

**CATS Enter Wage Types\_Hourly Employee**

**CAT2**

**Change History**

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

<b>Date</b>	<b>Name</b>	<b>Change Description</b>
9/7/2007	Kelly Welsh	Initial draft
9/19/2007	Kelly Welsh	Edits from review
10/10/07	Kelly Welsh	Edits from review.

**Purpose**

Use this procedure to enter wage types in CATS to record an hourly employees time worked for the pay period.

**Trigger**

Perform this procedure to enter hours worked by hourly employee.

**Prerequisites**

- The employee must exist in HRMS and have valid Planned Working Time (0007) established.

**Transaction Code**

CAT2










Date	Procedure Update Log
9/7/2007	Created

**Helpful Hints**

- Time reporting for hourly employees is known as **Positive time Reporting**. All hours worked, as well as any absences during the pay period must be entered for the employee to be paid.

**Note:** If the employee works more hours than the available hours in the pay period and is **not** to receive overtime pay, use wage type **1225** (Extra hours worked). This wage type pays straight time. If the employee is to receive overtime pay for the extra hours worked, use wage type **1223** (OT FLSA 1.5 All Agy.)

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
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.


## Procedure

1. Start the transaction using the transaction code **CAT2**.

### Time Sheet: Initial Screen


The screenshot shows the SAP 'Time Sheet: Initial Screen' interface. At the top, there is a menu bar with 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Time Sheet: Initial Screen' and contains two data entry sections. The 'Data Entry' section has fields for 'Data Entry Profile' (set to 'State Of Washington - W/Out Financial Distributio') and 'Key date' (set to '09/06/2007'). The 'Personnel Selection' section has a 'Personnel Number' field. The status bar at the bottom shows 'RT0 (1) (524) ssvaphr3e INS'.



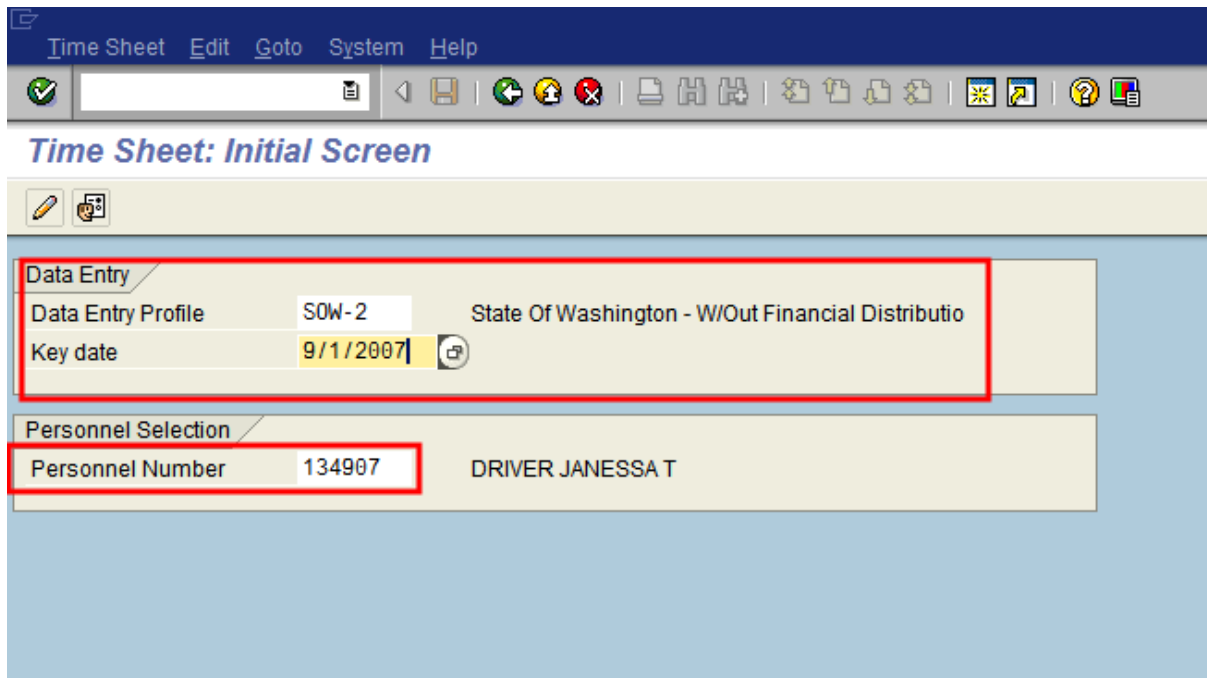
The first time that you log into CATS for the day, the data entry field may be the only field visible, to display the rest of the fields, enter a data entry profile (**SOW-1** for changes to the labor distribution, or **SOW-2** for data entry without labor distribution changes) and click  (**Enter**).

**Note:** A Labor Distribution is where an employee's time is charged. Some employees may have one labor distribution; some may have multiple labor distributions.

2. Complete the following fields:

Field Name	R/O/C	Description
Data Entry Profile	R	This profile is used to pull employee time data for time recording purposes. Use <b>SOW-1</b> for labor distribution changes and <b>SOW-2</b> for data entry without labor distribution changes. <b>Example:</b> SOW-2
Key date	R	The date in which time will be entered for. Enter the first day of the pay period.  This field will default to date of entry date. <b>Example:</b> 9/1/2007
Personnel Number	R	The employee's unique identifying number. <b>Example:</b> 134907

**Time Sheet: Initial Screen**




**Data Entry**

Data Entry Profile: SOW-2      State Of Washington - W/Out Financial Distributio

Key date: 9/1/2007



**Personnel Selection**

Personnel Number: 134907      DRIVER JANESSA T

3. Click  (Enter Time) to open the **Time Sheet: Data Entry View Screen**.

### Time Sheet: Data Entry View



The timesheet defaults to the current period. If you need to enter in a different period, click on the  (**Previous Screen**) to display up to two pay periods in the past, or click on  (**Next Screen**) to display up to two pay periods in the future. If you need to enter time further back than two pay periods, you will need to enter a new Key date on the **Time Sheet: Initial Screen. See Step 2.**



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



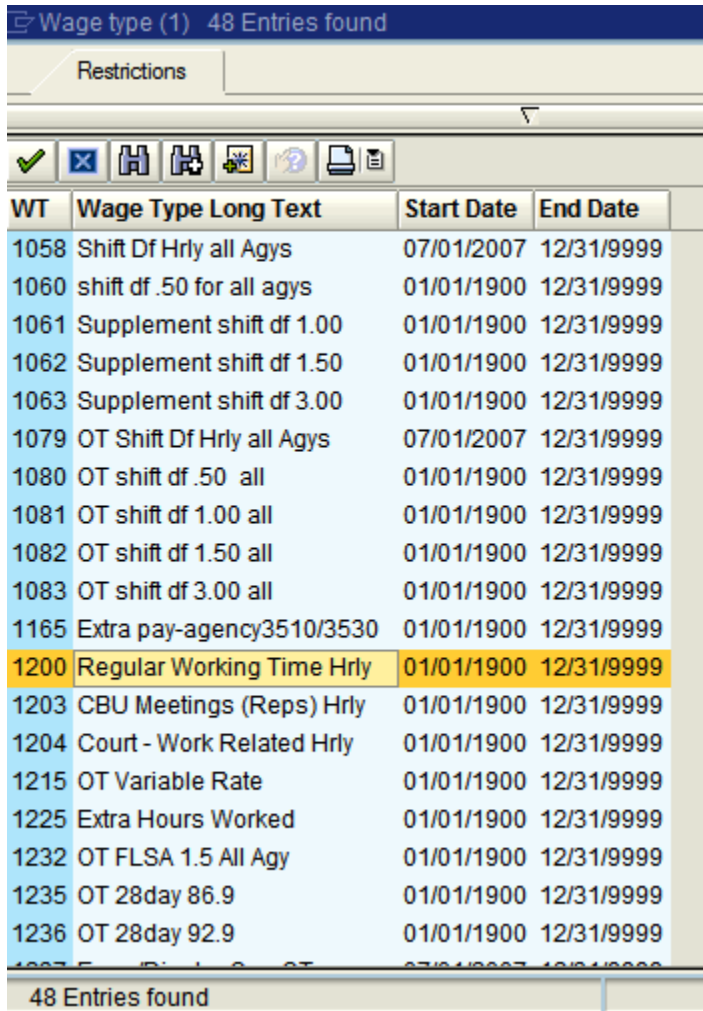
The second gray row in the Data Entry Area shows the sum of the hours entered for absences and attendances. Wage type hours enter do **NOT** display in this row.

4. Complete the following fields:

Field Name	R/O/C	Description
Wage type	R	This is an object in Payroll and Personnel Administration which stores amounts or time units that are used to calculate pay and deductions, store results, and determine statistics. It separates amounts and time units for various business processes. It enables the system to process amounts and time units in different ways during the payroll run.. <b>Example:</b> 1200 (Regular Working Time hourly)

5. Click  (**Matchcode**) to open the selection list.

Wage type (1) 48 Entries found




The screenshot shows a SAP interface window titled "Wage type (1) 48 Entries found". It features a "Restrictions" tab and a toolbar with icons for navigation and printing. Below the toolbar is a table with four columns: "WT", "Wage Type Long Text", "Start Date", and "End Date". The table lists 48 entries, with the entry "1200 Regular Working Time Hrly" highlighted in yellow. The bottom of the window shows a status bar with "48 Entries found".

WT	Wage Type Long Text	Start Date	End Date
1058	Shift Df Hrly all Agys	07/01/2007	12/31/9999
1060	shift df .50 for all agys	01/01/1900	12/31/9999
1061	Supplement shift df 1.00	01/01/1900	12/31/9999
1062	Supplement shift df 1.50	01/01/1900	12/31/9999
1063	Supplement shift df 3.00	01/01/1900	12/31/9999
1079	OT Shift Df Hrly all Agys	07/01/2007	12/31/9999
1080	OT shift df .50 all	01/01/1900	12/31/9999
1081	OT shift df 1.00 all	01/01/1900	12/31/9999
1082	OT shift df 1.50 all	01/01/1900	12/31/9999
1083	OT shift df 3.00 all	01/01/1900	12/31/9999
1165	Extra pay-agency3510/3530	01/01/1900	12/31/9999
1200	Regular Working Time Hrly	01/01/1900	12/31/9999
1203	CBU Meetings (Reps) Hrly	01/01/1900	12/31/9999
1204	Court - Work Related Hrly	01/01/1900	12/31/9999
1215	OT Variable Rate	01/01/1900	12/31/9999
1225	Extra Hours Worked	01/01/1900	12/31/9999
1232	OT FLSA 1.5 All Agy	01/01/1900	12/31/9999
1235	OT 28day 86.9	01/01/1900	12/31/9999
1236	OT 28day 92.9	01/01/1900	12/31/9999


- 6. Double-click 1200 Regular Working Time Hrly 01/01/1900 12/31/9999

**Time Sheet: Data Entry View**

7. Complete the following fields:

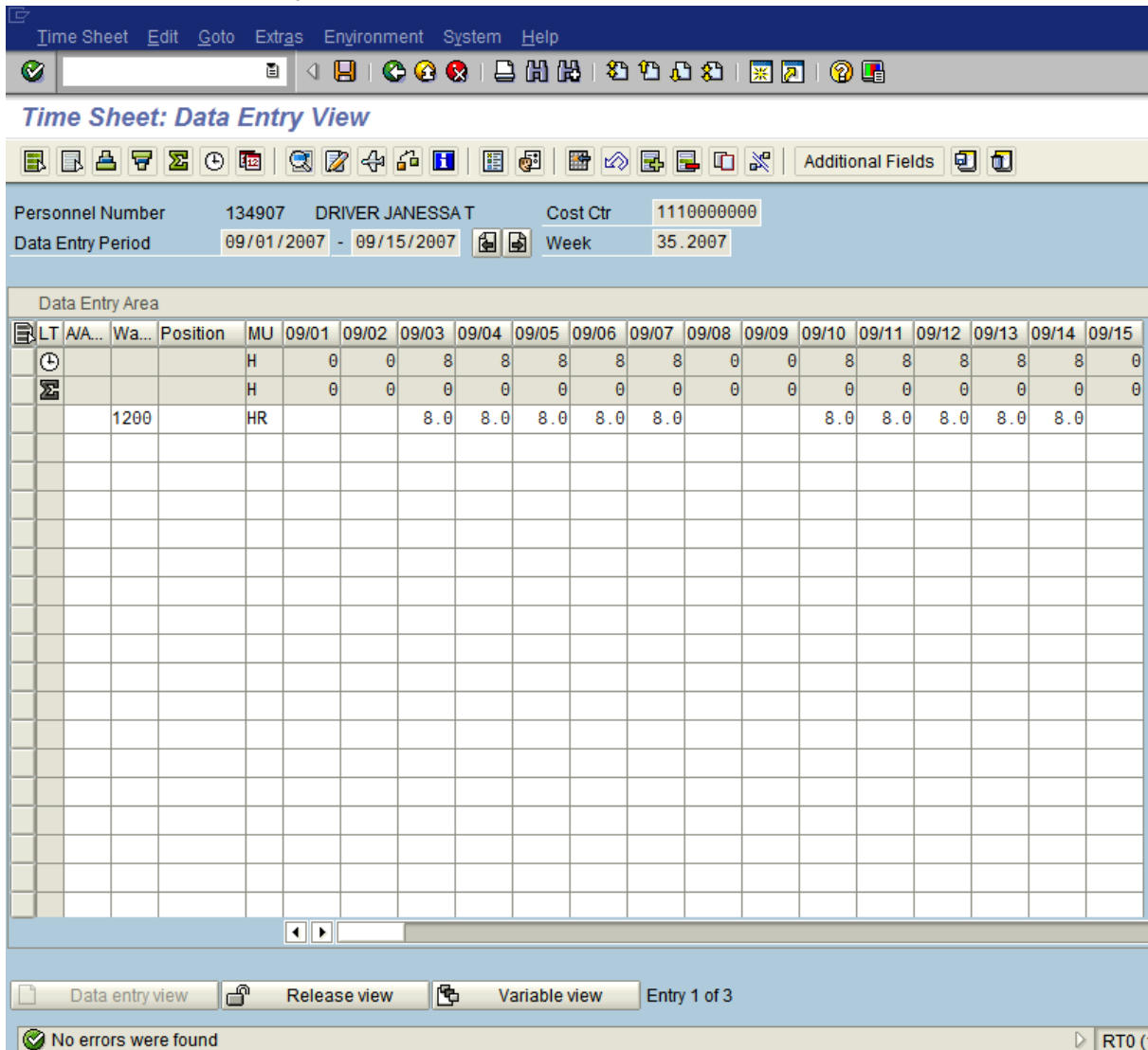
Field Name	R/O/C	Description
MU	R	<p>This is the unit in which an object is measured.</p> <p> HR stands for Hours</p> <p><b>Example: HR</b></p>



Field Name	R/O/C	Description
Time Sheet Cell below the cell	R	<p>This is the day of week in month/day format instead of Monday, Tuesday etc.</p> <p> Enter the number of hours worked by the employee on each of the scheduled working days.</p> <p><b>Example:</b> 8.0</p>

8. Click  (Check Entries) to check the time entries.

### Time Sheet: Data Entry View



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

- Personnel Number:** 134907 DRIVER JANESSA T
- Cost Ctr:** 1110000000
- Data Entry Period:** 09/01/2007 - 09/15/2007
- Week:** 35.2007

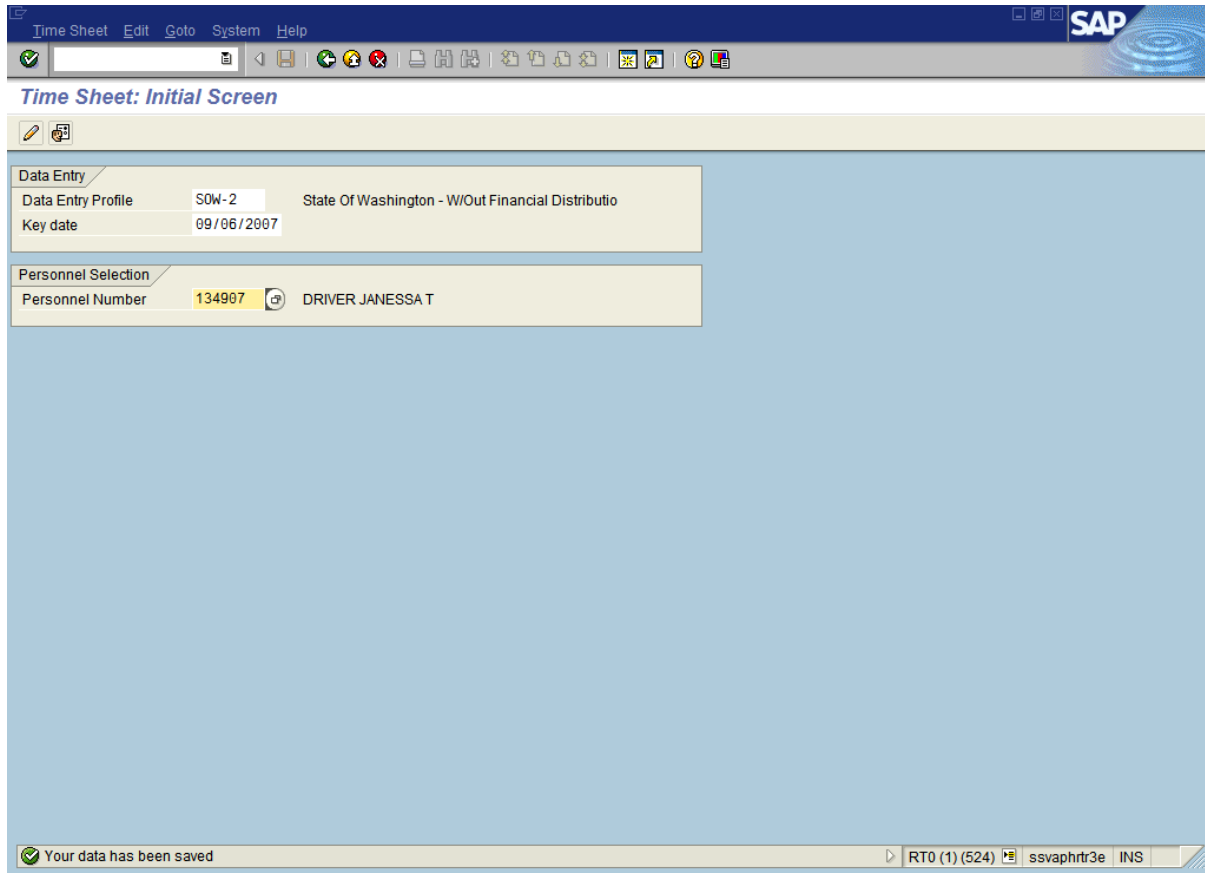
The main data entry area is a grid with columns for dates from 09/01 to 09/15 and rows for different employee categories. The grid shows the following data:

LT	AA...	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	09/13	09/14	09/15	
				H	0	0	8	8	8	8	8	0	0	8	8	8	8	8	8	0
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1200		HR			8.0	8.0	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0		

At the bottom of the interface, there are buttons for "Data entry view", "Release view", and "Variable view". The status bar at the bottom indicates "No errors were found" and "Entry 1 of 3".

9. Click  (Save) to save.

### Time Sheet: Initial Screen



The screenshot shows the SAP Time Sheet: Initial Screen. The title bar includes 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. The SAP logo is visible in the top right corner. The main content area is titled 'Time Sheet: Initial Screen' and contains two data entry sections:

Data Entry	
Data Entry Profile	SOW-2 State Of Washington - W/Out Financial Distributio
Key date	09/06/2007

Personnel Selection	
Personnel Number	134907 DRIVER JANESSA T

At the bottom of the screen, a status bar displays the message: 'Your data has been saved'. The status bar also shows 'RT0 (1) (524)', 'ssvaphrtr3e', and 'INS'.



The system displays the message, "Your data has been saved."

10. You have completed this transaction.

### Result

You have successfully entered wage types into HRMS using CATS.

### Comments

None.