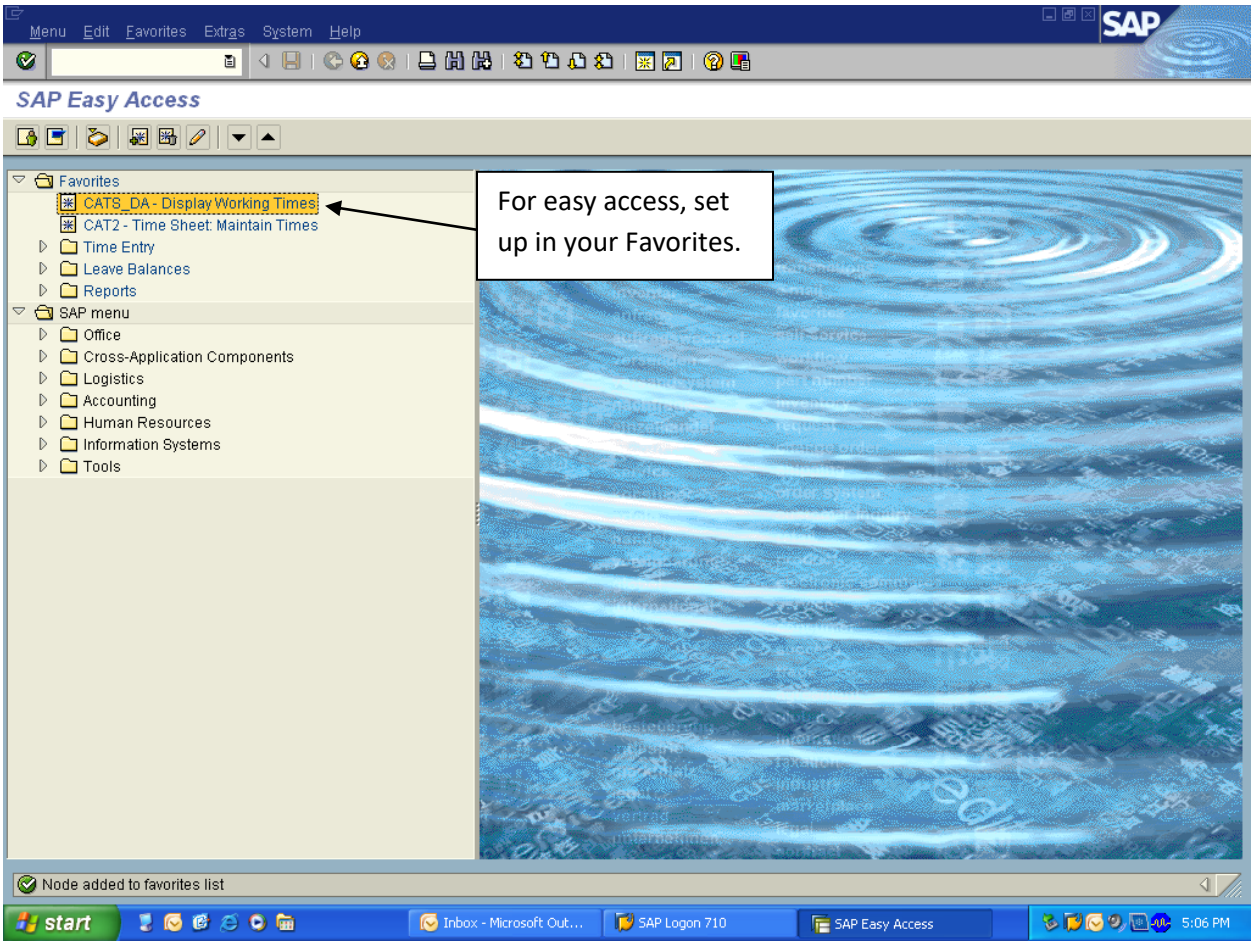
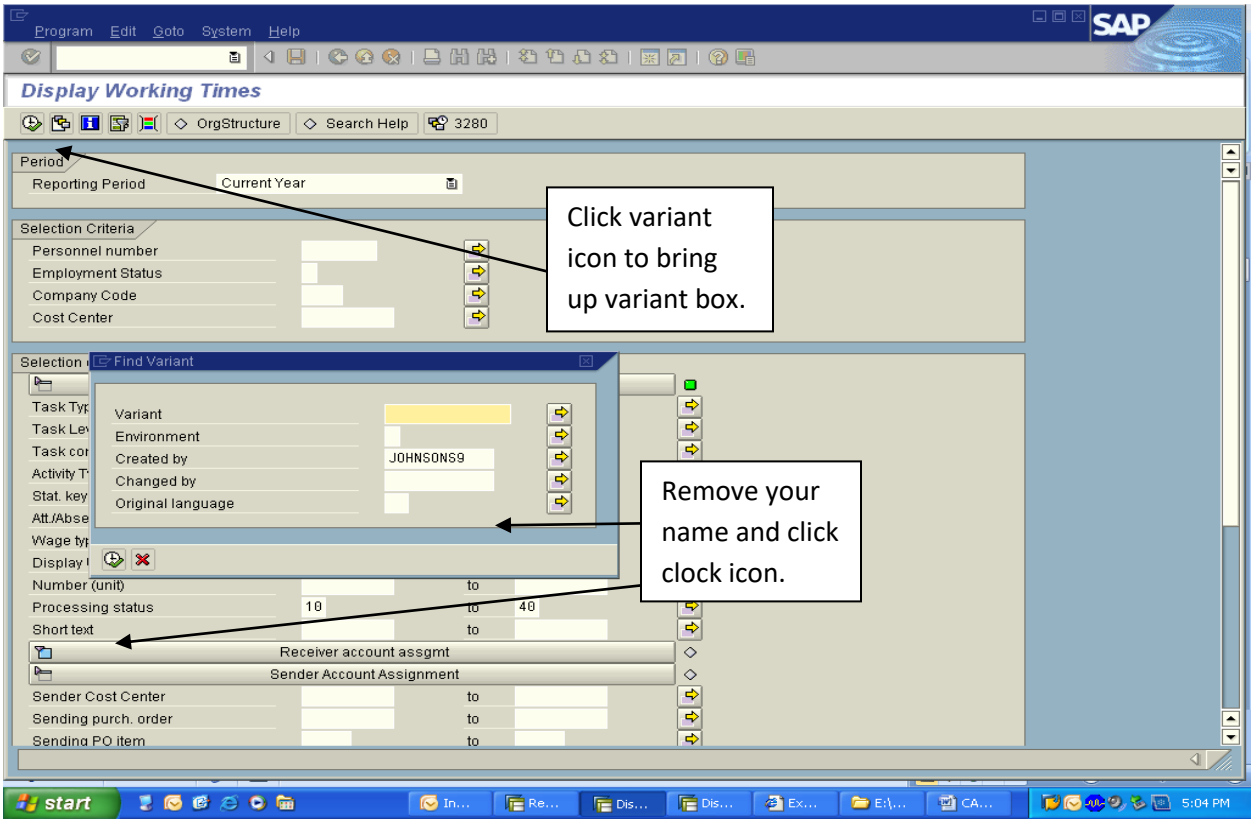
## *CATS_DA = CHECKING ENTRIES OR FILTERING BY SPECIFIC WAGE TYPES*

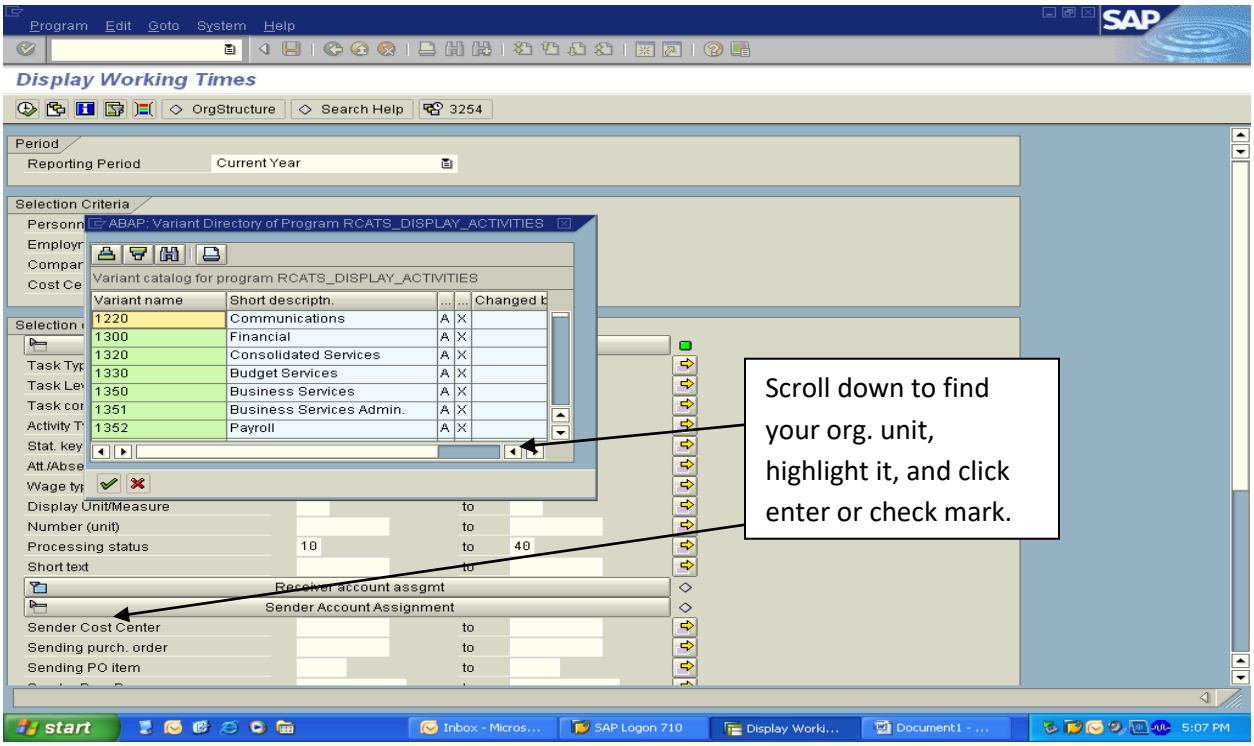
CATS_DA  Display Working Times is used to verify absences and attendances keyed in CAT2 .  This transaction will show all the information keyed and will indicate whether it has been approved, rejected, or no action taken.




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.

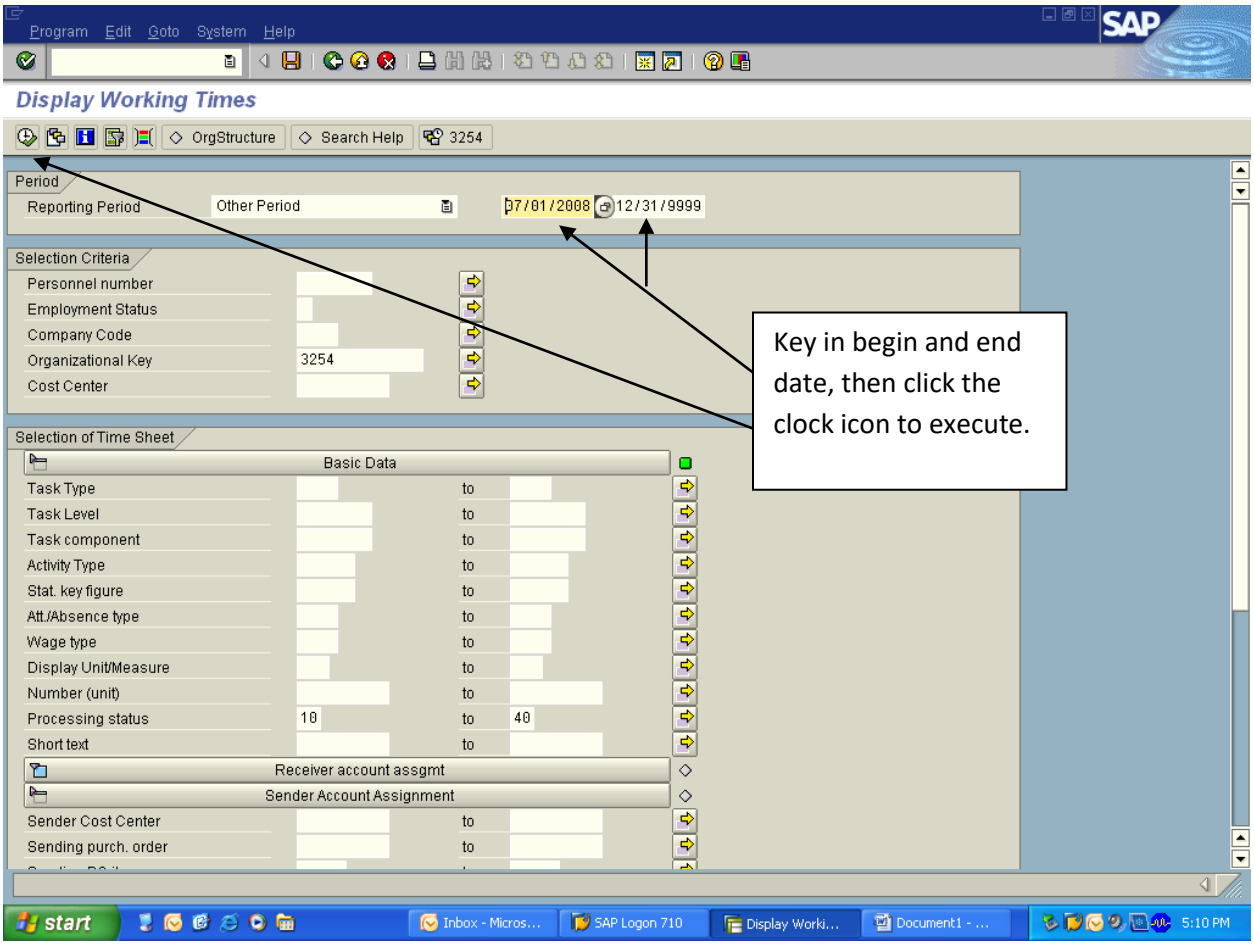



A second box will appear, showing different organizational units, scroll down until you find the appropriate org. unit. Highlight the appropriate org. unit and click enter or click check mark.

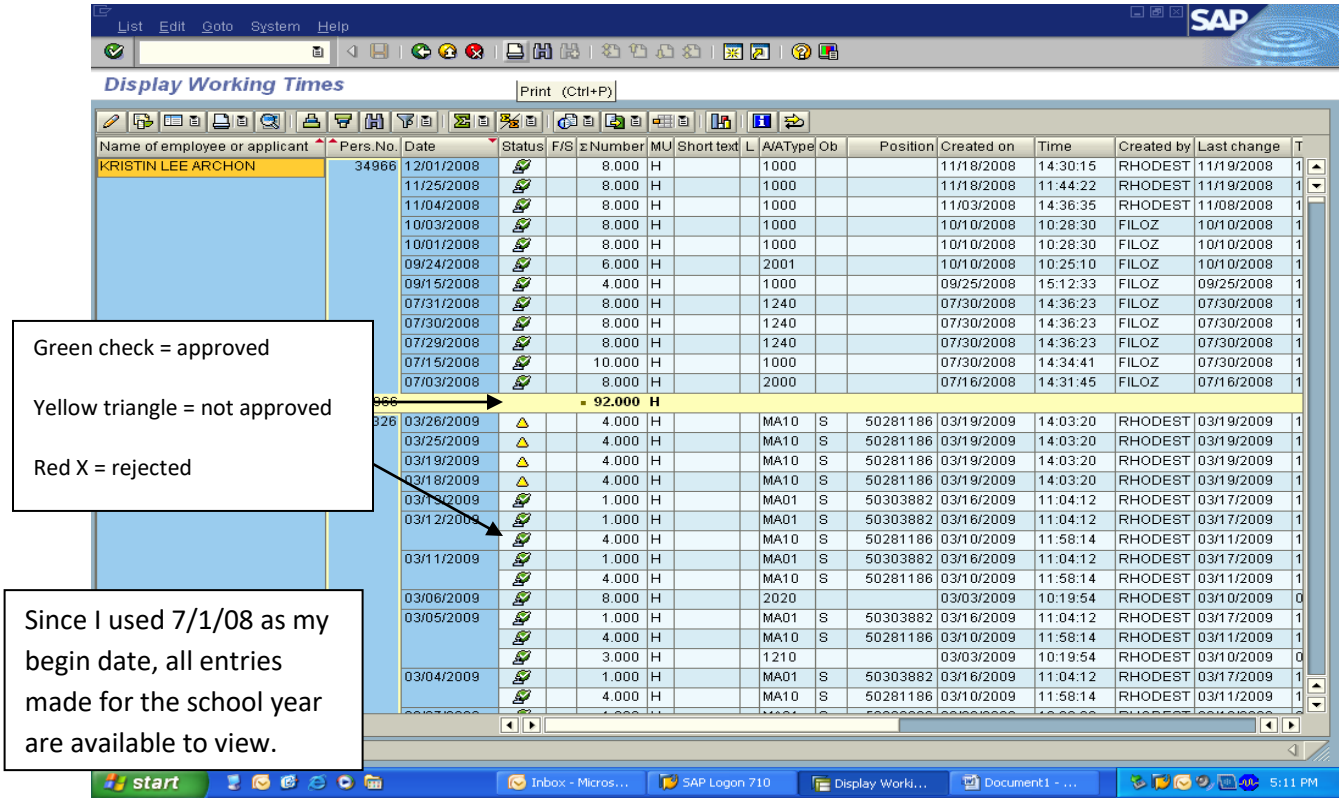


*If you cannot find your organizational number, please contact Amber Nguyen at 390-2807 or Karen Matatall at 390-2175.*

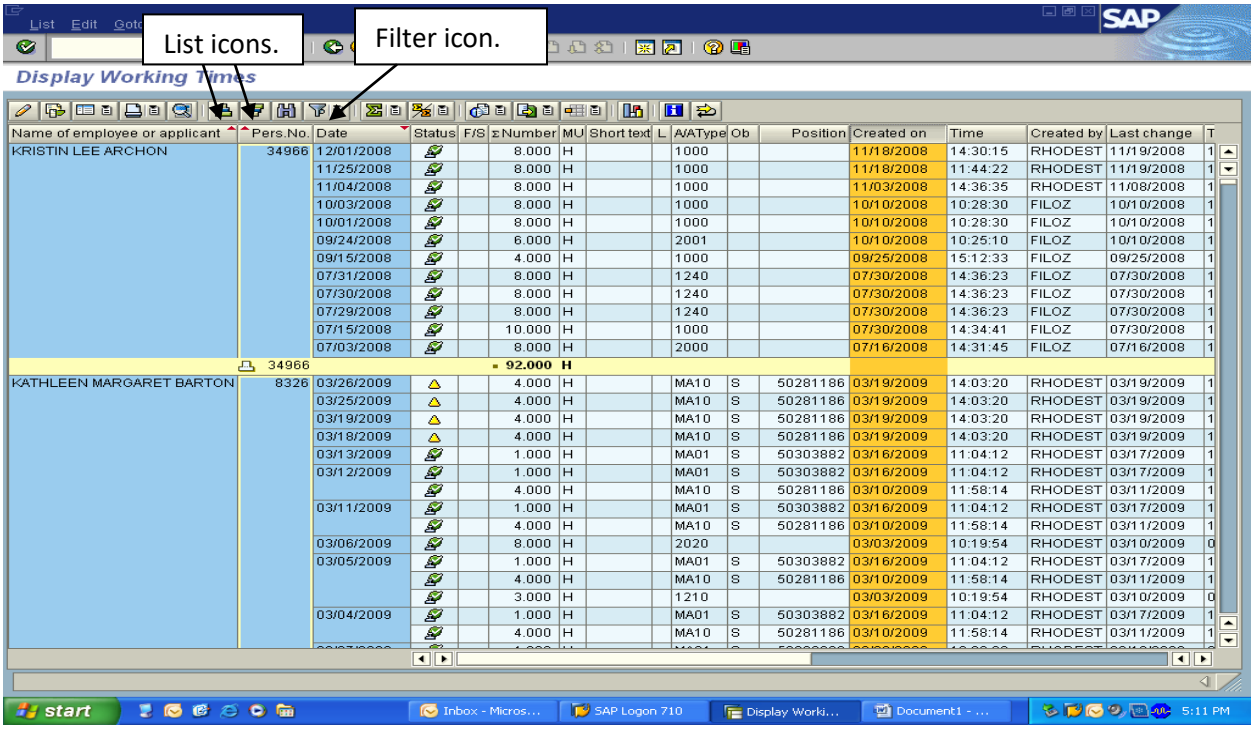
The next screen will automatically bring up the appropriate org. unit as well as the reporting period as other period with a high date of 12/31/9999. Put in your begin date and end date you want to show. Then click the Execute Icon (clock).



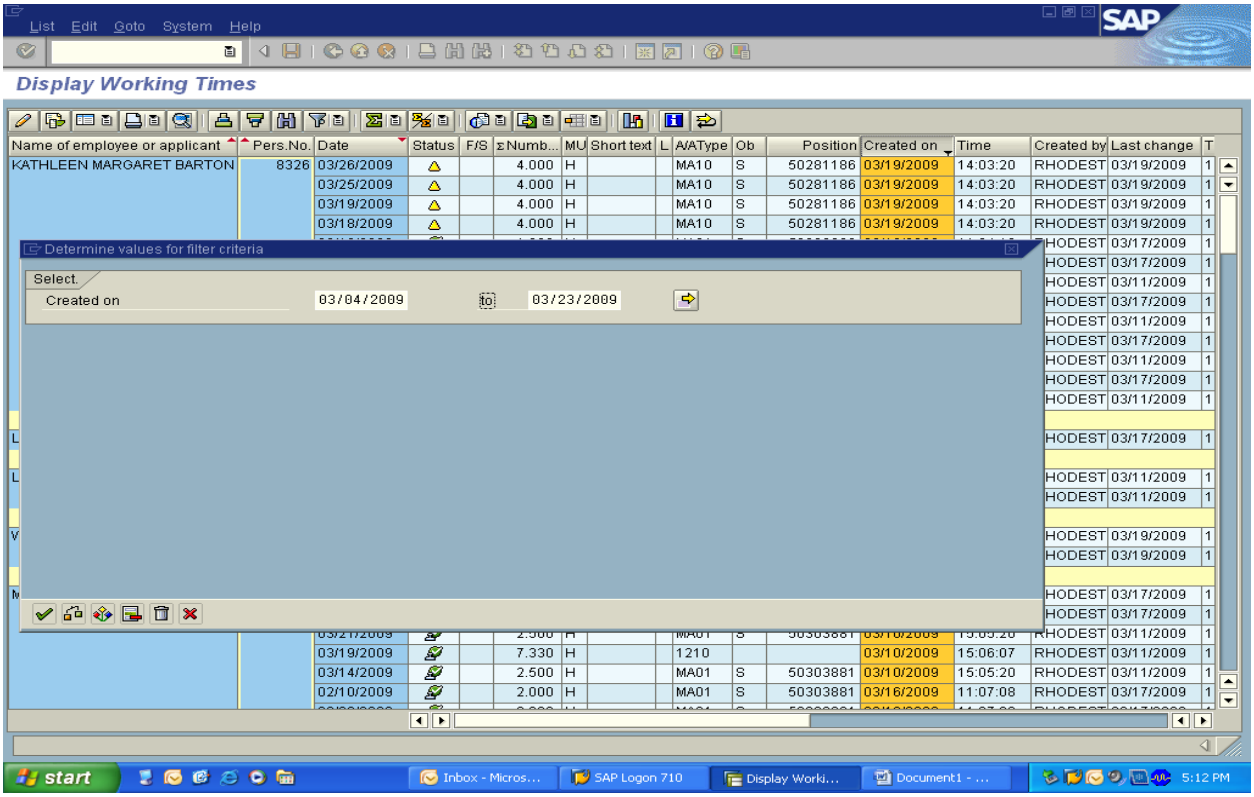

CATS_DA will then display all attendance/absences keyed for the time period requested. The columns will identify the type of attendance/absence types keyed, the timekeeper who keyed the information, the date it was keyed, the approver who approved/rejected the information, and the date it was approved/rejected.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




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.




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




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

List Edit Goto System Help

**Display Working Times**

| Name of employee or applicant | Pers.No. | Date | Status | F/S | Σ Numb... | MU | Short text | L | A/AType | 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 |
| | | 03/13/2009 | | | 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 |
| | | | | | 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 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | | 03/05/2009 | | | 1.000 | H | | | MA01 | S | 50303882 | 03/16/2009 | 11:04:12 | RHODEST | 03/17/2009 | 1 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | | 03/04/2009 | | | 1.000 | H | | | MA01 | S | 50303882 | 03/16/2009 | 11:04:12 | RHODEST | 03/17/2009 | 1 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | 8326 | | | | **37.000** | **H** | | | | | | | | | | |
| 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 |
| | | 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 |
| | | 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 |
| | | 03/26/2009 | | | 7.330 | H | | | 1210 | | | 03/16/2009 | 10:49:50 | RHODEST | 03/17/2009 | 1 |
| | | 03/21/2009 | | | 2.500 | H | | | MA01 | S | 50303881 | 03/10/2009 | 15:05:20 | RHODEST | 03/11/2009 | 1 |
| | | 03/19/2009 | | | 7.330 | H | | | 1210 | | | 03/10/2009 | 15:06:07 | RHODEST | 03/11/2009 | 1 |
| | | 03/14/2009 | | | 2.500 | H | | | MA01 | S | 50303881 | 03/10/2009 | 15:05:20 | RHODEST | 03/11/2009 | 1 |
| | | 02/10/2009 | | | 2.000 | H | | | MA01 | S | 50303881 | 03/16/2009 | 11:07:08 | RHODEST | 03/17/2009 | 1 |

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

List Edit Goto System Help

**Display Working Times**

| Name of employee or applicant | Pers.No. | Date | Status | F/S | Σ Numb... | MU | Short text | L | A/AType | 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 |
| | | 03/13/2009 | | | 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 |
| | | | | | 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 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | | 03/05/2009 | | | 1.000 | H | | | MA01 | S | 50303882 | 03/16/2009 | 11:04:12 | RHODEST | 03/17/2009 | 1 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | | 03/04/2009 | | | 1.000 | H | | | MA01 | S | 50303882 | 03/16/2009 | 11:04:12 | RHODEST | 03/17/2009 | 1 |
| | | | | | 4.000 | H | | | MA10 | S | 50281186 | 03/10/2009 | 11:58:14 | RHODEST | 03/11/2009 | 1 |
| | 8326 | | | | **37.000** | **H** | | | | | | | | | | |
| 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 |
| | | 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 |
| | | 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 |
| | | 03/26/2009 | | | 7.330 | H | | | 1210 | | | 03/16/2009 | 10:49:50 | RHODEST | 03/17/2009 | 1 |
| | | 03/21/2009 | | | 2.500 | H | | | MA01 | S | 50303881 | 03/10/2009 | 15:05:20 | RHODEST | 03/11/2009 | 1 |
| | | 03/19/2009 | | | 7.330 | H | | | 1210 | | | 03/10/2009 | 15:06:07 | RHODEST | 03/11/2009 | 1 |
| | | 03/14/2009 | | | 2.500 | H | | | MA01 | S | 50303881 | 03/10/2009 | 15:05:20 | RHODEST | 03/11/2009 | 1 |
| | | 02/10/2009 | | | 2.000 | H | | | MA01 | S | 50303881 | 03/16/2009 | 11:07:08 | RHODEST | 03/17/2009 | 1 |

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

List Edit Goto System Help

**Display Working Times**

| Name of employee or applicant | Pers.No. | Date | Status | F/S | Σ 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 |
| | | 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 |
| | | 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 |
| | | 03/26/2009 | | | 7.330 | H | | | 1210 | | | 03/16/2009 | 10:49:50 | RHODEST | 03/17/2009 | 1 |
| | | 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 |
| | | 03/25/2009 | | | 7.000 | H | | | 1102 | | | 03/19/2009 | 10:39:59 | RHODEST | 03/19/2009 | 1 |
| | | 03/17/2009 | | | 2.000 | H | | | 1102 | | | 03/18/2009 | 08:53:12 | RHODEST | 03/18/2009 | 1 |
| | | | | | 4.000 | H | | | 2000 | | | 03/18/2009 | 08:53:12 | RHODEST | 03/18/2009 | 1 |
| | | 03/10/2009 | | | 2.500 | H | | | 2000 | | | 03/11/2009 | 11:37:45 | RHODEST | 03/11/2009 | 1 |
| | | 03/06/2009 | | | 7.000 | H | | | 1102 | | | 03/10/2009 | 11:35:36 | RHODEST | 03/11/2009 | 1 |
| | | 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 |
| | | 04/02/2009 | | | 8.000 | H | | | 1000 | | | 03/16/2009 | 10:21:33 | RHODEST | 03/17/2009 | 1 |
| | | 04/01/2009 | | | 8.000 | H | | | 1000 | | | 03/16/2009 | 10:21:33 | RHODEST | 03/17/2009 | 1 |
| | | 03/31/2009 | | | 8.000 | H | | | 1000 | | | 03/16/2009 | 10:21:33 | RHODEST | 03/17/2009 | 1 |

start | Inbox - Micros... | SAP Logon 710 | Display Worki... | Document1 - ... | 5:14 PM

This is a marvels 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.