

CATS Enter Wage Types Salaried Employees

CAT2

Purpose

Use this procedure to enter wage types in CATS to record exceptions (Comp time earned, Overtime) to a salaried employees work schedule.

Trigger

Perform this procedure to enter extra hours worked for a salaried employee.

Prerequisites

The employee must exist in HRMS and have an established work schedule rule.

Transaction Code

CAT2

Date	Procedure Update Log
9/7/2007	Created
3/30/2009	Updated screen shots to match system after upgrade

Helpful Hints

1. Monthly salaried employees will be paid their base salary unless exceptions are recorded (LWOP, Assignment Pay, Overtime, etc). This is known as **Negative Time Recording**.
2. For a salary employee with a **24x7** work schedule or for a salary employee with a valid schedule (Planned Working Time 007) who needs to override actual hours worked you will need to enter *Wage Type 1223*  
Wage type 1223 (Salary Hours override) needs to be reported for salaried employees with the total hours equal to the number of available hours for that pay period.

**For example:**

A salaried employee is on a **24x7** work schedule, if wage type **1223** (Salary hours override) is **not** entered with the total number of hours the employee worked during the pay period, the system will pay the employee based on

the assigned work schedule for the current pay period and load it to wage type 1223.



If an employee works more hours than the available hours of 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, use wage type **1232** (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.

The procedure includes field descriptions along with their conditions. Their definitions are shown below:

R/O/C	Definition
R	designates a “ <b>required</b> ” entry necessary to proceed in this transaction.
O	designates an “ <b>optional</b> ” entry.
C	designates a “ <b>conditional</b> ” entry that may be required under certain conditions.

**Procedure**

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

**Scenario:**

It is the end the pay period, a salaried employee is on a **24x7** work schedule needs to have the wage type **1223(Salary hours override)** entered into their CATS screen with the actual working hours available of the pay period in order to **stop** the system from paying the employee for 24 hours a day for the entire pay period.

**Time Sheet: Initial Screen**

Time Sheet: Initial Screen

Time Sheet Edit Goto System Help

Data Entry




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

Key date 03/17/2009

Personnel Selection

Personnel Number 40000074 GRAHAM MATTHEW

2. Complete the following fields:



Field Name	R/O/C	Description
Data Entry Profile	R	<p>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.</p> <p> 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 (<b>SOW-1</b> for changes to the labor distribution) or <b>SOW-2</b> (for data entry without labor distribution changes) and click  (Enter) to display the remaining fields.</p> <p><b>Example:</b> SOW-2</p>
Key date	R	<p>The date in which time will be entered for. Enter the first day of the pay period.</p> <p> This date defaults to today's date</p> <p><b>Example:</b> 3/17/2009</p>
Personnel Number	R	<p>The employee's unique identifying number.</p> <p><b>Example:</b> 40000074</p>

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

**Time Sheet: Data Entry View**

LT	A/A...	Wa...	Position	MU	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31
				H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



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 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 "Wage Type" in a row where no other data entry has been made.

**Time Sheet: Data Entry View**

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

WT	Wage Type Long Text	Start Date	End Date
1223	Salary Hours Override	01/01/1900	12/31/9999
1225	Extra Hours Worked	01/01/1900	12/31/9999
1228	Fire Duty R & R Pay	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
1237	Emer/Diaster Ops OT	07/01/2007	12/31/9999
1239	Fire Duty OT	01/01/1900	12/31/9999
1247	OT/Call back Old Adj-all	01/01/1900	12/31/9999
1248	Call Back Hours all agy	01/01/1900	12/31/9999
1249	Standby hours all agy	01/01/1900	12/31/9999
1250	1.5 OT Shft2+\$ .50-1300	01/01/1900	12/31/9999
1251	CallBack Hrs 1.5X all agy	01/01/1900	12/31/9999
1252	Adj OT/Cback Not subj Ret	01/01/1900	12/31/9999
1259	Schedule/Shift Adjustment	01/01/1900	12/31/9999
1260	Commission Court Call Out	01/01/1900	12/31/9999
1263	Sched Chg-Reduce Reg Hrs	01/01/1900	12/31/9999
1270	Standby \$25/day	07/01/2007	12/31/9999
1271	Schedule chng Penalty Pay	04/01/2008	12/31/9999
1290	Overtime straight-all ag	01/01/1900	12/31/9999
1306	Exchange Time Earned	01/01/1900	12/31/9999


6. 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> 1223 (Salary Hours Override)

7. Double-click **1223** Salary Hours Override 01/01/1900 12/31/9999

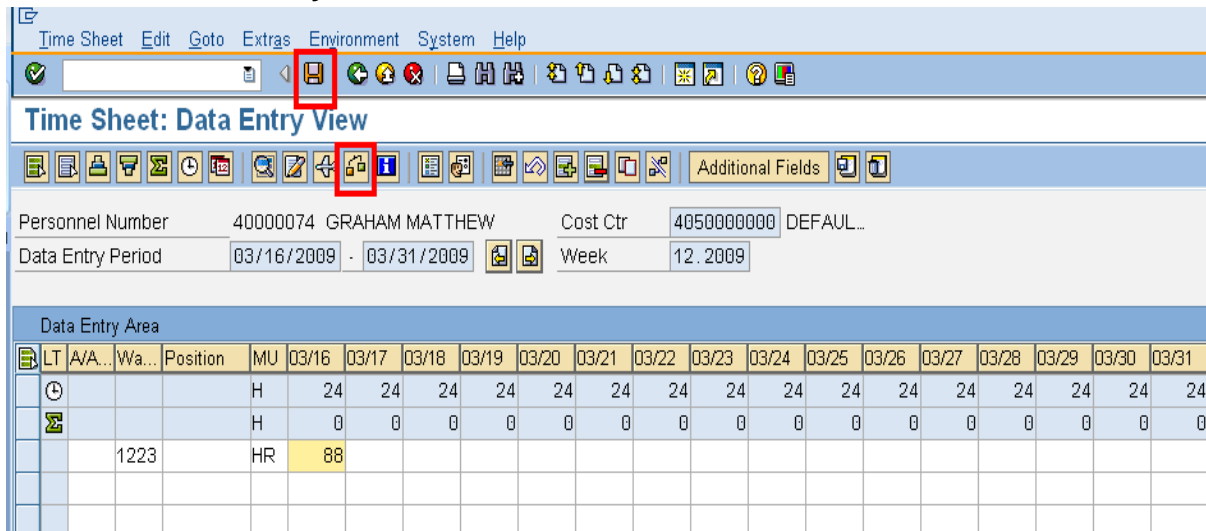
**Time Sheet: Data Entry View**

8. Complete the following fields:

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

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 <b>scheduled</b> work hours for the pay period.</p> <p> <b>For example:</b> There are 88 available hours for the pay period. A salaried employee is on the <b>24x7</b> work schedule, enter <b>88</b> hours in the first available cell. Enter any leave (paid or unpaid) on the subsequent lines using the appropriate absence types. These entries will be used to calculate the pay period salary.</p> <p><b>Example:</b> 88</p>

**Time Sheet: Data Entry View**





Time Sheet: Data Entry View

Personnel Number 40000074 GRAHAM MATTHEW Cost Ctr 4050000000 DEFAULT...

Data Entry Period 03/16/2009 - 03/31/2009 Week 12.2009

LT	AVA...	Wa...	Position	MU	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31
				H	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
		1223		HR	88															

9. Click  (Check entries) to check the time entries.
10. Verify the message “No errors were found” appears in the status bar
11. Click  (Save) to save.



**Time Sheet: Initial Screen**

**Time Sheet: Initial Screen**

Time Sheet Edit Goto System Help

**Data Entry**


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

Key date 03/17/2009

**Personnel Selection**

Personnel Number 400000074 GRAHAM MATTHEW



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

12. You have completed this transaction.

**Result**

You have successfully entered **wage type 1223** for a salaried employee on a 24x7 work schedule.

**Comments**

Monthly salaried employees will be paid their base salary unless exceptions are recorded.



If a salaried employee has leave during the pay period, you will need to enter in the appropriate absence type on the day (s) the employee had leave. If an employee works more hours than the available hours of 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, use wage type **1232** (OT FLSA 1.5 All Agy.)



Refer to user procedure [CATS Enter Absences](#) for assistance on entering absence types into CATS.