

B0058 CATS Time Data by Employee

Purpose

The purpose of this Report Description is to explain how to generate the CATS Time Data by Employee report.

Report Description

This report displays the evaluated (approved) time for the selection period by employee and includes the Charge Object reporting fields. Data set for this report is limited to a rolling 12 months.

Report Location

PT: Timesheet Metrics

Report Uses

This report enables agencies reporting capability on CATS Time data by Employee and includes the 4 reporting fields Charge Objects, Activity, Element and Sub-element.

How to Generate This Report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found on the [Web Intelligence Prompt List](#) on the [OSC website](#).

The Mandatory prompts for this report are:

- Organizational Unit

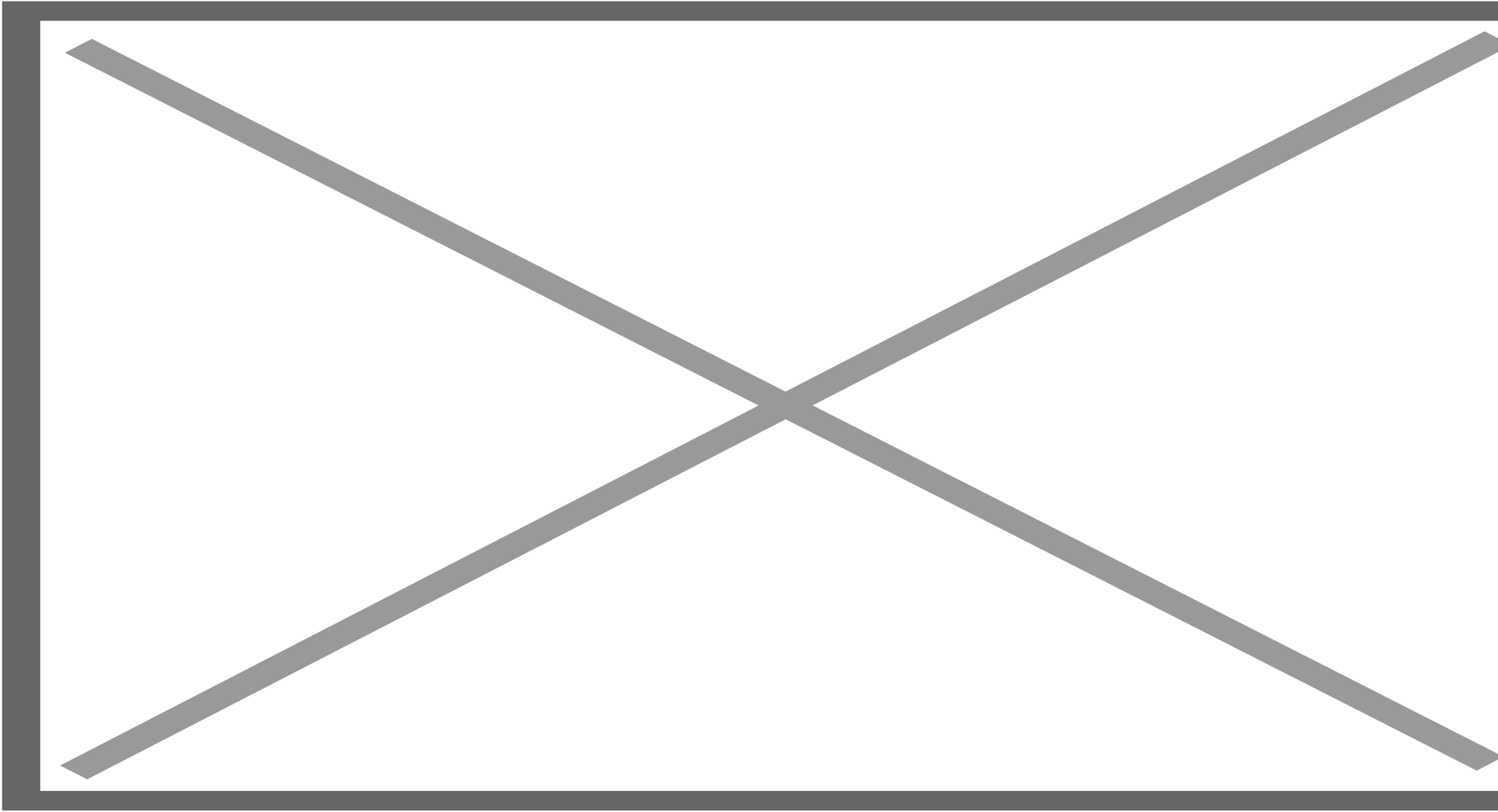
- Calendar Day (Single Value/Interval, Mandatory)

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. - (Optional)
- Att/Abs Type(s) - (Optional)
- Charge Object(s) - (Optional)

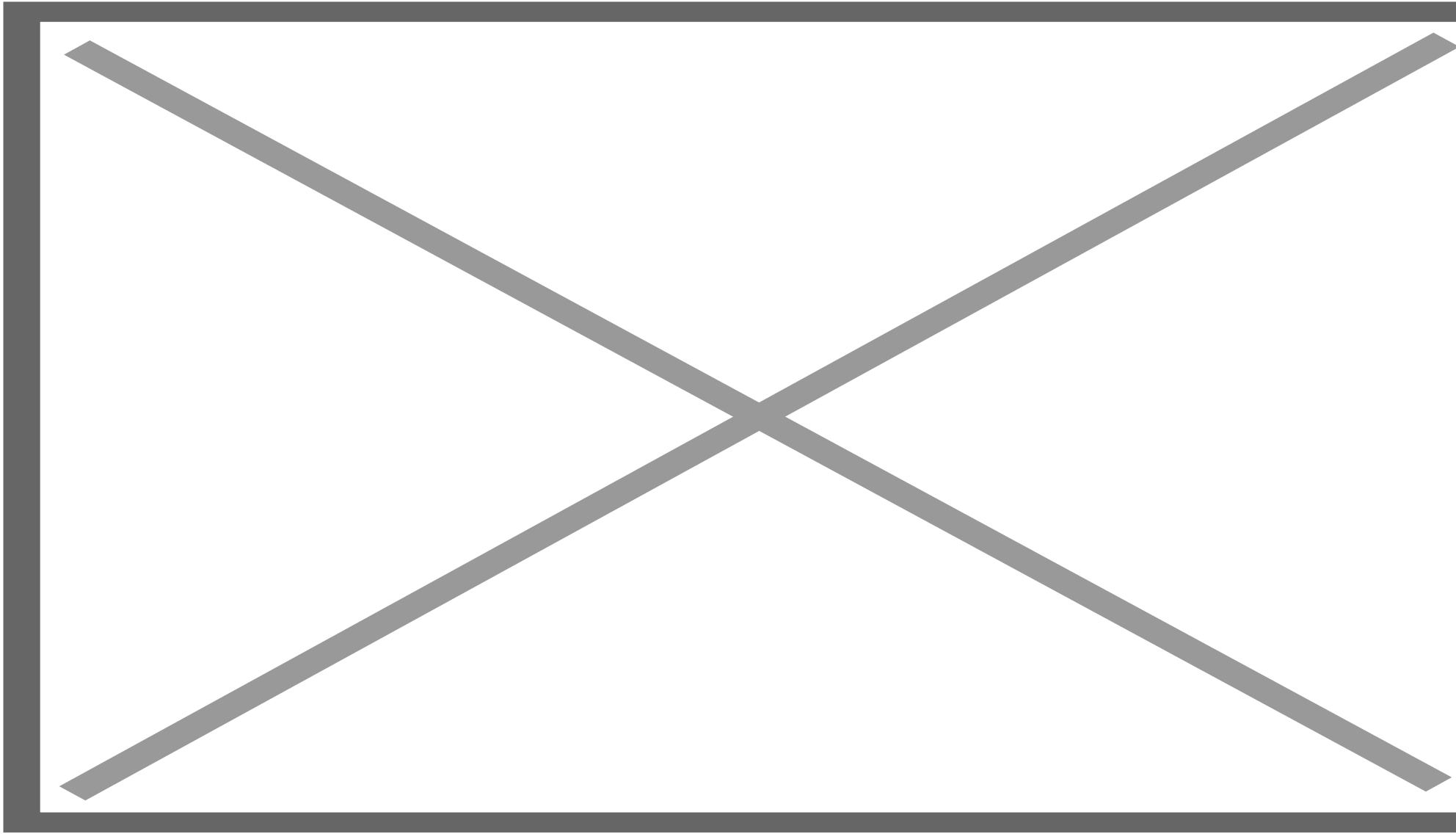
Image



Initial Layout

Below is a sample rendering of the initial report.

Image



Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Activity
- Approval date
- Att/Abs Type
- Calendar Day
- Charge Object
- Created on
- Document no.
- Element
- Employee
- Employee Group
- Employee Name
- Employee Subgroup
- Employment Status
- Job
- Last change
- Organizational Unit
- Personnel Area
- Personnel Subarea
- Position
- Premium no.
- Released date
- Sub-element
- Supv Employee
- Time Mgmt Status
- Work Schedule Rule
- Working Week

Measures

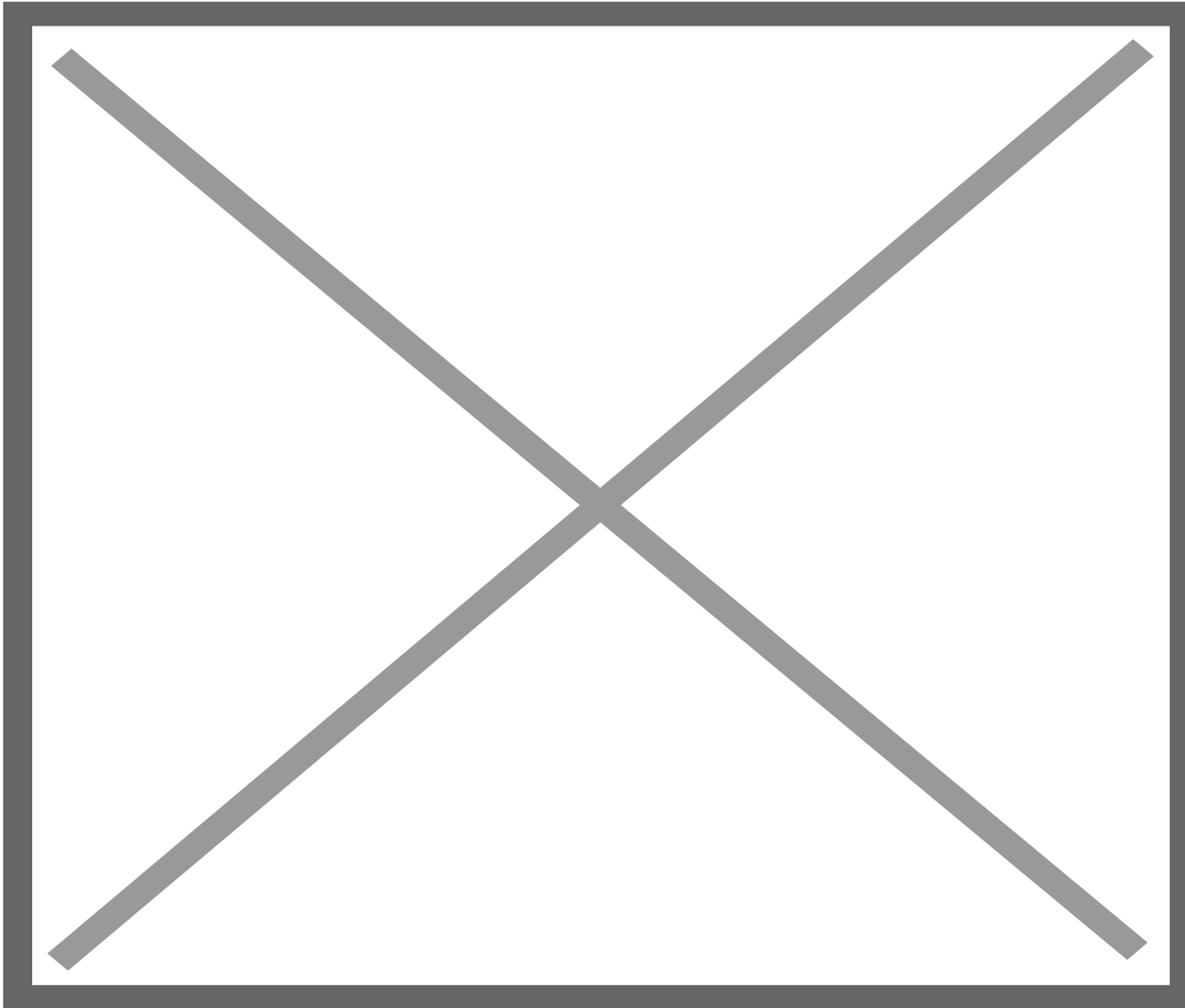
- Hours

Variables

- Day of Week

- Prompt Response Charge Object
- Prompt Response Att/Abs Type
- Prompt Response Calendar Day
- Prompt Response Employee PersNo.
- Prompt Response Organizational Unit

Image



Special Report Considerations/Features

- This data set only supports a rolling 12 months of data.
- Only approved time entry records are selected.

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