

Time-entry Application

Timesheet Entry - DOE JOHN (11818) Wrk.Sh:FL08_STD T.Mgm.St:1

PLONG REGLV C2

TIMESHEETLIST (37)

Apr 2017

May 2017

Jun 2017

SUN MON TUE WED THU FRI SAT

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

SUN MON TUE WED THU FRI SAT

30 1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31 1 2 3

SUN MON TUE WED THU FRI SAT

28 29 30 31 1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 1

Leave Balance

| Type | Current Balance | Planned | Available Balance |
|------------------|-----------------|---------|-------------------|
| Sick leave | 390.30 | 0.00 | 390.30 |
| Vacation | 50.45 | 27.00 | 23.45 |
| Floating Holiday | 32.00 | 0.00 | 32.00 |
| Military Leave | 100.00 | 0.00 | 100.00 |

Multiple Status

Selected

Rejected

Unreleased

Released

Approved

Leave Request

Worklist

Freq. Used

Copy

Paste

Copy Prev Week

Release 2 Entries

05/26/2017

Reset

| Date | Att./Absence type | Start time | End time | Hours | Premium No. | Cctr. / WBS | Position | Approver Name |
|-----------|-------------------|------------|----------|-------|-------------|-------------|----------|---------------|
| 05/26 Fri | Regular hours | 00:00 | 00:00 | 5.00 | | 2375111000 | 13916 | John L Doe |
| 05/26 Fri | Overtime Hours | 18:00 | 19:00 | 1.00 | | 2375111000 | 13916 | John L Doe |
| 05/27 Sat | | 00:00 | 00:00 | 0.00 | | | | |
| 05/28 Sun | | 00:00 | 00:00 | 0.00 | | | | |
| 05/29 Mon | Regular hours | 00:00 | 00:00 | 6.00 | | 2375111000 | 13916 | John L Doe |
| 05/30 Tue | Regular hours | 00:00 | 00:00 | 12.00 | | 2375111000 | 13916 | John L Doe |
| 05/31 Wed | | 00:00 | 00:00 | 0.00 | | | | |
| 06/01 Thu | | 00:00 | 00:00 | 0.00 | | | | |

Total Hours 24.00

Save

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Multiple Status

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Rejected

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Released

Approved

Leave Request

Worklist

Freq. Used

Copy

Paste

Copy Prev Week

Release

06/02/2017

Reset

| Date | Att./Absence type | Start time | End time | Hours | Premium No. | Cctr. / WBS | Position | Approver Name |
|-----------|-------------------|------------|----------|-------|-------------|-------------------|----------|---------------|
| 06/02 Fri | Regular hours | 00:00 | 00:00 | 5.00 | | 2375111000 | 13916 | John L Doe |
| 06/02 Fri | Overtime Hours | 00:00 | 00:00 | 0.00 | | 2375111000 | 13916 | John L Doe |
| 06/02 Fri | Regular hours | 00:00 | 00:00 | 0.00 | | 2375111000 | 13916 | John L Doe |
| 06/03 Sat | | 00:00 | 00:00 | 0.00 | | | | |
| 06/04 Sun | | 00:00 | 00:00 | 0.00 | | | | |
| 06/05 Mon | Regular hours | 00:00 | 00:00 | 0.00 | | 2375111000 | 13916 | John L Doe |
| 06/06 Tue | Vacation Leave | HH:mm | HH:mm | 8.00 | | Leave Request-VAC | | |
| 06/06 Tue | Regular hours | 00:00 | 00:00 | 0.00 | | 2375111000 | 13916 | John L Doe |
| 06/07 Wed | | 00:00 | 00:00 | 0.00 | | | | |
| 06/07 Wed | Vacation Leave | HH:mm | HH:mm | 8.00 | | Leave Request-VAC | | |
| 06/08 Thu | Vacation Leave | HH:mm | HH:mm | 8.00 | | Leave Request-VAC | | |
| 06/08 Thu | | 00:00 | 00:00 | 0.00 | | | | |

Total Hours 29.00

Save

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| Military Leave | 100.00 | 0.00 | 100.00 |

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Unreleased

Released

Approved

Leave Request

WorklistFreq. UsedCopyPasteCopy Prev WeekRelease

! You will lose all your unsaved entries.

CancelProceed w/o Saving

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| 06/04 Sun | | 00:00 | 00:00 | | |
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| 06/06 Tue | Vacation Leave | HH:mm | HH:mm | 8.00 | Leave Request-VAC |
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| 06/07 Wed | | 00:00 | 00:00 | | |
| 06/07 Wed | Vacation Leave | HH:mm | HH:mm | 8.00 | Leave Request-VAC |
| 06/08 Thu | Vacation Leave | HH:mm | HH:mm | 8.00 | Leave Request-VAC |

Total Hours 0.00

Save

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| Floating Holiday | 32.00 | 0.00 | 32.00 |
| Military Leave | 100.00 | 0.00 | 100.00 |

Released

WorklistFreq. UsedCopyPasteCopy Prev WeekRelease

Worklists

CSN Administration T9144250100
Position: 487
Approver Name: Dale W Wolfigram

Abel Sandoz Halls2375111000
Position: 13916
Approver Name: John L Doe

NIH Fictw00493 Bovine Immuno-Like Vir2405060003001
Position: 13916
Approver Name: John L Doe

Close

| Date | Att./Absence type | Start time | End time | Position | Approver Name |
|-----------|-------------------|------------|----------|----------|---------------|
| 06/09 Fri | | 00:00 | 00:00 | | |
| 06/10 Sat | | 00:00 | 00:00 | | |
| 06/11 Sun | | 00:00 | 00:00 | | |
| 06/12 Mon | | 00:00 | 00:00 | | |
| 06/13 Tue | | 00:00 | 00:00 | | |
| 06/14 Wed | | 00:00 | 00:00 | | |
| 06/15 Thu | | 00:00 | 00:00 | | |

Total Hours 0.00

Save

Timesheet Entry - DOE JOHN (11818) Wrk.Sh:FL08_STD T.Mgm.St:1

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TIMESHEET

LIST (37)

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Jun 2017

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Multiple Status

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Rejected

Unreleased

Released

Approved

Leave Request

Worklist

Freq. Used

Copy

Paste

Copy Prev Week

Release 2 Entries

| <input type="checkbox"/> | Date | Att./Absence type | Start time | End time | Hours | Premium No. | Cctr / WBS | Position |
|-------------------------------------|-----------|-------------------|------------|----------|-------|-------------|------------|----------|
| <input type="checkbox"/> | 05/26 Fri | Regular hours | 00:00 | 00:00 | 5.00 | | 2375111000 | 13916 |
| <input checked="" type="checkbox"/> | 05/26 Fri | Overtime Hours | 18:00 | 19:00 | 1.00 | | 2375111000 | 13916 |
| <input type="checkbox"/> | 05/27 Sat | | 00:00 | 00:00 | 0.00 | | | |
| <input type="checkbox"/> | 05/28 Sun | | 00:00 | 00:00 | 0.00 | | | |
| <input type="checkbox"/> | 05/29 Mon | Regular hours | 00:00 | 00:00 | 6.00 | | 2375111000 | 13916 |
| <input type="checkbox"/> | 05/30 Tue | Regular hours | 00:00 | 00:00 | 12.00 | | 2375111000 | 13916 |
| <input type="checkbox"/> | 05/31 Wed | | 00:00 | 00:00 | 0.00 | | | |
| <input type="checkbox"/> | 06/01 Thu | | 00:00 | 00:00 | 0.00 | | | |
| Total Hours 24.00 | | | | | | | | |

20170601 The transaction is locked by user CONSULT_PREM

The transaction is locked by user CONSULT_PREM

1

Save

Timesheet Print

Timesheet:05/26/2017-06/01/2017

Print Date

May 31, 2017

SAP

Name of Employee

John L Doe

Pers.No.

00011818

Name of Manager

John F Young

Position

Help Desk Assistant

Cost Centre

CSN Director Activit

Organizational Unit

Customer Support Te

| Date | Rec. Cctr | Receiving Cost Centre Text | A/AType | Attendance or Absence Type Text | From | To | Hours | Planned Hours |
|--------------|-----------|----------------------------|---------|---------------------------------|----------|----------|-------|---------------|
| May 26, 2017 | 23751110 | Abel Sandoz | REG | Regular Planned | 00:00:00 | 00:00:00 | 5.00 | 8.00 |

TIMESHEET [LIST \(37\)](#)

| 37 | 7 | 2 | 28 | 0 | |
|------------|-----------------------|--------------------------|-----------|----------|--------|
| All | Unreleased | Released | Approved | Rejected | |
| Date | Status | Abs/Att Type | Wage Type | Premium | Hours |
| 06/02/2017 | Released for approval | Regular Planned Hrs | | | 5 H |
| 05/30/2017 | In process | Regular Planned Hrs | | | 12 H |
| 05/29/2017 | In process | Regular Planned Hrs | | | 6 H |
| 05/26/2017 | Released for approval | Regular Planned Hrs | | | 5 H |
| 05/26/2017 | Approved | Overtime Hours (Attd.) | | | 1 H |
| 05/20/2017 | Approved | Regular Planned Hrs | | | 4 H |
| 05/11/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 3.83 H |
| 05/11/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4.17 H |
| 05/10/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4.25 H |
| 05/10/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 3.75 H |
| 05/09/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 05/09/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 05/08/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 05/08/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4.5 H |
| 05/05/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 3.67 H |
| 05/05/2017 | Approved | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 04/27/2017 | In process | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 04/26/2017 | In process | Tmp/Std Work Hrs (Attd.) | | | 4 H |
| 04/25/2017 | In process | Tmp/Std Work Hrs (Attd.) | | | 4 H |