Time Entry Administration

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Overview

As a time administrator, you will receive an email from the payroll manager alerting you to the deadline to enter the bi-weekly and/or monthly time. The transaction code CAT2 will be used to enter time, and CAT3 will be used to display time entered. Both transaction codes reference the Cross Application Time Sheet. Bi-weekly paid employees are non-exempt employees and monthly paid employees are exempt.

Bi-weekly time sheets must be entered into SAP by Wednesday at noon.

Attendance (wage) types will be used when entering time. Keep in mind the following:

- **Students:** Since the time evaluation function in SAP can use the employee sub group to distinguish between Grad, IWS and FWS students; there is no need to use separate attendance types for students. In CAT2, we will be using **1027** for all student work hours. Vacation, sick, and holiday absence types do not apply to student workers.

- **Biweekly non-exempt:** Non-exempt staff will default the **1007** attendance type for hours worked. It is not necessary to enter overtime as a separate attendance type since SAP will calculate it automatically based on an employee's work schedule. It is also not necessary to enter the holiday absence type since the university holiday schedule is built in to the system and will be reflected in the pay stub where appropriate. Use any account assignment that begins with a "5" for memo wage types (use the match code button to search).

- **Monthly exempt:** It is not necessary to enter hours worked in CAT2 for exempt, monthly staff. Only absences and leaves should be entered in CAT2 with the appropriate absence type. It is also not necessary to enter the holiday absence type since the university holiday schedule is built in to the system and will be reflected in the pay stub where appropriate.

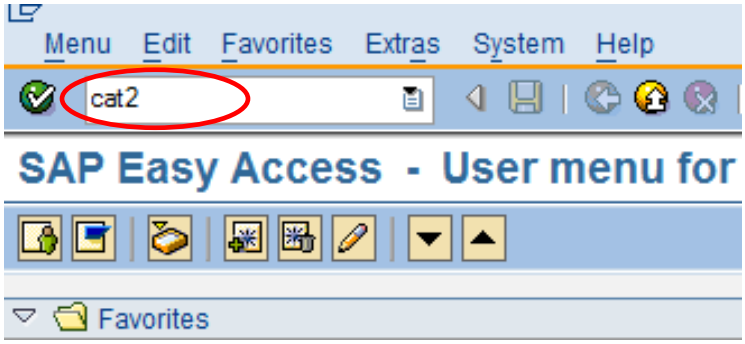
Regarding concurrent employment, when entering time data for employees with multiple assignments, you must enter time in CAT2 separately for each assignment. If an employee has a primary assignment and two secondary assignments each will have a separate personnel number under which time must be entered in CAT2. It is critical to ensure that you are entering the correct hours for each assignment using the corresponding personnel number since basic pay data is tied to each assignment via the personnel number.

Regarding quota accruals, while entering sick and vacation time in CAT2, you may receive an error message stating that there is insufficient quota available for that absence type. Simply put, this means the employee is requesting more sick or vacation time than they have available. Absence quotas may be viewed by opening a new session and entering transaction code PT_QTA10. Enter the appropriate reporting period, and the employee's personnel number and absence quota data will display. The time sheets will need further review to determine if the excess time requested will be unpaid or if accrued vacation time may be used.

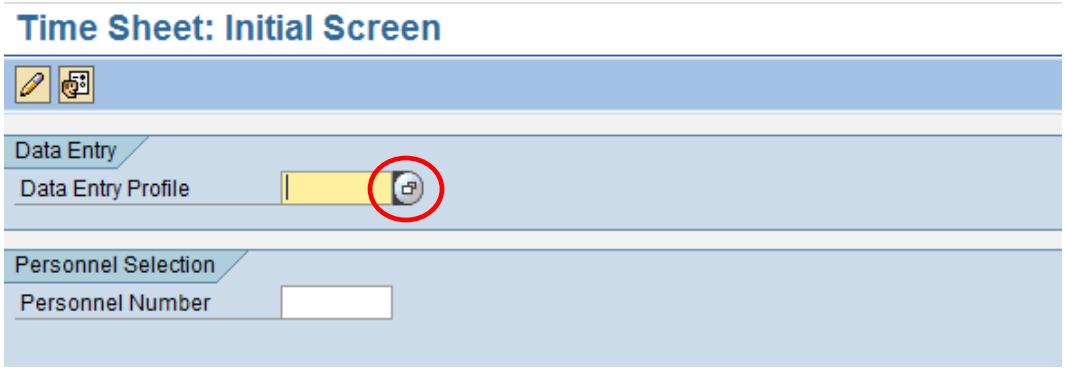
A minor issue related to time sheet entry for exempt monthly employees is the use of absence type 3420 (unpaid leave). This absence type may be used in CAT2 for unpaid leave when the type of leave is unspecified or does not fall into a defined 'unpaid' category on the employee's time card. An example would be a new monthly employee who has insufficient quota accrual.

CAT2: Record Working Times

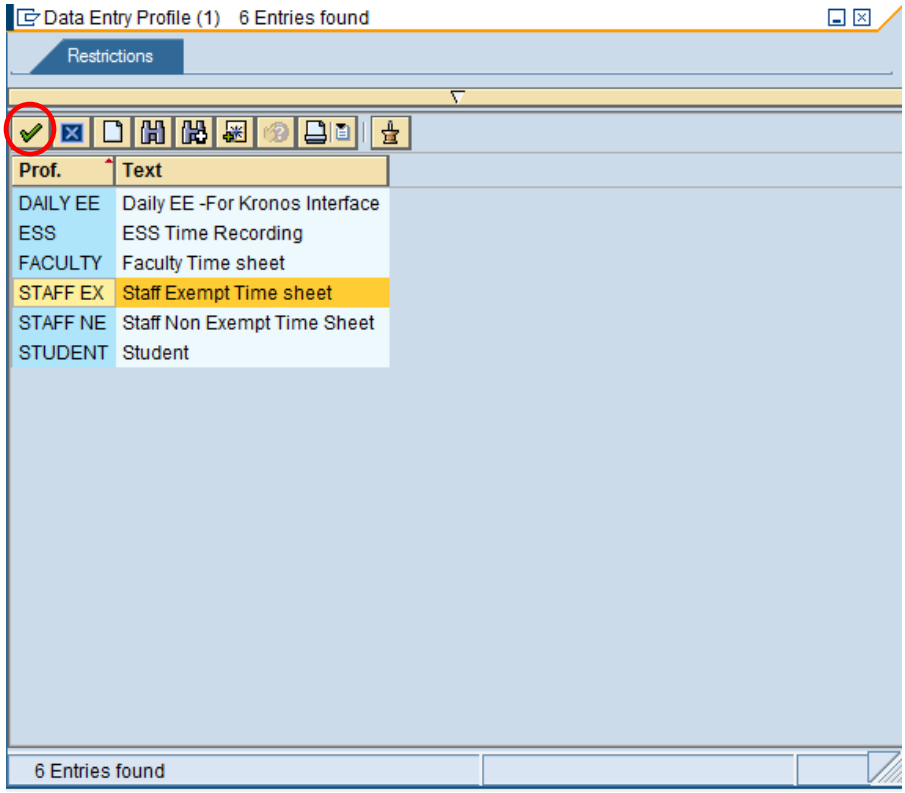
- Log into myNKU
  - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code, CAT2.
  - **Note**: Add this transaction code as a Favorite for easy access.



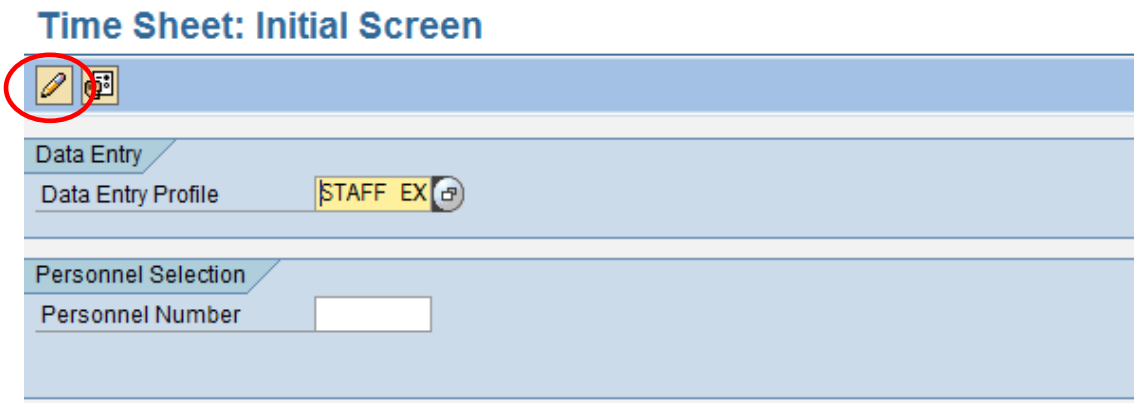
- Click the Data Entry Profile match code button.



- Select either Staff Exempt (monthly paid employees) or Staff Non Exempt (Bi-weekly paid employees).
- Click Copy.

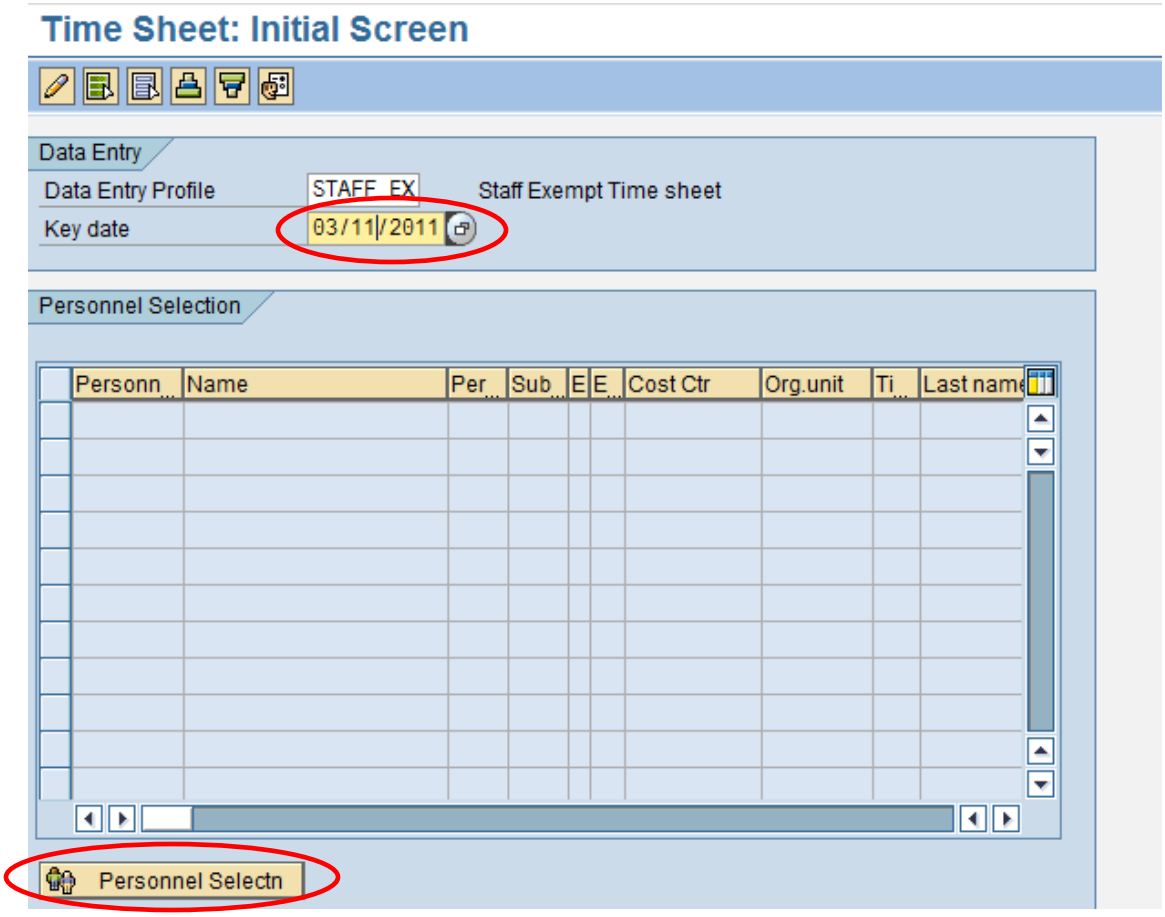


- Click Enter Times.



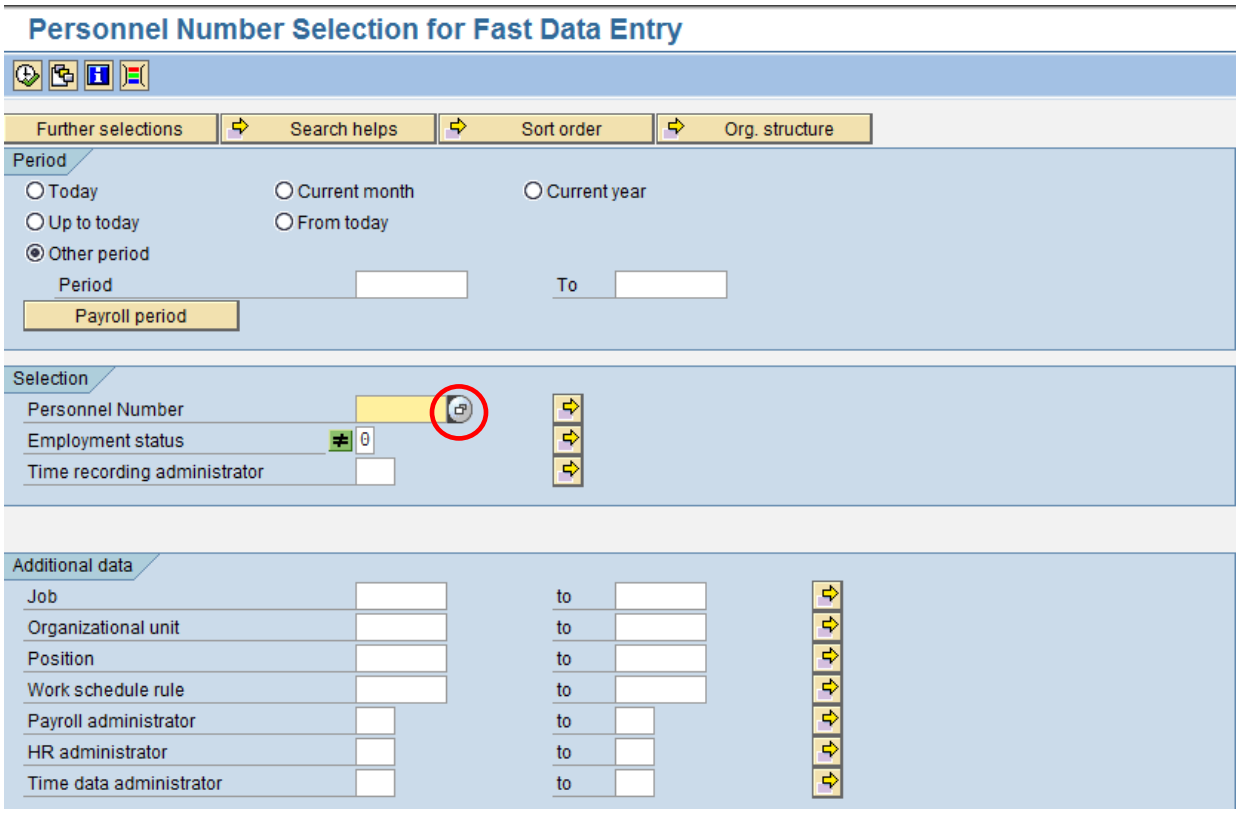
- Enter Key Date.
- Click Personnel Selectn

Note: Key Date is any date within the first and last days of the pay period. For example, bi-weekly pay period is 3/6/2011 to 3/19/2011. Enter the Key Date as any date between 3/6/2011 and 3/11/2011 to display the first week. For example, monthly pay period is 2/11/2011 to 3/10/2011. Enter the Key Date as any date between 2/11/2011 and 3/10/2011 to display one of the two months.

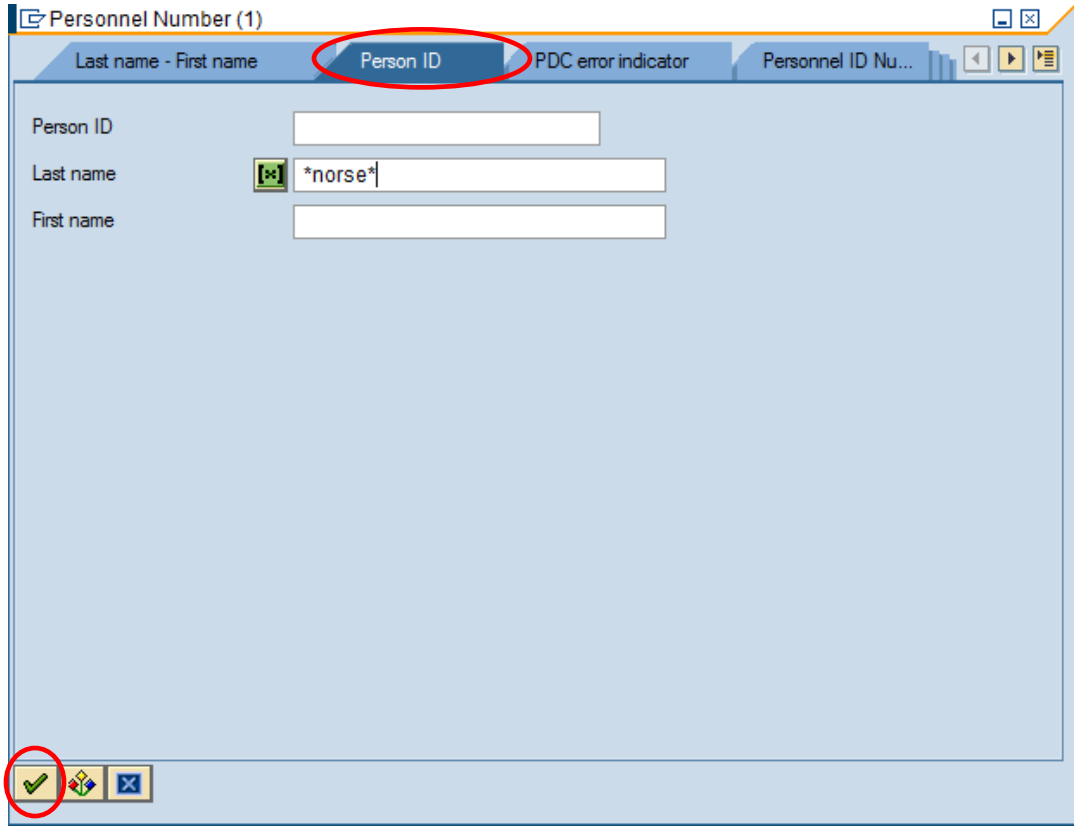


- Click in the Personnel Number field.
- Click the Personnel Number match code button.

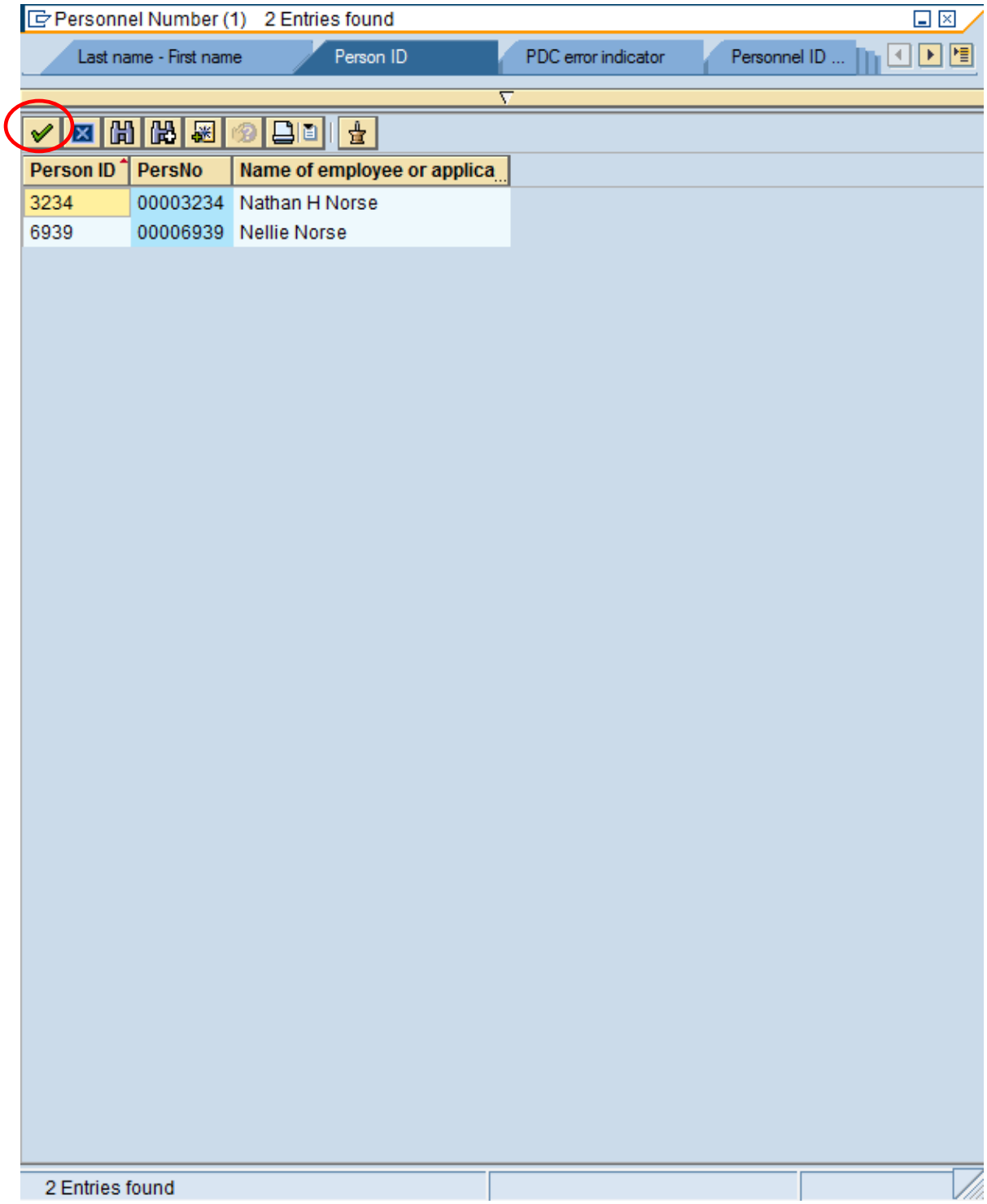
Note: If you have the employee's personnel number, then you can type it directly into the Personnel Number field.



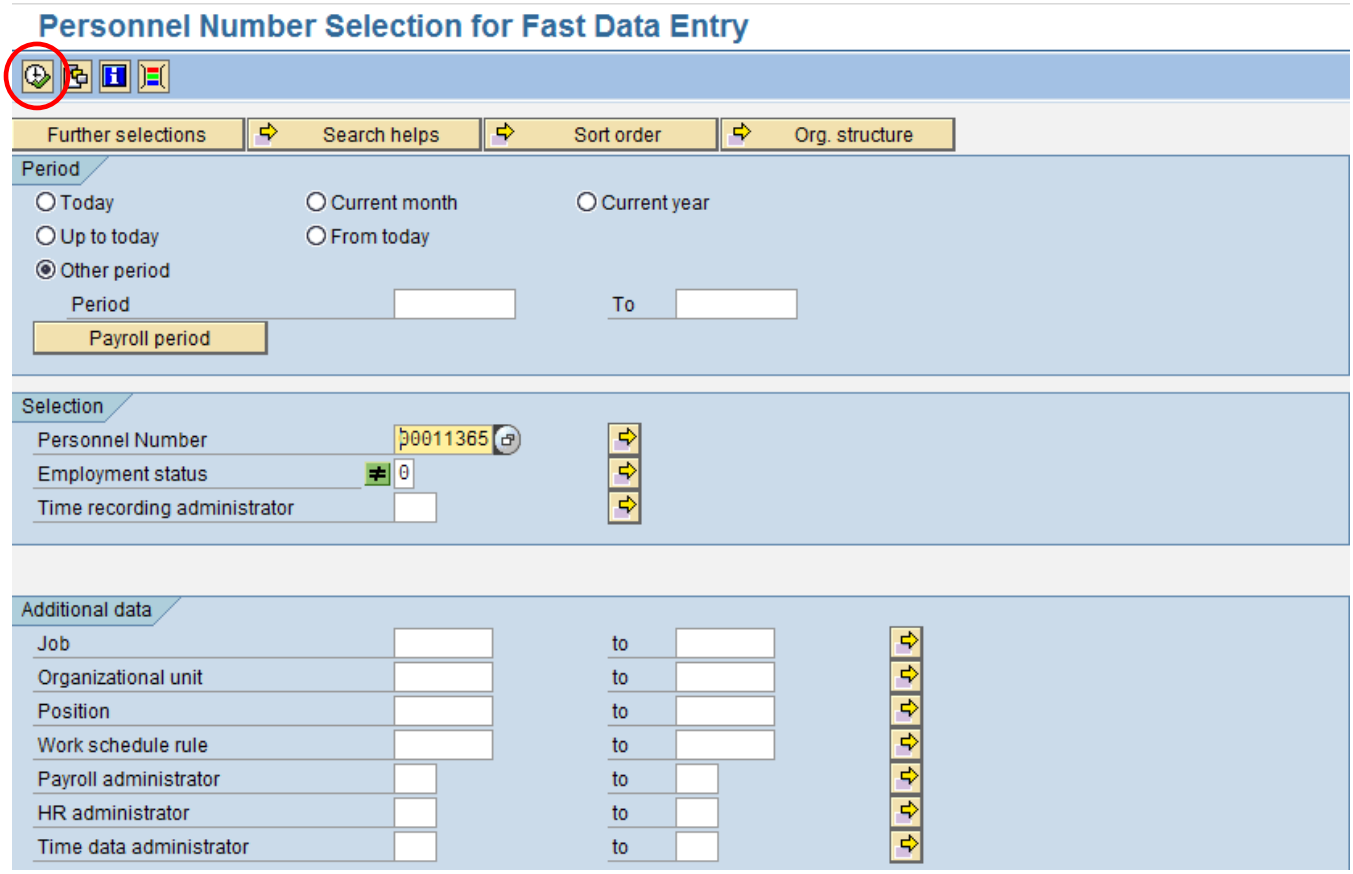
- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name. Use wildcards (*) to help define your search.
- Click Continue.



- Select the appropriate employee.
- Click Continue.

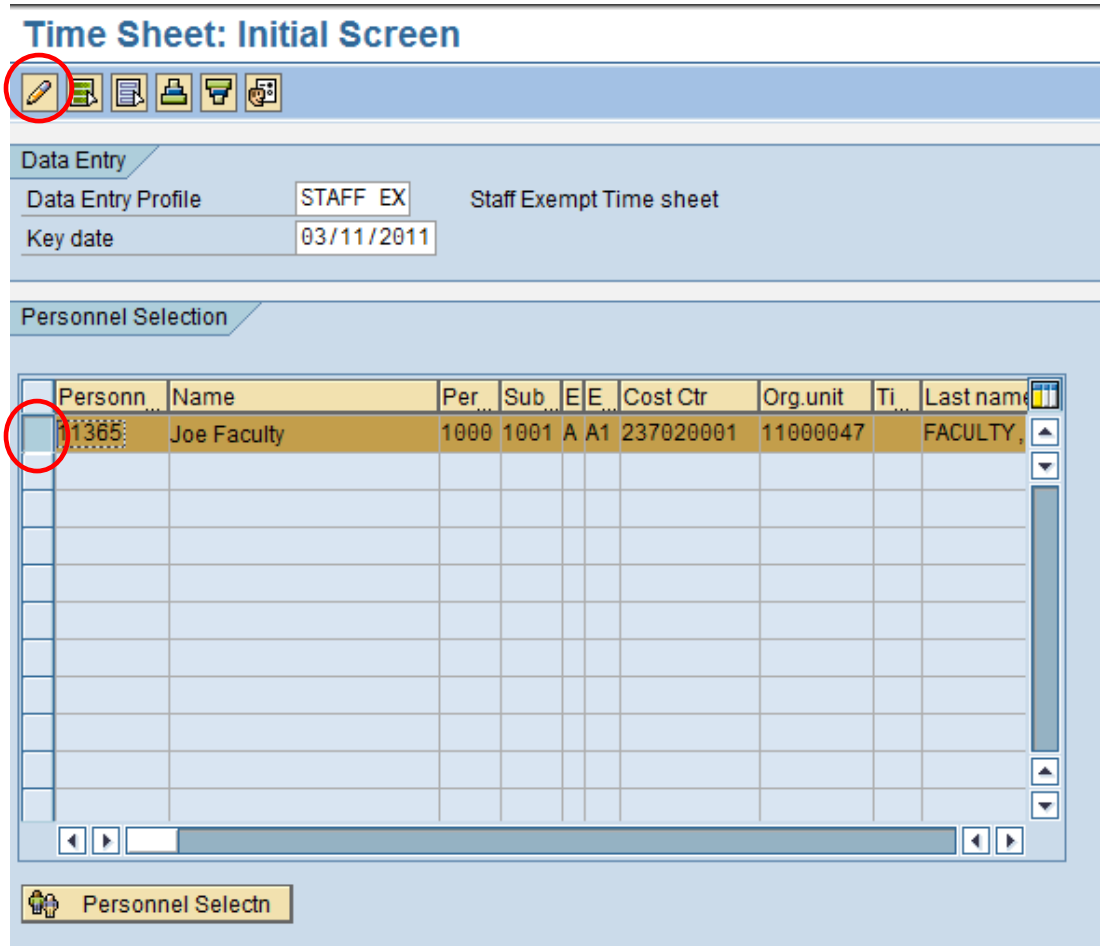


- Click Execute.

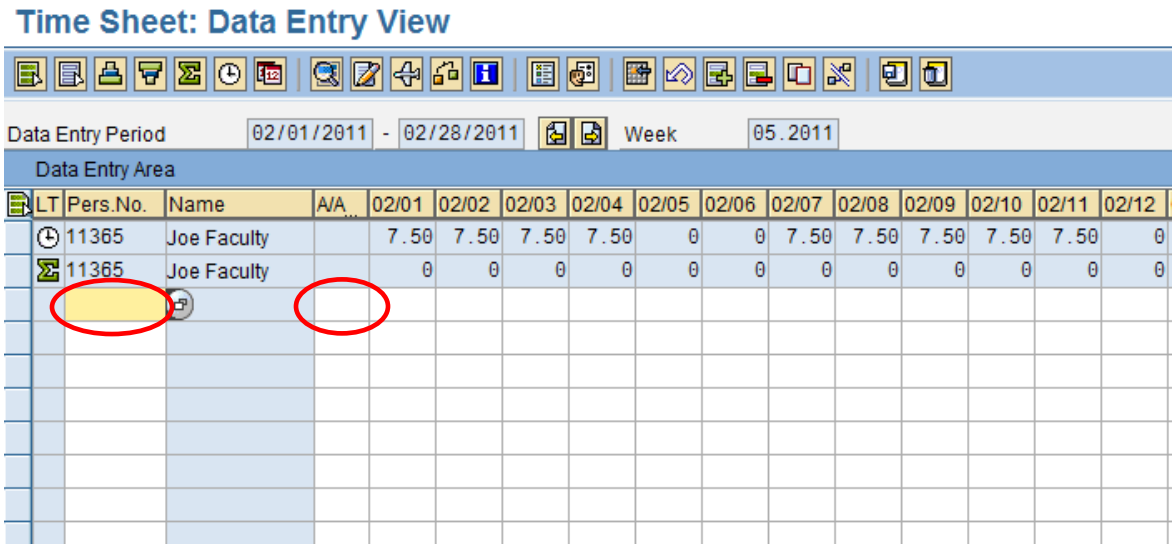


Enter time for Exempt (monthly) employee:

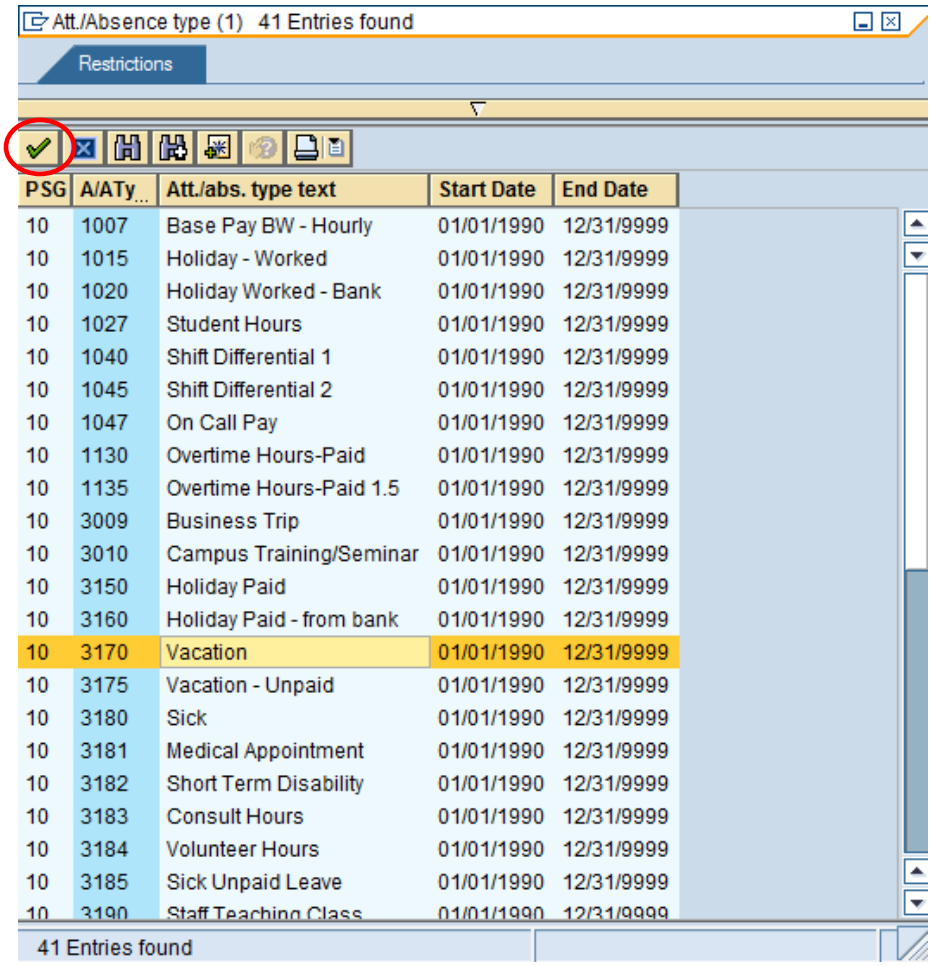
- Select the Employee.
- Click Enter Times.



- Enter Personnel Number.
- Click Enter.
- Tab to Absence Type.
- Click the Match Code for Absence type.

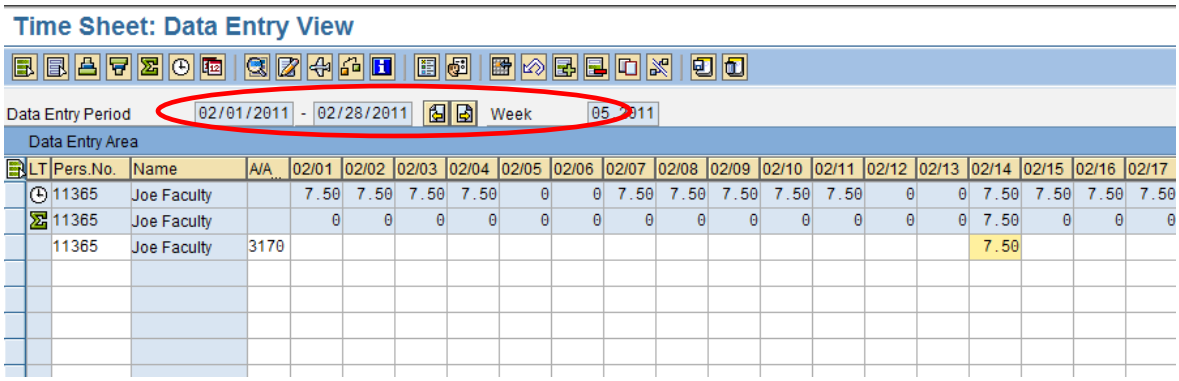


- Select the appropriate absence type.
- Click Continue.

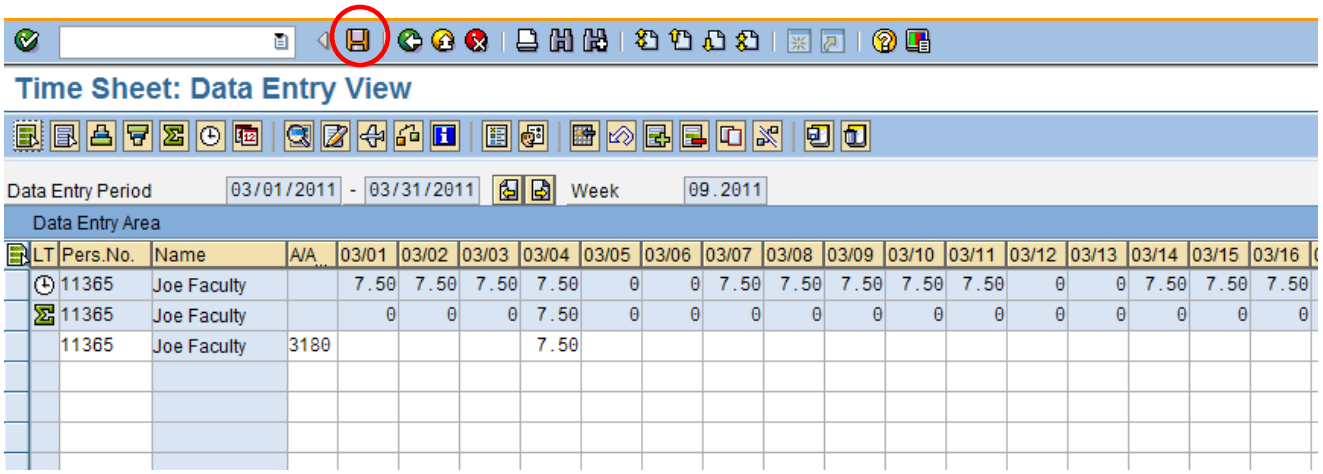


PSG	A/ATy...	Att./abs. type text	Start Date	End Date
10	1007	Base Pay BW - Hourly	01/01/1990	12/31/9999
10	1015	Holiday - Worked	01/01/1990	12/31/9999
10	1020	Holiday Worked - Bank	01/01/1990	12/31/9999
10	1027	Student Hours	01/01/1990	12/31/9999
10	1040	Shift Differential 1	01/01/1990	12/31/9999
10	1045	Shift Differential 2	01/01/1990	12/31/9999
10	1047	On Call Pay	01/01/1990	12/31/9999
10	1130	Overtime Hours-Paid	01/01/1990	12/31/9999
10	1135	Overtime Hours-Paid 1.5	01/01/1990	12/31/9999
10	3009	Business Trip	01/01/1990	12/31/9999
10	3010	Campus Training/Seminar	01/01/1990	12/31/9999
10	3150	Holiday Paid	01/01/1990	12/31/9999
10	3160	Holiday Paid - from bank	01/01/1990	12/31/9999
10	3170	Vacation	01/01/1990	12/31/9999
10	3175	Vacation - Unpaid	01/01/1990	12/31/9999
10	3180	Sick	01/01/1990	12/31/9999
10	3181	Medical Appointment	01/01/1990	12/31/9999
10	3182	Short Term Disability	01/01/1990	12/31/9999
10	3183	Consult Hours	01/01/1990	12/31/9999
10	3184	Volunteer Hours	01/01/1990	12/31/9999
10	3185	Sick Unpaid Leave	01/01/1990	12/31/9999
10	3190	Staff Teaching Class	01/01/1990	12/31/9999

- Enter only absences for the appropriate days.
- Click Next and Previous Week buttons to move between months.



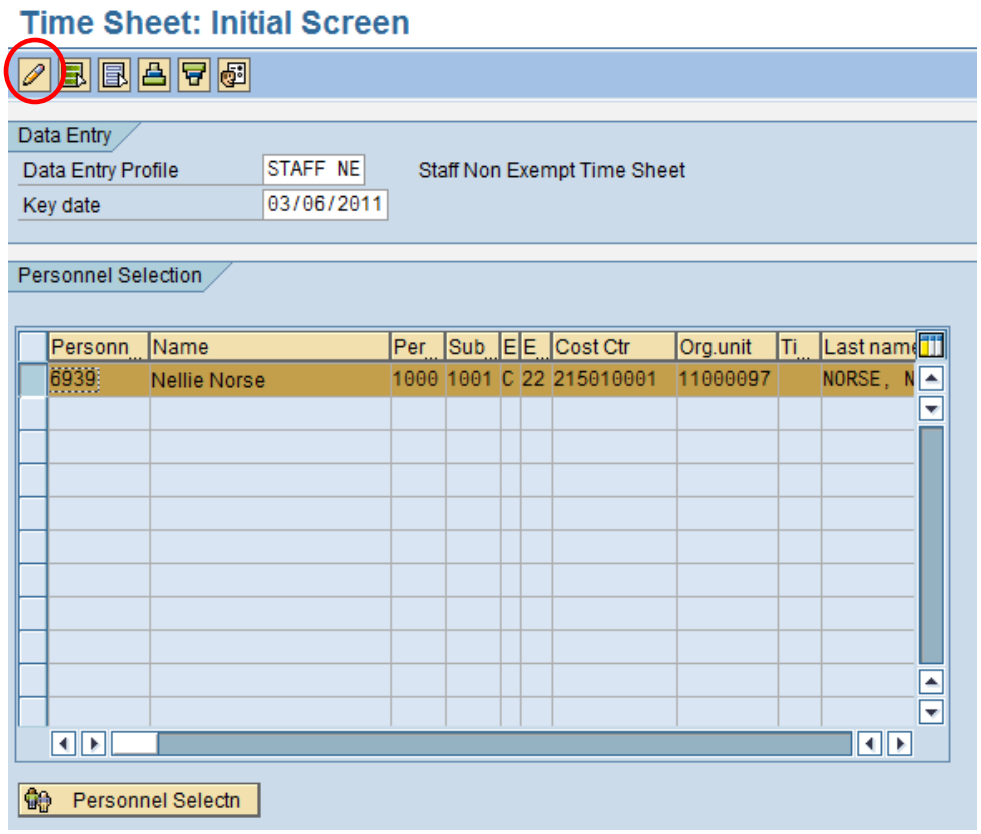
- Continue until all absences have been entered.
- Click Save.



- A confirmation should appear at the bottom of the screen.

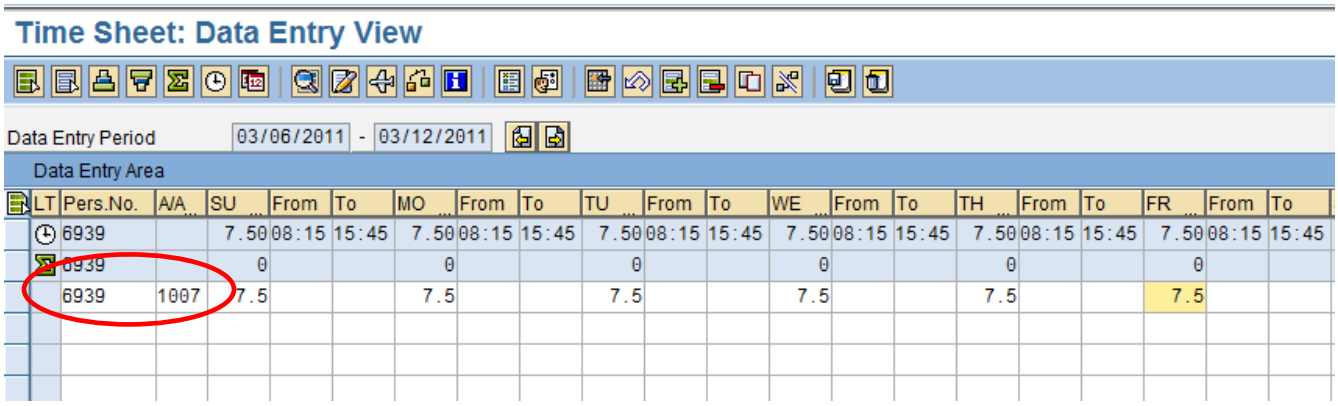
Enter time for Non-Exempt (bi-weekly) employee:

- Select the Employee.
- Click Enter Times.

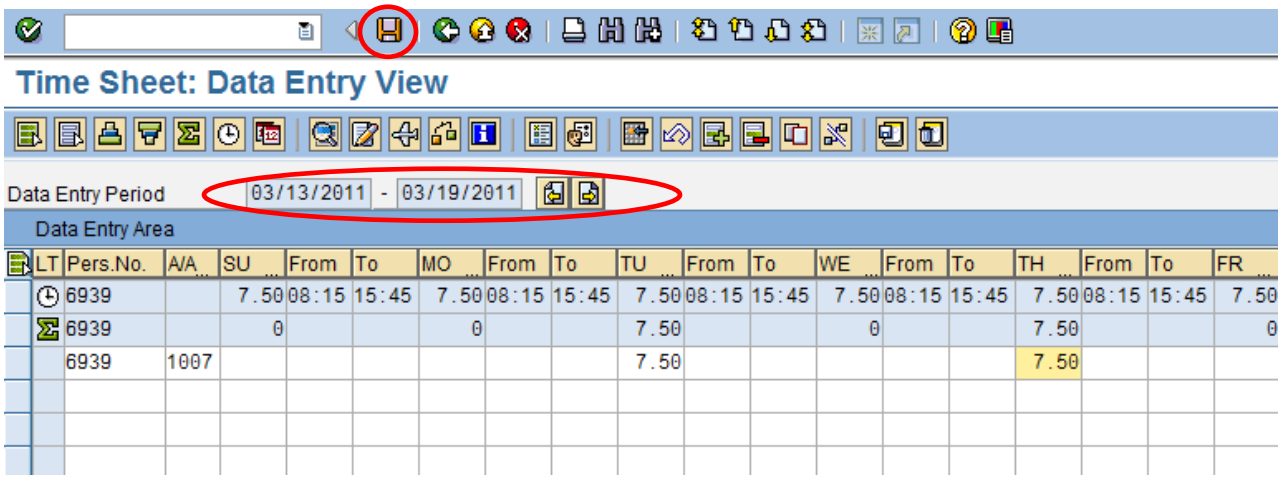


- Enter Personnel Number.
- Click Enter.
- Enter absence type if it does not default. See note below.

Note: Non-exempt staff will default to the 1007 attendance type for hours worked. Use 1027 for all student work hours.



- Enter hours worked.
- Click Next and Previous Week buttons to move between months.
- Continue until all absences have been entered.
- Click Save.

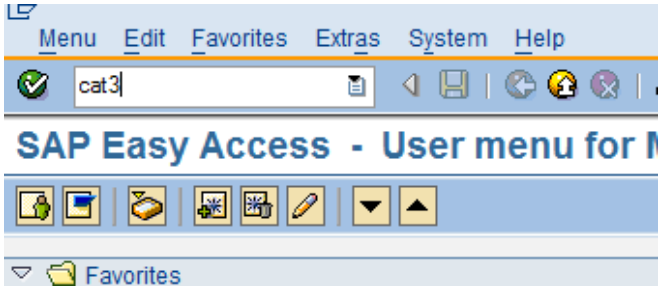


LT	Pers.No.	A/A	SU	From	To	MO	From	To	TU	From	To	WE	From	To	TH	From	To	FR
	6939		7.50	08:15	15:45	7.50	08:15	15:45	7.50	08:15	15:45	7.50	08:15	15:45	7.50	08:15	15:45	7.50
	6939		0			0			7.50			0			7.50			0
	6939	1007							7.50						7.50			

- A confirmation should appear at the bottom of the screen.

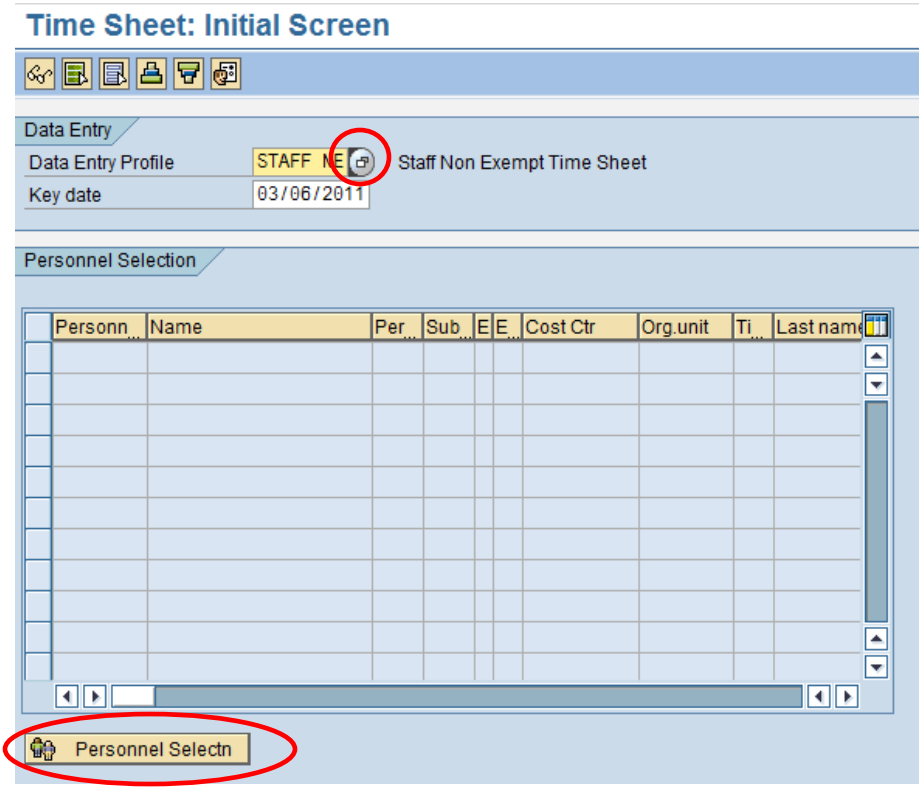
CAT3: Display Working Times

- Log into myNKU
  - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code, CAT3.
  - **Note**: Add this transaction code as a Favorite for easy access.



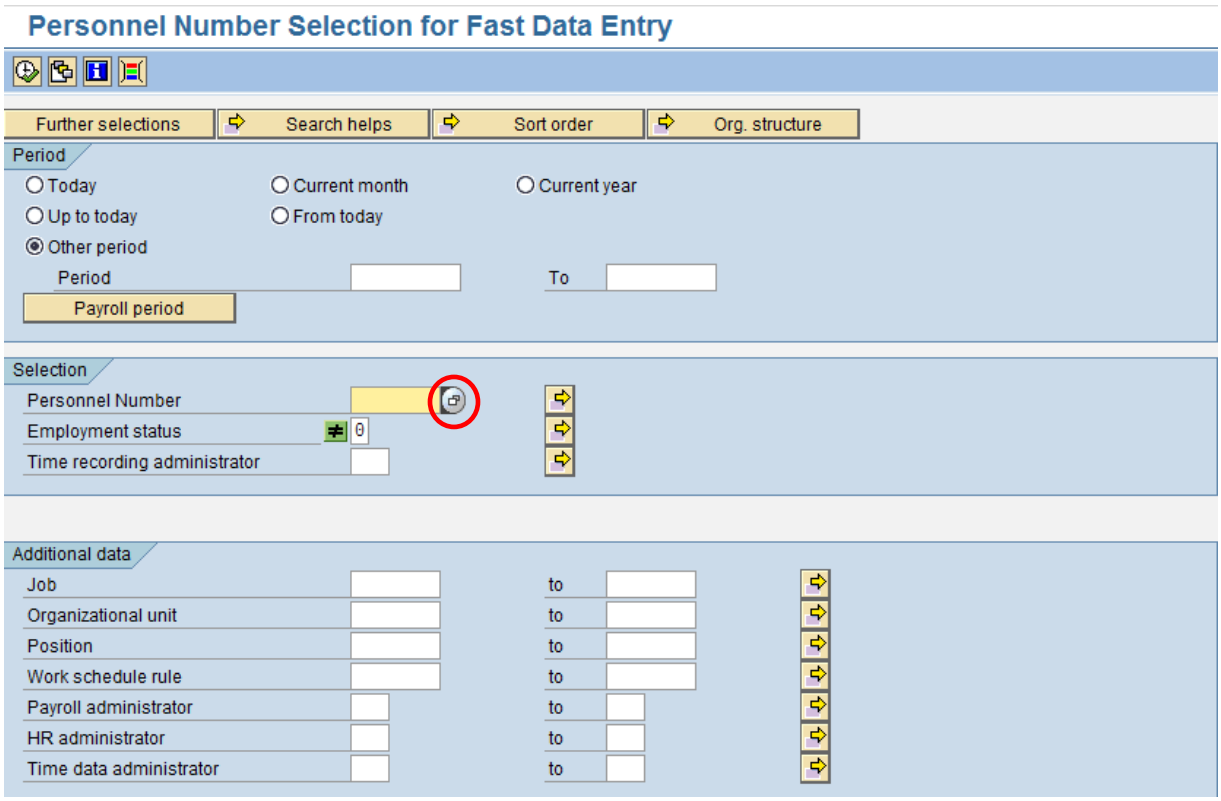
- Click the match code button for Data Entry Profile and select the appropriate profile.
- Enter Key Date.
- Click Personnel Selectn

Note: Key Date is any date within the first and last days of the pay period. For example, bi-weekly pay period is 3/6/2011 to 3/19/2011. Enter the Key Date as any date between 3/6/2011 and 3/11/2011 to display the first week. For example, monthly pay period is 2/11/2011 to 3/10/2011. Enter the Key Date as any date between 2/11/2011 and 3/10/2011 to display one of the two months.

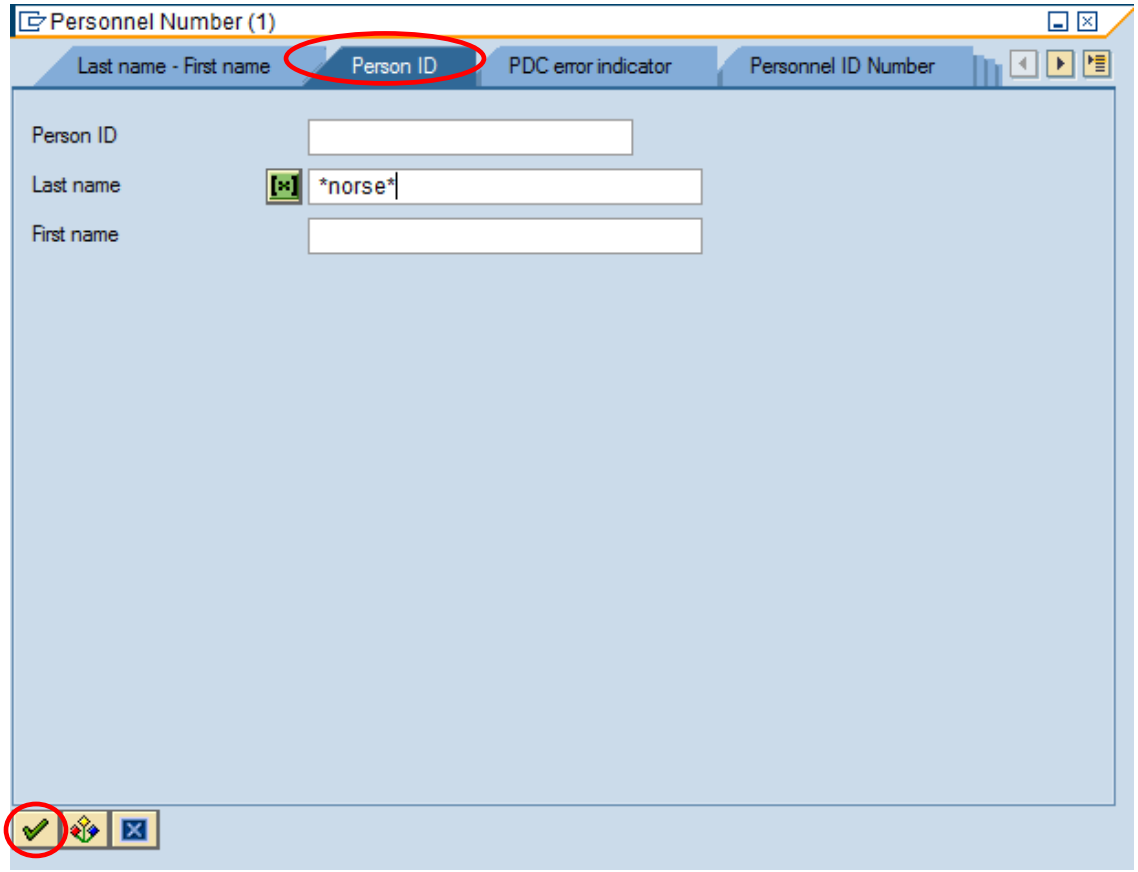


- Click in the Personnel Number field.
- Click the Personnel Number match code button.

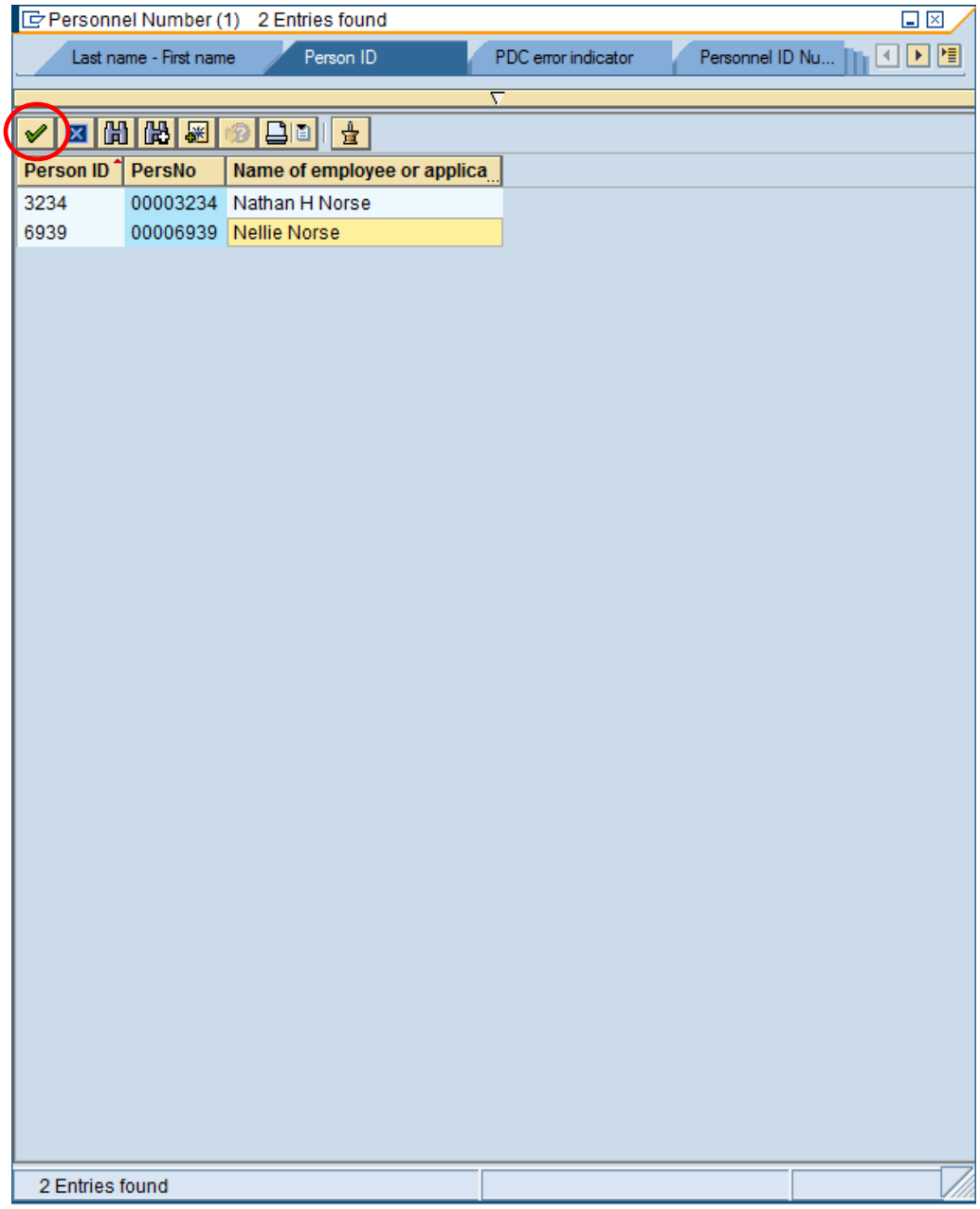
Note: If you have the employee's personnel number, then you can type it directly into the Personnel Number field.



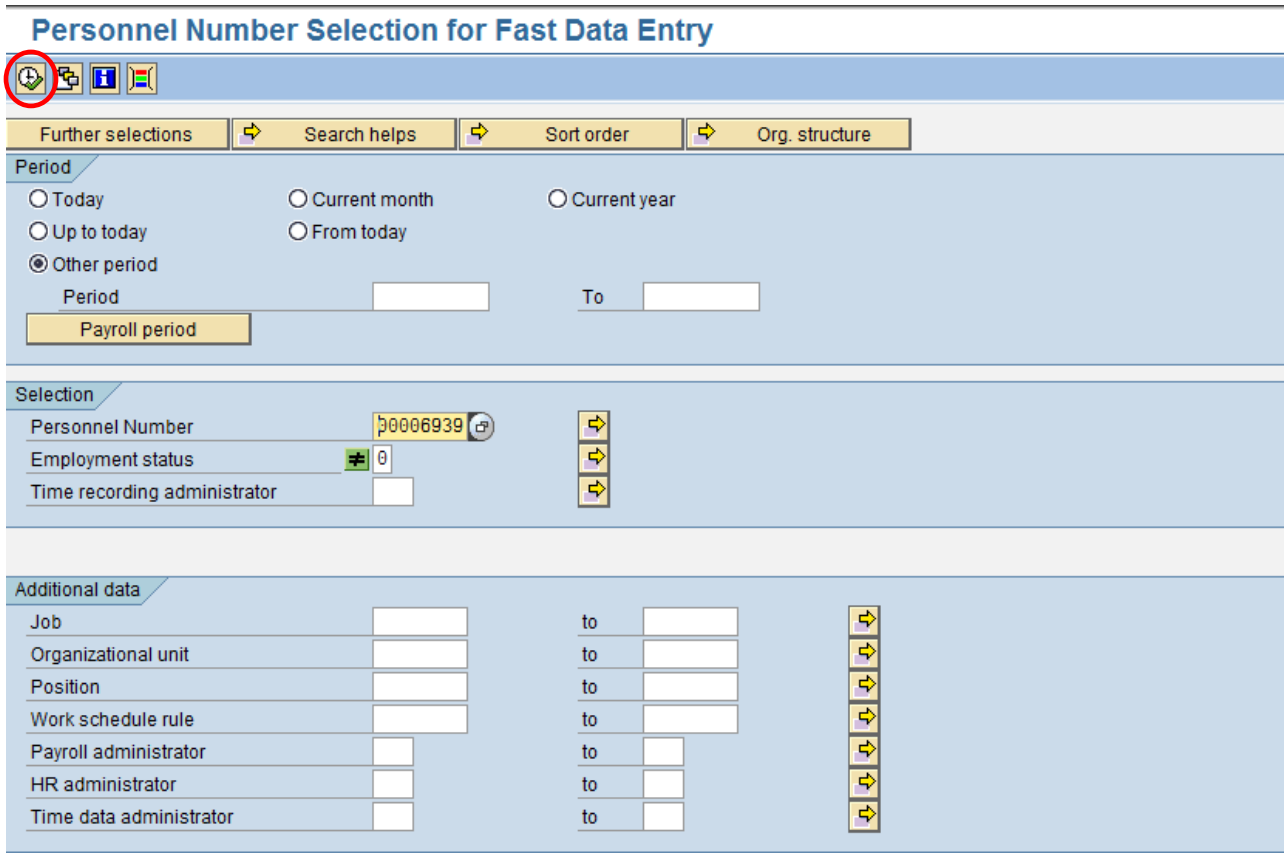
- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name. Use wildcards (*) to help define your search.
- Click Continue.



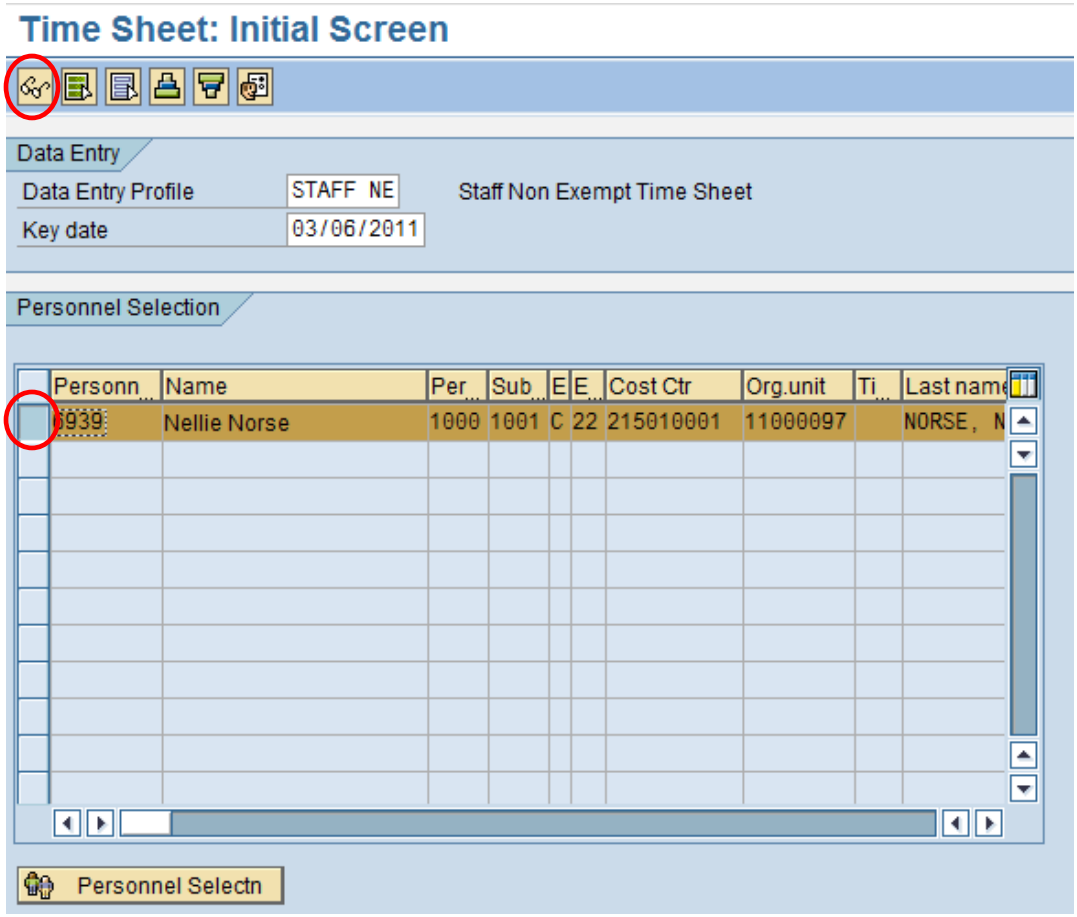
- Select the appropriate employee.
- Click Continue.



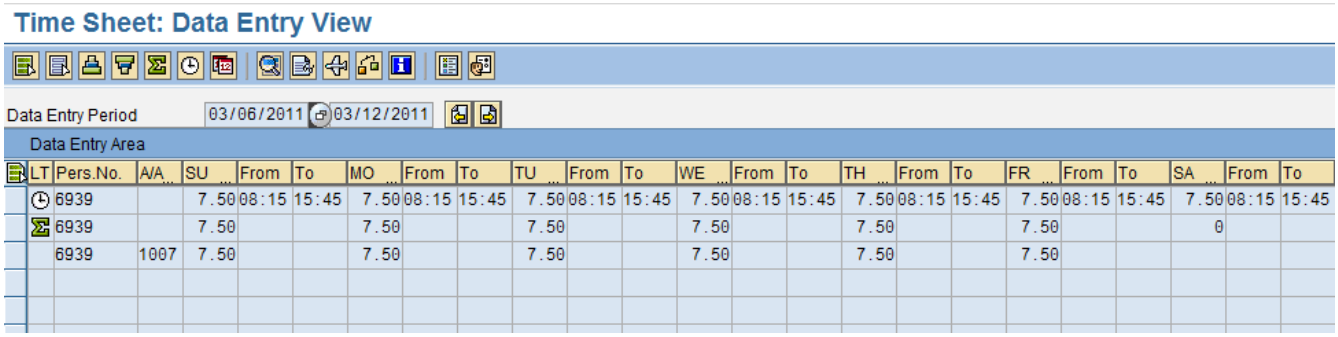
- Click Execute.



- Select the employee.
- Click Display.

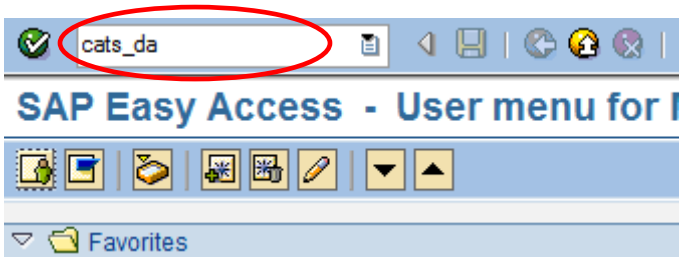


- The Data Entry View is displayed.
- Click Next and Previous buttons to navigate between weeks or months.

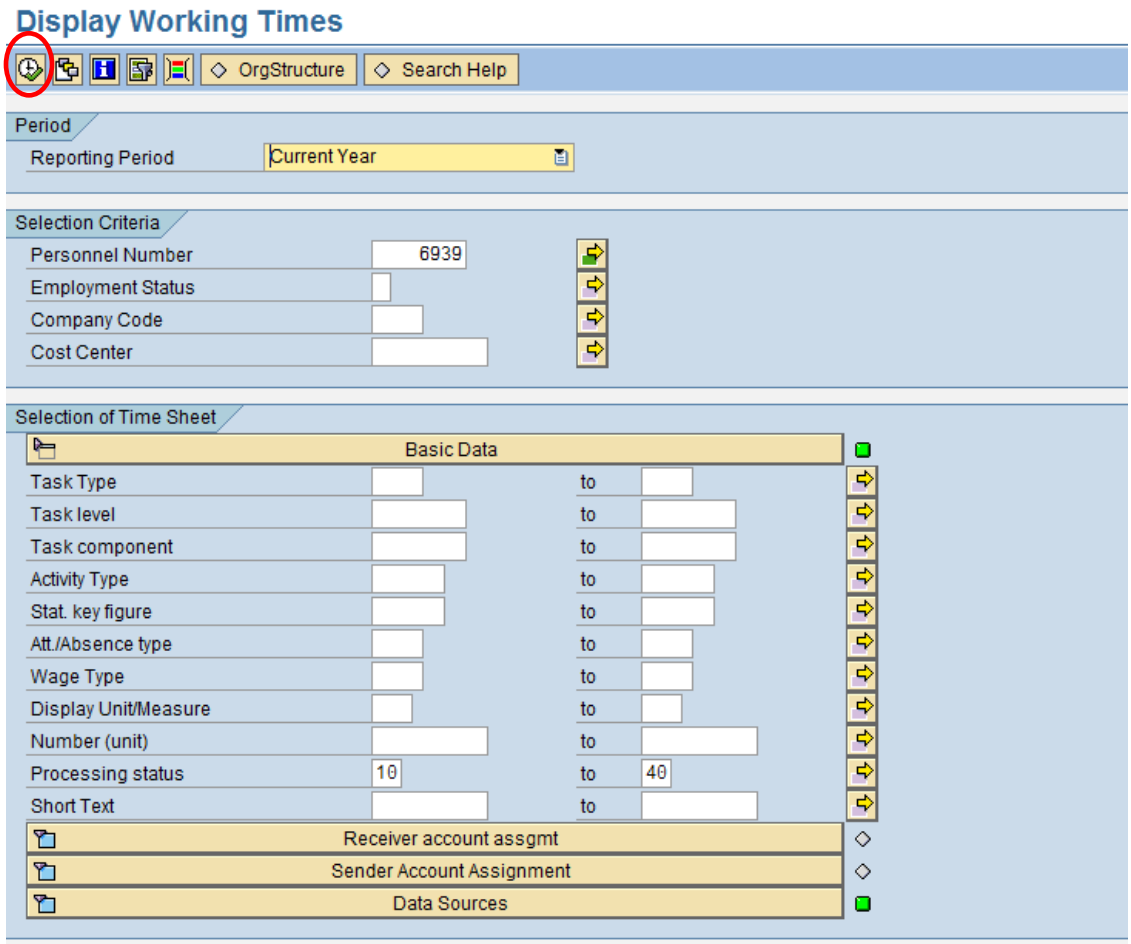


CATS_DA: Display Working Times

- Log into myNKU
  - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code, CATS_DA.
  - **Note**: Add this transaction code as a Favorite for easy access.



- Populate the Display Working Times selection screen.
- Click Execute.



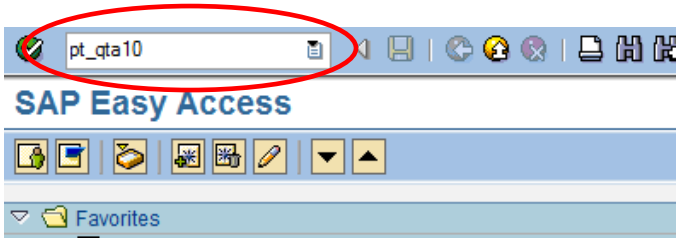
- The data is displayed.

Display Working Times

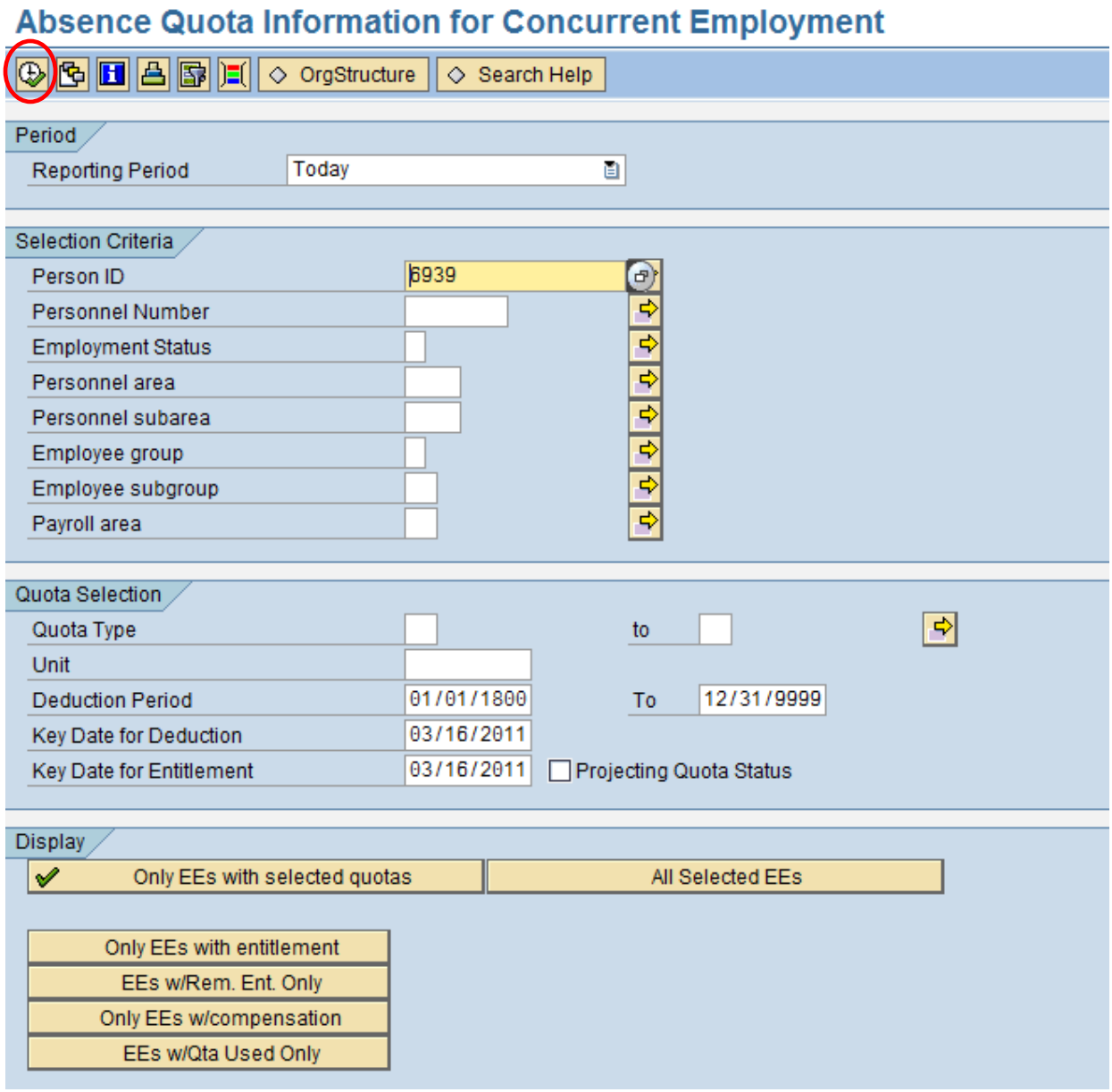
Name	Pers.No.	Date	Status	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Changed by	Approved by	Approval date	Lt/1st Nam
Nellie Norse	6939	03/17/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	NORSE, NELLIE
		03/15/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/11/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/10/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/09/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/08/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/07/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
		03/06/2011		7.500	H	1007	03/16/2011	13:17:53	DAWSONM1	03/16/2011	13:17:53	DAWSONM1	DAWSONM1	03/16/2011	
	6939			60	H										
				60	H										

PT_QTA10: Display Absence Quota Information

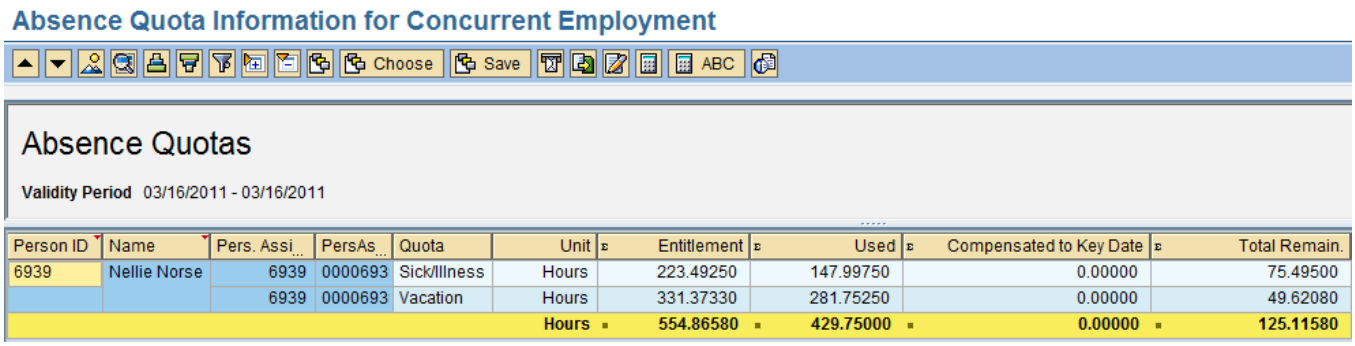
- Log into myNKU
  - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code, PT_QTA10.
  - **Note**: Add this transaction code as a Favorite for easy access.



- Populate the selection screen.
- Click Execute.



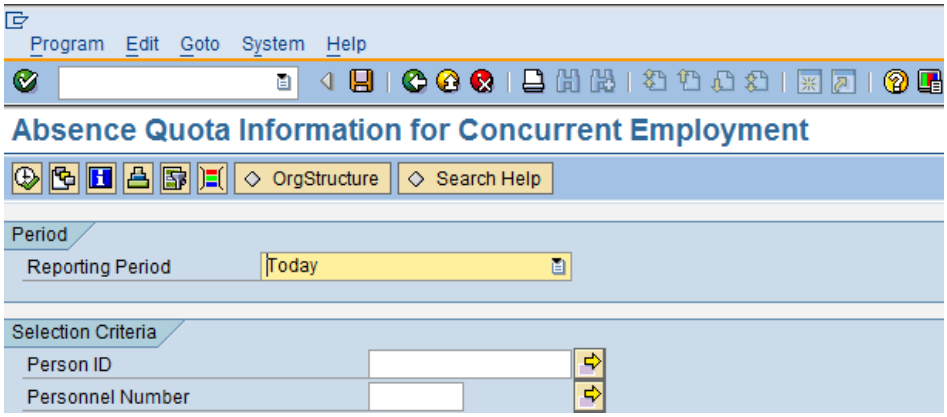
- The data is displayed.



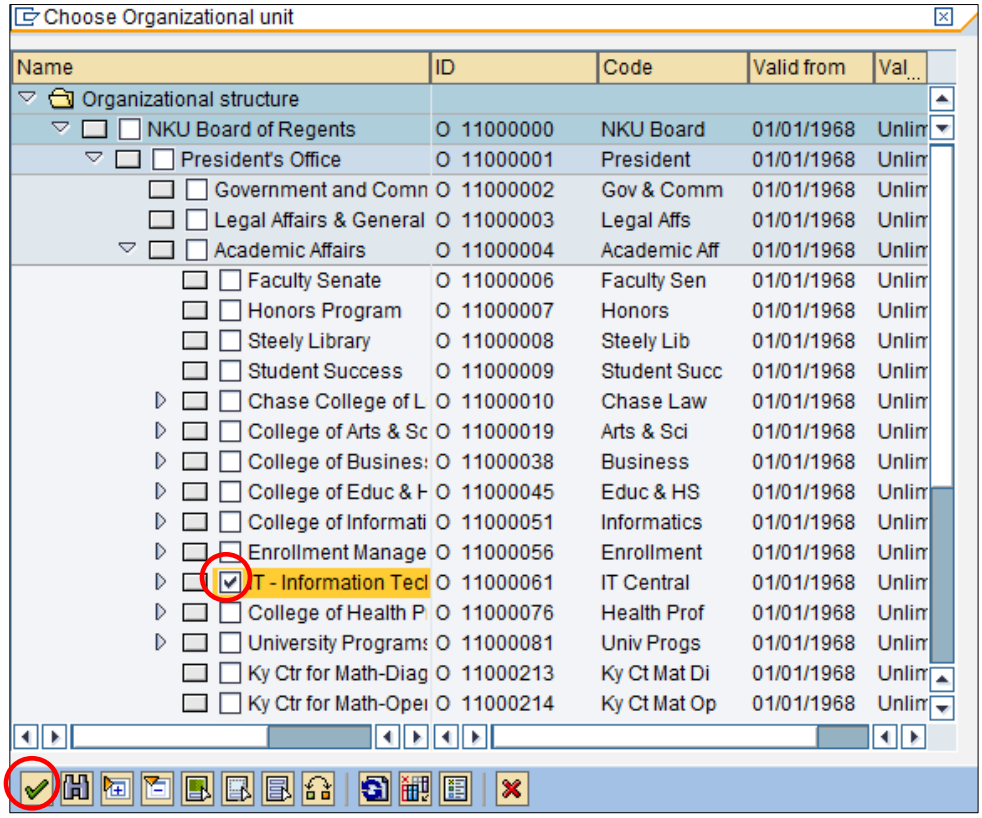
Person ID	Name	Pers. Assi...	PersAs...	Quota	Unit	Entitlement	Used	Compensated to Key Date	Total Remain.
6939	Nellie Norse	6939	0000693	Sick/Illness	Hours	223.49250	147.99750	0.00000	75.49500
		6939	0000693	Vacation	Hours	331.37330	281.75250	0.00000	49.62080
					Hours	**554.86580**	**429.75000**	**0.00000**	**125.11580**

To view Absence Quotas for the Organization:

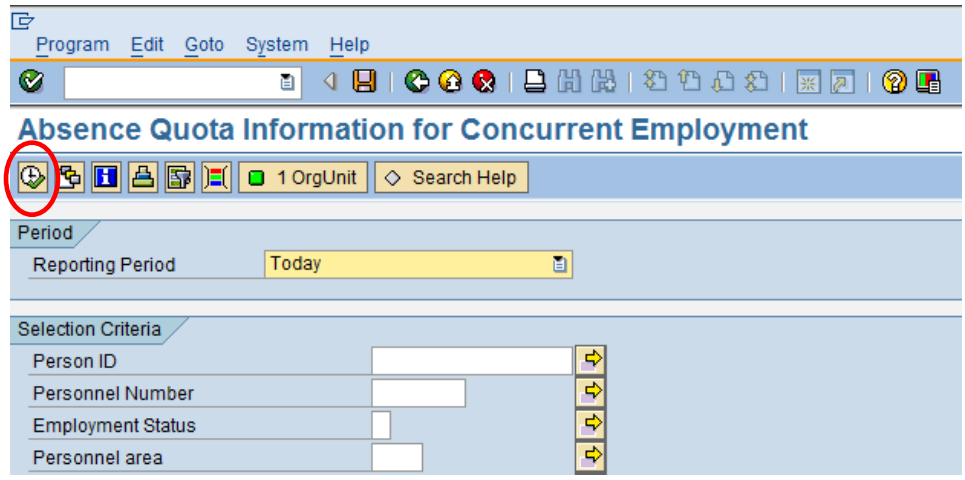
- Click OrgStructure.



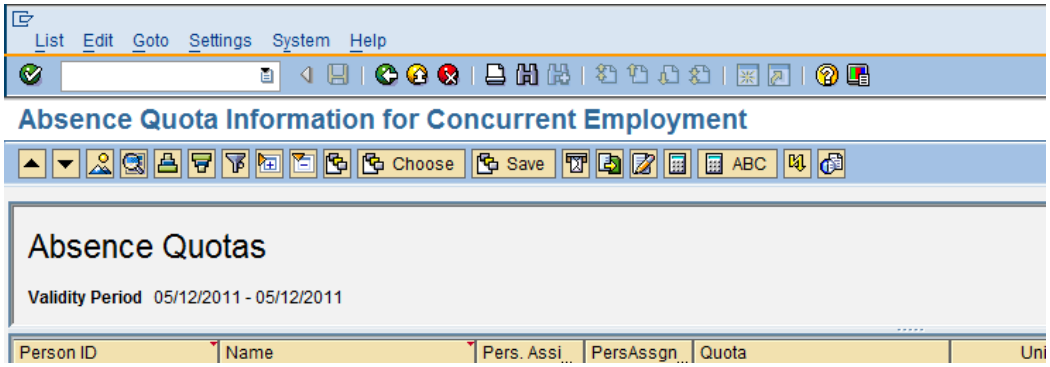
- Expand the Organizational structure folder and subfolders.
- Select the Org Structure.
- Click Continue.



- Click Execute.



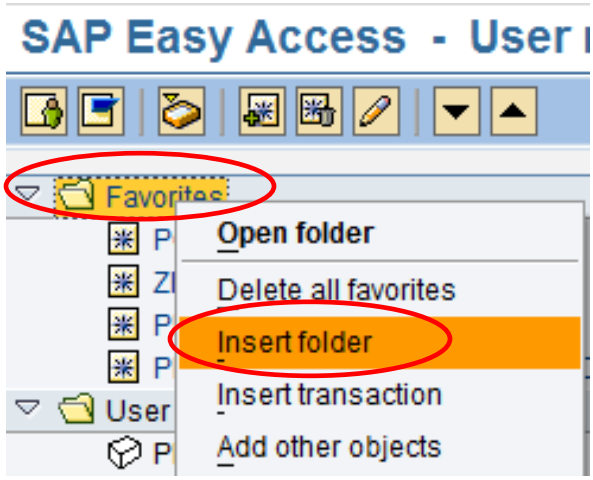
- The data is displayed.



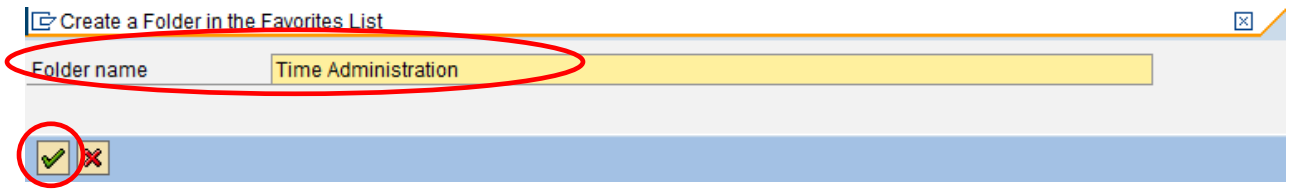
Helpful Tips

Adding a Time Entry folder that contains all time-related transaction codes may help with organization and memory retention. To set-up a Favorite folder and add transaction codes to it:

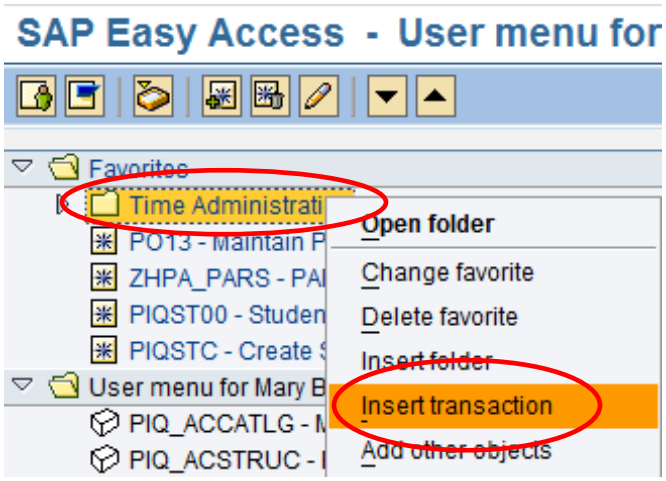
- From the SAP Easy Access screen, right-click on Favorites
- Click Insert Folder



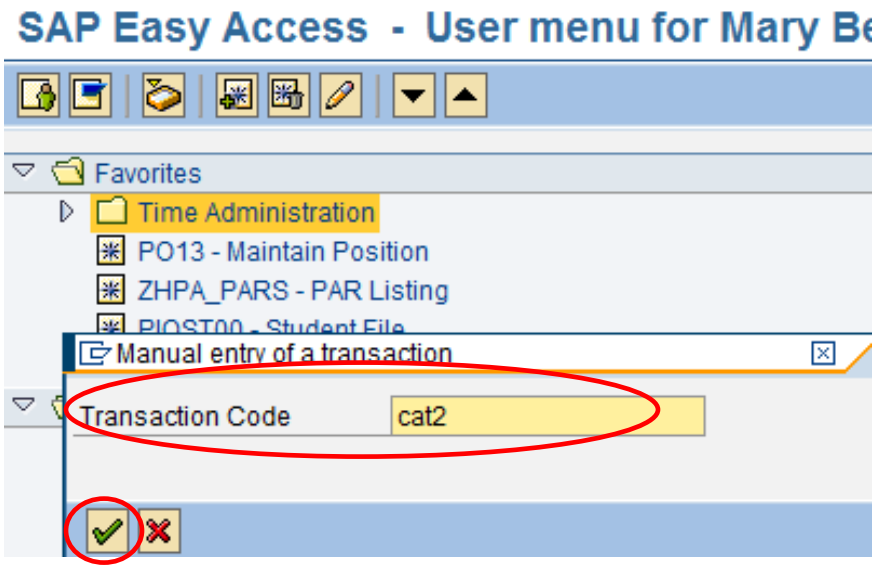
- Name the Folder
- Click Enter



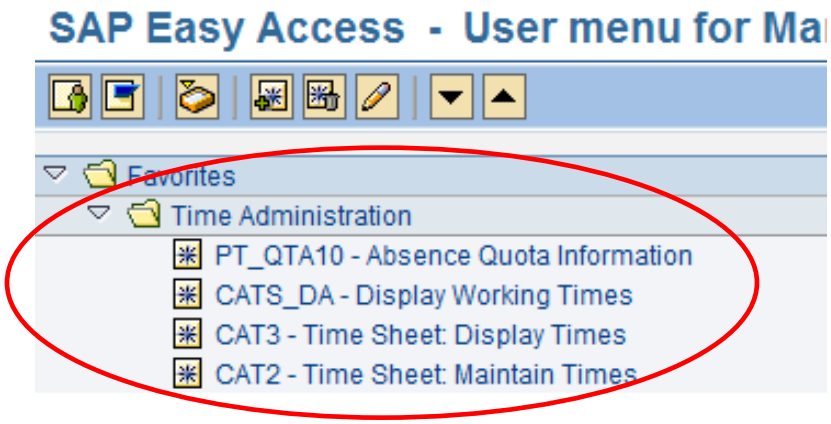
- Right-click on the folder created
- Click Insert transaction



- Type the transaction code to add
- Click Enter

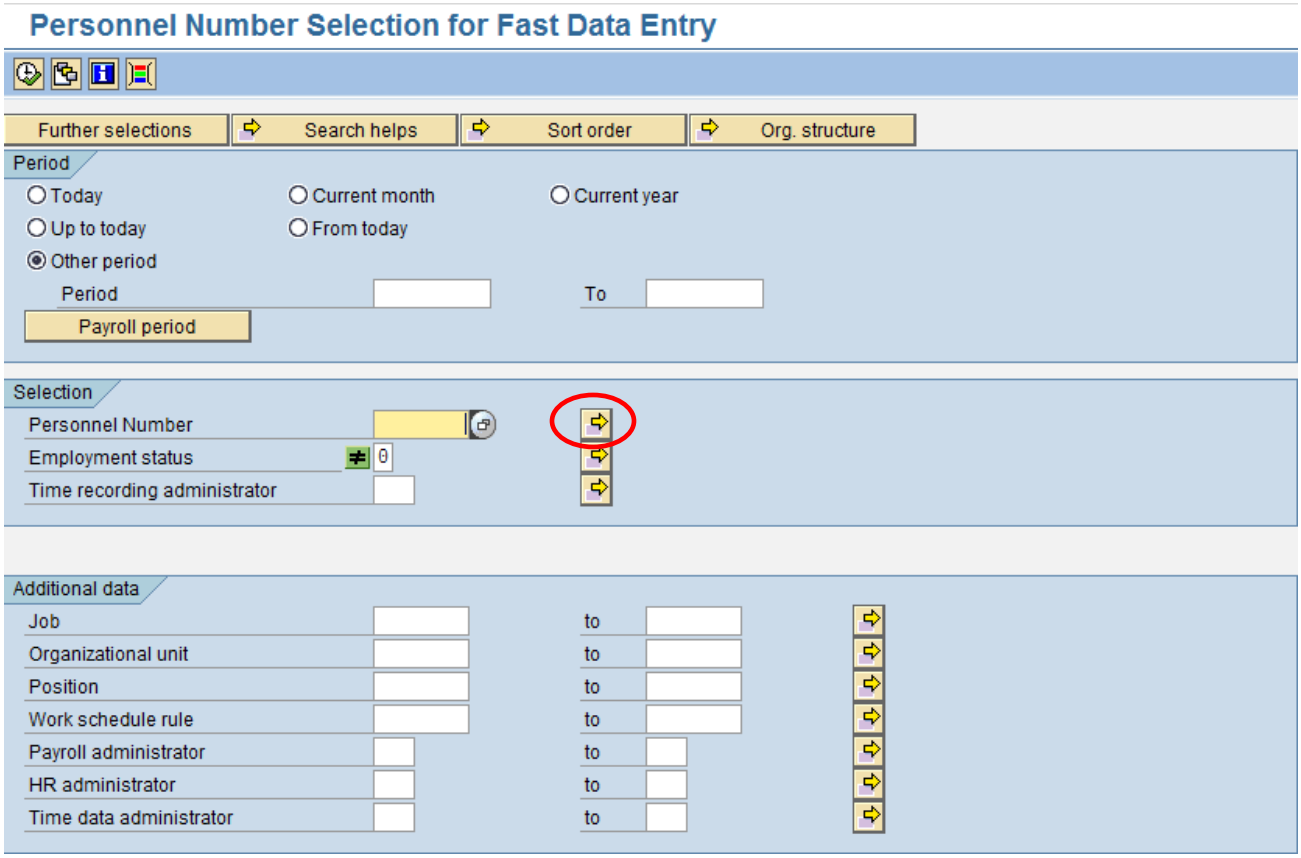


- Continue adding transaction codes until all appear within the folder

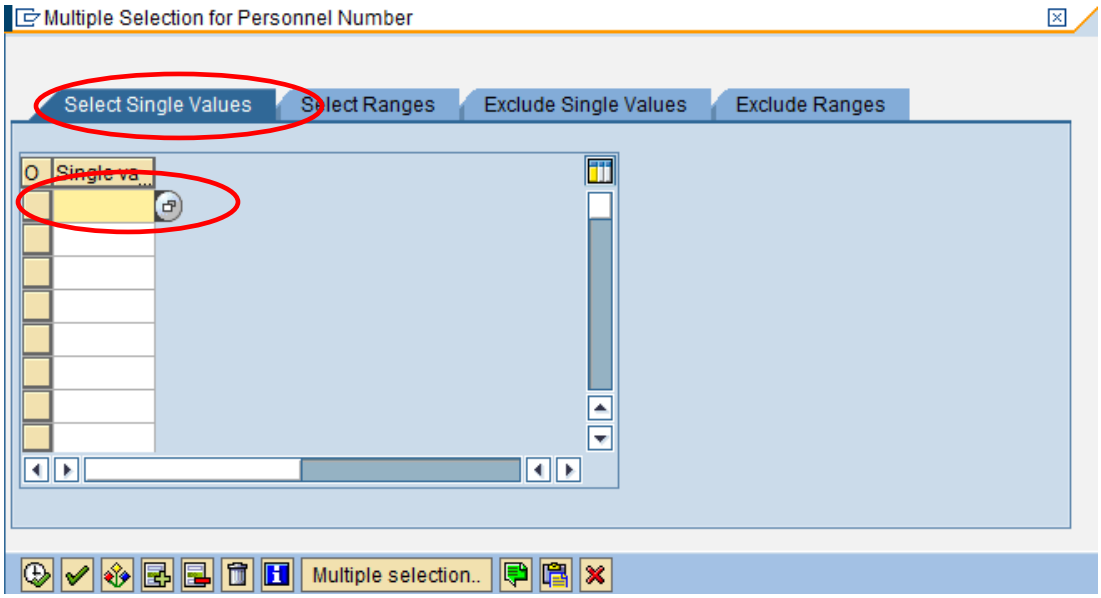


As a time administrator, you may have several bi-weekly and monthly employees to enter time. You have the option of entering the time one by one or you can display more than one employee on the time entry spreadsheets and enter collectively. The steps below detail this process.

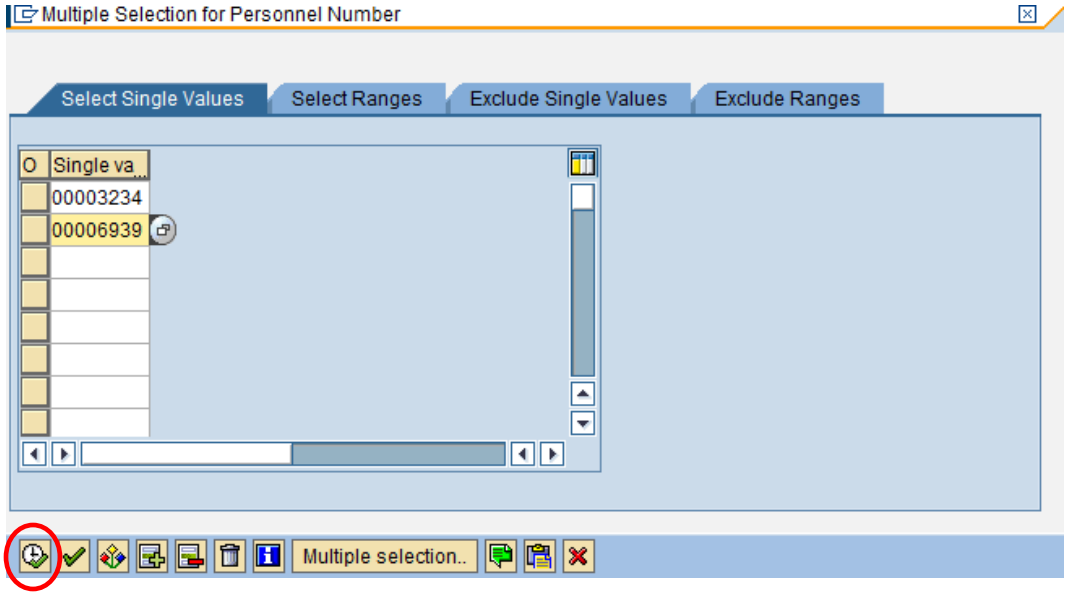
- Click Multiple Selection for Personnel Number.



- Search for Employees with the Match Code button or enter each employee's personnel number.

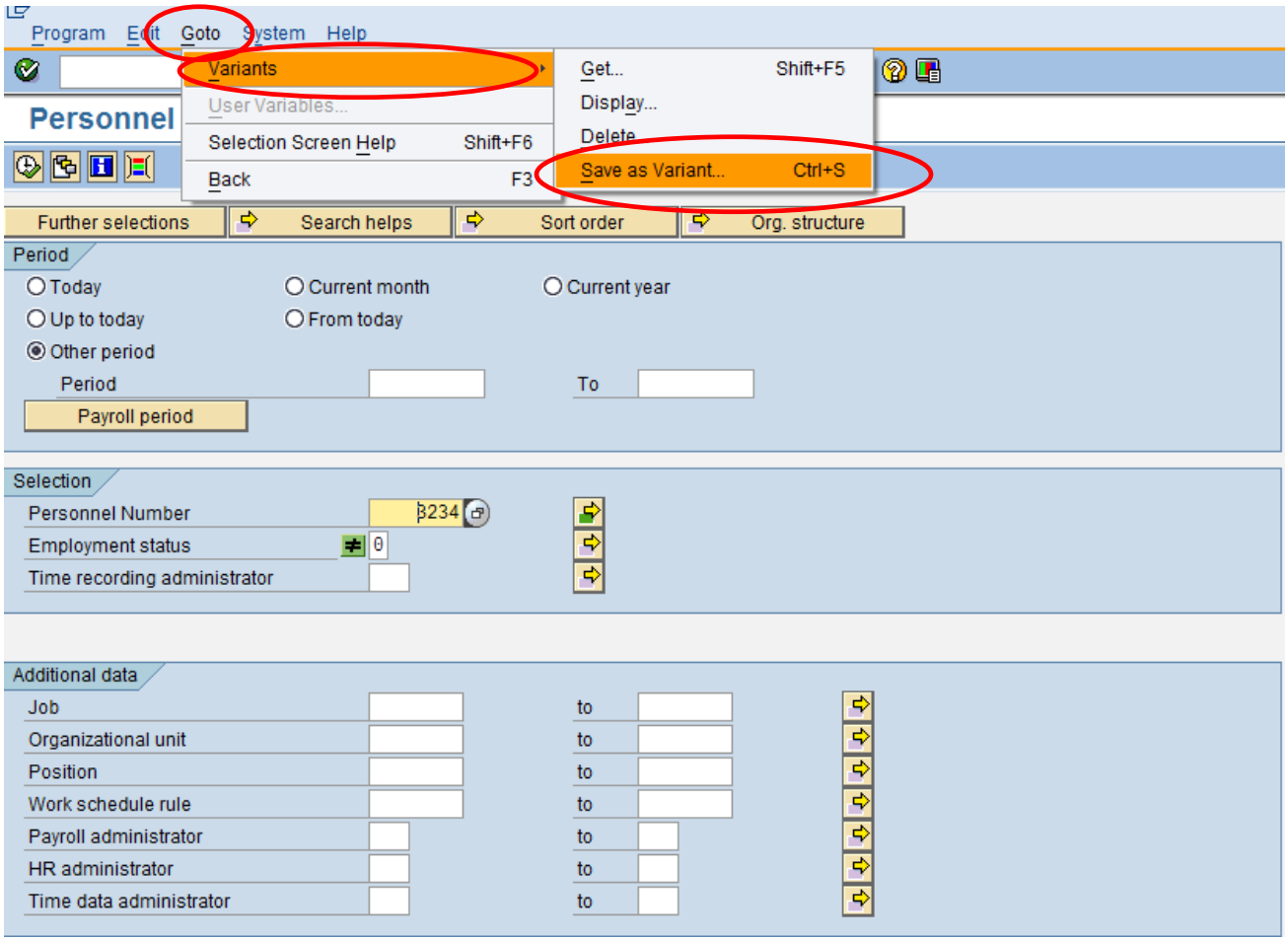


- Click Execute.

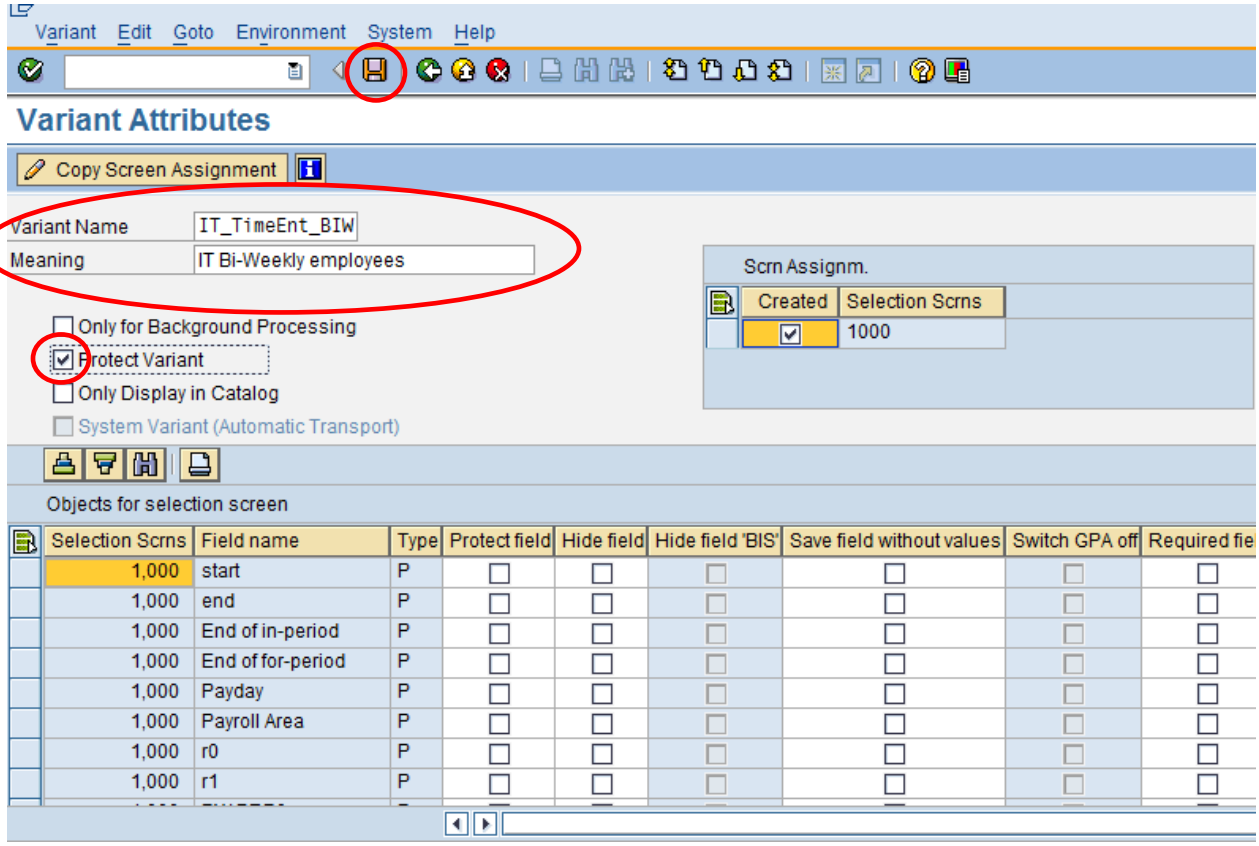


Only one Personnel Number will display on the selection screen, but the green flag attached to the Multiple Selection button is a key indicator that additional personnel numbers are included.
Save the personnel number list as a variant for easy access. You can save the list as a variant to access quickly every time entry period.

- Click Goto.
- Select Variants.
- Select Save as Variant.

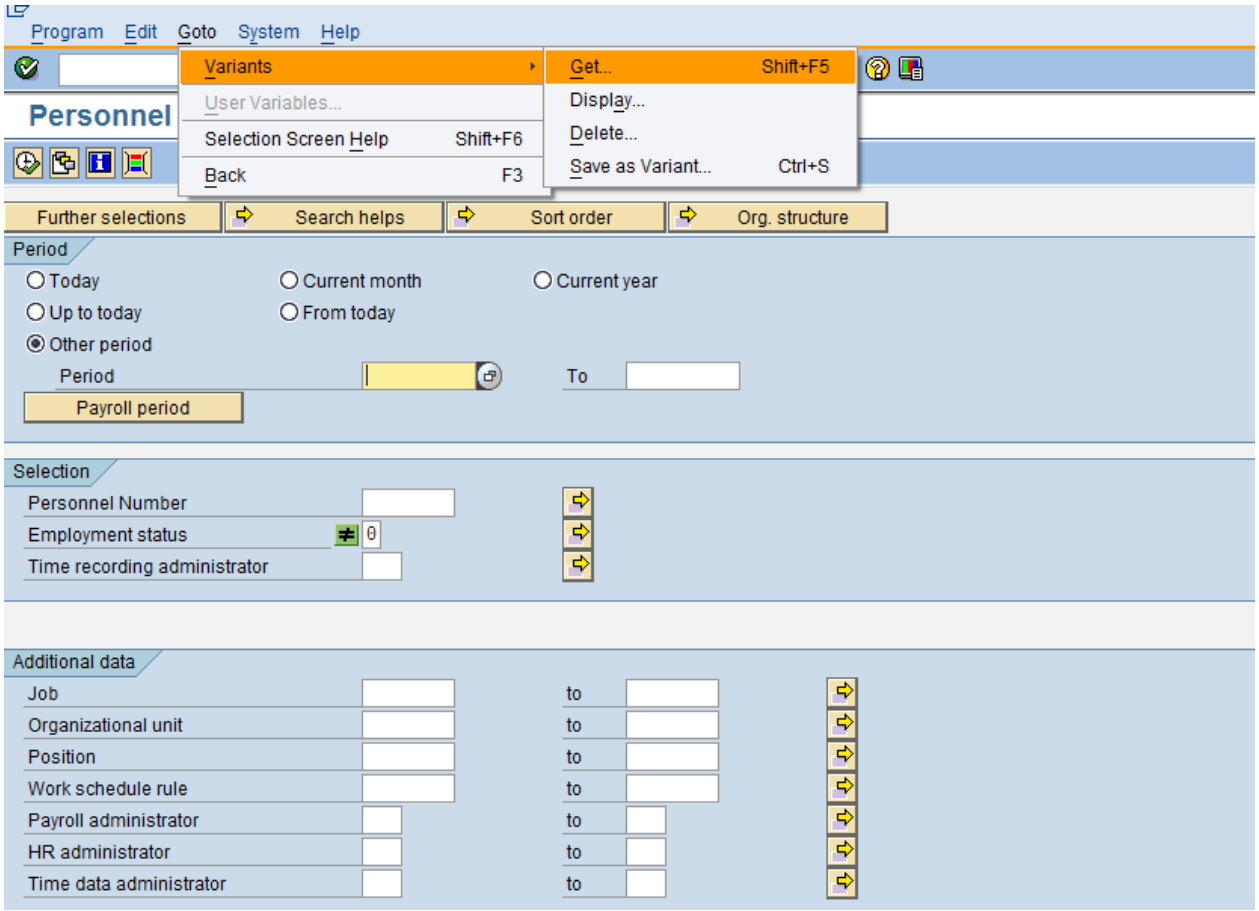


- Enter a Variant Name and Description.
- Select Protect Variant.
- Click Save.

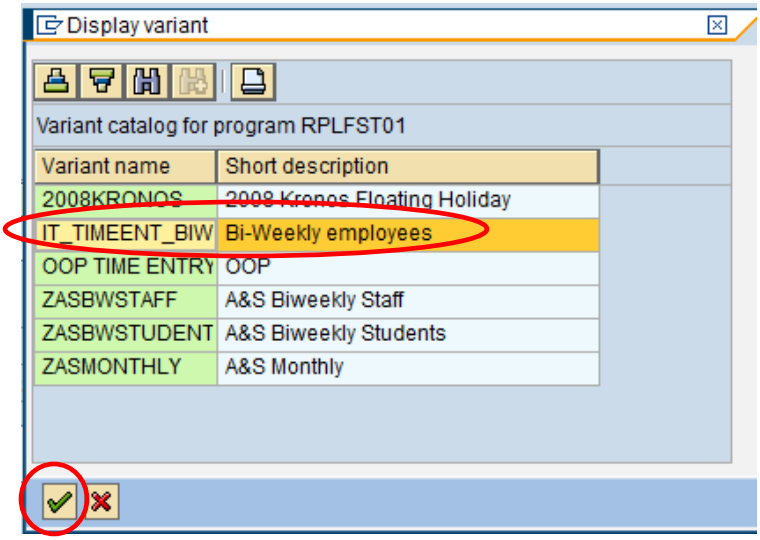


To access a variant:

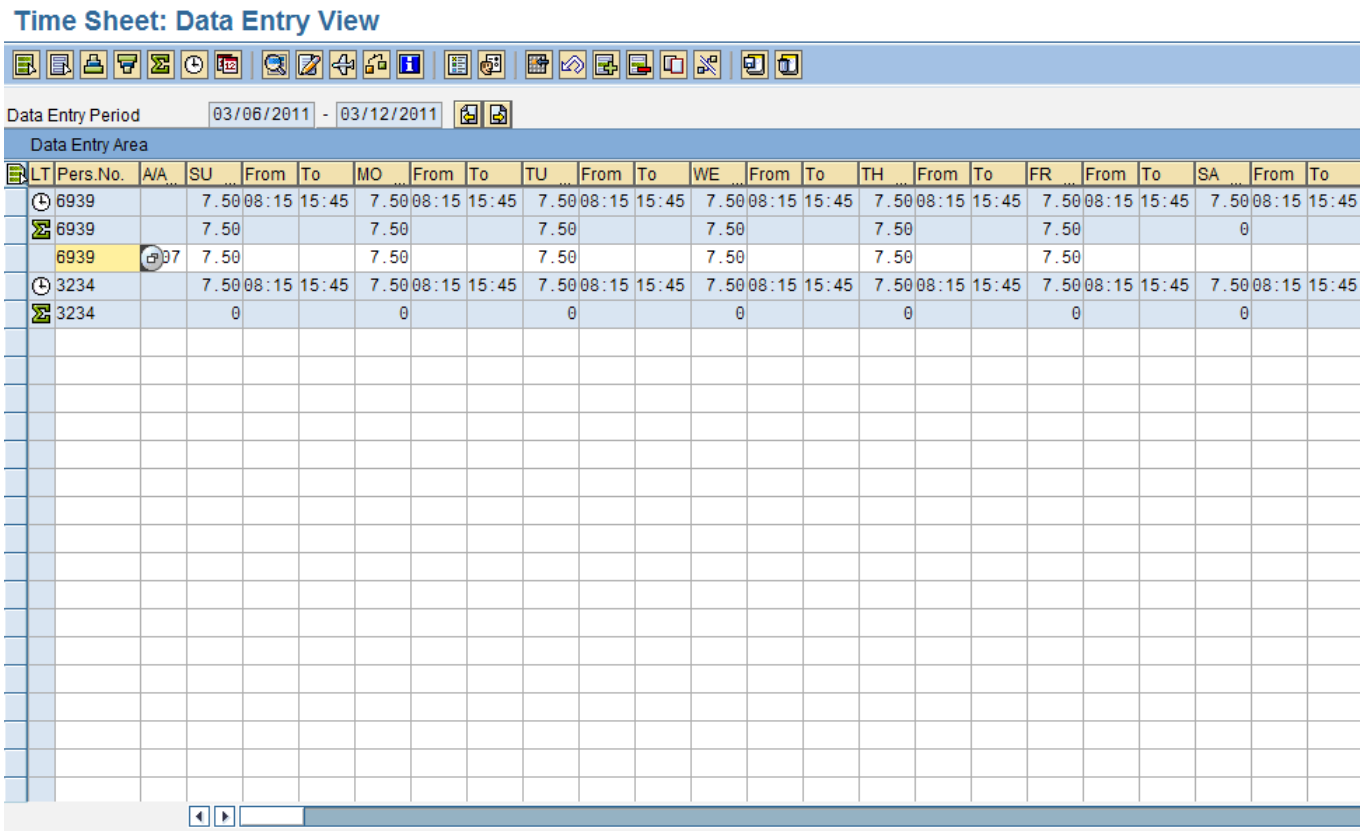
- Click Goto.
- Select Variants.
- Select Get.



- Select the Variant.
- Click Continue.

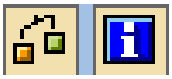


- The time sheets will display all employees included on the variant.



Helpful Icons:

Totals Row ON or OFF	Target Hours On or OFF	Weekdays On or OFF
Use this icon to view or hide the totals row	Use this icon to view or hide the target hours row	Use this icon to view or hide the days of the week

Detailed Time Data	Long Text	Check Entries | Check Log
Use this icon to display the total hours entered for the highlighted line	Use this icon to enter a text note regarding the hours you are entering for that day	Use these icons to review the information you have entered and display any messages or warnings 

Target Hours	Reset Entries	Insert Row | Delete Row
Use this icon to pre-fill the data entry line with the target hours as displayed in the target hours row	Use this icon to clear all entered data	Use these icons to insert or delete a row