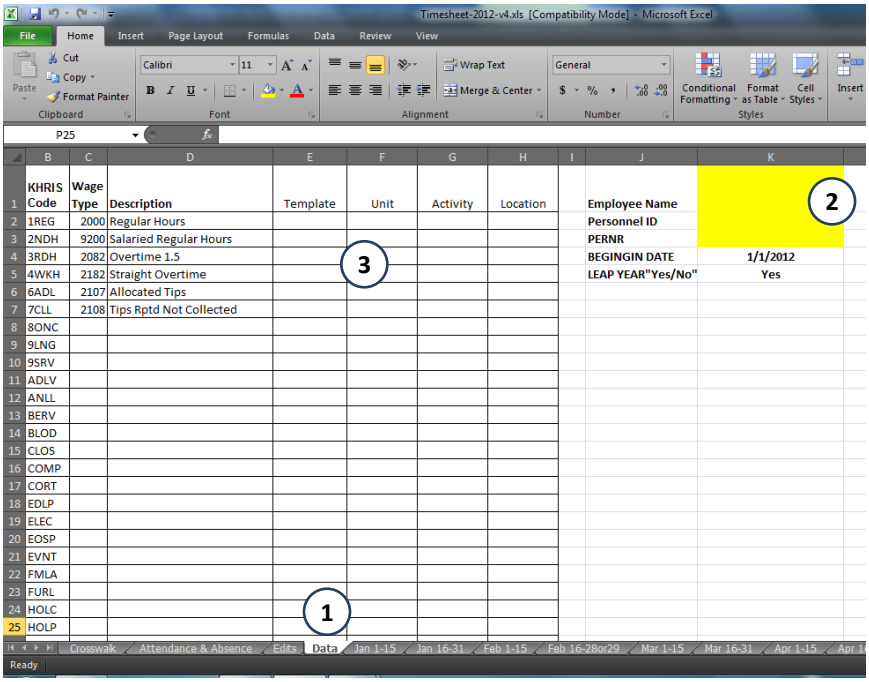
How to Use the Timesheet Template

Use the timesheet template for the full calendar year (Jan – Dec) and to create a new timesheets for each employee each year. To create a new timesheet for subsequent years you can do one of the following:

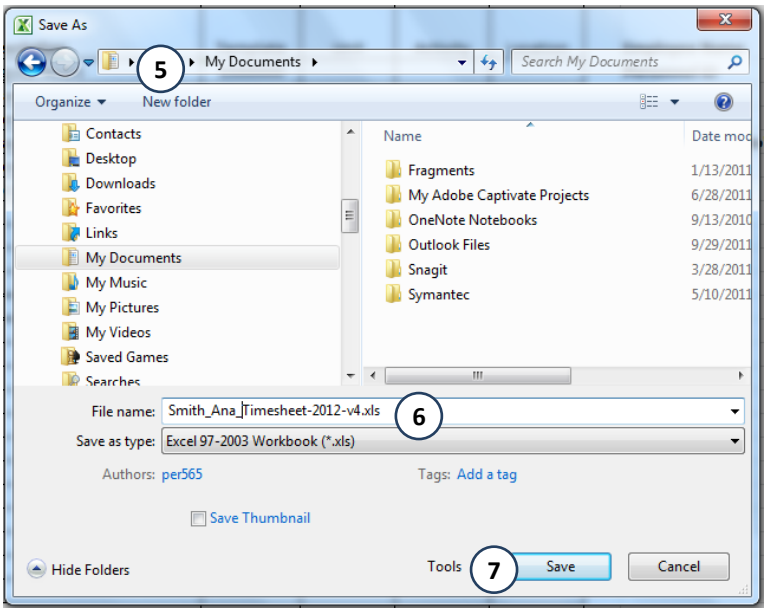
a. If the accounting data is the same, change the beginning date and answer the leap year question. Save as the new.

b. If the accounting data is different, change the accounting information and personal data and then create a new timesheet.



Data Tab

1. Open the Timesheet Template and click the **Data** tab.
2. Enter the employee information: Name, Social Security number, Employee number, and indicate if this a leap year or not.
3. Enter accounting information: For each wage type listed, enter the associated accounting template.



Save the File

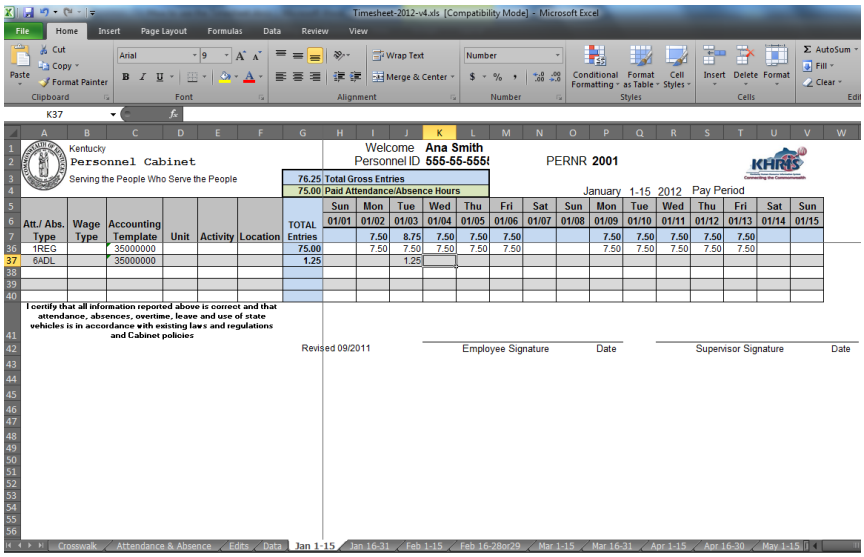
After you enter the employee and accounting information for the employee, save the file with the employee's name.

4. Choose **File ➔ Save As**.
5. Navigate to the folder where you will save all the timesheets.
6. *File Name* – Enter the **last name_first name_Timesheet-2012**.
7. Click Save.

Entering Time in the Timesheet

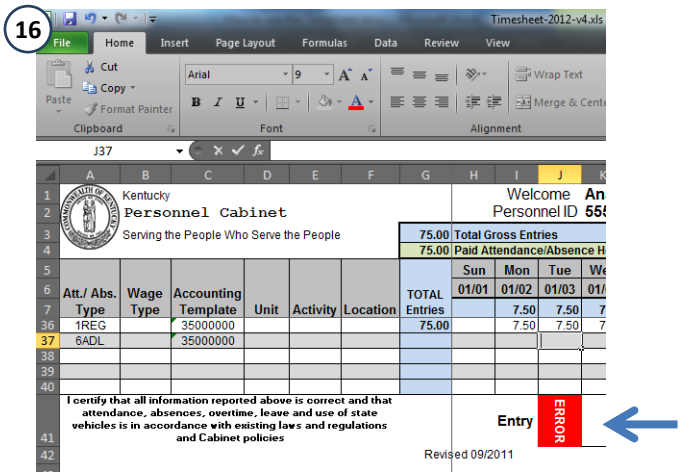
When you are ready to enter time, open the employee's excel timesheet and complete the following steps. The information found in the drop-down of the Att/Abs Type, Wage Type, Accounting Template, Unit, Activity, and Location fields populates from the information found on the Data tab.

8. Click the tab corresponding to the current time period.
9. *Att/Abs Type* – Click the drop-down and choose a type from the list.



NOTE: A red **Error** message displays if you enter an Attendance/Absence Type or Wage type without hours or if you enter hours without the Attendance/Absence Type or Wage Type.

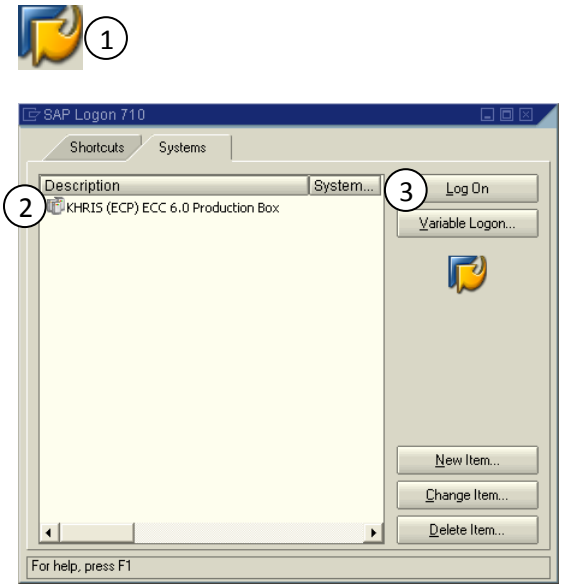
10. *Accounting Template* – Click the drop-down and choose a type from the list.
11. *Unit* – Click the drop-down and choose a type from the list.
12. *Activity* – Click the drop-down and choose a type from the list.
13. *Location* – Click the drop-down and choose a type from the list.
14. Enter the hours for the corresponding Att/Abs or Wage Type.
15. Repeat steps 9 – 14 for each unique Att/Abs or Wage type.
16. Click **Save** .



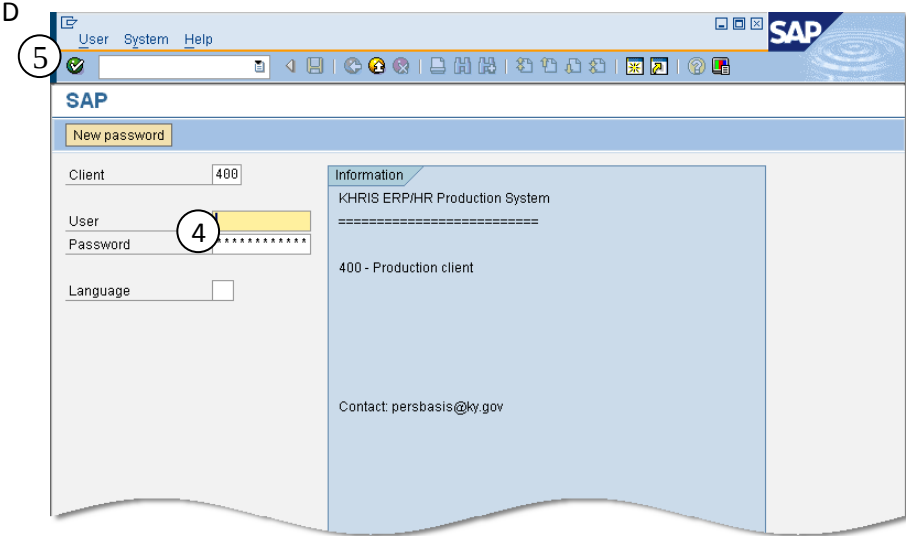
Copy and Paste into KHRIS

Once you have all the time entered for an employee, you must enter their time in KHRIS. You may choose to Copy and Paste the time from the spreadsheet into KHRIS.

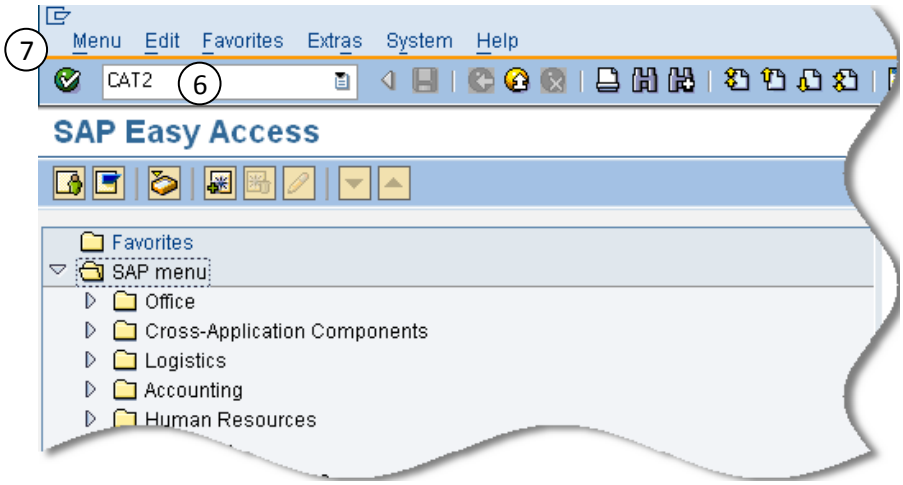
1. From your Desktop, double-click the **SAP Logon**.
2. Highlight **KHRIS (ECP) Production**.
3. Click Log On.



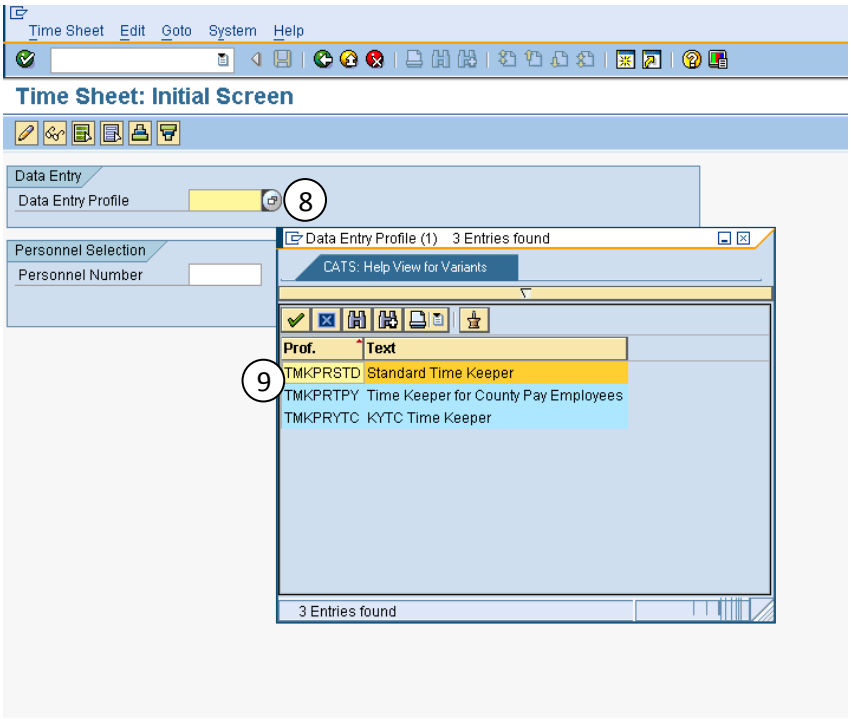
4. *User ID and Password* – Type your User ID and Password.
5. Click **Enter** or press **Enter** on the keyboard.



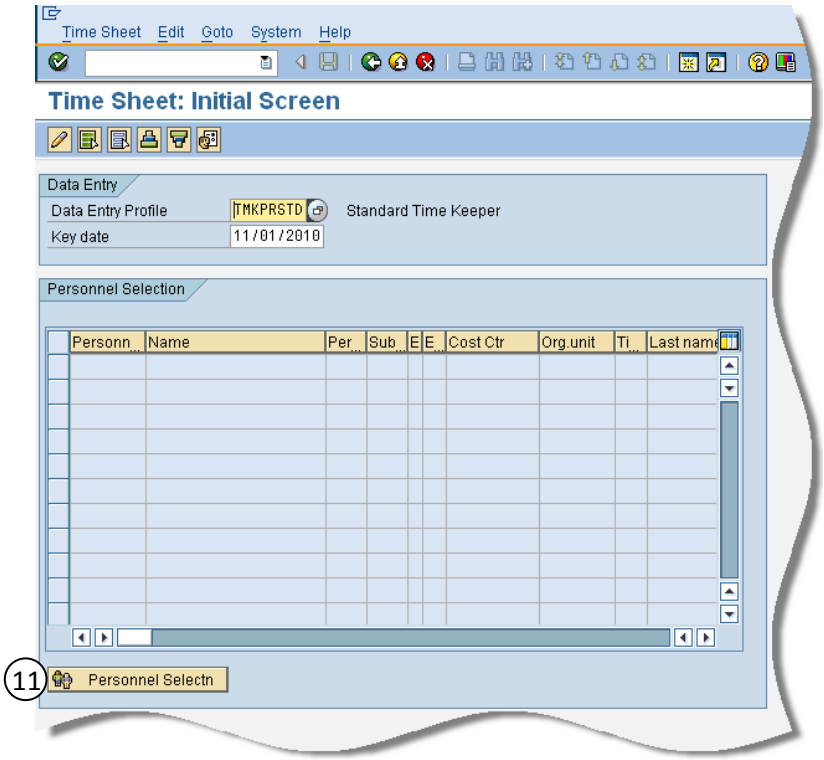
6. *Command field* – Type **CAT2**.
7. Click **Enter** or press **Enter** on the keyboard.



Note: You must choose a Data Entry Profile prior to entering time. The Data Entry Profile determines the timesheet layout. Always choose the "Standard" option unless you enter time for County Fees or Transportation.



8. *Data Entry Profile* – Click the **Matchcode** .
9. Double-click a profile from the list.
10. Press **Enter** on the keyboard.



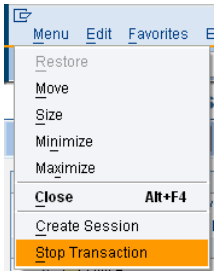
11. Click Personnel Selectn.

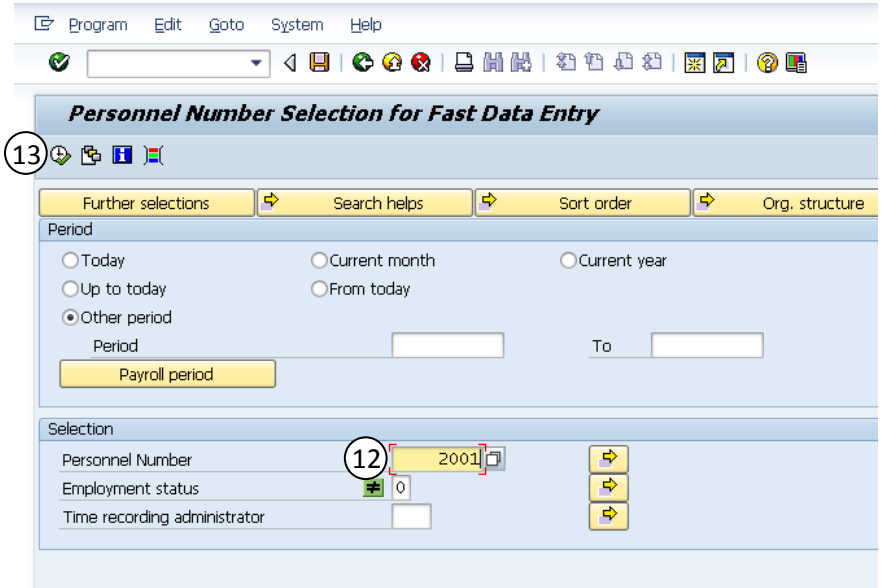
12. *Personnel Number* (PerNr) – Type the KHRIS PerNr.
13. Click **Execute** .

Note: If you accidentally forget to type the KHRIS PerNr and just click Execute, KHRIS will try to pull up a list of all employees within your group. You need to stop the transaction.

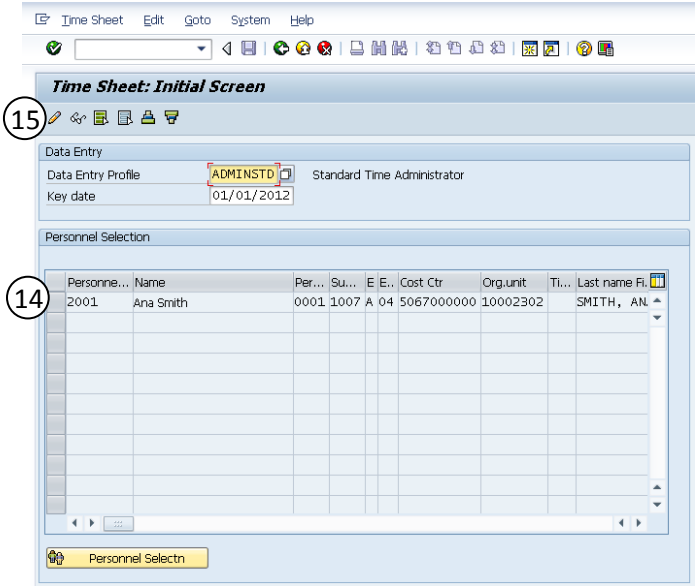
Click the **SAP flag** , then choose **Stop Transaction**.

When the transaction stops, go back to step 6.





14. Click to highlight the employee number from the list.
15. Click **Enter Times** .



Note: Validate the Data Entry Period to ensure you are entering time for the correct pay period.

Timekeepers may only enter time in the current pay period (up to the payroll run for the current pay period).

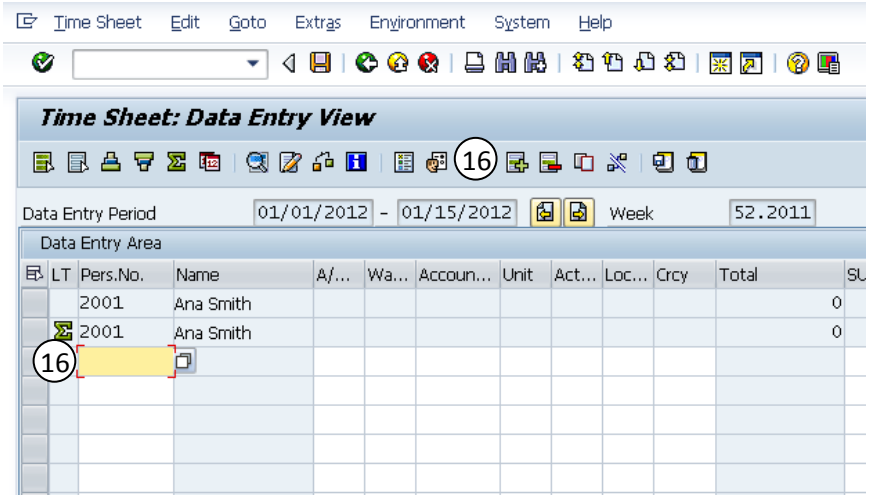
Add a new row for each attendance and absence type that you will enter on this timesheet.

16. *Pers.No* – There are two ways to add a row:

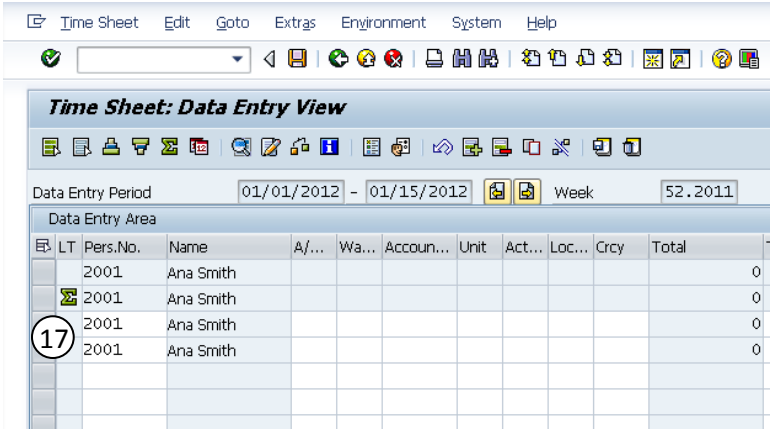
    Type the PerNr in the blank field, then press Enter on the keyboard.

    OR

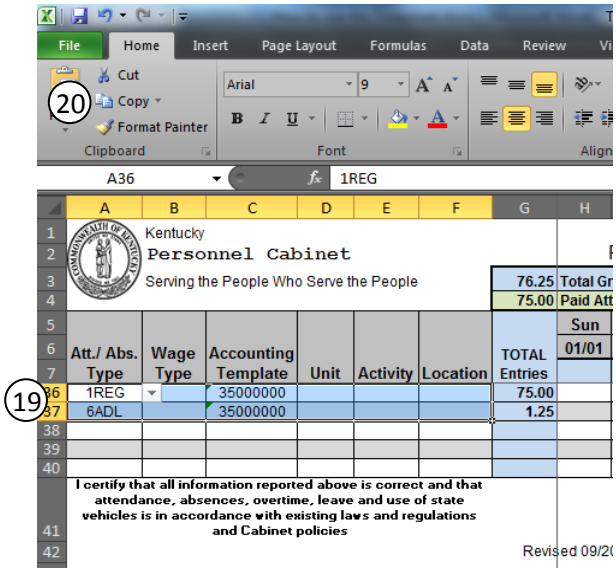
    Click the employee number, then click **Insert Row** .



17. Insert the same number of rows that you have on the Excel timesheet.

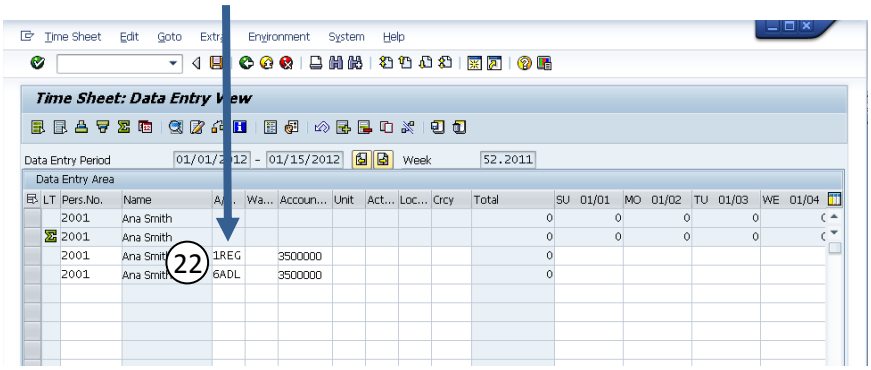


18. Open the Excel timesheet.
19. Click and drag over each row that you have an Att/Abs and Wage Type information.
20. Click Copy (or **Ctrl+C** on the keyboard).
21. Go back to KHRIS.

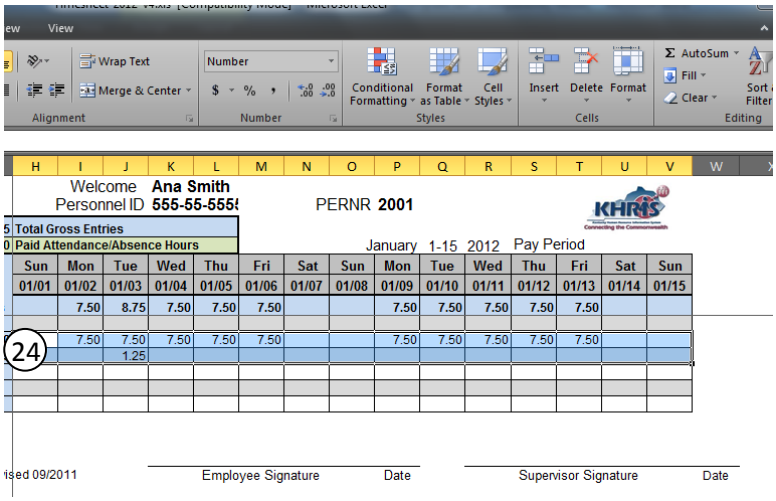


22. Click in the first Att/Absence field and press **Ctrl+V** to paste the copied cells.

    IMPORTANT: Verify that all the information went into the corresponding cells.

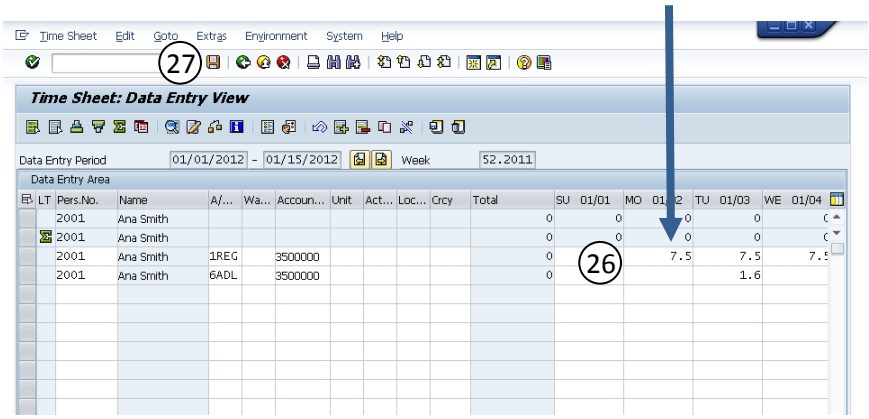


23. Go back to the Excel timesheet.
24. Click and drag over the hours entered and click Copy (or **Ctrl+C** on the keyboard).
25. Go back to KHRIS.



26. Click in the first time cell corresponding to the first date the employee worked in this pay period and press **Ctrl+V** to paste the copied cells.
27. Click **Save** to submit the time.

NOTE: If you only click **Save**, that option checks entries, and if no errors, saves the record.



28. The *Time Sheet: Initial Screen* displays again.
29. *NOTE: You may access / update the employee's time sheet as many times as required, up to the payroll run. After the payroll run, the current period is considered closed and Timekeepers may not make any more changes to the time sheets.*

    If payroll has run and you discover an error, contact your Time Administrator or HRG in your department.