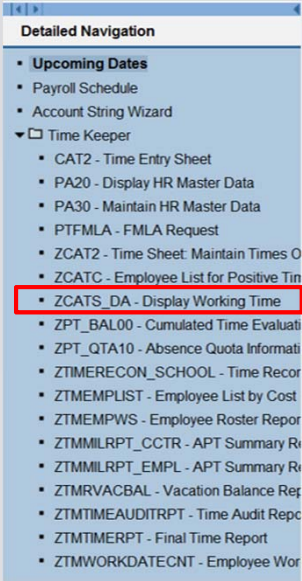


This module provides information on the Display Working Time Report available in BTS.

Display Working Time (Transaction Code -ZCATS_DA)



The screenshot shows the SAP 'Detailed Navigation' menu. The menu is organized into a tree structure. Under the 'Time Keeper' folder, the item 'ZCATS_DA - Display Working Time' is highlighted with a red rectangular box. Other items in the menu include 'Upcoming Dates', 'Payroll Schedule', 'Account String Wizard', 'CAT2 - Time Entry Sheet', 'PA20 - Display HR Master Data', 'PA30 - Maintain HR Master Data', 'PTFMLA - FMLA Request', 'ZCAT2 - Time Sheet: Maintain Times O', 'ZCATC - Employee List for Positive Tin', 'ZPT_BAL00 - Cumulated Time Evaluati', 'ZPT_QTA10 - Absence Quota Informati', 'ZTIMERECON_SCHOOL - Time Recor', 'ZTMEEMPLIST - Employee List by Cost', 'ZTMEMPWS - Employee Roster Repor', 'ZTMMLRPT_CCTR - APT Summary Ri', 'ZTMMLRPT_EMPL - APT Summary Ri', 'ZTMRVACBAL - Vacation Balance Rep', 'ZTMTIMEAUDITRPT - Time Audit Repc', 'ZMTIMERPT - Final Time Report', and 'ZTMWORKDATECNT - Employee Wor'.

- This report is used to display the processing status of time entries applied to employee time sheets
- Time must be entered by the time reporter to display working times on this report

From the Detailed Navigation screen, click on ZCATS_DA-Display Working Time.

This report is used to display the processing status of time entries applied to employee time sheets.

Time must be entered by the time reporter to display working time on this report.

DISPLAY WORKING TIMES - CONT. (Transaction Code - ZCATS_DA)

The screenshot shows the SAP 'Display Working Times' transaction interface. The title bar reads 'Display Working Times' and the transaction code is 'ZCATS_DA'. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into several sections:

- Period:** Starting Period is set to 'Other Period' and the date range is '09/01/2017 - 09/30/2017'. A yellow callout '3' points to the 'Starting Period' dropdown.
- Selection Criteria:**
 - Personnel Number:** An empty text box is highlighted with a red box and a yellow callout '1'. A yellow arrow points to it with the text 'Add Personnel number to search one employee or leave blank for all employees'.
 - Cost Center:** The text '1706801' is entered in the text box, highlighted with a red box and a yellow callout '2'. A yellow arrow points to it with the text 'Defaults to your Cost Center'.
- Check for Records with Receiver Cost Center:** This checkbox is checked.
- Selection of Time Sheet:** This section contains two expandable panels:
 - Basic Data:** Fields include Att./Absence type, Wage Type, Display Unit/Measure, Number (unit), and Processing status.
 - Receiver account assgmt:** Fields include Receiver Order, Receiver cost center, WBS Element, Receiver fund, Receiving Functional Area, Receiver Grant, and BUD_PD.
- Output:** A 'Layout' field is visible at the bottom.

A yellow callout 'Click Execute' points to the execute icon (a green play button) in the top left corner of the main area.

Enter the personnel number to search for one employee or leave personnel number box empty to search for all employees at your cost center. The cost center will default to your cost center. Click on the execute icon.

DISPLAY WORKING TIMES - CONT.
(Transaction Code -ZCATS_DA)

Display Working Times														
Last name	First name	Pers.No.	Date	A/A type	Number	WT	Status	Created on	Created by	Appr. by	Approval date	Rec. Cctr	Rcvr Fund	Receivno Func. Area
ZAVAJA, CARITINA		1080482	08/30/2017	RG	4			08/30/2017						
			08/29/2017	RG	4			08/30/2017						
			08/28/2017	RG	4			08/30/2017						
			08/25/2017	RG	4			08/30/2017						
			08/24/2017	RG	4			08/30/2017						
			08/23/2017	RG	4			08/30/2017						
			08/22/2017	RG	4			08/30/2017						
			08/21/2017	RG	4			08/22/2017						
			08/18/2017	RG	4			08/22/2017						
			08/17/2017	RG	4			08/22/2017						
08/16/2017	RG	4			08/22/2017									
08/15/2017	RG	4			08/16/2017									
		10804			48									
GARCIA, ANDY		744662	08/11/2017	SAXB	6			08/22/2017				1706801	010-0000	1110-1000-10452
			08/10/2017	SAXB	6			08/22/2017					1706801	010-0000
		744662			12									
ROMERO, OMAR		781671	08/11/2017	SAXB	6			08/22/2017				1706801	010-0000	1110-1000-10452
			08/10/2017	SAXB	6			08/22/2017					1706801	010-0000
		781671			12									
MARIN, FRANCISCO		692078	08/15/2017	RG	1			08/15/2017				1706801	010-0000	1110-1000-13027
			08/14/2017	RG	6			08/15/2017						
		692078			1									
BUENO, YESENIA		730846	08/30/2017	IL	6			08/30/2017						
			08/29/2017	IL	6			08/30/2017						
			08/28/2017	IL	6			08/30/2017						
			08/25/2017	RG	6			08/30/2017						
			08/24/2017	IL	6			08/30/2017						
			08/23/2017	IL	6			08/30/2017						
			08/22/2017	RG	6			08/30/2017						
			08/21/2017	RG	6			08/30/2017						
			08/18/2017	RG	6			08/30/2017						
			08/17/2017	RG	6			08/30/2017						
08/16/2017	RG	6			08/30/2017									
08/15/2017	RG	6			08/15/2017									
08/14/2017	RG	6			08/15/2017									
		730846			78									
CARTY, AMERICA		1065420	08/29/2017	PN	0.500			08/30/2017						
			08/10/2017	SAXB	4.500			08/22/2017					1706801	010-0000
		10654			5									

The time will be displayed in alphabetical order. Take note of the columns at the top of the report. The icons in the status column indicates if the time has been approved. The green checkmark indicates the records have been approved by the time approver. A yellow triangle indicates that the time has been reported but has not yet been approved by the time approver. Only time approved by the time approver can be processed and paid. Please note that only positive time and any additional or negative time is displayed on this report. Regular Time for TMS 9 employees does not appear on this report.

Payroll Resources

- MyLAUSD
- <https://oelausd.org>

Click on **Employee Resources**.

Select **Just-in-Time Training** from the drop down list and look for

Payroll.



For more resources, please refer to the most updated payroll manual and bulletins located in MyLAUSD. Don't forget to visit the Organizational Excellence webpage for more tools and resources. Go to oelausd.org. Click on the Employee Resources Tab, then click on Just-In-Time Training and scroll down to payroll.