Daily Employees- Enter Hours Worked **CAT2**

Purpose Use this procedure to enter the hours worked for daily employees.

Trigger Perform this procedure when a **Daily employee** has worked within the pay period.

Prerequisites The employee is assigned a **Daily** work schedule.

End User Roles In order to perform this transaction you must be assigned the following role:
Time and Attendance Processor

Change History	
Date	**Change Description**
10/20/2011	Created

Menu Path Human Resources → Time Management → Time Sheet→ CATS Classic → Record Working Time

Transaction Code **CAT2**

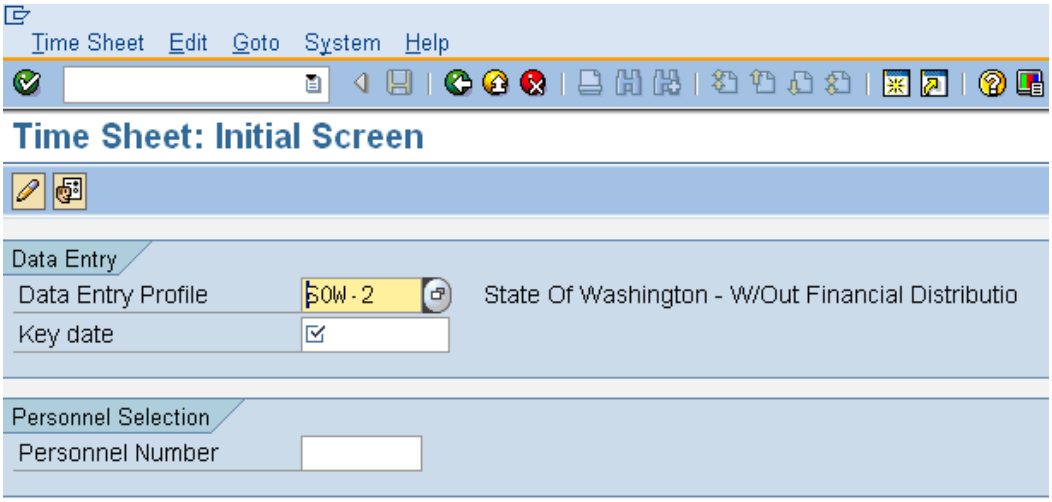
Helpful Hints	n/a

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 transaction code **CAT2**.

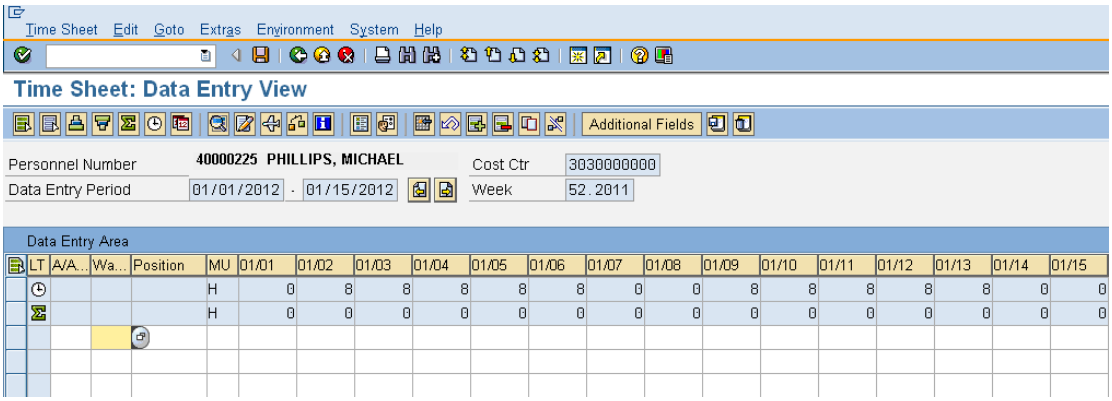


2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Data Entry Profile	R	This profile is used to pull employee time data for time recording purposes. Use **SOW-1** for labor distribution changes and **SOW-2** for data entry without labor distribution changes. The first time that you log into CATS for the day, the data entry field may be the only field visible, to display the rest of the fields, enter a data entry profile (**SOW-1** for changes to the labor distribution) or **SOW-2** (for data entry without labor distribution changes) and click (Enter) to display the remaining fields. **Example:** SOW-2
Key Date	R	The date in which time will be entered for. Enter the first day of the pay period. This date defaults to today's date **Example: 1/1/2012**

Personnel no.	R	The employee's unique identifying number. **Example**: 40000225

3. Click **(Enter Times)** to open the **Time Sheet: Data Entry View**.

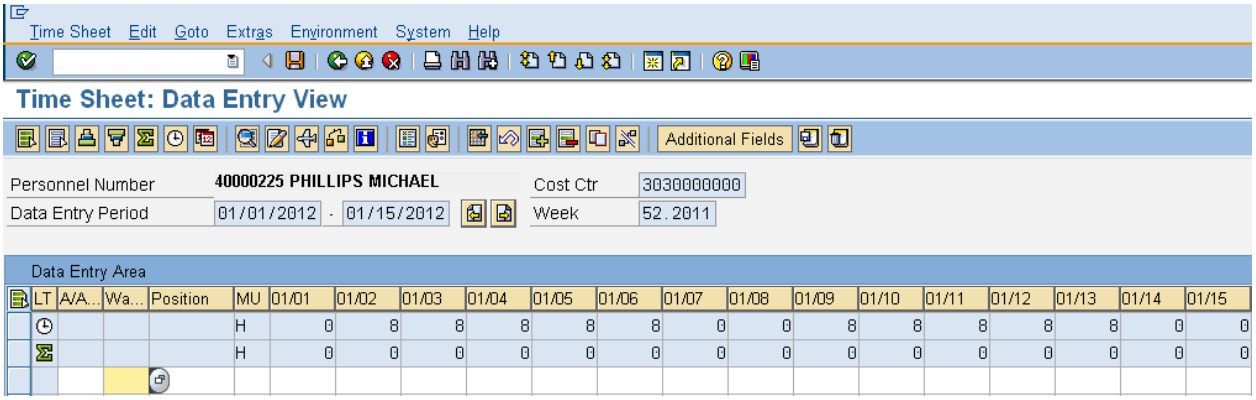


The timesheet defaults to the current period. If you need to enter in a different period, click on the **(Previous Screen)**to display up to two pay periods in the past, or click on **(Next Screen)** to display up to two pay periods in the future. If you need to enter time further back than two pay periods, you will need to enter a new Key date on the ***Time Sheet: Initial Screen.***
See Step 2.

The first gray row in the Data Entry Area shows the employee's available hours based on his/her assigned work schedules during the period.

The second gray row in the Data Entry Area shows the sum of the hours entered for absences. Wage type hours entered do **NOT** display in this row.

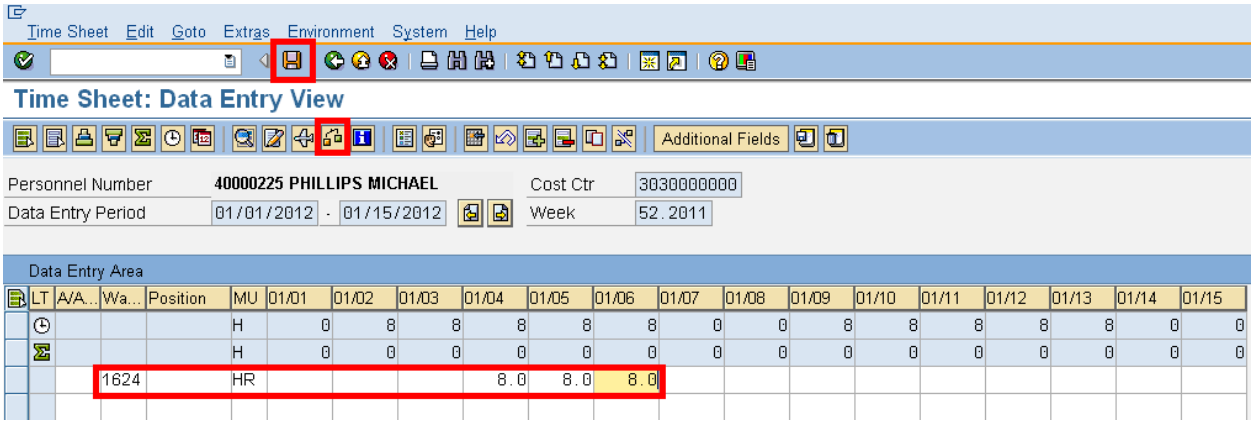
4. Click the first blank cell under column **Wage Type**



5. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run. There are three different wage types which can be used for daily employees. You will need to create an entry for **each day** the employee worked using the appropriate wage type and the actual hours worked. Employees will only be paid one increment of their daily rate for each entry regardless of the number of hours entered. • **1624** Full Day Worked Hrs • **1625** Half Day Worked Hrs • **1626** Quarter Day Worked Hrs **Example:** 1624 (Full Day Worked Hrs)
Measuring Unit (MU)	R	This is the unit in which an object is measured. **Example: HR** (hours)

Field Name	R/O/C	Description
Time Sheet Cell	R	The day(s) the employee is scheduled to work. Enter actual number of hours the employee worked each day **Example: 8**



6. Click (Check Entries) to validate entries

7. Click (Save) to save entries.

Results
You have successfully entered hours worked for a daily employee.
Comments
None.