MY TIMESHEET
FIO-06 | BUSINESS PROCESS PROCEDURE

FIO

The purpose of this Business Process Procedure is to explain how to enter time using the Fiori **"My Timesheet"** application.

Steps for accessing "My Timesheet"

There are basically 3 ways to enter time in Fiori using the My Timesheet application.

1. By selecting Free Form in the Select Assignment field
2. By using the Admin Import feature to upload a list of Assignments that will be an option in the Select Assignment field
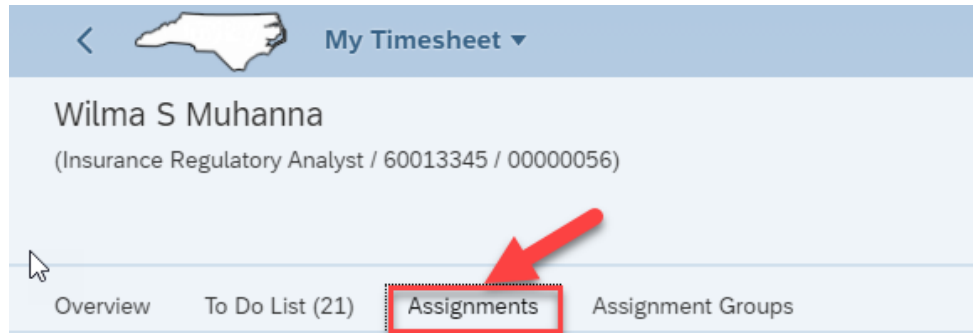3. By creating an Assignment Group, or template.

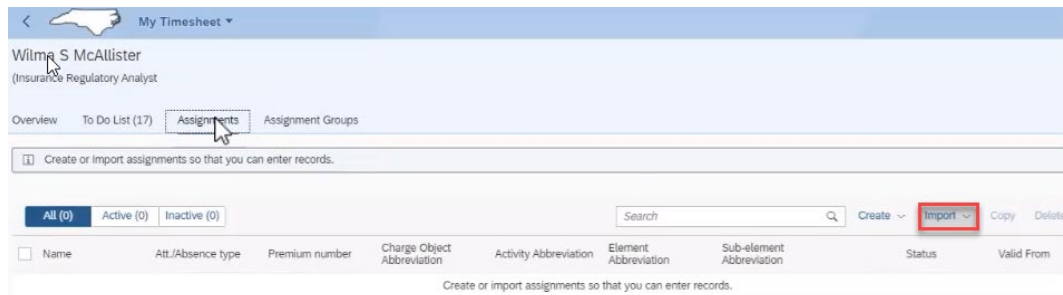1. We are logged in as "Wilma." This employee has no shift premiums or Charge Objects.
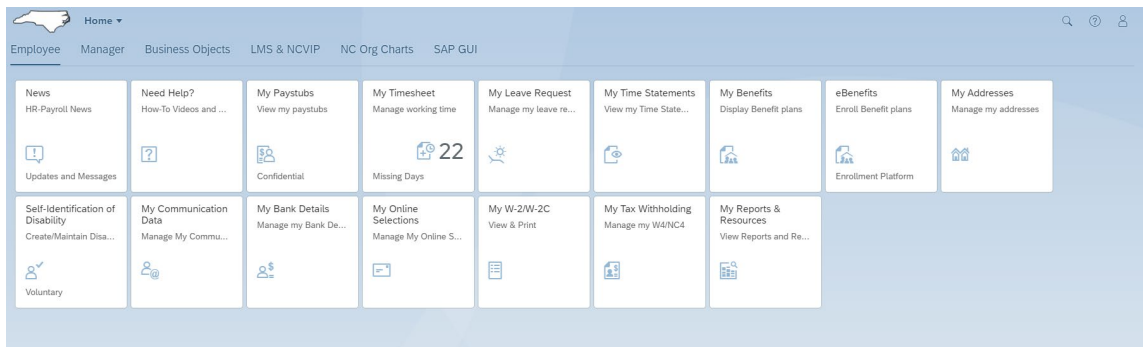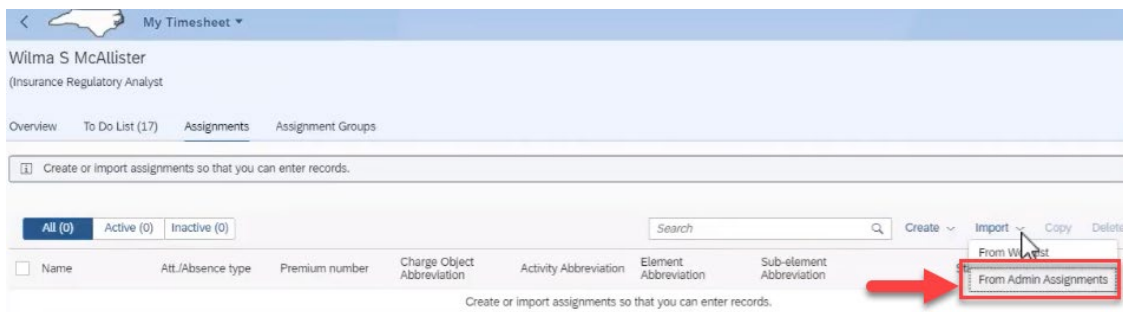

2. Click on **"My Timesheet."**
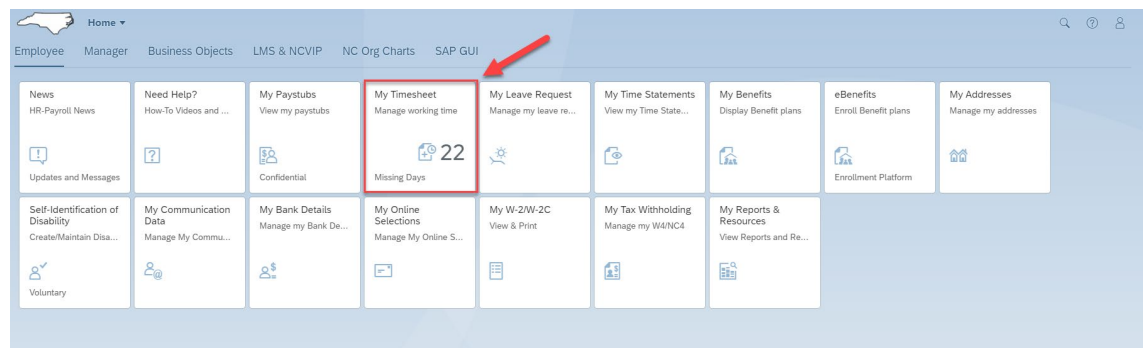
3. All Time entry is completed within Overview. Click on **"Assignment."**

4. **"Assignments"** are like templates and easy to set up. Employees like Wilma with no **"Shift Premiums"** or **"Charge Objects"** can use the admin upload Tool.

5. Click on **"Import"** then click on **"Admin Assignment."**

6. At **"Name"** click the check box to select All Attendance/Absence (Att./Abs) types or select them individually. We will select All, but de-select **"9239 Parental Lv (4 Weeks)."** Then click on **"Import."**
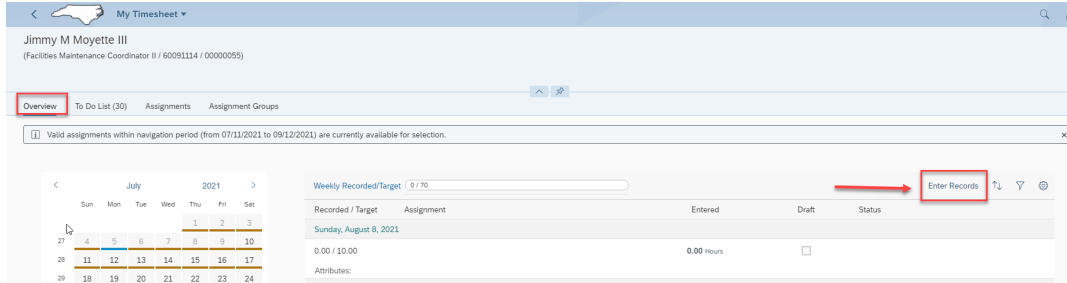

7. The Attendance/Absence (Att./Abs) types selected from Admin import are now available as an assignment selection. Click **"Overview"** to go to the Overview tab.
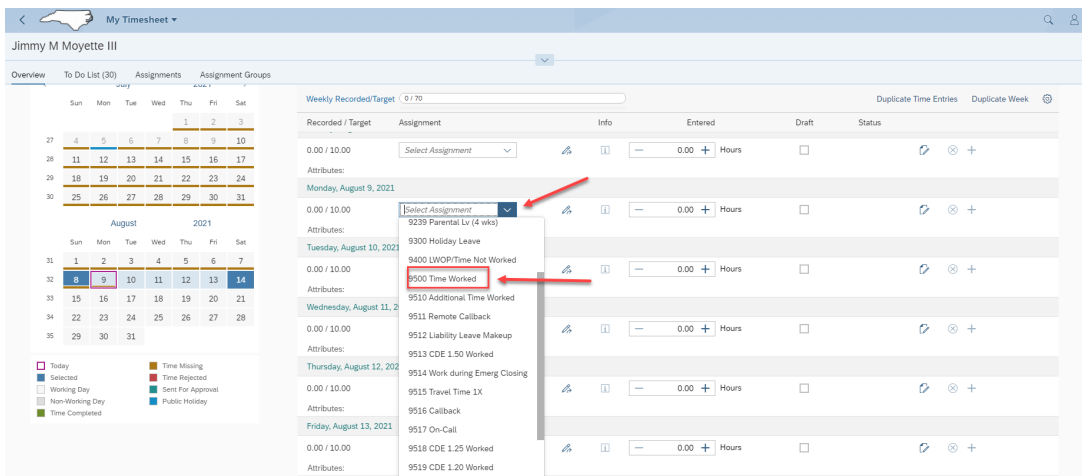
8. The list is imported, and we are ready to enter time. Click **"Enter Records."**

9. Click the drop-down in the Select Assignment field to select an Attendance/Absence type. Select **"9500 Time Worked."**

10. Enter time worked by manually entering the hours or clicking **"+"** or "-"**buttons**.
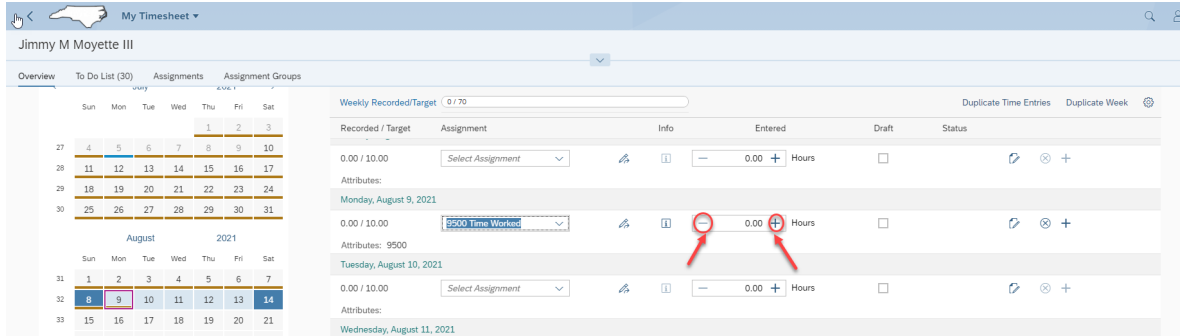
11. Enter time worked by manually entering the hours or clicking the **"+"** or **"-"buttons**. Notice the weekly Recorded/Target bar is dynamic as you add or subtract the hours.
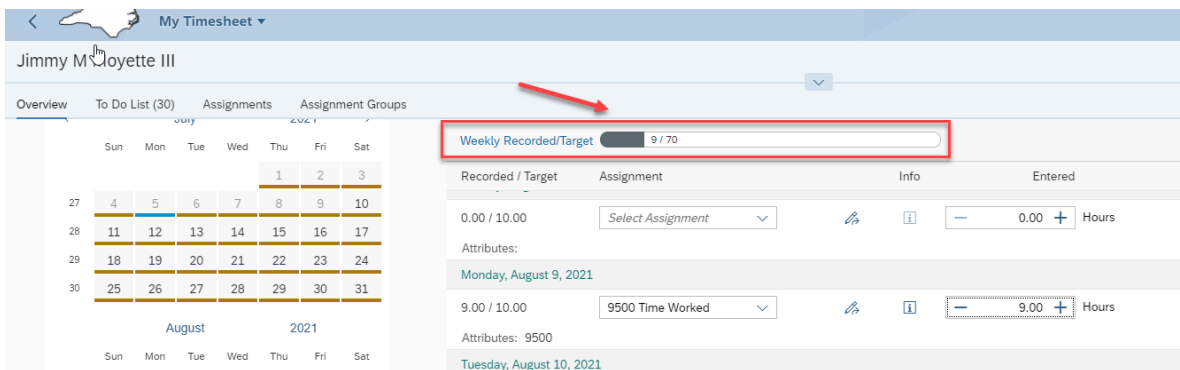
12. Notice the attributes. This is helpful to the manager who will see these when approving time.

13. Click **"Duplicate Time Entries"** to quickly enter time.

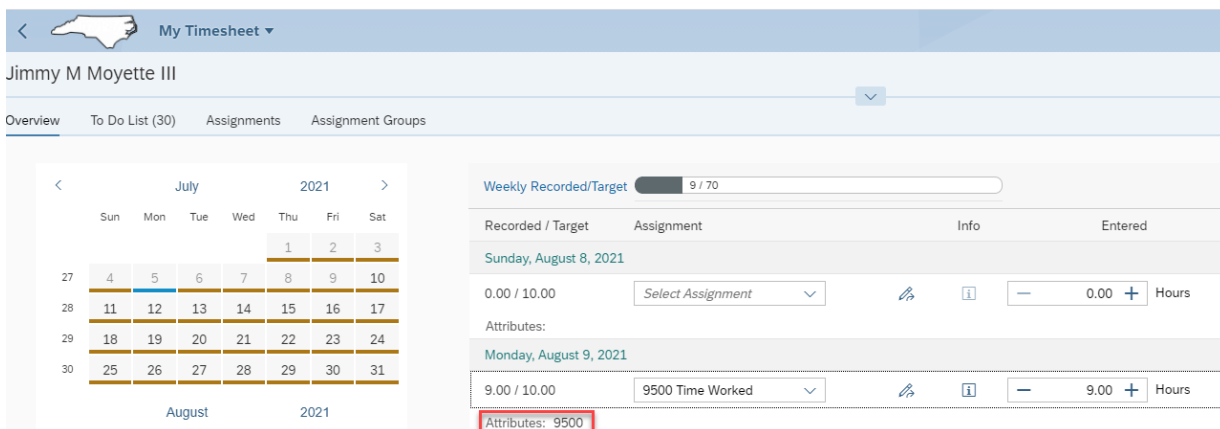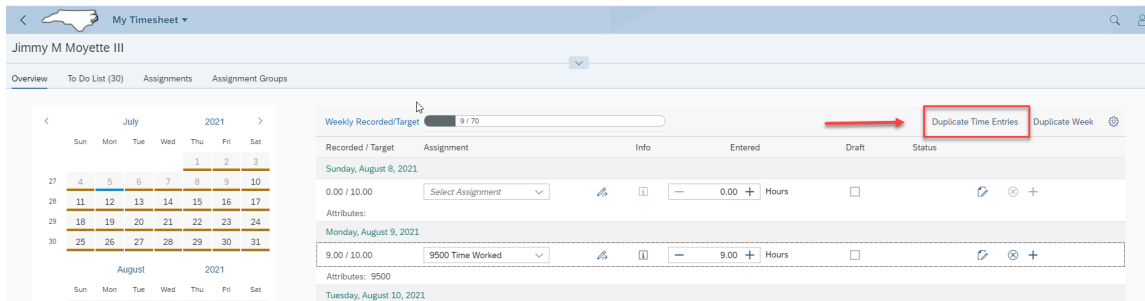14. This feature can be used when the objective is to record target hours for the week. **This is a 2-step process. In Step 1 you will need to select the time entries to be duplicated. In Sept 2 you will select the dates from the calendar to duplicate the selected time from Step 1 to. "Step 1: Click Monday, August 9, 2021"** as the entry to be duplicated. Step 2: Then select from the calendar the 10th, 11th, 12th and 13th. The dates from the calendar will be highlighted. Select the Duplicate selection

15. When a change is needed to an entry, as long as the entry has not been approved, the change to the entry can be made by selecting the Select Assignment field and selecting an assignment, or Attendance/Absence Type, from the selection option list.
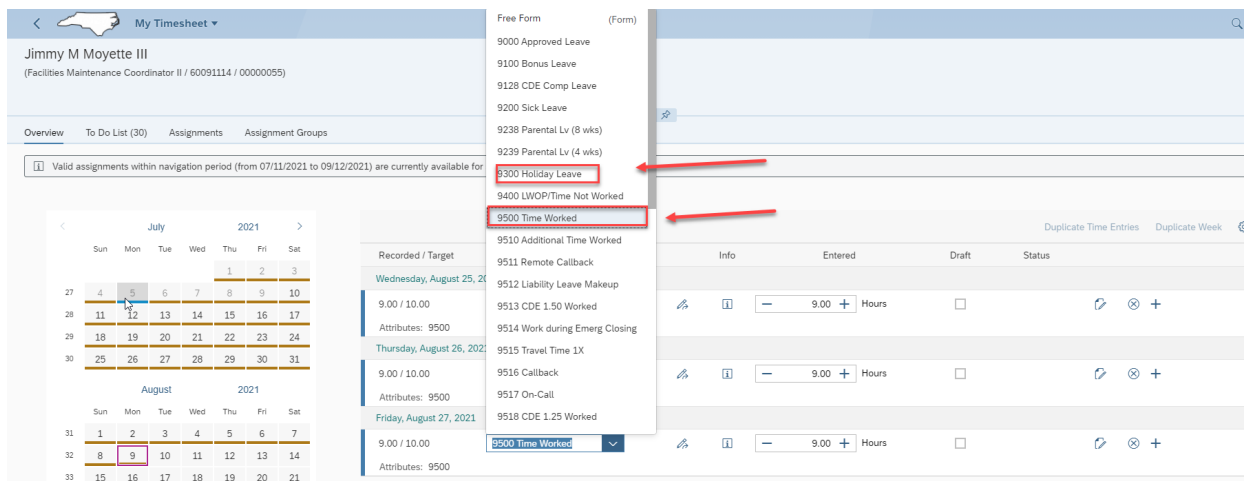
16. Click **"+"** to add additional hours using a different Att./Abs. type for the same day. When a timesheet is submitted & approved, no more changes can be made If there is a checkmark in **"Draft Status"** that means they have not been submitted.
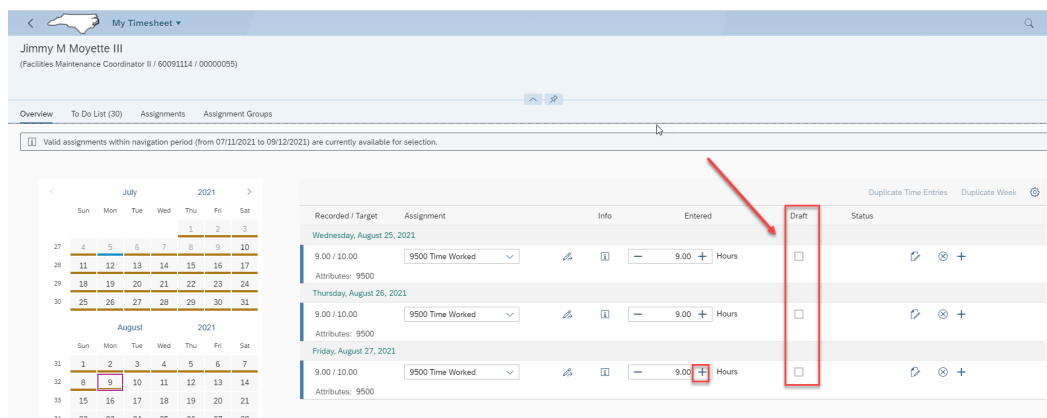
17. Click" Submit.**"**
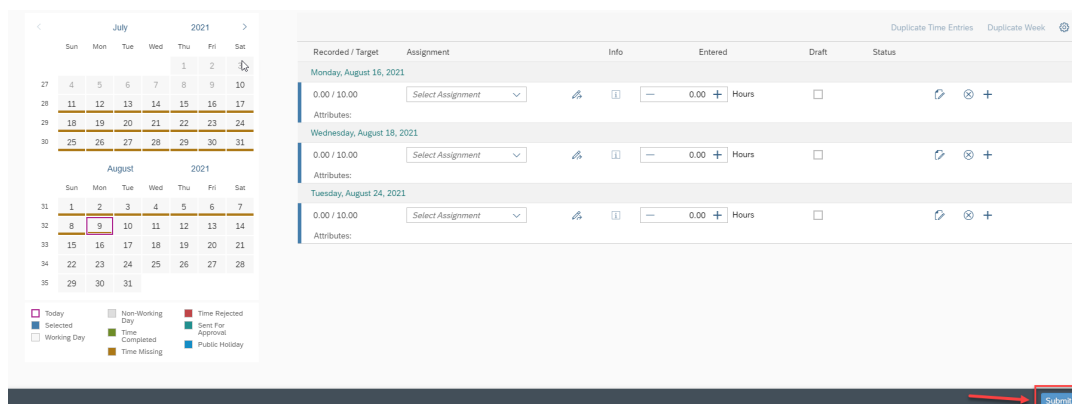
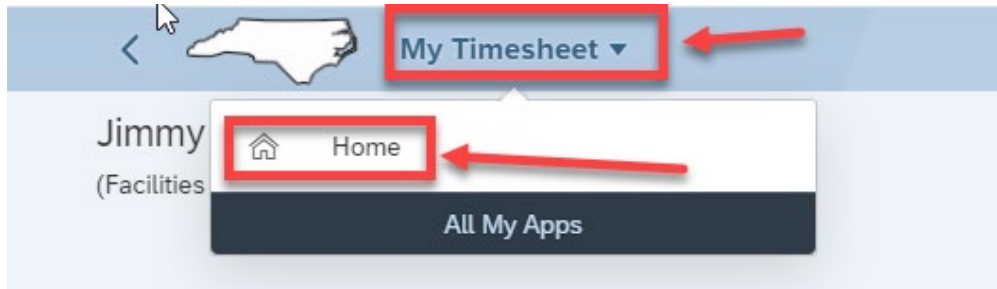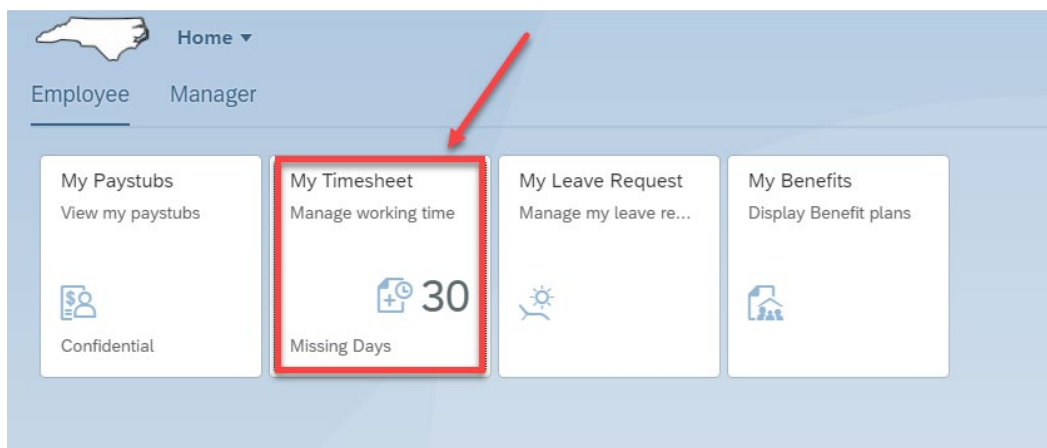18. Click **"My Timesheet"** to return to the previous screen. Then click **"Home."**

That is a quick overview for entering time for an employee who does not use shift premiums or Charge Object.

19. Now we are logged in as **"Jimmy."** Jimmy is an employee who uses **"Shift Premiums and Charge objects."** Click **"My Timesheet."**
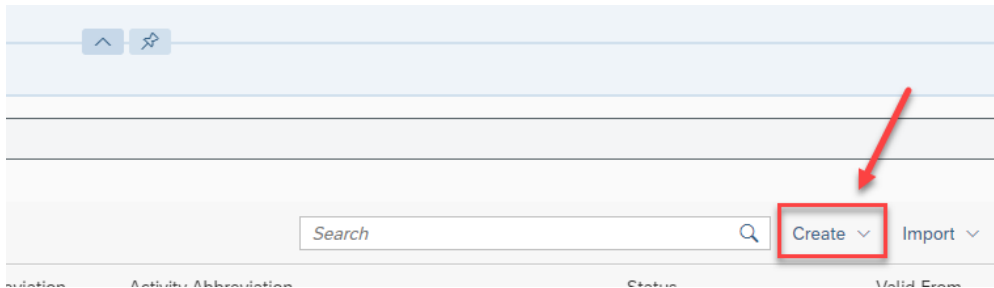

20. Remember, Assignments are like templates and helpful to set up. Click **"Assignments."**
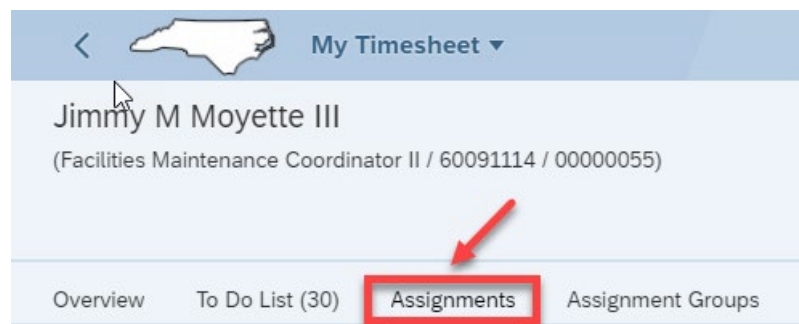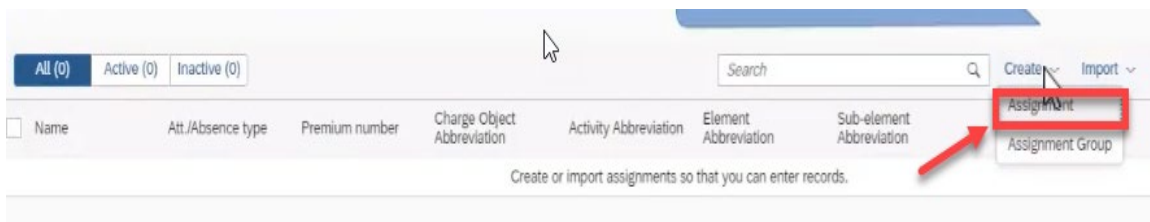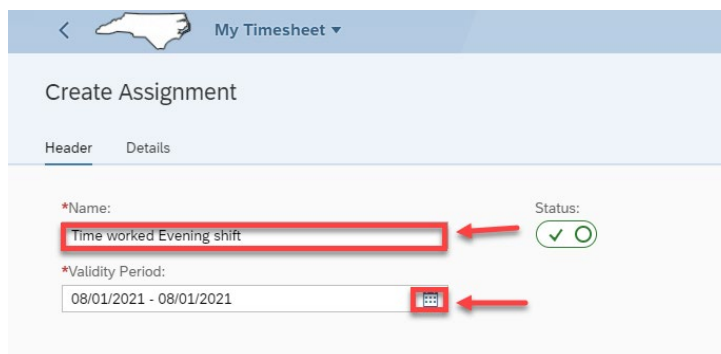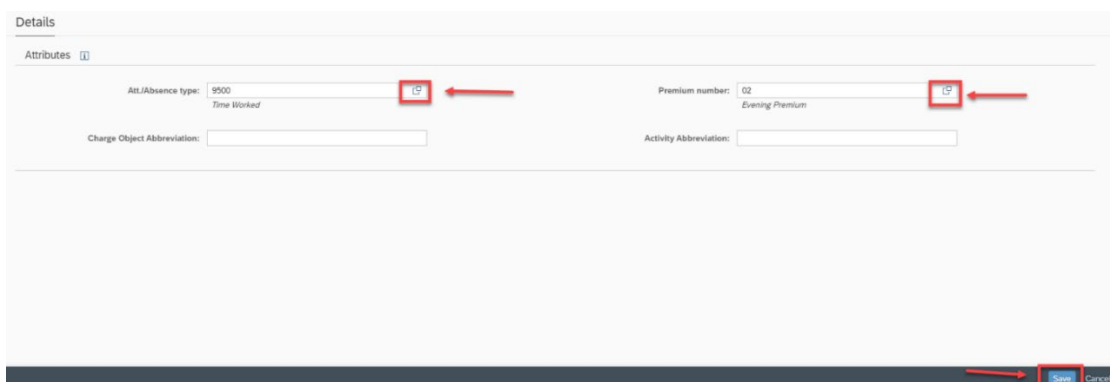
21. Click **"Create"**
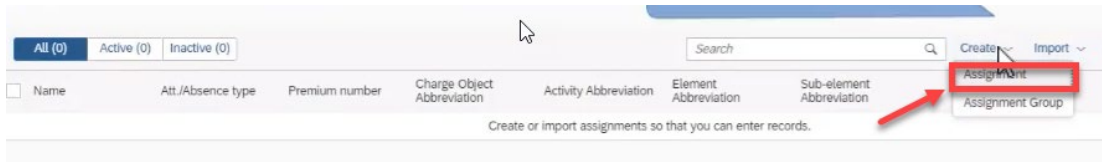

22. Click **"Assignment."**

23. Give each assignment we create a descriptive name. Then click on the **"Object Picker"** to select a date range for the validity period.
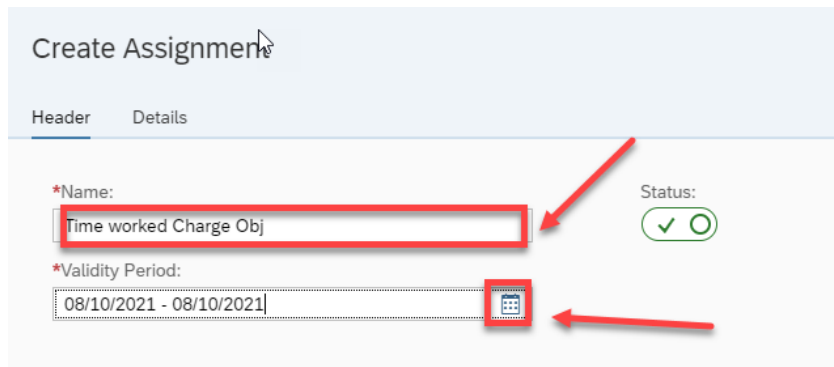

24. Click the **"Matchcode"** at the Att./Absence type and select 9500. Then at **"Premium number,"** click the match code and select 02, click **"save."**

25. Click to create **"second assignment."**
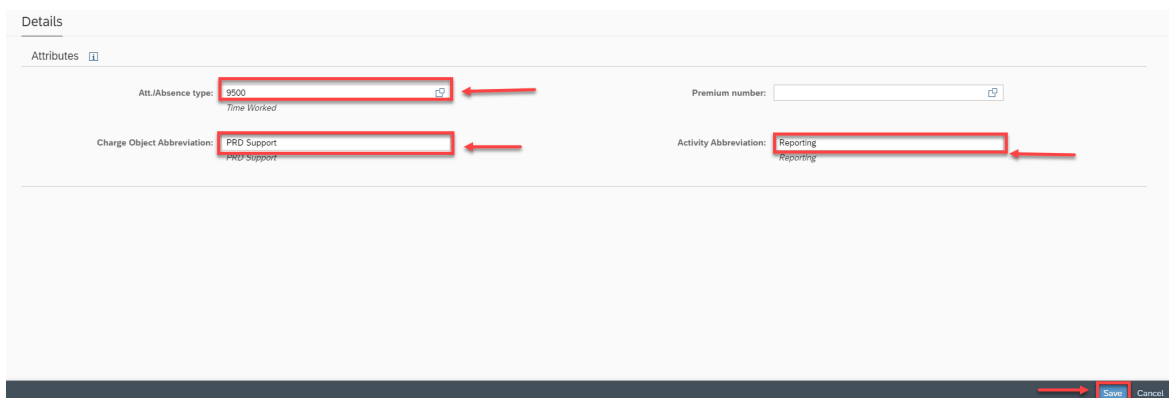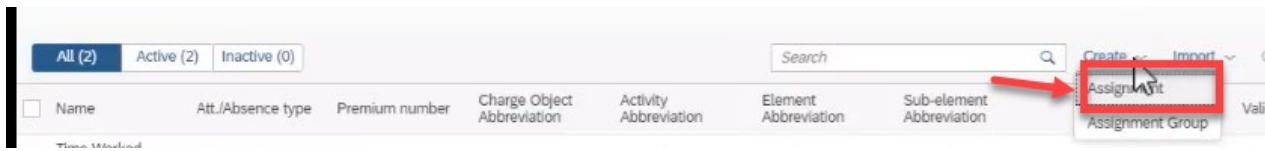

26. This assignment will be for **"Charge Objects."** Click the **"Object Picker"** to select a date range for the validity period.

27. Click the **"matchcode"** at Att./Absence type and select 9500 and at the **"Charge Object Abbreviation."** We will enter a description in the Charge Object Abbreviation field and the Activity Abbreviation field. Click **"save."**
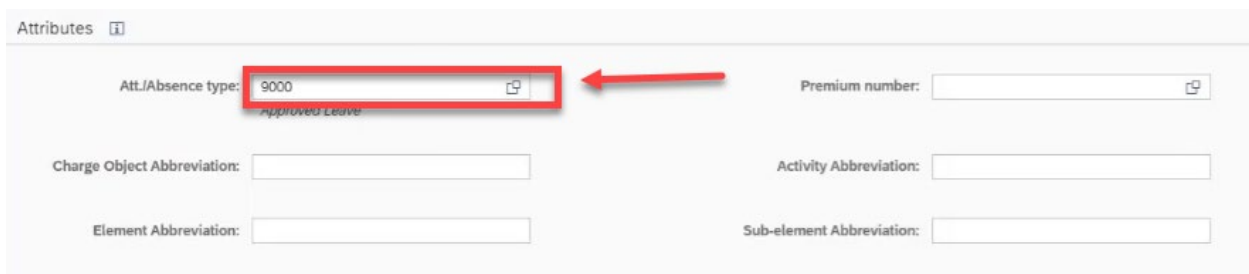
28. Create one more assignment. Click **"Create"** then click **"Assignment."**

29. This assignment will be named **"Approved Leave."** Then select the date range for the **"Validity Period."**

30. Click the **"matchcode"** at Att./Absence type and select 9000 for **"Approved Leave,"** and then click **"save."**

31. There are now three different assignment we can assign to a group. To create an Assignment Group, click**" create"** and click **"Assignment Group."**

32. Add a Name to the assignment in the Name field. To add all three assignments, click **"add to the Group."**

33. Click each assignment to select for the new group. Then click **"Select."**

34. So now there is one Assignment Group with these three assignments. Click **"Save."**

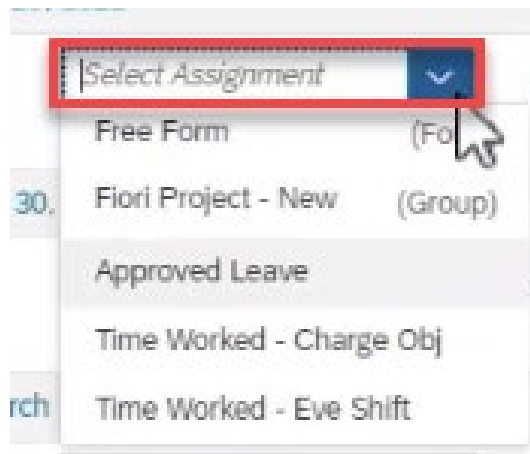35. Click **"Overview"** and we will look at the new template we have created.
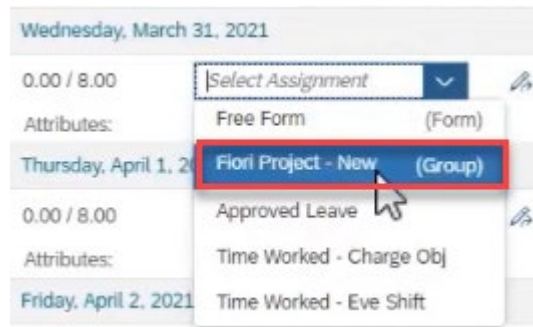
Overview

36. From overview, click **"Enter Records."**
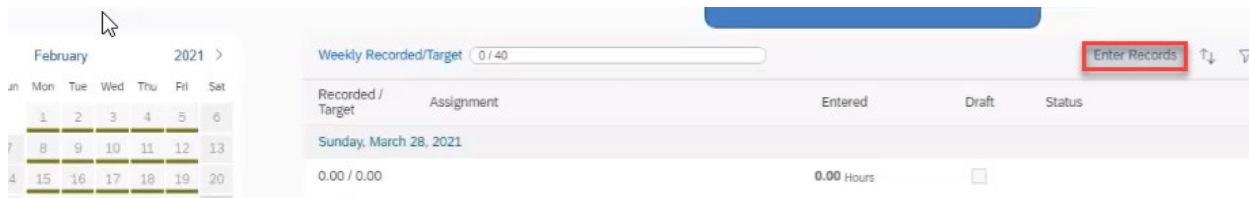
37. Now when you enter records, you can select Att./Absence types independently (Approved Leave, Time Worked-Charge Obj, Time Worked- Eve Shift) or as a Group (Fiori Project-New).

38. For this day, we will select the new **"Assignment Group."**

39. When the new assignment group (Fiori Project-New) is selected, the three assignments are listed on a single day. Now you are able to add the appropriate hours for the Att./Abs. types. The use of an assignment group allows an employee to divide their time against shift premium and Charge Objects as needed.
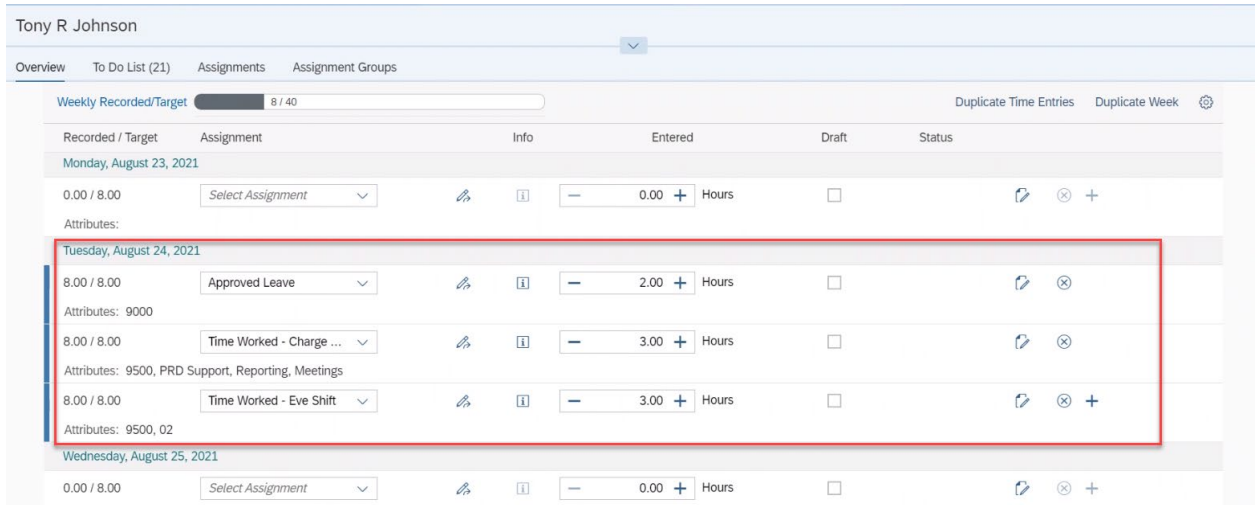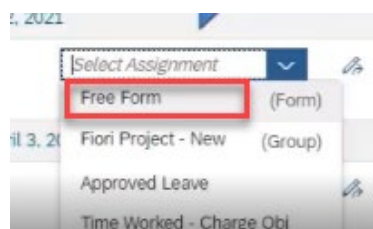

40. Click **"Submit."**

41. Now let's demonstrate how to enter an Att./Abs. type independently of an assignment or group. Click **"Enter Records."**
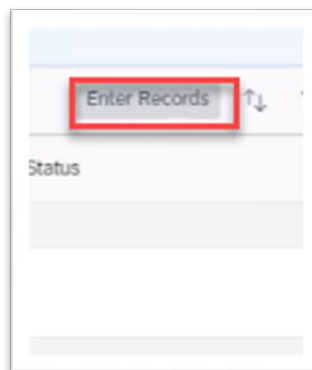
42. We will add one Free Form entry. Click **"Free Form."**

43. Enter the number of hours under "**Entry Field**" section. Then click **"matchcode"** to select an Att./Absence. Click OK.

44. When the free form entry is selected, notice the **"Attributes."** This information is helpful to your manager when approving leave.

45. Click **"Submit."**

46. Click **"My Timesheet"** to go to the previous screen and click **"Home."**
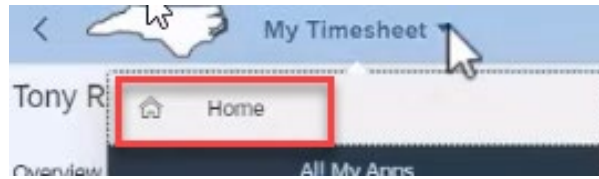
Change Record

- 8/18/21 – Initial creation – Mayuri Surati