

## Quick Reference Card Display Working Times

## CAT3 – Display Working Times

CAT3 transaction code is used to display or verify weekly time entered on employee(s).

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

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- 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, biweekly 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.

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- 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.

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- 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.

🗁 Personnel Number (1)				
Last name - First name	Person ID	PDC error indicator	Personnel ID Number	
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- Select the appropriate employee.
- Click Continue.







## • Click Execute.

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- Select the employee. Click Display. •
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Time Sheet: Initial Scree	n												
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- The Data Entry View is displayed.Click Next and Previous buttons to navigate between weeks or months.

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