

HRMS

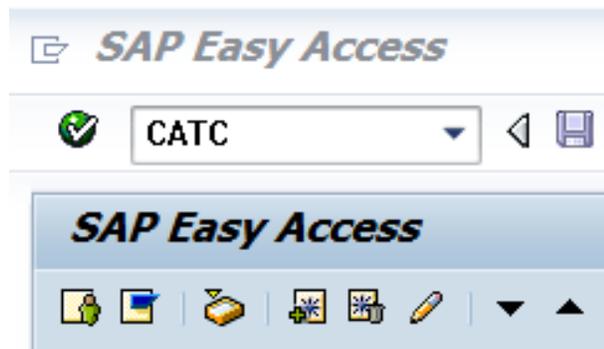
Time Leveling (CATC)

Use this procedure to create a list of multiple employees that can be used to enter hours on those employees or validate input of leave or time for those employees.

Roles: In order to perform this transaction you must be assigned one of the following roles:
Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor.

Note: Field definitions can be accessed within HRMS by pressing the "F1" key on the keyboard, or via [On Line Quick Reference \(OLQR\)](#), [HRMS Data Definitions Resource Guide](#), and [Glossary](#).

1. Enter transaction code "CATC" in the Command field and click the "Enter" button (✓) or press Enter on the keyboard



Time Leveling (CATC) (cont.)

2. The CATC report has nine (9) selection areas to assist in filtering report results:

- Period
- Selection
- Report-Specific Selection of Employees
- Time Sheet Selection
- Selection Control
- Time Settings
- Calculate Non-Working Days
- Target Hours
- Output

Time Sheet: Time Leveling

Further selections Search helps

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

Personnel Number	<input type="text"/>	<input type="button" value="↕"/>
Employment status	<input type="text"/>	<input type="button" value="↕"/>
Personnel area	<input type="text"/>	<input type="button" value="↕"/>
Controlling area	<input type="text"/>	<input type="button" value="↕"/>
Cost center	<input type="text"/>	<input type="button" value="↕"/>
Organizational unit	<input type="text"/>	<input type="button" value="↕"/>
Administrator group	<input type="text"/>	<input type="button" value="↕"/>
Time recording administrator	<input type="text"/>	<input type="button" value="↕"/>

Report-Specific Selection of Employees

Employees required to record times in time sheet

Time Sheet Selection

Select time sheets for which no times or quantities are recorded
 Select time sheets with no times recorded
 Select according to specified number of hours
 Select according to target hours

Selection Control

Apply selection criteria to each day
 Apply selection criteria to period

Time Settings

Period type Weekly data entry
 Periods
 First day of week
 Profile

Calculate Non-Working Days

Calculate non-work. days by factory calendar
 Calculate non-working days by target hours

Target Hours

Time type target hours Sub. HR hours Add overtime
 Upward tolerance %
 Downward tolerance %
 Profile

Output

Layout
 Display all time sheets
 Send mail

Time Leveling (CATC) (cont.)

3. Completing the “Period” will assist in getting only information needed:

The following field will default:

- Other period

The following fields are optional:

- Today
- Up to today
- From today
- Current month
- Current year
- Other period

4. The “Selection” will assist in getting only information needed:

The following fields are optional:

- Personnel Number
- Employment status
- Personnel area
- Controlling area
- Cost center
- Organizational unit
- Administrator group
- Time recording administrator

5. The “Report-Specific Selection of Employees” selection field is not configured in HRMS; do not select this box.

Period

Today Current month Current year

Up to today From today

Other period

Period To

Selection

Personnel Number	<input type="text"/>	
Employment status	<input type="text"/>	
Personnel area	<input type="text" value="1630"/>	
Controlling area	<input type="text"/>	
Cost center	<input type="text"/>	
Organizational unit	<input type="text"/>	
Administrator group	<input type="text"/>	
Time recording administrator	<input type="text"/>	

Report-Specific Selection of Employees

Employees required to record times in time sheet

✘ Stop – The “Employees required to record times in time sheet” selection is not configured in HRMS; do not select this box.

Time Leveling (CATC) (cont.)

- 6.** The “Time Sheet Selection” will assist in getting only information needed:

The following fields will default, but may be changed:

- Select time sheets for which no times or quantities are recorded

The following fields are optional:

- Select time sheets with no times recorded
- Select according to specified number of hours
- Select according to target hours

- 7.** The “Selection Control” will assist in getting only information needed:

The following fields will default, but may be changed:

- Apply selection criteria to each day

The following fields are optional:

- Apply selection criteria to period

Time Sheet Selection

- Select time sheets for which no times or quantities are recorded
- Select time sheets with no times recorded
- Select according to specified number of hours
- Select according to target hours

Tip

- Select time sheets for which no times or quantities are recorded: For each person selected, the report displays all time sheets in which no data was entered with a time unit, unit of measurement, or currency.
- Select time sheets with no times recorded: For each person selected, all time sheets are displayed in which no times have been recorded.
- Select according to specified number of hours: For each person selected, all time sheets are displayed in which too few or too many hours were recorded. You must specify the upper and lower limits.
- Select according to target hours: For each person selected, all time sheets are displayed in which too few or too many hours were recorded. The report determines the upper and lower limits automatically from the target hours. You can specify the exact number of target hours under *Target* hours.

Selection Control

- Apply selection criteria to each day
- Apply selection criteria to period

Tip

- Apply selection criteria to each day: The report selects every workday for which no times were recorded. How the result of the selection is displayed depends on the period type you select.
- Apply selection criteria to period: The system selects every period for which no times were recorded.

Time Leveling (CATC) (cont.)

8. The “Time Settings” will assist in getting only information needed:

The following fields will default, but may be changed:

- Period type
- Periods
- Profile

The following fields are optional:

- First day of week

9. The “Calculate Non-Working Days” will assist in getting only information needed:

The following fields will default, but may be changed:

- Calculate non-working days by factory calendar
- The following fields are optional:
- Calculate non-working days by target hours

10. The “Target Hours” Profile will assist in getting hours from CATS: The following field is required:

- Profile

The following fields are not configured in HRMS:

- Time type target hours
- Upward tolerance
- Downward tolerance

Time Settings	
Period type	<input type="text" value="2"/> Weekly data entry
Periods	<input type="text" value="1"/>
First day of week	<input type="text"/>
Profile	<input type="text" value="SOW-2"/>
<input type="button" value="Propose"/>	

Tip

- Period type: Determines how often users should enter data in the time sheet, you can determine the data is entered daily, weekly, semimonthly, or monthly.
- Periods: Determines whether the Period type selected is displayed more than once when you enter data daily or weekly.
- First day of week: Determines which weekday you want to be the first day of the week.
- Profile: The system copies the time settings from the data entry profile you specify in this field.

Calculate Non-Working Days	
<input checked="" type="radio"/>	Calculate non-work. days by factory calendar
<input type="radio"/>	Calculate non-working days by target hours

Tip

- Calculate non-work day by factory calendar: Pulls hour by the factory holiday calendar settings.
- Calculate non-work day by target hours: Pulls hour from the CATS, SOW-1 and SOW-2 screens.

Target Hours			
Time type target hours	<input type="text"/>	<input type="checkbox"/> Sub. HR hours	<input type="checkbox"/> Add overtime
Upward tolerance	<input type="text"/>	%	
Downward tolerance	<input type="text"/>	%	
Profile	<input type="text" value="SOW-2"/>	<input type="button" value="Propose"/>	

 **Stop** – In “Target Hours”, only the Profile is configured, all other selection fields are not configured in HRMS.

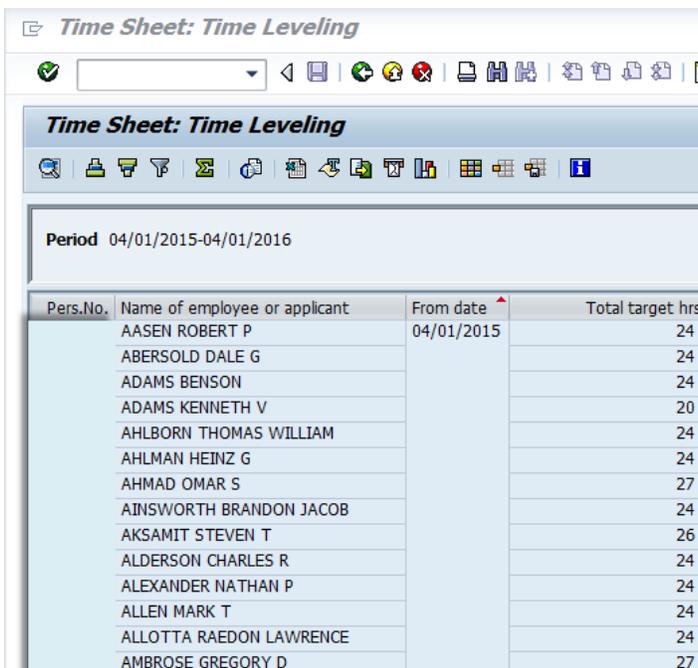
Time Leveling (CATC) (cont.)

- 11.** The “Output” will assist in getting only information needed:
- Previously saved layouts may be added to the Layout field. This field is optional.



⊗ Stop – You can select a layout, however the “Display all time sheets” and “Send mail” selection fields are not configured in HRMS; do not select these boxes.

- 12.** Click “Execute” button () or press F8 on the keyboard to run the CATC Report



Pers.No.	Name of employee or applicant	From date	Total target hrs
	AASEN ROBERT P	04/01/2015	24
	ABERSOLD DALE G		24
	ADAMS BENSON		24
	ADAMS KENNETH V		20
	AHLBORN THOMAS WILLIAM		24
	AHLMAN HEINZ G		24
	AHMAD OMAR S		27
	AJNSWORTH BRANDON JACOB		24
	AKSAMIT STEVEN T		26
	ALDERSON CHARLES R		24
	ALEXANDER NATHAN P		24
	ALLEN MARK T		24
	ALLOTTA RAEDON LAWRENCE		24
	AMBROSE GREGORY D		27

- 13.** You have successfully completed the Time Leveling (CATC) report.



Tip

Double clicking on any employee line in the report results screen will automatically take you to that employee’s CATS SOW-2 or SOW-1 master data screens. If no Profile is selected, you will be directed to the main CATS selection screen. To return to the Time Leveling Report, click on the “Back Arrow” () one time.