

## Time Entry – Monthly Employees

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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.

Attendance (wage) types will be used when entering time. Keep in mind the following:

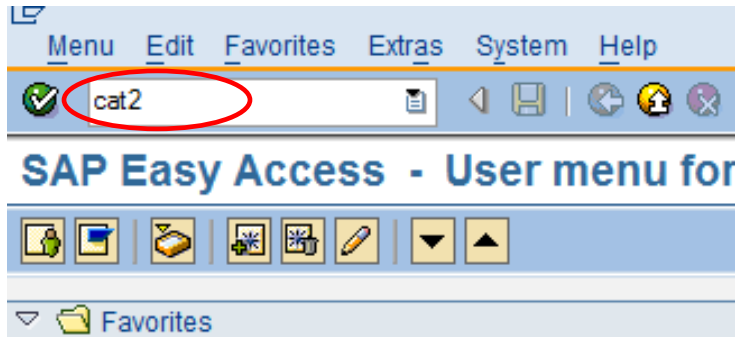
- **Monthly exempt:** It is not necessary to enter hours worked in CAT2 for exempt, monthly staff. Only absences and leaves should be entered in CAT2 with the appropriate absence type. It is also not necessary to enter the holiday absence type since the university holiday schedule is built in to the 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.

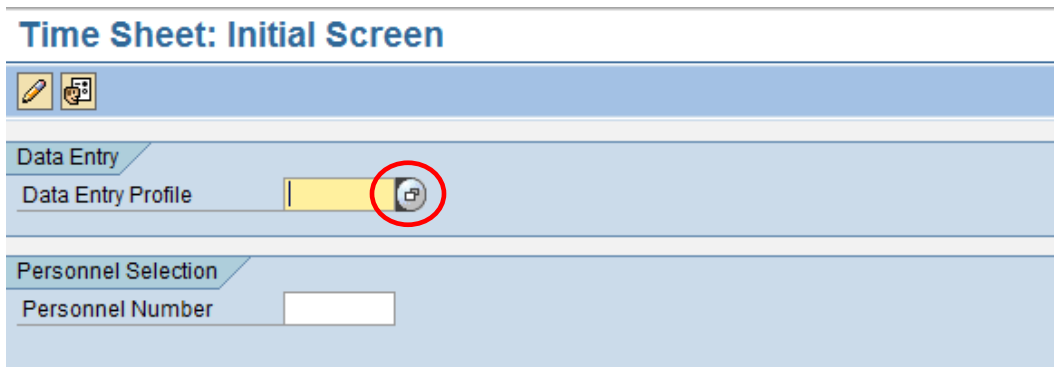
Regarding quota accruals, while entering sick and vacation time in CAT2, you may receive an error message stating that there is insufficient quota available for that absence type. Simply put, this means the employee is requesting more sick or vacation time than they have available. Absence quotas may 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.

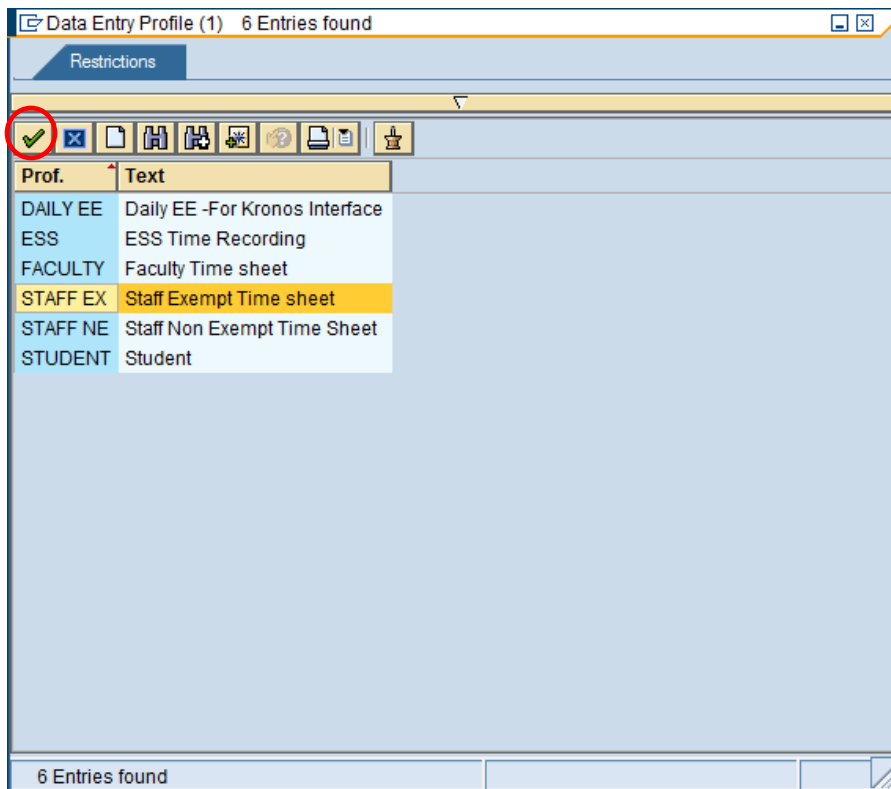
- Log into myNKU
  - <https://myNKU.nku.edu/irj/portal>
- Access SAP GUI.
- Access transaction code, CAT2.
  - **Note:** Add this transaction code as a Favorite for easy access.



- Click the Data Entry Profile match code button.

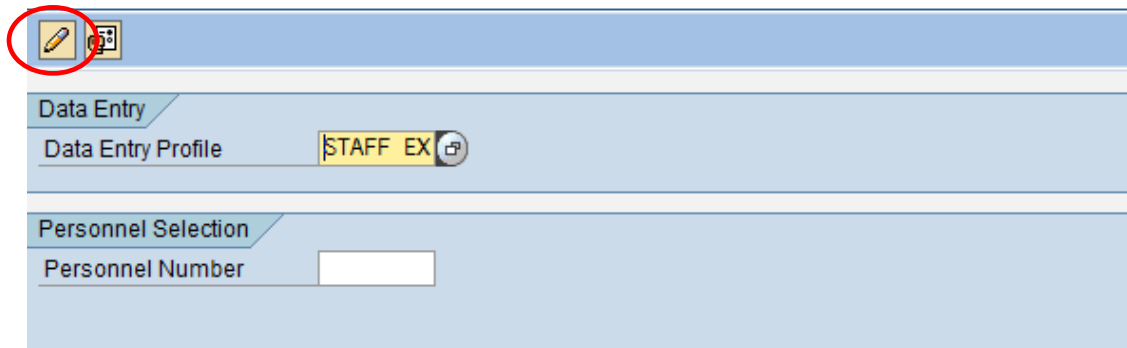


- Select Staff Exempt (monthly paid employees).
- Click Copy.



- Click Enter Times.

### Time Sheet: Initial Screen





- 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

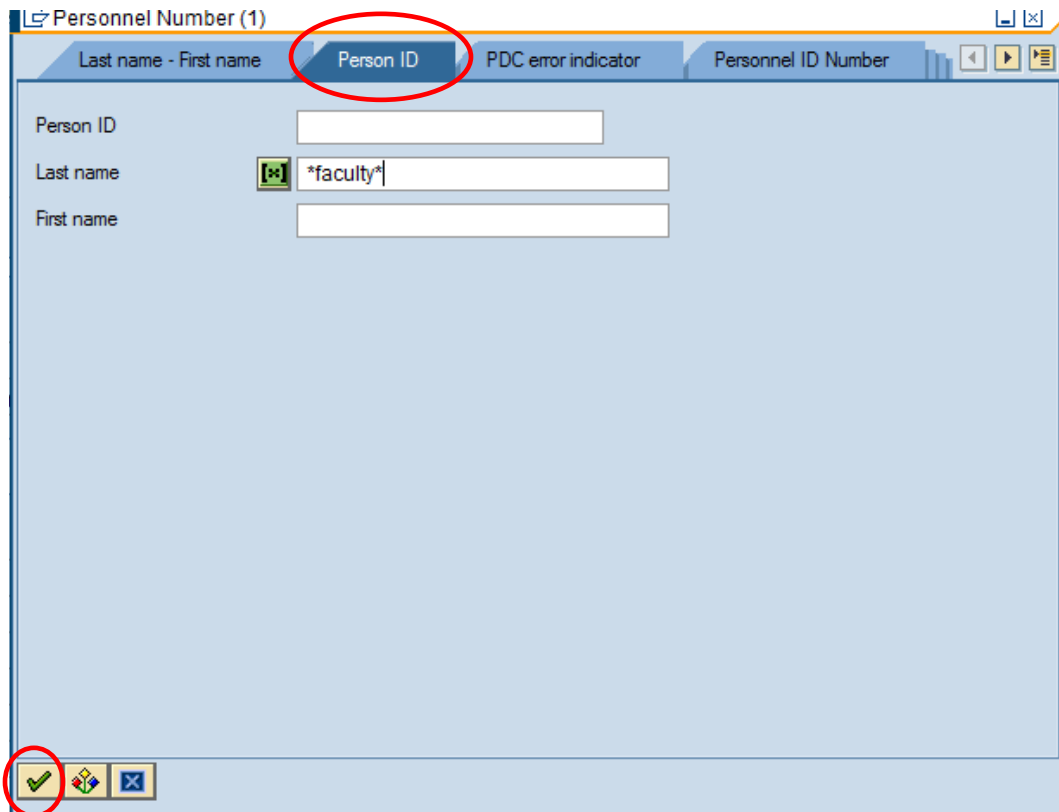
**Selection**

Personnel Number  Ⓜ ↕  
 Employment status  Ⓜ ↕  
 Time recording administrator  ↕

**Additional data**

Job	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
Organizational unit	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
Position	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
Work schedule rule	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
Payroll administrator	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
HR administrator	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕
Time data administrator	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	↕

- 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.



Personnel Number (1)

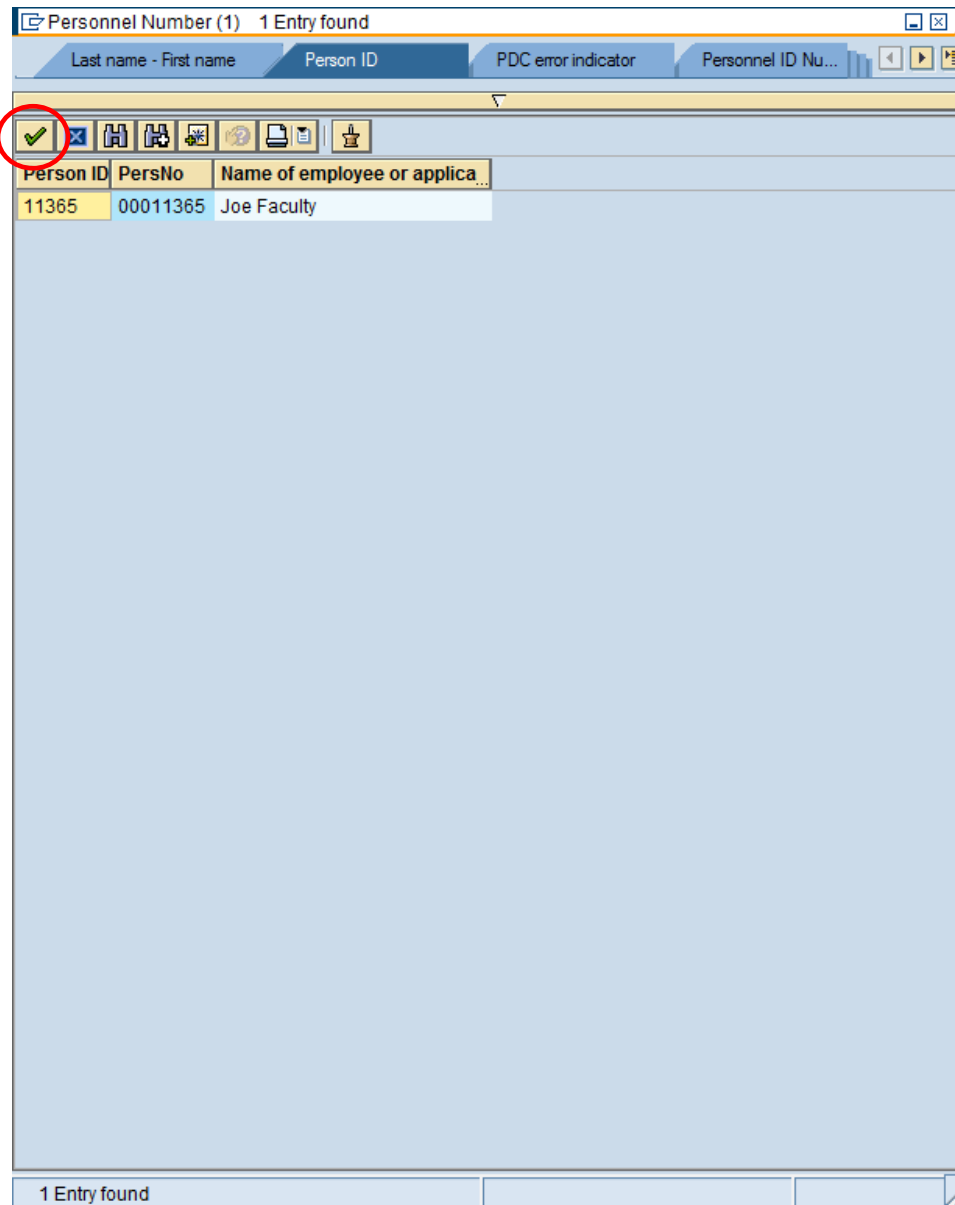
Last name - First name   **Person ID**   PDC error indicator   Personnel ID Number

Person ID

Last name

First name

- Select the appropriate employee.
- Click Continue.



Person ID	PersNo	Name of employee or applica...
11365	00011365	Joe Faculty

- 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

**Selection**

Personnel Number

Employment status

Time recording administrator

**Additional data**

Job	<input type="text"/>	to	<input type="text"/>	
Organizational unit	<input type="text"/>	to	<input type="text"/>	
Position	<input type="text"/>	to	<input type="text"/>	
Work schedule rule	<input type="text"/>	to	<input type="text"/>	
Payroll administrator	<input type="text"/>	to	<input type="text"/>	
HR administrator	<input type="text"/>	to	<input type="text"/>	
Time data administrator	<input type="text"/>	to	<input type="text"/>	





- Enter Personnel Number.
- Tab to Absence Type.
- Click the Match Code for Absence type.


### Time Sheet: Data Entry View

Data Entry Area															
LT	Pers.No.	Name	A/A...	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12
	11365	Joe Faculty		7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0
	11365	Joe Faculty		0	0	0	0	0	0	0	0	0	0	0	0

- Select the appropriate absence type.
- Click Continue.

Att./Absence type (1) 41 Entries found

Restrictions



PSG	A/ATy...	Att./abs. type text	Start Date	End Date
10	1007	Base Pay BW - Hourly	01/01/1990	12/31/9999
10	1015	Holiday - Worked	01/01/1990	12/31/9999
10	1020	Holiday Worked - Bank	01/01/1990	12/31/9999
10	1027	Student Hours	01/01/1990	12/31/9999
10	1040	Shift Differential 1	01/01/1990	12/31/9999
10	1045	Shift Differential 2	01/01/1990	12/31/9999
10	1047	On Call Pay	01/01/1990	12/31/9999
10	1130	Overtime Hours-Paid	01/01/1990	12/31/9999
10	1135	Overtime Hours-Paid 1.5	01/01/1990	12/31/9999
10	3009	Business Trip	01/01/1990	12/31/9999
10	3010	Campus Training/Seminar	01/01/1990	12/31/9999
10	3150	Holiday Paid	01/01/1990	12/31/9999
10	3160	Holiday Paid - from bank	01/01/1990	12/31/9999
10	3170	Vacation	01/01/1990	12/31/9999
10	3175	Vacation - Unpaid	01/01/1990	12/31/9999
10	3180	Sick	01/01/1990	12/31/9999
10	3181	Medical Appointment	01/01/1990	12/31/9999
10	3182	Short Term Disability	01/01/1990	12/31/9999
10	3183	Consult Hours	01/01/1990	12/31/9999
10	3184	Volunteer Hours	01/01/1990	12/31/9999
10	3185	Sick Unpaid Leave	01/01/1990	12/31/9999
10	3190	Staff Teaching Class	01/01/1990	12/31/9999

41 Entries found

- Enter only absences for the appropriate days.
- Click Next and Previous Week's buttons to move between months.

**Time Sheet: Data Entry View**

Data Entry Period: 02/01/2011 - 02/28/2011 Week 05 2011

LT	Pers.No.	Name	A/A	02/01	02/02	02/03	02/04	02/05	02/06	02/07	02/08	02/09	02/10	02/11	02/12	02/13	02/14	02/15	02/16	02/17
	11365	Joe Faculty		7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50
	11365	Joe Faculty		0	0	0	0	0	0	0	0	0	0	0	0	0	7.50	0	0	0
	11365	Joe Faculty	3170														7.50			

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

**Time Sheet: Data Entry View**

Data Entry Period: 03/01/2011 - 03/31/2011 Week 09 2011

LT	Pers.No.	Name	A/A	03/01	03/02	03/03	03/04	03/05	03/06	03/07	03/08	03/09	03/10	03/11	03/12	03/13	03/14	03/15	03/16
	11365	Joe Faculty		7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50
	11365	Joe Faculty		0	0	0	7.50	0	0	0	0	0	0	0	0	0	0	0	0
	11365	Joe Faculty	3180				7.50												

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

✓ Your data has been saved