FIO-27 Import Charge Objects From A Worklist

Purpose

The purpose of this Business Process Procedure is to explain how to import Charge Objects from a worklist within Fiori.

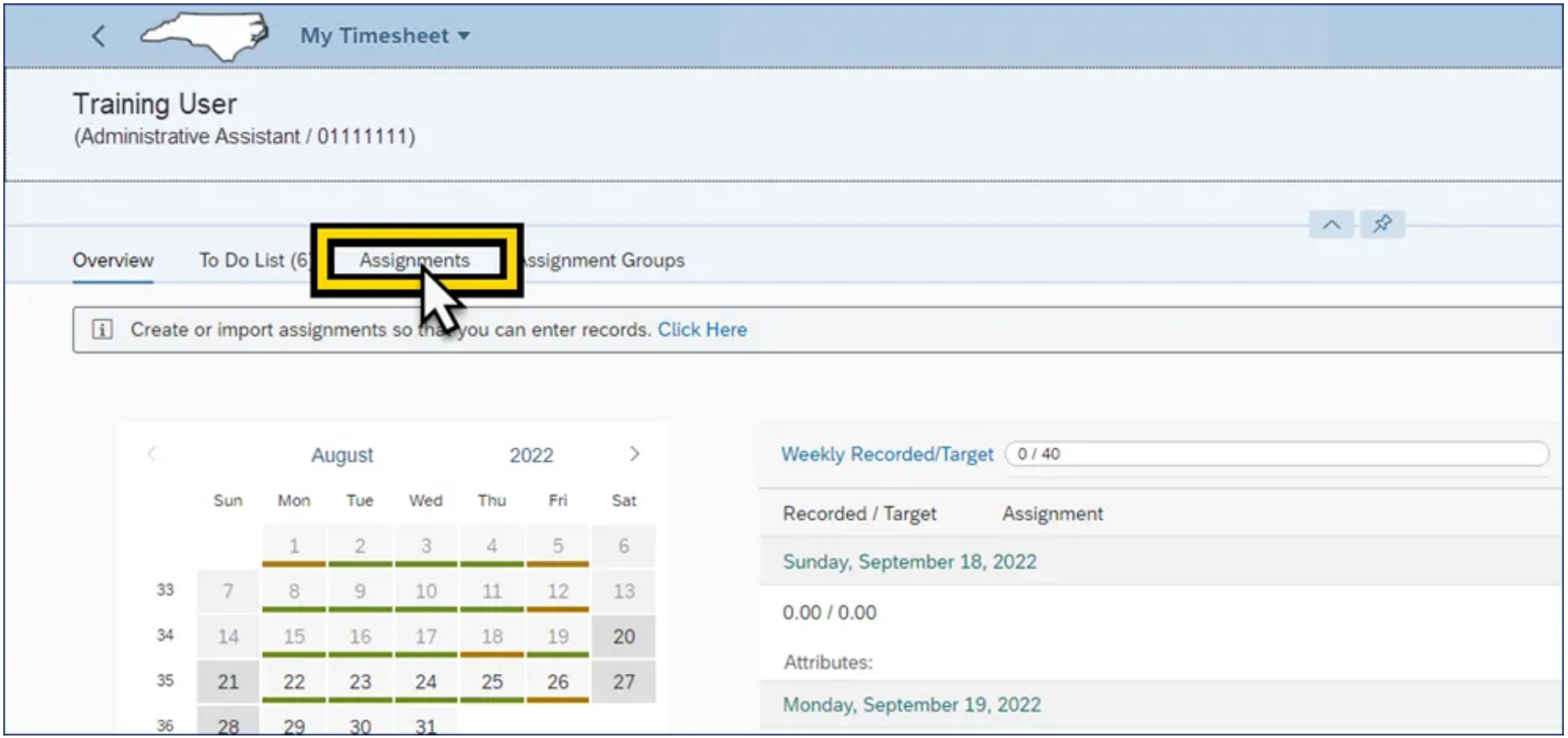
How to Import Charge Objects

The Charge Objects Maintainer role allows HR access to upload Charge Objects using the Charge Object Upload Source File template.

The following steps describe how to import uploaded Charge Objects. There are 9 steps to complete this process.

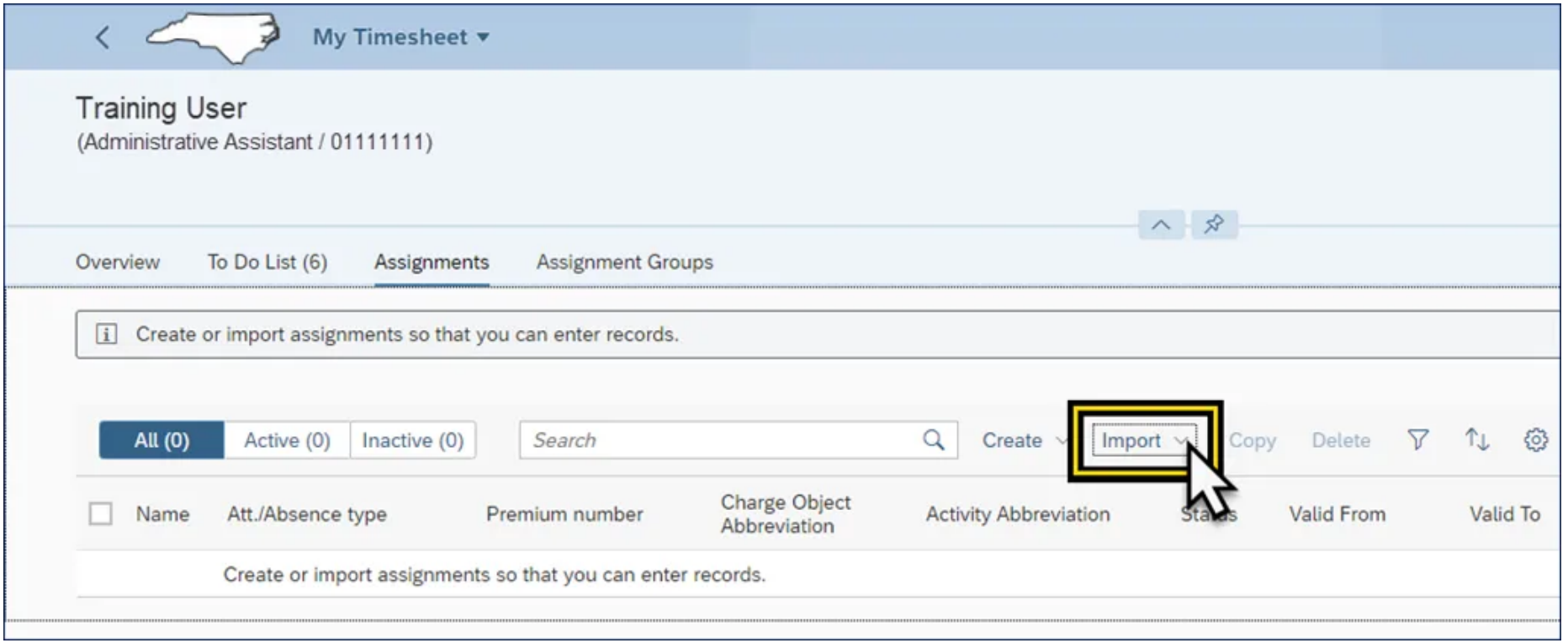
Step 1. After navigating to the My Timesheet Application, click the **Assignments** action tab.

Image



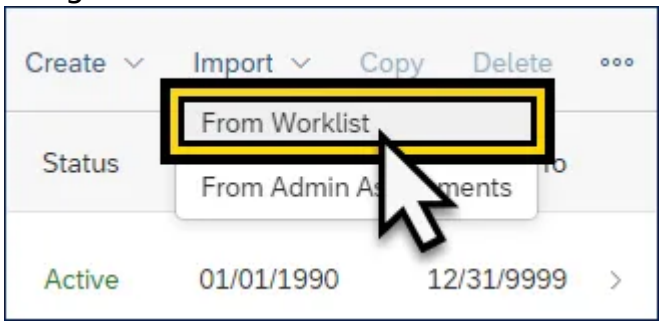
Step 2. Click the drop-down arrow next to **Import** from the edit tab options (Create, Import, Copy, Delete).

Image



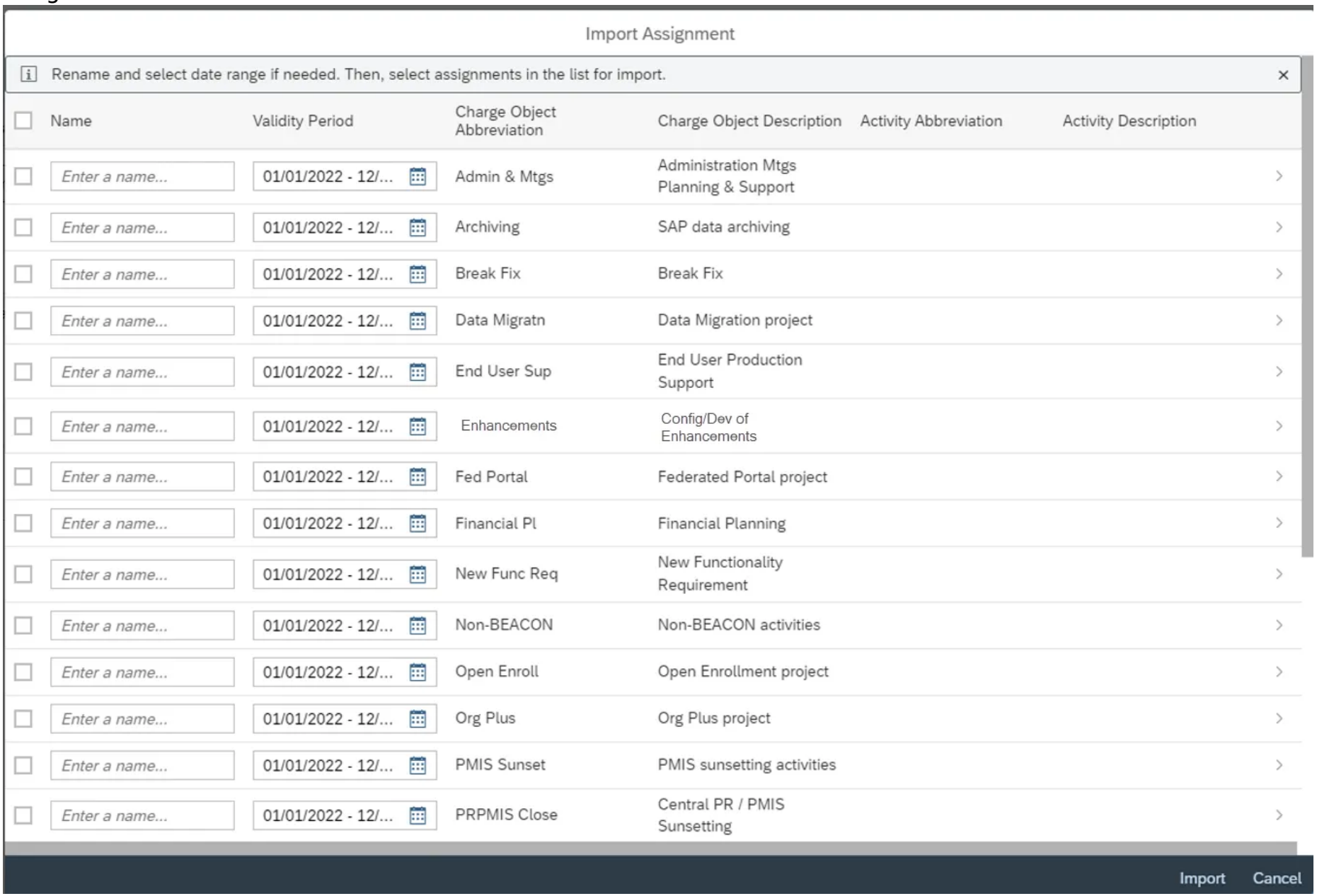
Step 3. From the Import drop-down menu, select **From Worklist**.

Image



Step 4. The **Import Assignments** menu displays a user's available uploaded **Charge Objects**.

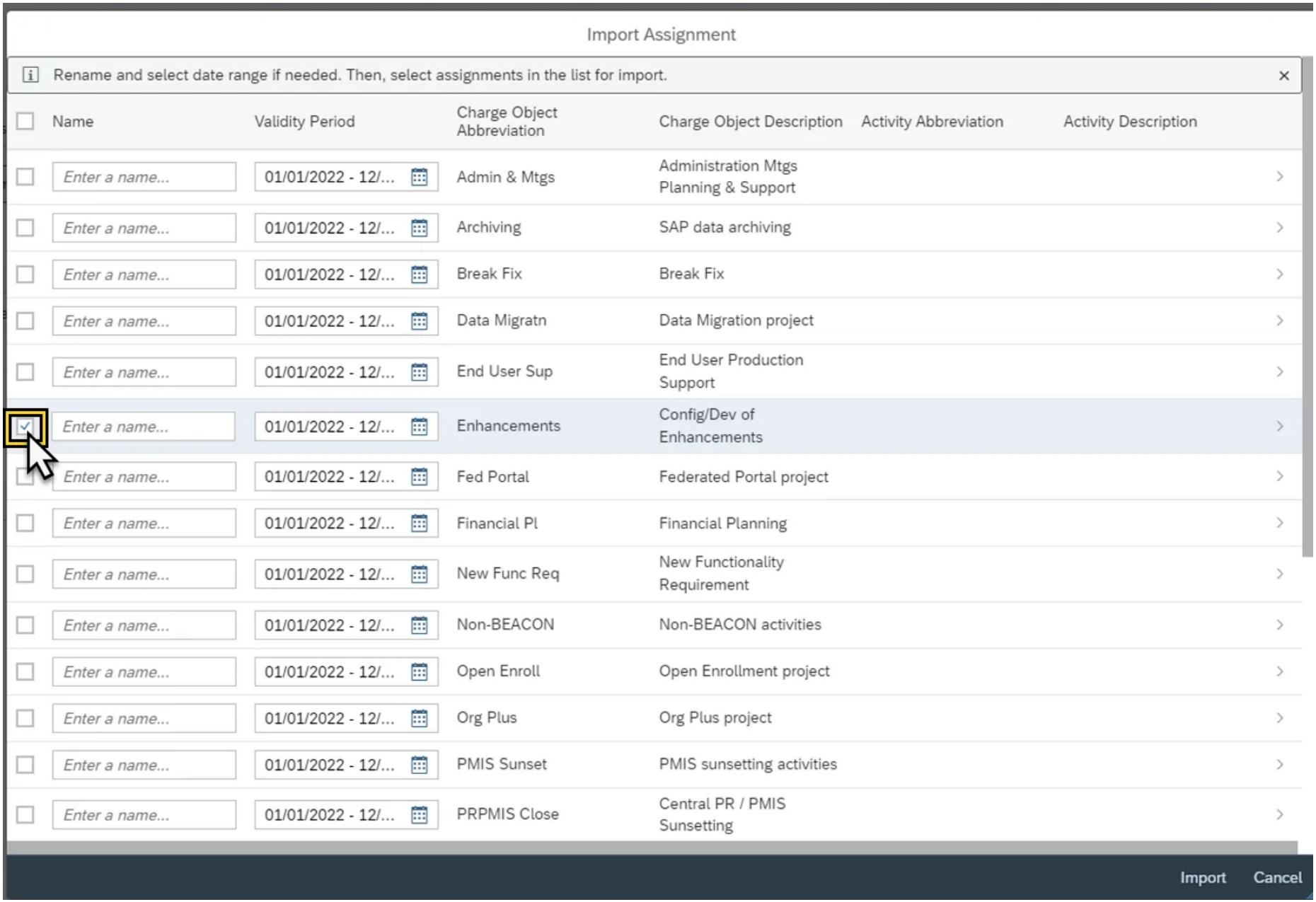
Image


Import Assignment
Rename and select date range if needed. Then, select assignments in the list for import.
Name
Validity Period
Charge Object Abbreviation
Charge Object Description
Activity Abbreviation
Activity Description
Enter a name...
01/01/2022 - 12/...
Admin & Mtgs
Administration Mtgs Planning & Support
Archiving
SAP data archiving
Break Fix
Break Fix
Data Migratn
Data Migration project
End User Sup
End User Production Support
Enhancements
Config/Dev of Enhancements
Fed Portal
Federated Portal project
Financial Pl
Financial Planning
New Func Req
New Functionality Requirement
Non-BEACON
Non-BEACON activities
Open Enroll
Open Enrollment project
Org Plus
Org Plus project
PMIS Sunset
PMIS sunsetting activities
PRPMIS Close
Central PR / PMIS Sunsetting
Import
Cancel

Note: The Import Assignments Worklist will look unique to each user based on the uploaded Charge Objects for their position.

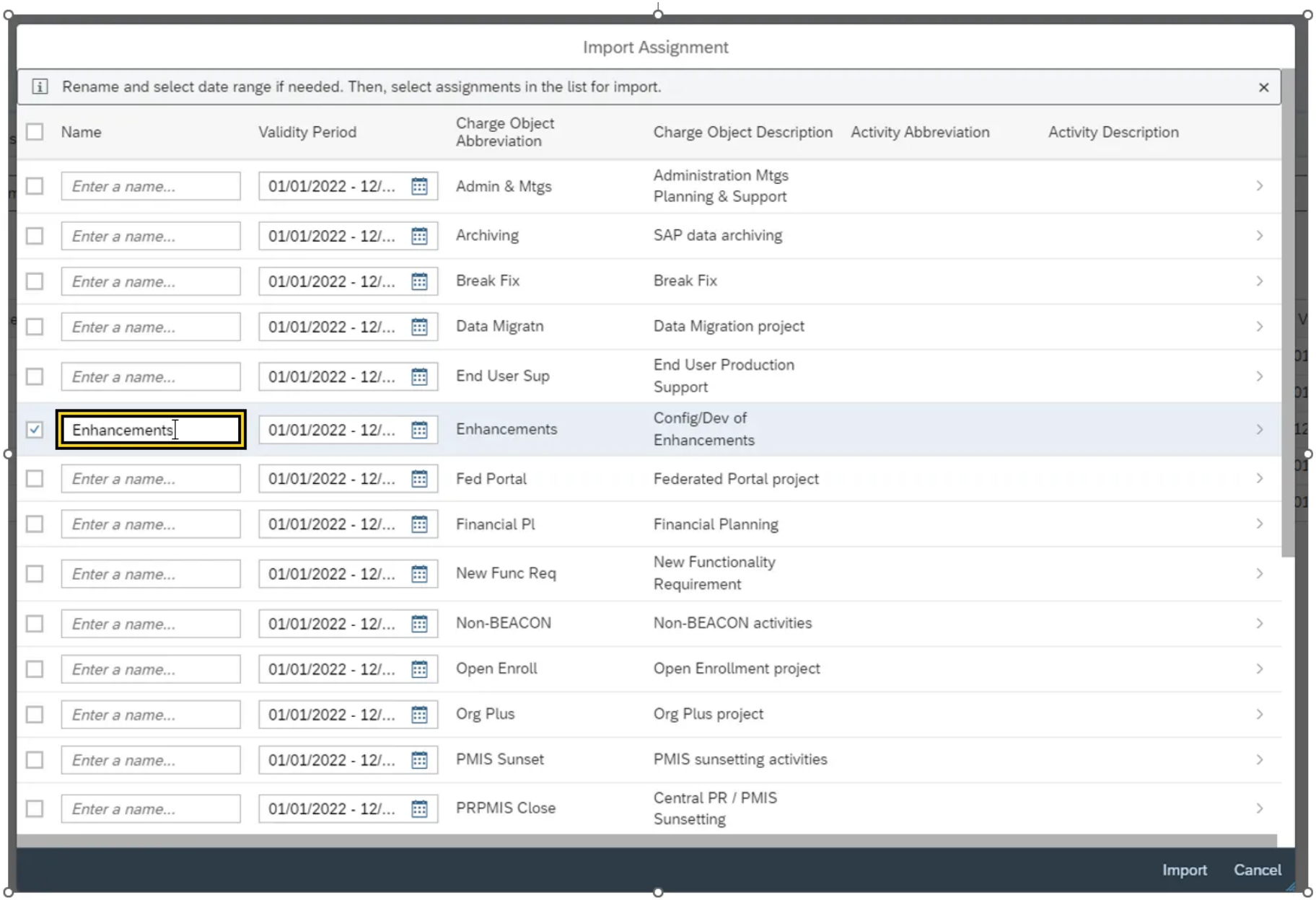
Step 5. Choose the uploaded **Charge Objects** by clicking the selection box next to the **Enter a name** field.

Image


Import Assignment
Rename and select date range if needed. Then, select assignments in the list for import.
Name
Validity Period
Charge Object Abbreviation
Charge Object Description
Activity Abbreviation
Activity Description
Enter a name...
01/01/2022 - 12/...
Admin & Mtgs
Administration Mtgs Planning & Support
Archiving
SAP data archiving
Break Fix
Break Fix
Data Migratn
Data Migration project
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Non-BEACON
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Open Enroll
Open Enrollment project
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Org Plus project
PMIS Sunset
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PRPMIS Close
Central PR / PMIS Sunsetting
Import
Cancel

Step 6. Enter a name in the **Enter a name** field.

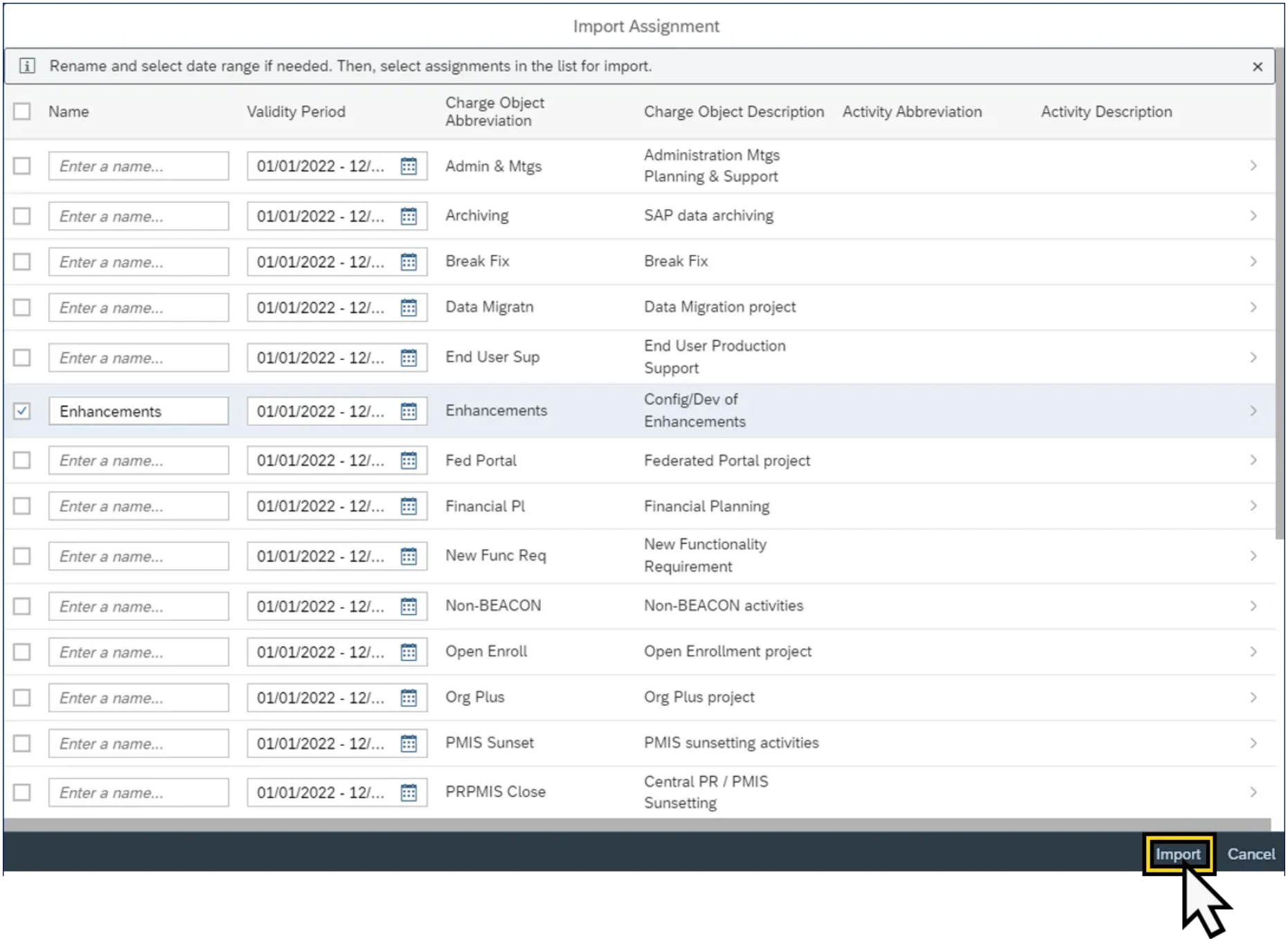
Image


Import Assignment
Rename and select date range if needed. Then, select assignments in the list for import.
Name
Validity Period
Charge Object Abbreviation
Charge Object Description
Activity Abbreviation
Activity Description
Enter a name...
01/01/2022 - 12/...
Admin & Mtgs
Administration Mtgs Planning & Support
Archiving
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Open Enroll
Open Enrollment project
Org Plus
Org Plus project
PMIS Sunset
PMIS sunsetting activities
PRPMIS Close
Central PR / PMIS Sunsetting
Import
Cancel

Note: The provided example displays one charge object field assigned however there can be any combination of the four charge objects fields.

Step 7. Click **Import** from the bottom right of the menu.

Image


Import Assignment
Rename and select date range if needed. Then, select assignments in the list for import.
Name
Validity Period
Charge Object Abbreviation
Charge Object Description
Activity Abbreviation
Activity Description
Enter a name...
01/01/2022 - 12/...
Admin & Mtgs
Administration Mtgs Planning & Support
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Break Fix
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Import
Cancel

Step 8. The Charge Object selected from the Import Assignment list, can be used from the Select Assignment field list within the Overview action tab.

Step 9. Time can be recorded by selecting the Charge Object assignment from the imported list.

Additional References

- Quick Reference Guide (QRG)
  - FIO-06 My Timesheet

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