Timesheet Printing for Biweekly (UB) Employees
Report ZPRPR004

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

Contents:
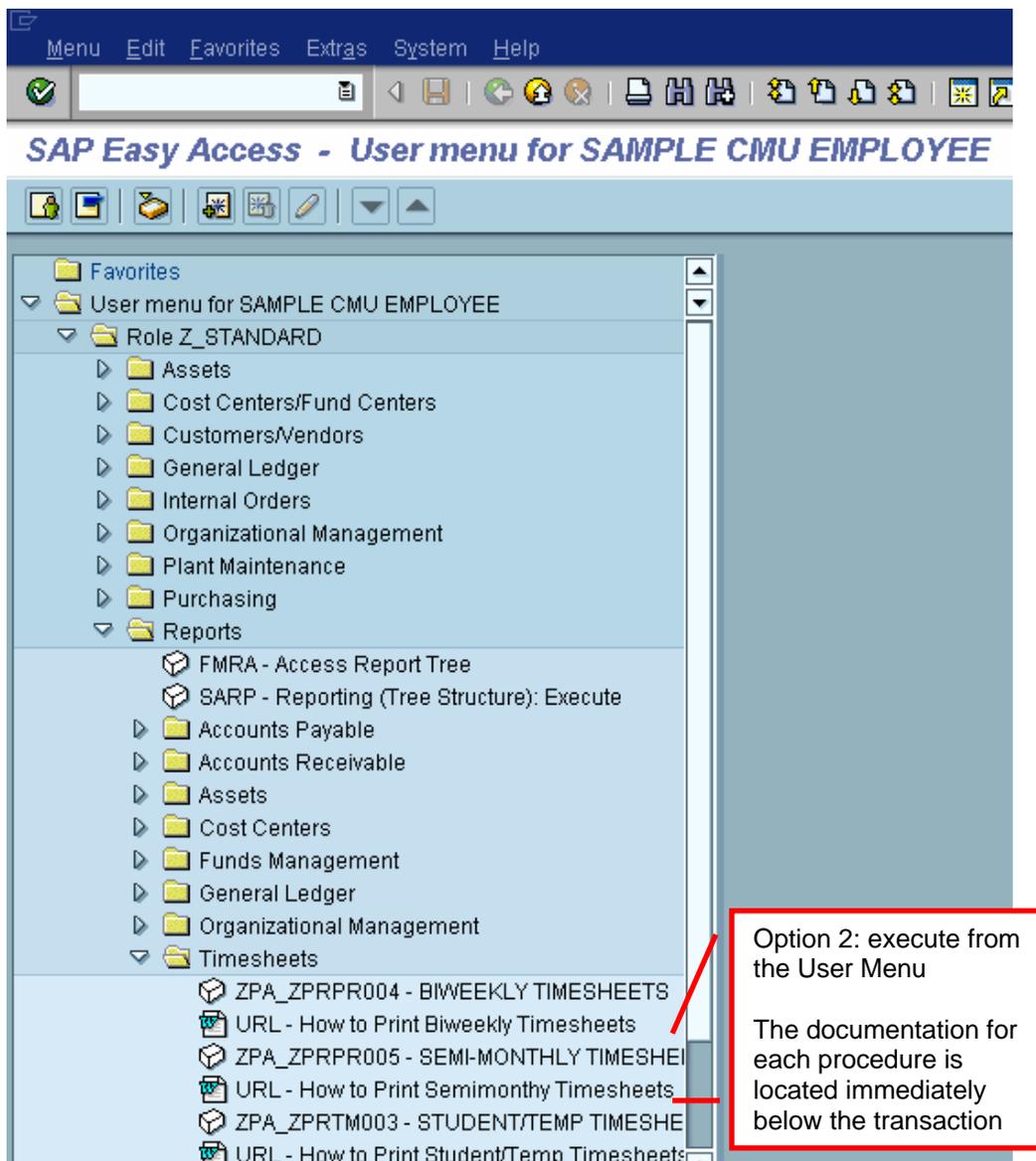
The basic procedure is that the first time you run the report you will enter the pay period and organizational unit(s) for which you wish to run timesheets, test the program, and once satisfied with the results save these settings in a program 'variant,' which may then be rerun at any time. After you 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_ZPRPR004 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_ZPRPR004 to run the report.

SAP Easy Access - User menu for SAMPLE CMU EMPLOYEE

- 📁 Favorites
- ▽ 📁 User menu for SAMPLE CMU EMPLOYEE
  - ▽ 📁 Role Z_STANDARD
    - ▷ 📁 Assets
    - ▷ 📁 Cost Centers/Fund Centers
    - ▷ 📁 Customers/Vendors
    - ▷ 📁 General Ledger
    - ▷ 📁 Internal Orders
    - ▷ 📁 Organizational Management
    - ▷ 📁 Plant Maintenance
    - ▷ 📁 Purchasing
    - ▽ 📁 Reports
      - ◉ FMRA - Access Report Tree
      - ◉ SARP - Reporting (Tree Structure): Execute
      - ▷ 📁 Accounts Payable
      - ▷ 📁 Accounts Receivable
      - ▷ 📁 Assets
      - ▷ 📁 Cost Centers
      - ▷ 📁 Funds Management
      - ▷ 📁 General Ledger
      - ▷ 📁 Organizational Management
      - ▽ 📁 Timesheets
        - ◉ ZPA_ZPRPR004 - BIWEEKLY TIMESHEETS
        - URL - How to Print Biweekly Timesheets
        - ◉ ZPA_ZPRPR005 - SEMI-MONTHLY TIMESHEE
        - URL - How to Print Semimonthy Timesheets
        - ◉ ZPA_ZPRTM003 - STUDENT/TEMP TIMESHE
        - URL - How to Print Student/Temp Timesheets

> Option 2: execute from the User Menu
>
> The documentation for each procedure is located immediately below the transaction

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.

TIME SHEET PRINTING FOR BIWEEKLY EMPLOYEE

Required entry each time: payroll period and calendar year

Set up your program variant based on the organizational units you require

Explanation of the report fields:

Payroll area:	UB for employees on the biweekly payroll cycle. Do not change.
Other period:	**Enter the payroll period and calendar year and press Enter.** Refer to Payroll's Hourly Staff/Students 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.


Lookup button

6.   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.
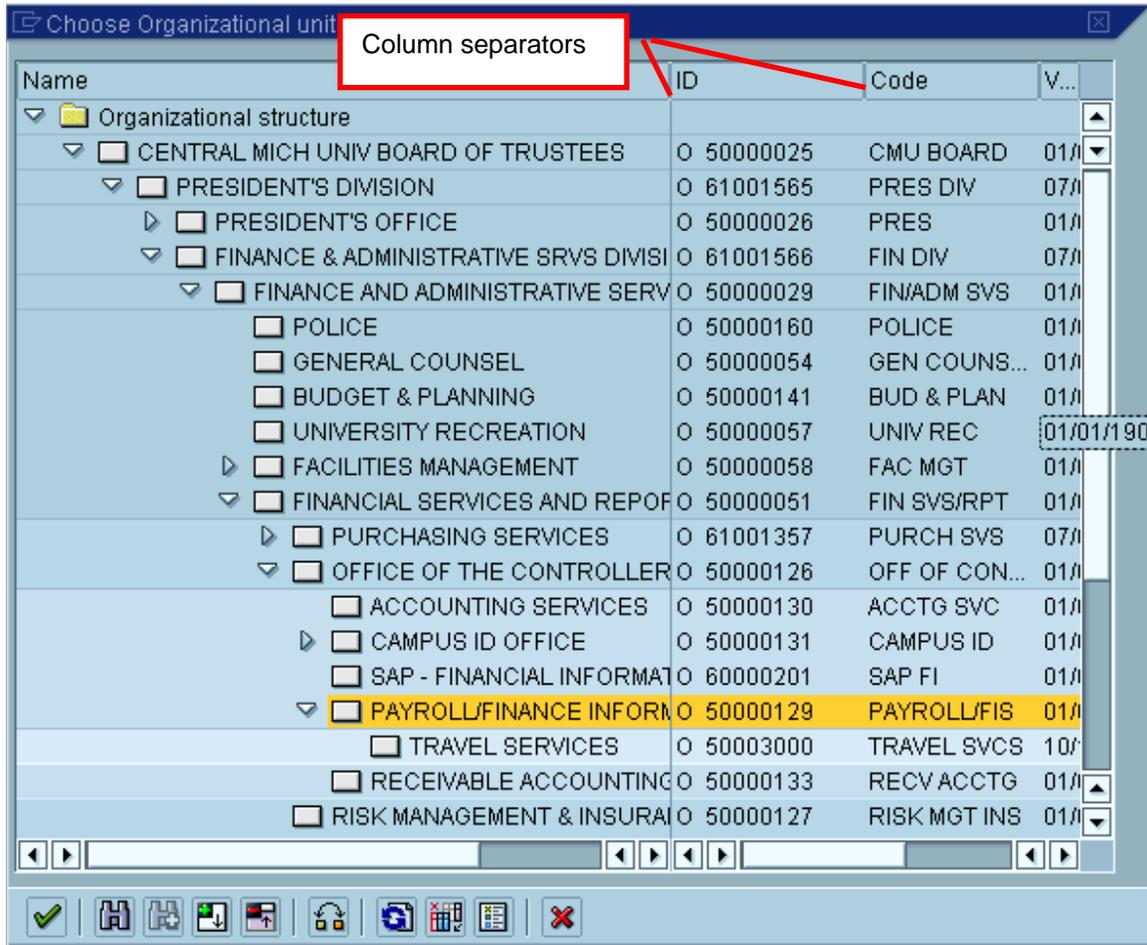
7.   **IMPORTANT: The timesheet report only displays the selected organizational unit. Subsidiary units are not reported without being entered in the report settings.** For example, if the Payroll/Financial Information Systems organization unit, 50000129, is selected, although the Travel Services department reports to the Payroll department it will not be included in the output unless org unit 50003000 is specifically entered in the report.

8.   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.

Multiple
selections

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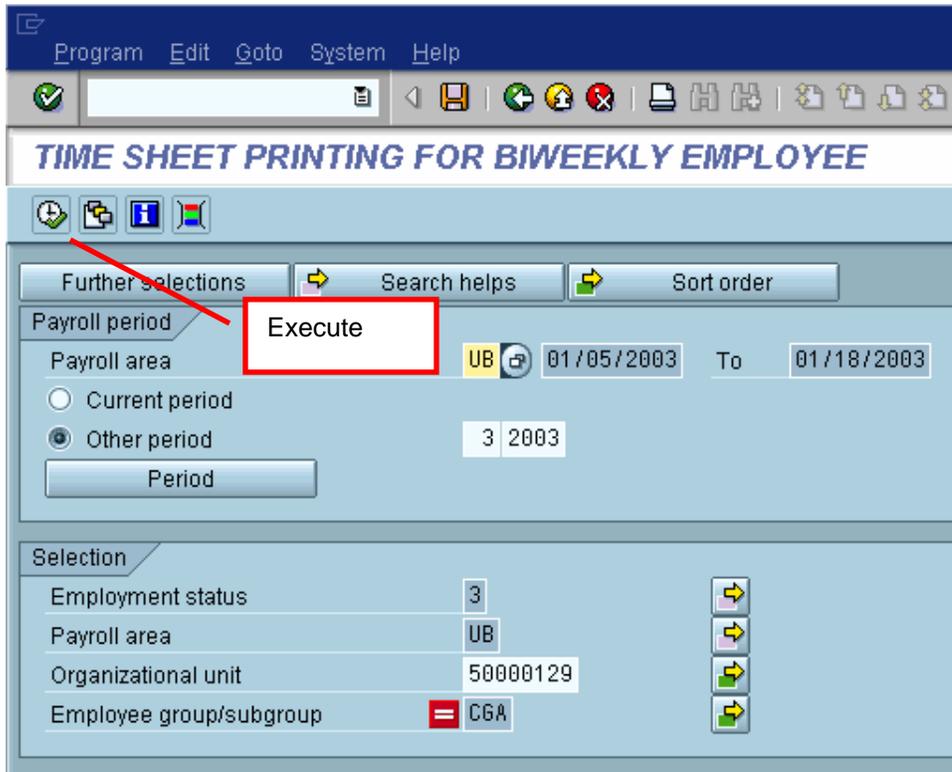can also use the drill-down view by clicking on the look up button.

Copy

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.

Changed to green:
multiple selections
now entered

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

TIME SHEET PRINTING FOR BIWEEKLY EMPLOYEE

| Further selections | ➡ | Search helps | ➡ | Sort order |

Payroll period

Execute

| Payroll area | UB | 01/05/2003 | To | 01/18/2003 |

○ Current period

● Other period   3 2003

Period

Selection

Employment status	3
Payroll area	UB
Organizational unit	50000129
Employee group/subgroup	= CGA

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).

List Edit Goto System Help

TIME SHEET PRINTING FOR BIWEEKLY EMPLOYEE

Central Michigan University   Negative Biweekly

Name	CINDY SMITH
Personnel Number	00007733
Period Begin	01/05/2003
Period End	01/18/2003

Payroll Area	UB
Period #	
Check Distribution	WA205
Employee Subgroup	OP

	Cost Ctr.	Percent	Cost Ctr.	Percent
Cost Distribution	000026163	100.00		

|			RG	SP	VP	PP	HP	FML* LS	LD	OTHER	COST CTR
1	01/05	SU	0.00								
2	01/06	MO	8.00								
3	01/07	TU	8.00								
4	01/08	WE	8.00								
5	01/09	TH	8.00								
6	01/10	FR	8.00								
7	01/11	SA	0.00								

ZPA_ZPRPR004   reserch3   INS

Creating a Report Variant:

1.   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.

Program Edit Goto System Help

Variants	▶	Get...	Shift+F5
User Variables...		Display...	
Selection Screen Help	Shift+F6	Delete...	
Back	F3	Save as Variant...	Ctrl+S

TIME SHEET

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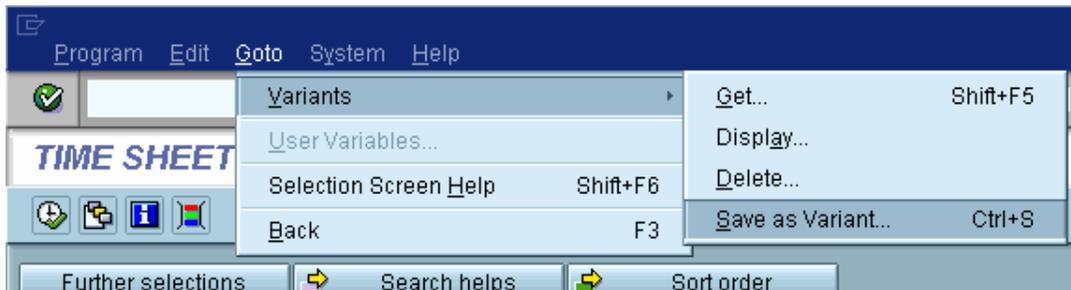
2.   On the Save as Variant screen, enter a meaningful department name or abbreviation (we suggest abbreviated College and Department, like CCFA-MUSIC, or CBA-ACCOUNTING) in the Variant Name field, then enter a full description in the Meaning field and click the Save icon. Please do not use your

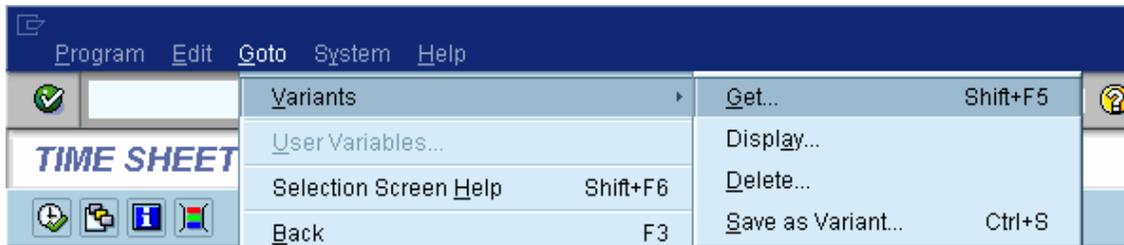own name, initials, or a non-descriptive name that other users will not be able to figure out.
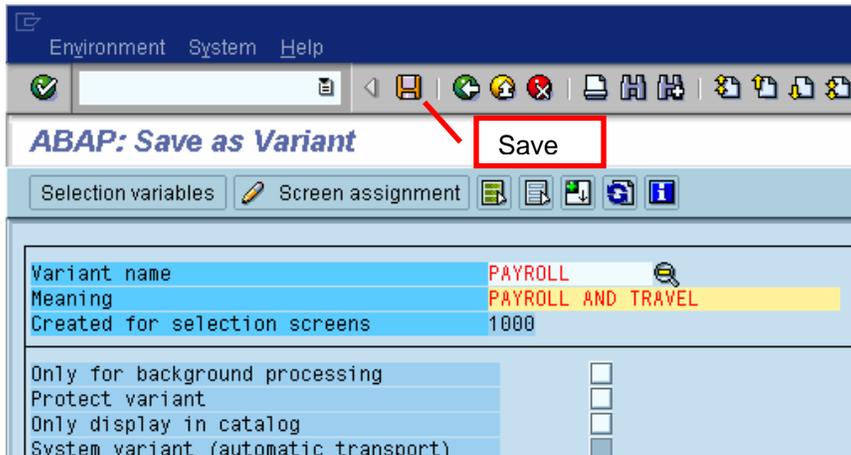

Executing the Variant:

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.
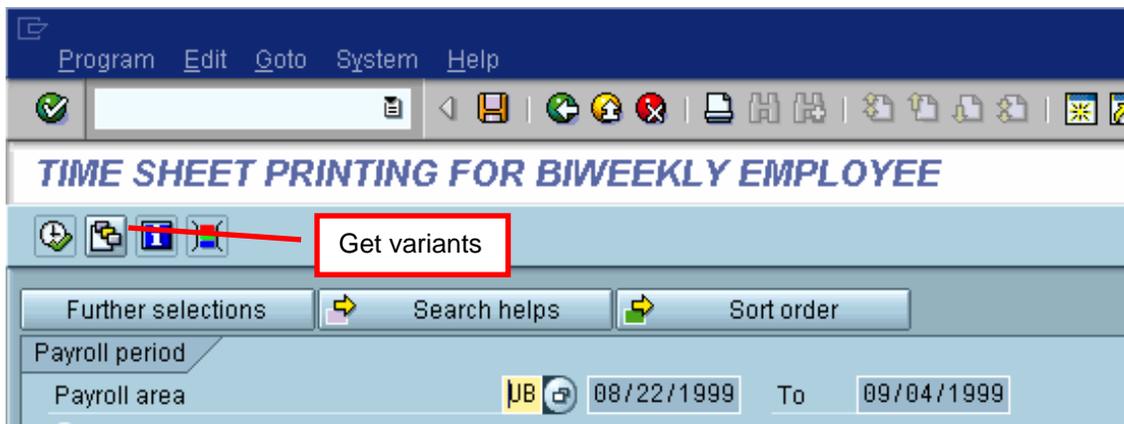

Or:

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!).
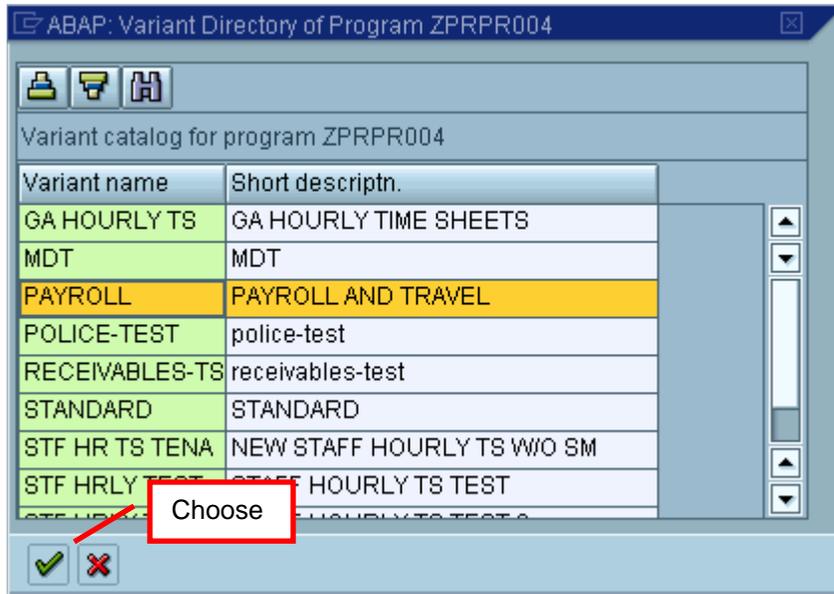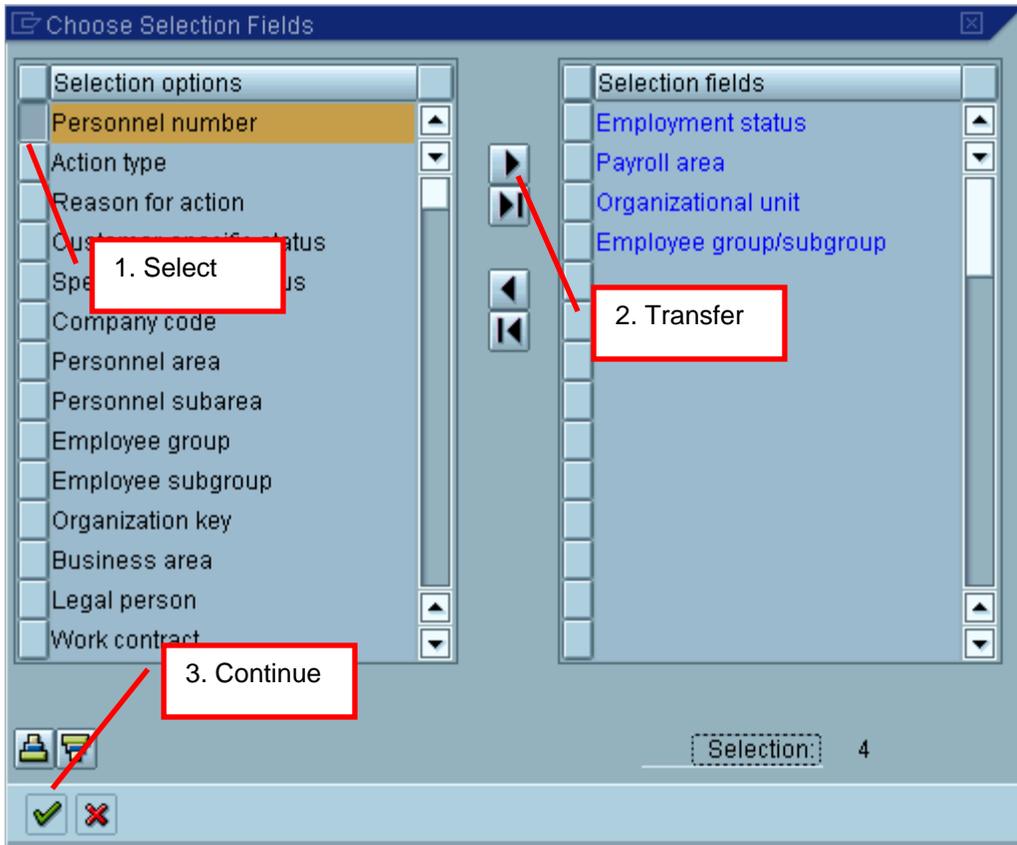

Running a Timesheet for One Employee:

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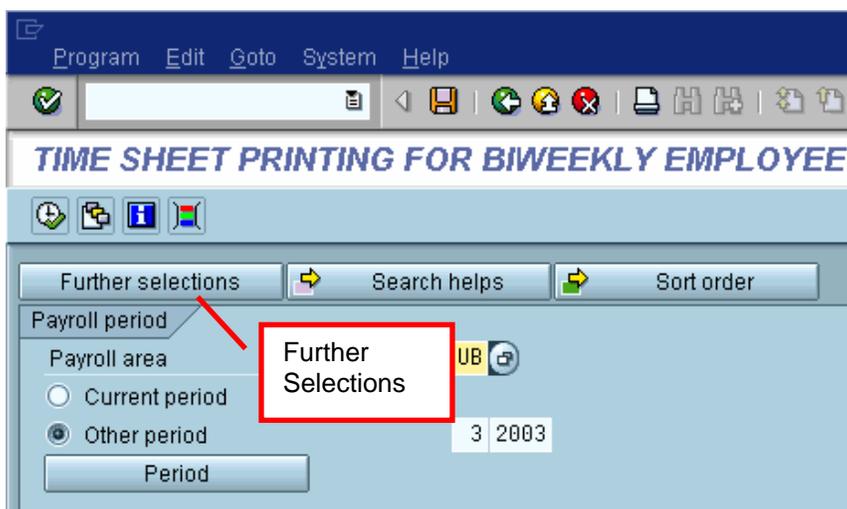
3. Click on the button to the left of Personnel Number to select it, and then click the arrow to transfer it to the Selection Fields on the right and click the green check to Continue.

4. **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.
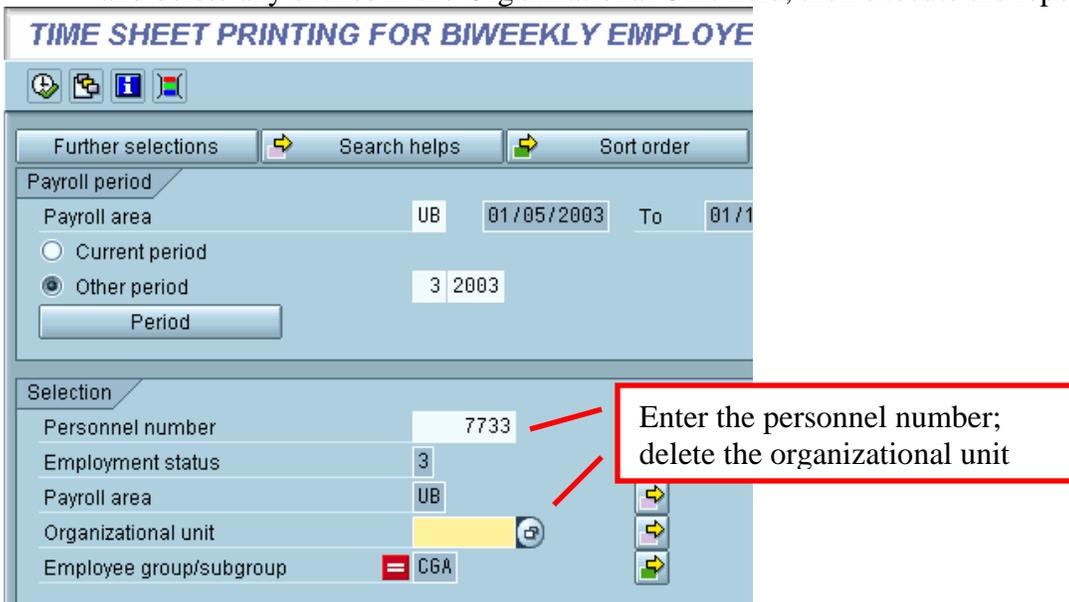
Running a Blank Timesheet:

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.