

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.

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1	ZAVODSKY, RR	208644	avac	1200	0800				
2	REED, EA	744695	asck	0800	1200				
3	SALVETTI, AP	760182	avac	0800	0800				
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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.

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Time Sheet: In	itial Screen
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Key date	10/01/2009 2
Personnel Selection	
Personnel Number	

Step 3: Click the Settings button.

Step 4: Click the Persons tab.

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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.

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Step 9: Click the Personnel Selectn button.

The Personnel Number Selection for Fast Data Entry screen displays.

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Step 10:Click the Multiple Selection button for the Personnel Number field.

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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.

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The Time Sheet: Initial Screen displays.

Step 14: Click the Select All Persons button.

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

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

Create a variant in CAT2 for Entering Multiple Employees

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

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Copy and paste data from MS Excel spreadsheet to SAP

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

Step 2: Paste the data into SAP.

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

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

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