

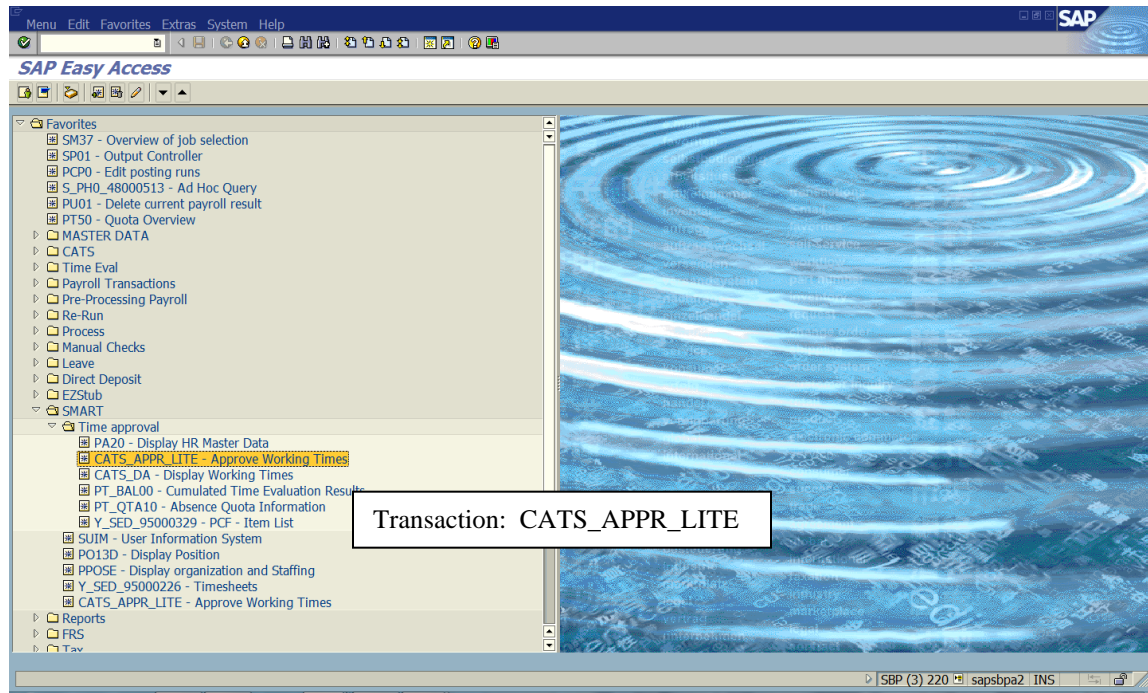
## CATS\_APPR\_LITE = APPROVING TIMESHEET DATA

Employees with Duval County Public Schools are paid by exception, meaning they are paid based on the work schedule for their position. Employees do not clock in and out for time to be recorded.

Time is recorded for the following:

1. Overtime worked
2. Leave Without Pay
3. Multiple Assignment worked (i.e., SAI, Extended Day)
4. Teachers covering for another teacher when no substitute is available
5. Part-time hourly employees

Time for the above listed situations is approved through CATS\_APPR\_LITE (Approve Working Times) in SAP.



Left click on Get Variant next to the Execute clock.

Find Variant box will open. If you see your name, delete your name, then left click the Execute clock.

Variant Directory will open. Scroll down to find your location. It is listed in numeric order of schools/offices number.

ABAP: Variant Directory of Program RCATS\_APPROVE\_ACTIVITIES

Variant Catalog for Program RCATS\_APPROVE\_ACTIVITIES

Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
1220 1221	Communication	A			
1311	1311	A		WHITEL	03/05/2010
1320	Bulls Bay "The BULL"	A		MCDOWELLW	09/16/2010
1322	Bulls Bay Admin	A		MCDOWELLW	09/16/2010
1325	Bulls Bay WareHouse Mgr	A		MCDOWELLW	09/16/2010
1326	Bulls Bay Routes	A			
1327	Bulls Bay Store Room	A		BUSHNELLD	09/15/2010
1328	Bulls Bay Furniture	A		NEWTOND	09/15/2010
1330	Budget Services	A		FAGANR	06/08/2012
1340	Internal Audit	A			
1350-1355	Business Services All	A		SCHEELEYB	10/11/2013
1353	Account Payable	A			
1354	Accounting	A			
1370	Benifits	A			
1371	Benifits Support	A			
1372	Employee Health Insurance	A			
1380	Technical and Logistics svc	A			

Highlight your location with left click, then left click on the green check mark to choose.

ABAP: Variant Directory of Program RCATS\_APPROVE\_ACTIVITIES

Variant Catalog for Program RCATS\_APPROVE\_ACTIVITIES

Variant name	Short Description	Environment	Protected	Changed by	Last Changed on
3124	St Clair Evans Academy	A			
3128	Susie E Tolbert Elem	A			
3141	J Allen Axson Montessori	A			
3142	Chaffee Trail Elem	A			
3143	Susie E Tolbert Elem	A			
3144	Jacksonville Beach Elem	A			
3148	Richard L Brown Elem	A			
3149	S P Livingston	A			
3150	New Berlin Elem	A			
3153	Stanton College Prep	A			
3154	John E Ford K-8	A		MCDOWELLW	07/27/2010
3155	Northwestern Middle	A			
3158	G W Carver Elem	A			
3159	Pine Forest Elem	A		MCDOWELLW	11/24/2009
3160	WATER LEAF ELEMENTARY	A			
3161	Bartram Springs	A			
3162	R V Daniels Elem	A		BLACKSHEAL2	07/27/2010

Your school/office number is under the Organizational Key.

**Approve Working Times**

OrgStructure Search Help 3012

Period  
Reporting Period **Other Period** 07/01/2013 - 12/31/9999

Selection Criteria

Personnel Number		
Employment Status		
Company Code		
Organizational Key	3160	
Cost Center		

Make sure use "Other Period" to approve late leave forms & timesheets. Never use current year or pay period.

Selection of Time Sheet

Basic Data	
Receiver account assgmt	
Sender Account Assignment	
Data Sources	

DUVAL

Show All Employees ☒ \*See Notes

Approval of Time Sheet

☒ Send notification of rejection

☒ Bundle Messages

☐ Automatic Approval (Cust Exit)

Output

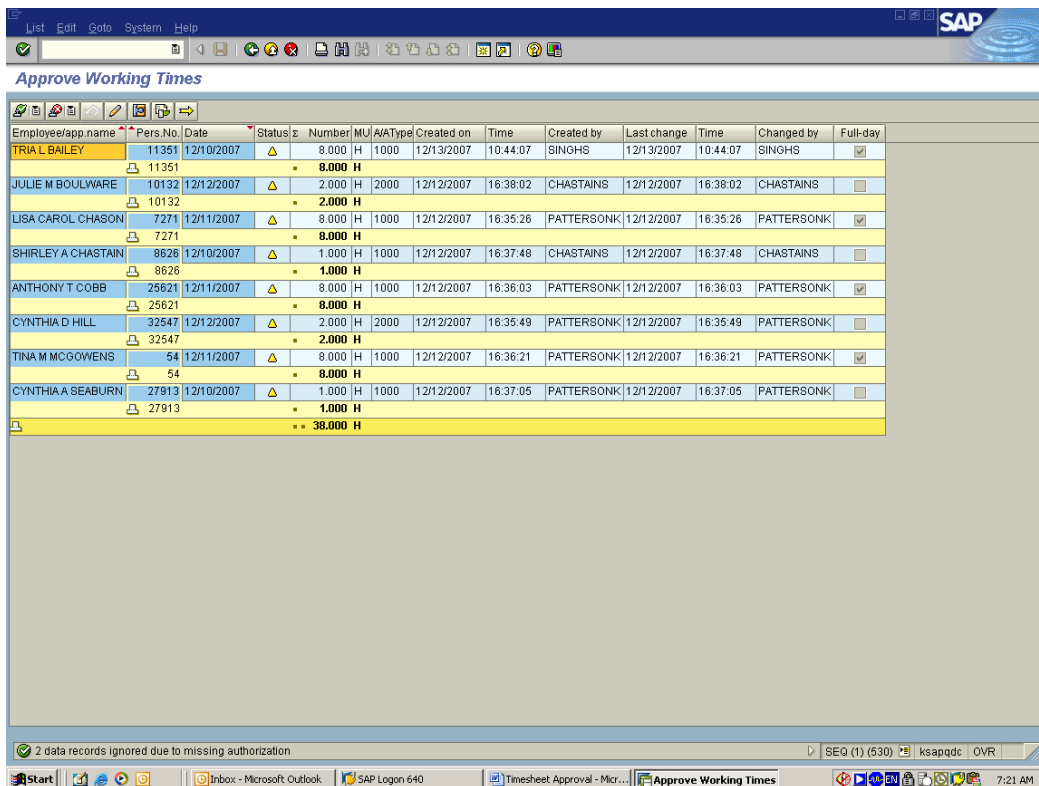
Conversion to Unit of Measure

Layout

Note: Only those employees who report directly to the time approver will be listed, unless the "Show All Employees" box is checked. If this box is checked, then all employees who work in the org unit and sub org unit will be listed, regardless if they report directly to the time approver.

Left click on the Execute Clock.

A list of all requested time for approval will be displayed. If there's no hours to be approved, then a message will appear on the bottom of the screen. If requests are made for employees in the org unit which the time approver does not have authorization for, a message will appear on the bottom of the screen also.

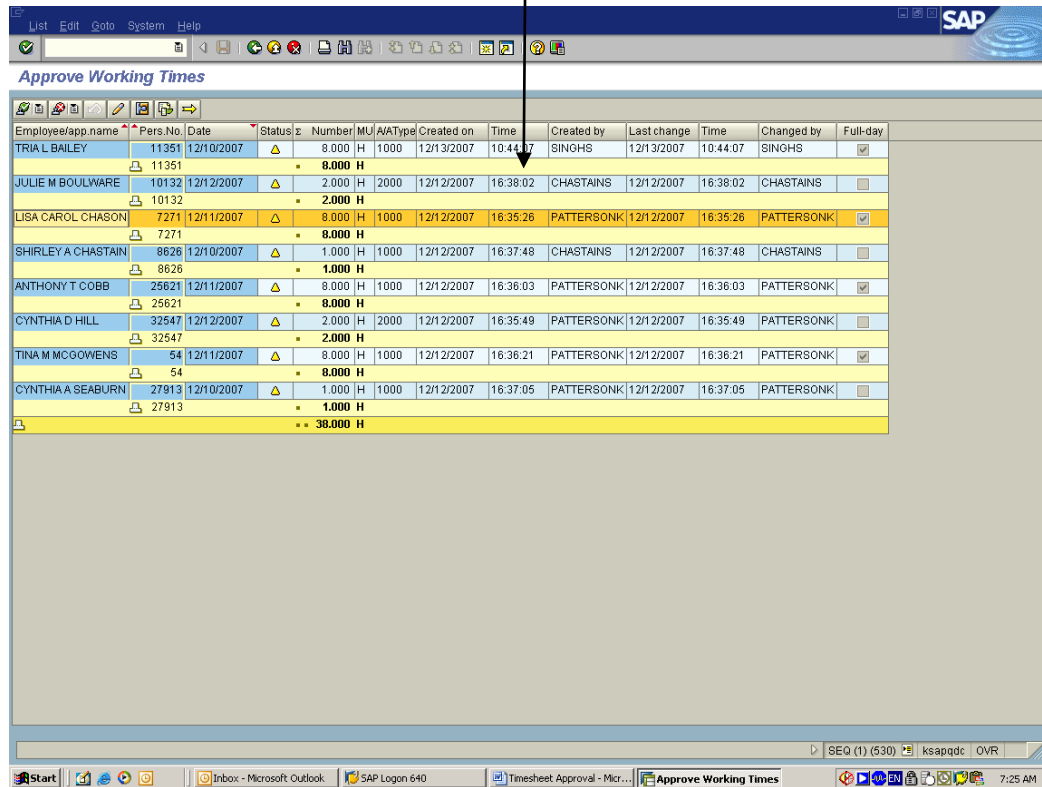


The screenshot shows the SAP 'Approve Working Times' interface. The table lists employee requests with columns for Employee/app name, Pers.No., Date, Status, Number, MU, A/Type, Created on, Time, Created by, Last change, Time, Changed by, and Full-day. The data is as follows:

Employee/app name	Pers.No.	Date	Status	Number	MU	A/Type	Created on	Time	Created by	Last change	Time	Changed by	Full-day
TRIA L BAILEY	11351	12/10/2007	▲	8.000	H	1000	12/13/2007	10:44:07	SINGHS	12/13/2007	10:44:07	SINGHS	<input checked="" type="checkbox"/>
	11351			8.000	H								
JULIE M BOULWARE	10132	12/12/2007	▲	2.000	H	2000	12/12/2007	16:38:02	CHASTAINS	12/12/2007	16:38:02	CHASTAINS	<input type="checkbox"/>
	10132			2.000	H								
LISA CAROL CHASON	7271	12/11/2007	▲	8.000	H	1000	12/12/2007	16:35:26	PATTERSONK	12/12/2007	16:35:26	PATTERSONK	<input checked="" type="checkbox"/>
	7271			8.000	H								
SHIRLEY A CHASTAIN	8626	12/10/2007	▲	1.000	H	1000	12/12/2007	16:37:48	CHASTAINS	12/12/2007	16:37:48	CHASTAINS	<input type="checkbox"/>
	8626			1.000	H								
ANTHONY T COBB	25621	12/11/2007	▲	8.000	H	1000	12/12/2007	16:36:03	PATTERSONK	12/12/2007	16:36:03	PATTERSONK	<input checked="" type="checkbox"/>
	25621			8.000	H								
CYNTHIA D HILL	32547	12/12/2007	▲	2.000	H	2000	12/12/2007	16:35:49	PATTERSONK	12/12/2007	16:35:49	PATTERSONK	<input type="checkbox"/>
	32547			2.000	H								
TINA M MCGOWENS	54	12/11/2007	▲	8.000	H	1000	12/12/2007	16:36:21	PATTERSONK	12/12/2007	16:36:21	PATTERSONK	<input checked="" type="checkbox"/>
	54			8.000	H								
CYNTHIA A SEABURN	27913	12/10/2007	▲	1.000	H	1000	12/12/2007	16:37:05	PATTERSONK	12/12/2007	16:37:05	PATTERSONK	<input type="checkbox"/>
	27913			1.000	H								
				38.000	H								

At the bottom of the table, a message states: "2 data records ignored due to missing authorization". The status bar at the bottom shows "SEQ (1) (530) ksapqdc OVR" and the time "7:21 AM".

The Time Approver can select one employee from the list, or go through the list first, then select multiple employees (using the CTRL key), or all employees (using the SHIFT key). The employee(s) selected will then be highlighted.



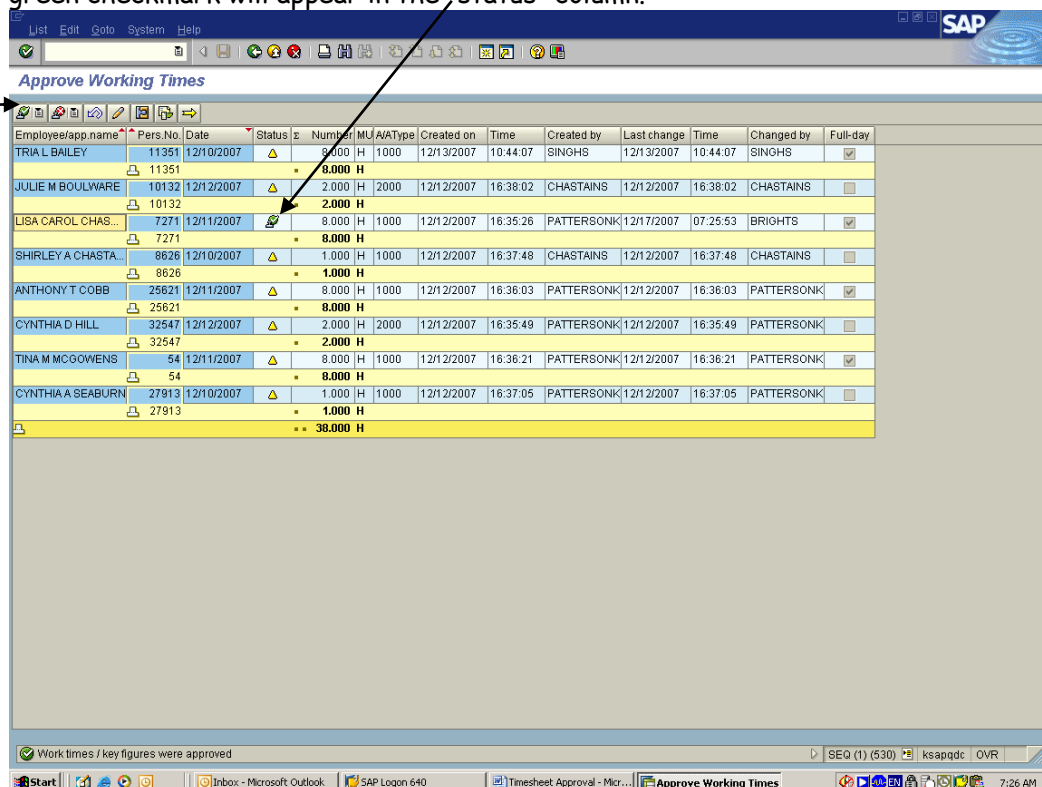
**Approve Working Times**

Employee/app name	Pers.No.	Date	Status	z	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Changed by	Full-day
TRIA L BAILEY	11351	12/10/2007			8.000	H	1000	12/13/2007	10:44:07	SINGHS	12/13/2007	10:44:07	SINGHS	<input checked="" type="checkbox"/>
JULIE M BOULWARE	10132	12/12/2007			2.000	H	2000	12/12/2007	16:38:02	CHASTAINS	12/12/2007	16:38:02	CHASTAINS	<input type="checkbox"/>
LISA CAROL CHASON	7271	12/11/2007			8.000	H	1000	12/12/2007	16:35:26	PATTERSONK	12/12/2007	16:35:26	PATTERSONK	<input checked="" type="checkbox"/>
SHIRLEY A CHASTAIN	8626	12/10/2007			1.000	H	1000	12/12/2007	16:37:48	CHASTAINS	12/12/2007	16:37:48	CHASTAINS	<input type="checkbox"/>
ANTHONY T COBB	25621	12/11/2007			8.000	H	1000	12/12/2007	16:36:03	PATTERSONK	12/12/2007	16:36:03	PATTERSONK	<input checked="" type="checkbox"/>
CYNTHIA D HILL	32547	12/12/2007			2.000	H	2000	12/12/2007	16:35:49	PATTERSONK	12/12/2007	16:35:49	PATTERSONK	<input type="checkbox"/>
TINA M MCGOWENS	54	12/11/2007			8.000	H	1000	12/12/2007	16:36:21	PATTERSONK	12/12/2007	16:36:21	PATTERSONK	<input checked="" type="checkbox"/>
CYNTHIA A SEABURN	27913	12/10/2007			1.000	H	1000	12/12/2007	16:37:05	PATTERSONK	12/12/2007	16:37:05	PATTERSONK	<input type="checkbox"/>
					38.000	H								

SEQ (1) (530) ksapqdc OVR

Time is approved by left clicking the Green Checkbox icon (Approve). Once approved, a green checkmark will appear in the "status" column.

Approve icons



**Approve Working Times**

Employee/app name	Pers.No.	Date	Status	z	Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Changed by	Full-day
TRIA L BAILEY	11351	12/10/2007			8.000	H	1000	12/13/2007	10:44:07	SINGHS	12/13/2007	10:44:07	SINGHS	<input checked="" type="checkbox"/>
JULIE M BOULWARE	10132	12/12/2007			2.000	H	2000	12/12/2007	16:38:02	CHASTAINS	12/12/2007	16:38:02	CHASTAINS	<input type="checkbox"/>
LISA CAROL CHAS...	7271	12/11/2007			8.000	H	1000	12/12/2007	16:35:26	PATTERSONK	12/17/2007	07:25:53	BRIGHTS	<input checked="" type="checkbox"/>
SHIRLEY A CHASTA...	8626	12/10/2007			1.000	H	1000	12/12/2007	16:37:48	CHASTAINS	12/12/2007	16:37:48	CHASTAINS	<input type="checkbox"/>
ANTHONY T COBB	25621	12/11/2007			8.000	H	1000	12/12/2007	16:36:03	PATTERSONK	12/12/2007	16:36:03	PATTERSONK	<input checked="" type="checkbox"/>
CYNTHIA D HILL	32547	12/12/2007			2.000	H	2000	12/12/2007	16:35:49	PATTERSONK	12/12/2007	16:35:49	PATTERSONK	<input type="checkbox"/>
TINA M MCGOWENS	54	12/11/2007			8.000	H	1000	12/12/2007	16:36:21	PATTERSONK	12/12/2007	16:36:21	PATTERSONK	<input checked="" type="checkbox"/>
CYNTHIA A SEABURN	27913	12/10/2007			1.000	H	1000	12/12/2007	16:37:05	PATTERSONK	12/12/2007	16:37:05	PATTERSONK	<input type="checkbox"/>
					38.000	H								

Work times / key figures were approved

SEQ (1) (530) ksapqdc OVR

Next time you go into approval screen, your location# is on your top of the screen. You just need to left click your location number, then left click on the execute clock to approve.

If you have multiple locations to approve -

- 1) If you only approve other location with a request, do the step above, then change the Organizational key number to the location you need to approve.
- 2) If you always approve all these locations, we can set your variant up. Please let us know.

If you have any questions or concerns, please contact Karen Matatall at [GajewskiK@duvalschools.org](mailto:GajewskiK@duvalschools.org), 390-2175. Or contact front desk at 390-2022.