

CATS TIME DATA BY EMPLOYEE

REPORT DESCRIPTION B0058 | WEB INTELLIGENCE



The purpose of this report description is to explain how to generate the **CATS Time Data by Employee** report.

REPORT DESCRIPTION:

This report displays the evaluated (approved) time for the selection period by employee and includes the Charge Object reporting fields. Data set for this report is limited to a rolling 12 months.

REPORT LOCATION:

PT: Timesheet Metrics

REPORT USES:

This report enables agencies reporting capability on CATS Time data by Employee and includes the 4 reporting fields Charge Objects, Activity, Element and Sub-element.

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How to generate this report



Mandatory Prompts

Mandatory prompts have a red arrow indicator (\rightarrow) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (\checkmark).

- → *Organizational Unit: To select data for this prompt:
 - Make sure the "Organizational Unit" prompt is selected (1).
 - Click the "Refresh Values" icon to see the list of Org Units (2).
 - Navigate down to the desired Org Unit (3).
 - Click the right arrow to add it to the selection box (4).

Prompts	2 ×
Available prompt variants 🔹 🔹 🗶	
Prompts Summary	Organizational Unit
 * Organizational Unit State Controller * Calendar Day (Single Value/Interval, Mandatory) Employee(s) PersNo (Optional) Att/Abs Type(s) - (Optional) Charge Object(s) - (Optional) 	2 Refresh Values ?? 2 Refresh Values ?? 2 Cultural Resources 3 • Cultural Resources • State Budget & Man • State Controller • Information Technol • School of Science & • School of Science & • January 20, 2022 3:35:50 PM GMT-05:00
* Required prompts	OK Cancel

→ *Calendar Day (Single Value/Interval, Mandatory):

To select a date range for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the "Start Value" date in M/d/yyyy format (2).
- Enter the "End Value" date in M/d/yyyy format (3).
- Start Value and End Value dates can be selected from Calendar help if needed (4).

Prompts	§ ×
Available prompt variants 🔹 😨 🗶	
Prompts Summary	Calendar Day (Single Value/Interval, Mandatory)
* Organizational Unit State Controller	Start value
Calendar Day (Single Value/Interval, Mandatory) 10/17/2021;10/23/2021	10/17/2021 2 3 4
Employee(s) PersNo (Optional)	Ctober 2021
Att/Abs Type(s) - (Optional)	
	3 4 5 6 7 8 9
	10 11 12 13 14 15 16
	17 18 19 20 21 22 23
	24 25 26 27 28 29 30
	31
* Required prompts	Today
reden on Frenchen	OK Cancel

Optional Prompts

Optional prompts are indicated with a green check mark (\checkmark) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

- Employee(s) PersNo. (Optional): To select data for this prompt:
 - Make sure the "Employee(s) PersNo. (Optional)" prompt is selected (1).
 - Enter an employee number in the search box to verify the employee name (2).
 - Click the search icon drop down arrow and select "Search in key" (3).
 - Click the search icon (4).
 - Click the key icon (5) to see the employee number.
 - Select the desired Employee (6).
 - **OR,** if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
 - Click the right arrow to add the Employee to the selection box (8).

Prompts	2 ×
Available prompt variants 🔹 🕄 🗶 🗙	
Prompts Summary	Employee(s) PersNo (Optional) (optional)
 * Organizational Unit State Controller * Calendar Day (Single Value/Interval, Mandatory) 10/17/2021;10/23/2021 Employee(s) PersNo (Optional) Jane A Doe Att/Abs Type(s) - (Optional) Charge Object(s) - (Optional) 	12345678 Jane A Doe 5 3 Employee 3 Jane A Doe (12345678) 6 January 20, 2022 3:58:15 PM GMT-05:00 4
* Required prompts	Match case Search in key 3 Cancel

NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and you must do a name search, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

Jane*Doe*

*Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

- Att/Abs Type(s) (Optional): To select data for this prompt:
 - Make sure the "Att/Abs Type(s) (Optional)" prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Att/Abs Types (2).
 - Click the search icon (3).
 - Click the key icon (4) to see the key value for each Att/Abs Type.
 - Select the desired Att/Abs Types (5).
 - **OR,** if the Att/Abs Type key value is known, skip steps 2 through 5 and enter it directly in (6).
 - Click the right arrow to add the Att/Abs Types to the selection box (7).

Prompts	3 ×
Available prompt variants 🔹 📲 👻 🔛	
Prompts Summary Att/Abs Type(s) - (Optional) (optional)	
 * Organizational Unit State Controller * Calendar Day (Single Value/Interval, Mandatory) 10/01/2021;10/31/2021 Employee(s) PersNo (Optional) Att/Abs Type(s) - (Optional) 9518 : CDE 1.25 Worked 1 Charge Object(s) - (Optional) Charge Object(s) - (Optional) Statistic CDE 1.25 Worked (9510) Statistic CDE 1.25 Worked (9513) Statistic CDE 1.25 Worked (9521) 	
* Required prompts OK Cance	

- Charge Object(s) (Optional): To select data for this prompt:
 - Make sure the "Charge Object(s) (Optional)" prompt is selected (1).
 - Enter a search text with an asterisk (*) in the search box to view the list of values for Charge Objects (2).
 - Click the search icon (3).
 - Select the desired Charge Objects (4).
 - **OR,** if the Charge Object value is known, skip steps 2 through 4 and enter it directly in (5).
 - Click the right arrow to add the Charge Objects to the selection box (6).

Prompts	2 ×
Available prompt variants 📃 👻 🗒 🗙	
Prompts Summary	Charge Object(s) - (Optional) (optional)
 * Organizational Unit State Controller * Calendar Day (Single Value/Interval, Mandatory) 10/1/2021;11/30/2021 Employee(s) PersNo (Optional) Att/Abs Type(s) - (Optional) Charge Object(s) - (Optional) Break Fix * Required prompts	Break Fix 5 Charge Object # Break Fix 4 Fiori 1 January 24, 2022 9:09:21 AM GMT-05:00 * 2 Min 3
	ii.

Initial Layout

Below is a sample rendering of the initial report.

B0058: CATS Time Data by Employee Execution Date : 1/31/22									
Calendar Day: 3	/1/2021 - 3/30/202	21							
Employee Name	EE Nbr	Calendar Day	Hours	Att/Abs Type	Premium	Charge Object	Activity	Element	Sub-element
DOE, JANE	12345678	3/1/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/2/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/3/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/4/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/5/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/6/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/7/21	8.00	9500 : Time Worked	Night Premium	#	#	#	#
		3/8/21	8.00	9500 : Time Worked	Night Premium	#	#	#	#
	Employee - DOE,	JANE (12345678)	64.00						
SMITH, JOHN	23456789	3/1/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/2/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/3/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/4/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/5/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/6/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/29/21	8.00	9500 : Time Worked	Not assigned	#	#	#	#
		3/30/21	8.00	9500 : Time Worked	Not assigned	#	#	#	#
	Employee - SMITH,	JOHN (23456789)	64.00						
		Tota	128.00						

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:

= 🍒	B0	058: CATS Time Data by Employee
÷	1	Activity
	1	Approval date
+		Att/Abs Type
	1	Calendar Day
+	1	Charge Object
	1	Created on
+	1	Document no.
+	1	Element
+	1	Employee
+	1	Employee Group
	1	Employee Name
+	1	Employee Subgroup
+	1	Employment Status
+		Job
		Last change
+		Organizational Unit
+		Personnel Area
+	1	Personnel Subarea
+	1	Position
+	1	Premium no.
	1	Released date
+		Sub-element
+	1	Supv Employee
+	1	Time Mgmt Status
+	1	Working Week
±	P	Work Schedule Rule
		Hours
-	6	Variables
		Day of Week
		Prompt Respone Charge Object
		Prompt Response Att/Abs Type
		Prompt Response Calendar Day
		Prompt Response Employee PersNo.
		🥖 Prompt Response Organizational Unit

Special Report Considerations/Features

- This data set only supports a rolling 12 months of data.
- Only approved time entry records are selected.

CHANGE LOG:

- Effective 2/10/2022
 - Initial report creation