Exercises

Introduction to SAP for Maintenance

Participant Guide

Exercise 1 – Log On to SAP Portal and Access the Time sheet

Scenario

You are entering your time for the week and need to access 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

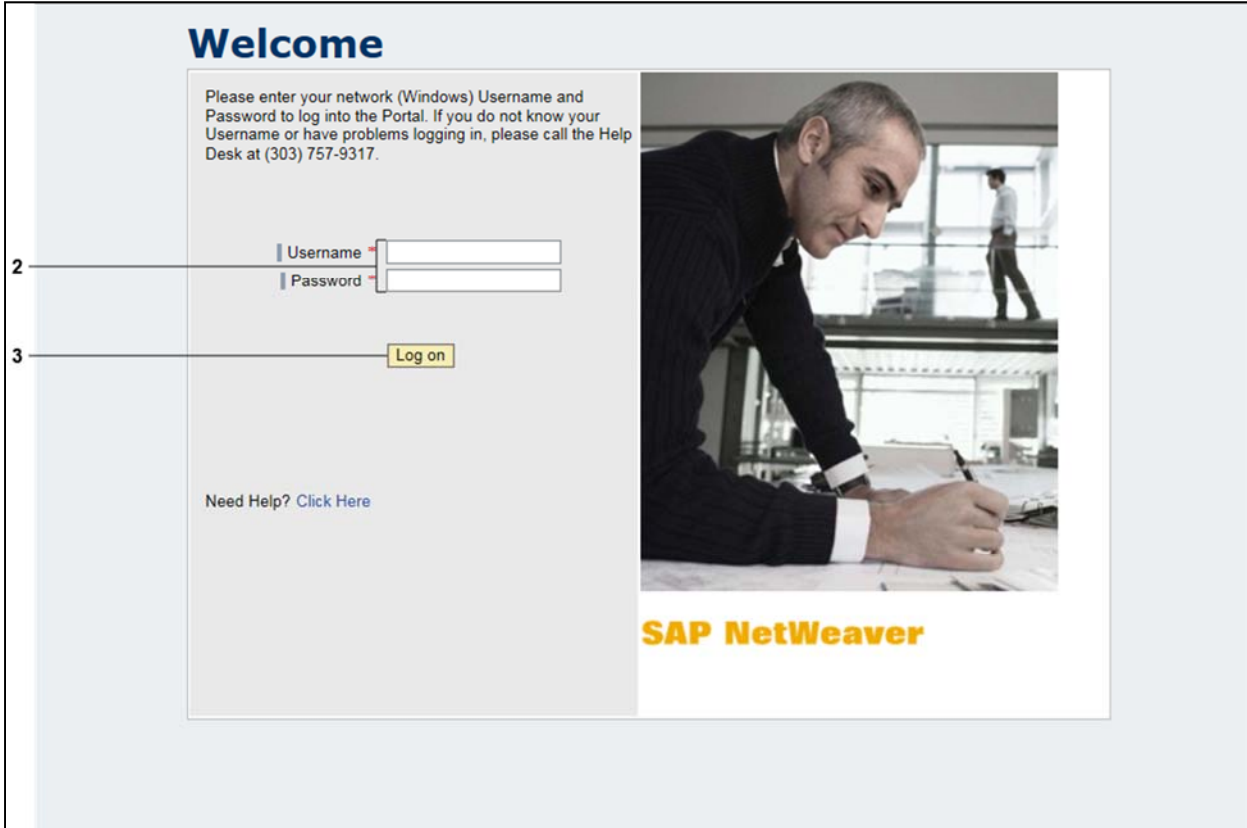This section provides the user-specific data required to complete this exercise.

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**

Procedure

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

SAP NetWeaver Portal - Windows Internet Explorer

2.   Enter the following:

- **Username*:**   **To be supplied by instructor**
- **Password*:**   **Colorado1**

3.   Click [Log on].

Overview - SAP NetWeaver Portal - Windows Internet Explorer
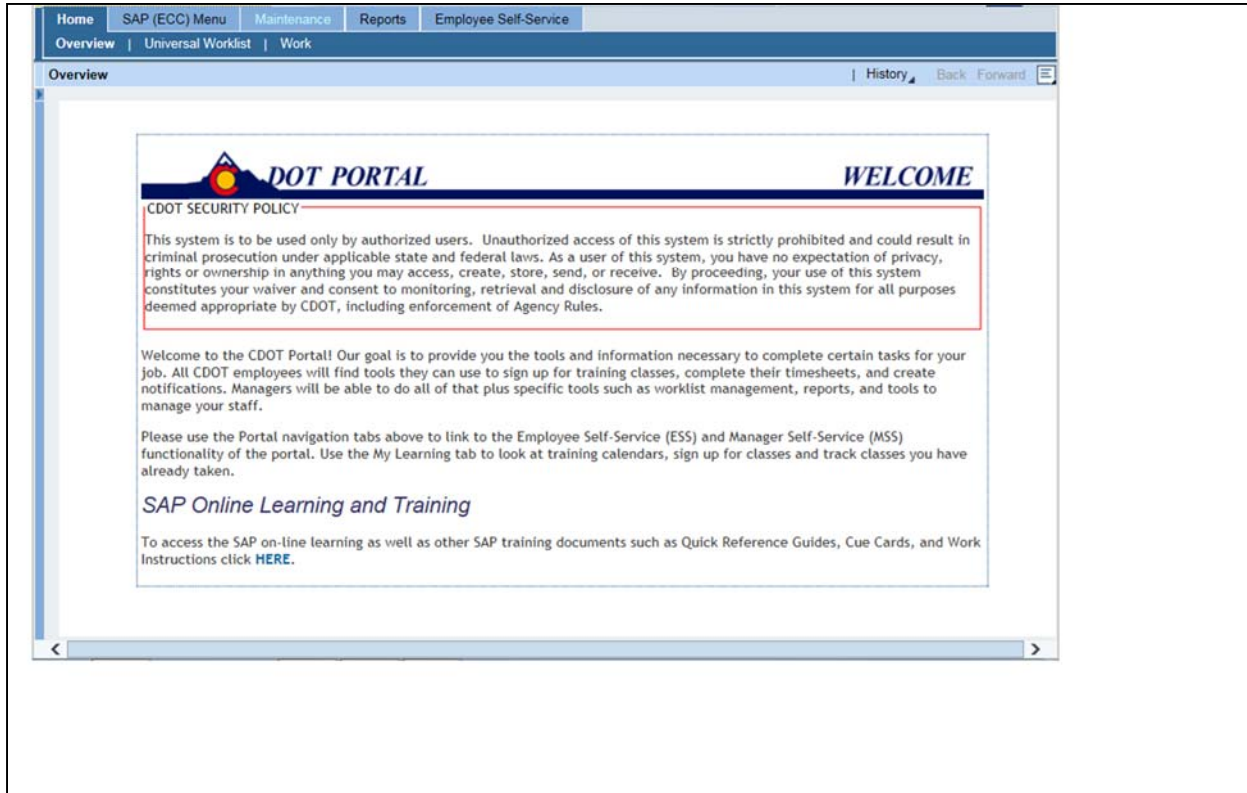
4. Click [Maintenance] tab.

Overview - SAP NetWeaver Portal - Windows Internet Explorer
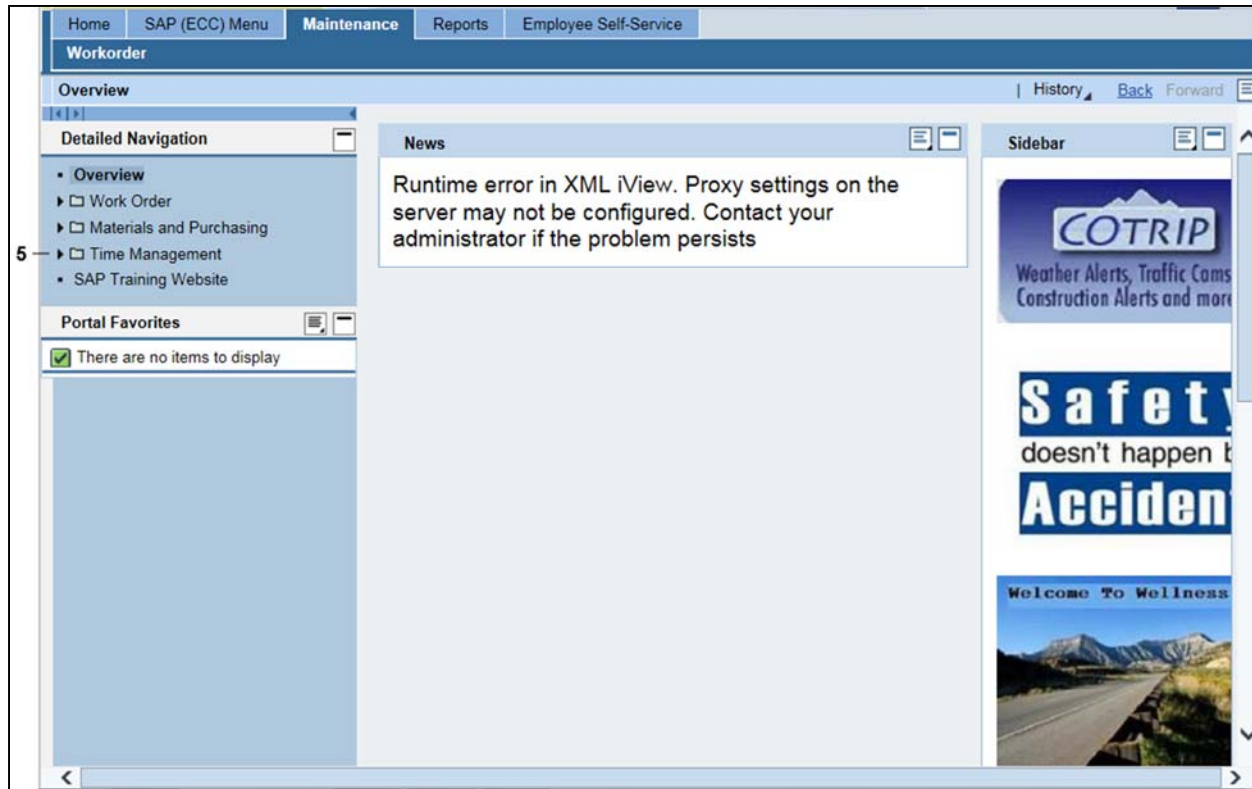
5. Click **Expand** button ▸ beside **Time Management** folder in *Detailed Navigation* pane.

Overview - SAP NetWeaver Portal - Windows Internet Explorer
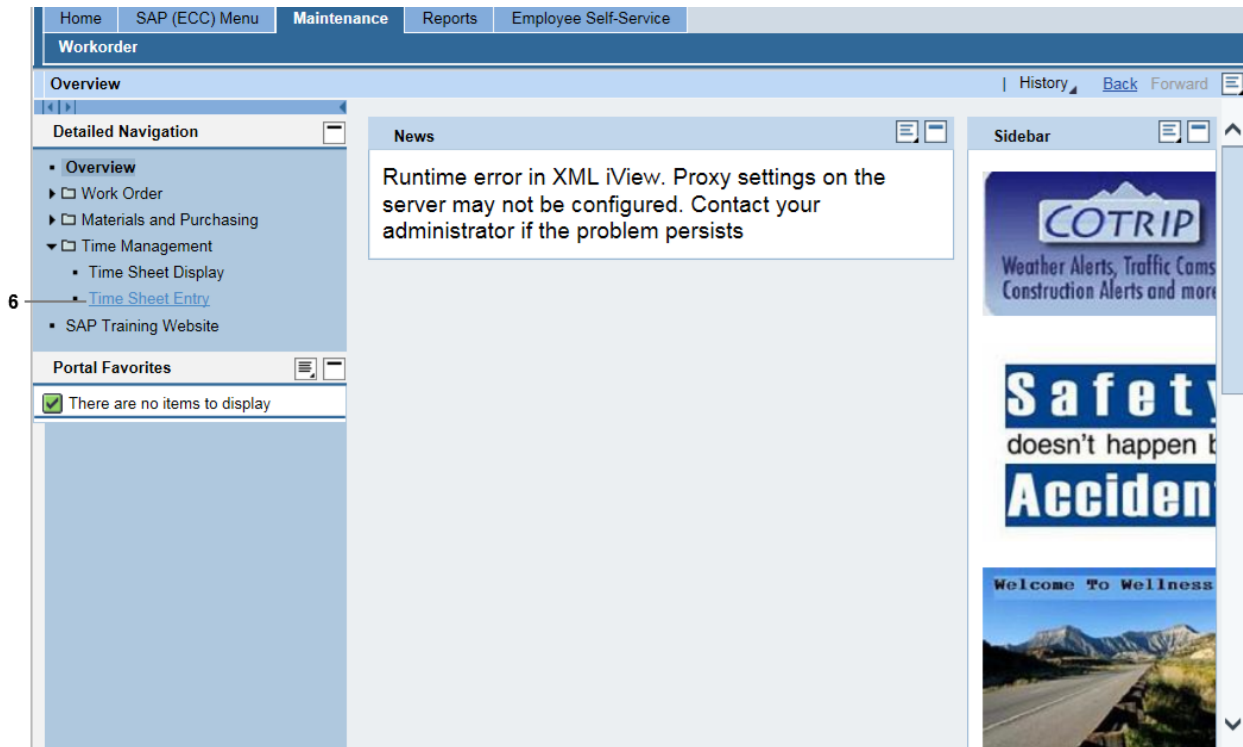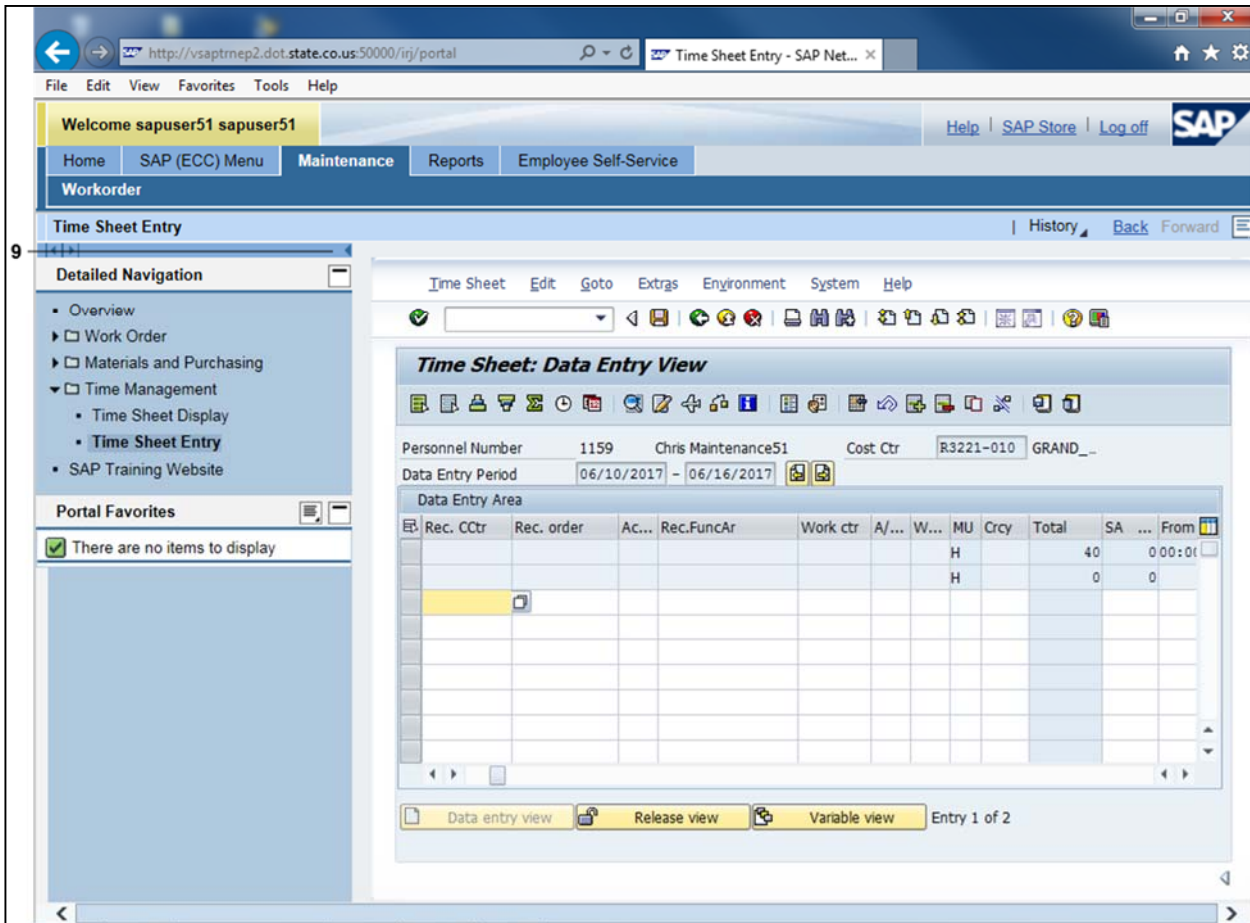
6. Click **Time Sheet Entry** link.

7. **If** the *Internet Explorer Security* pop-up screen displays. Click **Allow** [Allow]

8. **If** the *SAP GUI Security* pop-up screen displays. Click **Allow** [Allow]

Time Sheet Entry - SAP NetWeaver Portal - Internet Explorer

9.   Click **Collapse navigation panel** .

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?

Exercise 2 – Verify and Change Work Order Hours in the Time Sheet

Exercise Scenario
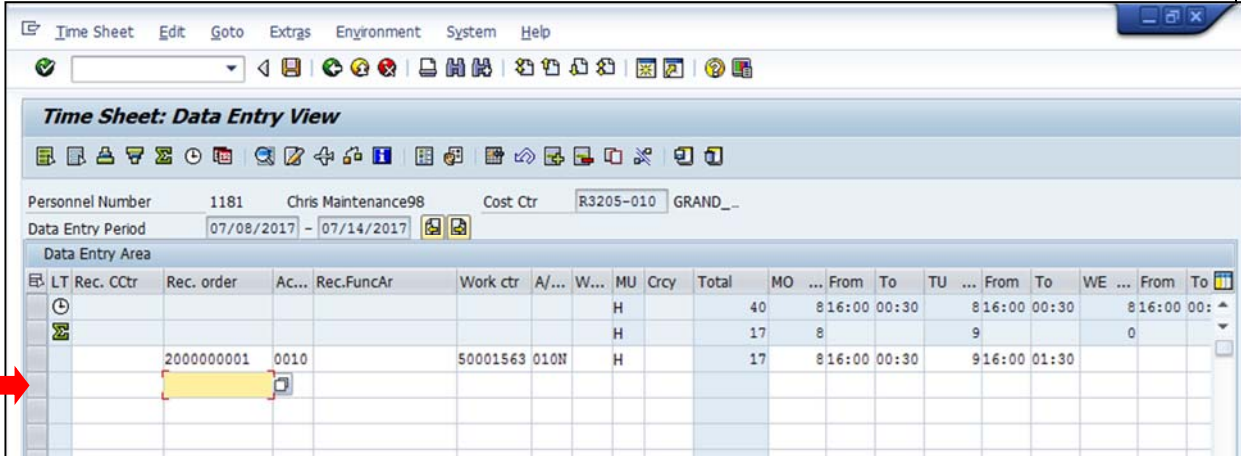
A DOT1 work order populated to your time sheet on Monday and Tuesday. Tuesday's time shows 9 hours worked, all coded to time worked, instead of 8 hours worked and 1 hour of overtime. You are changing the last hour of the Tuesday's time to overtime and then changing the existing work order to 8 hours to match your work schedule.

When you complete the exercise DO NOT log off of the system.
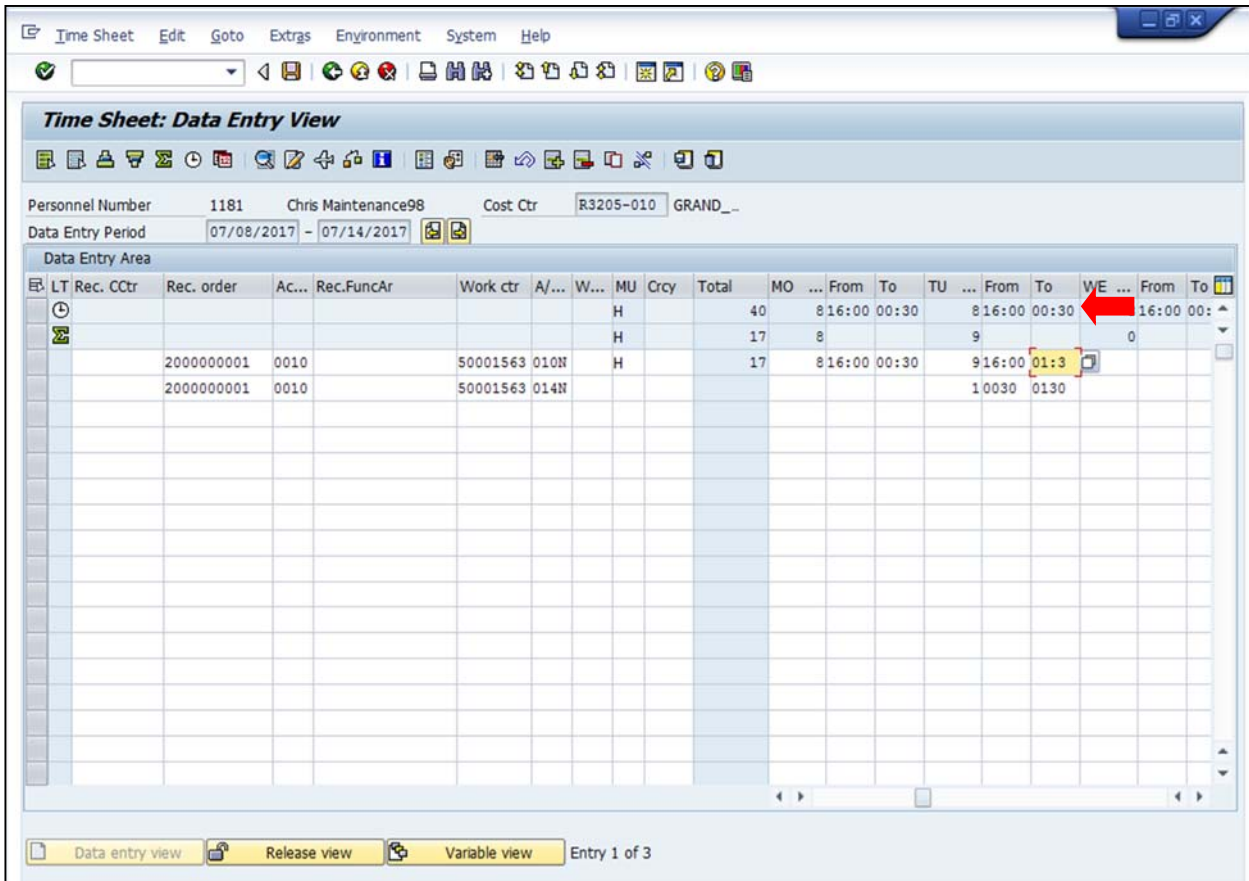
Procedure

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:
- **Rec Order –** 2000000001
- **Activity –** 0010
- **Work Center –** 50001563
- **A/A Type -** 014N (overtime)
- **Tuesday –** 1
- **From (for Tuesday) –** 0030
- **To (for Tuesday) -** 0130

Time Sheet: Data Entry View

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

4. Click **Enter** .

5. Click **Save** .

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?

Exercise 3 – Enter Preventive Work Order Hours

Exercise Scenario
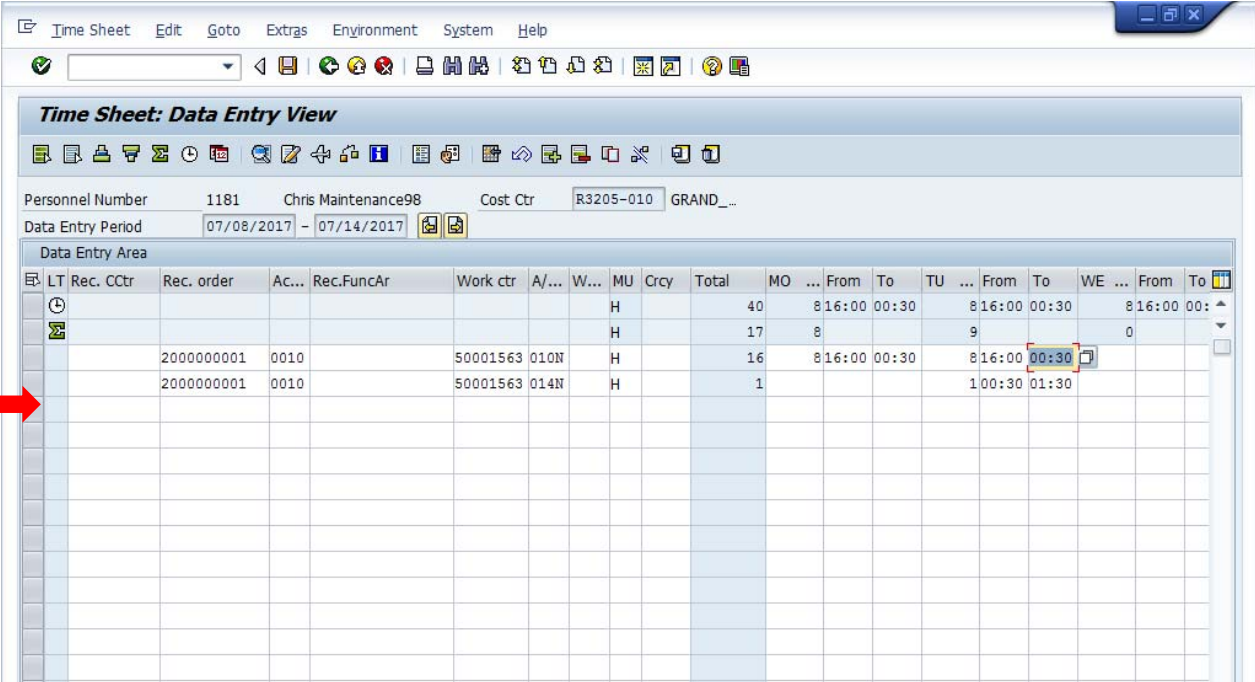
On Wednesday and Thursday your time was charged to a preventive work order so you need to enter your time in the time sheet.

When you complete the exercise DO NOT log off of the system.

Procedure

1. Start from the first open row of the time sheet as indicated by the red arrow below.

Time Sheet: Data Entry View
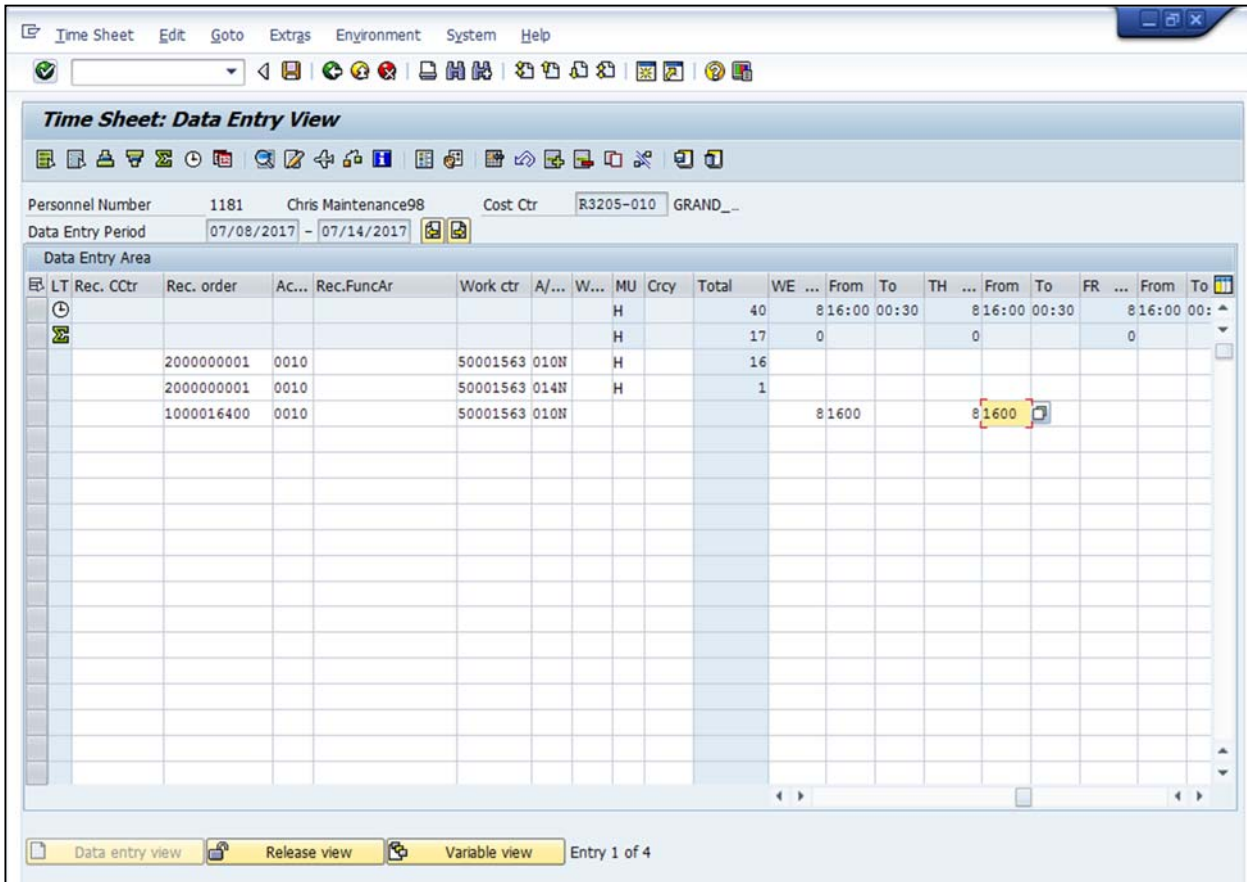
2. Enter data on the third line of the time sheet for the following fields:
- **Rec Order –** 1000016400
- **Activity –** 0010
- **Work Center –** 50001563
- **A/A Type -** 010N

> 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.

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

- **From (for Thursday) –** 1600

Time Sheet: Data Entry View

3.   Click **Enter** .

4.   Click **Save** .

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?

Exercise 4 – Enter On-call Time

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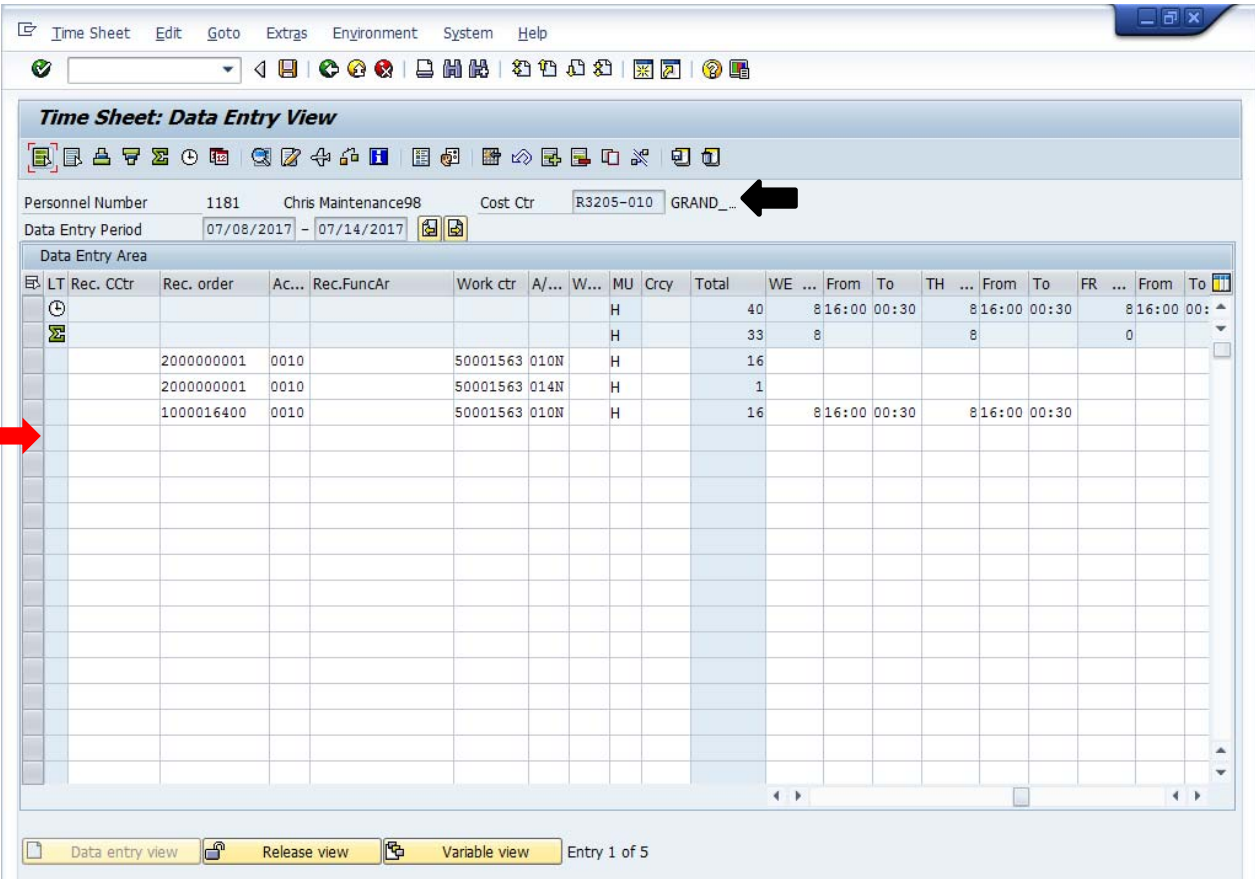
On Thursday you were asked by your supervisor to work on-call for one hour before your shift because of an absence of a co-worker. You need to enter the hours you were on-call.
When you complete the exercise DO NOT log off of the system.

Procedure

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 fourth line of the time sheet for the following fields:
- **Rec Cost Center –** Use the cost center from your time sheet (The Black arrow is pointing to where your cost center is located)
- **Rec. Functional Area –** 1100
- **Wage Type -** 4099

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

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

Time Sheet: Data Entry View

3. Click **Enter** .

4. Click **Save** .

Questions

Answer the question(s).

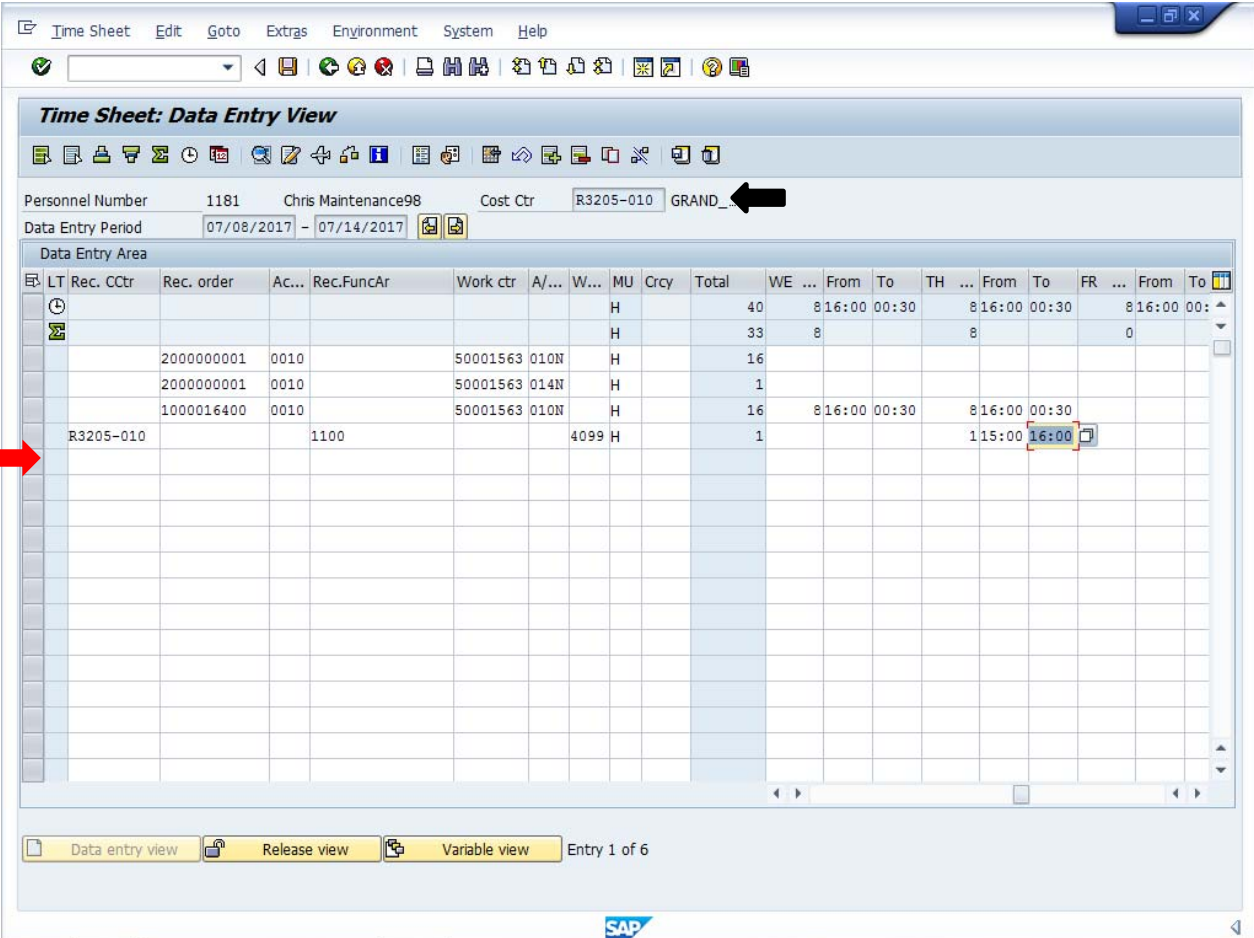|	
What is the Wage Type for On-call?	
Can you enter On-call time during regular working hours?	

Exercise 5 – Enter Time to a Cost Center

Exercise Scenario

You need to enter the time you worked on Friday when you attended a mandatory training on first shift for 8 hours.

When you complete the exercise DO NOT log off of the system.

Procedure

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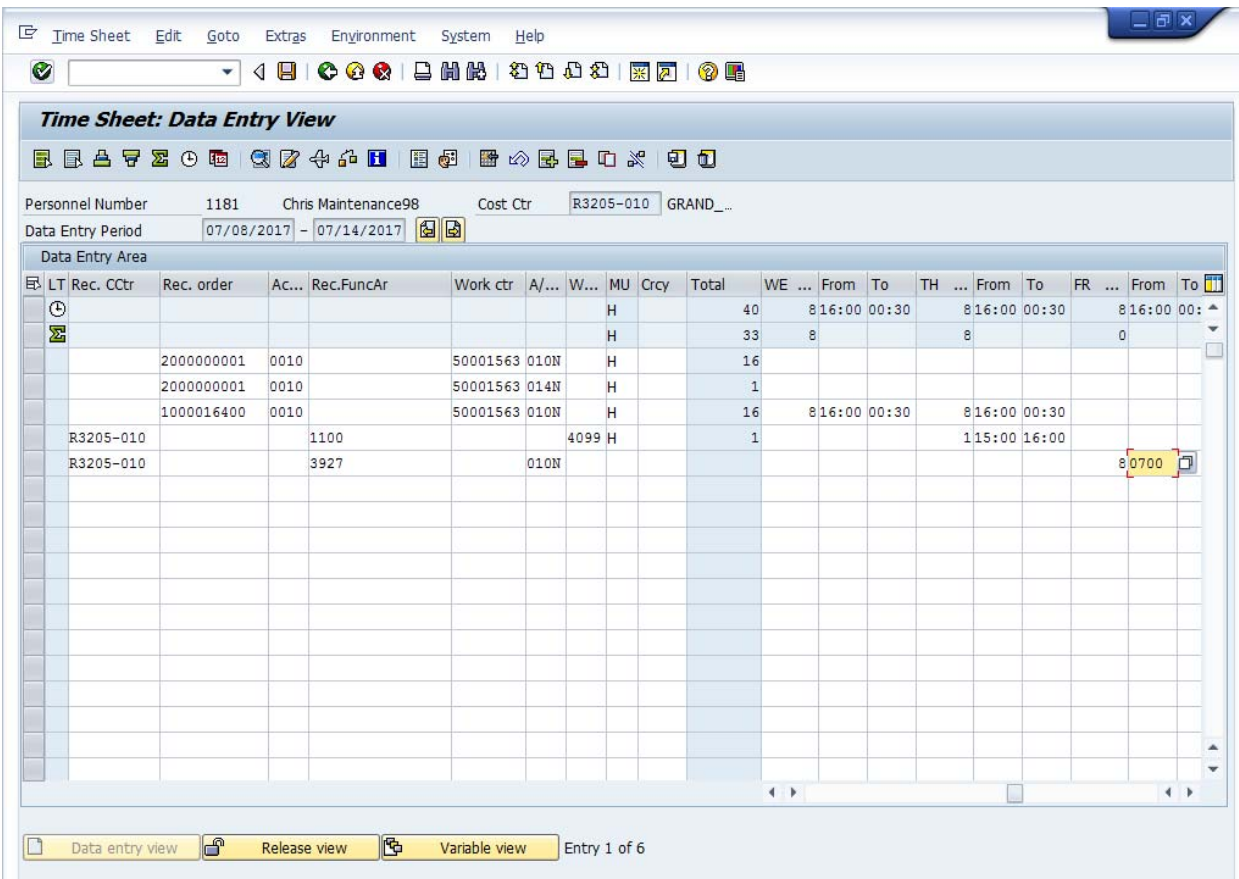
Time Sheet: Data Entry View

2. Enter data on the fifth line of the time sheet for the following fields:
- **Rec Cost Center –** Use the cost center from **your** time sheet (The Black arrow is pointing to where your cost center is located)
- **Rec. Functional Area –** 3927
- **A/A Type -** 010N

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

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

Time Sheet: Data Entry View

3. Click **Enter** ✅.

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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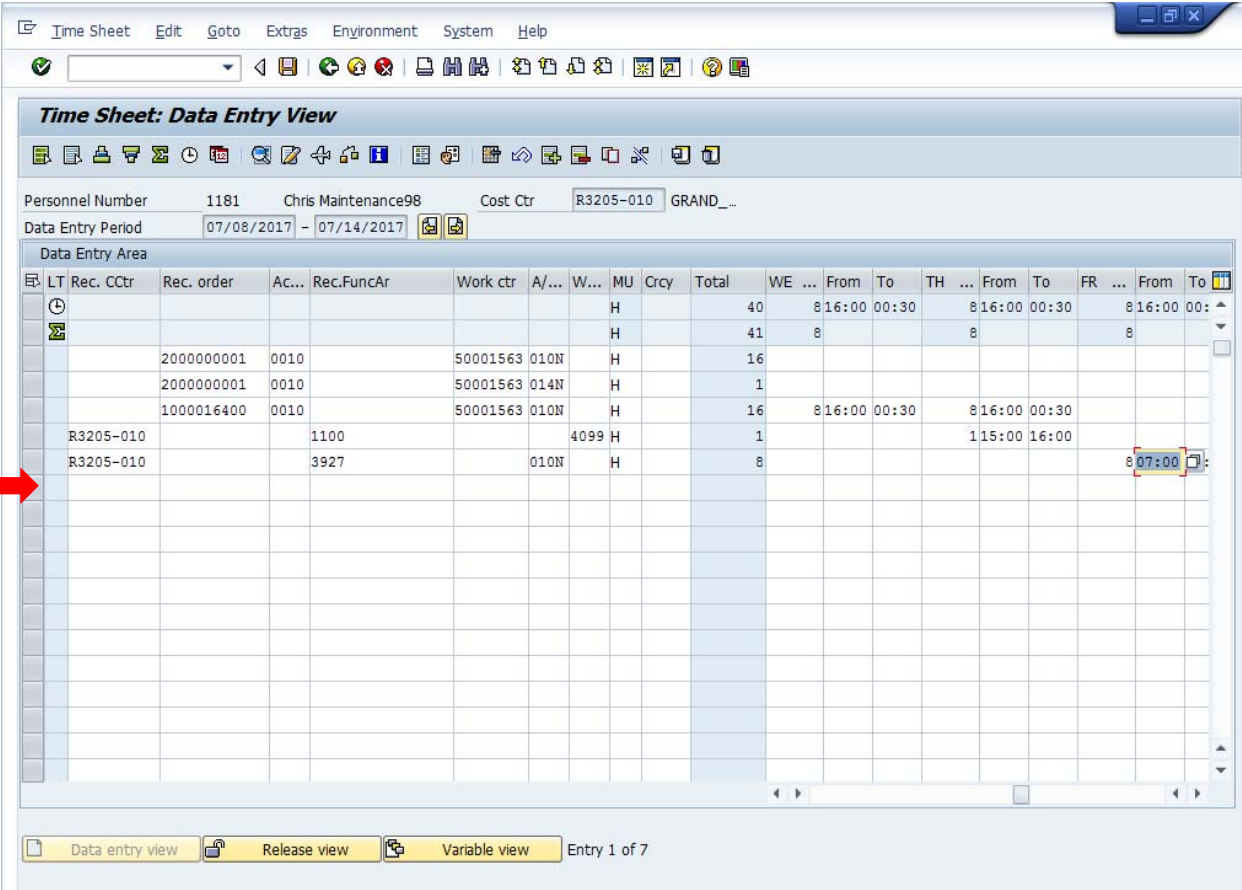# Exercise 6 – Enter 2nd Shift Wage Type

Exercise Scenario

You are assigned to the second shift. On Friday you had a mandatory safety meeting on 1st shift from 07:00 to 15:00 and are entering your time using the second shift wage type 7002. You are also releasing and saving your time for the week.

When you complete the exercise DO NOT log off of the system.

Procedure

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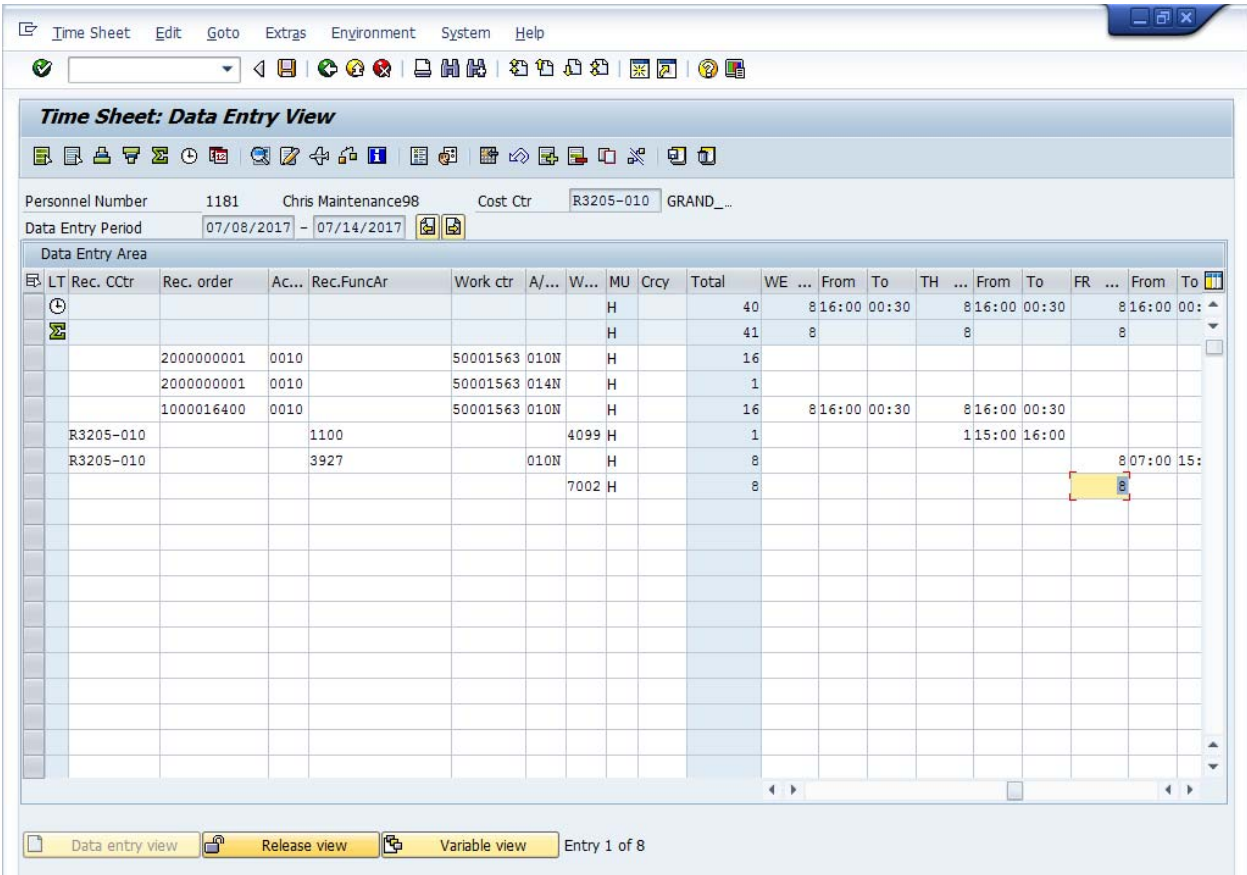
Time Sheet: Data Entry View

2. Enter data on the sixth line of the time sheet for the following fields:
- **Wage Type -** 7002

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.

- **Friday** - 8

Time Sheet: Data Entry View

3. Click **Enter** .
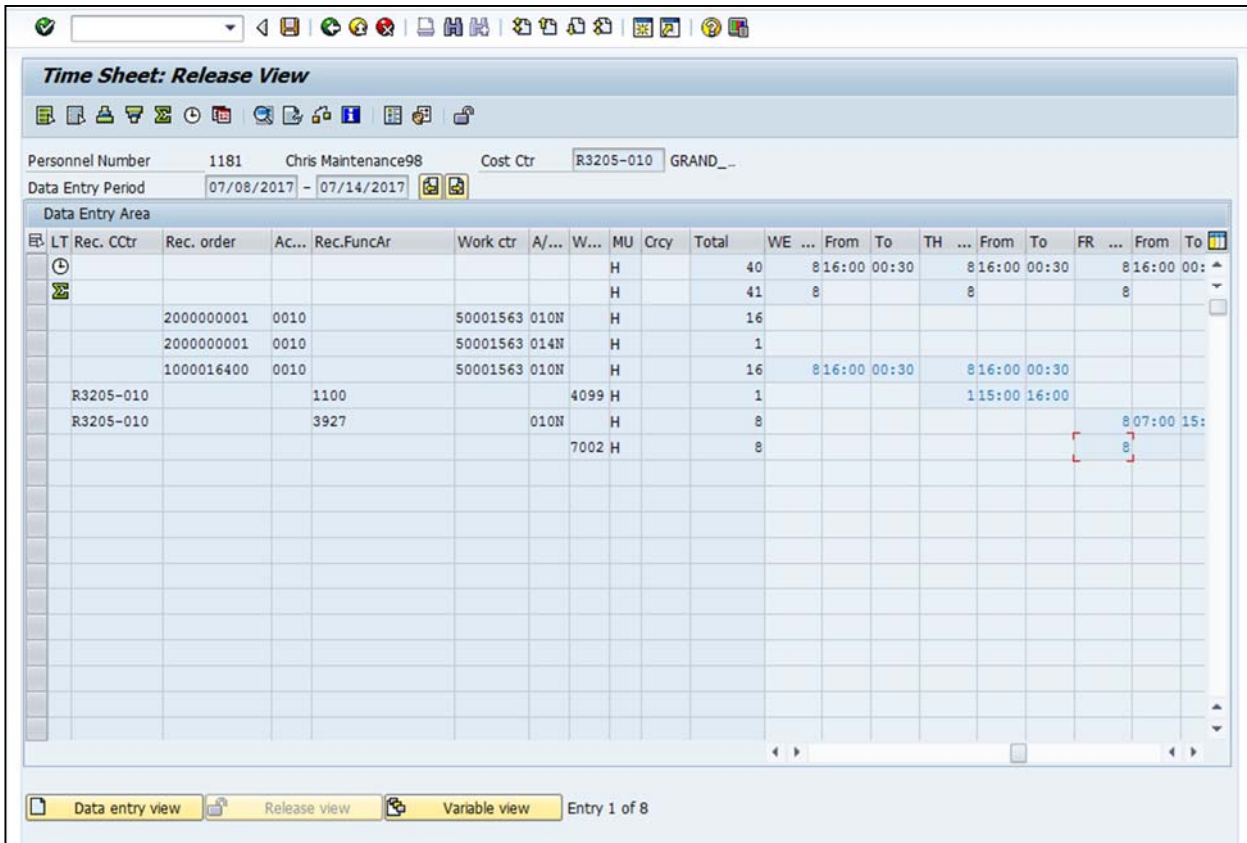
4. Click Release view . The *Time sheet: Release View* screen displays.

Time Sheet: Release View

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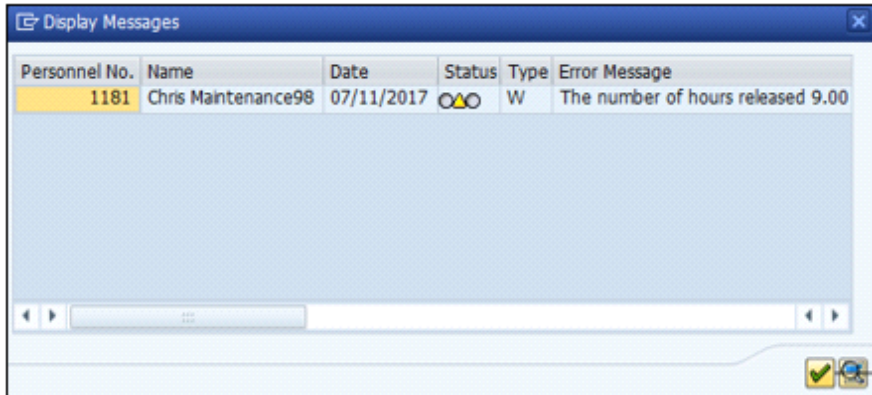
. If you only want to select one or more rows, use **Select Row** ▯.

6. Click **Release** 🔓.

7. Click **Save** 💾.

The *Display Messages* dialog box displays. Review the message and click **Enter** to continue.
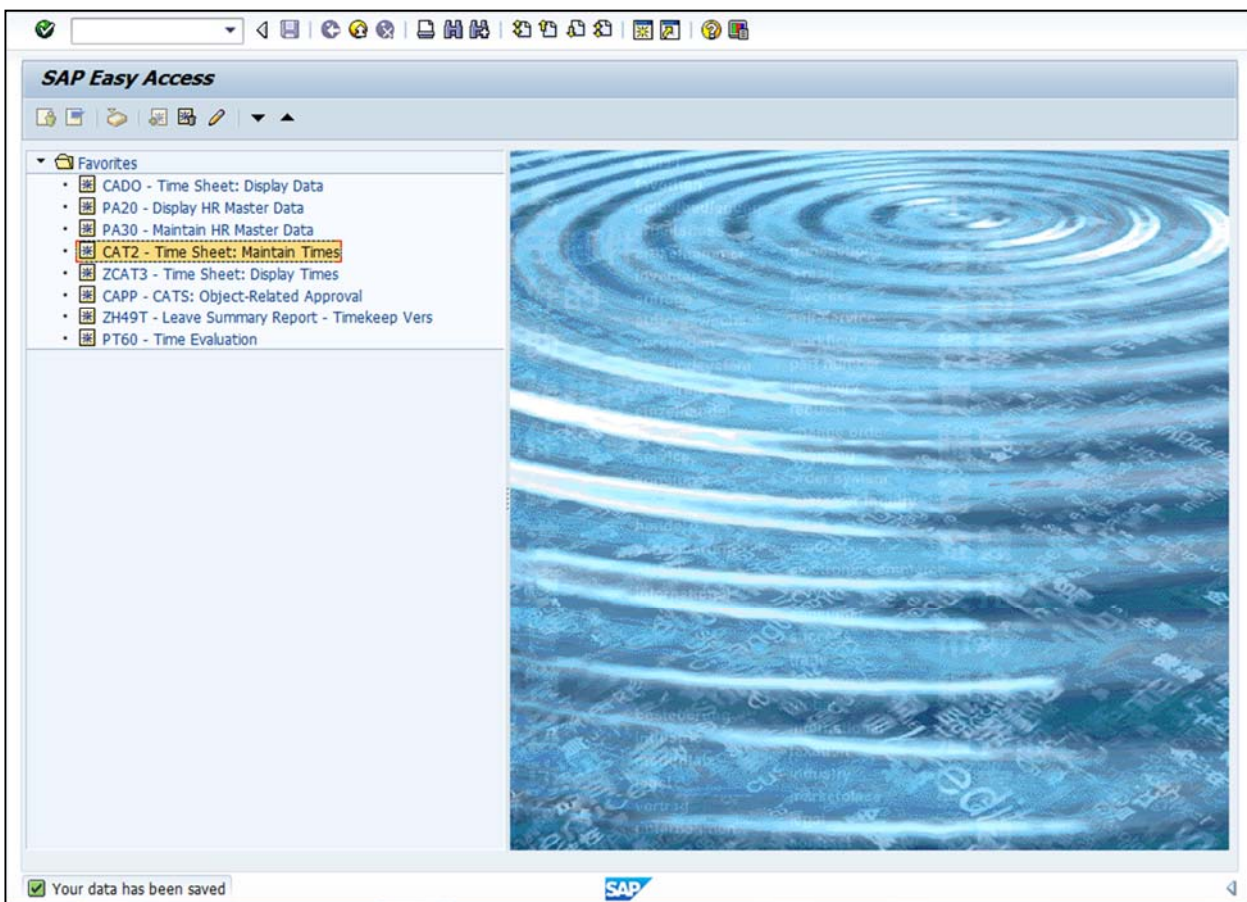
Display Messages

8. Click **Enter** ✅ to continue.

SAP Easy Access

9. You are returned to the *SAP Easy Access* screen.

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 7 – Section 4 - Time Entry Scenarios

Exercise Scenario

It is a holiday week, and you are entering your time according to one of the assigned scenarios below:

A. You are normally scheduled not to work on the holiday and want to be paid overtime
B. You are normally scheduled not to work on the holiday and work 40 hours in the week
C. Work the holiday and want to earn an alternate holiday
D. Work the holiday and want to be paid overtime

Use the information contained in the scenario you have been assigned.

If you have any questions about your group's scenario or need help please ask.

Section 4 - Scenario A

You are on a Tuesday through Saturday, five day, eight hour work schedule. It is a holiday week. You are normally scheduled off on the Monday holiday, but were called into work 8 hours on the holiday and your time was charged to a work order. After considering the options, your supervisor have approved it. During your normal work schedule you worked 40 hours that was also charged to a work order. Use the following information as a guide to complete the exercise by entering your time for the week.

1. Use the following information to log into SAP and to navigate to the correct week.

    User ID: sapuser98

    Password: Colorado1

    Navigate to Week: 09/2/17 to 9/08/17

2. Use the following email from your supervisor to enter the preventive work order for the holiday.

    Chris,

    Thanks for working the holiday. I am out this week, but I wanted let you know that you should enter your time for Monday to work order 1000016400, Activity 0010 and Work center 50001563. To answer your question about the A/A Type to use, here is a table with some definitions. Oh and by the way, don't forget you can search for the A/A code by selecting the A/A Type cell and clicking the Matchcode button to the right of it.

Regular Work Time	Hours worked during your normal work schedule or hours worked outside of your work schedule that are not eligible for premium "special" pay
Overtime	Time worked in excess of the expected scheduled hours in a week, to be paid as additional compensation
Comp Time Worked	Time worked over the expected scheduled hours in a week, to be taken off at a later date
Alternate Holiday Worked	Time worked on a holiday, when the holiday falls on a regularly-scheduled day, in order to take additional time off at a later date

    Thanks again for working,

    Bob

3. Use the following email from your supervisor to enter hours to the work order for the remainder of the week.

    Chris,

    Please enter your time to work order 1000016400, Activity 0010 and the work center 50001563 for your normally scheduled hours. Please see my previous email if you have any issues.

    Bob

Section 4 - Scenario B

You are on a Tuesday through Saturday, five day, eight hour work schedule. It is a holiday week. You are normally scheduled off on Mondays, but were asked to work 8 hours on the holiday and your time was charged to a work order. You didn't work on your normal Saturday since you had to work on the Monday holiday. You worked 32 hours the rest of the scheduled week on a different work order. Use the following information as a guide to complete the exercise by entering your time for the week.

1. Use the following information to log into SAP and to navigate to the correct week.

    User ID: sapuser99

    Password: Colorado1

    Navigate to Week: 09/2/17 to 9/08/17

2. Use the following email from your supervisor to enter the preventive work order for the holiday.

    Chris,

    Thank you for working on the holiday. I am out this week, but I wanted let you know that you should enter your time for Monday to preventive work order 1000016400, Activity 0010 and Work center 50001563. To answer your question you asked me this week about A/A Types, here is a table with some definitions. Oh and by the way, don't forget you can search for the A/A code by selecting the A/A Type cell and clicking the Matchcode button to the right of the cell.

Regular Work Time	Hours worked during your normal work schedule or hours worked outside of your work schedule that are not eligible for premium "special" pay
Overtime	Time worked in excess of the expected scheduled hours in a week, to be paid as additional compensation
Comp Time Worked	Time worked over the expected scheduled hours in a week, to be taken off at a later date
Alternate Holiday Worked	Time worked on a holiday, when the holiday falls on a regularly-scheduled day, in order to take additional time off at a later date

    See you next week,

    Bob

3. Use the following email from your supervisor to enter the preventive work order for the remainder of the week.

    Chris,

    Please enter your time to work order 1000016400, Activity 0010 and the work center for 50001563 for your normally scheduled hours. Please see my previous email if you have any issues.

    Bob

Section 4 - Scenario C

You are on a Monday through Thursday, four day, 10 hour work schedule. It is a holiday week. You are normally scheduled to work on Mondays, and you are asked to work 10 hours on a work order instead of taking the holiday off. After considering your options, you have decided to earn an Alternate Holiday so you can take time off at a later date and your supervisor has approved it. During your normal work schedule, you worked the expected 32 hours. Use the following information as a guide to complete the exercise by entering your time for the week.

1. Use the following information to log into SAP and to navigate to the correct week.

    User ID: sapuser96

    Password: Colorado1

    Navigate to Week: 09/2/17 to 9/08/17

2. Use the following email from your supervisor to enter the preventive work order for the holiday

    Chris,

    Thanks for working the holiday. I am out this week, but I wanted let you know that you should enter your time for Monday to preventive work order 1000016400, Activity 0010 and Work center 50001563. To answer your question about the A/A Type, here is a table with some definitions. Oh and by the way, don't forget you can search for the A/A code by selecting the A/A Type cell and clicking the Matchcode button.

Regular Work Time	Hours worked during your normal work schedule or hours worked outside of your work schedule that are not eligible for premium "special" pay
Overtime	Time worked in excess of the expected scheduled hours in a week, to be paid as additional compensation
Comp Time Worked	Time worked over the expected scheduled hours in a week, to be taken off at a later date
Alternate Holiday Worked	Time worked on a holiday, when the holiday falls on a regularly-scheduled day, in order to take additional time off at a later date

    Thanks again for working,

    Bob

3. Use the following email from your supervisor to enter the preventive work order for the remainder of the week.

    Chris,

    Please enter your time to work order 1000016400, Activity 0010 and the work center for 50001563 for your normally scheduled hours. Please see my previous email if you have any issues.

    Bob

Section 4 - Scenario D

You are on a Monday through Thursday, four day, 10 hour work schedule. It is a holiday week. You are normally scheduled to work on the Monday the holiday falls, and you are asked to work 10 hours on a work order instead of taking the holiday off. After considering the options, your supervisor has approved the overtime. You worked 32 hours the rest of the scheduled week on a work order. Use the following information as a guide to complete the exercise by entering your time for the week.

1. Use the following information to log into SAP and to navigate to the correct week.

    User ID: sapuser97

    Password: Colorado1

    Navigate to Week: 09/2/17 to 9/08/17

2. Use the following email from your supervisor to enter the preventive work order for the holiday

    Chris,

    Thanks for working the holiday. I am out this week, but I wanted let you know that you should enter your time for Monday to preventive work order 1000016400, 0010 and Work center 50001563. To answer your question about the A/A Type, here is a table with some definitions. Oh and by the way, don't forget you can search for the A/A code by selecting the A/A Type cell and clicking the Matchcode button.

Regular Work Time	Hours worked during your normal work schedule or hours worked outside of your work schedule that are not eligible for premium "special" pay
Overtime	Time worked in excess of the expected scheduled hours in a week, to be paid as additional compensation
Comp Time Worked	Time worked over the expected scheduled hours in a week, to be taken off at a later date
Alternate Holiday Worked	Time worked on a holiday, when the holiday falls on a regularly-scheduled day, in order to take additional time off at a later date

    Thanks again for working,

    Bob

3. Use the following email from your supervisor to enter the preventive work order for the remainder of the week.

    Chris,

    Please enter your time to work order 1000016400, Activity 0010 and the work center 50001563 for your normally scheduled hours. Please see my previous email if you have any issues.

    Bob

Exercise 8 – Enter Comp Time Worked

Exercise Scenario

Your supervisor reminded you that you worked more than eight hours on 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.
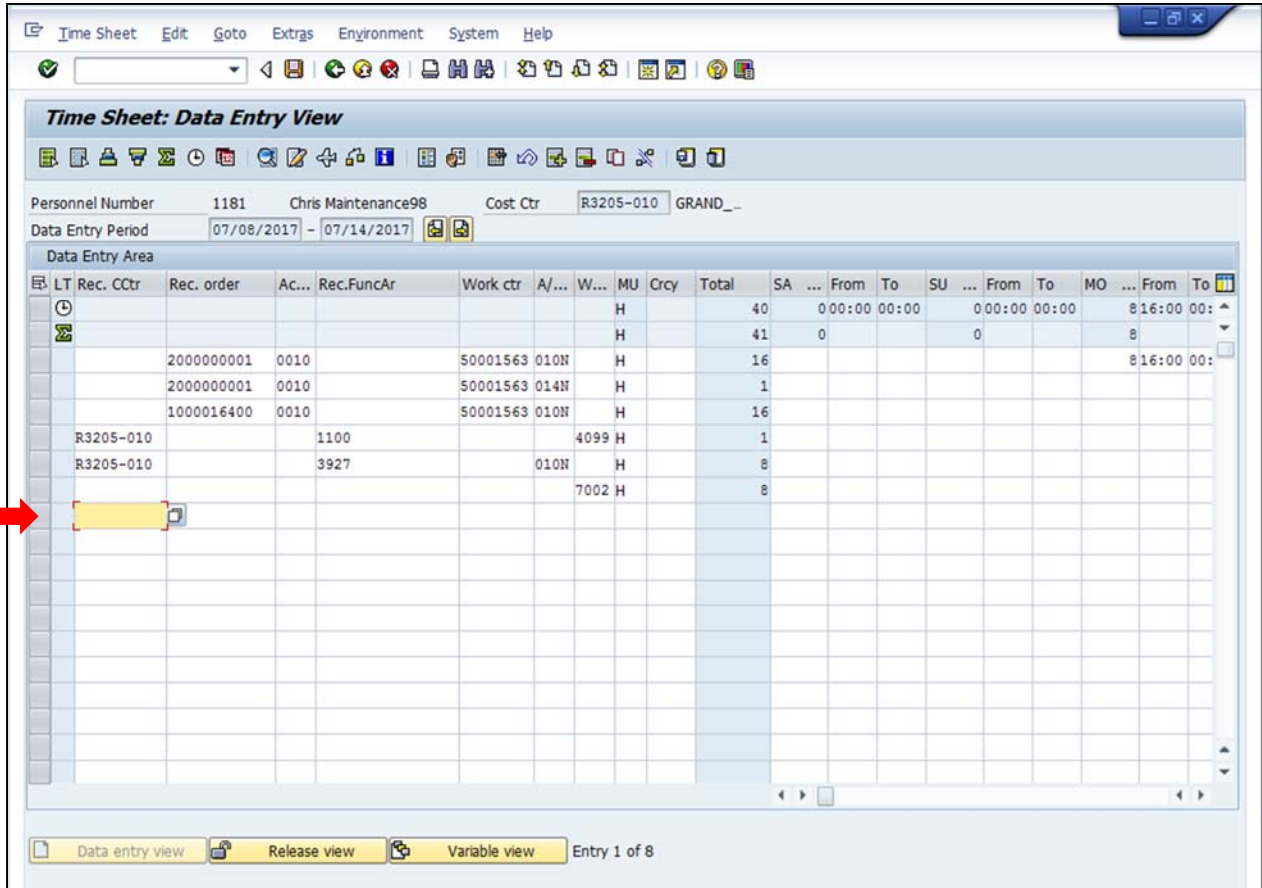
Procedure

1.   Start the transaction by entering **CAT2** in the **Command** field.

SAP Easy Access
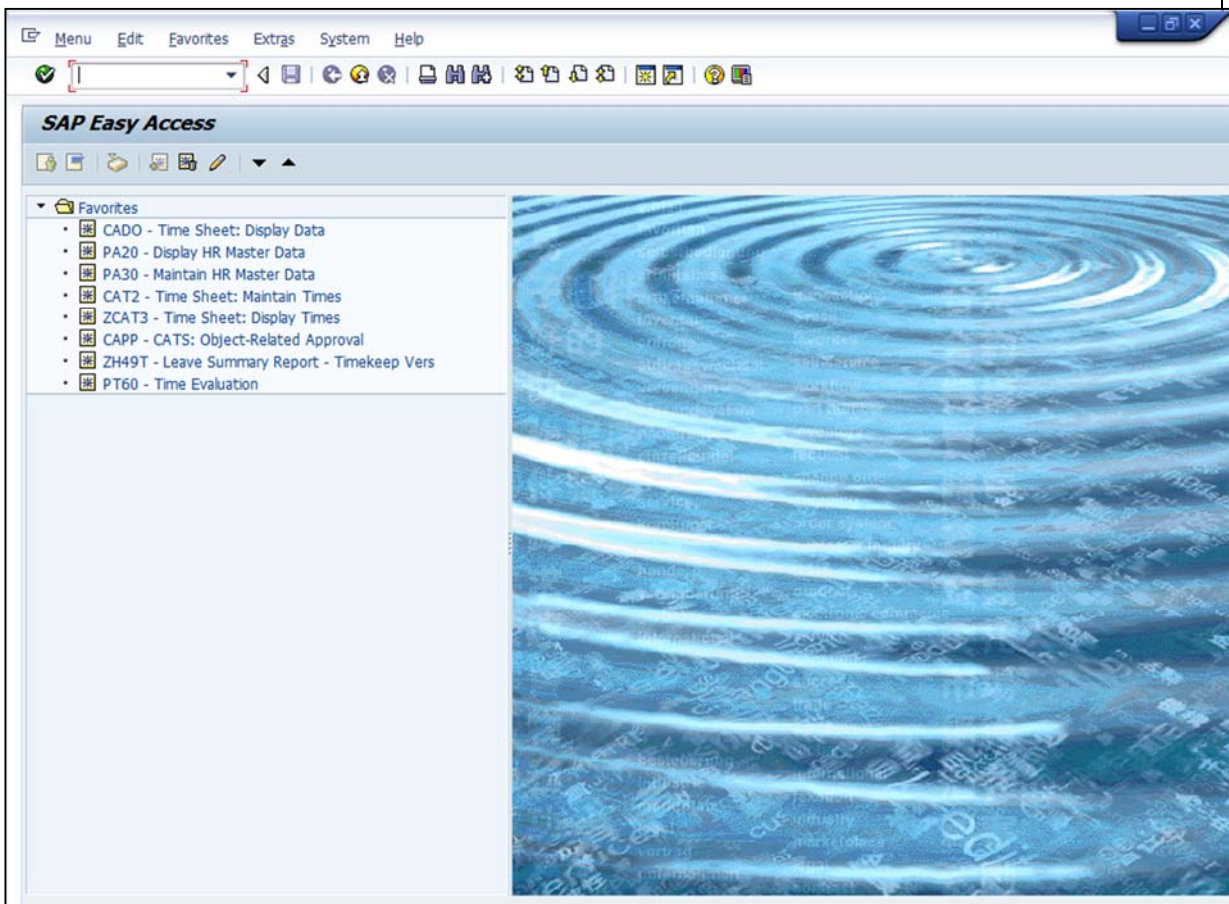
2.   Click **Enter** .

3.   Start from the first open row of the time sheet, as indicated by the red arrow below.

Time Sheet: Data Entry View

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

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

- **Wednesday –** 1
- **From (for Friday) –** 0030

Time Sheet: Data Entry View

5. Click **Enter** ✅.

6. Click 🔓 **Release view** . The *Time Sheet: Release View* screen displays.

Time Sheet: Release View

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

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

8. Click **Release** ![icon].

9. Click **Save** ![icon].

> The *Display Messages* dialog box displays. Review the message and click continue to proceed.

Display Messages

10. Click **Enter** ✅ to continue.
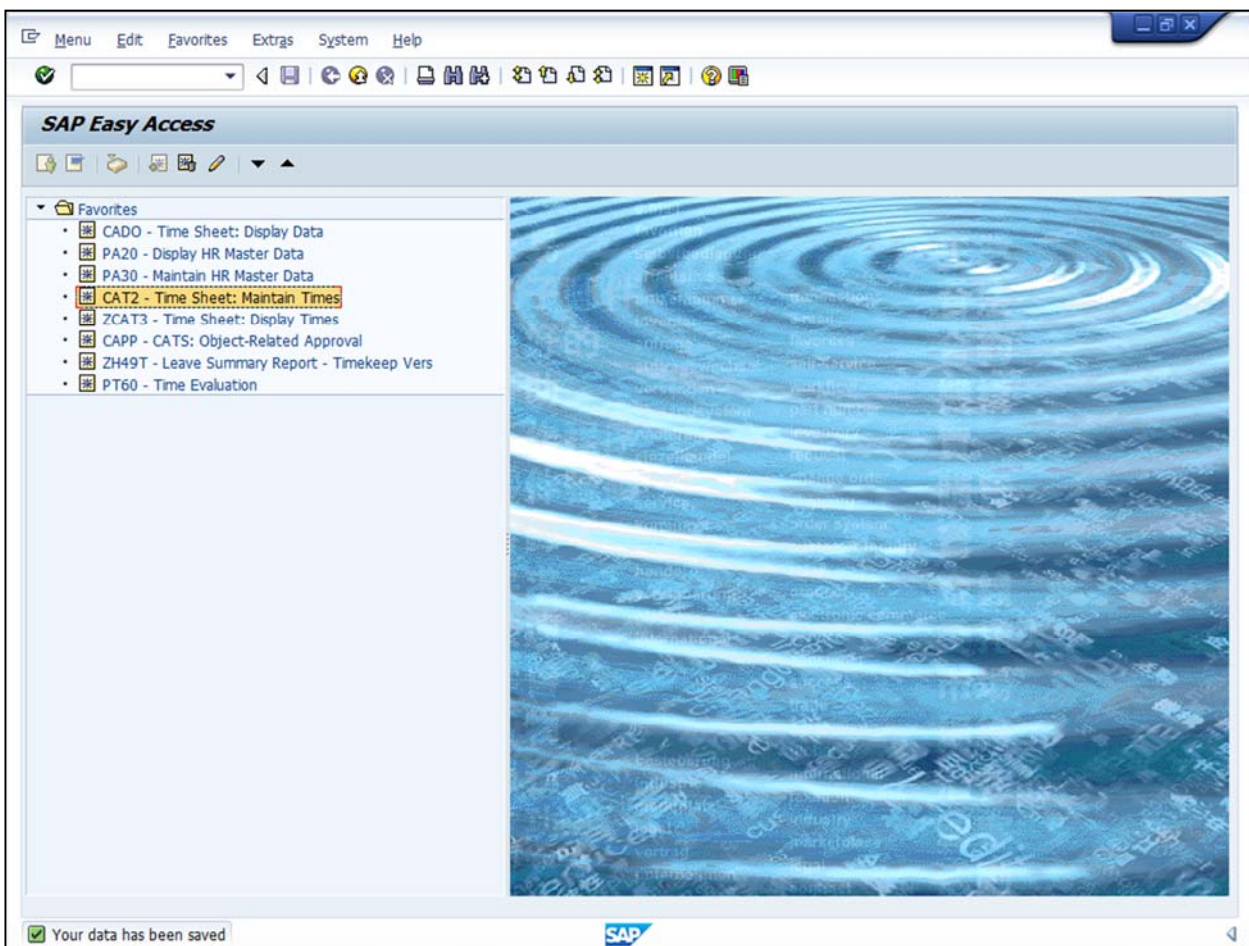
SAP Easy Access

11. You are returned to the *SAP Easy Access* screen.

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

Questions

Answer the question(s).

What A/A type do you enter when you earn Comp time?

What A/A type do you enter when you use Comp time?

Exercise 9 – Change Comp Time Entry

Exercise Scenario

You entered 2 hours Comp Time Used for leave on the Monday. You also worked 2 hours over your normal schedule on Friday. You are approved for overtime but are unable to earn overtime in the same week comp time is taken. In order to be paid overtime for the additional two hours on Friday, you need to change the Comp Time Used A/A Type to Annual Leave.
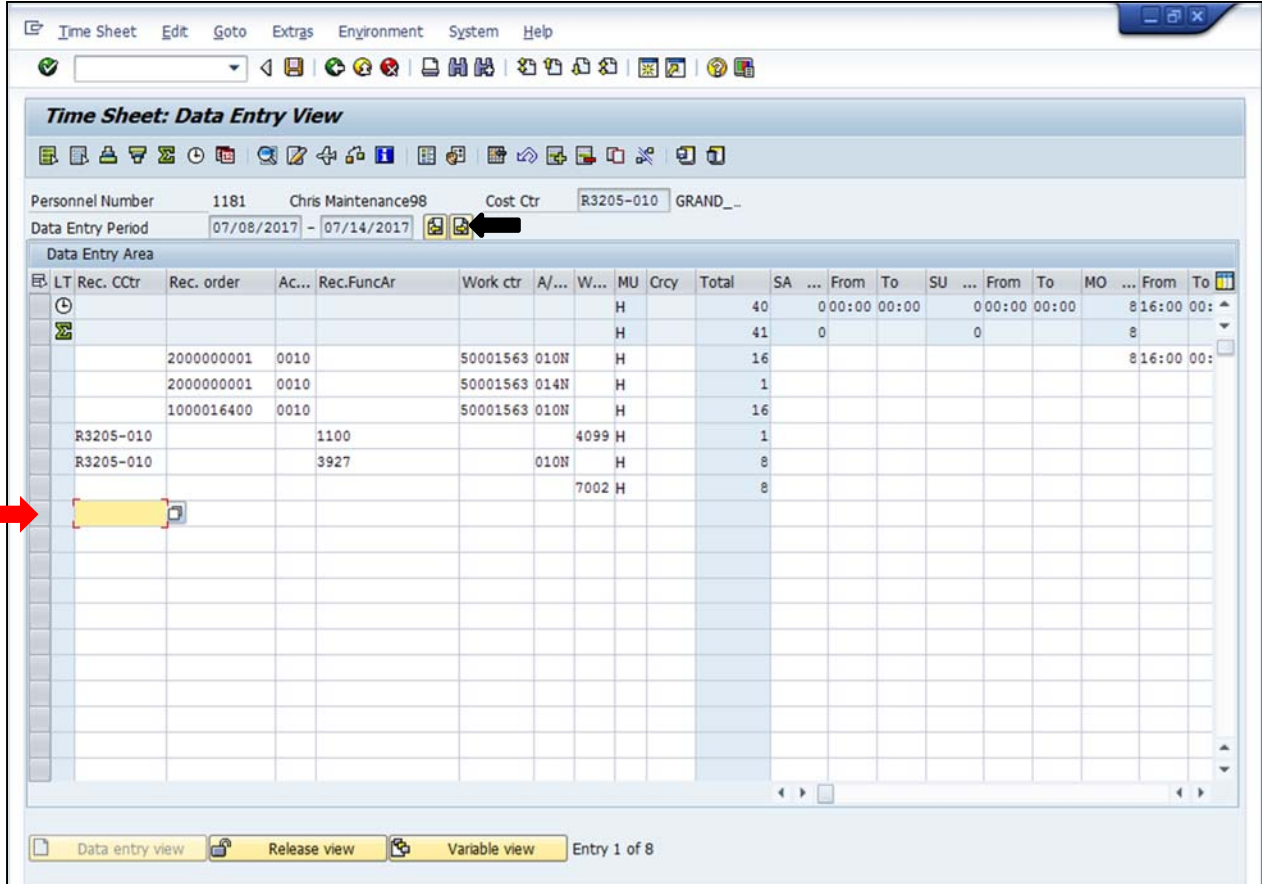
Procedure

1. Start the transaction enter **CAT2** in the **Command** field.

SAP Easy Access
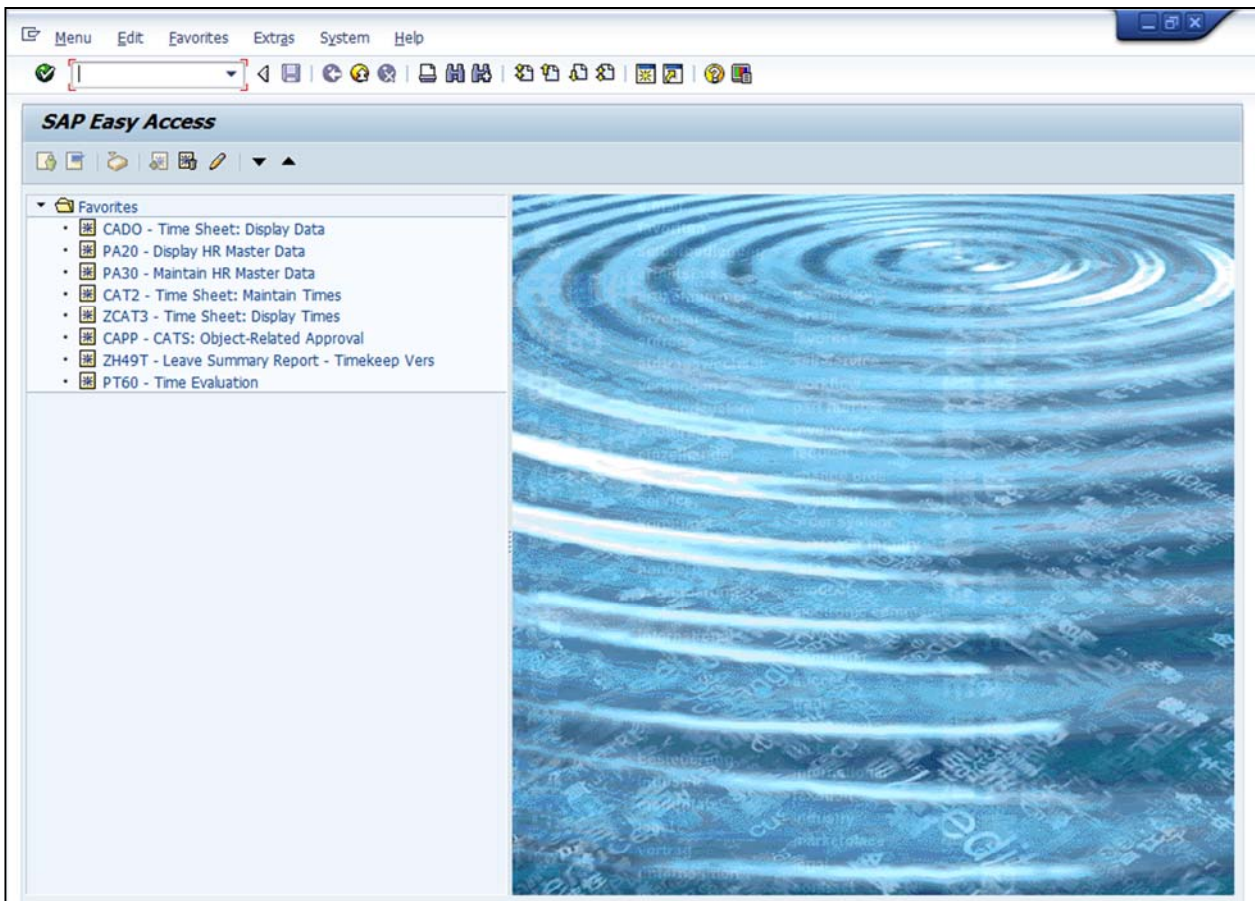
2. Click **Enter** ✅

Time Sheet: Data Entry View
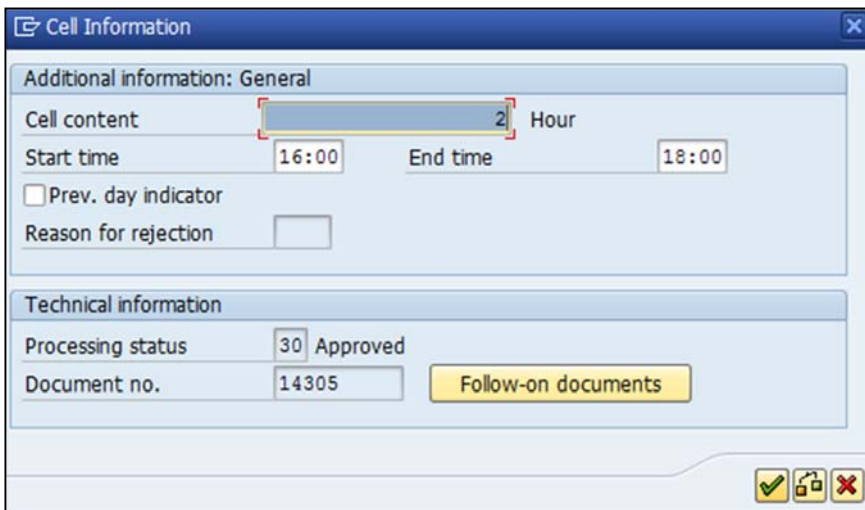
3. Click **Next Screen** to go to the next week of time.

4. Double-click on the **From** field for Monday (16:00) to determine if the leave entry has been approved.

Cell Information
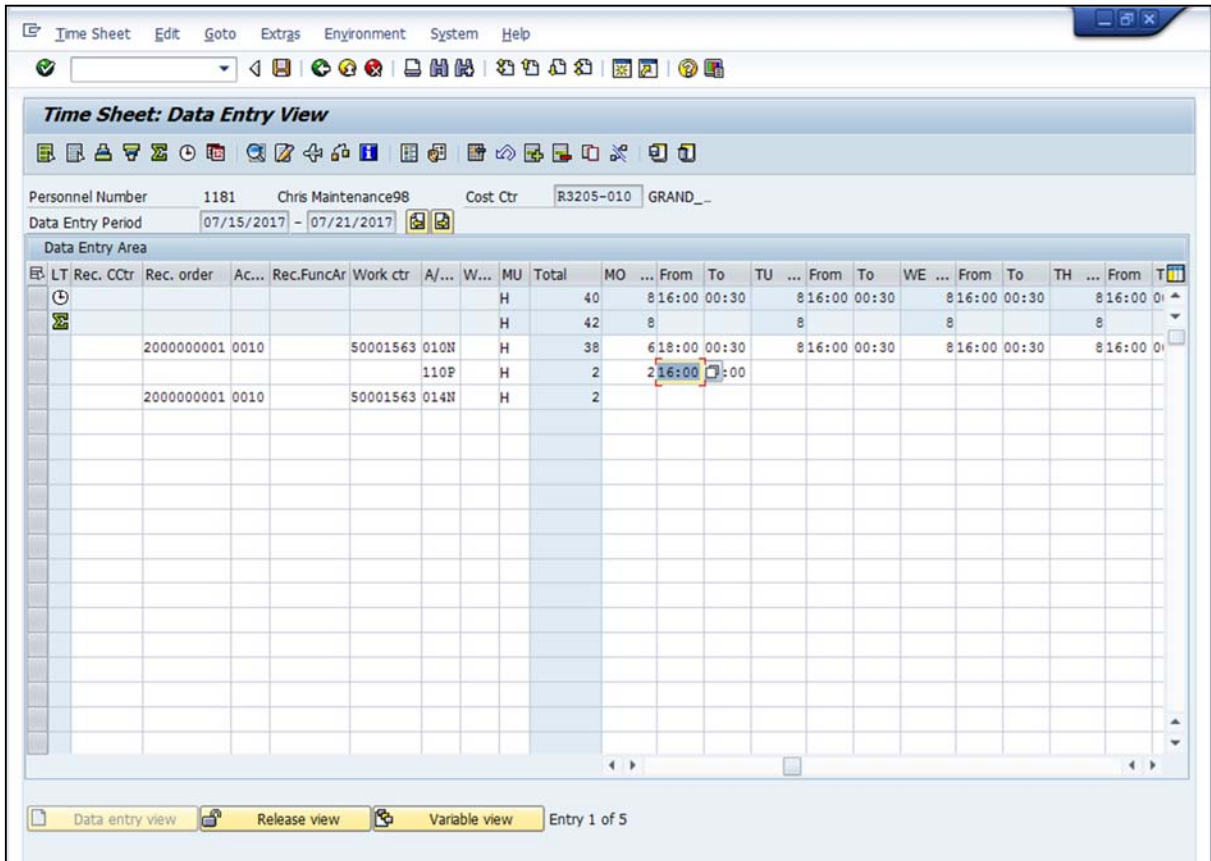
5. The leave entry has been approved so it must be zeroed out. Click **Continue** ✓.
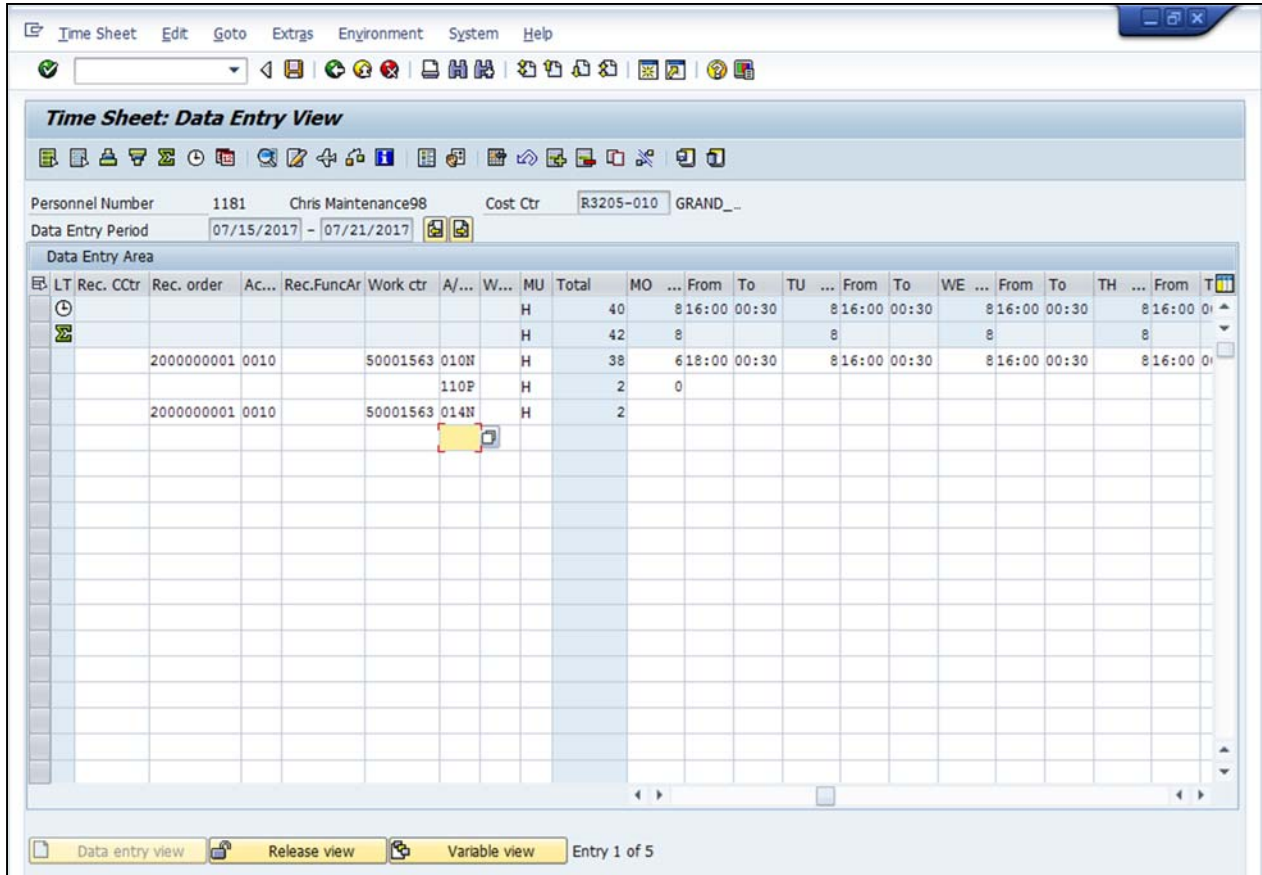
If time entered is not correct it must be zeroed out by replacing the total hours for that entry with zero and removing the **From** and **To** times.

Time Sheet: Data Entry View

6. To "zero out" the time coded to Comp Time User, use the following data to change the second line of the time sheet
   - **Monday –** Replace 2 with 0
   - **From (for Monday) Remove 16:00**
   - **To (for Monday) Remove 18:00**

Time Sheet: Data Entry View
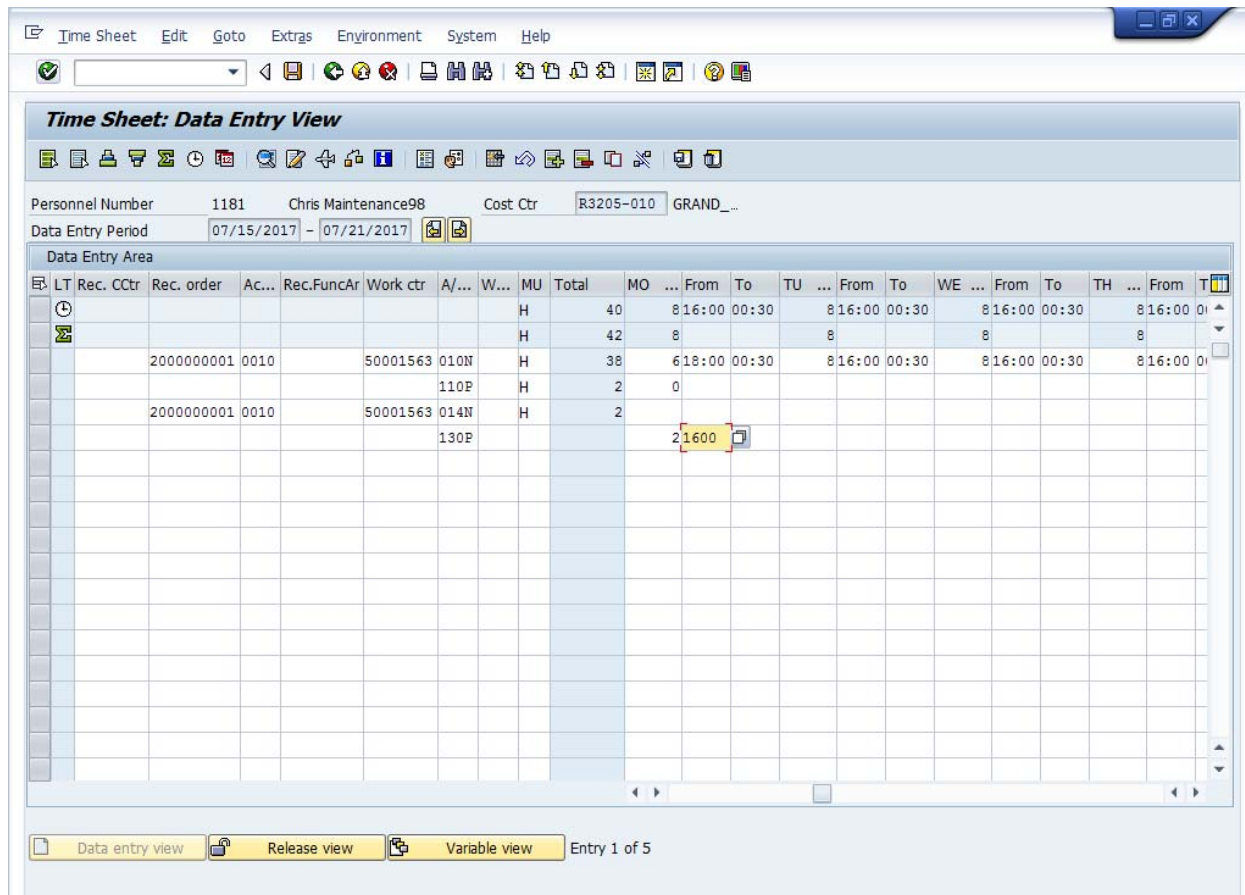
7. To charge the time to Annual Leave, enter the following data on the fourth line of the time sheet:
- **A/A Type –** 130P
- **Monday –** 2
- **From (for Monday) -** 16:00

Time Sheet: Data Entry View
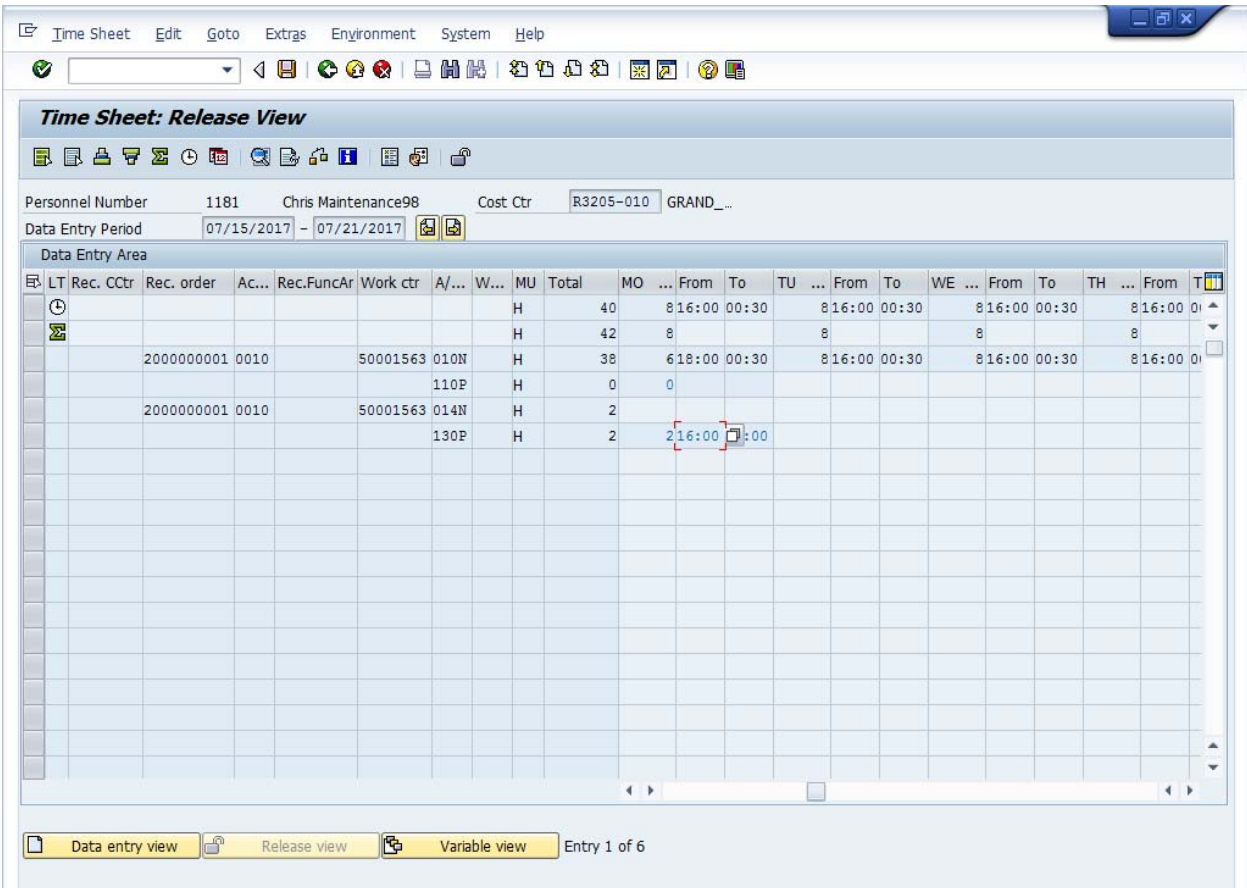
8. Click **Enter** ✓.

9. Click 🔓 **Release view**. The *Time Sheet: Release View* screen displays.

Time Sheet: Release View

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

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

11. Click **Release** ![icon].

12. Click **Save** ![icon].
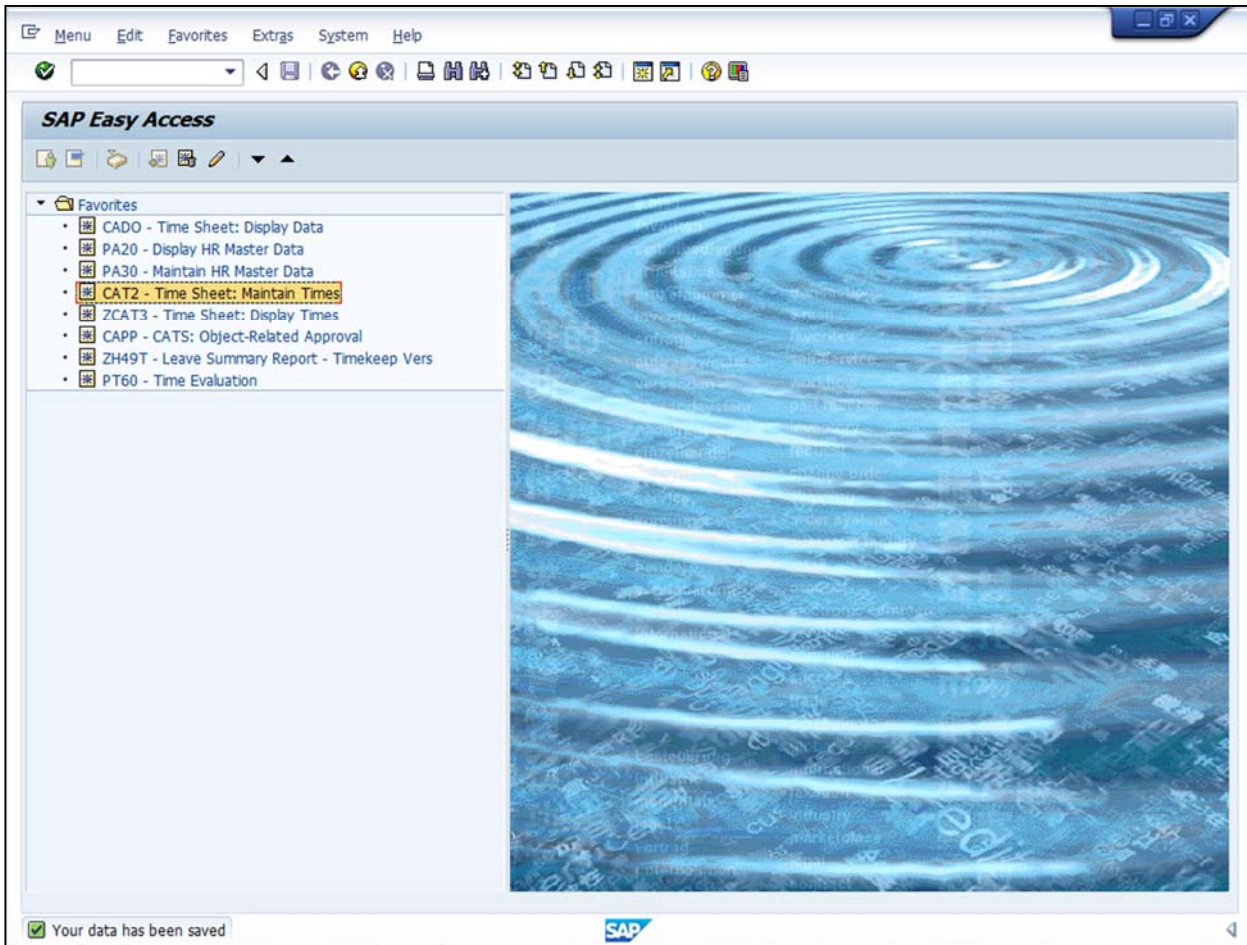
SAP Easy Access

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

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?