Purpose

Use this procedure to maintain your time entry data.

Trigger

Perform this procedure when you need to review, enter or edit time entry data.

Prerequisites

None.

Menu Path

Use the following menu path to begin this transaction:

- Select **Human Resources ➜ Time Management ➜ Time Sheet ➜ CATS Classic ➜ Record Working Times** to go to the *Time Sheet: Initial Screen*.
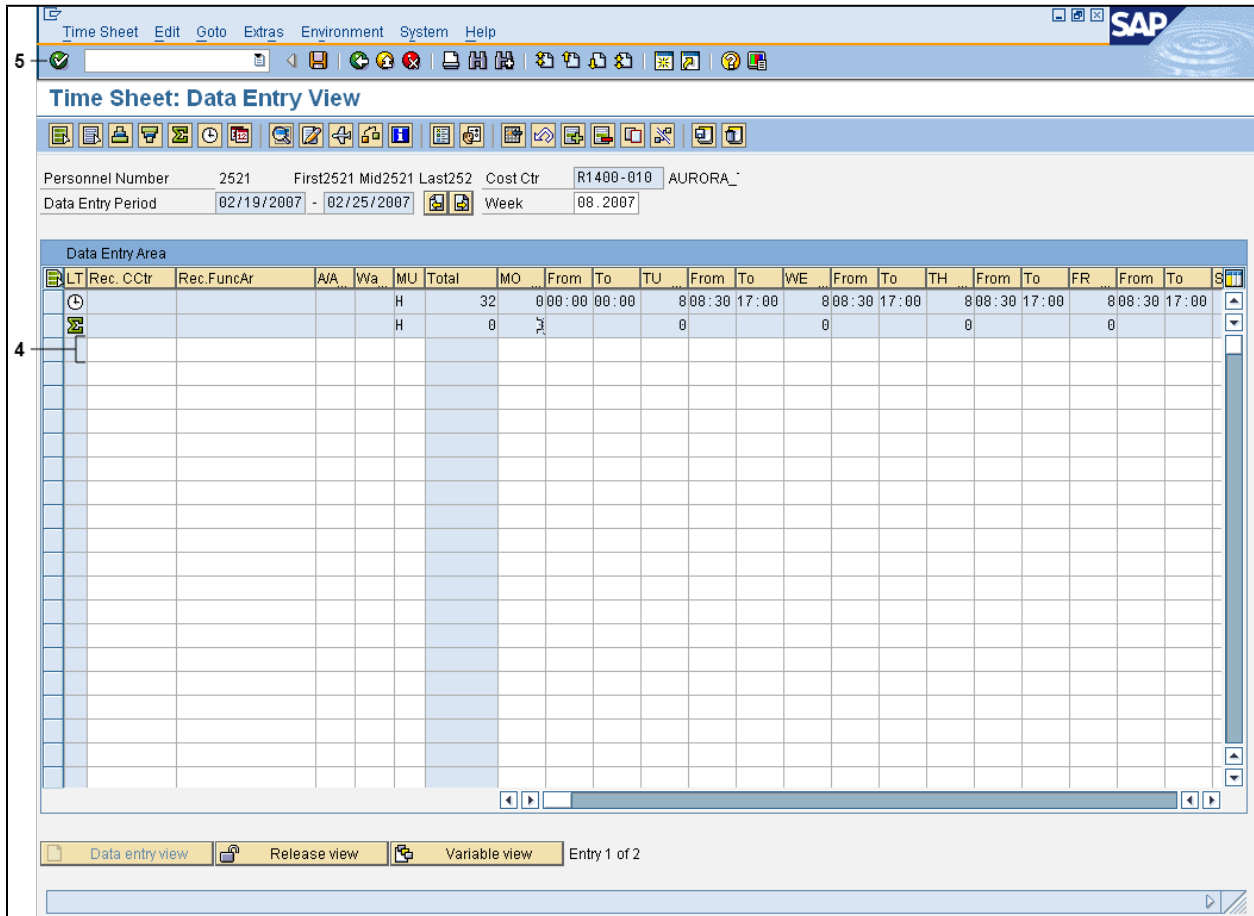
Transaction Code

CAT2

Helpful Hints

- Use **Weekdays On/Off** to toggle column headings between day of week and actual date
- Use **Check Entries** to check data entry errors while editing

Procedure

1. Start the transaction using the menu path or transaction code. SAP displays the *Time Sheet: Data Entry View* screen.

Time Sheet: Data Entry View

2. Review time entry records for accuracy (if any exist).

> Your timesheet is automatically displayed for the current week.

> Use the scroll bar to move to other days within the week.

> Use the **Previous Screen/Next Screen** to move to past or future weeks.

3. Perform one of the following:

If	Go To
You want to add a record	Step4
You want to edit an existing record	Step7
You want to add a record for Absence time	Step10
You want to delete an existing record	Step14

Records are complete or you are finished editing	Step17

To **add a record**, you will need to complete and review the fields mentioned in Step 4.

4. As required, complete/review the following fields:

Field	R/O/C	Description
Rec. CCtr	Required	Receiving Cost Center. The cost center the time is being charged to. **Example:** R32MS-010
Rec.FuncAr	Required	Receiving Functional Area has been defined by CDOT to represent the fund for Federal-Aid Billing (FAB). **Example:** 1100 – ADMINISTRATION
A/A Type	Required	Attendance/Absence Type. Type of time worked or leave taken. **Example:** 011N – N-Time Worked-Regular.
Workday	Conditional	Workday abbreviation. Monday through Sunday time entry fields. Contains hours worked for corresponding workday. **Example:** 6
From	Conditional	Start date for the applicable period. **Example:** 0830 Use military time.
To	Conditional	Upper limit of the range. **Example:** BLANK Clear the existing End Time to allow the system to re-calculate.

5. Click **Enter** . The *Time Sheet: Data Entry View* screen updates.

As long as two of the three fields (Workday, From, To) listed above are populated, the third will calculate based on the hours and/or times entered.

Review time entry records for accuracy.

Time Sheet: Data Entry View

6. Go to Step 3.

To **edit an existing record**, you will need to complete and review the fields mentioned in Step 7.

7. As required, complete/review the following fields:

Field	R/O/C	Description

Field	R/O/C	Description
Workday	Conditional	Workday abbreviation. Monday through Sunday time entry fields. Contains hours worked for corresponding workday. **Example:** 8 Any of the fields can be edited not just the hours worked.
From	Conditional	Start date for the applicable period. **Example:** 0830 Use military time.
To	Conditional	Upper limit of the range. **Example:** BLANK Clear the existing End Time to allow the system to re-calculate.

8.   Click **Enter** . *The Time Sheet: Data Entry View* screen updates.

As long as two of the three fields (Workday, From, To) listed above are populated, the third will calculate based on the hours and/or times entered.

Review time entry records for accuracy.

Time Sheet: Data Entry View

9. Go to Step 3.

To add a record for **Absence** time, you will need to complete and review the fields mentioned in Step 10.

10. As required, complete/review the following fields:

Field	R/O/C	Description
A/A Type	Required	Attendance/Absence Type. Type of time worked or leave taken. **Example:** 120P – Sick Leave

Field	R/O/C	Description
Workday	Required	Workday abbreviation. Monday through Sunday time entry fields. Contains hours worked for corresponding workday. **Example:** 8
From	Conditional	Start date for the applicable period. **Example:** 0800 You must complete this field if your time entry is for a partial day. If you are coding an absence for the entire day, this field is optional. SAP will calculate the hours for you. Use military time.
To	Conditional	Upper limit of the range. **Example:** BLANK Clear the existing End Time to allow the system to re-calculate.

11. Click **Enter** ✅ . The *Information* dialog box displays.

> SAP displays this informational message if you enter Start and End times on a full day absence.

Information

Information

Absence encompasses planned working time

12 — ✅ ❓
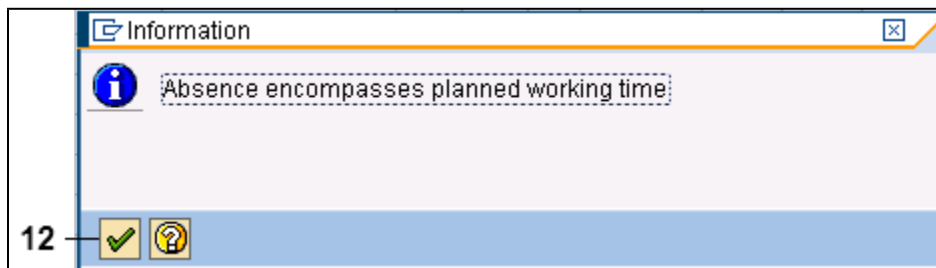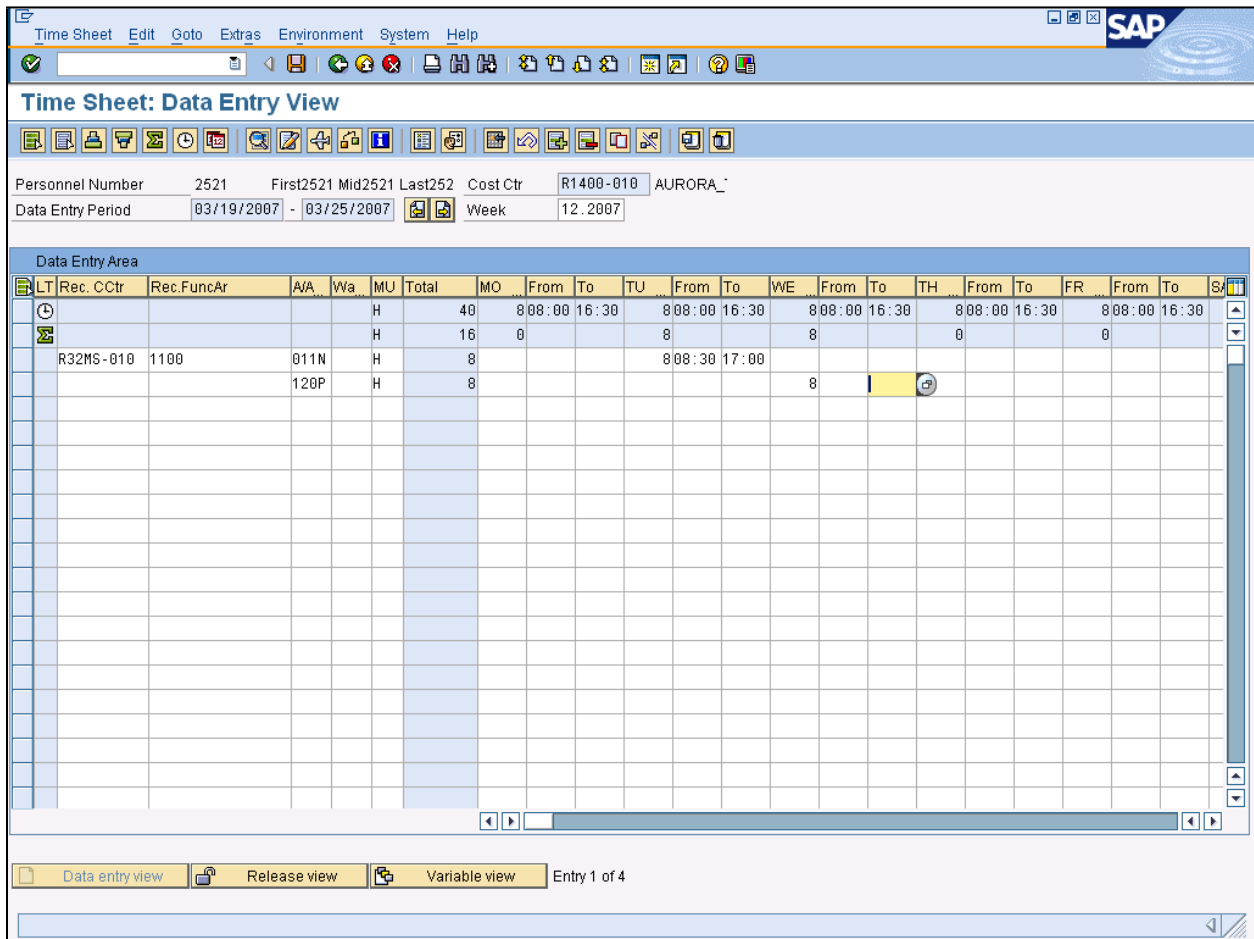
12. Click **Enter** ✔. The *Time Sheet: Data Entry View* screen displays.

Review time entry records for accuracy.

Time Sheet: Data Entry View

13. Go to Step 3.

To **delete** an existing record, you will need to complete Steps 14 through 15.

14. Select the record you wish to delete.

Time Sheet: Data Entry View

15. Click **Delete Line** [icon]. The *Time Sheet: Data Entry View* screen updates.

[info icon] Selected line is deleted, no message is generated.

[info icon] Review time entry records for accuracy.

Time Sheet: Data Entry View

16. Go to Step 3.

To **Release and Save** the entries when records are complete or you are finished editing, you will need to complete Steps 17 through 20.

17. Click [Release view]. The *Time Sheet: Release View* screen displays.

Time Sheet: Release View

18. Select lines you wish to release for approval.

Use **Select All** if you wish to release ALL the lines.

19. Click **Release**. The *Time Sheet: Release View* screen updates.

SAP displays the message, "X times were released".
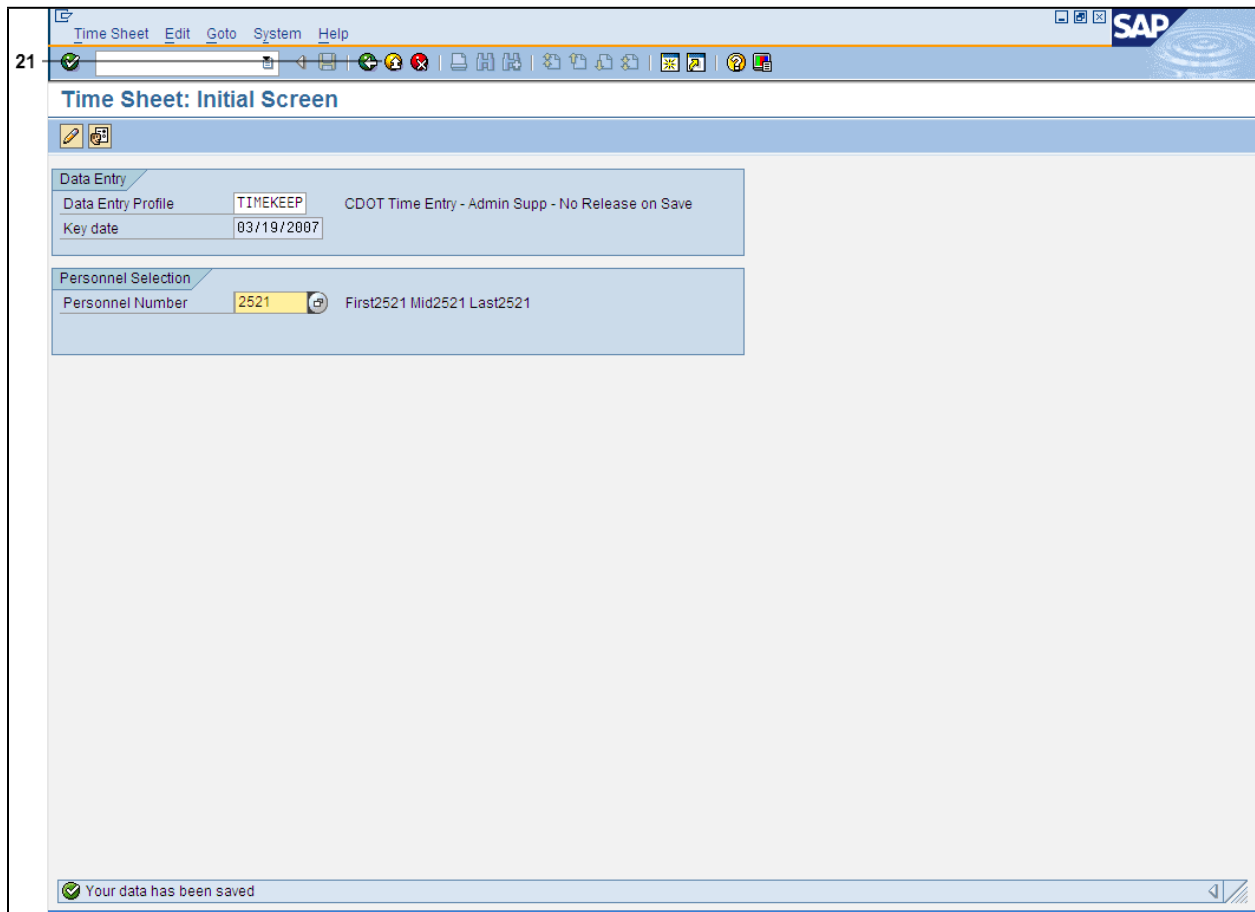
Time Sheet: Release View

20. Click **Save** 🖫 . The *Time Sheet: Initial Screen* displays.

SAP displays the message, "Your data has been saved".

A warning message will display if hours worked in a day exceeds the planned work schedule hours for that day. Click **Enter** ✅ to continue.

Time Sheet: Initial Screen

21. Click **Exit** 🏠 to go back to the *SAP Easy Access* screen.

22. You have completed this transaction.

Result

You have successfully maintained Time Entry data for your personnel number.
Comments

This process releases time to your supervisor for approval.

For feedback on this document, please contact dot_SAPSupport@state.co.us.