

Introduction

Process and Trigger

Perform this procedure when you need to obtain a list of regular full-time employees whose timesheets are incomplete or incorrect.

Prerequisites

Timesheets are released.

Menu Path

Use the following menu path to begin this transaction:

Human Resources → Time Management → Time Sheet → Information System → CATC - Time Leveling

Transaction Code

CATC

Tips and Tricks

- At times you may need to use your scroll bar to view additional information.
- Timesheets for casuals and part-time employees will not appear on the list because they are on a flexible schedule.
- Examples of search criteria for the *Time Leveling* list are:
 - Too few hours reported.
 - Too many hours reported.
 - Missing time sheet.
 - Daily reporting not completed.
- Run the *Time Leveling* list several times before Payroll close to identify incomplete or incorrect timesheets including to provide Timekeepers sufficient time to make adjustments to timesheets and monitor overtime.
- You can create variants (too many hours and too few hours) to avoid having to select the appropriate radio buttons and check boxes when conducting a search.

Reports

None

Procedure

1. Start the transaction using the above menu path or transaction code.

Time Sheet: Time Leveling

2. As required, complete/review the following fields:

Field	R/O/C	Description
Period	Required	Unit that subdivides a fiscal year. Example: 03/06/2011



The date entered in the **Period** field(s) is for the time period ending date. You can search for multiple time periods if necessary.

Time Sheet: Time Leveling

3. As required, complete/review the following fields:

Field	R/O/C	Description
Organizational unit	Required	An object used to depict the basic structure of an organization. Organizational units are functional units of a company. Depending on how tasks are distributed at a company, organizational units can be departments, groups or project teams. Organizational units are different from other entities at a company such as personnel areas, company codes, and business areas. These are used to depict administrative or accounting structures in the corresponding components. Example: 10050009



Ensure you enter the appropriate **Organizational Unit** to limit the search results.

4. Click the **Vertical** scroll bar to view more of the screen.

Time Sheet: Time Leveling

5. Select the **Select according to target hours** radio button .



There are many options available to run the *Time Leveling* list. For this scenario, variables are entered to find time sheets with less than the targeted hours reported.

Time Sheet: Time Leveling

6. Select the **Too few hours recorded** check box .

7. Click the **Execute** button **Execute** to display a list of employees whose timesheets are for less than the targeted hours.

Time Sheet: Time Leveling

The screenshot shows the SAP 'Time Sheet: Time Leveling' interface. At the top, there is a menu bar with buttons for 'Menu', 'Back', 'Exit', 'Cancel', 'System', 'Details', 'Sort in Ascending Order', 'Sort in descending order', 'Set filter', 'Print preview', and 'More...'. Below the menu bar, the 'Period' is set to '03/06/2011-03/06/2011'. A table displays the following data:

Pers.No.	Employee/Appl.Name	From date	To Date
9000292	Sonny Williams	03/06/2011	03/06/2011
9000293	Conrad Smith	03/06/2011	03/06/2011
9000350	Richie McCaw	03/06/2011	03/06/2011

8. Click the **Back** button **Back** until you return to the "SAP Easy Access" screen.
9. The transaction is complete.

Results and Next Steps

You have obtained a list of regular full-time employees whose timesheets are incorrect.