Now let’s learn about the CAPP transaction. This transaction is used to approve or reject time entered by an employee. In this example, you have already entered the “CAPP” transaction code in the transaction code field and are starting from the Approve Time screen.

* (1-2 Combined) The first step is to click on the personnel number field and enter the personnel number of the employee. In this example, 3496.
* (3 – 4 Combined) Next, enter the status of the time you want to view. In this example, 20 which is released for approval.

1. Now you need to select the reporting period of the time you are looking to approve. In most cases you would select the current week because you should be approving time weekly, so let’s select this period.
2. Now let deselect the “send notification of Rejection” checkbox and select the immediate transfer to HR field.
3. The final step is to select the immediate transfer to HR checkbox. This allows the data to immediately go to payroll.
4. Now let’s hit the execute button to display the times needing to be approved.
5. The screen updates with your selections. There are a couple of things you need to know about this screen. The first is under the Exceptions column. Notice the yellow triangles, this indicates that the time has been released by the employee. When you approve the time the circle to the right will turn green. If you reject the time the circle to the left will turn red. When you review the time sheets you should review the date hours and Attendance Absence Type field. The date field should match the days the employee has been scheduled to work. Under the hours field, this should match the number of hours the employee was scheduled. If there is overtime it should be listed separately. And finally, review the A/A Type field to ensure the Attendance or Absence has been entered by the employee. Now let’s go through the process of rejecting time. In this example you noticed that the Employee entered regular working time in the third row instead of an absence they reported to you. Let’s reject this time by selecting the row.
6. Now select the reject button, this is the second button under where is says work time.
7. The Reason for rejection screen displays and you need to provide a reason. In this example it is for the incorrect Absence Type because the employee entered regular time instead of sick.
8. Now select the copy button in the lower left to return to the time sheet.
9. The rest of times are fine, so let’s use the select all button to select all of the records.
10. Now select the Approve button and then click save. The system displays the message that you changes have been saved and written to the interface tables. You have rejected and approved the working time for one of your employees.