

Display Working Times

The purpose of this Job Aid is to provide instructions to time-reporting personnel on validating time entries by generating the **Display Working Times Report**.

All time entries must be carefully reviewed and certified by the scheduled payroll cut-off dates.



Use the following instructions to generate the **Display Working Times Report**. The instructions begin from the **Display Working Times (ZCATS_DA)** initial screen.

1. Select the **Reporting Period**. The system default is the current month.

Note: The Cost Center will default to your assigned profile.

2. Click inside the layout dialog box to see the match code. Click on the match code to view layout selections and select **"/DEFAULT"**.

3. Click on **Execute**. 

The screenshot shows the 'Display Working Times' application window. It has a title bar with a refresh icon, a '3. Click Execute' button, and a 'Search Help' field. The main area is divided into several sections:

- Period:** A dropdown menu is set to 'Other Period' and a date range is set to '06/01/2022 - 06/30/2022'. A red box highlights the date range with the instruction '1. Select the Reporting Period'.
- Selection Criteria:** Fields for Personnel Number, Employment Status, Company Code, and Cost Center (1057401). Each field has a magnifying glass icon to its right.
- Check for Records with Receiver Cost Center:** A checked checkbox.
- Selection of Time Sheet:** A section with a 'Basic Data' header and a 'Receiver account assgmt' header. It contains several rows of fields with 'to' values and magnifying glass icons. A red box highlights the 'Layout' field in the 'Output' section with the instruction '2. Change the Layout to /Default'.
- Output:** A 'Layout' field set to '/DEFAULT'.

The **Display Working Times Report** is shown below.

Display Working Times													
Last/First Name	Pers.No.	Date	Status	#Number	MU	A/A type	Rec. CCtr	Rcvr Fund	Receiving Func. Area	Created on	Created by/By	Appr. by	Approval date
		06/01/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/02/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/03/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/06/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/07/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/08/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/09/2022		8.00	H	RG				03/01/2022			03/01/2022
		06/10/2022		8.00	H	RG				03/01/2022			03/01/2022

Below are brief descriptions of frequently seen icons on the Display Working Times Report.

Icon	Description
	Time reported has been approved
	Time reported is pending approval
	Time approval denied (rejected).
	Time originally reported has been adjusted.

To view the adjustment, double click on the red flag icon (shown above) and the original time reported along with the current time adjustments will display.

Date	Status	Number	MU	Status	Created on	Created by	Last change	Changed By	Approval date	Approved by	Doc. No.	Trans.
06/24/2022		8.00	H	Approved	07/07/2022		07/08/2022		07/08/2022		206837218	HR
		8.00	H	Cancelled	06/27/2022		06/30/2022		06/30/2022		206712460	