

Time Reconciliation Report

Time In CATS Not Yet Approved

Payroll Administration

July 20, 2023

Time Reconciliation Report

The Time Reconciliation Report (**ZTIMERECON_SCHOOL**) provides users with specialized report options which will aid in ensuring that all employees are compensated for time worked in an accurate and timely manner in accordance with **BUL-6638.1 Time Reporting and Time Approval Policy**. The specialized reports utilize data recorded in the CATS screens.



The specialized report options include:

- Time in CATS
- Time in CATS not yet Approved
- Total hours for TMS 9
- Time Sheets with no entries (TMS=1)
- Time Entered and/or Approved After Cut-Off
- Time Approved but not Transferred
- Reported hours vs plan hours for TMS 1

Benefits of Running the Time In CATS Not Yet Approved

The report option **Time In CATS Not Yet Approved** allows users to identify employees that have reported time entries, but are not approved. Suggested uses of this report include:

- Time approver should generate this report after time approval process to confirm that all time entries have been approved.
- Time reporter should generate this report after time approver has acknowledged that time is approved to confirm that all time entries have been approved.

Use the following instructions to generate the **Time In CATS Not Yet Approved** report. The instructions begin from the **Time In CATS Not Yet Approved** initial screen.

1. Select the desired **Reporting Period**. The system default is the current month.
2. Enter the specific **Payroll Area** (CE, CL, SM).
3. Select the Report Option **Time In CATS Not Yet Approved**.
4. Click on **EXECUTE** to generate the report.

Time Reconciliation Report by Cost Center

Structure Search Help

4. Click Execute

1. Change dates if needed

Reporting Period: Other Period 07/01/2022 - 07/31/2022

Selection Criteria

Person ID: [] []

Personnel Number: [] []

Employment Status: 3 []

Personnel area: [] []

Personnel subarea: [] []

Employee group: [] []

Employee subgroup: [] []

Payroll area: [] [] 2. Enter Payroll Area

Cost Center: 1857501 []

Report option

3. Select this option

Time in CATS not yet Approved

Time in CATS

Total hours for TMS 9

Time Sheets with no entries (TMS=1)

Time Entered and/or Approved after Cut-off

Time Approved but not Transferred

Reported hours vs plan hours for TMS 1

The Time Reconciliation Report for **Time In CATS Not Yet Approved** will display as shown below.

Time Reconciliation Report

Report option: Time in CATS not yet Approved

Workdate: 07/01/2022 - 07/31/2022

Run Date/Time: 07/14/2022 14:44:12

System: PRI/910

Cost Center: = 1057401

Employment Status: = 3

Status: = 10, 20, 50

Status of entries

Person ...	Pers.No.	Last name First name	Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT	Hours/Amount	MU	Created on	Created by	Appr. by	Status
			1057401	SM	GA_08	9	8.00	07/27/2022	PN		8.00	H	07/12/2022			Entered
			1057401	SM	GA_08	9	8.00	07/11/2022	IL		8.00	H	07/11/2022			Entered
			1057401	CL	GA_08	9	8.00	07/13/2022	KC		4.00	H	07/13/2022			Entered
			1057401	CL	GA_08	9	8.00	07/01/2022	OT		3.00	H	07/05/2022			Entered
			1057401	CL	GA_08	9	8.00	07/06/2022	OT		2.00	H	07/11/2022			Entered
			1057401	CL	GA_08	9	8.00	07/07/2022	OT		2.00	H	07/11/2022			Entered
			1057401	CL	GA_08	9	8.00	07/12/2022	VA		4.00	H	07/06/2022			Entered
			1057401	CL	GA_08	9	8.00	07/22/2022	VA		8.00	H	07/06/2022			Entered

- The **STATUS** column identifies whether time entries are entered, approved or deleted. All entries in the report that are designated as **entered** or **deleted** have not been approved.