



# DISPLAY WORKING TIME

## TM-64 | CATS\_DA

TM

The purpose of this Business Process Procedure is to explain how to display working times in the Integrated HR-Payroll System.

**Trigger:** Use this transaction to view Integrated HR-Payroll timesheet data stored in the Cross Application Timesheet (CATS).

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

This transaction can be used to view an employee's timesheet data including:

- \* Name
- \* Personnel number
- \* Dates worked
- \* Approval status
- \* Number of hours worked
- \* Attendance/absence type
- \* Creation date
- \* Entered by
- \* Last change date (if applicable)
- \* Changed by (if applicable)

Time Administrators and Leave Administrators will commonly use this report to research issues related to time recorded. For example, a Leave Administrator may check a period for leave taken. Another important use of this transcription will be to check for Employee Self-Service users' time that is released but not approved prior to the Payroll run. This is done by adjusting the Processing Status field to show status 20 - Released for approval.

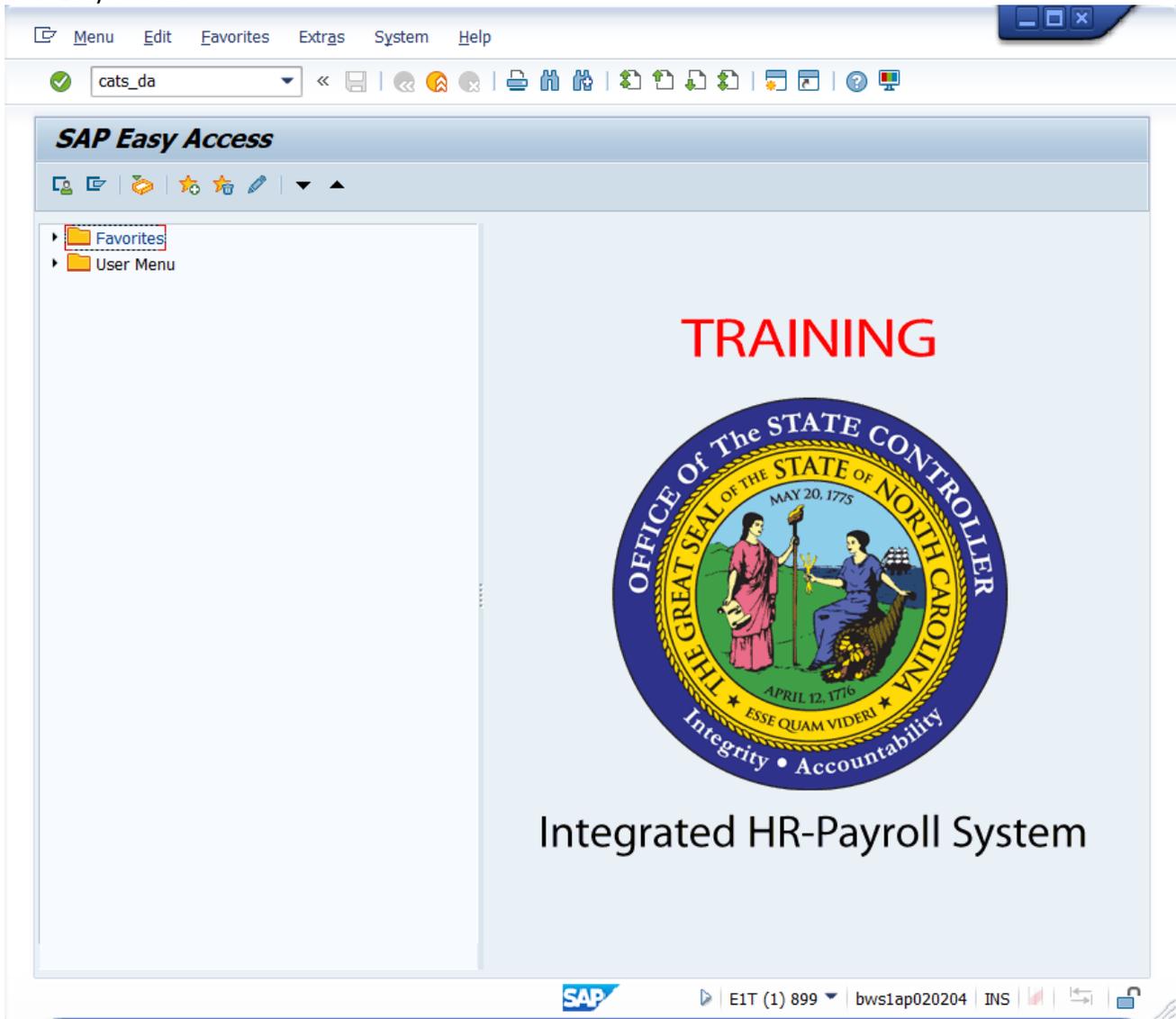
### **Access Transaction:**

**Via Menu Path:** *Human Resources > Time Management > Time Sheet > Information System*

**Via Transaction Code:** CATS\_DA

**Procedure:**

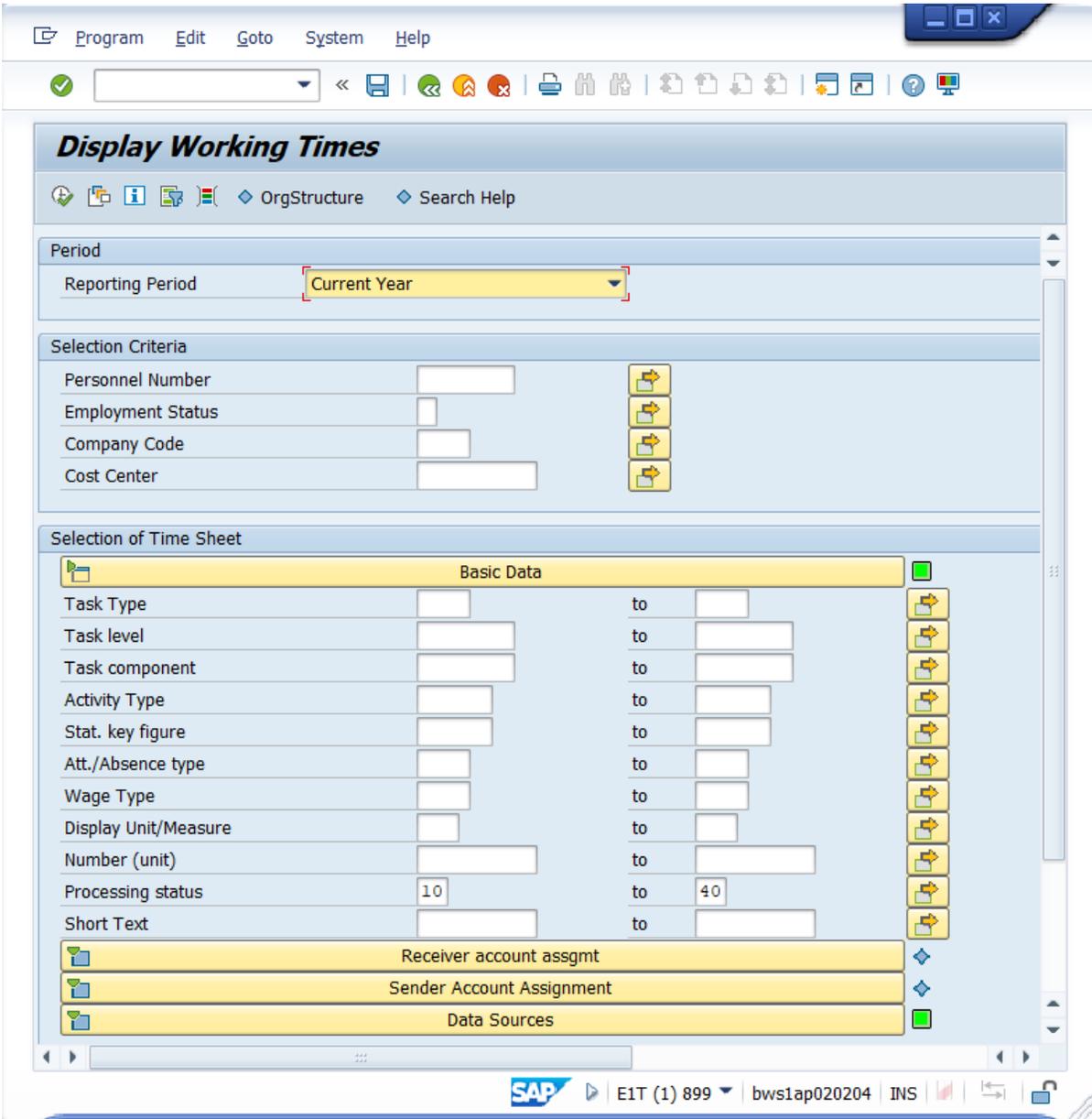
SAP Easy Access



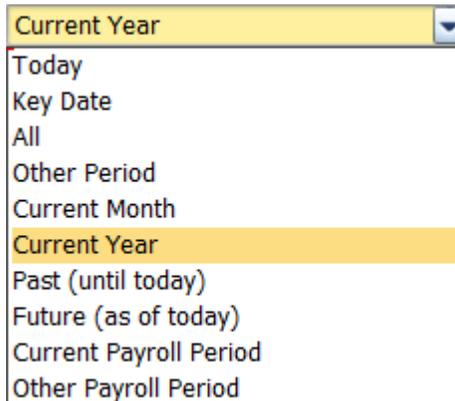
1. Update the following **required** and **optional** fields:

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_DA

- 2. Click **Enter**  button.



- 3. Click the **Reporting Period** dropdown.



4. 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> 80000415

5. Click the **Att./Absence type** matchcode.



Restrict Value Range (1) 133 Entries found

Restrictions

PSG	A/AType	Att./abs. type text	Start Date	End Date
00			00/00/0000	12/31/9999
02	1010	Conversion - Comp Time OT	01/01/1990	03/31/2008
02	1020	Conversion - Comp Time H	01/01/1990	03/31/2008
02	1030	Conversion - Comp Time ON	01/01/1990	03/31/2008
02	9000	PTO	01/01/1990	12/31/9999
02	9120	Bonus Leave	01/01/1990	12/31/9999
02	9140	Personal Day	01/01/1990	12/31/9999
02	9200	PTO Sick Leave	01/01/1990	12/31/9999
02	9300	Holiday Leave	01/01/1990	12/31/9999
02	9400	Leave without Pay	01/01/1990	12/31/9999
02	9500	Time Worked	01/01/1990	12/31/9999
02	9540	Other Mgmt Approved Leave	01/01/1990	12/31/9999
02	9620	Military Training Leave	01/01/1990	12/31/9999

6. Click **9500**.

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

**Display Working Times**

Period  
Reporting Period: All

Selection Criteria

Personnel Number	80000415	
Employment Status		
Company Code		
Cost Center		

Selection of Time Sheet

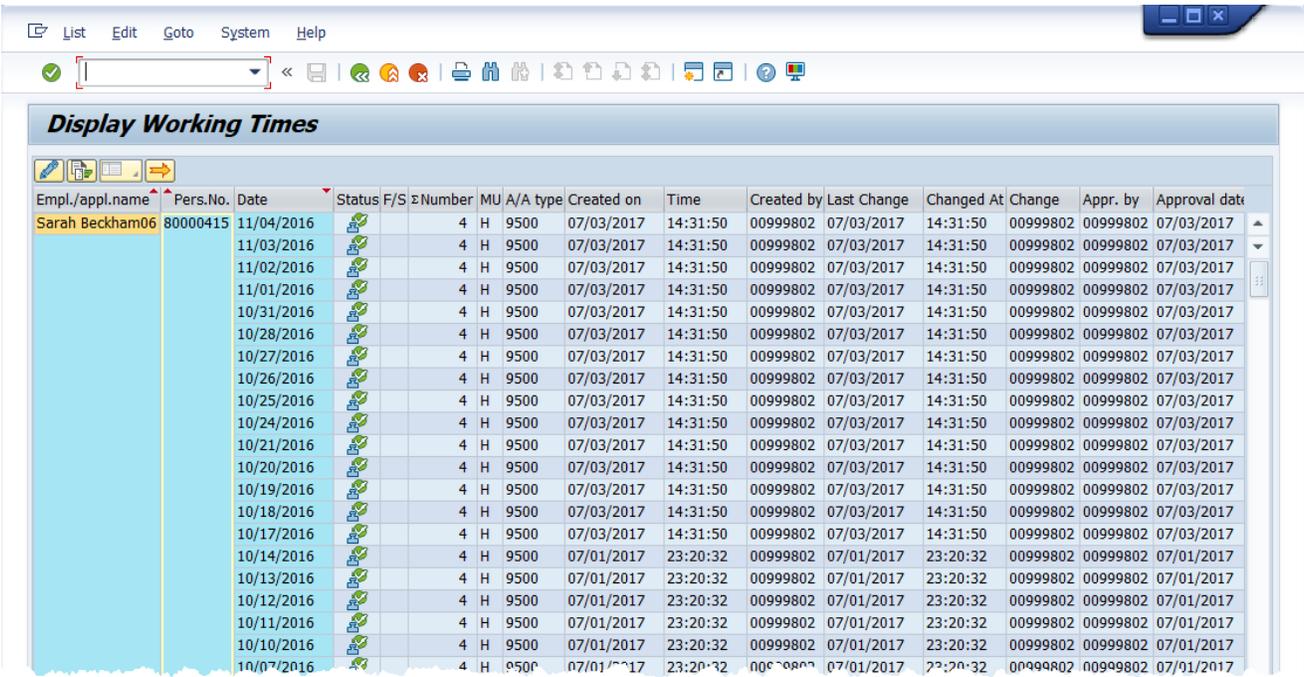
Basic Data			
Task Type		to	
Task level		to	
Task component		to	
Activity Type		to	
Stat. key figure		to	
Att./Absence type	9500	to	
Wage Type		to	
Display Unit/Measure		to	
Number (unit)		to	
Processing status	10	to 40	
Short Text		to	

Receiver account assgmt

Sender Account Assignment

Data Sources

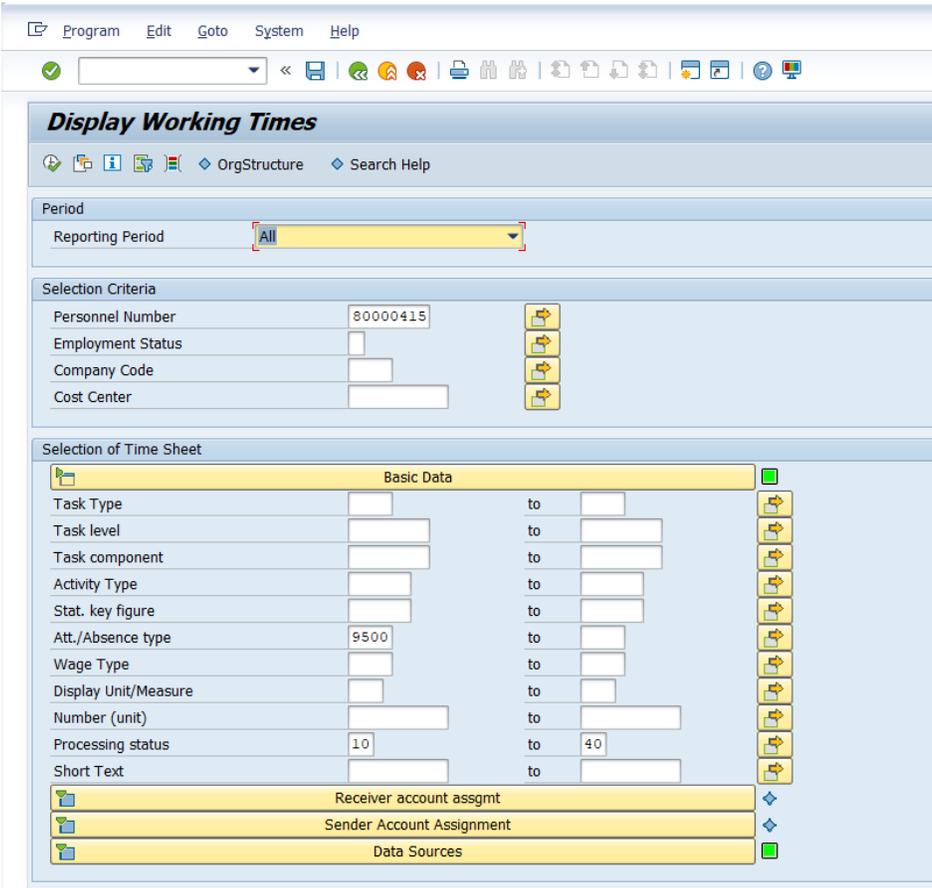
8. Click **Execute (F8)**  button.



The screenshot shows the 'Display Working Times' application window. The table below lists the working time records for Sarah Beckham (Empl./appl. name: Sarah Beckham06, Pers. No.: 80000415). The columns include Date, Status F/S, Number, MU A/A type, Created on, Time, Created by, Last Change, Changed At, Change, Appr. by, and Approval date.

Empl./appl. name	Pers. No.	Date	Status F/S	Number	MU A/A type	Created on	Time	Created by	Last Change	Changed At	Change	Appr. by	Approval date
Sarah Beckham06	80000415	11/04/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		11/03/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		11/02/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		11/01/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/31/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/28/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/27/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/26/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/25/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/24/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/21/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/20/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/19/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/18/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/17/2016		4	H 9500	07/03/2017	14:31:50	00999802	07/03/2017	14:31:50	00999802	00999802	07/03/2017
		10/14/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017
		10/13/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017
		10/12/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017
		10/11/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017
		10/10/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017
		10/07/2016		4	H 9500	07/01/2017	23:20:32	00999802	07/01/2017	23:20:32	00999802	00999802	07/01/2017

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



The screenshot shows the configuration screen for 'Display Working Times'. It includes sections for 'Period', 'Selection Criteria', and 'Selection of Time Sheet'.

**Period**  
Reporting Period: All

**Selection Criteria**  
Personnel Number: 80000415  
Employment Status: [ ]  
Company Code: [ ]  
Cost Center: [ ]

**Selection of Time Sheet**

Basic Data	
Task Type	to [ ]
Task level	to [ ]
Task component	to [ ]
Activity Type	to [ ]
Stat. key figure	to [ ]
Att./Absence type	9500 to [ ]
Wage Type	to [ ]
Display Unit/Measure	to [ ]
Number (unit)	to [ ]
Processing status	10 to 40
Short Text	to [ ]

Receiver account assgmt [ ]  
Sender Account Assignment [ ]  
Data Sources [ ]

10. Click the **Att./Absence type** matchcode.

Stat. key figure  to   
Att./Absence type  to   
Wage Type  to

Restrict Value Range (1) 133 Entries found

Restrictions

PSG	A/AType	Att./abs. type text	Start Date	End Date
00			00/00/0000	12/31/9999
02	1010	Conversion - Comp Time OT	01/01/1990	03/31/2008
02	1020	Conversion - Comp Time H	01/01/1990	03/31/2008
02	1030	Conversion - Comp Time ON	01/01/1990	03/31/2008
02	9000	PTO	01/01/1990	12/31/9999
02	9120	Bonus Leave	01/01/1990	12/31/9999
02	9140	Personal Day	01/01/1990	12/31/9999
02	9200	PTO Sick Leave	01/01/1990	12/31/9999
02	9300	Holiday Leave	01/01/1990	12/31/9999
02	9400	Leave without Pay	01/01/1990	12/31/9999
02	9500	Time Worked	01/01/1990	12/31/9999
02	9540	Other Mgmt Approved Leave	01/01/1990	12/31/9999
02	9620	Military Training Leave	01/01/1990	12/31/9999

11. Click .

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

**Display Working Times**

Period

Reporting Period: All

Selection Criteria

Personnel Number	80000415	
Employment Status		
Company Code		
Cost Center		

Selection of Time Sheet

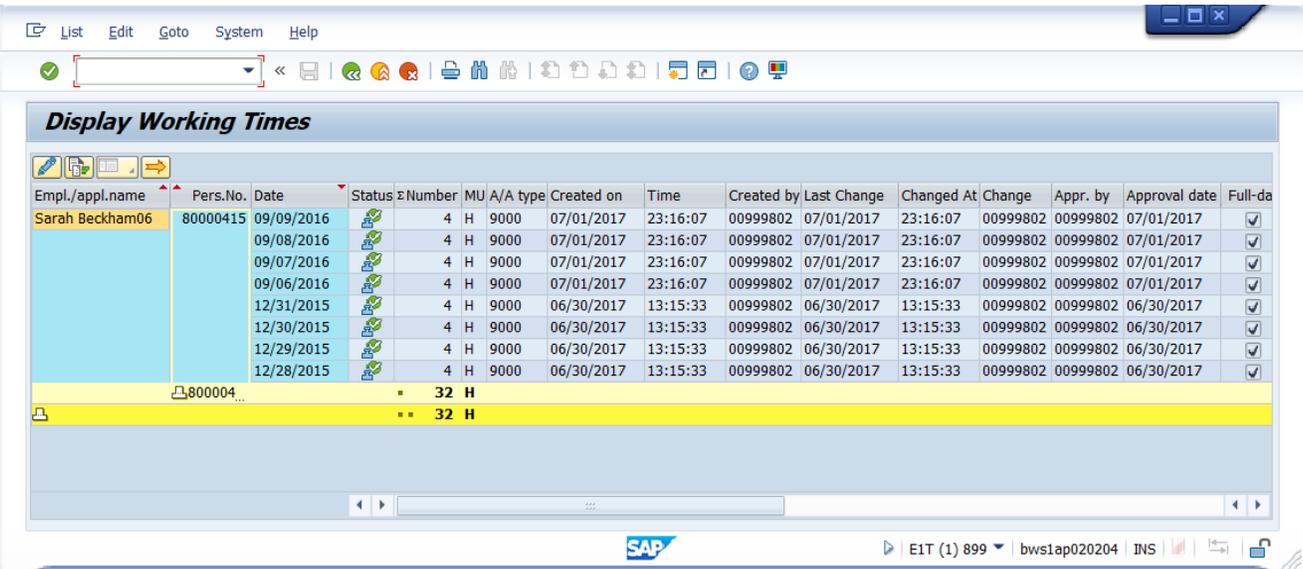
Basic Data		
Task Type	to	
Task level	to	
Task component	to	
Activity Type	to	
Stat. key figure	to	
Att./Absence type	9000 to	
Wage Type	to	
Display Unit/Measure	to	
Number (unit)	to	
Processing status	10 to 40	
Short Text	to	

Receiver account assgmt

Sender Account Assignment

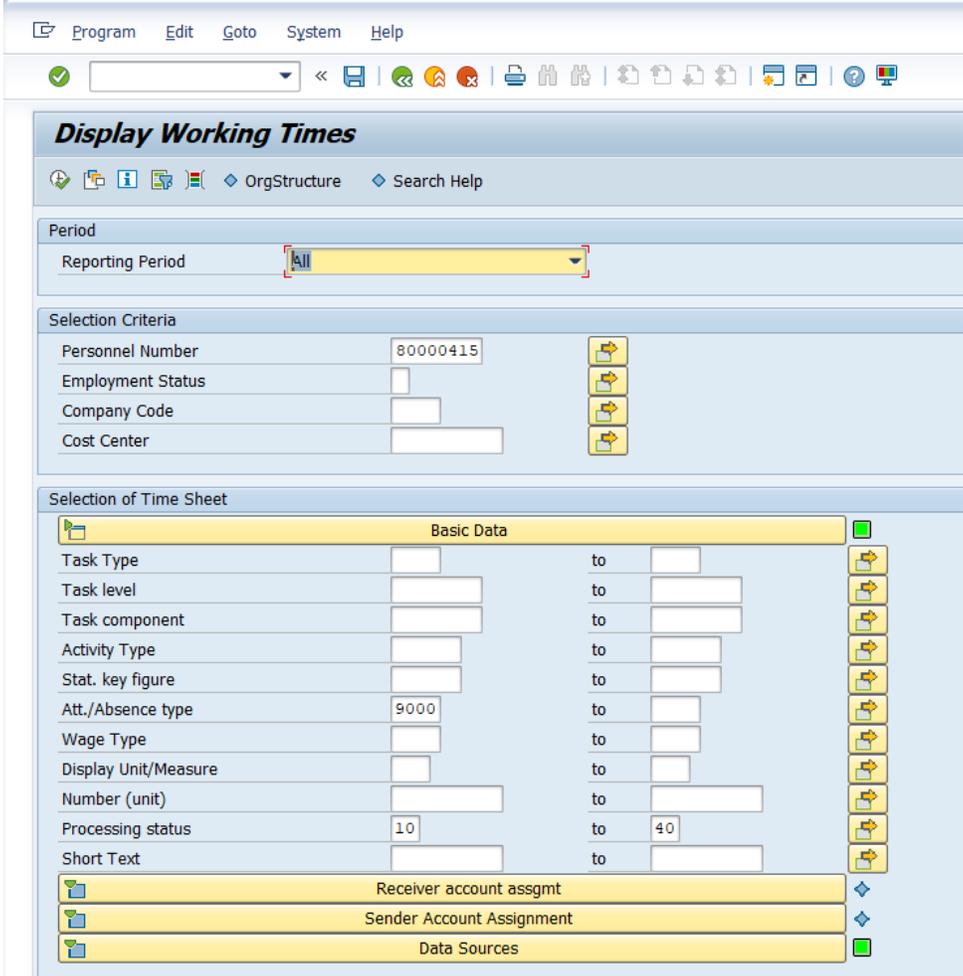
Data Sources

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



The screenshot shows the SAP 'Display Working Times' interface. 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 displays a table with columns: Empl./appl.name, Pers.No., Date, Status, Number, MU, A/A type, Created on, Time, Created by, Last Change, Changed At, Change, Appr. by, Approval date, and Full-da. The table lists working times for Sarah Beckham06 with personnel number 80000415, showing dates from 09/09/2016 to 12/28/2015. At the bottom of the table, a summary row shows a total of 32 hours. The SAP logo and system information (E1T (1) 899, bws1ap020204, INS) are visible at the bottom of the window.

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



The screenshot shows the SAP 'Display Working Times' selection screen. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar. The main area is divided into several sections: 'Period' with a 'Reporting Period' dropdown set to 'All'; 'Selection Criteria' with input fields for 'Personnel Number' (80000415), 'Employment Status', 'Company Code', and 'Cost Center'; and 'Selection of Time Sheet' with a 'Basic Data' section containing various selection criteria like 'Task Type', 'Task level', 'Task component', 'Activity Type', 'Stat. key figure', 'Att./Absence type' (9000), 'Wage Type', 'Display Unit/Measure', 'Number (unit)', 'Processing status' (10 to 40), and 'Short Text'. Below the 'Basic Data' section are sections for 'Receiver account assgmt', 'Sender Account Assignment', and 'Data Sources'. The SAP logo and system information are visible at the bottom.

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

16. The system task is complete.

### Change Record

- 9/23/2020 – Updated format, assigned reference number, and made accessible – Claire Ennis