

Time Entry Cheat Sheet (PRODUCTION)

Log in procedure for Time Management Entry:

1. Double Click on the SAP Logon Pad
2. Double Click on **2 IRIS HR Production**
3. Client = **300** (defaults to this value)
4. User = Your supplied User ID for IRIS
5. Password = Your current IRIS password
6. Press **ENTER** key

Notes:

zcat - short cut for time entry
Cost Center - Account #
WBS element - R accounts
Payroll Area - B1 or M1 (bi-weekly or monthly)


Steps:

- (1) Type **zcat** in shortcut field, press **ENTER** (click on the triangle between the Check Mark and the Diskette at the top left of screen to display the shortcut field if it is not showing.)
- (2) Enter **payroll area (M1 or B1)**
- (3) Select period for time entry. **Biweekly** should be **Current Period**. **Monthly** should be **Other period** and enter the month and year for data entry. Ex. Type **1** for January and press **TAB** to move to the year cell and type **2002**
- (4) Enter **Cost Center** (E account), **WBS Element** (R account) OR **Personnel Number**. **ONLY ONE CAN BE ENTERED!** (Entering a personnel number will result in pulling up one individual which allows you to skip steps 5 & 6). **DO NOT PRESS ENTER**
- (5) Click on **Execute** (clock icon) 
- (6) Notice all employees are selected. Deselect those not needed - You can click on the **deselect all Lines**  button at bottom to unmark everyone or leave them marked for sequential entry.
- (7) Click on button on the left of personnel number to select appropriate person (if not all selected).
- (8) Click on **Enter Times** 
- (9) Enter times on time sheet as appropriate. Pressing **ENTER** after each time will update totals. For **Biweekly** paid employees, enter **all hours worked** and leave, holidays, etc. taken. For **Monthly** paid employees, **only enter exceptions** to the work schedule. This would be leave, holidays, etc.
- (10) Click on **Release View** (button at bottom of screen)  and review entries.
- (11) **If errors are found:** Click on **Data Entry View**  and make corrections.
- (12) If all is correct click on **Select all** Icon (1st icon under Time Sheet: Release View Title). 
- (13) Click on **Release** Icon (looks like a pad lock). 
- (14) Click on **Save** Icon (looks like a diskette). 

Please refer to the yearly Payroll Schedule for deadline dates for time entry.

To Verify Time Entry

Steps:

- (1) Type **zcatrpt** in shortcut field, press **ENTER** (click on the triangle between the Check Mark and the Diskette at the top left of screen to display the shortcut field if it is not showing.)
- (2) Enter **Personnel Number, Cost Center** OR **WBS Element**
- (3) Enter **Payroll ending date** (For Monthly paid employees, enter the last day of month you are checking. For Biweekly paid employees, enter the last day of the pay period.)
- (4) Enter **payroll area (M1 or B1)**
- (5) Click on **Execute** (clock icon) 

The report will identify:

- Total Hours
- Released Hours
- Approved Hours
- Changed After Approval
- Canceled Hours

NOTE: After entering time, the **Total Hours** column and **Released Hours** column should be the same. If not, you have not released all hours entered. Go back to **zcat** and **release** and **save** all hours. After approval, the Released Hours column becomes zero (if all hours are approved) and total of approved hours is listed under the **Approved Hours** column.

For **Biweekly** paid employees, the hours to be paid for the pay period is the total of **Approved Hours**. If this total is not correct, check to see if you have released all hours for approval.

For **Monthly** paid employees, the hours of holiday or leave time to be applied to his or her balance is the total of **Approved Hours**. If this total is not correct, check to see if you have released all hours for approval.

Please Remember!

Time entry in IRIS for **Bi-weekly** employees is for **ALL hours worked, leave, holidays or other closings.**

Time entry for **Monthly** employees is **ONLY** for exceptions to one's regular schedule. **Only enter hours of leave, holidays or other closings. DO NOT** enter regular hours worked.