

Time Reconciliation Report

Time In CATS Not Yet Approved

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. 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.

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

Time Reconciliation Report by Cost Center

4. Click on "Execute"

1. Change dates if needed

Reporting Period: Other Period | 11/01/2016 - 11/30/2016

Selection Criteria

Person ID: [] []

Personnel Number: [] []

Employment Status: 3 [] []

Personnel area: [] []

Personnel subarea: [] []

Employee group: [] []

Employee subgroup: [] []

Payroll area: CE 2. Enter Payroll Area

Cost Center: 1384901 []

Report option

Time in CATS

Time in CATS not yet Approved 3. Select this option

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

Time Reconciliation Report



Time Reconciliation Report

Report option Time in CATS not yet Approved
Workdate 11/01/2016 - 11/30/2016
Run Date/Time 11/21/2016 12:53:19
System PR1/910
Cost Center = 1384901
Employment Status = 3
Status = 10 , 20 , 50

Status of entries

Person ...	Pers.No.	Last/First Name	Cost Center	PArea	WS rule	TM	Hrs/Day	Date	A/A type	WT	Hours/Amount	MU	Status	Created on
1061026	1061026	AGUILAR, CELESTE	1384901	CE	GX_06	1	6.00	11/16/2016	RG		3	H	Entered	11/17/2016
1061026	1061026	AGUILAR, CELESTE	1384901	CE	GX_06	1	6.00	11/17/2016	IL		2	H	Entered	11/18/2016
1061026	1061026	AGUILAR, CELESTE	1384901	CE	GX_06	1	6.00	11/18/2016	RG		3	H	Entered	11/18/2016
1067378	1067378	TORRES, ARACELI	1384901	CE	1CA06JBB	9	6.00	11/15/2016	RGZN		1.50	H	Entered	11/21/2016
1067378	1067378	TORRES, ARACELI	1384901	CE	1CA06JBB	9	6.00	11/16/2016	RGZN		1.50	H	Entered	11/21/2016

- The Time Reconciliation Report for **Time In CATS Not Yet Approved** will display.
- 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.