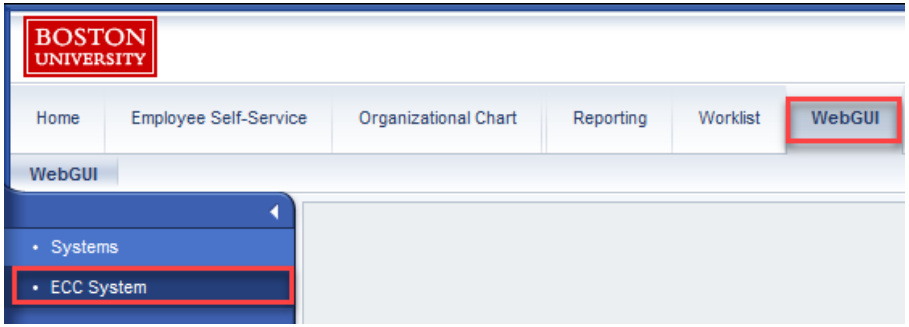
Display Working Time-Quick Reference Guide

If you are a "Timekeeper" for your department, you have the ability to view, approve and/or enter hours for the non-exempt employees in the department. 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 you can see the status of all of the non-exempt employee's hours in your department using the CATS_DA transaction. It is typically run on the last day of the week to see if employees have entered and released their hours for approval.

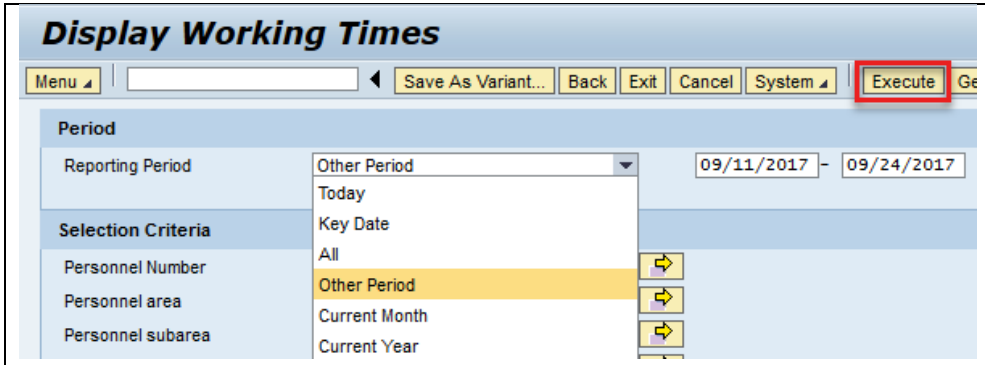
<table>
<tr>
<td> 
</td>
<td>Log on to BUworks Central: https://ppo.buw.bu.edu

1. Click on the WebGUI tab

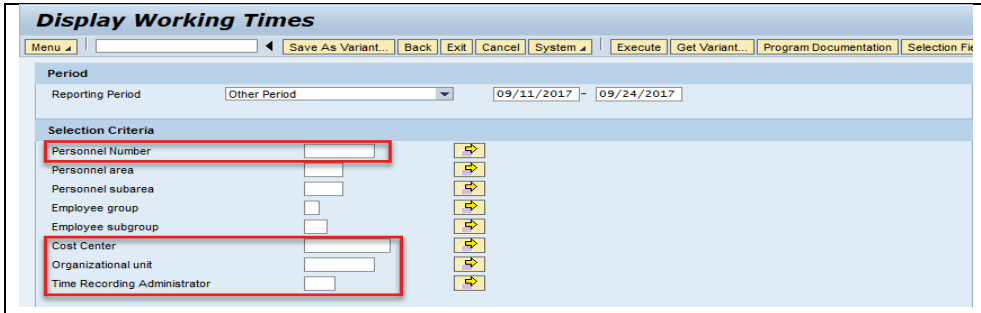
2. Click on ECC System</td>
</tr>
<tr>
<td>
</td>
<td>3. Enter the transaction code CATS_DA in the command window. Press the Enter key. (You may also select "Display Working Times" from your user menu</td>
</tr>
<tr>
<td>
<table>
<tr><td>Processing Status - 10</td><td>Unreleased hours</td></tr>
<tr><td>Processing Status - 20</td><td>Released for approval</td></tr>
<tr><td>Processing Status - 30</td><td>Approved hours</td></tr>
<tr><td>Processing Status - 40</td><td>Approval rejected</td></tr>
</table>
</td>
<td>CATS_DA will give you the ability to see the "processing status" of the hours for non-exempt employee in your unit

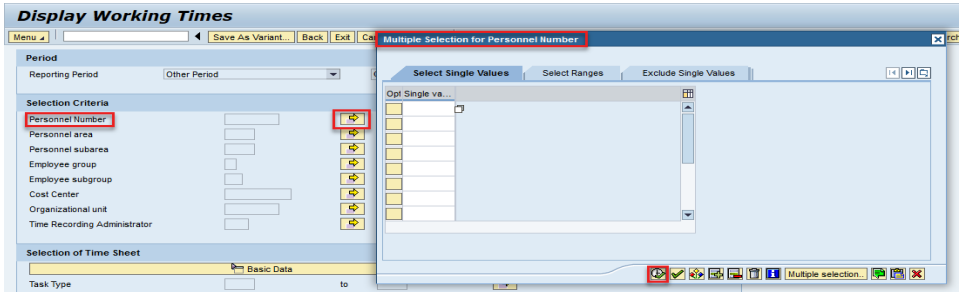
When you run the transaction for an individual(s) or the entire unit, you will see their hours with one of the icons next to the hours which denotes the state that the hours are in</td>
</tr>
</table>

Display Working Time-Quick Reference Guide



4. For the reporting period, click on the drop down menu and select "other period" and then enter the "from and to" dates in the text boxes to the right, then click on the **Execute** button





5. To get the timesheet data for your unit, it is best to enter information for either of the fields below

Personnel Number is best to use when you just want to look up one individual

Cost Center or Organizational Unit number will show you everyone being paid from a particular cost center or who is housed within a particular Organizational Unit/Dept

Time Recording Administrator is another term for "mail code" and is a 3 character code. Some departments have multiple mail codes

6. If you want to enter more than one of these selection criteria, click on the yellow arrow to the right of that particular selection and you can enter multiple entries, then hit the check mark on the left to close pop up box

Display Working Time-Quick Reference Guide

	09/22/2017		1000	00:00:00	00:00:00	8
	09/21/2017		1000	00:00:00	00:00:00	8
	09/20/2017		2001	00:00:00	00:00:00	8
	09/19/2017		1000	00:00:00	00:00:00	8
	09/18/2017		1000	00:00:00	00:00:00	8
	09/22/2017		1000	00:00:00	00:00:00	8
	09/21/2017		1000	00:00:00	00:00:00	8
	09/20/2017		1000	00:00:00	00:00:00	8
	09/19/2017		1000	00:00:00	00:00:00	8
	09/18/2017		1000	00:00:00	00:00:00	8
	09/22/2017		2001	00:00:00	00:00:00	7
	09/21/2017		1000	00:00:00	00:00:00	7
	09/20/2017		1000	00:00:00	00:00:00	7
	09/19/2017		1000	00:00:00	00:00:00	7
	09/18/2017		1000	00:00:00	00:00:00	7

7. After you have chosen your selection criteria, click on **Execute.** You will see all of the employees based on the selection criteria that you have chosen.

NOTE: If you do not see an employee who has worked the specified week, it implies that the employee did not enter their hours for the week. You must notify the employee to enter and release hours. If necessary, you can also enter time on behalf of an employee – see quick reference guide for Entering Time on Behalf of Employee

You may see unreleased time (shown by the lock icon), which the employee will have to release before approval. If necessary, as a timekeeper, you can also release time on behalf of an employee – see quick reference guide for Releasing Time on an Employee's Behalf