

FIO-32 Enter Time For Charge Objects Using Free Form

Purpose

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.

There are 12 steps to complete this process.

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

Image



Home ▾



Employee

Manager

Business Objects

LMS & NCVIP

NC Org Charts

SAP GUI

News

HR-Payroll News



Updates and Messages

Need Help?

How-To Videos and ...



My Paystubs

View my paystubs



Confidential

My Timesheet

Manage working time



My Leave Request

Manage my leave re...



Self-Identification of
Disability

Create/Maintain Disa...



Voluntary

My Benefits

Display Benefit plans



eBenefits

Enroll Benefit plans



Enrollment Platform

My Addresses

Manage my addresses



My Time Statements

View my Time State...



My Communication
Data

Manage My Commu...



My Bank Details

Manage my Bank De...



My Online
Selections

Manage My Online S...



My W-2/W-2C

View & Print



My Tax Withholding

Manage my W4/NC4



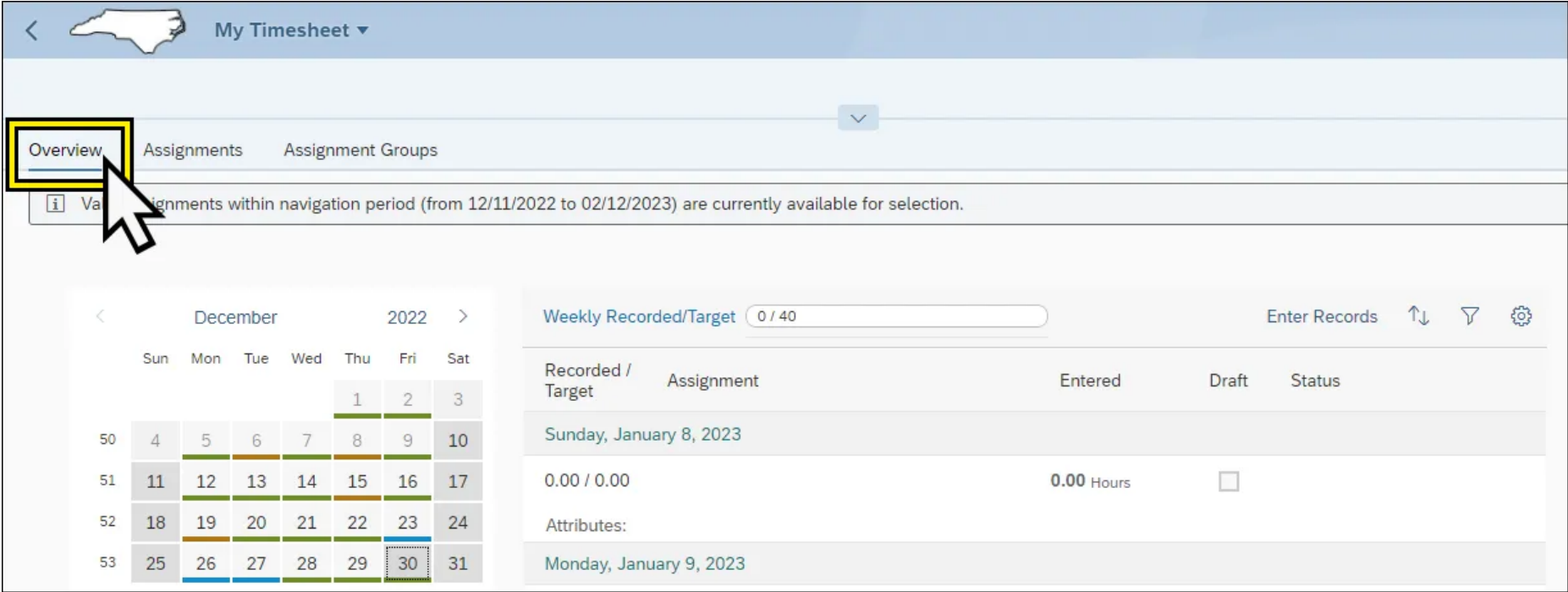
My Reports &
Resources

View Reports and Re...



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

Image



Step 3. Click **Enter Records**.

Image

My Timesheet

Overview

Assignments

Assignment Groups

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

<

December

2022

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Sun

Mon

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Thu

Fri

Sat

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January

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30

31

Today

Selected

Working Day

Non-Working Day

Time Completed

Time Missing

Time Rejected

Sent For Approval

Public Holiday

Weekly Recorded/Target

0 / 40

Enter Records

Recorded / Target	Assignment	Entered	Draft	Status
Sunday, January 8, 2023				
0.00 / 0.00		0.00 Hours	☐	
Attributes:				
Monday, January 9, 2023				
0.00 / 8.00		0.00 Hours	☐	
Attributes:				
Tuesday, January 10, 2023				
0.00 / 8.00		0.00 Hours	☐	
Attributes:				
Wednesday, January 11, 2023				
0.00 / 8.00		0.00 Hours	☐	
Attributes:				
Thursday, January 12, 2023				
0.00 / 8.00		0.00 Hours	☐	
Attributes:				

Step 4. Locate the Appropriate day.

Image

My Timesheet

Overview

Assignments

Assignment Groups

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

December 2022

Sun

Mon

Tue

Wed

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January 2023

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28

29

30

31

Today

Selected

Working Day

Non-Working Day

Time Completed

Time Missing

Time Rejected

Sent For Approval

Public Holiday

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:					

Step 5. Click the drop-down arrow from the **Select Assignment** Field.

Image

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:									

Step 6. Select **Free Form**.

Image

Weekly Recorded/Target 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:					
Worklist (Form) Free Form (Form)					
0.00 / 8.00	Select Assign...	 	0...	Hours ☐	  
Attributes:					

Step 7. Complete the data in the Entry Fields section. This includes:

- Entered
 - Enter the hours
- Comments (if applicable)
 - Enter comments
- Draft (if applicable)
 - 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.
 - If the draft field is selected, the time will remain in process mode. The Draft selection must be deselected to submit for approval.

Image

< My Timesheet ▾

Training User
(Administrative Assistant / 65000000 / 11111111)

Overview Assignments Assignment Groups

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

December 2022

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	3
50	4	5	6	7	8	9	10
51	11	12	13	14	15	16	17
52	18	19	20	21	22	23	24
53	25	26	27	28	29	30	31

January 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

Free Form

Import from Worklist Save as Assignment

Selected Dates

Selected Dates	Recorded/Target
01/09/2023	0.00 / 8.00

Entry Fields ⓘ

a Entered: 0.00 +

b Comments:

c Draft: ☐

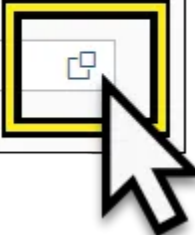
Step 8. Complete the data in the Attributes Section when applicable and relevant. This includes:

- Att./Absence type
 - To select the Att./Absence type click the matchcode. Then select the necessary Att./Absence type.

Image

Attributes 

Att./Absence type:



Image

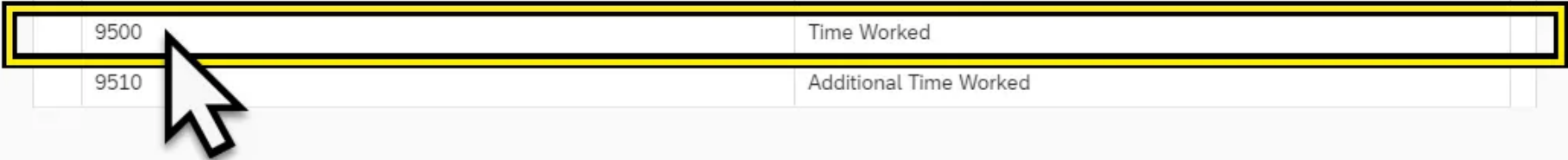
Select: Att./Absence type



Maximum Hits:

Items (36)

Att./Absence type(Key)	Description
9400	Leave without Pay
9500	Time Worked
9510	Additional Time Worked





- Premium number (if applicable)
- Charge Object Abbreviation (if applicable)
- Activity (if applicable)
- Element (if applicable, not shown)
- Sub-element (if applicable, not shown)

Image

Attributes 

a Att./Absence type: 

b Premium number: 

c Charge Object Abbreviation:

d Activity Abbreviation:

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

Image



Overview

Assignments

Assignment Groups

50	4	5	6	7	8	9	10
51	11	12	13	14	15	16	17
52	18	19	20	21	22	23	24
53	25	26	27	28	29	30	31

January 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	1	2	3	4	5	6	7
2	8	9	10	11	12	13	14
3	15	16	17	18	19	20	21
4	22	23	24	25	26	27	28
5	29	30	31				

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

01/09/2023 2.00 / 8.00

Entry Fields ⓘ

Entered: 2.00 +

Comments: 

Draft: ☒

Attributes ⓘ

Att./Absence type: 
Time Worked

Premium number: 
Night Premium

Charge Object Abbreviation:

Activity Abbreviation:

OK Cancel

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

Image

My Timesheet

Training User

(Administrative Assistant / 65000000 / 11111111)

Overview

Assignments

Assignment Groups

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

February2023

Sun

Mon

Tue

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Thu

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March2023

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Sat

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30

31

Today

Selected

Working Day

Non-Working Day

Time Completed

Time Missing

Time Rejected

Sent For Approval

Public Holiday

Weekly Recorded/Target4 / 40

Duplicate Time Entries

Duplicate Week

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

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.

Step 11. Click **Check** from the bottom righthand corner to validate correct entry.

Image

<  My Timesheet ▾ 🔍 ? 👤

Training User

(Administrative Assistant / 65000000 / 11111111)

Overview Assignments Assignment Groups

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

< February 2023 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
6	5	6	7	8	9	10
7	12	13	14	15	16	17
8	19	20	21	22	23	24
9	26	27	28			

March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
10	5	6	7	8	9	10
11	12	13	14	15	16	17
12	19	20	21	22	23	24
13	26	27	28	29	30	31

Today

Selected

Working Day

Non-Working Day

Time Completed

Time Missing

Time Rejected

Sent For Approval

Public Holiday

Weekly Recorded/Target 4 / 40 Duplicate Time Entries Duplicate Week ⚙️

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, January 8, 2023					
0.00 / 0.00	Select Assignm...	 	— 0.... + Hours	☐	  +
Attributes:					
Monday, January 9, 2023					
2.00 / 8.00	Free Form	 	— 2.... + Hours	☒	  +
Attributes: 9500, 01, Project 1, Pro1					
Tuesday, January 10, 2023					
2.00 / 8.00	Free Form	 	— 2.... + Hours	☒	  +
Attributes: 9500, 01, Project 2, Pro2					
Wednesday, January 11, 2023					
0.00 / 8.00	Select Assignm...	 	— 0.... + Hours	☐	  +
Attributes:					
Thursday, January 12, 2023					
0.00 / 8.00	Select Assignm...	 	— 0.... + Hours	☐	  +
Attributes:					
Friday, January 13, 2023					
0.00 / 8.00	Select Assignm...	 	— 0.... + Hours	☐	  +
Attributes:					

Check

Submit

Cancel

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

Image

My Timesheet

Overview

Assignments

Assignment Groups

<

February

2023

>

Sun

Mon

Tue

Wed

Thu

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Sat

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Today

Selected

Working Day

Non-Working Day

Time Completed

Time Missing

Time Rejected

Sent For Approval

Public Holiday

Weekly Recorded/Target

4 / 40

Duplicate Time Entries

Duplicate Week

Recorded / Target	Assignment	Info	Entered	Draft	Status
Sunday, January 8, 2023					
0.00 / 0.00	Select Assignm...		- 0.... + Hours	☐	+
Attributes:					
Monday, January 9, 2023					
2.00 / 8.00	Free Form		- 2.... + Hours	☒	+
Attributes: 9500, 01, Project 1, Pro1					
Tuesday, January 10, 2023					
2.00 / 8.00	Free Form		- 2.... + Hours	☒	+
Attributes: 9500, 01, Project 2, Pro2					
Wednesday, January 11, 2023					
0.00 / 8.00	Select Assignm...		- 0.... + Hours	☐	+
Attributes:					
Thursday, January 12, 2023					
0.00 / 8.00	Select Assignm...		- 0.... + Hours	☐	+
Attributes:					
Friday, January 13, 2023					
0.00 / 8.00	Select Assignm...		- 0.... + Hours	☐	+
Attributes:					
Saturday, January 14, 2023					

Check

Submit

Cancel

First Published

Tue, 02/07/2023

Last Updated

Tue, 10/14/2025

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