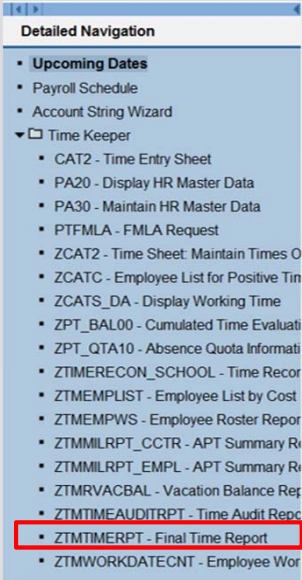


This module provides information on the Final Time Report available in BTS

## Final Time Report (Transaction Code - ZTMTIMERPT)



The screenshot shows the SAP 'Detailed Navigation' menu. The 'Time Keeper' section is expanded, listing various reports. The report 'ZTMTIMERPT - Final Time Report' is highlighted with a red rectangular box.

- Upcoming Dates
  - Payroll Schedule
  - Account String Wizard
- ▼ Time Keeper
  - CAT2 - Time Entry Sheet
  - PA20 - Display HR Master Data
  - PA30 - Maintain HR Master Data
  - PTFMLA - FMLA Request
  - ZCAT2 - Time Sheet: Maintain Times O
  - ZCATC - Employee List for Positive Tin
  - ZCATS\_DA - Display Working Time
  - ZPT\_BAL00 - Cumulated Time Evaluati
  - ZPT\_QTA10 - Absence Quota Informati
  - ZTIMERECON\_SCHOOL - Time Recor
  - ZTMEEMPLIST - Employee List by Cost
  - ZTMEEMPWS - Employee Roster Repor
  - ZTMMILRPT\_CCTR - APT Summary Ri
  - ZTMMILRPT\_EMPL - APT Summary Ri
  - ZTMRVACBAL - Vacation Balance Rep
  - ZTMTIMEAUDITRPT - Time Audit Repc
  - ZTMTIMERPT - Final Time Report
  - ZTMWORKDATECNT - Employee Wor

- The Final Time Report is used to view and print summary or detail of employee time for a specified date range.
- The following slides contain the necessary BTS system instructions to download the Final Time Report

From the Detailed Navigation list, click on ZTMTIMERPT-Final Time Report.

The Final Time Report is used to view and print a summary or detail of employee time for a specified date range.

**Final Time Report - All Employees**

Period

Summary Report  
 Detail Report

Other period 09/01/2017 to 09/30/2017

Selection

Personnel Number

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Cost Center

Receiver cost center

Att/Abs type

Layout Variant

Max number for Summary Columns   
 Maximum number of columns for the Summary Report (max 20, max 10 for Printing)

Enter a specific payroll period. You have the option to choose a payroll area (CE, CL, or SM). Enter your cost center. If you have more than one cost center, click on the green box below the yellow arrow that is to the right of the cost center box and click on the desired location. Press the execute icon at the top of the screen.

Final Time Report - All Employees - Summary

Final Time Report - All Employees - Summary **TOTAL HRS**

Period Specified :08/01/2017-08/30/2017 Semi-Mth Classified  
Run Date & Time: CFLORES001 PRI 09/05/2017 15:48:08

CostCtr	Payroll	PersonID	Pers.No	Lastname Firstname	TT	Hrs	At/Ab/WT	Rpt.Hrs	At/Ab/WT	Rpt.Hrs	At/Ab/WT
1123401	SM	722211	722211	BRAVO, MIREYA	B	12	RG	12			
		722211			B	66	RG	66			
		433114	433114	BIGGLER LILIANA	B	12	RG	6	IL	6	
		433114			B	60	RG	54	PN	6	
		795817	795817	CRUZ, FERMIN	B	4	RG	4			
		795817			B	44	RG	44			
		688889	688889	MARTIN, JOSEPH	B	1	RG	1			
		688889			B	12	RG	12			
					B	66	RG	36	IL	30	

The Final Time Report displays a break down of the total hours reported for each employee. For example, the third line indicates that for Liliana Biggler there was a total of 72 hours reported. 60 hours of regular time, 6 hours for illness and 6 hours for personal necessity.

## Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

**Payroll**.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to [oelausd.org](https://oelausd.org). Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.