ZCATC – Display Missing Time

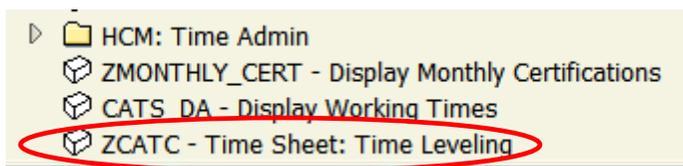**Location(s):**

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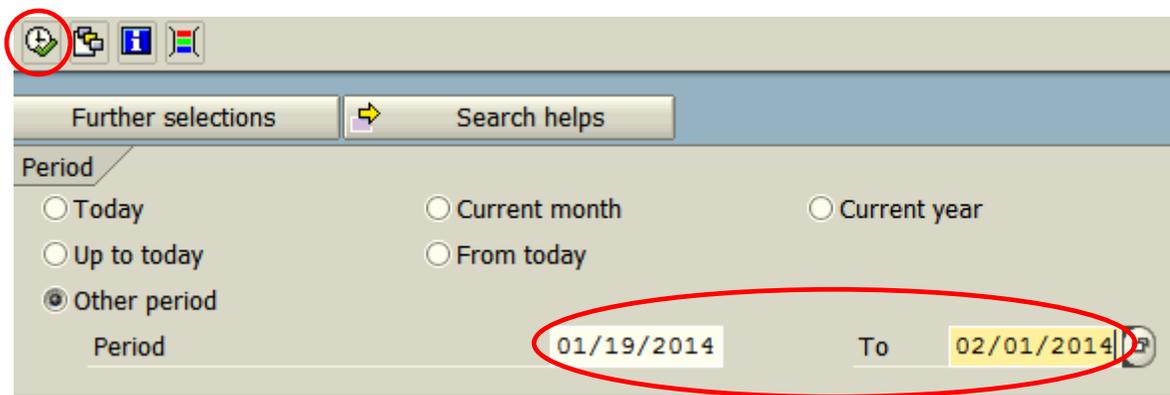
Purpose: Perform this procedure when you need to display missing bi-weekly time

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.