CATS_Enter Absences

CAT2

Change History

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

Date	Name	Change Description
11/23/2004	Angie Caudill	Update
11/24/2004	Emilie Miller	Edit 1
11/16/05	Ileana Maldonado	Update
11/28/05	Ileana Maldonado	Update
11/30/06	Kelly Welsh	Update

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Purpose

Use this procedure to enter absences into CATS for hourly and/or salary employees.

Trigger

Perform this procedure when recording absences for an hourly employees or salary employee with exceptions from their regular work schedule.

Prerequisites

None

Menu Path

Time Management → Timesheet → CATS Classic → Record Working Times

Transaction Code

CAT2

Helpful Hints

- Remember! Only exceptions to a salaried employee's information must be entered!
- To enter labor distribution changes for the pay period on the timesheet, choose Profile SOW-1.
- If you don't need to enter changes to the employee's cost distribution then choose SOW-2.
- Absences can only be entered on scheduled work days
- Some absences can only be successfully entered when sufficient Absence Quota Balance is available

> Refer to "Enter Labor Distribution in CATS" for additional help on entry of labor distribution fields.

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Procedure

1. You have started the transaction using the menu path or transaction code CAT2.
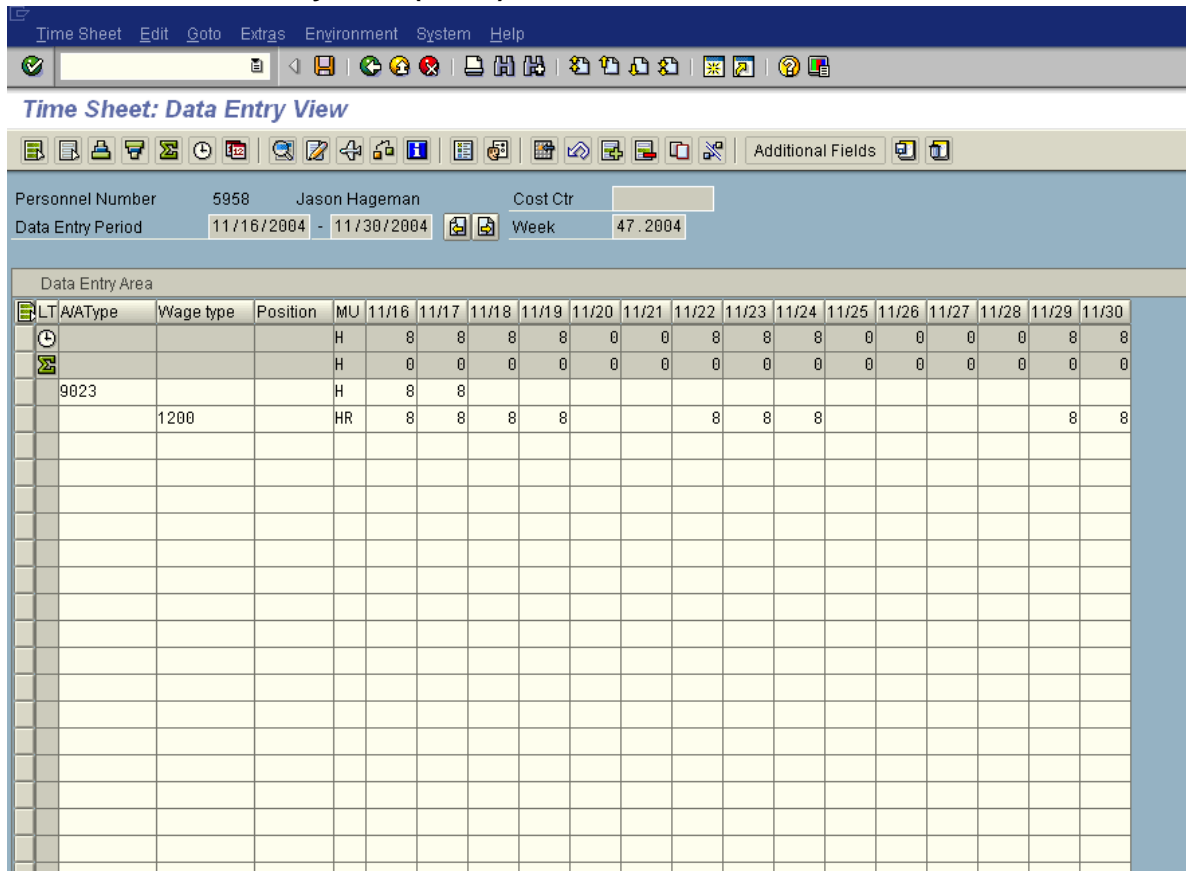
Time Sheet: Initial Screen (CAT2)
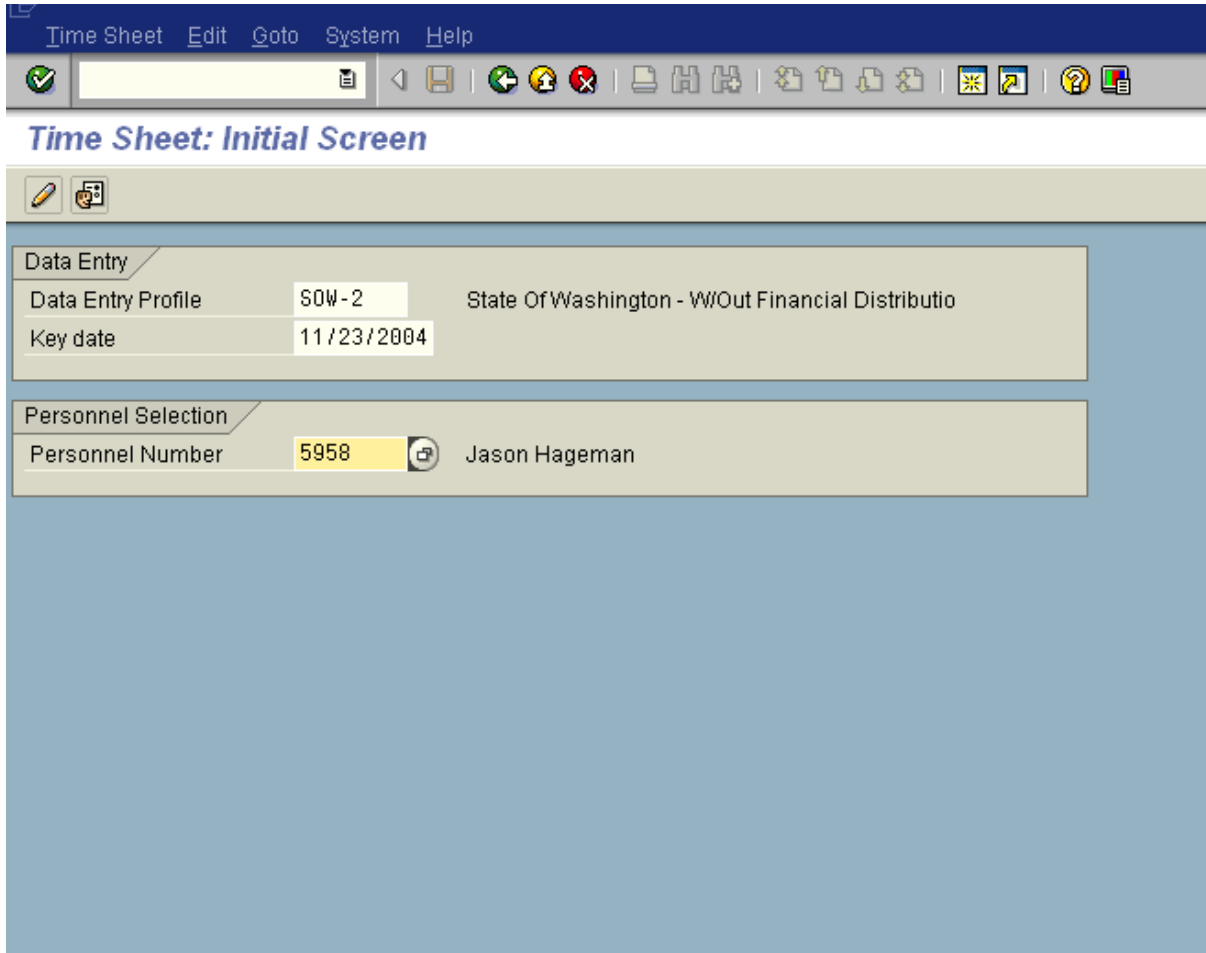
2. As required, complete/review the following fields:

Field Name	R/O/C	Description
Data Entry Profile	R	"This is the profile is used to pull employee time data into for time recording purposes. Profiles used include SOW-1 for labor distribution changes and SOW-2 for data entry without labor distribution changes." **Example:** SOW-2

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Field Name	R/O/C	Description
Key date	R	This is the date on which a search for information is being performed. The key date can be one day or a period. **Example:** 11/23/2004
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:** 00005958

3.   Click 🖉 (Enter times).

Time Sheet: Data Entry View (CAT2)

The timesheet defaults to the period that contains the *Key Date* entered on the previous screen. If you need to enter in a different period, click on the navigation buttons to the right of the *Data Entry Period*.

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     The first gray row in the *Data Entry Area* shows the employee's available hours based on his/her assigned work schedules during the period.

     The second gray row in the *Data Entry Area* shows the sum of the hours entered for absences and attendances. Wage type hours entered do **NOT** display in this row.

4. Click the first blank cell under column "A/A" in a row where no other absence type or wage type has been selected.

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

Field Name	R/O/C	Description
A/A Type	R	This is the reason for scheduled and actual absences for an employee. **Example:** 9032

Time Sheet: Data Entry View (CAT2)

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6. Click the cell under the date you need to enter absence hours.

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

Field Name	R/O/C	Description
Time Sheet Cell	R	This is either the current date or a date that must be entered into the system to store a record. **Example:** 8.0

8. Click a blank cell under column "Wage type" in the next row down where no other absence type or wage type has been selected.

9. Click (Enter) to validate the information.

10. Click (Check Entries).

11. Verify the message "No error were found" appears in the status bar.

12. Click (Save) to save.

Result

You have entered an absence into HRMS using CATS.

Comments

The time has been entered into CATS but has not been transferred to HRMS. A nightly batch transaction (ZCATA) transfers time data to HRMS where it is stored in infotypes Absences (2001) and Employee Remuneration Info. (2010). This transfer ensures that data is available so the employee's will be paid based on hours worked and absences taken.

Monthly salaried employees will be paid their base salary unless exceptions are recorded (LWOP, assignment pay, overtime, etc.). Hourly employees are only paid based on the hours and wage types/absence types reported each pay period.

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