CATS TIME REVIEW

Transaction code: ZHR_DISPLAY_TIME

Used by supervisors to review employee’s attendance/absence times
Org unit is defaulted from organizational structure

Click execute icon to review the time sheet

Date will default to current week
Review Screen
### Display Time Sheet Data

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>PERNR</th>
<th>Name of employee or applicant</th>
<th>Worktype</th>
<th>Hours</th>
<th>%</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total time</td>
<td>Time missing</td>
<td>770726</td>
<td>Ms. Eleanor Muncz</td>
<td>TOTL</td>
<td>0.00</td>
<td></td>
<td>03/08/2010</td>
<td>03/14/2010</td>
</tr>
<tr>
<td>Time Reviewed</td>
<td>Action Required</td>
<td>799703</td>
<td>Ms. Teresita Holisio Mangalindan</td>
<td>TOTL</td>
<td>36.00</td>
<td></td>
<td>03/08/2010</td>
<td>03/14/2010</td>
</tr>
<tr>
<td>Total time</td>
<td>Time missing</td>
<td>093015</td>
<td>Ms. Inna Borbonstday</td>
<td>TOTL</td>
<td>0.00</td>
<td></td>
<td>03/08/2010</td>
<td>03/14/2010</td>
</tr>
</tbody>
</table>

- **Status of the employee record**: Shows what action is required.
- **Shows what action is required**: Displays if long text (note) is entered by employee.
- **Displays if long text (note) is entered by employee**: Displays notes reviewer has created.
- **Displays notes reviewer has created**: Displays text email sent to employee.
- **Displays text email sent to employee**: Displays the reason of an absence.
- **Displays the reason of an absence**: This symbol means time has been reviewed for that employee.
- **This symbol means time has been reviewed for that employee**: PERNR of the employee.
- **PERNR of the employee**: Name of the employee.
<table>
<thead>
<tr>
<th>Name of employee or applicant</th>
<th>AABType</th>
<th>Hours</th>
<th>Hours entered for that absence type</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
<th>Created by</th>
<th>Last change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Eleanor Munoz</td>
<td>TOTL</td>
<td>0.00</td>
<td>Daily Total Hrs for a day</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
</tr>
<tr>
<td>Ms. Teresa Horgho Mangalindan</td>
<td>TOTL</td>
<td>36.00</td>
<td>Daily Total Hrs for a day</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
</tr>
<tr>
<td>Ms. Teresa Horgho Mangalindan</td>
<td>1870</td>
<td>20.00</td>
<td>Vacation Paid</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
</tr>
<tr>
<td>Ms. Teresa Horgho Mangalindan</td>
<td>ZATC</td>
<td>9.00</td>
<td>Attendance Confirmation</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
</tr>
<tr>
<td>Ms. Irina Grobnoosov</td>
<td>TOTL</td>
<td>0.00</td>
<td>Daily Total Hrs for a day</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
</tr>
</tbody>
</table>
### Displays when the employee entered the time

- **SAT 03/29**: 0.00
- **SUN 03/29**: 0.00
- **Created on**: 03/26/2009
- **Created by**: DOLLOSHJ
- **Last change**: 03/26/2009
- **Time**: 10:13:35
- **Appr. by**: DOLLOSHJ
- **Appr. Date**: 03/26/2009
- **Review by**: DOLLOSHJ
- **Review Date**: 03/26/2009
- **Review time**: 10:12:27

### Time of last change

- **0.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00
- **4.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00
- **0.00**: 0.00

### Date when time was reviewed

- **10:03:05**: 10:11:04
- **10:15:56**: 10:16:39
- **09:16:18**: 10:06:51
- **10:16:35**: 10:12:27

### Time when review was done

- **10:11:13**: 10:11:13
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
- **00:00:00**: 00:00:00
Clicking this button will take you to previous week’s time sheet.

Clicking this button will take you to next week’s time sheet.

Display Time Sheet For 03/08/2010 To 03/14/2010 - DETAIL

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
<th>Created on</th>
<th>Created by</th>
<th>Last change</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
<td>DOLLOSHJ</td>
<td>03/09/2010</td>
<td>16:37:37</td>
</tr>
<tr>
<td>0.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>9.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
<td>DOLLOSHJ</td>
<td>03/09/2010</td>
<td>16:37:37</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
<td>DOLLOSHJ</td>
<td>03/09/2010</td>
<td>16:37:37</td>
</tr>
<tr>
<td>0.00</td>
<td>9.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
<td>DOLLOSHJ</td>
<td>03/09/2010</td>
<td>16:37:37</td>
</tr>
<tr>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>03/09/2010</td>
<td>DOLLOSHJ</td>
<td>03/09/2010</td>
<td>16:37:37</td>
</tr>
</tbody>
</table>

Displays the employee’s time as separate rows for each absence/attendance type. Select the employee row to see detailed data for that employee or select entire time sheet to display details for all employees.
Refreshes the screen

Legend displays the definition of the icons in the first and second columns of the timesheet. It contains the summary and detail section.
Displays detailed data of selected employee(s) in a pop-up screen for ease of data verification.

Display dates on/off

Time review icon is used to review time for a single day or for the whole week of employee’s time or for the whole time sheet of the unit for that week.
Double click on employee’s name to email that employee. Another screen will come up as shown below where you can enter an email text.

- Type email text in the edit box
- Click green arrow to send email
- Click x button if you do not want to send the email

Name of the employee email is being sent to.
### Approve Time Sheet Data

Display Time Sheet For 03/08/2010 To 03/14/2010 - SUMMARY

<table>
<thead>
<tr>
<th>Action</th>
<th>LONGTEXT</th>
<th>EMAILTEXT</th>
<th>NOTETEXT</th>
<th>ABS.REASON</th>
<th>Pers.No</th>
<th>Name of employee or applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time missing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>770726</td>
<td>Ms. Eleanor Munoz</td>
</tr>
<tr>
<td>Action Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>799303</td>
<td>Ms. Teresita Holgado Marqalindan</td>
</tr>
<tr>
<td>Time missing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>807015</td>
<td>Ms. Irina Gorbonosov</td>
</tr>
</tbody>
</table>

- Displayed only when long text (note) is entered by employee.
- Double-click on long text column for that employee to display long text (note) entered.
- Click green arrow to return back to reviewer screen.
- Long text is displayed for the day it was entered.

**Text for employee Ms. Teresita Holgado Marqalindan Date 03/10/2010**

Cruisin time.....

**Display Time entry sheet: 000001494806 Language EN**
Double click on long notes text column to make a note for yourself. Another screen should come up as shown below.

1. Click the add notes icon.
2. Type the note then click the green check mark.
TO REVIEW TIME

Click this to highlight the entire time sheet

Highlight the line(s) or the entire time sheet you want to review and click the time review icon