Monitoring the time entry and leave request status is important in order to ensure a smooth pay date for all biweekly employees. CAFE department HR Administrators should utilize the /SPIN/ER Timesheet Report in order to review the data prior to the applicable payroll deadlines. This report will display all approved and transferred hours worked as well as leave requests.

Setting the Criteria
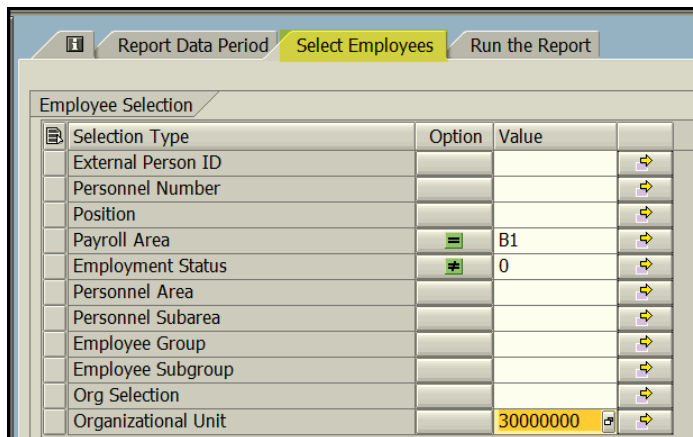
-Access transaction: /Spin/er

-Select the Timesheet Report

-From the <Report Data Period> tab select the appropriate Payroll Area and
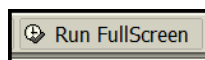 period.
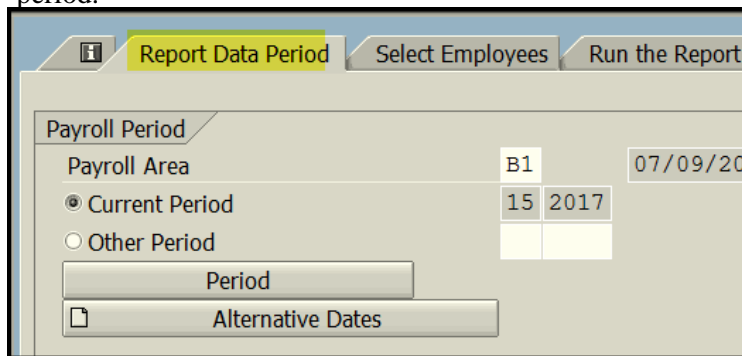
-From the <Select Employees> tab enter the appropriate Payroll Area and Organizational unit(s).

Running the Report

-Click the <Run FullScreen> button.

Viewing the Data

The report will be displayed. At this point, a review can be completed to identify employees who are short hours. The HR Administrator should follow up on any issues prior to the applicable payroll deadline.