SAP/HR–Payroll Time Entry:
Service Staff Quick Reference

The electronic time sheet allows you to enter your time sheet information, submit your time sheet to your Approver, and check your Vacation and Sick Leave balances. The application always opens to the current pay period.

To Enter Time Sheet Information for the Current Pay Period

Note: Enter your Hours and Attendance/Absence Types on your time sheet in the order they occurred.

Step	Description
1.	Start at the first day of your work week and select an **Attendance/Absence Type** from the drop- down menu that corresponds to the work or absence you had on that day. **Note**: If you do not make an entry, the field defaults to "Work" when hours are entered and you click Save.
2.	Enter the **Shift** these hours represent from the drop- down menu. "Day" is the default. **Note**: The Shift column appears only if your position is "shift eligible."
3.	*Optional*: If you worked temporarily in a position other than your regular position, select the entry from the **Temp Code** drop- down menu that describes the task associated with the hours you worked temporarily; otherwise, leave this field blank.
4.	Enter the number of **Hours** associated with this Attendance/Absence Type.
5.	*Optional*: If needed, use the **Add Line** button to enter multiple entries for the same day.

6. Repeat steps 1-5 for each day you worked or were absent for the pay period. <mark>**Note**: The total hours for the week must equal or exceed your normal weekly hours. Any hours unaccounted for should be entered as Leave Without Pay (LWOP)</mark>

7. Click **Save** at the top or bottom of the screen when you finish entering your time sheet information. Your time sheet is saved and becomes viewable by your Time Approver.

To Enter Comments for Your Approver

Enter any pertinent comments for your Approver regarding your time sheet in the Comments to Approver section. **Note**: There is no limit on the length of a comment.

To Edit a Time Sheet

Edit a time sheet by using the drop-down menu for a field and making a new selection. Click **Save** after each edit is made. To delete a time entry, select 0 hours and click **Save**.

Note: You can edit a time sheet up until the time it is approved by your Approver. If a time sheet has been approved, the time sheet will display in view-only status. To edit a time sheet after it is approved, complete a Request Time Sheet Correction form and submit it to your Approver. The link to this on-line form is found on the Time tab drop-down menu.

Reporting Hours for Past and Future Pay Periods

Service employees can report hours up to six (6) months in the past and planned absences four (4) weeks in the future:

Step	Description
1.	Select the appropriate pay period from the **Select a different week** drop-down menu.
2.	Click **Go** and check that the dates at the top of your screen match the week you selected. **Note**: Be sure to click Go after selecting the new pay period or your time entries will not be applied to the proper pay period.
3.	Follow steps 1-7 in the section To Enter Time Sheet Information for the Current Pay Period.
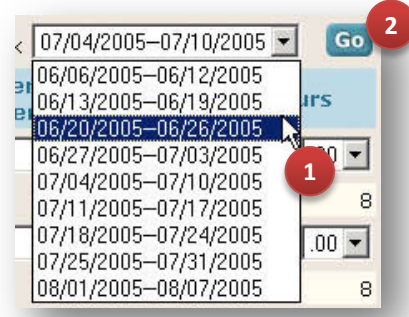
Vacation and Sick Leave Balances

Use this section to track your vacation, personal and sick leave balances. Leave balances are updated during each payroll run and are based on the number of hours you have accrued for each Leave category and any Leave hours submitted in past pay periods.

Note: Vacation or Sick leave balances may change if you have taken 22 days or more of Leave Without Pay (LWOP). You will be notified of any non-accrual or reduction in vacation or sick leave balances on your pay stub and via e-mail.

Field	Description
Normal Work Week	The number of hours you are normally scheduled to work in a week. This number is used to determine how much vacation you accrue, and how much sick leave you are credited with.
Accrual Rate Date	The date used to determine your anniversary for accruing sick, personal, vacation, and 5th-week vacation leave. For most employees, this is your hire date. For employees who have been reinstated, this date is adjusted to account for prior service.
Last Updated Date	The pay period end date of the last payroll run in which your Leave balance quotas were updated.
Sick	The balance of your Sick Leave hours. This equals the hours you have accrued for Sick Leave, minus any hours you reported for Sick Leave through the last payroll run.
Personal	The balance of your Personal Leave hours. This equals the hours you have accrued for Personal Leave minus any hours you reported for Personal Leave through the last payroll run.
Vacation	The balance of your Vacation hours. This equals the hours you have accrued for Vacation, minus any hours you reported for Vacation Leave through the last payroll run.
5th Week*	The balance of your 5th Week vacation hours. This equals the vacation hours you have accrued for 5th Week Balance, minus any hours you reported for 5th Week vacation through the last payroll run.

5th Week Deadline*   If you are entitled to 5th Week vacation, this is the date by which you must use your 5th Week balance, or lose those days.

These fields will be visible on your timesheet only if you have earned a 5th week.

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.

Click the **Home** link in the top-right corner to exit the application.