

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:
 - o 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

Last Modified:7/3/2012

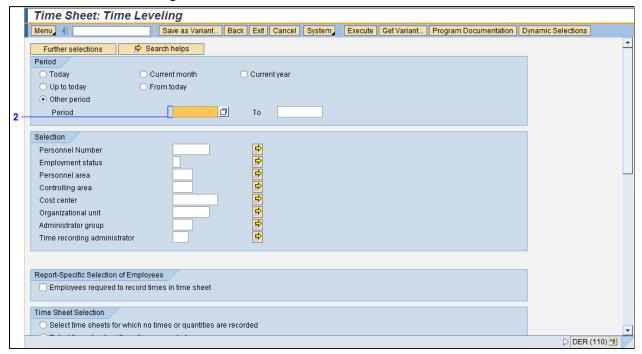
None



Procedure

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

Time Sheet: Time Leveling



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

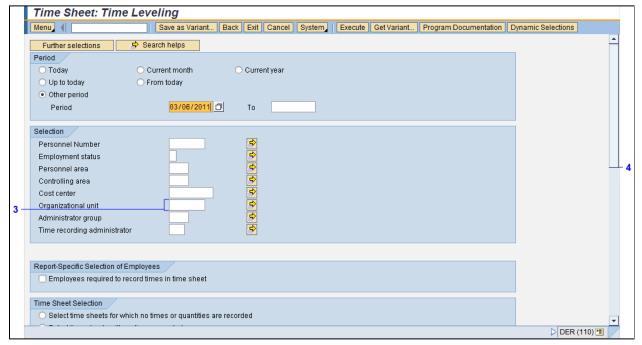
Field	R/O/C	Description
Period	Required	Unit that subdivides a fiscal year.
		Example: 03/06/2011



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:

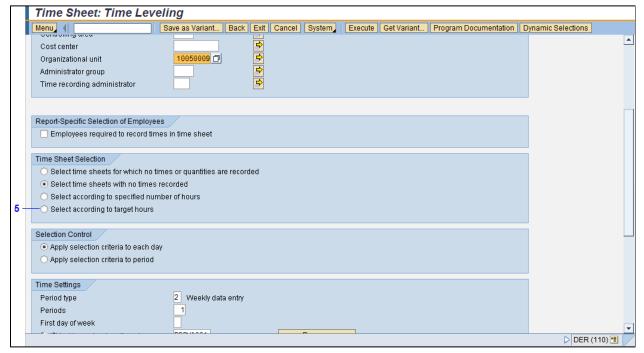
Field	R/O/C	Description
Organizational unit		An object used to depict the basic structure of an organization. Organizational units are functional units of a company. Depending on how tasks are distributed at a company, organizational units can be departments, groups or project teams. Organizational units 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:
		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.

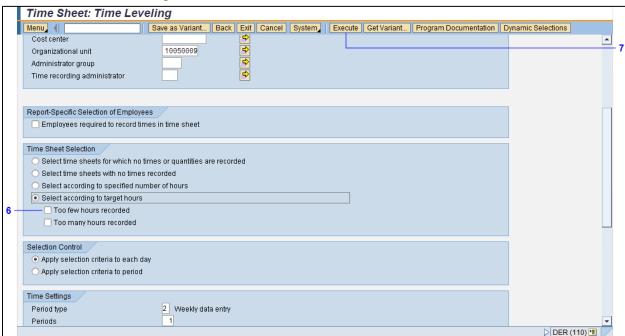


Time Sheet: Time Leveling



- 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

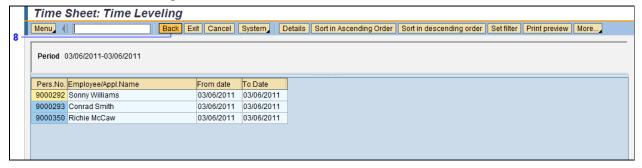


6. Select the **Too few hours recorded** check box .



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



- 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.