

## Timesheet Printing for Semimonthly (US) Employees Report ZPRPR005

The following document will give step by step details for running time sheets for semimonthly pay employees.

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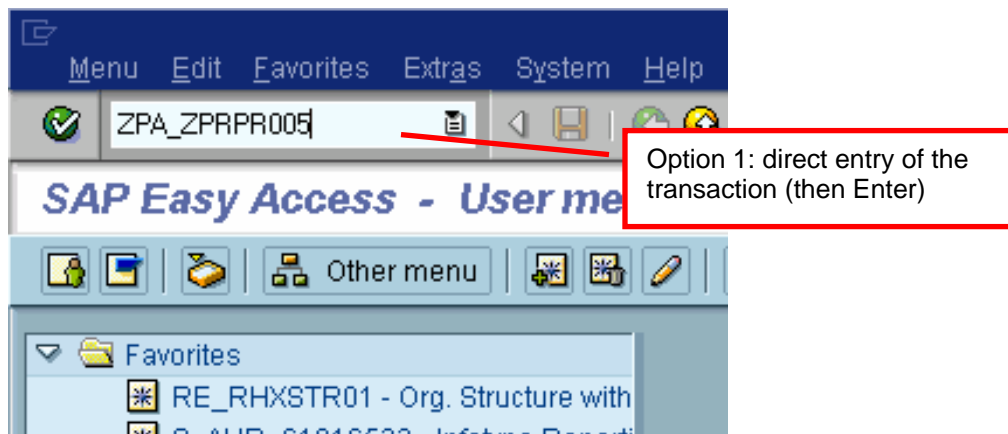
[Running a Timesheet for One Employee](#)

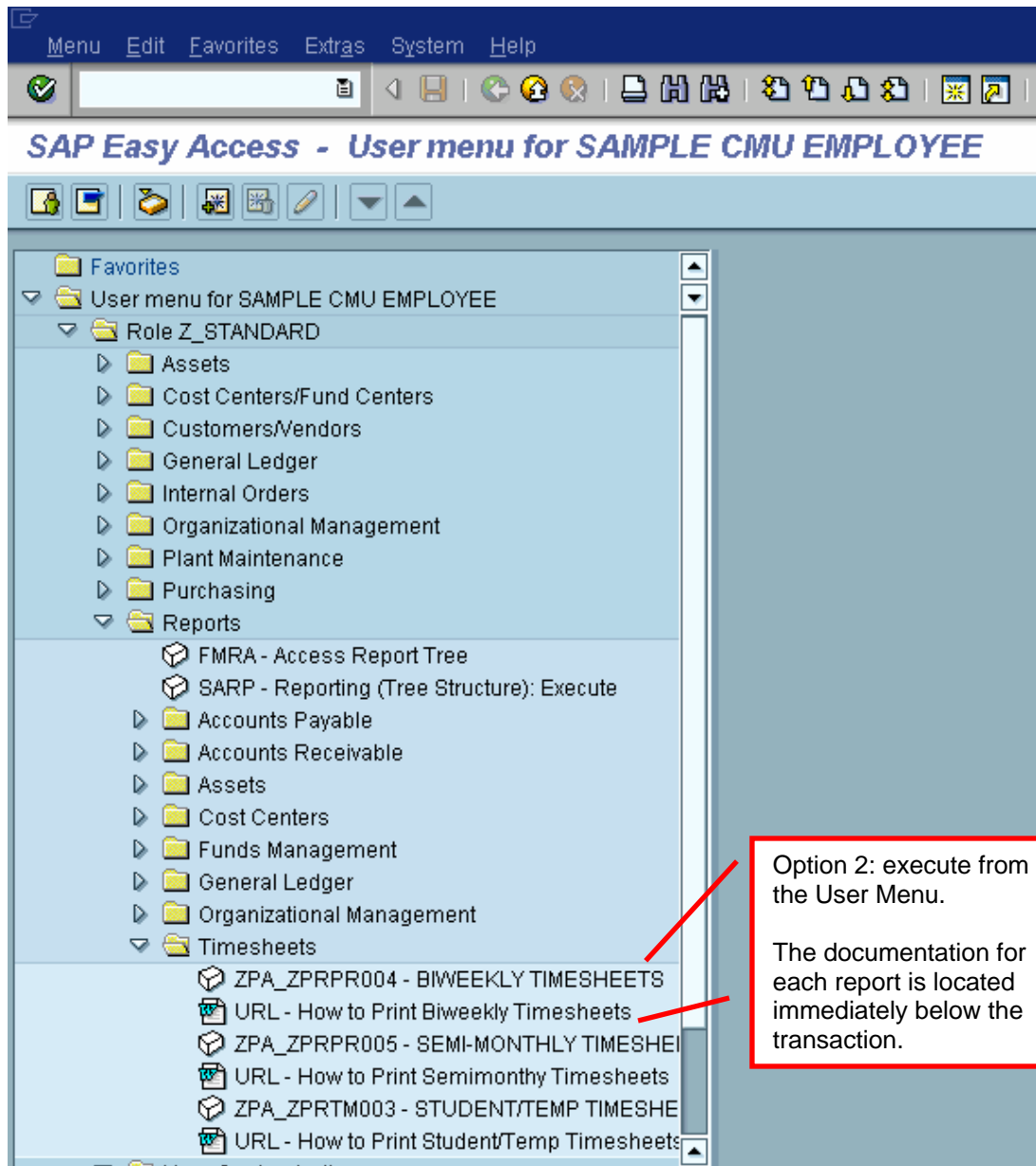
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The basic procedure is that the first time you run the report you will enter the pay period and organizational unit(s) for which you wish to run timesheets, test the program, and once satisfied with the results save these settings in a program 'variant,' which may then be rerun at any time. After you have created your variant the only field that will require an entry each time is the payroll period.

### Running the Report:

1. Log on to SAP.
2. [Enable your User Menu](#) so that you can see all your security roles.
3. There are two options for entering the report transaction. For Option 1, enter ZPA\_ZPRPR005 in the transaction field box (click the small white triangle to the right of the green check if this field is not visible) and press Enter, or Option 2, find the role Z\_STANDARD (standard access for all employees). Open the Reports folder by clicking on the small triangle to the left, then the Timesheets folder. Double-click on transaction ZPA\_ZPRPR005 to run the report.





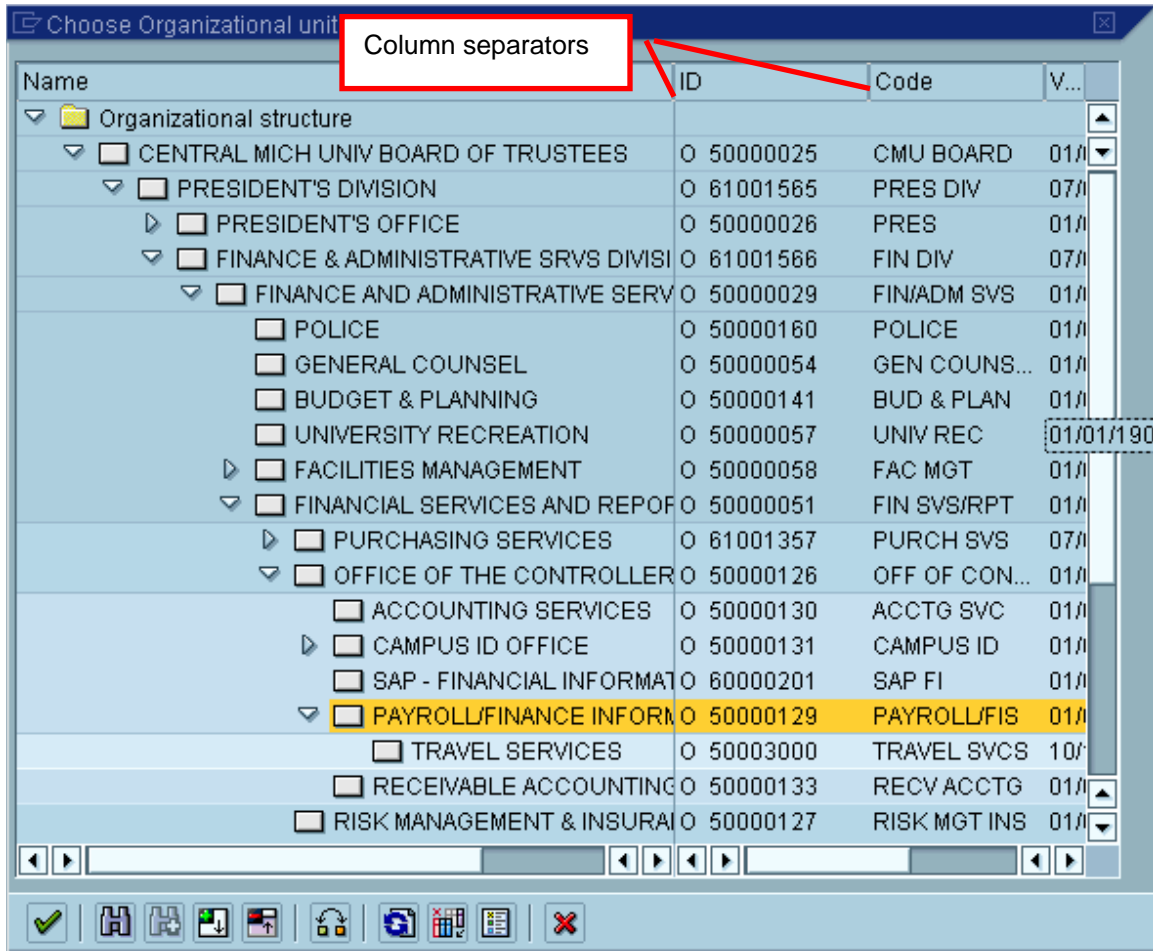
4. When the report initially comes up, most fields, such as employment status, are already filled in (grayed-out fields cannot be changed). The key field for this report is the organizational unit, which corresponds to a university department.

Explanation of the report fields:

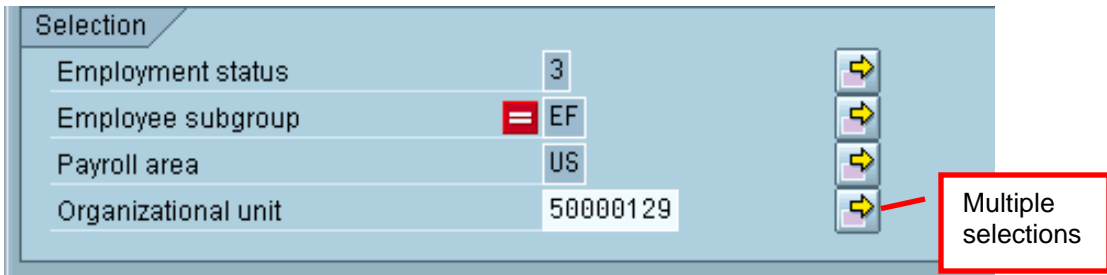
- Payroll area: US for employees on the semimonthly payroll cycle. Do not change.
- Other period: **Enter the payroll period and calendar year and press Enter.** Refer to [Payroll's Faculty/Salaried Staff Pay Schedule](#).
- Organizational unit: A CMU department. Each org unit is assigned an eight digit number in SAP.
- Blank: Used for [printing a blank timesheet](#).

5. To find the number of your organizational unit, click once in the Organizational unit field to activate the look up button.

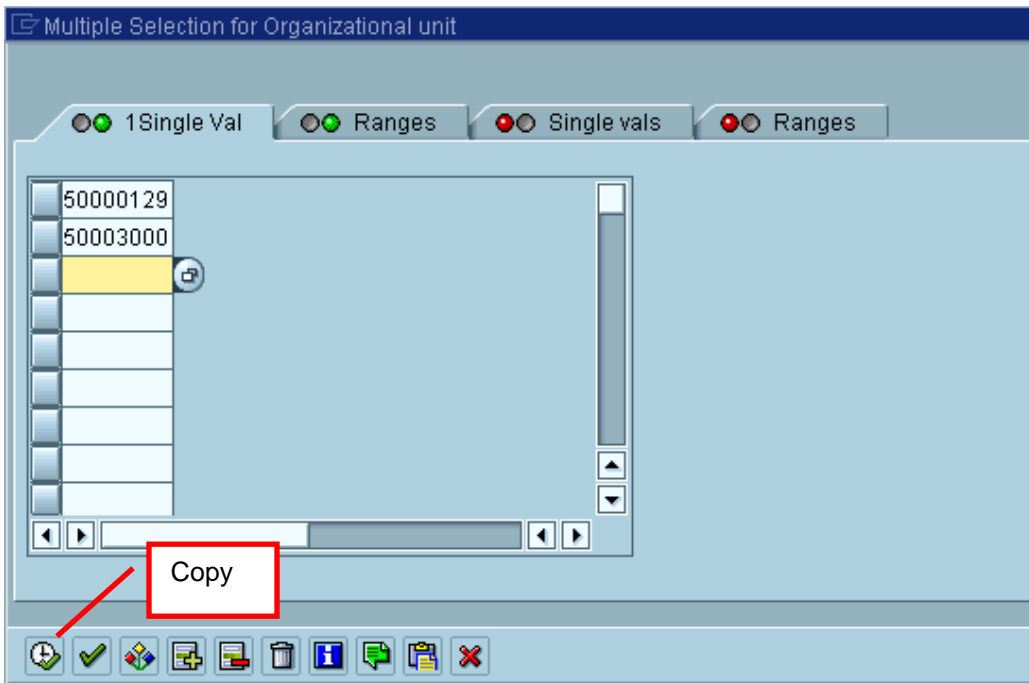
- When you click on the look up button, a drill-down view of the CMU organization structure will be displayed. Click to open each level until you have drilled down to your department. The organizational unit number is located in the ID column that follows the department name. Note: in the column headers you can drag the separators to allow more of the information to be displayed if necessary.



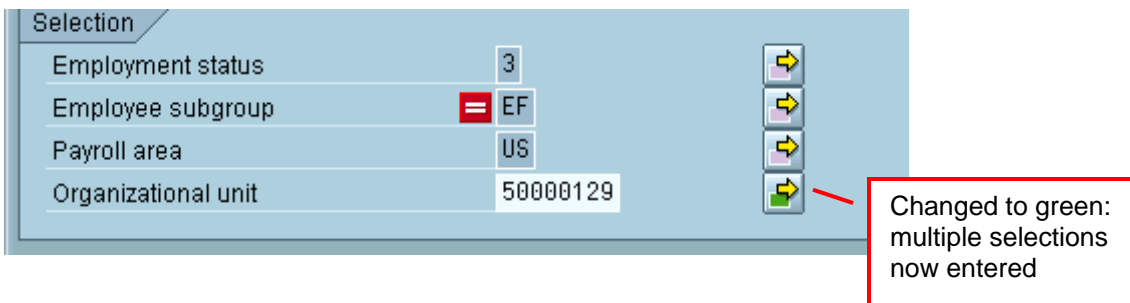
- IMPORTANT: The timesheet report only displays the selected organizational unit. Subsidiary units are not reported without being entered in the report settings.** For example, if the Payroll/Financial Information Systems organization unit, 50000129, is selected, although the Travel Services department reports to the Payroll department it will not be included in the output unless org unit 50003000 is specifically entered in the report.
- If the report is only being run for one org unit, click on the green arrow once the org unit has been selected and that number will be entered in the report. To enter multiple org units into the report, click on the Multiple Selection button on the right.



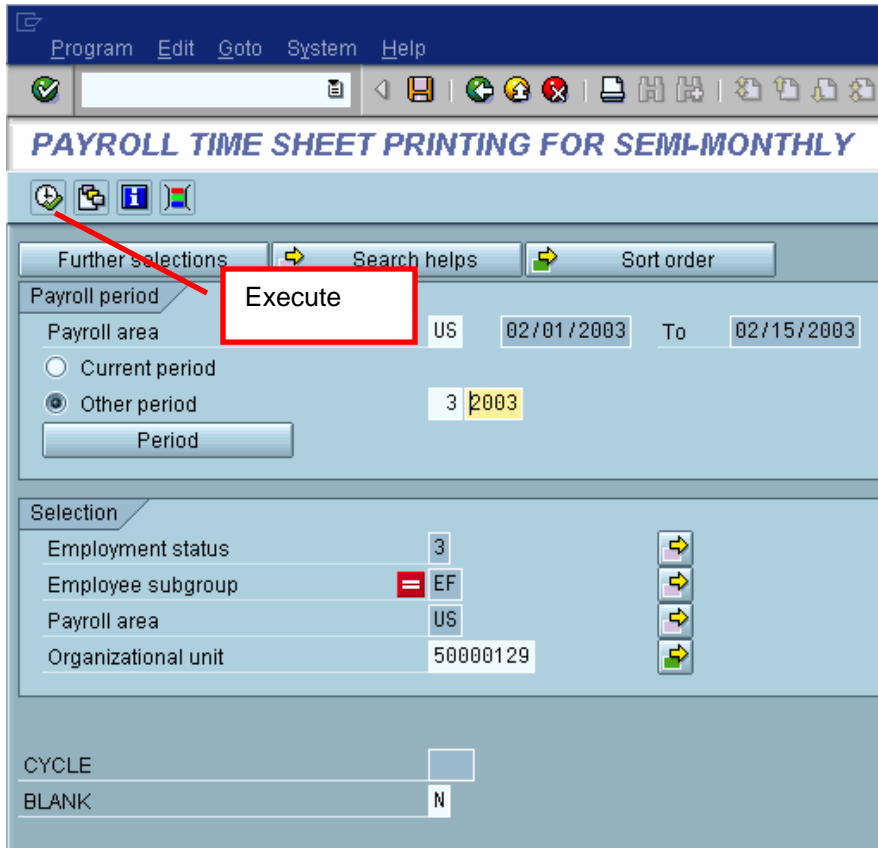
Enter any other required org units in the 1 Single Val column. Alternatively, you can also use the drill-down view by clicking on the look up button.



Once all required org units have been entered click on the Copy button (clock icon at lower left). If multiple selections are used, the button will change to green.



- Now execute the program by clicking on the Execute button (clock icon at upper left).



10. Scroll through the results to ensure that the report has picked up all desired employees (one employee is listed per printed page). If the results are not correct, check the organizational unit numbers and re-run the report. The output from the report is always sorted on first name (sort fields found in Further Selections have no effect).

Central Michigan University Cost Center: 26163 Negative Semi-Monthly

Period Begin	02/01/2003	FINANCE INFO SYSTEMS	Payroll Area	US
Period End	02/15/2003	Room WA204	Period #	

20427	MARIE GEITMAN	SUB6P-PS	EXCEPTIONS	FML*	OTHER	CKDIST
Cost Distribution	26163	100.00				WA205
Date Used		Date Used				
Date Used		Date Used				
Date Used		Date Used				

8558	MARY HILL	SUB6P-PS	EXCEPTIONS	FML*	OTHER	CKDIST
Cost Distribution	26163	100.00				WA204
Date Used		Date Used				
Date Used		Date Used				
Date Used		Date Used				

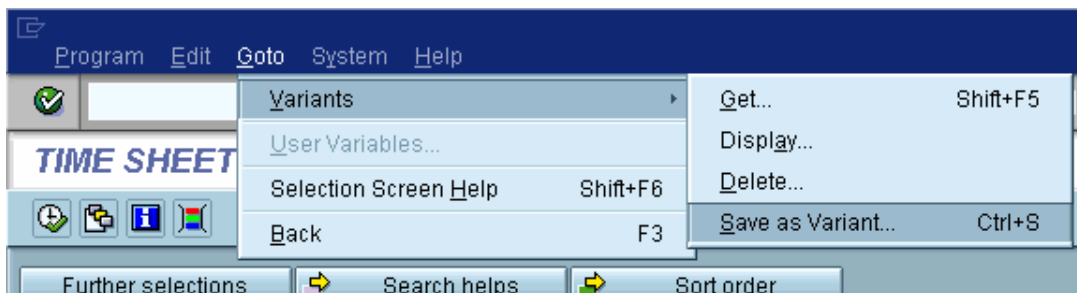
  

5560	ROBERT WHIPPLE III	SUB6P-PS	EXCEPTIONS	FML*	OTHER	CKDIST
Cost Distribution	26163	100.00				WA205
Date Used		Date Used				
Date Used		Date Used				
Date Used		Date Used				

ZPA\_ZPRPR005 research3 INS

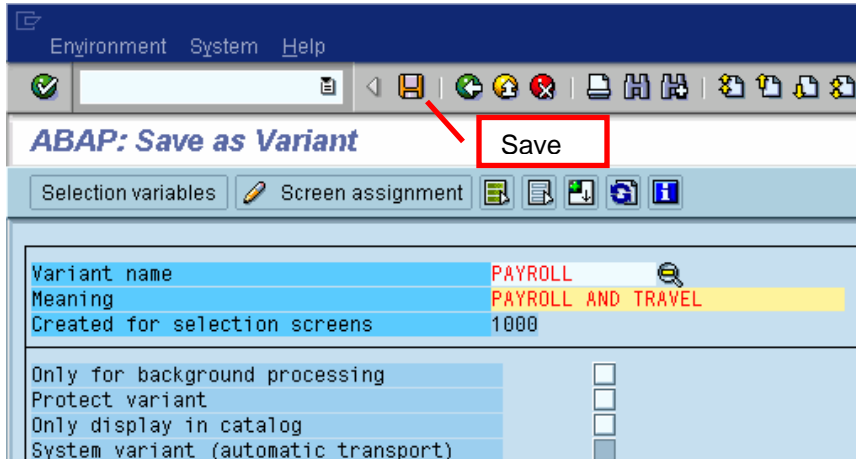
### Creating a Report Variant:

- Once the report is correct save the report as a program 'variant' so it can be re-run with the same settings at any time. On the menu, click Goto > Variants > Save as variant.



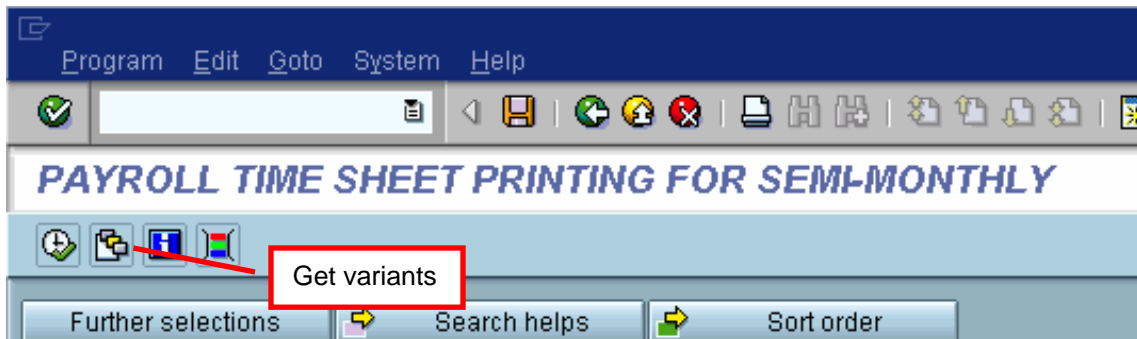
- On the Save as Variant screen, enter a meaningful department name or abbreviation (we suggest abbreviated College and Department, like CCFA-MUSIC, or CBA-ACCOUNTING) in the Variant Name field, then enter a full description in the Meaning field and click the Save icon. Please do not use your

own name, initials, or a non-descriptive name that other users will not be able to figure out.

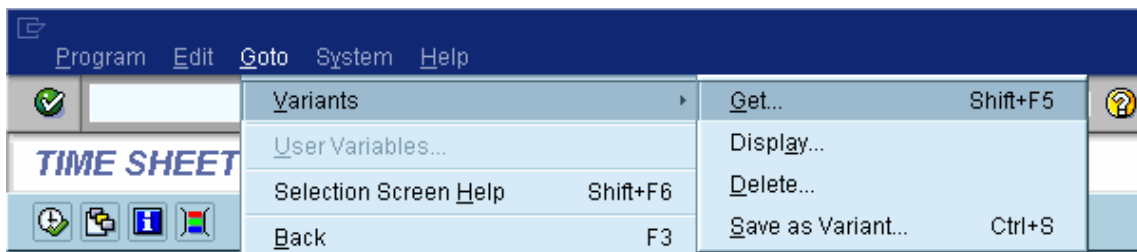


### Executing the Variant:

1. Once the variant has been saved the method of running the report changes slightly. Execute the transaction as shown previously, then from the main report screen either click on the Get Variants button or use the menu Goto > Variants > Get.



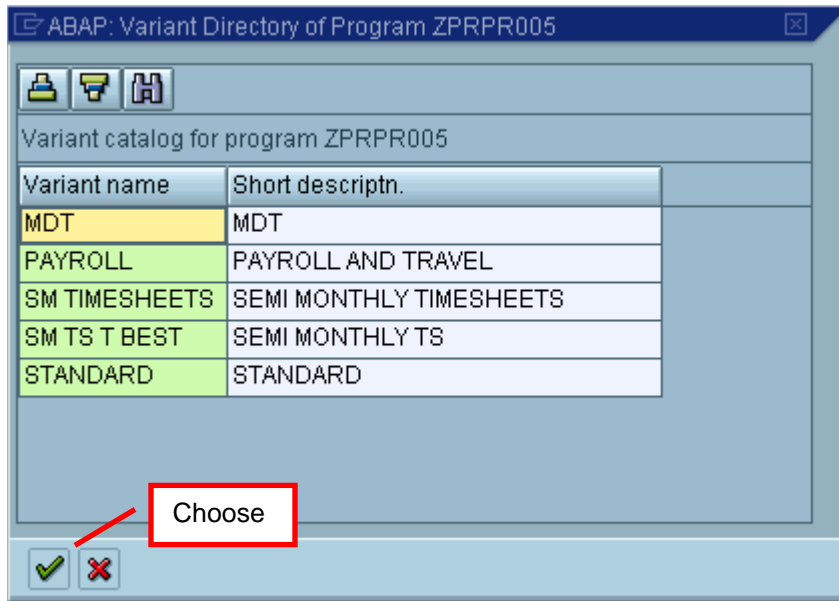
Or:



2. A list of variants will be displayed. Select the correct variant using the mouse and click on the green check to Choose that variant, **enter the correct payroll period**,

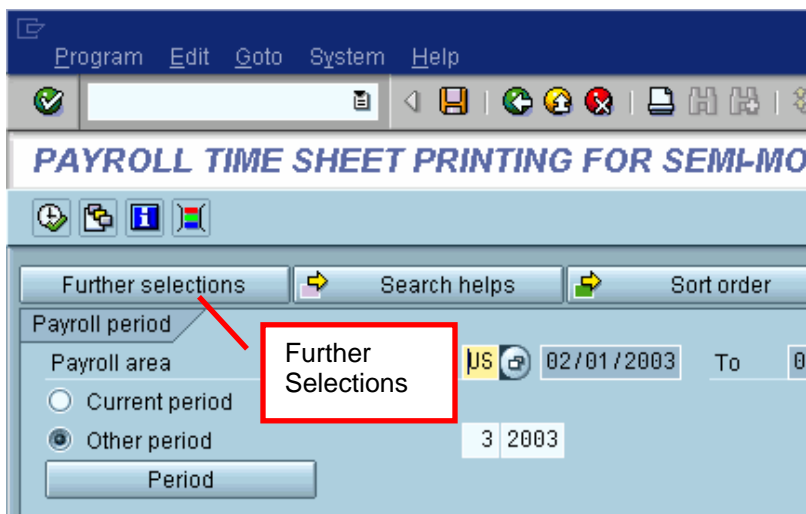


then execute the program as above (see why it is important to use good variant names!).

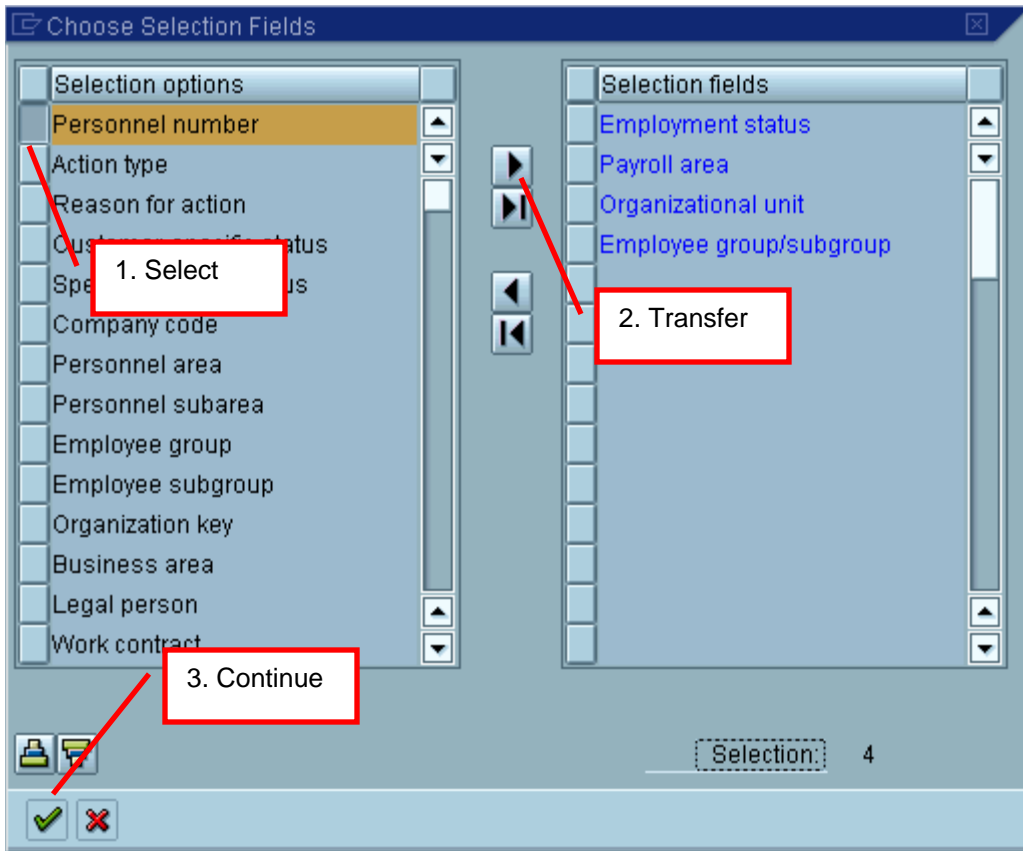


### Running a Timesheet for One Employee:

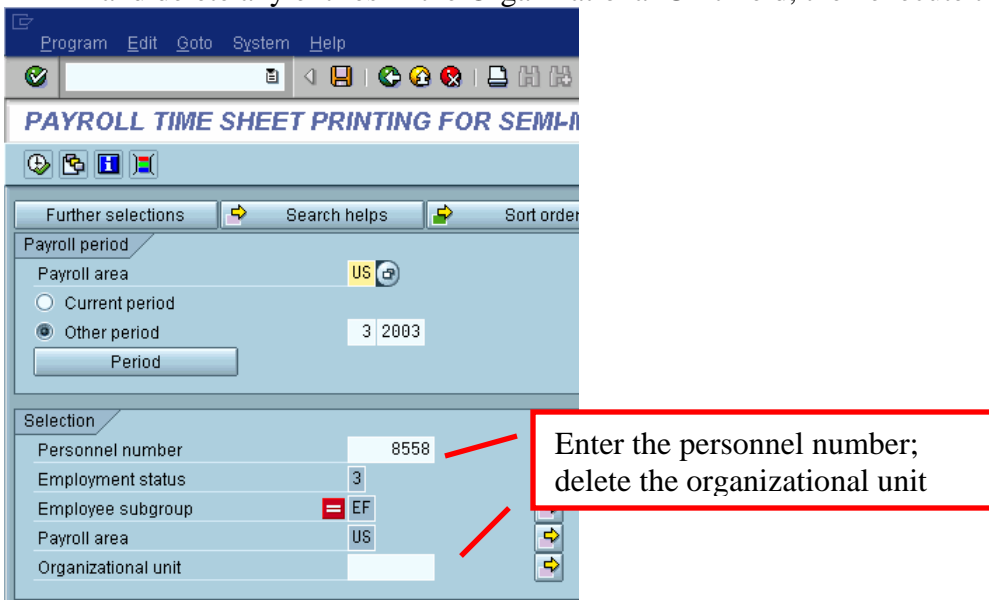
1. Occasionally a timesheet is needed for just one employee. To run a single timesheet, execute the transaction normally.
2. Click on the Further Selections button.



- Click on the button to the left of Personnel Number to select it, and then click the arrow to transfer it to the Selection Fields on the right and click the green check to Continue.



- Enter the desired payroll period**, then enter the employee's personnel number and delete any entries in the Organizational Unit field, then execute the report.



## Running a Blank Timesheet:

1. Occasionally a blank timesheet is required. To run a blank timesheet, first execute the transaction, then **enter the payroll period and calendar year** and press Enter.
2. Change the Blank option at the bottom of screen to a 'Y,' then execute the report.

**PAYROLL TIME SHEET PRINTING FOR SEMI-MONTHLY**

Further selections   Search helps   Sort order

**Payroll period**

Payroll area   US

Current period

Other period   3 2003

Period

**Selection**

Employment status   3

Employee subgroup   = EF

Payroll area   US

Organizational unit   11111111

CYCLE   [ ]

BLANK   Y

Change from N to Y