

MSS – Recommended Process for Approving Time

REVIEWING TIME BEFORE APPROVAL USING TIME LEVELING AND WORKING TIMES REPORTS

OVERVIEW

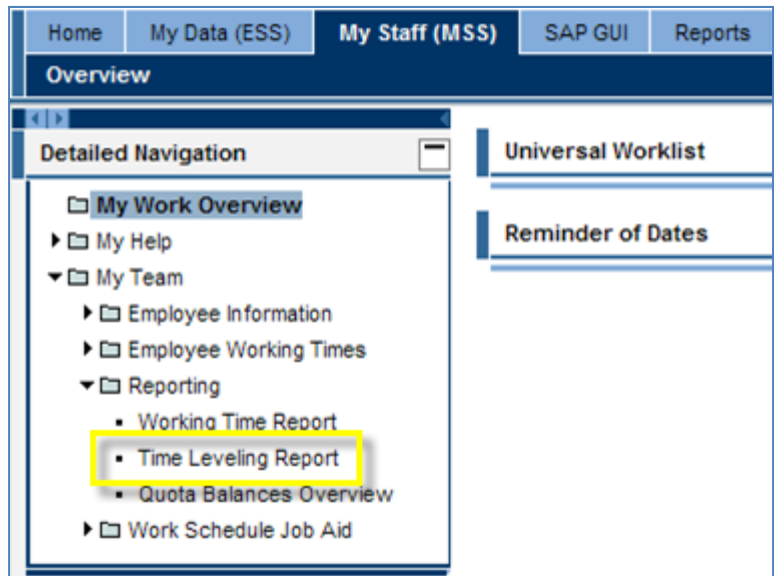
If you have a significant number of timesheets to approve, you may find it more convenient to run two reports to review all of the time rather than going into each record individually with the standard MSS approval process. Reviewing time data on the two reports is easier than using the individual approval transactions since it allows you to deal with any discrepancies and then use the “Approve All” option. Review the following step-by-step procedures to access the **Time Leveling Report** and **Working Time Report** to use this alternative method of approval or review.

Step 1: Use the Time Leveling Report to check for complete entries.

Use the Time Leveling Report to check for time that has not been entered or hours entered that are more or less than the employees’ target hours. This report compares the planned hours (from the assigned work schedule) to time records that have been recorded and released for approval.

Go to: MyStaff > MyTeam > Reporting >.

Click on “Time Leveling Report.”



The Time Leveling Report displays:

The screenshot shows the 'Selection' screen for the Time Leveling Report. It includes a 'From' date field set to 6/14/2009, a 'To' date field set to 6/20/2009, and a 'First day of week' dropdown menu set to '1 - Sunday'. Below these fields is a table of employees with columns for 'Pers. No.' and 'Name'. The table contains five rows of data. At the bottom of the screen, there are three buttons: 'Select all', 'Deselect all', and 'Execute'. The 'Select all' button is highlighted with a yellow box, and the 'Execute' button is highlighted with an orange box.

Pers. No.	Name
70135212	JODIE MIRICK
70139386	KARISSA NEUMEISTER
70219012	KIRSTEN WICKA
70188271	RACHEAL RHEAULT
70166961	WILTON STEFFA

The dates default to the current work week. Select a different work week if you want to run the report for a previous time period.

The first day of week defaults to Sunday. Select another day if applicable to your employees’ work schedules.

MSS – Recommended Process for Approving Time

Click the Select All button to include information on all of your employees or click on individual employees by holding the CTRL key as you select each one.

Click Execute. The report displays in a pop-up window.

Review the results. The example below illustrates the layout with the Personnel Numbers and Last Names blurred out and some spacing deleted between the jagged edges.

Employee Leveling Details							
Excel Export							
Pers.No.	Name	From date	To Date	Period	Target	Recorded	Variance
000000000	Cathy	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Dana	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Suzy	6/14/2009	6/20/2009	25.2009	40	0	-40
000000000	Margaret	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Carol	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Kate	6/14/2009	6/20/2009	25.2009	40	43	3
000000000	Aimee	6/14/2009	6/20/2009	25.2009	45	40	-5
000000000	Melissa	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Winnie	6/14/2009	6/20/2009	25.2009	40	40	0
000000000	Karen	6/14/2009	6/20/2009	25.2009	40	0	-40
000000000	Phil	6/14/2009	6/20/2009	25.2009	40	42	2
000000000	Jacob	6/14/2009	6/20/2009	25.2009	40	40	0

The far right column is color-coded to let you know about any variances from the planned hours. The displayed number is the difference between the planned hours and the released hours.

- Green indicates an exact match with no variance from the employee’s target hours.
- Red indicates missing time with no recorded hours.
- Orange indicates that the number is not an exact match to the employee’s target hours. The minus sign indicates the number of hours below the target. The whole numbers indicate the number of excess hours.

In the screen example above, most of the employees had 40 target hours with the following results:

- Cathy, Dana, Margaret, Carol, Melissa, Winnie, and Jacob recorded 40 hours of work.
- Suzy and Karen failed to record any work hours for the time period.
- Kate recorded 3 hours more and Phil recorded 2 hours more than their expected 40 hours.
- Aimee recorded 5 hours less than her expected 45 hours. **NOTE:** Aimee is on a flex schedule with 45 target hours for this week, but she is only required to account for 40 hours.

If any of your employees have not entered enough time, contact them and request that they complete and release their hours.

NOTE: The overall process works best if you wait until all entries have been made, but if there are reasons why some employees cannot complete their time entries in a timely manner, it is okay to proceed to the next step.

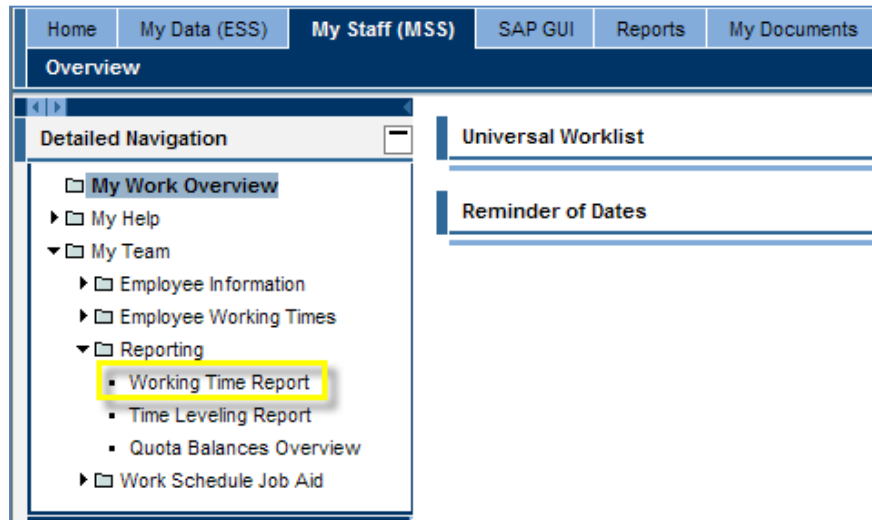
Once your employees have entered and released their time, you can go to the next step of reviewing what they’ve entered.

MSS – Recommended Process for Approving Time

Step 2: Use the Working Time Report to check for appropriate entries.

Use the Working Time Report to review time records for appropriate quantities and types.

Go to: MyStaff > MyTeam > Reporting >



Click on “Working Time Report.”



Set the “From” and “To” dates to match the time period you are reviewing.

Leave the checkboxes and Attendance/Absence Type field as they default in (all checked).

Select the employees you want to review by holding the **CTRL key** as you select each one, or click “Select all.”

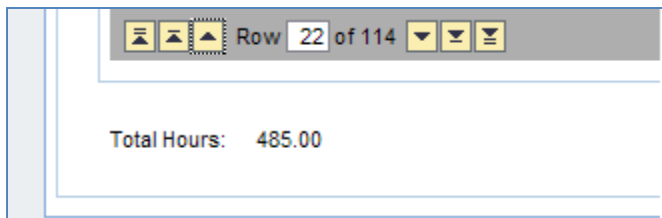
Click the Execute button. The report displays in a pop-up window.

MSS – Recommended Process for Approving Time

Review the result(s) as illustrated below:

Employee Time Details						
Excel Export						
	Name	Pers. No.	Date	Status	Hours	A/JType
	Karissa Neumeister	70139386	20090615	Released for approval	8	9000
		70139386	20090616	Released for approval	8	9000
		70139386	20090617	Released for approval	8	9000
		70139386	20090618	Released for approval	8	9500
		70139386	20090619	Released for approval	8	9500
					40	
	Dianna Groner	70184824	20090615	Released for approval	8	9500
		70184824	20090616	Released for approval	8	9500
		70184824	20090617	Released for approval	8	9500
		70184824	20090618	Released for approval	8	9500
		70184824	20090619	Released for approval	8	9500
					40	

Use the controls at the bottom left corner of the screen to scroll up or down, or page up or down:



If you wish to manipulate the data, you can export the data to Excel, using the Excel Export link at the top left corner of the results display area (highlighted above).

Look at the Status column (excerpt below). If the status is “In process,” the time has been entered but not yet released. Contact the employees and ask them to release their time.

		70135212	20090619	Released for approval	7	9500
					40	
	Kirsten Wicka	70219012	20090615	In process	10	9500
		70219012	20090616	In process	10	9500
		70219012	20090617	In process	10	9500
		70219012	20090618	In process	10	9500

Compare the totals row for each employee against the expected hours for the period (e.g., 40 hours for a 7-day time period). If not enough time has been entered, contact the employees and ask them to complete their entries and release their time records.

MSS – Recommended Process for Approving Time

If the total hours are greater than the expected hours, review the A/A Type column and look for absence types. Excess hours of absence types other than 9300, 9540, and 9550 will be offset (given back) by the system. It is a “best practice” not to enter extra leave time since forcing the system to perform an offset increases the risk of incorrect processing and makes quota reports harder to understand. You can ask the employee to remove the extra leave time when the status is “In process” or “Released for approval.” Once time has been approved, a Time Administrator must make any necessary changes to the time records.

Hours	A/A Type	Prem. no.	ShortText	Charge Object	Activity
4	9500			Prod Support	
4	9500			Prod Support	8000004581
2	9500			Admin & Mtgs	
6	9500			Prod Support	
4	9500			Prod Support	8000004581
1	9500			Admin & Mtgs	
5	9500			Prod Support	
4	9500			Prod Support	8000004581
8	9500			Prod Support	
2	9500			Admin & Mtgs	
40					

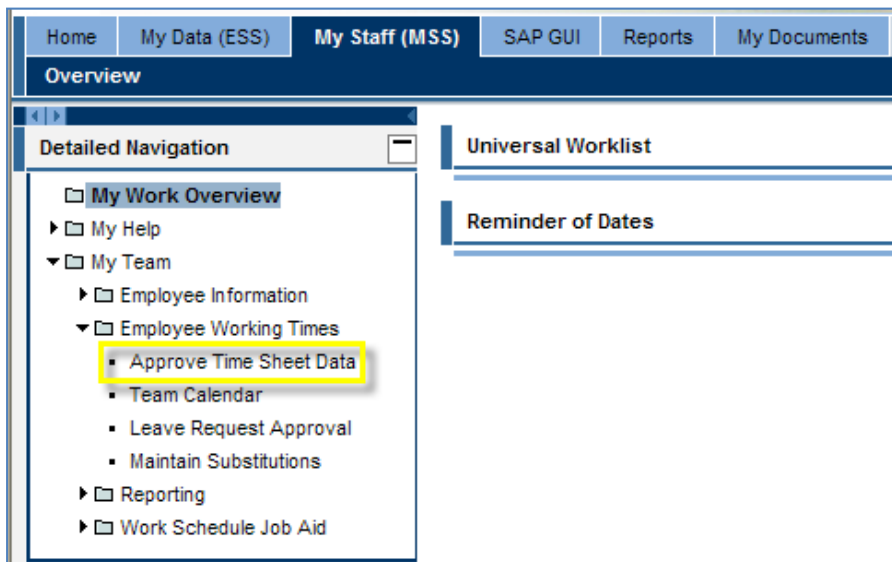
Look at the Date column. If there was a holiday in the period, check for 9500 reported on that day, instead of 9300. Sometimes employees forget that the day was a holiday when entering time and mistakenly report time worked instead.

If your unit records time against charge objects, review the values on those columns.

NOTE: The overall process works best if you wait until all entries have been made, but if there are reasons why some entries cannot be made in a timely manner, it is okay to proceed to the next step.

Once time records are complete, you have reviewed them, and everything looks good, close the report window and proceed to the next step to approve the time records.

Step 3: Approving time in MSS



By reviewing the reports outlined in the first two steps to make sure time data is complete and correct, you will not need to perform a detailed analysis of the time data within the approval screens. You can use the “Weekly View – Simple” layout, which displays one row per week for each employee.

Go to: MyStaff > MyTeam > Employee Working Times >.

Click on “Approve Time Sheet Data.”

MSS – Recommended Process for Approving Time

Look at the “Frm” and “To” columns to see if time records from other weeks are waiting to be approved. If so, you can use the Approval column to set those weeks to “Resubmit All” as illustrated below if you do not want to approve them at this time. This situation is common if records from the current week have already been released but you are working with last week’s time data.

Target Time	Approval	F
40 H	Resubmit All	
40 H	Approve All	
40 H	Approve All	

Approve Time Sheet Data - SAP NetWeaver Portal

Approve Time Sheet Data

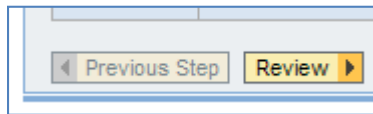
Approve Time Sheet Data

1 Collective Approval → 2 Review and Save → 3 Completed

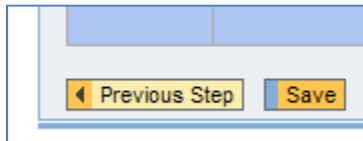
View: Weekly View - Simple

Employee	Empl./appl.name	Frm	To
70135212	Jodie Mirick	06/28/2009	07/04/2009

Once the weeks you want to approve are the only ones with “Approve All” in the “Approval” column, you simply need to click “Review.”



Then scroll to the bottom of the next screen and click “Save.”



You have now completed approving time for this time period.