

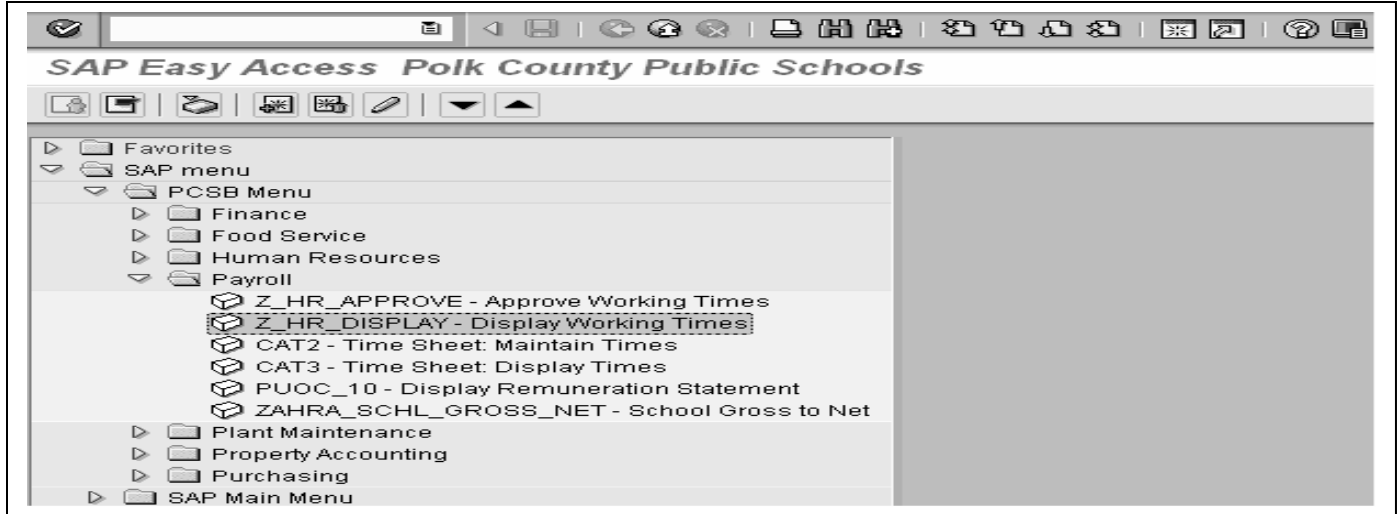
Display Time Sheet Data Status for Substitutes (Z_HR_DISPLAY) (Positive Time Entries)

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of: **PCSB Menu > Payroll**



Double Click on **Display Working Times**



The **Display Working Times** screen is displayed.

The **Reporting Period** defaults to the first day of the fiscal year until 12/31/9999.

07/01/2005 - 12/31/9999

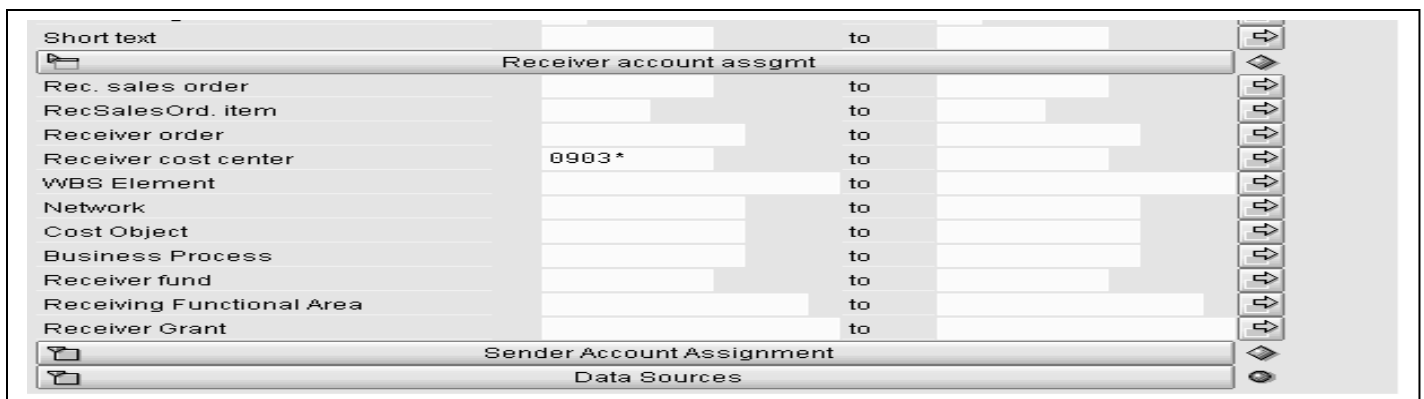
If a **Personnel number** appears, *delete* it, unless you are displaying time for one person, then *enter* their **Personnel number** and *click* the **Execute** icon.

When Displaying Time for all Substitutes for your location:

Scroll down using the **Scroll Bar** on the right side of the screen, to the center of the page.

Click on the **Receiver account assgmt Bar**, the **Receiver account assgmt fields** will *expand*.

IMPORTANT: These **fields** should always *display* after the initial entry, if not, *repeat* the **process**.



Receiver cost center: *Enter* your **4-digit location number** with an asterisk (example 0903*).

Click the **Execute** Icon in the upper left side of the screen

The **Display Working Times** screen is *displayed* for the location or employee number(s) that you have entered.

Display Working Times												
Employee/app.name	Pers.No.	Date	Status	Number	Rec. Cctr	A/AType	Created on	Created by	Last change	Changed by	Approved by	
JAMES J BOND	4361	03/17/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/16/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/15/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01		
		03/14/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01		
		03/13/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/10/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/09/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/08/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01	TRAIN01	
		03/07/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01		
		03/06/2006		7.750	0903ISALAR	0146	03/14/2006	TRAIN01	03/14/2006	TRAIN01		
		4361			77.500							

To View all of the Report if it is not visible:

Click the **Scroll Bar** at the bottom of the screen to *scroll left* or *right*, click the **Scroll Bar** on the right of the screen, to *scroll up* or *down*.

Information Displayed:

- Column 1** Name of Employee or Applicant
- Column 2** Personnel Number (SAP Number)
- Column 3** Date(s) Worked
- Column 4** Status (Pending Approval/Approved/Cancelled)
- Column 5** Number of Hours Worked
- Column 6** Receiver Cost Center
- Column 7** A/A Type (Attendance/Absents)
- Column 8** Created on (Date)
- Column 9** Created By
- Column 10** Last Change (Date)
- Column 11** Changed By
- Column 12** Approved By
- Column 13** Approval Date