

Process: Use this process to verify that the time entered and approved in CATS has successfully been transferred (using transaction ZCAT6) 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.

Role: Authorized Personnel

Frequency: As needed


SAP Easy Access

Enter the transaction code

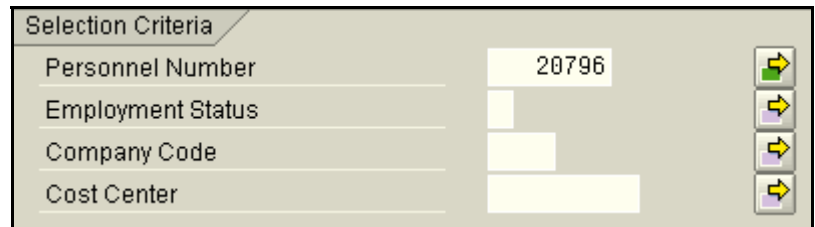
ZVERXFER

Verify Transferred Time





Reporting Period


Click on the List icon  and select the appropriate option

Enter the necessary values in the **Selection Criteria** section which will retrieve the desired list of employees

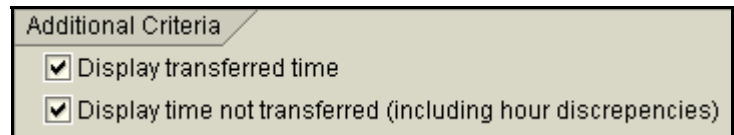


Selection Criteria

Personnel Number	20796	
Employment Status		
Company Code		
Cost Center		

TIP: Click on the Selection Fields icon  in the Application Toolbar to select additional fields to add to this section.

Check the options in the **Additional Criteria** section to ensure the desired information will be displayed

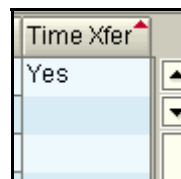


Additional Criteria

- Display transferred time
- Display time not transferred (including hour discrepancies)

Click on the Execute icon  in the Application Toolbar

The far-right column, **Time Xfer**, will state whether the time was transferred or not



Time Xfer
Yes

If any time is marked with a **No**, check back through CAT2, CATS_APPR_LITE, and ZCAT6 to make sure everything has been entered/processed correctly. Contact Payroll if necessary.

Click on the Exit icon  twice to exit this transaction

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

[Course Material](#) • [Transaction Procedures](#) • [Transaction Simulations](#) • [Online Feedback Form](#)

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