Time Entry – Bi-Weekly Employees

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).
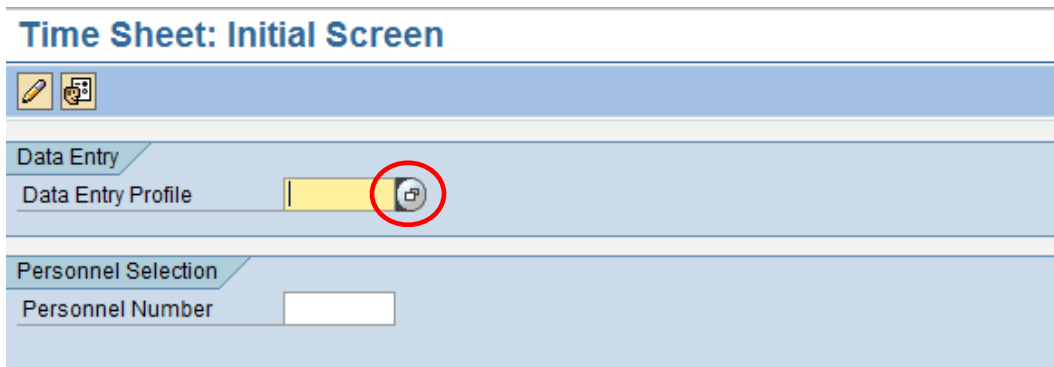
Regarding concurrent employment, when entering time data for employees with multiple assignments, you must enter time in CAT2 separately for each assignment. If an employee has a primary assignment and two secondary assignments each will have a separate personnel number under which time must be entered 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.

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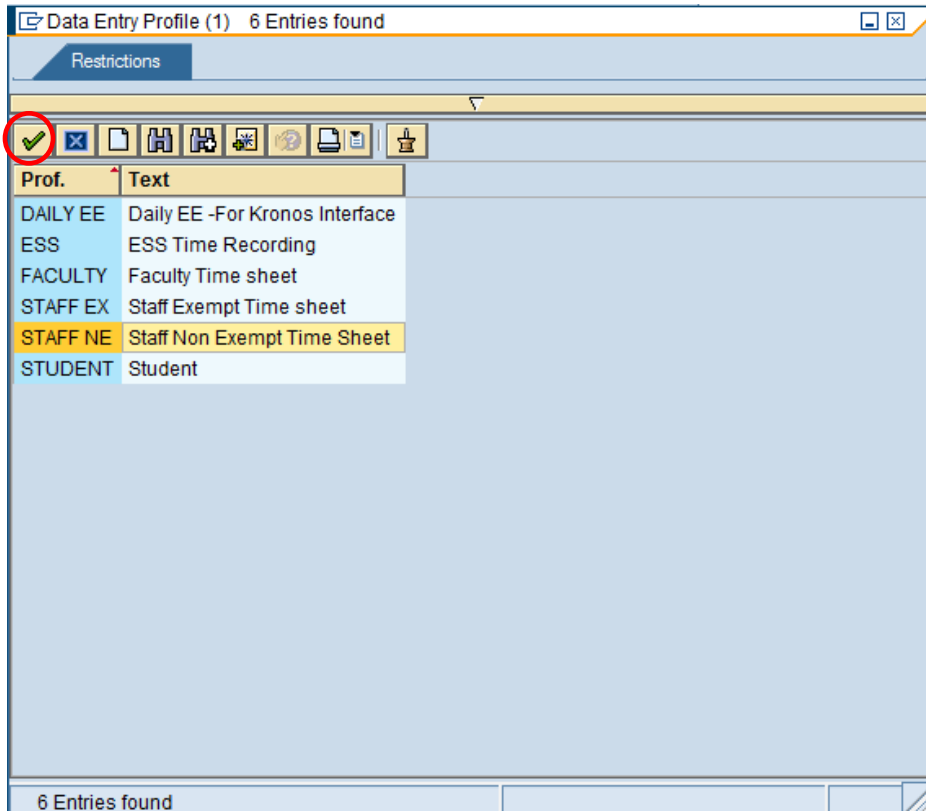 - **Note**: Add this transaction code as a Favorite for easy access.

Menu   Edit   Favorites   Extras   System   Help

cat2

SAP Easy Access - User menu for

Favorites
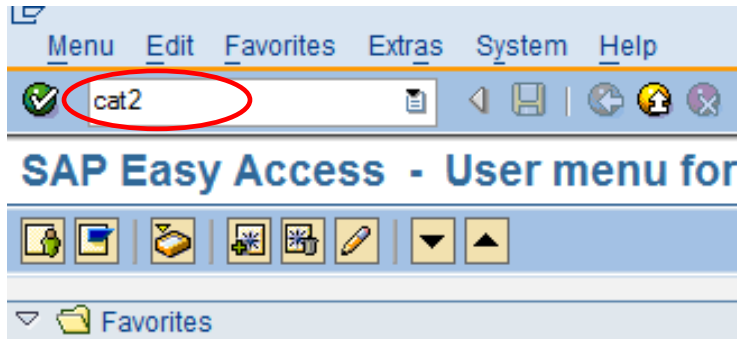
- Click the Data Entry Profile match code button.

Time Sheet: Initial Screen

Data Entry

Data Entry Profile

Personnel Selection

Personnel Number

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

Note: Student time is entered via Staff NE.

- 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.

Time Sheet: Initial Screen

Data Entry
Data Entry Profile	STAFF_NE Staff Non Exempt Time Sheet
Key date	03/11/2011

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.

- 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
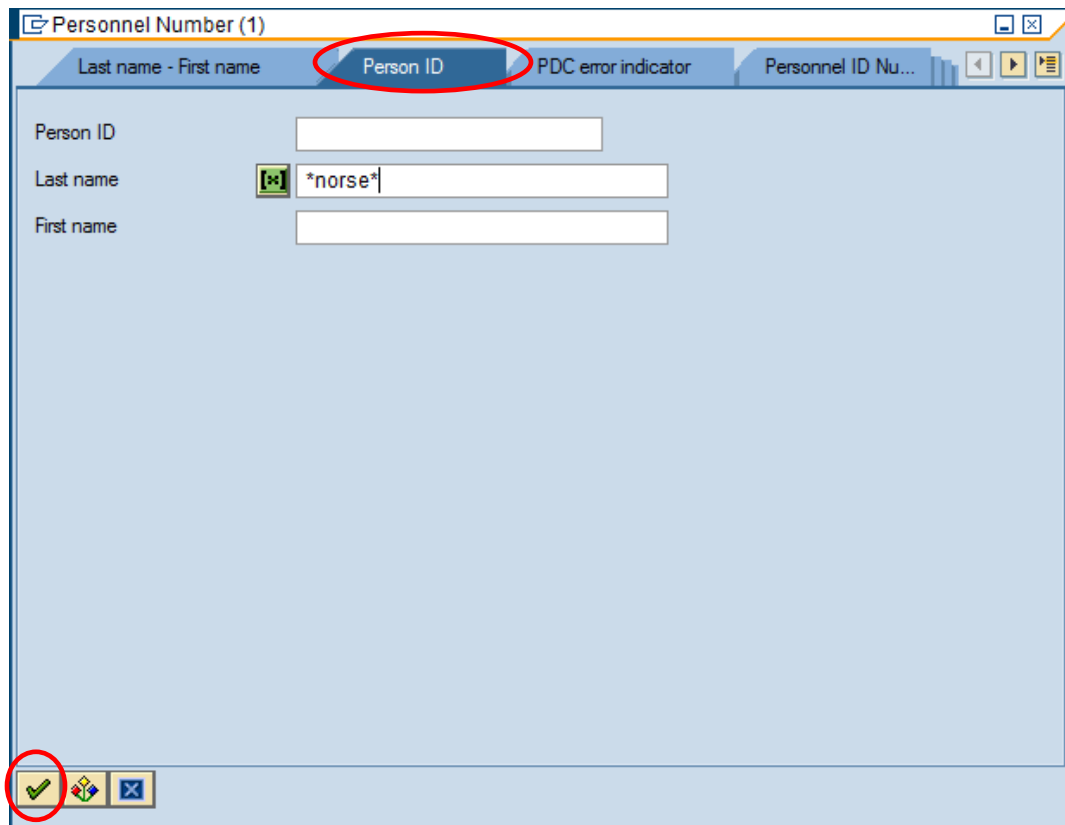
Selection

Personnel Number   00003234
Employment status   ≠ 0
Time recording administrator   [ ]

- Select the Employee.
- Click Enter Times.

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
6939	Nellie Norse	1000	1001	C	22	215010001	11000097		NORSE, N

👥 Personnel Selectn

- Enter Personnel Number.
- 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.

Time Sheet: Data Entry View

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

Data Entry Area

LT	Pers.No.	A/A	SU	From	To	MO	From	To	TU	From	To	WE	From	To	TH	From	To	FR	From	To
	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	08:15	15:45
	6939		0			0			0			0			0			0		
	6939	1007	7.5			7.5			7.5			7.5			7.5			7.5		

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

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