



# APPROVE TIME RECORDS

## TM-63 | CATS\_APPR\_LITE

TM

The purpose of this Business Process Procedure is to demonstrate how to use transaction **CATS\_APPR\_LITE** to approve released time on behalf of an employee's supervisor.

**Trigger:** Time Approval or Rejection is required.

### **Business Process Procedure Overview:**

When time is entered in CAT2, a profile is selected on the initial screen and the time records are entered using that profile. The time entry profiles have certain properties which control how the time records are handled after they are released. Time records that have been entered and released in CAT2 (through ESS or R3) must be approved and transferred before they are available for Time Evaluation and then Payroll. Certain CAT2 profiles are set to release automatically and transfer the time records. If time is entered using a profile that is not set to manually approve and transfer the time records, the records must be approved using transaction CATS\_APPR\_LITE and then transferred using CAT6.

In general, the profiles set up for list entry (multiple employees on one screen) are set to automatically approve and transfer time records. These profiles include:

- NORMAL-L
- CHARGE1L
- CHARGE2L
- CHARGE3L
- CHARGE4L

Alternatively, the profiles set up for single entry (one employee on the screen) are not set to automatically approve and transfer time records. Thus, a separate approval and transfer step is required.

- NORMAL
- CHARGE2
- CHARGE3
- CHARGE4
- ESS
- INTERFAC
- TEMPSOLN

To check the status of saved time records (i.e. released, approved, transferred, etc...) execute transaction CADO and refer to the associated BPP. This BPP will detail:

- 1) Selecting time records for approval
- 2) Approving time records

**Tips and Tricks**

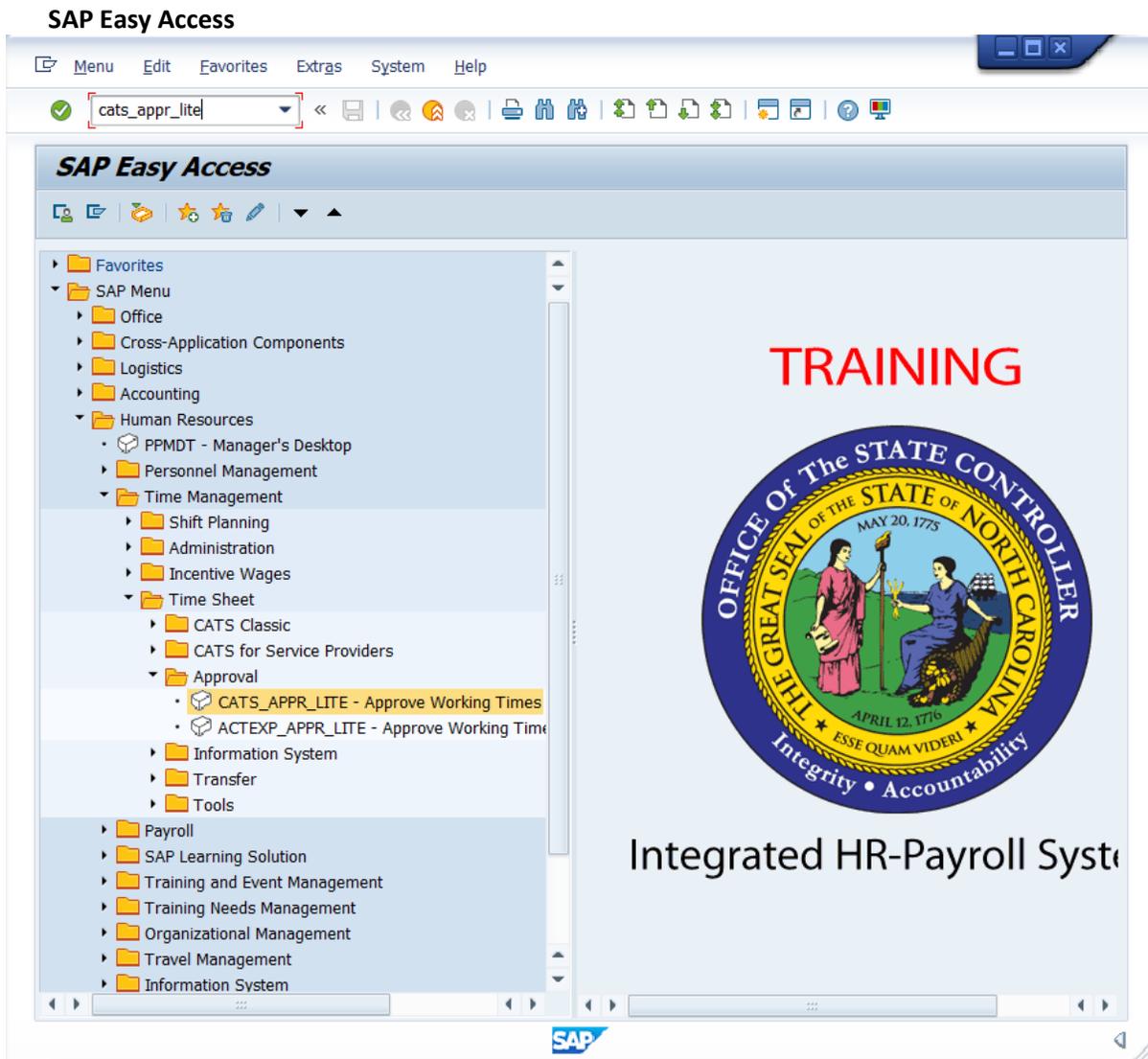
- This approval/rejection process is not required if hours are entered via transaction code [CAT2] and a profile with an "L" in it is used. This approval/rejection process is only required if a user has entered their hours via ESS, but their manager is not able to approve/reject the hours via MSS.
- After approving hours, go to transaction code [CAT6] to move the hours from the time keeping area of SAP to the HR area of SAP to complete the approval/rejection process.

**Access Transaction:**

**Via Menu Path:** SAP menu ==> Human Resources ==> Time Management ==> Time Sheet ==> Approval ==> CATS\_APPR\_LITE - Approve Working Times

**Via Transaction Code:** CATS\_APPR\_LITE

**Procedure:**



1. Update the following **required** and **optional** fields:

Field Name	Description	R/O/C	Values
Command	White alphanumeric box in upper left corner used to input transaction codes	R	Enter value in Command. <b>Example:</b> CATS_APPR_LITE

2. Click **Enter**  button.

**Approve Working Times**

3. Click the **Reporting Period** dropdown.
4. Select **Current Year** in the list box.



**Information:** You may choose to view time requiring approval within the current payroll period, month, year, or other options.

5. Update the following **required** and **optional** fields:

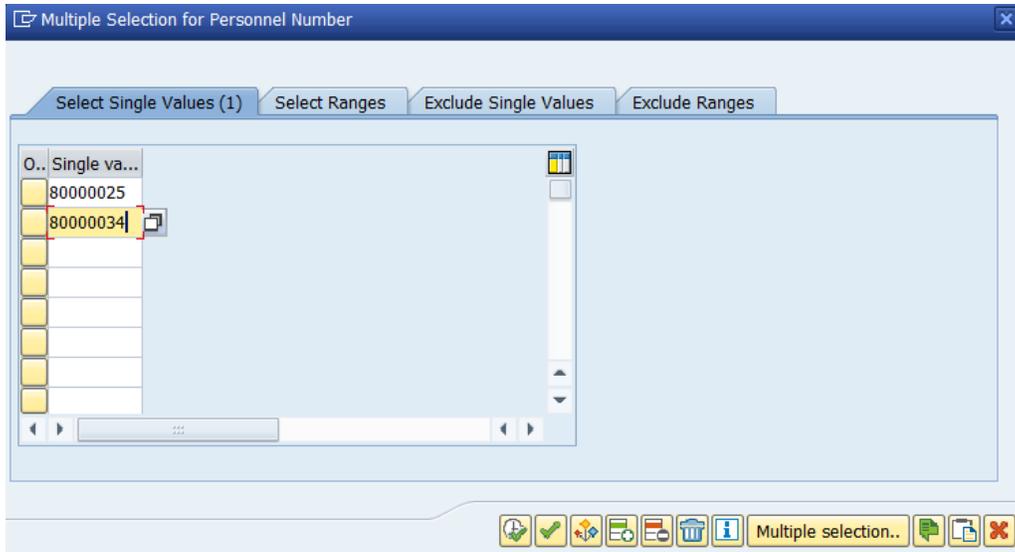
Field Name	Description	R/O/C	Values
Personnel Number	Unique number identifying an individual’s master record data in the system.	R	Enter value in Personnel Number. <b>Example:</b> 80000025

6. Click **Multiple selection**  button.



**Information:** If you need to approve/reject time for more than one person, click the Multiple Selection button (as in this example) to enter additional personnel numbers.

**Multiple Selection for Personnel Number**



7. Click the **Single value** column.
8. Update the following **required** and **optional** fields:

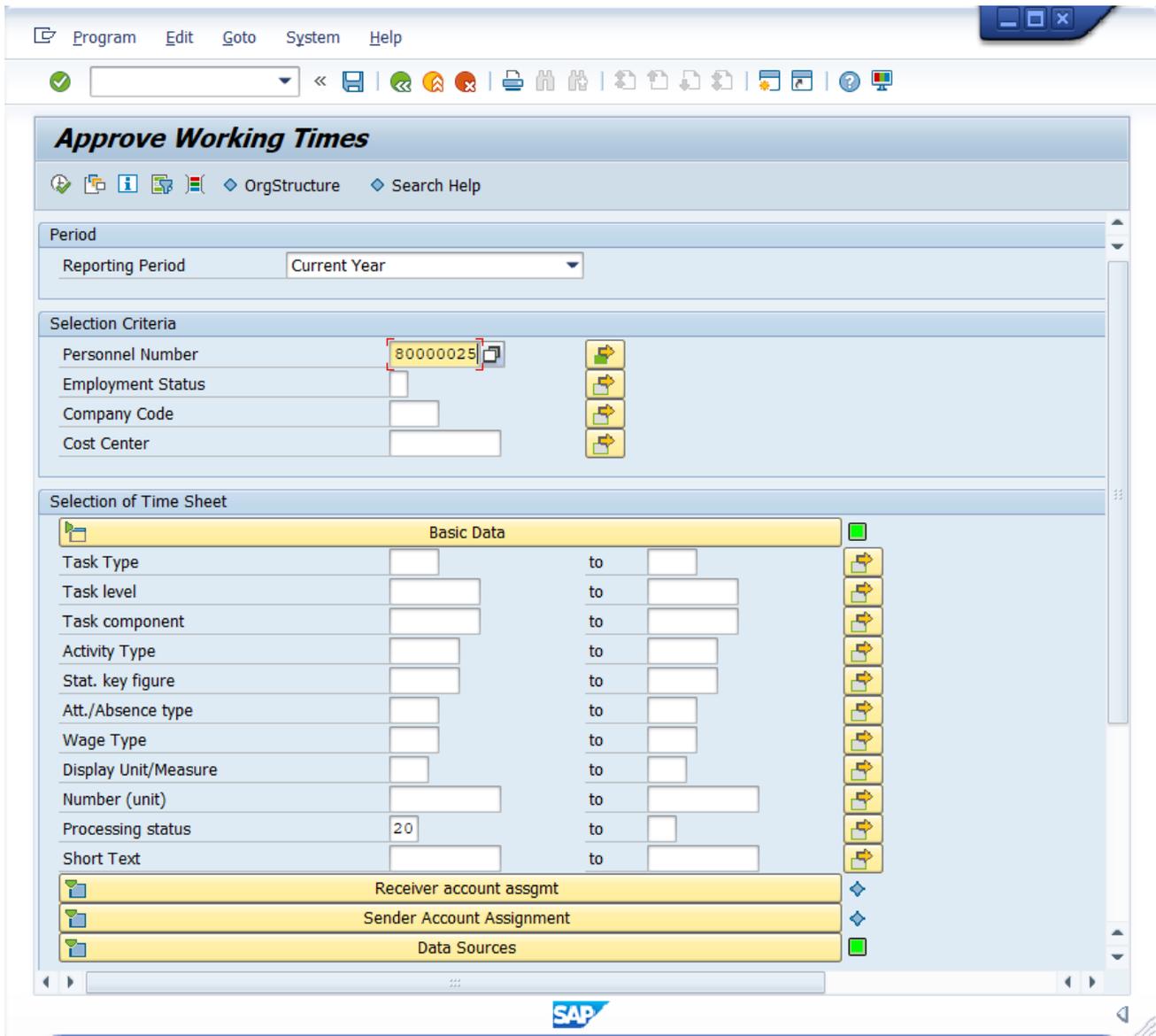
Field Name	Description	R/O/C	Values
Single value	Enter an individual value in this field	R	Enter value in Column Single value. <b>Example:</b> 80000034

9. Click **Copy (F8)**  button.



**Information:** You can type in individual personnel numbers or use the other tab options to view personnel number ranges. Remember that personnel numbers are not often in order within your Agency, but you will not be able to view personnel numbers outside of your approved organizational structure view.

Approve Working Times



10. Click **Execute (F8)**  button.



**Critical:** Check the **Immediate transfer to HR** checkbox. You may need to scroll down to locate this checkbox.



**Information:** Click Execute to view the list of time entries requiring attention.

Approve Working Times

Name	Pers.No.	Date	Status	Number	MU	A/A type	Created on	Time	Created by	Last Change	Changed At	Change	Full-day	Week
Homer Lewis	80000034	10/23/2020	⚠	8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input checked="" type="checkbox"/>	FRIDAY
		10/22/2020	⚠	8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input checked="" type="checkbox"/>	THUR
		10/21/2020	⚠	8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input type="checkbox"/>	WEDN
		10/20/2020	⚠	8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input type="checkbox"/>	TUES
		10/19/2020	⚠	8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input type="checkbox"/>	MON
				8000000										40 H
Trudy Widmer	80000025	10/23/2020	⚠	8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:27:19	01669685	<input type="checkbox"/>	FRIDAY
		10/22/2020	⚠	8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:27:19	01669685	<input type="checkbox"/>	THUR
		10/21/2020	⚠	8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:27:19	01669685	<input type="checkbox"/>	WEDN
		10/20/2020	⚠	8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:27:19	01669685	<input type="checkbox"/>	TUES
		10/19/2020	⚠	8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:27:19	01669685	<input type="checkbox"/>	MON
				8000000										40 H
				8000000										80 H

11. Select the time entry
12. Select the **time entry**  row.
13. Click  button.

**Error! Reference source not found.**  **Information:** While holding the **CTRL** key down, you can select multiple rows of time entry. In this example we have selected the first and third rows while holding down the CTRL key.

Click the **Approve** button to approve just the highlighted lines.

Approve Working Times

Name	Pers.No.	Date	Stat.	Number	M	A/A type	Created on	Time	Created	Last Change	Changed At	Change	Full-day	Week Di
Homer Lewis	80000034	10/23/2020		8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:32:05	01669685	<input checked="" type="checkbox"/>	FRIDAY
		10/22/2020		8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input checked="" type="checkbox"/>	THURSD
Trudy Widmer	80000025	10/21/2020		8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:32:05	01669685	<input type="checkbox"/>	WEDNES
		10/20/2020		8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input type="checkbox"/>	TUESDA
		10/19/2020		8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input type="checkbox"/>	MONDAY
					40	H								
			40	H										
			80	H										

14. Select the **time entry**  row.

15. Click button.

**Information:** Notice the two rows approved are now marked as approved instead of with a yellow triangle.

You can select multiple rows in order by holding down the **SHIFT** key. Click the top row, press the Shift key, and click the bottom row in the list to be approved, and all rows will be highlighted. Click the **Approve** button to approve the selected lines.

There is no "Select-All" button on this approval screen.

Approve Working Times

Name	Pers.No.	Date	Stat	Σ	Number	M	A/A type	Created on	Time	Created ...	Last Change	Changed At	Change	Full-day	Week Di
Homer Lewis	80000034	10/23/2020			8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:32:05	01669685	<input checked="" type="checkbox"/>	FRIDAY
		10/22/2020			8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input checked="" type="checkbox"/>	THURSD
		10/21/2020			8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:32:05	01669685	<input type="checkbox"/>	WEDNES
		10/20/2020			8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	TUESDA
		10/19/2020			8	H	9500	10/30/2020	13:27:57	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	MONDAY
					40		H								
Trudy Widmer	80000025	10/23/2020			8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	FRIDAY
		10/22/2020			8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	THURSD
		10/21/2020			8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	WEDNES
		10/20/2020			8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	TUESDA
		10/19/2020			8	H	9500	10/30/2020	13:27:19	01669685	10/30/2020	13:32:44	01669685	<input type="checkbox"/>	MONDAY
					40		H								
					80		H								

16. Click **Back (F3)** button.



**Information:** Notice more lines have been moved to the Approved status. Click the **Back** button to return to the front screen when complete.

In this example we will demonstrate how to reject a line separately, but the lines can be rejected on this screen as well.

Approve Working Times

17. Click **Execute (F8)**  button.



**Information:** To verify that the lines you have approved no longer require approval, click **Execute** again to re-run the list.

Approve Working Times

The screenshot shows the SAP 'Approve Working Times' window. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

Name	Pers.No.	Date	Status	Number	MU	A/A type	Created on	Time	Created by	Last Change	Changed At	Change	Full-day	Week
Homer Lewis	80000034	10/22/2020		8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:27:57	01669685	<input checked="" type="checkbox"/>	THUR
	80000034			8	H									

The second row is highlighted in yellow. The SAP logo is visible at the bottom center of the window.

18. Select the **time entry**  row.

19. Click button.



**Information:** Notice only one row remains, since we approved all other time entry lines in the previous steps.

Highlight the line or lines to be rejected and click the Rejection button.

Reason for rejection

The screenshot shows a dialog box titled 'Reason for rejection (2) 1 Entry found'. It has a 'Restrictions' tab and a toolbar with icons for selection and navigation. Below the toolbar is a table with the following data:

Re...	Text for Rejection Reason
9000	Rejected

The first row is highlighted in yellow. The dialog box also shows '1 Entry found' at the bottom.

20. Click **Copy (Enter)**  button.



**Information:** The Rejection process has a secondary confirmation step. Click **Continue** to confirm rejection.

### Approve Working Times

Name	Pers.No.	Date	Stat...	Σ Number	M	A/A type	Created on	Time	Created ...	Last Change	Changed At	Change	Full-day	Week Day
Homer Lewis	80000034	10/22/2020		8	H	9000	10/30/2020	13:27:57	01669685	10/30/2020	13:35:25	01669685	<input checked="" type="checkbox"/>	THURSDA
	8000000...			8	H									
				8	H									

Work times / key figures were rejected

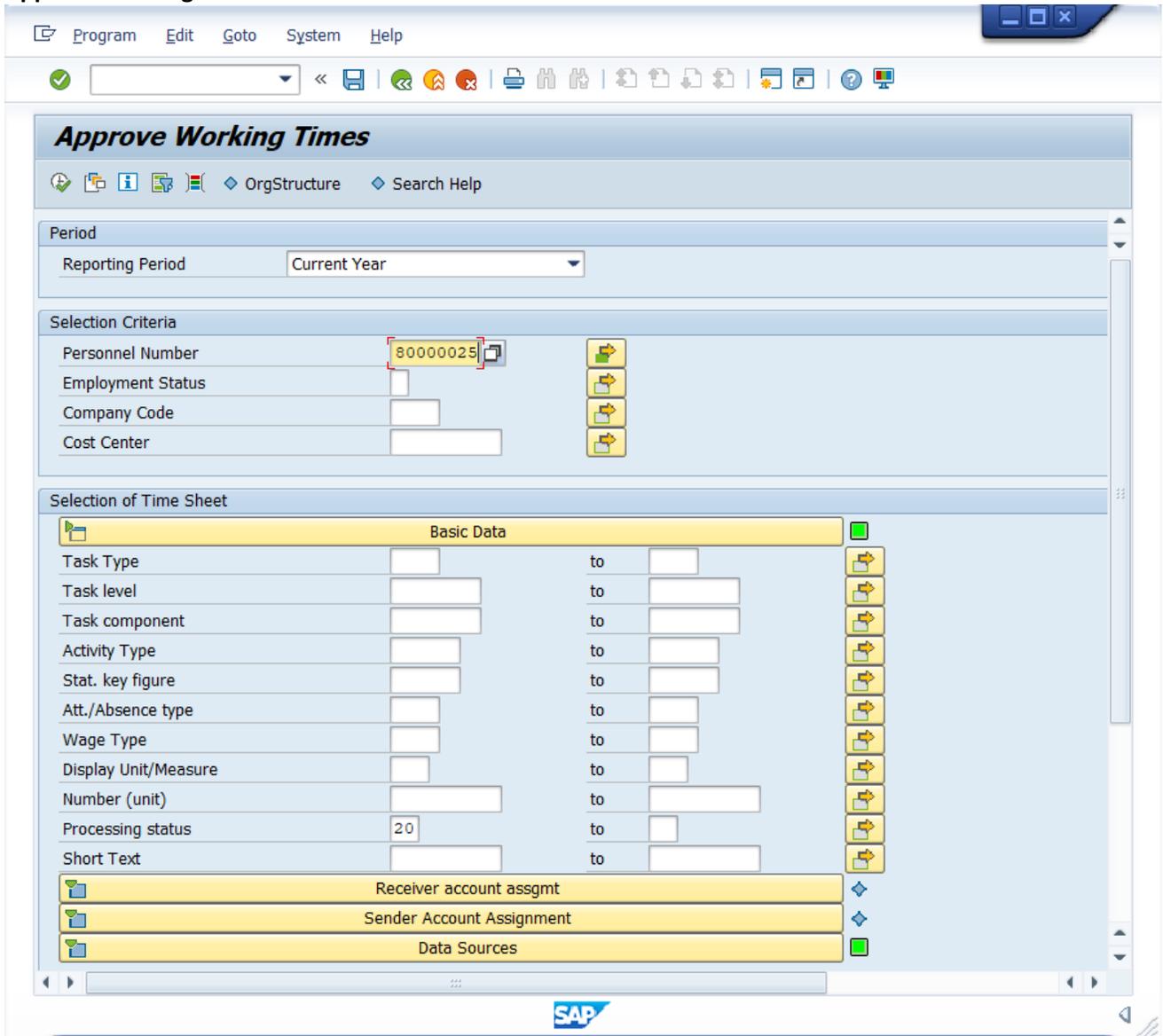
21. Click **Back (F3)**  button.



**Information:** Notice the line now has a rejection status instead of a yellow triangle.

While you can still see the approval or rejection status on this screen, you can highlight any line and revoke the approval or rejection status (drop-down menu next to the approve or reject buttons). Once you have left this list, all items either approved or rejected will no longer show for the option to revoke the approval or rejection.

Approve Working Times



22. Click **Back (F3)**  button.



**Information:** Remember to process transaction code [CAT6] next to move the time records from the time area of SAP to the HR area of SAP.

23. The system task is complete.

**Change Record**

- 9/22/2020 – Updated format, assigned reference number, and made accessible – Claire Ennis