

SAP Storm Timesheet FAQs



Summary of process change:

Beginning Storm season 2018, non-bargaining employees are no longer required to record time worked in support of a storm event on the S-102 form. Total hours worked by applicable IO/WBS will be recorded on the SAP timesheet. Post-storm, the employee's storm supervisor(s) as identified in REDi will receive an electronic timesheet report for review and electronic approval.

Frequently Asked Questions:

1. Who will approve my storm time?
 - a. Your storm supervisor identified in REDi for each day of time worked will approve the time worked for that day. This may be multiple storm supervisors based on assignment(s).
2. When will time be approved?
 - a. Timesheet report will be routed to all storm supervisors for approval in a timely manner post storm; you will be paid based on the time entered. Any corrections to time and pay will occur once reviewed.
3. How often should I enter my time in SAP?
 - a. Hours worked should be entered daily into SAP using the IO for your designated work location
4. My storm supervisor is not a manager; will they still be able to approve time in SAP?
 - a. Yes.
5. How frequently will data be updated from REDi?
 - a. Data will be extracted nightly from REDi. Therefore it is important that all supervisor changes be updated daily in REDi if applicable.
6. Will salary information be included in the report to my storm supervisor?
 - a. Salary information will not be included in the report sent for review/approval. The storm supervisor is only responsible for validating hours worked by day.