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

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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

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Procedure

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

Display Working Times

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Display Working Times	
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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	-
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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						

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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 🕒 .

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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.

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5. You have completed this transaction.

Result

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

Comments

None.