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| gENERAL | |
| **Course Title** | SAP Time Entry for Maintenance |
| **Course Description** | This course provides maintenance personnel with the skills they need to enter their time to ensure prompt and accurate pay. It will focus on common timesheet issues and their resolutions. |
| **Target Audience** (Total #) | TM 1s and TM 2s |
| **Process** | N/A |
| **Process Touch Points** | N/A |
| **Lessons** | Overview  Time Entry and Work Orders  Leave Entry  Additional Time Entry A/A Types  Common Timesheet Errors and Issues |
| **Total Time** | 3.25 hours |
| **Delivery Method(s)** | ILT |
| **Prerequisites** | N/A |
| **SME(s)** | Cindy Hancock  Lisa Cavalli  Rachel Grafton  Michelle Gonzalez |
| **Training Developer(s)** | Marie Dreyer |
| **Instructor(s)** | TBD |
| **Frequency** | Weekly TM1 & TM2 Sessions at MTA |
| **Course Content Reviewer(s) and Approver** | Cindy Hancock  Lisa Cavalli  Rachel Grafton  Michelle Gonzalez  Gayle Rafferty |
| **Location** | Maintenance Training Academy |
| **List of Training Materials Required to Support Course Delivery** | Power Point  Work Instructions  Exercises |
| **Total uP Recordings** | 3 |
| **Total Demos** | 5 |
| **Total 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 It will focus on common timesheet issues and their resolutions. | | |
| **Course Objectives** |
| Upon completing this course, participants should be able to:   * Validate, enter and release timesheet data from Work Orders * Enter and release leave time to a timesheet * Enter and release additional time A/A types to a timesheet * Identify common time entry errors and issues | | |
| **Content Outline** |  | |
| Lesson 1: Overview | | **Time:** 15 minutes |
| Lesson Objectives | * Explain the time entry process * Identify roles and responsibilities in the time entry process | |
| Business Process | Time Entry | |
| Terms and Concepts | * Time Entry Process * Work Orders and Timesheets * Roles and Responsibilities * Attendance/Absence Types * Processing status * Payroll timeline | |

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| Lesson 2: Time Entry and Work Orders | | | **Time:** 45 minutes | | | |
| Lesson Objectives | * Explain how Work Orders are used to populate timesheets * Describe Work Schedules and how they impact pay * Recognize required data for a Work Order time entry * Identify issues with Work Order time transfer * Enter and release time in SAP | | | | | |
| Business Process | Work Order Process  Time Entry and Approval | | | | | |
| Terms and Concepts | * Work Schedules * Work Centers * Work Order Number * Work Order Release and Data Transfer * Time Release Schedule | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Enter and Release Working Time (Reactive/Routine) | | CAT2 | |  | X (10) | x (15) |
| Display Work Order from Timesheet | | CAT2/IW33 | |  | x (5) |  |

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| Lesson 3: Leave Entry | | | **Time:** 50 minutes | | | |
| Lesson Objectives | * Define common Leave A/A * Describe the impact of leave entry on leave bank * Enter Leave Request in SAP | | | | | |
| Business Process | Timesheet Entry and Approval | | | | | |
| Terms and Concepts | * Coding (Cost Center & Functional Area) * Work Schedules and Leave Entry * Scheduled vs Unscheduled Time * Sick Leave * Annual Leave * Quotas and Accruals * Compensatory Time * Leave Times and Resources (FML, Workers’ Comp) * Leave Deletions (Zero Out) | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Display Leave Summary Report | | SAP Portal ESS | |  | x (10) |  |
| Enter and Release Leave Request | | CAT2 | |  | X (5) | x (15) |

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| Lesson 4: Additional Time Entry A/A Types | | | **Time:** 20minutes | | | |
| Lesson Objectives | * Explain CDOT’s overtime and comp time rules * Identify Wage Types and how they are used on your timesheet * Enter Time ”Over Midnight” | | | | | |
| Business Process | Timesheet Entry and Approval | | | | | |
| Terms and Concepts | * Overtime and the 40 hour week * Comp Time * Wage Types * Time “Over Midnight” | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Add Overtime and Time “Over Midnight” to a Timesheet | | CAT2 | |  | x (10) |  |

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| Lesson 5: Common Timesheet Errors and Issues | | | **Time:** 50 minutes | | | |
| Lesson Objectives | * Identify common timesheet errors * Collisions * Overtime Errors * Under 40 Hours * Zero Entries * Describe the process for Time Entry changes * Explain how to delete time * Find Work Orders in the system * Change your Timesheet | | | | | |
| Business Process | Timesheet Entry and Approval  Work Order Process | | | | | |
| Terms and Concepts | * Patrol vs. Individual Work Centers * Collisions * Overtime Errors * Under 40 Hours * Time Deletion * Messages in SAP * Unscheduled Work Time Warning Message * Criteria for changing timesheets * Time Deletion/Changes in Timesheets and Work Orders (Planned vs Actual Costs) * Variable Time View | | | | | |
| Transaction (Name and T-code) | | T-Code | | uP Recording | Demo | Exercise |
| Locate Work Order by Work Center | | IW49 | |  | x (10) |  |
| Display Timesheet | | ZCAT3 | |  | x (5) |  |
| Change Timesheet   * Variable Time View | | CAT2 | |  | X (5) | x (15) |

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| Lesson 6 – Summary | | **Time:** 15 minutes |
| Concepts | * Course Objectives Review * Additional Support * Course Evaluation | |