

## ZCATC – Display Missing Time

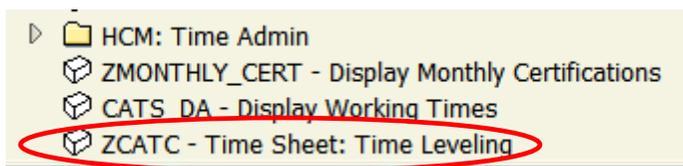
### Location(s):

#### SAP GUI

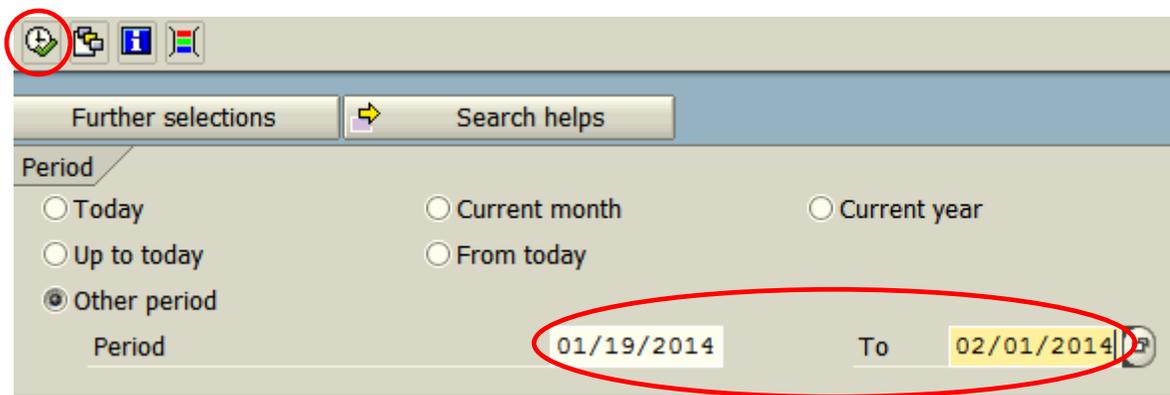
**Purpose:** Perform this procedure when you need to display missing bi-weekly time

1. Log into myNKU
  - a. <https://myNKU.nku.edu/irj/portal>
2. Select the SAP GUI tab.
3. Double-click the ZCATC transaction code.

**Note:** Add the ZCATC transaction code to your Favorites folder, and rename it to “Missing Time.”



4. Enter the start and end dates for the bi-weekly time period.
5. Click Execute.



6. Employees with missing time are displayed.

Period 01/19/2014-02/01/2014				
Pers.No.	Name of employee or applicant	From date	To Date	Total recorded hrs
		01/19/2014	01/25/2014	
		01/26/2014	02/01/2014	
		01/19/2014	01/25/2014	
		01/26/2014	02/01/2014	