

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

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

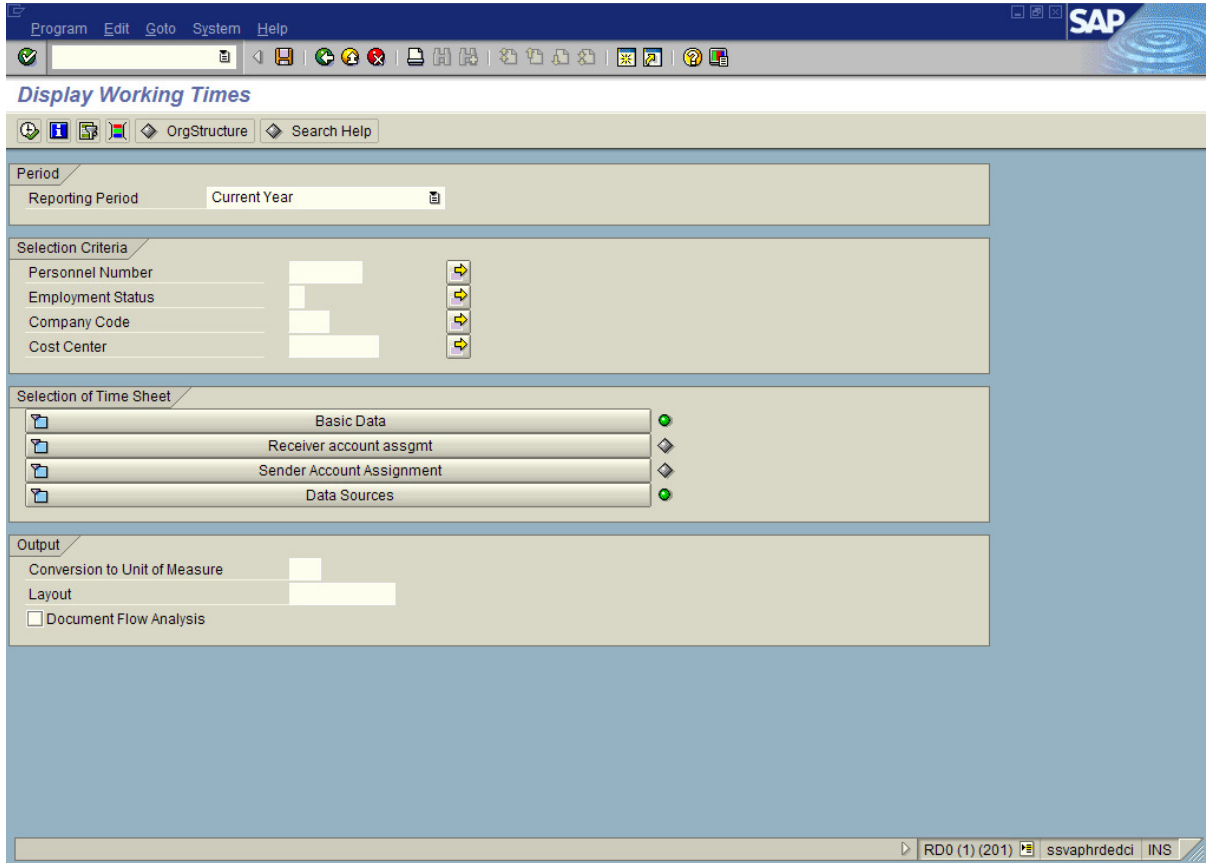
Helpful Hints

- None

Procedure

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

Display Working Times



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

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

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: 20000191



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

3. Click .

The screenshot shows the SAP 'Display Working Times' interface. The table below represents the data displayed in the screenshot.

Name	Pers.No.	Date	Status	z Number	MU	WT	Created on	Time	Created by	Last change	Time	Change	Appr. by	Approval date
Hourly Jones	20000191	11/20/2004		10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	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		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		10.0	HR	1200	11/17/2004	09:31:33	MUKESHG	11/17/2004	09:31:33	MUKESHG	MUKESHG	11/17/2004
				50.0	HR									
				50.0	HR									



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.

5. You have completed this transaction.

Result

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

Comments

None.