STATE OF LOUISIANA

LEO

LOUISIANA EMPLOYEES ONLINE

**CATS Time Approver &
Time and Employee Administrator
QUICK REFERENCE CARD**

Log into **LEO**   https://leo.doa.louisiana.gov/
Click **My Time**

LaGov Apps–URL: https://lagovgw.doa.louisiana.gov/apps

CATS Request Approval Overview

- Leave requests for <u>future</u> pay periods reduce available hours balance upon approval.
- Attendance types ZA01 (Regular Attendance), ZTEL (Telecommuting) and MARI (Maritime Tracking) do not require Start and End times, nor supervisor approval.
- Cost values must be entered anytime different than your default costing. **Supervisors** should always verify appropriateness of values entered.
- Positive time employees must enter all hours worked in order to be paid correctly.
- **<u>LEO does not verify that time span entered equals hours entered</u>**. This must be verified manually by the employee and supervisor.
- Requests to delete "previously approved" entries will be auto-approved upon save. Supervisors will be notified of deletion via system-generated email.
- There is not a time out period for CATS requests.

- Time requests can be created until 12:00 midnight on the last Sunday of the pay period. Supervisor approval/rejection deadline is 12:00 noon Monday after the pay period ends.
- All current pay period time requests not approved or rejected prior to 12:00 noon payroll Monday will be automatically approved and posted.

CATS Approver Screen (LEO)

Current Leave Balances - Display leave balances for all subordinator employees by clicking My Staff or My Employees > Reports > TM-Leave Information link.

CATS Pending Requests (LEO)

- You can display up to 100 entries by changing the **Show 10 ✔ entries** value.
- **C** (change) column- an 'X' in this column indicates a change to a previously approved entry. You may view the employee's time statement to see entries that have been posted.
- **Approver Notes** are optional and will be included in emails to the employee when a request is approved/rejected.
- **LT** (long text) - an 'X' indicates additional text exists. Click on the X to display text in a separate window.
- To mark all requested as Approved, click **☐ Approve** or mark decision box to the left of individual requests.
- After selecting **Approve** or **Reject**, click **Save**. If a request has no decision selected, it will remain on the Approver screen.

Approve CATS Time Entries (LaGov App)

SAP Fiori Client URL:**https://lagovgw.doa.louisiana.gov/apps**

Approve or Reject Pending Requests

- Select an employee from list to process.
- Click **View Leave Balance** to see available leave hours.

- Verify the details of each request sorted by day. Future pay period requests are highlighted in yellow.
- Click Show More to view lengthy Notes (employee comments) and Show Less to hide extra lines.
- **Changed after approval** indicates the request was changed after you previously approved.
- Select request(s) and click Approve/Reject. To act on all requests, click in the box next to **Select All**.
- Review and then click **OK** (or Cancel) on the Approval Confirmation box. If rejecting, select **Rejection Reason** and then click **OK** on the Rejection Confirmation Box.
- Once action has been taken on all requests, the message "**No items currently available**" will display.

Email Notifications

(The same notifications are sent no matter how the request or approval was entered.)

- Emails are sent once a day at 12:30am to approvers informing them of employee-created CATS requests. This daily email will include all CATS requests created that day by all employees supervised.
- Email is sent to employee each time an approval/rejection is saved. It will include approval/rejection statuses for each request, along with any approver notes.
- Approvers will receive an email from employees anytime a previously approved CATS-request is deleted by the employee. If the entry is deleted by the Time Administrator, no email will be sent.

Time Administrators / Employee Administrators (EA/TA)

- Use **ZT20 - Workflow Audit Report** to audit CATS requests, including auto-approved entries. All auto-approved entries will have a Y in the auto-post column.

- CATS entries cannot be deleted or changed in Time Managers Workplace (PTMW) until after the end of the pay period on Payroll Monday. Entries routinely made, such as FMLB, may still be made during the pay period as long as there are no CATS entries pending approval/rejection.
- EA's can request assistance from the LaGov Help Desk staff if there is a pending CATS request that needs to be deleted and employee is unable to delete and Supervisor unable to reject.
- Comments may be added in PTMW and will display on the Detailed Time Statement.
- ZT36 LEO Substitutions Report can be run to find Employee and Position substitutions, as well as Forward rules that have been established by agency supervisors. (*To be replaced with CATS Forward Report.*)

FORWARD CATS Time Related Approval Task(s)

(*Currently can only be created in LEO by the supervisor.*)

Used to create a forwarding rule that will reroute approvals for ONE specific subordinate to a designated replacement. No other substitutions will be taken into account. This is a person to person substitution.

NOTE: Be sure that whoever you reassign or forward to already has the My Staff or My Employees tab in LEO. This assures that they have adequate security to be able to approve or reject a request.

CREATE CATS - Forwarding Rules

CATS - Manage Forward Rules

Use this link to reassign the approval task for one employee to another Supervisor.
Note: Be sure this individual already has the My Staff or My Employees tab in LEO so they have adequate security to be able to approve or reject a request.

- Click Create New Rule.
- From the drop down, choose employee to forward from My Employee drop down.
- Enter the Supervisor's personnel number without the P in the Assignee field.
- Enter Start and End dates.
- Click Save.
- Click Refresh to view rule.
- To delete, select rule and click Delete.

CATS Entries on Detailed Time Statement

Overview

- If field **Posted by** is WF-CAT6, the entry was created in CATS. If field **Posted by** is WF-CATSAPP, the entry was created in CATS and auto-approved.
- An X in Auto Post indicates no approval of request was given by supervisor prior to noon payroll Monday deadline and was automatically approved. **Consult with agency's policy for follow up if required.**
- Comments added through CATS may be edited by clicking on Edit in the **Posted By** field. The beginning of the original comment will be retained.

For more information on Detailed Time Statement, review the eCertification Quick Reference card.

Manage Time Approval Substitute functionality no longer works and has been removed as of September 17, 2019. It will be replaced with another process at a later date.

Only CATS Forwards (Supervisor) and A|210 (HR) records will create approver substitutions. Existing LEO Substitutions are no longer valid.

Who to contact for help
- Click on the "**Who do I contact for Help?**" link located on the right side of the LEO Welcome page. It will display your agency contact information.
- Scroll across report to view all information. Find the contact for your particular need and location.
- Payroll and Personnel related questions should be directed to your Human Resources office.