

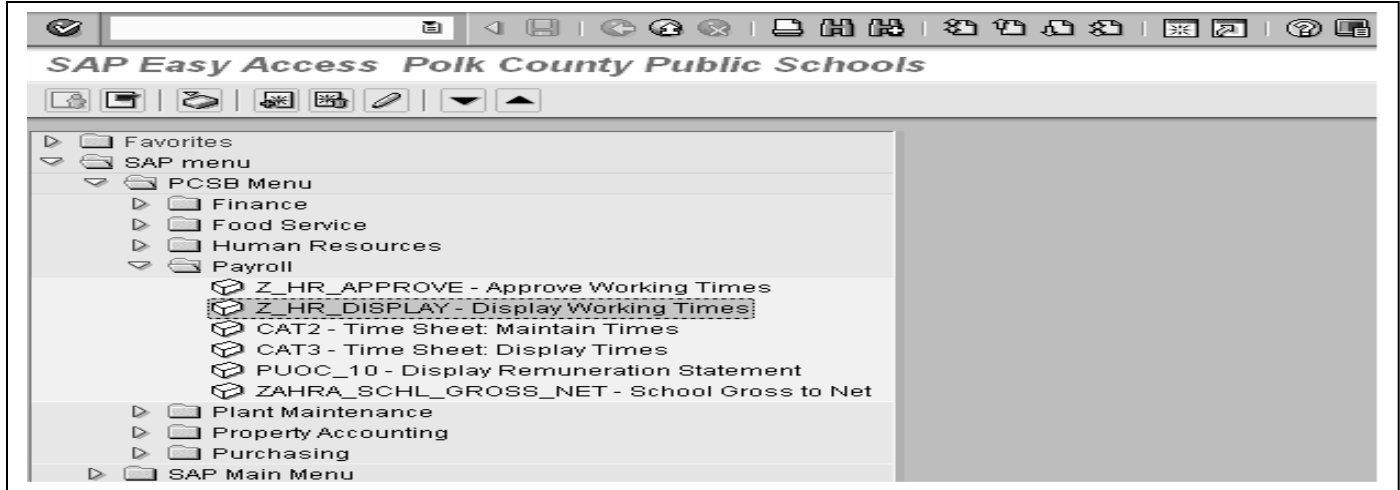
Display Time Sheet Data Status for Regular Employees (Z_HR_DISPLAY) (Negative Time Entries)

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.

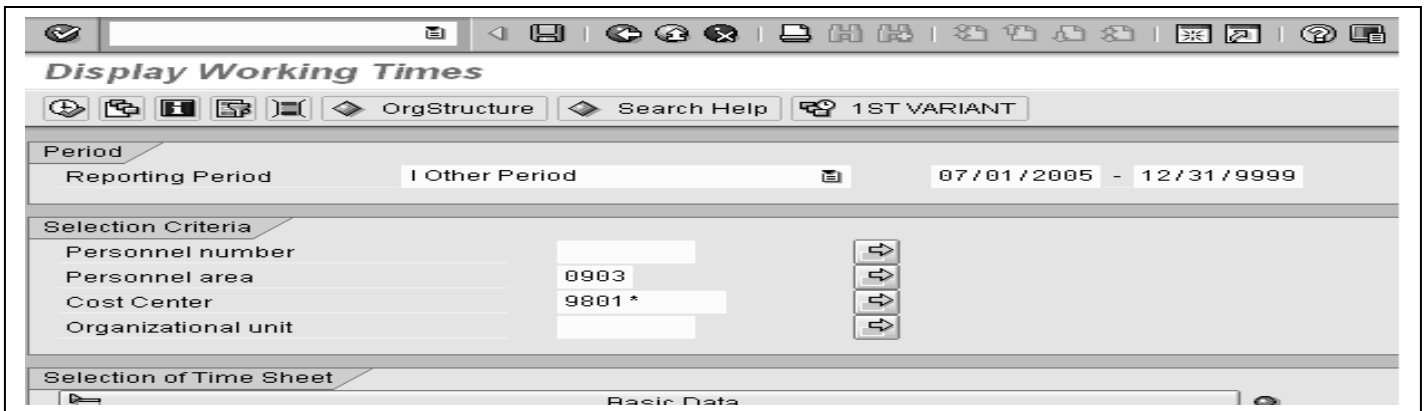
The **Reporting Period** defaults to the first day of the fiscal year until 12/31/9999.

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 Regular Employees for your location:

Scroll down using the **Scroll Bar** on the right side of the screen, to **Selection Criteria**.











IMPORTANT:

SCHOOLS – Personnel Area: Enter your **4-digit** school location number (Example 0903)

DISTRICT, DEPARTMENTS, ETC. – Cost Center: Enter your **4-digit** location number with an asterisk (Example 9801*)

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												
												
Empl./appl.name	Pers.No.	Date	Status	Number	Rec. Cctr	A/A Type	Created on	Created by	Last change	Changed by	Approved by	Approval
JAMES J JOHNSON	3182	02/28/2006		7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01		
		02/27/2006		7.750		0162	03/02/2006	TRAIN01	03/02/2006	TRAIN01		
		 3182	15.500									
JUNE J JONES	24984	03/01/2006		8.000		0144	03/02/2006	TRAIN01	03/09/2006	TRAIN01	TRAIN01	03/09/2006
		02/28/2006		8.000		0144	03/02/2006	TRAIN01	03/09/2006	TRAIN01	TRAIN01	03/09/2006
		02/27/2006		8.000		0144	03/02/2006	TRAIN01	03/09/2006	TRAIN01	TRAIN01	03/09/2006
		 24984	24.000									

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