

Time Entry on the Standing Administrative Time Work Order

IW41

Use this transaction to enter time on the standing administrative time work order

Basic Commands

Back	
Cancel	
Help	
Exit	
Enter	
Save	
Execute	

Administrative time is used to note any hours in the day which a mechanic does work which is not attributed to a specific vehicle. All wrench-turning personnel who attribute some part of each workday to vehicles should have administrative time for the rest of their day. Any staff who do not attribute time to vehicles regularly need not keep track of hours this way.

1. From the **SAP R/3 System Easy Access** screen or from your favorites, enter or select transaction code **IW41**.
2. Enter work order number in the **Order** field.
3. Enter the operation that you wish to add time to:
 - 0010: Vacation / Sick Leave
 - 0020: Workshops / Training
 - 0030: BSIP Work
 - 0040: Fuel Route
 - 0050: Shop Maintenance
 - 0060: Stock Room Work
 - 0070: Travel not for vehicle repair/inspection
 - 0080: Charter Bus Examinations

5. Click  or press **Enter**.

Note: If you have previously forgotten to uncheck the **No Remaining Work** and **Final Confirmation** boxes for this operation you will receive an error message. Choose yes to ignore it and remember to uncheck these boxes this time.

5. The **Create PM Order Confirmation: Actual data** screen displays.
6. Enter the required information in the following fields:
 - Personnel Number**
 - Actual Work**
7. Remove the checkmarks from **Final Confirmation** and **No Remaining Work**
8. Click on the **Save**  icon.
You will be returned to the **Create PM Order Confirmation: Initial Screen**.