Entering Time on Behalf of an Employee-Quick Reference Guide

Timekeepers can approve and/or enter hours for the non-exempt employees in the department, if needed. Your responsibility as a department Timekeeper is to make sure that all non-exempt hours have been approved by the weekly payroll deadline, which is typically at noon on Tuesdays for the previous pay period (which runs from Monday-Sunday). You would also serve as an emergency back-up to Managers who are not able to approve time on time. This instruction guide explains how to enter hours for the weekly-paid employees in your department using CAT2 transaction.

BOSTON UNIVERSITY Home Employee Self-Service Organizational Chart Reporting Worklist WebGUI WebGUI Image: Constraint of the second	 Log on to BUworks Central: <u>https://ppo.buw.bu.edu</u> Click on the WebGUI tab Click on ECC System
SAP Easy Access - User Menu for Menu (CAT2) CAT2 Log off System (User menu SAP menu SAP Busines	4. Enter the transaction code CAT2 in the command window.Press the Enter key. (You may also select "Time Sheet: Maintain Times" from your user menu)
Time Sheet: Initial Screen Menu _ Enter Times Settings Data Entry Data Entry Profile ITMKWN001 TK Wkly, NREP & L2324 Staff Key date 09/13/2017 TK Wkly, NREP & L2324 Staff	5. Select the option TMKWN001 from the Data Entry Profile drop-down. Click on the green check button. The Key date will default to the current pay period. There is no need to change the pay period unless you are entering hours for a future or retroactive pay period
Time Sheet: Initial Screen Menu Back Exit Cancel System Enter Times Settings Data Entry Data Entry Profile TMKWN001 ESS Weekly, acc data, worklist	 6. Enter the BUID in the selected text box and press Enter. The employee's information will populate in the grid below. Select the silver box on the far left to highlight the employee 7. Click on Enter Times button to see the employee's timesheet
Key date 03/02/2018 Personnel Selection BUID	



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- 8. Here are some key components to the timesheet:
 - a. The BUID# and name of the employee
 - b. The current pay period of the timesheet
 - c. The amount of paid time off the employee has available
 - d. The Rec. CCtr defaults to Home Cost Center. If hours are to be charged to a different department, enter that department's cost center on a separate row from your cost center's hours. The Rec. Order column is used if you are paying any hours via a grant
 - e. The A/A column is short for "Absence/Attendance." Every row of hours must have their own absence or attendance code. (e.g. hours worked – 1000). You can view the full list of codes by clicking your cursor in the box under "A/A" from the 3rd row down
 - f. Is a static row and shows the employees total working hours for the week as well as their daily scheduled working hours
 - g. Is a static row that shows the total amount of hours entered for the week as well as for each day



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Data Entry Area												9. This employee is scheduled to work 40 hours per week. In the
Data Lifti y Area												example shown, he worked on Monday and Tuesday, took
B LT Pers Rec. CCtr	Rec. Order A/A PR PS group	Lv OC Name 1	otal MO	From To	TU Fro	m To	WE F	From To	TH Fror	n To F	R Froi	vacation days on Wednesday and Thursday. He was out sick on
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Σ			40 8		8		8		8		8	
	1000	Hours Worked	16 8		8							NOTE : Each row (starting on the third row) must have its own
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	2001	Sick Pay	8								8	illustrated
												11D: Using your enter key after entering anything on the
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