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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** | OverviewTime EntryLeave EntryTime 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
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| **Content Outline** |  |
| Lesson 1: Overview |  |
| Lesson Objectives | * Explain the time entry process
* Identify roles and responsibilities in the time entry process
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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
* 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 ProcessTime 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 ApprovalWork 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 | * `
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| Business Process | Timesheet Entry and ApprovalWork Order Process |
| Terms and Concepts | * Patrol vs. Individual Work Centers
* Collisions
* Overtime Errors
* Under 40 Hours
* Time Deletion
* Error messages in SAP
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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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