

Once all pay is correct and you are ready to sign it off!

Click Goto then Maintain time data

The screenshot shows the SAP Time Data Maintenance Multi-day view for employee Iniguez Alfonso. The interface includes a menu bar with 'Goto' highlighted, a toolbar, and a main data table. A red arrow points from the text 'Click Goto then Maintain time data' to the 'Goto' menu item.

Time Data Maintenance Multi-day view - Iniguez Alfonso

Multi-day view | Multi-person view | One-day view | Team View | Time evaluation | Time statement

12/23/2018

Employee: Iniguez Alfonso

Employee data: [Dropdown]

Time Data | Calendar | Time Events

S...	W...	Date	H.ID	ID text	Start	End	Durat...	Quot...	Dai...	Num...	L..	Reg.	OT1.5	OT2.0	Premium tex
MO		12/17/2018	OFF	OFF	00:00	00:00			OFF			0.00	0.00	0.00	
TU		12/18/2018	OFF	OFF	00:00	00:00			OFF			0.00	0.00	0.00	
WE		12/19/2018	3DWS	Planned Working Time	07:00	19:30	11.50		M230			11.50	0.00	0.00	
TH		12/20/2018	1VAS	Vacation Shutdown (U)	07:00	19:30	11.50		M230			0.00	0.00	0.00	
FR		12/21/2018	3DWS	Planned Working Time	07:00	19:30	11.50		M230			0.00	0.00	0.00	
SA		12/22/2018	3DWS	Planned Working Time	07:00	19:30	11.50		M230			0.00	0.00	0.00	
SU		12/23/2018	OFF	OFF	00:00	00:00			OFF			0.00	0.00	0.00	

RTBS - RTM - Leader (1 Level Up) ...

- Truck Shop - Salaried
- Truck Shop - Team A
- Truck Shop - Team B
- Truck Shop - Team C
- Truck Shop - Team D
- Truck Shop - Team E
- Truck Shop - Team F
- Truck Shop - Team G
- Banville Marc 95
- Blackwell Jordan 9f
- Bortner Kenneth 91
- Iniguez Alfonso 9c
- Smith Michael 8c
- Vallejos Andres 9c
- Truck Shop - Planning/Engineering

Double click on team heading

Then click on Multi-Person View

The screenshot displays the SAP Time Data Maintenance Multi-person view interface. At the top, there are tabs for 'Multi-day view', 'Multi-person view', 'One-day view', and 'Team View'. Below the tabs is a date selector showing '12/23/2018' and a calendar for the week of 12/18-12/24, 2018. The main area is titled 'Time Data' and contains a table with the following columns: S..., Name, Pers.No., ID, ID text, Start, End, Duration, Daily ..., D..., Wage Type. The table lists several employees and their planned working times for the selected date. On the left side, there is a tree view showing the organizational structure, with 'Truck Shop - Team A' selected. Red arrows point from the text above to the 'Multi-person view' tab and the 'Truck Shop - Team A' heading.

S...	Name	Pers.No.	ID	ID text	Start	End	Duration	Daily ...	D...	Wage Type
	Albertsen Christian	8936163	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	
	Burns Terry	8935843	1VAC	Vacation (P) / OFF	00:00	00:00	0.00	OFF	0	
	Delong Keith	8935374	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	
	Franey Andrew	9375708	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	
	Henderson James	8935772	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
	McKean Duane	8935826	1VAC	Vacation (P) / Planned Working Time	07:00	19:30	11.50	M230	1	
	Minnick Jacob	9138400	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
	Moreno Martin	8936113	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
	Tolman Andrew	8936058	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	
	Turner Jr. Joe	8935776	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	

Click on the 1st day of the next pay period

Then open the 1st employee and enter a TAPR Code

The screenshot displays the SAP Time Data Maintenance Multi-person view. The interface includes a calendar on the left showing the current date (12/24/2018) and a date selector at the top. The main area contains a table of employee time data. The table has columns for S... Name, Pers.No., ID, ID text, Start, End, Duration, Daily..., D., Wage, and Type. The first row is highlighted, showing data for Albertsen Christian (Pers.No. 8936163) with a TAPR code. The table lists several employees, including Burns Terry, Delong Keith, Franey Andrew, Henderson James, McKean Duane, Minnick Jacob, Moreno Martin, Tolman Andrew, and Turner Jr. Joe.

S... Name	Pers.No.	ID	ID text	Start	End	Duration	Daily ...	D..	Wage	Type
Albertsen Christian	8936163	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		
Burns Terry	8935843	1VAC	Vacation (P) / OFF	00:00	00:00	0.00	OFF^	0		
Delong Keith	8935374	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		
Franey Andrew	9375708	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		
Henderson James	8935772	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1		
McKean Duane	8935826	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		
Minnick Jacob	9138400	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1		
Moreno Martin	8936113	3DWS	Planned Working Time	07:00	19:30	11.50	M230	1		
Tolman Andrew	8936058	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		
Turner Jr. Joe	8935776	3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0		

Time Data Maintenance Multi-person view

Multi-day view Multi-person view One-day view Team View Time evaluation Time statement

12/24/2018 W:Earliest recalculation for time evaluation exceeded

Date Mo 12/24/2018

Time Data

S...	Name	Pers.No.	ID	ID text	Start	End	Duration	Daily ...	D..	Wage Type
	Albertsen Christian	8936163								
			3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
			IAPR	Timesheet Approval			0.00			
			IAPR	Timesheet Approval			0.00			
	Burns Terry	8935843								
			OFF	OFF	00:00	00:00	0.00	OFF	0	
			1VAC	Vacation (P)			0.00			
			IAPR	Timesheet Approval			0.00			
			IAPR	Timesheet Approval			0.00			
	Delong Keith	8935374								
			3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
			IAPR	Timesheet Approval			0.00			
							0.00			
	Franey Andrew	9375708								
			3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
			IAPR	Timesheet Approval			0.00			
							0.00			
	Henderson James	8935772								
			3DWS	Planned Working Time	07:00	19:30	11.50	M230	1	
			IAPR	Timesheet Approval			0.00			
							0.00			
	McKean Duane	8935826								
			3DWS	Planned Working Time	00:00	00:00	0.00	OFF^	0	
			IAPR	Timesheet Approval			0.00			
							0.00			
	Minnick Jacob	9138400								

All

Click copy

Then click All

Repeat slides 1, 2, and 3 for each crew and click save.

You can just drop down every employee if it is easier and enter a TAPR code for all of them.