Setting up Your SAP Account

1. **Guide for requesting SAP PS Access for new employees**

**Purpose of Employee Time Recording**

The Health Products and Food Branch (HPFB) implemented SAP-PS/CATS (Systems, Application, and Products in Data Processing - Project Systems, Cross Activity Timesheets) for time tracking in 2011 for cost recovery directorates, then Branch wide in 2013. This system is essential for:

* Capturing accurate information regarding the time and effort expended on all Branch activities.
* Facilitating a balanced workload through a thorough understanding of the effort and resources required to perform tasks and allocate resources appropriately.

With respect to cost-recoverable activities, HPFB is required in accordance to Treasury Board Policy to report on cost recovery revenue and show how that money was spent on the activities for which it was collected.

**Requirements to create an account for a new employee**

The Administrative Officer or Time Administrator can send the SAP PS Employee Access Request by email using the **Employee Request Template**. The Request should be sent to the SAP Security Officer’s (SO) generic email account “BSFO-HPFB SAP-PS” once the following has been met:

* Employee has been added to the Salary Forecasting Tool and has a Personal Record Identifier (PRI)
* The user has access to Lotus Notes and;
* has updated their information in the Health Canada Directory

**SAP PS Employee Request Template**

The form below must be completed in order to request employee access to Time Record in the SAP PS Cross Application Time sheet (CATS). The data can be copied and pasted directly into an email to send to the SAP Security Officer’s (SO) generic email account “BSFO-HPFB SAP-PS”. Please refer to the summary of steps for employees in the HPFB SAP PS Access Procedures for Time Recording.

|  |  |
| --- | --- |
| **Employee Name:** |  |
| **Employee Status: (indeterminate, casual, student, term etc.):** |  |
| **Access start date:** |  |
| **Access end date:** |  |
| **Does the user have SAP installed on their computer?** |  |
| **What access does the user require (i.e. PS Time Recorder, Time Administrator, Project Manager)\*** |  |
| **Does this user require training?:** |  |
| **Is the user's information up to date in the directory, along with their home organization to the lowest level?:** |  |
| **Who will be approving this user's access? Please provide name:** |  |
| **Is the user's information up to date /entered in the Salary Forecasting Tool (SFT**)? *Answer must be yes* |  |

1. **Inputting Time Data into SAP**

Once you have SAP installed on your computer and you have your SAP account set up, you will have to add all of your time tracking into the SAP system. **THIS IS MANDATORY. We lose $300 for every hour not tracked**, so you must ensure that you enter all of your time information consistently and accurately. Use the step-by-step guide below to learn how to enter your information.



1. **SAP Activity Code Guide**

Use the following SAP Activity Guide to determine which codes to use when entering your time tracking. The codes will vary based on your working conditions and activities.

