



CATS TIME QUICK REFERENCE CARD

Log into LEO <https://leo.doa.louisiana.gov/>

Click  My Time



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

CATS Time Overview

- Be aware and follow your agency’s time entry policy. Your agency should provide you with information on costing and entry method.
- To view available leave hours, click on [Leave Information \(LEO\)](#) or [My Leave Balances \(LaGov app\)](#).
- Leave requests for future pay periods reduce available hours balance upon approval by Supervisor.
- Costing values must be entered if different from your default costing.
- The attendance types ZA01 (Regular Attendance) and ZTEL (Telecommuting), and MARI (Maritime Tracking) do not require supervisor approval and are automatically approved when saved.
- Start and End times are required for all absences/attendances with the exception of ZA01 (Regular Attendance) and ZTEL (Telecommuting), and MARI (Maritime Tracking).
- **LEO does not verify that time span entered equals hours entered.** This must be verified manually by the employee and supervisor.
- Positive time employees must enter all hours worked in order to be paid correctly.
- 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.

Multi-Date Time Request (LEO only)

Calendar Tab

- Click on number in front of week on calendar to select week.
- Statewide holidays are in yellow and off days are in gray. These are determined by your personnel record which is set up by Human Resources. Rejected entries are in red and Approved entries are in blue.
- You may only view future weeks, present week, and one week in the past.

Default Costing Tab

- This is the “Home coding” assigned to your position by Human Resources.
- Any hours without costing on your timesheet will be charged to this default costing.
- If costing is entered and it matches 100% of your default costing, the costing fields will be cleared.

Timesheet Header

- **Last Week and Next Week** - Use to move forward and back a week.
- **Week from** - Type directly into this field or use the calendar to the right of the field to select a week the press Apply.
- **Copy and Paste**
 - Copy Line - Select a row in the time sheet, then select Copy Line. A new Paste icon will appear. Select an empty row and then click Paste.
 - Copy from Previous Period - This selection will copy all data from the previous week: Absence/Attendance Types, hours for each workday, and all associated cost objects.
 - Copy from Target Hours - copy planned hours to the timesheet. It uses the default Attendance Type -Regular Attendance (ZA01).
- **Worklist** - Any cost object charged in the past 30 days will be saved and available for selection. To use, select a cost object from the list and click Import. The cost object will be added to the CATS timesheet. Absence/attendance type and hours must be entered.
- **Work Schedule** - Displays detailed work schedule for the week in military time and is maintained by Human Resources.
- **Template** - This function will save all CATS timesheet data (except hours) for every week. The data will remain as a default for each week. Only one template can be saved at a time.

Favorites

- Similar to a Template, but with more flexibility.
- Save with or without times. (Times are hours worked)

Timesheet Header (continued)

- More than one favorite can be saved. Favorites saved are only available when using this iView.
- Can set a favorite as a default.
- To use: Save a populated time sheet With or Without Times option. Name the Favorite. Once saved, select Organize Favorites to maintain (display a favorite, delete a favorite, or set as a default).
 - Favorites With Times populates Absence type, start/end times, costing, and hours.
 - Favorites Without Times populates Absence type, start/end times, and costing.

Check - Validates entries

- **Insert Row** - Insert additional rows in the timesheet by selecting a row and choosing the Insert Row button. A new row is inserted below the selected row.





- - Displays planned hours.



- - Displays total hours entered.

Timesheet Entry area

- Review **CATS Time Overview** section for entry tips.
- Enter costing, if required.
- Choose Absence/Attendance from the dropdown.
- If ZA01 (Regular Attendance) hours being entered, Attendance type may be left blank and ZA01 will default in when saved. Any other absence/attendance type must be chosen from drop down menu.
- Enter Start and End times if required. Corresponding absence/attendance hours are entered horizontally under the appropriate date.
- Click Check to see if you have any errors. A detail box  will appear next to each hour entered.
 - Edit Details - Click on  to enter notes. Follow agency policy on what should, if anything, be entered here. Click Close when finished.
- **Do not delete any costing, for example Not_Relevant in the Func Area or Grant field, that has populated by default.**
- After all entries have been made, click **Save**.

Cancel a Time Entry

- Click  on the row of the request you wish to cancel and click save.

Single Date Time Request (LEO)

My Time Requests (LaGov App-SAP Fiori Client)

URL: <https://lagovgw.doa.louisiana.gov/apps>



Time Overview

Displays requests created by employee using CATS Single Day or Multi-Day view, as well as any entries created by the Time Administrator or System.

- Summarizes requests by week. Displays total number of requests, total entries approved/rejected, and work schedule hours.
- Lower section contains details for each request including status.
- You may view past, present and future weeks.
- System-recognized holiday dates are shaded in yellow.

Create Request

- Click **Create**.
- Select a date from the calendar at the top or from the calendar pop-up in the date field. Can also use Next and Prev arrows to page between weeks.
- Type in Attendance/Absence Type or click to choose from the dropdown. The most frequently used types will be displayed first.
 - To search for other types, type value in the search field.
 - Scroll to the bottom of the absence/attendance pop-up and click **Continue Search on Server**.
 - Most absences may be found by searching for L. Most attendances may be found by searching for Z or 0 (zero).
- Type in Hours amount. Use a decimal for partial hours.
- Type From and To times or use the time selector wheel when available.
- Type comments in Note field if necessary or required.
- If hours must be costed to values other than your default, click to left of **Cost Assignment** to open available costing fields.
 - To search for costing values, click to open the search pop-up.
 - Type value in the Search field.
 - Click **Continue Search on Server**. Thirty matching values will be returned each time.
 - If the appropriate costing is not found, scroll to the bottom of the pop-up and click **Continue Search on Server** again.
 - To view your default costing values, open the Cost Assignment panel and select **Click to view default costing** link. A pop up box will open.
- Click **Submit** to send request to your Supervisor.

Copy, Change, or Delete Request

- The copy function can be used when entering similar requests for multiple days. To duplicate a request for a different date, select the request, click **Copy**, select a new date, make any other necessary changes and click **Submit**. Click **OK** on the confirmation pop-up box.
- To change, select or tap on the entry, make necessary changes, and click **Submit**. Click OK on the confirmation to submit pop-up box.
- To delete, select an entry and click **Delete**. Click OK on the confirmation to delete pop-up box.
- System generated holidays and entries made by a Time Administrator cannot be changed or deleted through this screen. Please contact your Time Administrator if a change is needed.

Favorites and Worklist

- Enter request details and the select **Favorites > Save as Favorite**. Name the favorite. To save the hours and begin/end times, you must select **Save With Time**. Click **Save**.
Note: Favorites saved when using the LEO-CATS Multi-Date view are not available for use when using the LaGov My Time Request app or CATS Single Date request link in LEO.
- Worklist includes all costing value combinations that you have saved in the past 30 days.

Email Notifications

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

- Emails are sent once a day at 12:30 am to approvers informing them of employee-created CATS requests. This daily email will include all CATS requests created that day by all employees the individual supervises.
- 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.

CATS Entries on Detailed Time Statement

Overview

- Each week of the pay period is reported and totaled separately.
- Default costing values that output as a part of the header are as of the last day of the pay period.
- 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 is 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](#).

Who to contact for help?

- Click **Who do I contact for Help?** 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.

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