

Time Sheet: Maintain Times for Other EEs

ZCAT2

Payroll Administration Branch

February 10, 2017



Time Sheet: Maintain Times for Other EEs

Time Sheet: Maintain Times for Other EEs (ZCAT2) is used to report time for an employee not assigned to your location.

Benefits of Time Sheet: Maintain Times for Other EEs:

- Report time for 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**.

- The Data Entry Profile will default to Absence & Attendance Hours (AA-HRS-1). Change value based on your cost center type.
- The cost center will default to your assigned profile.
- Enter the Personnel Number.
- Click on Enter Times.

- The ZCAT2 Time Sheet: Data Entry View will display as shown below.
- Enter date in WorkDate Column.

WorkDate	A/...	W...	MU	P.	Hours	Rec Cctr	Rec Fund	Rec FuncArea	DWS	Delete
02/10/2017										<input type="checkbox"/>



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

- Enter the following information in the appropriate fields for each day worked by the employee:

- ✓ A/A Type
- ✓ Hours Worked
- ✓ Receiver Fund

- ✓ Receiver Functional Area
- ✓ Wage Type, when applicable
- ✓ Measure of Unit, when applicable

ZCAT2 Time Sheet: Data Entry View

Enter Time **Test Time** **Save Time**

2. Test Time 3. Save Time

Data Entry Profile: AA-HRS-1
 Receiver Cost Center: 1860001
 Personnel Number: 1088171

Absence & Attendance Hours for ONE employee
 DORSEY SH
 Dyneshia Smith

WorkDate	A/A Type	Wage Type	1. Enter all Relevant Data	Rec CCtr	Rec Fund	Rec FuncArea
11/29/2016	RG		H	6 1860001	130-5320	0000-3700-17025

Enter Date Enter A/A Type M/U will Populate Enter Hours Enter Rec Fund/ Rec FucArea

- Before the time record(s) are saved, click the Test Time button in the navigation bar to validate entries for accuracy. Look for the system message “**Data Tested Ok**” in the bottom left corner.
- Click on the Save Time button to save entries. Look for the system message “**Data Saved Ok**” in the bottom left corner.

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

 Only **ATTENDANCE** codes are applicable to A/A Type. Click on the match code for a list of values to select from.