



# SAP Time Entry

Learning time entry in SAP will allow the user to cover almost all of the functionality the user will ever need using SAP. There are three main functions that will be covered in this course:

- Time Entry
- Time Approval
- Time Reporting

CATS or Cross Application Time Sheet is the designation SAP gives to anything involved in working with time in SAP. CATS is the concept of time in SAP, not a specific transaction code (T-code). If someone says 'it is done in CATS' they are talking in general terms meaning the system of time entry. Time entry in SAP is not one of creation. We do not 'create' a time sheet in the literal meaning. We 'change' an ever existing time line in the SAP system. Put simply, CAT1 – Create Time Sheet does not exist. We can use CAT2 – Change or Enter Time, CAT3 – Display Time Sheet but we cannot create a time sheet.

The SAP timeline starts at hire date for the employee and ends at termination in the HR module. The SAP timeline extends well before and after the individual employee time period as we all use the same timeline during time entry in SAP.

Time entry can teach us many tips & tricks of SAP. This document will cover those as we progress. A Quick Reference Guide will be available for direct work instructions to enter time quickly without the extra explanation of the SAP screens and functionality.

## Time Entry in SAP

T-code: CAT2

Data entry	
Data entry profile	<input checked="" type="checkbox"/> SIS Profile for Time Confirmation
Key date	<input checked="" type="checkbox"/>
	<input type="text"/>

Person selection	
Personnel number	<input type="text"/> Salisbury George

Figure 1: CAT2 Time Sheet (Initial Screen).



All three fields of the CAT2 screen are 'Required' fields. The checkmark indicates the standard SAP required field and a personnel number just makes sense for time entry.



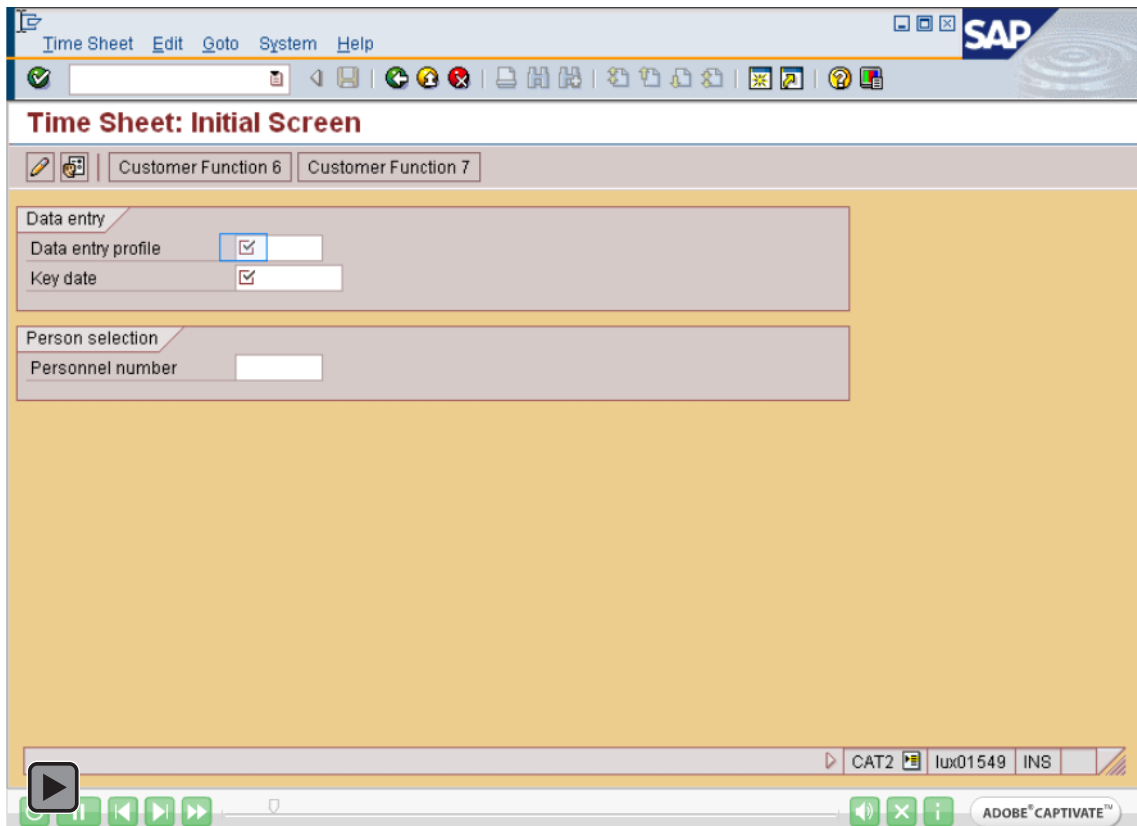
# SAP Time Entry

A profile will be generated by the team for use during time entry. This profile controls the actions required, default attendance/absence type, time entry rules and other technical issues to numerous to mention here.

Click in the field Data entry profile (your cursor normally defaults here – you can tell by the highlighted 'yellow' field).



If the profile code is known you may type it or through the use of the first explanation of the icon  (**F4**) you may click the potentials list icon to view a list of possible entries that you may select. To 'pick' a profile from the potentials list you have two options, single click the desired profile and click  **Enter**, or you may double click the desired selection to populate the Data entry profile field.

A demonstration of this is shown below, click to activate the demo:



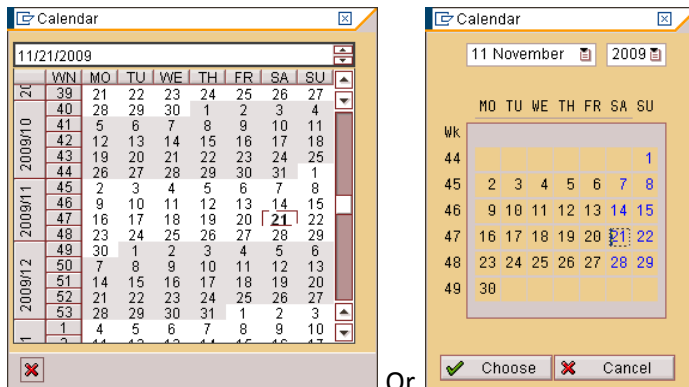


# SAP Time Entry

The next field in the CAT2 screen is an example of the second use of the  (F4) icon. From this field SAP will pull a calendar for date selection. Dates may be typed directly in the field or use the  (F4) to select from the popup calendar. Acceptable USA formats for dates are as follows:

- 01/01/2001
- 1/1/2001
- 1/1/01
- 01012001
- 010101

Or the calendar which looks as follows:



Depending upon the type of help you have turned on.