

Work Instruction

ZCAP - Approve Time Entry Outside of Workflow (Document)

ZCAP

Purpose

Use this procedure to approve time entry work items without using the IRIS inbox.



Time entry approvals work differently than most IRIS approvals. Most IRIS work items are generated when a user completes an action on a screen - such as marking an item complete, saving entries on a screen, clicking an icon to "submit to workflow", etc.

Time entry work items are not created until a special program runs to generate work items for all time entry that needs to be approved. (This program is generally scheduled to run every morning at 6 am Eastern and more frequently on biweekly time entry deadline days.) When this program runs, time entry work items will appear in approvers' inboxes.

Trigger

Using ZCAP for time entry approvals is helpful when:

- Time entry has just been completed and the program that generates the work items has not been run yet, so time entry work items are not available in the IRIS inbox.
- You have mistakenly clicked "Complete work item" for the time entry work item in your inbox before you have approved (or rejected) all of the entries in the work item.

Prerequisites

The time entry person for your department has entered the time AND has released it for approval.

Menu Path

Use the following menu path to begin this transaction:

- **Human Resources → Time Management → Time Sheet → Approval → ZCAP – Time Approval** to go to the *Cats Time Approval* screen.

Transaction Code

ZCAP

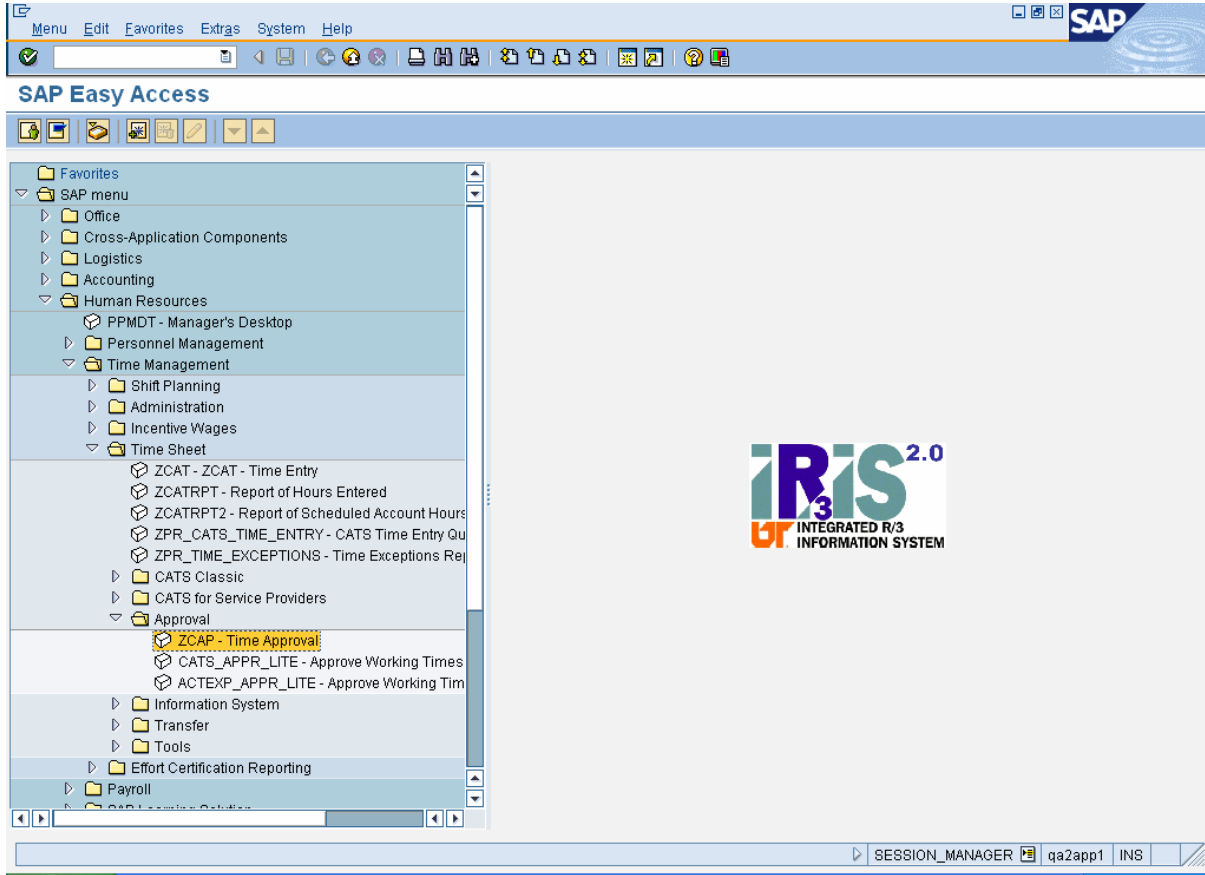
Helpful Hints

- If you approve time for both cost centers and WBS elements, you will need to approve them separately.
- The program that generates time entry work items is generally scheduled to run every morning at 6 am Eastern and more frequently on biweekly time entry deadline days.

Procedure

1. Start the transaction using the menu path or transaction code.

SAP Easy Access



2. Double-click **ZCAP - Time Approval**. The *CATS Time Approval* screen will be displayed as shown below.

CATS Time Approval

3. Perform one of the following:

If	Then
You wish to approve time entry for a cost center(s)	select <input checked="" type="radio"/> Cost Center (this is the default setting).
You wish to approve time entry for a WBS element(s)	select <input type="radio"/> WBS Element .


For this example, the default value of Cost Center will be selected.



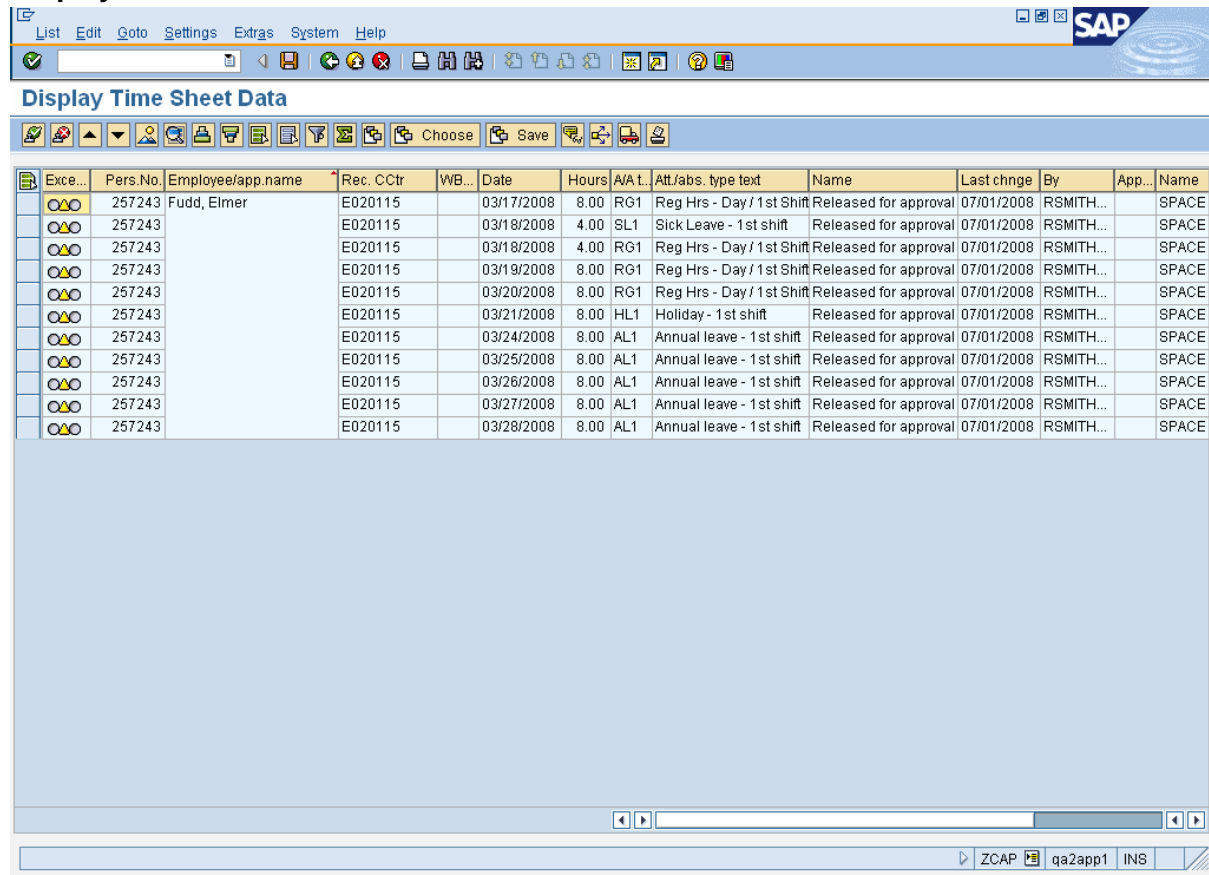
If you approve time for both cost centers and WBS elements, you will need to run the process twice.

4. Perform one of the following:

If	Then
If you wish to select all work items, including those that route to an approver for which you are a substitute	select <input checked="" type="radio"/> With Substitutions (this is the default setting).
If you wish to select only work items that route directly to you	select <input type="radio"/> Without Substitutions .

5. Click  (**Execute**) to list the work items that need to be approved. The *Display Time Sheet Data* screen will be displayed.







Display Time Sheet Data



The screenshot shows the SAP 'Display Time Sheet Data' screen. The table below represents the data displayed in the main window.



Exce...	Pers.No.	Employee/app.name	Rec. Cctr	WB...	Date	Hours	AA t...	Att./abs. type text	Name	Last chnge	By	App...	Name
	257243	Fudd, Elmer	E020115		03/17/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/18/2008	4.00	SL1	Sick Leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/18/2008	4.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/19/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/20/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/21/2008	8.00	HL1	Holiday - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/24/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/25/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/26/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/27/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE
	257243		E020115		03/28/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...		SPACE

6. The *Display Time Sheet Data* screen shows one row for each entry on an employee's IRIS time sheet. Review the work items, paying particular attention to the fields listed below:

Field Name	R/O/C	Description
Exception		<p>An indicator showing the status of a record.</p> <p>Example:  for entries that have not been processed  for entries that have been approved  for entries that have been rejected</p>
Pers.No.		<p>Numbers that uniquely identify persons within IRIS.</p> <p>Example: 257243</p>
Employee/app.name		<p>The name of an employee in IRIS.</p> <p>Example: Fudd, Elmer</p>
Rec. CCtr		<p>A cost center is a cost and revenue collector for permanent activities of the university. Cost center numbers typically start with "E" (for costs) or "I" (for revenues). Each cost center number has a corresponding fund with the same number.</p> <p> This is the cost center to which the employee's time was charged. Each line should show either a cost center or a WBS element, but not both.</p> <p>Example: E020115</p>
WBS		<p>A WBS element (Work Breakdown Structure Element) is a cost and revenue collector for a specialized, often short-term, activity of the university including sponsored projects, gift/endowment funds, and agency funds. WBS element numbers typically start with "R" or "N". Each WBS element has a corresponding fund with the same number.</p> <p> This is the WBS element to which the employee's time was charged. Each line should show either a cost center or a WBS element, but not both.</p> <p>Example:</p>
Date		<p>Transaction date or planning date.</p> <p> This is the date on which the time was worked.</p> <p>Example: 03/17/2008</p>
Hours		<p>Units of measurement for time worked by an employee.</p> <p>Example: 8.00</p>

Field Name	R/O/C	Description
A/A type		(Attendance/Absence Type) The code for the type of attendance (e.g. regular hours, compensatory time banked) or absence (e.g. annual leave, sick leave). Example: RG1
Att./abs. type text		The description for the type of attendance (e.g. regular hours, compensatory time banked) or absence (e.g. annual leave, sick leave). Example: Reg Hrs – Day/1 st Shift

7. Select the work items to be approved (or rejected).

To	Then
Select specific rows to be approved (or rejected)	Click  to the left of individual rows.
Select all rows	Click  .



Examples of when you might wish to select individual rows include:

- If you had multiple employees showing on the display but wanted to approve (or reject) the lines for only one employee
- if you wish to approve some lines and reject others

The image below shows all rows have been selected.

Display Time Sheet Data

Exce...	Pers.No	Employee/app.name	Rec. CCtr	WB...	Date	Hours	A/A...	Att./abs. type text	Name	Last chnge	By	App... Name
	257243	Fudd, Elmer	E020115		03/17/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/18/2008	4.00	SL1	Sick Leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/18/2008	4.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/19/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Released for approval	07/01/2008	RSMITH...	SPACE
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	257243		E020115		03/21/2008	8.00	HL1	Holiday - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/24/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/25/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/26/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/27/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/28/2008	8.00	AL1	Annual leave - 1st shift	Released for approval	07/01/2008	RSMITH...	SPACE

8. Click (**Approve**) to approve all selected work items.



If you want to reject the work items instead of approving them, select (**Reject**).

The *Display Time Sheet Data* screen will be refreshed as shown below. Notice that the work items have changed from “Released for approval” to “Approved” and the *Exception* field has changed from yellow to green, indicating that the time entry items have been approved.

Display Time Sheet Data

The screenshot shows the SAP 'Display Time Sheet Data' interface. The table below represents the data visible in the screenshot:

Exce...	Pers.No	Employee/app.name	Rec. Cctr	WB...	Date	Hours	A/A...	Att./abs. type text	Name	Last chnge	By	App... Name
	257243	Fudd, Elmer	E020115		03/17/2008	8.00	RG1	Reg Hrs - Day / 1st Shift	Approved	07/01/2008	RSMITH...	SPACE
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	257243		E020115		03/24/2008	8.00	AL1	Annual leave - 1st shift	Approved	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/25/2008	8.00	AL1	Annual leave - 1st shift	Approved	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/26/2008	8.00	AL1	Annual leave - 1st shift	Approved	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/27/2008	8.00	AL1	Annual leave - 1st shift	Approved	07/01/2008	RSMITH...	SPACE
	257243		E020115		03/28/2008	8.00	AL1	Annual leave - 1st shift	Approved	07/01/2008	RSMITH...	SPACE

9. Click (**Save**) to save the approvals.



If you exit the screen before clicking (**Save**), the approvals will not be recognized and the time entry work items will not proceed for payroll processing.


10. Click (**Back**) to exit the *Display Time Sheet Data* and return to the *CATS Time Approval selection* screen.



If you are approving work items for both cost centers and WBS elements, you may now wish to select **WBS Element** and repeat the approval steps to process work items on the WBS element(s).

CATS Time Approval

The screenshot shows the SAP CATS Time Approval transaction. The window title is "CATS Time Approval". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The SAP logo is in the top right corner. The main area contains two sections: "Selection Criteria" with radio buttons for "Cost Center" (selected) and "WBS Element"; and "Additional Information" with radio buttons for "With Substitutions" and "Without Substitutions" (selected). The status bar at the bottom shows "ZCAP", "qa2app1", and "INS".

11. Click  (Back) to return to the *SAP Easy Access* screen.
12. You have completed this transaction.

Result

You have approved time entry records without using the IRIS inbox.

Comments



For assistance, please contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.