**Department Time Administrator**

**Roles and Responsibilities**

(Revised 2/2013)

**1. Training**

* Employees for ESS time entry
* Time approvers for approvals/rejections of released time
* Back-up time administrators

**2. Enter Time for Employee**

* From paper timesheets signed by the employee and supervisor
  + Transaction:
    - CAT2 – Record Working Times (use multiple profile)
* Enter and release time for supervisor approval
  + Transaction:
    - CAT2 – Record Working Times (use Student Hourly, Staff Hourly or Salaried profile)

**3. Check Time Entry**

* Verify that time has been entered and released for approval
  + Transactions:
    - CATS\_DA – Display Working Times (processing codes 10-40)
    - CATS\_APPR\_LITE – Approve Working Times (processing code 20)
    - ZUTIME – Unprocessed Time Report (processing code 20)
    - ZNOTIME – Employees With No Time Entry

* Verify that time has been approved
  + Transactions:
    - CATS\_DA – Display Working Times (processing codes 10-40)
    - ZUTIME – Unprocessed Time Report (processing code 30)

* Verify that rejected time has been corrected
  + Transactions:
    - CATS\_DA – Display Working Times (processing codes 10-40)
    - ZUTIME – Unprocessed Time Report (processing code 40)

**4. Check for Daily Errors and Make Corrections**

* Verify that there are no time entry errors
  + Transaction:
    - PT\_ERL00 – Time Evaluation Messages: Analysis
* Correct time entry errors
  + For the employee to correct the error, instruct employee to enter corrections in ESS
  + To correct the error for the employee:
    - Transaction:
      * CAT2 – Record Working Times (use multiple profile)

**5. Answer Supervisor and Employee Questions**

* Regarding quota balances
  + Transactions:
    - To display quota balances:
      * PT\_QTA10 – Absence Quota Information
      * ZPTDLYLV – Daily Leave Balances
    - To reconcile quota balances:
      * PT50 –Quota Overview

Use both to reconcile

* + - * CATS\_DA – Display Working Times
* Regarding overtime/comp accruals, absences, holidays, pay >FTE, etc.
  + Transaction:
    - ZESS\_TIME – Time Statement
* Regarding HR Master Data (personal information, position, work schedule, etc.)
  + Transaction:
    - PA20 – Display HR Master Data

**6. Verify Reporting Relationships (to verify supervisor for time approval purposes)**

* Transaction
  + PPSS – Display Organization Structure
  + ZWFTS1 – Check Time Sheet WORKFLOW Receiver
  + If the supervisor role is vacant, time will flow to the department time administrator’s inbox.
* Notify the person with the next higher level of authority to approve the time using transaction CATS\_APPR\_LITE, or
* Complete a Supervisor Change Request Form to assign a new supervisor

**7. Generate Employee List**

* Transaction
  + ZELST – Employee List

**SAP Transactions Available to Time Approvers (Supervisor Role)**

* PA20 – Display HR Master Data
* CATS\_APPR\_LITE – Approve Working Times
* CATS\_DA – Display Working Times
* ZUTIME – Unprocessed Time Report
* ZNOTIME – Employees With No Time Entry
* ZESS\_TIME – Time Statement
* PTQTA10 – Display Absence Quota Information
* PT50 – Quota Overview
* PPSS – Display Organization Structure
* PPOSE – Display Organization and Staffing
* ZELST – Employee List
* ZPTDLYLV – Daily Leave Balances
* ZPTVTOS – Vacation To Be Converted To Sick Leave
* ZSUSERSEC – User Security