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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** | Overview  Time Entry  Leave Entry  Time 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 | | |
| **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 | |
| 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 Process  Time 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** | | | |
| 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 Approval  Work 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 Approval  Work Order Process | | | |
| Terms and Concepts | * Collisions * Overtime Errors * Under 40 Hours * Timesheet Revision Process * SAP Error Messages | | | |
| 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 | |