

Time Entry From Employee List by Cost Center

ZTEMPLIST / CAT2

Payroll Administration

July 20, 2023

Time Entry From Employee List by Cost Center

The Employee List by Cost Center Report (**ZTMEEMPLIST**) aides the time reporter in ensuring that employees are paid in an accurate and timely manner in accordance with **BUL-6638.1 Time Reporting and Time Approval Policy**. This report allows the time keeper to view their most current employee roster list before proceeding to the Timesheet (**CAT2**) for time entry.



Benefits of Running the Employee List by Cost Center

- Allows the time reporter to view a list of all the employees assigned to their cost center.
- Allows the time reporter to view the most current Human Resources (HR) Master Data (TMS status, Work Schedule Rule, Daily Work Schedule) for employees assigned to their cost center.
- Ensures that the time reporter has reported time for all employees assigned to their cost center.
- Allows the time reporter DIRECT access to the CAT2 Timesheet by double clicking anywhere on an employee record.

Use the following instructions to generate **Employee List by Cost Center Report**. The instructions begin from the **Employee List by Cost Center (ZTMEEMPLIST)** initial screen.

- Select **TODAY** from the drop-down list for the Reporting Period.

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

- Click on Execute

Employee list by Cost center

3. Click on "Execute" Search Help

Period

1. Select "Today"

Reporting Period Today

Selection Criteria

Person ID		
Personnel Number		
Employment Status	3	
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Payroll area		
2. Default Setting		
Cost Center	1860001	

The **Employee List by Cost Center** report will display as shown below.

- Double click on an employee record to access the **CAT2 – Time Sheet**.

Employee list by Cost center

Period 07/13/2022 - 07/13/2022
 Run Date/Time 07/13/2022 09:02:05
 System PR1/910

Double click on a line to jump to CAT2

Person ...	TMS	Pers.No	Lastname Firstname	CostCtr	PArea	Job	Job text	DWhrs	WS Rule	PA	PSA	EG	ESG
	1		PINELO, RUTHSANA	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX	CSXX	G	R1
	1		BROADNAX, AARON	1860001	CL	29105345	ATHLETICS ASSISTANT	3.75	GX_PT	1NXX	XXXX	G	S1
	9		ALICEA DIAZ, SAMMY	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
	1		FOSTER, SHERRI	1860001	SM	22204391	Food Services Worker	4.00	1CAPTJBB	1CXX	CSXX	H	R1
	9		GONZALEZ, AIDA	1860001	SM	24102828	Office Technician	8.00	1E_08JBB	1DXX	ESXX	C	R1
	9		VROOM, DUSTIN	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	B2
	9		NICHOLS, CRYSTAL	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
	9		SOWELL, REGINA	1860001	SM	29104687	CAMPUS AIDE & RESTRICTED	8.00	1CA08JBB	1BXX	CSXX	C	R1
	9		STARLING, NATHAN	1860001	SM	22104075	BLDG & GROUNDS WORKER	7.00	GA_07	1CXX	AGXX	D	R1

- The **Time Sheet: Initial Screen** will display. The Key date default is the current date. The Data Entry Profile default is AA-HRS 1.
- Make the necessary changes to the Data Entry Profile and/or Key date. In our example, no changes are necessary.
- Click on Enter Times to access the time sheet.

Time Sheet: Initial Screen

2. Click on "Enter"

Data Entry

Data Entry Profile Absence & Attendance Hours for ONE employee

Key date 1. Change date if needed

Personnel Selection

Personnel Number Sherri Foster

The Time Sheet: Data Entry View will display as shown below.

Time Sheet: Data Entry View

Click on "Save"

Person ID: [] Job: 22204391 FOOD SVC WK / Fo Cost Center: 1860001 Fund: 130-5310 Functional Area: 0000-3700-17025 Perc...: 100.00

Assignment Hrs.: 4.00 WS rule: 1CAPTJBB TM status: 1

Payroll area: SM Personnel area: 1CXX Pers. subarea: CSXX EE group: H EE subgroup: R1 Average Benefit Hours: 0.00

DWS: [ON] [ON] [ON] [ON] [ON] [OFF] [OFF] [ON] [ON] [ON] [ON] [ON] [OFF] [OFF] [ON] [ON]

Personnel Number: Sherri Foster Cost Ctr: 1860001 DORSEY SH

Data Entry Period: 05/16/2022 - 05/31/2022 Week: 20.2022

LT	A/...	W...	MU	P...	05/16	05/17	05/18	05/19	05/20	05/21	05/22	05/23	05/24	05/25	05/26	05/27	05/28	05/29	05/30	05/31	Rec. CCtr	RecFund	Rec.FuncAr
			H		4.00	4.00	4.00	4.00	4.00	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	4.00			
			H		4.00	4.00	4.00	4.00	4.00	0.00	0.00	4.00	4.00	4.00	4.00	4.00	0.00	0.00	0.00	4.00			
			H	RG	4.00	4.00	4.00	4.00	4.00			4.00	4.00	4.00	4.00						1860001	130-5320	0000-3700-1

Enter AA Code

Enter Time

Enter Cost Center, Fund and Functional Area if needed

- Update the time sheet as needed with the appropriate Absence/Attendance (A/A) type, wage type, hours, receiver cost center, and receiver account string information.
- Click Save in the menu bar to save the changes.
- Once the Save button is clicked in CAT2, the system will return back to the Employee List by Cost Center report. The sort order applied to the report data remains in place. Also, the employee record accessed will still be highlighted so the time reporter will know where they left off on the list.

Employee list by Cost center

Period 07/13/2022 - 07/13/2022
 Run Date/Time 07/13/2022 09:52:05
 System PR1/910

Click "Save" in CAT2 to return to the roster

Person ...	TMS	Pers.No	Lastname Firstname	CostCtr	PArea	Job	Job text	DWHrs	WS Rule	PA	PSA	EG	ESG
	1		PINELO, RUTHSANA	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX	CSXX	G	R1
	1		BROADNAX, AARON	1860001	CL	29105345	ATHLETICS ASSISTANT	3.75	GX_PT	1NXX	XXXX	G	S1
	9		ALICEA DIAZ, SAMMY	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
	1		FOSTER, SHERRI	1860001	SM	22204391	Food Services Worker	4.00	1CAPTJBB	1CXX	CSXX	H	R1
	9		GONZALEZ, AIDA	1860001	SM	24102828	Office Technician	8.00	1E_08JBB	1DXX	ESXX	C	R1
	9		VROOM, DUSTIN	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	B2
	9		NICHOLS, CRYSTAL	1860001	CE	11100736	SECONDARY TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1

- Double click the next employee record to access the CAT2 Time Sheet.
- Repeat above steps until complete.