

## **TM-64 CATS DA Display Working Time**

### **Purpose**

The purpose of this Business Process Procedure is to explain how to display working times in the Integrated HR-Payroll System.

### **Trigger**

Use this transaction to view Integrated HR-Payroll timesheet data stored in the Cross Application Timesheet (CATS).

### **Business Process Procedure Overview**

This transaction can be used to view an employee's timesheet data including:

- Name
- Attendance/absence type
- Personnel number
- Creation date
- Dates worked
- Entered by
- Approval status
- Last change date (if applicable)

- Number of hours worked
- Changed by (if applicable)

Time Administrators and Leave Administrators will commonly use this report to research issues related to time recorded. For example, a Leave Administrator may check a period for leave taken. Another important use of this transcription will be to check for Employee Self-Service users' time that is released but not approved prior to the Payroll run. This is done by adjusting the Processing Status field to show status 20 - Released for approval.

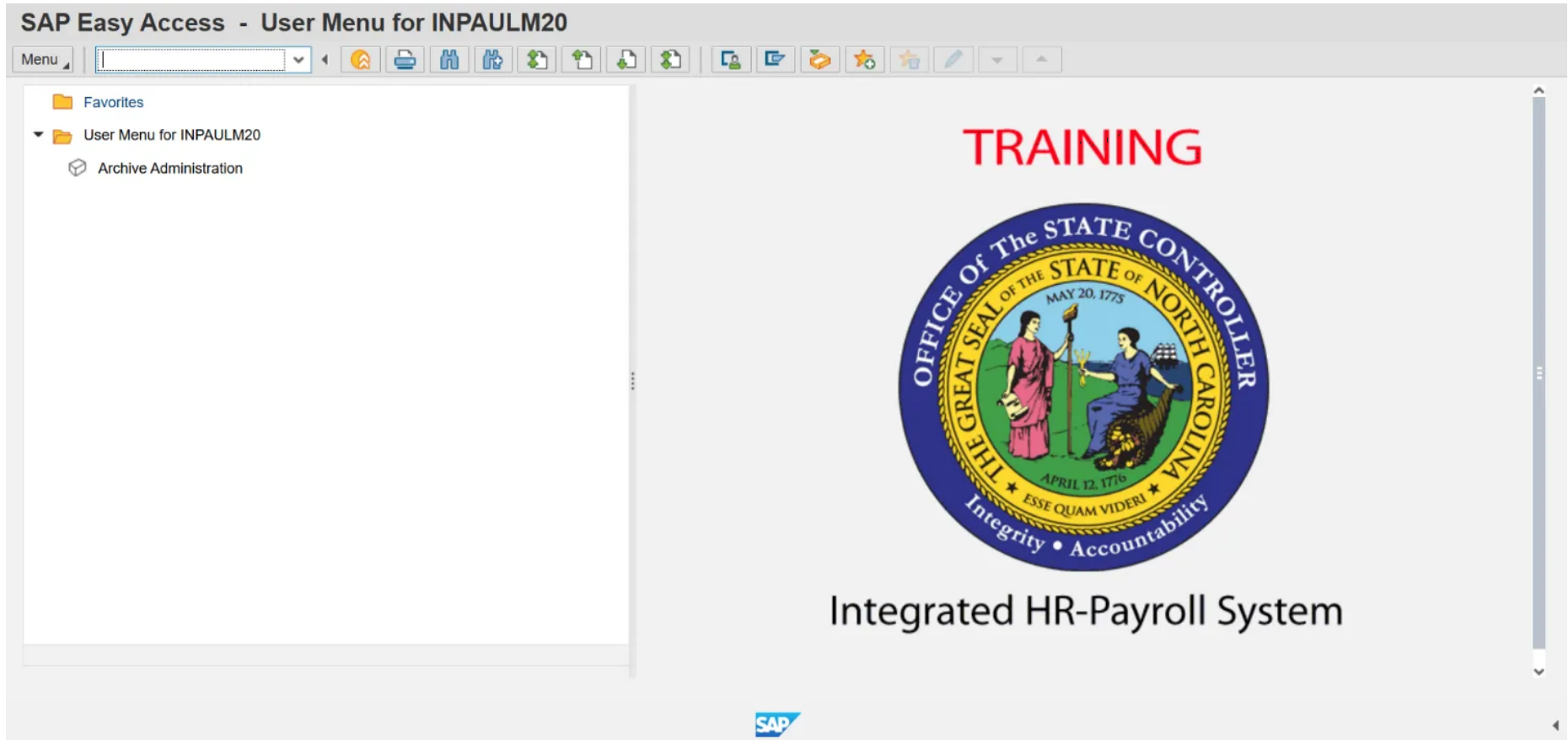
**Access Transaction Via Transaction Code:** CATS\_DA

## **Procedure**

There are 13 steps to complete this process.

SAP Easy Access

Image



Step 1. Update the Command field with transaction code **CATS\_DA**.

Step 2. Click **Enter**.

Image

# Display Working Times

Menu             

## Period

Reporting Period

Y Current Year

## Selection Criteria

Personnel Number



Employment Status



Company Code



Cost Center



## Selection of Time Sheet

|  Basic Data                  |                      |    |                      |    |
|---------------------------------------------------------------------------------------------------------------|----------------------|----|----------------------|---------------------------------------------------------------------------------------|
| Task Type                                                                                                     | <input type="text"/> | to | <input type="text"/> |    |
| Task level                                                                                                    | <input type="text"/> | to | <input type="text"/> |    |
| Task component                                                                                                | <input type="text"/> | to | <input type="text"/> |    |
| Activity Type                                                                                                 | <input type="text"/> | to | <input type="text"/> |  |
| Stat. key figure                                                                                              | <input type="text"/> | to | <input type="text"/> |  |
| Att./Absence type                                                                                             | <input type="text"/> | to | <input type="text"/> |  |
| Wage Type                                                                                                     | <input type="text"/> | to | <input type="text"/> |  |
| Display Unit/Measure                                                                                          | <input type="text"/> | to | <input type="text"/> |  |
| Number (unit)                                                                                                 | <input type="text"/> | to | <input type="text"/> |  |
| Processing status                                                                                             | 10                   | to | 40                   |  |
| Short Text                                                                                                    | <input type="text"/> | to | <input type="text"/> |  |
|  Receiver account assgmt   |                      |    |                      |  |
|  Sender Account Assignment |                      |    |                      |  |
|  Data Sources              |                      |    |                      |  |

Step 3. Click the Reporting Period dropdown. Select desired reporting period.

Step 4. Update the **Personnel Number** field.

Step 5. Click the **Att./Absence type** matchcode.

Image

## Selection of Time Sheet

| Basic Data                |                      |    |                      |
|---------------------------|----------------------|----|----------------------|
| Task Type                 | <input type="text"/> | to | <input type="text"/> |
| Task level                | <input type="text"/> | to | <input type="text"/> |
| Task component            | <input type="text"/> | to | <input type="text"/> |
| Activity Type             | <input type="text"/> | to | <input type="text"/> |
| Stat. key figure          | <input type="text"/> | to | <input type="text"/> |
| Att./Absence type         | <input type="text"/> |    |                      |
| Wage Type                 | <input type="text"/> |    |                      |
| Display Unit/Measure      | <input type="text"/> |    |                      |
| Number (unit)             | <input type="text"/> |    |                      |
| Processing status         | 10                   |    |                      |
| Short Text                | <input type="text"/> |    |                      |
| Receiver account assgmt   |                      |    |                      |
| Sender Account Assignment |                      |    |                      |
| Data Sources              |                      |    |                      |

### Restrict Value Range (1)



Restrictions

| PSG | A/AType | Att./abs. type text       | Start Date | End Date   |
|-----|---------|---------------------------|------------|------------|
| 00  |         |                           | 00/00/0000 | 12/31/9999 |
| 02  | 1010    | Conversion - Comp Time OT | 01/01/1990 | 03/31/2008 |
| 02  | 1020    | Conversion - Comp Time H  | 01/01/1990 | 03/31/2008 |
| 02  | 1030    | Conversion - Comp Time ON | 01/01/1990 | 03/31/2008 |
| 02  | 9000    | PTO                       | 01/01/1990 | 12/31/9999 |
| 02  | 9120    | Bonus Leave               | 01/01/1990 | 12/31/9999 |
| 02  | 9140    | Personal Day              | 01/01/1990 | 12/31/9999 |
| 02  | 9200    | PTO Sick Leave            | 01/01/1990 | 12/31/9999 |
| 02  | 9300    | Holiday Leave             | 01/01/1990 | 12/31/9999 |
| 02  | 9400    | Leave without Pay         | 01/01/1990 | 12/31/9999 |
| 02  | 9500    | Time Worked               | 01/01/1990 | 12/31/9999 |
| 02  | 9540    | Other Mgmt Approved Leave | 01/01/1990 | 12/31/9999 |
| 02  | 9620    | Military Training Leave   | 01/01/1990 | 12/31/9999 |
| 02  | 9630    | Military Active Duty      | 01/01/1990 | 12/31/9999 |
| 02  | 9710    | Flex Furlough Time EO11   | 06/01/2009 | 12/31/2009 |
| 03  | 9400    | Time Not Worked           | 01/01/1990 | 12/31/9999 |
| 03  | 9500    | Time Worked               | 01/01/1990 | 12/31/9999 |
| 04  | 9400    | Time Not Worked           | 01/01/1990 | 12/31/9999 |
| 04  | 9500    | Time Worked               | 01/01/1990 | 12/31/9999 |
| 04  | 9514    | Work during Emerg Closing | 01/01/1990 | 12/31/2017 |



Step 6. Click **9500**.

Step 7. Click the **Copy (Enter)** button.

Image

# Display Working Times

Menu



OrgStructure



Search Help

## Period

Reporting Period

I Other Period

01/23/2017

04/16/2017

## Selection Criteria

Personnel Number

10000042



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

9500

to



Wage Type

to



Display Unit/Measure

to



Number (unit)

to



Processing status

10

to

40



Short Text

to



Receiver account assgmt



Step 8. Click the **Execute (F8)** button.

Image

Display Working Times

Menu

| Name of employee or applicant | Pers.No. | Date       | Status | Number (unit) | Unit | A/AType | Created on | Time     | Created by | Last Change | Changed At | Changed By | Approved by | Approval date | Week Day  |
|-------------------------------|----------|------------|--------|---------------|------|---------|------------|----------|------------|-------------|------------|------------|-------------|---------------|-----------|
| Kenneth Franklin Potter20     | 10000042 | 04/14/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | FRIDAY    |
|                               |          | 04/13/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | THURSDAY  |
|                               |          | 04/12/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | WEDNES... |
|                               |          | 04/11/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | TUESDAY   |
|                               |          | 04/10/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | MONDAY    |
|                               |          | 04/08/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | SATURDAY  |
|                               |          | 04/07/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | FRIDAY    |
|                               |          | 04/06/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | THURSDAY  |
|                               |          | 04/05/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | WEDNES... |
|                               |          | 04/04/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | TUESDAY   |
|                               |          | 04/03/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:37:36 | 00999802   | 06/12/2017  | 16:37:36   | 00999802   | 00999802    | 06/12/2017    | MONDAY    |
|                               |          | 03/31/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | FRIDAY    |
|                               |          | 03/30/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | THURSDAY  |
|                               |          | 03/29/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | WEDNES... |
|                               |          | 03/28/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | TUESDAY   |
|                               |          | 03/27/2017 |        | 15            | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | MONDAY    |
|                               |          | 03/24/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | FRIDAY    |
|                               |          | 03/23/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | THURSDAY  |
|                               |          | 03/22/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | WEDNES... |
|                               |          | 03/21/2017 |        | 8             | H    | 9500    | 06/12/2017 | 16:33:22 | 00999802   | 06/12/2017  | 16:33:22   | 00999802   | 00999802    | 06/12/2017    | TUESDAY   |

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Step 9. Click the **Back (F3)** button.

Step 10. Click the **Att./Absence** type matchcode.

Step 11. Click **9000**.

Step 12. Click the **Copy (Enter)** button.

Step 13. Click the **Execute (F8)** button.

Image

Display Working Times

Menu

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Step 14. Click the **Back (F3)** button.

Step 15. Click the **Back (F3)** button.

The system task is complete.

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