



ENTER TIME FOR CHARGE OBJECTS USING FREE FORM

FIO

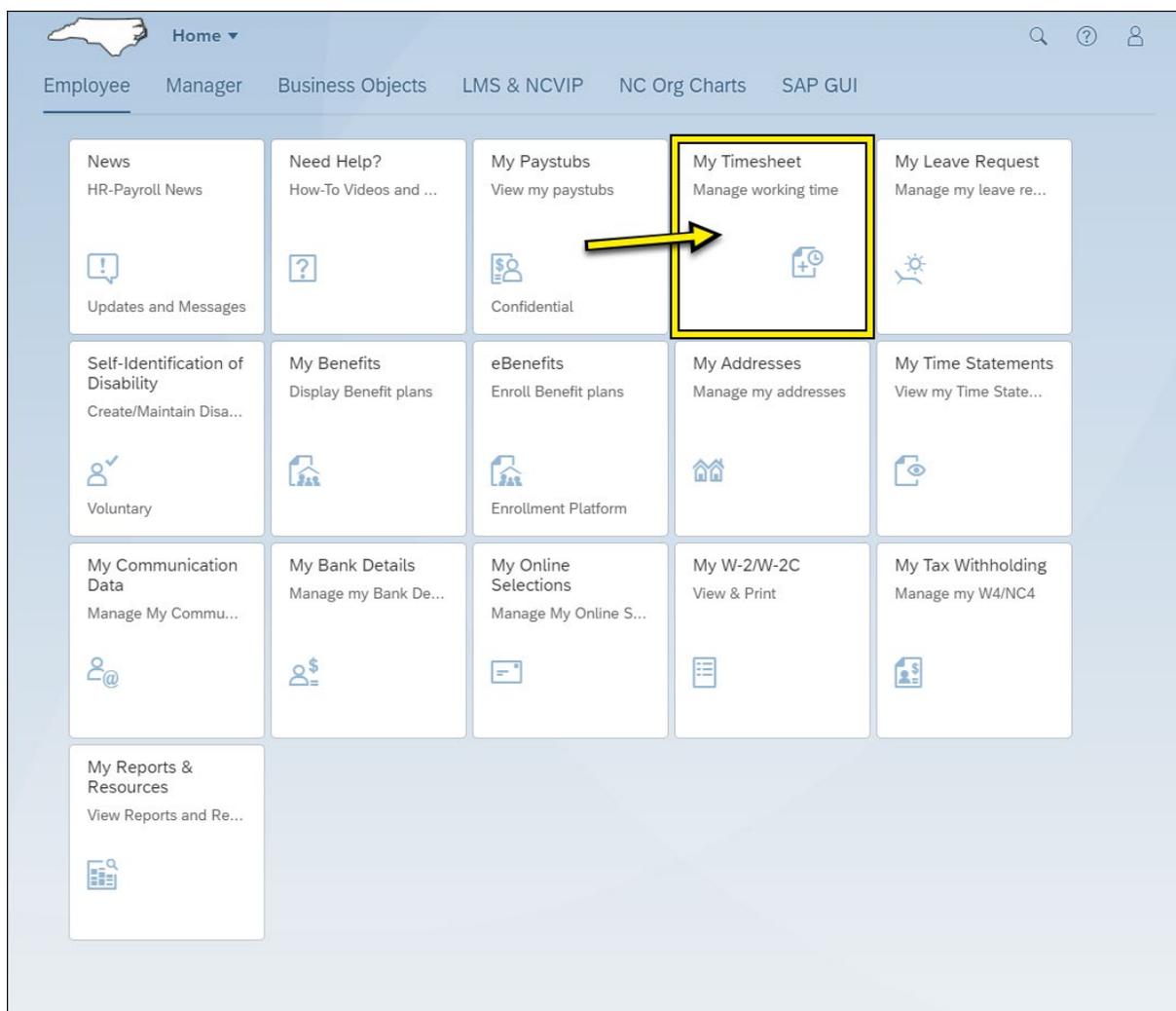
FIO-32 | BUSINESS PROCESS PROCEDURE

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

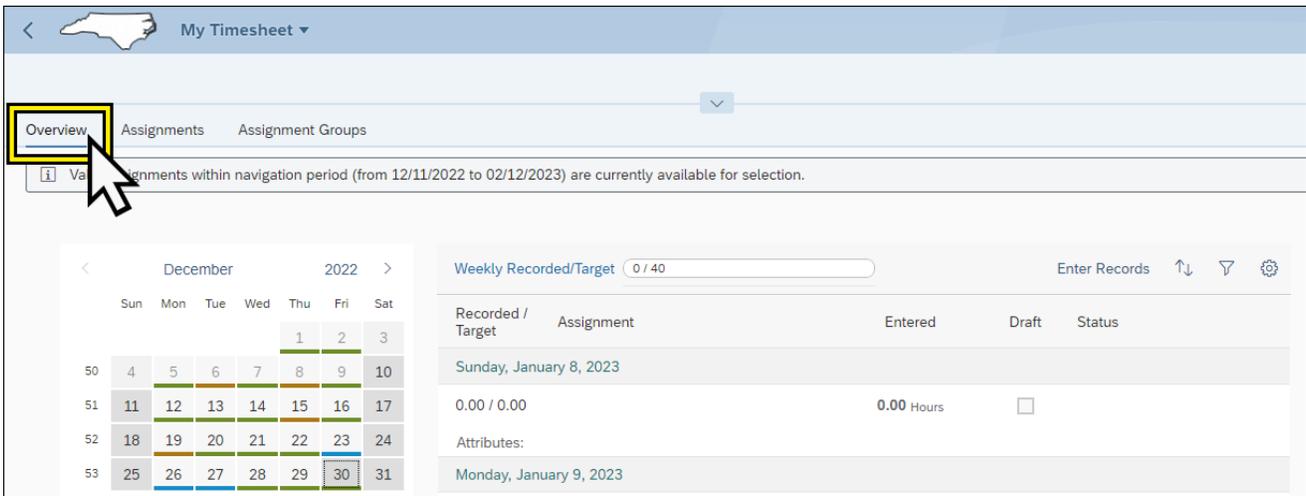
Recording Time Against Charge Objects in Free Form

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.

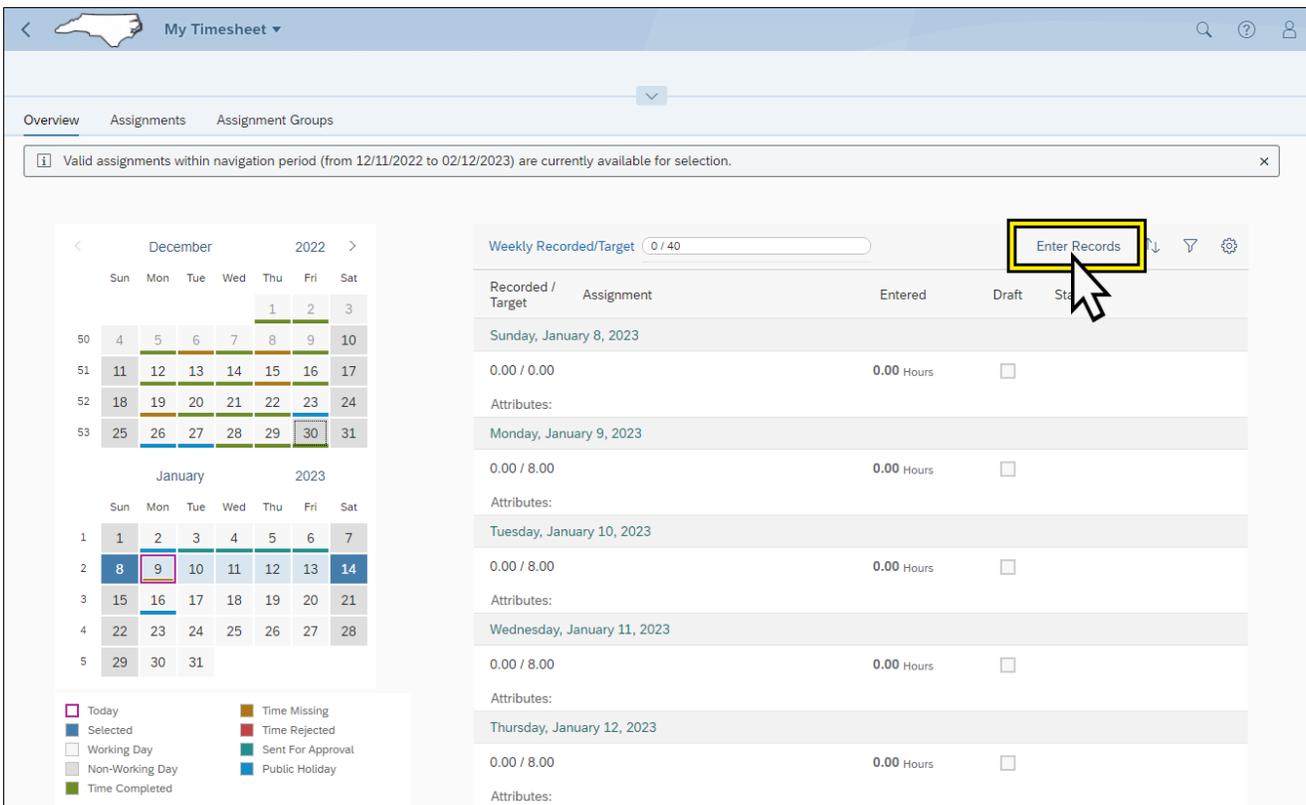
1. Navigate to the **My Timesheet** application within FIORI.



2. Click **Overview** from the action tabs (Overview, To Do List, Assignments, Assignment Groups).



3. Click **Enter Records**.



4. Locate the Appropriate day.

Valid assignments within navigation period (from 12/11/2022 to 02/12/2023) are currently available for selection.

Weekly Recorded/Target: 0 / 40 Duplicate Time Entries Duplicate Week

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, January 8, 2023					
0.00 / 0.00	Select Assign...		- 0... +	Hours	
Attributes:					
Monday, January 9, 2023					
0.00 / 8.00	Select Assign...		- 0... +	Hours	
Attributes:					
Tuesday, January 10, 2023					
0.00 / 8.00	Select Assign...		- 0... +	Hours	
Attributes:					
Wednesday, January 11, 2023					
0.00 / 8.00	Select Assign...		- 0... +	Hours	
Attributes:					
Thursday, January 12, 2023					
0.00 / 8.00	Select Assign...		- 0... +	Hours	
Attributes:					

Today Time Missing Time Rejected Sent For Approval Public Holiday
 Selected Working Day Non-Working Day Time Completed

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

Sunday, January 8, 2023

0.00 / 0.00 Select Assign... - 0... + Hours

Attributes:

Monday, January 9, 2023

0.00 / 8.00 Select Assign... - 0... + Hours

Attributes:

Tuesday, January 10, 2023

0.00 / 8.00 Select Assign... - 0... + Hours

Attributes:

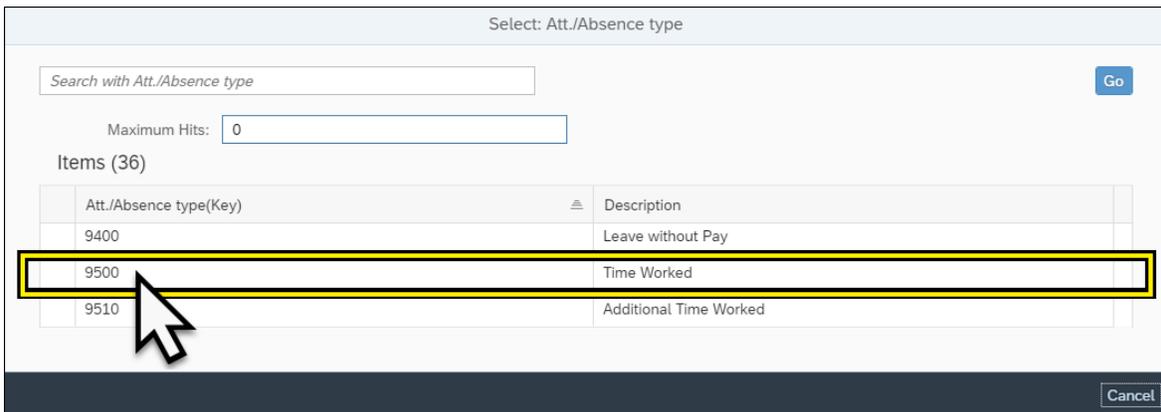
6. Select **Free Form**.

Recorded / Target	Assignment	Info	Entered	Draft	Status
Weekly Recorded/Target <input type="text" value="0 / 40"/> Duplicate Time Entries Duplicate Week					
Sunday, January 8, 2023					
0.00 / 0.00	Select Assign...		<input type="text" value="0..."/>	Hours	<input type="checkbox"/>
Attributes:					
Monday, January 9, 2023					
0.00 / 8.00	Select Assignm...		<input type="text" value="0..."/>	Hours	<input type="checkbox"/>
Attributes:					
<div style="border: 2px solid yellow; padding: 2px;"> Worklist (Form) </div> <div style="border: 2px solid yellow; padding: 2px; margin-top: 2px;"> Free Form (Form) </div>					
Tuesday, Jan...					
0.00 / 8.00	Select Assign...		<input type="text" value="0..."/>	Hours	<input type="checkbox"/>
Attributes:					

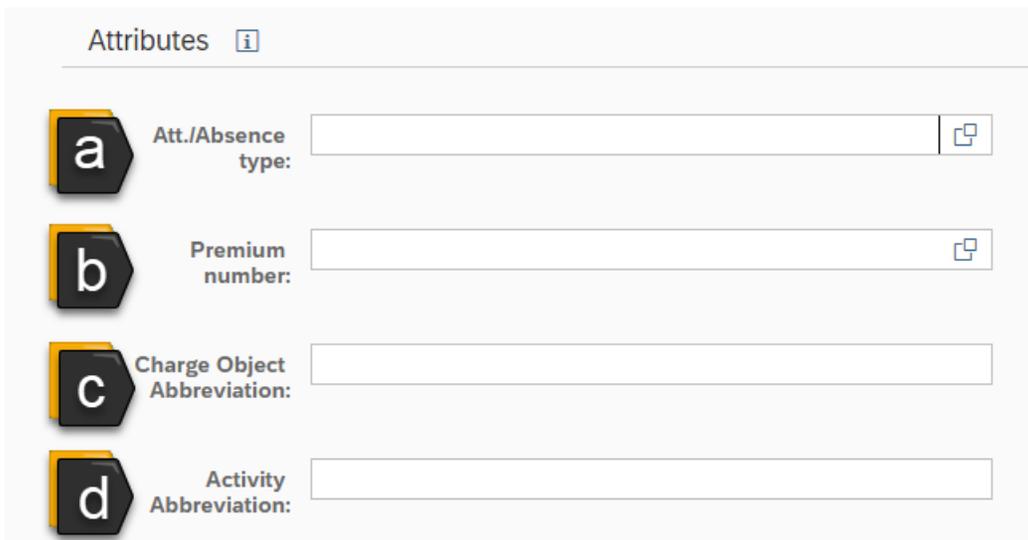
7. Complete the data in the Entry Fields section. This includes:
 - a. Entered
 - i. Enter the hours
 - b. Comments (if applicable)
 - i. Enter comments
 - c. Draft (if applicable)
 - i. A selected draft field places the time entry In Process Mode. If the Draft field is not selected the mode is Released 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.

The screenshot displays the 'My Timesheet' application for a 'Training User' (Administrative Assistant / 65000000 / 11111111). The interface includes a navigation bar with 'Overview', 'Assignments', and 'Assignment Groups'. A notification states: 'Valid assignments within navigation period (from 12/11/2022 to 02/12/2023) are currently available for selection.' The main content area features a calendar for December 2022 and January 2023. The 'Free Form' section is active, showing 'Selected Dates' with one entry: 01/09/2023 (Recorded/Target: 0.00 / 8.00). Below this, the 'Entry Fields' section contains three items: 'Entered' (a numeric input field with '0.00' and a '+' button), 'Comments' (a text input field with a comment icon), and 'Draft' (a checkbox).

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.



- 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)



9. Once all fields are entered, navigate to the bottom right-hand corner, and click **OK**.

My Timesheet

Overview Assignments Assignment Groups

01/09/2023 2.00 / 8.00

Entry Fields

Entered: 2.00 +

Comments:

Draft:

Attributes

Att./Absence type: 9500
Time Worked

Premium number: 01
Night Premium

Charge Object Abbreviation: Project 1

Activity Abbreviation: Pro1

OK Cancel

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

The screenshot displays the 'My Timesheet Overview' for a 'Training User' (Administrative Assistant / 65000000 / 11111111). The interface includes a navigation bar with 'Overview', 'Assignments', and 'Assignment Groups'. A notification states: 'Valid assignments within navigation period (from 12/11/2022 to 02/12/2023) are currently available for selection.' On the left, a calendar shows the months of February and March 2023. On the right, a table lists time entries with columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. A 'Weekly Recorded/Target' indicator shows 4 / 40. A yellow box highlights two entries: one for Monday, January 9, 2023, and another for Tuesday, January 10, 2023. Both entries show '2.00 / 8.00' recorded, 'Free Form' as the assignment, and '2.00' hours entered. The attributes for these entries are '9500, 01, Project 1, Pro1' and '9500, 01, Project 2, Pro2' respectively. A legend at the bottom left defines various day status icons: Today (pink), Selected (blue), Working Day (grey), Non-Working Day (light grey), Time Completed (green), Time Missing (orange), Time Rejected (red), Sent For Approval (teal), and Public Holiday (blue).

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.

The screenshot displays the 'My Timesheet' interface for a 'Training User'. The top navigation bar includes a back arrow, a state map icon, and the text 'My Timesheet'. Below this, the user's name 'Training User' and role '(Administrative Assistant / 65000000 / 11111111)' are shown. The main content area has tabs for 'Overview', 'Assignments', and 'Assignment Groups'. A notification bar states: 'Valid assignments within navigation period (from 12/11/2022 to 02/12/2023) are currently available for selection.' On the left, there are two calendar views for February and March 2023. The right side features a 'Weekly Recorded/Target' section with a progress indicator '4 / 40' and buttons for 'Duplicate Time Entries' and 'Duplicate Week'. Below this is a table of time entries:

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, January 8, 2023					
0.00 / 0.00	Select Assignm...		- 0... +	Hours	<input type="checkbox"/>
Attributes:					
Monday, January 9, 2023					
2.00 / 8.00	Free Form		- 2... +	Hours	<input checked="" type="checkbox"/>
Attributes: 9500, 01, Project 1, Pro1					
Tuesday, January 10, 2023					
2.00 / 8.00	Free Form		- 2... +	Hours	<input checked="" type="checkbox"/>
Attributes: 9500, 01, Project 2, Pro2					
Wednesday, January 11, 2023					
0.00 / 8.00	Select Assignm...		- 0... +	Hours	<input type="checkbox"/>
Attributes:					
Thursday, January 12, 2023					
0.00 / 8.00	Select Assignm...		- 0... +	Hours	<input type="checkbox"/>
Attributes:					

At the bottom right of the interface, there are three buttons: 'Check', 'Submit', and 'Cancel'. The 'Check' button is highlighted with a yellow box, and a mouse cursor is pointing at it.

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

The screenshot displays the 'My Timesheet' application. On the left, there are two calendar views for February and March 2023. The main area shows a table of time entries with columns for 'Recorded / Target', 'Assignment', 'Info', 'Entered', 'Draft', and 'Status'. The entries are for days from Sunday, January 8, 2023, to Saturday, January 14, 2023. At the bottom right, there are buttons for 'Check', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a yellow box, and a mouse cursor is pointing at it.

Change Record

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