# Overview

## Trigger:

Agency staff wants to see time entries that were made after the cutoff deadline for time entry.

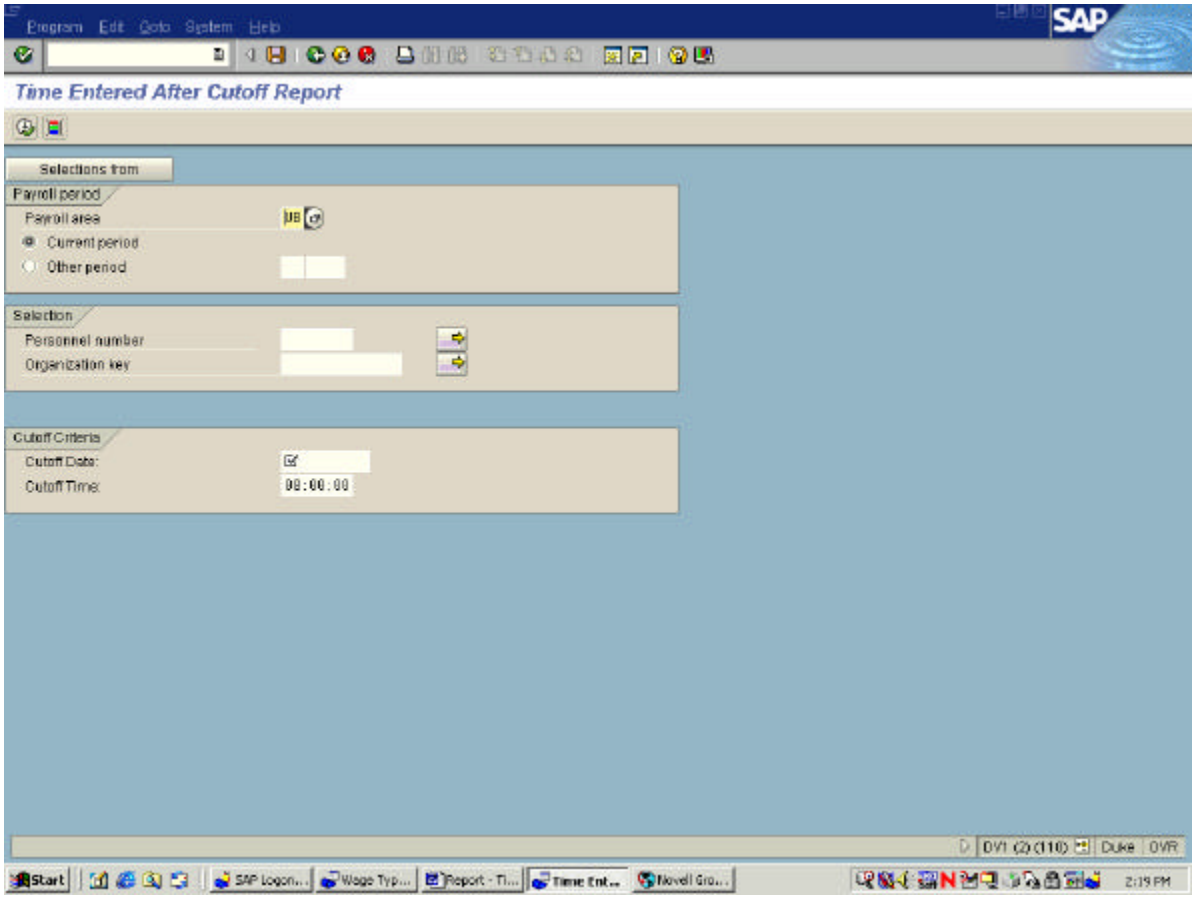
| Business Process Procedure Overview |
|---|
| Agencies review time-entered reports to determine that time has been entered correctly. After doing this review, agencies want to be assured that no unauthorized time sheet entries have been made. This report allows them to review all time and other earnings entries made after a specific date and time. |

# Procedural Steps

### *1.1. Access transaction by:*

| | |
|---|---|
| **Via Menus** | Reports after Entry → Time Entered After Cutoff |
| | |
| **Via Favorites Menu** | Time Entered After Cutoff |

**Double click on Time Entered After Cutoff and the following screen will appear:**




| Input Fields | Field Value |
|---|---|
| Payroll area | Enter UB, (Currently the system has only one payroll area) |
| Other Period | Period and year is required only when selecting “Other period”. Enter the pay period number and year according to “Period List” distributed by Dept of Finance |
| Personnel number | Employee numbers are used to select specific employees – leave blank if Organization key is used. |
| Organization key | Enter Agency, Space, Low Org and Distribution of employees to be reported – leave blank if Personnel number is used. |
| Cutoff Date | Enter the month/day/year of the cutoff date. |
| Cutoff Time | Enter the cutoff time. (Use military time e.g. 24:00:00 = 12:00 midnight, 12:00:00 = 12:00 noon, 1:00:00 = 1:00 a.m. and 13:00:00 = 1:00 p.m. |

**1.2** **Select the pay period for which you want the report. You can select the current period or other periods. To select an "other period", click the "Other period" button and enter the period number (1 through 26) and the calendar year.**

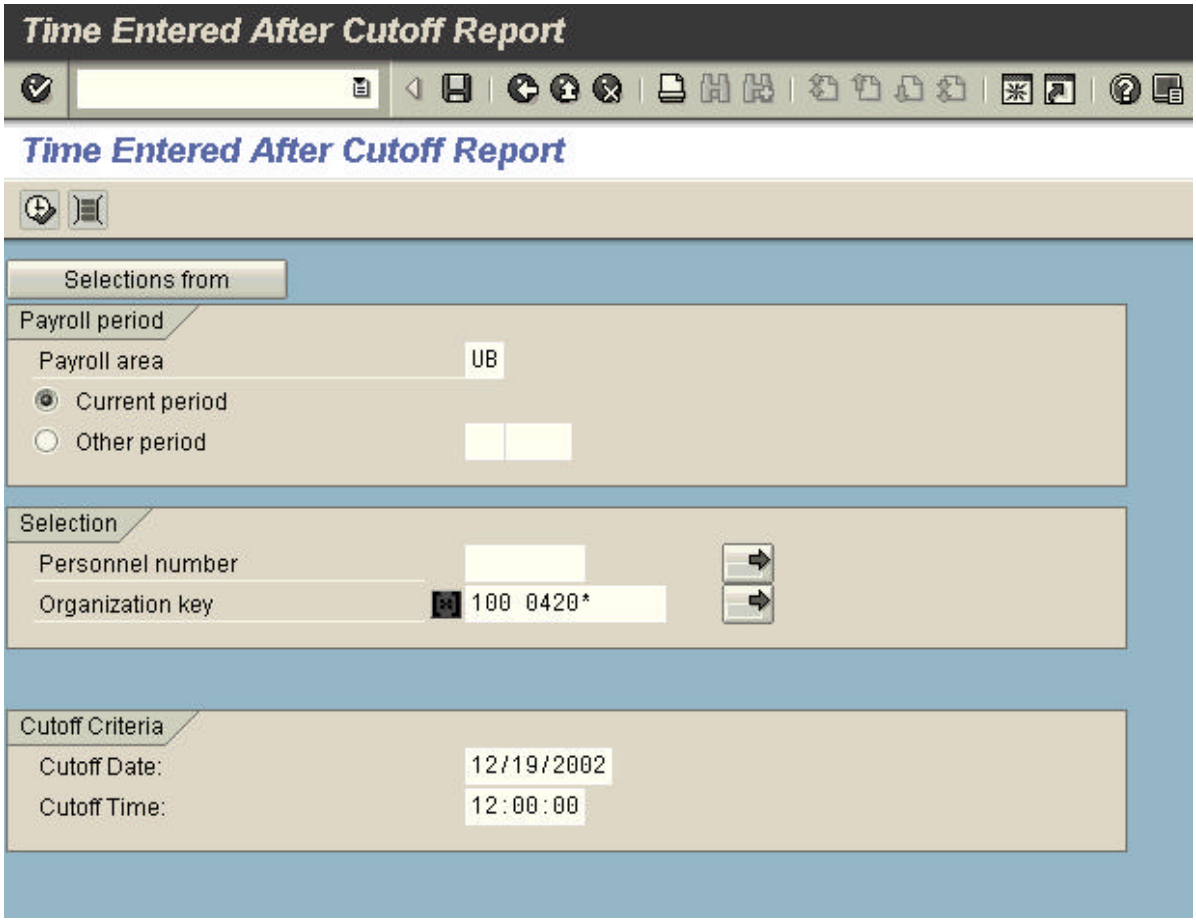
**1.3** **Normally, you leave the "Personnel number" field blank and use the Organization key for the selection criteria as described below. If you want to select specific employees, enter their personnel number(s) in the Personnel number field. To enter multiple Personnel numbers, click on the arrow next to the entry box and refer to step 1.4.**

**1.4** ***When you click on the arrow next to the entry box, a "Multiple selection …" window appears. Use green tabbed boxes to enter multiple individual selection criteria, (personnel number in this case) or ranges of selection criteria. Use red tabbed boxes to exclude records from the range of selected criteria. All selection boxes that appear when you click on the arrow next to the entry box operate in the same way.***

**1.5** **The "Organization key" field allows you to enter the Agency code followed by a space, the Organization code and the Distribution code to specify your selection of an employee group. You can use the wild card symbol, *, in your selection criteria. For example, if you want all employees in agency 100 and organization code 0420, you should enter 100 0420*. You can also select employees from multiple organization keys by clicking on the arrow to the right of the "Organization key" entry field. (See step 1.4).**

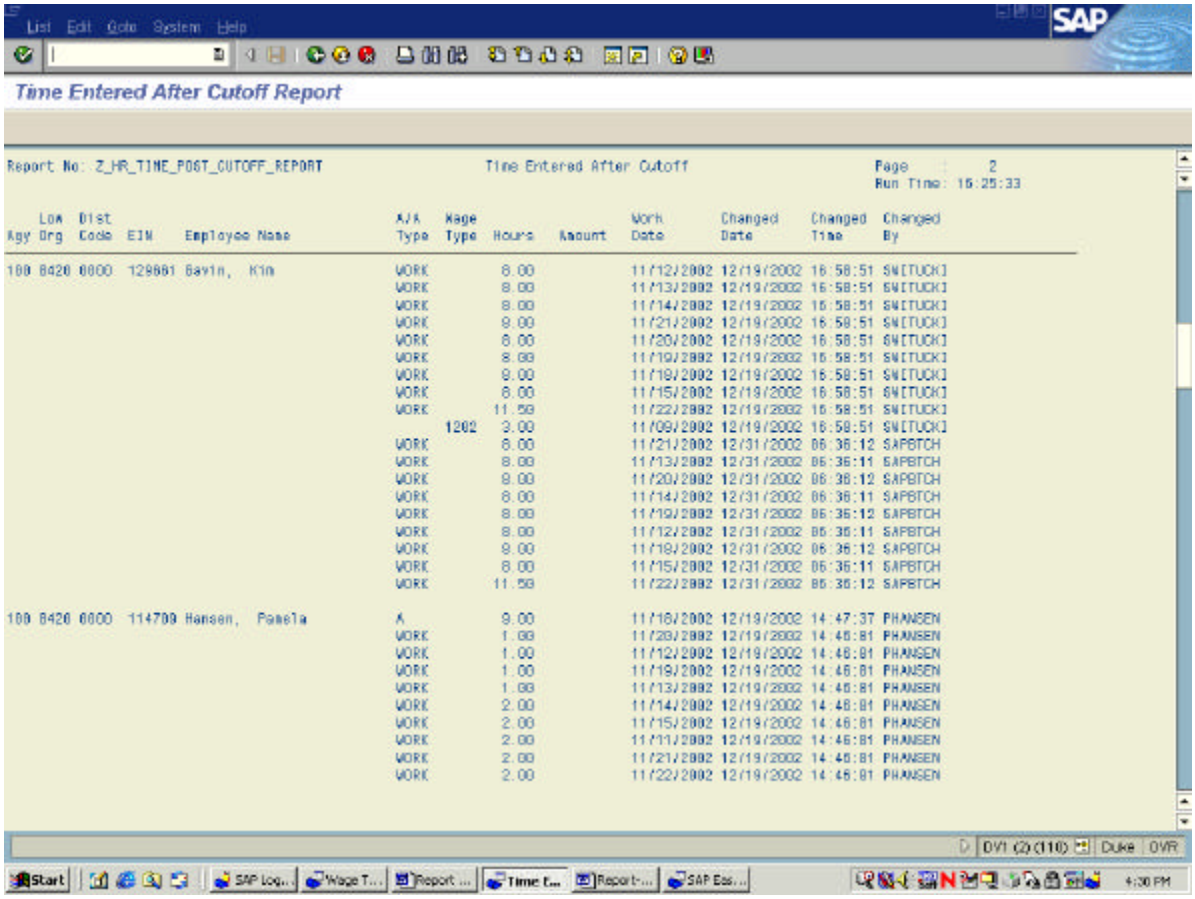
**1.6** **Enter the cutoff date and time in their respective boxes. Any time or other pay entries made for the selected employees after that date and time will appear on the report**

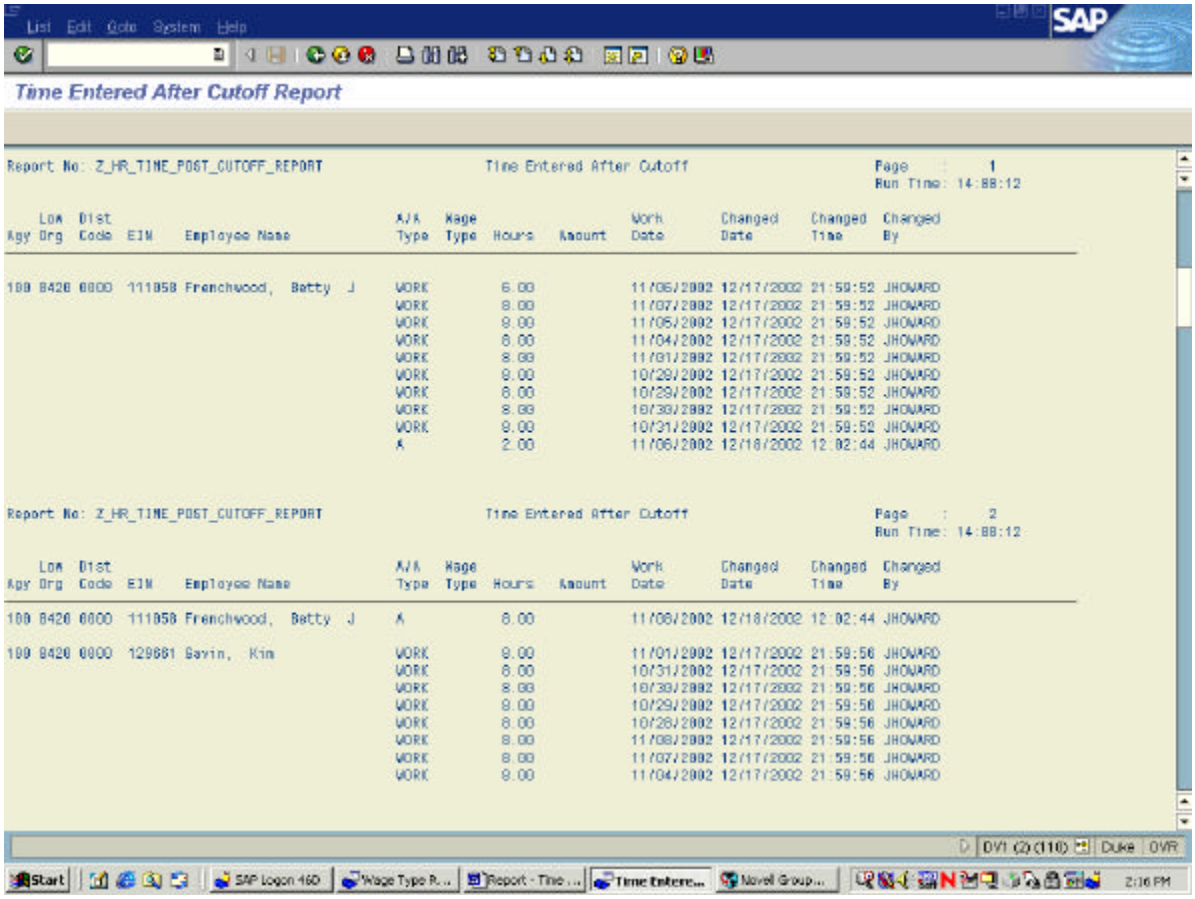
**The completed screen will look similar to the following:**




**This example shows how to select entries made after 12:00 noon on the December 19, 2002.**

**1.7 Click on the Execute icon and the report will appear. To print the statement, click on the Print icon . Following is an example of the report.**


List Edit Goto System Help
SAP
Time Entered After Cutoff Report
Report No: Z_HR_TIME_POST_CUTOFF_REPORT
Time Entered After Cutoff
Page 2
Run Time: 16:25:33
Low Agy Org | Dist Code | EIN | Employee Name | A/A Type | Wage Type | Hours | Amount | Work Date | Changed Date | Changed Time | Changed By
100 8420 0000 129861 Gavin, Kim
WORK 8.00 11/12/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/13/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/14/2002 12/19/2002 16:58:51 SWITUCKI
WORK 9.00 11/21/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/20/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/19/2002 12/19/2002 16:58:51 SWITUCKI
WORK 9.00 11/18/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/15/2002 12/19/2002 16:58:51 SWITUCKI
WORK 11.50 11/22/2002 12/19/2002 16:58:51 SWITUCKI
1202 3.00 11/09/2002 12/19/2002 16:58:51 SWITUCKI
WORK 8.00 11/21/2002 12/31/2002 06:36:12 SAPBTCH
WORK 8.00 11/13/2002 12/31/2002 06:36:11 SAPBTCH
WORK 9.00 11/20/2002 12/31/2002 06:36:12 SAPBTCH
WORK 8.00 11/14/2002 12/31/2002 06:36:11 SAPBTCH
WORK 8.00 11/19/2002 12/31/2002 06:36:12 SAPBTCH
WORK 8.00 11/12/2002 12/31/2002 06:36:11 SAPBTCH
WORK 9.00 11/18/2002 12/31/2002 06:36:12 SAPBTCH
WORK 8.00 11/15/2002 12/31/2002 06:36:11 SAPBTCH
WORK 11.50 11/22/2002 12/31/2002 06:36:12 SAPBTCH
100 8420 0000 114709 Hansen, Pamela
A 9.00 11/18/2002 12/19/2002 14:47:37 PHANSEN
WORK 1.00 11/20/2002 12/19/2002 14:46:01 PHANSEN
WORK 1.00 11/12/2002 12/19/2002 14:46:01 PHANSEN
WORK 1.00 11/19/2002 12/19/2002 14:46:01 PHANSEN
WORK 1.00 11/13/2002 12/19/2002 14:46:01 PHANSEN
WORK 2.00 11/14/2002 12/19/2002 14:46:01 PHANSEN
WORK 2.00 11/15/2002 12/19/2002 14:46:01 PHANSEN
WORK 2.00 11/11/2002 12/19/2002 14:46:01 PHANSEN
WORK 2.00 11/21/2002 12/19/2002 14:46:01 PHANSEN
WORK 2.00 11/22/2002 12/19/2002 14:46:01 PHANSEN
Start
4:30 PM


List Edit Goto System Help
SAP
Time Entered After Cutoff Report
Report No: Z_HR_TIME_POST_CUTOFF_REPORT
Time Entered After Cutoff
Page : 1
Run Time: 14:08:12
Agy Org Low Dist Code EIN Employee Name A/A Type Wage Type Hours Amount Work Date Changed Date Changed Time Changed By
100 0420 0000 111058 Frenchwood, Betty J WORK 6.00 11/06/2002 12/17/2002 21:59:52 JHOWARD
WORK 8.00 11/07/2002 12/17/2002 21:59:52 JHOWARD
WORK 9.00 11/08/2002 12/17/2002 21:59:52 JHOWARD
WORK 6.00 11/04/2002 12/17/2002 21:59:52 JHOWARD
WORK 8.00 11/01/2002 12/17/2002 21:59:52 JHOWARD
WORK 9.00 10/29/2002 12/17/2002 21:59:52 JHOWARD
WORK 8.00 10/28/2002 12/17/2002 21:59:52 JHOWARD
WORK 8.00 10/30/2002 12/17/2002 21:59:52 JHOWARD
WORK 9.00 10/31/2002 12/17/2002 21:59:52 JHOWARD
A 2.00 11/06/2002 12/18/2002 12:02:44 JHOWARD
Report No: Z_HR_TIME_POST_CUTOFF_REPORT
Time Entered After Cutoff
Page : 2
Run Time: 14:08:12
Agy Org Low Dist Code EIN Employee Name A/A Type Wage Type Hours Amount Work Date Changed Date Changed Time Changed By
100 0420 0000 111058 Frenchwood, Betty J A 6.00 11/06/2002 12/18/2002 12:02:44 JHOWARD
100 0420 0000 129661 Gavin, Kim WORK 9.00 11/01/2002 12/17/2002 21:59:56 JHOWARD
WORK 6.00 10/31/2002 12/17/2002 21:59:56 JHOWARD
WORK 8.00 10/30/2002 12/17/2002 21:59:56 JHOWARD
WORK 9.00 10/29/2002 12/17/2002 21:59:56 JHOWARD
WORK 8.00 10/28/2002 12/17/2002 21:59:56 JHOWARD
WORK 8.00 11/08/2002 12/17/2002 21:59:56 JHOWARD
WORK 8.00 11/07/2002 12/17/2002 21:59:56 JHOWARD
WORK 9.00 11/04/2002 12/17/2002 21:59:56 JHOWARD
DV1 (2) (110)
Duke
OVR
Start
SAP Logon 460
Wage Type R...
Report - Time ...
Time Entere...
Novell Group...
2:16 PM