The purpose of this Business Process Procedure is to explain how to enter time for employees using CAT2 in the Integrated HR-Payroll System.

Trigger: A time administrator needs to enter time for employees. CAT2 is used only by time administrators. Employees with ESS time recording access will record their own time in ESS only.

Business Process Procedure Overview:

State employees, including temporary employees, are required to account for their planned hours by recording time in the Integrated HR-Payroll System. Contractors may also be required to enter time data in the HR-Payroll System. Additionally, some agencies will require that employees record the distribution of their time to Charge Objects. Transaction CAT2 is the entry point of all time data. The Integrated HR-Payroll System will support three methods for time data recording.

1. Employees entering their own time via ESS.

2. The Department of Transportation, Employment Security Commission, State Auditors and some Divisions at HHS will send a time file that will be loaded automatically in the HR-Payroll System via CAT2.

3. Time Administrators with the responsibility for entering time for others will do so directly in the Integrated HR-Payroll system using transaction CAT2.

When Time Administrators enter time in CAT2, a data entry profile determines which fields are available for entry on the CAT2 time sheet. The data entry profile also determines whether the time sheet will support a single employee or multiple employees. It also drives whether time is approved when saved. In most cases, a Time Administrator will be using the list profiles to enter time records for multiple employees on a single screen.

All CAT2 profiles require that an Attendance/Absence Type (A/A Type) and number of hours be specified for each time record. All profiles also will support the explicit entry of premium values associated with a time record.

A Time Administrator's responsibilities in CAT2 are dependent upon the time recording philosophy the agency has adopted. Agencies on a negative time basis only require the recording of exceptions to the employee's planned schedule (as indicated in the employee's assigned Work Schedule Rule), such as leave usage, work on a holiday and overtime worked. Agencies on a positive time basis require complete time recording including all hours worked and leave taken.

This BPP will detail:
- Recording time records (not distributed to charge objects) using list entry for negative employees
- Recording time records (not distributed to charge objects) using list entry for positive employees
- Recording time records distributed to charge objects using list entry
- Indicating premiums associated with time records

Additional profile information:

- All data entry profiles show a seven-day period that starts on Sunday, unless otherwise noted.

- All profiles include columns for A/A Type, Premium Number, and Hours by day. Other profiles include additional columns, as noted below.

- The Worklist section shows the short and long text fields for each charge object. The Data Entry Area (timesheet section) shows only the short text fields. The long text will be saved with the time records only if the user copies the row from the Worklist to the Data Entry Area by using the Copy icon.

Profiles appropriate for entry by Time Administrators:

These profiles save records in "Approved" status.

- CHARGE1 through CHARGE4 profiles show a corresponding number of the charge object columns in the Data Entry Area. The Worklist is displayed above the Data Entry Area. Only one employee at a time can be selected.

- CHARGE1L through CHARGE4L profiles show a corresponding number of the charge object columns. The Worklist is not displayed. Multiple employees can be selected and displayed at the same time (list entry).

- 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

- TEMPSOLN **-** This profile is for use by Temporary Solutions. It includes "Position" column.

Profiles appropriate for entry by ESS users:

These profiles save records in "Unreleased" status.

- CHG1ESS and through CHG4ESSA profiles show a corresponding number of the charge object columns in the Data Entry Area. The Worklist is displayed above the timesheet.

- ESS **-** Employee Self Service - Sunday start

- ESS-FRI Employee Self Service - Friday start

- ESS-MON **-** Employee Self Service - Monday start

- ESS-SATEmployee Self Service - Saturday start

- ESS-WED Employee Self Service - Wednesday start

Profile appropriate for entry by Time interface program only:

- INTERFAC **-** Interface profile
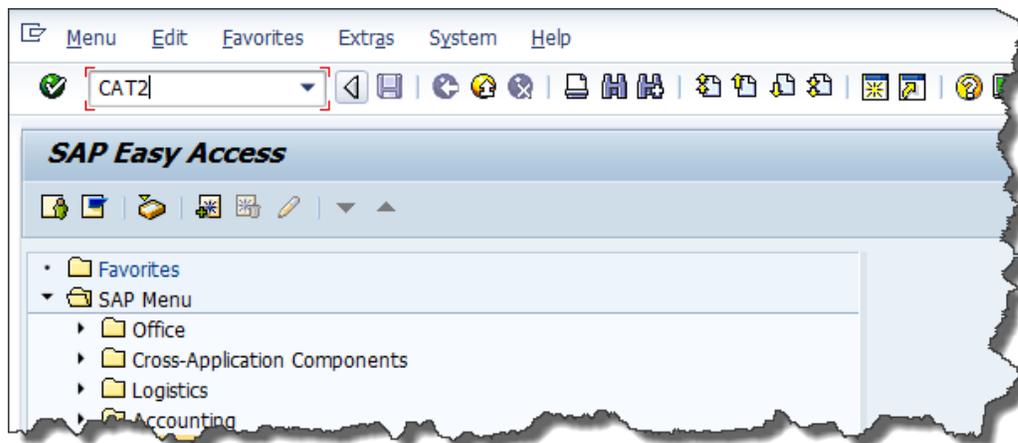
Access Transaction:

Via Menu Path: SAP menu >> Human Resources >> Time Management >> Time Sheet >> CATS Classic >> CAT2 - Record Working Times **NOTE**: Your menu path may contain this custom transaction code depending on your security roles.
Via Transaction Code: CAT2

Procedure

The following steps detail the process of selecting the transaction CAT2 on the SAP Easy Access screen, selecting the appropriate Data Entry Profile and Key date, and selecting the Personnel Number(s).

1. Enter **CAT2** in the Command field on the SAP Easy Access screen.

|	
![i] **Information**	You may want to enter this transaction code in your Favorites folder. • From the menu at the top of the screen, choose **Favorites > Insert Transaction**. • Type **CAT2**. • Click **Enter**. To see the transaction code displayed in front of the link in your favorites, from the menu at the top of the screen: • Choose **Extras > Settings**. • Place a check next to **Display Technical Names**. • Click **Enter**.

2. Click the **Enter** ![icon] icon.
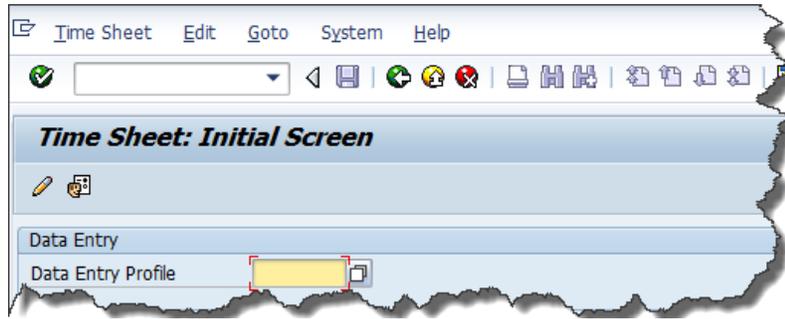
3. Click on the **matchcode** icon and select the appropriate Data Entry Profile from the list.

4. Click the **Copy** icon.

> (i) **Information**   You must click [Enter] to change the screen display to reflect the [NORML-SU] data entry profile.

5. The current date will default in the **Key date** field. This field may be changed to define a specific date.

> (i) **Information**   The key date is important. It determines the pay period you will view to enter time. If you choose a date within a specific pay period, you will be able to scroll between the weeks within the pay period. If you need to enter time for a date within another pay period (the next month, for example), enter a date within that pay period.
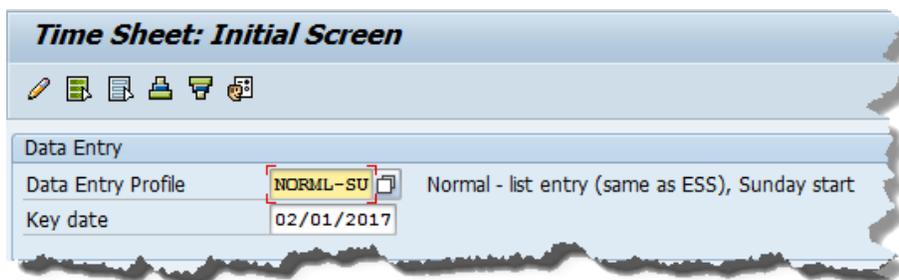

6. Click **Personnel Selectn** [Personnel Selectn] button.

7. Click **Multiple selection** 🔶 icon.

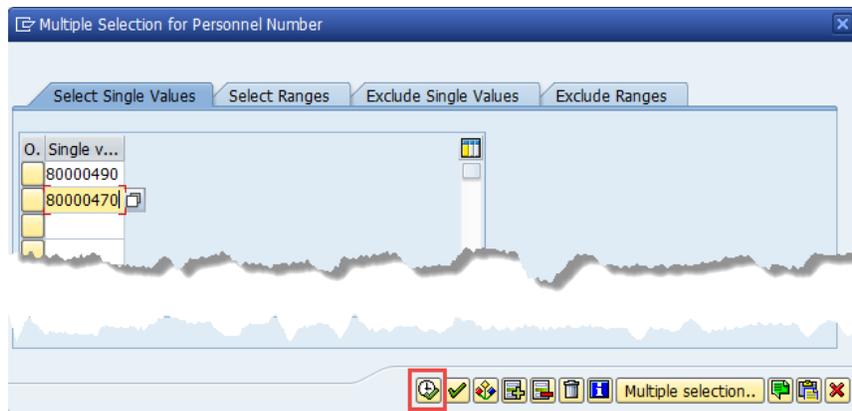|	
ℹ️ **Information**	If you are going to enter time for more than one person, click the Multiple Selection icon to the right of the Personnel Number field. If you only need to enter time for one person, enter their personnel number in the field on the Personnel Number Selection for Fast Data Entry screen. This example walks you through entering time for two people.

8. The Multiple Selection for Personnel Number pop-up box will display.
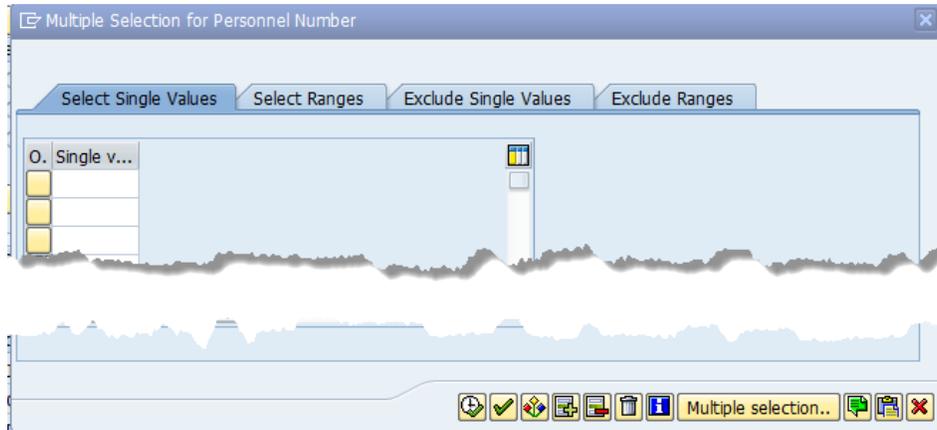
9. Update the following fields:

Field Name	Description	Values
Select Single Values	Enter an individual value in this field	Enter value in Column Select Single Values. **Example: 80000490**
Select Single Values	Enter an individual value in this field	Enter value in Column Select Single Values. **Example: 80000470**

10. Click **Copy (F8)** icon.

	Multiple personnel numbers can be chosen here, which allows a time administrator to enter hours for multiple people on one screen. In this example multiple personnel numbers have been used.
Information	

11. Click **Execute (F8)** icon.

(i) **Information**	If you will be entering time for these people in the future, save the list of personnel numbers you just entered as a variant. Click the Save icon, enter a variant name and description, and click Save again. Next time you come to this screen, click the Get Variant [icon], and you can retrieve your variant, instead of entering the list of numbers again.	

12. Click **Select All Persons (Shift+F7)** [icon] icon.

|		
(i) **Information**	Also, you can choose to view the timesheets of one or more individuals within the list by highlighting individual lines. Click on the gray square to the left of the line item to highlight one or more lines.	

13. Click **Enter Times (F5)** [icon] icon.
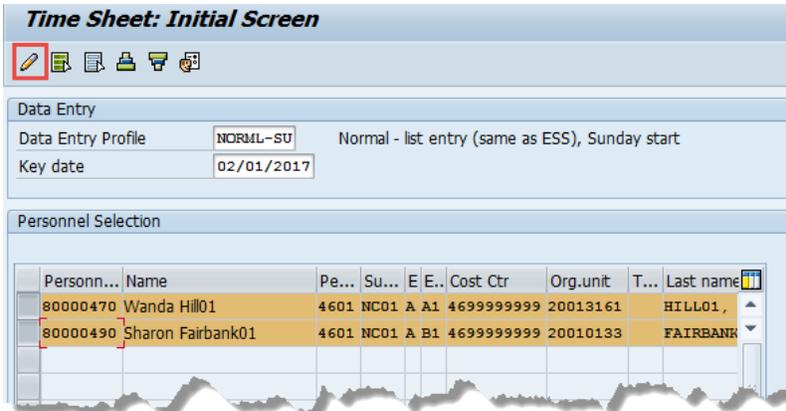
14. Click Sharon Fairbank's Personnel Number.

15. Click **Insert Row (Ctrl+F4)** icon.

Information	Before time can be entered for the selected employees, data entry lines need to be added for each employee. To add a data entry row for an employee, click anywhere in an employee line and insert a row. Repeat the following steps each time additional rows are needed.
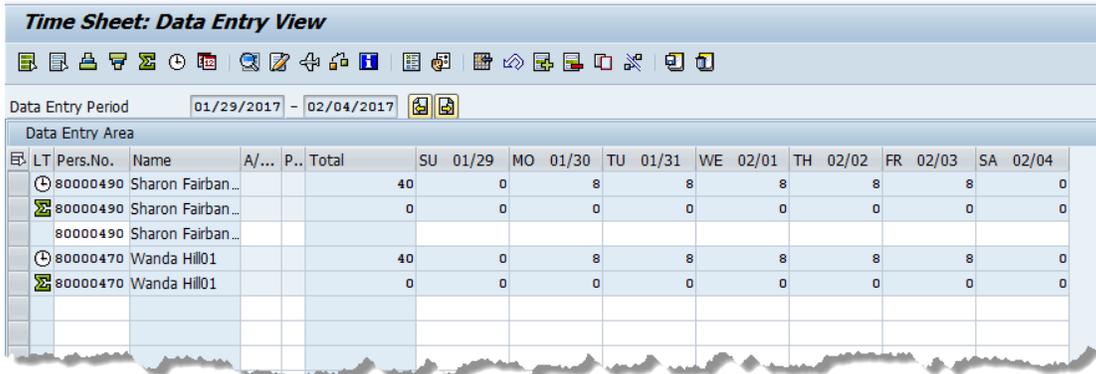
16. Select one of the following options:

IF:	Then:
You want to enter time for 2 Negative time employees with leave	Click Here
You want to enter time for 2 Positive time employees with leave	Click Here
You want to enter time against Charge Objects (specific Agencies only)	Click Here
You want to enter premium indicators with time records	Click Here
You want to enter On-Call hours and Callback hours	Click Here

The following steps detail Time Entry for negative time employees with leave.

Scenario
Sharon Fairbank (PERNR 80000490) took 8 hours of approved leave on 2/01.
Wanda Hill (PERNR 80000470) took 8 hours of approved leave on 2/01 and 8 hours of sick leave on 2/03
Both employees are negative time employees.

17. Click on Sharon's Personnel Number

18. Click **Insert Row (Ctrl+F4)** icon.

19. Update the following required fields in the new row added for Sharon Fairbank.

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type. **Example: 9000**
WE 02/01	Date	Enter value in Column WE 02/01. **Example: 8**

20. Click on Wanda's Personnel Number.

21. Click **Insert Row (Ctrl+F4)** icon. (Note: Insert two rows)

22. Update the following required fields in the new rows added for Wanda Hill:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type. **Example: 9000**
WE 02/01	Date	Enter value in Column WE 02/01. **Example: 8**
A/A Type	The attendance or absence type	Enter value in Column A/AType. **Example: 9200**
FR 02/03	Date	Enter value in Column FR 02/03. **Example: 8**

23. Click **Enter** ✅ icon or press **Enter** on your keyboard

Time Sheet: Data Entry View

LT	Pers.No.	Name	A/...	P..	Total	SU 01/29	MO 01/30	TU 01/31	WE 02/01	TH 02/02	FR 02/03	SA 02/04
🕐	80000490	Sharon Fairban...			40	0	8	8	8	8	8	0
Σ	80000490	Sharon Fairban...			8	0	0	0	8	0	0	0
	80000490	Sharon Fairban...	9000		8				8			
🕐	80000470	Wanda Hill01			40	0	8	8	8	8	8	0
Σ	80000470	Wanda Hill01			16	0	0	0	8	0	8	0
	80000470	Wanda Hill01	9000		8				8			
	80000470	Wanda Hill01	9200		8						8	

Data Entry Period 01/29/2017 – 02/04/2017

24. **Click Check Entries** 📇 icon to check for errors before saving. The information pop-up box will display the message "No errors were found." If an error exists, the error must be corrected before saving.

Information

ℹ No errors were found

25. Click **Continue (Enter)** ✅ button.

26. Click **Save** 💾 .

> ℹ **Information**   Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile   NORML-SU   Normal - list entry (same as ESS), Sunday start
Key date   02/01/2017

Personnel Selectn

✅ Your data has been saved

The following steps detail Time Entry for positive time employees with leave.

Scenario

Rita Henry (PERNR 80000450) took 10 hours of approved leave on 2/01 and worked her remaining expected target hours for the week; therefore, the target hours must be applied.

Sarah Beakham (PERNR 80000410) took two hours of sick leave on 2/04 and worked her remaining expected target hours for the week; therefore, the target hours must be applied.

Both employees are positive time employees.

Follow the steps provided earlier to enter Personnel Numbers on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. (Click Here for Steps)

Time Sheet: Data Entry View

Data Entry Period 01/29/2017 – 02/04/2017

Data Entry Area

LT	Pers.No.	Name	A/...	P..	Total	SU 01/29	MO 01/30	TU 01/31	WE 02/01	TH 02/02	FR 02/03	SA 02/04
🕐	80000450	Rita Henry01			40	0	10	10	10	10	0	0
Σ	80000450	a Henry01			0	0	0	0	0	0	0	0
🕐	80000410	Sarah Beckha...			20	0	4	4	4	4	4	0
Σ	80000410	Sarah Beckha...			0	0	0	0	0	0	0	0

27. Click on Rita Henry's Personnel Number

28. Click **Insert Row (Ctrl+F4)** 📇 icon.

Time Sheet: Data Entry View

Data Entry Period 01/29/2017 – 02/04/2017

Data Entry Area

LT	Pers.No.	Name	A/...	P..	Total	SU 01/29	MO 01/30	TU 01/31	WE 02/01	TH 02/02	FR 02/03	SA 02/04
🕐	80000450	Rita Henry01			40	0	10	10	10	10	0	0
Σ	80000450	Rita Henry01			0	0	0	0	0	0	0	0
	80000450	Rita Henry01										
🕐	80000410	Sarah Beckha...			20	0	4	4	4	4	4	0
Σ	80000410	Sarah Beckha...			0	0	0	0	0	0	0	0

29. Update the following required fields for Rita Henry:

| Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType **Example: 9000**
WE 02/01	Date	Enter value in Column WE 02/01. **Example: 10**

30. Select Rita's Personnel Number and click Insert Row ⊞ icon

31. Highlight the inserted row by clicking in the far-left column.

> If new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.

32. Click **Target Hours** ▦ icon to apply the remaining target hours

33. Click **Continue (Enter)** ✔ button
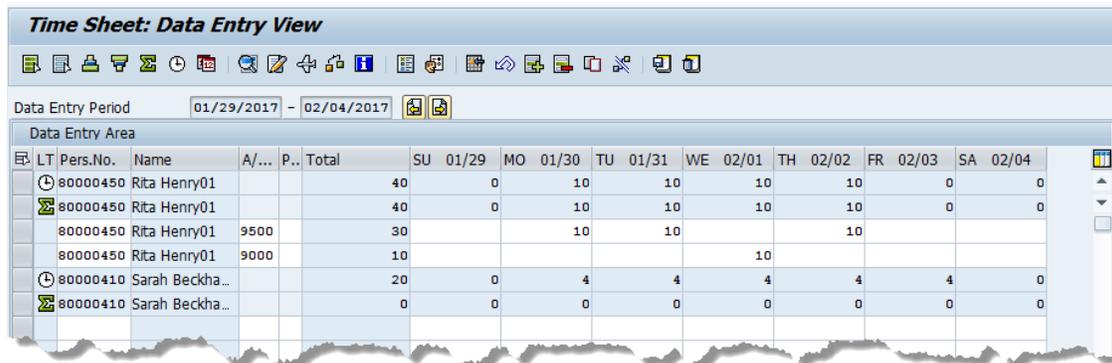
|	LT	Pers.No.	Name	A/...	P..	Total	SU 01/29	MO 01/30	TU 01/31	WE 02/01	TH 02/02	FR 02/03	SA 02/04	
	🕐	80000450	Rita Henry01			40	0	10	10	10	10	0	0	
	Σ	80000450	Rita Henry01			40	0	10	10	10	10	0	0	
		80000450	Rita Henry01	9500		30		10	10		10			
		80000450	Rita Henry01	9000		10				10				
	🕐	80000410	Sarah Beckha...			20	0	4	4	4	4	4	0	
	Σ	80000410	Sarah Beckha...			0	0	0	0	0	0	0	0	

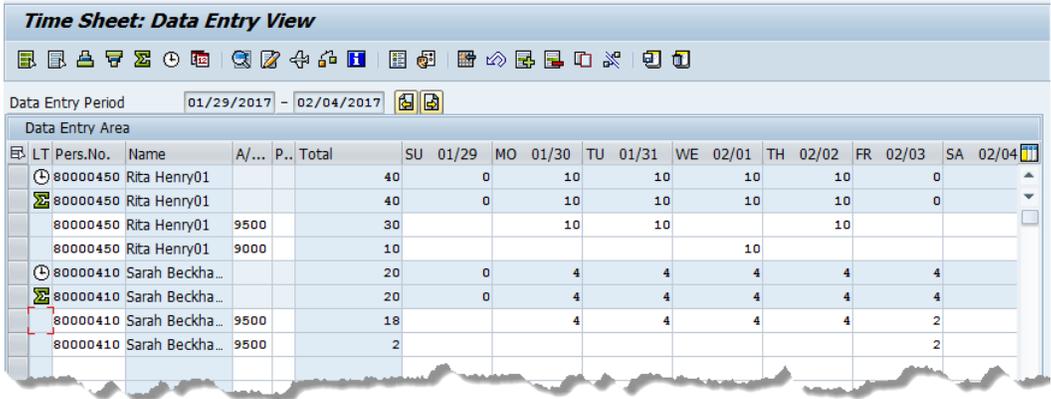|	
ℹ️ **Information**	Notice the 9500 A/A type has been applied along with the employee's expected remaining target hours, and the column reflects cumulative hours recorded

34. Click Sarah Beckham's Personnel Number

35. Click **Insert Row (Ctrl+F4)** ⊞ icon.
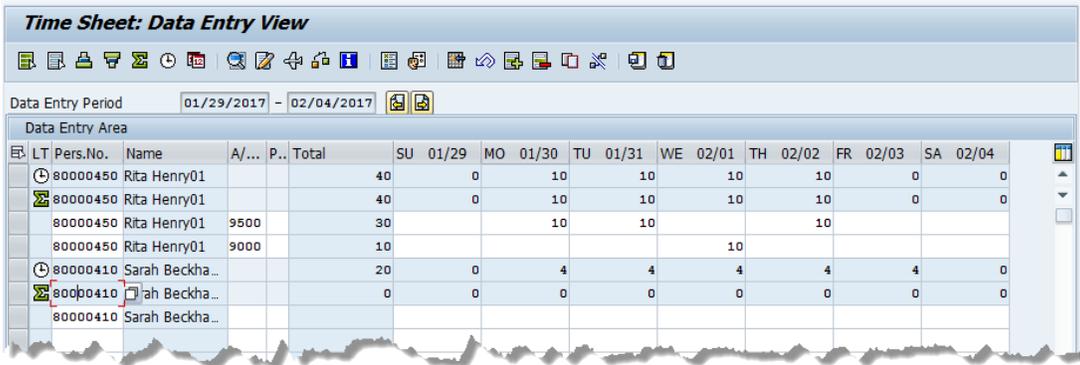
36. Update the following required fields for Sarah Beckham:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/AType. **Example: 9200**
FR 02/03	Date	Enter value in Column FR 02/03. **Example: 2**

37. Click **Enter** ✅ icon or press Enter on your keyboard.

38. Select Rita's Personnel Number and **click Insert Row** 🟩 icon.

39. Highlight the inserted row by clicking in the far-left column.

40. Click **Target Hours** 🔲 icon to apply the remaining target hours.

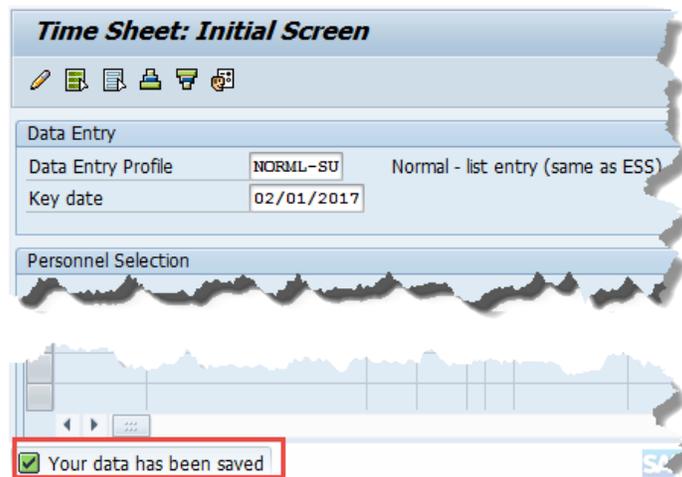|					Information	Notice the 9500 A/A type has been applied along with the employee's expected remaining target hours, and the column reflects cumulative hours recorded

41. Click **Check Entries** ⬚ icon to check for errors before saving. The information pop-up box will display the message "**No errors were found.**" If an error exists, the error must be corrected before saving.

Information	✕
ℹ No errors were found	
	✓ ？

42. Click **Continue (Enter)** ✓ button.

43. Click **Save** 🖫.

| ℹ **Information**	Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile	NORML-SU	Normal - list entry (same as ESS)
Key date	02/01/2017	

Personnel Selection

◀ ▶

☑ Your data has been saved

The following steps detail distributing time records to Charge Objects.

Scenario
Tomeka Avans (PERNR 80000430) is a positive time employee who worked her target hours based on her planned working time. Tomeka must charge time against specific projects using charge objects so that the hours may be tracked for reporting purposes only. A maximum of four levels of charge objects are available in the Integrated HR-Payroll System – Charge Object, Activity, Element and Sub-element.

44. Update the following fields on the Time Sheet: Initial Screen:

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. **Example: CHARGE4L**
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. **Example: 02/01/2017**
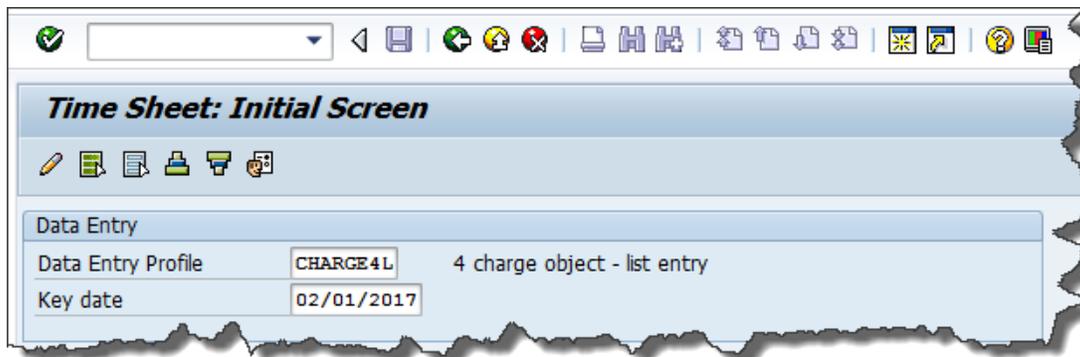
Information	You must click [Enter] to change the screen display to reflect the [CHARGE4L] data entry profile. The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used during time entry. Each agency has a designated Charge Object Maintainer who manages the agency's list of usable charge objects.

2. Click the **Enter** icon.

   Follow the steps provided earlier to enter Personnel Numbers on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. (Click Here for Steps)
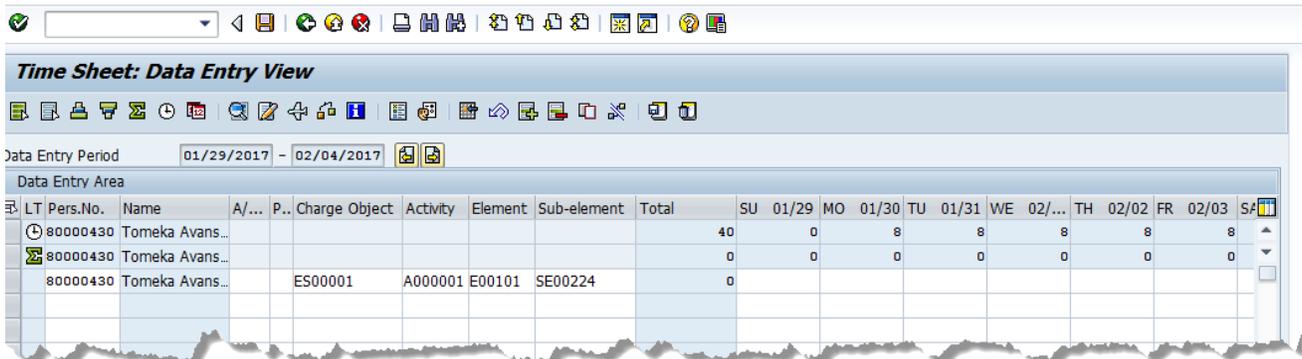
3. Click the **Target Hours** icon to apply the working hours.

4. Update the following required fields.

Field Name	Description	Values
Charge Object	A charge object can be assigned to an organizational unit to charge time against	Enter value in Column Charge Object. **Example: ES00001**
Activity	Second field of the Charge Object	Enter value in Column Activity. **Example: A000001**

Element	Third field of the Charge Object	Enter value in Column Element. **Example: E00101**
Sub-element	Fourth field of the Charge Object	Enter value in Column Sub-element. **Example: SE00224**

5. Click **Enter** ✅ icon or press **Enter** on your keyboard.

Time Sheet: Data Entry View

Data Entry Period 01/29/2017 – 02/04/2017

Data Entry Area

LT	Pers.No.	Name	A/...	P..	Charge Object	Activity	Element	Sub-element	Total		SU 01/29	MO 01/30	TU 01/31	WE 02/...	TH 02/02	FR 02/03	SA
🕐	80000430	Tomeka Avans...							40		0	8	8	8	8	8	
Σ	80000430	Tomeka Avans...							0		0	0	0	0	0	0	
	80000430	Tomeka Avans...			ES00001	A000001	E00101	SE00224	0								

6. Click **Check Entries** 🔲 icon to check for errors before saving. The information pop-up box will display the message "**No errors were found.**" If an error exists, the error must be corrected before saving.
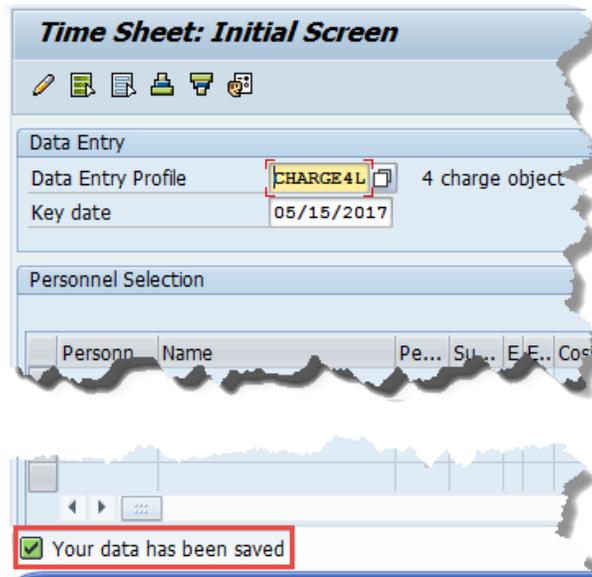
> ℹ️ Information
>
> ℹ️ No errors were found
>
> ✅ ❓

7. Click **Continue (Enter)** ✅ button.

8. Click **Save** 💾.

ℹ️ **Information**	Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

	Each separate charge object that an employee charges time to in a given week will represent a separate line on the time sheet. To insert additional lines for an employee, click anywhere on an existing line and click the Insert Row 🔲 .icon.
Information	

The following section details entering premium indicators with time records.

The premium indicators in the Integrated HR-Payroll System are relevant only for work on evening and night shifts.

- **Premium indicator '01'** pushes a night premium on the associated hours.
- **Premium indicator '02'** pushes an evening premium on the associated hours.
- **Premium indicator '06'** will stop the payment of premiums for an employee assigned an Evening or Night work schedule.
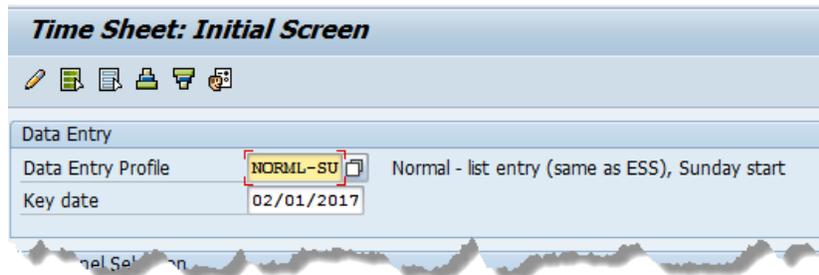
	There is not a premium indicator that pushes weekend premium. The weekend premium is derived based on the day of the week – Saturday and Sunday. A night shift on Friday will also carry weekend premium.
Information	

3. Update the following fields on the Time Sheet: Initial Screen:

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. **Example: NORML-SU**
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. **Example: 02/01/2017**

4. Click the **Enter** [icon] icon.

> Follow the steps provided earlier to enter Personnel Numbers (80001037 and 80001035) on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. (Click Here for Steps)

Scenario
Ervin Santiago (PERNR 80001037) is a positive time employee who worked 8 hours of night shift premium time on Monday, 01/30 and worked 8 hours of evening shift premium time on Thursday, 2/02.   He worked his planned working time based on IT0007 for the remaining of the week.

5. Select Ervin's Personnel Number and click **Insert Row** [icon] icon

6. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type **Example: 9500**
Prem. no.	Premium Indicator	Enter value in Column Prem. no. **Example: 01**
MO 01/30	Date	Enter value in Column 01/30 **Example: 8**

7. Select Ervin's Personnel Number and click **Insert Row** icon.

8. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type **Example: 9500**
Prem. no.	Premium Indicator	Enter value in Column Prem. no. **Example: 02**
TH 02/02	Date	Enter value in Column 02/02 **Example: 8**

9. Select Ervin's Personnel Number and click **Insert Row** icon.

10. Highlight the inserted row by clicking in the far-left column.

   If new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.

11. Click **Target Hours** icon to apply the remaining target hours

Scenario
Melvin Tillman (PERNR 80001035) is a positive time employee who worked 8 hours of evening shift premium time on Tuesday, 01/31 and Wednesday, 02/01. He worked his planned working time based on IT0007 for the   remaining of the week.

12. Select Melvin's Personnel Number and click **Insert Row** icon

13. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type. **Example: 9500**
Prem. no.	Premium Indicator	Enter value in Column Prem. no. **Example: 02**
TU 01/31	Date	Enter value in Column 01/31. **Example: 8**
WE 02/01	Date	Enter value in Column 02/01 **Example: 8**

14. Select Melvin's Personnel Number and click **Insert Row** ⬚ icon.

15. Highlight the inserted row by clicking in the far-left column.

    If the new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.

16. Click **Target Hours** ⬚ icon to apply the remaining target hours.

Time Sheet: Data Entry View

Data Entry Period | 01/29/2017 – 02/04/2017

LT	Pers.No.	Name	A/...	P..	Total	SU 01/29	MO 01/30	TU 01/31	WE 02/01	TH 02/02	FR 02/03	SA 02/04
🕐	80001037	Ervin Santiago			40	0	8	8	8	8	8	0
Σ	80001037	Ervin Santiago			40	0	8	8	8	8	8	0
	80001037	Ervin Santiago	9500		24			8	8		8	
	80001037	Ervin Santiago	9500	02	8					8		
	80001037	Ervin Santiago	9500	01	8			8				
🕐	80001035	Marvin Tillman			40	0	8	8	8	8	8	0
Σ	80001035	Marvin Tillman			40	0	8	8	8	8	8	0
	80001035	Marvin Tillman	9500		24		8			8	8	
	80001035	Marvin Tillman	9500	02	16			8	8			

17. Click **Check Entries** ⬚ icon to check for errors before saving. The information pop-up box will display the message "**No errors were found.**" If an error exists, the error must be corrected before saving.

Information

No errors were found

18. Click **Continue (Enter)** ✓ button.

19. Click **Save** 💾 .

ℹ️ **Information**	Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

❌ **CRITICAL!**	An employee's shift assignment as determined by his/her work schedule rule will take priority over any premium indicators associated with recorded hours. Substitutions also can be used to ensure the appropriate premium is associated with an employee's recorded hours. For example, a substitution would provide the appropriate premium for an employee on an evening shift that worked a night shift instead. Push codes are reserved for use when the work schedule rule is designated as a Day shift.

Shift premiums generated from the work schedule rule or premium indicators will not be processed unless the employee's position is flagged as eligible for the relevant premiums.

Shift premiums will not be generated for negative time employees even if the employee is assigned a night or evening work schedule rule. An employee must be positive time to receive automatic premiums from the assigned work schedule rule. |

The following section details entering On-Call hours and Callback hours.

ℹ️ **Information**	An employee's position must be eligible for On-Call and Callback in order for the Integrated HR-Payroll System to process on-call and callback hours. If a position is eligible for on-call, then the position will be set to either accrue on-call comp or have on-call hours paid at a specified rate. If a position is eligible for callback, the hours will be counted either as hours worked (for the calculation of overtime) or accrued as callback comp.

If an employee is on-call, the on-call hours are to be reported as a separate line item on the time sheet using A/A Type 9517.
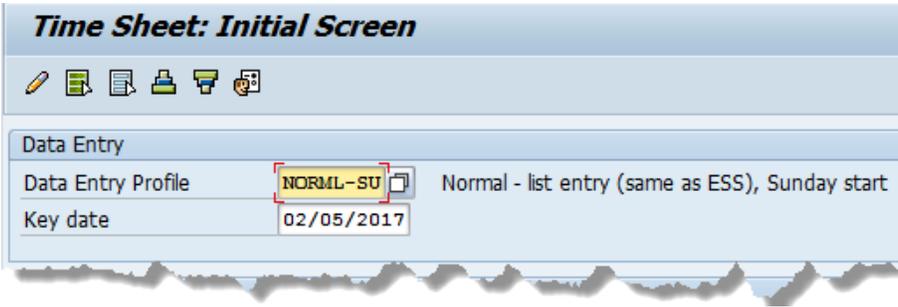
If an employee is called back to work while on-call, the callback hours are to be recorded using A/A Type 9516 (Callback) or A/A Type 9511 (Remote Callback). If an employee is called back (physically or remotely) while on-call, the hours for which the employee was called back should be deducted from the on-call hours reported.

- Example: An employee is assigned a 15 hour on-call shift and is called back for four hours. The employee should report A/A 9517 (On-Call) for 11 hours and A/A 9516 (Callback) for 4 hrs. Note: separate line items must be recorded on the time sheet.

If an employee is eligible for imputed hours (by reporting less than four hours for callback and less than 30 minutes for remote callback), then the employee should report only the callback hours. The Integrated HR-Payroll System will process any imputed time automatically.

20. Update the following fields on the Time Sheet: Initial Screen:

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. **Example: NORML-SU**
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. **Example: 02/05/2017**

21. Click the **Enter** icon.

Follow the steps provided earlier to enter Personnel Numbers (80001037 and 80001035) on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. (Click Here for Steps)
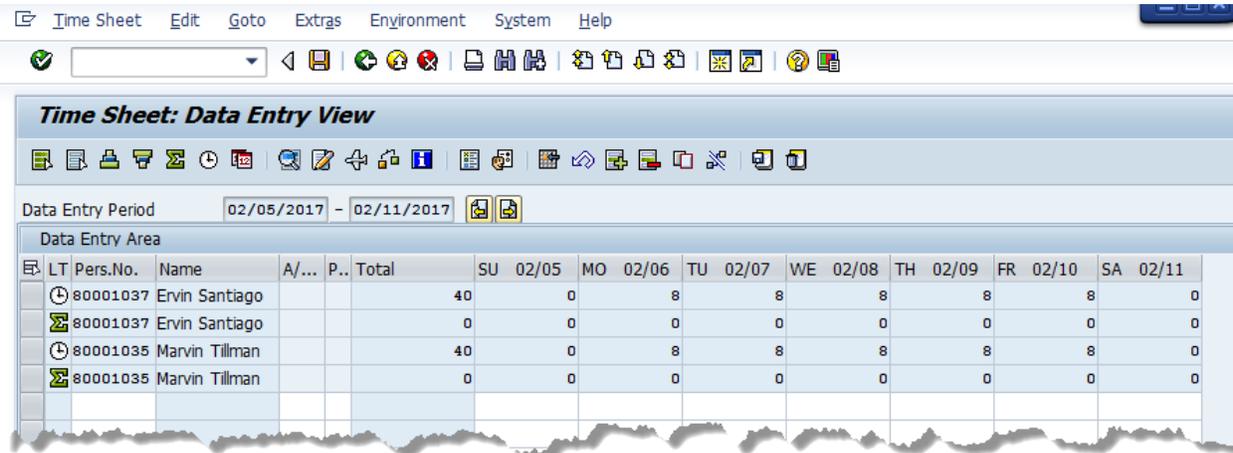
Scenario

Ervin Santago (PERNR 80001037) is a positive time employee who was on-call overnight from 5:00pm to 8:00am (15 hours) on Monday (02/06), Tuesday (02/07) and Wednesday (02/08). He worked his planned working time based on IT0007 for the week.

22. Select Ervin's Personnel Number and click **Insert Row** icon.

23. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type **Example: 9517**
MO 02/06.	Date	Enter value in Column MO 02/06 **Example: 15**
TU 02/07	Date	Enter value in Column TU 02/07 **Example: 15**
WE 02/08	Date	Enter value in Column WE 02/08 **Example: 15**

24. Select Ervin's Personnel Number and click **Insert Row** icon.

25. Select A/A Type 9500 and enter 8 hours for each day she is scheduled to work based on IT007, Planned Working Time.

26. Click **Enter** icon or click **Enter** on your keyboard.

Scenario
Melvin Tillman (PENR 80001035) is a positive time employee who was on-call overnight from 5:00pm to 8:00am (15 hours) on Thursday (02/09 and Friday (02/10). On 2/09, he was called back to work for three hours (A/A Type 9516). On 2/10, he was called back to work for one hour (A/A 9516). He worked his planned working time based on IT0007 for the week. **NOTE**: The callback hours are deducted from the original on-call assignment; therefore, 12 hours of on-call are reported on 02/09 and 14 hours of on-call are reported on 02/10

27. Select Melvin's Personnel Number and click **Insert Row** icon

28. Update the following required fields for Melvin Tillman:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type. **Example: 9516**
TH 02/09	Date	Enter value in Column TH 02/09 **Example: 3**
FR 02/10	Date	Enter value in Column 02/10. **Example: 1**

29. Select Melvin's Personnel Number and click **Insert Row** icon.

30. Update the following required fields for Melvin.

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/A Type. **Example: 9517**
TH 02/09	Date	Enter value in Column TH 02/09 **Example: 12**
FR 02/10	Date	Enter value in Column FR 02/10. **Example: 14**

31. Select Melvin's personnel number and click **Insert Row** icon.

32. Select **A/A Type 9500** and enter **8 hours** for each day he is scheduled to work based on IT007, Planned Working Time.

33. Click **Enter** icon or click **Enter** on your keyboard.

34. Click **Check Entries** ⬛ icon to check for errors before saving. The information pop-up box will display warning messages – "Number of hours recorded 23.00 exceeds target hours 8 hours." This is only a warning and you can proceed. If an error exists, the error must be corrected before saving.

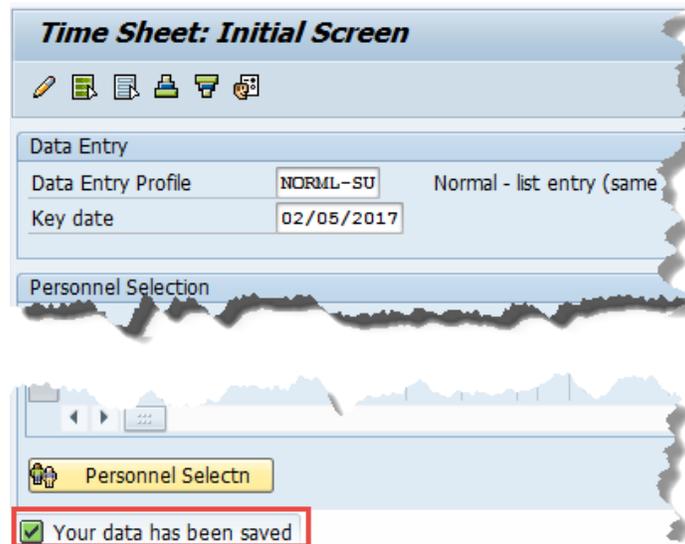35. Click **Continue (Enter)** ✅ button if hours are recorded correctly.

36. Click **Save** 💾.

The Display Message pop-up box will display warning messages once again. Click the Continue (Enter) button if hours are recorded correctly.

ℹ️ **Information**	A message generates letting you know your data has been saved in the bottom left hand corner of the screen.

37. The system task is complete.

Additional Resources

Training HELP website: https://www.osc.nc.gov/state-agency-resources/training/training_help_documents

Change Record

Change Date: 5/14/20 – Changed by C. Ennis
Changes: Updated format, assigned reference number, and made accessible