



CAT2/CAT3 28-DAY PROFILE

JOB AID TM-42



The purpose of this job aid is to explain how the data entered in the **Key date** field may display an inaccurate total of the time entry/overtime for a 28-day overtime period when the **NORML-28** Data Entry Profile is selected.

The **28-Day** data entry profile is available on the **CAT2 Time Sheet: Initial Screen** or **CAT3: Display** transaction.

Time Sheet: Initial Screen

Data Entry Profile (1) 34 Entries found

Restrictions

Prof.	Text
CHG1ESS	1 charge object - entry for ESS - Sun start
CHG1ESSM	1 charge object - entry for ESS - Mon start
CHG2ESS	2 charge object - entry for ESS - Sun start
CHG3ESS	3 charge object - entry for ESS - Sun start
CHG3ESSA	3 charge object - entry for ESS - Sat start
CHG4ESS	4 charge object - entry for ESS - Sun start
CHG4ESSA	4 charge object - entry for ESS - Sat start
CHG4ESSW	4 charge object - entry for ESS - Wed start
ESS	Employee Self Service - Sunday start
ESS-FRI	Employee Self Service - Friday start
ESS-MON	Employee Self Service - Monday start
ESS-SAT	Employee Self Service - Saturday start
ESS-WED	Employee Self Service - Wednesday start
INTERFAC	Interface profile
NORM28CH	Normal - list entry 28 Day Charge Object
NORML-28	Normal - list entry 28 Day
NORML-FR	Normal - list entry (same as ESS), Friday start
NORML-MO	Normal - list entry (same as ESS), Monday start
NORML-SA	Normal - list entry (same as ESS), Saturday start
NORML-SU	Normal - list entry (same as ESS), Sunday start
NORML-TH	Normal - list entry (same as ESS), Thursday start
NORML-WE	Normal - list entry (same as ESS), Wednesday start

34 Entries found


Select **NORML-28** from the Data Entry Profile list. Due to the various start dates for the 28-day overtime periods, the **Key date** is an open field and there is no validation check on the date entered. The data entry view will display 28 days as of the **Key date** entered.

WARNING: If the overtime period starts on 1/15/2012 and 1/16/2012 is entered as the **Key date**, the data entry view will display 1/16/2012-2/12/2012 which may display an inaccurate total of the time entry/overtime for the 28-day overtime period to which the employee is assigned.

Time Sheet: Data Entry View

Data Entry Period: 03/20/2017 - 04/16/2017 Week: 12.2017

LT	Pers.No.	Name	A/...	P..	Total	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31	04/01	04/02	04/03	04/04	04/05	04/06	04/07	04/08	04/09	04/10	04/11	04/12
	10000042	Kenneth Frankl.			672	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
	10000042	Kenneth Frankl.			177	8	8	8	8	8	0	0	15	8	8	8	8	8	0	0	8	8	8	8	8	8	0	8	8
	10000042	Kenneth Frankl..9500			175	8	8	8	8	8			15	8	8	8	8			8	8	8	8	8	8		8	8	
	10000042	Kenneth Frankl..9000			2																								

Similar to the other profiles, the icons  allow users to scroll four Data Entry Periods forward or back from the initial **Key date**.

