

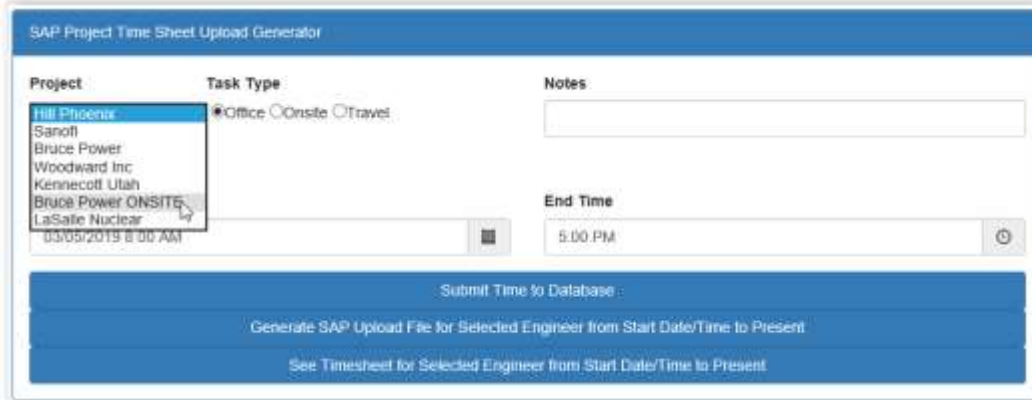
SAP Project Time Sheet Upload Generator – Instructions

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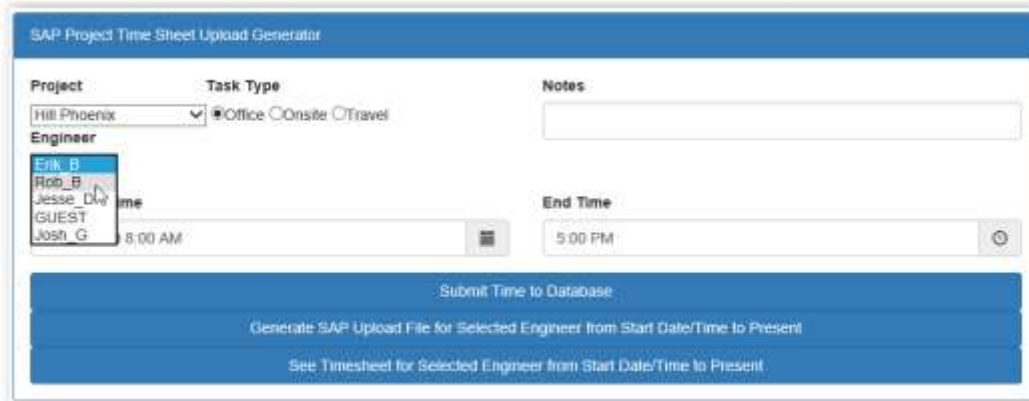
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Enter Time

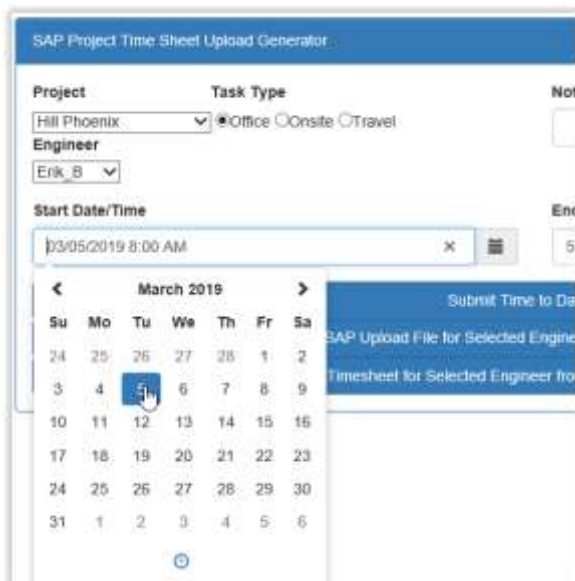
- 1) Select your project from the Project drop-down sheet and Task Type from radio buttons.



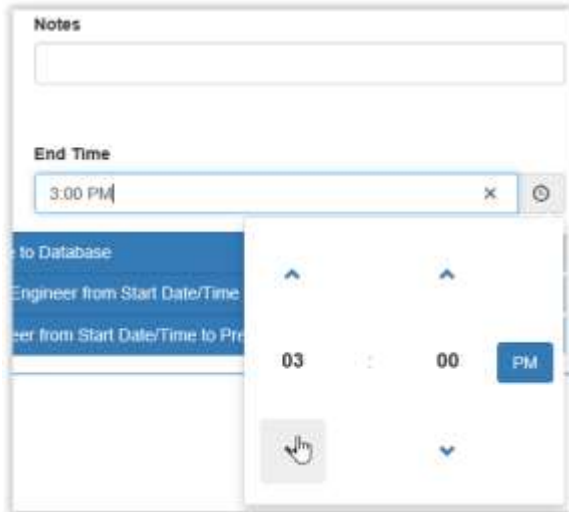
- 2) Select your name from the Engineer drop-down list.



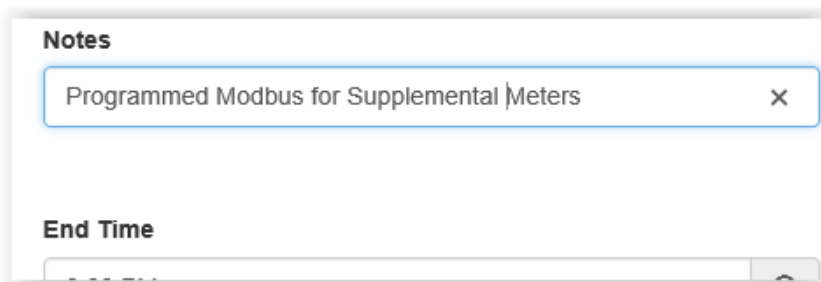
- 3) Choose date and time you started working (press the calendar icon  for date, and clock icon  for time)



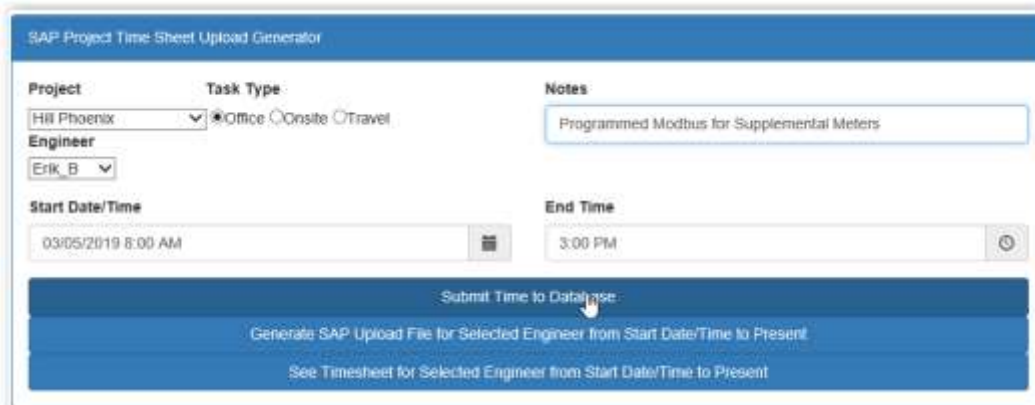
4) Choose time you finished working.



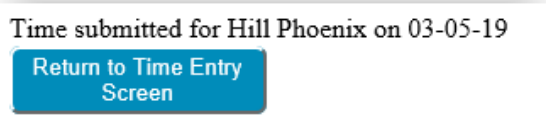
5) Enter any Notes (optional) you wish to record



6) Press the "Submit Time to Database" button



7) Receive acknowledgement



8) Press "Return to Time Entry Screen" and repeat process for additional entries.

View Entries

- 1) Select your name from the Engineer drop-down list and the Date/Time you wish to view entries from. Other fields are irrelevant when viewing a timesheet.

SAP Project Time Sheet Upload Generator

Project Hill Phoenix **Task Type** Office Onsite Travel

Engineer Erik_B

Start Date/Time 03/04/2019 8:00 AM

March 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- 2) Press “See Timesheet for Selected Engineer from Start Date/Time to Present”.

03/04/2019 8:00 AM 5:00 PM

Submit Time to Database

Generate SAP Upload File for Selected Engineer from Start Date/Time to Present

See Timesheet for Selected Engineer from Start Date/Time to Present

- 3) Table of data will display from Start Date/Time entered to present. Press “Return to Time Entry Screen” when done viewing.

Time Entered for Erik_B from 03/04/2019 8:00 AM to Present

Employee ID	Name	Project	E-Number	Date	Start	End	Hours	Notes
30036852	Erik_B	Hill Phoenix	E182441W00	20190305	03-05-2019 08:00 AM	03-05-2019 03:00 PM	7.00	Programmed Modbus for Supplemental Meters

Return to Time Entry Screen

Generate SAP Upload Sheet

- 1) Select your name from the Engineer drop-down list and the Date/Time you wish to generate an SAP Upload sheet from. Other fields are irrelevant when creating an SAP Upload Sheet.

SAP Project Time Sheet Upload Generator

Project
Hill Phoenix

Task Type
 Office Onsite Travel

Engineer
Erik_B

Start Date/Time
03/04/2019 8:00 AM

Calendar: March 2019
Selected date: 03/04/2019

- 2) Press the “Generate SAP Upload File for Selected Engineer from Start Date/Time to Present” button.

Submit Time to Database

Generate SAP Upload File for Selected Engineer from Start Date/Time to Present

See Timesheet for Selected Engineer from Start Date/Time to Present

- 3) Depending on your computer’s settings, the resulting Upload file will automatically save to your default download directory or you will be prompted to save the file as shown below.

Submit Time to Database

Generate SAP Upload File for Selected Engineer from Start Date/Time to Present

See Timesheet for Selected Engineer from Start Date/Time to Present

Do you want to open or save Erik_B_time_2019-03-04_TO_2019-03-05.txt (231 bytes) from erikboisen.net!

Open Save Cancel

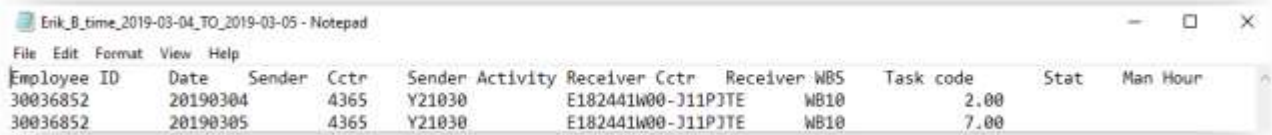
- 4) Note or specify the save location

File name: Erik_B_time_2019-03-04_TO_2019-03-05

File type: Text Document

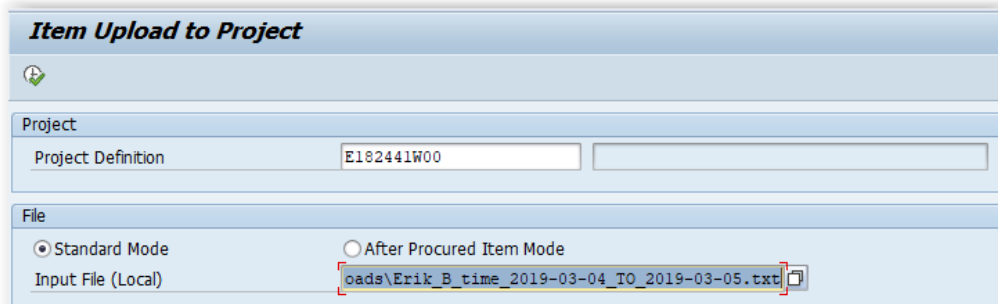
Save Cancel

- 5) The resulting csv file generated will be named with the Engineer's name followed by the time frame and have a '.txt.' extension. Verify the data in a text editor. File is ready for upload.



Employee ID	Date	Sender	Cctr	Sender Activity	Receiver Cctr	Receiver WBS	Task code	Stat	Man Hour
30036852	20190304		4365	Y21030	E182441W00-311P3TE	WB10	2.00		
30036852	20190305		4365	Y21030	E182441W00-311P3TE	WB10	7.00		

- 6) Upload file



Item Upload to Project

Project

Project Definition: E182441W00

File

Standard Mode After Procured Item Mode

Input File (Local): oads\Erik_B_time_2019-03-04_TO_2019-03-05.txt