Time Transfer	Transaction Code: ZCATA
Purpose	Use this procedure to transfer time entries into HRMS for your entire agency. Use this procedure to make adjustments to employees time
Trigger	Use this procedure to make adjustments to existing time entries that errored during payroll processing
Prerequisites	Time has been entered for your employees.
End User Roles	Time and Attendance Processor, Time and Attendance Inquirer, Time and Attendance Supervisor and Payroll Processor
Change History	Change Description
9/29/2009	Created
Menu Path	Human Resources →Time Management → Time Sheet→ Transfer → CATA-All Components
Transaction Code	ZCATA



The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
Error	Example : 🔯 Make an entry in all required fields. Action : Fix the problem(s) and then click 🧭 (Enter) to validate and proceed.
Warning	Example: ORECORD Valid from xx/xx/xxxx to 12/31/9999 delimited at end. Action: If an action is required, perform the action. Otherwise, click (Enter) to validate and proceed.
Confirmation	Example: Save your entries. Action: Perform the required action to proceed.



Procedure

Scenario:

It is Day two of payroll processing; you have entered time into CATS to make corrections from Day one payroll processing and would like to transfer the time into HRMS.

1. Start the transaction using the above menu path or transaction code **ZCATA**

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Time Sheet: Trar	sfer to Target Con	nponer	nts	
	j			
Further selections				
Period				
O Today	O Current month		OCurrent year	
O Up to today	○ From today			
Other period				
Period		_	To	
Selection		1		
Personnel Number				
Employment status			E E E E E E E E E E E E E E E E E E E	
Employee group				
Organization key				
Diganization key Dovroll area				
Controlling area				
Cost center				
Organizational unit		1		
Supervisor area]		
Administrator group		1		
Time recording adminis	trator		→	
Administrator group: tin	ne		4	
More Selection Options				
Order (PM/CS)			to	
Network (PS)			to	
Document no. (CO/PM/	CS/PS)		to	
Target Components				
Human Resources				
Controlling				
Plant maintenance/Cu	st.service			
Project System				



	R=Require	ed Entry O=Optional Entry C=Conditional Entry			
Field Name	R/O/C	Description			
Today	0	Select this radio button to use current date as the key date for			
Touay	0	the person and data selection			
Up to Today	0	To view all entries made u			
Other Period	0	To specify dates to be used for the person and data selection.			
Example: 10/1/2009 to 10/15/2009					
Current Month	0	The first and last days of the current month are used as the start			
		and end dates for the person and data selection period.			
From Today	0	System date and 12/31/9999 are used as the start and end dates			
Tioni Today		respectively of the person and data selection period.			
Current Year	0	The first and last days of the current year are used as the start			
		and end dates of the person and data selection period.			

2. Under the Period Tab complete the following fields:





R=Required Entry O=Optional Entry C=Conditional Entry							
Field Name	R/O/C	Description					
Employment	0						
Status							
Personnel Area	C	A specific agency/sub agency in the State of Washington					
T CISOINCI AICa	C	A specific agency/sub agency in the state of washington					
		Example: 1111 Information Services Division					
Business Area	C	A specific agency in the State of Washington. This is associated					
		with each Employer Identification Number (EIN).					
		Click 🖾 (Matchcode) to open the selection list and select					
		your agency. You can also access the Matchcode by					
		placing your cursor into the field and press E4 on your					
		kowboard					
		keybudiu.					
		C Business Area (1), 120 Entries found					
		Postriatione					
		1670 Forensic Investigation Council					
		1850 WA Horse Racing Commission					
		1900 Board of Industry Ins Appeals					
		1950 Liquor Control Board					
		2050 Board of Pilotage Commissioner 2150 Utilities & Transportation Com					
		2200 Board for Volunteer Firefighte					
		2250 Washington State Patrol					
		2270 Wa St Criminal Justice Train C					
		2280 Wa Traffic Safety Commission					
		2400 Department of Licensing					
		2450 Military Department					
		2500 Indeterminante Sentence Review					
		2750 Public Employment Relations Co					
		3020 Home Care Quality Authority					
		3030 Department of Health					
		3040 Tabacco Settlement Authority					
		3050 Department of Veterans Affairs					
		120 Entries found					
		To select your agency, you can either highlight your agency					
		i o select your agency, you can eitner nignlight your agency					
		name and click the 🤎 (Copy) to accept, or you can					
		highlight your agency name and double-click					
		Example: 3000 Dept. of Social & Health Serv					
Example: SOUD Dept. Of Social & Health Serv.							
Payroli Area	Payroll Area R A payroll area groups and designates the employees whose						

4. Under the Selection tab fields to complete:



- 5. Use your scroll bars and scroll down the **Time Sheet: Transfer to Target Components** selection criteria screen to Target Components
- 6. Check the Human Resources to ensure data is transferred.
- 7. Under the Control Parameters tab
 - 7.1 **Uncheck** Test run box to ensure that Time data will be updated properly.
 - 7.2 Uncheck Repeat transfer (HR) to transfer time entries.
 - 7.3 Use the Repeat transfer to repeat a transfer of unsuccessful (redlined) records if there are problems transferring the hours, you may need to run the ZCATA a second time, if this is the case you would check Repeat transfer (HR)
- 8. Click (Execute) to generate the report



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Transfer Time Data to HR Time Management										
Statistics: Number of unsuccessful postings: 0 Number of data records read: 9 Number of successful postings: 9										
		Cxd Pers.No. Message	Start Date	A/AType	Hours	Crcy WT	Number	TMU Amount	Туре	Number
		40000225	10/12/2009	9003	10.00		0.00			1
		40000225	10/13/2009	9003	10.00		0.00			2
		40000225	10/14/2009	9003	10.00		0.00			3
		40000228	10/15/2009	9003	10.00		0.00			4
		40000016	10/19/2009	9003	10.00		0.00			5
		40000016	10/20/2009	9003	10.00		0.00			6
		40000016	10/21/2009	9003	10.00		0.00			7
		40000016	10/22/2009	9003	10.00		0.00			8
		4000000	11/24/2009	9047	10.00		0.00			9

Once you have generated the **Transfer Time Data to HR Time Management**, the best way to double check the successful transfer is by viewing either the employee's **Absences (2001)** and/or the **Employee Remuneration Info (2010)**.



9. Enter **/NPA20** to double-check that absences and wage types have been successfully transferred.

Leż H <u>R</u> master data <u>E</u> dit <u>G</u> oto Extr <u>a</u> s Utilities <u>S</u> ettings S <u>v</u> stem <u>H</u> elp
8 I I I C C C C I I I I I I I I I I I I
🕫 Display HR Master Data
40000178 Personnel no. 40000178
Find by Name BOWEN CAROL
Person PersArea 3000 DSHS Headquarters EEGroup 0 Permanent
Collective search
B Search Term
(b) Free search
Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data
E. Period
Planned Working Time 🖌 🖸 O Period
Absences From 01/01/1800 To 12/31/9999
Absence Quotas O Curr.week
Attendances Attendances
Attendance Quotas O From curr.date O Last week
Quota Corrections OTo Current Date OLast month
Substitutions O Current Period O Current Year
Time Quota Compensation
Overtime
Direct selection

10. Fields to complete:

R=Required Entry O=Optional Entry C=Conditional Entry					
Field Name	R/O/C	Description			
Personnel	R	he employee's unique identifying number.			
Number		Example: 40000178			

- 11. Click the Time Recording tab to select.
- 12. Select the blue box to the left of Absences to select.
- 13. Select the OAll to view all records created.



HR master data Edit Go	nto Extras Utilities Settings System Help
0	
🕫 🗈 Display HR	Master Data
& <u>&</u>	
	Personnel no. 40000178
Find by	Name BOWEN CAROL
Person	PersArea 3000 DSHS Headquarters EEGroup 0 Permanent
Search Term	PSubarea 0002 WMS EESubgroup 00 Hourly (H) OT Exempt Status Active
Free search	
	Basic Personal Data Payroll Benefits Time Recording Addtl. Personal Data 👔 💶 🗎
	Infotype text E Period
	Planned Working Time
	Absences
	Absence Quotas O Curr.week
	Attendances
	Attendance Quotas O From curr.date O Last week
	Quota Corrections O To Current Date O Last month
	Substitutions O Current Period O Current Year
	I Ime Quota Compensation
	Direct selection
	Infotype Absences STy 9003 Datation Leave

14. Click 🚨 (Overview) to display all records.

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Ø	4 日 🖗 🚱 😒 🗅 🖓 🎝 🎝 🎝 🎝 🗶 🗑 🖷 -							
Overview Absence	Overview Absences (2001)							
Choose								
	Personnel No. 40000178 Name BOWEN CAROL							
Find by	PersArea 3000 DSHS Headquarters EEGroup 0 Permanent							
🗢 🏟 Person	PSubarea 0002 WMS EESubgroup 00 Hourly (H) OT	Exempt	t Status	Active				
Collective search	To 12/31/9999 STy.							
Free search	Absences							
	Start Date End Date Ab Att./abs. type text	From T	Fo P	Abs.days				
	01/28/2008 01/28/2008 9003 Vacation Leave			0.33				
	01/25/2008 01/25/2008 9003 Vacation Leave			0.33				
	01/24/2008 01/24/2008 9003 Vacation Leave			0.33				
	01/23/2008 01/23/2008 9003 Vacation Leave			0.33				

15. You have completed this transaction



Results

You have transferred all time entered for your agency

