FIO-32 Enter Time For Charge Objects Using Free Form

Purpose

The purpose of this Business Process Procedure is to explain how to record time entry against Charge Objects using the Free Form method.

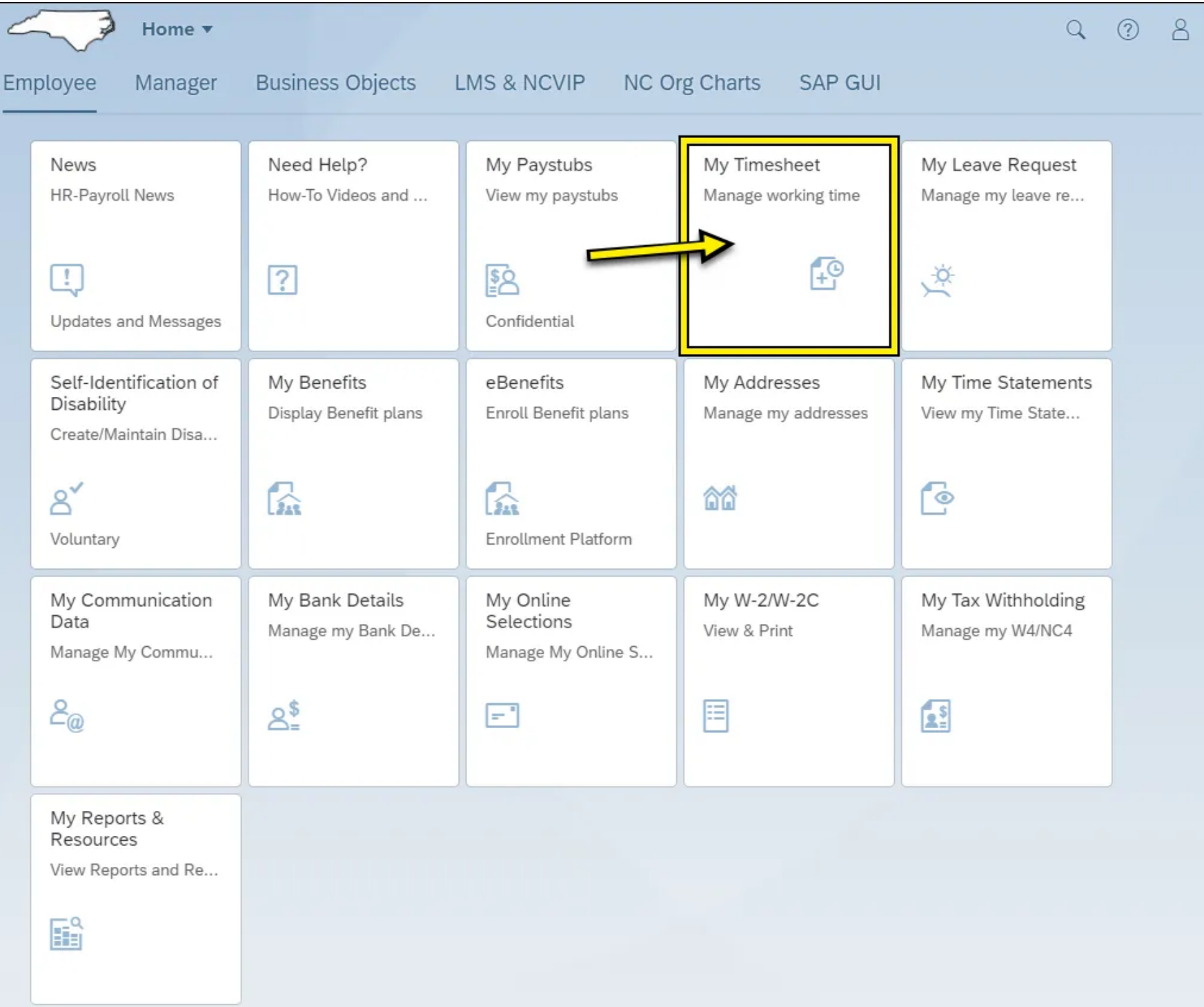
Recording Time Against Charge Objects in Free Form

Employee prefers to enter time as Free Form for each time entry. Free Form is not the Best Business practice method of time entry. The Best Business Practice is to Create Assignments and/or Assignment groups.

There are 12 steps to complete this process.

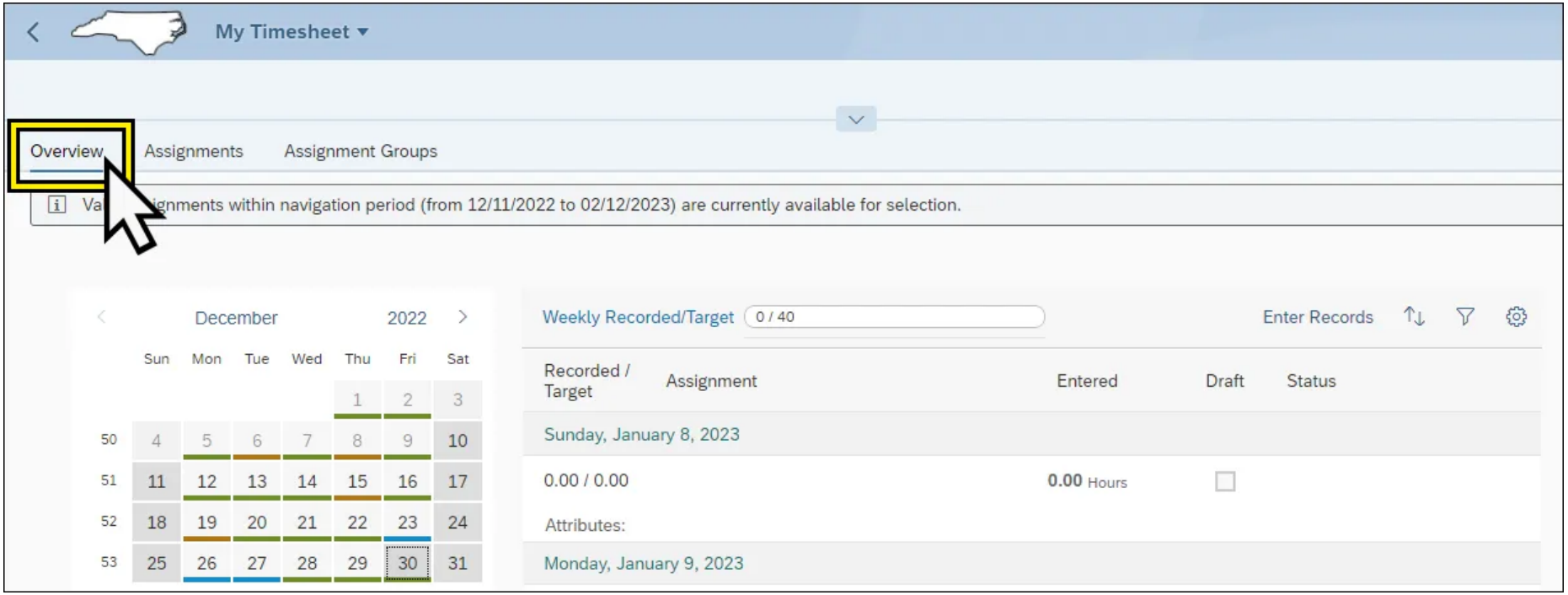
Step 1. Navigate to the **My Timesheet** application within FIORI.

Image


Home
Employee
Manager
Business Objects
LMS & NCVIP
NC Org Charts
SAP GUI
News
HR-Payroll News
Updates and Messages
Need Help?
How-To Videos and ...
My Paystubs
View my paystubs
Confidential
My Timesheet
Manage working time
My Leave Request
Manage my leave re...
Self-Identification of Disability
Create/Maintain Disa...
Voluntary
My Benefits
Display Benefit plans
eBenefits
Enroll Benefit plans
Enrollment Platform
My Addresses
Manage my addresses
My Time Statements
View my Time State...
My Communication Data
Manage My Commu...
My Bank Details
Manage my Bank De...
My Online Selections
Manage My Online S...
My W-2/W-2C
View & Print
My Tax Withholding
Manage my W4/NC4
My Reports & Resources
View Reports and Re...

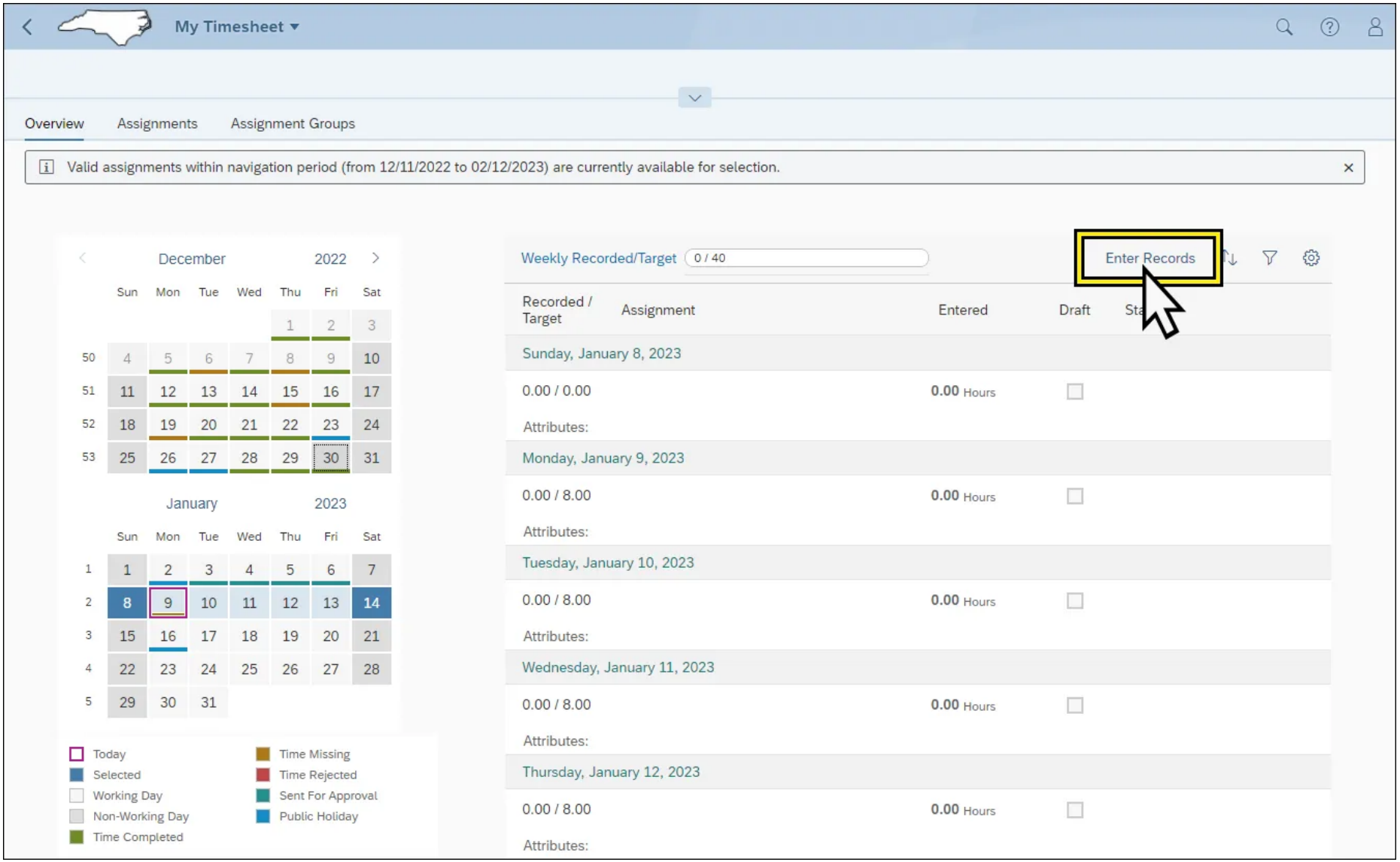
Step 2. Click **Overview** from the action tabs (Overview, To Do List, Assignments, Assignment Groups).

Image



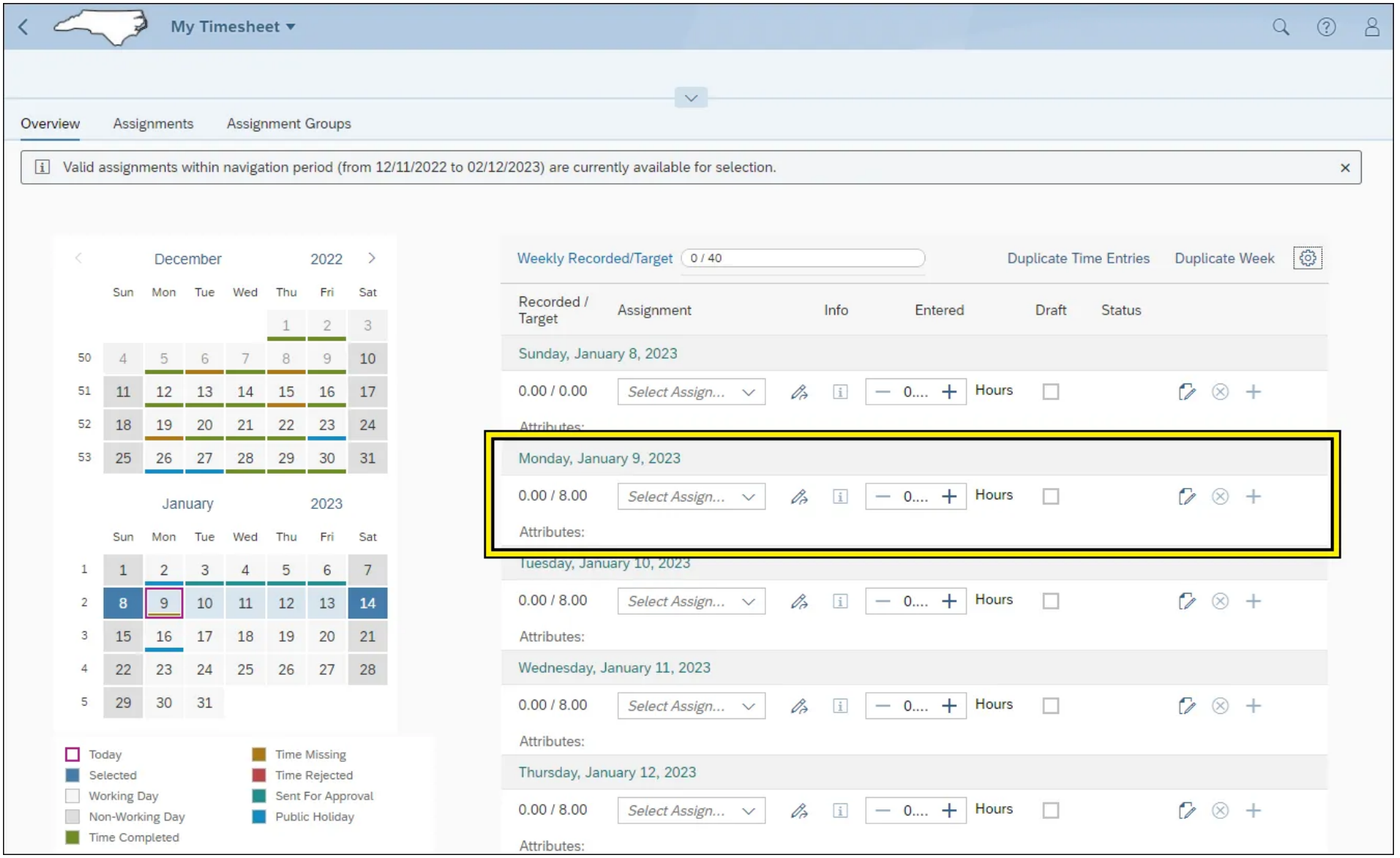
Step 3. Click **Enter Records**.

Image



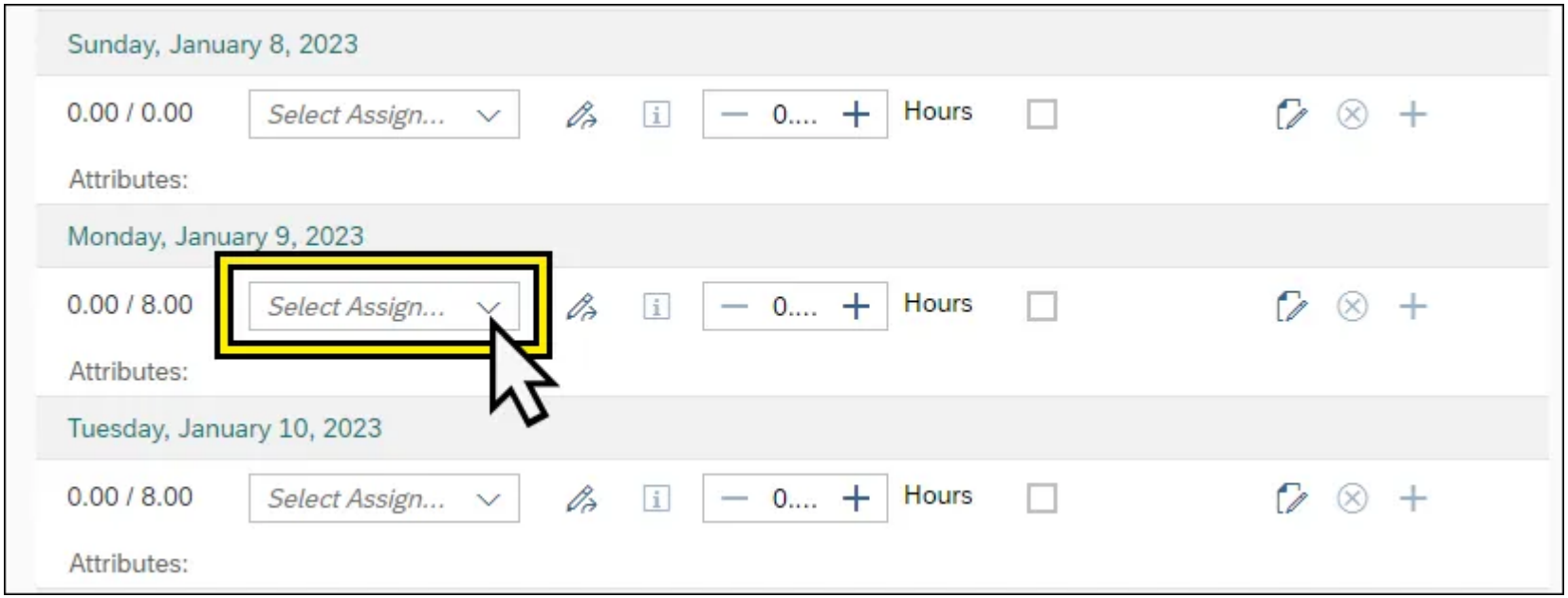
Step 4. Locate the Appropriate day.

Image



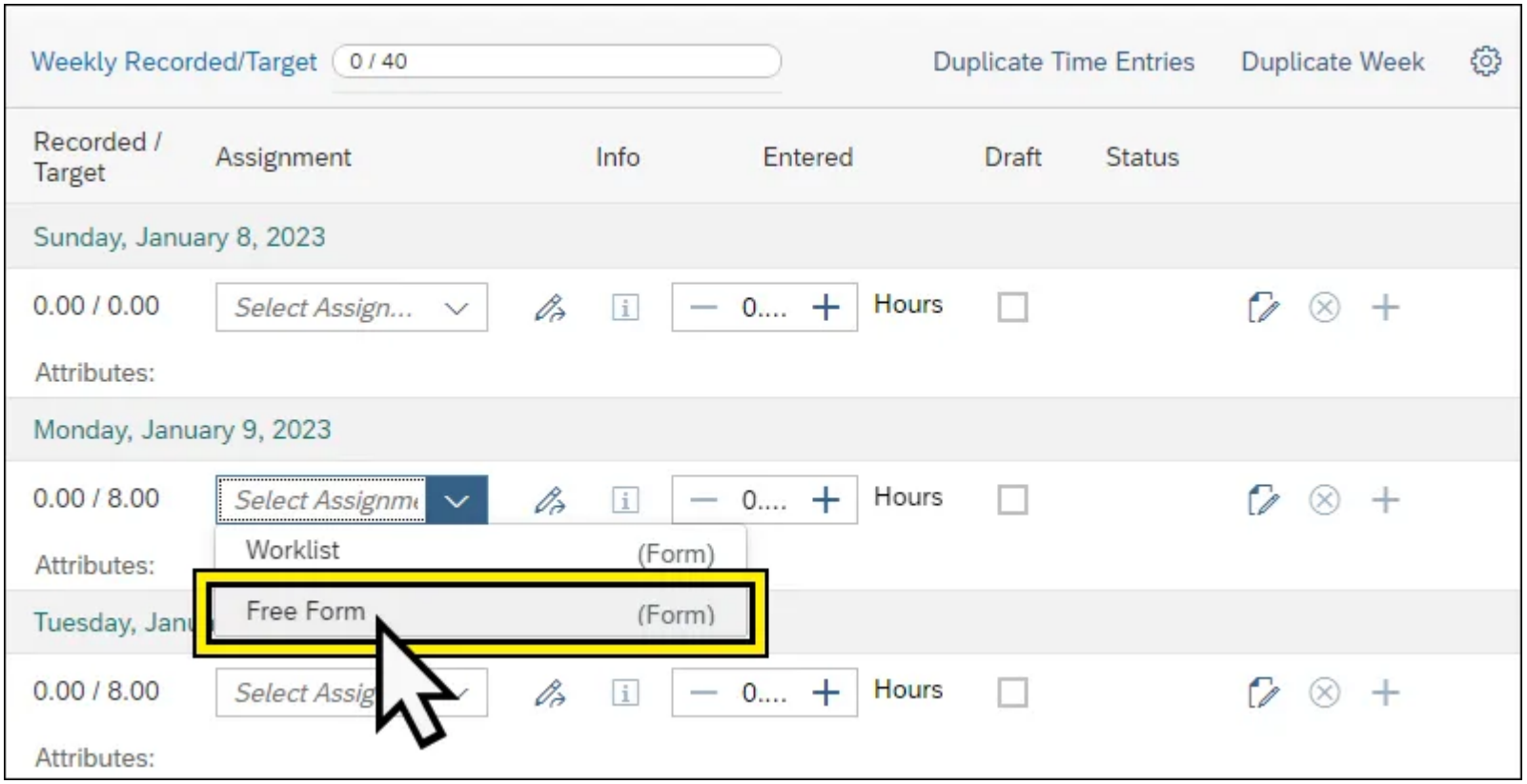
Step 5. Click the drop-down arrow from the **Select Assignment** Field.

Image



Step 6. Select **Free Form**.

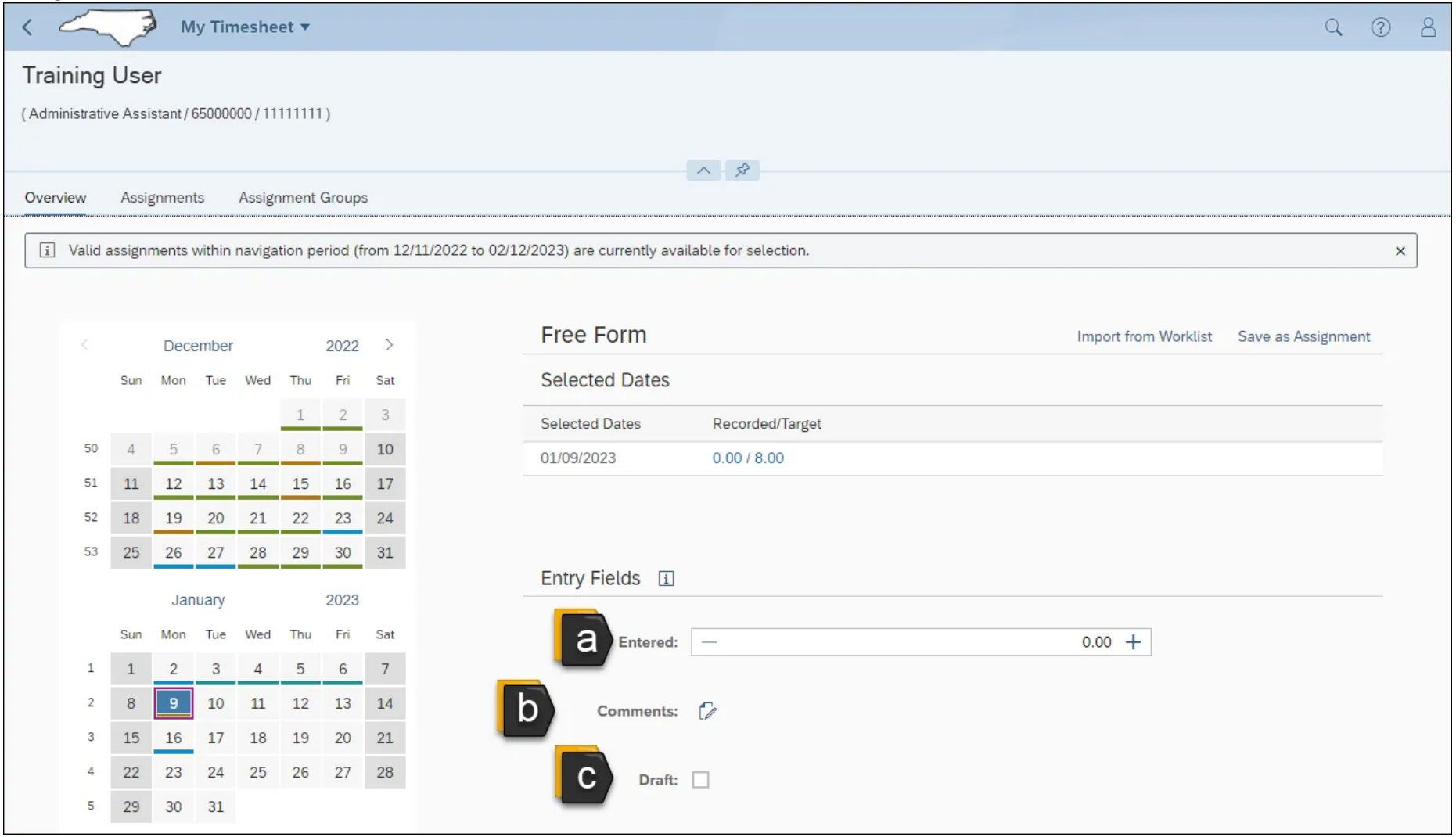
Image



Step 7. Complete the data in the Entry Fields section. This includes:

- Entered
  - Enter the hours
- Comments (if applicable)
  - Enter comments
- Draft (if applicable)
  - A selected draft field places the time entry In Process Mode. If the Draft field is not selected the mode is Released for Approval Status upon Submit.
  - If the draft field is selected, the time will remain in process mode. The Draft selection must be deselected to submit for approval.

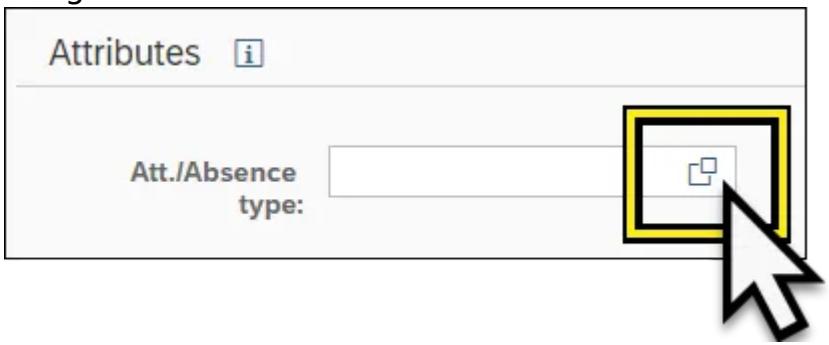
Image



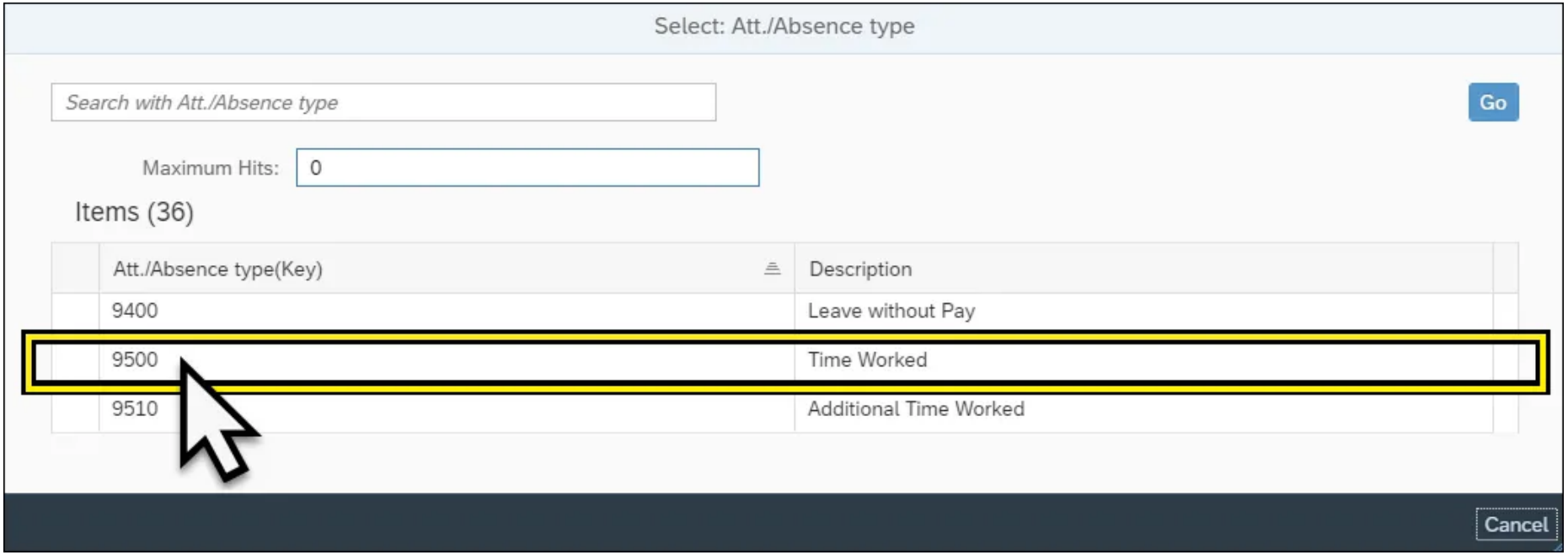
Step 8. Complete the data in the Attributes Section when applicable and relevant. This includes:

- Att./Absence type
  - To select the Att./Absence type click the matchcode. Then select the necessary Att./Absence type.

Image

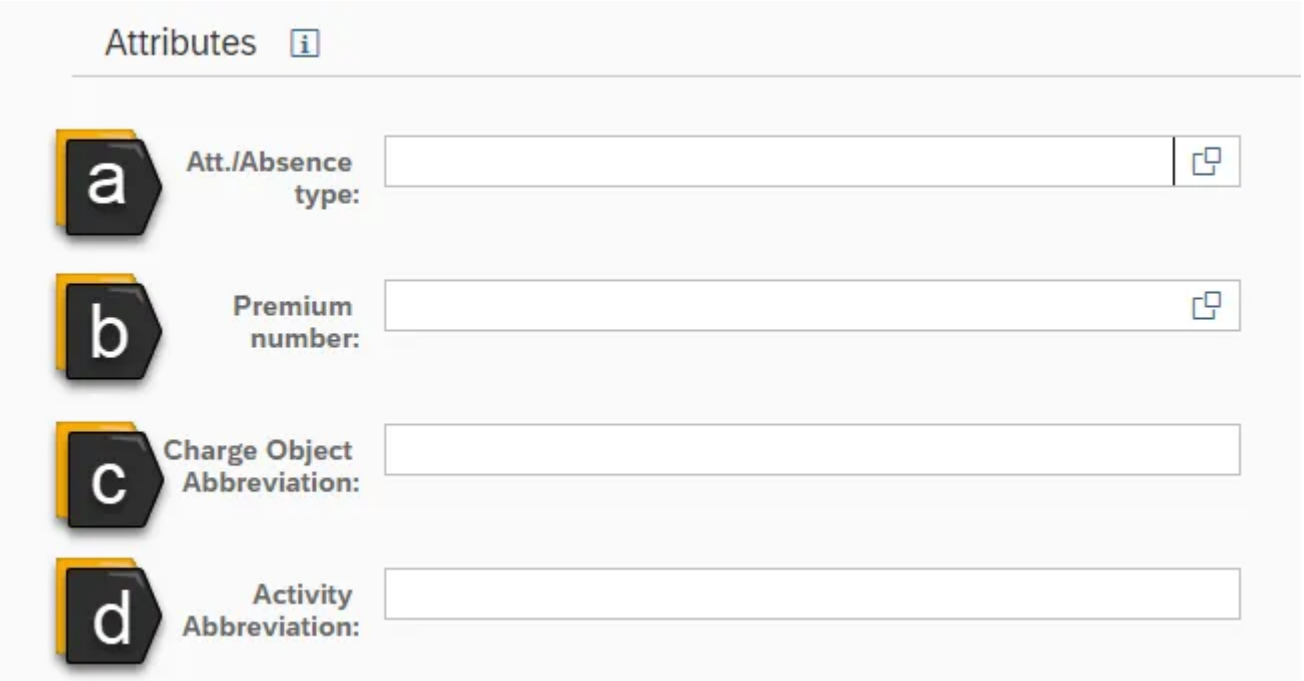


Image



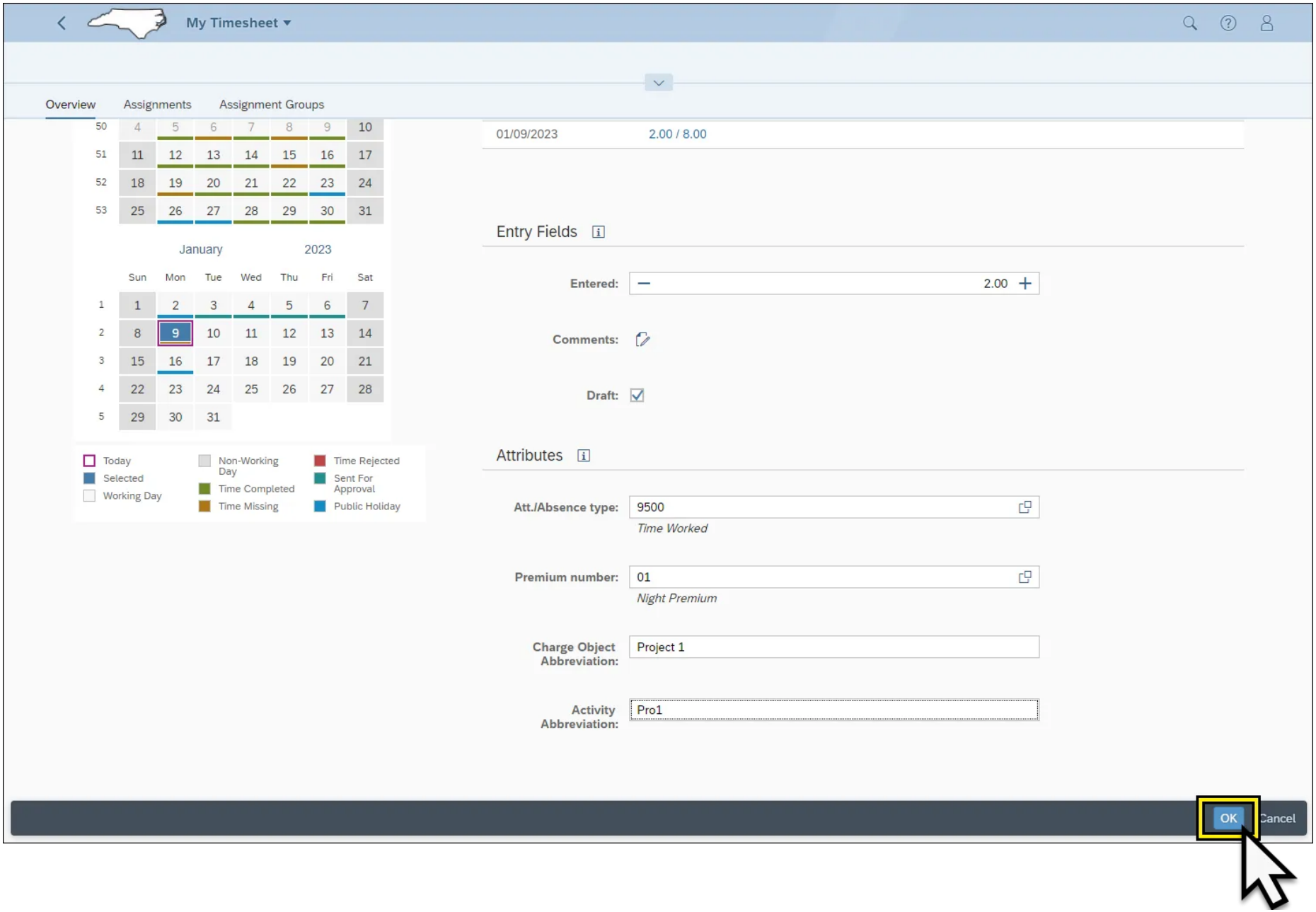
- Premium number (if applicable)
- Charge Object Abbreviation (if applicable)
- Activity (if applicable)
- Element (if applicable, not shown)
- Sub-element (if applicable, not shown)

Image



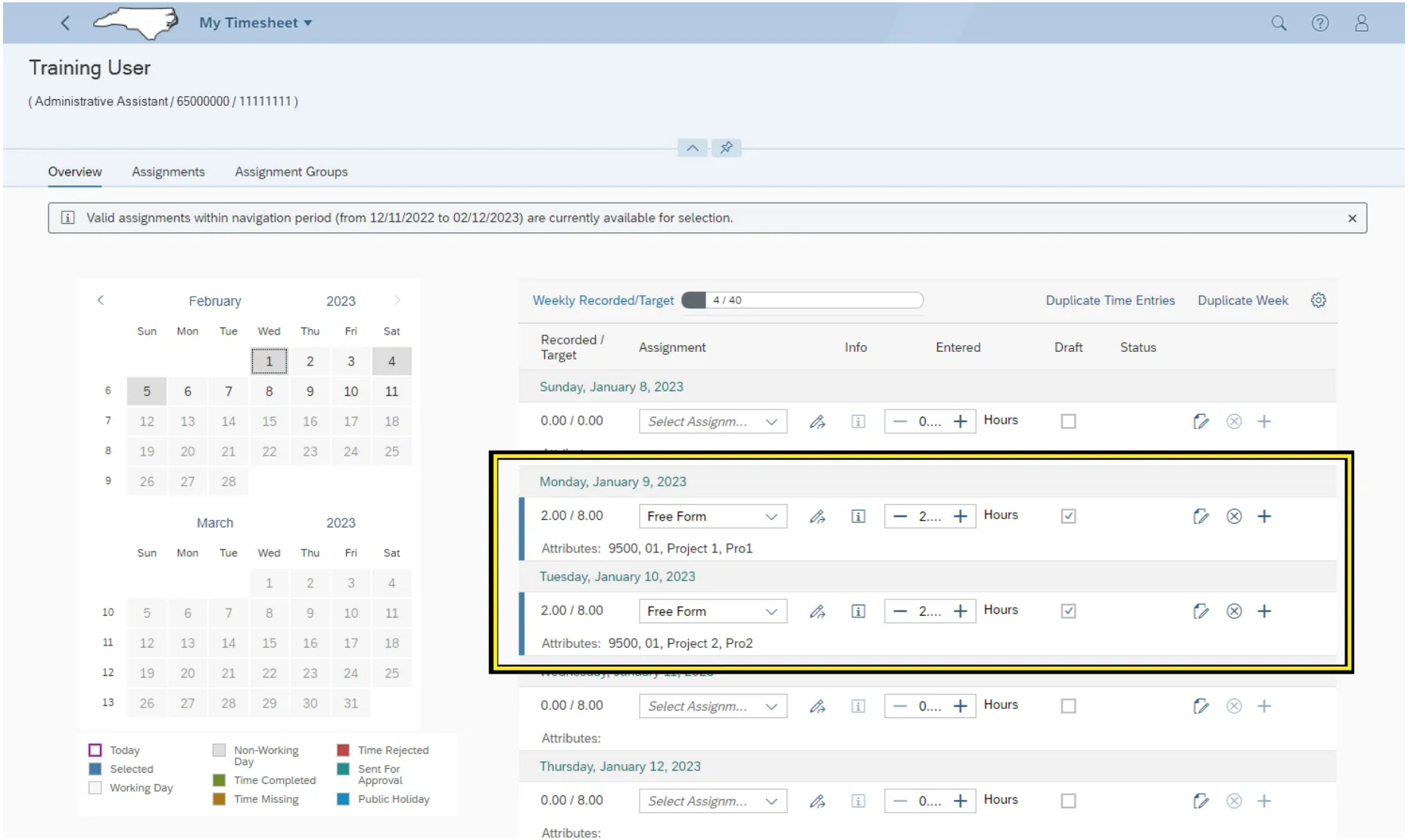
Step 9. Once all fields are entered, navigate to the bottom right-hand corner, and click **OK**.

Image


My Timesheet
Overview
Assignments
Assignment Groups
50 4 5 6 7 8 9 10
51 11 12 13 14 15 16 17
52 18 19 20 21 22 23 24
53 25 26 27 28 29 30 31
January 2023
Sun Mon Tue Wed Thu Fri Sat
1 1 2 3 4 5 6 7
2 8 9 10 11 12 13 14
3 15 16 17 18 19 20 21
4 22 23 24 25 26 27 28
5 29 30 31
Today
Selected
Working Day
Non-Working Day
Time Completed
Time Missing
Time Rejected
Sent For Approval
Public Holiday
01/09/2023 2.00 / 8.00
Entry Fields
Entered: 2.00
Comments:
Draft:
Attributes
Att./Absence type: 9500
Time Worked
Premium number: 01
Night Premium
Charge Object Abbreviation: Project 1
Activity Abbreviation: Pro1
OK
Cancel

Step 10. The time entered within free form will display on the My Timesheet Overview tab under the applicable day.

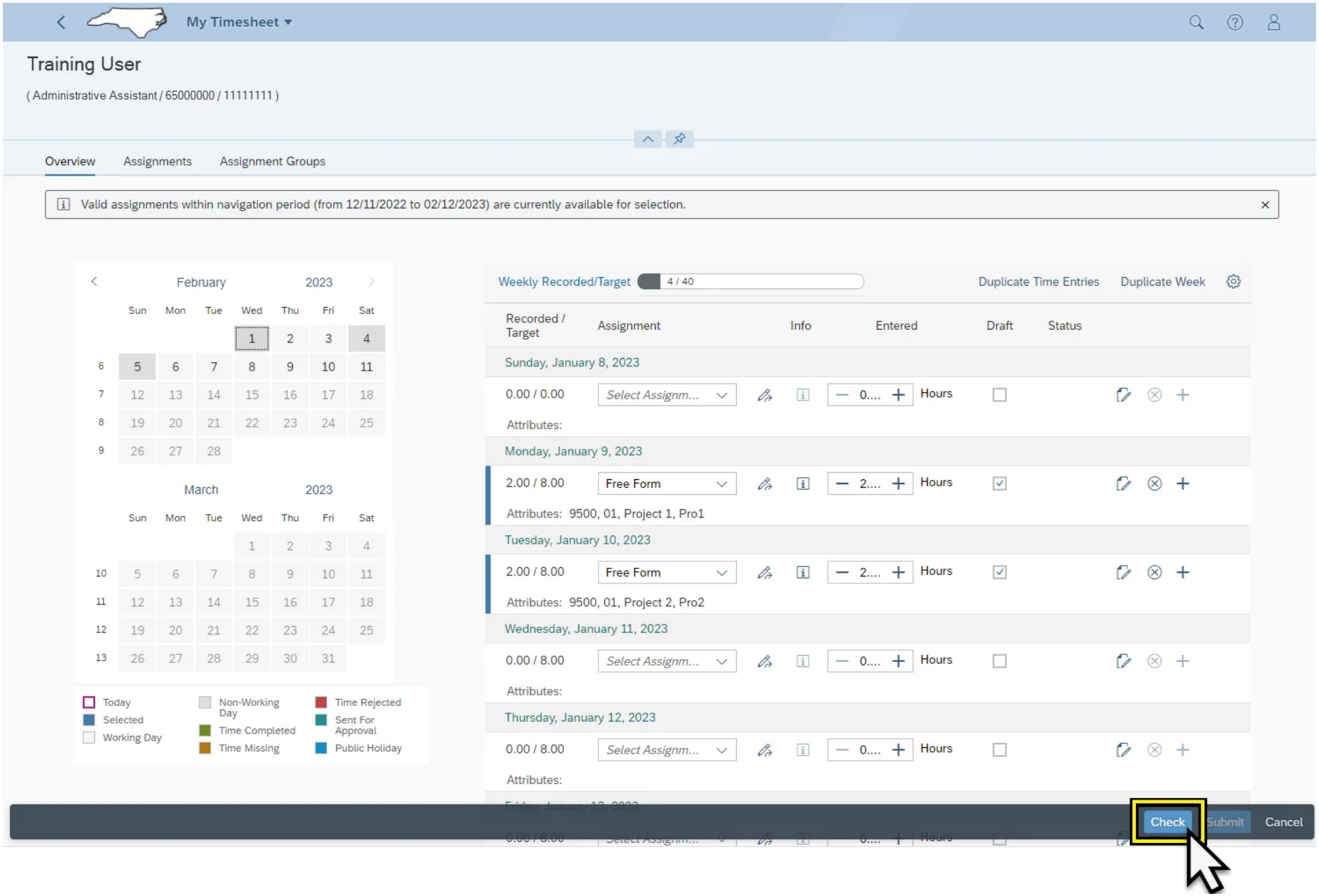
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Note: The in the example shown, two hours has been applied to two Charge Object fields, with different Charge Object Codes. This is an example for use only when applying time to Charge Objects using the Free Form Time Entry option from Select Attributes.

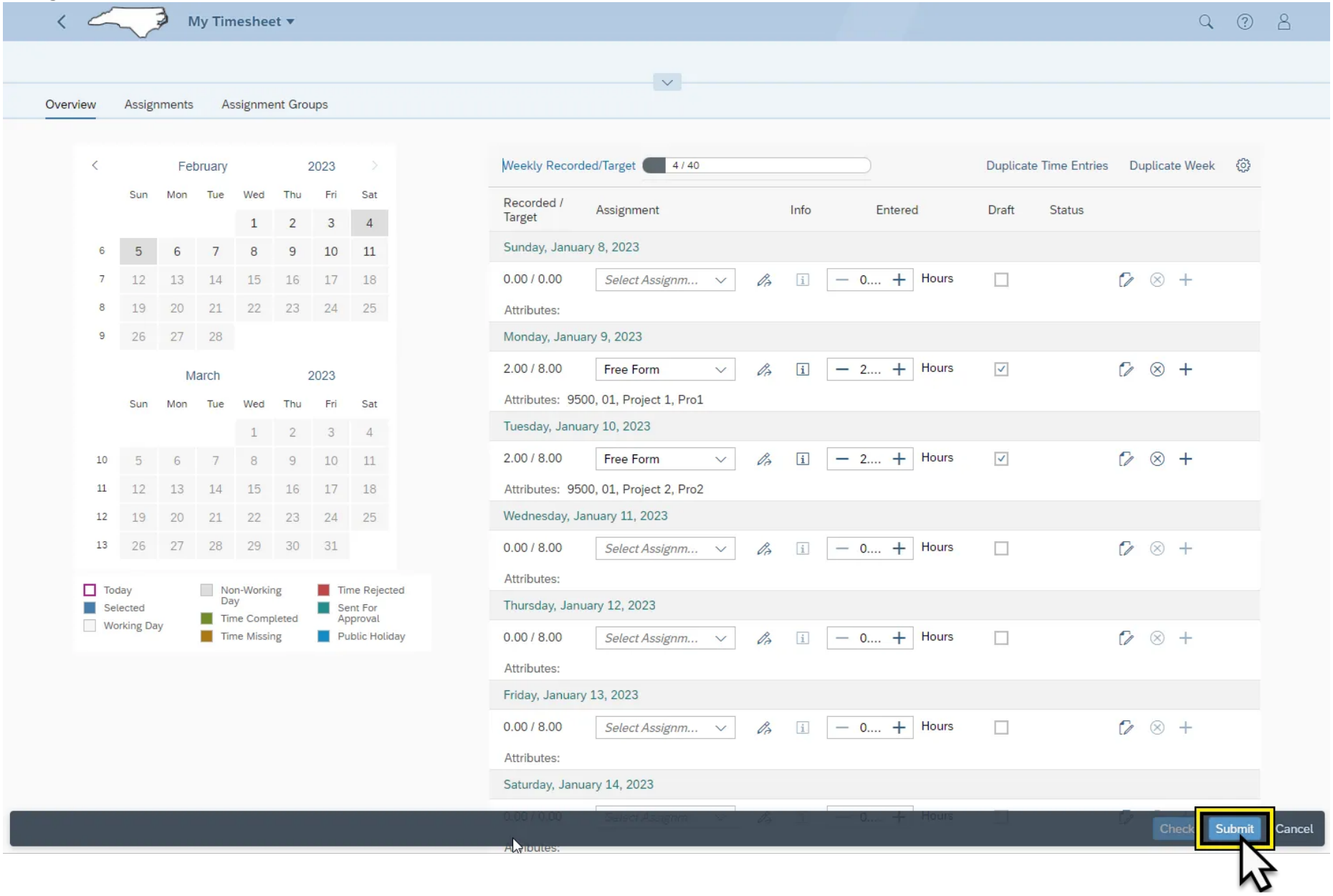
Step 11. Click **Check** from the bottom righthand corner to validate correct entry.

Image



Step 12. Click **Submit** to save and release time for management approval.

Image


My Timesheet
Overview
Assignments
Assignment Groups
February 2023
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4
6 5 6 7 8 9 10 11
7 12 13 14 15 16 17 18
8 19 20 21 22 23 24 25
9 26 27 28
March 2023
Sun Mon Tue Wed Thu Fri Sat
1 2 3 4
10 5 6 7 8 9 10 11
11 12 13 14 15 16 17 18
12 19 20 21 22 23 24 25
13 26 27 28 29 30 31
Today
Selected
Working Day
Non-Working Day
Time Completed
Time Missing
Time Rejected
Sent For Approval
Public Holiday
Weekly Recorded/Target
4 / 40
Duplicate Time Entries
Duplicate Week
Recorded / Target
Assignment
Info
Entered
Draft
Status
Sunday, January 8, 2023
0.00 / 0.00
Select Assignm...
0....
Hours
Attributes:
Monday, January 9, 2023
2.00 / 8.00
Free Form
2....
Hours
Attributes: 9500, 01, Project 1, Pro1
Tuesday, January 10, 2023
2.00 / 8.00
Free Form
2....
Hours
Attributes: 9500, 01, Project 2, Pro2
Wednesday, January 11, 2023
0.00 / 8.00
Select Assignm...
0....
Hours
Attributes:
Thursday, January 12, 2023
0.00 / 8.00
Select Assignm...
0....
Hours
Attributes:
Friday, January 13, 2023
0.00 / 8.00
Select Assignm...
0....
Hours
Attributes:
Saturday, January 14, 2023
Check
Submit
Cancel

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