



Purpose

Use this procedure to query timesheet entries and to check the status of the entries for specific employees, groups of employees and/or periods of time.

Trigger

Perform this procedure prior to the payroll deadline to ensure that all timesheet entries have been approved. This procedure can also be used to query timesheet data in other statuses or to validate employee entries.

Prerequisites

Time entry has been made in CAT2.

Transaction Code

CADO

Helpful Hints

None.



Procedure








1. Start the transaction using the transaction code. SAP displays the *Display Time Sheet Data* screen.

Display Time Sheet Data


2. As required, complete/review the following fields:

Field	R/O/C	Description
Personnel no.	Required	Number that identifies an employee. Example: 3444



Field	R/O/C	Description
Status	Required	<p>Current process status of the data used in the report.</p> <p>Example: 10 = In process</p> <p> In process(10) indicates the employee has made an entry, but the entry has not been released for approval.</p> <p> Released for approval (20) indicates the entry has been released in timesheet and is waiting for management approval.</p> <p> Approved (30) indicates the entry has had management review and has been approved.</p> <p> Approval rejected (40) indicates the entry has had management review and has been rejected. The employee must adjust and the entry be approved before included in processing.</p> <p> Changed after approval (50) indicates an entry was released, reviewed and approved by management and the employee changed the entry after the approval. The change must be re-approved to be included in processing.</p> <p> Cancelled (60) indicates an entry was entered, but then deleted.</p> <p> Each time sheet entry is assigned a status. This status indicates the processing status of the selected entry.</p>



Field	R/O/C	Description
Reporting period	Conditional	Time period to be reviewed. Example: Other Period  "Other period" is the default selection in the Reporting period.
Data selection period	Conditional	Beginning date for the selection. Example: First day of last month
To	Conditional	Upper limit of the range. Example: Last day of last month



To view only approved time entries, you must enter '30' in the Status field; if left blank, results will include all entries, including Cancelled, In Process, etc.



Clicking **Receiver parameters**, **Sender parameters** or **All parameters** allows user to search by WBS element, work order, etc.



Selecting a Variant prior to executing the transaction will allow you to filter for desired data.



Selecting a Layout prior to executing the transaction will allow you to display the data in a predetermined way.

3.

Click **Execute** . The *Display Time Sheet Data* screen displays



Display Time Sheet Data

5


Exception	Pers.No.	Date	Hours	Send. CCtr	ActTyp	Rec. CCtr	A/AType	Name	Last change	Changed by
000	3444	03/03/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/04/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/05/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/06/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/07/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/10/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/10/2008	2.00			R2130-010	014N	Approved	07/21/2008	BUCHERG
000	3444	03/11/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/11/2008	2.00			R2130-010	014N	Approved	07/21/2008	BUCHERG
000	3444	03/12/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/13/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/14/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/17/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/18/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444	03/18/2008	0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/18/2008	8.00			R2130-010	120P	Approved	04/18/2008	HUANGA
000	3444	03/19/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444	03/19/2008	0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/19/2008	8.00			R2130-010	120P	Approved	04/18/2008	HUANGA
000	3444	03/20/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444	03/20/2008	0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/20/2008	8.00			R2130-010	130P	Approved	04/18/2008	HUANGA
000	3444	03/21/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA



4. Perform one of the following:

- If **Go To**
You want to sort a column in descending [Step 5](#)
order

- You want to display the sum total for a [Step 6](#)
column

- Filter the data for a column [Step 7](#)

5. To sort, select the column, and then click **Sort in descending order** .

 In this example, the **Date** column was sorted in descending order. Similarly, you can sort the **Date** column in ascending order by clicking **Sort in ascending order** .



Display Time Sheet Data

Exce...	Pers.No.	Date	Hours	Send. Cctr	ActTyp	Rec. Cctr	A/AType	Name	Last change	Changed by
OOO	3444	06/20/2008	8.00			R1400-010	011N	Cancelled	07/22/2008	BUCHERG
OOO	3444		0.00			R1400-010	011N	Approved	07/22/2008	BUCHERG
OOO	3444	06/19/2008	8.00			R1400-010	011N	Changed after approval	07/22/2008	BUCHERG
OOO	3444		8.00			R1400-010	011N	Approval rejected	07/22/2008	BUCHERG
OOO	3444	06/18/2008	8.00			R1400-010	011N	Approved	07/22/2008	BUCHERG
OOO	3444	06/17/2008	8.00			R1400-010	011N	Released for approval	07/22/2008	BUCHERG
OOO	3444	06/16/2008	8.00			R1400-010	011N	In process	07/22/2008	BUCHERG
OOO	3444	05/30/2008	8.00				120P	Approved	05/22/2008	HAGLUNDDM
OOO	3444	05/29/2008	8.00				120P	Approved	05/22/2008	HAGLUNDDM
OOO	3444	05/28/2008	8.00				120P	Approved	05/22/2008	HAGLUNDDM
OOO	3444	05/27/2008	8.00				120P	Approved	05/22/2008	HAGLUNDDM
OOO	3444	05/23/2008	10.00			R2130-010	011N	Cancelled	05/13/2008	HEPPB
OOO	3444		0.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444		4.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444	05/22/2008	10.00			R2130-010	011N	Cancelled	05/13/2008	HEPPB
OOO	3444		0.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444		8.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444	05/21/2008	10.00			R2130-010	011N	Cancelled	05/13/2008	HEPPB
OOO	3444		0.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444		8.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444	05/20/2008	10.00			R2130-010	011N	Cancelled	05/13/2008	HEPPB
OOO	3444		0.00			R2130-010	011N	Approved	05/21/2008	HEPPB
OOO	3444		8.00			R2130-010	011N	Approved	05/21/2008	HEPPB

6. To display a sum total, select column(s) you wish to summarize, then click **Display sum**

In this example, the **Hours** column was selected and the sum total amount appears at the bottom of the column in yellow.



Display Time Sheet Data

Exce...	Pers.No.	Date	Hours	Send. CCtr	ActTyp	Rec. CCtr	A/AType	Name	Last change	Changed by
OO	3444	03/20/2008	0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OO	3444		8.00			R2130-010	130P	Approved	04/18/2008	HUANGA
OO	3444	03/19/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OO	3444		8.00			R2130-010	120P	Approved	04/18/2008	HUANGA
OO	3444	03/18/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OO	3444		8.00			R2130-010	120P	Approved	04/18/2008	HUANGA
OO	3444	03/17/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/14/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/13/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/12/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/11/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444		2.00			R2130-010	014N	Approved	07/21/2008	BUCHERG
OO	3444	03/10/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444		2.00			R2130-010	014N	Approved	07/21/2008	BUCHERG
OO	3444	03/07/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/06/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/05/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/04/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OO	3444	03/03/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
			= 567.50							

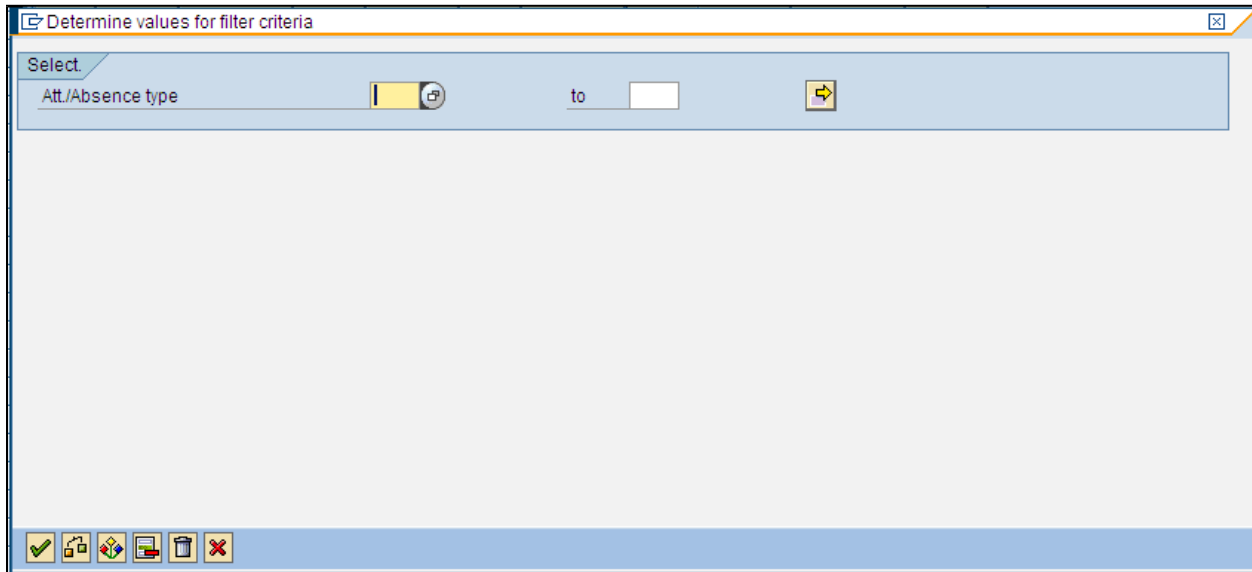
- To filter data for a column, right-click on the column header to display a drop-down. Select **Set Filter....** from the dropdown.



In this document, the column header selected was **Att./Absence type**. The *Determine values for filter criteria* screen displays.



Determine values for filter criteria

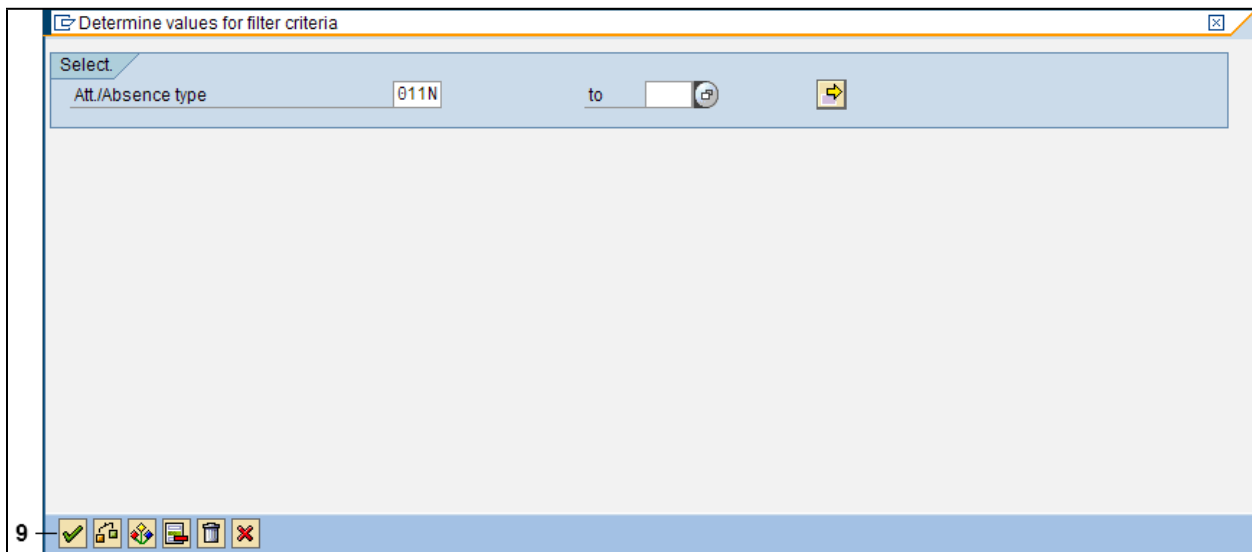


8. Enter values for filtering the data.



In this document, we have selected **011N Att./Absence type** as the filter criteria.

Determine values for filter criteria



9. Click **Continue**



In this document, the column header selected was **Att./Absence type** and **011N** as the filter criteria, the results therefore will include only **Attendance/Absence type 011N**.

Display Time Sheet Data

Exce...	Pers.No.	Date	Hours	Send. Cctr	ActTyp	Rec. Cctr	A/A ty...	Name	Last change	Changed by
OOO	3444	03/25/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/24/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/21/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OOO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OOO	3444	03/20/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OOO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OOO	3444	03/19/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OOO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OOO	3444	03/18/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
OOO	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
OOO	3444	03/17/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/14/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/13/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/12/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/11/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/10/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/07/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/06/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/05/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/04/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
OOO	3444	03/03/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
			= 446.00							

10. Perform one of the following:

If **Then**

You want to save the changes to the layout


Click Save to save the layout. Complete the *Save layout* screen and click **Enter** .

You want to display a list of current layouts available to choose from

Click .



You want to add field to the layout

Click  **Current Layout** to open the *Change Layout* window.

You do not want to save the layout


Go to Step [12](#).

11. Review the data.

Display Time Sheet Data

12

Exce.	Pers.No.	Date	Hours	Send. Cctr	ActTyp	Rec. Cctr	A/A ty.	Name	Last change	Changed by
000	3444	03/25/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/24/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/21/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/20/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/19/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/18/2008	8.00			R2130-010	011N	Cancelled	04/11/2008	HUANGA
000	3444		0.00			R2130-010	011N	Approved	04/18/2008	HUANGA
000	3444	03/17/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/14/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/13/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/12/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/11/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/10/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/07/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/06/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/05/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/04/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
000	3444	03/03/2008	8.00			R2130-010	011N	Approved	04/11/2008	HUANGA
			= 446.00							

12. Click **Back**  to go back to the previous screen.



Display Time Sheet Data

13

Program Edit Goto System Help

Display Time Sheet Data

Receiver parameters Sender parameters All parameters

Person

Personnel no. 3444

Status

Reporting period

Today Current Year Other Period


Current Week All

Current month Past

Data selection period 03/01/2008 to 06/30/2008

Options

Layout

13. Click **Exit**  to go back to the *SAP Easy Access Menu* screen
14. You have completed this transaction.



Result

You have successfully checked the status of time entries for specific employees or groups and/or periods of time.

Comments

When troubleshooting a missing time entry, validate that the entry was entered into the timesheet, approved, and transferred out of the timesheet to the Human Resources module creating Attendance records (IT2002).

CADO will not show that an entry applies to a previous day. This applies to employees who have across midnight work schedule and also work across midnight. In these situations refer to ZCAT3 to determine to which day time is attributed.

For feedback on this document, please contact dot_SAPSupport@state.co.us.