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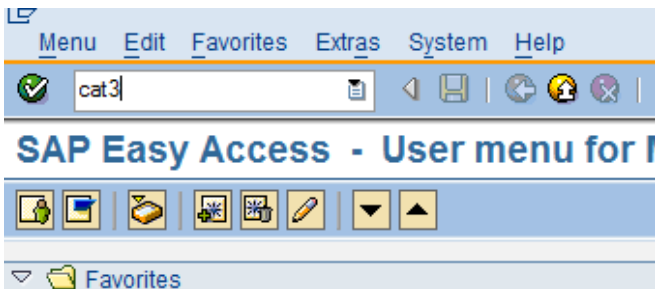
CAT3 transaction code is used to display or verify weekly time entered on employee(s).

- 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 NE	Staff Non Exempt Time Sheet	
Key date	03/06/2011		

Personnel Selection

Personn	Name	Per	Sub	E	E	Cost Ctr	Org.unit	Ti	Last name

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

Further selections	⇨	Search helps	⇨	Sort order	⇨	Org. structure

Period

- ○ Today   ○ Current month   ○ Current year
- ○ Up to today   ○ From today
- ◉ Other period

Period [   ]   To [   ]

Payroll period

Selection

Personnel Number	[ ] 🔘	⇨
Employment status	✱ 0	⇨
Time recording administrator	[ ]	⇨

Additional data

Job	[ ]	to	[ ]	⇨
Organizational unit	[ ]	to	[ ]	⇨
Position	[ ]	to	[ ]	⇨
Work schedule rule	[ ]	to	[ ]	⇨
Payroll administrator	[ ]	to	[ ]	⇨
HR administrator	[ ]	to	[ ]	⇨
Time data administrator	[ ]	to	[ ]	⇨

- 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.
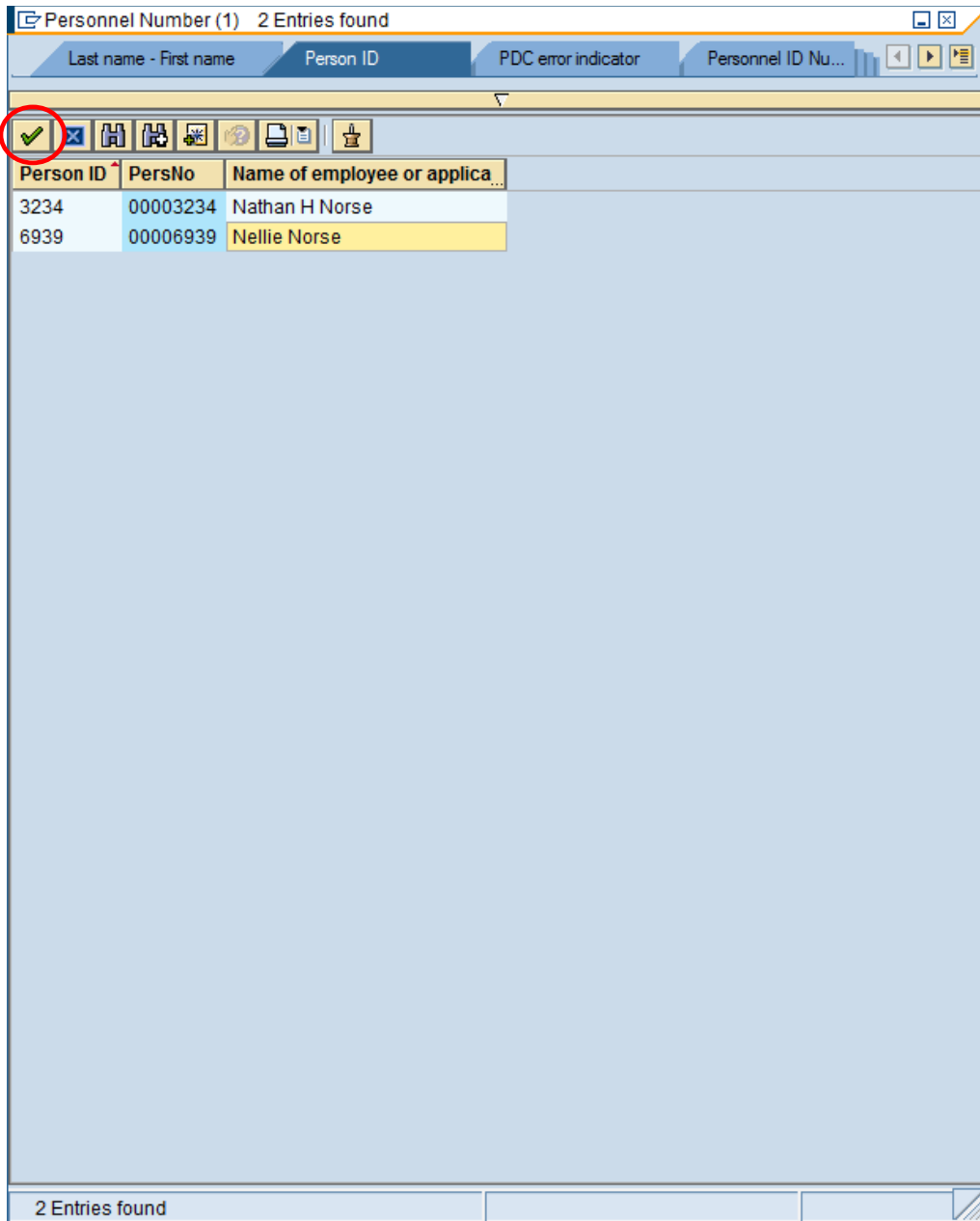
- Select the appropriate employee.
- Click Continue.

- Click Execute.

Personnel Number Selection for Fast Data Entry

Further selections	→	Search helps	→	Sort order	→	Org. structure

Period

○ Today   ○ Current month   ○ Current year

○ Up to today   ○ From today

◉ Other period

     Period [＿＿＿＿]   To [＿＿＿＿]

     Payroll period

Selection

Personnel Number	00006939	→
Employment status	≠ 0	→
Time recording administrator		→

Additional data

Job		to		→
Organizational unit		to		→
Position		to		→
Work schedule rule		to		→
Payroll administrator		to		→
HR administrator		to		→
Time data administrator		to		→

- Select the employee.
- Click Display.

Time Sheet: Initial Screen

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

Time Sheet: Data Entry View