

Time Management & Evaluation

Common Transactions

Action	T-Code	Menu Path
Enter Wage Types in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Enter Absences in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Enter Labor Distribution in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Enter Overtime in CATS	CAT2	Human Resources→ Time Management→ Time Sheet→ CATS Classic→ Record Working Times
Fast Entry of Time Data	PA71	Time Management→ Administration→ Time Data→ Fast Entry
Overwrite an Employee's Work Schedule	PA30	Human Resources→ Time Management→ Administration→ Time Data → Maintain
Change an Employee's Assigned Work Schedule	PA30	Human Resources→ Personnel Management→ Administration→ HR Master Data→ Maintain

HRMS VS. PAY1

HRMS	PAY1
Large number of work schedules and more can be created as needed by DOP	Limit of 37 work schedules
Allows two-week work schedules	No two-week work schedules
Available schedules for monthly employees	No schedules for monthly employees
Allows entry of daily work schedules that will pay automatically	Must enter time for all employees
Can enter time across the pay period	Must enter a lump sum of hours per pay period for an employee
Ability to request additional wage types through DOP	Fixed number of wage types for data entry
Large number of cost centers	Time is limited to six cost centers
Ability to input retroactive pay (adjust hours in a prior pay period)	Inability to change hours in a previous pay period.
Leave and payroll can be entered at the same time	Leave entered one pay period after payroll is complete
Time data can be entered prior to the effective date of the entry	Time data entered during the pay period that the entry was effective
Can enter all hours worked (positive time reporting) for hourly and either all hours (positive) or exceptions (negative) for salaried employees	Must enter all hours worked (positive) or exception time reporting (negative) for all employees.

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Common Absence Types	
Shared Leave	9000
Vacation Leave	9003
Exchange Time	9019
Jury Duty	9023
LWOP – Inclement Weather	9030
LWOP – Military Leave	9031
LWOP – Education	9037
LWOP – FMLA	9038
Military Leave (Paid)	9043
Sick Leave	9048
Comp. Time	9069

Error Message	Resolution
“Enter amount or number”	A wage type has been entered and a measurement unit must also be entered.
“Unit not permitted”	A unit has been entered for an absence type. Delete the unit and save again.
“Attendance/absence XX/XX/XXXX during non-working period”	The absence has been entered on a non-working day according to the work schedule. The Time and Attendance Processor will need to first overwrite/maintain the work schedule then re-enter the absence or attendance.
“Enter relevant working time attributes”	Hours have been entered without entering a wage type or absence type.
“ Wage type XXXX not permitted for EE subgroup grouping X (from XX/XX/XXXX to XX/XX/XXXX)”	A wage type was assigned that is not permitted for an employee grouping or personnel subarea. Return to the transaction and enter a valid wage type.

CATS
Data entry made in CATS is visible in both CATS and the data infotypes.
In CATS, you are able to enter absence duration for single day absences or multiple day absences.
In CATS, available hours are visible so you know if you need to complete a work schedule substitution to record an absence.
In CATS, you can enter changes to a labor distribution for absences or wage types.

FAST ENTRY
Data entry made in Fast Entry is not visible in CATS or the data infotypes.
In Fast Entry, if you enter an absence for one day, you can specify the start and end times, but not the duration. For multiple days, you can not specify start times, end times, or duration. Rather, the system creates an absence duration equal to the available hours per assigned work schedule.
In Fast Entry, you can not see available work hours.
In Fast Entry, you can not enter changes to a labor distribution for absences or wage types.