#### Title: CATS Display Working Time Processes : Sub-Processes :

HRMS Training Documents

## **CATS Display Working Time**

# CATS\_DA

#### **Change History**

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

Date	Name	Change Description
1/6/2005	Emilie	Edit
11/16/06	Kelly Welsh	Edit

State of Washington HRMS

#### HRMS Training Documents

#### Purpose

Use this procedure to display all absence types and wage types that have been entered into Cross Application Time Sheet (CATS) for both hourly and salaried employees.

#### Trigger

Perform this procedure when auditing entries of Time Worked or Absences taken.

#### Prerequisites

- Employee must exist in the system employee.
- Employee must have hours entered in CATS

#### Menu Path

 Human Resources → Time Management → Time Sheet → Information System → Display Working Times

#### **Transaction Code**

CATS\_DA

#### **Helpful Hints**

None

State of Washington HRMS

### Procedure

1. You have started the transaction using the menu path or transaction code.- CATS\_DA

# **Display Working Times**

E∕ Program Edit <u>C</u> oto System <u>H</u> elp	
🖉 🔲 🛛 🔛 🛯 🔇 🕄 🔛 🖓 🔛 🖓 🖓 🔛 🖉 🔛	
Display Working Times	
🕒 🖪 🕼 🚄 🗇 OrgStructure 🗇 Search Help	
Period /	1
Reporting Period Current Year	
Selection Criteria Personnel Number	
Personnel Number     Image: Company Status       Employment Status     Image: Company Status       Company Code     Image: Cost Center	
Company Code	
Cost Center	
Selection of Time Sheet /	7
Basic Data	
T Receiver account assgmt	
C Sender Account Assignment	
Data Sources	
Output	-
Conversion to Unit of Measure	
Layout	
Document Flow Analysis	
	-
D RD0 (1) (	201) 🖻 ssvaphrdedci INS 📈
	· · · · · · · · · · · · · · · · · · ·

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

Field Name	R/O/C	Description						
-Reporting Period		This is the time frame in which data entry was created and stored.						
		Example: Current Year						

# Title: CATS Display Working Time

# Processes :

Sub-Processes :

HRMS Training Documents

Field Name	R/O/C	Description								
-Personnel Number		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: 20000191								



You can also search by employment status, company code, or cost center.

# **3.** Click 🕒 .

i

⊑∕ List <u>E</u> dit	<u>G</u> oto Sy	stem <u>H</u> elp												SAP	
<b>©</b>		1		C 🙆 🖸	)   [	3 (H)	He I & O	A & I 🛛	E 🛛 I 🔞	<b>.</b>					
Display V	Norking	g Times			_										
0 🔂 🗆 🗉	₽₽				_										
	Pers.No.	Date	Status	Σ Number	MU	WT	Created on	Time	Created by	Last change	Time	Change	Appr. by	Approval date	
Hourly Jones	20000191	11/20/2004	ø		-		11/17/2004	09:31:33		11/17/2004	09:31:33	_		11/17/2004	
		11/19/2004	 	10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	11/17/2004	
		11/18/2004	- 	10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	11/17/2004	
		11/17/2004	1	10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	11/17/2004	
		11/16/2004	2	10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	11/17/2004	
c	요 2000			<ul> <li>50.0</li> </ul>	HR										
<u>n</u>				= =	HR										
					_										
												D RD0	(1)(201) 📕	sevanhrdado	

The system displays the hours entered as well as who entered the hours, when the hours were entered, and who approved them.

**4.** Verify the information on the page, as needed.

State of Washington HRMS

HRMS Training Documents

#### 5. You have completed this transaction.

### Result

You have learned to display working times as a report function.

#### Comments

None.