
Introduction**Process and Trigger**

Perform this procedure to record working time during interession and to record compensatory (comp) time for actual time worked during interession.

Prerequisites

The University is in Interession.

Menu Path

Human Resources → Time Management → Time Sheet → CATS Classic → CAT2 - Record Working Time

Transaction Code

CAT2

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None

Procedure

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

Time Sheet: Initial Screen

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

Field	R/O/C	Description
Data Entry Profile	Required	Determines the data entry process and the layout of the time sheet. Example: TMKWN001



The Data Entry Profile TMKWN001 is commonly used to enter timesheets for employees.

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

Field	R/O/C	Description
Person ID	Required	A unique 9 digit alphanumeric identifier assigned to each employee. Example:



Timekeepers can search for employee's **Person ID** and **Person Assign** numbers by clicking on the **Matchcode** button to the right of the **Person ID** field.

4. Press "**Return**" key on the computer keyboard to update the screen and for the **Key date** field to appear on the screen.

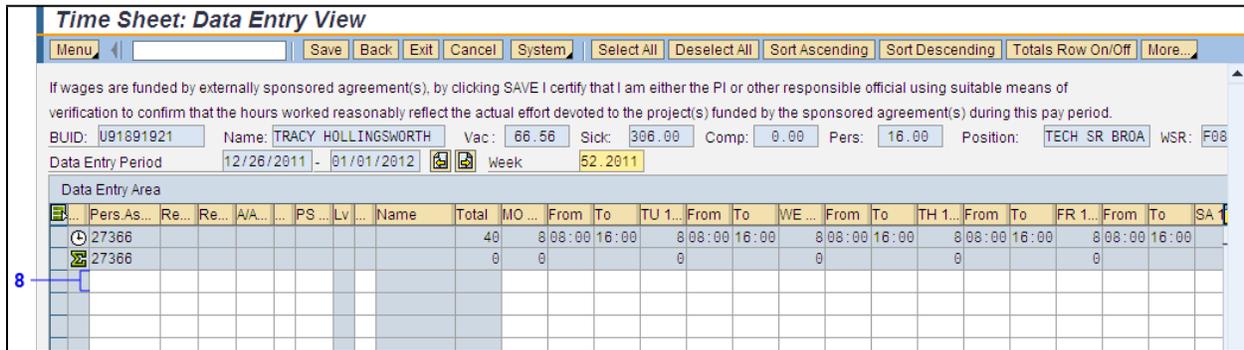
Time Sheet: Initial Screen

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

Field	R/O/C	Description
Key date	Required	Selection date for the results of the report. Example: 12/26/2011

6. Click the **Row** next to the **Person ID**.
7. Click the **Enter Times** button  to access the employee's timesheet.

Time Sheet: Data Entry View



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

Field	R/O/C	Description
Pers. Assgn	Required	A system generated identification number for each personnel assignment. Example: 27366
A/A Type	Required	Describes the attendance or absence in more detail. Example: 1012

 type, 1012, is the code for Holiday.

Time Sheet: Data Entry View

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

Field	R/O/C	Description
MO Day / Year	Required	The number of hours worked on a specific day. Example: 8



To add a new A/AType code, you must go to the next available row and add the appropriate hours.

Time Sheet: Data Entry View

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

Field	R/O/C	Description
Pers. Assgn	Required	A system generated identification number for each personnel assignment. Example: 27366

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

Field	R/O/C	Description
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Field	R/O/C	Description
A/A Type	Required	Describes the attendance or absence in more detail. Example: 2008

Time Sheet: Data Entry View

12. Click the next available **Row** to the left of the **Pers. Assgn** field.

13. Click the **More...** button **More...**.

Time Sheet: Data Entry View

14. Select **Target Hours** **Target Hours** from the list.

Time Sheet: Data Entry View

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

Field	R/O/C	Description
Pers. Assgn	Required	A system generated identification number for each personnel assignment. Example: 27366

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

Field	R/O/C	Description
A/A Type	Required	Describes the attendance or absence in more detail. Example: 1016



1016 is the A/AType code for working during Interession. Hours entered in this row indicate actual time worked during Interession.

Time Sheet: Data Entry View

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

Field	R/O/C	Description
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Field	R/O/C	Description
TU Day / Year	Required	The number of hours worked on a specific day. Example: 4

Time Sheet: Data Entry View

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

Field	R/O/C	Description
WE Day / Year	Required	The number of hours worked on a specific day. Example: 3

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

Field	R/O/C	Description
OC	Required	Indicates that the employee is requesting compensatory time in lieu of overtime pay. Example: 01



A 01 in the OC field indicates the employee will receive comp time for the hours worked.

20. Click the **More...** button .

Time Sheet: Data Entry View

Time Sheet: Data Entry View

Menu | Save | Back | Exit | Cancel | System | Select All | Deselect All | Sort Ascending | Sort Descending | Totals Row On/Off | More...

If wages are funded by externally sponsored agreement(s), by clicking SAVE I certify that I am either the PI or other responsible official using suitable means of verification to confirm that the hours worked reasonably reflect the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

BUID: U91891921 Name: TRACY HOLLINGSWORTH Vac: 66.56 Sick: 306.00 Comp: 0.00 Pers: 16.00

Data Entry Period: 12/26/2011 - 01/01/2012 Week: 52, 2011

Pers.As...	Re...	Re...	A/A...	PS...	Lv	OC	Name	Total	MO...	From	To	TU 1...	From	To	WE...	From	To
27366								40	8	08:00	16:00	8	08:00	16:00	8	08:00	16:00
27366								40	8			8			8		
27366			1012				BU Paid Holi	8	8								
27366			2008				Interession	32				8			8		
27366			1016			01						4			3		

- Select All Shift+F7
- Deselect All Shift+F8
- Sort Ascending Ctrl+F8
- Sort Descending Ctrl+F9
- Totals Row On/Off F6
- Target Hours On/Off F7
- Weekdays On/Off F8
- Detailed Time Data Ctrl+F2
- Long Text Ctrl+Shift+F3
- Travel Expenses Ctrl+Shift+F6
- Check Entries Ctrl+F8**
- Check Log Ctrl+F7
- Legend Shift+F6

21. Select **Check Entries** from the list to ensure no errors were found.

Time Sheet: Data Entry View

Time Sheet: Data Entry View

Menu | Save | Back | Exit | Cancel | System | Select All | Deselect All | Sort Ascending | Sort Descending | Totals Row On/Off | More...

If I am either the PI or other responsible official using suitable means of verification to confirm that the hours worked reasonably reflect the actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.

BUID: U91891921 Name: TRACY HOLLINGSWORTH Vac: 66.56 Sick: 306.00 Comp: 0.00 Pers: 16.00 Position: TECH SR BROA WSR: F08

Data Entry Period: 12/26/2011 - 01/01/2012 Week: 52, 2011

Information
No errors were found

Pers.As...	Re...	Re...	A/A...	PS...	Lv	OC	Name	Total	MO...	From	To	TU 1...	From	To	WE...	From	To
27366								40	8	08:00	16:00	8	08:00	16:00	8	08:00	16:00
27366								40	8			8			8		
27366			1012				BU Paid Holi	8	8								
27366			2008				Interession	32				8			8		
27366			1016			01						4			3		

22. Click the **Continue** button .



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

Time Sheet: Initial Screen

Time Sheet: Initial Screen

Menu | Back | **Exit** | Cancel | System | Enter Times | Settings

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Data Entry
Data Entry Profile: TKW001 TK Wkly, NREP & L2324 Staff
Key date: 12/26/2011

Personnel Selection
Person ID: U91891921 Tracy Hollingsworth

Person ID	Person...	Personnel Assign Text	Name
U91891921	27366	50012280 Active 00027366 Main	Tracy Hollingsworth

Your data has been saved | TER (320)

- 23. Click the **Exit** button .
- 24. The transaction is complete.

Results and Next Steps

You have successfully recorded working time during interession and recorded compensatory (comp) time for actual time worked during interession.