**Quick Reference Card - Basic**

**CATS_DA Time Display**

**Process:** This process is used to only display times that have been entered into CATS for one or multiple employees.

**Role:** Authorized Personnel  
**Frequency:** When Needed

**SAP Easy Access**

Enter the transaction code **CATS_DA**

**Display Working Times**

**Reporting Period**  
Click on the drop-down list icon and choose the desired option

**Personnel Number**  
Enter the personnel number of the employee or use the Possible Entries icon to search  
To view time for multiple employees, use the Multiple Selection icon to the far-right side of this field.

**Processing status**  
Select the appropriate option(s) which will retrieve the desired information

Click on the Execute icon

The employee’s time will display:

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Fees. No.</th>
<th>Date</th>
<th>Status</th>
<th>FSB</th>
<th>AFS</th>
<th>Receiver</th>
<th>Personnel Number</th>
<th>Monthly Code</th>
<th>Created on</th>
<th>Time</th>
<th>Created by</th>
<th>Last change</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>1001</td>
<td>12/01/2005</td>
<td>Released</td>
<td></td>
<td></td>
<td></td>
<td>12062105</td>
<td></td>
<td>08/12/2005</td>
<td>09:00:17</td>
<td>WMCO12</td>
<td>12/05/2005</td>
<td>09:00:00</td>
</tr>
<tr>
<td></td>
<td>1201</td>
<td>12/01/2005</td>
<td>Released</td>
<td></td>
<td></td>
<td></td>
<td>12062105</td>
<td></td>
<td>08/12/2005</td>
<td>09:00:17</td>
<td>WMCO12</td>
<td>12/05/2005</td>
<td>09:00:00</td>
</tr>
<tr>
<td></td>
<td>1202</td>
<td>12/01/2005</td>
<td>Released</td>
<td></td>
<td></td>
<td></td>
<td>12062105</td>
<td></td>
<td>08/12/2005</td>
<td>09:00:17</td>
<td>WMCO12</td>
<td>12/05/2005</td>
<td>09:00:00</td>
</tr>
<tr>
<td></td>
<td>1203</td>
<td>12/01/2005</td>
<td>Released</td>
<td></td>
<td></td>
<td></td>
<td>12062105</td>
<td></td>
<td>08/12/2005</td>
<td>09:00:17</td>
<td>WMCO12</td>
<td>12/05/2005</td>
<td>09:00:00</td>
</tr>
<tr>
<td></td>
<td>1204</td>
<td>12/01/2005</td>
<td>Released</td>
<td></td>
<td></td>
<td></td>
<td>12062105</td>
<td></td>
<td>08/12/2005</td>
<td>09:00:17</td>
<td>WMCO12</td>
<td>12/05/2005</td>
<td>09:00:00</td>
</tr>
</tbody>
</table>

Time status is shown in the **Status** column  
- Time released for approval
- Time approved

Click on the Additional Functions icon in the Application Toolbar for other options to view and analyze the time information (i.e. Sort, Filter, Sub-totals, Export to Excel, etc...)

Click on the Exit icon twice to exit the 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/