

CATS (Cross Application Time Sheet) – Negative Time “CAT2” Regular Employees Only requires Exception Time Data be recorded for the employee

This document describes the process of entering Time Data (Attendance’s and Absences) for Regular Employees into the SAP System and Saving the Data.

Methods of Recording Time Data: Two methods Negative Time Recording or Positive Time Recording.

1. **Negative Time Recording:** (Regular employees) only requires that Exception Time Data be recorded for regular employee (employees with benefits). Exceptions are any types of Time Data other than planned working hours. Exceptions can be an Attendance, Absence, and/or cost assignment (assignment of personnel costs to different cost centers). The system will take into account and evaluate all exceptions and adjust compensation accordingly, otherwise the employee is compensated according to their assigned Work Schedule.

Example:

When an employee works his/her planned work schedule, the system does not require Time Data to be recorded. On the other hand, if an employee takes sick leave one day, vacation on another, and worked special activity on a third day, these forms of Time Data must be recorded into the system. The entire workday must be accounted for if the employee takes a partial day. The day should be accounted for in the order of the absence, for example if the employee was out sick for 3 hours in the morning the Attendance /Absence code for Sick leave is entered in the first available row, the next row will have the Attendance /Absence code for Normal working hours. These are examples of exceptions to the normal work schedule.

Positive Time Recording: Refer to the document titled **CATS (Cross Application Time Sheet) - Positive Time “CAT2”** located in Outlook Public folders.

Saved Data:

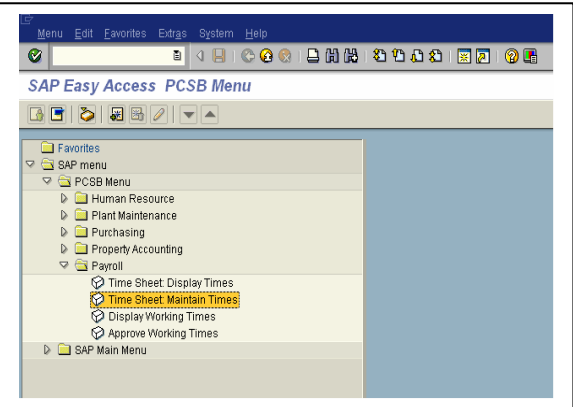
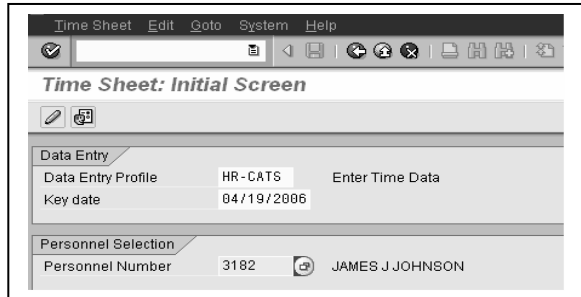
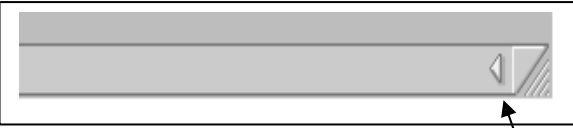


Time Data records are saved and stored in the CATS database with a “Waiting for Approval” status. These records will go through an approval process and eventually transferred into the Human Resources Module of SAP. All Time Data records will be evaluated using a program called Time Evaluation. Time Evaluation will process all Time Data; generate Overtime/Holiday Premiums/Special payments/update Quotas/etc. according to PCSB pay practices. The results are then passed into the Payroll system where the data is used to calculate an employee’s compensation.

Changes to Time Data Using CATS:

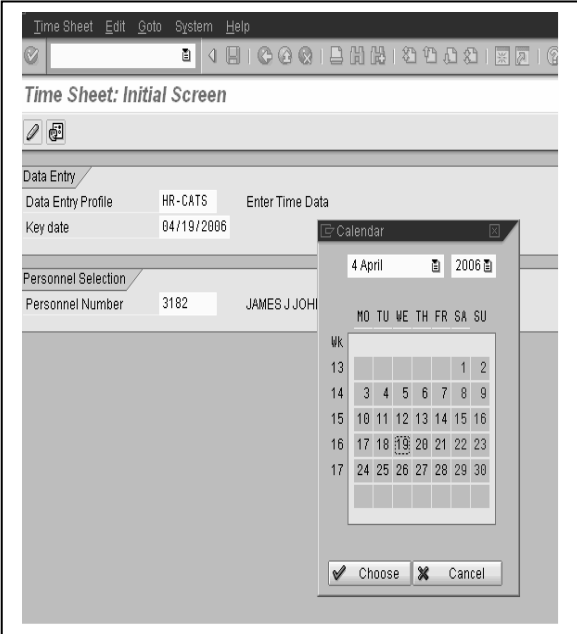
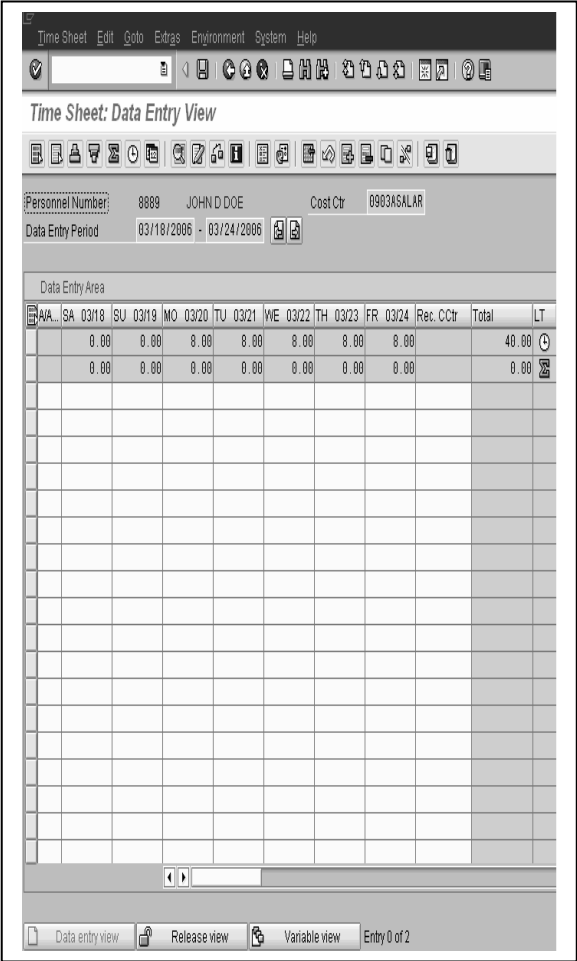



Corrections can be made using the same processes as described in this document. Using the Key Date, the system will display all previously saved/approved records within the week the Key Date falls. Make necessary changes. After saving the Time Data record will change its status from “Approved” to “Changed after Approved.” The changed records will be re-transferred into the Human Resources Module and goes through the same procedures as above.

The Payroll Administrator will advise all Administrative Assistants of the cut-off dates for entering of Time Data.

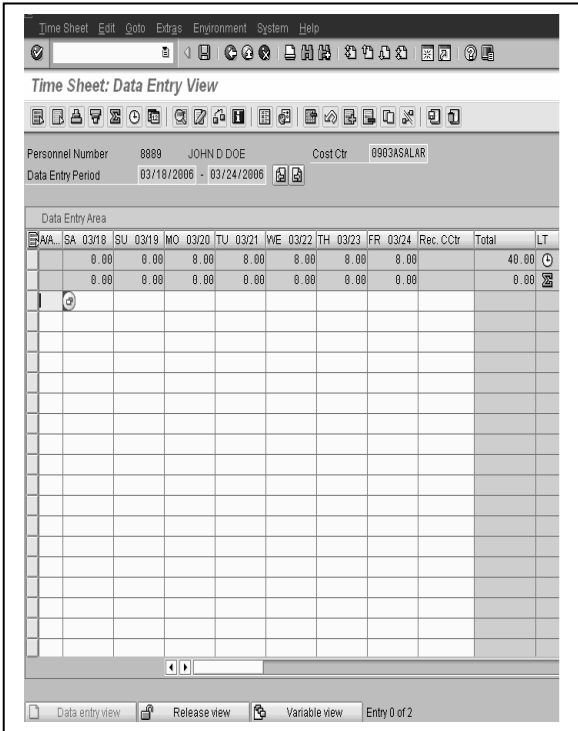

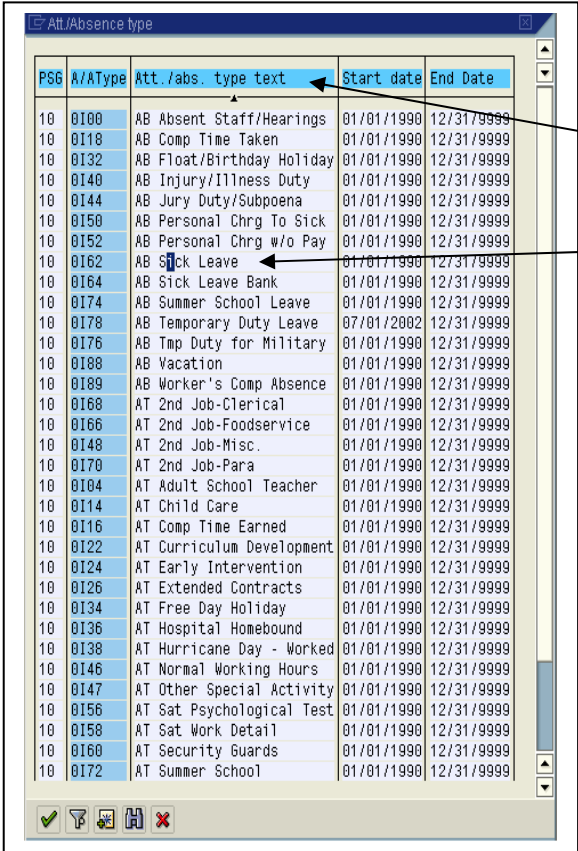
CATS (Cross Application Time Sheet) – Negative Time “CAT2” Regular Employees Only requires Exception Time Data be recorded for the employee

| Steps | Screen Displayed | Procedures |
|----------|--|--|
| 1 |   | <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">SAP Easy Access</div> <ul style="list-style-type: none"> • Type CAT2 in the command box • Press Enter <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • Click on the icon to the left of PCSB Menu > Payroll, Double Click on CAT2-Time Sheet: Maintain Times <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">Time Sheet: Initial Screen</div> <ul style="list-style-type: none"> • Type HR-CATS in Data Entry Profile field or <i>select</i> from Search help list • Type the Employee Number (SAP #) in Personnel Number field (To search for an employee number, refer to the <u>Personnel number search (SAP #) in Payroll and HR Modules.doc</u> document) • Press Enter to display the employee name |
| 2 |  <p>Information Bar with White Triangle pointing left.</p>  <p>Information Bar with White Triangle pointing right PRD (X) (300) sapr3paX INS</p>  <p>Information Bar with White Triangle pointing right PRD (X) (300) sapr3paX OVR</p> | <p><u>IMPORTANT INFORMATION, PLEASE READ:</u></p> <p>The settings on your SAP Easy Access can be changed so that when entering a different employee number you do not have to remove the displayed number, the number can be typed over.</p> <p><u>Examples of the way your Information Bar may display and how to change the settings:</u></p> <p>If the Information Bar on the lower right of your screen displays a white triangle pointing to the left without other information</p> <ul style="list-style-type: none"> • Click on the Triangle <p>If the Information Bar on the lower right of your screen displays a white triangle pointing to the right with PRD (X) (300) sapr3paX INS</p> <ul style="list-style-type: none"> • Click on the letters INS <li style="text-align: center;">Or • Press the INS Key on the Key Board <p>The PRD (X) (300) sapr3paX OVR will display and the Personnel Number can be typed over.</p> |

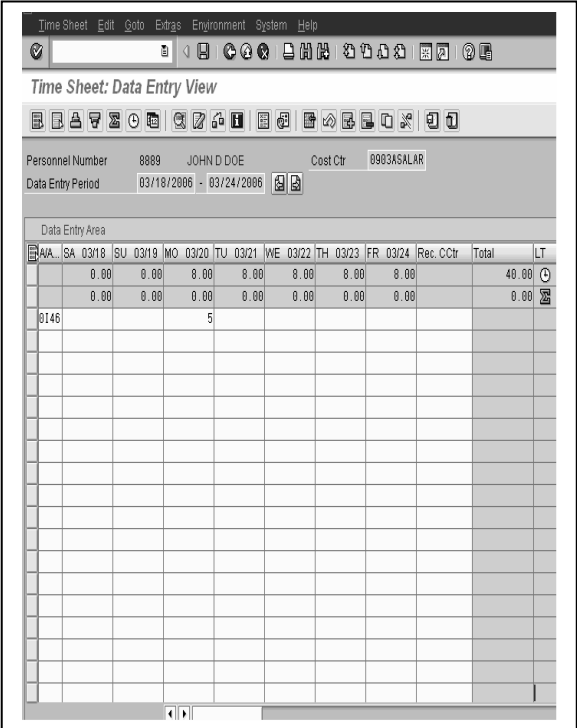
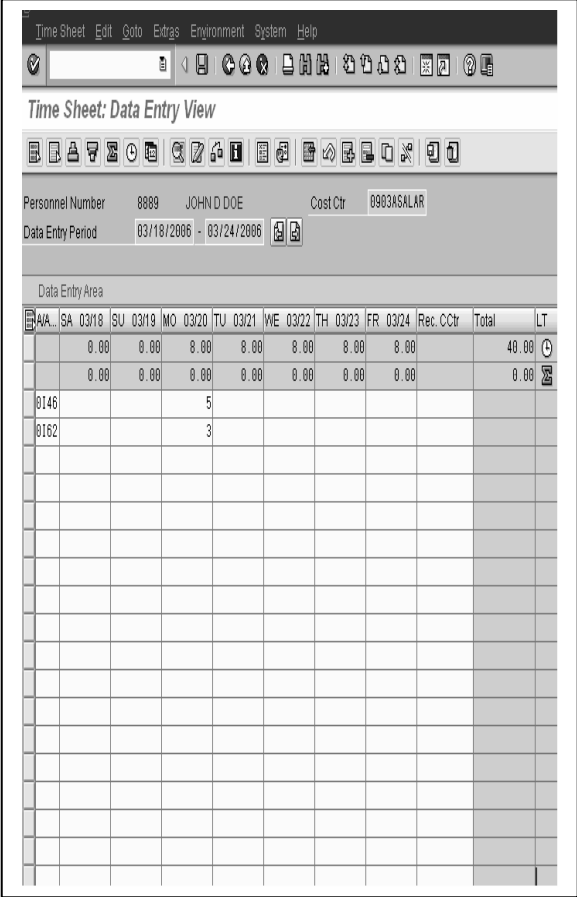
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| 3 |   | <p>After Pressing Enter, the Employee Name is displayed and the Key Date field appears.</p> <p>The Key Date field <i>defaults</i> to the current date and can be changed to allow for the recording of Time Data four weeks in the past and four weeks into the future from the Key Date.</p> <ul style="list-style-type: none"> • Type the Key Date -or- • Click the Search help icon and Select from the Calendar the Key Date on which entries need to be made  • Click the Enter Time Pencil icon on toolbar <p>Note: The PCSB workweek starts on Saturday and ends on Friday. The Key Date will fall within the four-week date range that the CATS Time Sheet initially displays.</p> <p>The Personnel Number and Name of the employee are displayed.</p> <p>Cost Ctr: Identifies the Cost Center to which the employee has been assigned on the Organizational Assignment. All Time Data will be posted to this Cost Center unless otherwise specified.</p> <p>Data Entry Period: The CATS Time Sheet has been set to allow for the <i>recording</i> of Time Data four weeks in the past and four weeks into the future from the Key date that is being displayed.</p> <p>The Weekdays icon is used to change the days and dates of the week to dates of the month.</p> <div style="text-align: center;"></div> <p>The Previous and Next screen icons are used to select a date range, if the displayed dates are not correct.</p> <div style="text-align: center;"></div> <p>A/A Type: (Attendance/Absence Type) The field is used to record a Time Data code.</p> <p>Rec. CCtr: (Receiving Cost Center). This field is used when the employee’s personnel costs are allocated/assigned to a cost center that differs from their Organizational Assignment Cost Center.</p> |

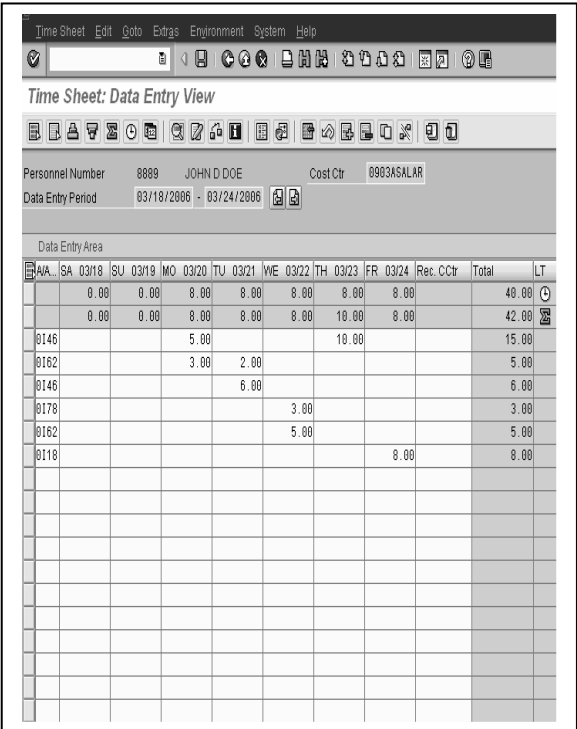
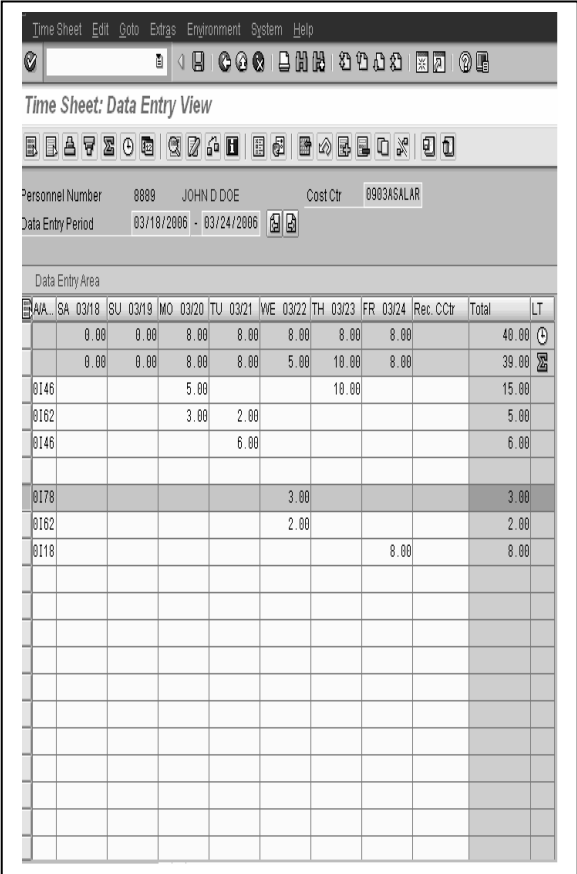

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|-------|---|--|
| 4 |  | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Time Sheet: Data Entry View </div> <p>To Enter Time Data Exception(s):</p> <ul style="list-style-type: none"> Click in the first available row of the column labeled A/A... Click the Search help icon on the right to open the Att./Absence type search help box <div style="text-align: center; margin-top: 10px;">  </div> |
| 5 |  | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;"> Att./Absence type </div> <ul style="list-style-type: none"> Click the Att./abs. type text header to sort this column ascending/descending (optional) Double Click anywhere on the row of the Att./abs. type text you wish to select Repeat these steps for each A/A Type entry |

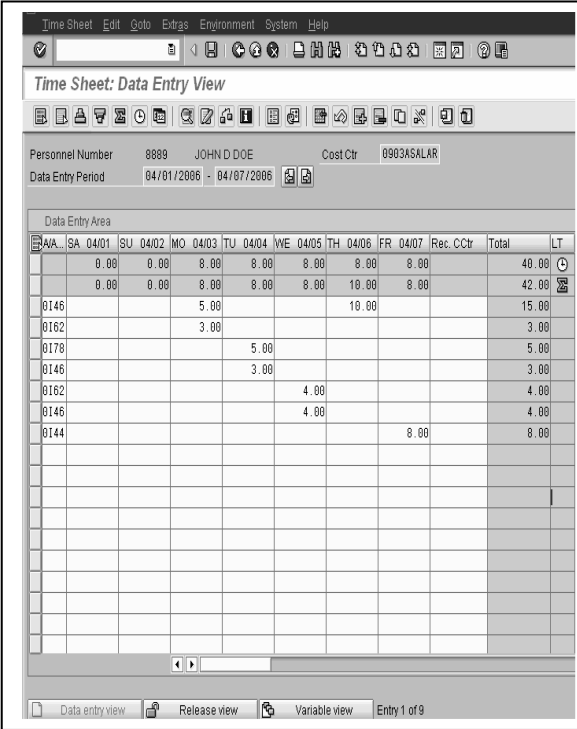

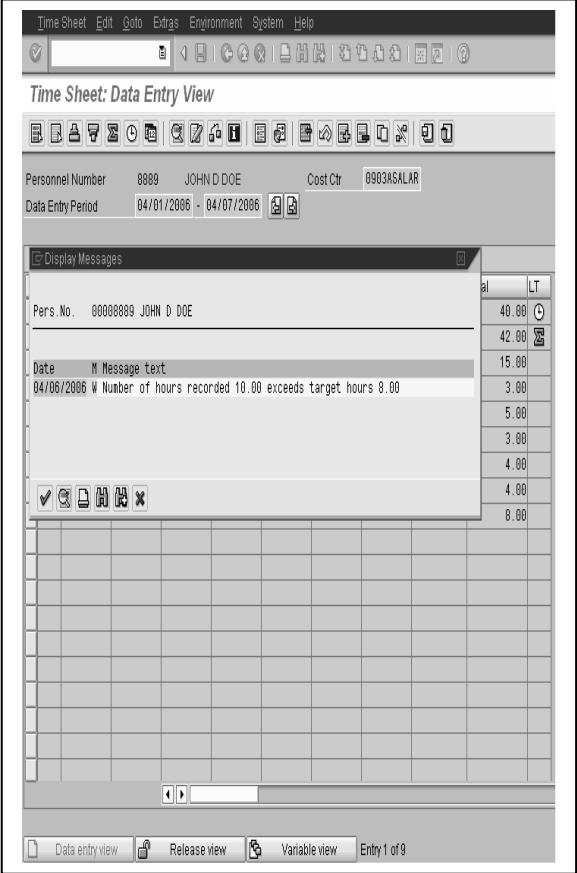
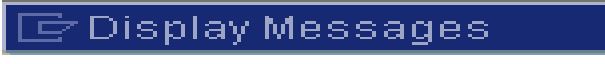
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| 6 |  | <div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> <h3 style="color: blue; margin: 0;">Time Sheet: Data Entry View</h3> </div> <p><u>When entering time for Regular Employees the time data must always replace the total scheduled hours in a workday.</u></p> <p>If an employee works any part of a scheduled day, then both the normal working hours and the leave time must be recorded in order to replace the total scheduled hours for that day. Enter time in the order that it was taken.</p> <p><u>To Enter the Hours:</u></p> <ul style="list-style-type: none"> • Click in the box on the line corresponding with the day the Attendance/Absence type is to be recorded • Type the Total Hours of exception in the box for the selected Attendance/ Absence type • Repeat the above process for each date that an Attendance/Absence type needs to be recorded. |
| 7 |  | <p><u>To Record the Amount of Time Worked:</u></p> <ul style="list-style-type: none"> • Type 0146 (A/A Type for normal working hours) in the Attendance/ Absence type column or <i>select</i> from Search help • Click in the box on the line corresponding with the day the Attendance/Absence type is to be recorded • Enter the Number of Hours worked on the line and day to the right of the 0146 (A/A Type Normal working hours) • Type 0162 (A/A Type for Sick leave) in the Attendance/ Absence type column and repeat the above steps <p>Time was accounted for this employee’s entire workday; the employee worked the first part of the day and was out during the second part of the day.</p> <p><i>Continue</i> to enter Attendance/ Absence types as required.</p> |

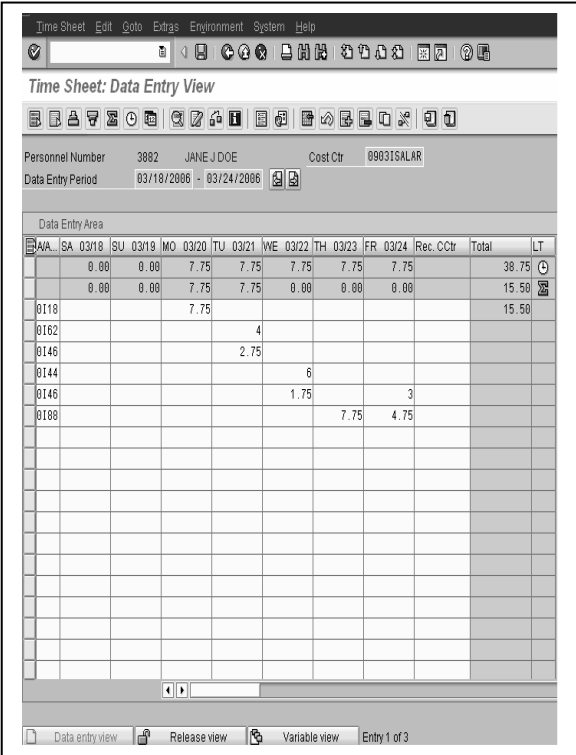

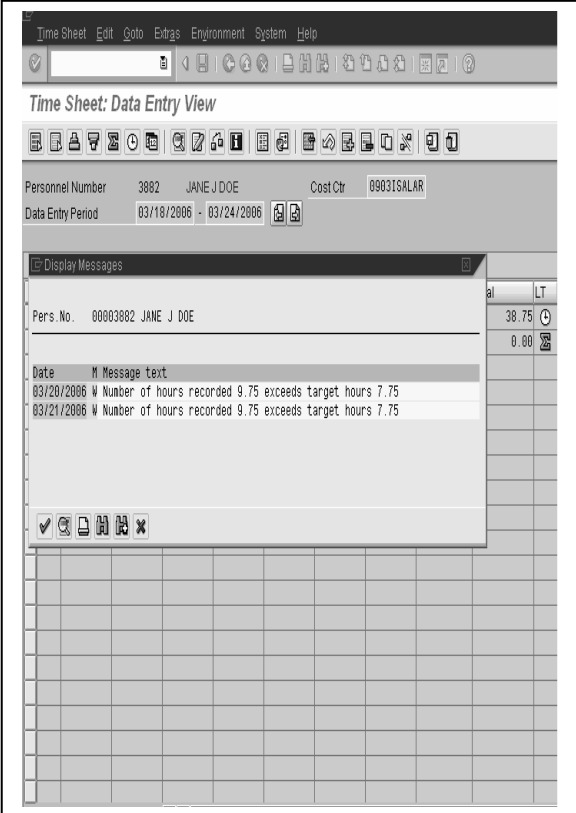
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| 8 |  | <p>Overtime is considered an exception to the scheduled working hours. Although overtime is understood as overtime there is not an Absence / Attendance code used specifically for overtime. Overtime is entered using the Absence / Attendance code 0I46 for normal working hours.</p> <p>Important: When entering time for Regular Employees the time data must always replace the total scheduled hours in a workday. If an employee worked over their scheduled working hours then you will enter the total number of hours worked in that day.</p> <p>Example: Scheduled hours = 8 Overtime worked = 2 Hours to be entered = 10</p> |
| 9 |  | <p>Important: Time must be entered in the order it was taken.</p> <p>Example: If you are entering an exception and the employee has worked any part of a scheduled working day and has had a time exception recorded previously during that week, you can edit the row by inserting a line for entering the hours that were worked.</p> <p>To Edit a Row and Insert a Line:</p> <ul style="list-style-type: none"> • Click the small box to the left of the A/A... column in the row you want to <i>insert</i> the line above • Click the Insert row icon  • Enter the A/A Type and time in the inserted row |



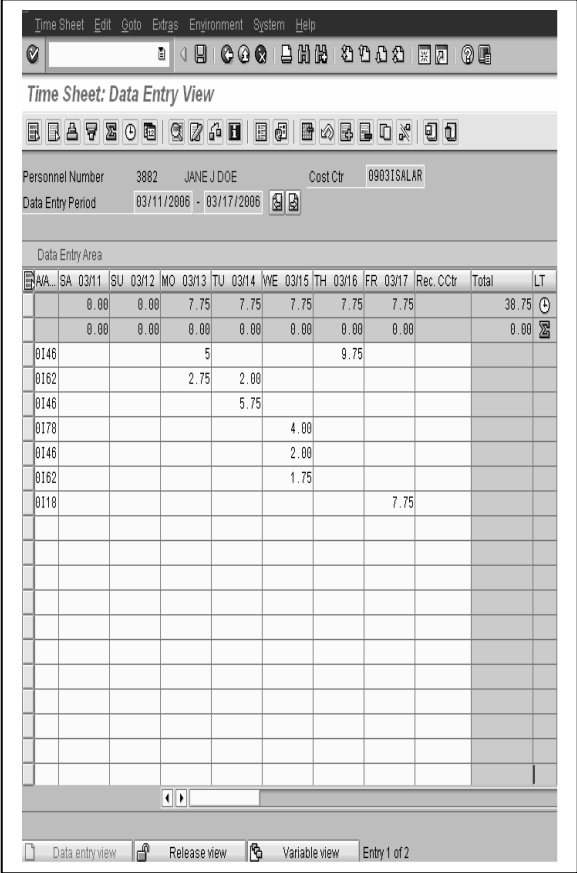
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| 10 |  | <p><u>Other Attendances/Absences:</u></p> <p>Enter any other A/A Type's the employee used during the week.</p> <ul style="list-style-type: none"> Press the Enter key after all A/A Type are entered for the <i>selected Data Entry Period</i> <p>The row beneath the header row displays the employee's normal working schedule with the grand total in the Total column. The next row displays the total per day with the grand total of exceptions in the Total column.</p> <ul style="list-style-type: none"> Click the Save icon  |
| 11 |  | <div style="border: 1px solid black; padding: 5px; background-color: #336699; color: white; text-align: center; margin-bottom: 10px;">  </div> <p>The Display Messages dialog box will <i>display</i> with all applicable Warning and Error Messages if any are detected by the system.</p> <p><u>Warning Messages:</u> The Warning message tells you that the individual has exceeded the target/normal working hours.</p> <ul style="list-style-type: none"> Press Enter or Click the green check to return to Time Sheet: Data Entry View |

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| 12 |  <p>The screenshot shows the 'Time Sheet: Data Entry View' for employee JANE J DOE. The grid displays hours recorded by day. The row for 0118 Att./Absence type is highlighted in red, indicating an error. The error message states: '05/07/2004 E Not enough quota 50 for attendance/absence 0118 on 05/07/2004 for pers'.</p> | <p>Error Messages: The Error message tells you that the individual does not have enough absence quotas to cover the days that have been recorded. Error messages must be corrected to proceed.</p> <ul style="list-style-type: none"> • Press Enter or Click the green check to return to the Time Sheet Data Entry screen • Click the box to the left of the row the error message pertains to (in this example it's the row with 0118 Att./Absence type) the row is highlighted <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>05/07/2004 E Not enough quota 50 for attendance/absence 0118 on 05/07/2004 for pers</p> </div> <ul style="list-style-type: none"> • Click the Delete line icon  <li style="text-align: center;">-or- • Change the Att./Absence type to make corrections • Click Save icon |
| 13 |  <p>The screenshot shows the same 'Time Sheet: Data Entry View' but with a 'Display Messages' dialog box open. The dialog box contains the following text:</p> <pre> Date M Message text 03/20/2006 W Number of hours recorded 9.75 exceeds target hours 7.75 03/21/2006 W Number of hours recorded 9.75 exceeds target hours 7.75 </pre> | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; color: blue;"><i>Time Sheet: Data Entry View</i></p> </div> <p>This example also had a warning message with the error message. This warning message is letting us know we entered more time than the employee is scheduled to work. The system will allow us to save this entry.</p> <ul style="list-style-type: none"> • Press Enter or Click the green check to acknowledge the warning message • Click the Save icon |

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|-----------|---|--|
| 14 |  | <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="color: blue; font-weight: bold; font-style: italic;">Time Sheet: Initial Screen</p> </div> <p>At the bottom left corner of your screen in the status bar you will see this message:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">  </div> <p>The time entries are stored in the CATS Database pending approval.</p> <p>Step 15 shows the time sheet before it was saved and the Error message was corrected.</p> |
| 15 |  | <p><u>Example Time Entries:</u></p> <p>All entries are made in the order the A/A Type was taken.</p> <p>MO... (Monday): 5 hours of 0I46 (AT Normal Working Hours)(1st row) and 2.75 hours of 0I62 (AB Sick Leave) (2nd row)</p> <p>TU... (Tuesday): 2 hours of 0I62 (AB Sick Leave) (2nd row) and 5.75 hours of 0I46 (AT Normal Working Hours) (3rd row)</p> <p>WE... (Wednesday): 4 hours of 0I78 (AT Temporary Duty Leave) (4th row), 2 hours of 0I46 (AT Normal Working Hours) (5th row) and 1.75 hours of 0I62 (AB Sick Leave) (6th row)</p> <p>TH... (Thursday): 9.75 hours of 0I46 (AT Normal Working Hours) (1st row)</p> <p>FR... (Friday): 7.75 hours of 0I18 (AB Comp Time Taken) 7th (row)</p> |