Time Leveling

Transaction Code:
CATC

Purpose   Use this procedure to determine the number of hours employees are
scheduled on specific dates (i.e. Temporary Layoff Dates)

Trigger   Use this procedure to display and report the number of scheduled hours for selected
employees.

Prerequisites   None.

**End User
Roles**   Time and Attendance Processor, Time and Attendance Inquirer, Time and
Attendance Supervisor

Change History	Change Description
6/25/2010	Created

Menu Path   Human Resources ▯ Time Management ▯ Time Sheet ▯ Information
System ▯ CATC-Time Leveling

**Transaction
Code**   CATC

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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error 	**Example**: Make an entry in all required fields. **Action**: Fix the problem(s) and then click (Enter) to validate and proceed.
Warning 	**Example**: Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. **Action**: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation or	**Example**: Save your entries. **Action**: Perform the required action to proceed.

Procedure

1.   Start the transaction using the above menu path or transaction code **CATC**

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Other Period	R	Enter the actual date of the Temporary Layoff. **Example**: 7/12/2010
Personnel Number	C	The employee's unique identifying number. Example: **400000129**
Personnel Area	R	A specific agency/sub agency in the State of Washington Example: **1111 Information Services Division**
Organizational Unit	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. Example: **0001- Non represented**

3. Click (Execute) to run report

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4. To display the scheduled hours click on the ▦ (Change Layout)
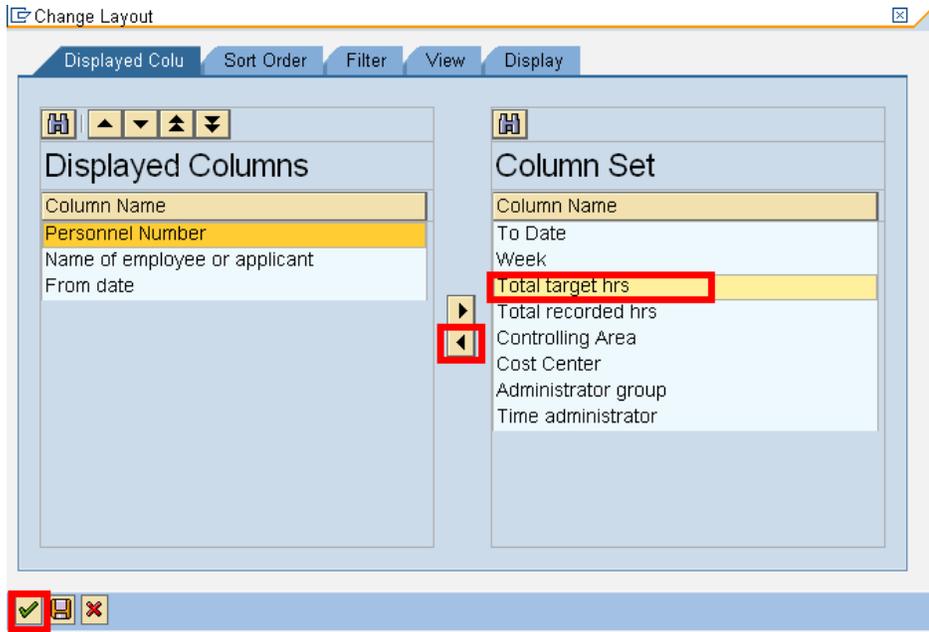
5. Select **Total target hrs** from the Column Set section

6. Click ◀ (Show Selected Fields) to add **Total target hrs** to the displayed columns

7. Click ✅ (Transfer) to return to the report.

List　Edit　Goto　Views　Settings　System　Help

Time Sheet: Time Leveling

Period 07/12/2010-07/12/2010

Pers.No.	Name of employee or applicant	From date	Total target hrs
40000180	AMES CASSIE	07/12/2010	8.000
40000259	CARROLL KAREN	07/12/2010	8.000
40000264	CARTER JOSEPHINE	07/12/2010	8.000
40000261	CHAMPION KAYLA	07/12/2010	8.000
40000011	FAIRE BRIAN	07/12/2010	8.000
40000267	HANNA NANCY	07/12/2010	8.000
40000260	HANSARD PAULA	07/12/2010	8.000
40000258	HERR KIMBERLY	07/12/2010	8.000
40000268	HUMPHREYS HELEN	07/12/2010	8.000
40000263	HUNDLEY DIANA	07/12/2010	8.000
40000273	KELLY EDNA	07/12/2010	8.000
40000294	KOPPE KRISTINA	07/12/2010	8.000
40000269	MADERA NINA	07/12/2010	8.000
40000254	MCLEAN LISA	07/12/2010	8.000
40000256	OKELLEY TERESA	07/12/2010	8.000
40000266	PRESTON JENNIFER	07/12/2010	8.000
40000265	PRESTRIDGE JESSICA	07/12/2010	8.000
40000016	RHODES ANNIE	07/12/2010	8.000
40000271	SHIELDS LINDA	07/12/2010	8.000
40000272	SHIRLEY LENA	07/12/2010	8.000
91999999	Testing Jerome 91999999	07/12/2010	9.000
40000255	TILLMAN LUCILLE	07/12/2010	8.000
40000262	TURNER ANNA	07/12/2010	8.000
40000257	WITHROW KATHARINA	07/12/2010	8.000
40000270	WOODS ROSA	07/12/2010	8.000

8. The schedule hours for the selected employees display

Results
You have identified the number of hours employees are scheduled to work on specific dates.

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