

TM-63 CATS APPRLITE Approve Time Records

Purpose

The purpose of this Business Process Procedure is to demonstrate how to use transaction CATS_APPR_LITE to approve released time on behalf of an employee's supervisor.

Business Need: Time Approval or Rejection is required.

Procedure: CATS_APPR_LITE

There are 9 steps in this process.

Step 1. Access transaction **CATS_APPR_LITE**.

Image

Approve Working Times

Menu



Period

Reporting Period

Current Year



Selection Criteria

Personnel Number



Employment Status



Company Code



Cost Center



Selection of Time Sheet



Basic Data



Task Type

to



Task level

to



Task component

to



Activity Type

to



Stat. key figure

to



Att./Absence type

to



Wage Type

to



Display Unit/Measure

to



Number (unit)

to



Processing status

20

to



Short Text

to



Receiver account assgmt



Sender Account Assignment



Data Sources



Step 2. Click the **Reporting Period** dropdown and select Current Year. Other possible selections are Current Payroll Period, Current Month, Current Year, etc.

Step 3. Enter the **personnel number** in the Personnel Number field.

- If you need to approve/reject time for more than one person, click the **Multiple Selection** button to the right of the personnel number field to enter multiple personnel numbers.
 - On the **Multiple Selection** for Personnel Number screen, the system will default to the Select Single Values tab. Type each personnel number into the Single Value column.

Image

Multiple Selection for Personnel Number



Select Single Values	Select Ranges	Exclude Single Values	Exclude Ranges
S... Single Value			
☐ 12345678			
☐ 98765432			
☐ 54321098			
☐ 02468444			
☐			
☐			
☐			
☐			



- Information: You can use the other tab options to **Exclude Single Values** or to select or exclude (personnel number) ranges. For ranges, remember that personnel numbers are not often in order within your Agency, but you will not be able to view personnel numbers outside of your approved organizational structure view.
- When you have finished entering personnel numbers, select the **Copy** icon.

Step 4. Under Approval of Time Sheet, check the **Immediate transfer** to HR checkbox if time transfer cannot wait for the overnight process.

Step 5. Select **Execute** to view the list of time entries requiring attention.

Image

Approve Working Times											
Menu     											
      											
Name of employee or applicant	Pers.No.	Date	Status	Number (unit)	Unit	A/AType	Created on	Time	Created by	Last C	
		12/19/2025	▲	8	H	9500	12/22/2025	18:06:32		12/2	
		12/18/2025	▲	8	H	9500	12/22/2025	18:06:32		12/2	
		12/17/2025	▲	8	H	9500	12/22/2025	18:06:32		12/2	
		12/16/2025	▲	8	H	9500	12/22/2025	18:06:32		12/2	
		12/15/2025	▲	8	H	9500	12/22/2025	18:06:32		12/2	
			•	40	H						
		12/19/2025	▲	8	H	9500	12/22/2025	18:07:24		12/2	
		12/18/2025	▲	8	H	9500	12/22/2025	18:07:24		12/2	
		12/17/2025	▲	8	H	9500	12/22/2025	18:07:24		12/2	
		12/16/2025	▲	8	H	9500	12/22/2025	18:07:24		12/2	
		12/15/2025	▲	8	H	9500	12/22/2025	18:07:24		12/2	
			•	40	H						
		12/19/2025	▲	8	H	9500	12/22/2025	18:08:10		12/2	
		12/18/2025	▲	8	H	9500	12/22/2025	18:08:10		12/2	
		12/17/2025	▲	8	H	9500	12/22/2025	18:08:10		12/2	
		12/16/2025	▲	8	H	9500	12/22/2025	18:08:10		12/2	
		12/15/2025	▲	8	H	9500	12/22/2025	18:08:10		12/2	
			•	40	H						
			• •	120	H						

Step 6. Select the time entry row or rows to be approved. The rows selected will be highlighted. You can select multiple rows by holding down the CTRL key on your keyboard as you select the rows. In the example above, the time entries dated 12/15/2025 and 12/16/2025 have been selected/highlighted.

Tip: If you want to select all the rows displayed, select the top time entry row, press the Shift key, and then select the bottom row in the list.

Step 7. Click the **Approve** icon (green check) to approve the highlighted rows. In the following example, you can see that the highlighted rows from the previous example are now approved.

Image

Approve Working Times

Menu



Name of employee or applicant	Pers.No.	Date	Status	Number (unit)	Unit	A/A type	Created on	Time	Created by	Last C
		12/19/2025	⚠	8	H	9500	12/22/2025	18:06:32		12/22
		12/18/2025	⚠	8	H	9500	12/22/2025	18:06:32		12/22
		12/17/2025	⚠	8	H	9500	12/22/2025	18:06:32		12/22
		12/16/2025	✅	8	H	9500	12/22/2025	18:06:32		12/22
		12/15/2025	✅	8	H	9500	12/22/2025	18:06:32		12/22
			40 H							
		12/19/2025	⚠	8	H	9500	12/22/2025	18:07:24		12/22
		12/18/2025	⚠	8	H	9500	12/22/2025	18:07:24		12/22
		12/17/2025	⚠	8	H	9500	12/22/2025	18:07:24		12/22
		12/16/2025	✅	8	H	9500	12/22/2025	18:07:24		12/22
		12/15/2025	✅	8	H	9500	12/22/2025	18:07:24		12/22
			40 H							
		12/19/2025	⚠	8	H	9500	12/22/2025	18:08:10		12/22
		12/18/2025	⚠	8	H	9500	12/22/2025	18:08:10		12/22
		12/17/2025	⚠	8	H	9500	12/22/2025	18:08:10		12/22
		12/16/2025	✅	8	H	9500	12/22/2025	18:08:10		12/22
		12/15/2025	✅	8	H	9500	12/22/2025	18:08:10		12/22
			40 H							
			120 H							

Step 8. When finished, click the **Back (F3)** button to return to the main screen.

Step 9. To verify that the lines you have approved were successfully approved, click **Execute** again to re-run the list.

REJECTING TIME ENTRIES

There are 3 steps in this process.

Image

Approve Working Times

Menu

Name of employee or applicant	Pers.No.	Date	Status	Number (unit)	Unit	A/AType	Created on	Time	Created by	Last C
		12/23/2025	⚠	10	H	9500	12/23/2025	09:50:08		12/23/2025
		12/22/2025	⚠	8	H	9500	12/23/2025	09:50:08		12/23/2025
			•	18	H					
			• •	18	H					

Step 1. Select the **time entry row** to be rejected.

Step 2. Select the **Reject** icon (red X). At the Reason for rejection pop-up, select Copy (green check).

Image

Reason for rejection (1)

✕

▶

Restrictions

▼

Reas

Text for Rejection Reason

9000

Rejected

1 Entry found

Approve Working Times											
Menu											
      											
Name of employee or applicant	Pers.No.	Date	Status		Number (unit)	Unit	A/A type	Created on	Time	Created by	Last C
		12/23/2025			10	H	9500	12/23/2025	09:50:08		12/23
		12/22/2025			8	H	9500	12/23/2025	09:50:08		12/23
	301032			▪	18	H					
				▪ ▪	18	H					

Step 3. Select the **Back (F3)** button. The system task is complete.

Important: While you can still see the approval or rejection status on this screen, you can highlight the last line or group of lines you approved or rejected and revoke the approval or rejection status with the Undo approve/Undo reject button. Once you have left this list, you will no longer have this option.

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