

Assault Leave

CAT2

Change History

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

Date	Name	Change Description
4/24/06	Nadine Cummings	Update
4/24/06	Teresa Dillon	Update
4/27/06	Nadine Cummings	Updated procedure name

Purpose

Use this procedure when an employee of certain agencies becomes a victim of assault.

Trigger

Perform this procedure when Assault Leave is approved or for Temporary Disability Leave for the Washington State Patrol.

Prerequisites

- Employee works for an agency with Assault Leave and becomes a victim of assault.
- Employee takes Absence leave and/or Labor & Industries Time Loss Payments until Assault Leave is approved.
- Employee has Temporary Disability Leave and works for WSP.

Menu Path

Use the following menu path(s) to begin this transaction:










Human Resources→Time Management→Time Sheet→ CATS Classic→CAT2

Transaction Code

CAT2

Helpful Hints

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 proceed.
Warning 	Example:  Record 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 proceed.
Confirmation  or 	Example:  Save your entries. Action: Perform the required action to proceed.

Procedure



This procedure applies to employees of

- Department of Social and Health Services
- Department of Corrections
- Natural Resources
- Veteran's Affairs
- Department of Transportation (including WSF)
- Washington State Patrol

If an employee becomes a victim of an assault, the employee could use paid leave or LWOP if needed, and the agency would enter each day of leave as appropriate in CATS.

Once the Assault Leave is approved, the agency changes the leave already taken to a special paid absence leave type that restores the leave taken to the employee's balance, and pays the employee for the full time loss period.

NOTE: See User Procedure Agency Reimbursement for Time Loss Payment

I. Change Absence Leave Type

1. Start the transaction using the menu path or transaction code **CAT2**.

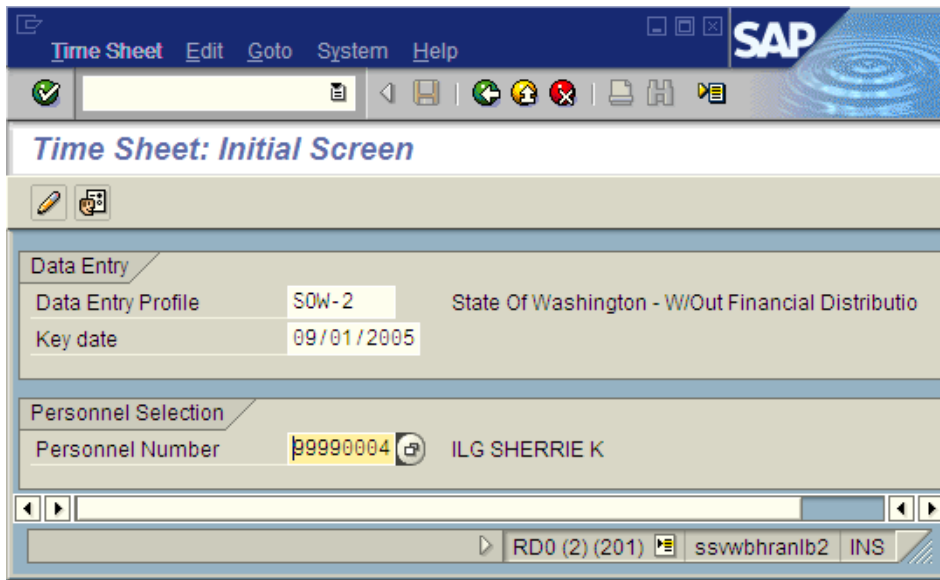
Time Sheet: Initial Screen



The screenshot shows the SAP 'Time Sheet: Initial Screen' window. The title bar includes 'Time Sheet', 'Edit', 'Goto', 'System', 'Help', and the SAP logo. The main area is divided into sections: 'Data Entry' with fields for 'Data Entry Profile' (a dropdown menu) and 'Key date' (a checkbox); and 'Personnel Selection' with a 'Personnel Number' field. At the bottom, there is a status bar showing 'RD0 (2) (201)' and 'sswbhbranlb2 INS'.

2. Complete the following fields:

Field Name	R/O/C	Description
Data Entry Profile	R	The name of the data entry profile to use. Example: SOW-2
Key Date	R	The beginning date of the leave being bought back. Example: 09/01/2005
Personnel Number	R	The unique personnel number of the employee. Example: 99990004

Time Sheet: Initial Screen



3. Click  (Validate).
4. Click  (Enter Times) to open the **Time Sheet**.

Time Sheet: Data Entry View

The screenshot displays the SAP Time Sheet: Data Entry View interface. At the top, there is a menu bar with options like 'Time Sheet', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a header with the following information:

- Personnel Number: 99990004 ILG SHERRIE K
- Cost Ctr: 1110000000
- Data Entry Period: 09/01/2005 - 09/15/2005
- Week: 35.2005

The 'Data Entry Area' contains a table with the following columns: LT, A/A, Wa..., Position, MU, and dates from 09/01 to 09/12. The data in the table is as follows:

LT	A/A	Wa...	Position	MU	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12
				H	8	8	0	0	0	8	8	8	8	0	0	
				H	8	0	0	0	0	0	0	0	0	0	0	
	9048			H	8											

At the bottom of the screen, there are buttons for 'Data entry view', 'Release view', and 'Variable view'. The status bar shows 'Entry 1 of 3' and 'RD0 (2) (201) sswbhranlb2 INS'.

5. In the **CAT2 Time Sheet: Data Entry View** screen, locate the leave hours being changed.




In this example, it is the 8 hours of Sick Leave taken on 9/1

6. In the **CAT2 Time Sheet: Data Entry View** screen, locate the absence type(s) of the leave taken—it could be 9033 *LWOP Other* or an appropriate paid absence type.




The type of leave is recorded in the **A/A** (Attendance/Absence) column. In this example, it is type **9048**.

7. With the cursor in the **A/A** cell of the line, click  (Matchcode).

Att/Absence type (1)

PSG	A/ATy...	Att./abs. type text	Start Date	End Date
10	9009	Vac. Lv.-Family Emgcy	01/01/1999	12/31/9999
10	9010	Assault Lv.-On Time Loss	01/01/1999	12/31/9999
10	9011	AWOL-Unauth. Absence	01/01/1999	12/31/9999

8. Click 9010 Assault Lv.-On Time Loss.
9. Click  (Copy) to copy the leave type to the time sheet.

Time Sheet: Data Entry View

Personnel Number: 99990004 ILG SHERRIE K Cost Ctr: 1110000000
 Data Entry Period: 09/01/2005 - 09/15/2005 Week: 35.2005

LT	A/A...	Wa...	Position	MU	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12
				H	8	8	0	0	0	8	8	8	8	0	0	
				H	8											

Data entry view Release view Variable view Entry 1 of 3



Changing the leave hours to type 9010 should automatically restore the employee's leave balance for the leave taken. 9010 also pays the employee for the full pay period

NOTE: Leave hours will be restored once the change is transferred with ZCAT6. The leave hours won't appear in payroll until the transfer has occurred.



These absence types are not subject to Medical Aid, so there will be no payroll impact from this change.

10. Click  (Validate).
11. Click  (Save).

You have completed the **Change Absence Leave Type** sub-procedure.