

## 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.

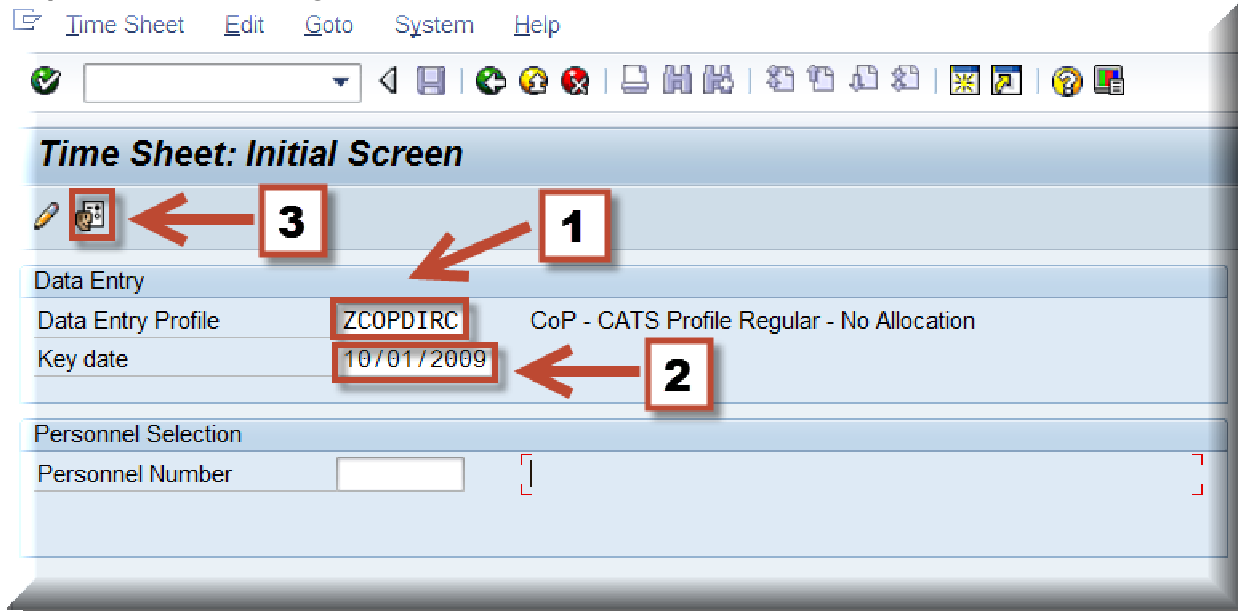
	A	B	C	D	E	F	G	H
1	ZAVODSKY, RR	208644	avac	1200	0800			
2	REED, EA	744695	asck	0800	1200			
3	SALVETTI, AP	760182	avac	0800	0800			
4								

#### Access ‘Multiple Employee’ Entry Mode in CAT2

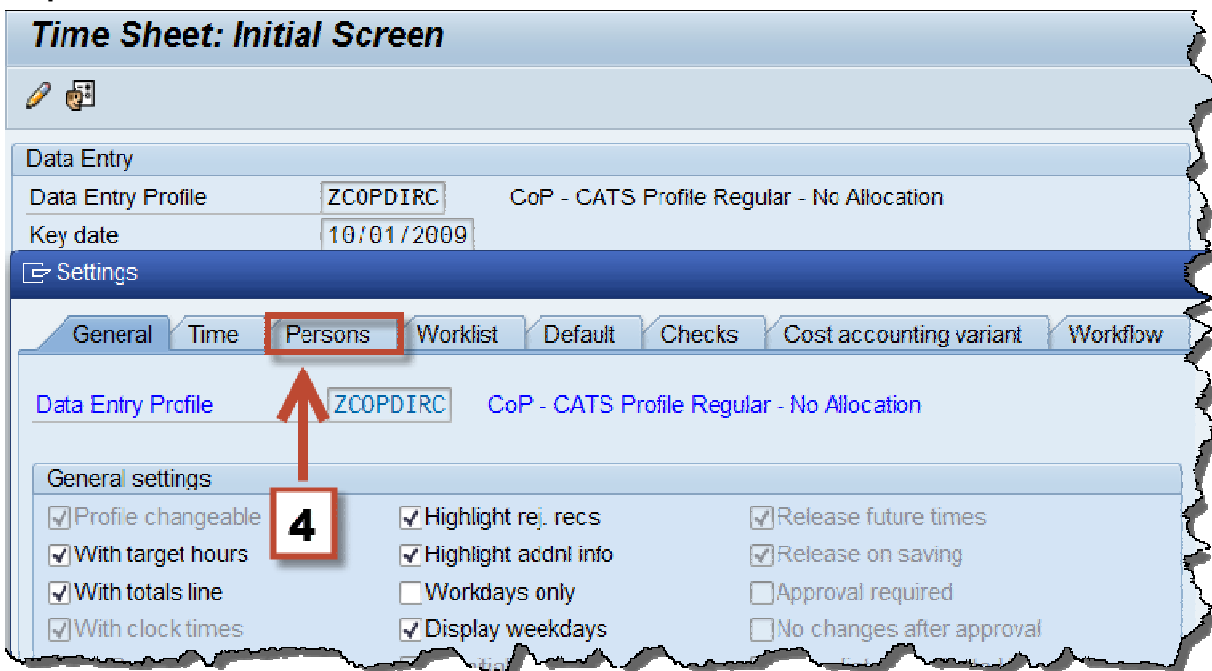
**Step 1:** Enter ZCOPDIRC in the Data Entry Profile field.

**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.

**Time Sheet: Initial Screen**

Data Entry Profile: ZCOPDIRC CoP: CATS Profile Regular No Allocation

Key date: 19/01/2009

Settings

General Time Persons Workist Default Checks Cost accounting variant Workflow

Data Entry Profile: ZCOPDIRC CoP: CATS Profile Regular No Allocation

Person Selection

Personnel Number: [ ]

Entry for several personnel nos ← 5

Entry using pers. list ← 6

Administrator group [ ]

Time administrator: [ ]

Organizational unit [ ]

Controlling area: COP1

Cost Center: [ ]

Report pers. select. ← 7 RPLFST01

Variant sel. report: [ ]

8 → [Continue] [Print] [Close]

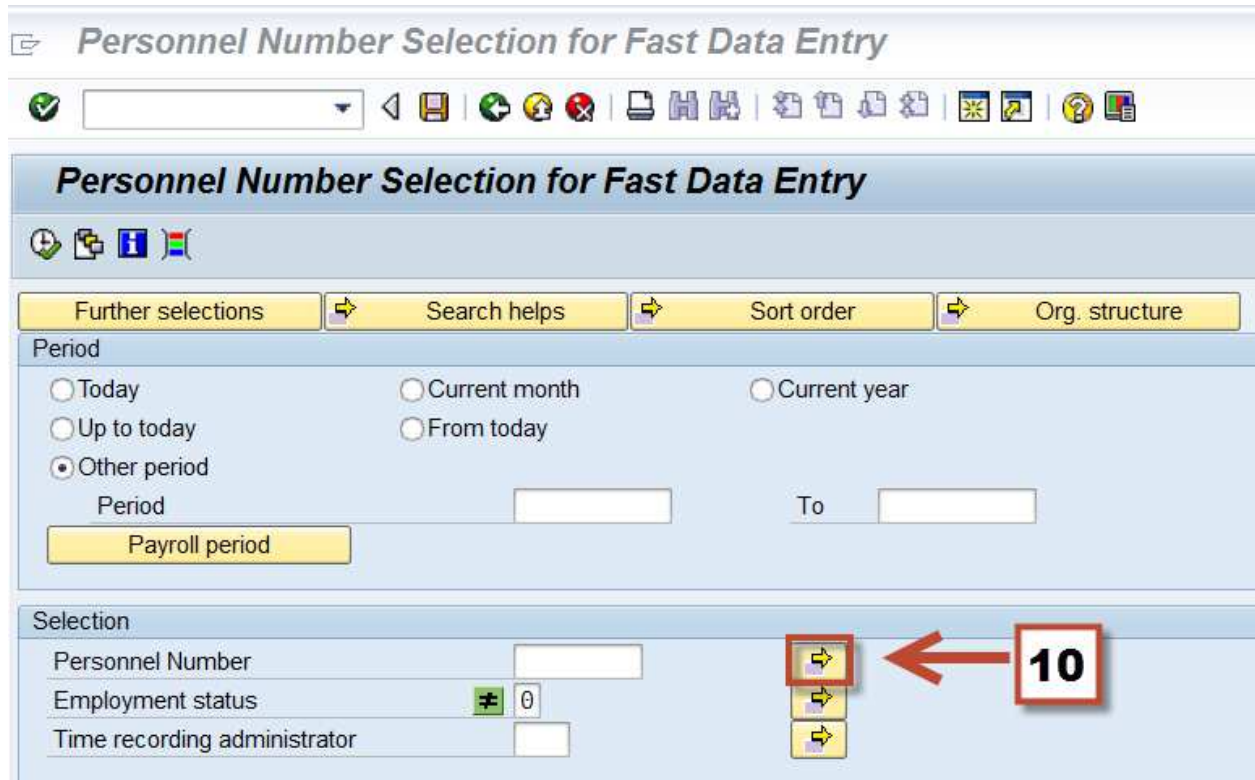
**Step 5:** Click the **Entry for several personnel nos** checkbox to select.

**Step 6:** Click the **Entry using pers. list** checkbox to select.

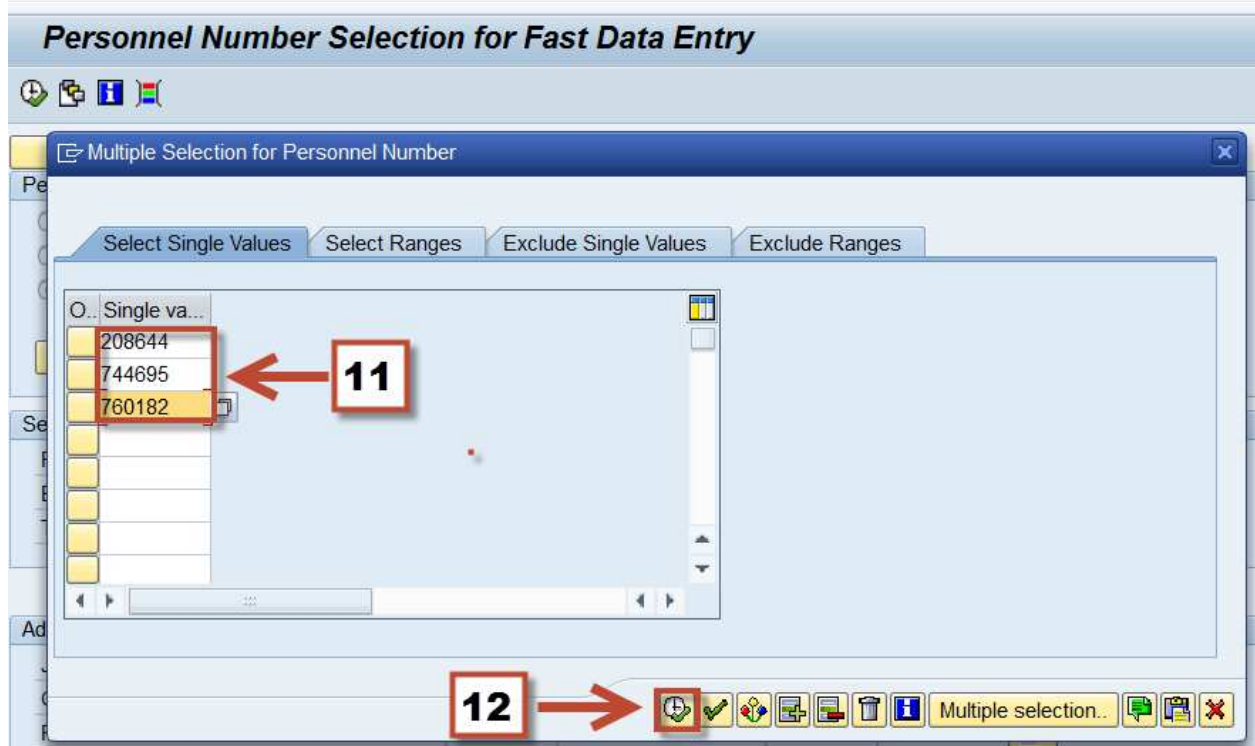
**Step 7:** Click the **Report pers. select** radio button to select and type “RPLFST01.”

**Step 8:** Click the **Continue** button.





**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.

**Time Sheet: Initial Screen**

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

**14** Personnel Selection




Personn...	Name	Per...	Su...	E E..	Cost Ctr	Org.unit	Ti...	Last name
208644	Robert Zavodsky	1020	3050	1 04	FRE0000006	20000087	B01	ZAVODSKY
744695	Ethan Reed	1020	3050	1 01	FRE0000006	20000979	B01	REED, ETH
760182	Adam Salvetti	1020	3050	1 01	FRE0000006	20000137	B01	SALVETTI

Personnel Selectn

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

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

**Time Sheet: Initial Screen**

   **15**


**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
208644	Robert Zavodsky	1020	3050	1 04	FRE0000006	20000087	B01	ZAVODSKY
744695	Ethan Reed	1020	3050	1 01	FRE0000006	20000979	B01	REED, ETH
760182	Adam Salvetti	1020	3050	1 01	FRE0000006	20000137	B01	SALVETTI



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

**Create a variant in CAT2 for Entering Multiple Employees**

Time Sheet Edit Goto Extras Environment System Help

**Time Sheet: Data Entry View**

Data Entry Period: 10/01/2009 - 10/14/2009

**Data Entry Area**

LT	Pers.No.	Name	Rec. Cctr	Receiver WBS el	Rec. Or	Rec.FuncAr	AVA	Val. ba	P.P.	Job	External Work	Total	TH	1
	760182	Adam Salvetti										120	0	
	760182	Adam Salvetti										0	0	
	744695	Ethan Reed										120	0	
	744695	Ethan Reed					ASCK					48	0	
	744695	Ethan Reed										48	0	
	208644	Robert Zavodsky										120	0	
	208644	Robert Zavodsky										48	0	
	208644	Robert Zavodsky					AVAC					48	0	

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

LT	Pers.No.	A/A	Name	Total	TH	FR	SA	SU	MO
	760182		Adam Salvetti	120	00:00	00:00	24:08	08:00	00:00
	760182		Adam Salvetti	0	0	0	0	0	0
	744695		Ethan Reed	120	00:00	00:00	24:08	08:00	00:00
	744695		Ethan Reed	48	0	24	0	0	24
	744695	ASCK	Ethan Reed	48		24			24
	208644		Robert Zavodsky	120	00:00	00:00	24:08	08:00	00:00
	208644		Robert Zavodsky	48	0	24	0	0	24
	208644	AVAC	Robert Zavodsky	48		24			24

**Copy and paste data from MS Excel spreadsheet to SAP**

	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								

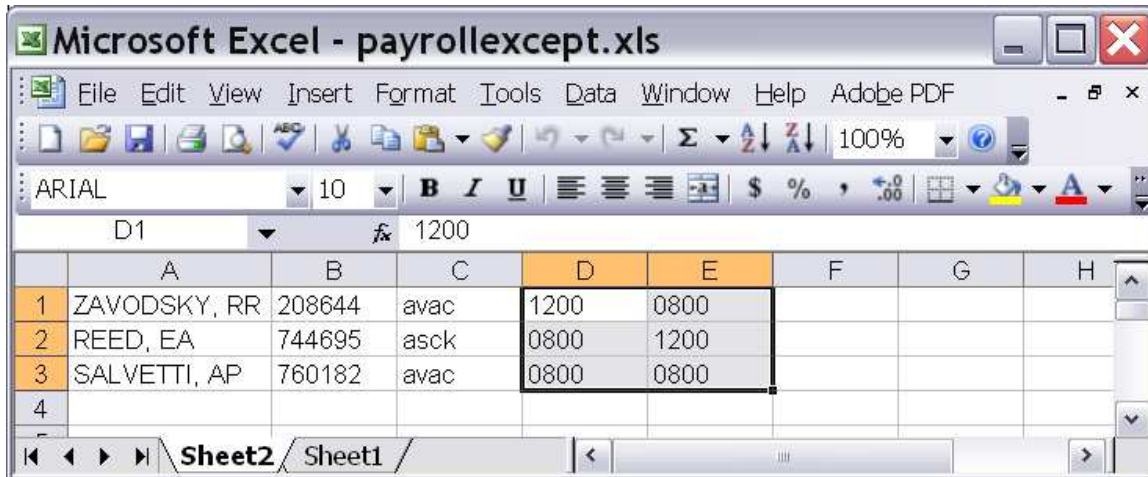
**Step 1:** Copy the Personnel Numbers and A/A codes from the spreadsheet.

**Step 2:** Paste the data into SAP.

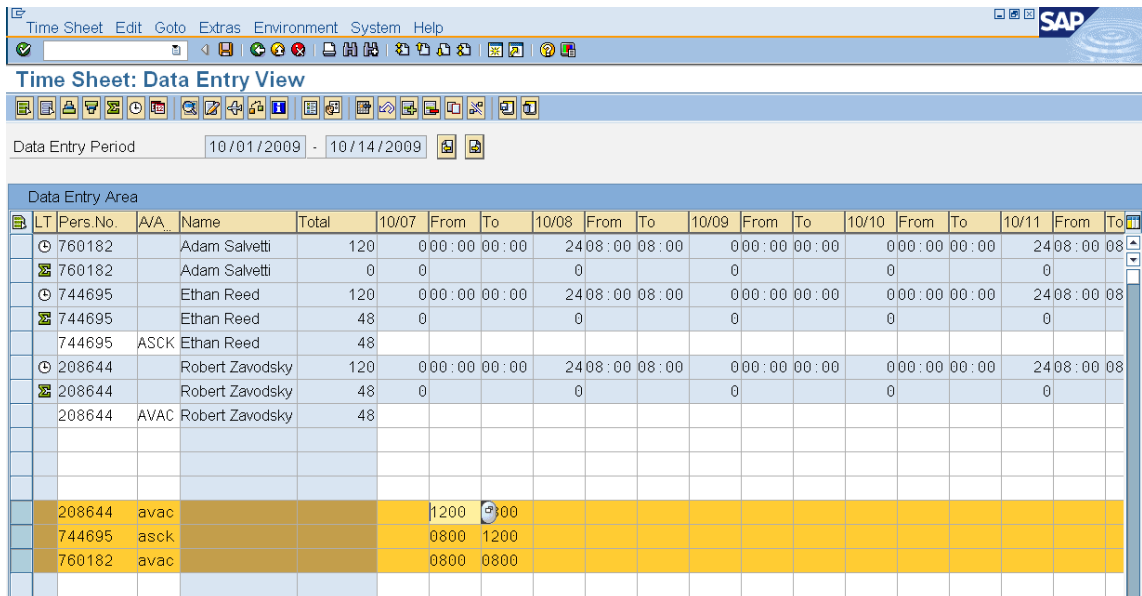
LT	Pers.No.	A/A	Name	Total	10/01	10/02	10/03	10/04	10/05
	760182		Adam Salvetti	120	00:00	00:00	24:08	08:00	00:00
	760182		Adam Salvetti	0	0	0	0	0	0
	744695		Ethan Reed	120	00:00	00:00	24:08	08:00	00:00
	744695		Ethan Reed	48	0	24	0	0	24
	744695	ASCK	Ethan Reed	48		24			24
	208644		Robert Zavodsky	120	00:00	00:00	24:08	08:00	00:00
	208644		Robert Zavodsky	48	0	24	0	0	24
	208644	AVAC	Robert Zavodsky	48		24			24
	208644	avac							
	744695	asck							
	760182	avac							

**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.**