CATS TIME DATA BY EMPLOYEE
REPORT DESCRIPTION B0058 | WEB INTELLIGENCE

BOBJ

The purpose of this report description is to explain how to generate the **CATS Time Data by Employee** report.

REPORT DESCRIPTION:

This report displays the evaluated (approved) time for the selection period by employee and includes the Charge Object reporting fields. Data set for this report is limited to a rolling 12 months.
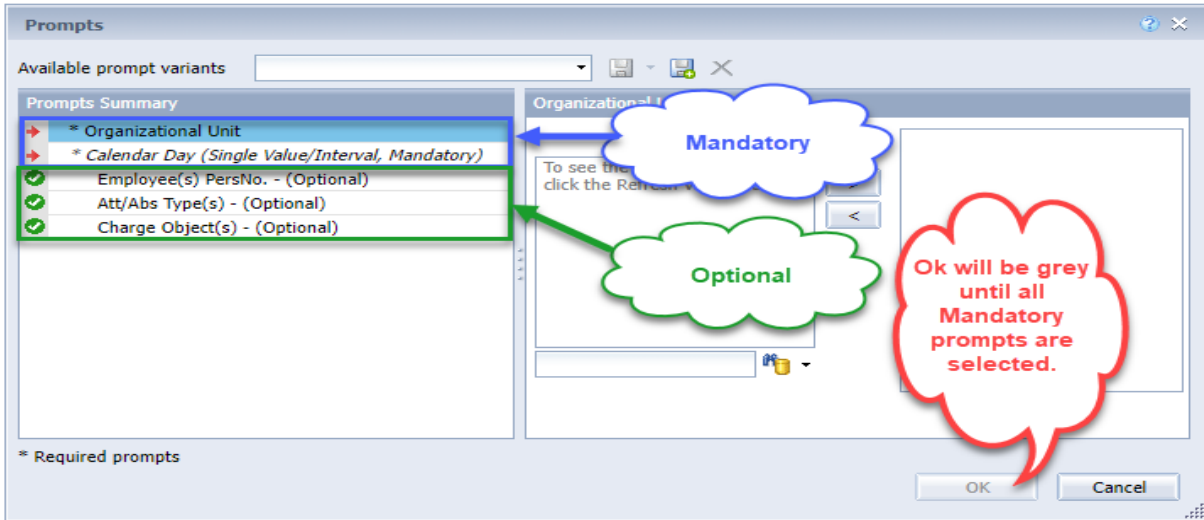
REPORT LOCATION:

PT: Timesheet Metrics

REPORT USES:

This report enables agencies reporting capability on CATS Time data by Employee and includes the 4 reporting fields Charge Objects, Activity, Element and Sub-element.

QUICK LINKS

How to generate this report

Mandatory Prompts

Mandatory prompts have a red arrow indicator (➔) followed by an asterisk (*) on the left side of the prompts. When a valid value(s) is entered, this indicator will turn into a green check mark (✓).

➔ ***Organizational Unit:** To select data for this prompt:
- Make sure the "Organizational Unit" prompt is selected (1).
- Click the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click the right arrow to add it to the selection box (4).
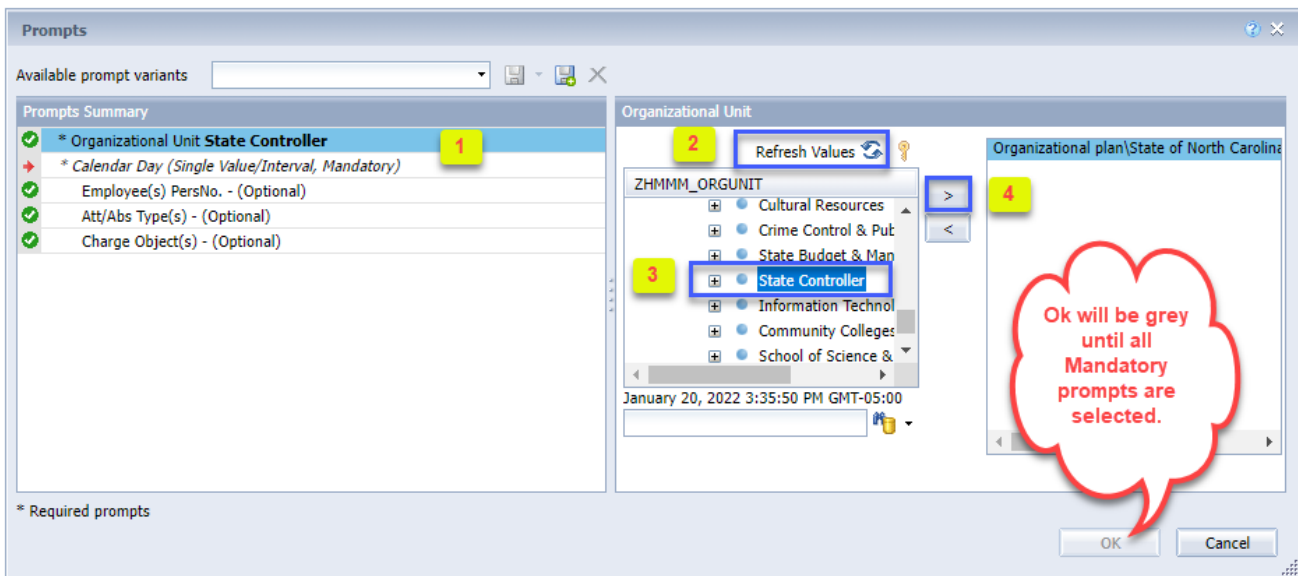
➔ ***Calendar Day (Single Value/Interval, Mandatory):**

To select a date range for this prompt:

- Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
- Enter the "Start Value" date in M/d/yyyy format (2).
- Enter the "End Value" date in M/d/yyyy format (3).
- Start Value and End Value dates can be selected from Calendar help if needed (4).
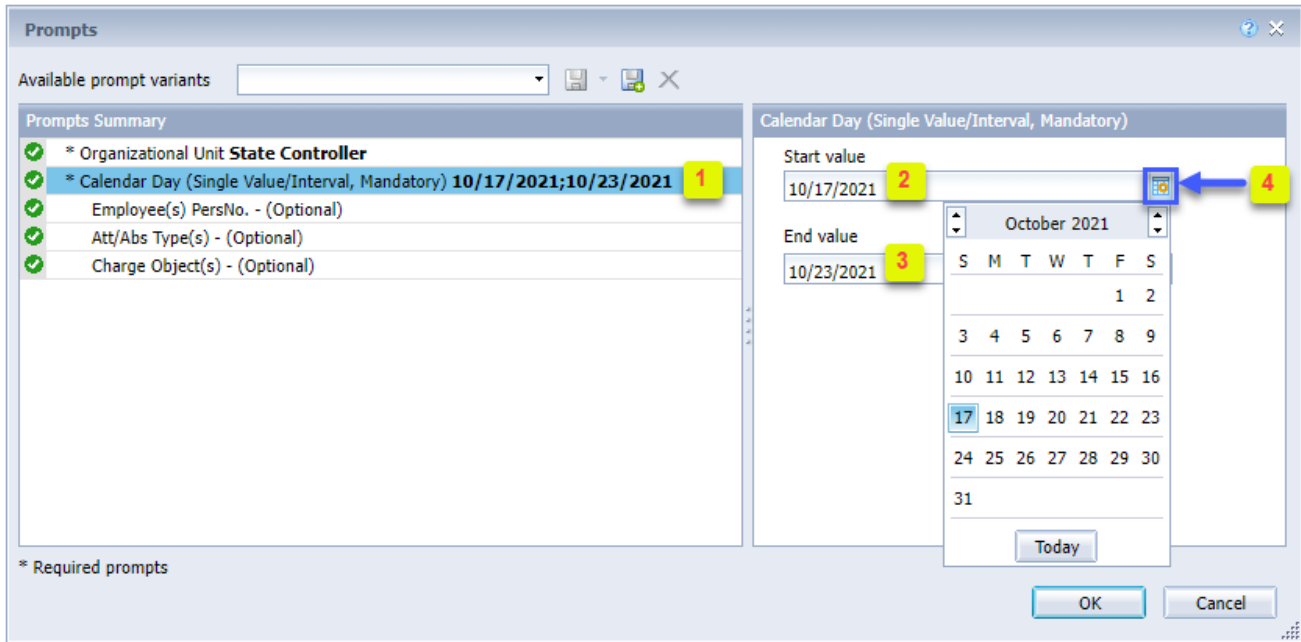
Optional Prompts

Optional prompts are indicated with a green check mark (✔) and are not required. They are used to assist in further limiting the amount of data that is retrieved into the body of the report.

✔ **Employee(s) PersNo. - (Optional):** To select data for this prompt:
- Make sure the "Employee(s) PersNo. - (Optional)" prompt is selected (1).
- Enter an employee number in the search box to verify the employee name (2).
- Click the search icon drop down arrow and select "Search in key" (3).
- Click the search icon (4).
- Click the key icon (5) to see the employee number.
- Select the desired Employee (6).
- **OR,** if the employee number is known, skip steps 2 through 6 and enter it directly in (7).
- Click the right arrow to add the Employee to the selection box (8).
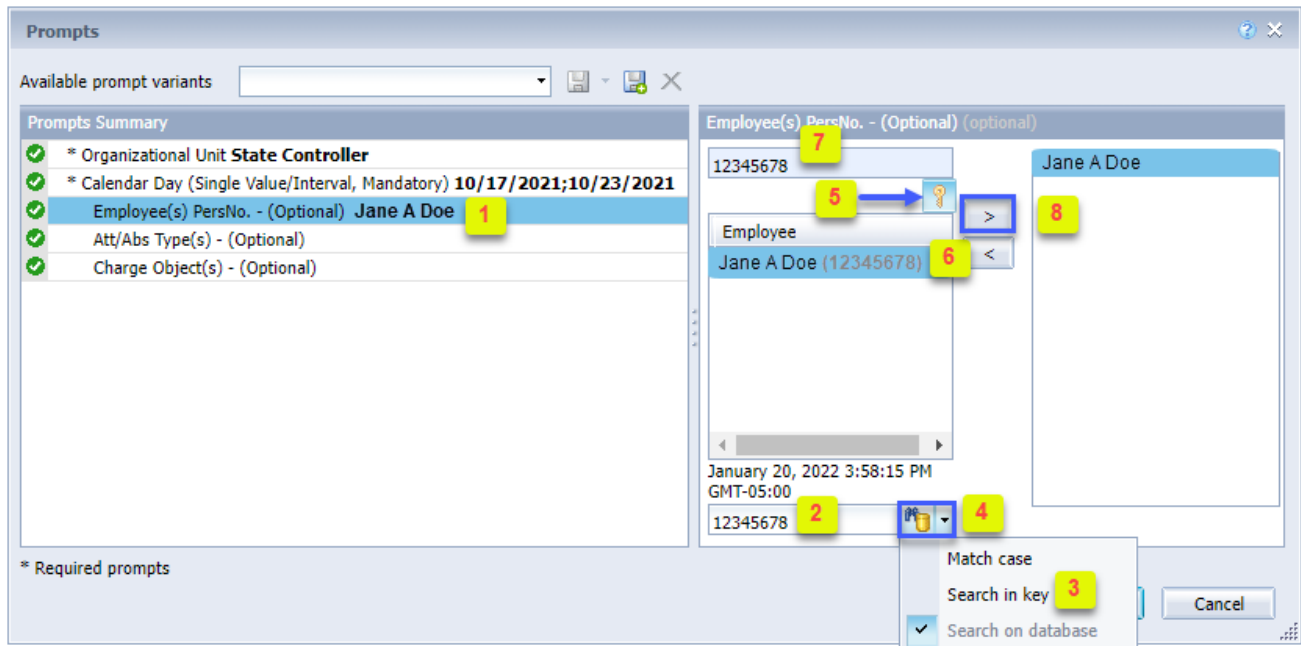
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is not known and you must do a name search, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

        Jane*Doe*

        *Doe

If the employee number is known, it is best to use the manual entry field (in step 7) to enter the selection.

✓ **Att/Abs Type(s) - (Optional):** To select data for this prompt:
- Make sure the "Att/Abs Type(s) - (Optional)" prompt is selected (1).
- Enter a search text with an asterisk (*) in the search box to view the list of values for Att/Abs Types (2).
- Click the search icon (3).
- Click the key icon (4) to see the key value for each Att/Abs Type.
- Select the desired Att/Abs Types (5).
- **OR,** if the Att/Abs Type key value is known, skip steps 2 through 5 and enter it directly in (6).
- Click the right arrow to add the Att/Abs Types to the selection box (7).
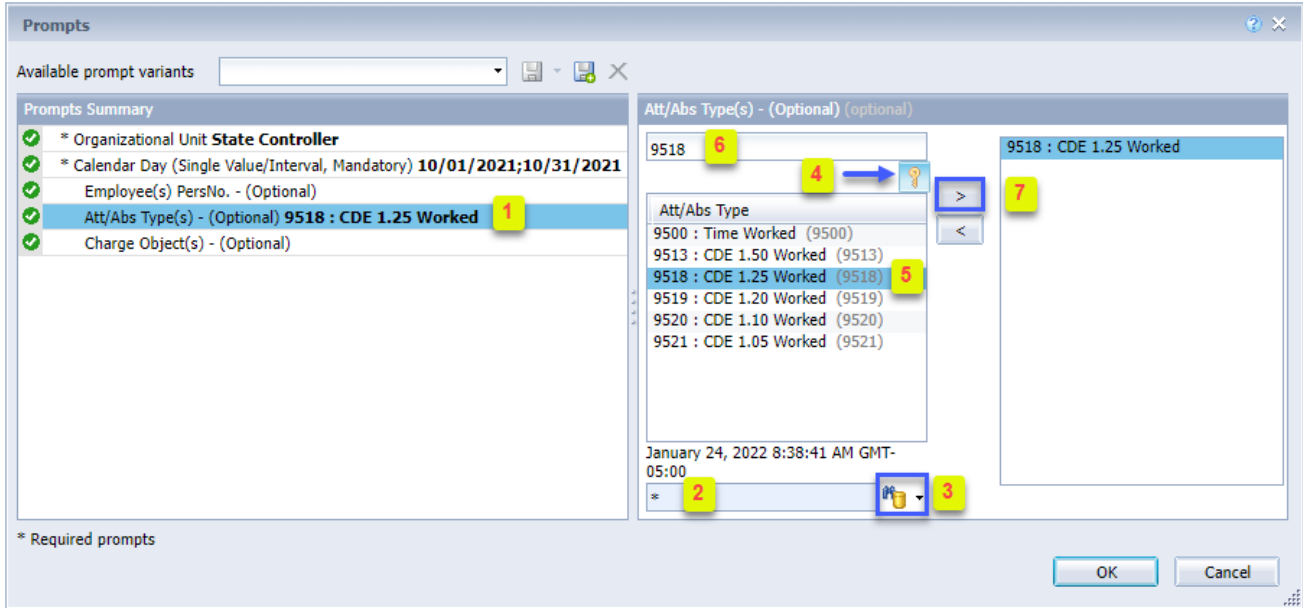
✓ **Charge Object(s) - (Optional):** To select data for this prompt:
  - Make sure the "Charge Object(s) - (Optional)" prompt is selected (1).
  - Enter a search text with an asterisk (*) in the search box to view the list of values for Charge Objects (2).
  - Click the search icon (3).
  - Select the desired Charge Objects (4).
  - **OR,** if the Charge Object value is known, skip steps 2 through 4 and enter it directly in (5).
  - Click the right arrow to add the Charge Objects to the selection box (6).
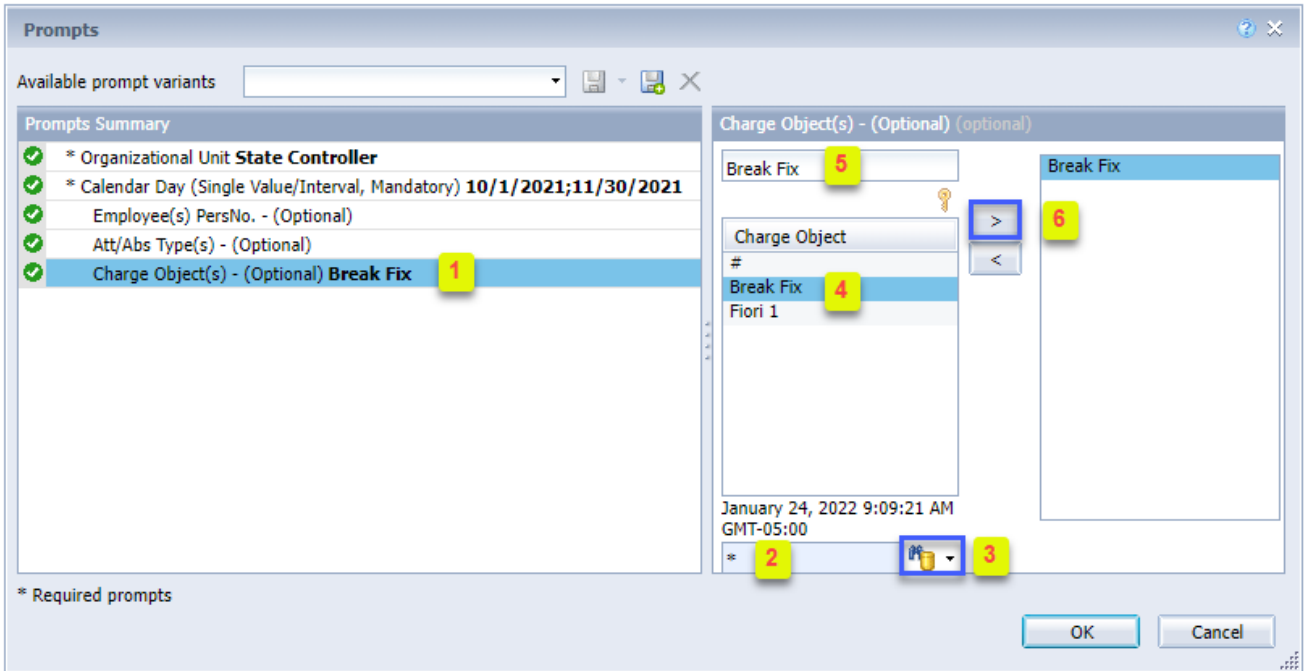
Initial Layout

Below is a sample rendering of the initial report.

B0058: CATS Time Data by Employee

Execution Date : 1/31/22

Calendar Day: 3/1/2021 - 3/30/2021

Employee Name	EE Nbr	Calendar Day	Hours	Att/Abs Type	Premium	Charge Object	Activity	Element	Sub-element
DOE, JANE	12345678	3/1/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/2/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/3/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/4/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/5/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/6/21	8.00	9500 : Time Worked	Night Premium	Charge Objec	Activity	Element	Sub-element
		3/7/21	8.00	9500 : Time Worked	Night Premium	#	#	#	#
		3/8/21	8.00	9500 : Time Worked	Night Premium	#	#	#	#
	Employee - DOE, JANE (12345678)		64.00						
SMITH, JOHN	23456789	3/1/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/2/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/3/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/4/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/5/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/6/21	8.00	9500 : Time Worked	Evening Premium	Charge Objec	Activity	Element	Sub-element
		3/29/21	8.00	9500 : Time Worked	Not assigned	#	#	#	#
		3/30/21	8.00	9500 : Time Worked	Not assigned	#	#	#	#
	Employee - SMITH, JOHN (23456789)		64.00						
		Total	128.00						

Available Objects

This is a list of the available objects that can be added to the report, once in Design mode:
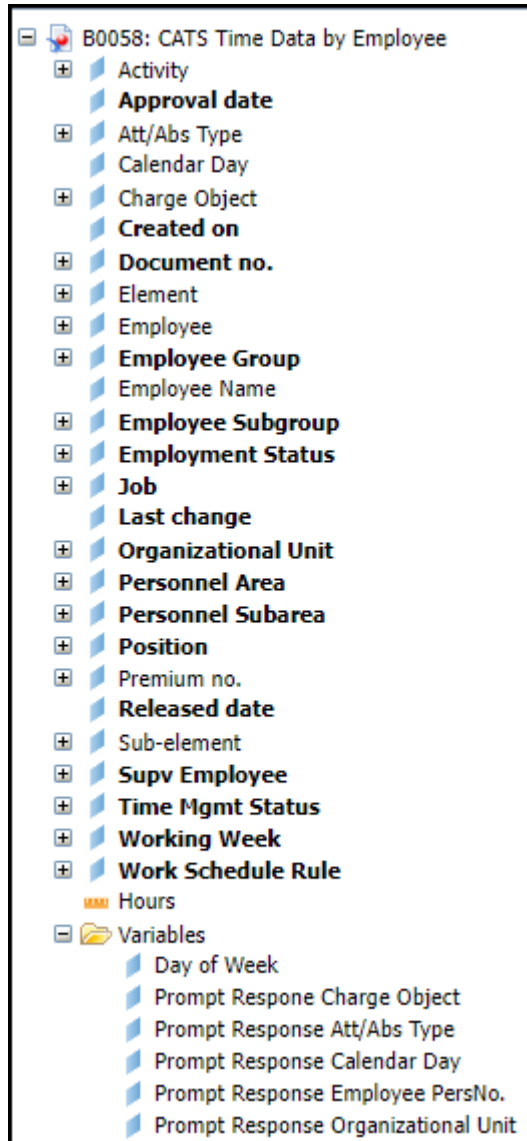
Special Report Considerations/Features

- This data set only supports a rolling 12 months of data.
- Only approved time entry records are selected.

CHANGE LOG:

- Effective 2/10/2022
  - Initial report creation