

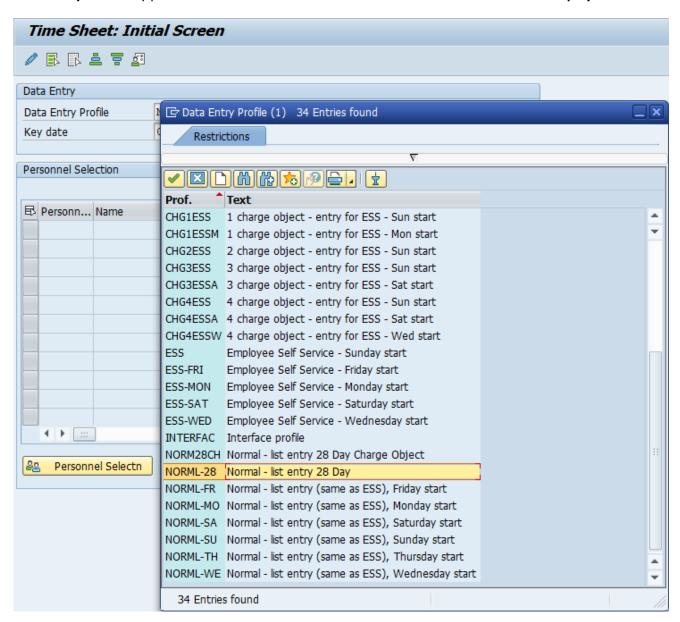
CAT2/CAT3 28-Day Profile

TM

JOB AID TM-42

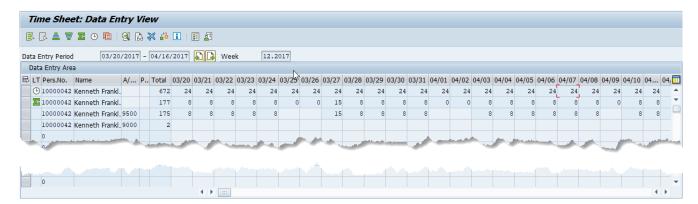
The purpose of this job aid is to explain how the data entered in the **Key date** field may display an inaccurate total of the time entry/overtime for a 28-day overtime period when the N**ORML-28** Data Entry Profile is selected.

The **28-Day** data entry profile is available on the **CAT2 Time Sheet: Initial Screen** or **CAT3: Display** transaction.



Select **NORML-28** from the Data Entry Profile list. Due to the various start dates for the 28-day overtime periods, the *Key date* is an open field and there is no validation check on the date entered. The data entry view will display 28 days as of the *Key date* entered.

Warning: If the overtime period starts on 1/15/2012 and 1/16/2012 is entered as the **Key date**, the data entry view will display 1/16/2012-2/12/2012 which may display an inaccurate total of the time entry/overtime for the 28-day overtime period to which the employee is assigned.



Similar to the other profiles, the icons allow users to scroll four Data Entry Periods forward or back from the initial *Key date*.

