Approving Working Time Instructions-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 you can approve hours for the weekly-paid employees in your department using the CATS_APPR_LITE transaction.

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Home Employee Self-Service	Organizational Chart Reporting Worklist WebC	UI	2. Click on the WebGUI tab
WebGUI			3. Click on ECC System
Systems ECC System			
SAP Easy Access	 User Menu for Log off System User menu SAP menu SAP Busin 	less V	4. Enter the transaction code CATS_APPR_LITE in the command window. Press the Enter key. (You may also select "Approve Working Times" from your user menu)
Approve Worki	ng Times		5. Select "Other Period" from "Reporting Period" drop-down
Menu 🖌	Save As Variant Back Exit Cancel System		
Period			
Reporting Period	Current Year		
Selection Criteria	Key Date		
Personnel Number	All Share Desired		
Employment Status	Current Month		
Company Code	Current Year		
Cost Center	Past (until today)		
	Future (as of today)		
Selection of Time Sheet	Current Payroll Period		
	Other Payroll Period		

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Approve Working Times	6. Reporting Period - Enter the dates of the pay period that you
Menu A Save As Variant Back Exit Cancel System A Execute Get Vari	wish to approve hours
Period Reporting Period Other Period 09/11/2017 - 09/17/2017	7. Personnel Number - Enter the personnel number of the
Selection Criteria Personnel Number Image: Selection Criteria Employment Status Image: Selection Criteria Company Code Image: Selection Criteria Cost Center Image: Selection Criteria	employee you wish to approve. You can enter multiple personnel numbers by clicking on the yellow box with the arrow icon to the right of the personnel number field. Once they have been entered, click the green checkmark with the clock behind it to close the pop-up
	NOTE: Do not enter both personnel numbers AND the cost center numberenter one or the other.
	8. Click on Execute button
Selection of Time Sheet	
Task Type to Task Ivel to Task component to Task component to Activity Type to Stat. key figure to Att./Absence type to Wage Type to Display Unit/Measure to Number (unit) to Processing status 20 Short Text to	9. Remove the 20 in the Processing Status and you will be able to see all the statuses of the hours including the "released for approval" status



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Appr	ove N	/orki	ng Times	t Cana		tom						11. Click on the Approve button. All of the time entries will be approved!
Menu 4				Canc	el Sys	aem "						
2.1	@	235	3 3									NOTE: If an entry or entries do not look right to you, please select those entries and hit the "reject" button located to the right of the Approve button. Notify the employee so they can resubmit their hours.