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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. |
| **Target Audience** (Total #) | All Maintenance 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)** | eLearning |
| **Prerequisites** | Basic Navigation |
| **SME(s)** | TBD |
| **Training Developer(s)** | Marie Dreyer |
| **Frequency** | On Demand |
| **Course Content Reviewer(s) and Approver** | TBD |
| **Location** | SAP Training Website (and/or LSO) |
| **List of Training Materials Required to Support 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 maintenance employees * Enter and release time in SAP * Change time entry in SAP | | |
| **Content Outline** |  | |
| Lesson 1: Overview | |  |
| 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 * Roles and Responsibilities * Attendance/Absence Types * Payroll timeline * Bi-Weekly Employee * Work Orders and Timesheets * Military Time | |

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| Lesson 2: Work Time Entry | | |  | |
| Lesson Objectives | * Distinguish between time entry for Reactive and Routine work orders * Identify required data for a Work Order time entry * Enter and release attendance time in SAP, including: * Standard Attendance Time – Reactive/Routine Work Orders * Overtime * Regular Additional Time | | | |
| Business Process | Work Order Process  Time Entry and Approval | | | |
| Terms and Concepts | * Time Transfer Program * Work Schedules | | | |
| Transaction (Name and T-code) | | T-Code | | Guided Exercise |
| Enter and Release Working Time (Reactive/Routine) | | CAT2 | | x |
| Enter and Release Overtime | | 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 * Enter and release absence time in SAP, including: * Annual Leave * Sick Leave * Comp Time Used * Alternate Holidays | | | |
| Business Process | Timesheet Entry and Approval  Work Order Process | | | |
| Terms and Concepts | * Leave time Quotas and Accruals, including: * Annual * Sick * Comp 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 | * ` | | | |
| 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 * Error messages in SAP | | | |
| 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 | |