

CATS to HRMS Time Data Transfer (ZCAT6)

ZCAT6

Change History

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

Date	Name	Change Description
2/17/06	Heather Hanson	Create Procedure
12/19/2006	Kelly Welsh	Procedure update

Purpose

Use this procedure to transfer time entered in the cross-application time sheet (CATS)

Trigger

Perform this procedure when you have entered an employee's time (absences or wage types) and you need the time to be available in HRMS.

Prerequisites

- Absences and/or wage types have been entered and saved in CATS.

Menu Path

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










- Human Resources-Time Management-Time Sheet-Transfer-CAT6

Transaction Code

ZCAT6

Helpful Hints

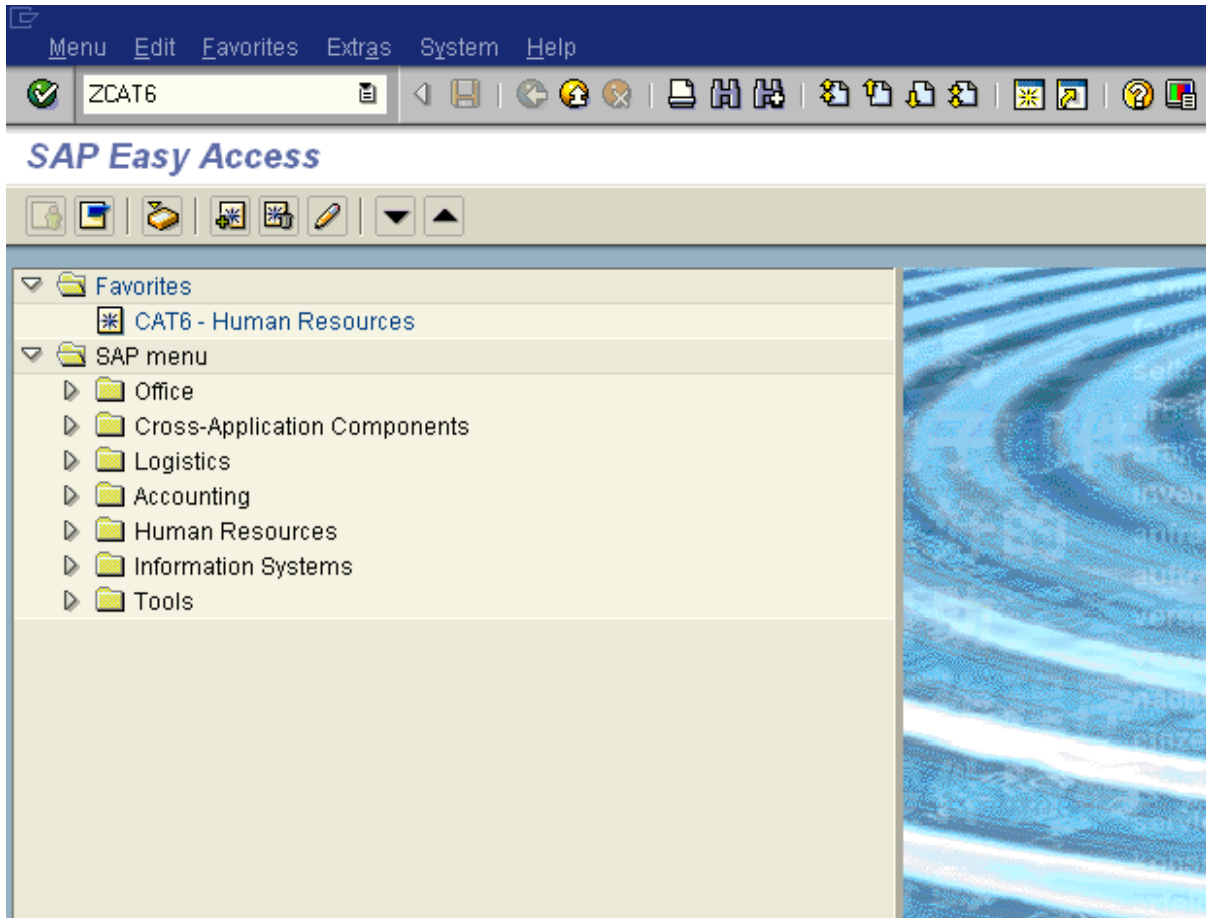
The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

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

1. Start the transaction using the menu path or transaction code ZCAT6.

SAP Easy Access



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

Field Name	R/O/C	Description
Command Field	R	ZCAT6 is the time transfer tool used by the Time and Attendance roles to transfer time data entered in CATS to HRMS. Example: ZCAT6

3. Click  (Enter).

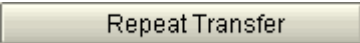
Transfer Time Data to HR Time Management

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

Field Name	R/O/C	Description
Personnel number	R	The employee's unique identifying number Example: 40000367

5. Choose one of the following

Click  for an initial time transfer on employee.

Click  to repeat a transfer if data did not completely transfer during the initial time transfer.

6. Click  (Execute).

Transfer Time Data to HR Time Management

The screenshot shows the SAP transaction ZCAT6 interface. At the top, there is a menu bar with options: List, Edit, Goto, Extras, Settings, System, Help. Below the menu is a toolbar with various icons. The main area displays the following summary statistics:

- Number of unsuccessful postings: 0
- Number of data records read: 1
- Number of successful postings: 1

Below the summary is a table with the following columns: Cxd, Pers.No., Valid From, A/AType, Hours, Crncy, WT, Number, TMU, Amount, Type, Number. The table contains one data row:

Cxd	Pers.No.	Valid From	A/AType	Hours	Crncy	WT	Number	TMU	Amount	Type	Number
	40000367	02/17/2006	9003	2.00			0.00				1

7. You have completed this transaction.

Result

You have transferred an employee's time using the transaction code ZCAT6. Absence data entered in CATS has now populated the *Absences (2001)* infotype. Wage type data has populated the *EE Remuneration Info (2010)* infotype in HRMS. This time data will now be available during payroll processing.