CATS_APPR_LITE Time Approval

IRIS Integrated Resource Information System

Process: Use this process to approve time and/or time changes which have been entered into CATS. **Any hours not approved will not be paid.** Hours may be approved for one employee or multiple employees using the selection variants option. Both methods are listed below.	
Role: Authorized Personnel	**Frequency:** As required

SAP Easy Access

Enter the transaction code	CATS_APPR_LITE

Approve Working Times – For One Employee

Reporting Period	Click on the List icon 📋 and select the option which will best retrieve the time needing approval
Personnel Number	Enter the Personnel Number for the employee or use the Possible Entries icon 🔲 to search
Processing status	Defaults to **20** for time Released for approval **TIP:** Click on the Possible Entries icon 🔲 to view/select other status options, if you want to view time other than that which is "Released for approval".

Click on the Execute icon 🕐 in the Application Toolbar

Review the time for accuracy. If changes need to be made, return to CAT2 and make the necessary adjustments. Otherwise, proceed with the following steps:

Click anywhere along the first line of data to select the entire row:

Name	Pers.No.	Date	Status	Σ Number	MU	A/AType	Created on	Time	Created by	Last change	Time	Change
Jonsey T. Smith	245	05/12/2006	⚠	8	H	1005	04/29/2006	11:33:24	KREAGER	04/29/2006	11:33:24	KREAGER
		05/11/2006	⚠	8	H	1005	04/29/2006	11:33:24	KREAGER	04/29/2006	11:33:24	KREAGER
		05/10/2006	⚠	8	H	1005	04/29/2006	11:33:24	KREAGER	04/29/2006	11:33:24	KREAGER

Hold down on the **Ctrl** key and press the **A** key on your keyboard to select all of the lines on the report

Click on the Approve icon 📝 in the Application Toolbar – The Released for approval icon ⚠ in the **Status** column will change to the Approved icon 📝

Click on the Exit icon 🏠 twice to exit this transaction – You do not need to click on the Save icon – The time has already been saved as approved

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Optional Tips: To select a range of lines listed together, click on the first row to select, hold down on your **Shift** key and click on the last row in the range. To select rows NOT listed together, hold down on your **Ctrl** key and click on the desired rows to select.
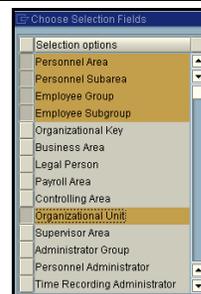
NOTE: If any changes are made in CAT2 AFTER the initial approval, the changes must also be approved.

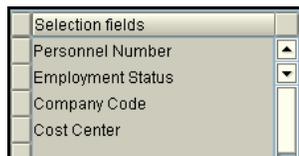## CREATING A SELECTION VARIANT – FOR MULTIPLE EMPLOYEES

Click on the Selection Fields icon 🖼 in the Application Toolbar

Choose Selection Fields
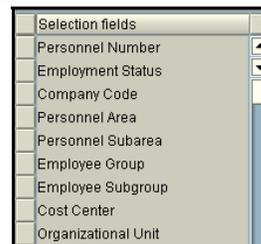
Select the criteria field(s) you want to use by clicking on the selection box to the left of the field name in the Selection options list

Choose Selection Fields

Selection options
Personnel Area
Personnel Subarea
Employee Group
Employee Subgroup
Organizational Key
Business Area
Legal Person
Payroll Area
Controlling Area
Organizational Unit
Supervisor Area
Administrator Group
Personnel Administrator
Time Recording Administrator

Click on the Choose icon ▶ in the middle of the two sections to move the field(s) from the **Selection options** section to the **Selection fields** section

Selection fields
Personnel Number
Employment Status
Company Code
Cost Center

The default Selection fields list before adding fields

Selection fields
Personnel Number
Employment Status
Company Code
Personnel Area
Personnel Subarea
Employee Group
Employee Subgroup
Cost Center
Organizational Unit

Selection fields list after adding fields

Click on the Continue icon ✔

Approve Working Times

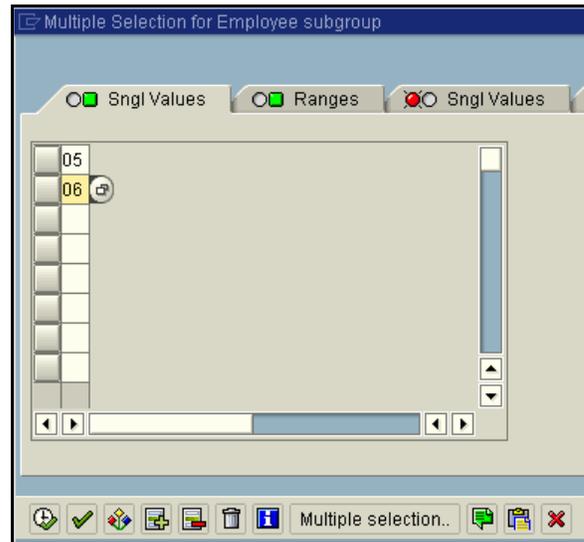|	
Enter the desired criteria data into the fields now appearing in the **Selection Criteria** section **TIP:** Enter either broader selection criteria values (as seen to the right) OR specific Personnel Numbers, but <u>not</u> both. Use the Possible Entries icon [icon] to find values if necessary	**Selection Criteria** Personnel Number Employment Status Company Code Personnel area 1000 Personnel subarea 0001 Employee group A Employee subgroup 05 Cost Center Organizational unit 30000003
To enter multiple values you may also click on the Multiple Selection icon [icon] to the right of any field Use the Possible Entries icon [icon] to find values if necessary Enter single values or ranges of values – Green lights are values you want to include Red lights are values you want to exclude Click on the Copy icon [icon] in the lower-left corner of this pop-up window to accept this data and return to the Selection section – You will now see a green light on the Multiple Selection icon [icon] indicating multiple values exist for that field	**Multiple Selection for Employee subgroup** ◯▣ Sngl Values ◯▣ Ranges ◉◯ Sngl Values 05 06
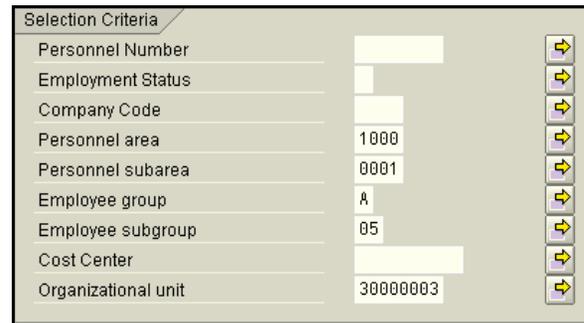
Once you have entered the desired values in the Selection fields, click on the Save icon [icon] to save your settings as a selection variant

ABAP: Save as Variant	
Variant name	Enter a unique, descriptive variant name Ex. – 30000003 BW
Meaning	Enter a further description of the variant Ex. – 30000003 Biweekly/40 Hour Staff

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Click in the checkbox next to "Protect variant" to keep other users from changing/deleting your variant	Protect variant ☑

Click on the Save icon 💾 once again to complete the saving of the variant

USING YOUR SELECTION VARIANT FOR TIME APPROVAL

Approve Working Times

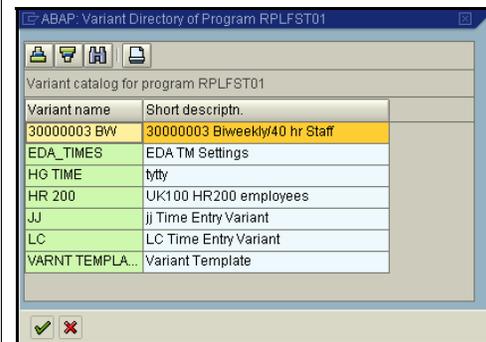Click on the Get Variant icon 🔧 in the Application Toolbar

Find Variant Window

Enter either the **Variant** name or user ID (**Created by**)	Find Variant Variant Environment Created by ADUSERID Changed by Original language

Click on the Execute icon 🕒 in the lower-left corner of this pop-up window

Double-click on the desired variant **NOTE:** If you enter a Variant name OR if you enter your user ID and you have only ONE variant saved in CATS_APPR_LITE, you will not see this Variant catalog. Instead, it will automatically open that variant and you'll see the field values on the *Approve Working Times* screen.	ABAP: Variant Directory of Program RPLFST01 Variant catalog for program RPLFST01 Variant name / Short descriptn. 30000003 BW / 30000003 Biweekly/40 hr Staff EDA_TIMES / EDA TM Settings HG TIME / tytty HR 200 / UK100 HR200 employees JJ / jj Time Entry Variant LC / LC Time Entry Variant VARNT TEMPLA... / Variant Template

Approve Working Times

Click on the Execute icon 🕒 in the Application Toolbar

The remainder of the approval process for these multiple employees is the same as previously stated above for one employee.

Click on the Exit icon 🔼 twice to exit this transaction