































TIMESHEET ICONS IN SAP

JOB AID TM-35 | CAT2



The purpose of this job aid is to provide a sample of and description of timesheet icons used in the Integrated HR/Payroll System.

Icon	Description	Icon	Description
	Enter Times (F5) - Used to access time entry screen from Timesheet: Initial Screen		Weekdays On/Off (F8) – Used to toggle the view of weekdays on and off on the Timesheet: Data Entry View screen
	Personnel Selection - Used to access the Personnel Selection search from the Timesheet: Initial Screen		Detailed Time Data (Control+F2) – Used to view Timesheet detail on a selected row of the Timesheet: Data Entry View screen
	Select All Persons (Shift+F7) - Used to select all persons on the Timesheet: Initial Screen		Long Text (Control+Shift+F3) – Used to enter/view long text on a selected row on the Timesheet: Data Entry View screen
	Deselect All Persons (Shift+F8) - Used to deselect all persons		Travel Expenses – Not in use
	Sort Ascending (Control+Shift+F8) - Used to Sort Ascending		Check Entries (Control+F6) – Used to perform validation check on entries on Timesheet: Data Entry View Screen
	Sort Descending (Control+Shift+F9) - Used to Sort Descending		Legend - Used to view legend for a selected line on the Timesheet: Data Entry View screen
	Settings (F7) – Used to view Timesheet settings on the Timesheet: Initial Screen		Target Hours (Control+F12) - Used to apply target hours form the employee’s assigned work schedule
	Execute/Copy (F8) – Used to apply personnel selection from the Personnel Selection screen		Reset Entries (Control+F11) – Used to reset entries on the Timesheet: Data Entry View screen
	Totals Row On/Off (F6) - Used to toggle totals view on and off on the Timesheet: Data Entry View screen		Insert Row (Control+F4) – Used to insert a row for data entry on the Timesheet: Data Entry View screen
	Target Hours On/Off (F7) - Used to toggle the view of target hours on and off on the Timesheet: Data Entry View screen		Delete Line (Shift+F2) – Used to delete selected line on the Timesheet: Data Entry View screen. Cannot be undone.

Icon	Description	Icon	Description
	Copy Row (F5) – Used to copy a selected row on the Timesheet: Data Entry View screen. Data may be changed after copy		Previous Screen – Used to move view to previous week on the Timesheet: Data Entry View screen
	Split Row (Control+F3) – Used to split a selected row on Timesheet: Data Entry View Screen		Next Screen – Used to move view to next week on the Timesheet: Data Entry View screen
	Save As Template (Shift+F11) - Used to save entered data as template for future use on the Timesheet: Data Entry View screen		Release View – Not in use. Time should be entered using the Data Entry Profiles ending in “-L” which automatically release, approve, and save time
	Delete Template (Shift+F12) - Used to delete a previously saved template on the Timesheet: Data Entry View screen		Save (Control+S) – Used to save data on the Timesheet: Display Entry View screen. Time will be automatically released, approved and saved