Military Leave – Multiple leave actions in same pay period   **CAT2**

Purpose	Use this procedure to enter an employee's Military Leave.
Trigger	Perform this procedure when an employee has multiple Military Leave actions within the same pay period.
Prerequisites	• The *Additional Personal Data (0077)* infotype has been updated with the employee's current Military and Veteran status. • The employee has Military Status.
End User Roles	In order to perform this transaction you must be assigned the following role: Time and Attendance Processor, Time and Attendance Supervisor

Change History	
Date	**Change Description**
05/09/2013	User procedure created

Menu Path	Human Resources → Time Sheet → CATS Classic → CAT2- Record Working Times
Transaction Code	CAT2

Helpful Hints	None.

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.

Scenario

An employee has received orders for 5 separate Military Leave actions in the same pay period. The employee will be on Military Leave on and returning on the following days:

Start Date	Return Date
May 1, 2013	May 3, 2013
May 6, 2013	May 10, 2013
May 13, 2013	May 15, 2013

HRMS only allows for **3** action splits within a single pay period, you will need to enter the employee's Military Leave into CATS.

Procedure

1. Start the transaction using the above menu path or 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 the employee's time data for time recording purposes. ⓘ The first time that you log into CATS for the day, the data entry field maybe the only field visible. To display the

State of Washington

		rest of the fields, enter a data entry profile (**SOW-1** for changes to labor distribution) or **SOW-2** (for data entry without labor distribution changes) and click ✅ (Enter) to display the remaining fields. **Example**: SOW-2
Key Entry Date	R	The date in which time will be entered. Enter the first date of the pay period. ℹ️ This date defaults to current date. **Example:** 5/1/2013
Personnel Number	R	The employee's unique identifying number. **Example: 40000237**

3.
Click 🖉 (Enter Times) to access the employee's data.
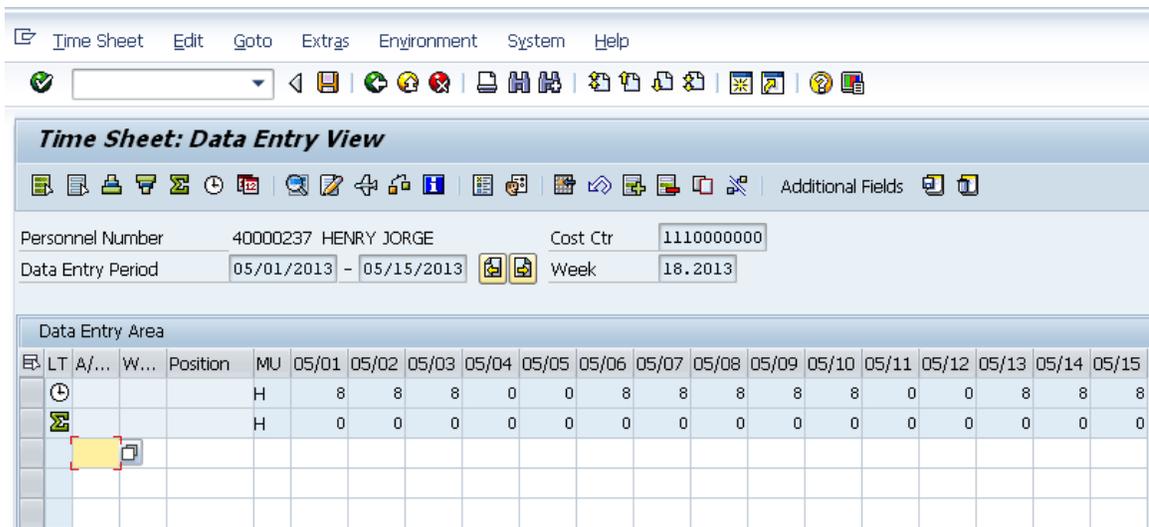
ℹ️ Once in the Time Sheet, you have the ability to move forward up to **two** pay periods into the future, or back up to **two** pay periods in the past by using the (next/previous screen) icon.

4.   Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Absence Type	R	This is the reason absence for the employee.

State of Washington

(A/A)		ℹ️ If unsure of the correct Absence Type code to key, click on the 🗗 (matchcode) in the A/A field to display a list of all Absence Types
		ℹ️ If the employee will be on LWOP, select the Absence Type **9031- LWOP Military Leave.**
		If the employee will be paid for their military leave, select the Absence Type **9043- Military Leave**
		Example: 9043 – Military Leave
Time Sheet Cell	R	The day(s) the employee is absent from work.
		Example: 5/1/2013

5.
   Click ⬛ (Check Entries) to validate entries.

6.
   Click 💾 (Save) to save entries.

7.   You have successfully entered Military Leave for an employee.