SAP Time Registration - Guide for time registrants

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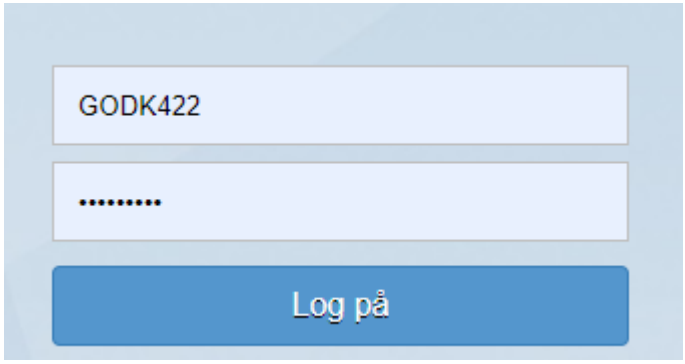
SAP Time Registration

Time registrant

Log onto SAP Fiori -TUR

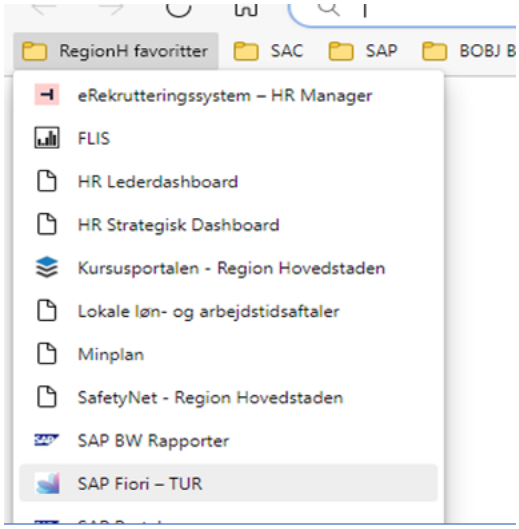
Link to Fiori Production https://sapfiori.regionh.dk/

Enter your SAP username and password

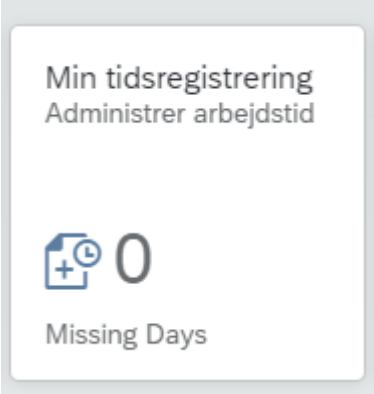


Finish with log on

The home page opens. Select SAP Fiori - TUR in Region H favorites



The home page opens



Select My time registration

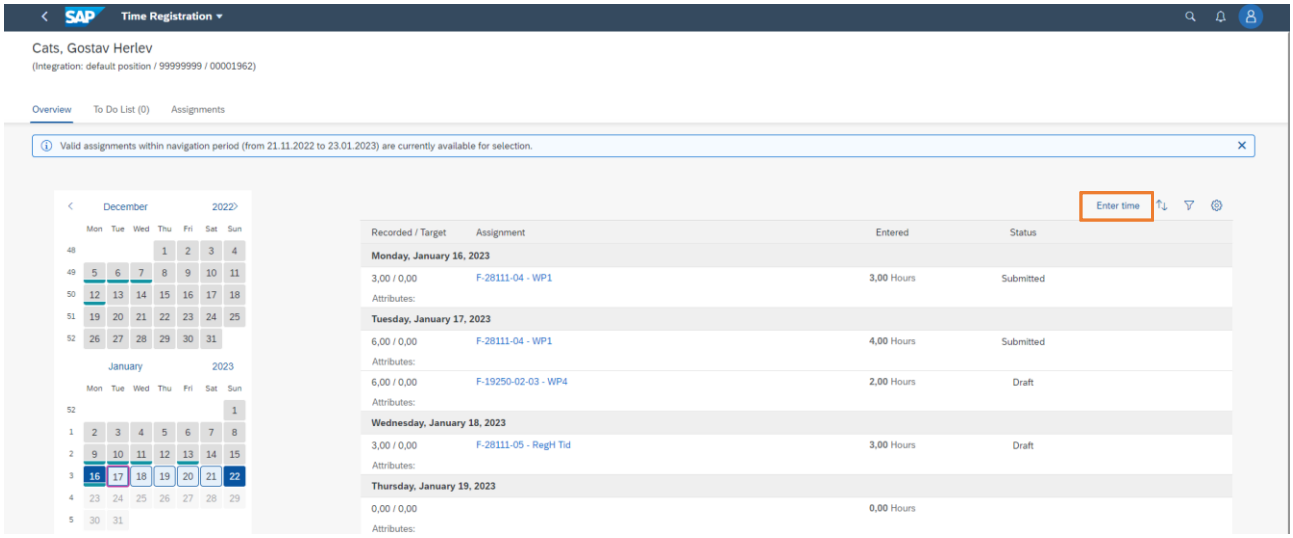
3 tabs:

- Overview

- To do list

- Assignments

The Tab Overview

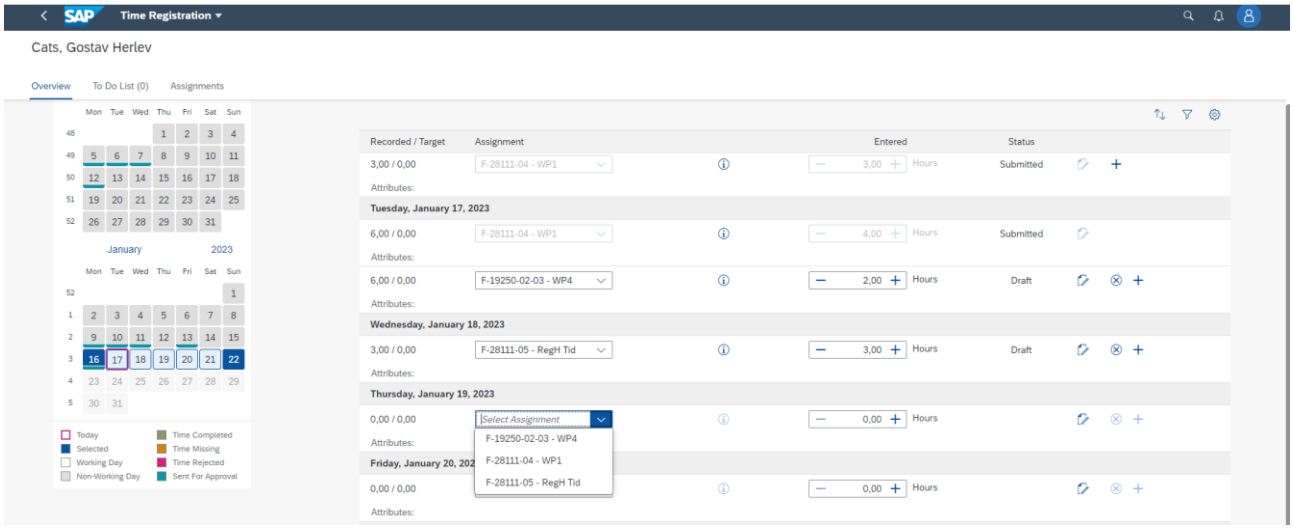


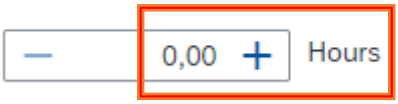
The item Overview is split into 2, calendar on the left and time registrations for the current week on the right.

Register time

To register time select Enter time and enter hours

Select project and work package



Select 

to specify the number of hours

Press Save (to save without submitting for approval - draft status)

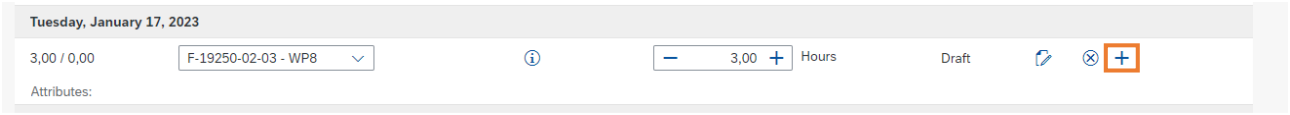


Press Submit (to send for approval by the project manager or immediate manager (if you are the project manager)



Add line

To add an extra line, press the icon +

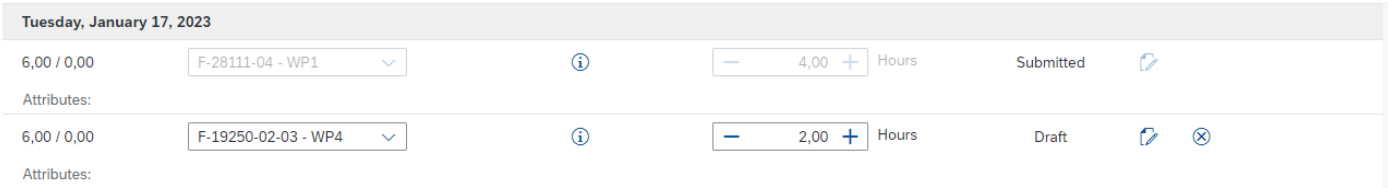


A new line emerges



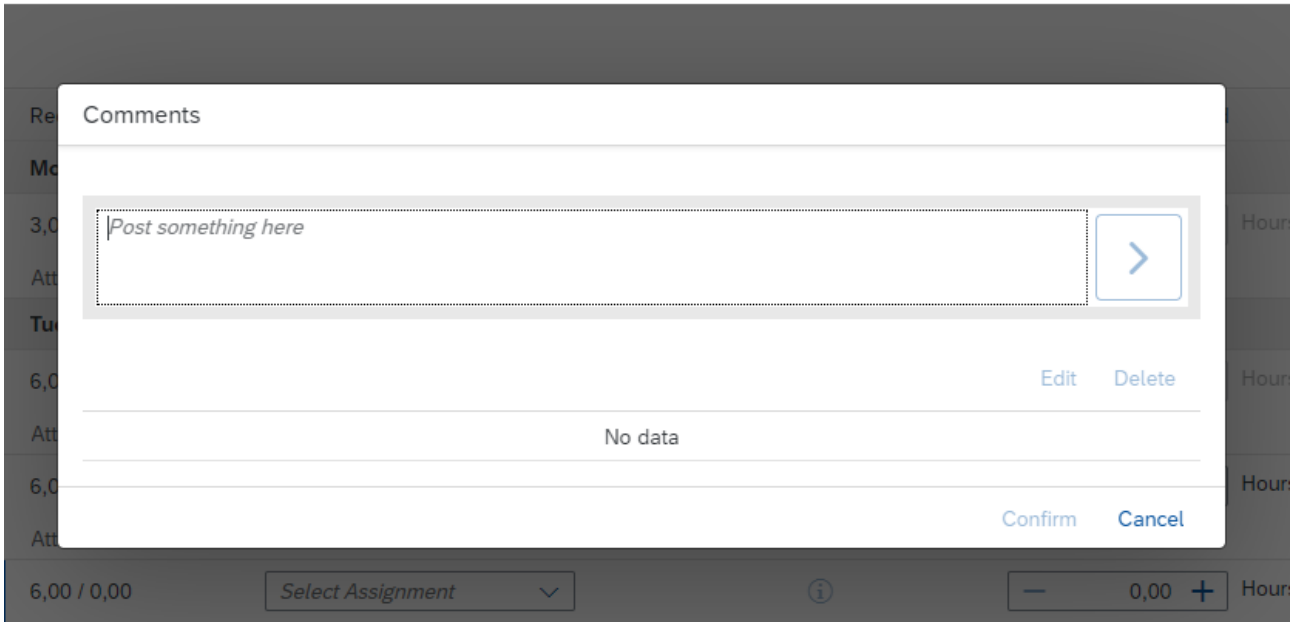
Write comment (NOT required)

Enter hours as described above

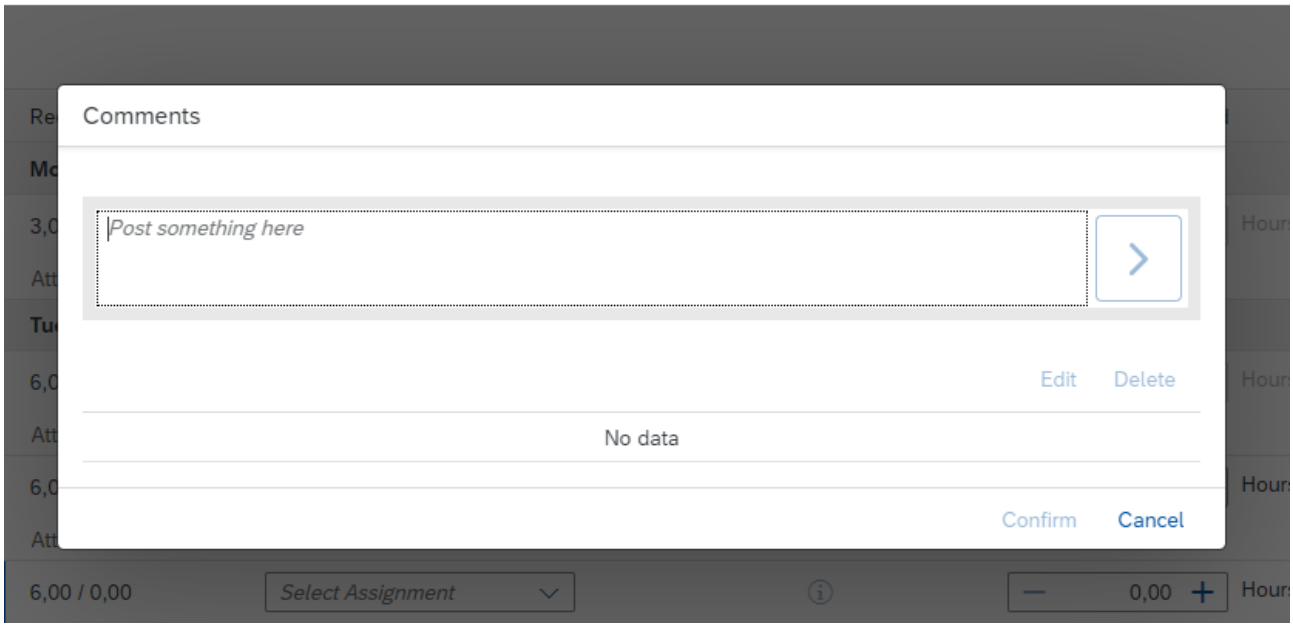


Click on the icon 

The following window appears



Enter comment, then continue with 



Finish with Confirm

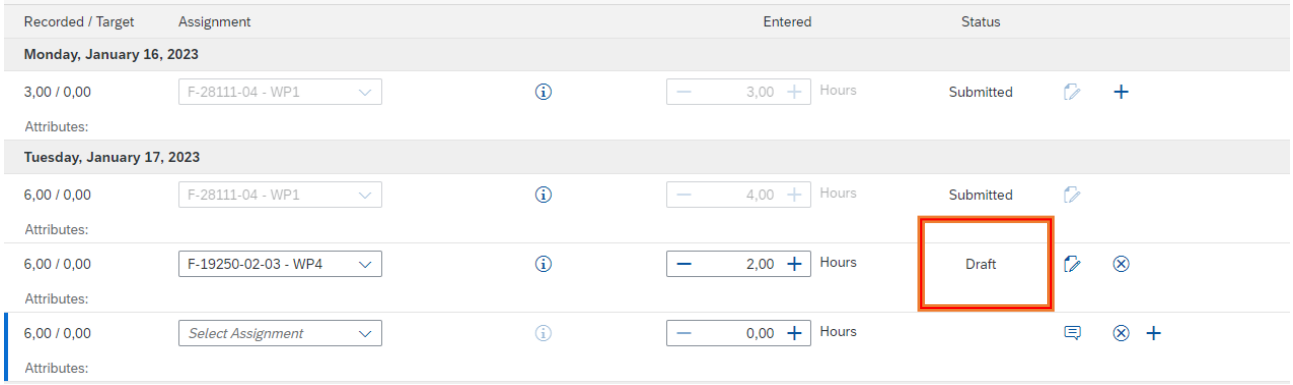
The comment is now created, illustrated with the icon 



Changes

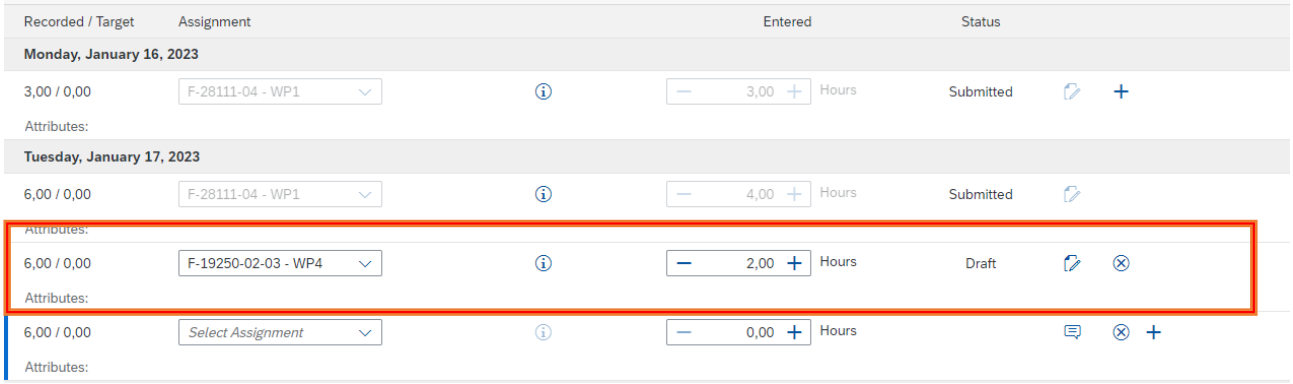
Corrects a saved time registration

It is possible to correct a saved time registration. A saved time registration is in draft status.

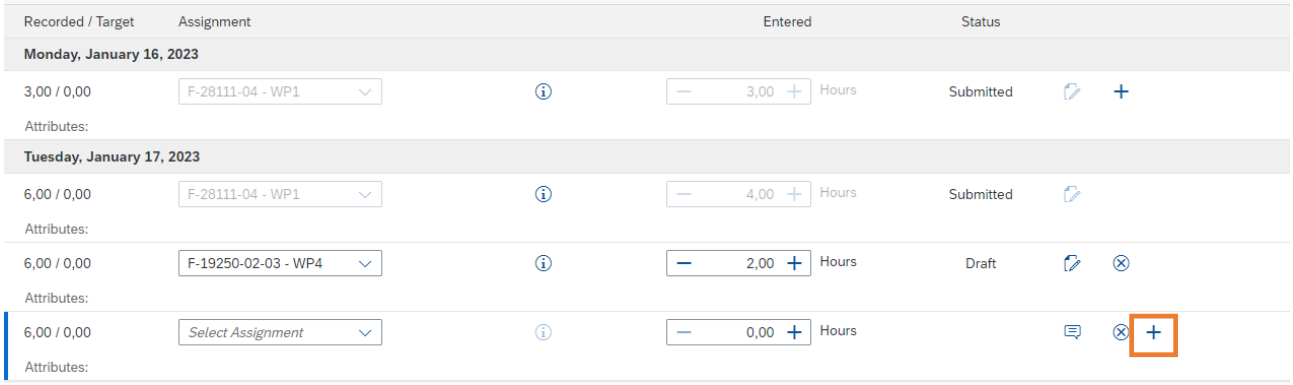


To change the registration, select Enter time, then the screen changes

You can then edit the time registration



Correct the number of hours by clicking on the icon +

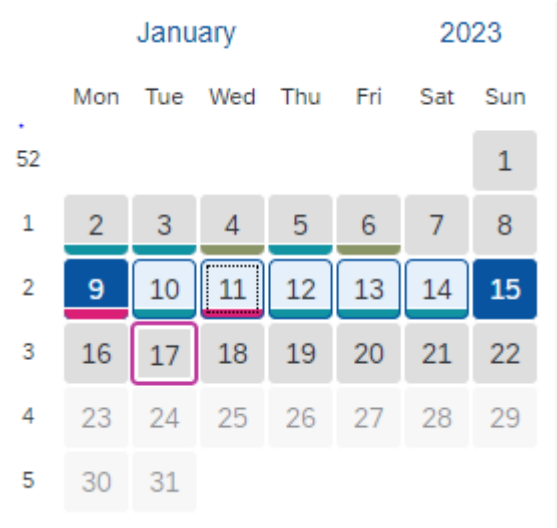


Finish with Save, then the registration has changed

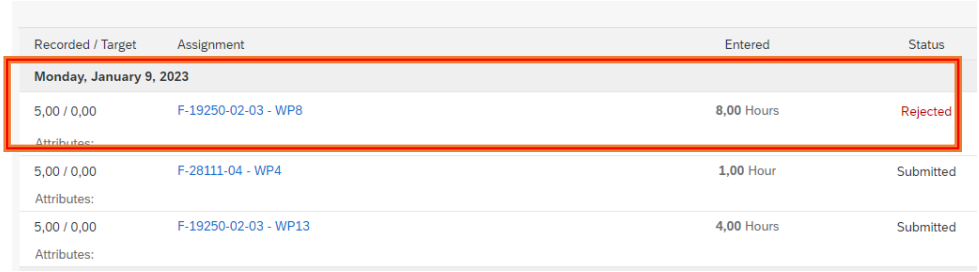
Rejected time registration

A rejected time registration is illustrated in the calendar with a pink underline

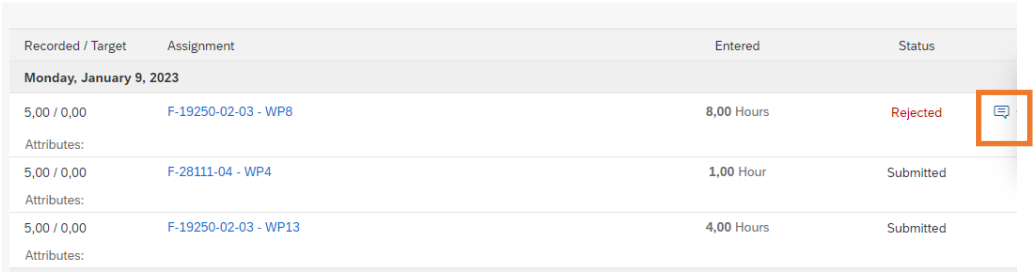
Below is a registration from 9 January rejected

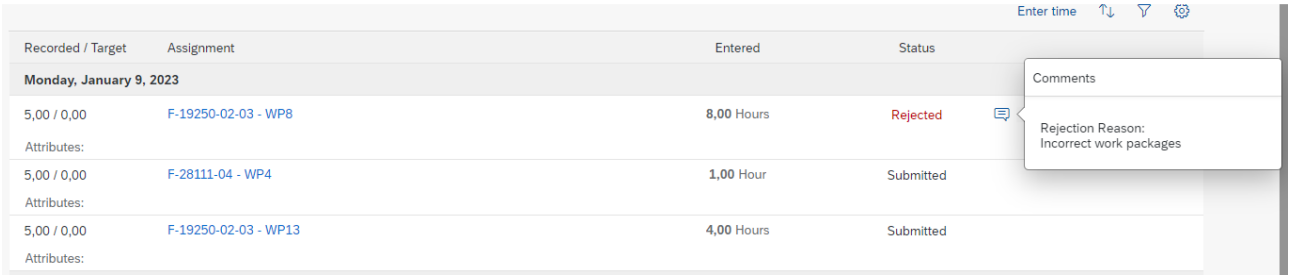


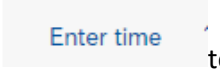
Click on the date 9 January and the registrations for week 2 will appear in the right side of the screen



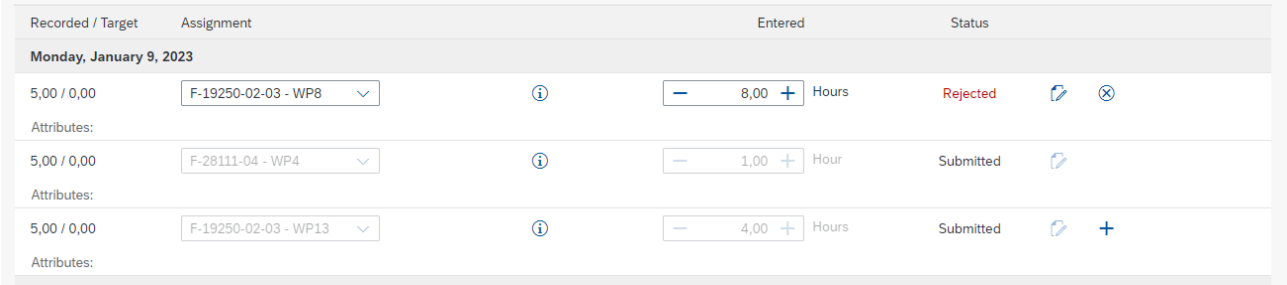
Check the comment to see the reason for the rejection



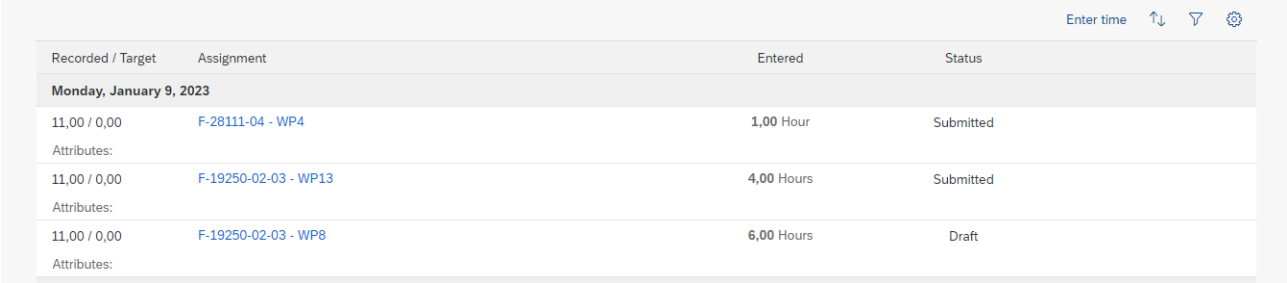


Select 

to correct the time registration



The entry screen appears, and the number of hours is adjusted to 6, then save in the status draft.



The Tab To Do List

Currently not in use.

The Tab Assignments

Provides an overview of the projects/workpackages a user is allocated to.

