

Time Sheet: Maintain Times for Other EEs

ZCAT2

Payroll Administration

September 18, 2023

Time Sheet: Maintain Times for Other EEs

The purpose of this Job Aid is to provide instructions to time-reporting personnel on how to report time for other employees not assigned to your location.

This procedure applies to employees that perform services at your location, but are not assigned to your Cost Center.



Use the following instructions to generate **Time Sheet: Maintain Times for Other EEs**. The instructions begin from the **ZCAT2 Time Sheet: Initial Screen**.

Note: The Data Entry Profile will default to **Absence & Attendance Hours (AA-HRS-1)**. During the summer session, the profile may be changed to **Time Entry for Summer Assignments (SUMMER)**.

1. Select the appropriate Data Entry Profile by clicking on the Match Code icon  to see a list of available profiles.

The cost center will **Default** to your assigned profile.

2. Enter the **Personnel Number**.
3. Click on **Enter Time**  to access the employee's time sheet.

ZCAT2 Time Sheet: Initial Screen

3. Click on Enter Time

Data Entry Profile  1. Select the appropriate Data Entry Profile

Receiver Cost Center

Personnel Number 2. Enter the Personnel Number

The ZCAT2 Time Sheet: Data Entry View will display as shown below.

4. Enter the date in the WorkDate column then **hit Enter**.

ZCAT2 Time Sheet: Data Entry View

Data Entry Profile Absence & Attendance Hours for ONE employee

Receiver Cost Center CARSON SH

Personnel Number

| WorkDate | A/... | W... | MU | P.. | Hours | Rec Cctr | Rec Fund | Rec FuncArea | DWS |
|---------------------------------------|-------|------|----|-----|-------|----------|----------|--------------|-----|
| <input type="text" value="06/01/22"/> | | | | | | | | | |

4. Enter the date in Work Date Column, then **HIT ENTER**

Time entry fields will not be accessible unless you hit the **ENTER** key after typing the date in the **WORKDATE** box.

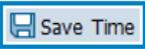


5. Enter the **A/A Type**.

Note: Only **Attendance Codes** are applicable to A/A Type. Click on the Match Code  to view a list of values.

6. Enter the number of **Hours** worked.

7. Enter the **Rec Fund** and **Rec FuncArea**.

8. Click on the **Save Time**  button to save your entries. Look for the system message “**Data Saved Ok**” in the bottom left corner.

ZCAT2 Time Sheet: Data Entry View

Enter Time Test Time  Save Time **8. Click Save Time**

Data Entry Profile Absence & Attendance Hours for ONE employee
Receiver Cost Center CARSON SH
Personnel Number

| WorkDate | A/A Type | Wage Type | MU | P.. | Hours | Rec CCtr | Rec Fund | Rec FuncArea |
|------------|---------------------------------|-----------|----|-----|--------------------------------|----------|----------|----------------|
| 06/01/2022 | <input type="text" value="RG"/> | | H | | <input type="text" value="8"/> | 1857501 | 130-5320 | 000-3700-17025 |

5. Enter the A/A Type **6. Enter the Hours worked** **7. Enter Rec Fund and Rec FuncArea**



The Receiver Cost Center cannot be modified. The ZCAT2 Time Sheet is restricted to your assigned cost center in order to identify the expenditures.