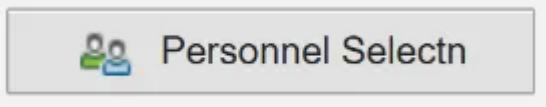


TM-35 Timesheet Icons in SAP CAT2

Purpose

The purpose of this job aid is to provide a sample of and description of timesheet icons used in the Integrated HR/Payroll System.

Icon	Description
Image 	Enter Times (F5) - Used to access time entry screen from Timesheet: Initial Screen.
Image 	Weekdays On/Off (F8) - Used to toggle the view of weekdays on and off on the Timesheet: Data Entry View screen
Image 	Personnel Selection - Used to access the Personnel Selection search from the Timesheet: Initial Screen.

Icon

Description

Detailed Time Data

(Control+F2) - Used to view Timesheet detail on a selected row of the Timesheet: Data Entry View screen - Used to view Timesheet detail on a selected row of the Timesheet: Data Entry View screen.

Image



Select All Persons

(Shift+F7) - Used to select all persons on the Timesheet: Initial Screen.

Image



Long Text

(Control+Shift+F3) - Used to enter/view long text on a selected row on the Timesheet: Data Entry View screen

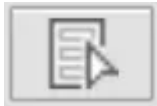
Image



Deselect All Persons

(Shift+F8) - Used to deselect all persons.

Image



Image



Travel Expenses - Not in use

Icon

Description

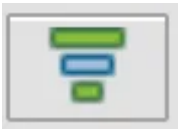
Image



Sort Ascending

(Control+Shift+F8) - Used to Sort Ascending.

Image



Sort Descending

(Control+Shfit+F9) - Used to Sort Descending.

Image



Check Entries

(Control+F6) - Used to perform validation check on entries on Timesheet: Data Entry View Screen.

Image



Settings (F7) - Used to view Timesheet settings on the Timesheet: Initial Screen.

Image



Execute/Copy (F8) - Used to apply personnel selection from the Personnel Selection screen.

Image



Legend - Used to view legend for a selected line on the Timesheet: Data Entry View screen.

Icon

Description

Target Hours

Image



(Control+F12) - Used to apply target hours from the employee's assigned work schedule.

Reset Entries

Image



(Control+F11) - Used to reset entries on the Timesheet: Data Entry View screen.

Insert Row (Control+F4) -

Image



Used to insert a row for data entry on the Timesheet: Data Entry View screen.

Delete Line (Shift+F2) -

Image



Used to delete selected line on the Timesheet: Data Entry View screen. Cannot be undone.

Totals Row On/Off (F6) -

Image



Used to toggle totals view on and off on the Timesheet: Data Entry View screen.

Icon

Description

Image



Target Hours On/Off (F7) -

Used to toggle the view of target hours on and off on the Timesheet: Data Entry View screen.

Image



Copy Row (F5) - Used to copy a selected row on the Timesheet: Data Entry View screen. Data may be changed after copy.

Image



Split Row (Control+F3) -

Used to split a selected row on Timesheet: Data Entry View Screen.

Image



Save As Template

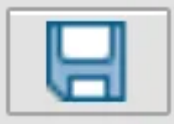
(Shift+F11) - Used to save entered data as template for future use on the Timesheet: Data Entry View screen.

Image



Delete Template

(Shift+F12) - Used to delete a previously saved template on the Timesheet: Data Entry View screen.

Icon	Description
Image 	Previous Screen – Used to move view to previous week on the Timesheet: Data Entry View screen.
Image 	Next Screen – Used to move view to next week on the Timesheet: Data Entry View screen.
Image 	Release View – Not in use. Time should be entered using the Data Entry Profiles ending in “-L” which automatically release, approve, and save time.
Image 	Save (Control+S) – Used to save data on the Timesheet: Display Entry View screen. Time will be automatically released, approved and saved.

First Published

Wed, 09/14/2016

Last Updated

Tue, 02/03/2026

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