Time Entry Administration
Table of Contents
Overview..............................................................................................................................................3
CAT2: Record Working Times ..................................................................................................................4
CAT3: Display Working Times ................................................................................................................17
CATS_DA: Display Working Times ........................................................................................................23
PT_QTA10: Display Absence Quota Information..................................................................................25
Helpful Tips........................................................................................................................................29
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.

**Time Sheet: Initial Screen**
• 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.

### Personnel Number Selection for Fast Data Entry

<table>
<thead>
<tr>
<th>Further selections</th>
<th>Search helps</th>
<th>Sort order</th>
<th>Org. structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Today</td>
<td>☐ Current month</td>
<td>☐ Current year</td>
<td></td>
</tr>
<tr>
<td>☐ Up to today</td>
<td>☐ From today</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Other period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Selection**

- Personnel Number
- Employment status
- Time recording administrator

**Additional data**

- Job
- Organizational unit
- Position
- Work schedule rule
- Payroll administrator
- HR administrator
- Time data administrator
• 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.

### Personnel Number Selection for Fast Data Entry

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>![Radio button for 'Other period']&lt;br&gt;Period (blank) To (blank)</td>
</tr>
<tr>
<td>Selection</td>
<td>Personnel Number: 66011385&lt;br&gt;Employment status: 0&lt;br&gt;Time recording administrator: blank</td>
</tr>
<tr>
<td>Additional data</td>
<td>Job (blank) to (blank)&lt;br&gt;Organizational unit (blank) to (blank)&lt;br&gt;Position (blank) to (blank)&lt;br&gt;Work schedule rule (blank) to (blank)&lt;br&gt;Payroll administrator (blank) to (blank)&lt;br&gt;HR administrator (blank) to (blank)&lt;br&gt;Time data administrator (blank) to (blank)</td>
</tr>
</tbody>
</table>
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.

**Time Sheet: Data Entry View**

<table>
<thead>
<tr>
<th>LT Pers No</th>
<th>Name</th>
<th>A/A</th>
<th>02/01</th>
<th>02/02</th>
<th>02/03</th>
<th>02/04</th>
<th>02/05</th>
<th>02/06</th>
<th>02/07</th>
<th>02/08</th>
<th>02/09</th>
<th>02/10</th>
<th>02/11</th>
<th>02/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>11385</td>
<td>Joe Faculty</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>0</td>
<td>0</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>7.50</td>
<td>0</td>
</tr>
<tr>
<td>11385</td>
<td>Joe Faculty</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>9</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>8</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

...
- Select the appropriate absence type.
- Click Continue.
• Enter only absences for the appropriate days.
• Click Next and Previous Week buttons to move between months.

**Time Sheet: Data Entry View**

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

**Time Sheet: Data Entry View**

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

![Your data has been saved]
Enter time for Non-Exempt (bi-weekly) employee:

- Select the Employee.
- Click Enter Times.

**Time Sheet: Initial Screen**

- 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.

![Time Sheet: Data Entry View](image)

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

![Your data has been saved](image)
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.

### Personnel Number Selection for Fast Data Entry

<table>
<thead>
<tr>
<th>Period</th>
<th>Further selections</th>
<th>Search helps</th>
<th>Sort order</th>
<th>Org. structure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Today</td>
<td>○ Current month</td>
<td>○ Current year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Up to today</td>
<td>○ From today</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>○ Other period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll period</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Selection</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Number</td>
<td>00966033</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment status</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time recording administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional data</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work schedule rule</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time data administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Select the employee.
- Click Display.

**Time Sheet: Initial Screen**

- Data Entry Profile: STAFF NE  
  - Staff Non Exempt Time Sheet
- Key date: 03/60/2011

**Personnel Selection**

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

**Time Sheet: Data Entry View**
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.

SAP Easy Access - User menu for I

- Populate the Display Working Times selection screen.
- Click Execute.
The data is displayed.

### Display Working Times

<table>
<thead>
<tr>
<th>Name</th>
<th>Pern No</th>
<th>Date</th>
<th>Status</th>
<th>Project Number</th>
<th>AktTipo</th>
<th>Created on</th>
<th>Time</th>
<th>Created by</th>
<th>Last change</th>
<th>Time</th>
<th>Changed by</th>
<th>Approved by</th>
<th>Approval date</th>
<th>URL1st Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>03/19/2011</td>
<td>7.00 H</td>
<td>907</td>
<td>1</td>
<td>03/18/2011</td>
<td>13:17:53</td>
<td>Dawson M1</td>
<td>03/16/2011</td>
<td>13:17:53</td>
<td>Dawson M1</td>
<td>Dawson M1</td>
<td>03/16/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>03/21/2011</td>
<td>7.00 H</td>
<td>907</td>
<td>1</td>
<td>03/18/2011</td>
<td>13:17:53</td>
<td>Dawson M1</td>
<td>03/16/2011</td>
<td>13:17:53</td>
<td>Dawson M1</td>
<td>Dawson M1</td>
<td>03/16/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: 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.

**Absence Quota Information for Concurrent Employment**

- Period:
  - Reporting Period: Today

- Selection Criteria:
  - Person ID: 939
  - Personnel Number
  - Employment Status
  - Personnel area
  - Personnel subarea
  - Employee group
  - Employee subgroup
  - Payroll area

- Quota Selection:
  - Quota Type
  - Unit
  - Deduction Period: 01/01/1860 to 12/31/9999
  - Key Date for Deduction: 03/15/2011
  - Key Date for Entitlement: 03/15/2011
  - Projecting Quota Status

- Display:
  - Only EEs with selected quotas
  - All Selected EEs
  - Only EEs with entitlement
  - EEs w/Rem. Ent. Only
  - Only EEs w/compensation
  - EEs w/Qty Used Only

- The data is displayed.

**Absence Quota Information for Concurrent Employment**

<table>
<thead>
<tr>
<th>Person ID</th>
<th>Name</th>
<th>Pers. Asst</th>
<th>PersAs</th>
<th>Quota</th>
<th>Unit</th>
<th>Entitlement</th>
<th>Used</th>
<th>Compensated to Key Date</th>
<th>Total Remain.</th>
</tr>
</thead>
<tbody>
<tr>
<td>939</td>
<td>Nellie Nurse</td>
<td>6939</td>
<td>00000063</td>
<td>Sickdays</td>
<td>Hours</td>
<td>223.492500</td>
<td>147.99750</td>
<td>0.000000</td>
<td>75.49500</td>
</tr>
<tr>
<td>939</td>
<td></td>
<td>6939</td>
<td>00000063</td>
<td>Vacation</td>
<td>Hours</td>
<td>331.373300</td>
<td>281.75250</td>
<td>0.000000</td>
<td>49.62080</td>
</tr>
</tbody>
</table>

**Absence Quotas**

- Validity Period: 03/16/2011 - 03/18/2011
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:

<table>
<thead>
<tr>
<th>Totals Row ON or OFF</th>
<th>Target Hours On or OFF</th>
<th>Weekdays On or OFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this icon to view or hide the totals row</td>
<td>Use this icon to view or hide the target hours row</td>
<td>Use this icon to view or hide the days of the week</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Target Hours</th>
<th>Reset Entries</th>
<th>Insert Row</th>
<th>Delete Row</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this icon to pre-fill the data entry line with the target hours as displayed in the target hours row</td>
<td>Use this icon to clear all entered data</td>
<td>Use these icons to insert or delete a row</td>
<td></td>
</tr>
</tbody>
</table>