



Display Working Times

All employees' time must be carefully reviewed and certified by the payroll cut-off. Use Display Working Times (ZCATS_DA) to view time entries made by the time keeper and the processing status of those entries. Time approvers can also see where time adjustments were made after approval.

Benefits of Running the Display Working Times

- Displays time entries made by the time keeper and the processing status of those entries.
- View the type of time entries reported for a particular date range and when they were made.
- Monitor staff attendance.

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

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

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

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

Display Working Times

3. Click Execute

1. Change dates if needed

Reporting Period: Other Period 12/01/2016 - 12/31/2016

Selection Criteria

Personnel Number: []

Employment Status: []

Company Code: []

Cost Center: 1860001 (Default Setting)

Check for Records with Receiver Cost Center

Selection of Time Sheet

Basic Data

Att./Absence type: [] to []

Wage Type: [] to []

Display Unit/Measure: [] to []

Number (unit): [] to []

Processing status: 10 to 40

Receiver account assgmt

Output

Layout: /DEFAULT (2. Select Layout /Default)

Layout description: Default

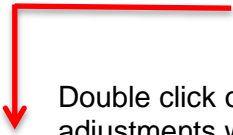
The **Display Working Times** report is shown below.

Display Working Times												Created date	Approval date							
Last name	First name	Pers.No.	Cat	Date	Status	F/S	Time	Σ	Number	MU	A/A type	Rec. Cctr	Rcvr Fund	Receiving Func. Area	Rec. Order	Created on	Created by	Changed by	Approved by	Approval date
ALVARADO, DANIEL		729629		11/16/2016			14:18:50		8	H	IL					11/18/2016	KROSS005	SGASTON001	SGASTON001	11/18/2016
				11/15/2016			14:11:54		0	H	IL					11/18/2016	KROSS005	SGASTON001	SGASTON001	11/18/2016
				11/14/2016			13:56:10		1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/10/2016			13:56:10		1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/09/2016			13:56:10		1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/07/2016			13:56:10	0.250	1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/04/2016			14:11:54		8	H	IL					11/18/2016	KROSS005	SGASTON001	SGASTON001	11/18/2016
				11/03/2016			13:56:10		1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/02/2016			13:56:10		1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016
				11/01/2016			13:56:10	0.170	1	H	OT					11/15/2016	KROSS005	SGASTON001	SGASTON001	11/16/2016

Processing Status

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.



Double click on 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.	COAr
11/15/2016		0	H	Approved	11/18/2016	KROSS005	11/18/2016	SGASTON001	11/18/2016	SGASTON001	134877020	HR	1000
		8	H	Cancelled	11/15/2016	KROSS005	11/16/2016	SGASTON001	11/16/2016	SGASTON001	134765917	HR	1000