

ZCAT6 Time Transfer to HR



Process: Use this process to transfer time entered and approved in CATS to the appropriate Human Resources (HR) Infotypes in IRIS: 2001 for Absences, and 2002 for Attendances. These Infotypes are where Payroll collects the data necessary to process payroll for each pay period. This Quick Reference Card lists the complete steps for transferring time for both one employee and multiple employees using the selection variants option.

Role: Authorized Personnel

Frequency: As required

SAP Easy Access

Enter the transaction code

ZCAT6

Transfer Time Data To HR Time Management – ONE EMPLOYEE











Personnel Number

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

Click on the Execute icon  in the Application Toolbar

The **Number of successful postings** should equal the total **Number of data records read**.

Number of unsuccessful postings:	0
Number of data records read:	10
Number of successful postings:	10

Message	Cxd	Pers.No.	Valid From	A/AType	Hours	Crcy	WT	Number	TMU	Amount	Type	Number
<input type="checkbox"/> 		245	05/01/2006	1005	8.00			0.00				1
<input type="checkbox"/> 		245	05/02/2006	1005	8.00			0.00				2
<input type="checkbox"/> 		245	05/03/2006	1005	8.00			0.00				3
<input type="checkbox"/> 		245	05/04/2006	1005	8.00			0.00				4
<input type="checkbox"/> 		245	05/05/2006	1005	8.00			0.00				5
<input type="checkbox"/> 		245	05/08/2006	1005	8.00			0.00				6
<input type="checkbox"/> 		245	05/09/2006	1005	8.00			0.00				7
<input type="checkbox"/> 		245	05/10/2006	1005	8.00			0.00				8
<input type="checkbox"/> 		245	05/11/2006	1005	8.00			0.00				9
<input type="checkbox"/> 		245	05/12/2006	1005	8.00			0.00				10


The following tools to help you are on the myHelp website.


Course Material • Transaction Procedures • Transaction Simulations • Online Feedback Form

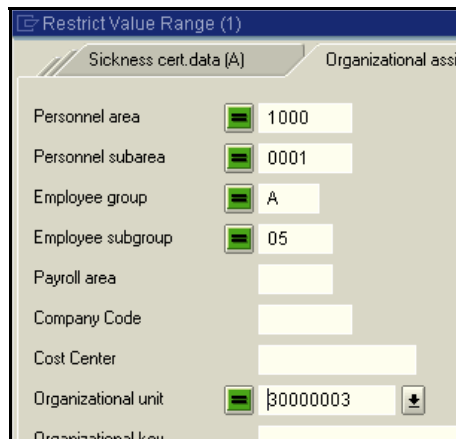
<http://myhelp.uky.edu/>

Enter the search criteria data into the various fields in order to retrieve the desired group of employees


NOTE: Leaving a field blank selects ALL possible values


Click on the drop-down menu icon  to view the possible entries for a field

Click on the green equals sign icon  to enter multiple values for a field – This icon does not appear until you start entering a value in the field




The above example would retrieve all Non-exempt 40 hour (05) Staff (A) in Organization Unit 30000003.

Click on the Start search icon  in the lower-left corner of this pop-up window


Click on the Select All icon  on this window

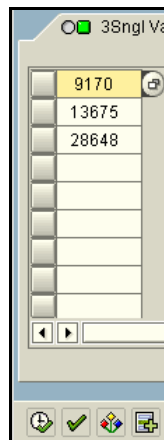
OR click in the individual selection boxes in the far-left column next to each employee

	Grp	Time	PersNo	Name of employee or applic...	Start Date	End Date
<input checked="" type="checkbox"/>	0001		00009170	Catalin C Ingham	11/27/2005	12/31/9999
<input checked="" type="checkbox"/>	1000		00013675	Jasmine Hahn	11/27/2005	12/31/9999
<input checked="" type="checkbox"/>	1000		00028648	Theresa Ann Kellerman	07/01/2005	12/31/9999

Click on the Copy icon  on this window to copy the selected employees' Personnel Numbers back to the original Multiple Selection pop-up window (seen below)

Multiple Selection for Personnel Number Window

Click on the Execute icon  in the lower-left corner of this pop-up window to accept these Personnel Numbers




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Transfer Time Data To HR Time Management


At this point if you do NOT want to save these Personnel Numbers as a selection variant, go ahead and click on the Execute icon  in the Application Toolbar to transfer the time.

See the following steps if you DO want to save this information as a selection variant, **but keep in mind** that the above steps will have to be repeated each time you have a new or terminated employee.


Click on the Save icon  in the Standard Toolbar


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
Click in the checkbox next to “Protect variant” to keep other users from changing/deleting your variant	<input checked="" type="checkbox"/> Protect variant

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

Transfer Time Data To HR Time Management

Click on the Execute icon  in the Application Toolbar to transfer the time for the multiple employees saved in the selection variant – The log screen will appear

Once all of the time has been transferred successfully, 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 transferred

VERIFYING TIME TRANSFER (OPTIONAL)

Use transaction code ZVERXFER to verify that all time was successfully transferred from CATS to IRIS-HR. See the ZVERXFER QRC for instructions.