

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.

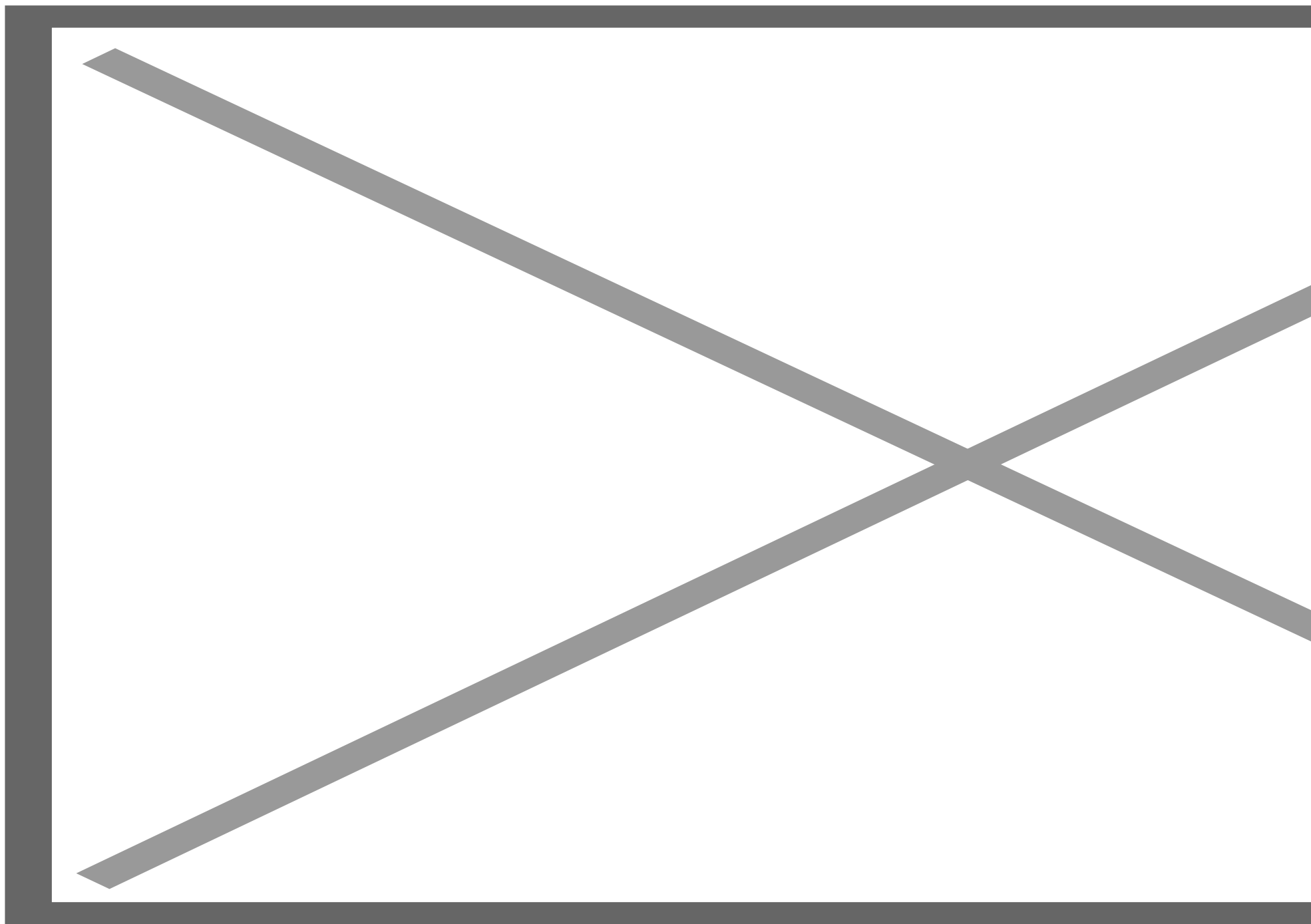
Access Transaction Via Transaction Code: CATS_DA

Procedure

There are 13 steps to complete this process.

SAP Easy Access

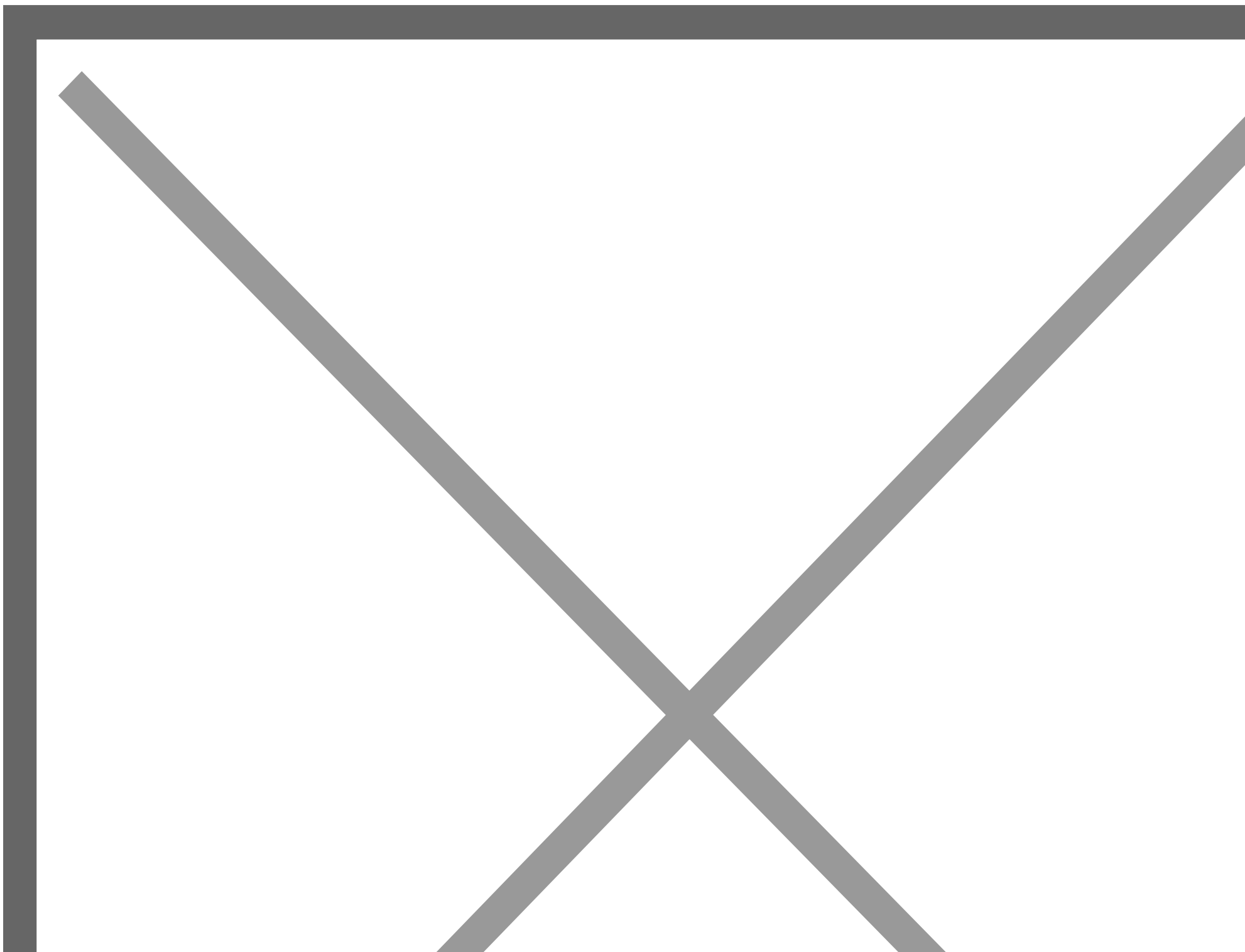
Image



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

Step 2. Click **Enter**.

Image

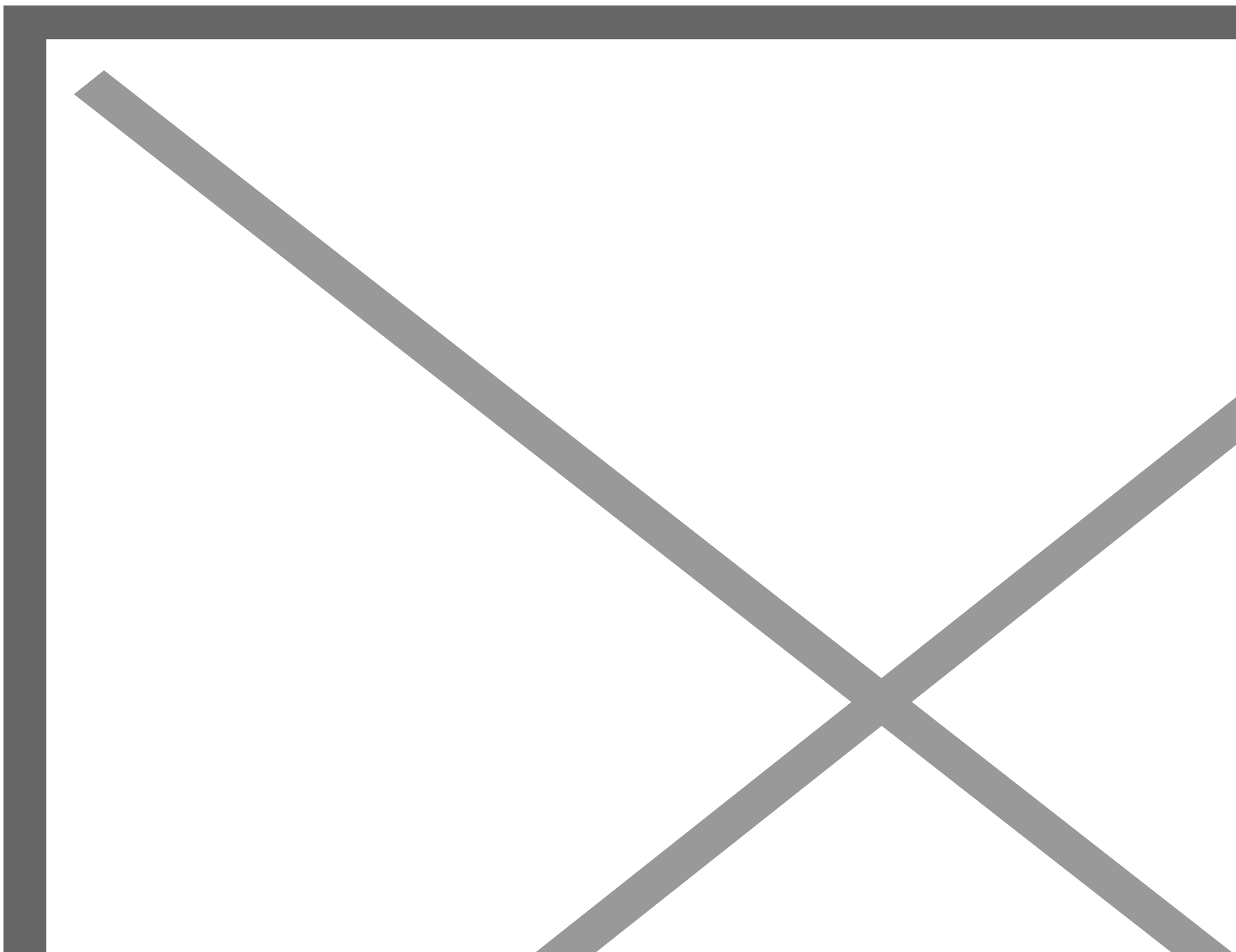


Step 3. Click the Reporting Period dropdown. Select desired reporting period.

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

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

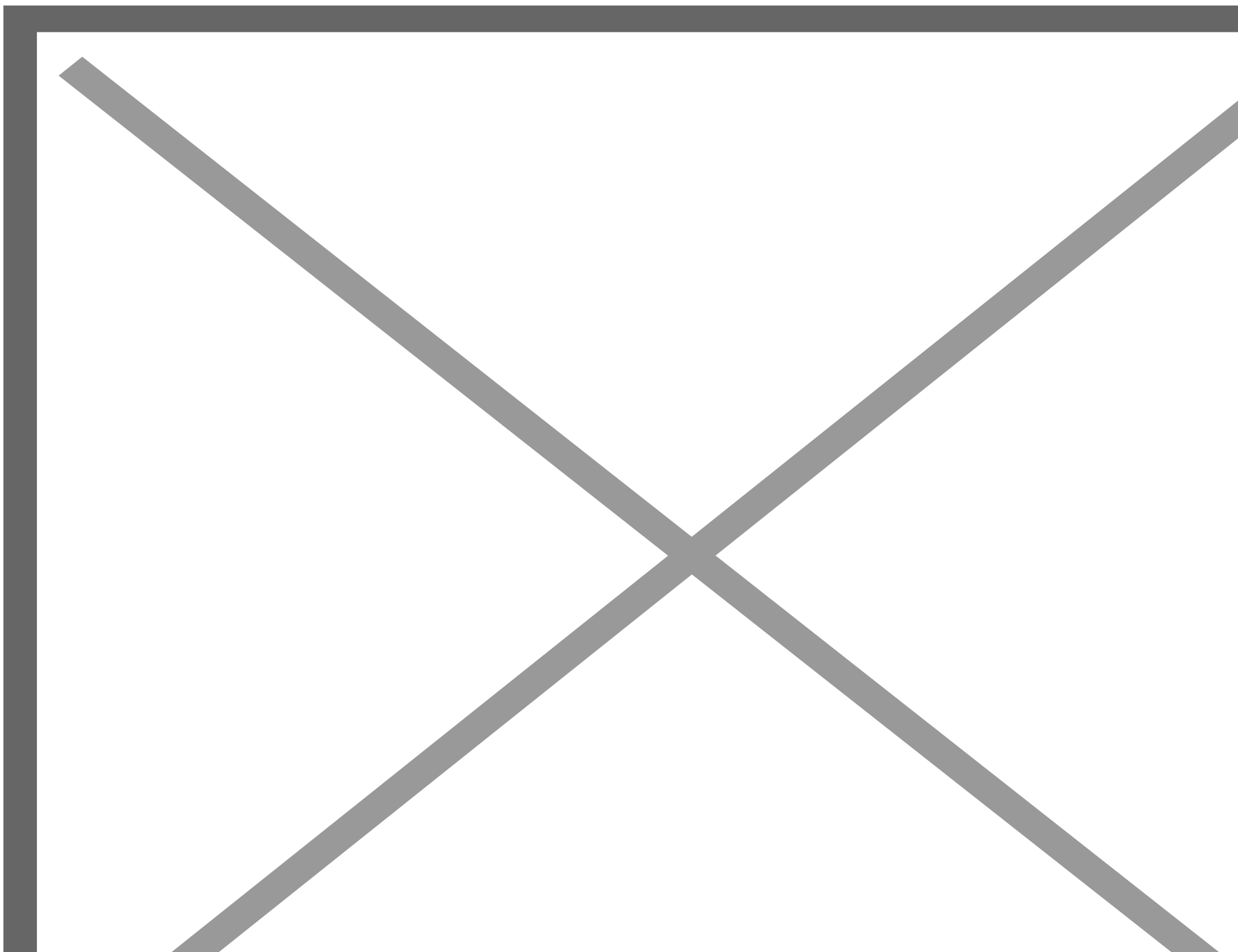
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Step 6. Click **9500**.

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

Image



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

Image



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

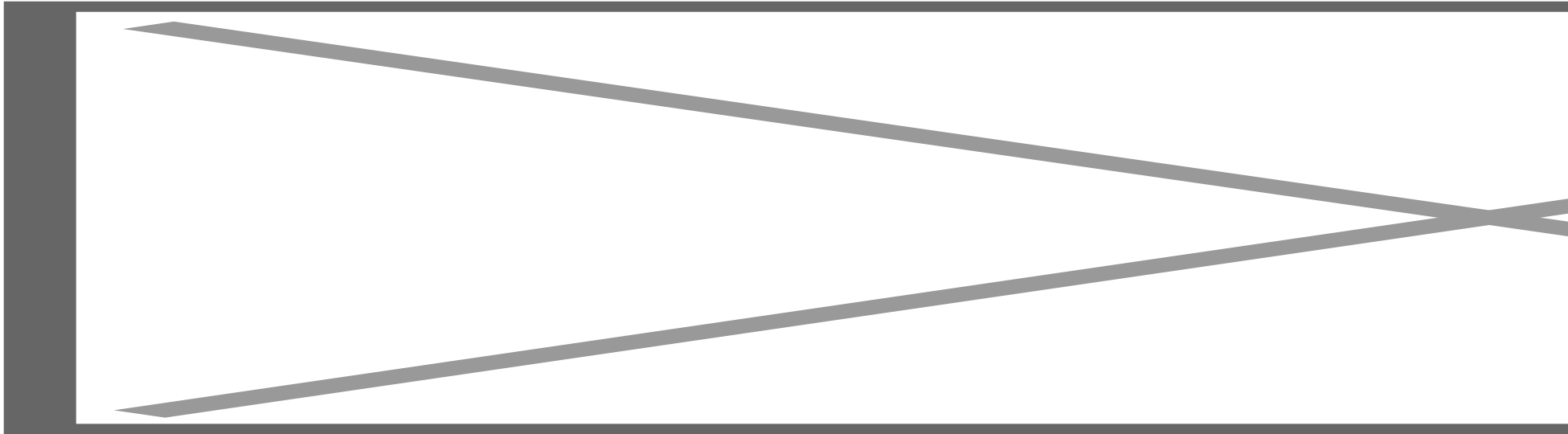
Step 10. Click the **Att./Absence** type matchcode.

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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