

## Time Transfer

Transaction Code:  
ZCATA

**Purpose** Use this procedure to transfer time entries into HRMS for your entire agency. Use this procedure to make adjustments to employees time

**Trigger** Use this procedure to make adjustments to existing time entries that errored during payroll processing

**Prerequisites** Time has been entered for your employees.

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

Change History	Change Description
9/29/2009	Created

**Menu Path** Human Resources → Time Management → Time Sheet → Transfer → CATA-All Components

**Transaction Code** ZCATA

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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

### Scenario:

It is Day two of payroll processing; you have entered time into CATS to make corrections from Day one payroll processing and would like to transfer the time into HRMS.

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

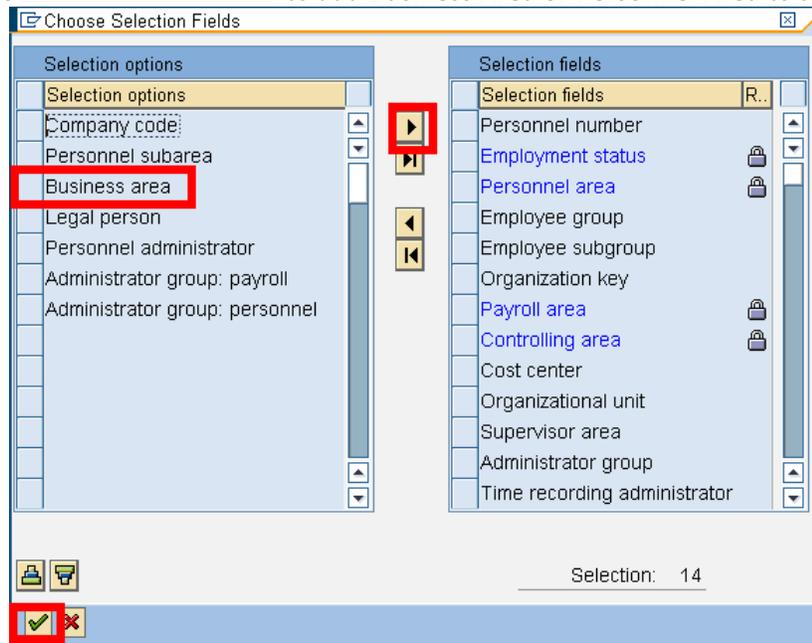
The screenshot shows the SAP 'Time Sheet: Transfer to Target Components' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is divided into several sections:

- Further selections:** A section with a yellow header containing radio buttons for 'Period' selection: 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. The 'Other period' option is selected. Below these are two input fields labeled 'Period' and 'To'.
- Selection:** A list of fields for selection, each with a dropdown arrow icon to its right:
  - Personnel Number
  - Employment status
  - Employee group
  - Employee subgroup
  - Organization key
  - Payroll area
  - Controlling area
  - Cost center
  - Organizational unit
  - Supervisor area
  - Administrator group
  - Time recording administrator
  - Administrator group: time
- More Selection Options:** A section with three rows of input fields and dropdown arrows:
  - Order (PM/CS) to
  - Network (PS) to
  - Document no. (CO/PM/CS/PS) to
- Target Components:** A section with four checkboxes:
  - Human Resources
  - Controlling
  - Plant maintenance/Cust.service
  - Project System

2. Under the **Period** Tab complete the following fields:

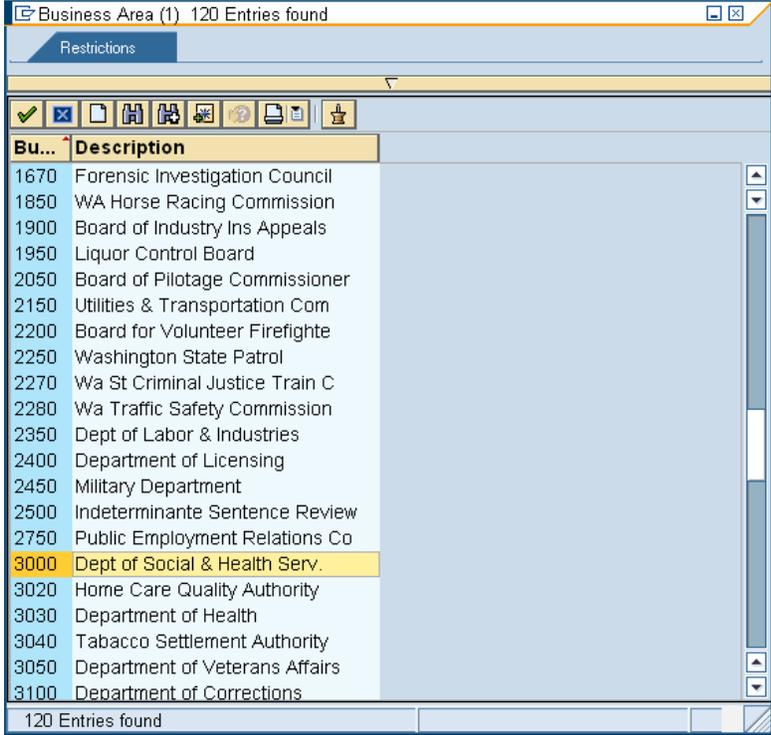
R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Today	O	Select this radio button to use current date as the key date for the person and data selection
Up to Today	O	To view all entries made u
Other Period	O	To specify dates to be used for the person and data selection. <b>Example: 10/1/2009 to 10/15/2009</b>
Current Month	O	The first and last days of the current month are used as the start and end dates for the person and data selection period.
From Today	O	System date and 12/31/9999 are used as the start and end dates respectively of the person and data selection period.
Current Year	O	The first and last days of the current year are used as the start and end dates of the person and data selection period.

3. Click the **Further selections** to add **Business Area or Personnel Area** to search criteria.



- 3.1
- 3.2 Select **Personnel area** or **Business area** to add to the Selection Field
- 3.3 Click  to move to the Selection Fields
- 3.4 Click  to return to the selection criteria screen

4. Under the **Selection** tab fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Employment Status	O	
Personnel Area	C	A specific agency/sub agency in the State of Washington  Example: <b>1111 Information Services Division</b>
Business Area	C	<p>A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN).</p> <p> Click  (Matchcode) to open the selection list and select your agency. You can also access the Matchcode by placing your cursor into the field and press <b>F4</b> on your keyboard.</p>  <p>To select your agency, you can either highlight your agency name and click the  (Copy) to accept, or you can highlight your agency name and double-click</p> <p><b>Example: 3000 Dept. of Social &amp; Health Serv.</b></p>
Payroll Area	R	A payroll area groups and designates the employees whose

		payroll is run on the same date.  Payroll Area 11 is the default for the State of Washington. Payroll Area 10 is the default for the Board of Volunteer Firefighters only <b>Example: 11</b>
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5. Use your scroll bars and scroll down the **Time Sheet: Transfer to Target Components** selection criteria screen to **Target Components**
6. Check the  **Human Resources** to ensure data is transferred.
7. Under the **Control Parameters** tab
  - 7.1 **Uncheck**  **Test run** box to ensure that Time data will be updated properly.
  - 7.2 **Uncheck**  **Repeat transfer (HR)** to transfer time entries.
  - 7.3  Use the Repeat transfer to repeat a transfer of unsuccessful (redlined) records if there are problems transferring the hours, you may need to run the **ZCATA** a second time, if this is the case you would **check**  **Repeat transfer (HR)**
8. Click  (Execute) to generate the report

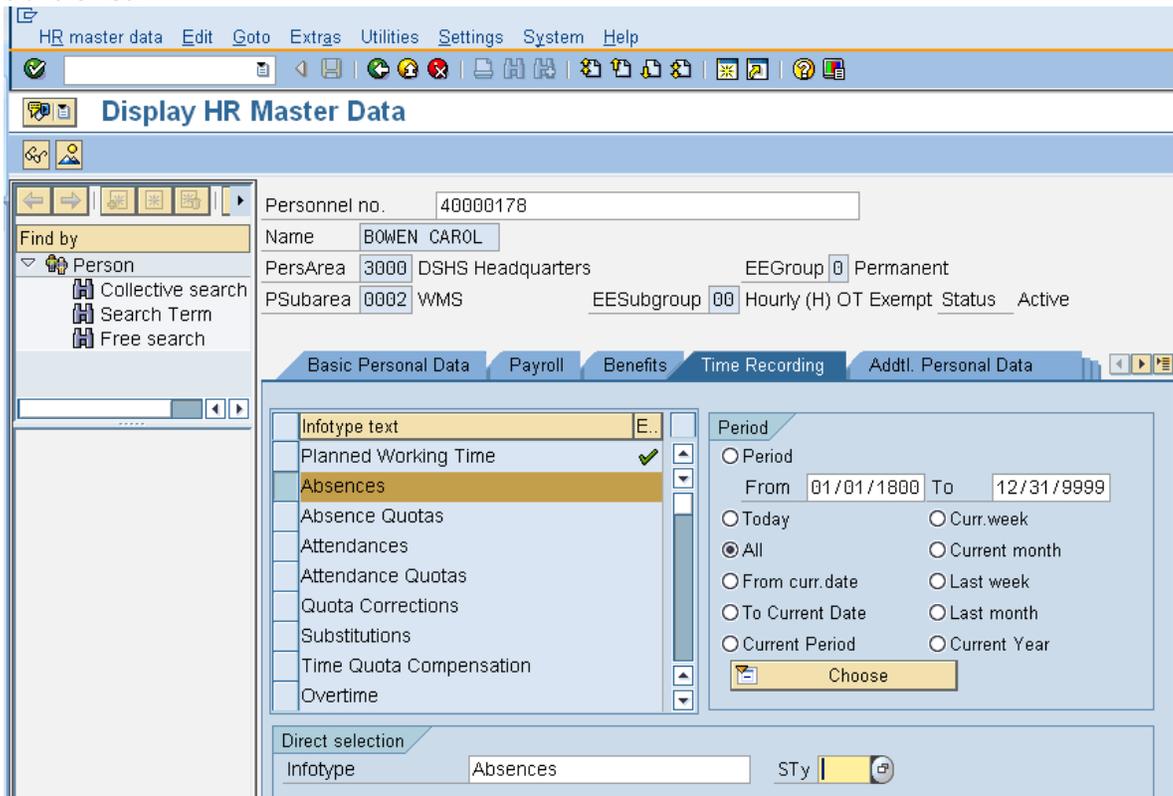
Statistics:  
 Number of unsuccessful postings: 0  
 Number of data records read: 9  
 Number of successful postings: 9

Message	Cxd Pers.No.	Start Date	A/AType	Hours	Cray	WT	Number	TMU	Amount	Type	Number
	40000225	10/12/2009	9003	10.00			0.00				1
	40000225	10/13/2009	9003	10.00			0.00				2
	40000225	10/14/2009	9003	10.00			0.00				3
	40000228	10/15/2009	9003	10.00			0.00				4
	40000016	10/19/2009	9003	10.00			0.00				5
	40000016	10/20/2009	9003	10.00			0.00				6
	40000016	10/21/2009	9003	10.00			0.00				7
	40000016	10/22/2009	9003	10.00			0.00				8
	40000000	11/24/2009	9047	10.00			0.00				9



Once you have generated the **Transfer Time Data to HR Time Management**, the best way to double check the successful transfer is by viewing either the employee's **Absences (2001)** and/or the **Employee Remuneration Info (2010)**.

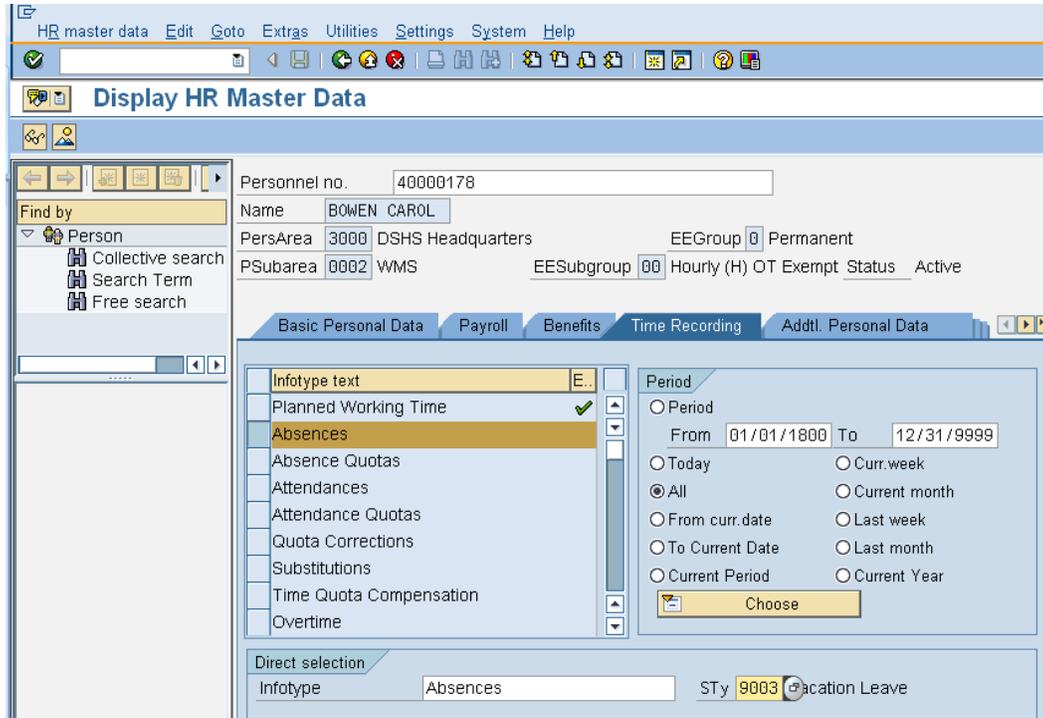
- Enter **/NPA20** to double-check that absences and wage types have been successfully transferred.



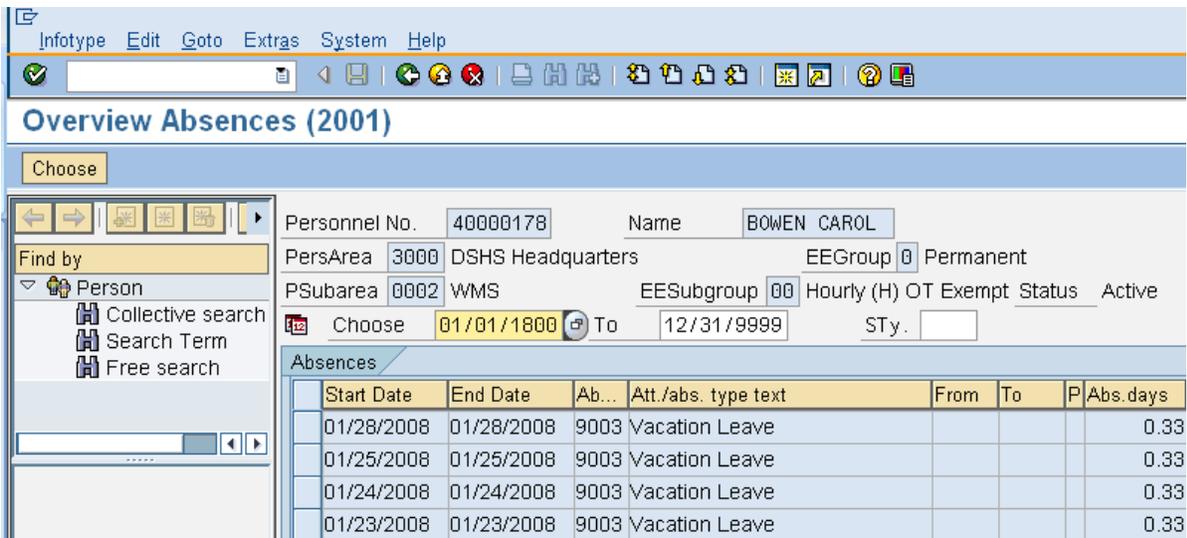
- Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 40000178

- Click the **Time Recording** tab to select.
- Select the blue box to the left of **Absences** to select.
- Select the **All** radio button to view all records created.



14. Click  (Overview) to display all records.



15. You have completed this transaction

**Results**

You have transferred all time entered for your agency