TM-64 CATS_DA Display Working Time

Purpose

The purpose of this Business Process Procedure is to explain how to display working times in the Integrated HR-Payroll System.

Trigger

Use this transaction to view Integrated HR-Payroll timesheet data stored in the Cross Application Timesheet (CATS).

Business Process Procedure Overview

This transaction can be used to view an employee's timesheet data including:

- Name
- Attendance/absence type
- Personnel number
- Creation date
- Dates worked
- Entered by
- Approval status
- Last change date (if applicable)

- Number of hours worked
- Changed by (if applicable)

Time Administrators and Leave Administrators will commonly use this report to research issues related to time recorded. For example, a Leave Administrator may check a period for leave taken. Another important use of this transcription will be to check for Employee Self-Service users' time that is released but not approved prior to the Payroll run. This is done by adjusting the Processing Status field to show status 20 - Released for approval.

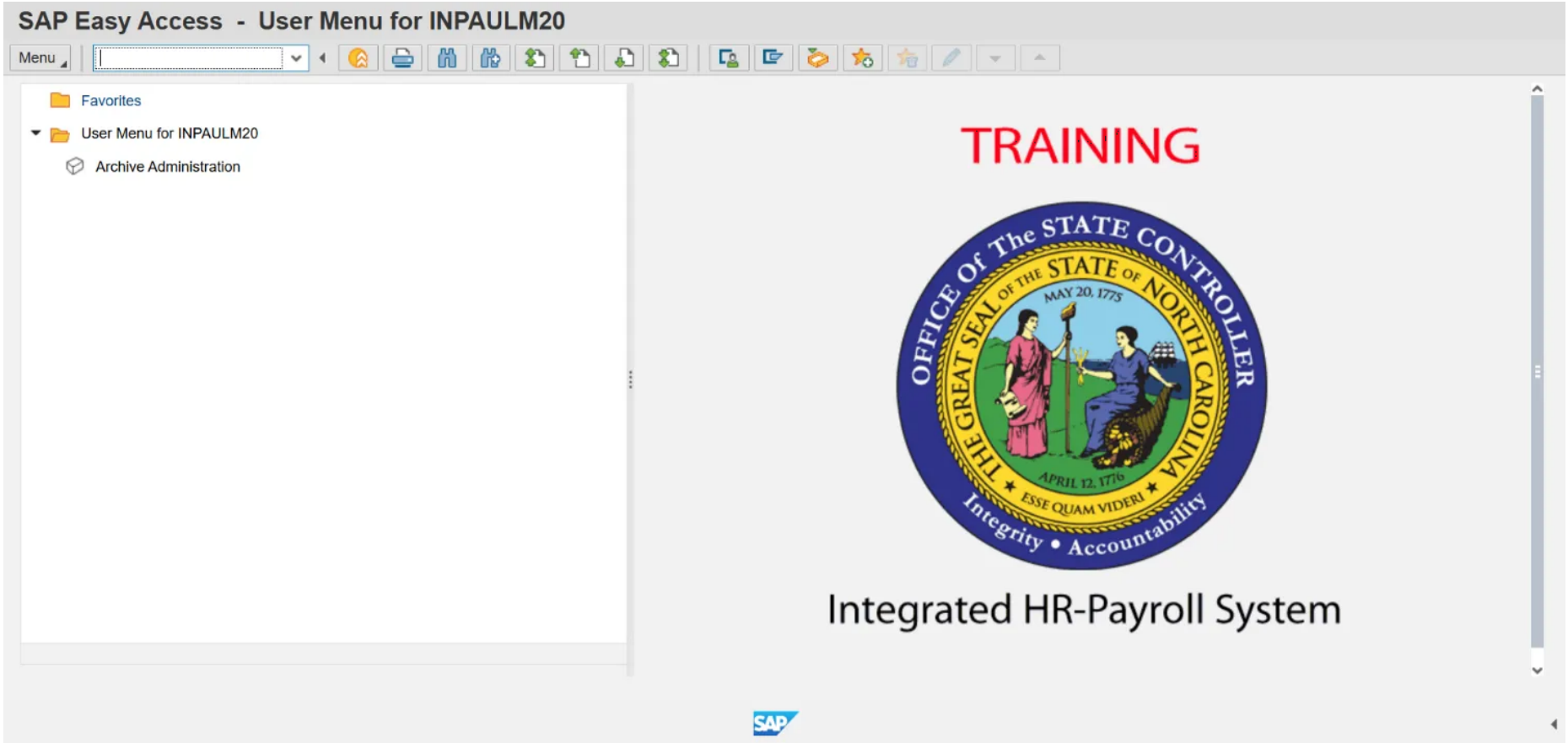
Access Transaction Via Transaction Code: CATS_DA

Procedure

There are 13 steps to complete this process.

SAP Easy Access

Image



Step 1. Update the Command field with transaction code **CATS_DA.**

Step 2. Click **Enter.**

Image

Display Working Times

Menu | OrgStructure | Search Help

Period

Reporting Period: Y Current Year

Selection Criteria

Personnel Number

Employment Status

Company Code

Cost Center

Selection of Time Sheet

Basic Data

Task Type		to	
Task level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage Type		to	
Display Unit/Measure		to	
Number (unit)		to	
Processing status	10	to	40
Short Text		to	

Receiver account assgmt

Sender Account Assignment

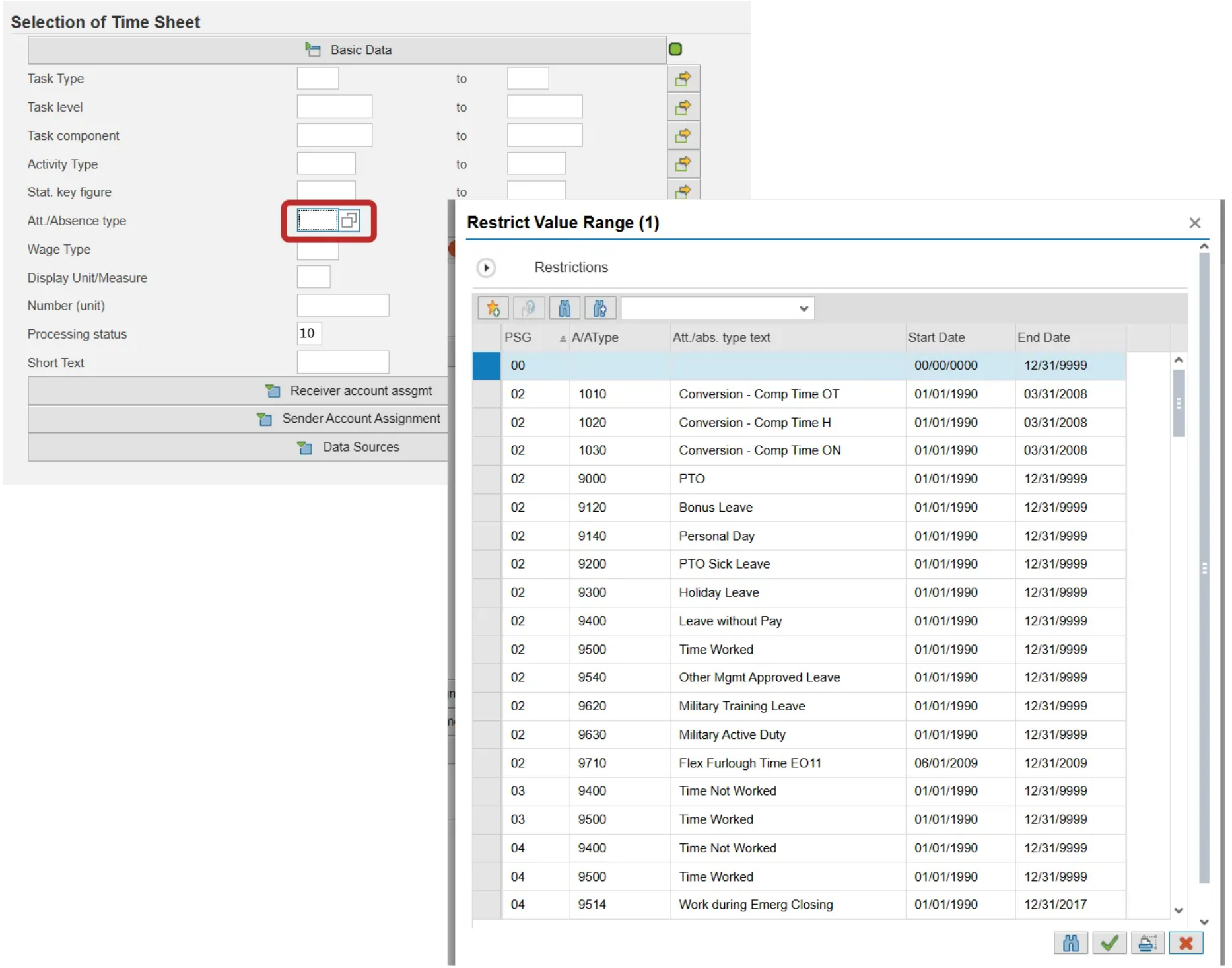
Data Sources

Step 3. Click the Reporting Period dropdown. Select desired reporting period.

Step 4. Update the **Personnel Number** field.

Step 5. Click the **Att./Absence type** matchcode.

Image


Selection of Time Sheet
Basic Data
Task Type
to
Task level
to
Task component
to
Activity Type
to
Stat. key figure
to
Att./Absence type
Wage Type
Display Unit/Measure
Number (unit)
Processing status
10
Short Text
Receiver account assgmt
Sender Account Assignment
Data Sources
Restrict Value Range (1)
Restrictions
PSG
A/AType
Att./abs. type text
Start Date
End Date
00 00/00/0000 12/31/9999
02 1010 Conversion - Comp Time OT 01/01/1990 03/31/2008
02 1020 Conversion - Comp Time H 01/01/1990 03/31/2008
02 1030 Conversion - Comp Time ON 01/01/1990 03/31/2008
02 9000 PTO 01/01/1990 12/31/9999
02 9120 Bonus Leave 01/01/1990 12/31/9999
02 9140 Personal Day 01/01/1990 12/31/9999
02 9200 PTO Sick Leave 01/01/1990 12/31/9999
02 9300 Holiday Leave 01/01/1990 12/31/9999
02 9400 Leave without Pay 01/01/1990 12/31/9999
02 9500 Time Worked 01/01/1990 12/31/9999
02 9540 Other Mgmt Approved Leave 01/01/1990 12/31/9999
02 9620 Military Training Leave 01/01/1990 12/31/9999
02 9630 Military Active Duty 01/01/1990 12/31/9999
02 9710 Flex Furlough Time EO11 06/01/2009 12/31/2009
03 9400 Time Not Worked 01/01/1990 12/31/9999
03 9500 Time Worked 01/01/1990 12/31/9999
04 9400 Time Not Worked 01/01/1990 12/31/9999
04 9500 Time Worked 01/01/1990 12/31/9999
04 9514 Work during Emerg Closing 01/01/1990 12/31/2017

Step 6. Click **9500**.

Step 7. Click the **Copy (Enter)** button.

Image

Display Working Times

Menu | OrgStructure | Search Help

Period

Reporting Period	I Other Period	01/23/2017 –	04/16/2017

Selection Criteria

Personnel Number	10000042
Employment Status	
Company Code	
Cost Center	

Selection of Time Sheet

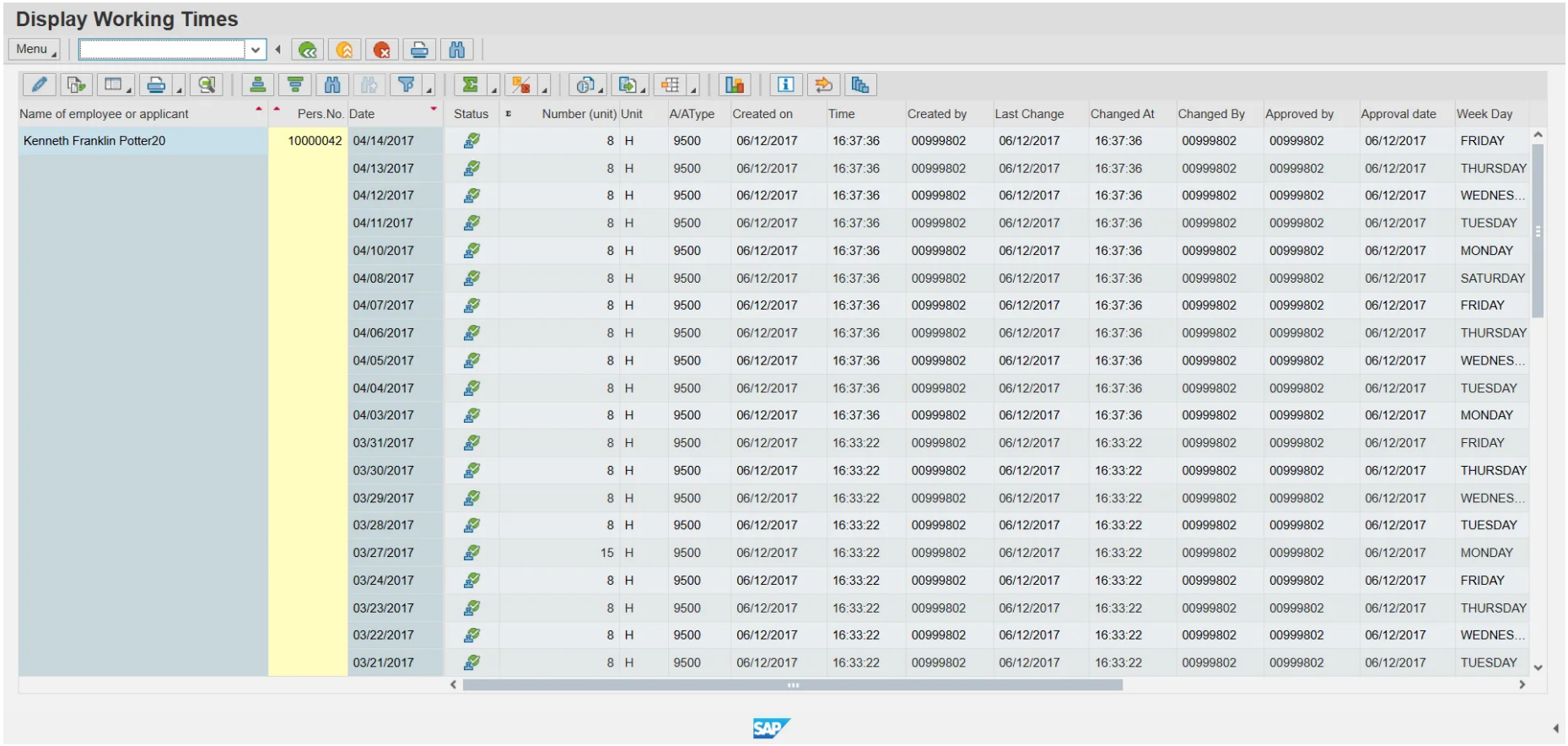
Basic Data

Task Type		to	
Task level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type	9500	to	
Wage Type		to	
Display Unit/Measure		to	
Number (unit)		to	
Processing status	10	to	40
Short Text		to	

Receiver account assgmt

Step 8. Click the **Execute (F8**) button.

Image



Name of employee or applicant	Pers.No.	Date	Status	Number (unit)	Unit	A/AType	Created on	Time	Created by	Last Change	Changed At	Changed By	Approved by	Approval date	Week Day
Kenneth Franklin Potter20	10000042	04/14/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	FRIDAY
		04/13/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	THURSDAY
		04/12/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	WEDNES...
		04/11/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	TUESDAY
		04/10/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	MONDAY
		04/08/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	SATURDAY
		04/07/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	FRIDAY
		04/06/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	THURSDAY
		04/05/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	WEDNES...
		04/04/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	TUESDAY
		04/03/2017		8	H	9500	06/12/2017	16:37:36	00999802	06/12/2017	16:37:36	00999802	00999802	06/12/2017	MONDAY
		03/31/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	FRIDAY
		03/30/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	THURSDAY
		03/29/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	WEDNES...
		03/28/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	TUESDAY
		03/27/2017		15	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	MONDAY
		03/24/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	FRIDAY
		03/23/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	THURSDAY
		03/22/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	WEDNES...
		03/21/2017		8	H	9500	06/12/2017	16:33:22	00999802	06/12/2017	16:33:22	00999802	00999802	06/12/2017	TUESDAY

Step 9. Click the **Back (F3**) button.

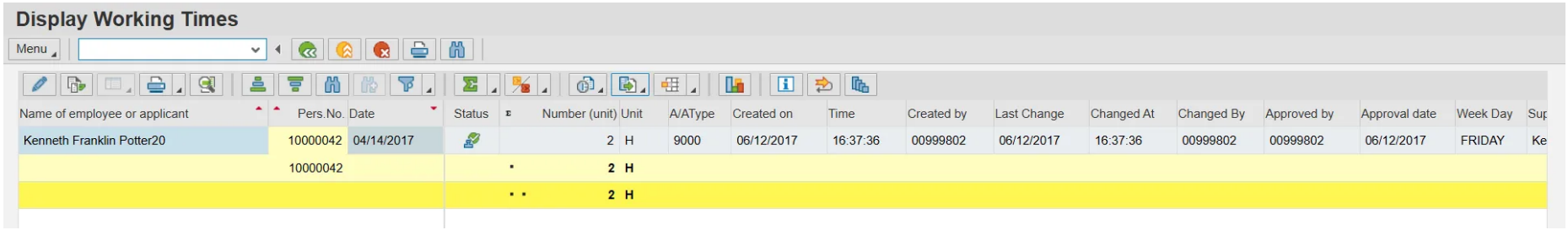
Step 10. Click the **Att./Absence** type matchcode.

Step 11. Click **9000.**

Step 12. Click the **Copy (Enter**) button.

Step 13. Click the **Execute (F8)** button.

Image



Step 14. Click the **Back (F3)** button.

Step 15. Click the **Back (F3)** button.

The system task is complete.

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