Personnel Time Recording Report

Flowchart:
- Time Period Ends → Employee completes and turns in time sheet → Enter time into HRMS?
  - No → Agency-specific time recording system → Gap 1 → ZCATA Time Transfer CATS to HRMS
  - Yes → Multiple or changing Labor Distribution (cost center)?
    - Yes → Time entered for employees with changing cost centers SOW-1 → ZCATA Time Transfer CATS to HRMS
    - No → Time entered for employees with static cost centers SOW-2 → ZCATA Time Transfer CATS to HRMS
- ZCATA Time Transfer CATS to HRMS → DOP Payroll run begins and pulls information from infotypes 2001 and 2010 → Payroll Processing cycle begins

Time Report and Process		
Report	**Transaction Code**	**Use**
Leave Activity Summary Report	**ZHR_RPTTM398**	Displays leave accrual, leave balances, monetary value of leave, employees on Leave Without Pay, and percentages of leave usage
Attendance System Change Report	**ZHR_RPTTM084**	Displays all employees who had attendance activity during the current reporting period. Monthly quota balance report per employee(s).
Display Working Time Report	**CATS_DA**	Displays all absence types and wages types that have been keyed into CATS.

Personnel Time Recording

Which Profile Should I Use?

SOW-1: Use when entering multiple cost centers for an employee's time entry.

SOW-2: Use when entering time for employees with one assigned cost center that does not need to be changed.

Data Entry	
Data Entry Profile	SOW-2
Key date	10/20/2005

Error Message	Resolution
"Enter amount or number"	A wage type has been entered and a measurement unit must (example HR for hours) must also be entered.
"Unit not permitted"	A unit has been entered for an absence type. Delete the unit and save again.
"Attendance/absence XX/XX/XXXX during non-working period"	The absence has been entered on a non-working day according to the work schedule. The Time and Attendance Processor will need to first overwrite/maintain the work schedule then re-enter the absence or attendance.
"Not enough Quota for attendance type xxxx"	The employee does not have enough hours in the Absence Quota Bucket remaining to enter the absence.
"Enter relevant working time attributes"	Hours have been entered without entering a wage type or absence type.
" Wage type XXXX not permitted for EE subgroup grouping X (from XX/XX/XXXX to XX/XX/XXXX)"	A wage type was assigned that is not permitted for an employee grouping or personnel subarea. Return to the transaction and enter a valid wage type.

Common Transactions

Action	Transaction Code	Menu Path
Enter Wage (i.e. Overtime) and Absence Types in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Enter Labor Distribution in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Overwrite an Employee's Work Schedule	PA61	Human Resources→ Time Management→ Administration→ Time Data → Maintain