

# SAP/HR-Payroll: Time Approval Quick Reference

Navigate to SAPweb:

1. Type in the url: web.mit.edu/sapweb/
2. Click the Employees tab.
3. Select the Approve/Distribute Time Sheets link.

The Time Approval function is used by Time Approvers and Time Administrators to review and approve time sheets for hourly-paid students, support, and service employees. It is important to ensure that time has been entered accurately. Select the Approve/Distribute Time Sheets link, and the Time Sheet Overview screen displays.

## Time Sheet Overview

The overview screen is your "Time Sheet Inbox". It displays a summary of the employees' and students' time sheets that you are authorized to approve.

### To Sort a Column

Sort each column by clicking once on the column heading. To reverse the sort, click the column heading again. The default sort is by pay period.

### To Begin the Time Sheet Approval Process

To begin the approval process, click the button to the left of the employee's name. (The label on the button will depend on your role: either **Hours** or **Both**.) The employee's time sheet displays in a new window for your review.

### To Edit Salary Distribution Information (for Time Administrators only)

Time Administrators have the ability to edit Cost Object and Percent fields for both Regular (regular pay) and Premium (overtime pay) Distribution:

1. Position your cursor within the Cost Object or Percent field and highlight the original selection.
2. Re-type the correct information.
3. Click **Save** when complete.

Time Sheet Overview

[New Search](#)

Items 1 to 10 of 13

	Employee Name	Position	Time Group	Status	Category	Period End Date	Normal Hours	Total Hours	Dist. Rev.
<a href="#">Both</a>	Halloway, Thomas	Lab Aid - 5.12	2 EECS Student	Approved	Student	05/01/2005	0.00	4.00	N/A
<a href="#">Both</a>	Halloway, Thomas	Lab Aid - 5.12	2 EECS Student	Submitted	Student	07/03/2005	0.00	6.00	N/A
<a href="#">Both</a>	Halloway, Thomas	Lab Aid - 5.12	2 EECS Student	No hours	Student	07/10/2005	0.00	0.00	No
<a href="#">Both</a>	Knapp, Erica	Administrative	1 EECS Support	Approved	Support	06/12/2005	40.00	40.00	N/A
<a href="#">Both</a>	Knapp, Erica	Administrative	1 EECS Support	No hours	Support	07/10/2005	40.00	0.00	No
<a href="#">Both</a>	Liu, Jackson	Programmer - U	2 EECS Student	No hours	Student	07/10/2005	0.00	0.00	No
<a href="#">Both</a>	Popesco, Adina	Custodian, Non-	3 EECS Service	Partial	Service	07/03/2005	40.00	40.00	N/A
<a href="#">Both</a>	Popesco, Adina	Custodian, Non-	3 EECS Service	Approved	Service	07/10/2005	40.00	40.00	No
<a href="#">Both</a>	Victor, Ben	Office Assistan	1 EECS Support	Approved	Support	06/12/2005	40.00	40.00	N/A
<a href="#">Both</a>	Victor, Ben	Office Assistan	1 EECS Support	Submitted	Support	06/19/2005	40.00	40.00	N/A

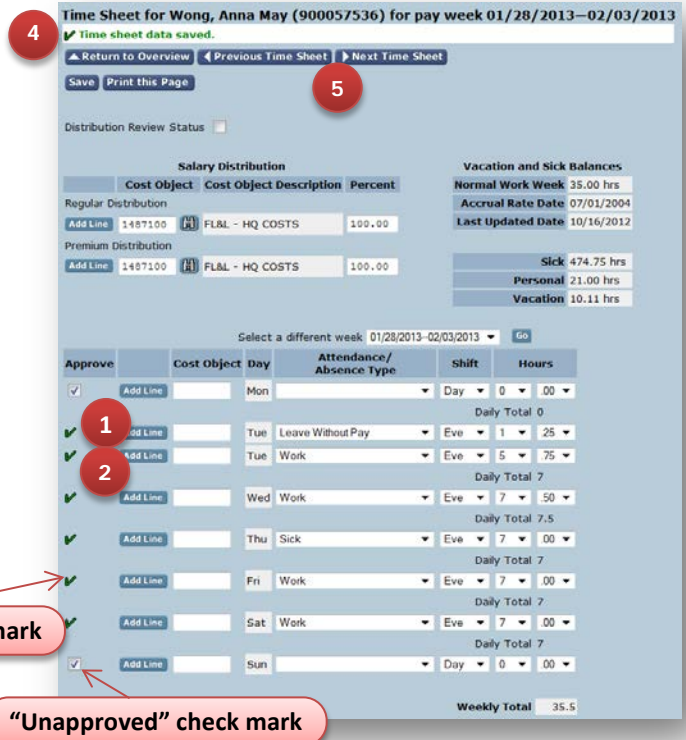
Distribution Review Status

**Salary Distribution**

	Cost Object	Percent
Regular Distribution		
<a href="#">Add Line</a>	1777900	100.00
Premium Distribution		
<a href="#">Add Line</a>	1777700	100.00

### To Approve a Time Sheet

1. Review the first line item listed in the employee's time sheet. Confirm that the information in the applicable fields is correct.
2. If the information is correct, review the next line item. If the information is not correct or there is a question with it, remove the default check mark by clicking the checkbox to the left of that item. If the line item needs editing, see *To Edit a Time Sheet* below for more information.
3. Repeat steps 1 and 2 for each line item.
4. When the review of all line items is complete, click **Save** at the top or bottom of the page. A confirmation message displays at the top of the page: "Time sheet data saved."
5. Click one of the navigation buttons to continue with the time sheet approval process, or click **Home** in the upper right-hand corner to end your session and return to SAPweb.



**Note:** Additional positions on student time sheets may appear as grayed-out line items and are for viewing only. Any edits or approvals for an additional position can only be done by the appropriate Approver for that position's Time Group.

**Note:** This example shows the time sheet after time entries were reviewed, approved, and saved.

### To Edit a Time Sheet

Edits can be made to a time sheet for Service and Support staff up to four weeks in the past and four weeks in the future. Edits to time sheets for hourly-paid students can be made up to ten weeks in the past. For changes to approved time sheets beyond these time frames, complete a *Request Time Sheet Correction* form. The link to this on-line form is found on the Employees tab drop-down menu on the SAPweb home page.

Edit fields on a time sheet by using the drop-down menus and making a new selection. Click **Save** after edits are made to the time sheet.

**Note:** For support and service staff, the total hours entered for the week must equal or exceed the employee's normal weekly hours. Any hours unaccounted for should be entered as Leave Without Pay (LWOP).

### To Add Another Entry for a Day

If there are additional hours to report in a day requiring a new line item, click **Add Line** to the left of the appropriate day. A blank line is added to that day. Enter all applicable information and click **Save** when complete.

### To Delete a Time Entry

To delete a time entry, change the Hours of the applicable item to 0, then click **Save**. This will delete the entry.

### To Exit the Application

To exit the application, click the **Home** link in the top-right corner.

For further information, please refer to the on-line Help files for Time Entry by clicking the **Help** link in the top right-hand corner.