

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."

HCM: Time Admin
 ZMONTHLY_CERT - Display Monthly Certifications
 CATS DA - Display Working Times
 ZCATC - Time Sheet: Time Leveling

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

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Further selections	🗢 Search helps		
Period			
⊖Today	O Current month	 Current year 	
○ Up to today	 From today 		
Other period			
Period	01/19/2014	To 02/01/2014	

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	
Sec. M	A BANK MARCH	01/19/2014	01/25/2014		
11-	CONTRACTION ICON	01/26/2014	02/01/2014		
The second	In the start which	01/19/2014	01/25/2014		
TTLE	The second second	01/26/2014	02/01/2014		