

Introduction

Process and Trigger

Perform this procedure when you need to create a variant for an employee list. Timekeepers, who enter time for multiple employees, can use the employee list as a pick list to avoid performing individual employee searches.

Prerequisites

None

Menu Path

Use the following menu path to begin this transaction:

Human Resources → Time Management → Time Sheet → CATS Classic → CAT2 - Record Working Times

Transaction Code

CAT2

Tips and Tricks

At times you may need to use your scroll bar to view additional information.

Reports

None

Procedure

1. Start the transaction using the above menu path or transaction code.

Time Sheet: Initial Screen

The screenshot shows the 'Time Sheet: Initial Screen' interface. At the top, there is a menu bar with options: Menu, Back, Exit, Cancel, System, Enter Times, and Settings. Below this, the 'Data Entry' section contains a 'Data Entry Profile' field with a dropdown arrow and a copy icon. The 'Personnel Selection' section contains a 'Person ID' field with a text input box.

2. As required, complete/review the following fields:

Field	R/O/C	Description
Data Entry Profile	Required	Determines the data entry process and the layout of the time sheet. Example: TMKWN002

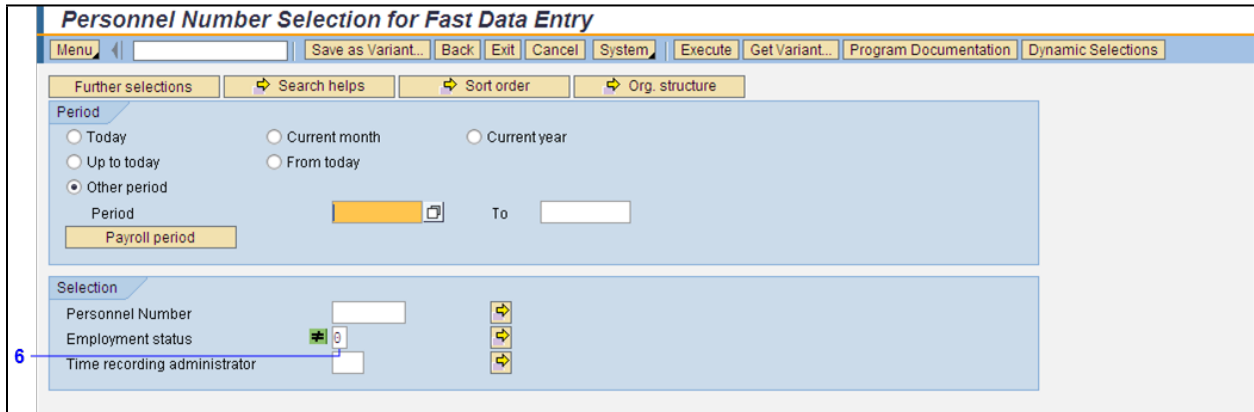
3. Press the **Enter** key on the computer keyboard to update the screen to include the **Key date** field.
4. Type **09/02/2011** in the **Key date** field.

Time Sheet: Initial Screen

The screenshot shows the 'Time Sheet: Initial Screen' interface after several updates. The menu bar now includes: Menu, Back, Exit, Cancel, System, Enter Times, Select All Persons, Deselect All Persons, Sort Ascending, Sort Descending, and More... The 'Data Entry' section shows 'Data Entry Profile' set to 'TMKWN002' (with a copy icon) and 'Key date' set to '09/02/2011'. The 'Personnel Selection' section contains a table with the following columns: Person ID, Personnel Assign Text, Name, and Per.. The 'Personnel Selectn' button at the bottom left is highlighted.

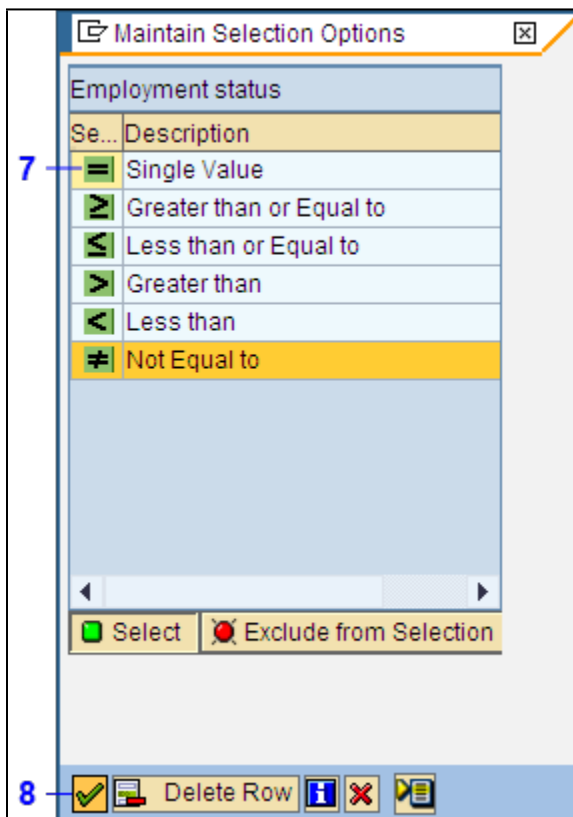
5. Click the **Personnel Selectn** button **Personnel Selectn**.



Personnel Number Selection for Fast Data Entry



6. Double-click the **Employment status** field .

Maintain Selection Options



7. Click the **Single Value** button  from the list.
8. Click the **Continue** button .

Personnel Number Selection for Fast Data Entry

9. As required, complete/review the following fields:

Field	R/O/C	Description
Employment status	Required	Status indicator for personnel actions. Example: 3
Time recording administrator	Required	The code associated with a specific Time Recording Administrator. Example: M43

10. Click the **Save as Variant...** button .

Variant Attributes

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field BIS	Save field without values	Switch GPA off
1,000	start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	end	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of in-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of for-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Payday	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Payroll Area	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	r0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	r1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	PYABRP0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	PYABRJ0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	p1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. As required, complete/review the following fields:

Field	R/O/C	Description
Variant Name	Required	Specifies predetermined set of conditions. Examples include report variants, costing variants, posting period variant, fiscal year variant, etc. Example: M43 Employee
Meaning	Required	Short description explaining the variant. Example: Employee List

12. Click the **Save** button .

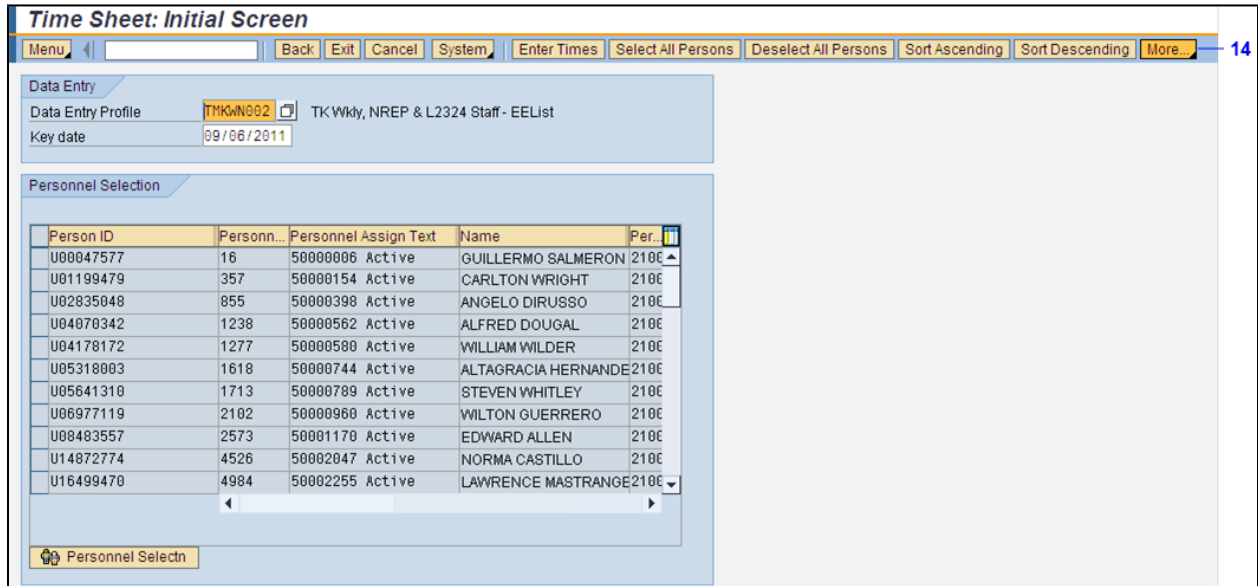
Personnel Number Selection for Fast Data Entry

13. Click the **Execute** button .



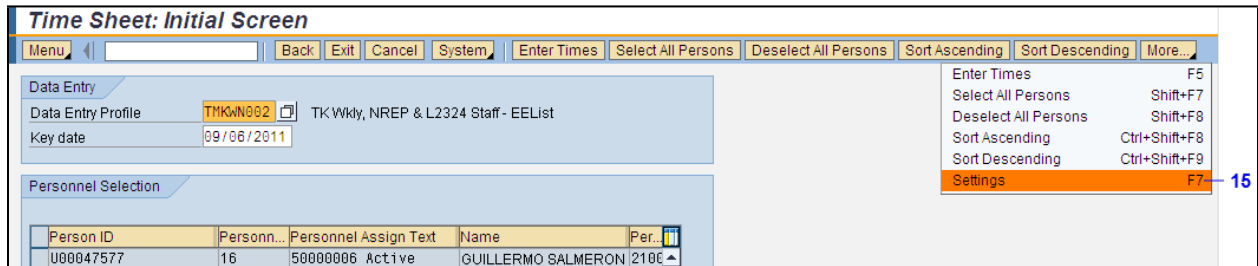
The system displays the message, "Variant XXX YYYY saved."

Time Sheet: Initial Screen



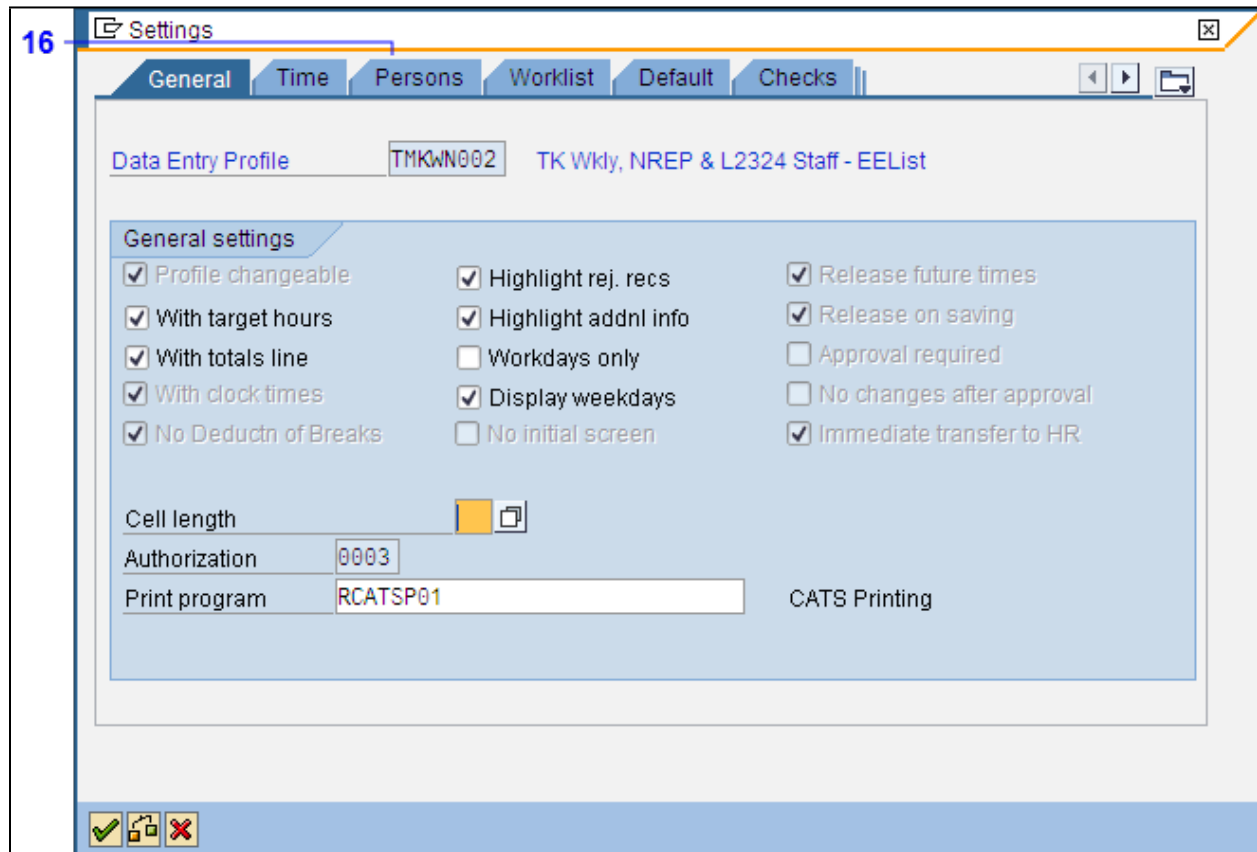
14. Click the **More...** button **More...**.

Time Sheet: Initial Screen



15. Select **Settings F7** **Settings** **F7** from the list.

Settings (General)



16. Click the **Persons** tab .

Settings (Persons)

17. As required, complete/review the following fields:

Field	R/O/C	Description
Variant sel. report	Required	The Variant for Person Selection Report field is used to enter a variant for the selection report specified in this transaction. If used, a list of the selected persons appears instead of the report selection screen. Example: M43 Employee

18. Click the **Continue** button .

Time Sheet: Initial Screen

19. Click the **Row** to the left of the **Person ID** for which you want to enter time.
20. Click the **Enter Times** button .

Time Sheet: Data Entry View

21. As required, complete/review the following fields:

Field	R/O/C	Description
Pers.Assgn	Required	A system generated identification number for each personnel assignment. Example: 357

22. Select the **Row** of the **Pers.Assgn** just entered to highlight the row.
23. Click the **More...** button .

Time Sheet: Data Entry View

24. Select the **Target Hours Ctrl+F12** **Target Hours** **Ctrl+F12** from the list.



Target Hours is used to enter time that matches the planned working time schedule. Notice the planned working hours are automatically populated in the timesheet.

Time Sheet: Data Entry View

25. Click the **Save** button **Save**.




The system displays the message, "Your data has been saved."

Time Sheet: Initial Screen

Person ID	Person...	Personnel Assign Text	Name	Per...
U25717936	7720	50014986 Active	WELISSON AGUIAR	2100
U08483557	2573	50001170 Active	EDWARD ALLEN	2100
U31616472	9397	50004221 Active	MARK ALPERT	2100
U54820399	16283	50007295 Active	ANTONIO ANDRADE	2100
U55200800	16400	50007347 Active	PEDRO AVALOS	2100
U18167269	5480	50002458 Active	RYAN BRADBURY	2100
U14872774	4526	50002047 Active	NORMA CASTILLO	2100
U53958307	16019	50014587 Active	TIFFANY CHIN	2100
U24207681	7313	99999999 Withdrawn	DAVID CLARK	2100
U35568049	10507	50013681 Active	DAVID CLARK	2100
U98002470	29196	50013078 Active	RUI CORREIA	2100

26. Click the **Exit** button .



To enter time for additional employees, click the **Row**  to the left of the **Person ID** for which you want to enter time and repeat Steps 19 through 24.

27. The transaction is complete.

Results and Next Steps

You have created a variant for an employee list that can be used to enter time for a specific employee.