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| gENERAL |
| **Course Title**  | Time Entry for General Profile |
| **Course Description** | This course provides CDOT personnel with the skills they need to enter their time to ensure prompt and accurate pay. |
| **Target Audience** (Total #) | All CDOT General Employees |
| **Process** | Time Entry |
| **Process Touch Points** | N/A |
| **Lessons** | OverviewTime EntryLeave EntryTime Entry Changes |
| **Total Time** | 1.5 hour |
| **Delivery Method(s)** | WBT |
| **Prerequisites** | Basic Navigation |
| **SME(s)** |  |
| **Training Developer(s)** | Marie Dreyer |
| **Frequency** | On Demand |
| **Course Content Reviewer(s) and Approver** |  |
| **Location** | SAP Training Website (LSO) |
| **List of Training Materials Required for Course Delivery** | uPerform Course eLearning |
| **Total Guided Exercises** | 3 |

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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 General Employees
* Enter and release time attendance and absences in SAP
* Change timesheet in SAP
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| **Content Outline** |  |
| Lesson 1: Overview |  |
| Lesson Objectives | * Explain the general time entry process
* Identify roles and responsibilities in the time entry process
* Distinguish between bi-weekly and monthly time entry
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| Business Process | Time Entry |
| Terms and Concepts | * Time Entry Process
* Roles and Responsibilities
* Attendance/Absence Types
* Payroll timeline
* Bi-Weekly Employee
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| Lesson 2: Attendance Time Entry |  |
| Lesson Objectives | * Identify required data for an SAP time entry
* Define Work Schedules
* Distinguish between Regular Additional time/Overtime entries
* Explain how Comp Time is earned
* **Define Wage Types**
* Enter and release attendance time in SAP, including:
* Standard Attendance Time
* Overtime
* Regular Additional Time
* Comp Time Earned
 |
| Business Process | Work Order ProcessTime Entry and Approval |
| Terms and Concepts | * Cost Centers and Functional Areas
* A/A Type
* Start/End Time
* Military Hours
* Work Schedules
* Overtime Rules for non-Maintenance
* Comp Time Rules
* Alternate Holiday Worked
* **Wage Types**
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| Transaction (Name and T-code) | T-Code | Guided Exercise |
| Enter and Release Working Time | CAT2 | x |
| Enter and Release Additional Time – 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
* 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 ApprovalWork Order Process |
| Terms and Concepts | * Leave time Quotas and Accruals, including:
* Annual
* Sick
* Comp Time
* Alternate Holiday Time
 |
| Transaction (Name and T-code) | T-Code | Guided Exercise |
| 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
* Enter Comp Time
* Change Work Order and Operation
* Change Time Worked
 |
| Business Process | Timesheet Entry and ApprovalWork Order Process |
| Terms and Concepts | * Collisions
* Overtime Errors
* Under 40 Hours
* Timesheet Revision Process
* SAP Error Messages
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| 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
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