## CAT3 – Display Working Times
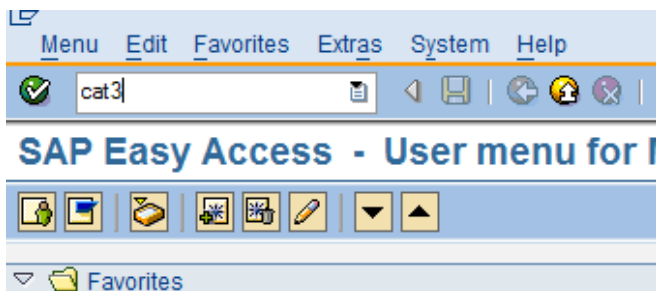
**CAT3** transaction code is used to display or verify weekly time entered on employee(s).

- Log into myNKU
  - https://myNKU.nku.edu/irj/portal
- Access SAP GUI.
- Access transaction code, CAT3.
  - **Note**:  Add this transaction code as a Favorite for easy access.

- Click the match code button for Data Entry Profile and select the appropriate profile.
- Enter Key Date.
- Click Personnel  Selectn

**Note**:  Key Date is any date within the first and last days of the pay period.  For example, bi-weekly pay period is 3/6/2011 to 3/19/2011.  Enter the Key Date as any date between 3/6/2011 and 3/11/2011 to display the first week.  For example, monthly pay period is 2/11/2011 to 3/10/2011.  Enter the Key Date as any date between 2/11/2011 and 3/10/2011 to display one of the two months.

- Click in the Personnel Number field.
- Click the Personnel Number match code button.

**Note**:  If you have the employee's personnel number, then you can type it directly into the Personnel Number field.

## Personnel Number Selection for Fast Data Entry

| Further selections | ⇨ | Search helps | ⇨ | Sort order | ⇨ | Org. structure |
|---|---|---|---|---|---|---|

**Period**

- ○ Today      ○ Current month      ○ Current year
- ○ Up to today      ○ From today
- ● Other period

Period [ ]　　　　To [ ]

Payroll period

**Selection**

| Personnel Number | [         ] 🔲 | ⇨ |
|---|---|---|
| Employment status | ≠ 0 | ⇨ |
| Time recording administrator | [   ] | ⇨ |

**Additional data**

| Job | [      ] | to | [      ] | ⇨ |
|---|---|---|---|---|
| Organizational unit | [      ] | to | [      ] | ⇨ |
| Position | [      ] | to | [      ] | ⇨ |
| Work schedule rule | [      ] | to | [      ] | ⇨ |
| Payroll administrator | [    ] | to | [    ] | ⇨ |
| HR administrator | [    ] | to | [    ] | ⇨ |
| Time data administrator | [    ] | to | [    ] | ⇨ |

- Select the Person ID tab to search for the Personnel Number.
- Search by last name and/or first name.  Use wildcards (*) to help define your search.
- Click Continue.

- Select the appropriate employee.
- Click Continue.

4/4/2011

- Click Execute.

## Personnel Number Selection for Fast Data Entry

| Further selections | ⇨ | Search helps | ⇨ | Sort order | ⇨ | Org. structure |
|---|---|---|---|---|---|---|

**Period**

- ○ Today   ○ Current month   ○ Current year
- ○ Up to today   ○ From today
- ◉ Other period

| Period | | To | |
|---|---|---|---|

Payroll period

**Selection**

| Personnel Number | 00006939 |
| Employment status | ≠ 0 |
| Time recording administrator | |

**Additional data**

| Job | | to | |
| Organizational unit | | to | |
| Position | | to | |
| Work schedule rule | | to | |
| Payroll administrator | | to | |
| HR administrator | | to | |
| Time data administrator | | to | |

- Select the employee.
- Click Display.



**Time Sheet: Initial Screen**

Data Entry

| Data Entry Profile | STAFF NE | Staff Non Exempt Time Sheet |
| --- | --- | --- |
| Key date | 03/06/2011 | |

Personnel Selection

| | Personn... | Name | Per... | Sub... | E | E... | Cost Ctr | Org.unit | Ti... | Last name |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | 6939 | Nellie Norse | 1000 | 1001 | C | 22 | 215010001 | 11000097 | | NORSE, N |

Personnel Selectn

- The Data Entry View is displayed.
- Click Next and Previous buttons to navigate between weeks or months.



**Time Sheet: Data Entry View**

| Data Entry Period | 03/06/2011 | 03/12/2011 | | |

Data Entry Area

| LT | Pers.No. | A/A | SU | From | To | MO | From | To | TU | From | To | WE | From | To | TH | From | To | FR | From | To | SA | From | To |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 🕐 | 6939 | | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 | 7.50 | 08:15 | 15:45 |
| Σ | 6939 | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 0 | | |
| | 6939 | 1007 | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | 7.50 | | | | | |