

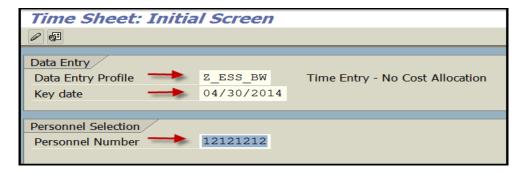
Business Center

QRG – Manual Time Entry/Approval

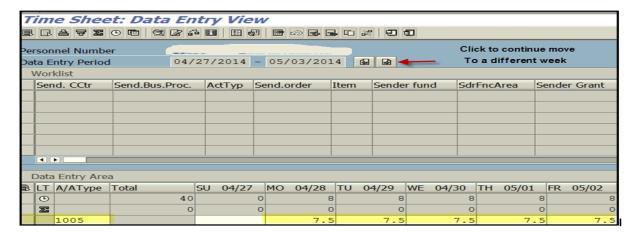
Occasionally the need will arise for HR Administrators to manually enter or approve time for an employee. This can be accomplished in SAP, with written permission. All supervisors should be encouraged to utilize the delegation option in MSS, so that the manual entry option should be rare. Delegation and additional supervisor tools are on the Martin-Gatton 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>



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



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

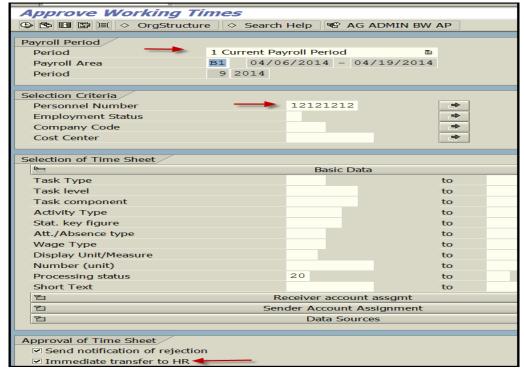
Last Updated: 5/28/21



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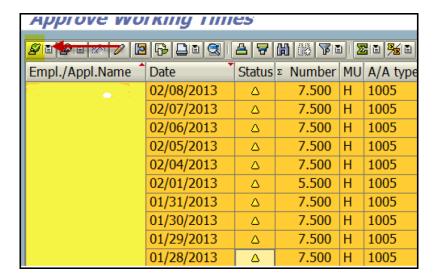
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- If you will be approving the time, with permission, on the supervisor's behalf, then navigate to the SAP transaction CATS APPR LITE.
- Choose the correct reporting period by clicking on the drop-down menu.
- Enter the employee's personnel number.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



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.



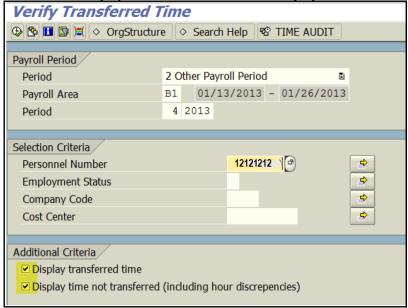
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The time should now be approved and transferred.

Verifying Time Transfer

- Select transaction **ZVERX**FER
- Choose the correct reporting period.
- Enter the employee's personnel number.
- Select both "Display Transferred Time" and "Display Time Not Transferred." Then Execute.



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.

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