TM-35 Timesheet Icons in SAP CAT2

Purpose

The purpose of this job aid is to provide a sample of and description of timesheet icons used in the Integrated HR/Payroll System.

Icon	Description
Image 	**Enter Times (F5)** - Used to access time entry screen from Timesheet: Initial Screen.
Image 	**Weekdays On/Off (F8)** – Used to toggle the view of weekdays on and off on the Timesheet: Data Entry View screen
Image 	**Personnel Selection** - Used to access the Personnel Selection search from the Timesheet: Initial Screen.

Icon	Description
Image 	**Detailed Time Data (Control+F2)** – Used to view Timesheet detail on a selected row of the Timesheet: Data Entry View screen – Used to view Timesheet detail on a selected row of the Timesheet: Data Entry View screen.
Image 	**Select All Persons (Shift+F7)** - Used to select all persons on the Timesheet: Initial Screen.
Image 	**Long Text (Control+Shift+F3)** – Used to enter/view long text on a selected row on the Timesheet: Data Entry View screen
Image 	**Deselect All Persons (Shift+F8)** - Used to deselect all persons.
Image 	**Travel Expenses** – Not in use

Icon	Description
Image 	**Sort Ascending (Control+Shift+F8**) - Used to Sort Ascending.
Image 	**Sort Descending (Control+Shfit+F9)** - Used to Sort Descending.
Image 	**Check Entries (Control+F6)** – Used to perform validation check on entries on Timesheet: Data Entry View Screen.
Image 	**Settings (F7)** – Used to view Timesheet settings on the Timesheet: Initial Screen.
Image 	**Execute/Copy (F8)** – Used to apply personnel selection from the Personnel Selection screen.
Image 	**Legend** - Used to view legend for a selected line on the Timesheet: Data Entry View screen.

Icon	Description
Image 	**Target Hours (Control+F12)** - Used to apply target hours form the employee's assigned work schedule.
Image 	**Reset Entries (Control+F11)** – Used to reset entries on the Timesheet: Data Entry View screen.
Image 	**Insert Row (Control+F4)** – Used to insert a row for data entry on the Timesheet: Data Entry View screen.
Image 	**Delete Line (Shift+F2)** – Used to delete selected line on the Timesheet: Data Entry View screen. Cannot be undone.
Image 	**Totals Row On/Off (F6)** - Used to toggle totals view on and off on the Timesheet: Data Entry View screen.

Icon	Description
Image 	**Target Hours On/Off (F7)** - Used to toggle the view of target hours on and off on the Timesheet: Data Entry View screen.
Image 	**Copy Row (F5**) – Used to copy a selected row on the Timesheet: Data Entry View screen. Data may be changed after copy.
Image 	**Split Row (Control+F3**) – Used to split a selected row on Timesheet: Data Entry View Screen.
Image 	**Save As Template (Shift+F11)** - Used to save entered data as template for future use on the Timesheet: Data Entry View screen.
Image 	**Delete Template (Shift+F12**) - Used to delete a previously saved template on the Timesheet: Data Entry View screen.

Icon	Description
Image 	**Previous Screen** – Used to move view to previous week on the Timesheet: Data Entry View screen.
Image 	**Next Screen** – Used to move view to next week on the Timesheet: Data Entry View screen.
Image 	**Release View** – Not in use. Time should be entered using the Data Entry Profiles ending in “-L” which automatically release, approve, and save time.
Image 	**Save (Control+S)** – Used to save data on the Timesheet: Display Entry View screen. Time will be automatically released, approved and saved.

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