SAP – DATA ENTRY FOR MULTIPLE EMPLOYEES

Overview:

This document explains how to enter time data for multiple employees in CAT2.

Transaction:

CAT2 – Time Sheet: Initial Screen

Hints / Tips:

This process will only work for employees who have the direct cost profile.

Procedure:

Perform the following steps in order to complete this activity. The details of each step follow.

Prepare Data in MS Excel Spreadsheet

Step 1: Enter the employee's last name, first name (not necessary but easier to match names in SAP) in **Column A** of the spreadsheet.

Step 2: Enter the employee's Personnel Numbers in **Column B** of the spreadsheet.

Step 3: Enter the relevant A/A Types for the employee in **Column C** of the spreadsheet.

Step 4: Enter the employee's start time (in military format) in **Column D** of the spreadsheet.

Step 5: Enter the employee's end time (in military format) in **Column E** of the spreadsheet.
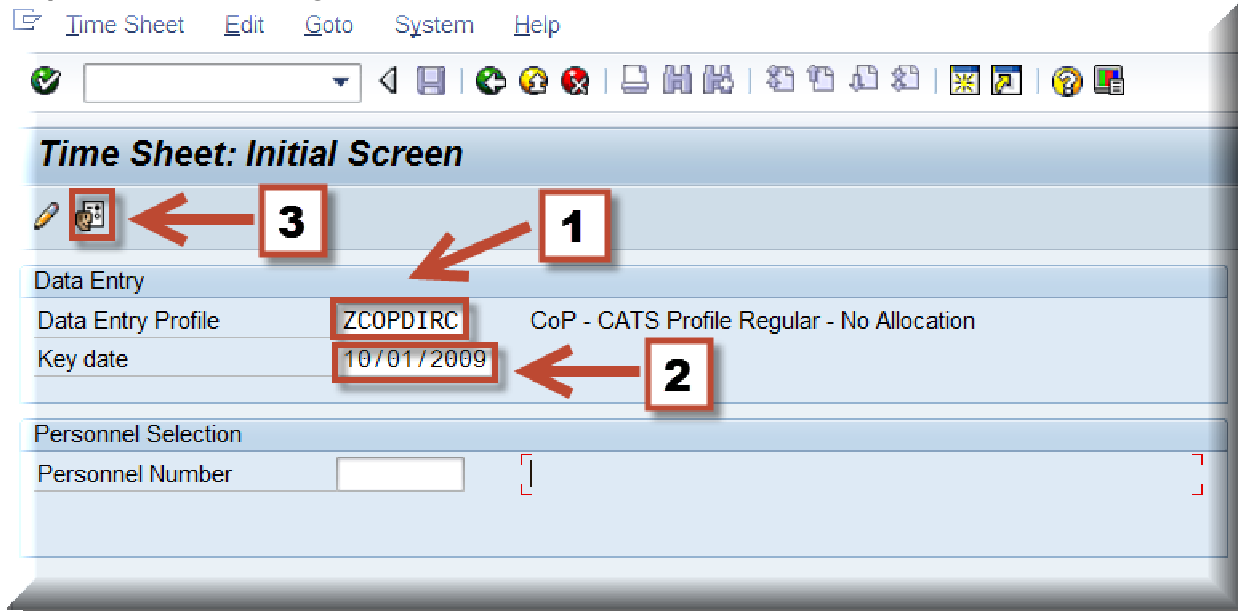
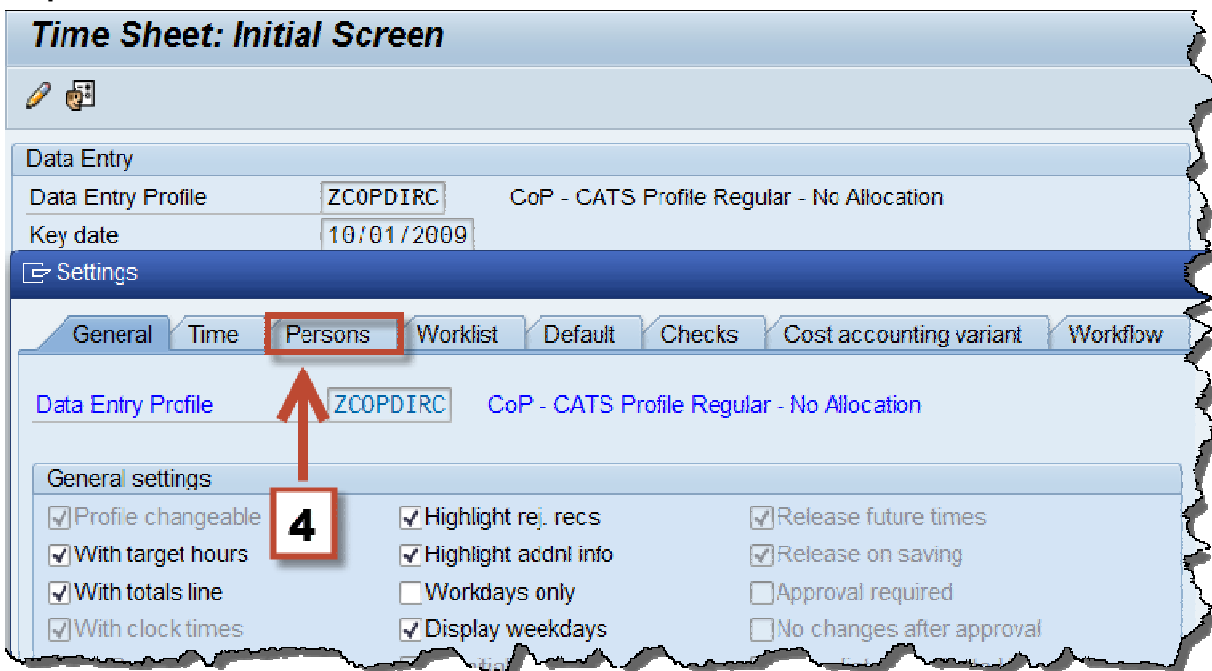|	A	B	C	D	E	F	G	H
1	ZAVODSKY, RR	208644	avac	1200	0800			
2	REED, EA	744695	asck	0800	1200			
3	SALVETTI, AP	760182	avac	0800	0800			
4								

Access 'Multiple Employee' Entry Mode in CAT2

Step 1: Enter ZCOPDIRC in the Data Entry Profile field.

Step 2: Enter the first day of the payroll period in the **Key Date** field.

Step 3: Click the **Settings** button.

Step 4: Click the **Persons** tab.
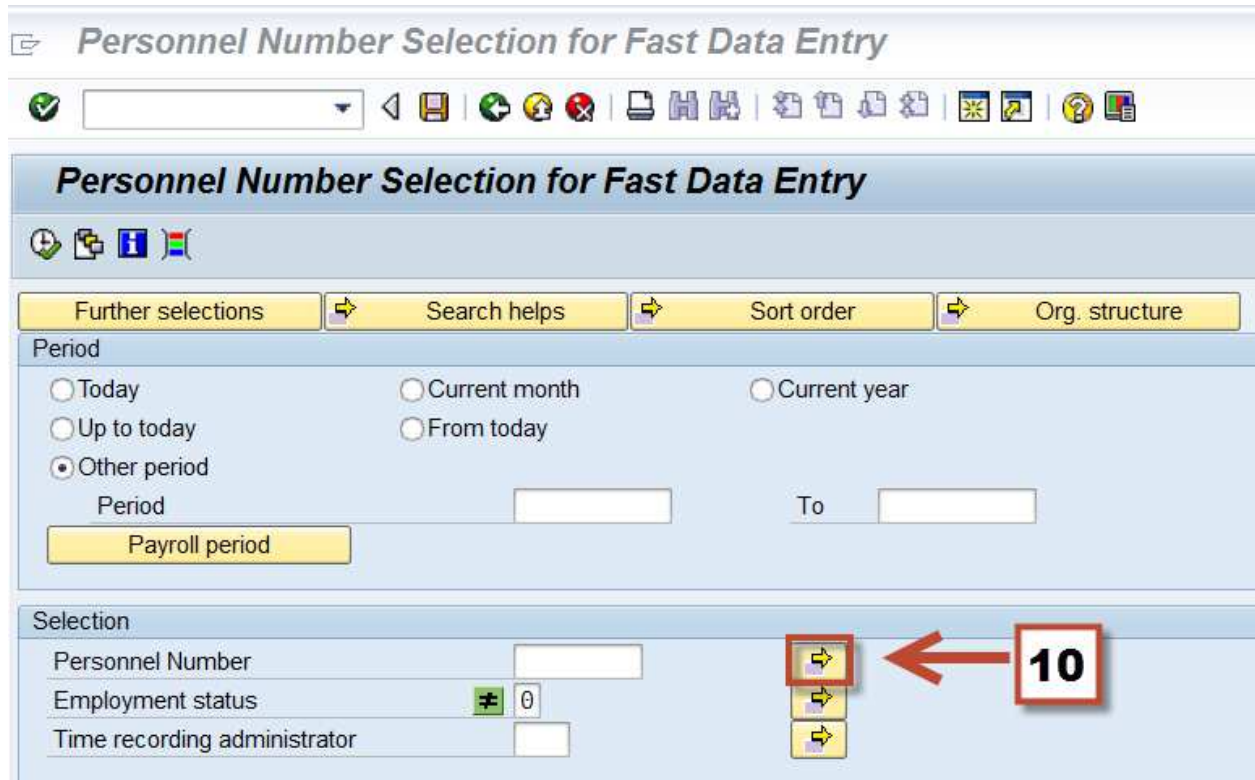
The *Time Sheet: Initial Screen* displays.

Step 5: Click the **Entry for several personnel nos** checkbox to select**.**
**Step 6:** Click the **Entry using pers. list** checkbox to select.
Step 7: Click the **Report pers. select** radio button to select and type "RPLFST01."
Step 8: Click the **Continue** button.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile	ZCOPDIRC	CoP - CATS Profile Regular - No Allocation
Key date	10/01/2009	

Personnel Selection

	Personn...	Name	Per...	Su...	E	E..	Cost Ctr	Org.unit	Ti...	Last name .

Personnel Selectn ← **9**

Step 9: Click the **Personnel Selectn** button.

The *Personnel Number Selection for Fast Data Entry* screen displays.

Step 10: Click the **Multiple Selection** button for the **Personnel Number** field.
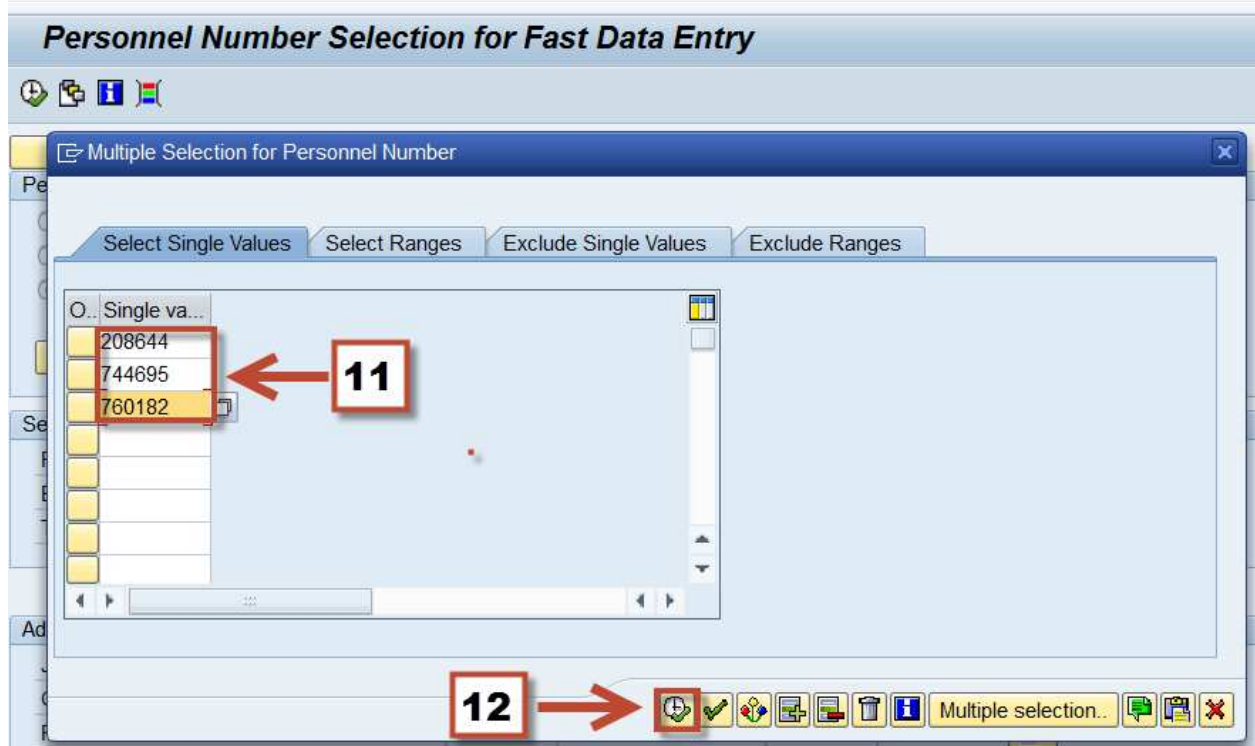
Step 11: Copy the Personnel Numbers from the spreadsheet and paste them into SAP.

Step 12: Click the **Execute** button.

Step 13: Click the **Execute** button again on the next screen.

The Time Sheet: Initial Screen displays.

Step 14: Click the **Select All Persons** button.

NOTE: The selected employees appear in the *Personnel Selection* window.

Step 15: Click the **Enter Times** button to access the timesheet.

Create a variant in CAT2 for Entering Multiple Employees

NOTE: The column arrangement below will appear, create a variant to match the way data is organized on the MS Excel spreadsheet.
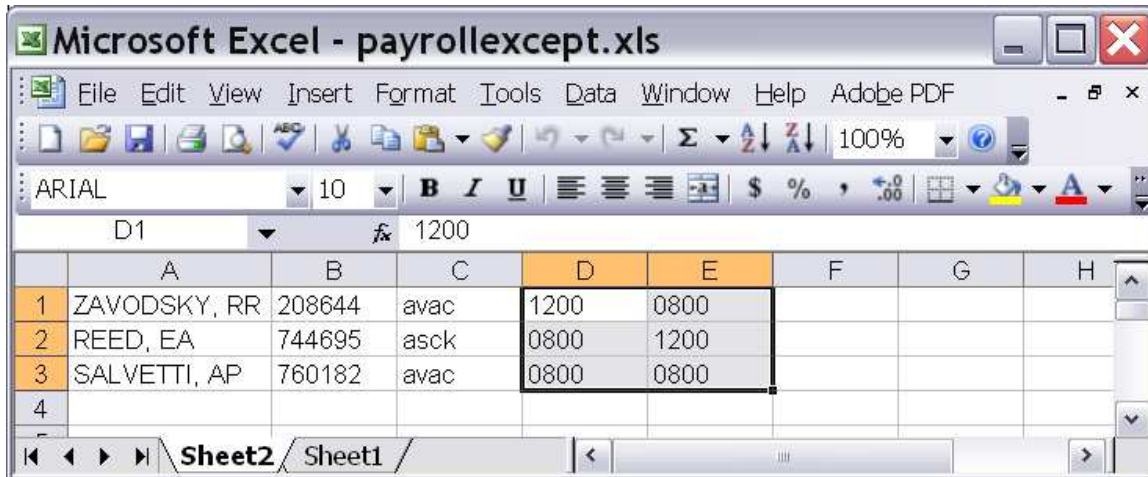
Copy and paste data from MS Excel spreadsheet to SAP

Step 1: Copy the Personnel Numbers and A/A codes from the spreadsheet.

Step 2: Paste the data into SAP.

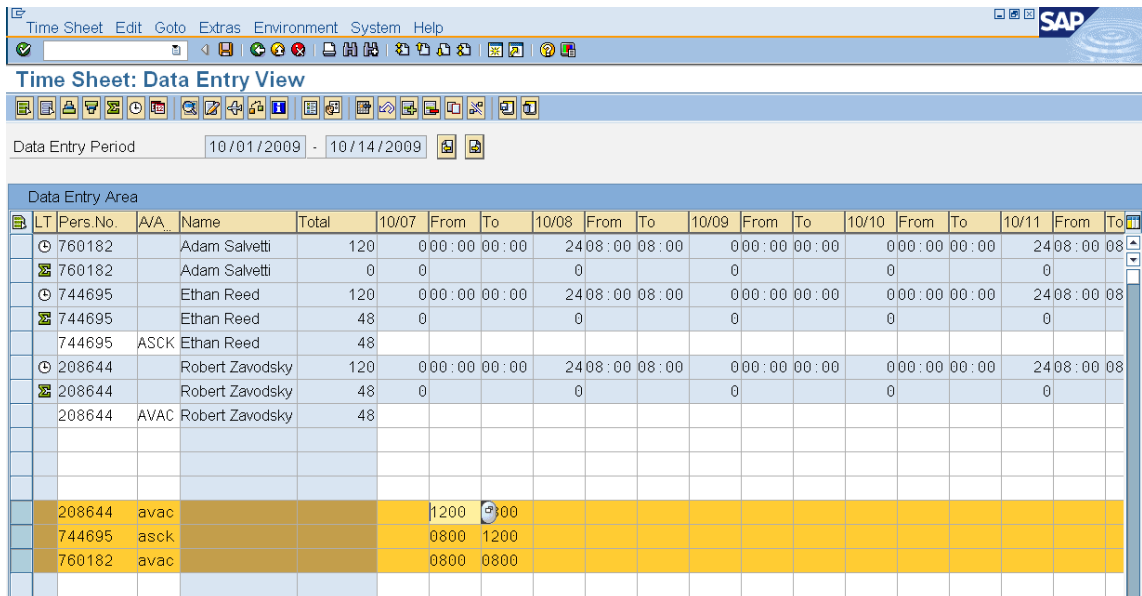**Step 3:** Copy the Start and stop times from the spreadsheet.

Step 4: Paste the data on the applicable day in SAP

Generate 'CADO' report to verify data entry that was processed.