TIME KEEPER

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CATS INITIAL SCREEN

OVERVIEW

Managers and/or timekeepers input data into time sheets via the CATS (Cross-Application Time Sheets) screen. Time data is stored in the CATS database and is available for reporting. When someone (manager, supervisor, timekeeper) needs to maintain time sheet information for an employee or group(s) of employees, he/she must first enter data into the fields on the "Time Sheet: Initial Screen." After doing so, the system displays the Cross-Application Time Sheet in Data Entry mode.

OBJECTIVE

You will learn how to use CATS to maintain employee time sheets in this exercise.

MENU PATH

Human Resources → Time Management → Time Sheet → Time Data → CAT2 - Enter

TRANSACTION CODE

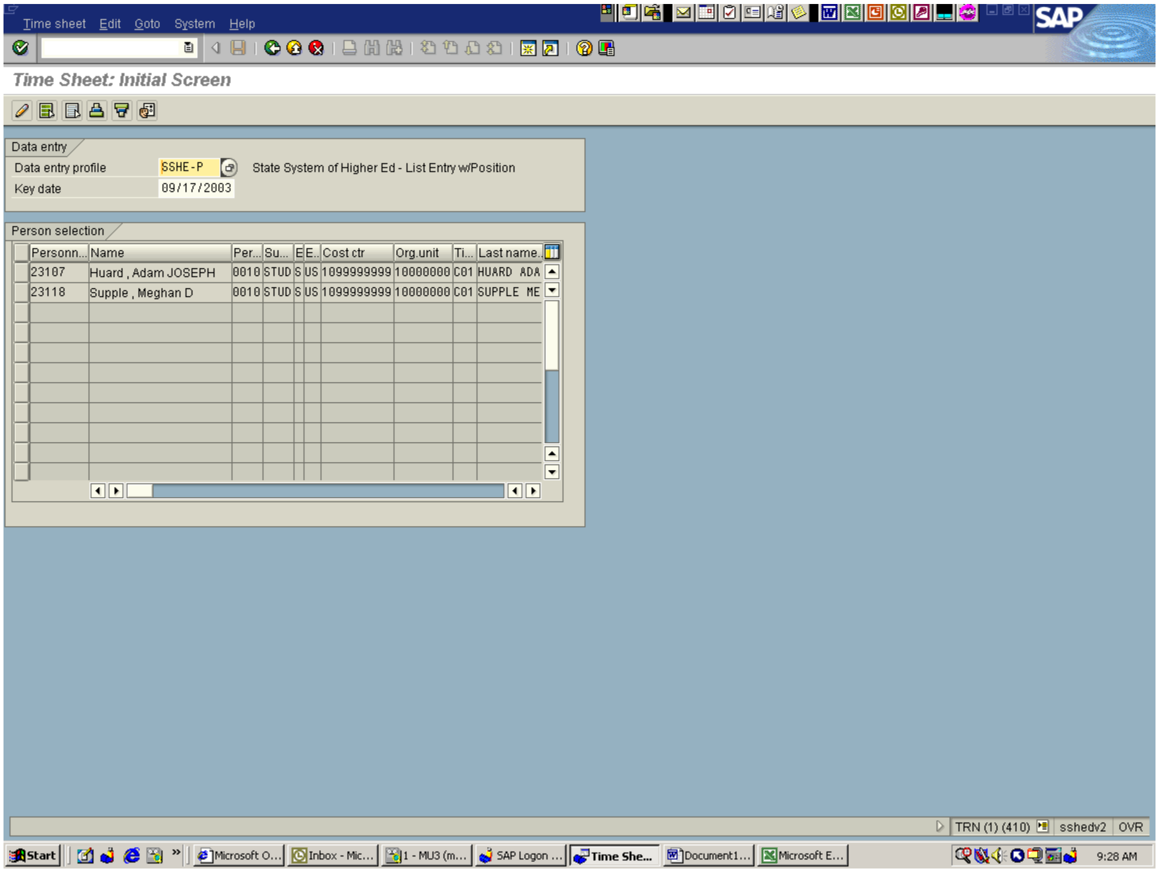
CAT2

PROCEDURE

Note: Procedural sequence numbers (1, 2, 2.1, etc.) denote an ACTION that you should perform for proper execution of this exercise.

1. Logon to the SAP system and follow the Menu Path shown above.

2. On the screen “Time Sheet: Initial Screen,” enter information in the fields as specified in the table below:

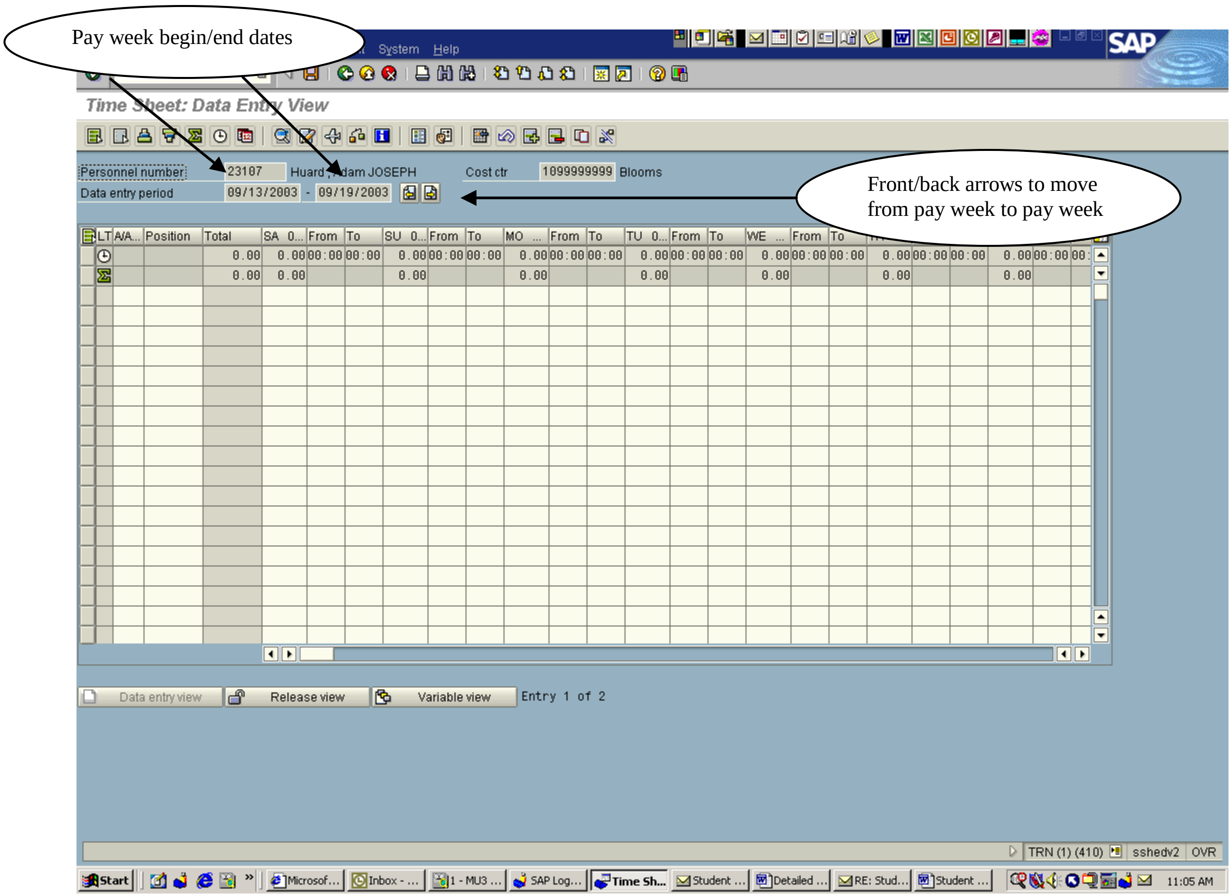


Field Name	Description	User Action and Values	Comments
Data entry profile	The data entry profile determines the method of data entry, the layout of the data entry screen, and the following factors: - Whether times can be entered for individual employees or for groups of employees - Which data can be maintained (confirmations, services, etc.) - Whether time sheet data is entered on a daily, weekly or monthly basis - Whether or not the data entered is subject to approval	Will automatically be populated with SSHE-P.	
Key date	The Key date field will default to the current date. This date will trigger the pay week that will automatically appear on the “Time Sheet:: Data Entry View”.	Change date to match pay week you need to access.	Any date during a particular pay week can be used.

2.1. Select the employee by clicking in the blank field to the left of the employee’s personnel number. Click on the Enter Times  icon at the top left of the screen.

3. The “Time Sheet: Data Entry View” screen includes 7 days, or 1 pay week. The ‘Data Entry’ field gives you the begin/end dates for the pay week you are entering information for. If you are inputting information for an entire biweekly pay period, you need to access two “Time Sheet: Data Entry View” transactions. This can be done by:

- Using the ‘Key Date’ field on the “Time Sheet: Initial Screen”, or
- Using the front/back arrows at the top of the “Time Sheet: Data Entry View”.



3.1. Complete the required fields as specified in the table below.

Field Name	Description	User Action and Values	Comments
LT	1. Clock – 'Target hours' indicates the totals for the scheduled hours on a weekly and daily basis and the scheduled from/to times for the daily work schedule. 2. E – 'Totals Line' indicates the weekly and daily totals for additional attendances/absences. As each new attendance/absence line is added, this row will be updated to include all activity totals.	1. This information automatically defaults unless the employee is hourly. 2. This information automatically defaults based on input of additional attendances/absences for salaried employees, or all hours worked for hourly employees.	1. You have the option of 'hiding' this field by selecting the F7 key. 2. You have the option of 'hiding this field by selecting the F6 key.
A/A	Attendances/Absences.	Use the drop down box for applicable attendances/absences permissible for the employee's personnel sub area (bargaining unit).	
Day and From/To	1. Each day in the pay week will be listed along with the calendar date. This column will reflect the total hours for the attendance/activity based on the input for the from/to fields. 2. Enter the starting time/ending time for the attendance/activity.	Required when additional attendances/absences are necessary for salaried employees, or to compensate hourly employees for attendances/absences.	If a full day of leave is taken, you have the option of just entering the total number of hours instead of the from/to information.

3.2. Click the "Save" button, .

Note: While on this screen, you can perform various functions. For example under the *Edit Menu*, you can Insert lines (Ctrl + F4), Delete lines (Shift + F2), Copy lines (F5), Split lines (Ctrl + F3), and create New lines (Ctrl +F5). Moreover, you can Select all (Shift + F7), Deselect all (Shift + F8), Sort ascending (Ctrl + F8), Sort descending (Ctrl + F9), Check entries (Ctrl + F6), and Reset entries (Ctrl + F11). In regards to times, you can Distribute hours (Ctrl + Shift + F1), turn Target hours (F7) and Weekdays (F8) on and off, etc.

Also from this screen, you can view detailed time data, display the time data in various views (Data Entry, Release, and Variable), Check the log, etc.

PRACTICE ASSIGNMENT

- To be provided by Instructor

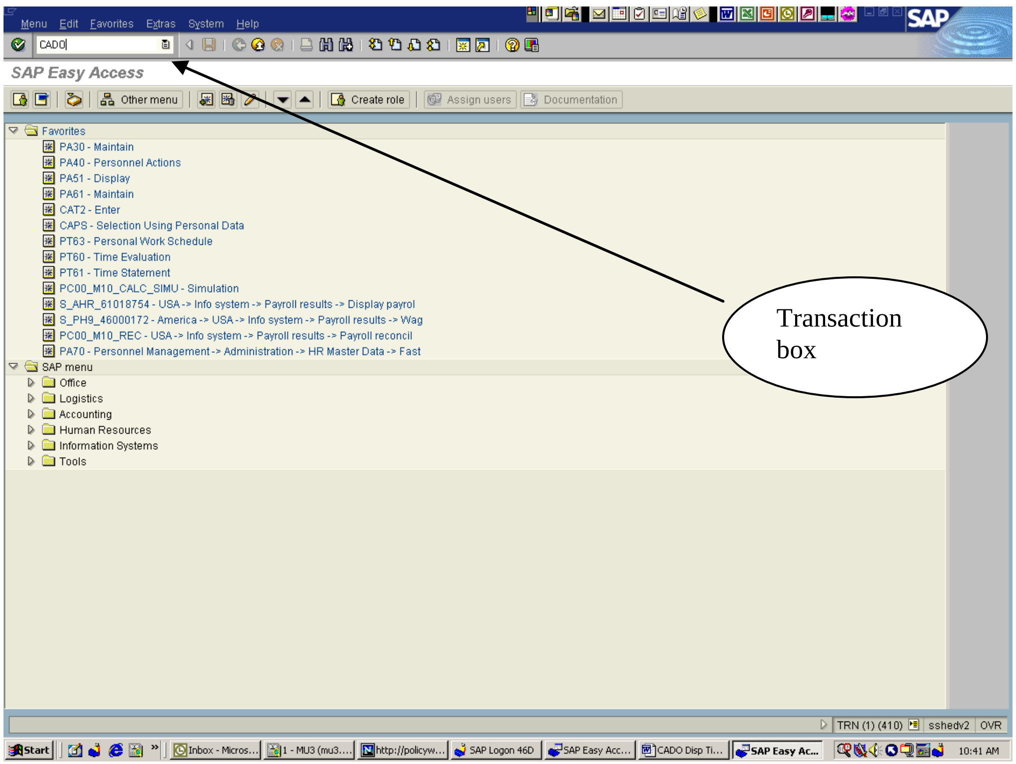
SUMMARY/REVIEW

In this exercise, you learned how to maintain employee time sheets in CATS. A "Quick-View" of the step-by-step procedure for this transaction is available in Appendix B.

CADO – DISPLAY TIME SHEET

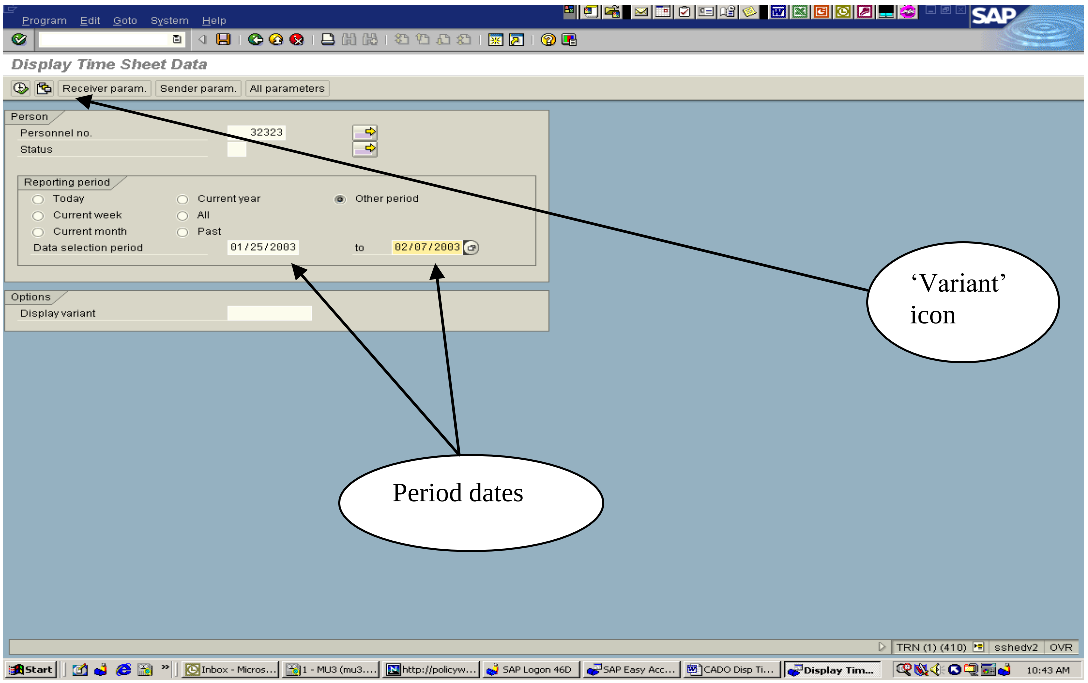
A fast, easy way for a Time Administrator or Supervisor to review CATS input for an individual employee or a group of employees is to access CADO – Display Time Sheet.

1. Initiate action by typing 'CADO' in the transaction box at the top of the screen;

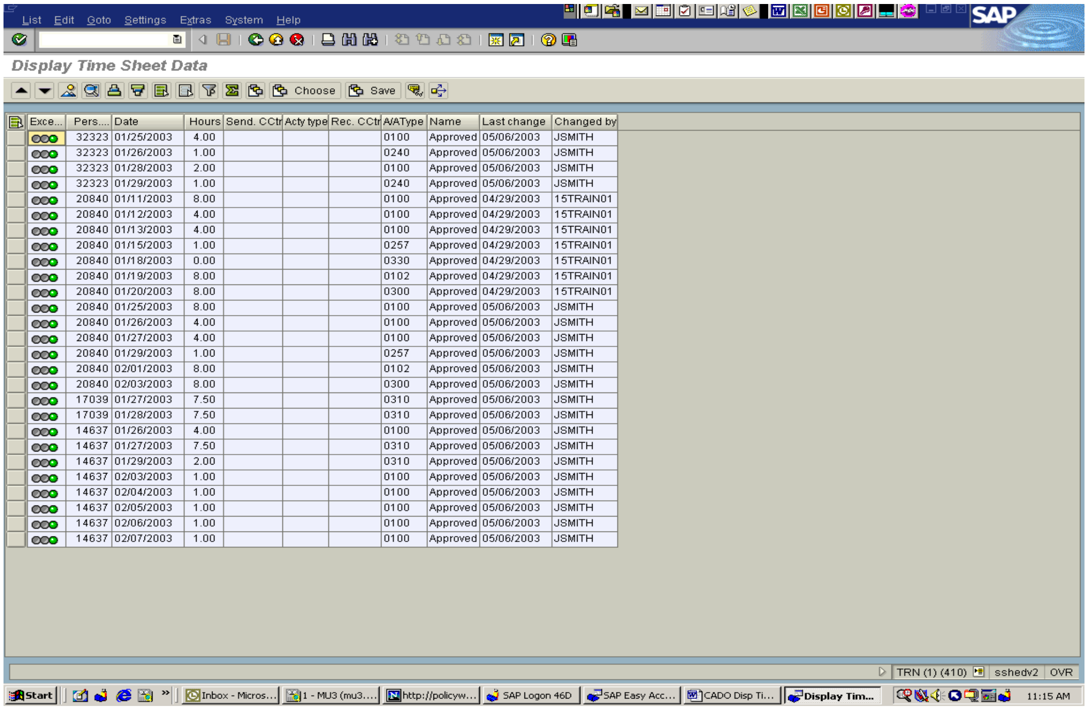


2. Executing the report:

- If you have a variant saved, click on the 'Variant' icon. The variant can be created for each time supervisor and saved to include the personnel numbers for his/her timeadministrator code; or,
- If pernr(s) aren't included in a variant, enter the pernr(s) for the employee's records you want to review along with the dates for the period you want to review.
- Execute.

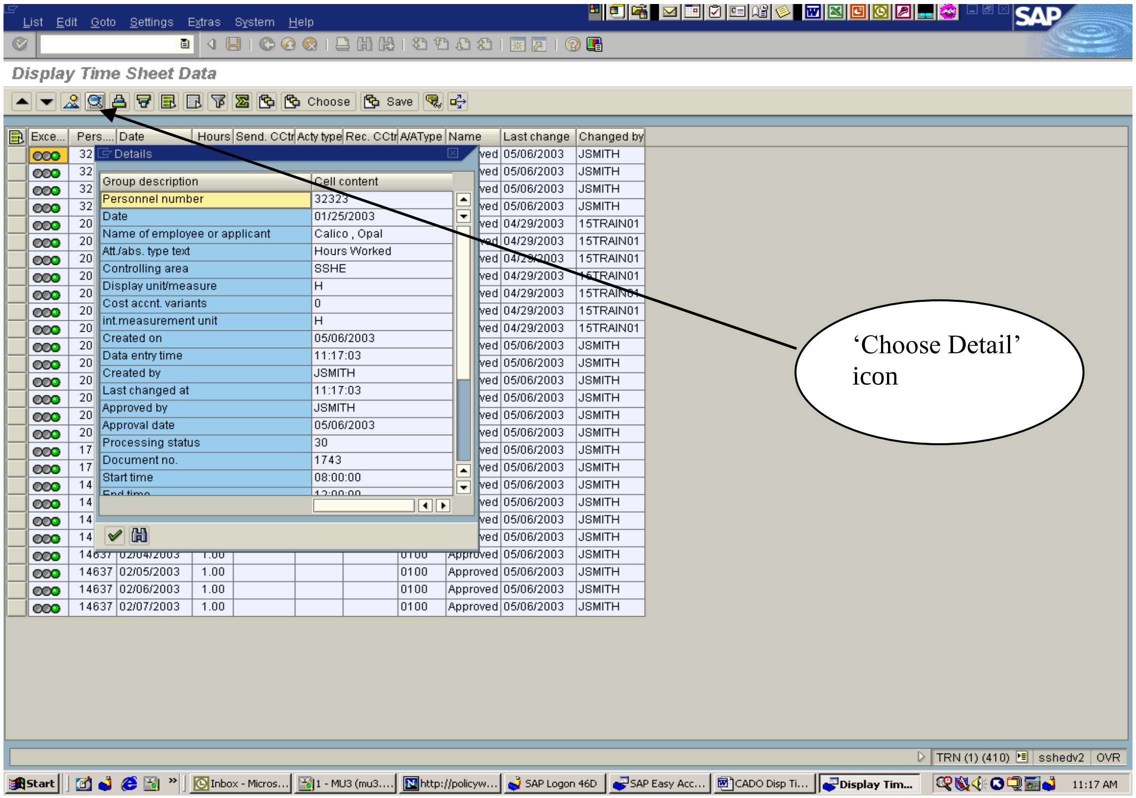


3. A listing of attendances/absences input via CATS will be returned.

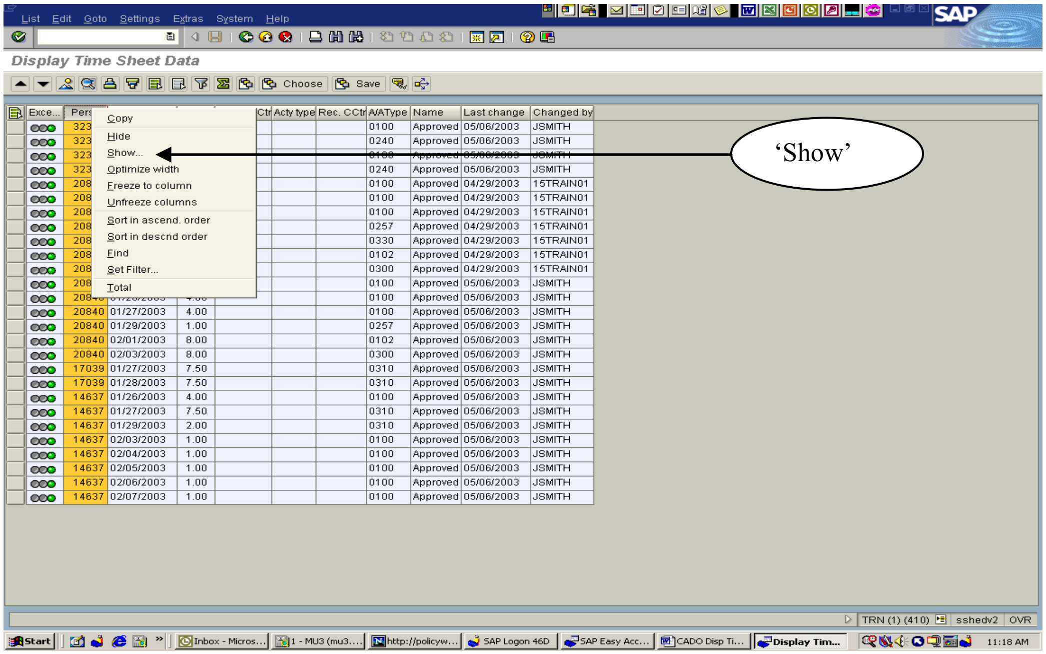


Exce...	Pers....	Date	Hours	Send. CCtr	Acty type	Rec. CCtr	A/AType	Name	Last change	Changed by
	32323	01/25/2003	4.00				0100	Approved	05/06/2003	JSMITH
	32323	01/26/2003	1.00				0240	Approved	05/06/2003	JSMITH
	32323	01/28/2003	2.00				0100	Approved	05/06/2003	JSMITH
	32323	01/29/2003	1.00				0240	Approved	05/06/2003	JSMITH
	20840	01/11/2003	8.00				0100	Approved	04/29/2003	15TRAIN01
	20840	01/12/2003	4.00				0100	Approved	04/29/2003	15TRAIN01
	20840	01/13/2003	4.00				0100	Approved	04/29/2003	15TRAIN01
	20840	01/15/2003	1.00				0257	Approved	04/29/2003	15TRAIN01
	20840	01/18/2003	0.00				0330	Approved	04/29/2003	15TRAIN01
	20840	01/19/2003	8.00				0102	Approved	04/29/2003	15TRAIN01
	20840	01/20/2003	8.00				0300	Approved	04/29/2003	15TRAIN01
	20840	01/25/2003	8.00				0100	Approved	05/06/2003	JSMITH
	20840	01/26/2003	4.00				0100	Approved	05/06/2003	JSMITH
	20840	01/27/2003	4.00				0100	Approved	05/06/2003	JSMITH
	20840	01/29/2003	1.00				0257	Approved	05/06/2003	JSMITH
	20840	02/01/2003	8.00				0102	Approved	05/06/2003	JSMITH
	20840	02/03/2003	8.00				0300	Approved	05/06/2003	JSMITH
	17039	01/27/2003	7.50				0310	Approved	05/06/2003	JSMITH
	17039	01/28/2003	7.50				0310	Approved	05/06/2003	JSMITH
	14637	01/26/2003	4.00				0100	Approved	05/06/2003	JSMITH
	14637	01/27/2003	7.50				0310	Approved	05/06/2003	JSMITH
	14637	01/29/2003	2.00				0310	Approved	05/06/2003	JSMITH
	14637	02/03/2003	1.00				0100	Approved	05/06/2003	JSMITH
	14637	02/04/2003	1.00				0100	Approved	05/06/2003	JSMITH
	14637	02/05/2003	1.00				0100	Approved	05/06/2003	JSMITH
	14637	02/06/2003	1.00				0100	Approved	05/06/2003	JSMITH
	14637	02/07/2003	1.00				0100	Approved	05/06/2003	JSMITH

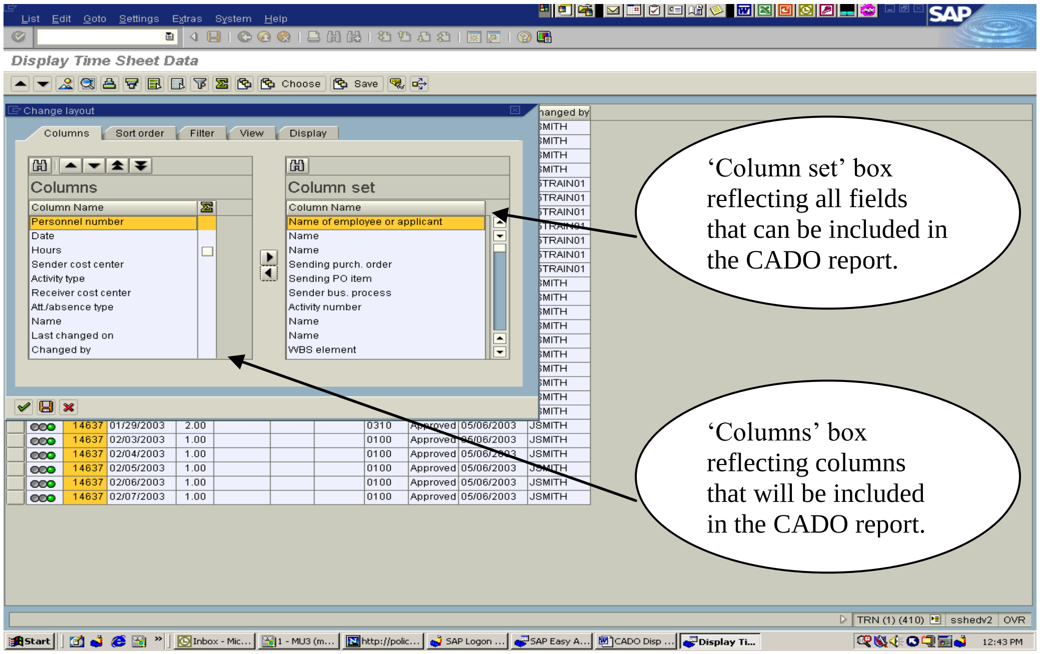
4. To display more detail on an individual line:
   - Highlight the particular line of entry
   - Click on the 'Choose Detail' icon on the toolbar.
   - Detail includes the start/end times of the attendance/absence.



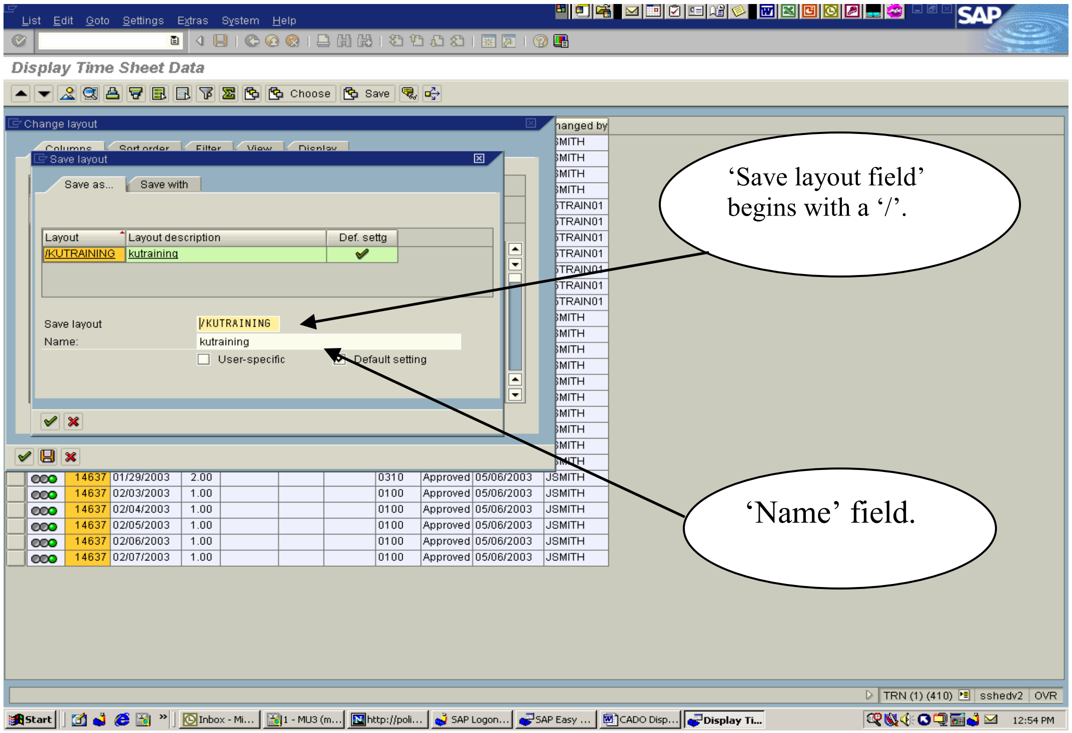
5. Modifying the CADO: You can modify the CADO to add/delete/rearrange the columns of information to be included on this report. This modification can be saved so that whenever the CADO report is accessed, the preferred format is always used, making this a much easier reporting tool for supervisors to use.
   - To edit the CADO report, highlight any column, right click on the mouse and select 'Show'.



- A 'Change layout' box is returned. Under the 'Columns' tab, there are two boxes: the 'Column set' box that lists all possible data that could be added to the report; and the 'Columns' box that lists the data that is currently on the CADO report.

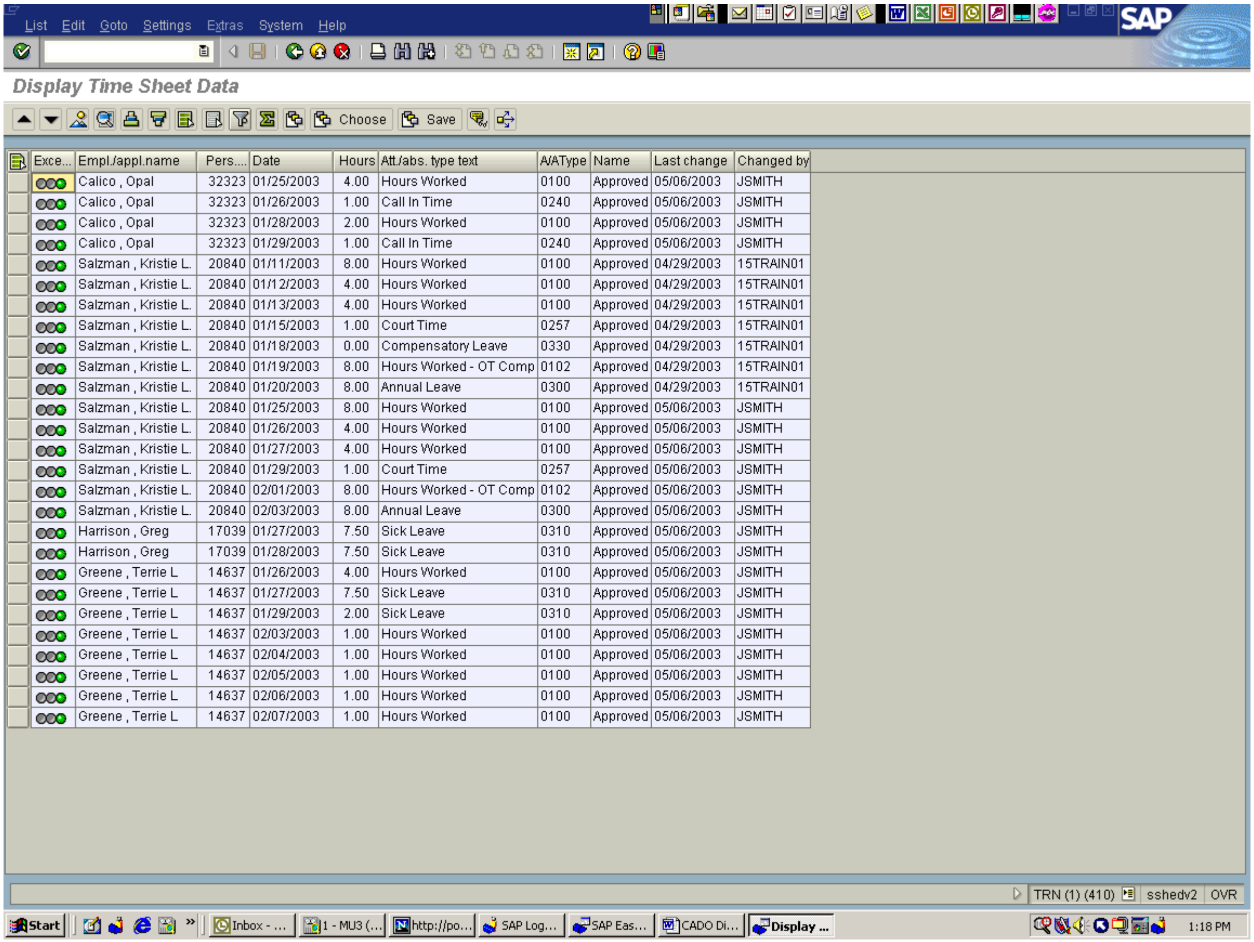


- To **add data** to the report, using the 'Column set' box, highlight the columns you want to add, then click on the (left arrow) to move those fields to the 'Columns' box on the left.
  - To add the employee name, choose 'Name of employee or applicant'
  - To add the text defining the attendance/absence code, choose 'Att./abs. type text'.
- To **remove data** from the report, using the 'Columns' box, highlight the columns you want to remove, then click on the (right arrow) to move those fields to the 'Columns set' box on the right.
- To **sort columns** in the report, highlight the column name you want to move and drag it up or down to highlight the name of the column you want to insert it in front of.
- To **save** the CADO report with this employee name field as a permanent column, click on the 'Save' icon at the bottom of the 'Change layout' box.. Enter the name you want for the 'Save layout' and 'Name'. You could use the variant name for these fields. Make sure that you use a '/' at the beginning of the 'Save layout' field.



- Click on the green check at the bottom of the ‘Change layout’ box.

- You should now have the CADO report written to your specific needs.

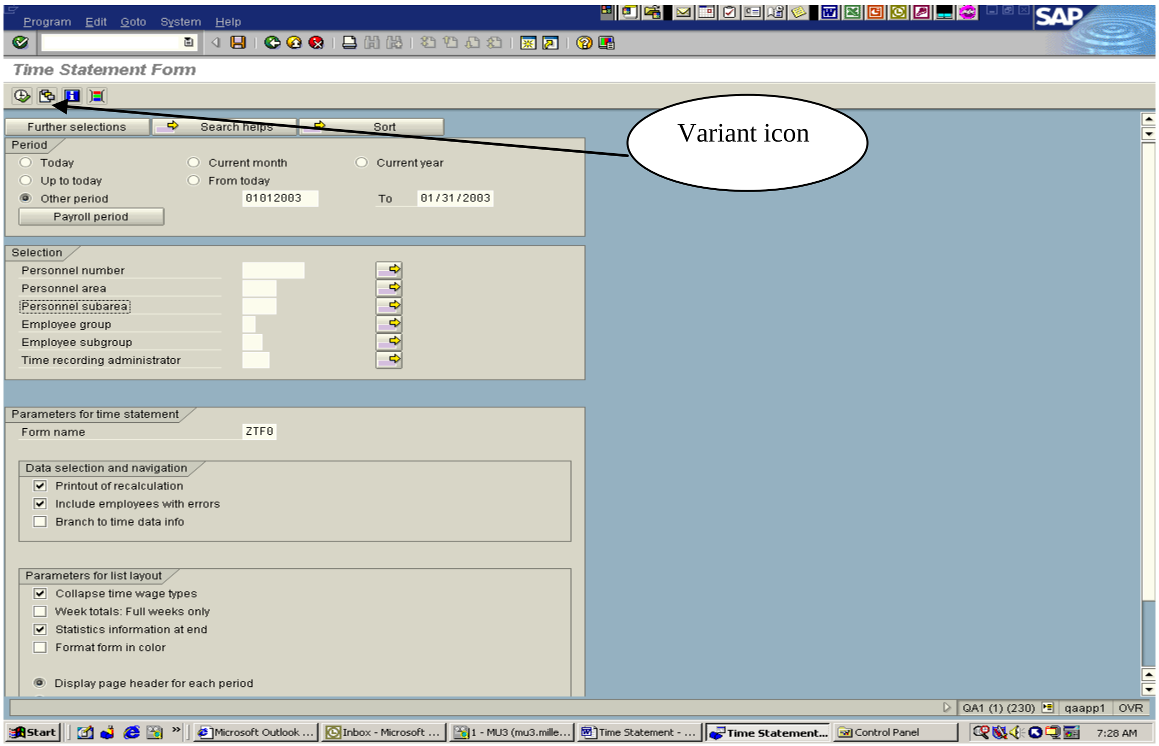


Exce...	Empl./appl.name	Pers....	Date	Hours	Att./abs. type text	A/AType	Name	Last change	Changed by
	Calico , Opal	32323	01/25/2003	4.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Calico , Opal	32323	01/26/2003	1.00	Call In Time	0240	Approved	05/06/2003	JSMITH
	Calico , Opal	32323	01/28/2003	2.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Calico , Opal	32323	01/29/2003	1.00	Call In Time	0240	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	01/11/2003	8.00	Hours Worked	0100	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/12/2003	4.00	Hours Worked	0100	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/13/2003	4.00	Hours Worked	0100	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/15/2003	1.00	Court Time	0257	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/18/2003	0.00	Compensatory Leave	0330	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/19/2003	8.00	Hours Worked - OT Comp	0102	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/20/2003	8.00	Annual Leave	0300	Approved	04/29/2003	15TRAIN01
	Salzman , Kristie L.	20840	01/25/2003	8.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	01/26/2003	4.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	01/27/2003	4.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	01/29/2003	1.00	Court Time	0257	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	02/01/2003	8.00	Hours Worked - OT Comp	0102	Approved	05/06/2003	JSMITH
	Salzman , Kristie L.	20840	02/03/2003	8.00	Annual Leave	0300	Approved	05/06/2003	JSMITH
	Harrison , Greg	17039	01/27/2003	7.50	Sick Leave	0310	Approved	05/06/2003	JSMITH
	Harrison , Greg	17039	01/28/2003	7.50	Sick Leave	0310	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	01/26/2003	4.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	01/27/2003	7.50	Sick Leave	0310	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	01/29/2003	2.00	Sick Leave	0310	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	02/03/2003	1.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	02/04/2003	1.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	02/05/2003	1.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	02/06/2003	1.00	Hours Worked	0100	Approved	05/06/2003	JSMITH
	Greene , Terrie L	14637	02/07/2003	1.00	Hours Worked	0100	Approved	05/06/2003	JSMITH

PRINTING A TIME STATEMENT

1. Access PT61 – Time Statement: Human Resources > Time Management >

2. Click on the variant icon and select the variant you need. If no variant is already created, create a variant to include basic information you need to access the applicable time sheet(s).



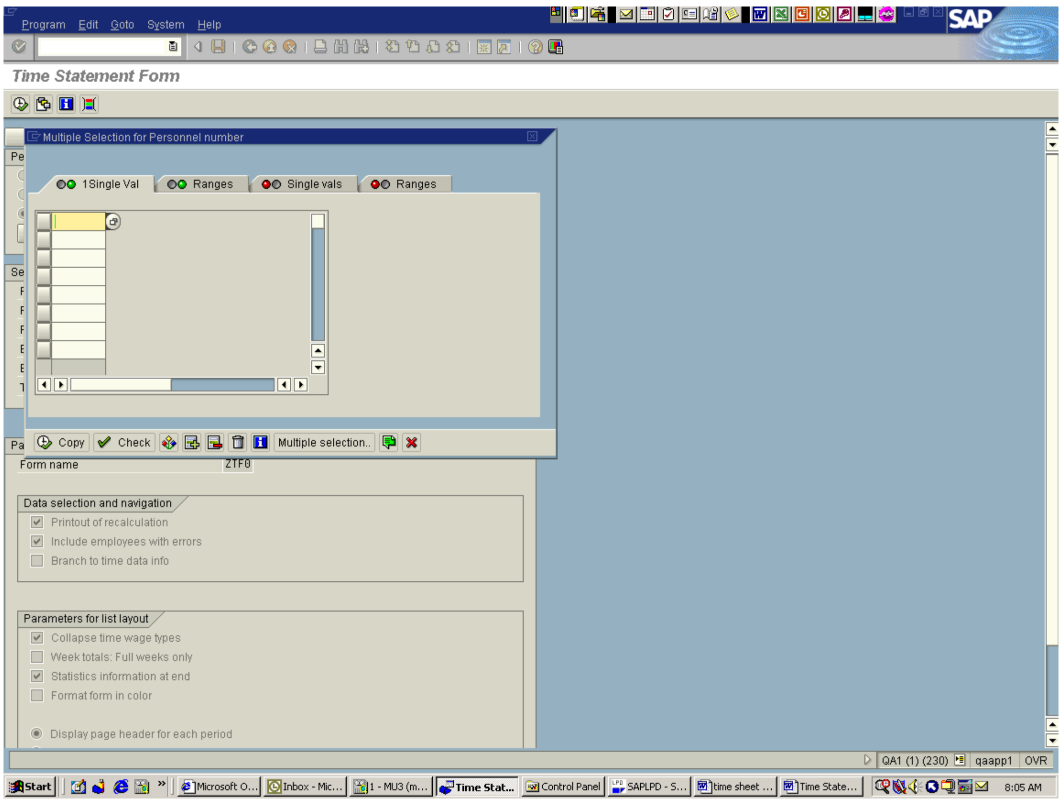
3. Required fields:
   a. Date range:
      - When the pay period spans two months, Start Date should be the beginning of the pay period. The End Date must be the last day of the month the pay period ends in. (ie: pay period 2/22/2003 through 3/07/2003 will use the start/end dates of 02/22/2003 – 01/31/2003.)
      - When the full pay period falls under one month, the Start Date must be the first of the month. The End Date must be the last day of the month. (ie: pay period 3/07/2003 through 3/21/2003 will use the start/end dates of 03/01/2003 – 03/31/2003.)

b. Search parameters to identify the employees you want, such as:
   - Personnel number: The personnel number(s) can be added each time you need to run a Time Statement. If you regularly run Time Statements for a specific group of people, you can add those numbers to a variant so that they are always included when you access that variant.
   - Time administrator

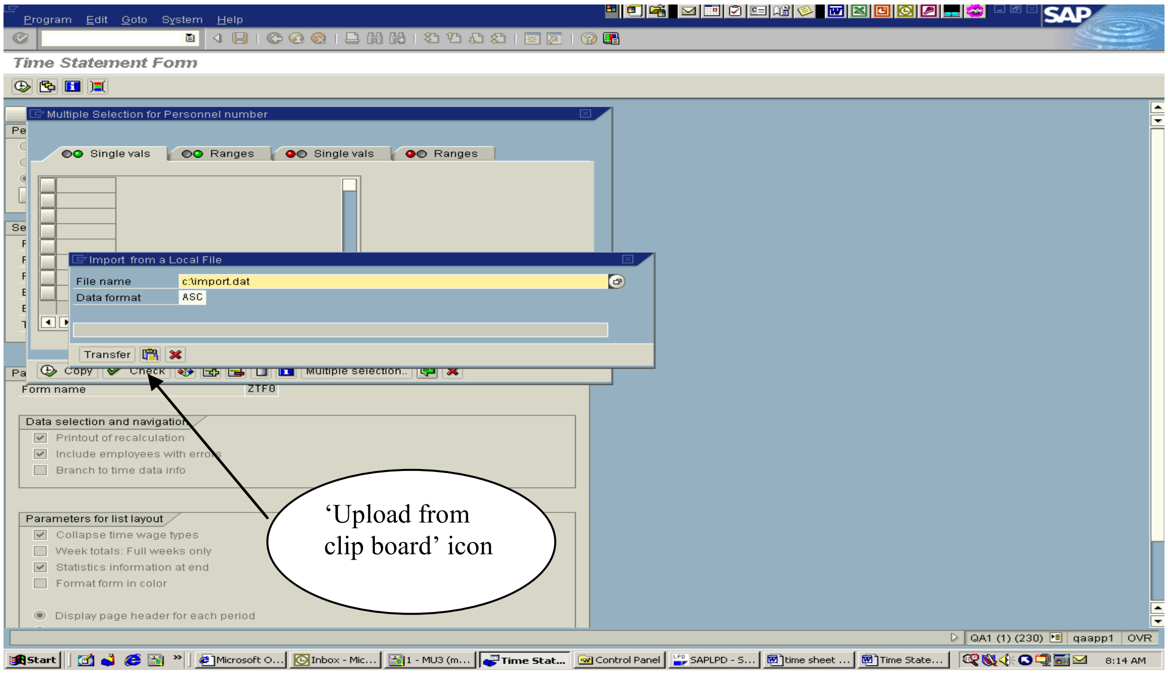
c. Form name: always use 'ZTF0'

4. Ways to select multiple employees:

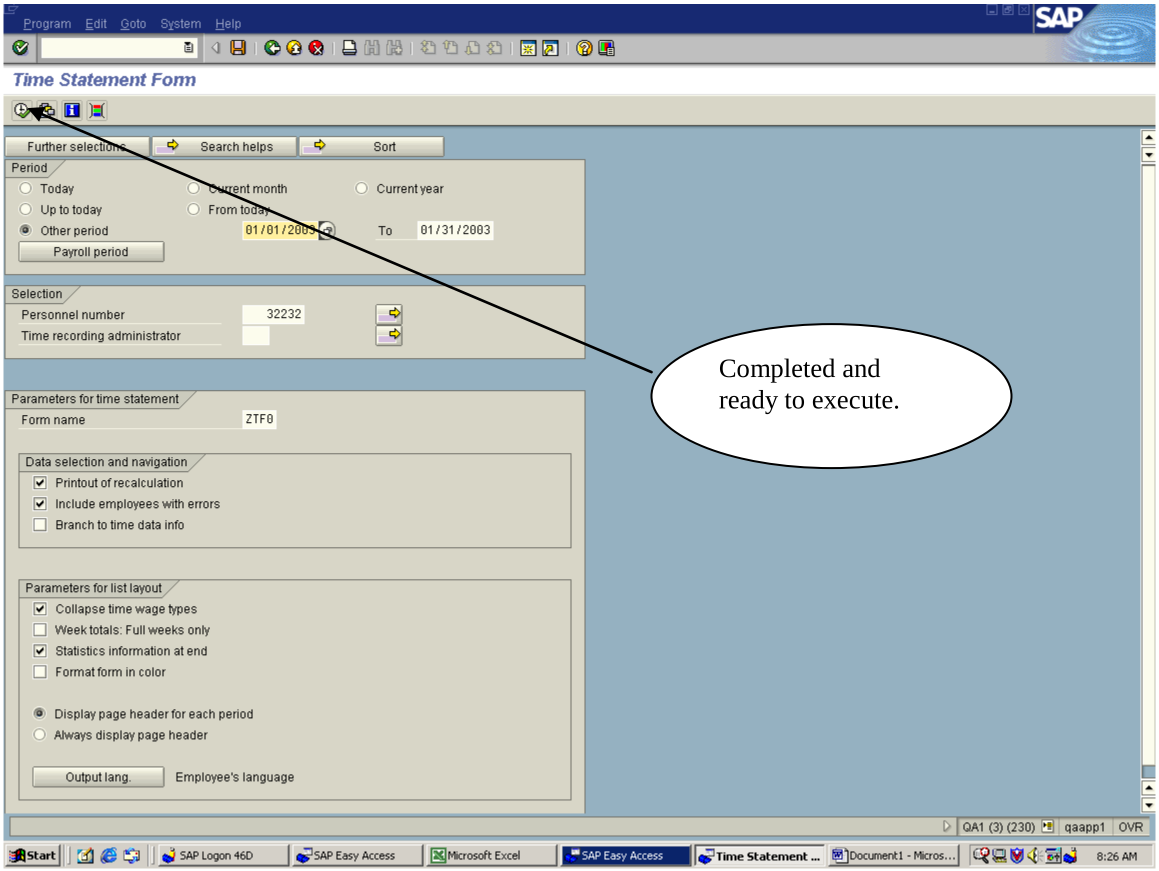
a. Click on the ⇨ on the Personnel number line;
   - Based on the tab you choose, you can use:
   - Single Val to type in the multiple employee numbers you want time statements for;
   - Ranges to type in a range of employee numbers



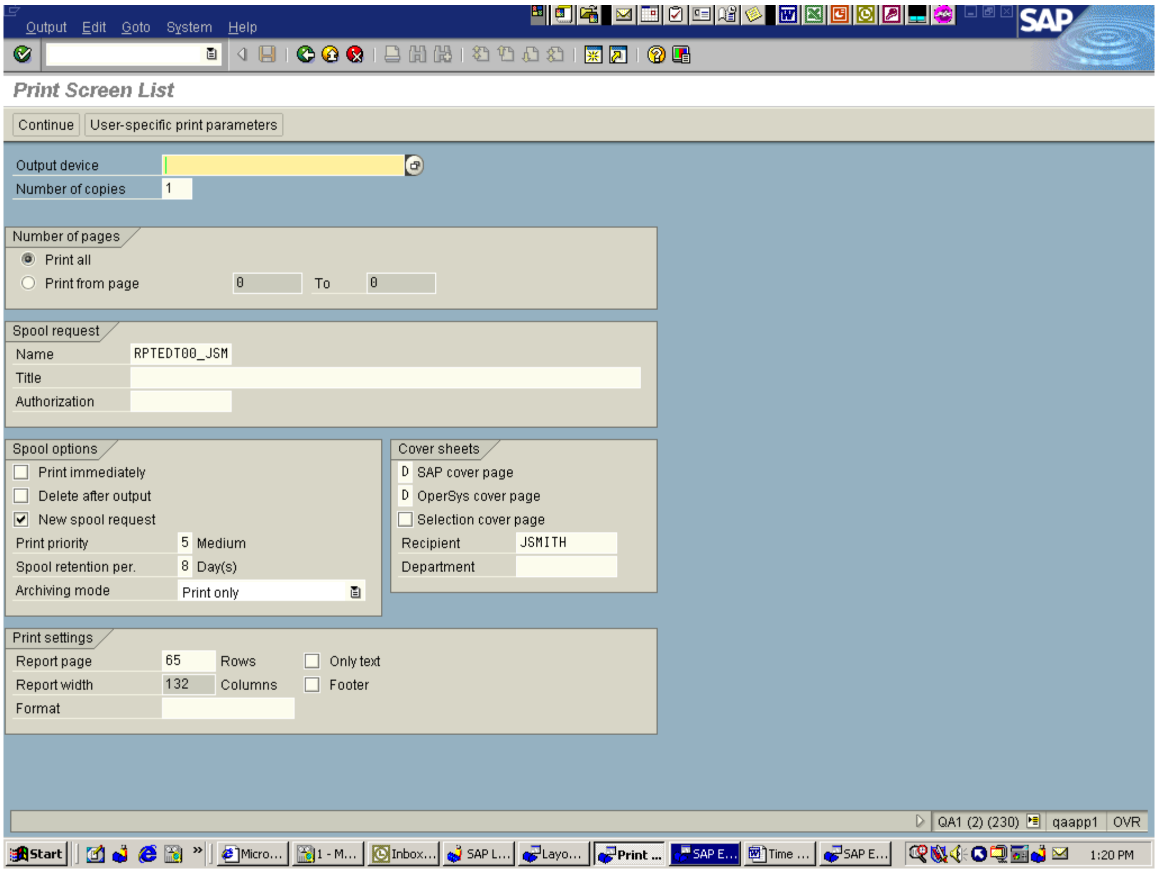
b. Click on the ⇨ on the Personnel number line;
   - If you have a list of personnel numbers maintained on a spreadsheet (ie: excel), you can import that list to produce time statements for those employees:
   - Go to your spreadsheet and 'copy' the list of personnel numbers;
   - Click on the 'Import from Text file' icon at the bottom of the box;
   - Click on the 'Upload from clip board' icon at the bottom of the box.



5. Execute.


Program Edit Goto System Help
Time Statement Form
Further selections
Search helps
Sort
Period
Today
Current month
Current year
Up to today
From today
Other period
01/01/2003
To
01/31/2003
Payroll period
Selection
Personnel number
32232
Time recording administrator
Parameters for time statement
Form name
ZTF0
Data selection and navigation
Printout of recalculation
Include employees with errors
Branch to time data info
Parameters for list layout
Collapse time wage types
Week totals: Full weeks only
Statistics information at end
Format form in color
Display page header for each period
Always display page header
Output lang.
Employee's language
Completed and
ready to execute.

6. To print, click on the print icon.
    a. Output device: 'LOCL'
    b. Spool Options: click in the boxes for 'Print immediately' and 'Delete after output'.
    c. Click on the 'Continue' button at the top of the screen.
    d. Click on the green checkmark in the box that appears on the screen.



PERSONAL WORK SCHEDULE

The PT63, 'Personal Work Schedule' report is an excellent tool to see the assigned work schedule detail on individual employees for specific time periods. This report should be used to verify that the correct work schedule is assigned to employees. For those employees working a 'rotating' work schedule, this report should be used to be sure that the employee is in the correct place in the work schedule, comparing the calendar date with the correct shift.

This report can also be used to 'post' work schedules in a department where employees are assigned to rotating shifts.

The PT63 should be shared with individual departments prior to 'go-live' as a verification that all employees are assigned to the correct work schedule.

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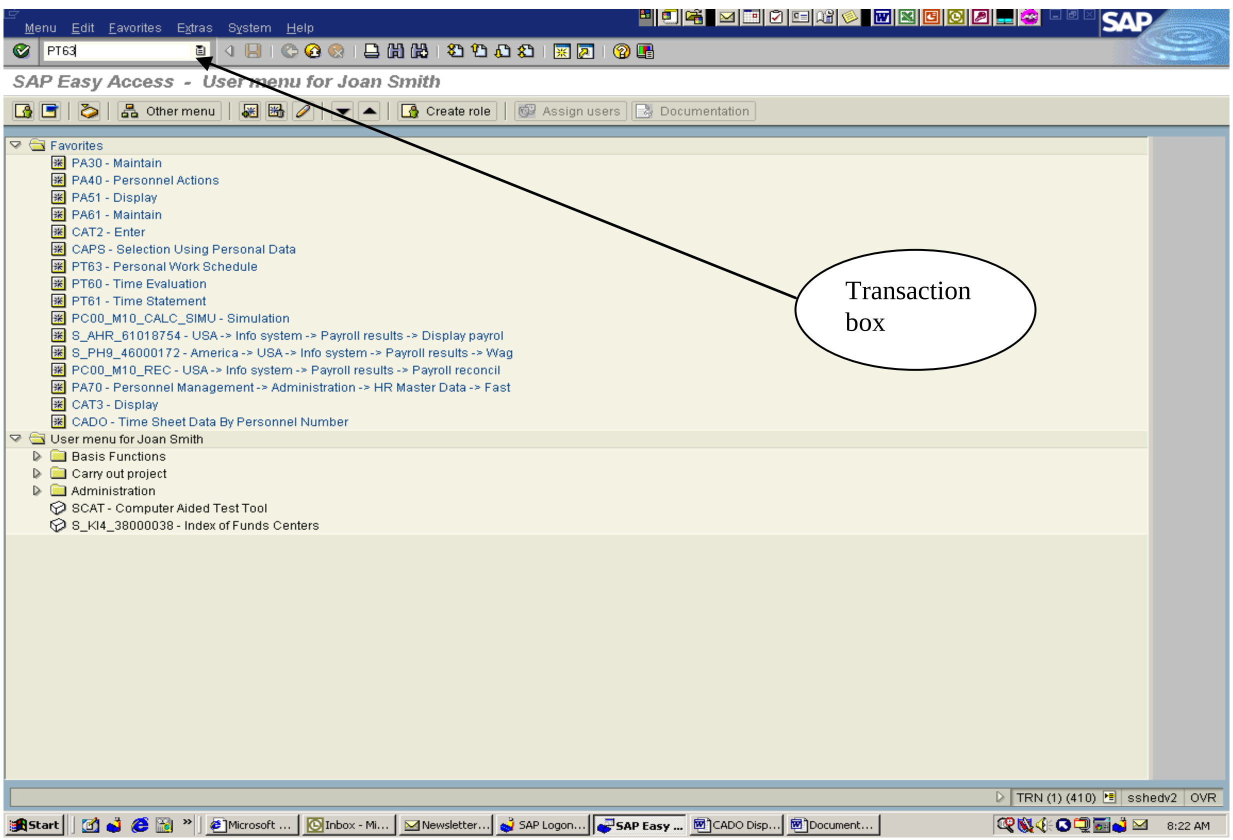
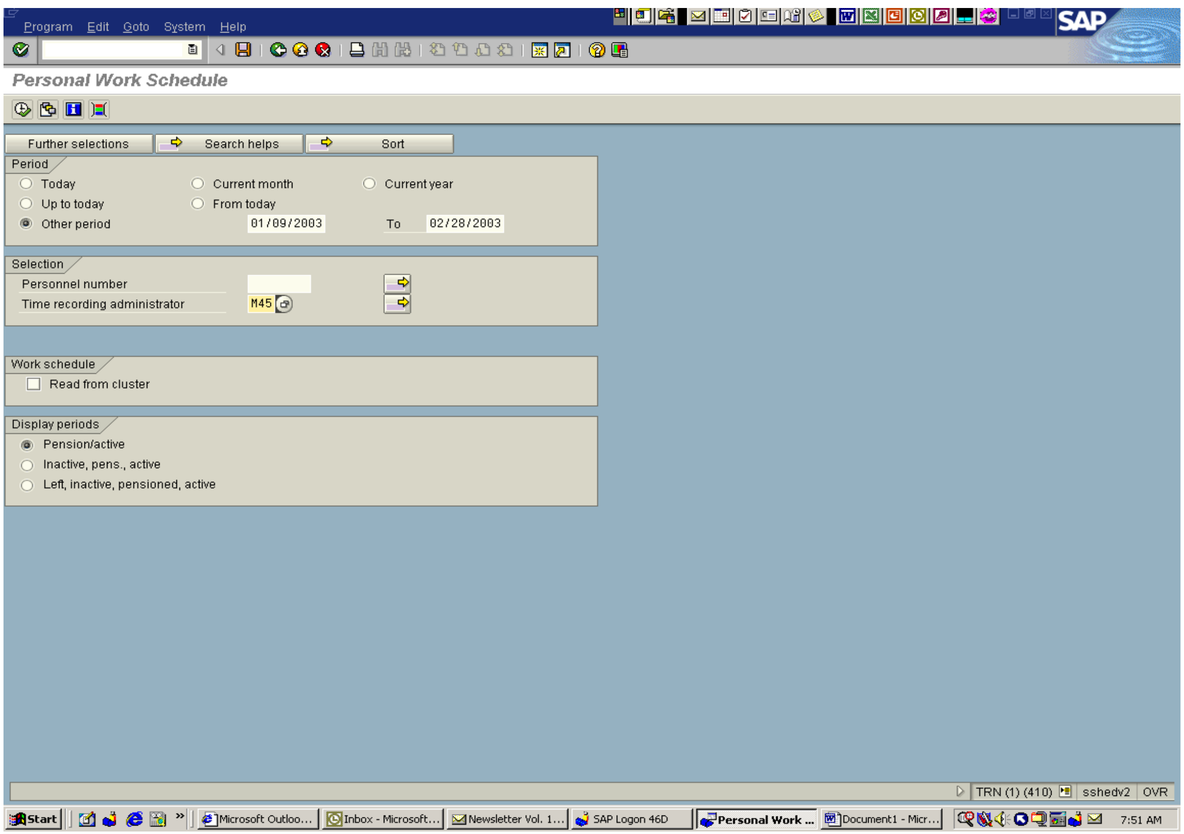
1. At the SAP Easy Access Screen, type in 'PT63' in the transaction box, and enter.



2. Create a ‘variant’ to specify the employees you want to have included in the report. When creating a variant, you need to:

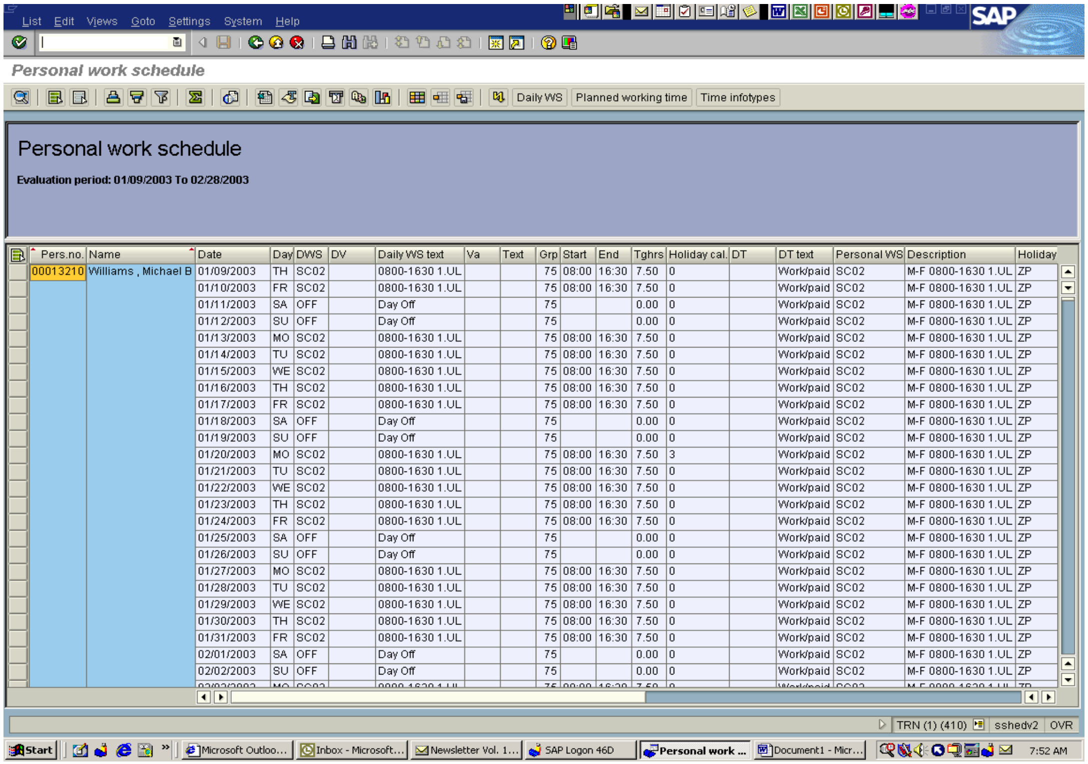
- Select the option you want for the ‘Period’. Choose specific time periods such as ‘Today’, ‘Current Month’, ‘Current Year’. You also have the option to click on the ‘Other Period’ button, then enter the time period you want by filling in the From and To dates.
- Under the ‘Selection’ block, you can access an individual employee work schedule, multiple employee work schedules, all employee work schedules within a specific Time Administrator Code, or all employees within multiple Time Administrator Codes.

In this screen print example, a specific time period was chosen for all employees under a specific Time Administrator Code.

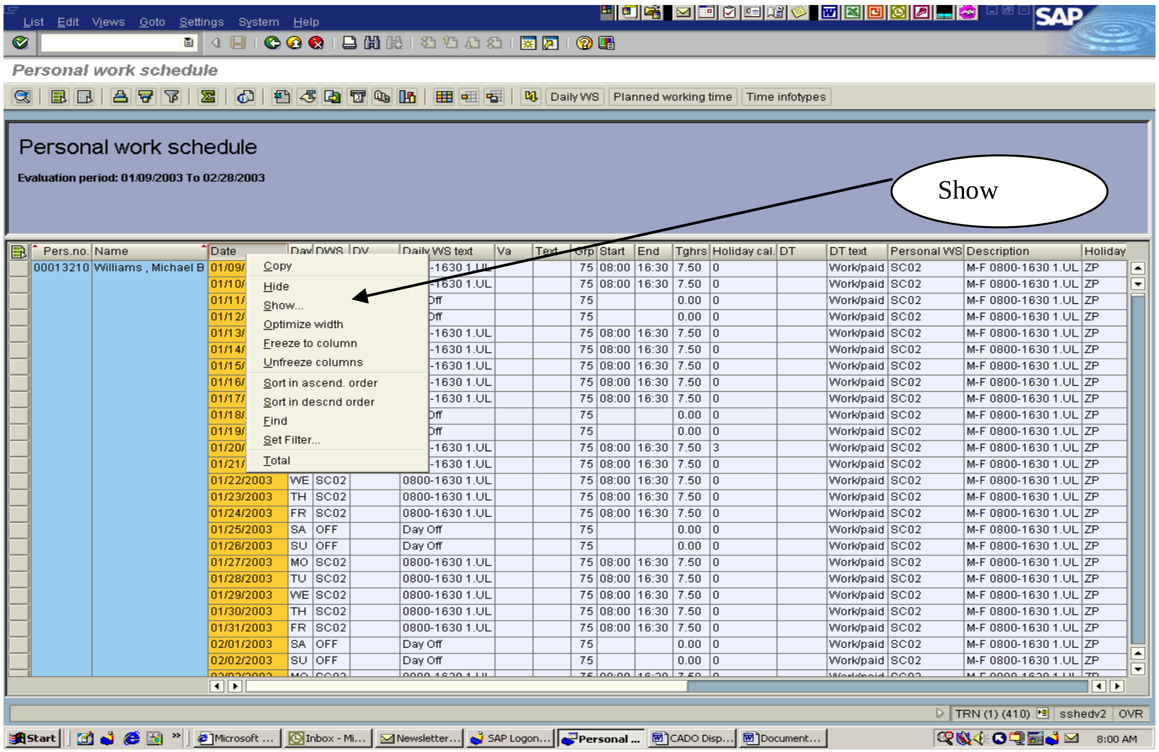


When you have the fields completed for the information you want, execute.

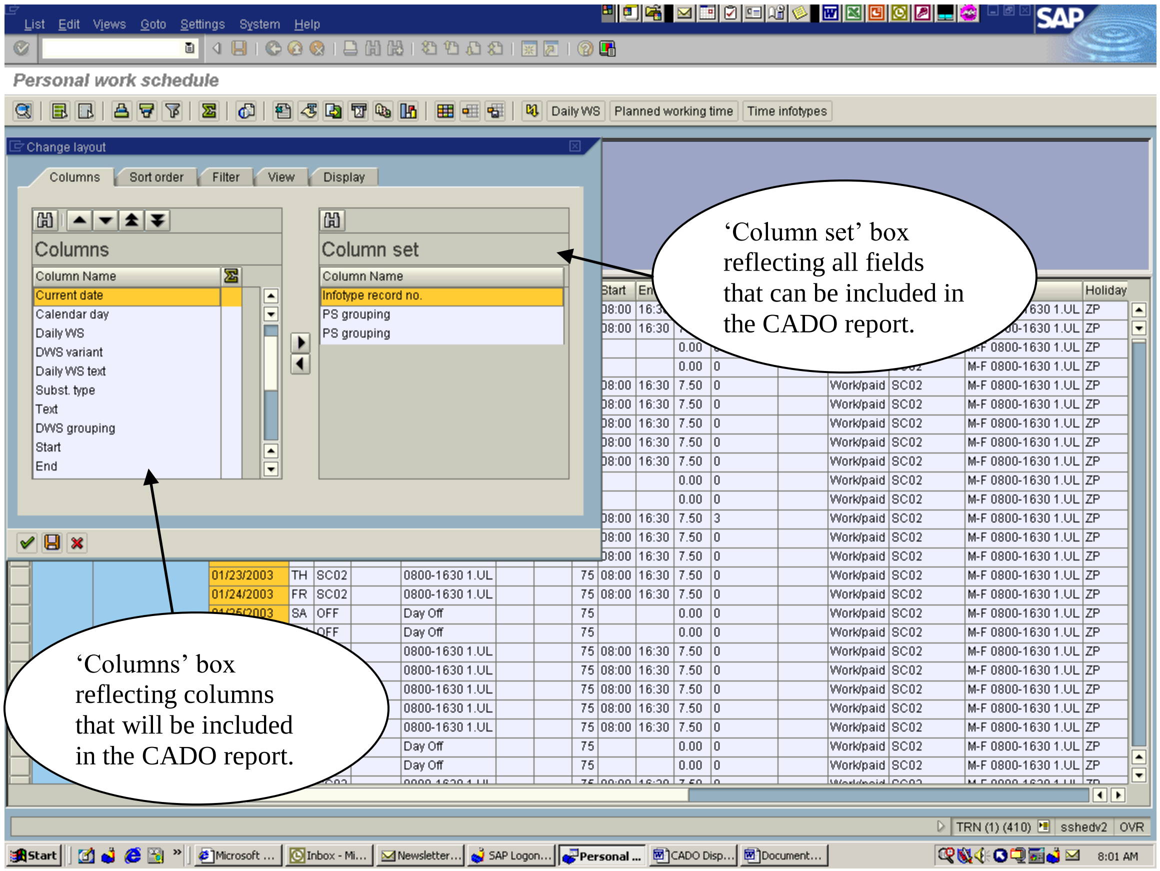
3. The report will be sorted, by employee.



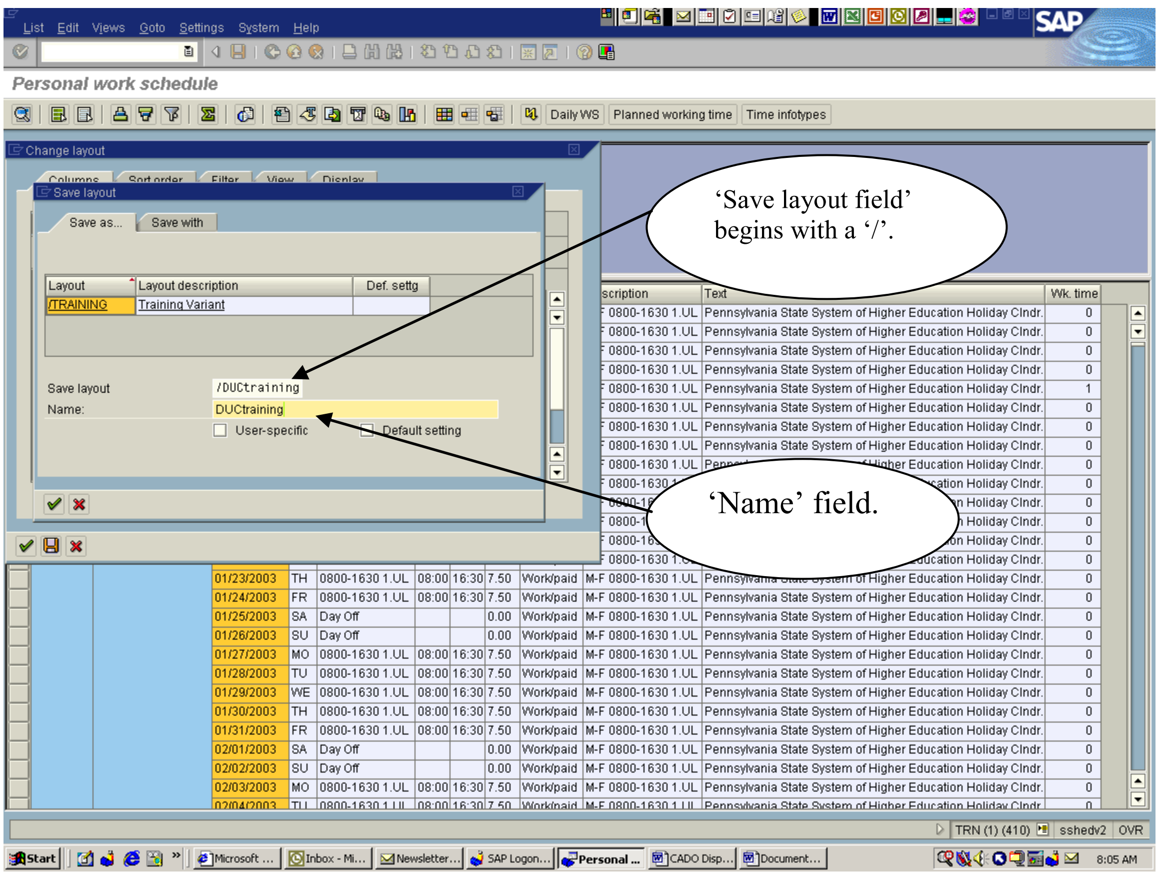
4. Modifying the PT63: You can modify the PT63 to add/delete/rearrange the columns of information to be included on this report. This modification can be saved so that whenever the PT63 report is accessed, the preferred format is always used, making this a much easier reporting tool for supervisors to use.
   - To edit the PT63 report, highlight any column, right click on the mouse and select 'Show'.



- A ‘Change layout’ box is returned. Under the ‘Columns’ tab, there are two boxes: the ‘Column set’ box that lists all possible data that could be added to the report; and the ‘Columns’ box that lists the data that is currently on the PT63 report.

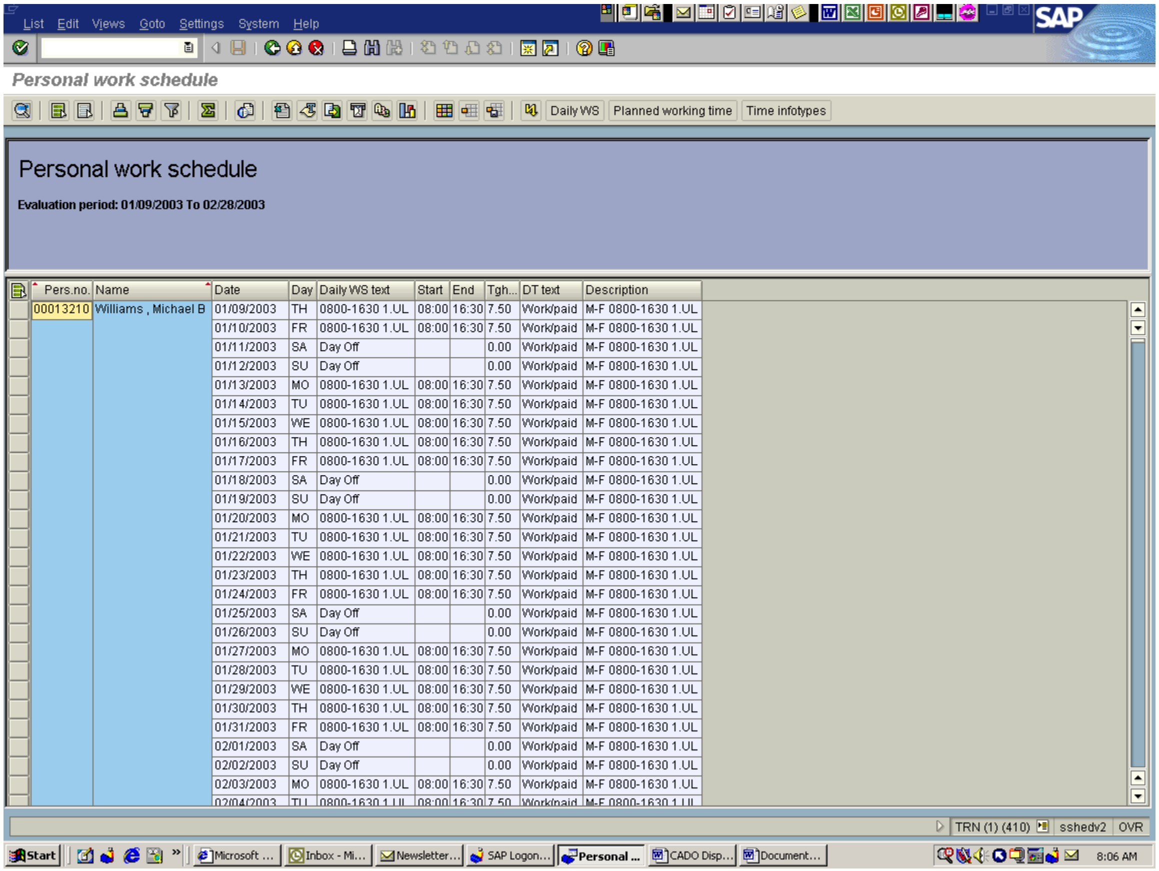


- To **add data** to the report, using the 'Column set' box, highlight the columns you want to add, then click on the (left arrow) to move those fields to the 'Columns' box on the left.
- To **remove data** from the report, using the 'Columns' box, highlight the columns you want to remove, then click on the (right arrow) to move those fields to the 'Columns set' box on the right.
- To **sort columns** in the report, highlight the column name you want to move and drag it up or down to highlight the name of the column you want to insert it in front of.
- To **save** the PT63 report with this employee name field as a permanent column, click on the 'Save' icon at the bottom of the 'Change layout' box.. Enter the name you want for the 'Save layout' and 'Name'. You could use the variant name for these fields. Make sure that you use a '/' at the beginning of the 'Save layout' field.



- Click on the green check at the bottom of the 'Change layout' box.

- You should now have the CADO report written to your specific needs.



Pers.no.	Name	Date	Day	Daily WS text	Start	End	Tgh...	DT text	Description
00013210	Williams , Michael B	01/09/2003	TH	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/10/2003	FR	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/11/2003	SA	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/12/2003	SU	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/13/2003	MO	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/14/2003	TU	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/15/2003	WE	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/16/2003	TH	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/17/2003	FR	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/18/2003	SA	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/19/2003	SU	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/20/2003	MO	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/21/2003	TU	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/22/2003	WE	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/23/2003	TH	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/24/2003	FR	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/25/2003	SA	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/26/2003	SU	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		01/27/2003	MO	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/28/2003	TU	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/29/2003	WE	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/30/2003	TH	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		01/31/2003	FR	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		02/01/2003	SA	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		02/02/2003	SU	Day Off			0.00	Work/paid	M-F 0800-1630 1.UL
		02/03/2003	MO	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL
		02/04/2003	TU	0800-1630 1.UL	08:00	16:30	7.50	Work/paid	M-F 0800-1630 1.UL

APPENDIX A

TRANSACTION QUICK-VIEW

CATS INITIAL SCREEN

Human Resources → Time Management → Time Sheet → Time Data → CAT2 - Enter

1. Navigate to the "Time Sheet: Initial Screen" by following menu path above or entering Transaction Code – CAT2.

2. Complete the required fields (i.e., Data entry profile, Key date, Personnel no.).

➢ Select the employee by clicking in the blank field to the left of the employee's personnel number. Click on the Enter Times icon at the top left of the screen.

3. The "Time Sheet: Data Entry View" screen includes 7 days, or 1 pay week. The 'Data Entry' field gives you the begin/end dates for the pay week you are entering information for. If you are inputting information for an entire biweekly pay period, you need to access two "Time Sheet: Data Entry View" transactions. This can be done by:

- Using the 'Key Date' field on the "Time Sheet: Initial Screen", or
- Using the front/back arrows at the top of the "Time Sheet: Data Entry View".

3. Enter information into the required fields (i.e., LT, A/A, Day and From/To).

4. Click the "Save" button, .

Note: While on this screen, you can perform various functions. For example under the *Edit Menu*, you can Insert lines (Ctrl + F4), Delete lines (Shift + F2), Copy lines (F5), Split lines (Ctrl + F3), and create New lines (Ctrl +F5). Moreover, you can Select all (Shift + F7), Deselect all (Shift + F8), Sort ascending (Ctrl + F8), Sort descending (Ctrl + F9), Check entries (Ctrl + F6), and Reset entries (Ctrl + F11). In regards to times, you can Distribute hours (Ctrl + Shift + F1), turn Target hours (F7) and Weekdays (F8) on and off, etc.

Also from this screen, you can view detailed time data, display the time data in various views (Data Entry, Release, and Variable), check the log, etc.