Time Entry – Monthly 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.

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

- Click the Data Entry Profile match code button.

**Time Sheet: Initial Screen**

![Data Entry Profile button highlighted in the initial screen of the time sheet in SAP Easy Access.](image)
• Select Staff Exempt (monthly paid employees).
• Click Copy.

- Click Enter Times.

**Time Sheet: Initial Screen**

- Data Entry Profile
- Personnel Selection
  - Personnel Number
- Enter Key Date.
- Click Personnel Selectn

Note: Key Date is any date within the first and last days of the pay period. Enter the Key Date as any date between 3/6/2011 and 3/11/2011. 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**

![Time Sheet Initial Screen](image)

- Data Entry Profile: STAFF_EX
- Key Date: **03/11/2011**

- Personnel Selection
  - [Personnel Selection](image)
• 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**

<table>
<thead>
<tr>
<th>Further selections</th>
<th>Search helps</th>
<th>Sort order</th>
<th>Org. structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Today</td>
<td>Current month</td>
<td>Current year</td>
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<td>Up to today</td>
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<td>Period</td>
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<tr>
<td>Payroll period</td>
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</tbody>
</table>

**Selection**

- Personnel Number: 0011385
- Employment status: 0
- Time recording administrator: 

**Additional data**

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

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• Select the Employee.
• Click Enter Times.
- Enter Personnel Number.
- Tab to Absence Type.
- Click the Match Code for Absence type.

**Time Sheet: Data Entry View**

![Time Sheet Image]

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<thead>
<tr>
<th>Date</th>
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</table>
- Select the appropriate absence type.
- Click Continue.
- Enter only absences for the appropriate days.
- Click Next and Previous Week’s buttons to move between months.

### Time Sheet: Data Entry View

![Time Sheet Image]

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

### Time Sheet: Data Entry View

![Time Sheet Image]

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

![Confirmation Image]

Your data has been saved