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)

* In SAP, the second row is “Time” where you will select the tile “My Timesheet (Version 3)”

* 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
	
* In the top right, select “+Enter Records”

* 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

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