

TM-06 CATC Report

Purpose

The purpose of this job aid is to explain the CATC Report and how to identify if an employee has not reported enough hours.

Looking for Employees with Too Few Hours

The CATC report offers the ability to compare reported time against planned hours and indicate whether certain conditions have been met. Due to the large number of input fields, the selection screen can appear overwhelming. This Job Aid covers one common scenario -- trying to identify whether an employee has not reported enough hours.

Tip: Only approved hours will be represented in this report. If hours have been released for approval, but not yet approved, they will not show up here. (Use the CATS_DA report to see all times that have been entered, regardless of status.)

Selection Criteria Sections

The report offers the ability to report by organizational structure by selecting the report tab Org. structure.

Image

Time Sheet: Time Leveling

Menu ▾



Further selections



Search helps



Org. structure

PERIOD

Enter a date range for the Other period radio button by filling in the Period and To fields.

Image

Period

☐ Today

☐ Current month

☐ Current year

☐ Up to today

☐ From today

☒ Other period

Period



To

Tip : For best results, use dates that line up with the start and end of the employees' overtime periods.

SELECTION

Enter the criteria by which the employees should be selected. If the Org. structure tab was selected initially, no other selection criteria is needed. Otherwise, common entries would be one or more Personnel Numbers or by Org Unit.

Image

Selection		
Personnel Number		
Employment status		
Personnel area		
Controlling area		
Cost center		
Organizational unit		
Administrator group		
Time recording administrator		

REPORT-SPECIFIC SELECTION OF EMPLOYEES

Check the Employees required to record times in time sheet checkbox.

Image

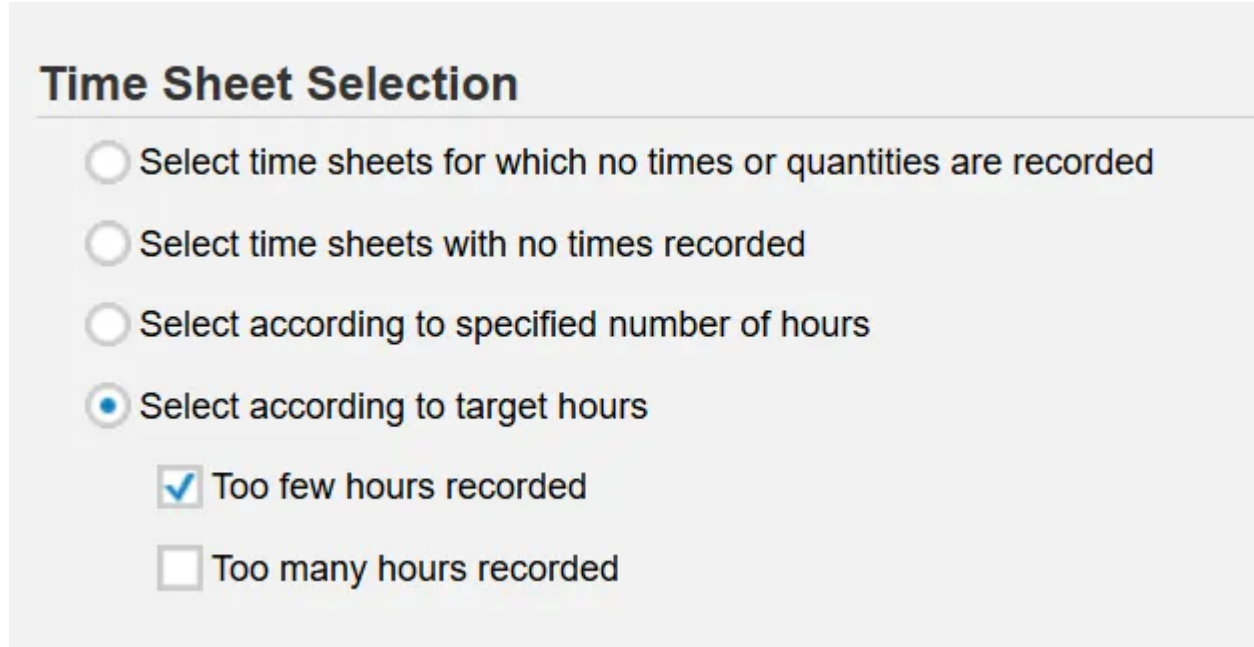
Report-Specific Selection of Employees
☒ Employees required to record times in time sheet

Tip: This checkbox only refers to positive time employees. Negative time employees are not required to enter time worked, only exceptions.

TIME SHEET SELECTION

Check the Select according to target hours radio button and the Too few hours recorded checkbox.

Image



Time Sheet Selection

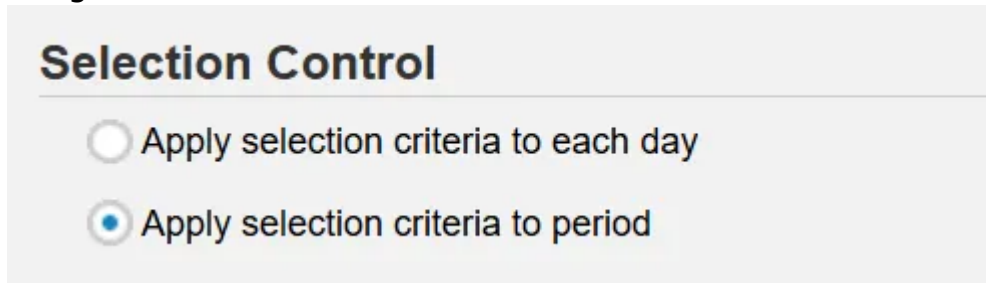
- ☐ Select time sheets for which no times or quantities are recorded
- ☐ Select time sheets with no times recorded
- ☐ Select according to specified number of hours
- ☒ Select according to target hours
 - ☒ Too few hours recorded
 - ☐ Too many hours recorded

Tip: The checkbox for Too many hours recorded is used to identify those employees with more hours than their planned hours total. It can be used in addition to or instead of the Too few hours recorded. For this example, we are just looking for employees with too few hours recorded.

SELECTION CONTROL

Select the Apply selection criteria to period radio button.

Image



Selection Control

☐ Apply selection criteria to each day

☒ Apply selection criteria to period

TIME SETTINGS

1. Period type: Always keep default value 2 as the entry for this field, which will cause the report to total hours for multiples of a 7-day period on each row.
2. Periods: This value is a multiplier for the value in the previous field.
 - a. Keep default of 1 for seven-day employees.
 - b. For 28-day employees, enter the value 4 in the Periods field. Make sure the specified date range (in the Period section at the top of the page) begins on the first day of a 28-day overtime period. Make sure the next field is set with the correct day of the week for the first date of that date range. This will cause the report to total the hours for each 28-day overtime period on its own row.
3. First day of week: Use the matchcode drop-down menu to see the list of values and enter the value that corresponds to the first day of the employee's weekly overtime period.
4. Profile: A value may populate in the Profile field – it can be left alone.

Image

Time Settings

Period type Weekly data entry

Periods

First day of week

Profile

CALCULATE NON-WORKING DAYS

Select the Calculate non-working days by target hours radio button.

Image

Calculate Non-Working Days

☐ Calculate non-work. days by factory calendar

☒ Calculate non-working days by target hours

TARGET HOURS

Leave these fields empty. The Profile field may populate with a value – it can be left alone.

Image

Target Hours

Time type target hours

☐ Sub. HR hours

☐ Add overtime

Upward tolerance

 %

Downward tolerance

 %

Profile

NORML-SU

Propose

OUTPUT

Check the Display all time sheets checkbox.

Image

Output

Layout

☒ Display all time sheets

☐ Send mail

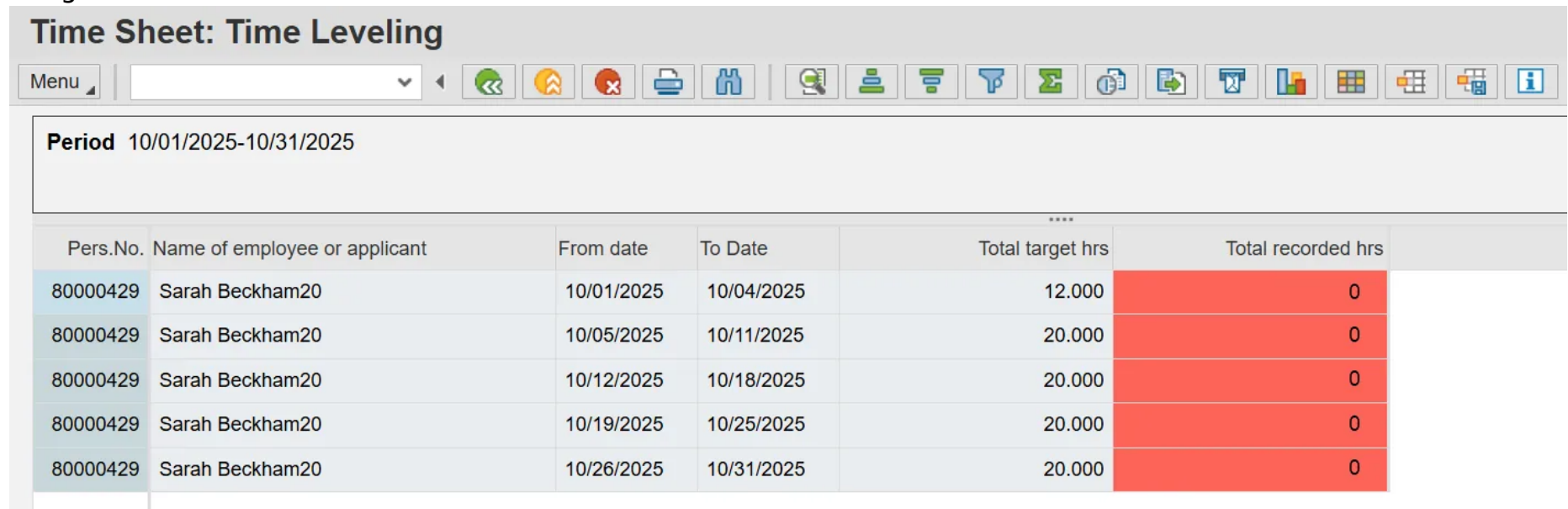
Tip: This will cause the report to show rows that do match the planned hours and are not identified as exceptions. It is usually less confusing seeing everything at the start. Rerun the report with this checkbox deselected to get just a list of the periods that do not meet your criteria.

Tip: You can save your entries as a variant. This will allow you to populate fields with your agency's information instead of re-entering your selections each time. For more information about variants, please refer to the Quick Reference guide [GN-03 Create a Selection Variant](#).

RUNNING THE REPORT

Click the Execute button and view the results. Note that the cells in the Total recorded hrs column are flagged in a red color if that value is less than the value in the Total target hrs column. This is a result of the specific selection criteria we used in this example.

Image



Time Sheet: Time Leveling

Menu 

Period 10/01/2025-10/31/2025

Pers.No.	Name of employee or applicant	From date	To Date	Total target hrs	Total recorded hrs
80000429	Sarah Beckham20	10/01/2025	10/04/2025	12.000	0
80000429	Sarah Beckham20	10/05/2025	10/11/2025	20.000	0
80000429	Sarah Beckham20	10/12/2025	10/18/2025	20.000	0
80000429	Sarah Beckham20	10/19/2025	10/25/2025	20.000	0
80000429	Sarah Beckham20	10/26/2025	10/31/2025	20.000	0

Tip: Only “approved” hours will be represented in the Total recorded hrs column. If hours have been released for approval, but not yet approved, they will not display here. (Use the CATS_DA report to see all times that have been entered, regardless of status.)

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