CAT3 – Display Working Times

CAT3 transaction code is used to display or verify weekly time entered on employee(s).

- 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.

**Time Sheet: Initial Screen**

Data Entry

Data Entry Profile
Staff Non Exempt Time Sheet
Key date 03/06/2011

Personnel Selection

Personnel Selectn
- 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>Selection</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>From today</td>
</tr>
<tr>
<td></td>
<td>To today</td>
</tr>
<tr>
<td>Payroll period</td>
<td></td>
</tr>
</tbody>
</table>

### Additional data

<table>
<thead>
<tr>
<th>Field</th>
<th>To</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Job</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work schedule rule</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time data administrator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- 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

#### Period
- Today
- Current month
- Current year
- Up to today
- From today
- Other period
- Period
- Payroll period

#### Selection
- Personnel Number: 00356939
- Employment status: 0
- Time recording administrator

#### Additional data
- Job
- Organizational unit
- Position
- Work schedule rule
- Payroll administrator
- HR administrator
- Time data administrator
- Select the employee.
- Click Display.

### Time Sheet: Initial Screen

- Data Entry Profile: STAFF NE
- Staff Non Exempt Time Sheet
- Key date: 03/06/2011

#### Personnel Selection

- **Name:** Nellie Norse
- **Per.:** 1000
- **Sub.:** 1001
- **EE:** C 22
- **Cost Ctr:** 215619061
- **Org. unit:** 11906007
- **Ti.:** NORSE, N

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

### Time Sheet: Data Entry View

- Data Entry Period: 03/06/2011 to 03/12/2011