

Time Entry From Employee List by Cost Center

Payroll Administration Branch

ZTEMPLIST/CAT2

February 10, 2017



Time Entry From Employee List by Cost Center

The Employee List by Cost Center Report (**ZTEMPLIST**) aides the time reporter in ensuring that employees are paid in an accurate and timely manner in accordance with BUL-5909.0, **Policy on Time Reporting**. 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 the **Employee List by Cost Center Report**. The instructions begin from the **Employee List by Cost Center** 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.

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 11/07/2016 - 11/07/2016
Run Date/Time 11/07/2016 07:47:22
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
254652	9	254652	CADRES, MARTIN	1860001	CE	12200533	Couns, Secondary School	6.00	1CA06JBB	2UTK	CSXX	A	R1
257626	9	257626	HOXIE, CANDACE	1860001	CE	11100740	SPECIAL EDUCATION TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
542179	1	542179	ROSSER, BRIDGETTE	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX	CSXX	G	R1
542664	1	542664	SNEED, DANA	1860001	SM	22204391	Food Services Worker	6.50	1CAPTJBB	1CXX	CSXX	H	R1
551772	1	551772	BRADLEY, QUINTON	1860001	CL	29105345	ATHLETICS ASSISTANT	3.75	GX_PT	1NXX	XXXX	G	S1
567992	9	567992	WALMER, TIMOTHY	1860001	CE	11100740	SPECIAL EDUCATION TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
570037	1	570037	TAYLOR, GLEN	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX	CSXX	G	R1
572205	9	572205	WHITE, MICHELLE	1860001	SM	29104687	CAMPUS AIDE & RESTRICTED	8.00	1CA08JBB	1BXX	CSXX	C	R1
577023	9	577023	BUTLER, JONATHAN	1860001	SM	29104691	CAMPUS AIDE MALE & RESTRI	8.00	1CA08JBB	1BXX	CSXX	C	R1
579028	9	579028	DAVIS, TRACEY	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	8.00	1CA08JBB	1BXX	CSXX	C	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.

Time Sheet: Initial Screen

2. Click on "Enter"

Data Entry
Data Entry Profile AA-HRS-1 Absence & Attendance Hours for ONE employee
Key date 11/01/2016 1. Change date if

Personnel Selection
Personnel Number 542664 Dana Sneed

- 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.

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

Time Sheet: Data Entry View

Click on "Save"

Person ID 542664 Cost Center 1860001 Fund 130-5310 Functional Area 0000-3700-17025 Perce... 100.00 Person... Assignment 542664 Food Services Worker / 2220 1031730 Food Services Worker / 2220

Job 22204391 FOOD SVC WK / Fo

Assignment Hrs. 6.50 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

DNR ON ON ON OFF OFF ON ON ON ON ON OFF OFF ON

Personnel Number 542664 Dana Sneed Cost Ctr 1860001 DORSEY SH

Data Entry Period 11/01/2016 - 11/15/2016 Week 44.2016

LT	A/...	Wa...	MU	P...	11/01	11/02	11/03	11/04	11/05	11/06	11/07	11/08	11/09	11/10	11/11	11/12	11/13	11/14	11/15	Rec. COtr	RecFund	Rec.FuncAr	
		H			6.50	6.50	6.50	6.50	0	0	6.50	6.50	6.50	6.50	0	0	0	0	6.50	6.50			
		H			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
		rg			6.5	6.5	6.5	6.5			6.5	6.5	6.5	6.5					6.5	6.5	1860001	130-5320	0000-3700-17025

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 11/04/2016 - 11/04/2016
 Run Date/Time 11/22/2016 12:44:16
 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
254652	9	254652	CADRES, MARTIN	1860001	CE	12200533	Couns, Secondary School	6.00	1CA06JBB	2UTK	CSXX	A	R1
257626	9	257626	HOXIE, CANDACE	1860001	CE	11100740	SPECIAL EDUCATION TEACHER	6.00	1CA06JBB	2UTK	CSXX	A	R1
319378	9	319378	JOHNSON, KEVIN	1860001	SM	22104037	PLANT MANAGER III	8.00	GA_08	1SXX	AGXX	D	R1
542179	1	542179	ROSSER, BRIDGETTE	1860001	SM	21104571	SPEC EDUCATION ASSISTANT	6.00	1CAPTJBB	1BXX	CSXX	G	R1
542664	1	542664	SNEED, DANA	1860001	SM	22204391	Food Services Worker	6.50	1CAPTJBB	1CXX	CSXX	H	R1
551772	1	551772	BRADLEY, QUINTON	1860001	CL	29105345	ATHLETICS ASSISTANT	3.75	GX_PT	1NXX	XXXX	G	S1

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