

CATS_Enter Labor Distribution

CAT2

Change History

Update the following table as necessary when this document is changed:

Date	Name	Change Description
11/3/04	Marie Dunlap	Initial Draft
12/1/04	Emilie Miller	Edit

Purpose

Use this procedure to enter time worked and leave taken when you also need to specify changes to the employee's default labor (cost) distribution.

Trigger

Perform this procedure when the employee reports time charges for the pay period that are different than the employee's default labor (cost) distribution.

Prerequisites

- The employee must be hired in HRMS

Menu Path

Use the following menu path(s) to begin this transaction:

- Select Time Management, Timesheet, CATS Classic, Record Working Times to get to the CATS screen.

Transaction Code

CAT2

Helpful Hints

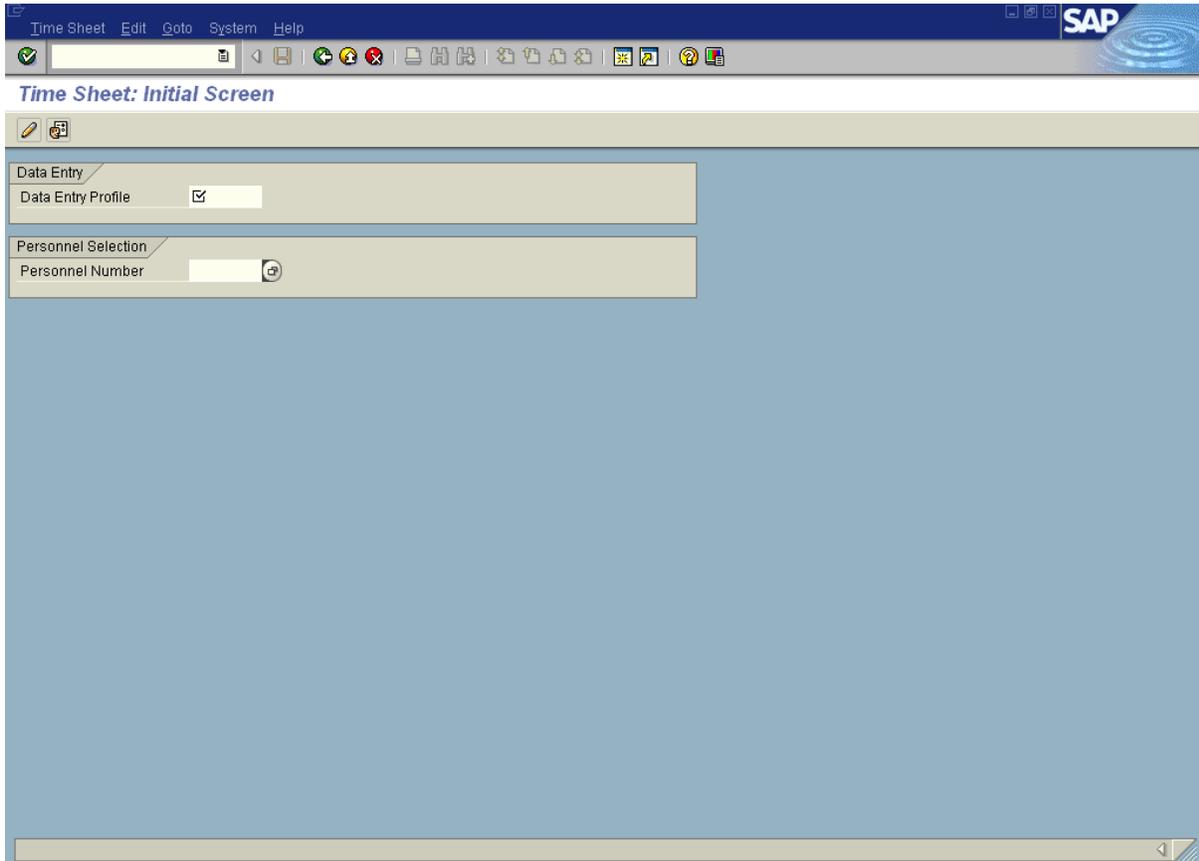
- To enter labor distribution changes for the pay period on the timesheet, choose Profile SOW-1.
 - If you don't need to enter changes to the employee's cost distribution then choose SOW-2.
- Infotype 0027 can also be used to make temporary changes to the employee's labor (cost) distribution by percentage.

- If labor (cost) distribution is entered on the timesheet, then all six fields must be entered. If an agency does not use all six fields (for example, an agency only records time to Org Index/Master Index), then the other fields must be set to dummy default values. Each labor distribution field will have an agency specific dummy default that starts with the AFRS Agency Code followed by all zeros. When the labor distribution JV is sent to AFRS, the dummy defaults will be set to spaces so that only the actual codes the agency used for labor distribution are sent to AFRS.
- The Worklist at the top of the screen displays labor (cost) distribution codes reported the prior pay period. If this pay period's codes are the same, then you can copy/paste from the Worklist to the current period's timesheet.

Procedure

1. Start the transaction using the menu path or transaction code.

Time Sheet: Initial Screen



2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Data Entry Profile	R	"This is the profile is used to pull employee time data into for time recording purposes. Profiles used include SOW-1 for labor distribution changes and SOW-2 for data entry without labor distribution changes." Example: SOW – 1

Field Name	R/O/C	Description
Personnel Number	R	This is a unique identifying number assigned by HRMS for identification purposes. This number will follow the employee throughout his/her employment with the State of Washington. This will replace the use of identifying employees by social security number. Example: 00004930



To enter labor distribution charges for the pay period on the timesheet, choose SOW-1. If you do not need to enter changes to the employee's cost distribution, choose SOW-2.



Infotype 0027 can also be used to make temporary changes to the employee's labor (cost) distribution.

3. Click .

Time Sheet: Data Entry View

4. As required, complete/review the following fields:

Field Name	R/O/C	Description
A/A Type	R	This is the reason for scheduled and actual absences for an employee. Example: 9063

Time Sheet: Data Entry View

5. In the cell for the date that you need to distribute hours to a different labor distribution center for, enter the hours.
6. As required, complete/review the following fields:

Field Name	R/O/C	Description
Rec. CCtr	R	"Signifies the receiver cost center and is equivalent to the AFRS agency code + AFRS Org. Index + 00". Example: 1110000000
RecCostObj	R	"Signifies the receiver cost object and is equivalent to the AFRS agency code + AFRS master index + 00". Example: 111000130000

Field Name	R/O/C	Description
RecFund	R	"Signifies the receiver fund and is equivalent to AFRS + AFRS Appropriation Index + AFRS Fund + 0". Example: 4900000000
Rec.FundAr	R	"Signifies the receiving function area and is equivalent to the AFRS agency code + AFRS Program index + 00000000". Example: 1110000000000000
AFRS Project	R	This is mapped to the AFRS Project Structure. Example: 111 DEFAULT
AFRS Allocation	R	This is mapped to the AFRS Allocation Code and is equivalent to AFRS agency code + AFRS project + AFRS subproject + AFRS project phase. Example: 1000000



If labor distribution is entered on the timesheet, then all six fields must be entered. If an agency does not use all six fields, then the other fields must be set to a dummy default value.

7. Click .
8. Click .
9. You have completed this transaction.

Result

You have modified the employee's cost distribution in CATS.

Comments

The remainder of the employee's salary will be distributed based on his/her assigned cost distribution if set at the employee level (Infotype 0027). If not set at the employee level, then the assigned position cost distribution (Infotype 1018) will be used to distribute the remainder of the employee's salary.