 |

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| **4.** Click **Enter** . |
| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | Why do you think we entered the overtime first instead of correcting the entry? |  |  |  |  |  | | --- | --- | --- | |  | Are you able to correct the time for a DOT1 work order that has not been transferred to your time sheet correctly? |  | |

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| **Exercise Three – Enter Time to a Preventive Work Order** |

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| **Exercise Scenario** |
| On Wednesday and Thursday you worked towards a preventive work order for your entire working time.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |

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| 1. | Start from the first open row of the time sheet as indicated by the red arrow below. |
| Time Sheet: Data Entry View | | | |
| 2*.* | Enter data on the third line of the time sheet for the following fields (**Field** – Data):   * Rec Order – 1000016400 * Activity – 0010 * Work Center – 50001563 * A/A Type - 010N |

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|  |  | In order to see the rest of the time sheet you will have to scroll over to the day using the scroll bar in the time entry section. |

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|  | * Wednesday – 8 * From (for Wednesday) – 1600 * Thursday – 8 * From (for Thursday) – 1600 |

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| Time Sheet: Data Entry View |

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| **3.** Click **Enter** . |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | How do you navigate to days that are not displaying on the time sheet? |  |  |  |  |  | | --- | --- | --- | |  | What is the A/A type for regular working time? |  | |

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| **Exercise Four – Enter Time to a Wage Type (On-call)** |

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| **Exercise Scenario** |
| On Thursday you were asked by your supervisor to work on-call for one hour before your shift because of an absence of a co-worker.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |

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| 1. | Start from the first open row of the time sheet as indicated by the red arrow below. |
| Time Sheet: Data Entry View | | | |
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| 2. | Enter data on the fourth line of the time sheet for the following fields (**Field** – Data):   * Rec Cost Center – Use the cost center from your time sheet (ask if you don’t know) * Rec. Functional Area – 1100 * A/A Type - 4099 |

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|  |  | To see the rest of the time sheet, you may have to use the *Time Entry* scroll bar. |

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|  | * From (for Thursday) – 1500 * To (for Thursday) – 1600 |

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| Time Sheet: Data Entry View |

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| **9.** Click **Enter** . |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | What is the Wage Type for on-call? |  |  |  |  |  | | --- | --- | --- | |  | Can you enter on-call time during regular working hours? |  | |

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| **Exercise Five – Enter Time to a Cost Center** |

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| **Exercise Scenario** |
| On Friday, you attended a required training on first shift for 8 hours.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |

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| 1. | Start from the first open row of the time sheet as indicated by the red arrow below. |
| Time Sheet: Data Entry View | | | |
| 2*.* | Enter data on the fifth line of the time sheet for the following fields (**Field** – Data):   * Rec Cost Center – Use the cost center from your time sheet (ask if you don’t know) * Rec. Functional Area – 3927 * A/A Type - 010N |

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|  |  | To see the rest of the time sheet, you may have to use the *Time Entry* scroll bar |

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|  | * Friday – 8 * From (for Friday) – 0700 |

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| Time Sheet: Data Entry View |

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| **3.** Click **Enter** . |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | When do you enter time to a cost center? |  |  |  |  |  | | --- | --- | --- | |  | Why would you not enter this time as overtime? |  | |

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| **Exercise Six – Enter Second Shift Wage Type** |

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| **Exercise Scenario** |
| On Friday you had a safety meeting on 1st shift from 07:00 to 15:00 and are entering your time using the second shift wage type 7002, because you are assigned to second shift and are working first shift. You are also releasing and saving your time for the week.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |
| 1. Start from the first open row of the time sheet, as indicated by the red arrow below. |
| Time Sheet: Data Entry View |

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| *2.* | Enter data on the sixth line of the time sheet for the following fields (**Field** – Data):   * Wage Type - 7002 |

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|  |  | In order to see the rest of the time sheet you will have to scroll over to the day using the scroll bar in the time entry section. |

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|  | * Friday - 8 |

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| Time Sheet: Data Entry View |

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| **3.** Click **Enter** . |
| **4.** Click . The *Time Sheet: Release View* screen displays. | | |

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| Time Sheet: Release View |

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| **5.** Use **Select all** button  to release ***all*** lines for approval.  If you only want to select one or  more rows, use **Select Row** . |

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| **6.** Click **Release** . |

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| **7.** Click **Save** . |

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| Display Messages |

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| **8.** Click **Enter**  to continue. |

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| SAP Easy Access |

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| **9.** You are returned to the SAP Easy Access screen. Click **Exit**  to leave SAP. |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | Why are you entering a Wage Type instead of an A/A type? |  |  |  |  |  | | --- | --- | --- | |  | Can time to a Wage Type ever result in Overtime? |  | |

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| **Exercise Seven – Enter Comp Time Worked** |

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| **Exercise Scenario** |
| Your supervisor reminded you that you worked more than eight hours on last Wednesday’s preventive work order. You were approved to enter the one hour of overtime as comp time worked.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |
| |  |  | | --- | --- | | 1. | Start the transaction by entering **CAT2** in the transaction code field. | | SAP Easy Access | | | 2. | Click **Enter** . | | 3. | Start from the first open row of the time sheet, as indicated by the red arrow below. | |
| Time Sheet: Data Entry View |

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| 4. | Enter data on the seventh row of the time sheet for the following fields (**Field** – Data):   * Rec Order – 1000016400 * Activity – 0010 * Work Center - 50001563 * A/A Type - 031N |

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|  |  | To view the rest of the time sheet you may have to use the *Time Entry* scroll bar. |

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|  | * Wednesday – 1 * From (for Friday) – 0030 |
| Time Sheet: Data Entry View | |

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| **5.** Click **Enter** . |
| **6.** Click . The *Time Sheet: Release View* screen displays. | | |

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| Time Sheet: Release View |

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| **7.** Use **Select all** button  to release ***all*** lines for approval.  If you only want to select one or  more rows, use **Select Row** . |

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|  |  | All times selected for release display as blue. Previously released entries remain black. |

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| **8.** Click **Release** . |

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| **9.** Click **Save** . |

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| Display Messages |

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| **10.** Click **Enter**  to continue. |

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| SAP Easy Access |

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| **11.** You are returned to the SAP Easy Access screen. Click **Exit**  to leave SAP. |

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|  |  | The system displays the message, "Your data has been saved". |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | What A/A type do you enter when you earn Comp time? |  |  |  |  |  | | --- | --- | --- | |  | What does the Comp time agreement allow? |  | |

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| **Exercise Eight – Using Comp Time in Same Week with Overtime** |

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| **Exercise Scenario** |
| You entered 2 hours Comp Time Used for leave on the Monday of a week in which you also worked 2 hours over on Friday. You are approved for overtime but are unsure how to code the week to be paid for the overtime on Friday.  **When you complete the exercise DO NOT log off of the system.** |

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| **Procedure** |
| |  | | --- | | **1.** Start the transaction enter **CAT2** in the transaction code field. |  |  | | --- | | SAP Easy Access |  |  |  | | --- | --- | | 2. | Click **Enter** | |
| Time Sheet: Data Entry View |

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| 3 | Click **Next Screen** to go to the next week of time. |
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| 4. | Double-click on the Monday 16:00 to determine if the leave entry has been approved and needs to be zeroed out. |
| Cell Information | |
| 5. | The leave entry has been approved and must be zeroed out. Click **Continue** . |
| |  | | --- | | Time Sheet: Data Entry View | | |
| 6. | Replace the data on the second line of the time sheet for the following fields (**Field** – Data):   * Monday – Replace 2 with 0 * From (for Monday) Remove 16:00 * To (for Monday) Remove 18:00 |

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|  |  | If time entered is not correct, it must be zeroed out by replacing the total hours for that entry with zero and removing the **From** and **To** times. |

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| Time Sheet: Data Entry View | | |
| |  |  | | --- | --- | | 7. | Enter data on the fourth line of the time sheet for the following fields (**Field** – Data):   * A/A Type – 130P * Monday – 2 * From (for Monday) - 16:00 | |
| Time Sheet: Data Entry View |

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| **8.** Click **Enter** . |
| **9.** Click . The *Time Sheet: Release View* screen displays. | | |

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| Time Sheet: Release View |

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| **10.** Use **Select all** button  to release ***all*** lines for approval.  If you only want to select one or  more rows, use **Select Row** . |

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|  |  | All times selected for release will display as blue.  All times that have been previously released will remain black. |

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| **11.** Click **Release** . |

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| **12.** Click **Save** . |

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| SAP Easy Access |

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| **13.** You are returned to the SAP Easy Access screen. Click **Exit**  to leave SAP. |

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| **Questions** |
| Answer the question(s).   |  |  |  | | --- | --- | --- | |  | Can Comp time be used in the same week it is earned? |  |  |  |  |  | | --- | --- | --- | |  | Does Comp time count towards determining overtime for the week? |  | |