

Introduction

Process and Trigger

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

Prerequisites

The University is in Intersession.

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

		Time Sheet: Initial Screen
		Menu Back Exit Cancel System Enter Times Settings
2	-	Data Entry Data Entry Profile
3	_	Person ID

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

		T	ime Sheet: Init	ial Scre	en	
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	5 –	Da <u>Da</u> Ke	ata Entry ata Entry Profile ey date	TMKWN001 [01/30/2012	TK Wkly, NREP & L2324 Staff	
		Pe	ersonnel Selection	191891921	Tracy Hollingsworth	
				001001021		
			Person ID	Personn	Personnel Assign Text	Name 📋
L	6 —	+C	U91891921	27366	50012280 Active 00027366 Mai	n Tracy Hollingsworth 📤



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 Enter Times to access the employee's timesheet.

Time Sheet: Data Entry View

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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
А/А Туре	Required	Describes the attendance or absence in more detail. Example: 1012



ype, 1012, is the code for Holiday.



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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

	Time Sheet: Data Entry View		
	Menu A Save Back Exit Can	ancel System Select All Deselect All Sort Ascending Sort Descending Totals Row On/Off More	
	If wages are funded by externally sponsored agreement(s), by click	icking 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	e actual effort devoted to the project(s) funded by the sponsored agreement(s) during this pay period.	
	BUID: U91891921 Name: TRACY HOLLINGSWORTH Va	Vac: 66.56 Sick: 306.00 Comp: 0.00 Pers: 16.00 Position: TECH SR BR0A WSR: F0	8
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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.
		27366

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

Field	R/O/C	Description
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Field	R/O/C	Description
А/А Туре	Required	Describes the attendance or absence in more detail.
		2008

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verif	ication to cor	nfirm th	at the	hours	s wo	orked	reas	onably	reflect the ac	tual eff	fort dev	oted to f	he proj	ect(s) f	unded I	by the s	ponsor	ed agre	ement	s) duri	ng this	pay pe	riod.			
BUI	D: U918919	21	Na	ame:	TRA	CY H	OLLI	NGSWO	ORTH Vac	: 66	. 56	Sick:	306.0	0 C	omp:	0.00	Pers	: 16	.00	Posit	tion:	TECH	SR BRO	A WS	R: F08	
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- **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

Time Sheet: Data Entry View											
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		Select All	Shift+F7								
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	Deselect All	Shift+F8								
verification to confirm that the hours worked reasonably reflect the actual effort devoted to the project(s) funded by the sponsore	d agreement(Sort Ascending	Ctrl+F8								
BUID: U91891921 Name: TRACY HOLLINGSWORTH Vac: 66.56 Sick: 306.00 Comp: 0.00 Pers:	16.00	Sort Descending	Ctrl+F9								
Data Entry Period 12/26/2011 - 01/01/2012 🔂 🔂 Week 52.2011		Totals Row On/Off	F6								
Data Entry Area		Target Hours On/Off	F7								
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Pers.As., Re., Re., Re., PA., PS., LV UC Name Total INU From To TUT From To WE F	rom 10	Detailed Time Data	Ctrl+F2								
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27366 2008		Check Log	Ctrl+F7								
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		Settings	Shift+F1								
		Target Hours	Ctrl+F12								
		Reset Entries	Ctrl+F11 1								
		Insert Row	Ctrl+F4								

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



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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
А/А Туре	Required	Describes the attendance or absence in more detail.
		1016



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

Time Sheet: Data Entry View

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ver	ifica	ation to con	firm ti	hat the	hours	woi	rked r	eas	sonab	ly reflect the a	ctual eff	fort dev	oted to f	the proj	ect(s) fu	unded I	by the s	ponso	red agre	ement	(s) duri	ing this	pay pe	riod.			
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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

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	ve	rific	ation to cor	nfirm t	that the	hours	worked	reas	sonab	ly reflect the a	ctual ef	fort dev	oted to t	the proj	ect(s) fu	unded b	by the s	ponsor	ed agre	ement	(s) durir	ng this	pay per	iod.				
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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
ос	Required	Indicates that the employee is requesting compensatory time in lieu of overtime pay.
		01

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

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

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Time Sheet: Data	a Entry View	/					
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verification to confirm that the	hours worked reas	sonably reflect the actual	effort devoted to t	the project(s) funded by the	e sponsored agreement(Sort Ascending	Ctrl+F8
BUID: 091891921 N	ame: TRACY HOLLI	INGSWORTH Vac: 0	66.56 Sick:	306.00 Comp: 0.0	00 Pers: 16.00	Sort Descending	Ctrl+F9
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Data Entry Area						Weekdays On/Off	F8
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27366			40 8	8	8	Travel Expenses	Ctrl+Shift+F6
27366	1012	BU Paid Holi	8 8			Check Entries	Ctrl+F6
27366	2008	Intersession	32	8	8	Check Log	Ctrl+F7
27366	1016 0	01 🗇		4	3	Legend	Shift+F6

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

Time Sheet: Data Entry View

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22. Click the Continue button **V**.

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



Time Sheet: Initial Screen

Time Sheet: Ini	itial Screen	
Menu 4	Back Exit Cancel System	Enter Times Settings
Data Entry Data Entry Profile Key date	THKW001 TK Wkly, NREP & L2324 Sta 12/26/2011	ff
Personnel Selection	U01001001	41-
Person ID	1racy Hollingswor	tn
Person ID	Personn Personnel Assign Text	Name 🚺
U91891921	27366 50012280 Active 00027366	Main Tracy Hollingsworth
	•	► ►
Your data has been sa	aved	

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



Results and Next Steps

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