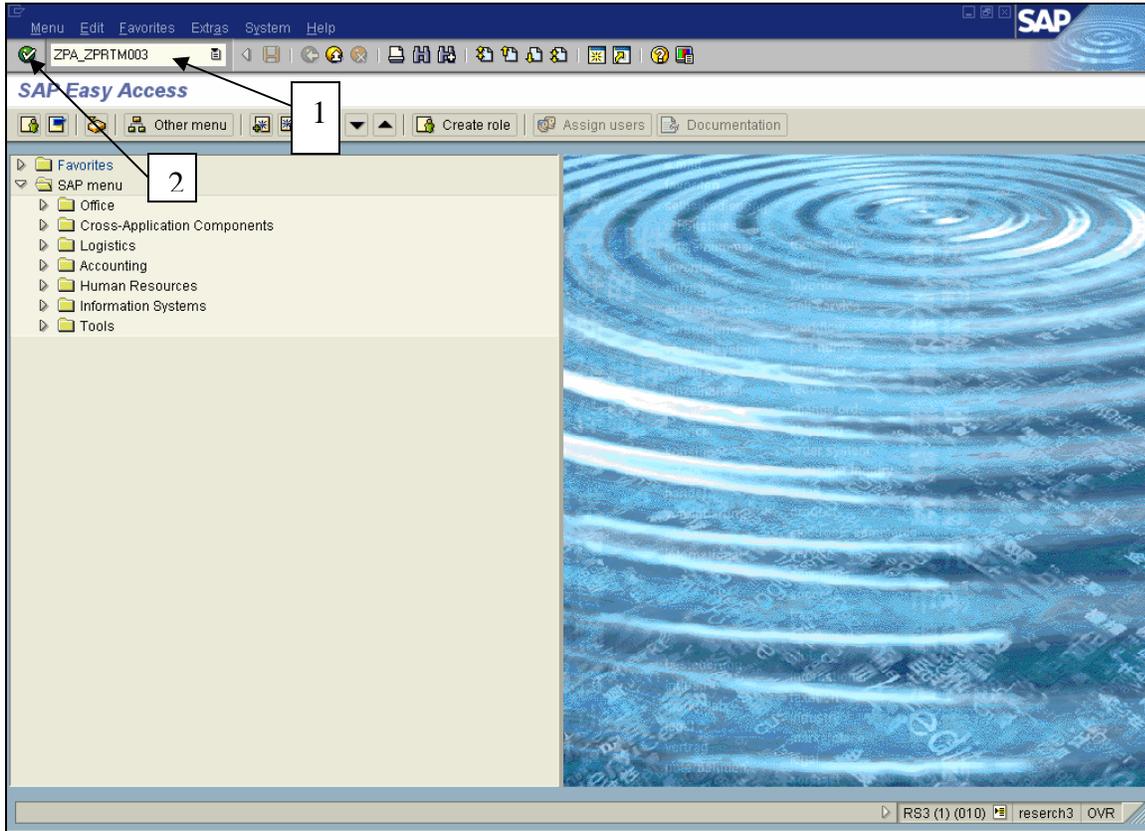# Student/Temporary Time Sheets

The following document will give step by step details outlining the procedure to execute time sheets for students and/or temporary employees.


1. In the transaction field box, enter ZPA_ZPRTM003. This is the name of the Student Timesheet program.
2. Click the green ball with the check mark or press enter. The following screen will appear.

Creating a Variant

If this is the very first time your department has executed this program, then a variant should be created. A variant simply remembers the data you entered so you do not have to key it every time the program is executed. (In you already have a departmental variant created, go to page 5.)
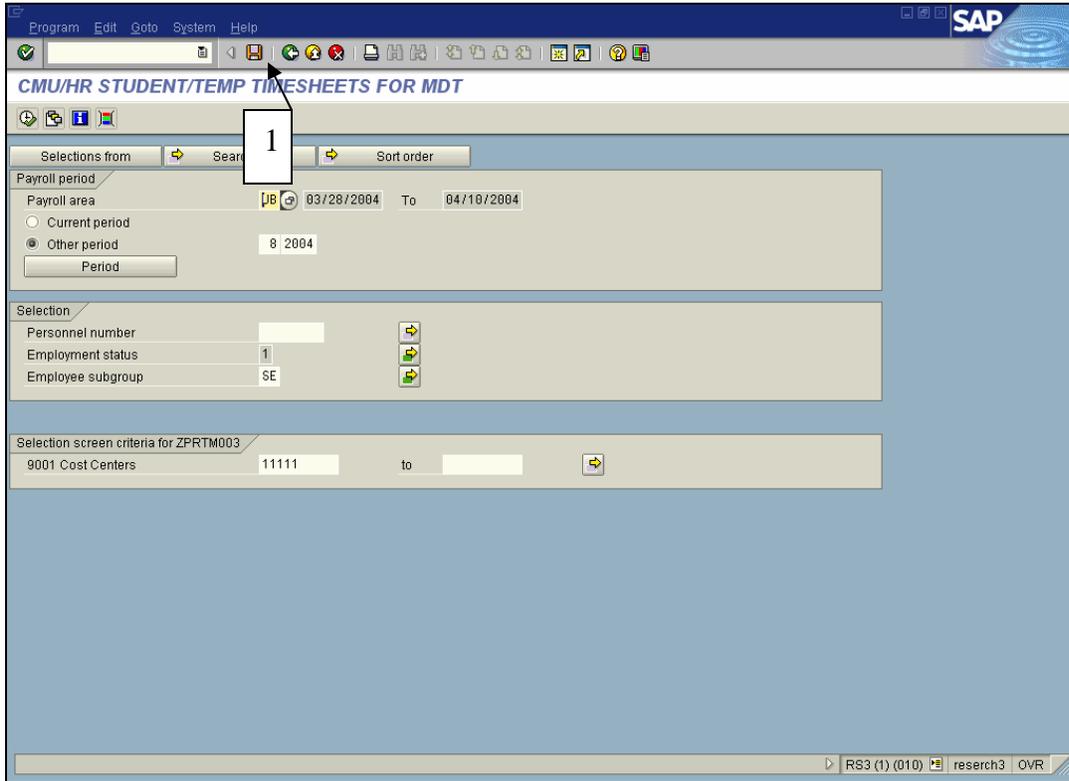
1. Click the Save icon. The following screen will appear.
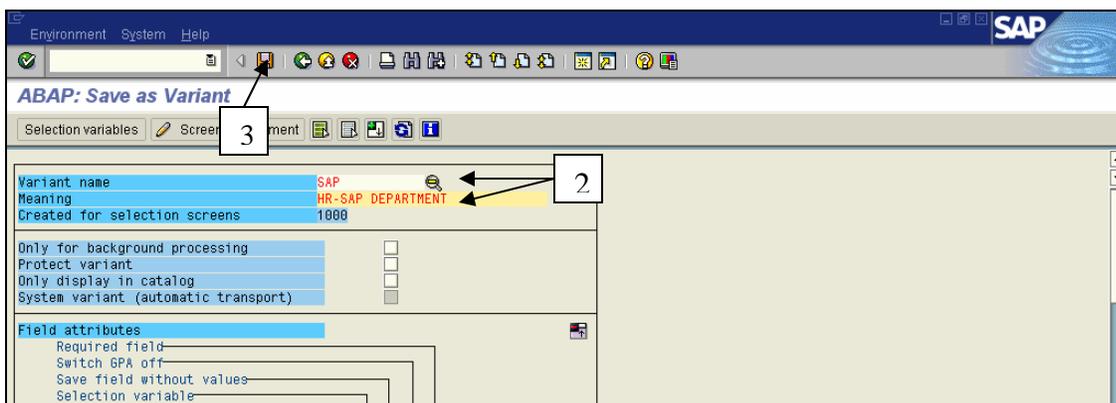
2. In the Variant name field, enter an abbreviation for your department. Enter the departmental full name in the Meaning field. This will be the variant you will use to create your student/temporary timesheets.
3. Click Save. The following screen will appear.

Program Edit Goto System Help

CMU/HR STUDENT/TEMP TIMESHEETS FOR MDT

Selections from   Search helps   Sort order

Payroll p
Payroll area   UB   03/28/2004   To   04/10/2004
○ Current period
● Other period   8 2004
    Period

Selection
Personnel number

Selection screen criteria for ZPRTM003
9001 Cost Centers   11111   to

RS3 (1) (010) reserch3 OVR
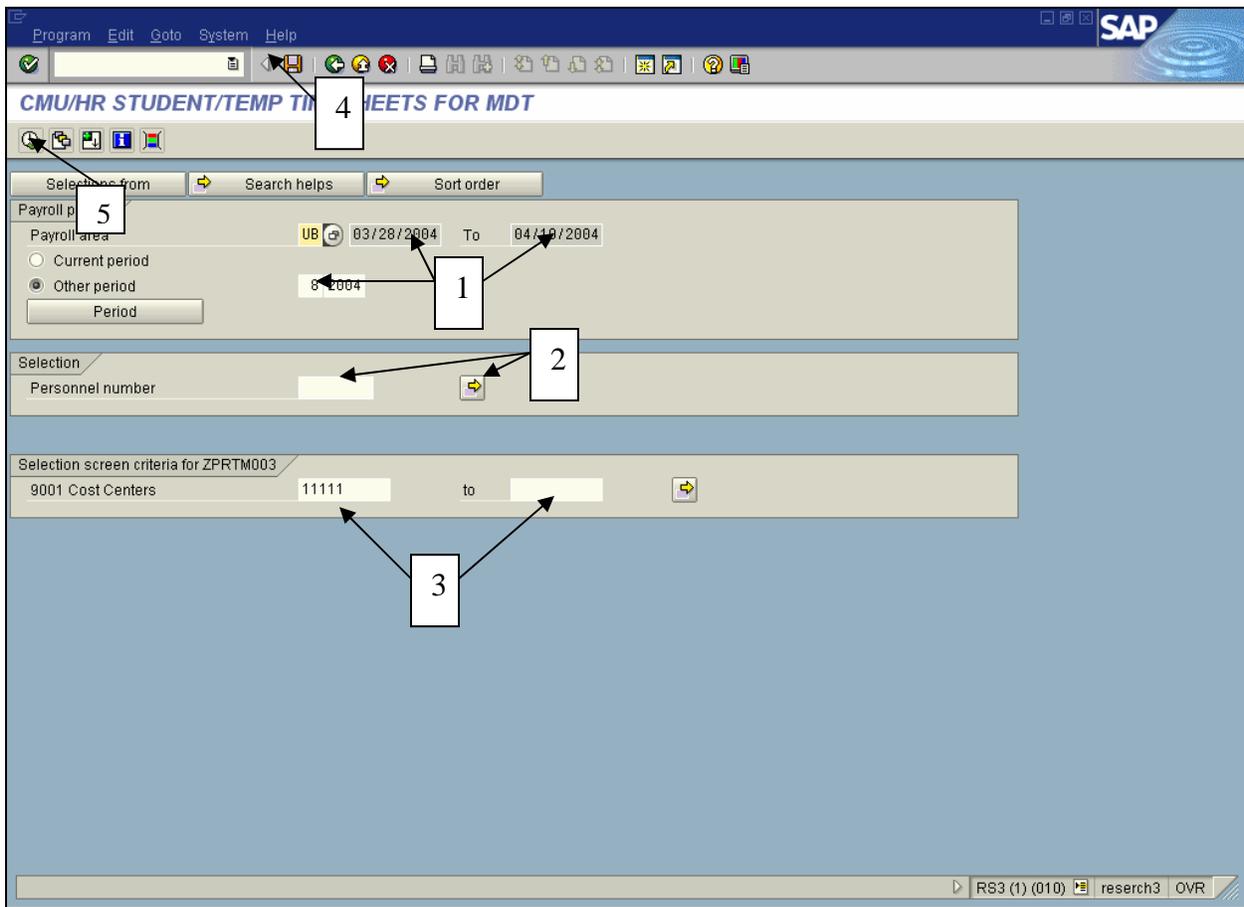
1. Change the payroll number to the current period. Press enter. This will bring in the pay period dates. **NOTE** - This number will have to be changed each time you run this report.
2. Enter the personnel number(s). (This can be found on previously executed timesheets or obtained from the designated Manager's Desktop person.) To enter multiple personnel numbers, click the yellow arrow at the end of the Personnel number field. As personnel change, these numbers will also have to be changed. ***Note: if you have many, many employees this step may be skipped. Just be aware it takes much longer for this program to execute without them.
3. The cost center each employee is charged to must be entered. Enter the cost center where the 11111's are currently located in the 9001 Cost Center field. If you have multiple cost centers, key over the 11111's and then click on the yellow arrow located after the 2nd cost center field.
4. Click the Save icon. You will be presented with the Save as Variant screen with the variant name you previously entered. Just click the Save icon again and click "Yes" when asked if you want to overwrite. You will receive a message at the bottom of the screen stating Variant (your variant name) saved.
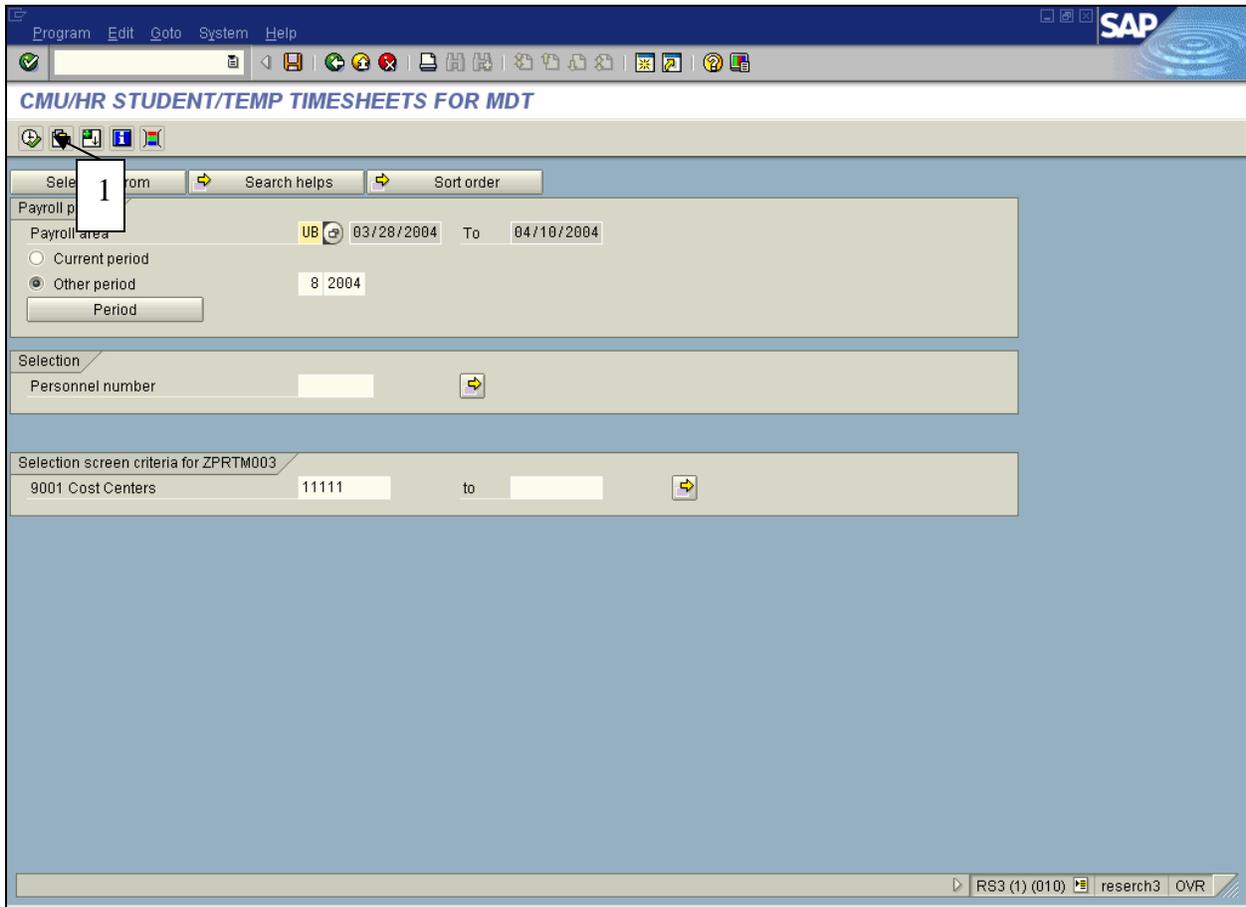5. Click Execute. The following screen will appear.

CMU/HR STUDENT/TEMP TIMESHEETS FOR MDT

2

```
SYS/CLIENT/USER:   RS3/010/MCBRI1DM          CENTRAL MICHIGAN UNIVERSITY            DATE:  02/05/2004
REPORT:  ZPRTM003                            HR STUDENT/TEMP TIMESHEETS FOR MDT     TIME:  14:22
                                                                                    PAGE:         1

Cost Center:      68088              CWS PAYROLL ACCNTNG          Payroll area & Period: UB 2004-08
                                                                 Payroll Begin:         03/28/2004
Room:             WA204                                          Payroll End:           04/10/2004

Personnel Number: 00029008           Wage Typ      Hours      Wage Rate     Cost Center
Name:             CHARLES NATHAN KAUPPILA    OHCW                5.25          68088
Emp Sub Group:    SE

Personnel Number: 00028427           Wage Type     Hours      Wage Rate     Cost Center
Name:             JOAN M SCHAFER             OHCW                5.25          68088
Emp Sub Group:    SE

Personnel Number: 00020019           Wage Type     Hours      Wage Rate     Cost Center
Name:             JASON R STANGE             OHCW                5.50          68088
Emp Sub Group:    SE

Supervisor Approval: ─────────────────────────  Date: ──────────────────
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1. You should have a timesheet for each person. If you do not, double check each personnel number, cost center and the pay period entered.
2. To print, click the printer icon. You will receive the following screen.

Print Screen List

Output Device	PRT2	SAP TEAM CSB HP5SI
Number of copies	1	

Number of pages
- ● Print all
- ○ Print from page [0] To [0]

4

3

Title	
Time of print	Print out immediately

✔ Properties ✖ ℹ

3. Enter your Output Device. If necessary, change the Time of print field to Print out immediately.
4. Click the green check. You will receive a message at the bottom of the timesheet screen that your request has been sent to the printer.

Timesheets - Variant Created

Follow these steps if you have a departmental variant created. If you do not have a variant created, refer to page 1.
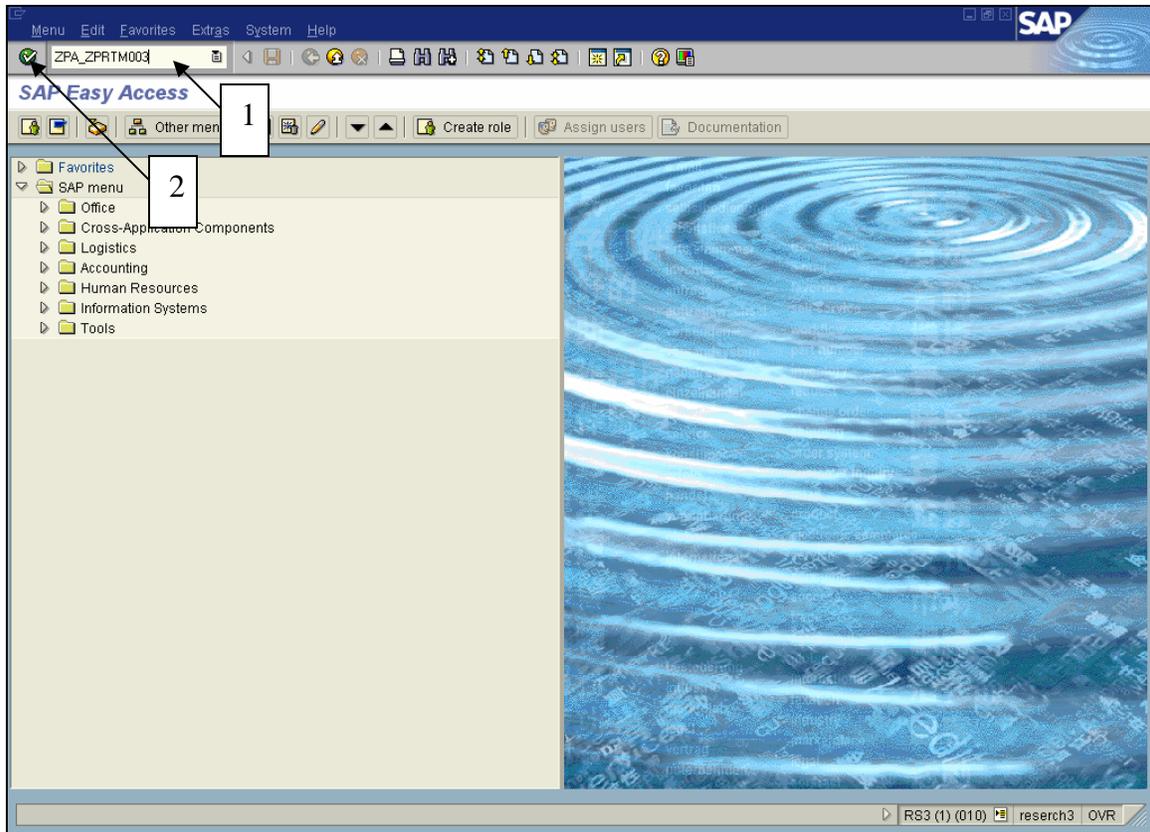

1. In the transaction field box, enter ZPA_ZPRTM003. This is the name of the timesheet program.
2. Click the green ball with the check mark or press enter.   The following screen will appear.
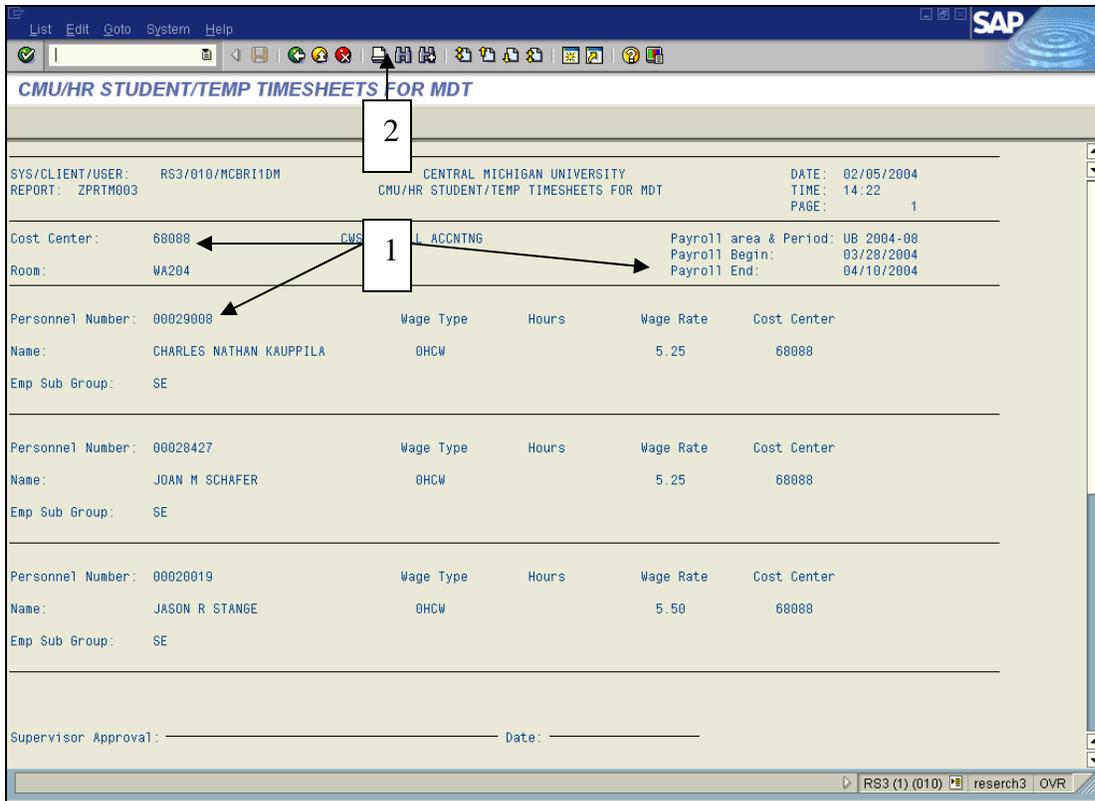
1. Click the variant icon. The following screen will appear.
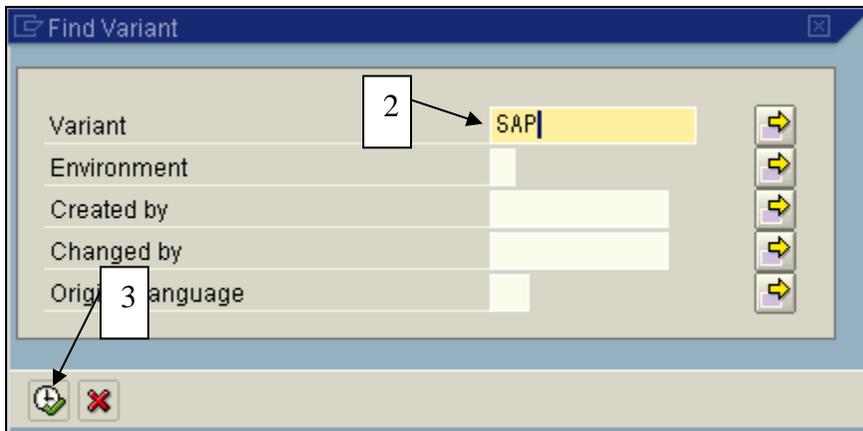
2. Enter the abbreviated name of your departmental variant.
3. Click the Execute icon or press F8. If you do not remember, leave the Variant field empty and click the execute icon. This will bring up a list of saved variants. Double click on your variant.
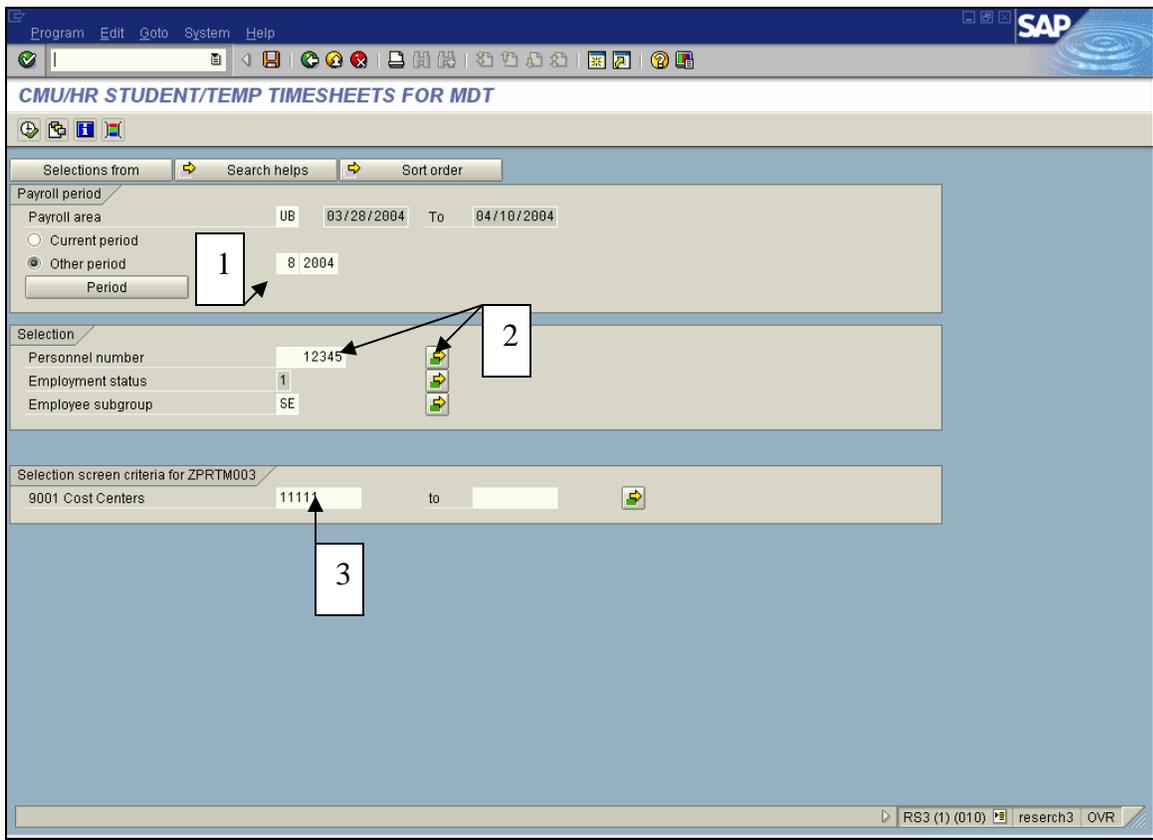
1. Change the payroll period number. Press enter. This will bring in the pay period dates.
   NOTE - <u>This number must reflect the current pay period.</u>
2. Verify the personnel numbers if entered and saved as part of the variant previously.
   ***Note: If the yellow arrow located at the end of a field has a green bar on it, you have
   additional information entered on a different screen. Click on this icon to review.
3. Verify the cost center(s) entered.
4. Click Execute or press F8. The following screen will appear.

```
List  Edit  Goto  System  Help
```

CMU/HR STUDENT/TEMP TIMESHEETS FOR MDT

2

```
SYS/CLIENT/USER:    RS3/010/MCBRI1DM                CENTRAL MICHIGAN UNIVERSITY              DATE:  02/05/2004
REPORT:  ZPRTM003                          CMU/HR STUDENT/TEMP TIMESHEETS FOR MDT            TIME:  14:22
                                                                                            PAGE:          1

Cost Center:       68088            CWS      L ACCNTNG              Payroll area & Period: UB 2004-08
                                                                   Payroll Begin:         03/28/2004
Room:              WA204                                           Payroll End:           04/10/2004

Personnel Number:  00029008              Wage Type    Hours      Wage Rate    Cost Center

Name:              CHARLES NATHAN KAUPPILA     0HCW                 5.25          68088

Emp Sub Group:     SE


Personnel Number:  00028427              Wage Type    Hours      Wage Rate    Cost Center

Name:              JOAN M SCHAFER             0HCW                  5.25          68088

Emp Sub Group:     SE


Personnel Number:  00020019              Wage Type    Hours      Wage Rate    Cost Center

Name:              JASON R STANGE             0HCW                  5.50          68088

Emp Sub Group:     SE



Supervisor Approval: ──────────────────────── Date: ──────────────
```

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1. You should have a timesheet for each person. If you do not, double check each personnel number, cost center and the pay period entered.
2. To print, click the printer icon. You will receive the following screen.

Print Screen List

Output Device   PRT2   SAP TEAM CSB HP5SI
Number of copies   1

Number of pages
⊙ Print all
○ Print from page   0   To   0

3

Title
Time   rint   Print out immediately

4

✔ Properties ✖ ℹ

3. Enter your Output Device. If necessary, change the Time of print field to Print out immediately.
4. Click the green check. You will receive a message at the bottom of the timesheet screen that your request has been sent to the printer.

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