New SAP time tracking system for EU and Innovation Fund projects

Course for Time Registrants

January 2023

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Agenda

#	Topic	Time
1	Introduction to time tracking	15 min.
2	Demo	15 min.
3	Exercise	15 min.
4	Closing	5 min.

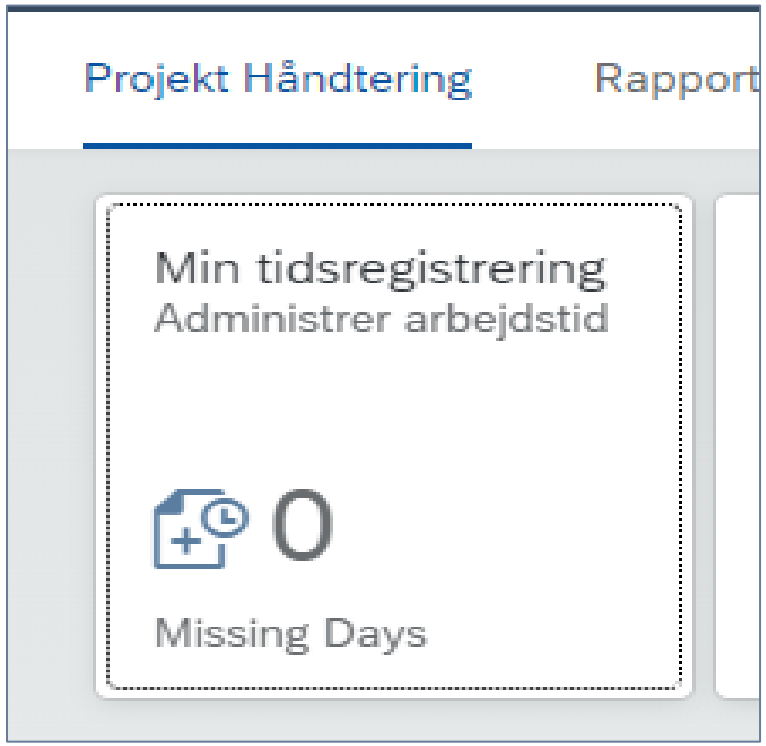
Why implement a new Time Tracking System?

- Time registration for EU and Innovation Fund projects is currently done manually via Excel sheets, which are signed and submitted to Projektøkonomi (PØ)
- The EU, the Innovation Fund and our EU auditors have demanded digital tracking and made it a mandatory requirement for Region H
- A new Time Tracking System has been developed based on a standard solution in order to be ready for implementation by January 2023

Who is covered by the new time tracking system?

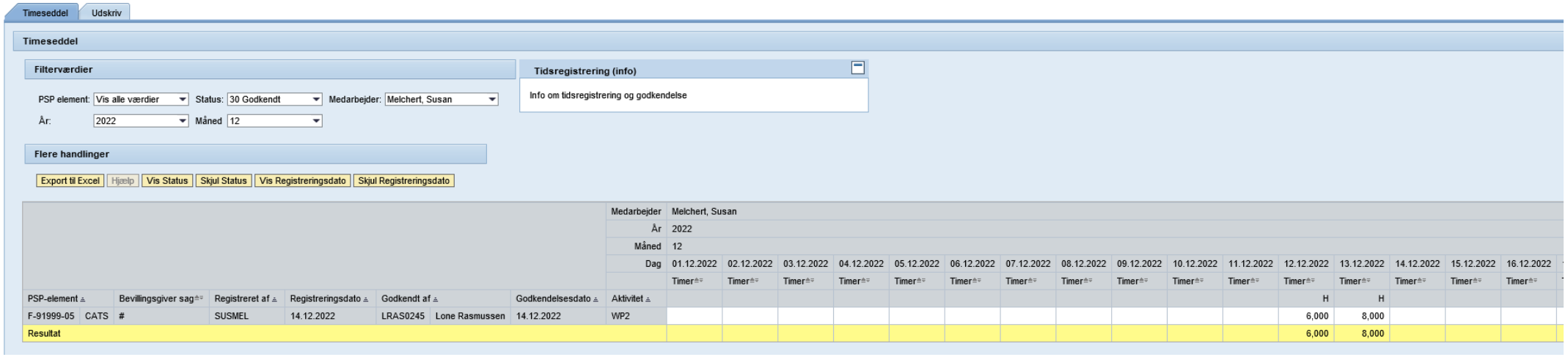
- Commissioning includes researchers and administrators on EU and Innovation Fund projects - around 150 staff on around 35 projects
- Two types of users: time registrants (project participants) and project managers and substitutes
- Only non-full-time project participants are required to register time
- RegionH self-financed time must be registered on the work package *Egenfinansiering 100021*
- 2022 hours not registered yet, must be registered manually via Excel and signature as usual, since only 2023 hours can be registered in the new system

Time registration



- **Register your hours, Save and check before pressing Submit** for approval to Project manager
- Reports provide overview over registered time (ready late January 2023)

Report - timesheet (will be available later January 2023)



Roles and responsibilities - time registration, approval and support



Approver

- **Immediate superior of the project manager**
- **Project manager** (researcher/research manager) for employee



User

- Researcher
- Project Employee



Projektøkonomi, process owner

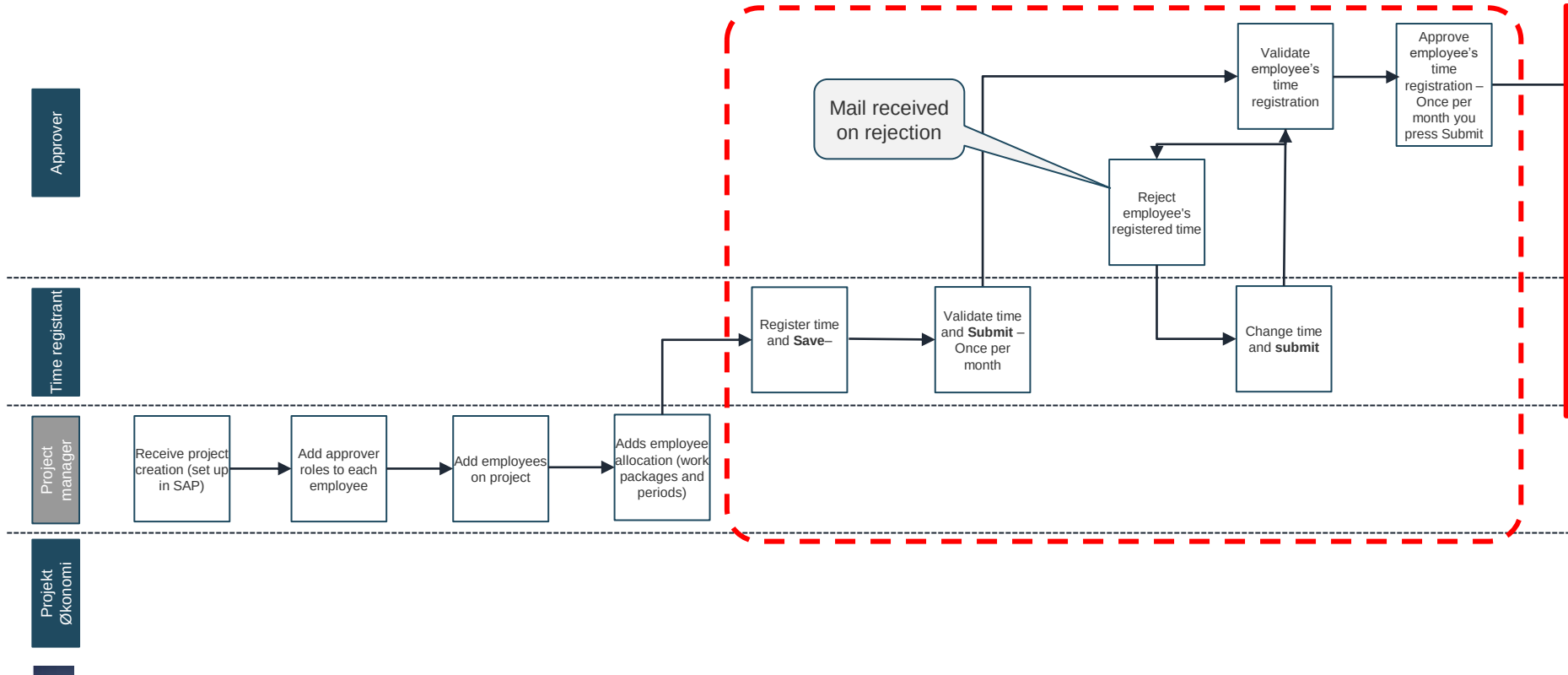
- Advice, process guidance, managing errors & training
- Requirements



Technical Support: SAP KC

- User acess and rights
- Development

How does the solution for time registration and approval work?

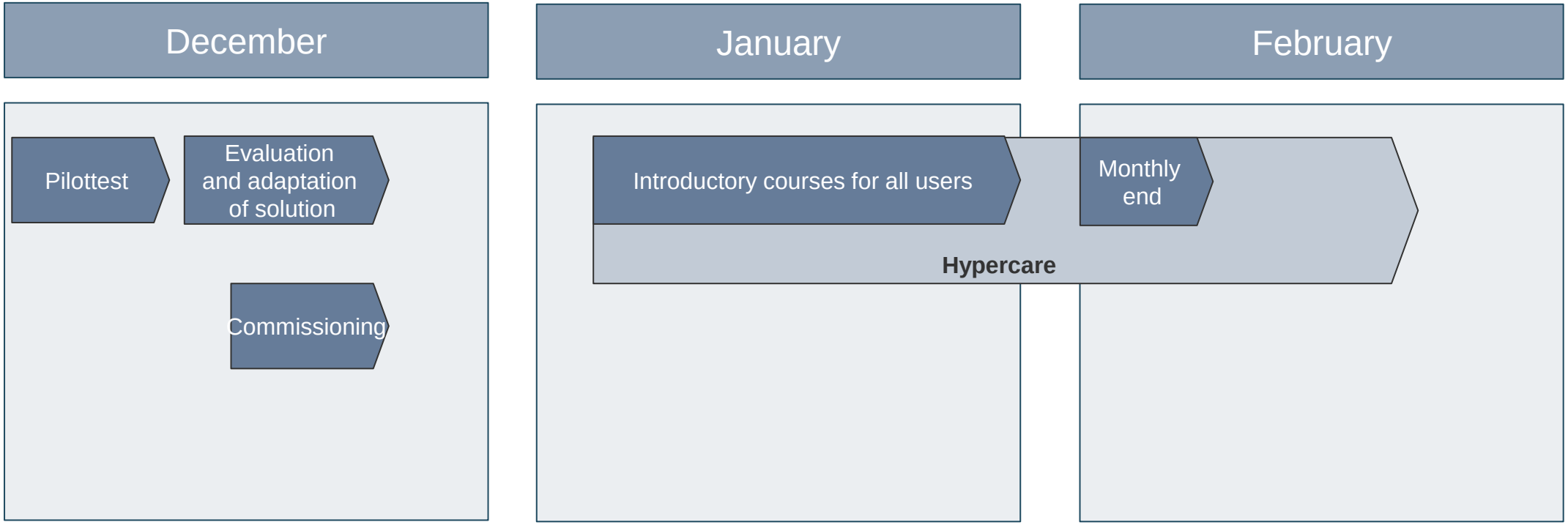


It is recommended that you **Save and check your time registrations before clicking Submit** for approval to reduce the risk of rejected time registrations

When should I register my own hours and expect approval of my time registrations?

- We strongly recommend that you register your project hours on an ongoing basis to ensure the most accurate time registration possible
- For the month-end closing, your time registered must be submitted for approval by the last working day of the month
- Your project manager, you must approve your registered time by the 5th working day after the end of the month

Roll Out Plan



Demo

- Registration of hours

Exercise

- Registration of hours

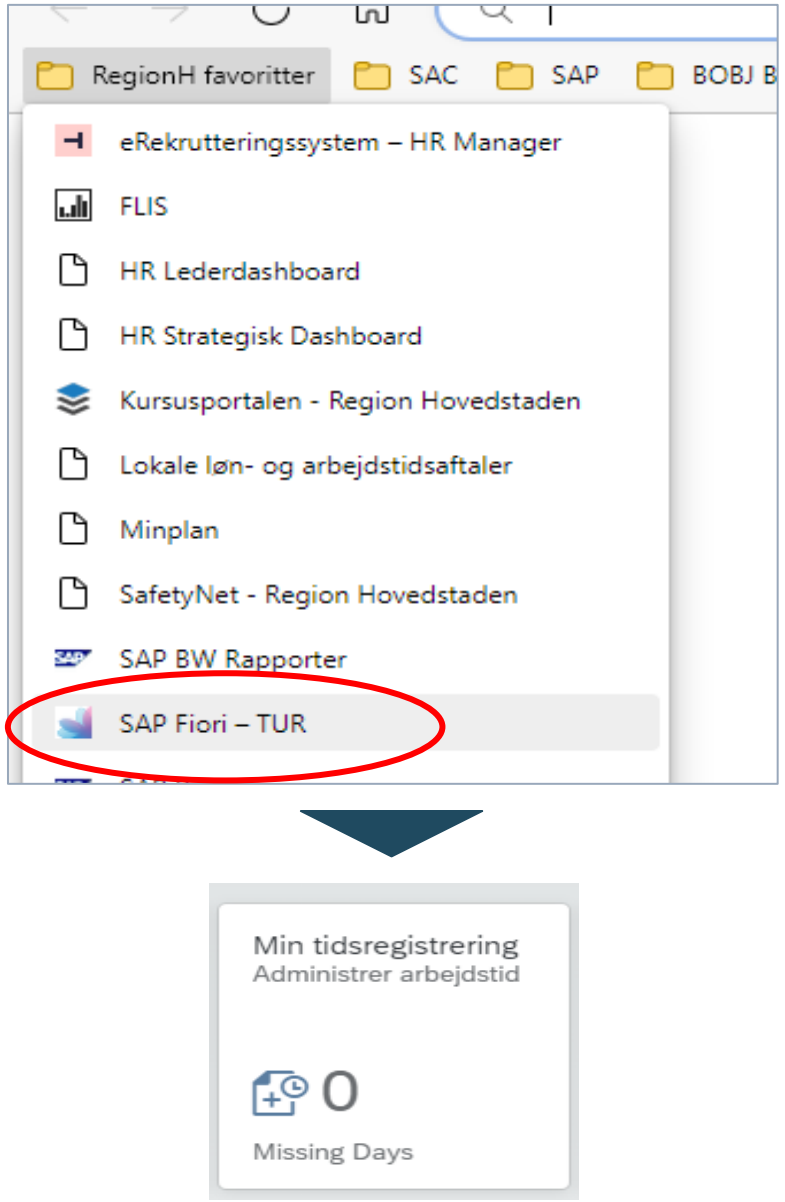
Log on to SAP Fiori –TUR

Link to Fiori Produktion https://sapfiori.regionh.dk/

Login with your SAP username and password

Finish by pressing the **Log on** button

The home page opens...



Support og ongoing training

Support:

- Questions about the use of the solution: contact Projektøkonomi via
- postaward.center-for-regional-udvikling@regionh.dk – write *SAP time registration* in the subject line

Ongoing training as required:

- E-learning for use in ongoing training/guidance
- Ongoing brush-up sessions via Teams

Introduction at start of a new project:

- Introduction to time tracking at start-up meeting

Guidance and e-learning

- Guidance for Project Managers
- Guidance for Time Registrants
- Frequently Asked Questions for Project Managers
- Frequently Asked Questions for Time Registrants
- E-learning sessions (available later in January 2023)

Closing