CATS_Enter Overtime for a Salaried Employee

CAT2

Change History

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

Date	Name	Change Description
12/8/04	Emilie Miller	Edit 1

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File name: **Version:** SME Approved Script SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM Page 1 / 12
IED_EMPLOYEE.DOC
Reference Number:

Purpose

Use this procedure to calculate overtime worked for a salaried employee.

Trigger

Perform this procedure to assign overtime pay to a salaried employee who worked over their regularly assigned work schedule rule and meets the requirements for overtime pay.

Prerequisites

None

Menu Path

- Human Resources → Time Management → Time Sheet → CATS Classic → CAT2.
- Transaction Code
  CAT2

Helpful Hints

Monthly salaried employees will be paid their base salary unless exceptions are recorded (LWOP, Assignment pay, Overtime, etc.).

Note: If wage type 1223 is not sent, SAP calculates hours available based on the assigned work. The hours available, based on the employee's assigned schedules, can be viewed in CATS.

The hours loaded to wage type 1223 are used for hours worked for retirement, unemployment insurance, overtime rate calculation, and medical aid calculation.

State of Washington HRMS

File name: | **Version:** SME Approved Script | SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM | Page 2 / 12
IED_EMPLOYEE.DOC
Reference Number:

Procedure

1. You have started the transaction using the menu path or transaction code.

Time Sheet: Initial Screen
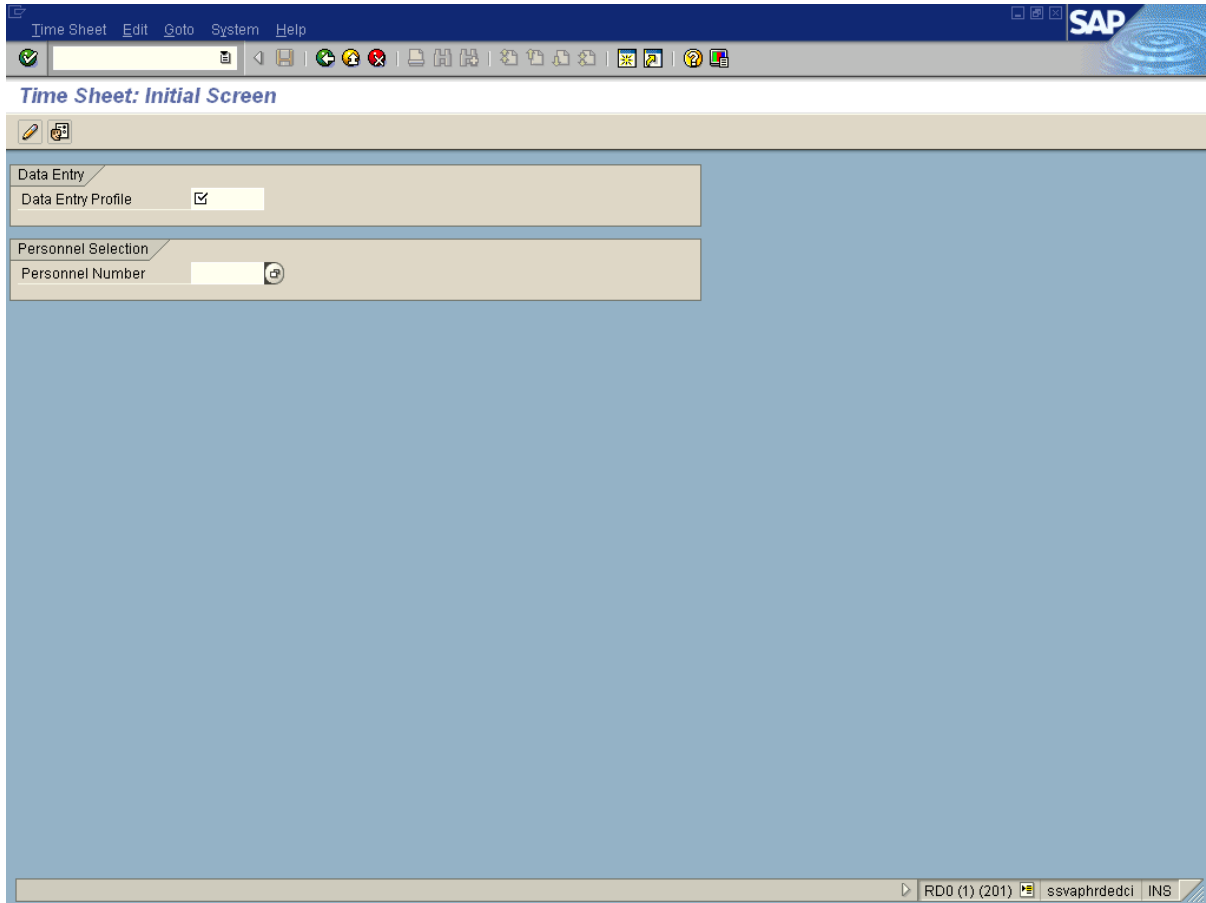
2. As required, complete/review the following fields:

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

State of Washington HRMS

File name: | **Version:** SME Approved Script | SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM | Page 3 / 12
IED_EMPLOYEE.DOC
Reference Number:

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:** 20000121

State of Washington HRMS

File name: | **Version:** SME Approved Script | SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM | Page 4 / 12
IED_EMPLOYEE.DOC
Reference Number:

Time Sheet: Initial Screen

3. Click ✏️ .

State of Washington HRMS

File name:	**Version:** SME Approved Script	SAP Parent
CATS_ENTER_OVERTIME_SALAR	**Last Modified:** 12/19/2008 10:33:00 AM	Page 5 / 12
IED_EMPLOYEE.DOC		
Reference Number:		

Time Sheet: Data Entry View

> (i) The timesheet defaults to the current period.   If you need to enter in a different period, click on the navigation buttons to the right of the *Data Entry Period*.

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

> (i) The second gray row in the *Data Entry Area* shows the sum of the hours entered for absences and attendances for the assigned time period.   Wage type hours entered do **NOT** display in this row.

4. Click the first blank cell under column "Wage Type" in a row where no other data entry has been made.

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM   Page 6 / 12
IED_EMPLOYEE.DOC
Reference Number:

5. As required, complete/review 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. **Example:** 1232

6. Click the cell under the "MU" column, on the line that the overtime is being entered on.

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

Field Name	R/O/C	Description
MU	R	This is the unit in which an object is measured. **Example:** HR

8. Click the cell under the "Date" column on the line that overtime is being entered and under the date that the overtime occurred.

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

Field Name	R/O/C	Description
Date (11/01)	R	This is the day of week in month/day format instead of Monday, Tuesday, etc. **Example:** 5.0

Time Sheet: Data Entry View

10. Click the second blank cell under column "Wage Type" in a row where no other data entry has been made.

11. As required, complete/review 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. **Example:** 1223

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM   Page 8 / 12
IED_EMPLOYEE.DOC
Reference Number:

The calculation of overtime for a salaried employee requires that accurate work hours are entered, along with the exceptions to the work schedule.

12. Click the cell under the "MU" column, on the line that the overtime is being entered on.

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

Field Name	R/O/C	Description
MU	R	This is the unit in which an object is measured. **Example:** HR

Similar to the forced overtime calculation in PAY1, you need to enter the number of hours worked over the number of hours available to work to process overtime for a salaried employee.

14. Click the cell under the "Date" column on the line that regular time is being entered and under the date that the regular time occurred.

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

Field Name	R/O/C	Description
Date (11/01)	R	This is the day of week in month/day format instead of Monday, Tuesday, etc. **Example:** 92.9

Hours available can be entered on a single date or spread over individual days, but they must equal the total hours available for the entire pay period.

State of Washington HRMS

File name: **Version:** SME Approved Script SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM Page 9 / 12
IED_EMPLOYEE.DOC
Reference Number:

Time Sheet: Data Entry View

16. Click 📌 .

Time Sheet: Data Entry View

17. Verify the message "No errors were found" appears in the status bar.

18. Click 🖫 .

State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM   Page 11 / 12
IED_EMPLOYEE.DOC
Reference Number:

Time Sheet: Initial Screen
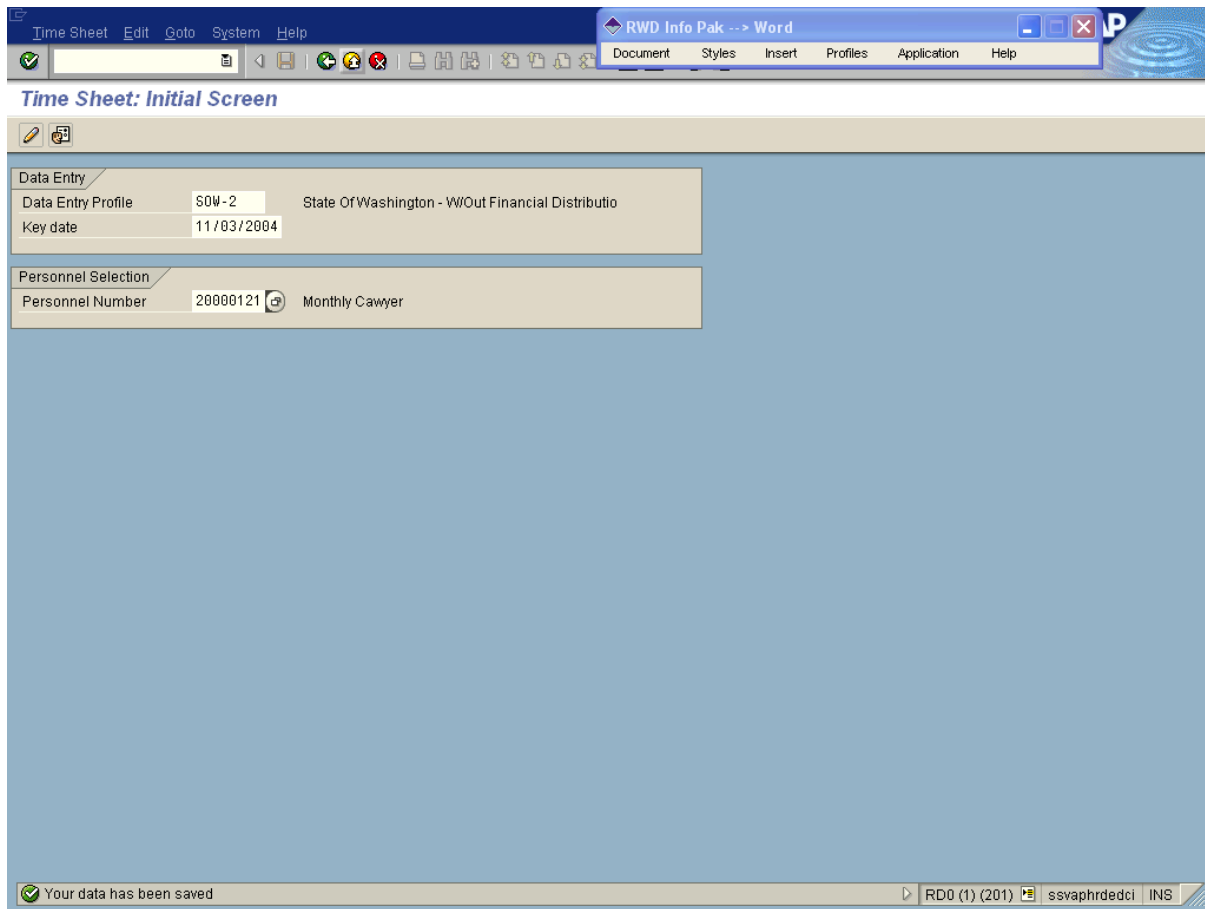
19. Verify the message "Your data has been saved" appears in the status bar.

20. You have completed this transaction.

Result

You have successfully entered overtime in CATS for a salaried employee.

Comments

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State of Washington HRMS

File name: **Version:** SME Approved Script   SAP Parent
CATS_ENTER_OVERTIME_SALAR **Last Modified:** 12/19/2008 10:33:00 AM   Page 12 / 12
IED_EMPLOYEE.DOC
Reference Number: