

FIO-27 Import Charge Objects From A Worklist

Purpose

The purpose of this Business Process Procedure is to explain how to import Charge Objects from a worklist within Fiori.

How to Import Charge Objects

The Charge Objects Maintainer role allows HR access to upload Charge Objects using the Charge Object Upload Source File template.

The following steps describe how to import uploaded Charge Objects. There are 9 steps to complete this process.

Step 1. After navigating to the My Timesheet Application, click the **Assignments** action tab.

Image

<  My Timesheet ▾

Training User
(Administrative Assistant / 01111111)

Overview To Do List (6) **Assignments** Assignment Groups

 Create or import assignments so that you can enter records. [Click Here](#)

< August 2022 >

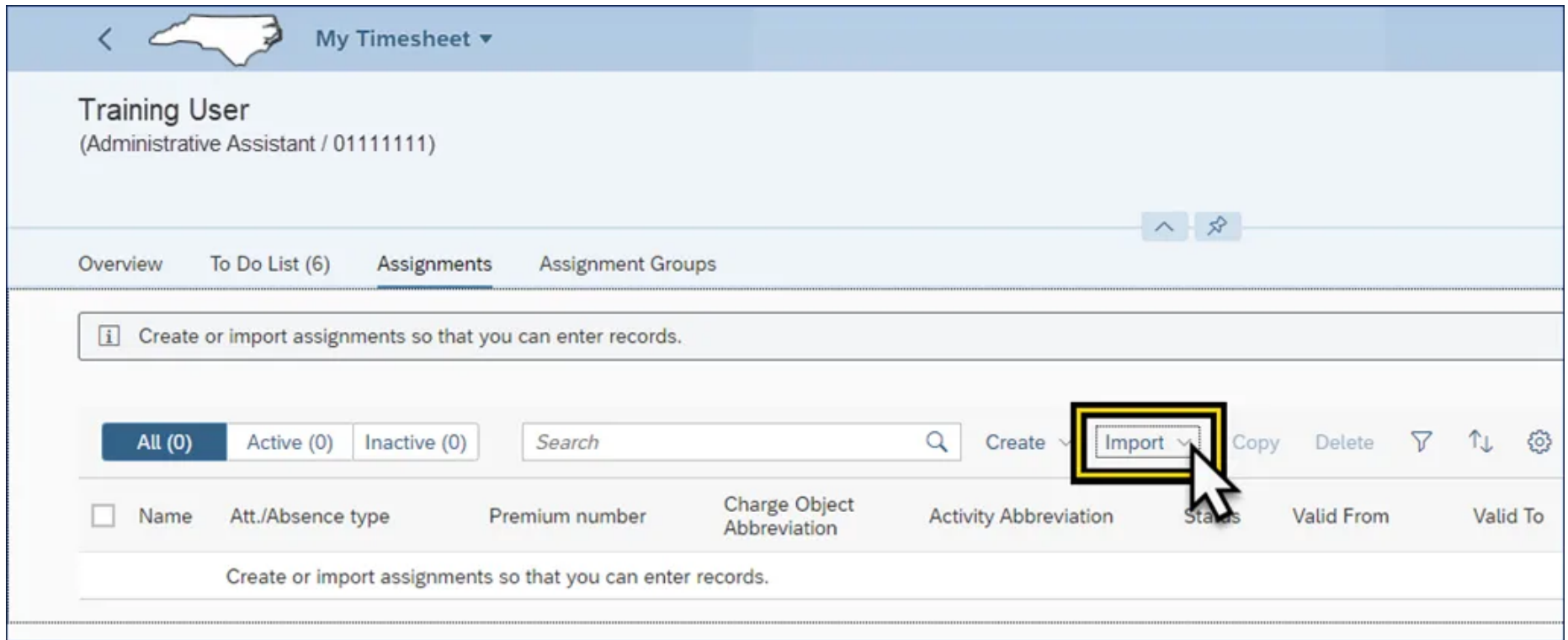
	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	6
33	7	8	9	10	11	12	13
34	14	15	16	17	18	19	20
35	21	22	23	24	25	26	27
36	28	29	30	31			

Weekly Recorded/Target 0 / 40

Recorded / Target	Assignment
Sunday, September 18, 2022	
0.00 / 0.00	
Attributes:	
Monday, September 19, 2022	

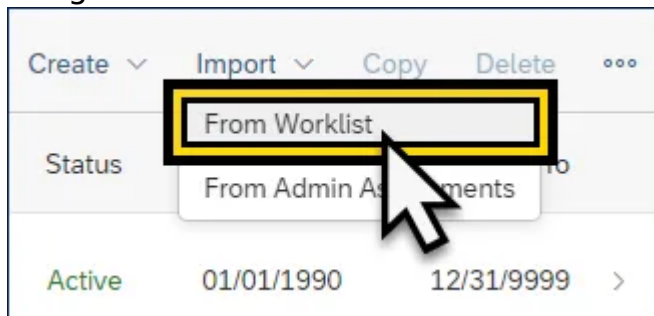
Step 2. Click the drop-down arrow next to **Import** from the edit tab options (Create, Import, Copy, Delete).

Image



Step 3. From the Import drop-down menu, select **From Worklist**.

Image



Step 4. The **Import Assignments** menu displays a user's available uploaded **Charge Objects**.

Image

Import Assignment

i

Rename and select date range if needed. Then, select assignments in the list for import.

×

☐	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
☐	Enter a name...	01/01/2022 - 12/...	Admin & Mtgs	Administration Mtgs Planning & Support		>
☐	Enter a name...	01/01/2022 - 12/...	Archiving	SAP data archiving		>
☐	Enter a name...	01/01/2022 - 12/...	Break Fix	Break Fix		>
☐	Enter a name...	01/01/2022 - 12/...	Data Migratn	Data Migration project		>
☐	Enter a name...	01/01/2022 - 12/...	End User Sup	End User Production Support		>
☐	Enter a name...	01/01/2022 - 12/...	Enhancements	Config/Dev of Enhancements		>
☐	Enter a name...	01/01/2022 - 12/...	Fed Portal	Federated Portal project		>
☐	Enter a name...	01/01/2022 - 12/...	Financial Pl	Financial Planning		>
☐	Enter a name...	01/01/2022 - 12/...	New Func Req	New Functionality Requirement		>
☐	Enter a name...	01/01/2022 - 12/...	Non-BEACON	Non-BEACON activities		>
☐	Enter a name...	01/01/2022 - 12/...	Open Enroll	Open Enrollment project		>
☐	Enter a name...	01/01/2022 - 12/...	Org Plus	Org Plus project		>
☐	Enter a name...	01/01/2022 - 12/...	PMIS Sunset	PMIS sunseting activities		>
☐	Enter a name...	01/01/2022 - 12/...	PRPMIS Close	Central PR / PMIS Sunsetting		>

Import

Cancel

Note: The Import Assignments Worklist will look unique to each user based on the uploaded Charge Objects for their position.

Step 5. Choose the uploaded **Charge Objects** by clicking the selection box next to the **Enter a name** field.

Image

Import Assignment

 Rename and select date range if needed. Then, select assignments in the list for import. 

☐	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
☐	Enter a name...	01/01/2022 - 12/... 	Admin & Mtgs	Administration Mtgs Planning & Support		>
☐	Enter a name...	01/01/2022 - 12/... 	Archiving	SAP data archiving		>
☐	Enter a name...	01/01/2022 - 12/... 	Break Fix	Break Fix		>
☐	Enter a name...	01/01/2022 - 12/... 	Data Migratn	Data Migration project		>
☐	Enter a name...	01/01/2022 - 12/... 	End User Sup	End User Production Support		>
☒	Enter a name...	01/01/2022 - 12/... 	Enhancements	Config/Dev of Enhancements		>
☐	Enter a name...	01/01/2022 - 12/... 	Fed Portal	Federated Portal project		>
☐	Enter a name...	01/01/2022 - 12/... 	Financial Pl	Financial Planning		>
☐	Enter a name...	01/01/2022 - 12/... 	New Func Req	New Functionality Requirement		>
☐	Enter a name...	01/01/2022 - 12/... 	Non-BEACON	Non-BEACON activities		>
☐	Enter a name...	01/01/2022 - 12/... 	Open Enroll	Open Enrollment project		>
☐	Enter a name...	01/01/2022 - 12/... 	Org Plus	Org Plus project		>
☐	Enter a name...	01/01/2022 - 12/... 	PMIS Sunset	PMIS sunseting activities		>
☐	Enter a name...	01/01/2022 - 12/... 	PRPMIS Close	Central PR / PMIS Sunsetting		>

Import Cancel

Step 6. Enter a name in the **Enter a name** field.

Image

Import Assignment

 Rename and select date range if needed. Then, select assignments in the list for import.



☐	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
☐	Enter a name...	01/01/2022 - 12/... 	Admin & Mtgs	Administration Mtgs Planning & Support		>
☐	Enter a name...	01/01/2022 - 12/... 	Archiving	SAP data archiving		>
☐	Enter a name...	01/01/2022 - 12/... 	Break Fix	Break Fix		>
☐	Enter a name...	01/01/2022 - 12/... 	Data Migratn	Data Migration project		>
☐	Enter a name...	01/01/2022 - 12/... 	End User Sup	End User Production Support		>
☒	Enhancements	01/01/2022 - 12/... 	Enhancements	Config/Dev of Enhancements		>
☐	Enter a name...	01/01/2022 - 12/... 	Fed Portal	Federated Portal project		>
☐	Enter a name...	01/01/2022 - 12/... 	Financial Pl	Financial Planning		>
☐	Enter a name...	01/01/2022 - 12/... 	New Func Req	New Functionality Requirement		>
☐	Enter a name...	01/01/2022 - 12/... 	Non-BEACON	Non-BEACON activities		>
☐	Enter a name...	01/01/2022 - 12/... 	Open Enroll	Open Enrollment project		>
☐	Enter a name...	01/01/2022 - 12/... 	Org Plus	Org Plus project		>
☐	Enter a name...	01/01/2022 - 12/... 	PMIS Sunset	PMIS sunseting activities		>
☐	Enter a name...	01/01/2022 - 12/... 	PRPMIS Close	Central PR / PMIS Sunseting		>

Import Cancel

Note: The provided example displays one charge object field assigned however there can be any combination of the four charge objects fields.

Step 7. Click **Import** from the bottom right of the menu.

Image

Import Assignment

 Rename and select date range if needed. Then, select assignments in the list for import. ×

☐	Name	Validity Period	Charge Object Abbreviation	Charge Object Description	Activity Abbreviation	Activity Description
☐	Enter a name...	01/01/2022 - 12/... 	Admin & Mtgs	Administration Mtgs Planning & Support		>
☐	Enter a name...	01/01/2022 - 12/... 	Archiving	SAP data archiving		>
☐	Enter a name...	01/01/2022 - 12/... 	Break Fix	Break Fix		>
☐	Enter a name...	01/01/2022 - 12/... 	Data Migratn	Data Migration project		>
☐	Enter a name...	01/01/2022 - 12/... 	End User Sup	End User Production Support		>
☒	Enhancements	01/01/2022 - 12/... 	Enhancements	Config/Dev of Enhancements		>
☐	Enter a name...	01/01/2022 - 12/... 	Fed Portal	Federated Portal project		>
☐	Enter a name...	01/01/2022 - 12/... 	Financial Pl	Financial Planning		>
☐	Enter a name...	01/01/2022 - 12/... 	New Func Req	New Functionality Requirement		>
☐	Enter a name...	01/01/2022 - 12/... 	Non-BEACON	Non-BEACON activities		>
☐	Enter a name...	01/01/2022 - 12/... 	Open Enroll	Open Enrollment project		>
☐	Enter a name...	01/01/2022 - 12/... 	Org Plus	Org Plus project		>
☐	Enter a name...	01/01/2022 - 12/... 	PMIS Sunset	PMIS sunsetting activities		>
☐	Enter a name...	01/01/2022 - 12/... 	PRPMIS Close	Central PR / PMIS Sunsetting		>

Import

Cancel

Step 8. The Charge Object selected from the Import Assignment list, can be used from the Select Assignment field list within the Overview action tab.

Step 9. Time can be recorded by selecting the Charge Object assignment from the imported list.

Additional References

- Quick Reference Guide (QRG)
 - [FIO-06 My Timesheet](#)

First Published

Tue, 10/04/2022

Last Updated

Tue, 10/14/2025

[View PDF](#)