

## **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 <u>not necessary</u> 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 <u>not necessary</u> 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.
  - Note: Add this transaction code as a Favorite for easy access.

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• Click the Data Entry Profile match code button.

Time Sheet: Initial Screen
Data Entry Data Entry Profile
Personnel Selection Personnel Number



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

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	Staff Exempt Time sheet		
	Staff Non Exempt Time Sheet		
6 Entries	found		

• Click Enter Times.

## **Time Sheet: Initial Screen**

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	Data Entry	
	Data Entry Profile	STAFF EX 🗗
	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.

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Personnel Selection													
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- 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 Nu	mbe	er Selection f	for Fa	st Data En	try		
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Further selections	\$	Search helps	÷	Sort order	\$	Org. structure	
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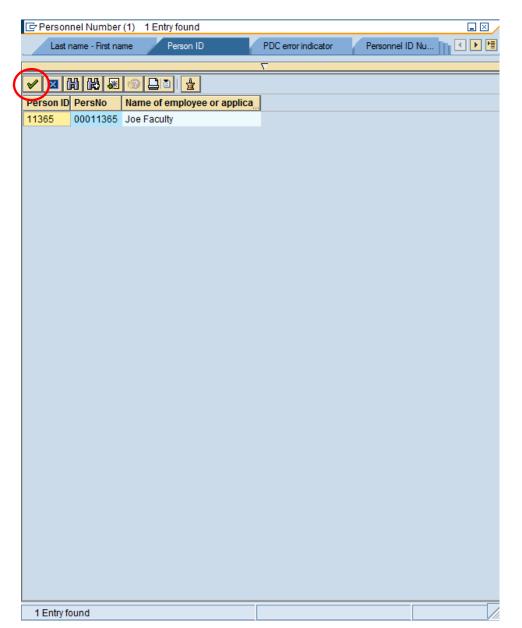


- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name. Use wildcards (\*) to help define your search.
- Click Continue.

🔄 Personnel Number (1)	$\frown$			
Last name - First name	Person ID	PDC error indicator	Personnel ID Number	
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Person ID				
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- Select the appropriate employee.
- Click Continue.





## • Click Execute.

Personnel Nu	mber Selection for F	Fast Data Entry	
Further selections	🖻 Search helps 🗗	Sort order 🛛 🖻 Org. structure	
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Selection Personnel Number Employment status Time recording adminis	90011365 🗗 ≢ 0 strator	•         •           •         •           •         •	
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- Select the Employee.
- Click Enter Times.

Time Sheet: Initial Screen														
Data Entry Data Entry Profile STAFF	EX Staff Exempt Time sheet													
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- Enter Personnel Number.
- Tab to Absence Type.Click the Match Code for Absence type.

## **Time Sheet: Data Entry View**

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	Data Entry Area															
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	⊕	11365	Joe Faculty		7.50	7.50	7.50	7.50	0	0	7.50	7.50	7.50	7.50	7.50	0
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- Select the appropriate absence type.Click Continue.

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_	10	1007	Base Pay BW - Hourly		12/31/9999	
	10	1007	Holiday - Worked	01/01/1990	12/31/9999	
	10	1015	Holiday Worked - Bank		12/31/9999	
	10	1020	Student Hours	01/01/1990	12/31/9999	
	10	1027	Shift Differential 1		12/31/9999	
	10	1040	Shift Differential 2	01/01/1990	12/31/9999	
	10	1045	On Call Pay		12/31/9999	
	10	1130	Overtime Hours-Paid	01/01/1990	12/31/9999	
	10	1135	Overtime Hours-Paid 1.5		12/31/9999	
	10	3009	Business Trip	01/01/1990	12/31/9999	
	10	3010	Campus Training/Seminar			
	10	3150	Holiday Paid	01/01/1990	12/31/9999	
	10	3160	Holiday Paid - from bank		12/31/9999	
	10	3170	Vacation	01/01/1990	12/31/9999	
	10	3175	Vacation - Unpaid		12/31/9999	
	10	3180	Sick	01/01/1990	12/31/9999	
	10	3181	Medical Appointment		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 E	Entries fo	und			



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

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

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	Data Entry Area																			
	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
	٩	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
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		11365	Joe Faculty	3180				7.50												
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• A confirmation should appear at the bottom of the screen.

🎯 Your data has been saved