

CAT2: Record Time

Trigger:

A time administrator needs to enter time for employees. CAT2 is only used by time administrators. Employees with ESS time recording access will record their own time in ESS only.

Business Process Procedure Overview:

State employees, including temporary employees, are required to account for their planned hours by recording time in the OSC Integrated HR/Payroll System. Contractors may also be required to enter time data in the HR/Payroll system. Additionally, some agencies will require that employees record the distribution of their time to Charge Objects. Transaction CAT2 is the entry point of all time data. The HR/Payroll system will support three methods for time data recording.

- 1. Employees entering their own time via ESS.
- 2. The Department of Transportation, Employment Security Commission, State Auditors and some Divisions at HHS will send a time file that will be automatically loaded in the HR/Payroll system via CAT2.
- 3. Time Administrators with the responsibility for entering time for others will do so directly in the HR/Payroll system using transaction CAT2.

When Time Administrators enter time in CAT2, a data entry profile determines which fields are available for entry on the CAT2 time sheet. The data entry profile also determines whether the time sheet will support a single employee or multiple employees. It also drives whether time is approved when saved. In most cases, a Time Administrator will be using the list profiles to enter time records for multiple employees on a single screen.

All CAT2 profiles require that an Attendance/Absence Type (A/A Type) and number of hours be specified for each time record. All profiles will also support the explicit entry of premium values associated with a time record.

A Time Administrator's responsibilities in CAT2 are dependent upon the time recording philosophy the agency has adopted. Agencies on a negative time basis only require the recording of exceptions to the employee's planned schedule (as indicated in the employee's assigned Work Schedule Rule), such as leave usage, work on a holiday and overtime worked. Agencies on a positive time basis require complete time recording including all hours worked and leave taken.

This BPP will detail:

- Recording time records (not distributed to charge objects) using list entry for negative employees
- Recording time records (not distributed to charge objects) using list entry for positive employees
- Recording time records distributed to charge objects using list entry
- Indicating premiums associated with time records

Additional profile information:

- All data entry profiles show a seven day period that starts on Sunday, unless otherwise noted.
- All profiles include columns for A/A Type, Premium Number, and Hours by day. Other profiles include additional columns, as noted below.
- The Worklist section shows the short and long text fields for each charge object. The Data Entry Area (timesheet section) only shows the short text fields. The long text will only be saved with the time records if the user copies the row from the Worklist to the Data Entry Area by using the Copy icon.

Profiles appropriate for entry by Time Administrators:

These profiles save records in "Approved" status.

- CHARGE1 through CHARGE4 profiles show a corresponding number of the charge object columns in the Data Entry Area. The Worklist is displayed above the Data Entry Area. Only one employee at a time can be selected.
- CHARGE1L through CHARGE4L profiles show a corresponding number of the charge object columns. The Worklist is not displayed. Multiple employees can be selected and displayed at the same time (list entry).
- NORML-FR Normal list entry (same as ESS), Friday start
- NORML-MO Normal list entry (same as ESS), Monday start
- NORML-SA Normal list entry (same as ESS), Saturday start
- NORML-SU Normal list entry (same as ESS), Sunday start
- NORML-TH Normal list entry (same as ESS), Thursday start
- NORML-WE Normal list entry (same as ESS), Wednesday start
- TEMPSOLN This profile is for use by Temporary Solutions. It includes "Position" column.

Profiles appropriate for entry by ESS users:

These profiles save records in "Unreleased" status.

- CHG1ESS and through CHG4ESSA profiles show a corresponding number of the charge object columns in the Data Entry Area. The Worklist is displayed above the timesheet.
- ESS Employee Self Service Sunday start
- ESS-FRI Employee Self Service Friday start
- ESS-MON Employee Self Service Monday start
- ESS-SAT Employee Self Service Saturday start
- ESS-WED Employee Self Service Wednesday start

Profile appropriate for entry by Time interface program only:

• INTERFAC Interface profile

Access Transaction:

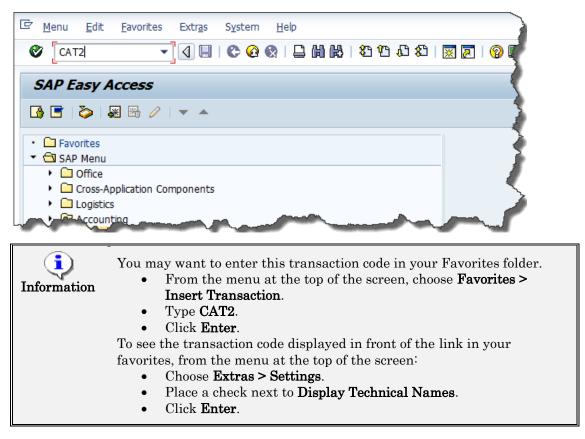
Via Menu Path:	SAP menu >> Human Resources >> Time Management >> Time Sheet >> CATS Classic >> CAT2 - Record Working Times
	<i>NOTE</i> : Your menu path may contain this custom transaction code depending on your security roles.
Via Transaction Code:	CAT2

Title:CAT2: Record TimeTransaction:CAT2

Procedure

The following steps detail the process of selecting the transaction CAT2 on the SAP Easy Access screen, selecting the appropriate Data Entry Profile and Key date, and selecting the Personnel Number(s).

1. Enter **CAT2** in the Command field on the SAP Easy Access screen.



2. Click the **Enter** icon.

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- 3. Click on the **matchcode** icon and select the appropriate Data Entry Profile from the list.
- 4. Click the **Copy** icon.



You must click [Enter] to change the screen display to reflect the [NORML-SU] data entry profile.

5. The current date will default in the **Key date** field. This field may be changed to define a specific date.

Information The key date is important. It determines the pay period you will view to enter time. If you choose a date within a specific pay period, you will be able to scroll between the weeks within the pay period. If you need to enter time for a date within another pay period (the next month, for example), enter a date within that pay period.



6. Click **Personnel Selectn**

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Personnel Selectn button.

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7. Click Multiple selection red icon.

Information If you are going to enter time for more than one person, click the Multiple Selection icon to the right of the Personnel Number field. If you only need to enter time for 1 person, enter their personnel number in the field on the Personnel Number Selection for Fast Data Entry screen. This example walks you through entering time for 2 people.

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8. The Multiple Selection for Personnel Number pop-up box will display.

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9. Update the following fields:

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Select Single Values	Enter an individual value in this field	Enter value in Column Select Single Values. Example: 80000490						
Select Single Values	Enter an individual value in this field	Enter value in Column Select Single Values. Example: 80000470						

10. Click **Copy (F8**) 🐼 icon.

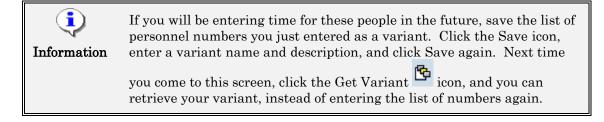
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Multiple personnel numbers may be chosen here, which allows a time administrator to enter hours for multiple people on one screen. In this Information example multiple personnel numbers have been used.

11. Click **Execute (F8)** icon.

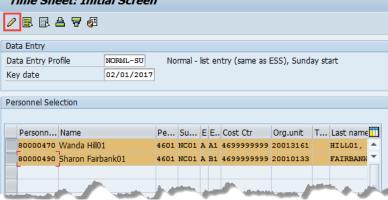
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12. Click Select All Persons (Shift+F7) 🗈 icon.

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Informati	to the left of the line item to highlight one or more lines.	
	ter Times (F5) 🖉 icon.	
Click Ente	(F 5) icon.	
	Time Sheet: Initial Screen	



13.

- 14. Click Sharon Fairbank's Personnel Number.
- 15. Click Insert Row (Ctrl+F4) 📴 icon.



Before time can be entered for the selected employees, data entry lines need to be added for each employee. To add a data entry row for an employee, click anywhere in an employee line and insert a row. Repeat the following steps each time additional rows are needed.

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16. Select one of the following options:

IF:	Then:
You want to enter time for 2 Negative time employees with leave	<u>Click Here</u>
You want to enter time for 2 Positive time employees with leave	<u>Click Here</u>
You want to enter time against Charge Objects (specific Agencies only)	<u>Click Here</u>
You want to enter premium indicators with time records	<u>Click Here</u>
You want to enter On-Call hours and Callback hours	<u>Click Here</u>

The following steps detail Time Entry for negative time employees with leave.

Scenario Sharon Fairbank (PERNR 80000490) took 8 hours of approved leave on 2/01.

Wanda Hill (PERNR 80000470) took 8 hours of approved leave on 2/01 and 8 hours of sick leave on 2/03

Both employees are negative time employees.

- 1. Click on Sharon's Personnel Number
- 2. Click Insert Row (Ctrl+F4) a icon.
- 3. Update the following required fields in the new row added for Sharon Fairbank.

Field Name	Values	
A/AType	The attendance or absence type	Enter value in Column A/AType. Example: 9000
WE 02/01	Date	Enter value in Column WE 02/01. Example: 8

- 4. Click on Wanda's Personnel Number.
- 5. Click Insert Row (Ctrl+F4) a icon. (Note: Insert two rows)
- 6. Update the following required fields in the new rows added for Wanda Hill:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType. Example: 9000
WE 02/01	Date	Enter value in Column WE 02/01. Example: 8
А/А Туре	The attendance or absence type	Enter value in Column A/AType. Example: 9200
FR 02/03	Date	Enter value in Column FR 02/03. Example: 8

7. Click **Enter** icon or press **Enter** on your keyboard

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8. Click Check Entries icon to check for errors before saving. The information pop-up box will display the message "No errors were found". If an error exists, the error must be corrected before saving.

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- 9. Click **Continue (Enter)** Sutton.
- 10. Click Save 🖳.

Upon Save, a message generates letting you know your data has beenInformationupon Save, a message generates letting you know your data has beensaved in the bottom left hand corner of the screen.

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Key date 02/01/2017
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The following steps detail Time Entry for positive time employees with leave.

Scenario Rita Henry (PERNR 80000450) took 10 hours of approved leave on 2/01 and worked her remaining expected target hours for the week, therefore, the target hours must be applied.

Sarah Beakham (PERNR 80000410) took 2 hours of sick leave on 2/04 and worked her remaining expected target hours for the week, therefore, the target hours must be applied.

Both employees are positive time employees.

Follow the steps provided earlier to enter Personnel Numbers on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. <u>(Click Here for Steps)</u>

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- 1. Click on Rita Henry's Personnel Number
- 2. Click Insert Row (Ctrl+F4) 🔤 icon.

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3. Update the following required fields for Rita Henry:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType Example: 9000
WE 02/01	Date	Enter value in Column WE 02/01. Example: 10

- 4. Select Rita's Personnel Number and click Insert Row \blacksquare icon
- 5. Highlight the inserted row by clicking in the far left column.
 - ☞ If new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.
- 6. Click **Target Hours** icon to apply the remaining target hours
- 7. Click **Continue (Enter) Solution**

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Notice the 9500 A/A type has been applied along with the employee's expected remaining target hours and the column reflects cumulative hours recorded

- 8. Click Sarah Beckham's Personnel Number
- 9. Click Insert Row (Ctrl+F4) 🗟 icon.

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10. Update the following required fields for Sarah Beckham:

Field Name	Description	Values
A/A Type	The attendance or absence type	Enter value in Column A/AType. Example: 9200
FR 02/03	Date	Enter value in Column FR 02/03. Example: 2

- 11. Click **Enter v** icon or press Enter on your keyboard.
- 12. Select Rita's Personnel Number and **click Insert Row** 📴 icon.
- 13. Highlight the inserted row by clicking in the far left column.
- 14. Click **Target Hours** icon to apply the remaining target hours.

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Notice the 9500 A/A type has been applied along with the employee's expected remaining target hours and the column reflects cumulative hours recorded

15. Click **Check Entries** icon to check for errors before saving. The information pop-up box will display the message "**No errors were found**". If an error exists, the error must be corrected before saving.



- 16. Click **Continue (Enter)** Sutton.
- 17. Click Save 📙.

Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

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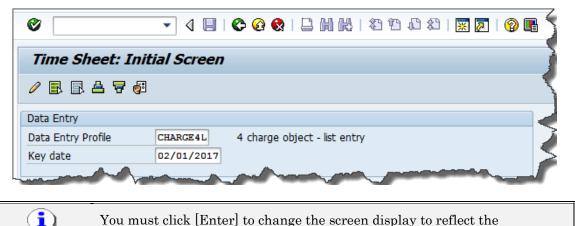
The following steps detail distributing time records to Charge Objects.

Scenario

Tomeka Avans (PERNR 80000430) is a positive time employee who worked her target hours based on her planned working time. Tomeka must charge time against specific projects using charge objects so that the hours may be tracked for reporting purposes only. A maximum of four levels of charge objects are available in the HR/Payroll system – Charge Object, Activity, Element and Sub-element

1. Update the following fields on the Time Sheet: Initial Screen:

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. Example: CHARGE4L
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. Example: 02/01/2017



You must click [Enter] to change the screen display to reflect the [CHARGE4L] data entry profile. The charge object field is free form. It is helpful to keep an Excel list of valid charge objects that may be used during time entry. Each agency has a designated Charge Object Maintainer who manages the agency's list of usable charge objects.

2. Click the **Enter** icon.

Information

- C Follow the steps provided earlier to enter Personnel Numbers on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. (Click Here for Steps)
- 3. Click the **Target Hours** icon to apply the working hours.

4. Update the following required fields.

Field Name	Description	Values
Charge Object	A charge object may be assigned to an organizational unit to charge time against	Enter value in Column Charge Object. Example: ES00001
Activity	Second field of the Charge Object	Enter value in Column Activity. Example: A000001
Element	Third field of the Charge Object	Enter value in Column Element. Example: E00101
Sub-element Fourth field of the Char Object		Enter value in Column Sub-element. Example: SE00224

5. Click Enter & icon or press Enter on your keyboard.

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6. Click **Check Entries** icon to check for errors before saving. The information pop-up box will display the message "**No errors were found**". If an error exists, the error must be corrected before saving.



7. Click **Continue (Enter)** Sutton.

8. Click Save 📙.

Information

i Information	Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.
	Time Sheet: Initial Screen Image: Second Screen Image: Second Screen
	Each separate charge object that an employee charges time to in a given

Each separate charge object that an employee charges time to in a given week will represent a separate line on the time sheet. To insert additional lines for an employee, click anywhere on an existing line and click the Insert Row .icon.

The following section details entering premium indicators with time records.

The premium indicators in the HR/Payroll system are only relevant for work on evening and night shifts.

- **Premium indicator '01'** pushes a night premium on the associated hours.
- Premium indicator '02' pushes an evening premium on the associated hours.
- **Premium indicator '06'** will stop the payment of premiums for an employee assigned an Evening or Night work schedule.

There is not a premium indicator that pushes weekend premium. The weekend premium is derived based on the day of the week – Saturday and Sunday. A night shift on Friday will also carry weekend premium.

1. Update the following fields on the Time Sheet: Initial Screen:

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. Example: NORML-SU
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. Example: 02/01/2017

Time Sheet: Initial Screen							
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Data Entry							
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Data Entry Profile	NORML-SU	Normal - list entry (same as ESS), Sunday start					
Key date	02/01/2017						
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- 2. Click the **Enter** icon.
 - Follow the steps provided earlier to enter Personnel Numbers (80001037 and 80001035) on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. <u>(Click Here for Steps)</u>

Scenario

Ervin Santiago (PERNR 80001037) is a positive time employee who worked 8 hours of night shift premium time on Monday, 01/30 and worked 8 hours of evening shift premium time on Thursday, 2/02. She worked her planned working time based on IT0007 for the remaining of the week.

- 3. Select Ervin's Personnel Number and click Insert Row 📴 icon
- 4. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
А/АТуре	The attendance or absence type	Enter value in Column A/AType Example: 9500
Prem. no.	Premium Indicator	Enter value in Column Prem. no. Example: 01
MO 01/30	Date	Enter value in Column 01/30 Example: 8

- 5. Select Ervin's Personnel Number and click **Insert Row** 📴 icon.
- 6. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType Example: 9500
Prem. no.	Premium Indicator	Enter value in Column Prem. no. Example: 02
TH 02/02	Date	Enter value in Column 02/02 Example: 8

- 7. Select Ervin's Personnel Number and click **Insert Row** 📴 icon.
- 8. Highlight the inserted row by clicking in the far left column.
 - ▷ If new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.
- 9. Click **Target Hours** icon to apply the remaining target hours

Scenario

Melvin Tillman (PERNR 80001035) is a positive time employee who worked 8 hours of evening shift premium time on Tuesday, 01/31 and Wednesday, 02/01. He worked his planned working time based on IT0007 for the remaining of the week.

- 10. Select Melvin's Personnel Number and click Insert Row 📴 icon
- 11. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType. Example: 9500
Prem. no.	Premium Indicator	Enter value in Column Prem. no. Example: 02
TU 01/31	Date	Enter value in Column 01/31. Example: 8
WE 02/01	Date	Enter value in Column 02/01 Example: 8

- 12. Select Melvin's Personnel Number and click Insert Row 📴 icon.
- 13. Highlight the inserted row by clicking in the far left column.
 - □ If the new inserted row is not highlighted before clicking the Target Hours icon, target hours will be added for each employee listed on time sheet.
- 14. Click **Target Hours** icon to apply the remaining target hours.

7	Time Sheet: Data Entry View																				
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15. Click **Check Entries** icon to check for errors before saving. The information pop-up box will display the message "**No errors were found**". If an error exists, the error must be corrected before saving.

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- 16. Click **Continue (Enter)** ✓ button.
- 17. Click Save 🖳.

Upon Save, a message generates letting you know your data has been saved in the bottom left hand corner of the screen.

Time Sheet: Initial Scree	n
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Data Entry	
Data Entry Profile NORML-SU Key date 02/01/201	
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CRITICAL!	An employee's shift assignment as determined by his/her work schedule rule will take priority over any premium indicators associated with recorded hours. Substitutions can also be used to ensure the appropriate premium is associated with an employee's recorded hours. For example, a substitution would provide the appropriate premium for an employee on an evening shift that worked a night shift instead. Push codes are reserved for use when the work schedule rule is designated as a Day shift.
	Shift premiums generated from the work schedule rule or premium indicators will not be processed unless the employee's position is flagged as eligible for the relevant premiums.
	Shift premiums will not be generated for negative time employees even if the employee is assigned a night or evening work schedule rule. An employee must be positive time to receive automatic premiums from the assigned work schedule rule.

The following section details entering On-Call hours and Callback hours.

An employee's position must be eligible for On-Call and Callback in order for the HR/Payroll system to process on-call and callback hours. If a position is eligible for on-call, then the position will either be set to accrue on-call comp or have on-call hours paid at a specified rate. If a position is eligible for callback, the hours will either be counted as hours worked (for the calculation of overtime) or accrued as callback comp.

If an employee is on-call, the on-call hours are to be reported as a separate line item on the time sheet using A/A Type 9517.

If an employee is called back to work while on-call, the callback hours are to be recorded using A/A Type 9516 (Callback) or A/A Type 9511 (Remote Callback). If an employee is called back (physically or remotely) while on-call, the hours for which the employee was called back should be deducted from the on-call hours reported.

• Example: An employee is assigned a 15 hour on-call shift and is called back for 4 hours. The employee should report A/A 9517 (On-Call) for 11 hours and A/A 9516 (Callback) for 4 hrs. Note: separate line items must be recorded on the time sheet.

If an employee is eligible for imputed hours (by reporting less than 2 hours for callback and less than 30 minutes for remote callback), then the employee should only report the callback hours. The HR/Payroll system will process any imputed time automatically.

Information

Field Name	Description	Values
Data Entry Profile	Choose the time entry profile to determine the setup of the time entry screen. Click the matchcode to select the appropriate Data Entry Profile from the list.	Enter value in Data Entry Profile. Example: NORML-SU
Key date	Choose either today or define a specific date.	Choose either today or define a specific date. Example: 02/05/2017

1. Update the following fields on the Time Sheet: Initial Screen:



- 2. Click the **Enter** icon.
 - Follow the steps provided earlier to enter Personnel Numbers (80001037 and 80001035) on the Personnel Number Selection for Fast Data Entry screen and click Enter Times icon. <u>(Click Here for Steps)</u>

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ata Entry Period	d 02/05	/2017	7 -	02/11/2017	56						
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80001037	Ervin Santiago			0	0	0	0	0	0	C) (
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	Marvin Tillman			0	0	0	0	0	0	C) (
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Scenario

Ervin Santago (PERNR 80001037) is a positive time employee who was on-call overnight from 5:00pm to 8:00am (15 hours) on Monday (02/06), Tuesday (02/07) and Wednesday (02/08). She worked her planned working time based on IT0007 for the week.

- 3. Select Ervin's Personnel Number and click Insert Row 🗳 icon.
- 4. Update the following required fields for Ervin Santiago:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType Example: 9517
MO 02/06.	Date	Enter value in Column MO 02/06 Example: 15
TU 02/07	Date	Enter value in Column TU 02/07 Example: 15
WE 02/08	Date	Enter value in Column WE 02/08 Example: 15

- 5. Select Ervin's Personnel Number and click **Insert Row** 🔤 icon.
- 6. Select A/A Type 9500 and enter 8 hours for each day she is scheduled to work based on IT007, Planned Working Time.
- 7. Click **Enter** *icon* or click **Enter** on your keyboard.

Scenario

Melvin Tillman (PENR 80001035) is a positive time employee who was on-call overnight from 5:00pm to 8:00am (15 hours) on Thursday (02/09 and Friday (02/10). On 2/09, he was called back to work for 3 hours (A/A Type 9516). On 2/10, he was called back to work for 1 hour (A/A 9516). He worked his planned working time based on IT0007 for the week. NOTE: The callback hours are deducted from the original on-call assignment; therefore, 12 hours of on-call are reported on 02/09 and 14 hours of on-call are reported on 02/10

8. Select Melvin's Personnel Number and click Insert Row 📴 icon

9. Update the following required fields for Melvin Tillman:

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType. Example: 9516
TH 02/09	Date	Enter value in Column TH 02/09 Example: 3
FR 02/10	Date	Enter value in Column 02/10. Example: 1

- 10. Select Melvin's Personnel Number and click **Insert Row** 🔂 icon.
- 11. Update the following required fields for Melvin.

Field Name	Description	Values
A/AType	The attendance or absence type	Enter value in Column A/AType. Example: 9517
TH 02/09	Date	Enter value in Column TH 02/09 Example: 12
FR 02/10	Date	Enter value in Column FR 02/10. Example: 14

- 12. Select Melvin's personnel number and click **Insert Row** 🔂 icon.
- 13. Select **A/A Type 9500** and enter **8 hours** for each day she is scheduled to work based on IT007, Planned Working Time.
- 14. Click **Enter** sicon or click **Enter** on your keyboard.

7	Time Sheet: Data Entry View																					
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B	LT	Pers.No.	Name	A/	Ρ	Total	SU	02/05	МО	02/06	τu	02/07	WE	02/08	TH	02/09	FR	02/10	SA	02/11		
	⊕	80001037	Ervin Santiago			40	1	C		8		8		8		8		ε	3	1	D	*
	Σ	80001037	Ervin Santiago			85	5	C		23		23		23		8		ε	3	1	D	•
		80001037	Ervin Santiago	9500		40	•			8		8		8		8		ε	3			-
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		80001035	Marvin Tillman	9516		4										3		1				
		-					_					~ /										

15. Click **Check Entries** icon to check for errors before saving. The information pop-up box will display warning messages – "Number of hours recorded 23.00 exceeds target hours 8 hours". This is only a warning and you may proceed. If an error exists, the error must be corrected before saving.

🔄 Display Mes	sages			×
Name	Date	Status	Туре	Error Message
Marvin Tillman	02/09/2017	040	W	Number of hours recorded 23.00 exceeds target hours 8.00
Marvin Tillman	02/10/2017	040	W	Number of hours recorded 23.00 exceeds target hours 8.00
Ervin Santiago	02/06/2017	040	W	Number of hours recorded 23.00 exceeds target hours 8.00
Ervin Santiago	02/07/2017	040	W	Number of hours recorded 23.00 exceeds target hours 8.00
Ervin Santiago	02/08/2017	040	W	Number of hours recorded 23.00 exceeds target hours 8.00
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16. Click **Continue (Enter)** button if hours are recorded correctly.

17. Click Save 🔲.

The Display Message pop-up box will display warning messages once again. Click the Continue (Enter) button if hours are recorded correctly.

A message generates letting you know your data has been saved in the bottom left hand corner of the screen.

Time Sheet: Initial Screen	C
Data Entry	1
Data Entry Profile NORML-SU Normal - list entry (same Key date 02/05/2017 1	
Personnel Selection	
Personnel Selectn	
Vour data has been saved	è

18. The system task is complete.



OSC Training Help website: <u>https://www.osc.nc.gov/state-agency-resources/training</u>