

**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

<b>Change History</b>	
<b>Date</b>	<b>Change Description</b>
05/09/2013	User procedure created

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

**Transaction Code** CAT2

<b>Helpful Hints</b>	None.
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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.

**Scenario**

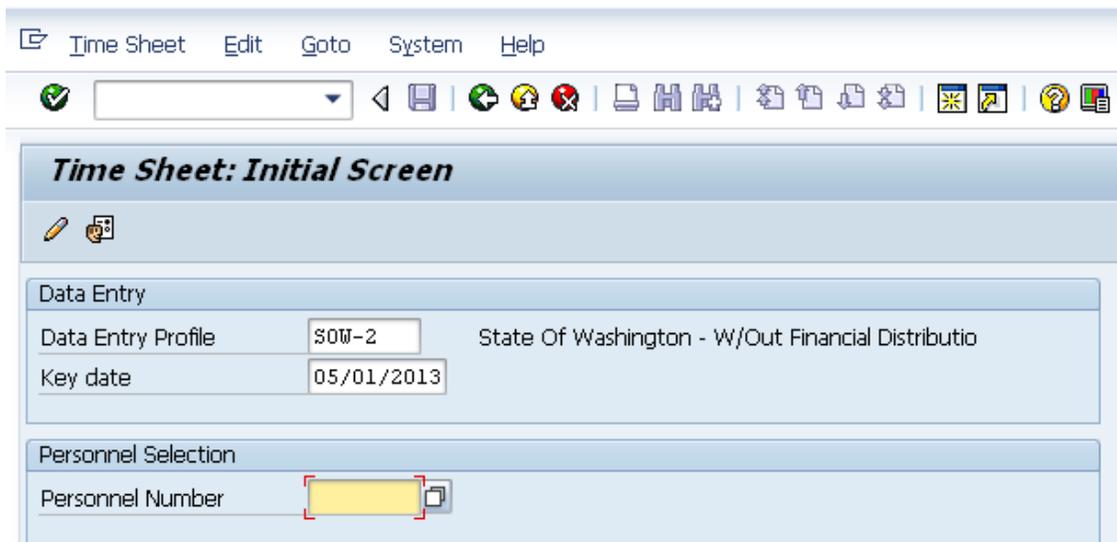
An employee has received orders for 5 separate Military Leave actions in the same pay period. The employee will be on Military Leave on and returning on the following days:

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**.



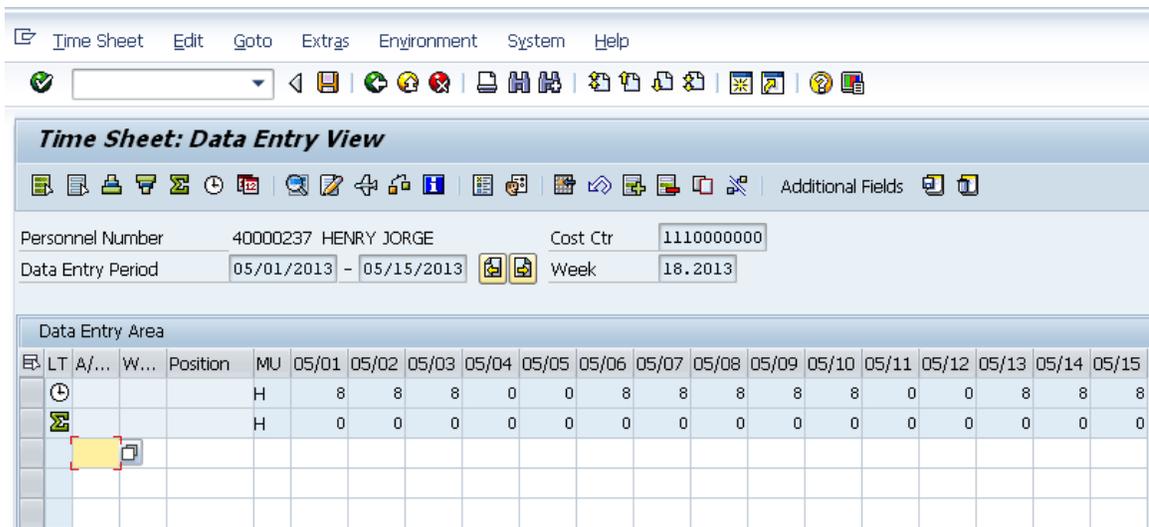
2. Complete the following fields:

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

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

3. Click  (Enter Times) to access the employee's data.



 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.

(A/A)



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

P...	A/AT...	Att./abs. type text	Start Date	End Date
10	9022	Misc Lv Interview	01/01/1999	12/31/9999
10	9023	Misc Lv Jury Duty	01/01/1999	12/31/9999
10	9024	Time Loss Injury Lv U	01/01/1999	12/31/9999
10	9025	LWOP On Time Loss U	01/01/1999	12/31/9999
10	9029	LWOP Mil Spouse Lv	01/01/2009	12/31/9999
10	9030	LWOP Inclm. Weather U	01/01/1999	12/31/9999
10	9031	LWOP Military Leave	01/01/1999	12/31/9999
10	9032	LWOP Parental	01/01/1999	12/31/9999
10	9033	LWOP	01/01/1999	12/31/9999
10	9034	LWOP Unauthorized U	01/01/1999	12/31/9999
10	9035	LWOP Child/Elder Care	01/01/1999	12/31/9999
10	9036	LWOP Union Negotiations	01/01/1999	12/31/9999
10	9037	LWOP Education	01/01/1999	12/31/9999
10	9038	LWOP FMLA	01/01/1999	12/31/9999
10	9039	LWOP Govtl Service	01/01/1999	12/31/9999
10	9040	LWOP Reasonable Accom	01/01/1999	12/31/9999
10	9041	LWOP Vol to Reduce Layoff	01/01/1999	12/31/9999
10	9042	LWOP FMLA SrvcMem Care	01/01/2009	12/31/9999
10	9043	Military Leave	01/01/1999	12/31/9999
10	9044	Non Oper/Emerg Cond U	01/01/1999	12/31/9999
10	9045	Miscellaneous Lv	01/01/1999	12/31/9999
10	9046	Pers Hol Union Neg/Bus	01/01/1999	12/31/9999
10	9047	Personal Holiday Shift	01/01/1999	12/31/9999
10	9048	Sick Leave	01/01/1999	12/31/9999
10	9049	Sick Lv FMLA	01/01/1999	12/31/9999
10	9050	Sick Lv Bereavement	01/01/1999	12/31/9999



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**

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Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 40000237 HENRY JORGE Cost Ctr 1110000000  
 Data Entry Period 05/01/2013 - 05/15/2013 Week 18.2013

Data Entry Area		LT	A/...	W...	Position	MU	05/01	05/02	05/03	05/04	05/05	05/06	05/07	05/08	05/09	05/10	05/11	05/12	05/13	05/14	05/15
						H	8	8	8	0	0	8	8	8	8	8	0	0	8	8	8
						H	8	8	0	0	0	8	8	8	8	0	0	0	8	8	8
		9043				H	8	8				8	8	8	8				8	8	8

5. Click  (Check Entries) to validate entries.
6. Click  (Save) to save entries.
7. You have successfully entered Military Leave for an employee.