

Agencies may wish to know the number of hours that employees are scheduled on specific dates (i.e. Temp Layoff dates). ISD is providing information on another tool that agencies can use to report on this information.

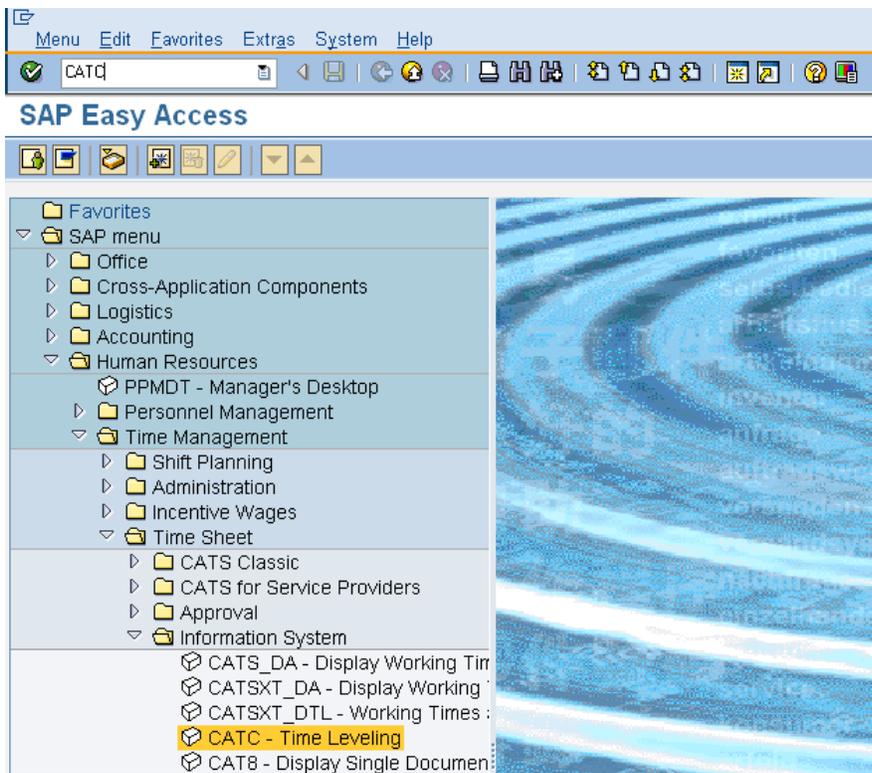
The transaction is CATC, Time Sheet, Time Leveling. This is a report that can be used various ways. We are providing information for how to use this report to display and report on the number of scheduled hours for selected employees.

**CATC** is assigned to the Time and attendance roles.

CATC can be accessed through the menu path:

Human Resources à Time Management à Time Sheet à Information System à CATC–Time Leveling.

You can also enter CATC into the Command Field on the easy access screen



When you select this transaction, a long selection screen will be presented. You will see many options to running this transaction; however, you will only need to enter the date and other employee selection criteria for your agency to see a report of scheduled hours on a Temp Layoff Date. The following screen is an example of entering the Temp layoff Date for July 12, 2010 and a personnel area to get this information for an entire personnel area. You can enter more selection criteria as you desire.

The screenshot shows the SAP 'Time Sheet: Time Leveling' configuration screen. The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main configuration area is divided into several sections:

- Period:** Radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. The 'Other period' option is selected, and the date range is set to '7/12/2010' to '7/12/2010'.
- Selection:** A list of selection criteria with input fields and dropdown arrows. The 'Personnel area' field contains the value '1111' and is highlighted with a red box.
- Report-Specific Selection of Employees:** A checkbox for 'Employees required to record times in time sheet' is currently unchecked.
- Time Sheet Selection:** Radio buttons for selecting time sheets based on recording status or hours.
- Selection Control:** Radio buttons for applying selection criteria to each day or to the period.
- Time Settings:** Fields for 'Period type' (set to 2, Weekly data entry), 'Periods' (set to 1), 'First day of week', and 'Profile' (set to SOW-2). A 'Propose' button is located at the bottom right.

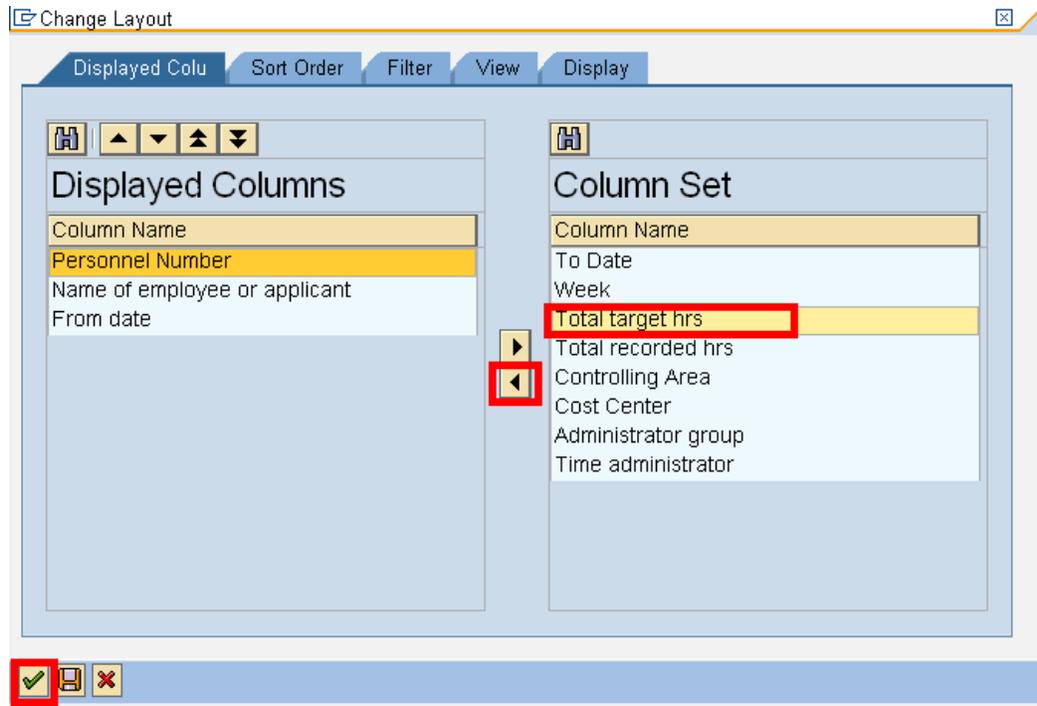
When you execute this report, you will see the date you selected and a list of employees.

**Time Sheet: Time Leveling**

Period 07/12/2010-07/12/2010

Pers.No.	Name of employee or applicant	From date
40000180	AMES CASSIE	07/12/2010
40000259	CARROLL KAREN	07/12/2010
40000264	CARTER JOSEPHINE	07/12/2010
40000261	CHAMPION KAYLA	07/12/2010
40000011	FAIRE BRIAN	07/12/2010
40000267	HANNA NANCY	07/12/2010
40000260	HANSARD PAULA	07/12/2010
40000258	HERR KIMBERLY	07/12/2010
40000268	HUMPHREYS HELEN	07/12/2010
40000263	HUNDLEY DIANA	07/12/2010
40000273	KELLY EDNA	07/12/2010
40000294	KOPPE KRISTINA	07/12/2010
40000269	MADERA NINA	07/12/2010
40000254	MCLEAN LISA	07/12/2010
40000256	OKELLEY TERESA	07/12/2010
40000266	PRESTON JENNIFER	07/12/2010
40000265	PRESTRIDGE JESSICA	07/12/2010
40000016	RHODES ANNIE	07/12/2010
40000271	SHIELDS LINDA	07/12/2010
40000272	SHIRLEY LENA	07/12/2010
91999999	Testing Jerome 91999999	07/12/2010
40000255	TILLMAN LUCILLE	07/12/2010
40000262	TURNER ANNA	07/12/2010
40000257	WITHROW KATHARINA	07/12/2010
40000270	WOODS ROSA	07/12/2010

To see the number of scheduled hours, you will need to add criteria to the display by changing the report Layout. This is an ALV report so this is easy to do. Select "Change Layout" and select "Total Target Hours" and add to displayed columns. You can save your own layouts as you do with other ALV reports.



You will then see the scheduled hours for the selected employees for the specified date.

Time Sheet: Time Leveling

Period 07/12/2010-07/12/2010

Pers.No	Name of employee or applicant	From date	Total target hrs
40000180	AMES CASSIE	07/12/2010	8.000
40000259	CARROLL KAREN	07/12/2010	8.000
40000264	CARTER JOSEPHINE	07/12/2010	8.000
40000261	CHAMPION KAYLA	07/12/2010	8.000
40000011	FAIRE BRIAN	07/12/2010	8.000
40000267	HANNA NANCY	07/12/2010	8.000
40000260	HANSARD PAULA	07/12/2010	8.000
40000258	HERR KIMBERLY	07/12/2010	8.000
40000268	HUMPHREYS HELEN	07/12/2010	8.000
40000263	HUNDLEY DIANA	07/12/2010	8.000
40000273	KELLY EDNA	07/12/2010	8.000
40000294	KOPPE KRISTINA	07/12/2010	8.000
40000269	MADERA NINA	07/12/2010	8.000
40000254	MCLEAN LISA	07/12/2010	8.000
40000256	OKELLEY TERESA	07/12/2010	8.000
40000266	PRESTON JENNIFER	07/12/2010	8.000
40000265	PRESTRIDGE JESSICA	07/12/2010	8.000
40000016	RHODES ANNIE	07/12/2010	8.000
40000271	SHIELDS LINDA	07/12/2010	8.000
40000272	SHIRLEY LENA	07/12/2010	8.000
91999999	Testing Jerome 91999999	07/12/2010	9.000
40000255	TILLMAN LUCILLE	07/12/2010	8.000
40000262	TURNER ANNA	07/12/2010	8.000
40000257	WITHROW KATHARINA	07/12/2010	8.000
40000270	WOODS ROSA	07/12/2010	8.000