

ENTER TIME FOR CHARGE OBJECTS USING FREE FORM



FIO-32 | BUSINESS PROCESS PROCEDURE

The purpose of this Business Process Procedure is to explain how to record time entry against Charge Objects using the Free Form method.

Recording Time Against Charge Objects in Free Form

Employee prefers to enter time as Free Form for each time entry. Free Form is not the Best Business practice method of time entry. The Best Business Practice is to Create Assignments and/or Assignment groups.

1. Navigate to the **My Timesheet** application within FIORI.

News HR-Payroll News	Need Help? How-To Videos and	My Paystubs View my paystubs	My Timesheet Manage working time	My Leave Request Manage my leave re
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2. Click **Overview** from the action tabs (Overview, To Do List, Assignments, Assignment Groups).

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	53	25	26	27	28	29	30	31	Monday, January 9, 2023				

3. Click Enter Records.

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4. Locate the Appropriate day.

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5. Click the dropdown arrow from the **Select Assignment** Field.

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6. Select Free Form.

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- 7. Complete the data in the Entry Fields section. This includes:
 - a. Entered
 - i. Enter the hours
 - b. Comments (if applicable)
 - i. Enter comments
 - c. Draft (if applicable)
 - i. A selected draft field places the time entry In Process Mode. If the Draft field is not selected the mode is Released for Approval Status upon Submit.
 - ii. If the draft field is selected, the time will remain in process mode. The Draft selection must be deselected to submit for approval.

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- 8. Complete the data in the Attributes Section when applicable and relevant. This includes:
 - a. Att./Absence type
 - i. To select the Att./Absence type click the matchcode. Then select the necessary Att./Absence type.

	Attributes i			
	Att./Absence type:			
	Select: Att./Al	osence type		
Search with Att./Absence type			Go	
Maximum Hits: 0			_	
Items (36)				
Att./Absence type(Key)	<u> </u>	Description		
9400		Leave without Pay		
9500		Time Worked		
9510		Additional Time Worked		_
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- b. Premium number (if applicable)
- c. Charge Object Abbreviation (if applicable)
- d. Activity (if applicable)
- e. Element (if applicable, not shown)
- f. Sub-element (if applicable, not shown)

Attributes 1	
Att./Absence type:	
Premium number:	C
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9. Once all fields are entered, navigate to the bottom right-hand corner, and click **OK**.

10. The time entered within free form will display on the My Timesheet Overview tab under the applicable day.

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NOTE: The in the example shown, two hours has been applied to two Charge Object fields, with different Charge Object Codes. This is an example for use only when applying time to Charge Objects using the Free Form Time Entry option from Select Attributes.

11. Click **Check** from the bottom righthand corner to validate correct entry.

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12. Click **Submit** to save and release time for management approval.

Change Record

- 1/10/23 Initial creation L. Lee
- 2/7/23 Grammatical Updates -L. Lee