

CATS_DA – “Created by” Procedure

CATS_DA Overview

This section will provide you with an understanding of how to work within HRMS to execute the CATS_DA report by Time and Attendance or Payroll Processor. Use this report to evaluate data changes made to the Employee Cross Application Timesheet (CATS) record in HRMS by personnel number, date, and time of such changes.

This report is a significant tool for internal control and review of changes to an employee's CATS data in HRMS for accuracy or improprieties to existing employee records.

HRMS roles that have the ability to execute this report are the Personnel Administration Inquirer, Personnel Administration Processor, Time and Attendance Processor and Personnel Administration Supervisor. Payroll and HR supervisors might normally execute and review this report as part of their agency's internal control and monitoring processes.

DSHS encourages applicable personnel and payroll supervisors to execute this report daily, but at least weekly to review and verify data input on employee CATS data. For instance, payroll staff should not input or change data on themselves or family members. This report review can help ensure this does not occur within the agency.

Use this procedure to see who made updates in CATS.

1. Go to Transaction Code CATS_DA
2. Click on the Dynamic Selections Button.

Program Edit Cols System Help

Display Working Times

OrgStructure Search Help

Period
Reporting Period: Current Year

Selection Criteria
Personnel Number
Employment Status
Company Code
Cost Center

Selection of Time Sheet
Basic Data

Activity Type	to	
Task level	to	
Task component	to	
Activity Type	to	
Stat. key figure	to	
Att./Absence type	to	
Wage Type	to	
Display Unit/Measure	to	
Number (unit)	to	
Processing status	to	40
Short Text	to	

Receiver account assignmt

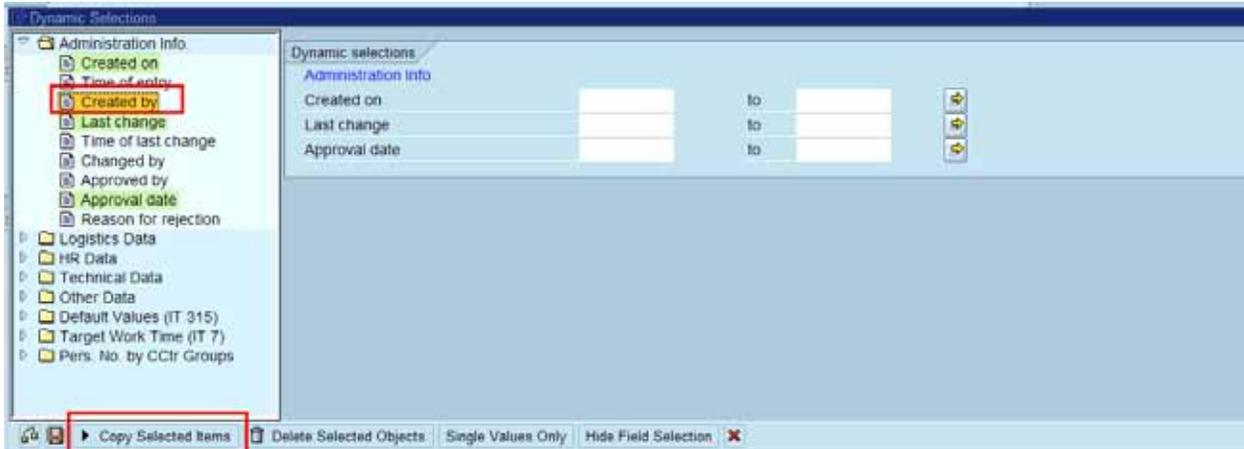
Sender Account Assignment

Data Sources

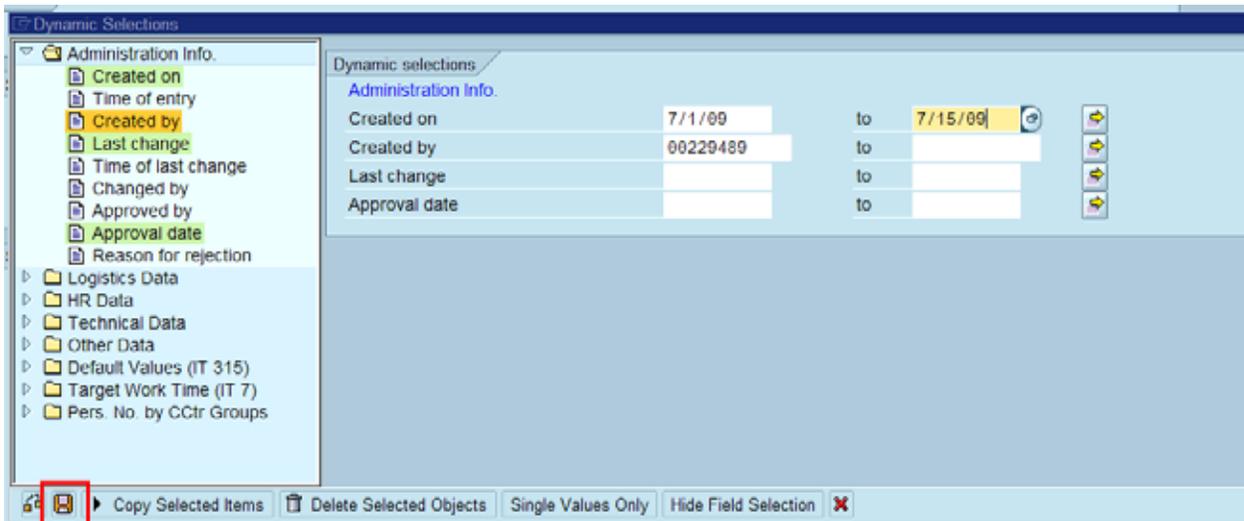
CATS for Service Providers
 All other CATS Interfaces
 All CATS Interfaces
 Archive

CATS_DA “Created By” Procedure

3. Click on “Created by”.
4. Click on Copy Selected Items.

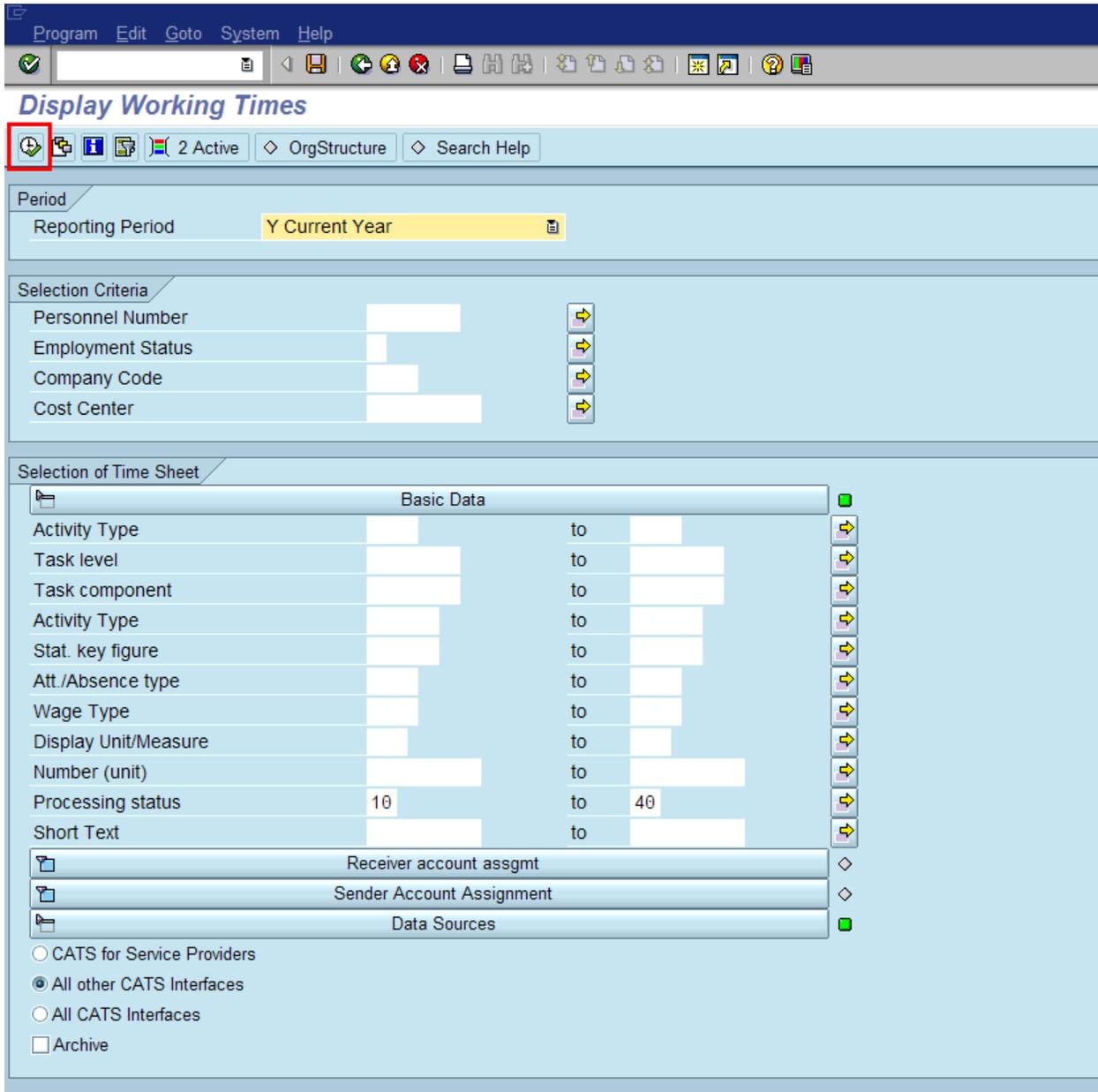


5. Enter the user id of the person entering data in CATS in the Created by field.
Enter leading zeroes if the user ID is less than 8 – characters long.
6. Enter the Dates you want to see updates in the Created on fields.
Do not enter more than one pay period at a time.
Example: 7/1/09 to 7/15/09
7. Click Save.



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8. Click execute.



The report may take a while to run depending on how many CATS entries were made during the time frame for which the report was run.

Repeat the process at Step 3. Instead of selecting "Created by," select "Changed by".