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| gENERAL | |
| **Course Title** | SAP Time Entry for Engineering |
| **Course Description** | This course provides CDOT Engineering personnel with the skills they need to enter their time to ensure prompt and accurate pay. |
| **Target Audience** (Total #) | All CDOT Engineering Employees |
| **Process** | Time Entry |
| **Process Touch Points** | N/A |
| **Lessons** | Overview  Attendance Time Entry  Leave Entry  Time Entry Changes |
| **Total Time** | 1.5 hours |
| **Delivery Method(s)** | eLearning |
| **Prerequisites** | Basic Navigation |
| **SME(s)** | Valerie Metaiguer, Laura Zamora |
| **Training Developer(s)** | Marie Dreyer |
| **Frequency** | On Demand |
| **Course Content Reviewer(s) and Approver** | TBD |
| **Location** | SAP Training Website (LSO) |
| **List of Training Materials Required for Course Delivery** | uPerform Course eLearning |
| **Total Guided Exercises** | 4 (Exempt vs non-Exempt entries require different sim for overtime) |

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| **Course Purpose** |
| This course is designed to teach participants the skills required to enter their time in SAP to ensure that they are paid promptly and accurately. | | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Describe the Time Entry Process for Engineering Employees * Enter and release time attendance and absences in SAP * Change timesheet in SAP | | |
| **Content Outline** |  | |
| Lesson 1: Overview | |  |
| Lesson Objectives | * Explain the Engineering time entry process * Identify roles and responsibilities in the time entry process | |
| Business Process | Time Entry | |
| Terms and Concepts | * Time Entry Process * Roles and Responsibilities * Attendance/Absence Types * Payroll timeline | |

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| Lesson 2: Attendance Time Entry | | |  | | |
| Lesson Objectives | * Identify required data for an SAP time entry * Define Work Schedules * Distinguish how and why time is entered to a: * Cost Center * Project * CE Pool Cost Center * Explain Non-participating (N) and participating (P) attendance time entries * Differentiate between additional hours for exempt versus non-exempt employees * Enter and release attendance time in SAP, including: * Standard Attendance Time * Overtime (Non-Exempt) * Regular Additional Time (Non-Exempt) | | | | |
| Business Process | Time Entry and Approval | | | | |
| Terms and Concepts | * Cost Centers and Functional Areas * WBS * CE Pool Cost Center * Participating/Non-Participating Attendance Time Entries * A/A Types * Start/End Time * Military Time * Work Schedules * Shift Differentials * Overtime Rules * Comp Time Rules * Alternate Holiday Worked | | | | |
| Transaction (Name and T-code) | | T-Code | | Guided Exercise | WI |
| Enter and Release Working Time to Cost Center, WBS and CE Cost Center | | CAT2 | | x | X (WBS & Cost Accumulated CC) |
| Enter and Release Additional Hours/Overtime – Non-Exempt | | CAT2 | | x |  |

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| Lesson 3: Absence Time Entry | | |  | | |
| Lesson Objectives | * Describe Quotas and Accruals for the following leave types: * Annual * Sick * Comp Time * Alternate Holidays * Explain how work schedules impact leave entries * Enter and release absence time in SAP, including: * Annual Leave * Sick Leave * Comp Time Used | | | | |
| Business Process | Timesheet Entry and Approval | | | | |
| Terms and Concepts | * Leave time Quotas and Accruals, including: * Annual * Sick * Comp Time (Exempt vs Non-Exempt) * Alternate Holiday Time | | | | |
| Transaction (Name and T-code) | | T-Code | | Guided Exercise | WI |
| Enter and Release Leave Request | | CAT2 | | X |  |

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| Lesson 4: Timesheet Changes | | |  | |
| Lesson Objectives | * Identify common timesheet errors * Explain the process for Time Entry changes and deletions * Describe common SAP Error messages * Change Timesheet for approved time entries: * Zero out approved leave request * Change Time Worked * Change Leave Entry | | | |
| Business Process | Timesheet Entry and Approval | | | |
| Terms and Concepts | * Collisions * WBS Status * Overtime Errors * Under 40 Hours * Timesheet Revision Process | | | |
| Transaction (Name and T-code) | | T-Code | | Guided Exercise |
| Change Timesheet | | CAT2 | | x |

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| Summary | |  |
| Concepts | * Course Objectives Review * Additional Support * Course Evaluation | |