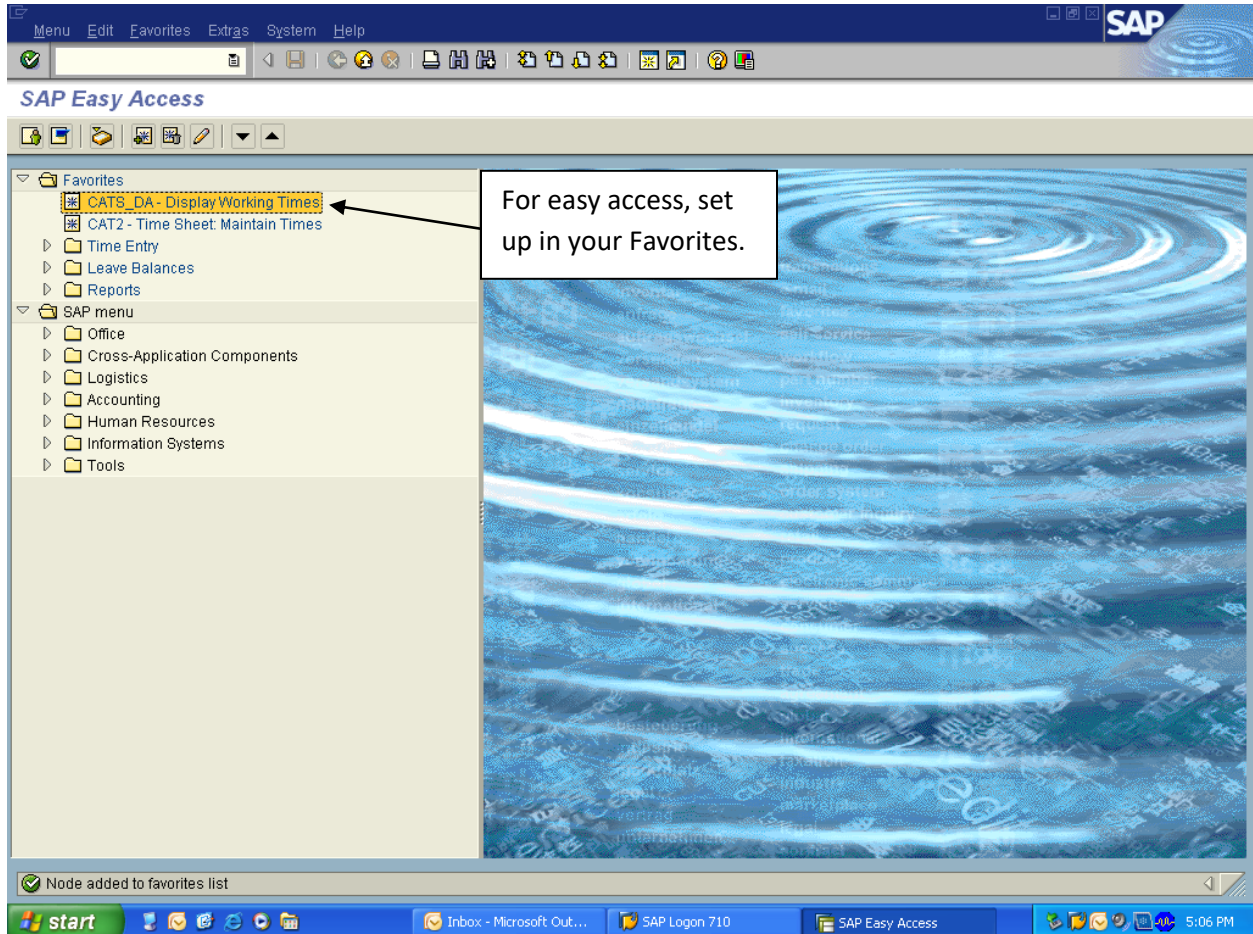
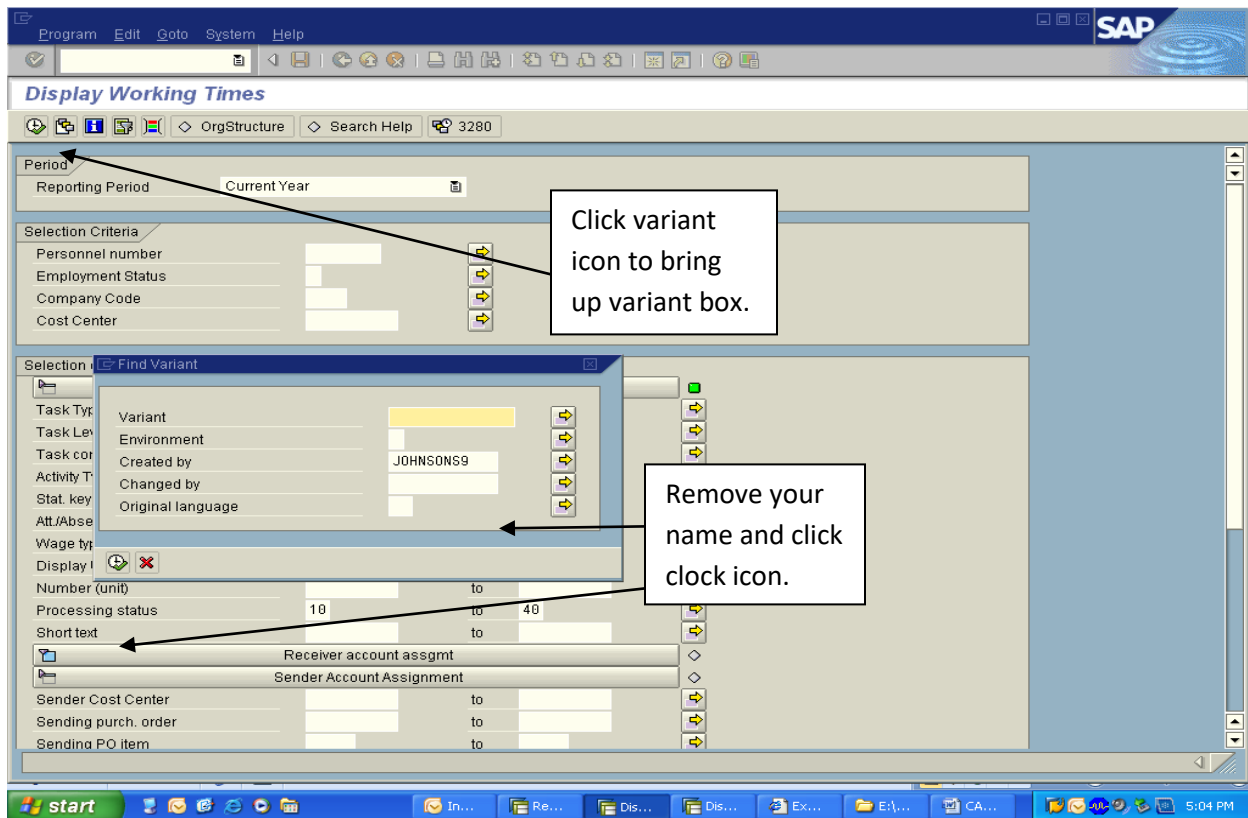


CATS_DA = CHECKING ENTRIES OR FILTERING BY SPECIFIC WAGE TYPES

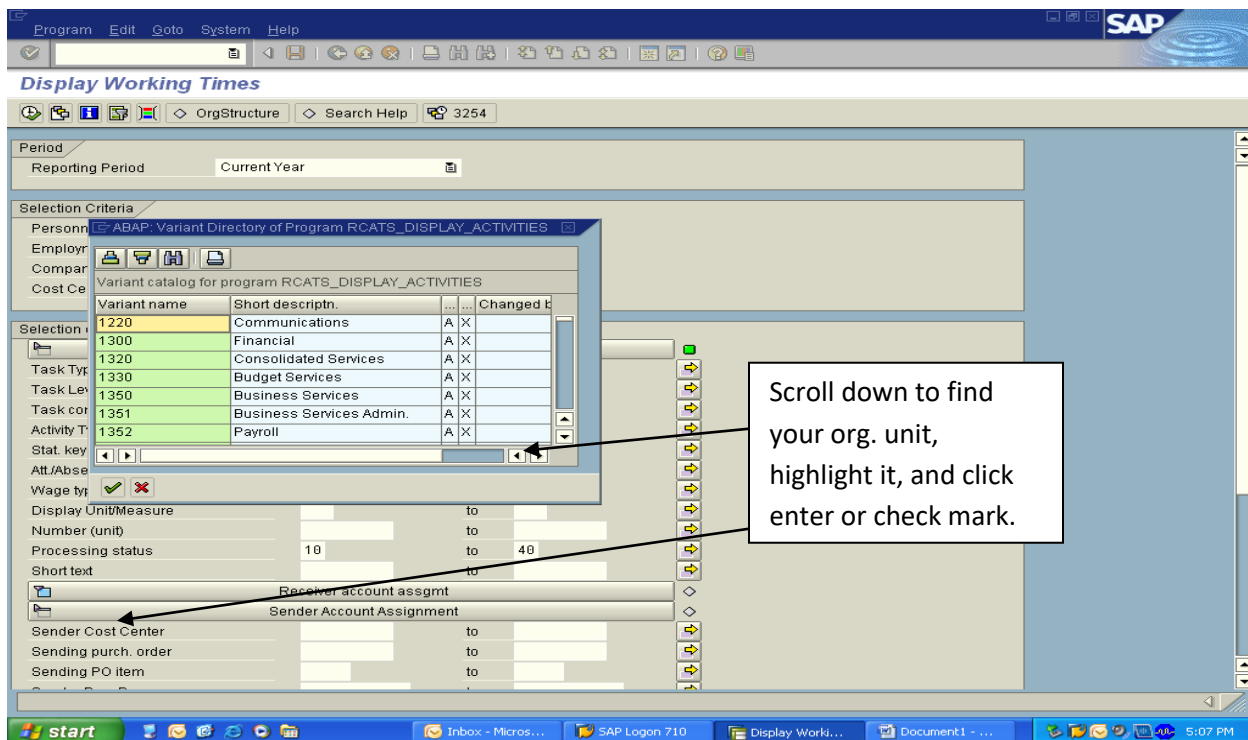
CATS_DA Display Working Times is used to verify absences and attendances keyed in CAT2 . This transaction will show all the information keyed and will indicate whether it has been approved, rejected, or no action taken.



Each organizational unit has been created their own variant to use for CATS_DA. To choose a variant, click icon (looks like steps). This will bring up a box with your name in it. Remove your name from the box and click the execute icon (clock) at the bottom of the box.



A second box will appear, showing different organizational units, scroll down until you find the appropriate org. unit. Highlight the appropriate org. unit and click enter or click check mark.



If you cannot find your organizational number, please contact Amber Nguyen at 390-2807 or Karen Matatall at 390-2175.

The next screen will automatically bring up the appropriate org. unit as well as the reporting period as other period with a high date of 12/31/9999. Put in your begin date and end date you want to show. Then click the Execute Icon (clock).

Program Edit Goto System Help

SAP

Display Working Times

OrgStructure Search Help 3254

Period

Reporting Period Other Period 07/01/2008 12/31/9999

Selection Criteria

Personnel number

Employment Status

Company Code

Organizational Key 3254

Cost Center

Selection of Time Sheet

Basic Data

Task Type to

Task Level to

Task component to

Activity Type to

Stat. key figure to

Att./Absence type to

Wage type to

Display Unit/Measure to

Number (unit) to

Processing status 10 to 40

Short text to

Receiver account assgmt

Sender Account Assignment

Sender Cost Center to

Sending purch. order to

Key in begin and end date, then click the clock icon to execute.

start

Inbox - Micros...

SAP Logon 710

Display Worki...

Document1 - ...

5:10 PM

CATS_DA will then display all attendance/absences keyed for the time period requested. The columns will identify the type of attendance/absence types keyed, the timekeeper who keyed the information, the date it was keyed, the approver who approved/rejected the information, and the date it was approved/rejected. A listing of all attendance and absence types has been provided. Please note: not all attendance/absence types will be keyed by the timekeeper.

Display Working Times

Print (Ctrl+P)

Green check = approved
Yellow triangle = not approved
Red X = rejected

Since I used 7/1/08 as my begin date, all entries made for the school year are available to view.

Name of employee or applicant	Pers.No.	Date	Status	F/S	z Number	MU	Short text	L	A/AType	Ob	Position	Created on	Time	Created by	Last change	T
KRISTIN LEE ARCHON	34966	12/01/2008	✓		8.000	H			1000			11/18/2008	14:30:15	RHODEST	11/19/2008	1
		11/25/2008	✓		8.000	H			1000			11/18/2008	11:44:22	RHODEST	11/19/2008	1
		11/04/2008	✓		8.000	H			1000			11/03/2008	14:36:35	RHODEST	11/08/2008	1
		10/03/2008	✓		8.000	H			1000			10/10/2008	10:28:30	FILOZ	10/10/2008	1
		10/01/2008	✓		8.000	H			1000			10/10/2008	10:28:30	FILOZ	10/10/2008	1
		09/24/2008	✓		6.000	H			2001			10/10/2008	10:25:10	FILOZ	10/10/2008	1
		09/15/2008	✓		4.000	H			1000			09/25/2008	15:12:33	FILOZ	09/25/2008	1
		07/31/2008	✓		8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
		07/30/2008	✓		8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
		07/29/2008	✓		8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
		07/15/2008	✓		10.000	H			1000			07/30/2008	14:34:41	FILOZ	07/30/2008	1
		07/03/2008	✓		8.000	H			2000			07/16/2008	14:31:45	FILOZ	07/16/2008	1
					92.000	H										
	326	03/26/2009	△		4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/25/2009	△		4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/19/2009	△		4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/18/2009	△		4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/13/2009	△		1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/12/2009	△		1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/11/2009	✓		4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1
		03/11/2009	✓		1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/10/2009	✓		4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1
		03/06/2009	✓		8.000	H			2020			03/03/2009	10:19:54	RHODEST	03/10/2009	0
		03/05/2009	✓		1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/04/2009	✓		4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1
		03/04/2009	✓		3.000	H			1210			03/03/2009	10:19:54	RHODEST	03/10/2009	0
		03/04/2009	✓		1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/04/2009	✓		4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1

To sort, click on any of the columns. There are two ways you can sort: Filter or List from largest to smallest or vice versa. In the sample, the date created has been highlighted. If you choose to sort smallest to largest, SAP will list the dates created from high date to low date or vice versa.

List icons. Filter icon.

Display Working Times

Name of employee or applicant	Pers.No.	Date	Status	F/S	zNumb...	MU	Short text	L	AAType	Ob	Position	Created on	Time	Created by	Last change	T
KRISTIN LEE ARCHON	34966	12/01/2008			8.000	H			1000			11/18/2008	14:30:15	RHODEST	11/19/2008	1
		11/25/2008			8.000	H			1000			11/18/2008	11:44:22	RHODEST	11/19/2008	1
		11/04/2008			8.000	H			1000			11/03/2008	14:36:35	RHODEST	11/08/2008	1
		10/03/2008			8.000	H			1000			10/10/2008	10:28:30	FILOZ	10/10/2008	1
		10/01/2008			8.000	H			1000			10/10/2008	10:28:30	FILOZ	10/10/2008	1
		09/24/2008			6.000	H			2001			10/10/2008	10:25:10	FILOZ	10/10/2008	1
		09/15/2008			4.000	H			1000			09/25/2008	15:12:33	FILOZ	09/25/2008	1
		07/31/2008			8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
		07/30/2008			8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
		07/29/2008			8.000	H			1240			07/30/2008	14:36:23	FILOZ	07/30/2008	1
KATHLEEN MARGARET BARTON	8326	07/15/2008			10.000	H			1000			07/30/2008	14:34:41	FILOZ	07/30/2008	1
		07/03/2008			8.000	H			2000			07/16/2008	14:31:45	FILOZ	07/16/2008	1
		92.000 H														
		03/26/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/25/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/19/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/18/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/13/2009			1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/12/2009			1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/11/2009			4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1

A box will be brought up to put in a date range. Type in the dates you would like to view . . .

Display Working Times

Determine values for filter criteria

Select

Created on 03/04/2009 to 03/23/2009

Name of employee or applicant	Pers.No.	Date	Status	F/S	zNumb...	MU	Short text	L	AAType	Ob	Position	Created on	Time	Created by	Last change	T
KATHLEEN MARGARET BARTON	8326	03/26/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/25/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/19/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/18/2009			4.000	H			MA10	S	50281186	03/19/2009	14:03:20	RHODEST	03/19/2009	1
		03/17/2009			1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/16/2009			1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1
		03/11/2009			4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1
		03/10/2009			4.000	H			MA10	S	50281186	03/10/2009	11:58:14	RHODEST	03/11/2009	1
		03/06/2009			8.000	H			2020			03/03/2009	10:19:54	RHODEST	03/10/2009	0
		03/05/2009			1.000	H			MA01	S	50303882	03/16/2009	11:04:12	RHODEST	03/17/2009	1

SAP will now list only the dates in the range requested.

ListEditGotoSystemHelp

You could highlight another column, such as the A/A type, and sort the information more.

ListEditGotoSystemHelp

<

In this sample, the sort range was for absences only. The range selected was 1000 to 2300.

Display Working Times

Name of employee or applicant	Pers.No.	Date	Status	F/S	z Numb...	MU	Short text	L	A/A ty...	Ob	Position	Created on	Time	Created by	Last change	T
LANI E BAUER	6619	03/12/2009			7.330	H		2001				03/16/2009	10:56:34	RHODEST	03/17/2009	1
	6619				7.330	H										
LINDA R BISHOP	1704	03/13/2009			7.330	H		2000				03/10/2009	11:34:45	RHODEST	03/11/2009	1
	1704	03/05/2009			1.000	H		2020				03/10/2009	11:33:48	RHODEST	03/11/2009	1
	1704				8.330	H										
WANDA HENRIETT BONNER	23306	03/18/2009			7.000	H		2000				03/19/2009	10:40:48	RHODEST	03/19/2009	1
	23306	03/17/2009			7.000	H		2000				03/19/2009	10:40:48	RHODEST	03/19/2009	1
	23306				14.000	H										
MARY ELIZABETH BRAZAUSKA...	22245	03/27/2009			7.330	H		2000				03/16/2009	10:50:22	RHODEST	03/17/2009	1
	22245	03/26/2009			7.330	H		1210				03/16/2009	10:49:50	RHODEST	03/17/2009	1
	22245	03/19/2009			7.330	H		1210				03/10/2009	15:06:07	RHODEST	03/11/2009	1
	22245				21.990	H										
DARIA M BROWN	5356	03/24/2009			5.000	H		1210				03/18/2009	08:50:32	RHODEST	03/18/2009	1
	5356				5.000	H										
JERRI L BROWN	4917	03/17/2009			7.330	H		2000				03/19/2009	15:44:43	RHODEST	03/19/2009	1
	4917				7.330	H										
TERRI L BROWN	7291	04/15/2009			7.000	H		1102				03/16/2009	10:55:51	RHODEST	03/17/2009	1
	7291	03/25/2009			7.000	H		1102				03/19/2009	10:39:59	RHODEST	03/19/2009	1
	7291	03/17/2009			2.000	H		1102				03/18/2009	08:53:12	RHODEST	03/18/2009	1
	7291				4.000	H		2000				03/18/2009	08:53:12	RHODEST	03/18/2009	1
	7291	03/10/2009			2.500	H		2000				03/11/2009	11:37:45	RHODEST	03/11/2009	1
	7291	03/06/2009			7.000	H		1102				03/10/2009	11:35:36	RHODEST	03/11/2009	1
	7291	03/04/2009			1.000	H		1102				03/10/2009	11:35:36	RHODEST	03/11/2009	1
	7291				30.500	H										
KATIE RHONE COLSON	4388	04/03/2009			8.000	H		1000				03/16/2009	10:21:33	RHODEST	03/17/2009	1
	4388	04/02/2009			8.000	H		1000				03/16/2009	10:21:33	RHODEST	03/17/2009	1
	4388	04/01/2009			8.000	H		1000				03/16/2009	10:21:33	RHODEST	03/17/2009	1
	4388	03/31/2009			8.000	H		1000				03/16/2009	10:21:33	RHODEST	03/17/2009	1

This is a marvells tool which can be used for a number of functions. To name a few: sort by leave without pay for the school year; list the dates prior to and after a holiday; amount of annual leave or personal leave used by individual or as a group.