

HRMS End User Training



Personnel Time Recording Participant Training Guide



HRMS Personnel Time Recording

Classroom Introductions

Participant Introductions

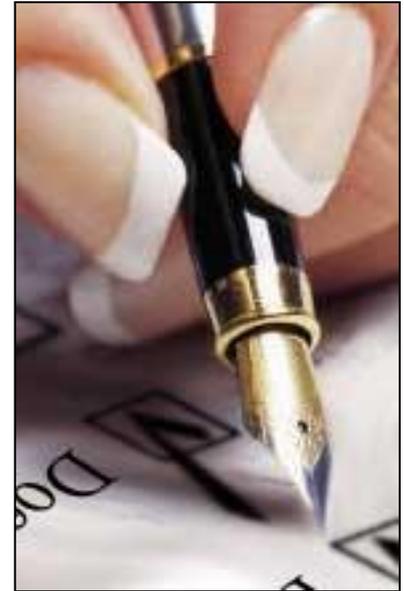
- Security
- Restrooms
- Participant Lounge
- Building Evacuations
- Messages
- Cell Phones
- Computers
- Agency
- Goal(s) for class



Course Objectives

Upon completion of this course, you will be able to:

- Understand new terms and concepts for Personnel Time Recording
- Define how Personnel Time Recording fits into the payroll processing cycle
- Make short-term changes to an employee's work schedule
- Enter wage types (i.e. overtime) in CATS
- Enter absences in CATS
- Enter labor distribution in CATS
- Learn how to transfer time from CATS to HRMS
- Understand how to access and run reports



Training Tools

- **HRMS On-line Quick Reference (OLQR):** On-line help that provided you with step-by-step instructions designed to help you complete tasks in HRMS.

The screenshot shows the HRMS On-Line Quick Reference page. At the top, there is a navigation bar with links for 'Contact DOP | About Us', 'Topic Index A-Z', 'Forms', 'Publications', and 'Calendar'. Below this is the 'HR' logo and 'Washington State Department of Personnel' text. A search bar with a 'GO' button is on the right. A horizontal menu contains buttons for 'Home', 'Strategic HR', 'Compensation & Job Classes', 'Training', 'Recruitment', 'Rules', 'Diversity', 'Payroll', and 'More DOP Services'. The 'Payroll' button is highlighted. Below the menu, a breadcrumb trail reads 'Home > Payroll > Human Resource Management System > On-Line Quick Reference'. A 'Print Friendly' link is on the right. The main content area is titled 'On-Line Quick Reference' and contains a paragraph explaining that the OLQR contains instructional materials for day-to-day tasks in the HRMS. It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and a glossary. A list of links includes: 'Functional Areas and Roles', 'Job Aids', 'HRMS Reports', 'User Procedures', 'Course Manuals', 'Glossary', and 'HRMS Communications'. A 'HRMS Data Definitions Project' link is at the bottom. On the left, a sidebar titled 'Payroll - HRMS' lists: 'HRMS Support', 'Payroll Calendars & Schedules', 'HRMS-Related Training', 'On-Line Quick Reference' (with a right-pointing arrow), and 'Personnel/Payroll Association'. On the right, a yellow box contains 'Portal Access' (links to HRMS/BI Portal (SSO) and HRMS/BI Portal (All)), 'Related Links' (link to Acronyms), 'Related Documents' (link to HRMS Upgrade Impacts), and 'Contact Us' (360-664-6400 or E-Mail). A search bar at the bottom is labeled 'Search OLQR'.

Website address:

<http://pub/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>

Personnel Time Recording Overview

Personnel Time Recording Overview

Upon completion of this section, you will be able to:

- Define key terms associated with entering time and attendance in HRMS.
- Understand how Personnel Time Recording fits into the overall payroll process.
- Define roles as they relate to the course.
- Understand how to Manage Work Schedules.

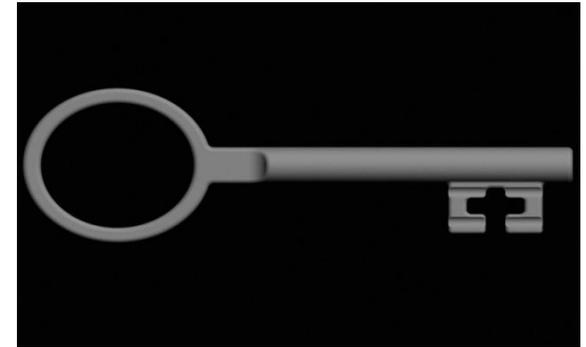


Key Terms

■ **Cross-Application Time Sheet (CATS)** –

Central time sheet used to enter employees time data:

- Attendance
- Absences
- Labor Distributions



– Time is recorded in **CATS**, and passed on to other applications. Once time is entered, this information is transferred to related HRMS infotypes where time data can be accessed during the payroll run.

■ **Effective Dating** – Date used to enter an employees time data in advance or retroactively. The **effective date** is based upon a valid start date and end date

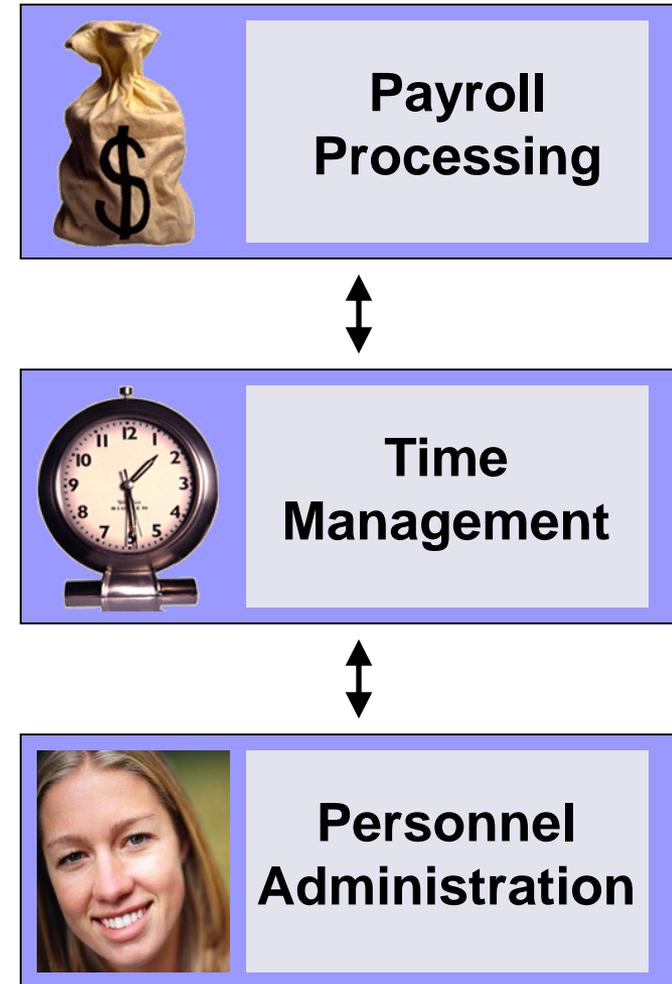
Personnel Time Recording Roles

- Roles determine what a person can access.
- The following roles exist for Personnel Time Recording:
 - **Time and Attendance Processor:**
Records absences/attendance into CATS
 - **Time and Attendance Inquirer:**
Views absence quotas (accrual) and payroll time entries
 - **Time and Attendance Supervisor:**
Manages the Time and Attendance Processor
Has the ability to view all infotypes, however has limited update ability.

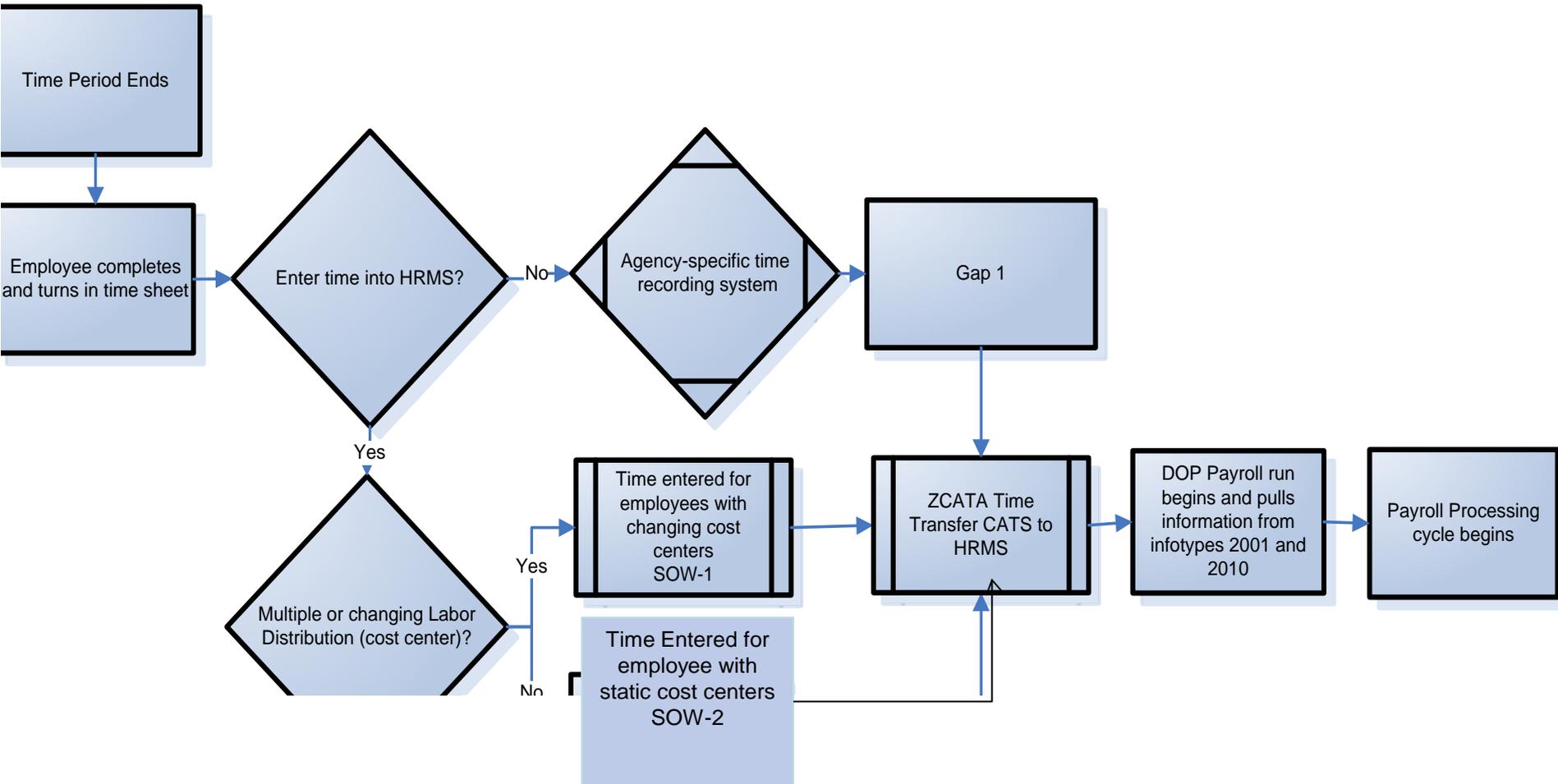


Integration With Other HRMS Components

- Personnel Time Recording components are integrated with other HRMS areas
- When time is entered in CATS, it is transferred to **Absences (2001)** and **Employee Remuneration Info (2010)** in an employee's personnel file. This information is used to pay employees
- The transferred information is directly pulled from HRMS during the payroll processing cycle



Personnel Time Recording Process Flow



Managing Work Schedules

Managing Work Schedules

Upon completion of this section, you will be able to:

- Understand how work schedules are developed in HRMS.
- Identify available work schedules in HRMS.
- Complete a work schedule substitution to an employee's work schedule.



Work Schedule Overview

- **Work schedules** are created when the Personnel Administrator Processor completes the Hire Action (**PA40**)
- Work schedules are created and maintained on the **Planned Working Time (0007)**

Infotype Edit Goto Extras System Help

Display Planned Working Time (0007)

Work schedule

Personnel No. 40000235 Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Start 01/01/2006 To 12/31/9999 Chg. 01/21/2006 TRANSPP

Work schedule rule

Work schedule rule FULL 5-8s: M-F 8 hpd

Time Mgmt status 9 9 - Time evaluation of planned times

Part-time employee Additional time ID 00

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	174.00
Annual working hours	2080.00
Weekly workdays	5.00

Available Work Schedules

- There are more than 50 work schedules in HRMS
- Typically, the work schedule is based on a 40-hour week, but HRMS accommodates non-traditional schedules
 - Rotating work weeks
 - Altered work days (flex schedules)
 - 24/7

Restrict Value Range (1) 53 Entries found

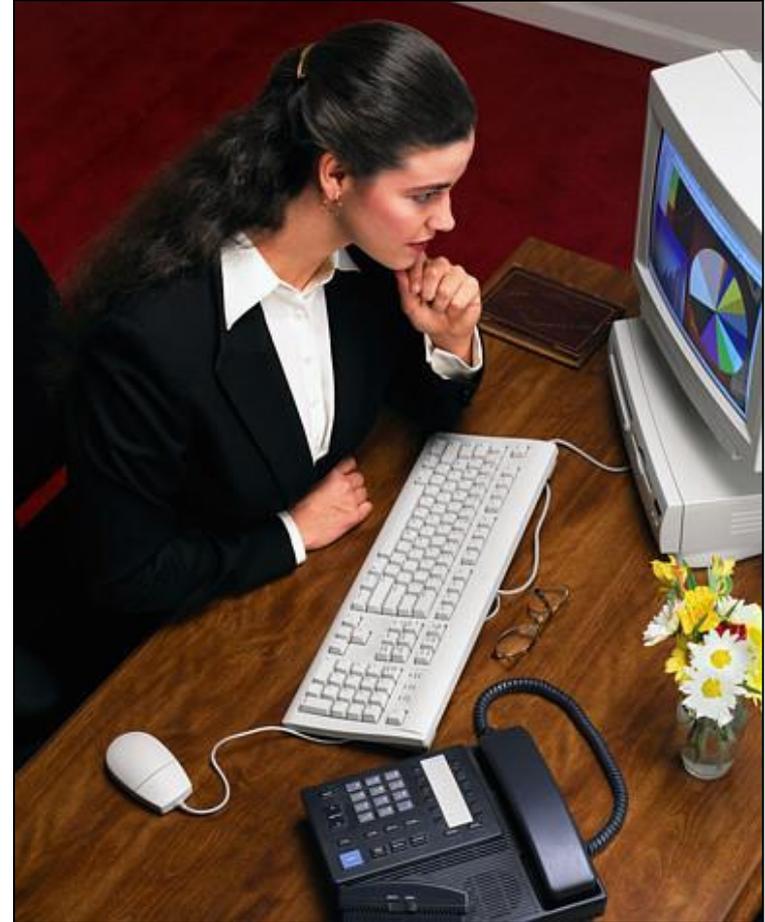
Restrictions

ES grouping: 2
Holiday Calendar ID: 5C
PS grouping: 10

WS r...	Work schedule rule text	PWS	Start Date	End Date
FULL	5-8s: M-F 8 hpd	P001	01/01/1990	12/31/9999
R003	5-8s: T-St, 8 hpd	P003	01/01/1990	12/31/9999
R005	5-8s: W-Sn, 8 hpd	P005	01/01/1990	12/31/9999
R007	5-8s: Th-M, 8 hpd	P007	01/01/1990	12/31/9999
R009	5-8s: F-T, 8 hpd	P009	01/01/1990	12/31/9999
R011	5-8s: St-W, 8 hpd	P011	01/01/1990	12/31/9999
R013	5-8s: Sn-Th, 8 hpd	P013	01/01/1990	12/31/9999
R015	4-10s: M-Th, 10 hpd	P015	01/01/1990	12/31/9999
R017	4-10s: T-F, 10 hpd	P017	01/01/1990	12/31/9999
R019	4-10s: W-St, 10 hpd	P019	01/01/1990	12/31/9999
R021	4-10s: Th-Sn, 10 hpd	P021	01/01/1990	12/31/9999
R023	4-10s: F-M, 10 hpd	P023	01/01/1990	12/31/9999
R025	4-10s: St-T, 10 hpd	P025	01/01/1990	12/31/9999
R027	4-10s: Sn-W, 10 hpd	P027	01/01/1990	12/31/9999
R030	24/7: M-Sn, 24 hpd	P029	01/01/1990	12/31/9999
R031	4-9s/4: M-Th 9, F 4	P031	01/01/1990	12/31/9999

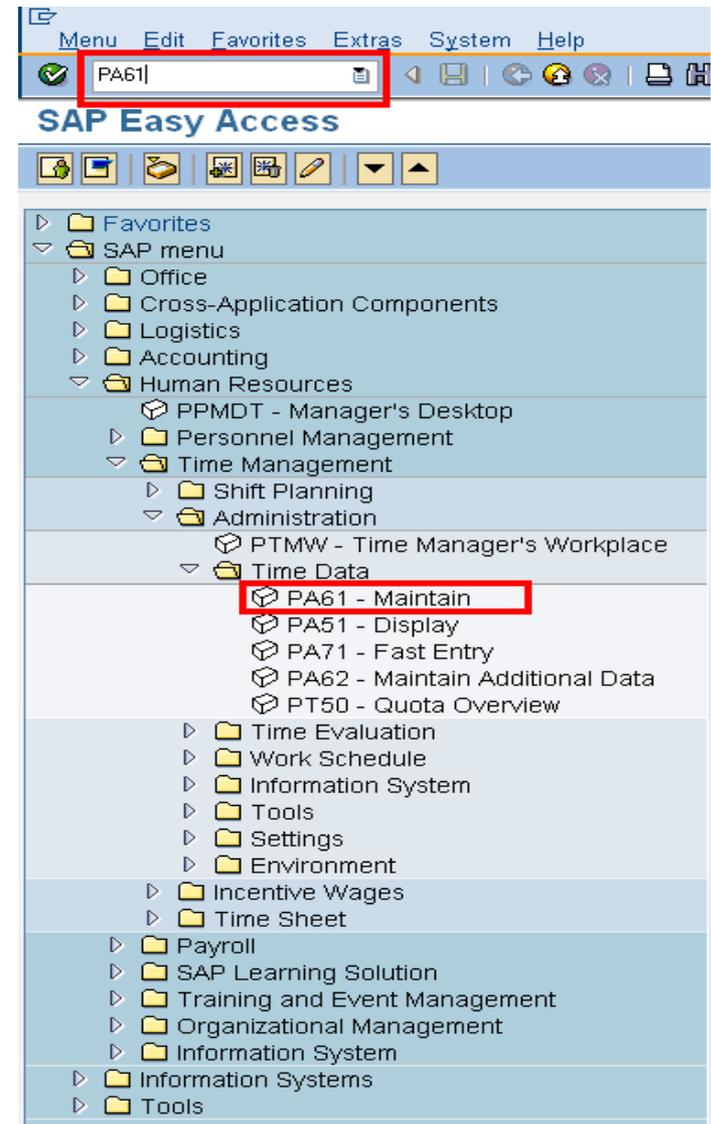
Change Work Schedule

- Short or long-term changes can be made to the a work schedule after it has been established
- As the Time and Attendance Processor you can make short-term changes to an employee's work schedule using a **work schedule substitution**
- Long-term work schedule changes are done by the Personnel Administrator Processor or the Payroll Processor using the *Planned Working Time (0007)*



Short-Term Work Schedule Substitution

- To complete a short-term work schedule substitution, follow menu path: Human Resources → Time Management → Administration → Time Data → Maintain
- You can also access the transaction using the transaction code **PA61** (Maintain Time Data)



Short-Term Work Schedule Substitution

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week Month Year

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Working times Additional account assignments Time quotas Time management data

Infotype text Absences Attendances Time Events Overtime Substitutions Availability Time Transfer Specifications Employee Remuneration Info

Period

From 09/01/2010 To 09/03/2010

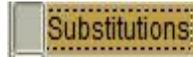
Today All From curr.date To Current Date Current Period

Direct selection

Infotype Substitutions STy

■ Enter the employee's *Personnel no.*

■ Click  (**Enter**) to validate.

■ Select  under 

■ Enter the date (s) that need to be adjusted under 

■ Click  (**Copy**)

Short-Term Work Schedule Substitution

Create Substitutions (2003)

Personal work schedule | Activity allocation | Cost assignment | External services

Personnel No: 40000235 | Name: PHILLIP... | Status: Active

EE group: B | Civil Service Exem... | Personnel ar: 1110 | Dept of Personnel

WS rule: FULL | 5-8s: M-F... | SSN: 500-10-1186

From: 09/01/2010 | To: 09/03/2010

Subst. type: 04 | Substitution hours: 0.00

Individual working time: Time, Previous day

Daily work schedule: Daily work schedule, DWS grouping: 10, Daily WS variant

Breaks: Work break schedule | Work Schedule Rule (1) 248 Entries found

Restrictions

	ESG	Holiday Cal...	PSG	WS r...	Work schedule rule text	PWS	Start Date	End Date
Work schedule rule	1	5C	10	FULL	5-8s: M-F 8 hpd	P001	01/01/1990	12/31/9999
Work schedule rule	1	5C	10	R003	5-8s: T-St, 8 hpd	P003	01/01/1990	12/31/9999
Work schedule rule	1	5C	10	R005	5-8s: W-Sn, 8 hpd	P005	01/01/1990	12/31/9999
Holiday Calendar ID	1	5C	10	R007	5-8s: Th-M, 8 hpd	P007	01/01/1990	12/31/9999
	1	5C	10	R009	5-8s: F-T, 8 hpd	P009	01/01/1990	12/31/9999
Personnel number	1	5C	10	R011	5-8s: St-W, 8 hpd	P011	01/01/1990	12/31/9999
	1	5C	10	R013	5-8s: Sn-Th, 8 hpd	P013	01/01/1990	12/31/9999
	1	5C	10	R015	4-10s: M-Th, 10 hpd	P015	01/01/1990	12/31/9999
Different payment according to	1	5C	10	R017	4-10s: T-F, 10 hpd	P017	01/01/1990	12/31/9999
Position	1	5C	10	R019	4-10s: W-St, 10 hpd	P019	01/01/1990	12/31/9999
Work center	1	5C	10	R021	4-10s: Th-Sn, 10 hpd	P021	01/01/1990	12/31/9999
	1	5C	10	R023	4-10s: F-M, 10 hpd	P023	01/01/1990	12/31/9999
Time	1	5C	10	R025	4-10s: St-T, 10 hpd	P025	01/01/1990	12/31/9999
	1	5C	10	R027	4-10s: Sn-W, 10 hpd	P027	01/01/1990	12/31/9999
	1	5C	10	R030	24/7: M-Sn, 24 hpd	P029	01/01/1990	12/31/9999
Day type	1	5C	10	R031	4-9s/4: M-Th 9, F 4	P031	01/01/1990	12/31/9999
	1	5C	10	R032	4-9s/4: M-Th 9, Sn 4	P032	01/01/1990	12/31/9999
	1	5C	10	R033	4-9s/4: T-F 9, St 4	P033	01/01/1990	12/31/9999
	1	5C	10	R035	4-9s/4: W-St 9, Sn 4	P035	01/01/1990	12/31/9999

- Verify the dates.
- Select the new code from the drop down list that reflects the right schedule
- Click  (Save)

Short-Term Work Schedule Substitution – Month View

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week **Month** Year

Personnel no. 40000235

Name PHILLIPS MICHAEL

PersArea 1110 Dept of Personnel EEGroup B Civil Service Exempt

PSubarea 0003 Exempt EESubgroup 01 Monthly(M) OT Exe... Status Active

Working times Additional account assignments Time quotas Time management data

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Period

From 09/01/2010 To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

- Enter the employee's *Personnel no.*
- Click (**Enter**) to validate.
- **Period:** Enter the date to be adjusted.
- To view the work schedule click **Month**

Short-Term Work Schedule Substitution – Month View

Infotype Edit Goto Extras List entry System Help

Change Monthly Calendar (2051)

Choose Attendances/absences Personal work schedule

Personnel No: 40000235 Name: PHILLIP... Status: Active
 EE group: B Civil Service Exem... Personnel ar: 1110 Dept of Personnel
 WS rule: FULL 5-8s: M-F... SSN: 500-10-1186
 Start: 09/01/2010 To: 09/30/2010

Find by: Person
 - Collective search
 - Search Term
 - Free search

Monthly calendar

FD	LD	Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
01	04				D001	D001	D001	OFF
		A	A	A	A	A	A	A
05	11	OFF	D001	D001	D001	D001	D001	OFF
		A	A	A	A	A	A	A
12	18	OFF	D001	D001	D001	D001	D001	OFF
		A	A	A	A	A	A	A
19	25	OFF	D001	D001	D001	D001	D001	OFF
		A	A	A	A	A	A	A
26	30	OFF	D001	D001	D001	D001		
		A	A	A	A	A		

Short-Term Work Schedule Substitution – Month View

Monthly calendar

FD	LD	Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
01	-	04			D001	D001	D001	OFF
					A	A	A	A
05	-	11	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A
12	-	18	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A
19	-	25	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A
26	-	30	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A

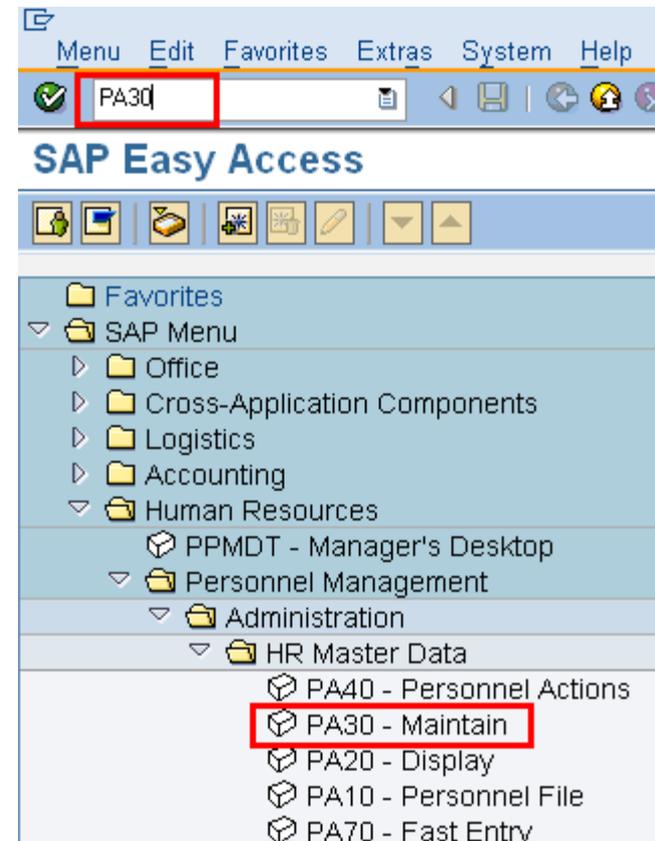
Monthly calendar

FD	LD	Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
01	-	04			D001	D001	D001	OFF
					A	A	A	A
05	-	11	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A
12	-	18	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A
19	-	25	OFF	D001	D001	OFF	D001	D001
			A	A	A	SA	A	SA
26	-	30	OFF	D001	D001	D001	D001	OFF
			A	A	A	A	A	A

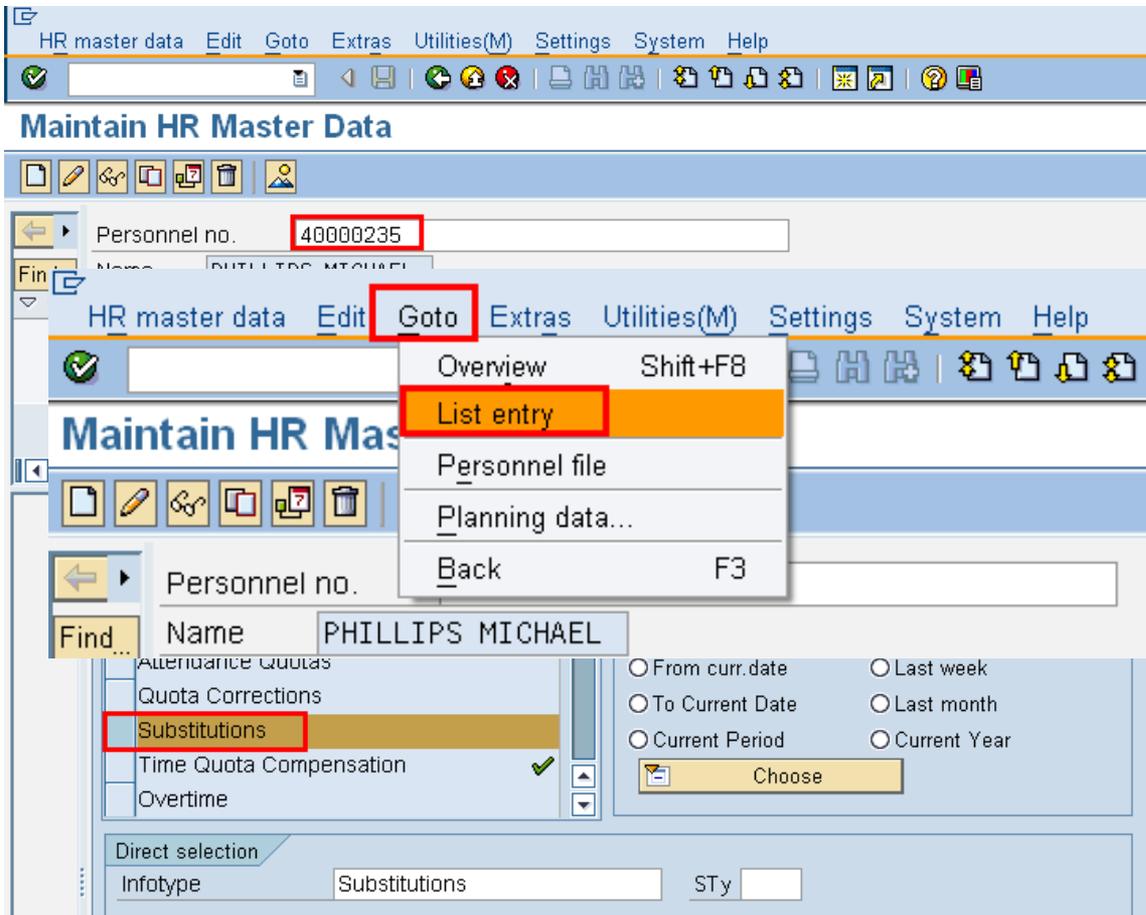
- The Time and Attendance Processor makes any necessary changes to any days on the employee's schedule. In this example, the employee is switching days off from Saturday to Thursday.
- Enter any changes on the day(s) that need to be adjusted.

Short-Term Work Schedule Substitution- List Entry

- To complete a short-term work schedule substitution, follow menu path: Human Resources → Personnel Management → Administration → HR Master Data → Maintain
- You can also access the transaction using the transaction code **PA30** (Maintain HR Master Data)



Short-Term Work Schedule Substitution- List Entry cont'd.



- Enter the employee's *Personnel no.*
- Click  (**Enter**) to validate.
- Select  under .
- Select **Goto** on the menu bar.
- Select **List Entry**

Short-Term Work Schedule Substitution- List Entry cont'd.

Maintain Substitutions (2003)

Choose [Icons] New page

Personnel No: 40000235 Name: PHILLIP... Status: Active

EE group: B Civil Service Exem... Personnel ar: 1110 Dept of Personnel

WS rule: FULL 5-8s: M-F... SSN: 500-10-1186

From	To	Sub	DWS	V	D	Grp	Start	End	Hours	Start	End	C	L
01/01/2013	01/15/2013	04	D001			10							
12/01/2012	12/15/2012	04	D001			10							
11/01/2012	11/15/2012	04	D001			10							
11/22/2012	11/23/2012	04	OFF			10							

- Enter From/to Date.
 - This may not exceed 15 days.
- Enter **04-** shift substitution
- Enter the Daily Work Schedule.
- Click (enter) to validate.
- Click (save) to save.

HRMS Activity



Short-Term Work Schedule Substitution
Demonstration (Activity Guide Pg. 4)
Exercise (Activity Guide Pg. 6)

Review Questions

- **When do you complete a work schedule substitution using PA61?**

- **What are two ways that you can complete a work schedule substitution?**

You can use *Substitution (2003)*, or you can use the **Month** view (PA61) to make the changes.

Enter Time and Attendance in CATS

Enter Time and Attendance in CATS

Upon completion of this section, you will be able to:

- Define new terms related to time recording
- Know the difference between positive (hourly) and negative-time (salaried) reporting.
- Enter time and attendance in CATS including:
 - Wage Types (i.e. Overtime)
 - Absences
 - Labor Distribution (cost center allocation)

New Terms

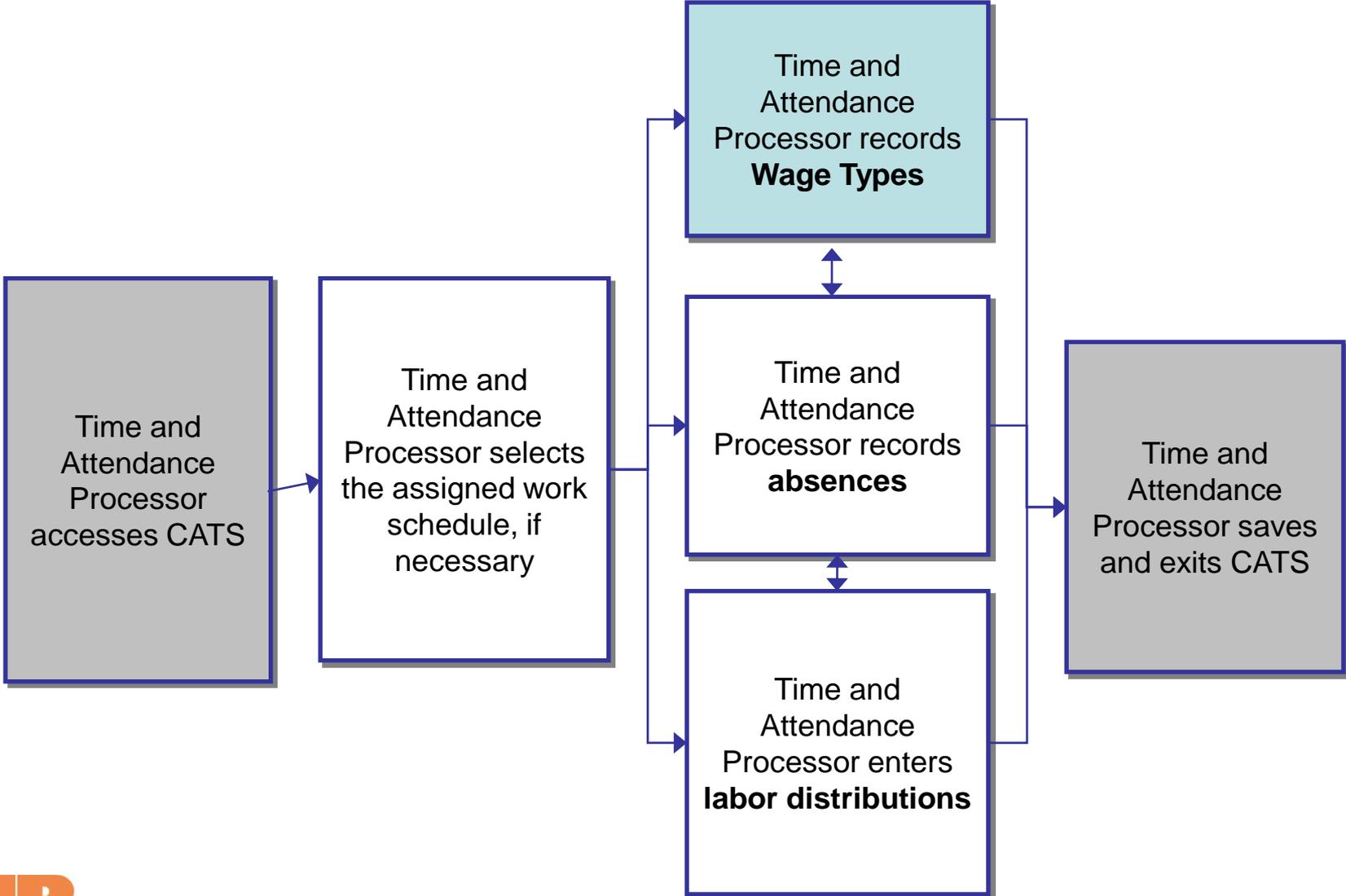
- **SOW-1** – *Data Entry Profile* used when the labor distribution needs to be changed for an employee.
- **SOW-2** – *Data Entry Profile* used when you need to enter an employee's time without changing the labor distribution.
- **Negative-time reporting (salaried)** Recording only **exceptions** (i.e. annual leave, overtime) to a salaried employees work schedule.
- **Positive-time reporting (hourly)** – Recording **all** hours **worked** as well as **all absences** during the pay period.



New Terms cont'd.

- **Wage type** - Wage types separate amounts and time units for various business purposes.
- **Absence type** – List of valid paid and unpaid absences.
- **Absence quota** - It is an employee's entitlement to a certain absence. It is the amount of time allowed for an employee to be absent from work, such as Annual Leave or Sick Leave.
- **Labor Distribution** – Where an employee's time is charged. Some employees may have one labor distribution, some may have multiple labor distributions.

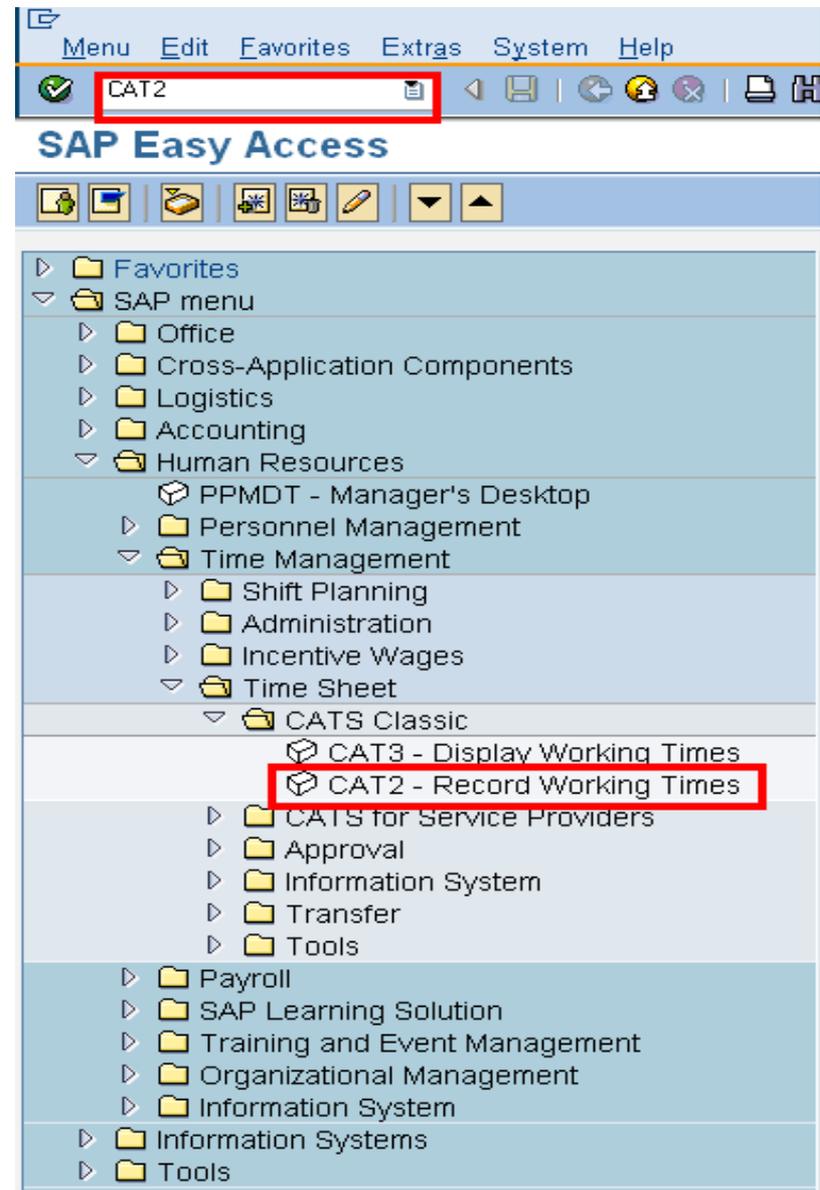
Time Recording Activity #1 Wage Types



Access CATS

There are two ways to access **CATS** (cross-application time sheet):

- Follow menu path:
Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times
- Enter transaction code **CAT2** (cross-application time sheet)



Time Sheet: Initial Screen

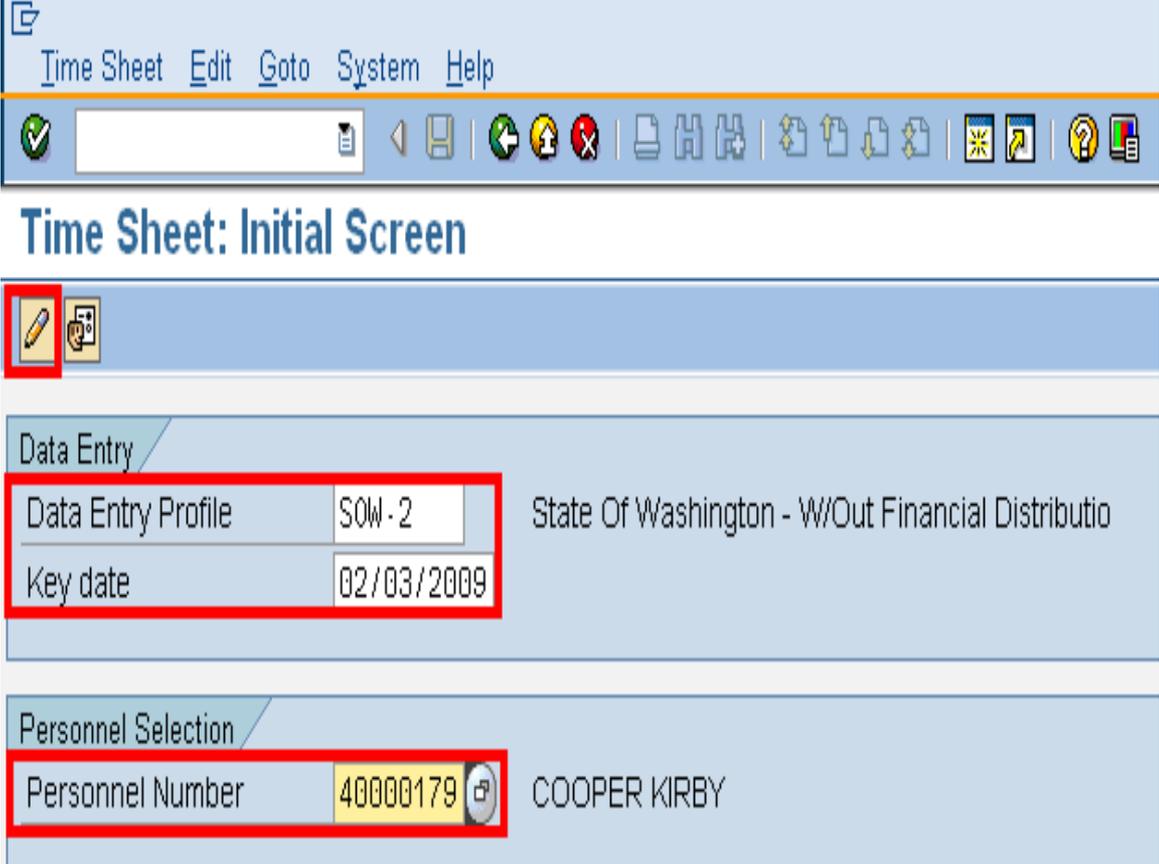
■ Fields to complete:

- *Data Entry Profile*
- *Key date*
- *Personnel Number*

- Click  (**Enter Time**) to access the employee time sheet.

Note:

If the only visible field is Data Entry Profile, make a selection and click  (**Enter**). The remaining fields will appear.



The screenshot shows the 'Time Sheet: Initial Screen' application window. The title bar includes 'Time Sheet', 'Edit', 'Goto', 'System', and 'Help'. Below the title bar is a menu bar with a checkmark icon, a search box, and various icons. The main content area is divided into two sections: 'Data Entry' and 'Personnel Selection'. In the 'Data Entry' section, the 'Data Entry Profile' field is set to 'SOW-2' and the 'Key date' field is set to '02/03/2009'. In the 'Personnel Selection' section, the 'Personnel Number' field is set to '40000179' and the name 'COOPER KIRBY' is displayed. Red boxes highlight the 'Data Entry Profile', 'Key date', and 'Personnel Number' fields.

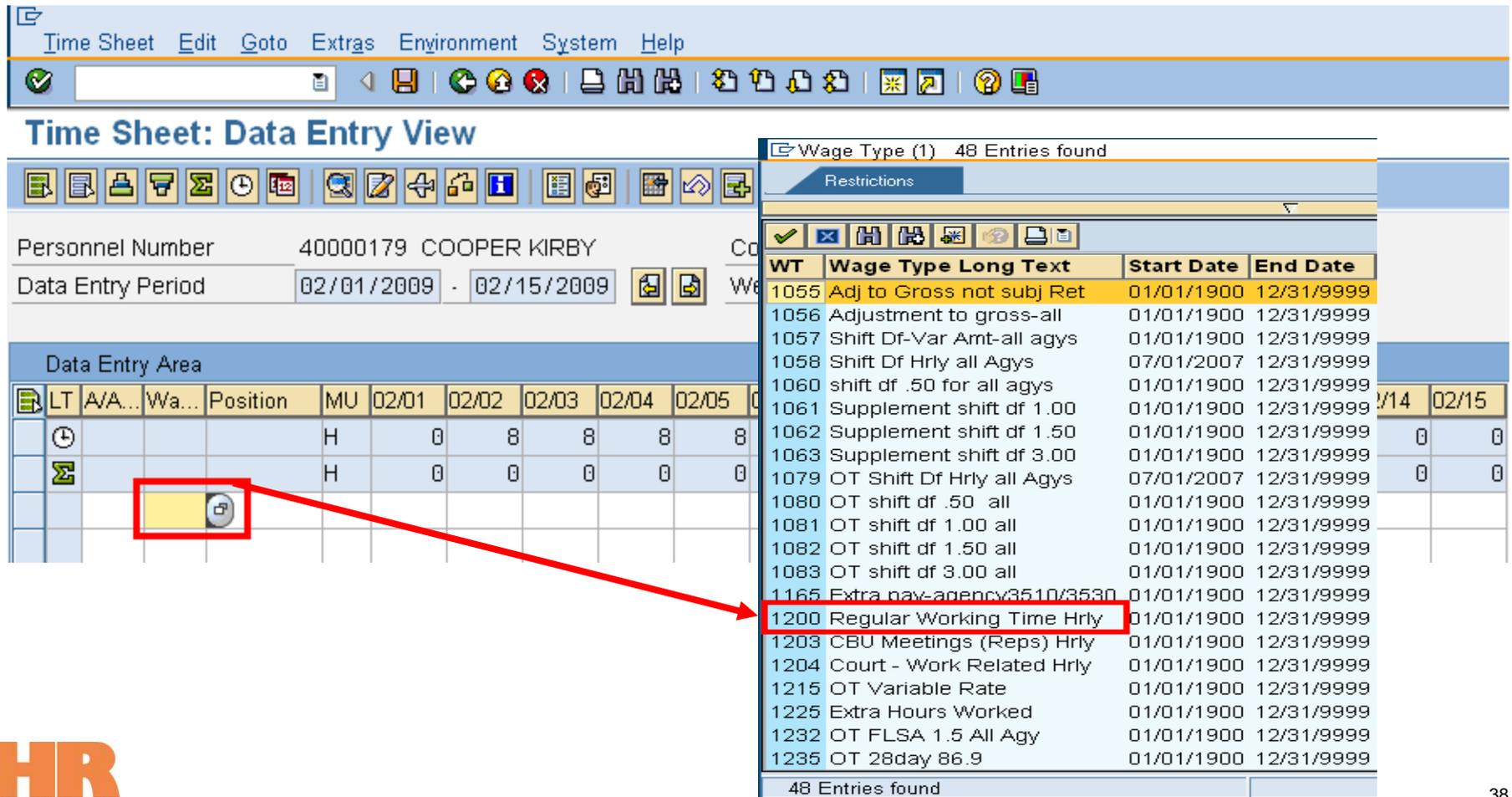
Data Entry		State Of Washington - W/Out Financial Distributio
Data Entry Profile	SOW-2	
Key date	02/03/2009	

Personnel Selection		COOPER KIRBY
Personnel Number	40000179	

Enter Regular Working Time Hourly

Click the  (**Matchcode**) button in the *Wage type* field to open the wage type selection list.

Hint: Click on the “Wage Type Long Text” header to alphabetize the list.



Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 40000179 COOPER KIRBY
Data Entry Period 02/01/2009 - 02/15/2009

Data Entry Area										
LT	A/A...	Wa...	Position	MU	02/01	02/02	02/03	02/04	02/05	
				H	0	8	8	8	8	
				H	0	0	0	0	0	

Wage Type (1) 48 Entries found

WT	Wage Type Long Text	Start Date	End Date
1055	Adj to Gross not subj Ret	01/01/1900	12/31/9999
1056	Adjustment to gross-all	01/01/1900	12/31/9999
1057	Shift Df-Var Amt-all agys	01/01/1900	12/31/9999
1058	Shift Df Hrly all Agys	07/01/2007	12/31/9999
1060	shift df .50 for all agys	01/01/1900	12/31/9999
1061	Supplement shift df 1.00	01/01/1900	12/31/9999
1062	Supplement shift df 1.50	01/01/1900	12/31/9999
1063	Supplement shift df 3.00	01/01/1900	12/31/9999
1079	OT Shift Df Hrly all Agys	07/01/2007	12/31/9999
1080	OT shift df .50 all	01/01/1900	12/31/9999
1081	OT shift df 1.00 all	01/01/1900	12/31/9999
1082	OT shift df 1.50 all	01/01/1900	12/31/9999
1083	OT shift df 3.00 all	01/01/1900	12/31/9999
1165	Extra pay-agency/3510/3530	01/01/1900	12/31/9999
1200	Regular Working Time Hrly	01/01/1900	12/31/9999
1203	CBU Meetings (Reps) Hrly	01/01/1900	12/31/9999
1204	Court - Work Related Hrly	01/01/1900	12/31/9999
1215	OT Variable Rate	01/01/1900	12/31/9999
1225	Extra Hours Worked	01/01/1900	12/31/9999
1232	OT FLSA 1.5 All Agy	01/01/1900	12/31/9999
1235	OT 28day 86.9	01/01/1900	12/31/9999

48 Entries found

Enter Regular Working Time Hourly

Time Sheet: Data Entry View

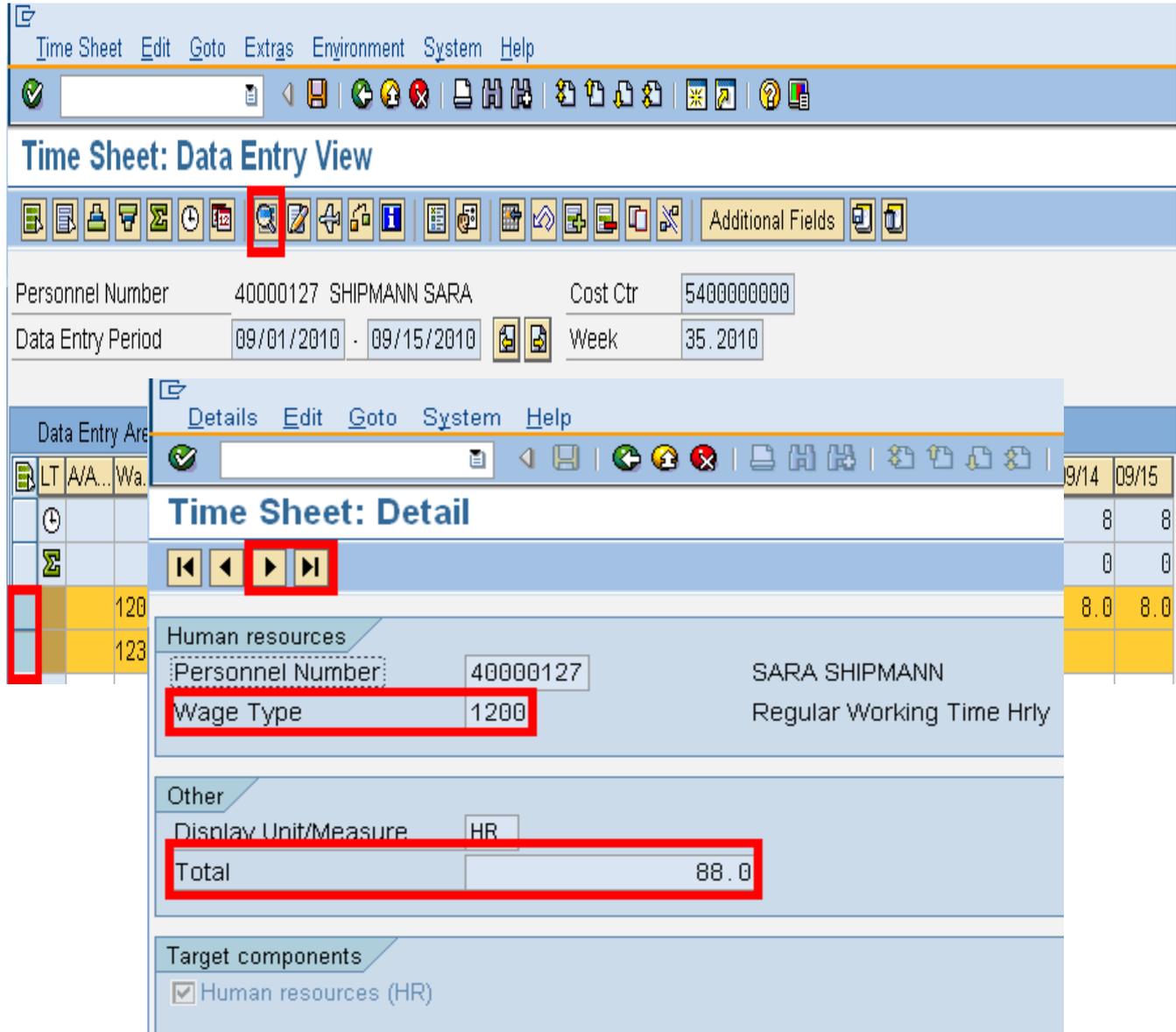
Personnel Number: 40000179 COOPER KIRBY Cost Ctr: 3000000000
 Data Entry Period: 09/01/2010 - 09/15/2010 Week: 35. 2010

Data Entry Area																				
LT	A/A...	Wa...	Position	MU	09/01	09/02	09/03	09/04	09/05	09/06	09/07	09/08	09/09	09/10	09/11	09/12	09/13	09/14	09/15	
				H	8	8	8	0	0	0	8	8	8	8	0	0	8	8	8	
				H	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
		1200		HR	8	8	8				8	8	8	8			8	8	8	

- Enter the **Wage type**.
 - Example: Wage type 1200 - **Regular Working Time Hourly**
- Enter the **MU** (*measuring unit*). For Wage Types the measuring unit is HR.
- Enter the hours worked for each day.
- To validate entries click  (**Check Entries**).
- Click  (**Save**) to save.

Display totals for wage types entered

- Check the box to the left of each wage type to view
- Select  (Detailed Time Data) to display
- If multiple wage types were entered, select  to display next record



The screenshot shows two windows from the HR software. The top window is titled "Time Sheet: Data Entry View" and displays personnel information for SARA SHIPMANN (Personnel Number 40000127) for the period 09/01/2010 to 09/15/2010. The bottom window is titled "Time Sheet: Detail" and shows a table of wage types. The "Total" field is highlighted with a red box, showing a value of 88.0. The "Wage Type" field is also highlighted with a red box, showing a value of 1200. The "Detailed Time Data" icon in the top window's toolbar and the "Next record" icon in the bottom window's toolbar are also highlighted with red boxes.

Data Entry Area	LT	A/A...	Wa.	09/14	09/15
				8	8
				0	0
			120	8.0	8.0
			123		

Human resources
Personnel Number: 40000127 SARA SHIPMANN
Wage Type: 1200 Regular Working Time Hrly

Other
Display Unit/Measure: HR
Total: 88.0

Target components
 Human resources (HR)

HRMS Activity



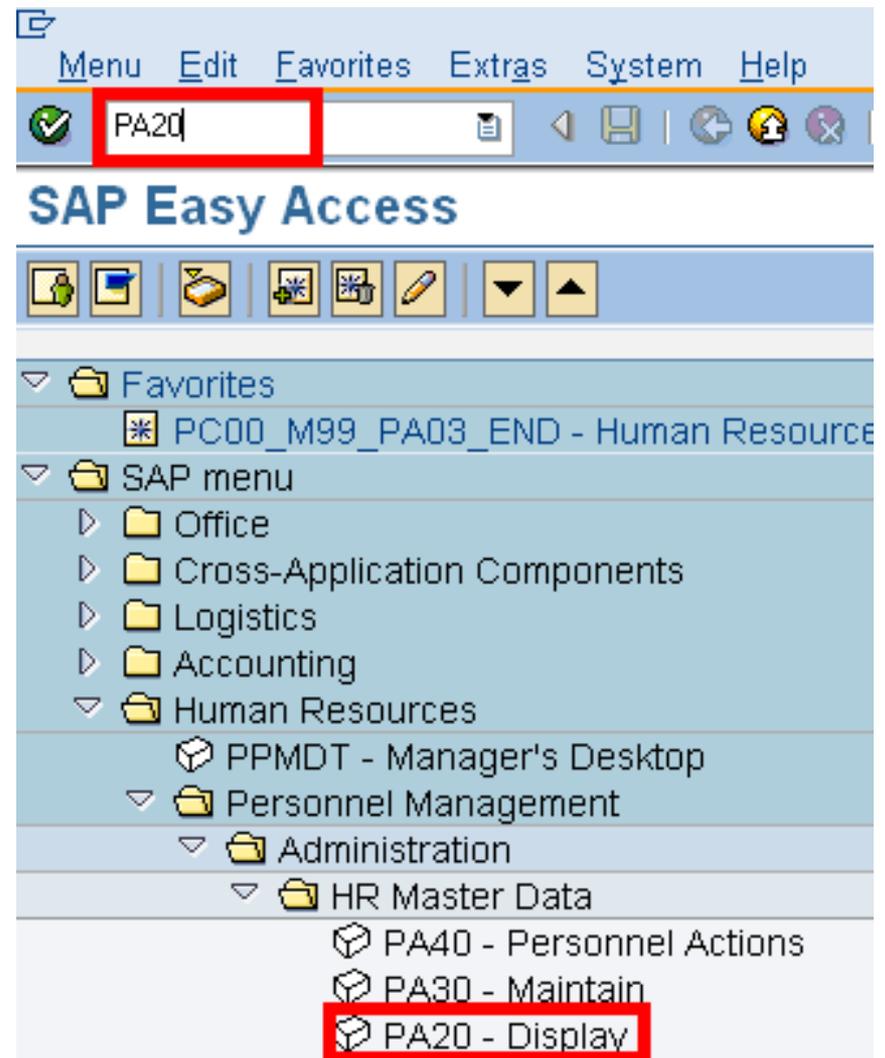
**Entering Wage Types and
Recording Overtime in CATS**
Demonstration (Activity Guide Pg. 9)
Exercise (Activity Guide Pg. 11)

Hourly Rate Per Assignment

Hourly Rate Per Assignment

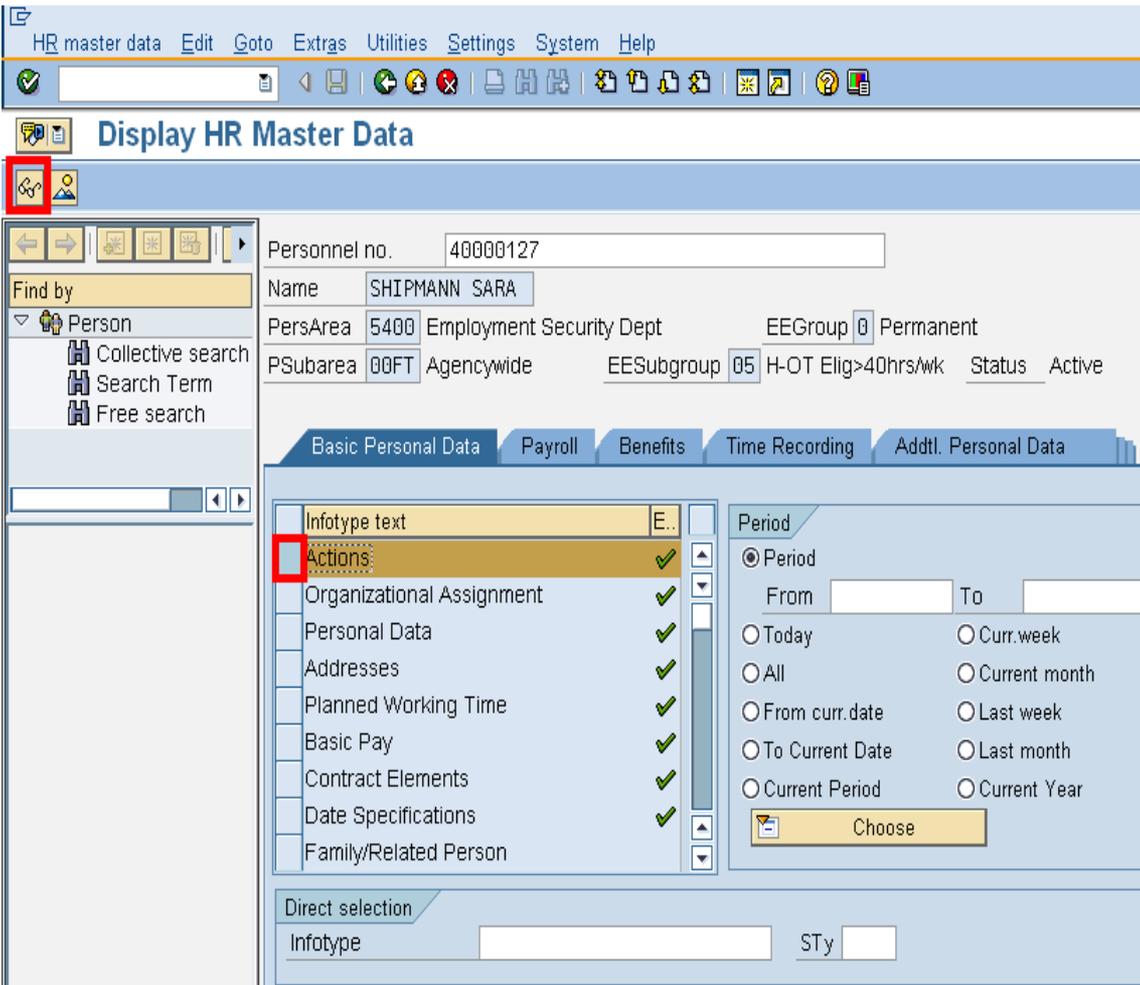
There are two ways To access
**Display HR Master Data
(PA20)**

- Follow menu path:
Human Resources →
Personnel Management →
Administration → HR Master
Data → PA20-Display
- Enter **PA20** into the
command field.



Hourly Rate Per Assignment

- Enter the Personnel Number
- Click  (**Enter**) to validate
- Select the gray box to the left of  to select
- Click  (**Display**) to view



The screenshot shows the 'Display HR Master Data' window. At the top, there is a menu bar with 'HR master data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays personnel information for Personnel no. 40000127, Name SHIPMANN SARA, PersArea 5400, Employment Security Dept, EEGroup 0 Permanent, PSubarea 00FT, Agencywide, EESubgroup 05, H-OT Elig>40hrs/wk, and Status Active. Below this information are tabs for 'Basic Personal Data', 'Payroll', 'Benefits', 'Time Recording', and 'Addtl. Personal Data'. A list of data fields is shown with checkboxes: 'Infotype text' (checked), 'Actions' (checked and highlighted with a red box), 'Organizational Assignment' (checked), 'Personal Data' (checked), 'Addresses' (checked), 'Planned Working Time' (checked), 'Basic Pay' (checked), 'Contract Elements' (checked), 'Date Specifications' (checked), and 'Family/Related Person' (unchecked). To the right of the list is a 'Period' section with radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year', along with a 'Choose' button. At the bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields.

Hourly Rate Per Assignment cont'd.

- Employees position number is located under the **Organizational Assignment Section**
 - Highlight and Copy the **Position Number**

- Enter **/NCAT2** in the command field to access CATS.

The screenshot shows a software interface with a menu bar (Infotype, Edit, Goto, Extras, System, Help) and a toolbar. The main window is titled "Display Actions (0000)". On the left, there is a "Find by" panel with options: Person, Collective search, Search Term, and Free search. The main area displays employee information for Pers.No. 40000127, Name SHIPMANN SARA, PersArea 5400, Employment Security Dept, EGroup 0 Permanent, PSubarea 00FT Agencywide, ESubgroup 05 H-OT Elig>40hrs/wk, Status Active, Start 06/01/2006 to 12/31/9999, Chng 06/23/2006, TRANSPP.

The "Personnel action" section shows Action Type UX Current Conversion Active and Reason for Action 00 Initial Conversion Active.

The "Status" section shows Employment 3 Active.

The "Organizational assignment" section is highlighted with a red box and contains the following data:

Position	70075681	WS SPEC 3 PT
Personnel area	5400	Employment Security Dept
Employee group	0	Permanent
Employee subgroup	05	H-OT Elig>40hrs/wk

The "Additional actions" section contains a table with the following data:

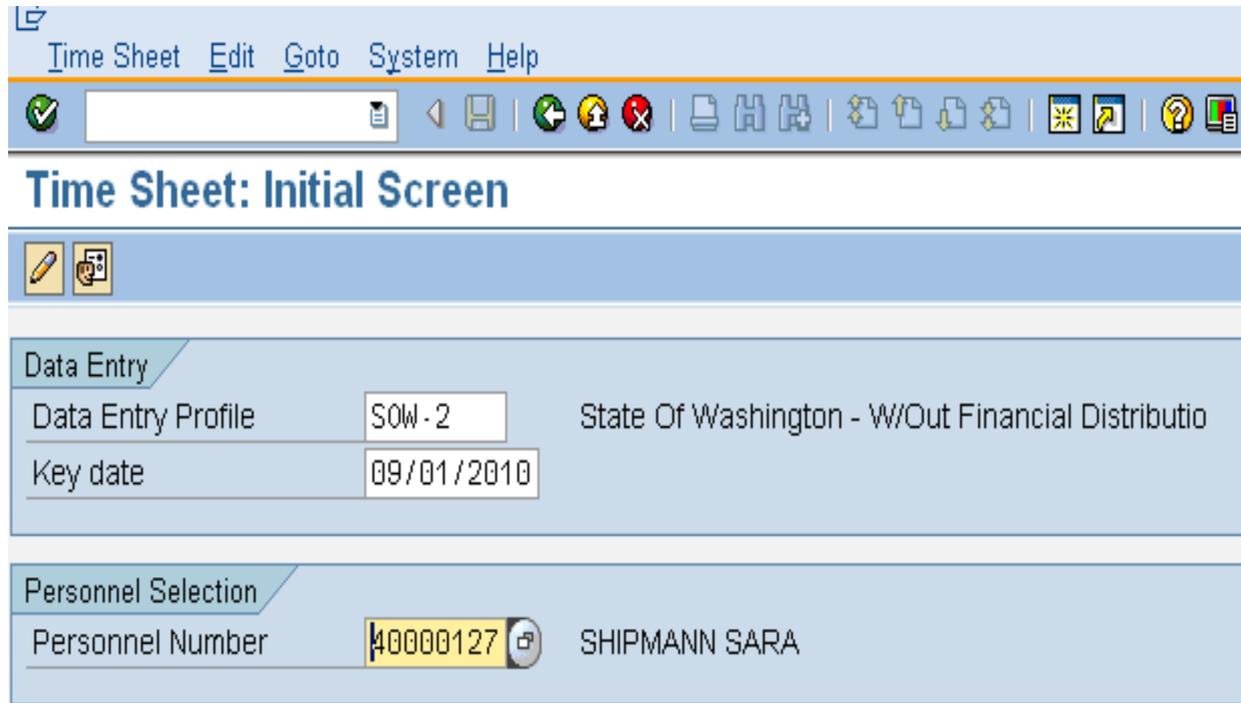
Start Date	Act.	Action Type	ActR	Reason for action
06/01/2006	UX	Current Conversion Active	00	Initial Conversion Active

Hourly Rate Per Assignment cont'd.

■ Fields to complete:

- Data Entry Profile (SOW-2)
- Key date
- Personnel Number

■ Click  (**Enter Time**) to access the employee time sheet.



The screenshot shows a web application window titled "Time Sheet: Initial Screen". The window has a menu bar with "Time Sheet", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into two sections: "Data Entry" and "Personnel Selection".

Data Entry		
Data Entry Profile	<input type="text" value="SOW-2"/>	State Of Washington - W/Out Financial Distributio
Key date	<input type="text" value="09/01/2010"/>	

Personnel Selection		
Personnel Number	<input type="text" value="40000127"/> 	SHIPMANN SARA

Hourly Rate Per Assignment

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 40000127 SHIPMANN SARA Cost Ctr 54000000000
 Data Entry Period 09/16/2010 - 09/30/2010 Week 37.2010

Data Entry Area																
LT	A/A...	Wa...	Position	MU	09/16	09/17	09/18	09/19	09/20	09/21	09/22	09/23	09/24	09/25	09/26	
				H	8	8	0	0	8	8	8	8	8	0	0	
				H	0	0	0	0	0	0	0	0	0	0	0	
		1222	70075681	HR	8				8	3						

- Fields to complete:
 - Wage Type
 - Position number
 - MU
 - Hours worked per date
- To validate entries click (**Check Entries**)
- Click (**Save**) to save.

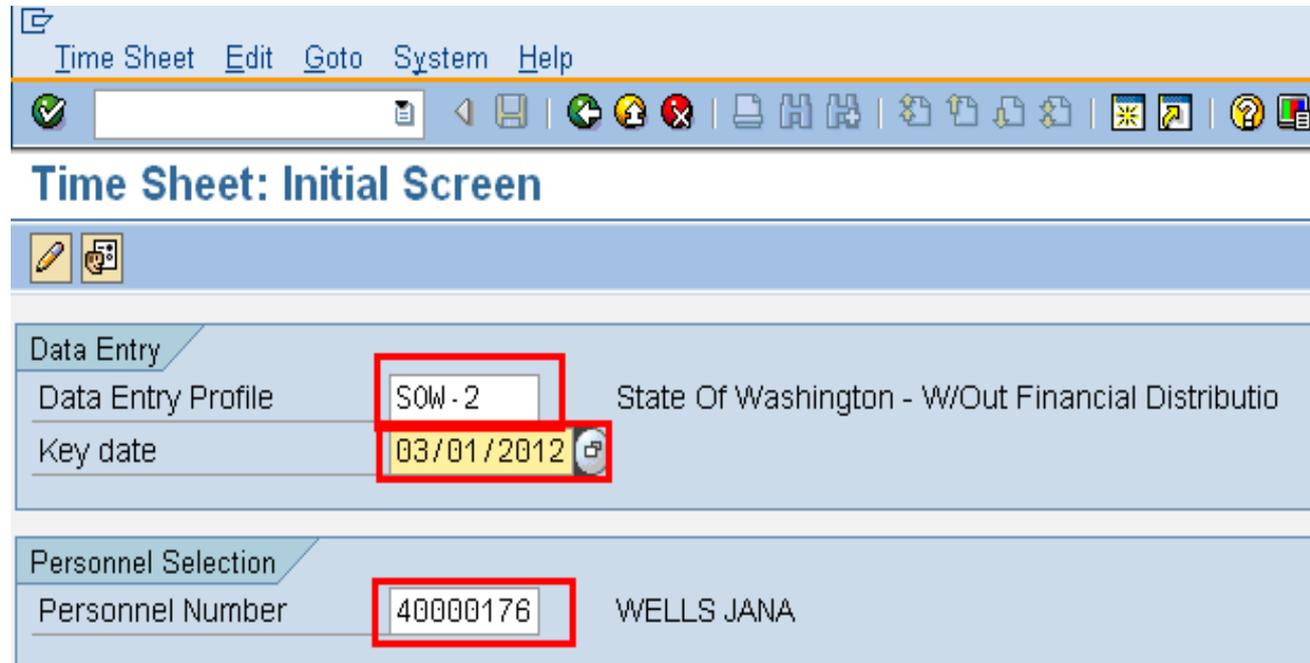
Salary Hours Override

Enter Salary Hours Override

■ Fields to complete:

- Data Entry Profile (SOW-2)
- Key date
- Personnel Number

- Click  (**Enter Time**) to access the employee time sheet.



Time Sheet Edit Goto System Help

Time Sheet: Initial Screen

Data Entry

Data Entry Profile SOW-2 State Of Washington - W/Out Financial Distributio

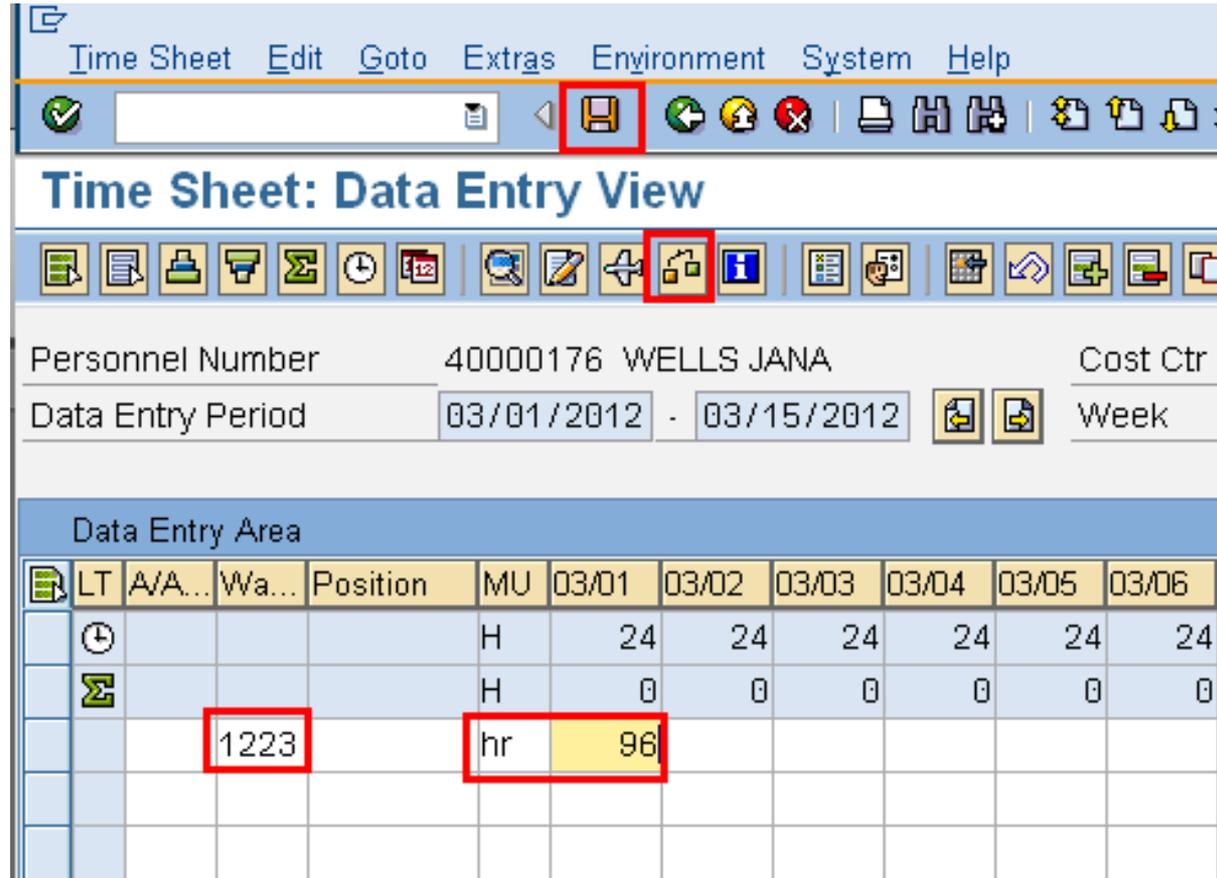
Key date 03/01/2012

Personnel Selection

Personnel Number 40000176 WELLS JANA

Enter Salary Hours Override cont'd.

- Enter *Wage Type* 1223 (Salary hours override).
- Enter the *MU* = 'HR'.
- Enter the actual hours available for the pay period
- Click  (Save).



Time Sheet: Data Entry View

Personnel Number 40000176 WELLS JANA Cost Ctr

Data Entry Period 03/01/2012 - 03/15/2012 Week

Data Entry Area											
LT	A/A...	Wa...	Position	MU	03/01	03/02	03/03	03/04	03/05	03/06	
⌚				H	24	24	24	24	24	24	
Σ				H	0	0	0	0	0	0	
		1223		hr	96						

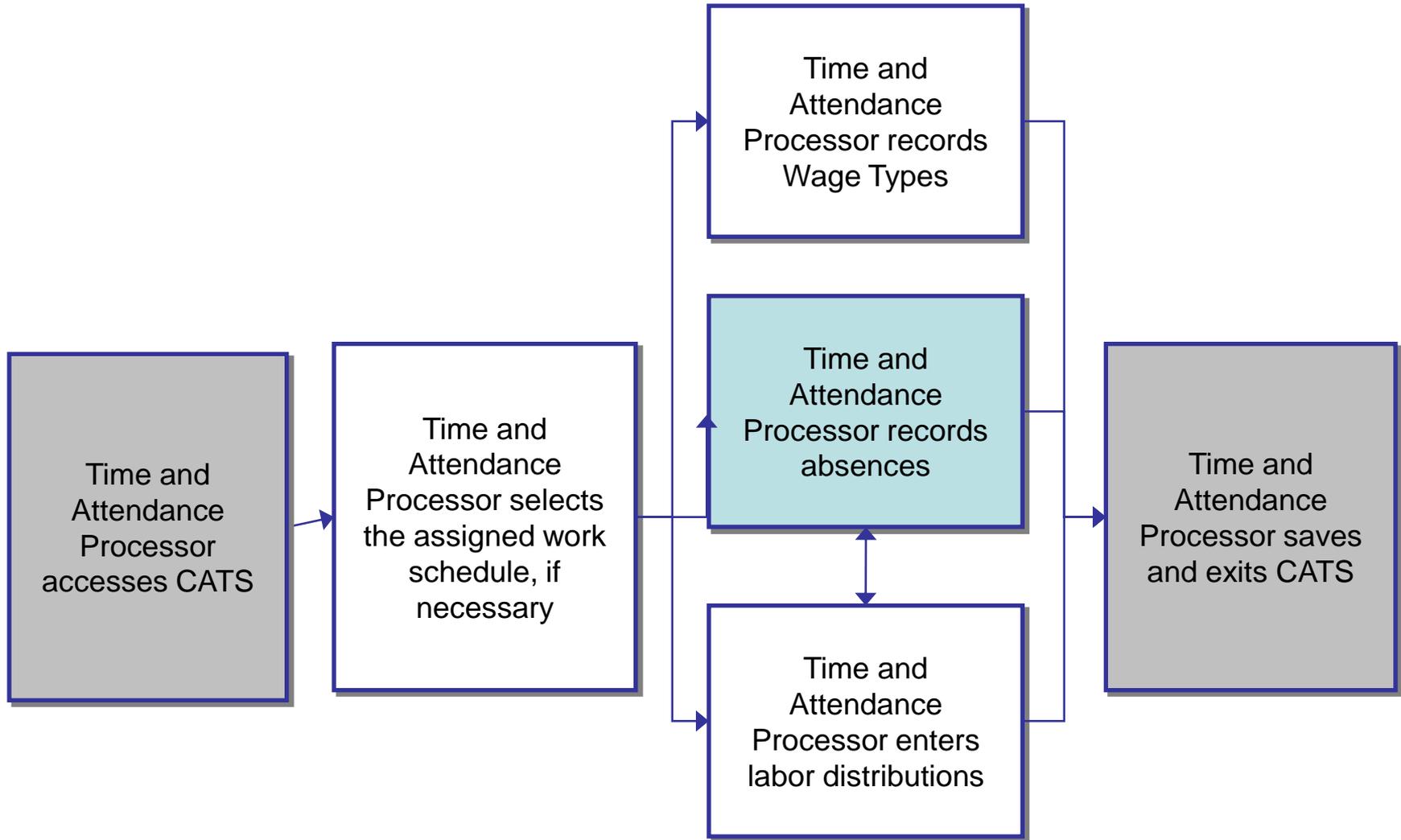
Review Question

1. When would a wage type be entered on a salaried employee?

2. True or False?

When entering time worked for an hourly employee, you can add all hours worked for the pay period, lump them together and enter the total hours worked using wage type 1200?

Time Recording Activity # 2 Absence Types

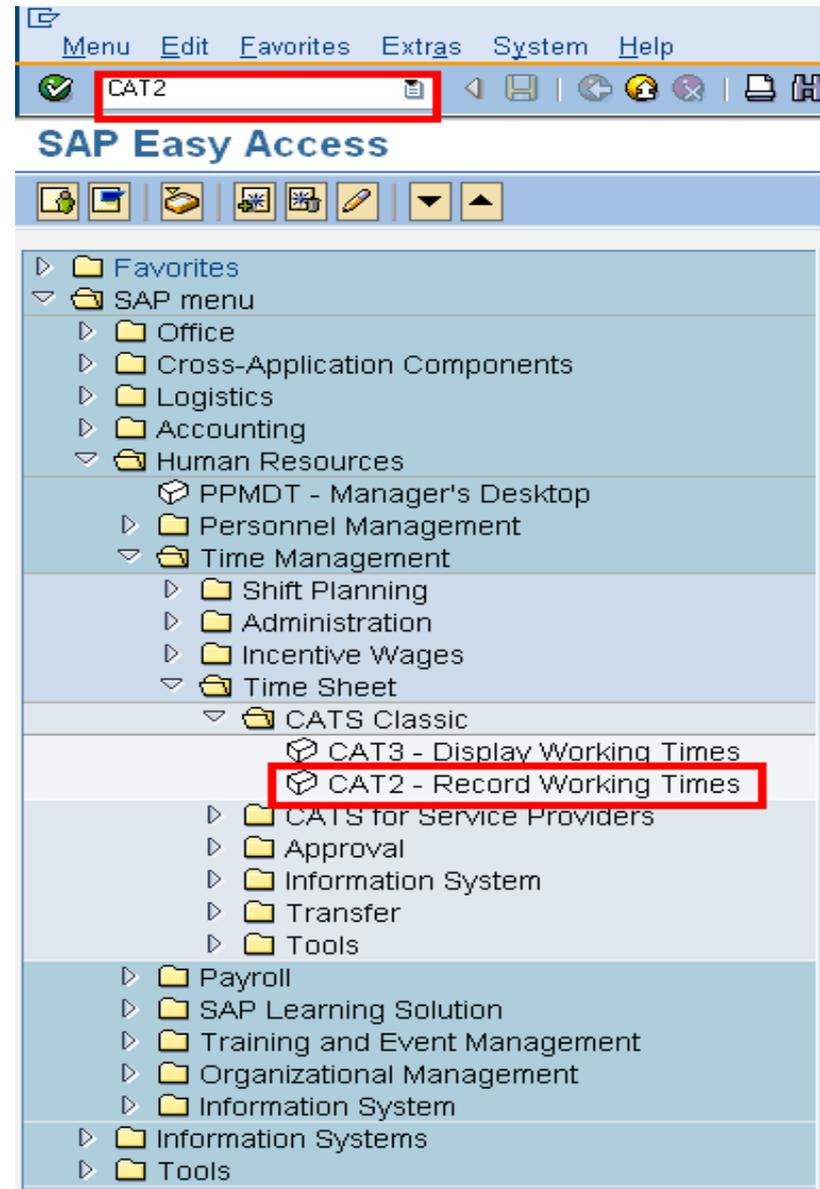


Access CATS

There are two ways to access **CATS** (cross-application time sheet):

- Follow menu path: Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

- Enter transaction code **CAT2** (cross-application time sheet)

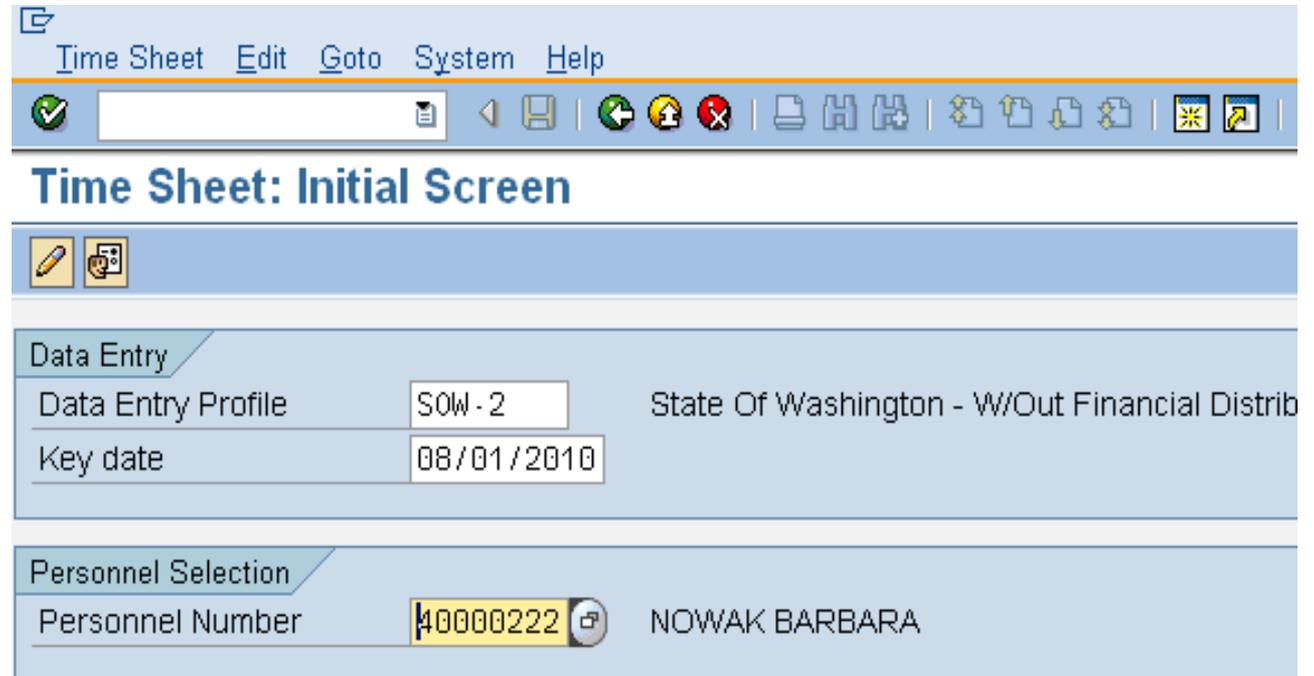


Time Sheet: Initial Screen

■ Fields to complete:

- *Data Entry Profile*
- *Key date*
- *Personnel Number*

- Click  (**Enter Time**) to access the employee time sheet.



The screenshot shows a web application window titled "Time Sheet: Initial Screen". The window has a menu bar with "Time Sheet", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area is divided into two sections: "Data Entry" and "Personnel Selection".

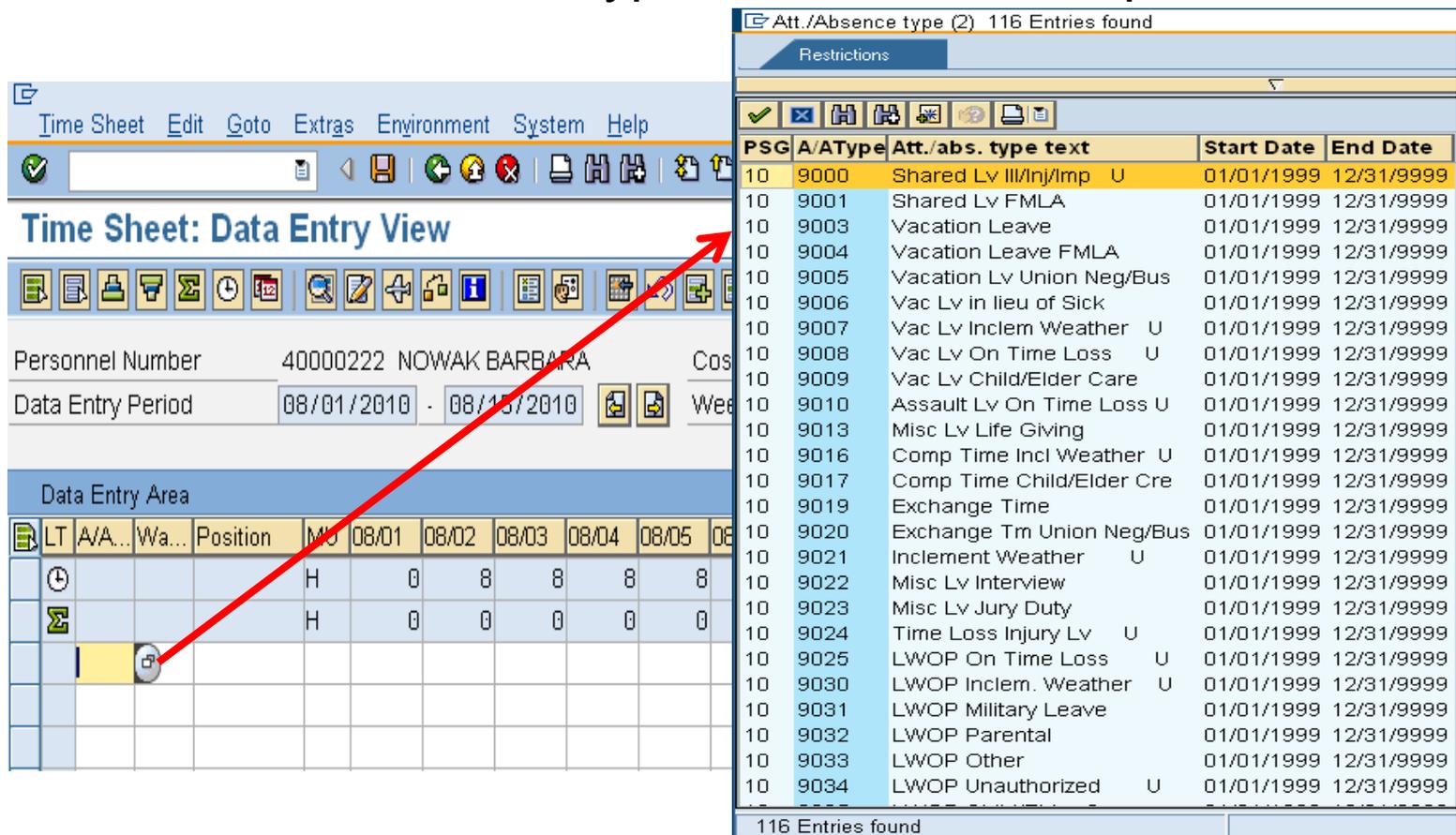
Data Entry		
Data Entry Profile	<input type="text" value="SOW-2"/>	State Of Washington - W/Out Financial Distrib
Key date	<input type="text" value="08/01/2010"/>	

Personnel Selection		
Personnel Number	<input type="text" value="40000222"/>	NOWAK BARBARA

Enter Absence Types

Click the  (**Matchcode**) button in the *A/A Type* field to open the absence type selection list.

Hint: Click on the “Att abs.type text” header to alphabetize the list.



The screenshot shows the 'Time Sheet: Data Entry View' interface. The 'Data Entry Area' table has columns for LT, A/A..., Wa..., Position, and dates from 08/01 to 08/06. A red arrow points from the Matchcode button in the A/A... column to the 'Absence type selection list' window. The list window title is 'Att./Absence type (2) 116 Entries found' and it contains a table with columns: PSG, A/AType, Att./abs. type text, Start Date, and End Date.

PSG	A/AType	Att./abs. type text	Start Date	End Date
10	9000	Shared Lv Ill/Inj/Imp U	01/01/1999	12/31/9999
10	9001	Shared Lv FMLA	01/01/1999	12/31/9999
10	9003	Vacation Leave	01/01/1999	12/31/9999
10	9004	Vacation Leave FMLA	01/01/1999	12/31/9999
10	9005	Vacation Lv Union Neg/Bus	01/01/1999	12/31/9999
10	9006	Vac Lv in lieu of Sick	01/01/1999	12/31/9999
10	9007	Vac Lv Inclem Weather U	01/01/1999	12/31/9999
10	9008	Vac Lv On Time Loss U	01/01/1999	12/31/9999
10	9009	Vac Lv Child/Elder Care	01/01/1999	12/31/9999
10	9010	Assault Lv On Time Loss U	01/01/1999	12/31/9999
10	9013	Misc Lv Life Giving	01/01/1999	12/31/9999
10	9016	Comp Time Incl Weather U	01/01/1999	12/31/9999
10	9017	Comp Time Child/Elder Cre	01/01/1999	12/31/9999
10	9019	Exchange Time	01/01/1999	12/31/9999
10	9020	Exchange Trm Union Neg/Bus	01/01/1999	12/31/9999
10	9021	Inclement Weather U	01/01/1999	12/31/9999
10	9022	Misc Lv Interview	01/01/1999	12/31/9999
10	9023	Misc Lv Jury Duty	01/01/1999	12/31/9999
10	9024	Time Loss Injury Lv U	01/01/1999	12/31/9999
10	9025	LWOP On Time Loss U	01/01/1999	12/31/9999
10	9030	LWOP Inclem. Weather U	01/01/1999	12/31/9999
10	9031	LWOP Military Leave	01/01/1999	12/31/9999
10	9032	LWOP Parental	01/01/1999	12/31/9999
10	9033	LWOP Other	01/01/1999	12/31/9999
10	9034	LWOP Unauthorized U	01/01/1999	12/31/9999

Note: Absence types followed with a “U” are to be used for unplanned absences.

Enter Absence Types

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 40000222 NOWAK BARBARA Cost Ctr 3570000000

Data Entry Period 08/01/2010 - 08/15/2010 Week 30.2010

Data Entry Area

LT	A/A...	Wa...	Position	MU	08/01	08/02	08/03	08/04	08/05	08/06	08/07	08/08	08/09	08/10	08/11	08/12	08/13	08/14	08/15
				H	0	8	8	8	8	8	0	0	8	8	8	8	8	0	0
				H	0	8	8	0	0	0	0	0	0	0	0	0	0	0	0
				H		8	8												

- Enter the *A/A Type*.
- Enter hours taken for the date the absence was used.
- Click  (**Check Entries**) to validate entries.
- Click  (**Save**) to save

I Received An Error... Now What?

Error Messages	Resolution
"Enter amount or number"	A wage type has been entered, therefore a measurement unit (example HR for hours) must also be entered.
"Unit not permitted"	A unit has been entered for an absence type. Delete the unit and save again.
"Attendance/absence XX/XX/XXXX during non-working period"	The absence has been entered on a non-working day according to the work schedule. The Time and Attendance Processor will need to first overwrite/maintain the work schedule then re-enter the absence or attendance.
"Not enough Quota for attendance type xxxx"	The employee does not have enough hours in the Absence Quota Bucket remaining to enter the absence.
"Enter relevant working time attributes"	Hours have been entered without entering a wage type or absence type. Re-access the transaction and enter a wage type or absence type.
"Wage type XXXX not permitted for EE subgroup grouping X (from XX/XX/XXXX to XX/XX/XXXX)"	A wage type was assigned that is not permitted for a particular employee grouping or personnel sub area. Return to the transaction and enter a valid wage type.

Holiday Absence Type

Absence Type - Holiday

- **Salaried employees** with a valid schedule (excludes 24/7) will not need to record holidays. A Holiday Schedule has been established in the system.
- **Hourly employees** with a valid schedule (excludes 24/7) **will need** to record holidays. The system will give a warning message; you can override the warning by clicking the enter key.
- **24/7 Salary and Hourly employees will need** to record the holiday with the correct absence type. No Holiday Schedule associated with a 24/7 schedule.

Absence Type – Holiday cont'd.

- **Hourly employees** who receive a **prorated** holiday and/or personal holiday:
 - Agencies will have to manually track the work hours in both halves of the month (1-15 and 16-31).
 - Manually enter the holiday hours in CATS to the applicable date for the legal holiday and/or personal holiday.
 - The system will then automatically retro and pay on the 10th of the following month.

Holiday- Stopping holiday pay

- Transaction code **PA61** in the command field Enter the employee's Personnel Number
- Click (**Enter**) to validate.
- Select **Substitutions**
- Enter the date of the holiday
- Click (**Create**).

The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there is a menu bar with options like 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a toolbar with icons for 'List entry', 'Week', 'Month', and 'Year'. The 'Personnel no.' field is set to '40000022'. Other fields include 'Name' (GONZALES ANTONIA), 'PersArea' (1400), 'Dept' (Revenue), 'EEGroup' (Permanent), 'PSubarea' (000A), 'Agencywide', 'EESubgroup' (01), 'Monthly(M) OT Exe...', and 'Status' (Active). Below this, there are tabs for 'Working times', 'Additional account assignments', 'Time quotas', and 'Time management data'. The 'Substitutions' option is selected in the left pane. The right pane shows the 'Period' selection options, with 'Period' selected and a date range of 'From 1/17/2011 To 1/17/2011'. Other options include 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is at the bottom of the right pane. At the very bottom, there is a 'Direct selection' section with 'Infotype' and 'STy' fields.

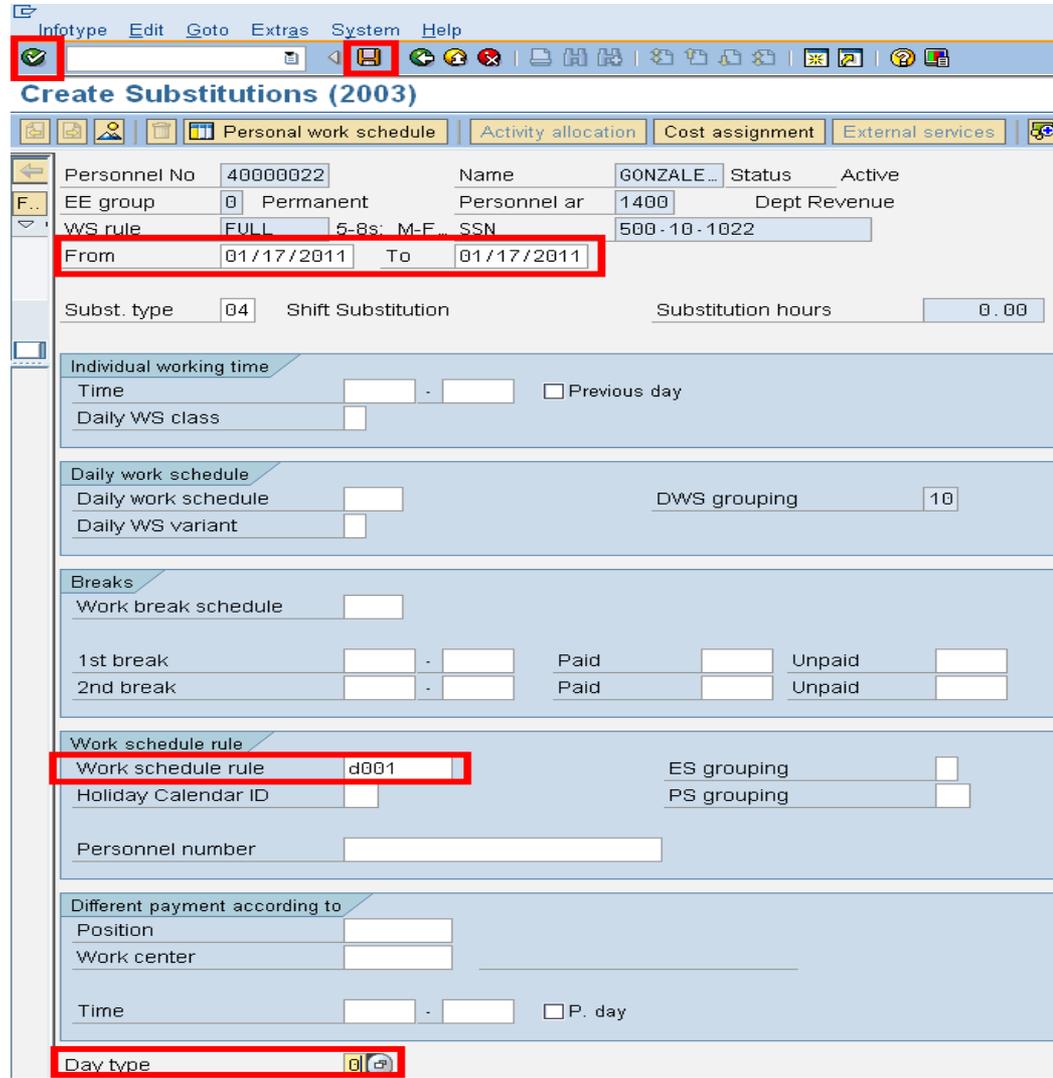
Holiday- Stopping holiday pay cont'd.

■ Fields to complete:

- From and To date
- Select work schedule*
- Day Type

■ Click  (**Enter**) to validate.

■ Click  (**Save**) to save.



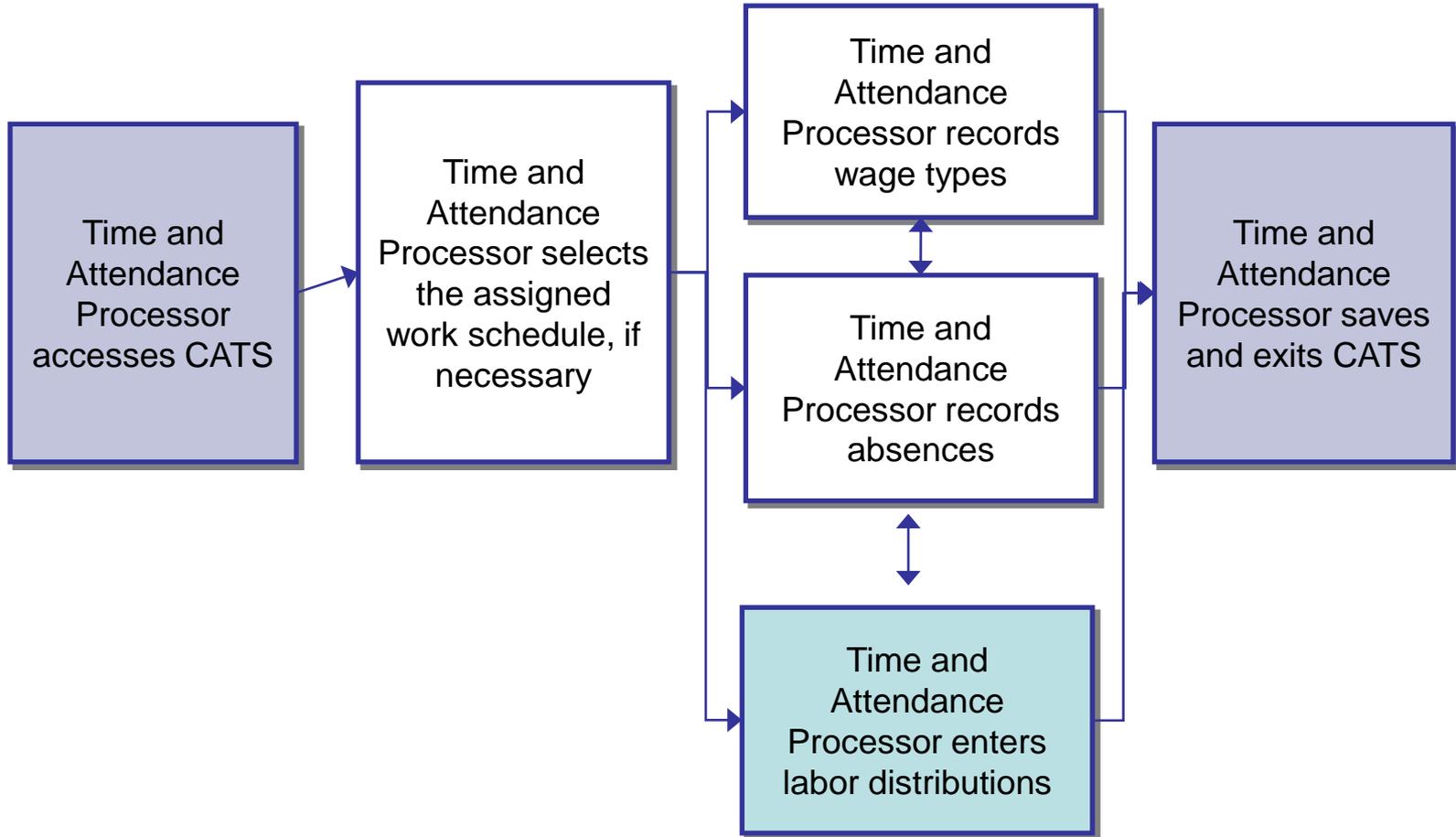
The screenshot shows the 'Create Substitutions (2003)' window. The 'From' and 'To' date fields are highlighted with a red box and contain '01/17/2011'. The 'Work schedule rule' field is highlighted with a red box and contains 'd001'. The 'Day type' field at the bottom is highlighted with a red box and contains '01'. Other fields include Personnel No (40000022), Name (GONZALE...), EE group (0), Permanent, Personnel ar (1400), Dept Revenue, WS rule (FULL), 5-8s: M-F, SSN (500-10-1022), Subst. type (04), Shift Substitution, Substitution hours (0.00), Individual working time, Daily work schedule, Breaks, Work schedule rule, Holiday Calendar ID, Personnel number, Different payment according to, Position, Work center, and Time.

HRMS Activity



Enter Absences in CATS
Exercise (Activity Guide Pg. 14)

Time Recording Activity #3 Labor Distributions

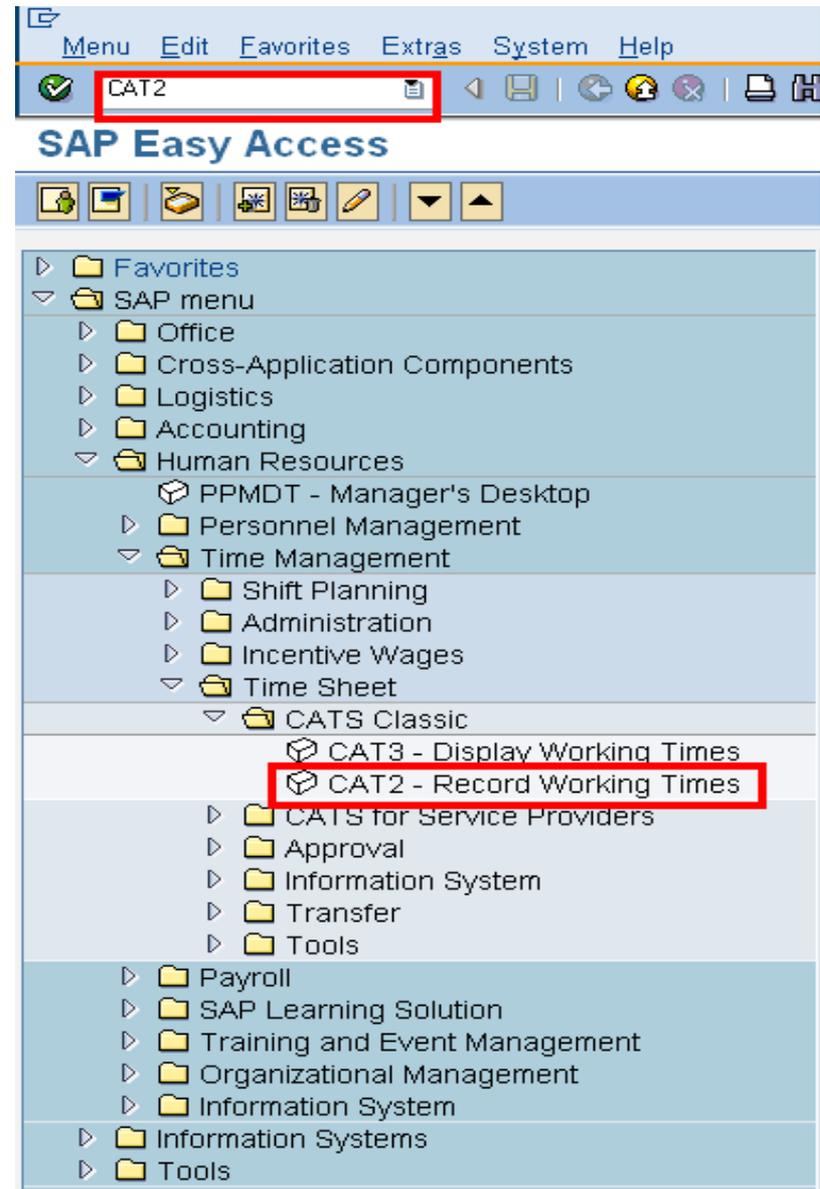


Access CATS

There are two ways to access **CATS** (cross-application time sheet):

- Follow menu path: Human Resources → Time Management → Time Sheet → CATS Classic → Record Working Times

- Enter transaction code **CAT2** (cross-application time sheet)

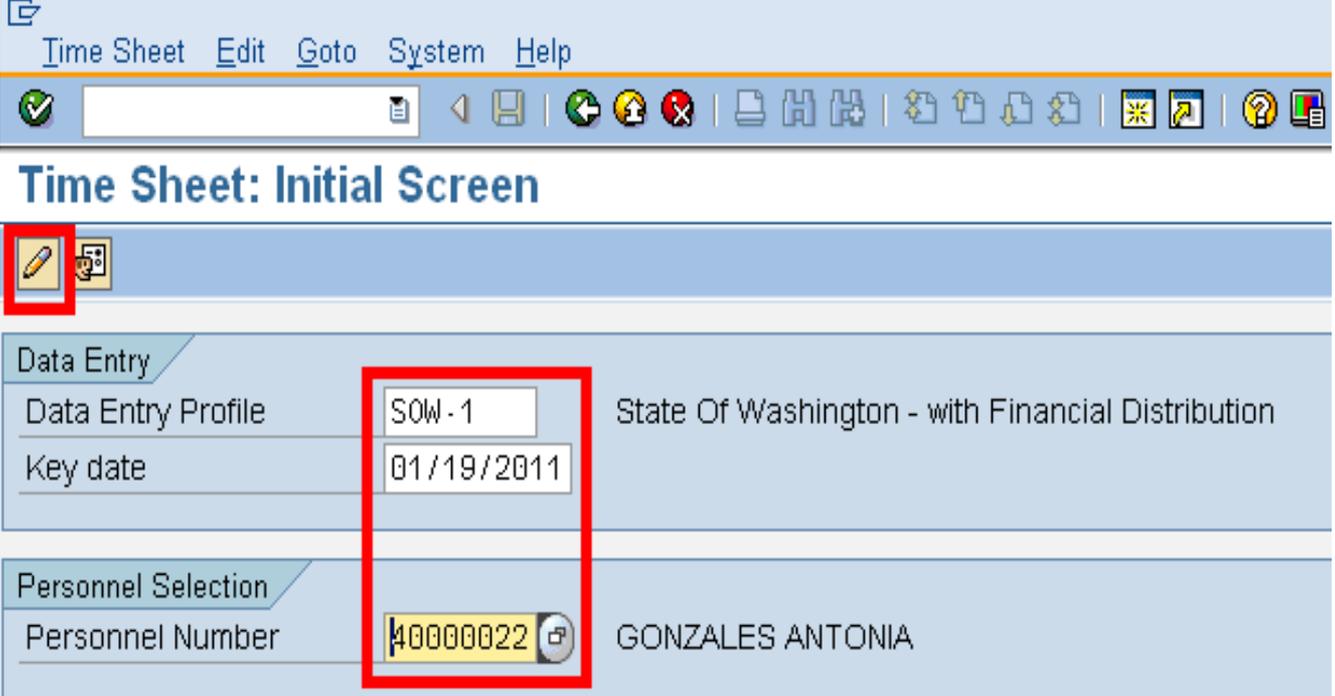


Enter Labor Distribution

■ Fields to complete:

- *Data Entry Profile*
- *Key Date*
- *Personnel Number*

■ Click (**Enter Times**).



Time Sheet: Initial Screen

Data Entry

Data Entry Profile	SOW - 1	State Of Washington - with Financial Distribution
Key date	01/19/2011	

Personnel Selection

Personnel Number	40000022	GONZALES ANTONIA
------------------	----------	------------------

Enter Labor Distribution

■ The following fields must be filled in:

- *Rec. CCtr*
- *RecCostObj*
- *RecFund*
- *Rec.FuncAr*
- *AFRS Project Structure*
- *AFRS Allocation*

■ Enter hours on each day the time is recorded to that labor distribution.

■ Enter the Wage and/or Absence type(s).

■ Enter the *MU*.

■ Click  (**Check Entries**).

■ Click 

LT	Rec. CCtr	RecCostObj	RecFund	Rec.FuncAr	A/A...	Wa...	Position	AFRS Projec...	AFRS ...	MU
LT										MU
										H
										H

Enter Labor Distribution Override Hours

- For salaried employees who need to report hours worked to a different labor distribution, use *Wage Type 1222* (Labor Distribution Override Hours).
- The maximum hours that can be entered using *Wage Type 1222* is the scheduled hours for the pay period.
- Enter the **total number** of hours worked that need to be reallocated, not by day.
- If multiple reallocations are necessary, then the **total** for each reallocation should be entered.

Time Sheet: Data Entry View

Personnel Number: 10101010 NORTON, ADAM Cost Ctr: 2250000000 DEFAUL...

Data Entry Period: 10/01/2008 - 10/15/2008 Week: 40, 2008

Rec. CCtr	RecCostObj	Receiver fund	Receiving Func. Area	AFRS Projec...	AFRS ...

LT	Rec. CCtr	RecCostObj	RecFund	Rec.FuncAr	AVAType/Wa...	Position	AFRS Projec...	AFRS ...	MU	10/01	10/02
									H	24	24
									H	0	0
	2250000000	225000130000	22500000000	2250000000000000	1222	225 Default	2000000	HR	96.0		

Enter Labor Distribution – Copy Row

- Enter first row of AFRS Coding.
- Click box to left of first row to select.
- Go to: Menu Bar Select **Edit/Edit Row/Copy Row**
- Make necessary funding changes.
- **Click Save to save record.**

Time Sheet **Edit** Goto Extras Environment System Help

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number: 40000222 NOWAK BARBARA Cost Ctr: 3570000000

Data Entry Period: 04/01/2012 - 04/15/2012 Week: 13. 2012

Worklist					
Rec. Cctr	RecCostObj	Receiver fund	Receiving Func. Area	AFRS Projec...	AFRS ...

Data Entry Area

LT Rec. Cctr	RecCostObj	RecFund	Rec.FuncAr	A/A...	Wa...	Position	AFRS Projec...	AFRS ...	MU
1110000000	111000000000	1110010000	1110000000000000		1200		11100000000	1110000	HR
1110000000	111000000000	1110010000	1110000000000000		1200		11100000000	1110000	HR

Scenario:

You have employee who needs to report hours worked to multiple labor distributions. Instead of keying multiple labor distributions, use the copy row function to duplicate the coding. **Be sure** to enter the necessary funding changes **as well as** the appropriate wage type **1200-** for hourly employees or **1222-** salary hours override.

Review Questions

1. True or False?

The labor distribution entered in CATS overrides the labor distribution assigned to the position?

2. True or False?:

Employees who have been assigned the 24/7 work schedule, will not need to have the holiday absence type entered on their CATS screen for holidays, as a holiday calendar has already been created?

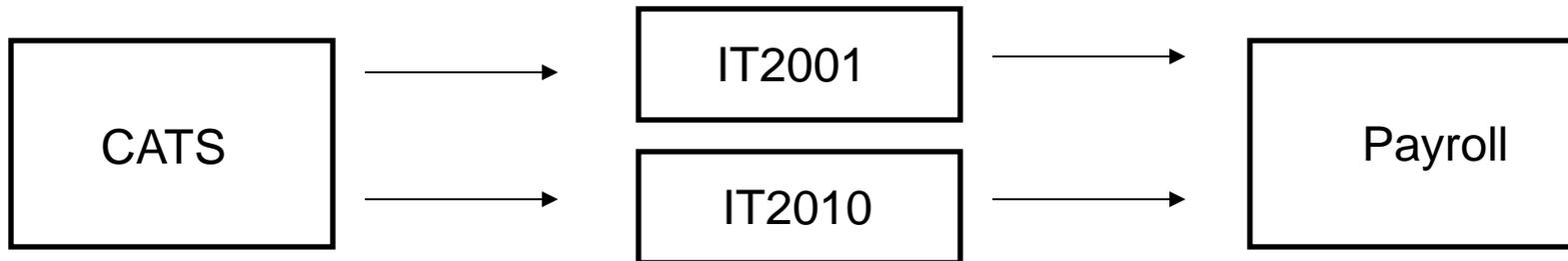
Time Transfer from CATS to HRMS

Objectives

- Upon completion of this section, you will be able to:
 - Describe what happens to information after it is entered in CATS
 - Understand how time transfer fits into the overall payroll processing flow

Time Transfer Overview

- When time is entered into CATS it remains in the CATS database until it is transferred to HRMS using a **ZCAT** transaction
- Once the **ZCAT** transfer is completed, the time information populates *infotypes 2001 (Absences) and 2010 (Employee Remuneration Info)* in HRMS



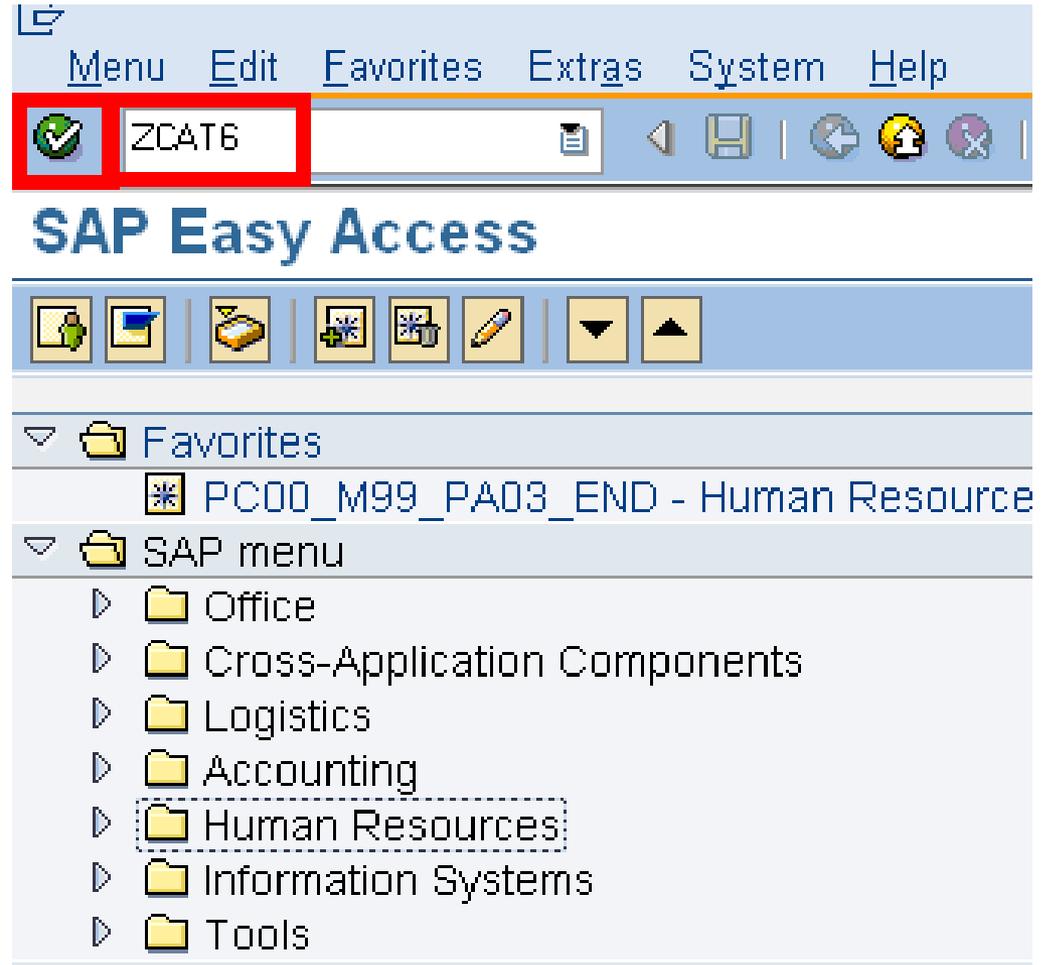
Note:

IT2001 is your Annual Leave, Sick leave etc.
IT2010 is your Overtime, Assignment Pay

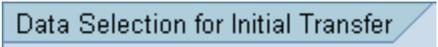
Access Time Transfer

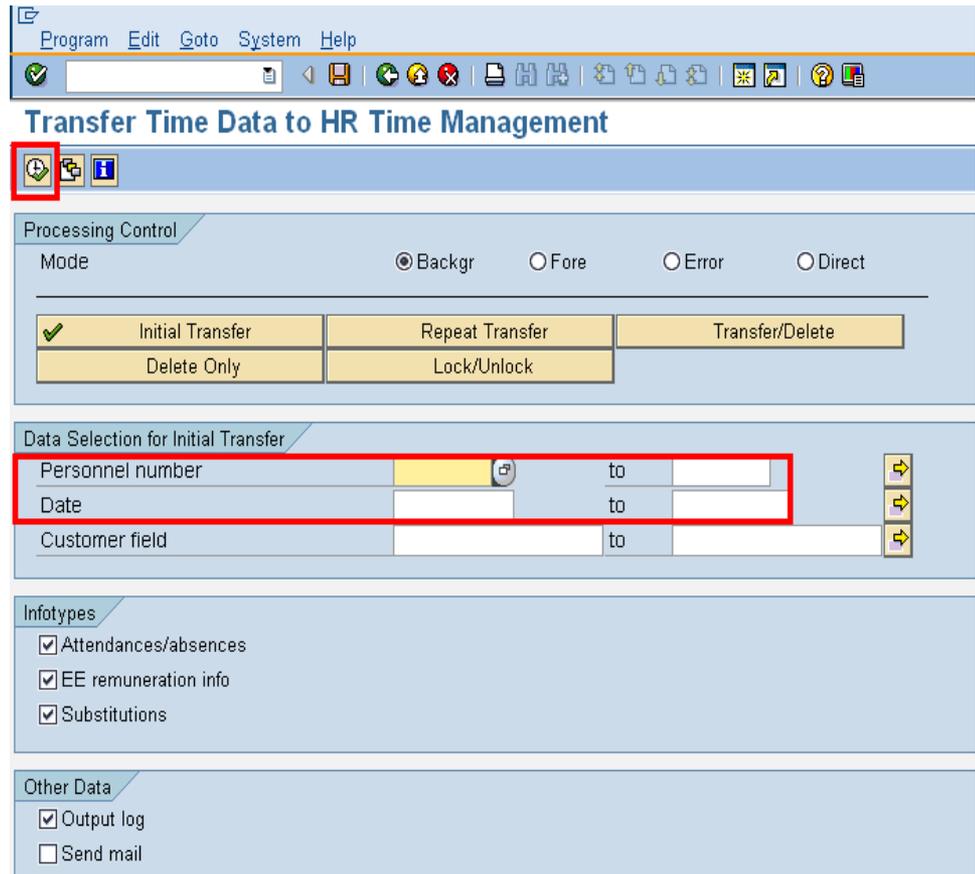
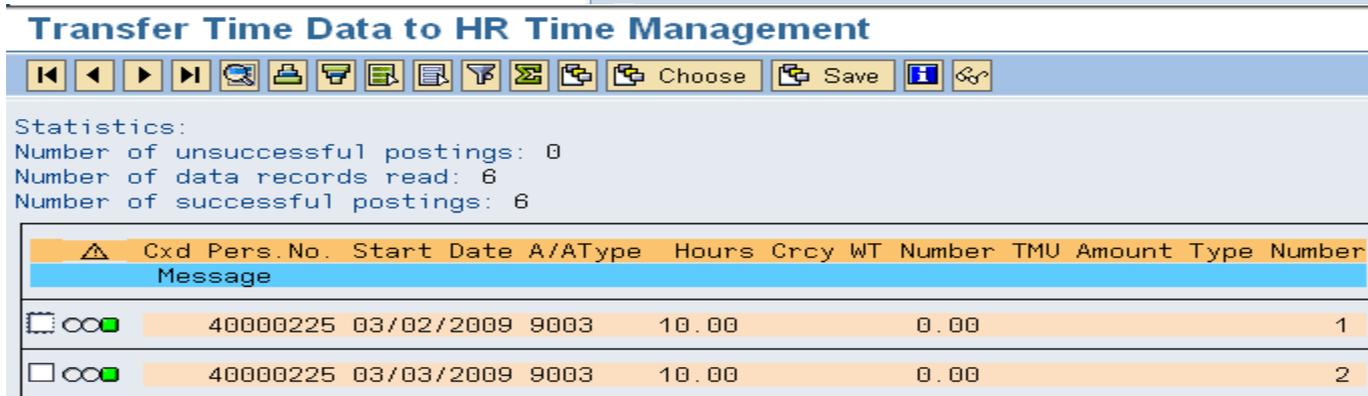
To begin the Time Transfer

- Enter the transaction code **ZCAT6** into the command field.
- Click  (Enter)



Time Transfer

- Verify  Initial Transfer is checked
- Enter Personnel number under  .
- Enter dates for current pay period.
- Click  (**Execute**) to execute the time transfer.

Statistics:
 Number of unsuccessful postings: 0
 Number of data records read: 6
 Number of successful postings: 6

Cxd	Pers.No.	Start Date	A/AType	Hours	CrCY	WT	Number	TMU	Amount	Type	Number
△	40000225	03/02/2009	9003	10.00			0.00				1
□	40000225	03/03/2009	9003	10.00			0.00				2

Review Questions

1. Which infotypes store the time data that is transferred during the ZCATA or ZCAT6 Time Transfer Process?

Absences (2001) and Employee Remuneration 2010

2. True or False?

Agencies must complete a time transfer prior to the first payroll day?

False! DES runs the time transfer automatically during payroll processing, however agencies can complete it manually if needed.

Helpful Tips

Tip # 1 Fast Entry of Same Absence Type

Time Sheet Edit Goto Extras Environment System Help

Time Sheet: Data Entry View

Personnel Number 40000134 KENNEY ALEX Cost Ctr 5400000000 DEFAUL...

Data Entry Period 07/16/2009 - 07/31/2009 Week 29.2009

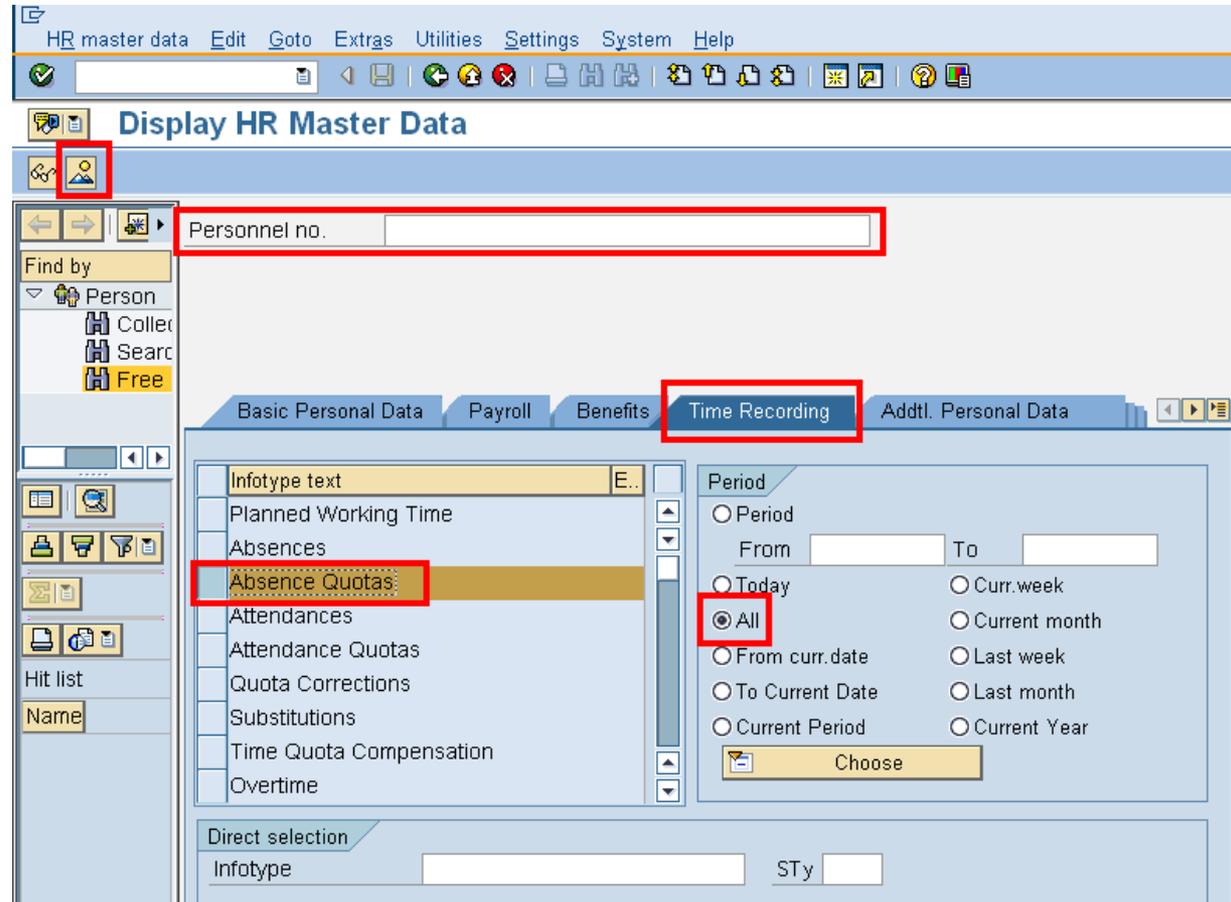
Data Entry Area

LT	A/A...	Wa...	Position	MU	07/16	07/17	07/18	07/19	07/20	07/21	07/22	07/23	07/24	07/25	07/26	07/27	07/28	07/29	07/30	07/31
				H	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8
				H	8	8	0	0	8	8	8	8	8	0	0	8	8	8	8	8
9003				H	8	8			8	8	8	8	8			8	8	8	8	8

3. Check  (Validate) to validate your entries
4. Check  (Save) to save.

Tip # 2- Determine when an absence quota was used

- Transaction code **PA20**
(Display HR Master Data)
- Enter the employee's Personnel no.
- Click  (**Enter**).
- Select the **Time Recording**
- Select **Absence Quotas**
- Select **All** in the period
- Click the  (**Overview**) icon



The screenshot shows the 'Display HR Master Data' application window. The 'Personnel no.' field is empty and highlighted with a red box. The 'Time Recording' tab is selected and highlighted with a red box. In the 'Absence Quotas' list, the 'Absence Quotas:' item is selected and highlighted with a red box. In the 'Period' section, the 'All' radio button is selected and highlighted with a red box. The 'Choose' button is also visible.

Tip # 2- Determine when an absence quota was used

Infotype Edit Goto Extras System Help

Overview Absence Quotas (2006)

Choose

Personnel No. 40000177 Name CRUISE THOMAS
PersArea 3013 Yakima Valley School EEGroup 0 Permanent
PSubarea 00JA Institutions EESubgroup 04 M-OT Elig>Daily Sche Status Active
Choose 31/01/1800 To 12/31/9999 STy.

Start Date	End Date	A..	Quota text	Start ded	End ded.	Number	Deduction
10/01/2008	10/31/2008	30	Sick Leave	10/16/2008	12/31/9999	8.00000	0.00000
10/01/2008	10/31/2008	31	Annual Leave/Vacation	10/16/2008	12/31/9999	10.00000	0.00000
09/01/2008	09/30/2008	30	Sick Leave	09/16/2008	12/31/9999	8.00000	0.00000
09/01/2008	09/30/2008	31	Annual Leave/Vacation	09/16/2008	12/31/9999	10.00000	9.33052
08/01/2008	08/31/2008	30	Sick Leave	09/01/2008	12/31/9999	8.00000	0.00000
08/01/2008	08/31/2008	31	Annual Leave/Vacation	09/01/2008	12/31/9999	10.00000	10.00000
07/01/2008	07/31/2008	30	Sick Leave	07/16/2008	12/31/9999	8.00000	1.32608

- Select the grey box to left
- Select **Choose** to display

Tip # 2- Determine when an absence quota was used cont'd

The screenshot shows the SAP 'Display Absence Quota' interface. The 'Goto' menu is open, and the 'Deduction' option is highlighted in orange. The 'Display Quota Deduction' dialog is displayed, showing a table of absence deductions. The table has the following data:

Date	IT text	A/A ty...	Deduction	Unit	us	Active
09/12/2008	Absences	9003	3.33052	Hours		SKW
09/29/2008	Absences	9003	6.66948	Hours		

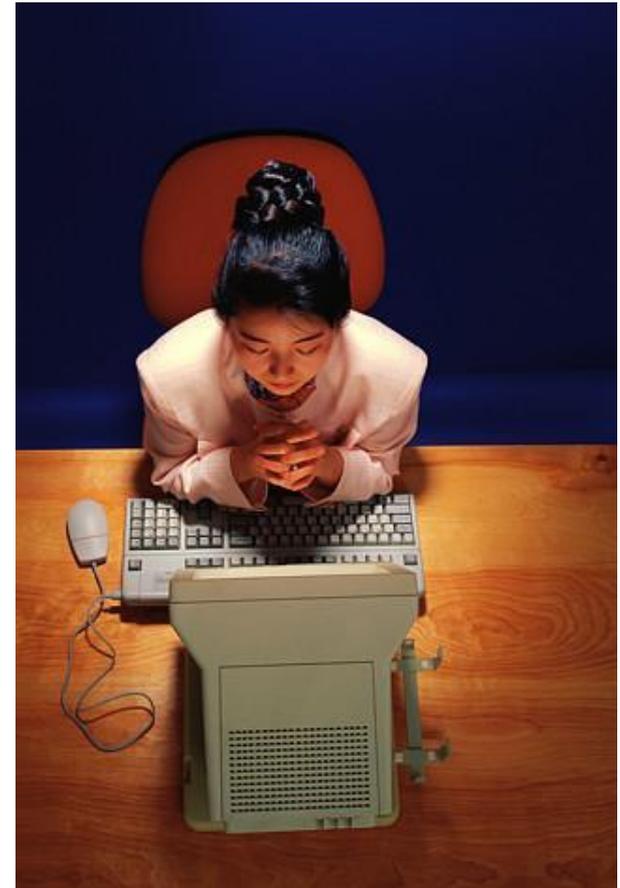
Below the table, there is a field for the total deduction amount, which is 0.00000.

- Go to the Menu bar select **Goto/Deductions**
- Display when the absence was used
- Write down the days leave was used

Personnel Time Recording Reports

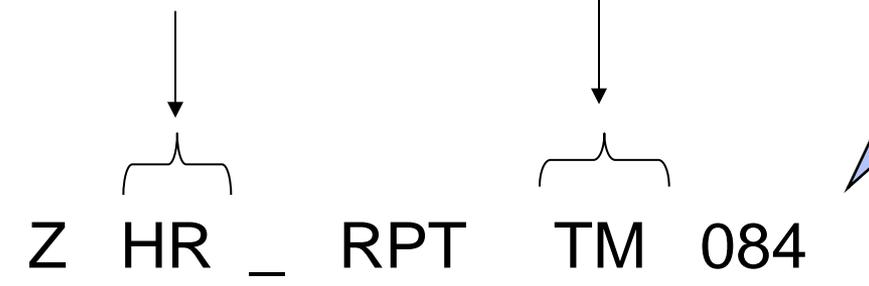
Reporting in HRMS

- HRMS integration provides the capability to run reports within Personnel Areas (agencies or sub-agencies).
- Generating reports allows you to process information quickly to support decision making.
- Ability to export and manipulate “real-time” data.



HRMS Reporting - Transaction Code Map

Functional Area
HR = Human Resources



The Transaction Code used for this example is the Attendance System Change Report.

- Functional Areas:
- PY – Payroll
 - PA – Personnel Administration
 - OM – Organizational Management
 - TM – Time Management
 - BN- Benefits

“Z” = Custom

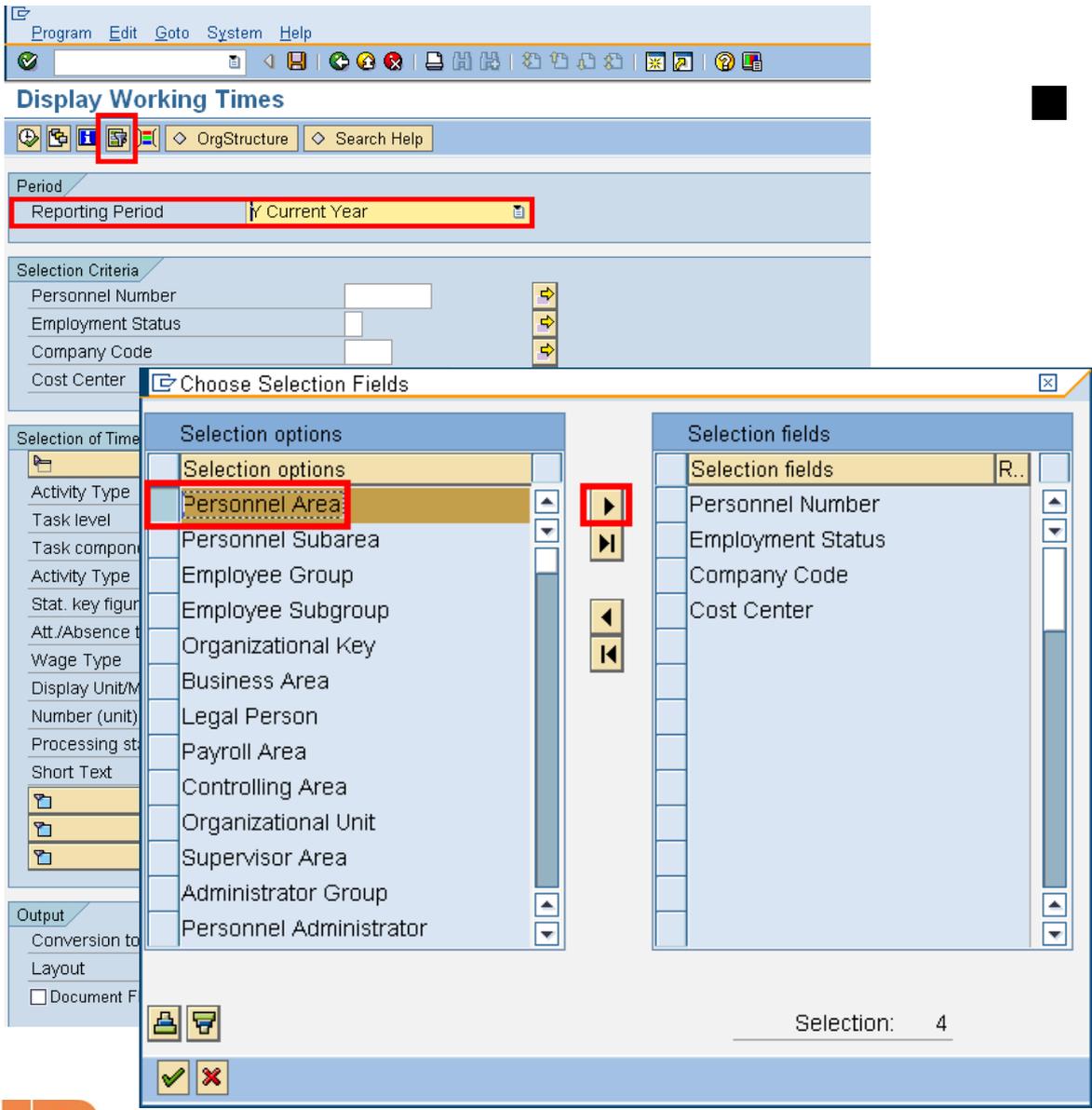
“RPT” = Report

Report GAP #

Display Working Times Report

- The Display Working Times report displays all absence types and wage types that have been keyed into CATS
- Refer to the OLQR User Procedure: **CATS Display Working Time**
- Access the Display Working Time Report using the transaction code: **CATS_DA.**

Display Working Times Report cont'd.



■ Fields to complete:

– Reporting Period:

Select the desired reporting period.

– Selection Criteria:

Enter the Personnel Number.

- Select the  (Selection Fields) to add more search criteria
- Select Personnel Area

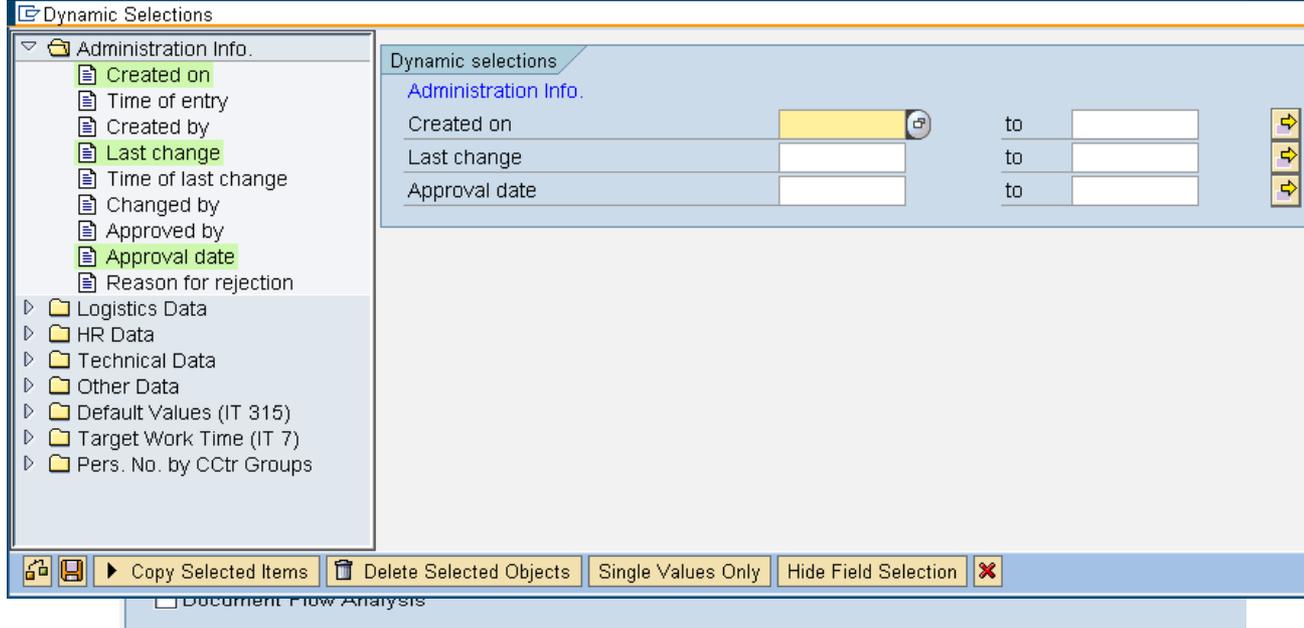
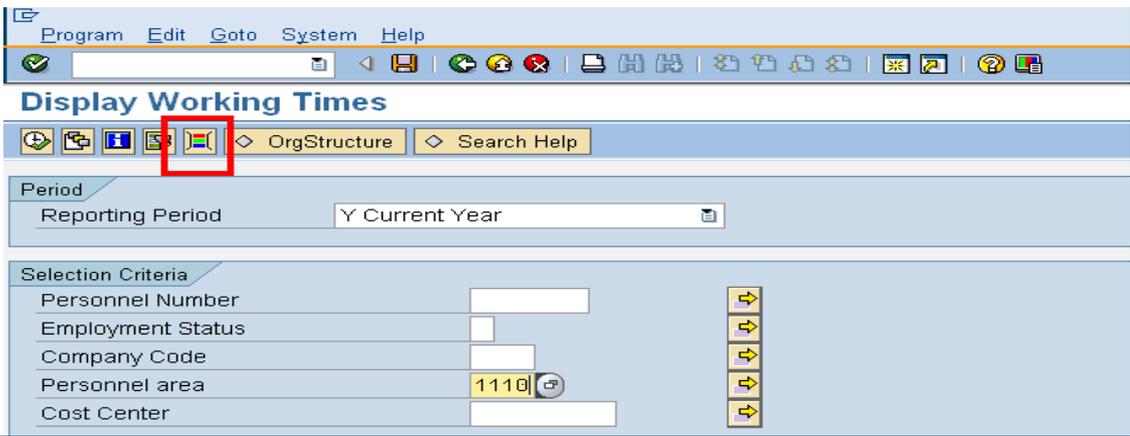
Display Working Times Report cont'd.

■ Select the  (Dynamic Selections) icon

■ Select the Administration Info. folder

- Select options to filter by
- Click  (Save) to save.

■ Click  (Execute).



Display Working Times Report cont'd.

List Edit Goto System Help

Standard application toolbar with icons for save, print, and other functions.

Display Working Times

Secondary application toolbar with icons for editing and viewing.

Empl./appl.name	Pers.No.	Date	Status	F/S	Number	MU	A/Type	Created on	Time	Created by	Last change	Time	By	Appr. by	Gen. date
PHILLIPS MICHAEL	40000235	10/14/2008			5	H	9051	10/15/2008	11:11:50	00581367	10/15/2008	11:11:50	00581367	00581367	10/15/2008
		10/10/2008			8	H	9003	09/01/2010	09:16:40	KELLYW	09/01/2010	09:16:40	KELLYW	KELLYW	09/01/2010

Document Flow

Date	Status	Number	MU	Status	Created on	Created by	Last change	By	Gen. date	Appr. by	Doc. No.	Trans.
10/10/2008		8	H	Approved	09/01/2010	KELLYW	09/01/2010	KELLYW	09/01/2010	KELLYW	117581	HR
		2	H	Cancelled	10/13/2008	00581367	10/13/2008	00581367	10/13/2008	00581367	99820	

Standard application status bar with checkmark and close icons.

Tip:

Double click on to display changes made.
 Click on the (Time Entries) to access the employee's CATS screen.

HRMS Activity



**Run Display Working Times Report
Exercise (Activity Guide Pg. 17)**

Leave Activity Summary Report

- The Leave Activity Summary Report displays leave balances and the monetary value, as well as, the number of employees who automatically accrue leave.
- This report also displays the number of employees who are on Leave Without Pay (LWOP), number of LWOP hours reported and calculates percentages of leave usage.
- Access the Leave Activity Summary Report using the transaction code **ZHR_RPTTM398**.



Leave Activity Summary Report cont'd.

Program Edit Goto System Help

Leave Activity Summary Report

Selections from Search helps Org. structure

Key date

Today
 Other keydate
 Key Date

Selection

Personnel Number
 Personnel area
 Personnel subarea
 Employee group
 Business area
 Organizational unit
 Time recording administrator

Quota selection

Quota type to
 Deduction Period 01/01/1800 12/31/9999

- Fields to complete:
 - **Key date** – enter the date range for the time period you want to report on.
 - **Selection** – enter an employee personnel number in the *Personnel Number* field.
 - **Quota Selection** – enter a *Quota type* selection or leave blank if you want to capture all Quota types. Enter a *Deduction Period*.
 - **Key Date for Deduction**
 - **Key Date for Entitlement**
- Click  (**Execute**).

Leave Activity Summary Report cont'd.

State of Washington - HRMS
Leave Activity Summary Report

Program: ZHR_RPTTM398
User: KELLYW
Date: 10/28/2008
Period: 09/01/2008 thru 09/30/2008

Quota Type	Begin bala	Earned hou	Taken
30	264.80	8.00	17
30	264.80	8.00	17
31	193.77	10.67	16
31	193.77	10.67	16
42	8.00	0.00	0
42	8.00	0.00	0
Personnel Area 11...	466.57	18.67	33
...	466....	18.67	33

Details

Group description	Cell Content
Begin balance Hours	264.80
Business Area Text	Department of Per...
Earned hours	8.00
Personnel Area	1110
Taken hours	17.00
Personnel Area Text	Dept of Personnel
Personnel Sub Area	0001
Personnel Sub Area text	Non Represented
Organizational Unit	30000497
Organizational Unit text	ORG & EMPL DEV...
Ending Balance hours	255.80
Time Administrator	OAF
Time Administrator text	HRDS ADMINISTR...
Number of EE per time admin	1
Quota Type text	Sick Leave
Begin balance Value	7,438.75
Earned value	224.74
Taken value	477.56
Ending Balance value	7,185.92

Re	Ending Bal
00	255.80
00	255.80
00	188.44
00	188.44
00	8.00
00	8.00
00	452.24
00	452....

Click on  for a detailed view of the report.

HRMS Activity



Run Leave Activity Summary Report
Exercise (Activity Guide Pg. 19)

Attendance System Change Report

- The Attendance System Change Report displays all employees who had attendance activity during the selected reporting period. This is a monthly quota balance report per employee
- Refer to the user procedure [Attendance System Change report](#) on the OLQR
- Access the Attendance System Change Report using the transaction code **ZHR_RPTTM084**



Attendance System Change Report cont'd

■ Fields to complete:

- *Period*
- *Personnel area*
- *Personnel Number*
- *Quota type*
(Optional)
- *Deduction Period*

■ Verify  Only EEs with selected quotas is checked

■ Click  (**Execute**) to generate the report

Program Edit Goto System Help

Attendance System Change Report

Selections from Search helps Org. structure

Period

Today Current month Current year

Up to today From today

Other period

Period To

Selection

Personnel Number

Employment status

Personnel area 1110

Personnel subarea

Employee group

Employee subgroup

Business area

Payroll area

Quota selection

Quota type to

Deduction period 10/01/2008 To 10/15/2008

Display

Only EEs with selected quotas All selected EEs

Only EEs with entitlement

EEs w/rem. ent. only

Only EEs w/compensation

EEs w/qta used only

EEs w/qta accrued only

Data format

Layout

Additional Data

Field Selections

Attendance System Change Report cont'd

Attendance System Change Report

State of Washington - HRMS
Attendance System Change Report

Report ID: ZHR_RPTTM084
User: KELLYW
Run Date: 09/01/2010
Period: 05/16/2010 thru 05/31/2010

Personnel	Name	Quota Type	Quota Type Text
40000235	PHILLIPS, MICHAEL	30	Sick Leave
40000235	PHILLIPS, MICHAEL	31	Annual Leave/Vacation
40000235	PHILLIPS, MICHAEL	42	Personal Holiday - Shift

Details

Group description	Cell Content
Personnel Area Code	1110
Personnel Sub Area Text	Exempt
Org Unit	30000492
Org Unit Abbreviation	AA
EE Group	B
EE Group Text	Civil Service Exempt
EE Sub Group Text	Monthly(M) OT Exem
Personnel Number	40000235
SSN	500101186
Name	PHILLIPS, MICHAEL
Position	70005872
Position Abbreviation	0131
Job	50003259
Job Abbreviation	B2850
Quota Type	30
Quota Type Text	Sick Leave
Leave Accrual Date	05/22/2010
Beginning Balance	725.22000
Adjustments	16.00000
Ending Bal	741.22000

Turn...	Ending Bal
0000	741.22000
0000	183.76679
0000	1.00000

Click on  for a detailed view of the report.

HRMS Activity



**Run Display Attendance System Change Report
Exercise (Activity Guide Pg. 21)**

Summary

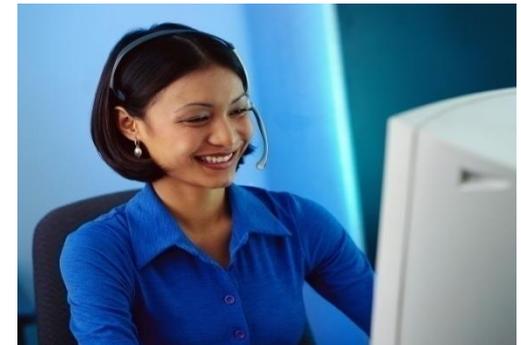
■ Throughout the course, you have learned:

- How Personnel Time Recording fits into HRMS and the Payroll Process
- When and how to make a short-term change to an employee's work schedule
- How to enter wage types in CATS
- How to enter absences in CATS
- How to enter labor distribution in CATS
- How to perform a time transfer from CATS to HRMS
- How to view time data using reports

Resources

■ *The following resources are available for your use:*

- DES Service Center– (360) 664–6400
 - ServiceCenter@dop.wa.gov
- The On-Line Quick Reference
 - <http://www.hr.wa.gov/payroll/HRMS/OnLineQuickReference/Pages/default.aspx>
- HRMS Resources
 - <http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/HRMSResources.aspx>
- Office of Financial Management
 - <http://ofm.wa.gov>



HRMS Support

The screenshot shows the HRMS Support page on the Washington State Department of Personnel website. The page features a navigation menu with categories like Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The main content area is titled 'HRMS Support' and includes a breadcrumb trail: Home > Payroll > Human Resource Management System > HRMS Support. The page provides an overview of the HRMS system, its purpose, and offers various support resources such as a Message Center, Payroll & Financial Errors, HRMS Training, Business Intelligence Training, ISD Help Desk, On-Line Quick Reference, Personnel/Payroll Association, and Security. A 'Related Links' section includes HRMS Service Level Agreements and Contact Us information (360-664-6400 or E-Mail). The page is updated as of 03/16/09.

Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar

HR Washington State Department of Personnel

Home | Strategic HR | Compensation & Job Classes | Training | Recruitment | Rules | Diversity | Payroll | More DOP Services

Home > Payroll > Human Resource Management System > HRMS Support [Print Friendly](#)

HRMS Support

The Human Resource Management System (HRMS) is the enterprise HR and payroll system for Washington State government. HRMS captures and distributes statewide personnel, payroll, and financial data, and produces paychecks for approximately 70,000 employees in more than 100 agencies.

Supporting HRMS, and the other systems, software applications, and activities that work together to pay employees, coordinate benefits, and foster strategic planning, is a key function of the Department of Personnel.

We have the skills, knowledge, and commitment to offer first class customer service, training, online help documentation, communications, and security solutions to help you, our users, understand and perform your work. Whether you are trying to complete a complex payroll action, run a report for your business needs, or just want to search for information online, we can help!

- [Message Center](#)
- [Payroll & Financial Errors](#)
- [HRMS Training](#)
- [Business Intelligence Training](#)
- [ISD Help Desk](#)
- [On-Line Quick Reference](#)
- [Personnel/Payroll Association](#)
- [Security](#)

Updated: 03/16/09

Related Links

[HRMS Service Level Agreements](#)

Contact Us

360-664-6400 or [E-Mail](#)

Address:

<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/default.aspx/>

Question and Answer



Training Evaluation

- Please take a few minutes to complete the course evaluation and participant assessment prior to leaving.



**Thank you for
your participation**