B0204 Total Timesheet Exceptions

Report Description B0204 | Web Intelligence

The purpose of this job aid is to explain how to generate the Time Timesheet Exceptions report to monitor discrepancies caused by transfer errors.

Report Description:

The B0204 Total Timesheet Exceptions (CATS vs 2001/2001) report compares the Cross-Application Timesheet (CATS) recorded and approved hours to the Infotype 2001 (Absences) and Infotype 2002 (Attendances) records and calculates a difference.

Report Location:
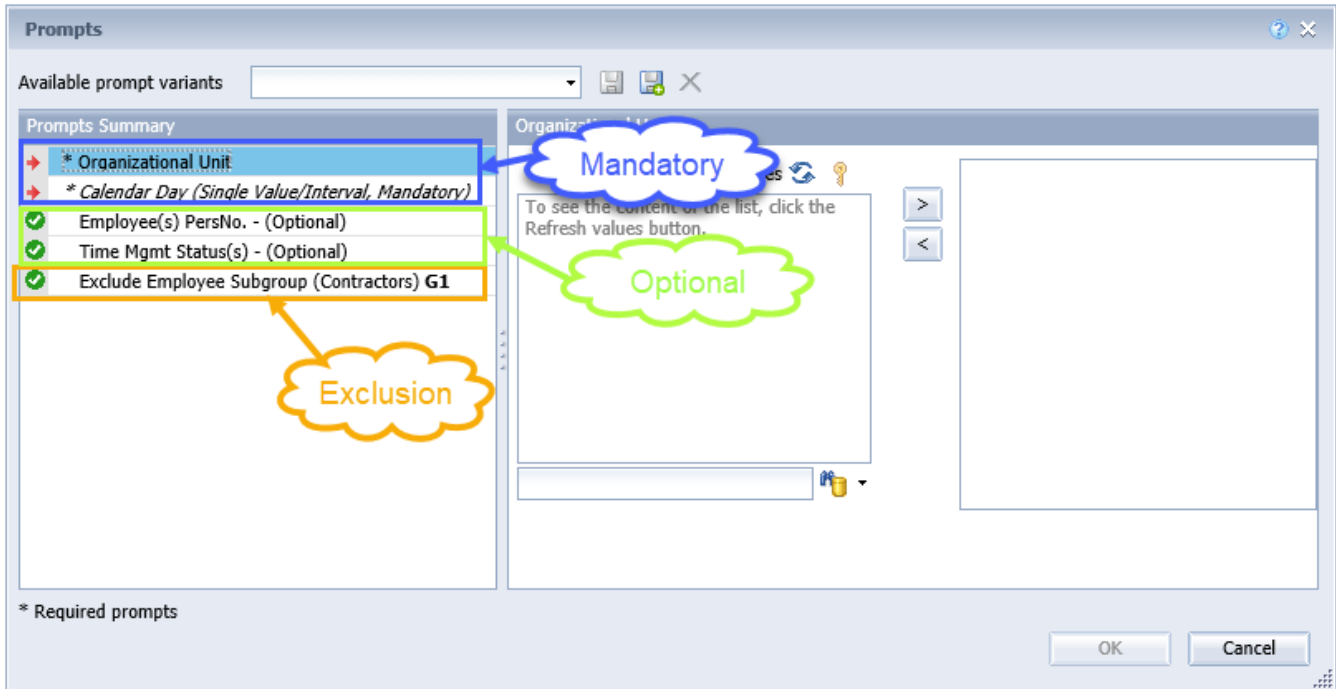
PT: Timesheet Metrics

Report uses:

This report is used to assist in monitoring discrepancies between the Infotype 2001/2002 records and CATS records caused by transfer errors.

## 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 on the "Refresh Values" icon to see the list of Org Units (2).
- Navigate down to the desired Org Unit (3).
- Click on the right arrow to add it to the selection box (4).
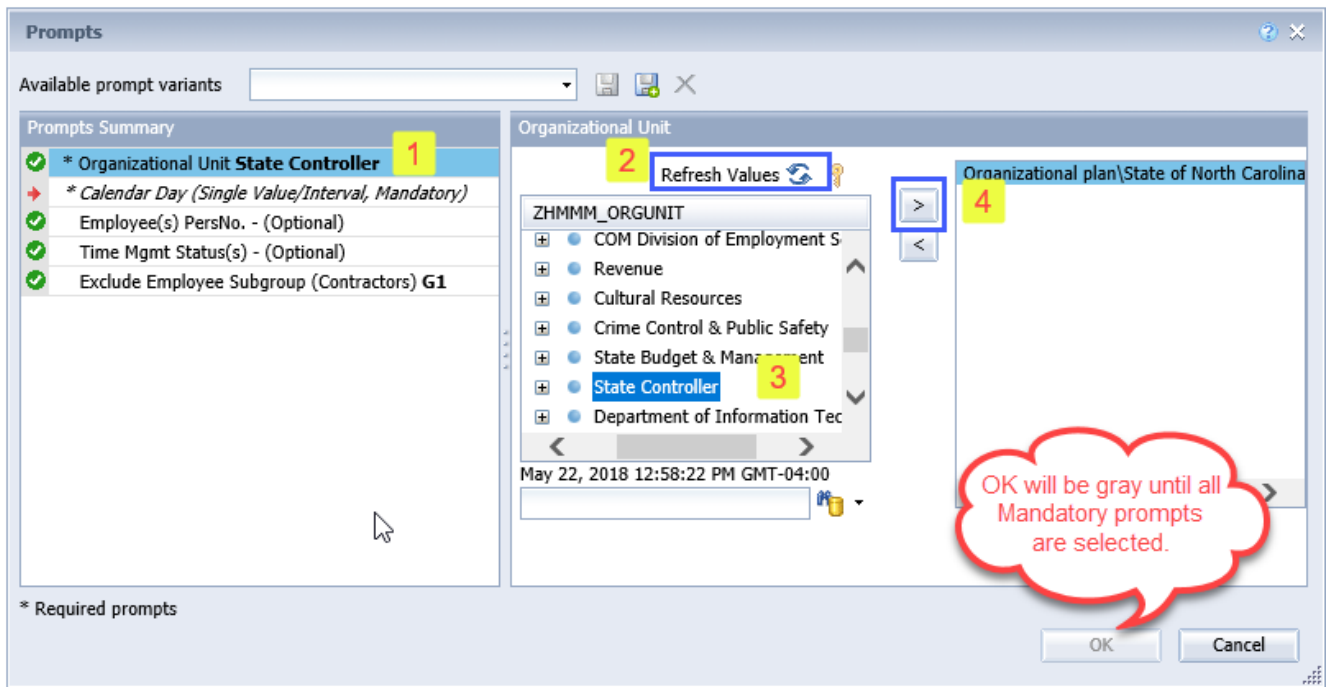
➔ ***Calendar Day (Single Value/Interval, Mandatory):** To select data for this prompt:
   - Make sure the Calendar Day (Single Value/Interval, Mandatory) prompt is selected (1).
   - Enter the "Start Value" date in M/d/yyyy format (2).
   - Enter the "End Value" date in M/d/yyyy format (3).
   - Start Value and End Value dates can be selected from Calendar help if needed (4).
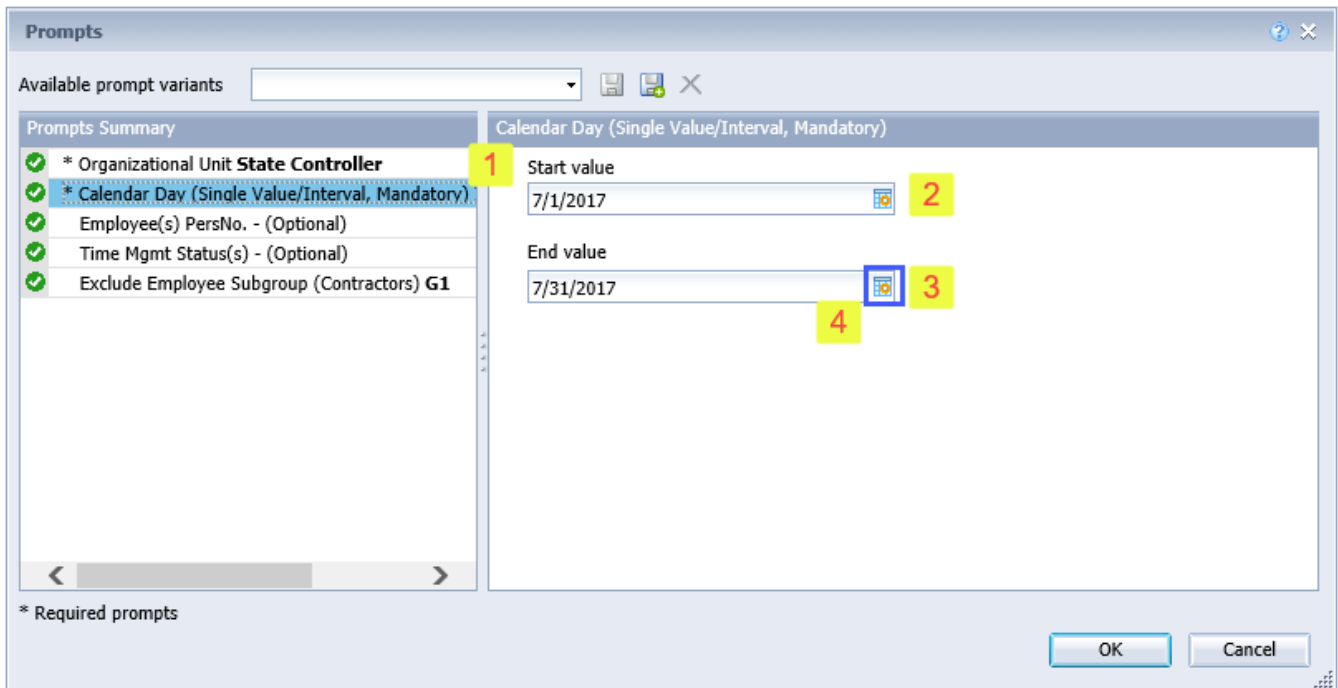
Optional Prompts

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).
    - To see the employee number, click the key icon (5).
    - 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).
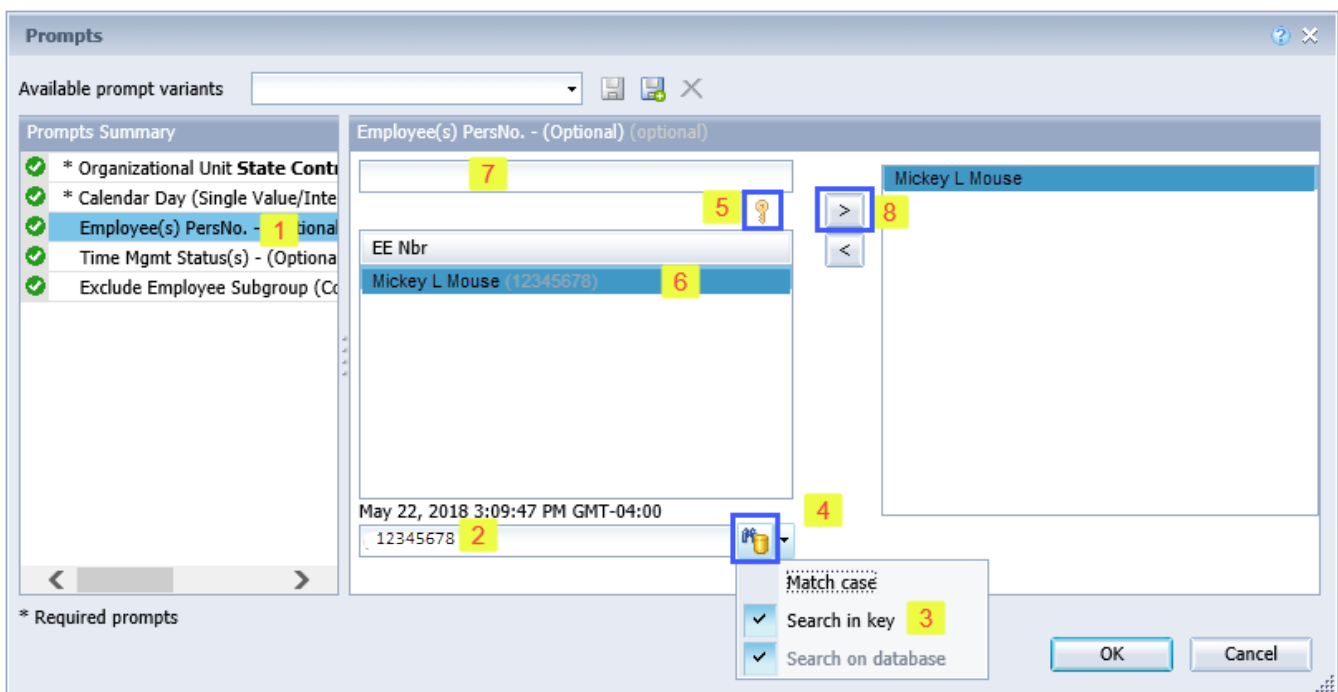
NOTE: Since the system has a large number of employees, using broad wildcard searches can be very slow and may result in an error if the search exceeds the system limit. If the employee number is known, narrow down the search by using the wildcard with specific text strings when looking for an employee by name such as:

- *Mickey*Mouse**
- **Mouse*

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

✓ **Time Mgmt Status(s) – (Optional)**: To select data for this prompt:
   - Make sure the "Time Mgmt Status(s) - (Optional)" prompt is selected (1).
   - Enter a search text with an asterisk (*) in the search box to view the list of values for Time Mgmt Status(s) (2).
   - Click the search icon (3).
   - To see the key value for each Employee Subgroup, click the key icon (4).
   - Select the desired Time Mgmt Status (5).
   - **OR,** the Time Mgmt Status key or Time Mgmt Status(s) name is known, skip steps 2 through 5 and enter it directly in (6).
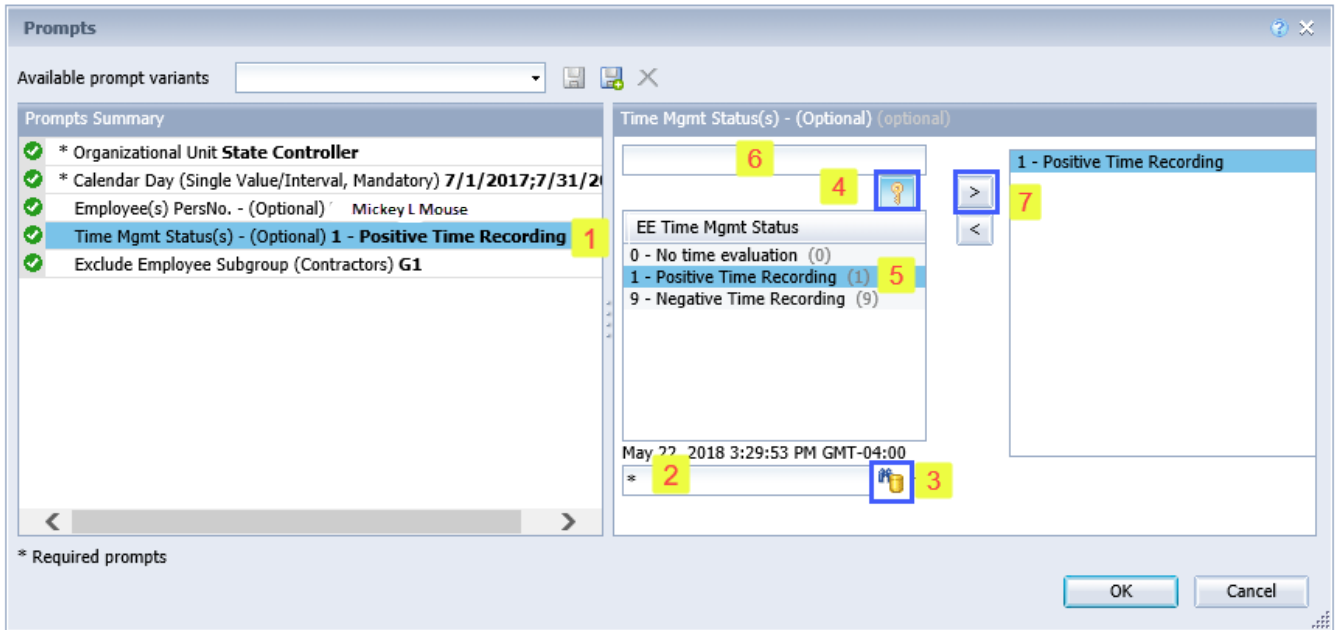   - Click the right arrow to add the Employee Subgroup to the selection box (7).

Exclusion Prompts

Exclusion prompts also are indicated with a green check mark (✓) but are generally prefilled with a specific set of data values. They are provided as a way to exclude specified data by default while allowing customers the flexibility of changing them when necessary. Any rows containing data values listed in the exclusion selection box will not be fetched into the report.

✓ **Exclude Employee Subgroup (Contractors) G1:** To remove this exclusion:
- Make sure the "Exclude Employee Subgroup" prompt is selected (1).
- Select G1 in the selection box (2).
- Click the left arrow to remove the value from the selection box (3).
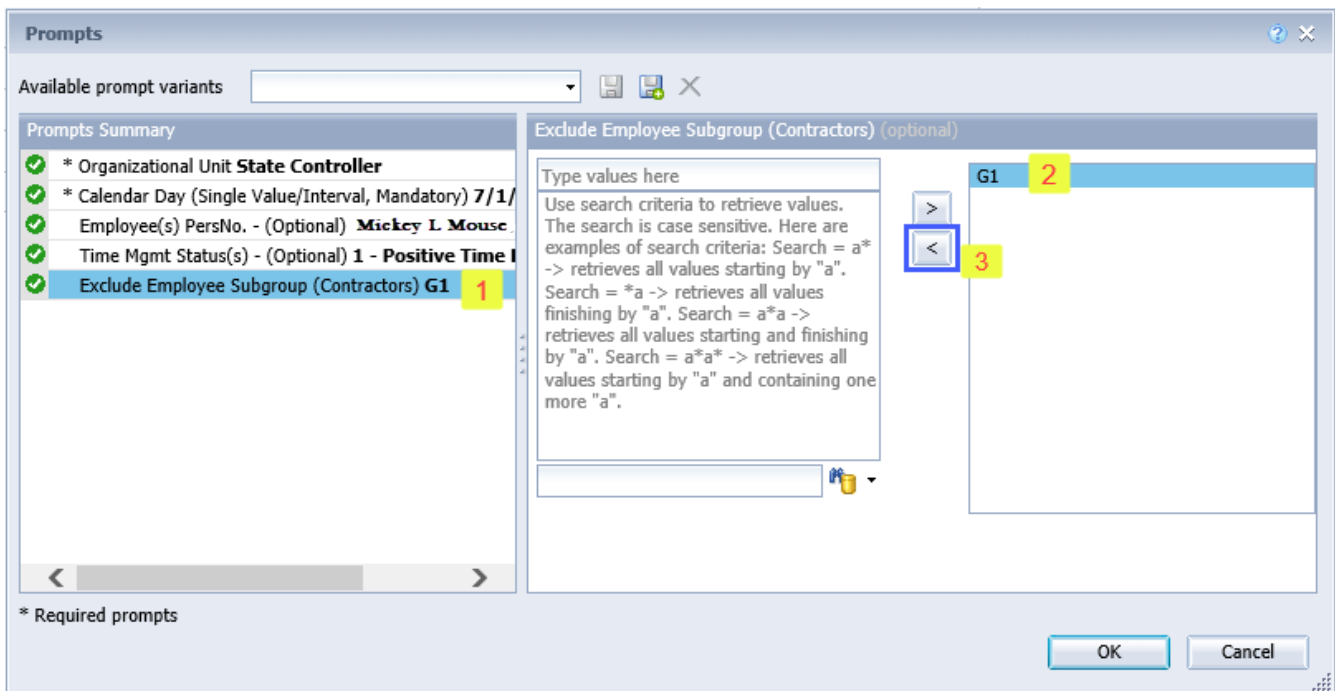
Initial Layout

The report has two report tabs.

- **B0204 Total Timesheet Exceptions (CATS Vs 2001/2002) tab:** The report tab is used to assist in monitoring discrepancies between the Infotype 2001/2002 records and CATS records caused by transfer errors.

B0204: Total Timesheet Exceptions (CATS vs 2001/2002) Execution Date : 7/6/17

Calendar Day: 5/1/2017 - 5/31/2017

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	CATS Approved Time	Diff Between 2001/2002 & CATS
2000999	OSC Shared Services	MOUSE, MICKEY	12345678	160	184	148	36

- **Report Info tab:** This report tab displays the values of the prompt selections for the executed report.
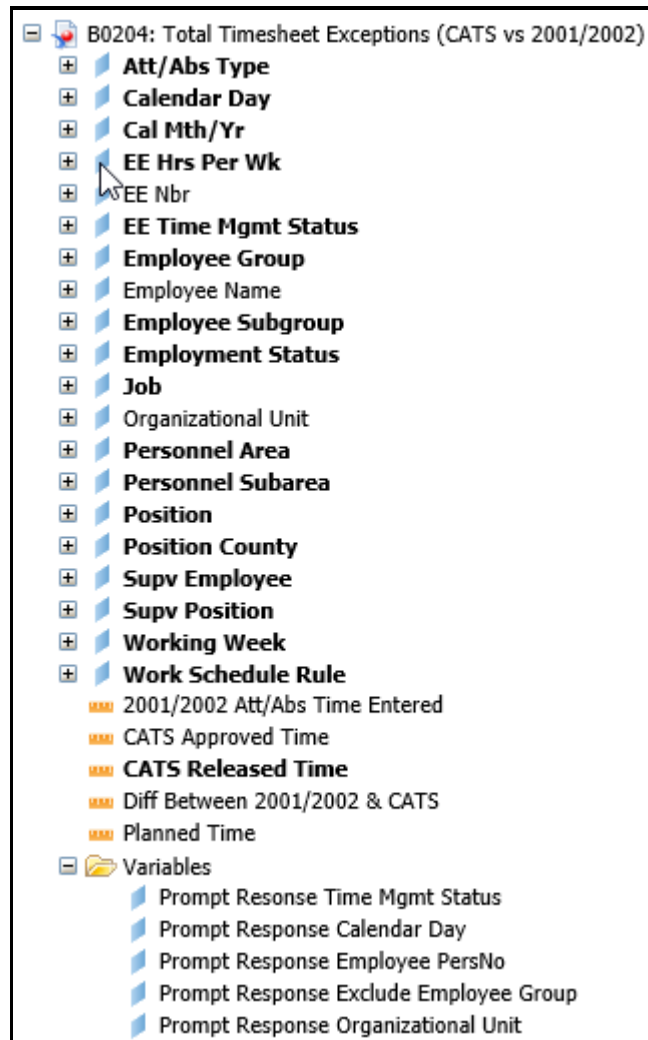
Report Info Execution Date : 7/6/17

Prompt Input

Organizational Unit	State Controller
Calendar Day	5/1/2017 - 5/31/2017
Employee(s) PersNo.	12345678
Time Mgmt Status (s)	
Exclude Employee Subgroup	G1

Available Objects

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

```
□ B0204: Total Timesheet Exceptions (CATS vs 2001/2002)
    ⊞  Att/Abs Type
    ⊞  Calendar Day
    ⊞  Cal Mth/Yr
    ⊞  EE Hrs Per Wk
    ⊞  EE Nbr
    ⊞  EE Time Mgmt Status
    ⊞  Employee Group
    ⊞  Employee Name
    ⊞  Employee Subgroup
    ⊞  Employment Status
    ⊞  Job
    ⊞  Organizational Unit
    ⊞  Personnel Area
    ⊞  Personnel Subarea
    ⊞  Position
    ⊞  Position County
    ⊞  Supv Employee
    ⊞  Supv Position
    ⊞  Working Week
    ⊞  Work Schedule Rule
        2001/2002 Att/Abs Time Entered
        CATS Approved Time
        CATS Released Time
        Diff Between 2001/2002 & CATS
        Planned Time
    □ 📂 Variables
            Prompt Resonse Time Mgmt Status
            Prompt Response Calendar Day
            Prompt Response Employee PersNo
            Prompt Response Exclude Employee Group
            Prompt Response Organizational Unit
```

Special Report Considerations/Features

- Contractors (employee subgroup G1) are excluded from the report by default, but they can be included by clearing the exclusion prompt. See 'Exclusion Prompts' section above for instructions on how to clear this default exclusion.

- This report includes only the following Attendance/Absence types:
    - A0000000 – A9999999
    - 9000 – 9999
    - PLHR: Planned Hours

- Infotype 2001/2002 records that cover a range of dates are parsed into separate days based on the employee's work schedule. This report automatically applies a condition to suppress the display of the rows where the difference between the employee's 2001/2002 time entered and the CATS approved time is 0.

Below is an example of an employee who would <u>NOT</u> be listed on the report due to the applied condition.

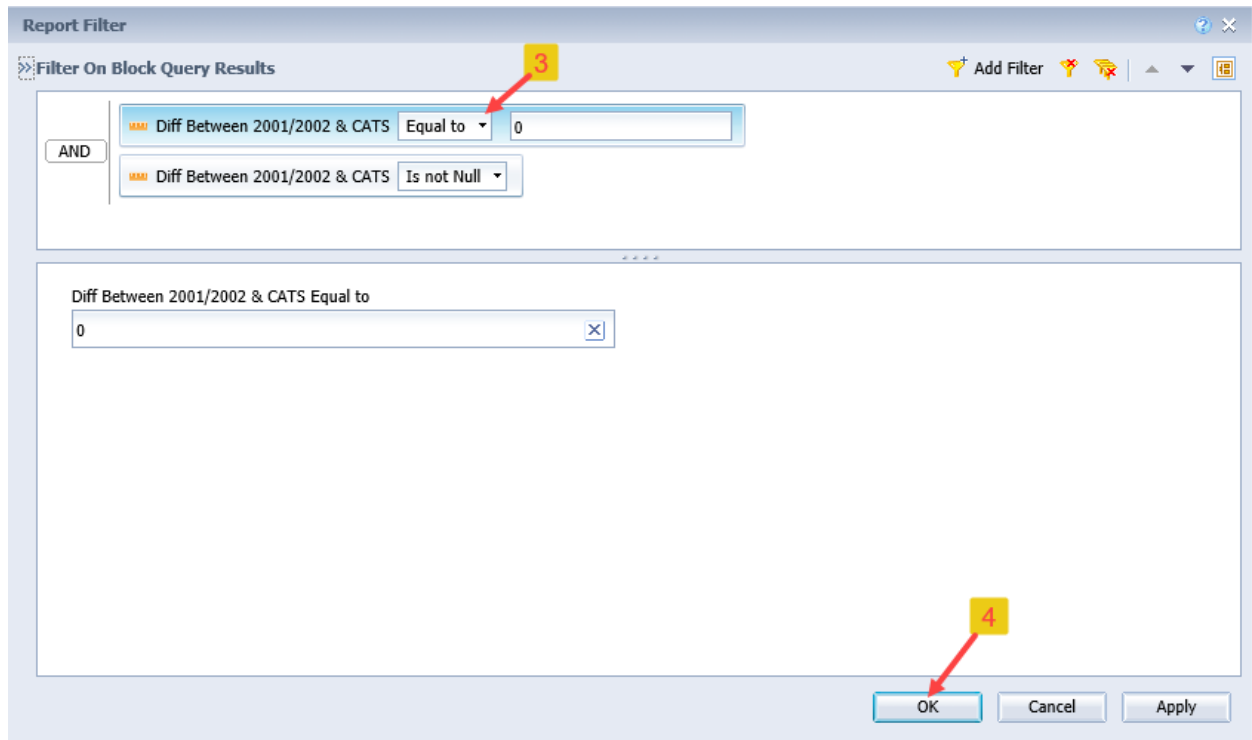| Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	CATS Approved Time	Diff Between 2001/2002 & CATS
MOUSE, MICKEY	12345678	184.00	14.00	14.00	0.00

For the dates from 05/01/2018 – 05/31/2018, Mickey Mouse's 2001/2002 Time Entered is 14.00 hours. The CATS Approved Time is also 14.00 hours. The difference in his 2001/2002 Att/Abs Time Entered and CATS Approved Time is 0, so this employee would not be included on the report.

The report filter can be modified to include only employees with zero balances:

1. Click on the "Document Structure and Filters" Icon
2. Expand the Vertical table – Query Results; right-click on the "Diff Between 2001/2002 & CATS Not Equal to 0" filter, then select "Edit Filter".
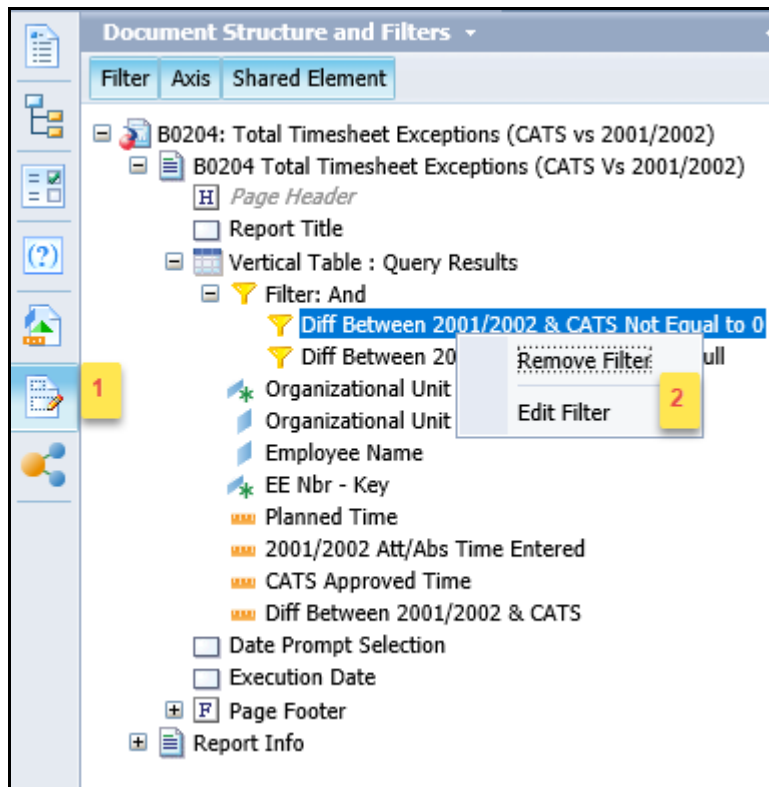
3. In the report Filter, click on the drop-down box. Change the "Not Equal" to "Equal to".
4. Click OK.

5. The report now will list only employees with the Difference Between 2001/2002 & CATS Approved Time equal to 0:

B0204: Total Timesheet Exceptions (CATS vs 2001/2002)

Calendar Day: 5/1/2018 - 5/31/2018

Organizational Unit	Organizational Unit Desc	Employee Name	EE Nbr	Planned Time	2001/2002 Att/Abs Time Entered	CATS Approved Time	Diff Between 2001/2002 & CATS
20000001	Sample Org Unit	MOUSE, MICKEY	12345678	184.00	14.00	14.00	0.00
		DUCK, DAISY	87654322	184.00	184.00	184.00	0.00
20000002	Sample Org Unit 1	DUCK, DAFFY	12345679	184.00	19.00	19.00	0.00
20000003	Sample Org Unit 2	MOUSE, MINNIE	87654321	184.00	184.00	184.00	0.00

Change Log

Effective 6/2/2017 • Initial creation of the report.
Effective 9/19/2019 • Update report formatting to current standards. • Parental Leave Absence Types (9238, 9239) are included when used. • Custodial Level Eligibility and Premium Rate added to Position attributes list. This can be seen when expanding the Position data element under Available Objects.
Effective 9/27/2019 • Formatting Change