

**Process:** The CATS Time Management component of IRIS enables flexible representation of all personnel procedures for recording an employee’s attendances and absences. It integrates time data in other IRIS applications, evaluates it and processes it for payroll. Time entry may be executed for one employee or for multiple employees by using the selection variants option. This Quick Reference Card lists the complete steps for entering time for both one hourly and one salaried employee only.

**Role:** Authorized Personnel

**Frequency:** When needed


## BEGINNING

Enter the transaction code

CAT2

### TIME SHEET: INITIAL SCREEN

#### Data Entry Profile

Choose one of the following by clicking on the Possible Entries icon , then double-clicking on the desired profile:

Prof.	Text
BIWEEKCA	UK Bi-Weekly Time with Cost Allocation
BIWEEKLY	UK Biweekly Time
MONTHCA	UK Monthly Time with Cost Allocation
MONTHLY	UK Monthly Time

Choose **UK Biweekly Time** for hourly;  
**UK Monthly Time** for salaried

Press the Enter key

#### Key Date


Set to the first day of the pay period for which you need to enter time

Click on the Personnel Selection button



### PERSONNEL NUMBER SELECTION FOR FAST DATA ENTRY SCREEN

#### Personnel Number

Enter the Personnel Number for the employee or use the Possible Entries icon  to search

Click on the Execute icon



## TIME SHEET: INITIAL SCREEN

Click on the selection button to the left of the Name to select

OR click on the Select All Persons icon  in the Application Toolbar

Personnel...	Name	Per...	Su...	E/E...	Org. un.	Ti...	Last name ...	Last nar
245	Jonsey T. Smith	1000	0001	A 05	30000358		SMITH JON...	Smith

Click on the Enter Times icon  to proceed to the time sheet

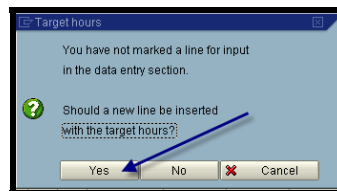
## TIME SHEET: DATA ENTRY VIEW – FOR AN HOURLY EMPLOYEE


Use the Menu Bar to enter Target Hours for those employees who work a regular schedule Monday through Friday\*


OR click on the Target Hours icon 


**Edit → Propose Times → Target Hours**

Click on the Yes button to enter a new line with the Target Hours



You should see the employee's regular Hours Worked (A/A Type 1005) entered below the Target Hours summary row (gray line with the Target hours icon  in the LT column):

Data Entry Area														
LT	Pers.No.	Name	COAr	A/A...	Total	SU 04/02	MO 04/03	TU 04/04	WE 04/05	TH 04/06	FR 04/07	SA 04/08	SU	
	245	Jonsey T. Smith				80	0	8	8	8	8	8	0	
	245	Jonsey T. Smith	UK00	1005	80		8	8	8	8	8			

If no other changes need to be made to this employee's time, click on the Save icon  to complete the time entry process

**\*NOTE:** For employees with a 10, 12 or 24x7 Period Work Schedule, bringing in the Target Hours will put these numbers on every day of the pay period which may increase the amount of editing necessary. Instead, you could directly enter the employee's Personnel Number, "1005" in the A/A Type column and then the correct number of hours worked on the appropriate days in the first available row under the employee's Target hours summary row. Target Hours are best used with employees who work a regular schedule Monday through Friday (i.e. 7.50 or 8.00 h/d).

**ADDING OTHER ATTENDANCE/ABSENCE TYPES (EXCEPTION TIME)**

Enter a new line of data below the regular Hours Worked row (1005) for each Attendance/Absence Type by completing the following three fields listed below **AND be sure to adjust the time in the 1005 row accordingly**

Data Entry Area												
LT	Pers.No.	Name	COAr	VA...	Total	SU 04/02	MO 04/03	TU 04/04	WE 04/05	TH 04/06	FR 04/07	SA
	245	Jonsey T. Smith			80	0	8	8	8	8	8	8
	245	Jonsey T. Smith	UK00	1005	62		6	8	8	0	0	
	245	Jonsey T. Smith	UK00	7180	2		2					
	245	Jonsey T. Smith	UK00	7170	16					8	8	

<b>Personnel Number</b>	Enter the employee's Personnel Number <b>and press the Enter key</b>
<b>Attendance/Absence Type</b>	Enter the appropriate Attendance/Absence Type or use the Possible Entries icon  to select - Only the entries for which the employee is eligible are displayed
<b>Hours</b>	Enter the number of hours used on the appropriate date for that Attendance or Absence Type <b>AND adjust the time in the 1005 row accordingly</b>

Check all data entry for accuracy. Click on the Totals Row On/Off icon to view the grand Total of hours YOU have entered.


Data Entry Area												
LT	Pers.No.	Name	COAr	VA...	Total	SU 04/02	MO 04/03	TU 04/04	WE 04/05	TH 04/06	FR 04/07	SA
	245	Jonsey T. Smith			80	0	8	8	8	8	8	8
	245	Jonsey T. Smith			80	0	8	8	8	8	8	8
	245	Jonsey T. Smith	UK00	1005	62		6	8	8	0	0	
	245	Jonsey T. Smith	UK00	7180	2		2					
	245	Jonsey T. Smith	UK00	7170	16					8	8	

The Target hours summary row Total and daily hours will NOT change during the time entry process. It is only a "forecast" of time based on their Planned Working Time Infotype (0007).


**TIP:** An alternative way of reporting Exception Time is to FIRST enter the Exception Time THEN click on the Target Hours icon to bring in the regular Hours Worked (1005) row. This way the system will automatically make the necessary adjustments to the 1005 row. You will not need to adjust manually.

Click on the Save icon  to complete the time entry process

## TIME SHEET: DATA ENTRY VIEW – FOR A SALARIED EMPLOYEE

**ONLY Exception Time** is entered for a salaried employee. A salaried employee's time sheet displays the Totals row (gray line with the Total icon  in the LT column). The amounts in the Total column and Totals row are from the Exception Time that is entered. The remainder of the monthly salary is automatically paid by IRIS and no adjustments to regular Hours Worked is necessary.

Add a new line of entry for each type of Exception Time including the Personnel Number, Attendance/Absence Type, and the correct number of hours on the appropriate date(s).

Data Entry Area												
LT	Pers.No.	Name	COAr	A/A...	Total	MO 05/01	TU 05/02	WE 05/03	TH 05/04	FR 05/05	SA	
	249	Chauncy Ada...			28	8	8	0	4	8		
	249	Chauncy Ada...	UK00	7170	16	8	8					
	249	Chauncy Ada...	UK00	7180	12				4	8		


Click on the Save icon  to complete the time entry process

## POSSIBLE IRIS SYSTEM MESSAGES


 Your data has been saved

= Time entry has been accepted. Remember that the system does not check data accuracy. It only checks for acceptable data entry.

Warning messages are coded in yellow. Press Enter to continue through them.

 Attendance/absence 11/13/2005 - 11/13/2005 during non-working period (att./abs.type 7180)

Error messages are coded in red. The time must be adjusted before going forward with the process. Example: Time entered for vacation, but the employee does not have sufficient quota.

11/15/2005  No quota available for att./abs. 7170 for pers. no. 00000221

## NEXT STEP IN PROCESS

The 2<sup>nd</sup> step is to approve the time which was entered in CAT2

See QRC for CATS\_APPR\_LITE