

## **CATS (Cross Application Time Sheet) - Positive Time “CAT2”**

### **Positive Time Recording requires all Time Data to be recorded for an employee**

This document describes the process of entering Time Data (Attendance's) for Substitute Employees in the SAP System and Saving the Data.

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

1. The **Positive Time Recording** (Substitute employees) requires all Time Data (Attendance's) to be recorded for an employee in order for the employee to be compensated. **If you don't enter the employee's time worked, they will not be paid for that time.**

**Example:**

Bus Drivers and Substitute Teachers - Bus Drivers and Substitute Teachers are only compensated for Time Data (Attendance's) that has been recorded into the SAP System. All Time Data must be recorded for these employees.

2. **Negative Time Recording** Refer to the document titled **CATS (Cross Application Time Sheet) - Negative 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.

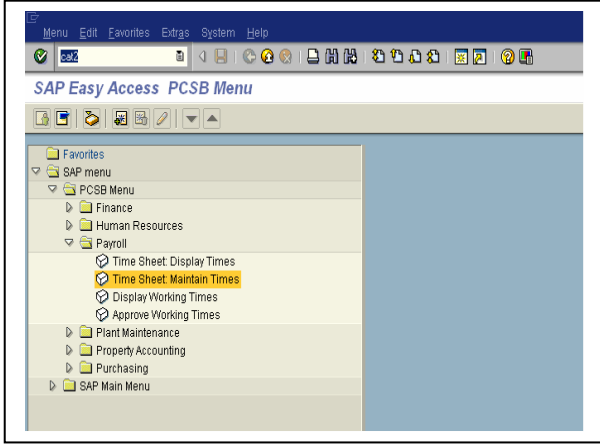
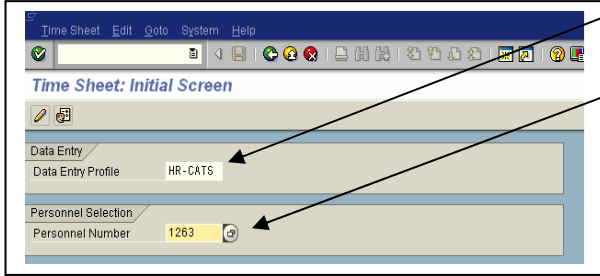
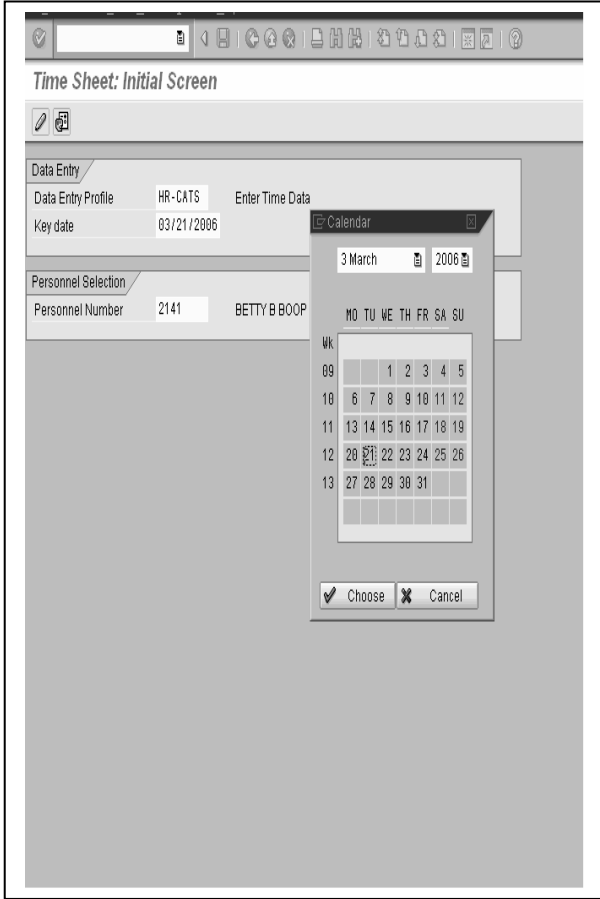

**Changes to Time Data Using CATS:**

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.

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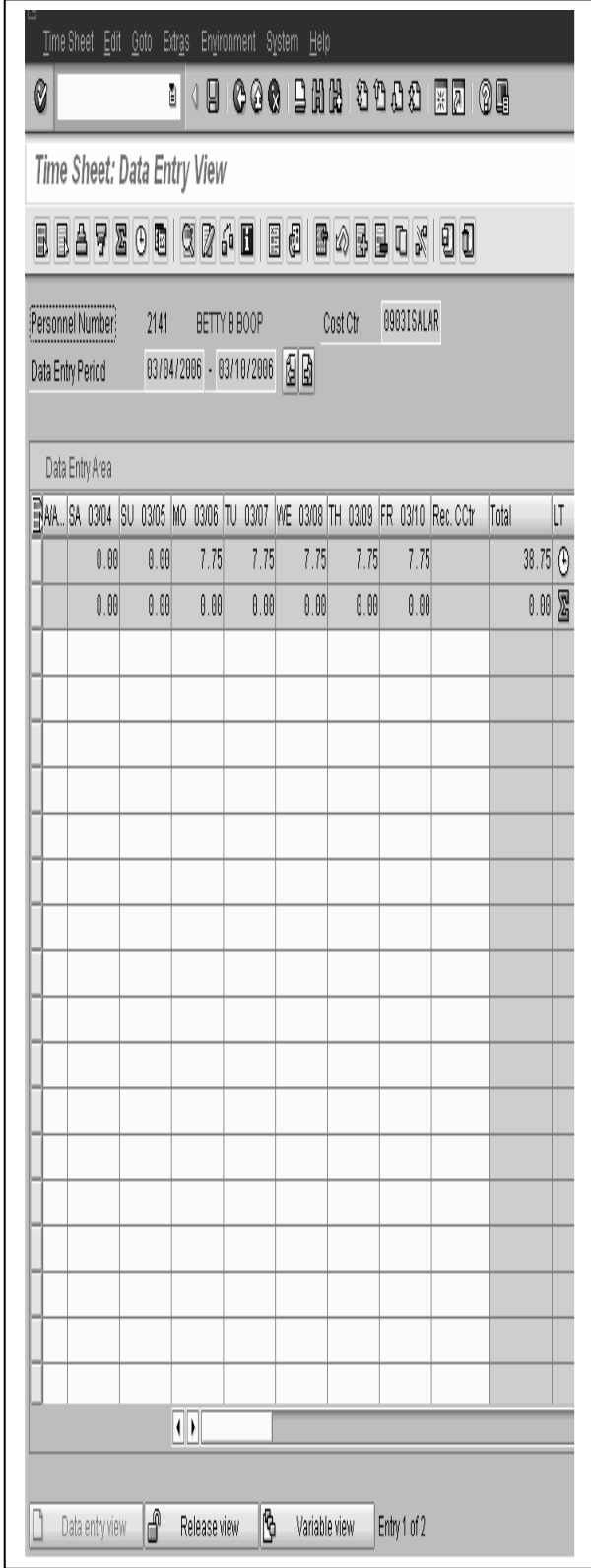


Steps	Screen Displayed	Procedures
1	 	<div style="border: 1px solid black; padding: 5px; text-align: center; font-size: 1.2em; font-weight: bold; color: #000080;">SAP Easy Access</div> <ul style="list-style-type: none"> <li>Type <b>CAT2</b> in the command box</li> <li>Press <b>Enter</b></li> </ul> <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> <li>Click on the icon to the left of <b>PCSB Menu &gt; Payroll</b>, <b>Double Click</b> on <b>CAT2 - Time Sheet: Maintain Times</b></li> </ul> <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; color: #000080;">Time Sheet: Initial Screen</div> <ul style="list-style-type: none"> <li>Type <b>HR-CATS</b> in <b>Data Entry Profile</b> field or <i>select</i> from <b>Search help</b> list</li> <li>Type the <b>Employee Number (SAP #)</b> in <b>Personnel Number</b> field (To search for an employee number, refer to the <u>Personnel number search (SAP #) in Payroll and HR Modules.doc</u> document)</li> <li>Press <b>Enter</b> to display employee name</li> </ul>
2		<p>The <b>Employee Name</b> is <i>displayed</i> and the <b>Key Date</b> field <i>appears</i>.</p> <p>The <b>Key Date</b> 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"> <li>Type the <b>Key Date</b></li> </ul> <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> <li>Click the <b>Search help</b> icon and <i>Select</i> from the <b>Calendar</b> the <b>Key Date</b> on which entries need to be made</li> </ul> <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold; color: #000080;">Key date 03/13/2006</div> <ul style="list-style-type: none"> <li>Click the <b>Enter Time Pencil</b> icon on toolbar</li> </ul> <div style="text-align: center; margin-top: 10px;">  </div> <p><b>Note:</b> The PCSB workweek starts on Saturday and ends on Friday. The <b>Key Date</b> will fall within the four-week date range that the CATS Time Sheet initially displays.</p>

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3	 <p>Information Bar with a White Triangle pointing left.</p>  <p>Information Bar with a White Triangle pointing right PRD (X) (300) sapr3aX INS</p>  <p>Information Bar with a White Triangle pointing right PRD (X) (300) sapr3pa X OVR</p>	<p><b><u>IMPORTANT INFORMATION, PLEASE READ:</u></b></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><b><u>Examples of the way your Information Bar may display and how to change the settings:</u></b></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"> <li>• Click on the <b>Triangle</b></li> </ul> <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"> <li>• Click on the letters <b>INS</b></li> </ul> <p align="center">Or</p> <ul style="list-style-type: none"> <li>• Press the <b>INS Key</b> on the Key Board</li> </ul> <p><b>The PRD (X) (300) sapr3paX OVR will display and the Personnel Number can be typed over.</b></p>

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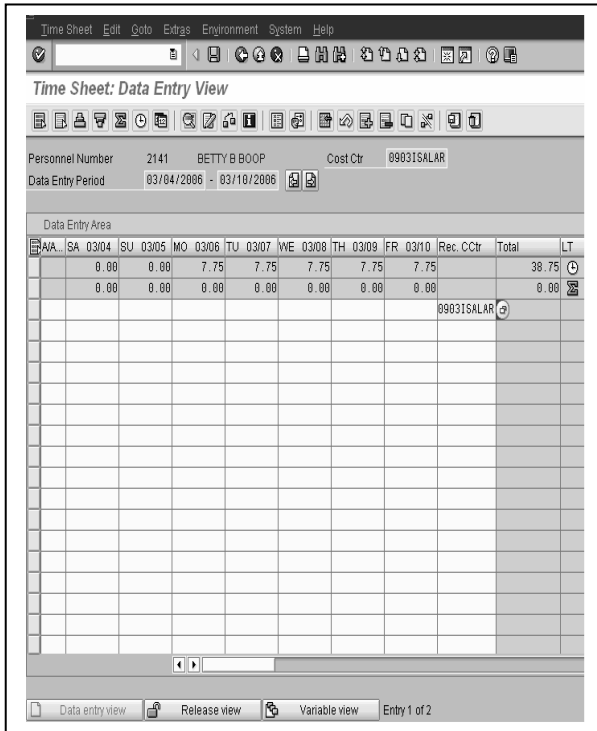
Steps	Screen Displayed	Procedures
4		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <h3 style="text-align: center; color: blue;">Time Sheet: Data Entry View</h3> </div> <p>The <b>Personnel Number</b> and <b>Name</b> of the employee are displayed.</p> <p><b>Cost Ctr:</b> Identifies the <b>Cost Center</b> 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><b>Data Entry Period:</b> The <b>CATS Time Sheet</b> has been set to allow for the <i>recording</i> of <b>Time Data</b> four weeks in the past and four weeks into the future from the <b>Key date</b> that is being displayed.</p> <p>The <b>Weekdays</b> icon is used to change the days and dates of the week to dates of the month</p> <div style="text-align: center; margin: 10px 0;">  </div> <p>The <b>Previous</b> and <b>Next</b> screen icons are used to select a date range, if the displayed dates are not correct.</p> <div style="text-align: center; margin: 10px 0;">  </div> <p><b>A/A Type:</b> (Attendance/Absence Type) The field is used to record a Time Data code.</p> <p><b>Rec. CCtr:</b> (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> <p><b>Note:</b> A Substitute Teacher will use a <b>Cost Center</b> from the Organizational Assignments of the location where they are substituting. (Lakeland Senior-Instructional -Salary)  <b>Example: 0031ISALAR</b></p>

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**5**

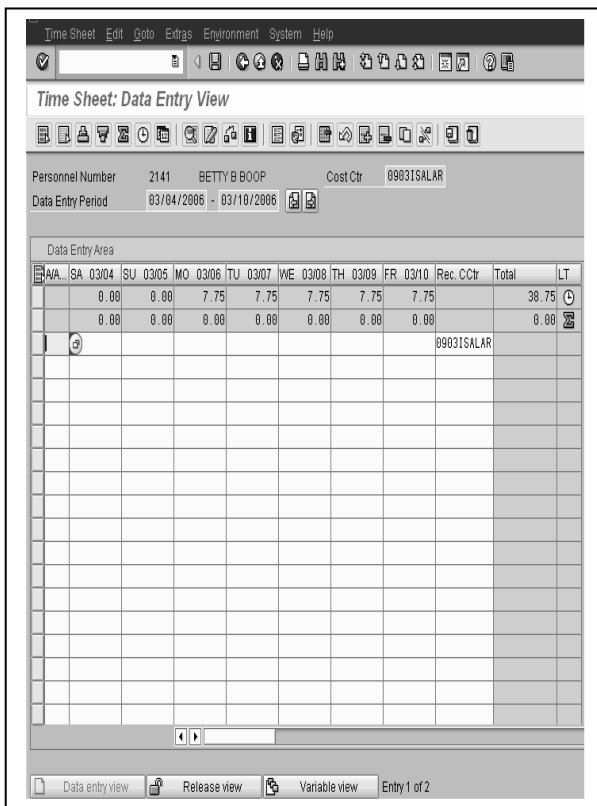


### To Enter a Receiving Cost Center:

- Click in the first available white **box** under **Rec. Cctr**.
- Type the **Receiving Cost Center**

**Important:** The **Receiving Cost Center** will be the **Organizational Assignment Cost Center** for the person the substitute is replacing for the working time entered.

**6**

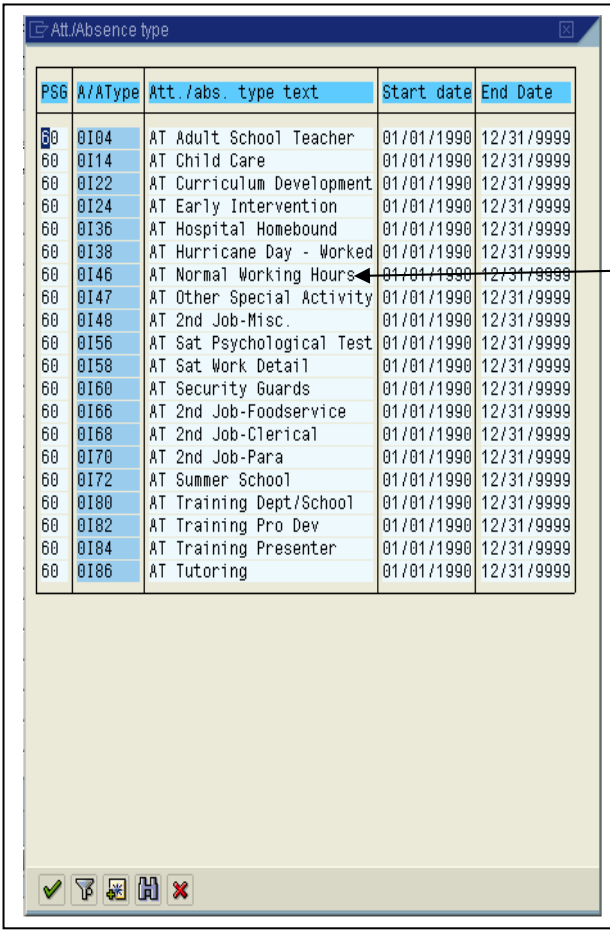
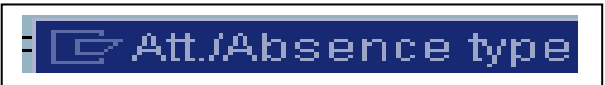
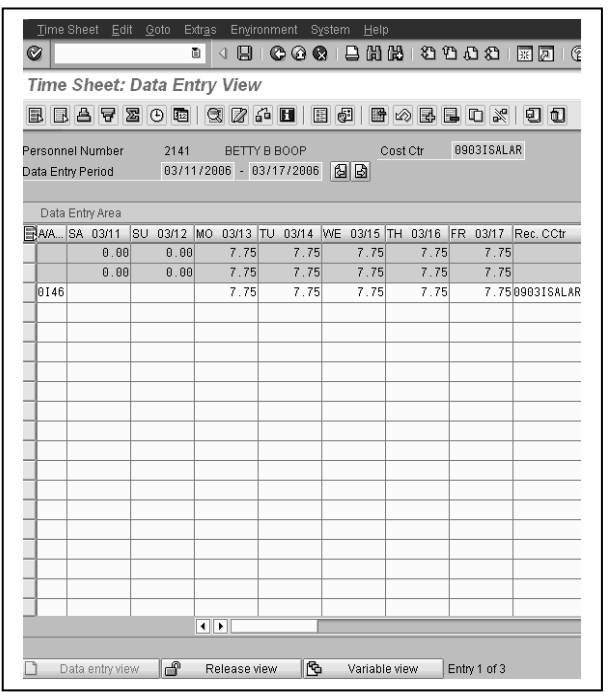


### To Enter a Time Data (A/AType) Code:

- 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



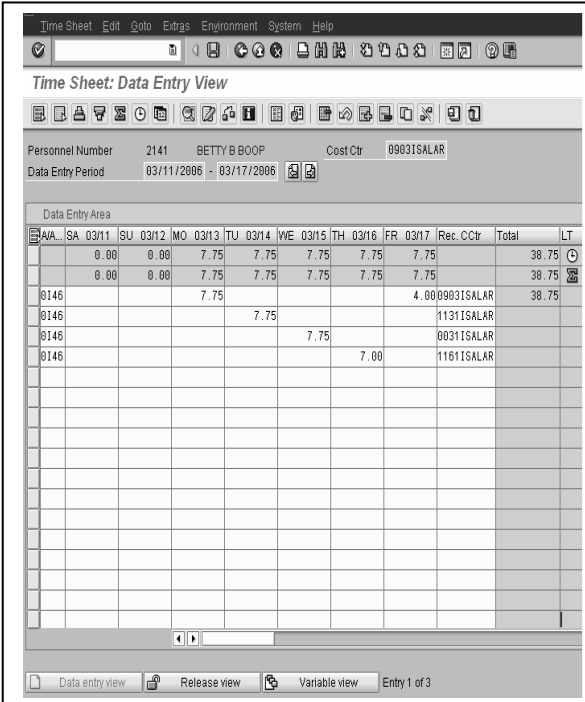
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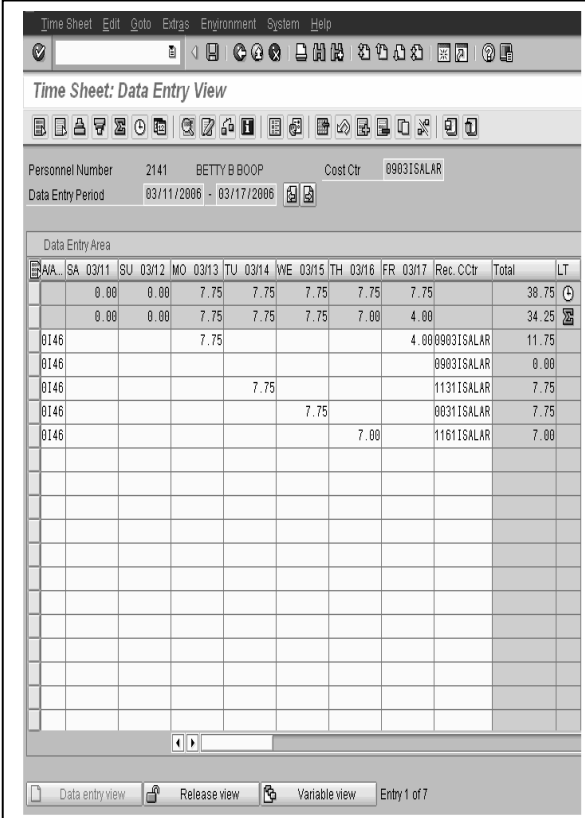
Steps	Screen Displayed	Procedures
7		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <ul style="list-style-type: none"> <li>Click the <b>Att./abs. type text</b> header to sort this column ascending/descending (optional)</li> <li>Double Click anywhere on the <b>row</b> of the <b>Att./abs. type text</b> you wish to select</li> <li>Repeat these <b>steps</b> for each <b>A/A Type</b> entry</li> </ul>
8		<p>The selected <b>Attendance/Absence Type</b> code is displayed in the box.</p> <p><b><u>To Enter Hours Worked:</u></b></p> <ul style="list-style-type: none"> <li>Click in the <b>box</b> on the line corresponding to the day the <b>Attendance type</b> is to be recorded for the individual <b>Substitute</b>.</li> <li>Type the <b>Number of Hours</b> worked</li> </ul>

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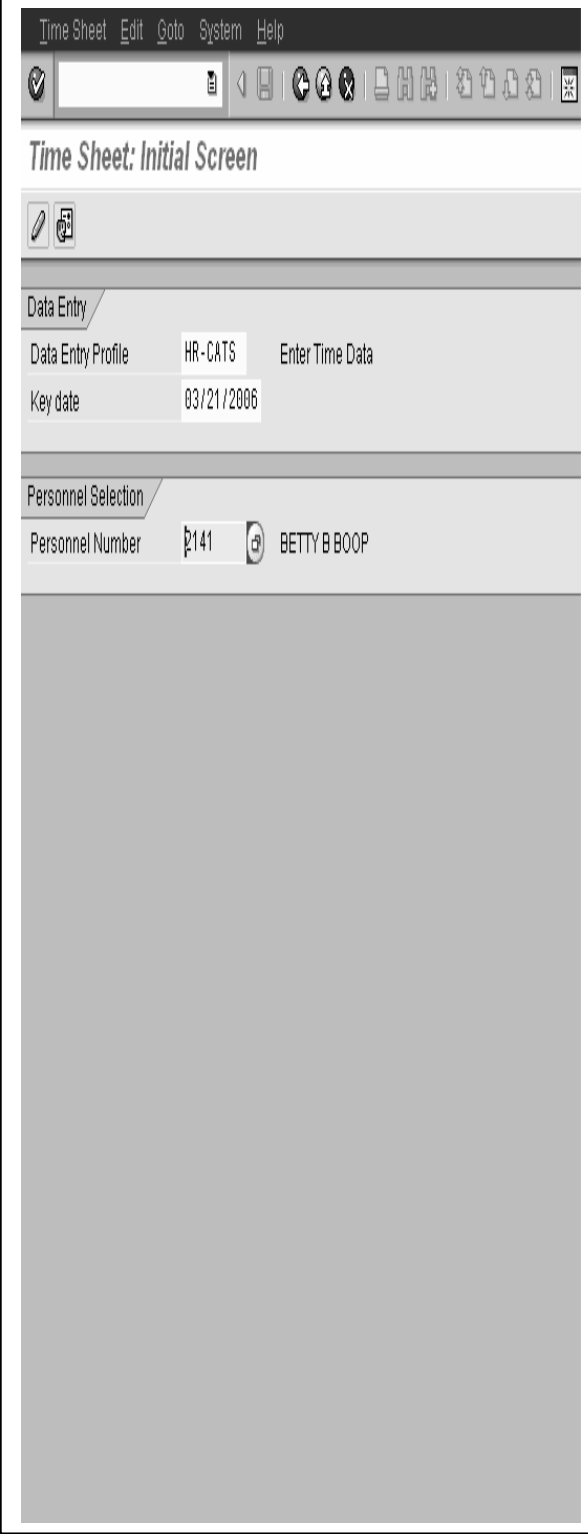

Steps	Screen Displayed	Procedures
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<b>9</b>		<p>If the individual substituted more than one day at your location enter the hours worked for each day they substituted.</p> <p>Each school is responsible for entering the substitute's hours at their location.</p> <p><b>Example:</b> This substitute worked five days, at four different Locations. Three days they worked 7.75 hours, one day they worked 7.00 hours, and one day they worked only four (4) hours.</p> <p><b>After all Working Time has been Entered:</b></p> <ul style="list-style-type: none"> <li>• <i>Press Enter or Click the green check</i></li> </ul>
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<b>10</b>		<p>Check the <b>Total</b> column, to verify the hours recorded.</p> <p>The <b>Second row</b> of the <b>Total</b> column displays the Total Number of Hours that has been recorded for the week.</p> <p>Each individual field within the second row displays the total number of hours recorded for the individual days.</p> <p>The <b>Third and subsequent rows</b> display the Total Number of Hours recorded for each <b>Attendance/Absence type</b>.</p> <p>When data is all entered and double-checked.</p> <ul style="list-style-type: none"> <li>• <i>Click the Save icon</i></li> </ul>
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Steps	Screen Displayed	Procedures
11		<p align="center"><b>Time Sheet: Initial Screen</b></p> <p>You are back to <b>Time Sheet: Initial Screen</b></p> <p><b><u>At the bottom left corner of your screen in the status bar you will see this message:</u></b></p> <div data-bbox="919 638 1533 716" style="border: 1px solid black; padding: 5px;"></div> <p><b><u>The time entries are stored in the CATS Database pending approval</u></b></p> <p><b><u>Enter Time for Another Employee:</u></b></p> <ul style="list-style-type: none"><li>• <i>Enter the <b>Employee number</b> for the next Sub in the <b>Personnel Number</b> field</i></li><li>• <i>Press <b>Enter</b> to display employee name</i></li></ul> <p><i>Repeat steps 2-9</i></p>