How to enter time into SAP:

This document is applicable to faculty, staff, and student workers.

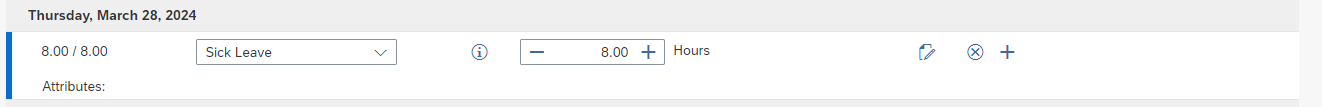
* Log into SAP from the [Texas State website](https://www.txst.edu/faculty-and-staff.html)  
  Graphical user interface, application

  Description automatically generated
* In SAP, the second row is “Time” where you will select the tile “My Timesheet (Version 3)”  
  A screenshot of a phone

  Description automatically generated
* A new tab will open with a calendar to the left. The screen will default to the current week that you are in, but you can select the week needed by clicking in the calendar
  + For this example, we will input time for SICK LEAVE on 28 March  
    A screenshot of a calendar

    Description automatically generated
* In the top right, select “+Enter Records”  
  A screenshot of a computer

  Description automatically generated
* On the left side in the row for that date, you will input the type of time you are entering
  + - The drop down menu is going to be in alphabetical order
  + When you are in the correct date, you will use the right side of the screen to input time
    - Under the correct day, mark the correct number of hours missed  
      8 hours is one work day



* + The most common entered items are:
    - Sick Leave- 1010
    - Vacation- 1000
    - Regular Work Study Hours- 0140
* Now you will save the time entered by selecting “Submit” in the bottom right  
  A blue and yellow rectangle with text

  Description automatically generated
* If you need to delete a logged entry, select the “+Enter Records” button again and then the circled “X” icon will delete that item