

Display Working Time-Quick Reference Guide

If you are a "Timekeeper" for your department, you have the ability to view, approve and/or enter hours for the non-exempt employees in the department. Your responsibility as a department Timekeeper is to make sure that all non-exempt hours have been approved by the weekly payroll deadline, which is typically at noon on Tuesdays for the previous pay period (which runs from Monday-Sunday). You would also serve as an emergency back-up to Managers who are not able to approve time on time.

This instruction guide explains how you can see the status of all of the non-exempt employee's hours in your department using the CATS_DA transaction. It is typically run on the last day of the week to see if employees have entered and released their hours for approval.

BOSTON UNIVERSITY Home Employee Self-Service Organiz WebGUI • Systems • ECC System	zational Chart	Reporting Worklist	Log on to BUworks Central : <u>https://ppo.buw.bu.edu</u> 1. Click on the WebGUI tab 2. Click on ECC System				
SAP Easy Access - User Menu for Menu CATS_DA Log off System User menu SAP menu SAP Business				3. Enter the transaction code CATS_DA in the command window. Press the Enter key. (You may also select "Display Working Times" from your user menu			
Processing Status - 10	۵	Unrelease	ed hours	CATS_DA will give you the ability to see the "processing status"			
Processing Status - 20		Released for approval		of the nours for non-exempt employee in your unit			
Processing Status - 30	2	Approve	d hours	When you run the transaction for an individual(s) or the entire			
Processing Status - 40	æ	Approval	rejected	hours which denotes the state that the hours are in			



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Display Working Times					
Menu 🔺	Save As Variant Back	Exit Cancel System 🖌 Execute Ge			
Period					
Reporting Period	Other Period	09/11/2017 - 09/24/2017			
	loday				
Selection Criteria	Key Date				
Personnel Number	All	\$			
	Other Period				
Personnel area	Current Month				
Personnel subarea	Current Year				

4. For the reporting period, click on the drop down menu and select "other period" and then enter the "from and to" dates in the text boxes to the right, then click on the **Execute** button

	King Times Save As Variant Back Exit Cancel System 2 Execute Get Variant Program Documentation Selection Fit	5. To get the timesheet data for your unit, i
Period Reporting Period	Other Period	information for either of the fields below
Selection Criteria Personnel Number Personnel area Personnel subarea Employee group Employee subgroup		Personnel Number is best to use when you one individual
Cost Center Organizational unit Time Recording Adminis	trator	Cost Center or Organizational Unit number everyone being paid from a particular cost housed within a particular Organizational U
isplay Working	1 Times	
ual Period Reporting Period Selection Criteria Personnel Number Personnel subarea Personnel subarea Findhore group	Sever As VariantBack_Ext_Cos Multiple Selection for Personnel Number Other Period Select Single Values Select Ranges Exclude Single Values (1) (2)	Time Recording Administrator is another to and is a 3 character code. Some department codes
mployee subgroup ost Center irganizational unit		6. If you want to enter more than one of the click on the yellow arrow to the right of that

it is best to enter

just want to look up

will show you center or who is Unit/Dept

erm for "mail code" nts have multiple mail

ese selection criteria, at particular selection the check mark on the



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	09/22/2017	8	1000	00:00:00	00:00:00	8
	09/21/2017	8	1000	00:00:00	00:00:00	8
	09/20/2017	8	2001	00:00:00	00:00:00	8
	09/19/2017	8	1000	00:00:00	00:00:00	8
	09/18/2017	8	1000	00:00:00	00:00:00	8
	09/22/2017	Δ	1000	00:00:00	00:00:00	8
	09/21/2017	Δ	1000	00:00:00	00:00:00	8
	09/20/2017		1000	00:00:00	00:00:00	8
	09/19/2017	Δ	1000	00:00:00	00:00:00	8
	09/18/2017	Δ	1000	00:00:00	00:00:00	8
	09/22/2017	Ø	2001	00:00:00	00:00:00	1
	09/21/2017	Ø	1000	00:00:00	00:00:00	
	09/20/2017	Ø	1000	00:00:00	00:00:00	1
	09/19/2017	ø	1000	00:00:00	00:00:00	
	09/18/2017	ø	1000	00:00:00	00:00:00	1

7. After you have chosen your selection criteria, click on **Execute.** You will see all of the employees based on the selection criteria that you have chosen.

NOTE: If you do not see an employee who has worked the specified week, it implies that the employee did not enter their hours for the week. You must notify the employee to enter and release hours. If necessary, you can also enter time on behalf of an employee – see quick reference guide for Entering Time on Behalf of Employee

You may see unreleased time (shown by the lock icon), which the employee will have to release before approval. If necessary, as a timekeeper, you can also release time on behalf of an employee – see quick reference guide for <u>Releasing Time on an Employee's</u> <u>Behalf</u>