

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

## Procedure

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

The screenshot shows the SAP 'Time Sheet: Time Leveling' transaction screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Period:** Radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected and highlighted with a red box. Below it, the 'Period' is set to '7/12/2010' and 'To' is '7/12/2010', also highlighted with a red box.
- Selection:** A list of selection criteria with input fields and dropdown arrows. The 'Personnel area' field contains '1111' and is highlighted with a red box.
- Report-Specific Selection of Employees:** A checkbox for 'Employees required to record times in time sheet' is currently unchecked.
- Time Sheet Selection:** Radio buttons for selection criteria: 'Select time sheets for which no times or quantities are recorded', 'Select time sheets with no times recorded' (selected), 'Select according to specified number of hours', and 'Select according to target hours'.
- Selection Control:** Radio buttons for 'Apply selection criteria to each day' (selected) and 'Apply selection criteria to period'.
- Time Settings:** Input fields for 'Period type' (2), 'Periods' (1), 'First day of week', and 'Profile' (SOW-2). A 'Propose' button is located at the bottom right.

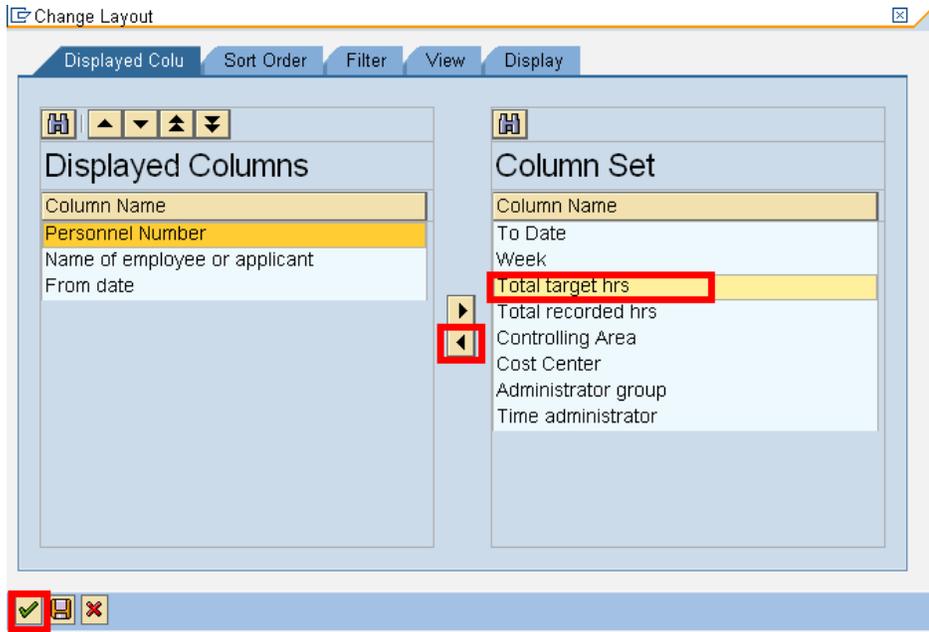
2. Complete the following fields:

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. <b>Example: 7/12/2010</b>
Personnel Number	C	The employee's unique identifying number. <b>Example: 400000129</b>
Personnel Area	R	A specific agency/sub agency in the State of Washington <b>Example: 1111 Information Services Division</b>
Organizational Unit	C	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. <b>Example: 0001- Non represented</b>

3. Click  (Execute) to run report

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

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.

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.