CATS_DA – Display Working Times

CATS_DA transaction code is used when more working time data is required including additional reporting periods or other selection criteria, such as absence or wage types as well as who entered the employees time. This report can be very helpful to time administrators in reviewing the working times entered for all employees.
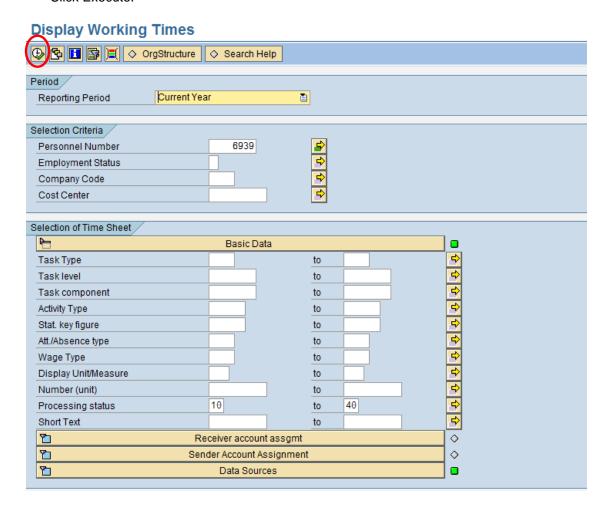
- Log into myNKU
    - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code CATS_DA.
    - **Note**: Add this transaction code as a Favorite for easy access.

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

Display Working Times

| ◇ OrgStructure | ◇ Search Help |

Period

| Reporting Period | Current Year |

Selection Criteria

Personnel Number	6939
Employment Status	
Company Code	
Cost Center	

Selection of Time Sheet

	Basic Data		
Task Type		to	
Task level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type		to	
Wage Type		to	
Display Unit/Measure		to	
Number (unit)		to	
Processing status	10	to	40
Short Text		to	
	Receiver account assgmt		
	Sender Account Assignment		
	Data Sources		

- The data is displayed.

Display Working Times

Name	Pers.No.	Date	Status	Σ 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										