



QRG – Manual Time Entry/Approval (CAT2, CATS_APPR_LITE, & ZVERXFER)

Occasionally the need will arise for HR Administrators to manually enter or approve time for an employee. This can be accomplished in SAP, with written permission. All supervisors should be encouraged to utilize the delegation option in MSS, so that the manual entry option should be rare. Delegation and additional supervisor tools are on the [CAFE Supervisor Resources](#) page.

Time Entry

- Select transaction CAT2
- Select the appropriate *Data Entry Profile*, the key date (the begin date of the pay period), and the employee's personnel number. Then <Enter>

Time Sheet: Initial Screen

Data Entry
 Data Entry Profile → Z_ESS_BW Time Entry - No Cost Allocation
 Key date → 04/30/2014

Personnel Selection
 Personnel Number → 12121212

- Select the appropriate Attendance/Absence Type, record the hours, and save the entries.

Time Sheet: Data Entry View

Personnel Number: [redacted]
 Data Entry Period: 04/27/2014 - 05/03/2014

Worklist

Send. CCtr	Send.Bus.Proc.	ActTyp	Send.order	Item	Sender fund	SdrFncArea	Sender Grant

Data Entry Area

LT	A/AType	Total	SU 04/27	MO 04/28	TU 04/29	WE 04/30	TH 05/01	FR 05/02
		40	0	0	8	8	8	8
		0	0	0	0	0	0	0
1005				7.5	7.5	7.5	7.5	7.5

Time Approval

Option 1

- If the supervisor will be approving the time via MSS, then send a reminder that the time should be appearing as a task in their [MSS workflow](#).

Option 2



QRG – Manual Time Entry/Approval (CAT2, CATS_APPR_LITE, & ZVERXFER)

- If you will be approving the time, with permission, on the supervisor’s behalf, then navigate to the SAP transaction CATS_APPR_LITE.
- Choose the correct reporting period by clicking on the drop-down menu.
- Enter the employee’s personnel number.
- Scroll to the bottom of the screen and check the “Immediate transfer to HR” box. Execute.

The screenshot shows the SAP CATS_APPR_LITE transaction interface. The title is "Approve Working Times". The "Payroll Period" section shows "1 Current Payroll Period" with a red arrow pointing to the dropdown menu. The "Payroll Area" is "B1" and the dates are "04/06/2014 - 04/19/2014". The "Selection Criteria" section shows "Personnel Number" as "12121212" with a red arrow pointing to the input field. The "Approval of Time Sheet" section at the bottom has two checked checkboxes: "Send notification of rejection" and "Immediate transfer to HR", with a red arrow pointing to the second checkbox.

Time that is awaiting approval will be displayed.

- Review the time for accuracy. If everything looks correct, click, and highlight the lines, and click on the approve icon.

The screenshot shows the SAP CATS_APPR_LITE transaction interface displaying a list of time entries. The title is "Approve Working Times". The list has columns for "Empl./Appl.Name", "Date", "Status", "Number", "MU", and "A/A type". The "Date" column is highlighted in yellow, and a red arrow points to the "Approve" icon in the toolbar above the list.

Empl./Appl.Name	Date	Status	Number	MU	A/A type
	02/08/2013	△	7.500	H	1005
	02/07/2013	△	7.500	H	1005
	02/06/2013	△	7.500	H	1005
	02/05/2013	△	7.500	H	1005
	02/04/2013	△	7.500	H	1005
	02/01/2013	△	5.500	H	1005
	01/31/2013	△	7.500	H	1005
	01/30/2013	△	7.500	H	1005
	01/29/2013	△	7.500	H	1005
	01/28/2013	△	7.500	H	1005



The time should now be approved and transferred.

Verifying Time Transfer

- Select transaction ZVERXFER
- Choose the correct reporting period.
- Enter the employee’s personnel number.
- Select both “Display Transferred Time” and “Display Time Not Transferred.” Then Execute.

Payroll Period	
Period	2 Other Payroll Period
Payroll Area	B1 01/13/2013 - 01/26/2013
Period	4 2013

Selection Criteria	
Personnel Number	12121212
Employment Status	
Company Code	
Cost Center	

Additional Criteria	
<input checked="" type="checkbox"/>	Display transferred time
<input checked="" type="checkbox"/>	Display time not transferred (including hour discrepancies)

This will display the time recorded for the employee for the selected period.

- Scroll to the left to view when the time was approved. The last column will display “yes” if the time was transferred, and “no” if it was not transferred.
- If the report indicates that the time was not approved, return to cats_appr_lite. If the report indicates that the time was not transferred, then process a “repeat transfer” with transaction ZCAT6. Then rerun ZVERXFER, to verify that the time transferred.