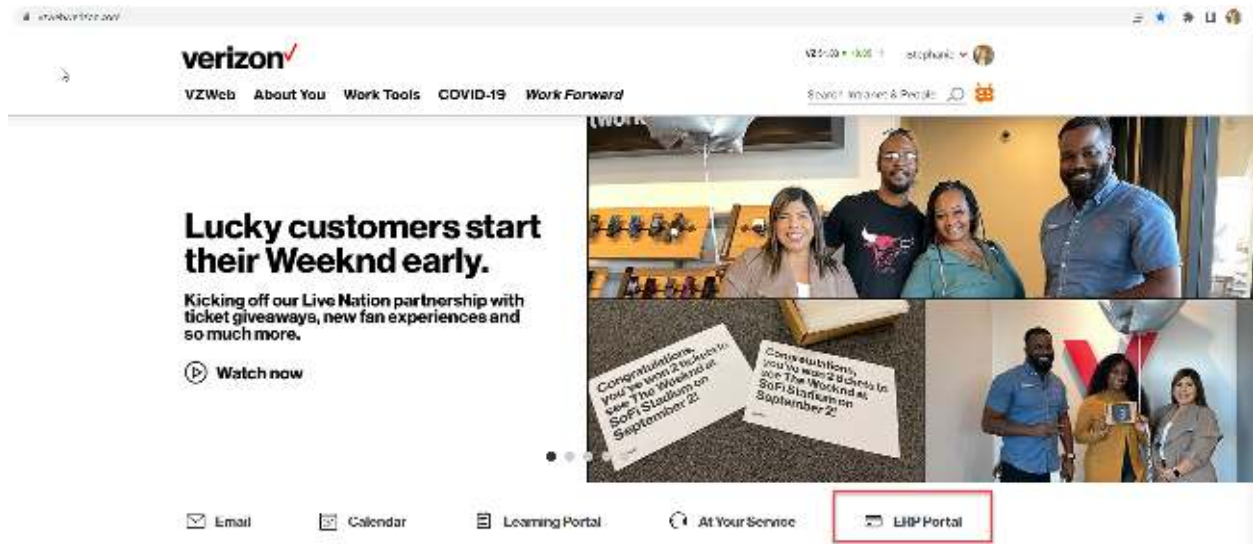


CATS Timesheet QRG – Cost Center Based Contractor

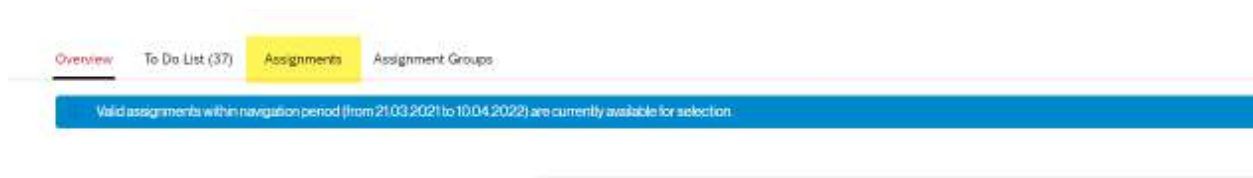
To access CATS timesheets, go to VZWeb (<https://vzweb.verizon.com>), click on ERP portal under the banner.



This will take you to the Fiori (ERP portal) launchpad/homepage. Scroll down to the “Time Collection” section where you will see a “My Enhanced Time-sheet” tile – this will take you to the CATS timesheet overview screen.



To create a new assignment, click on the “assignments” tab towards the top left of the screen.



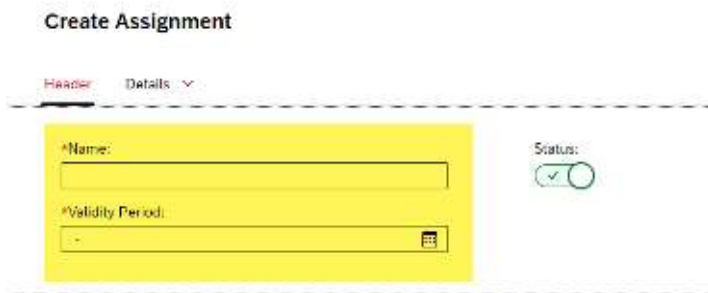
- Once in the assignment screen, you have two options: you can either create brand new assignments or edit existing assignments. To create a new assignment, click on create – assignment.




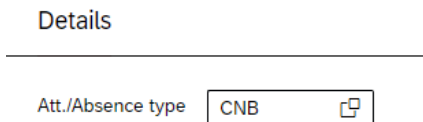


The assignment creation screen will look a bit different and there are new validations put in place. Begin by filling out each field in order:

- **Name of the assignment:** this should be something familiar that will remind you of what the assignment details are. For example, Design of XXXX application or something along those lines. This is completely up to the user to define what they want to call each assignment.



- **Validity period:** this represents the dates you want to be able to use this assignment. For example, if you plan to work on a specific project or with a specific VAST ID/application for the next 3 months, use that as the validity period. Once the validity period expires of an assignment, the assignment no longer shows up as an option when you are entering your timesheet (allowing for the list of selection to not have old assignments lingering that you have to skip). You can always go back and edit the validity dates late to extend an assignment if necessary.
- **Att./Absence type:** this will always be defaulted to WRK which represents hours worked. If you click on the two little boxes to the right , a drop down will appear with one more option. CNB should be used for time not worked (that will not be paid). Once you select CNB, all other fields disappear as they are no longer needed for exception time.



Select: Att./Absence type

Search Go

Items

Key	Att./Absence type
CNB	Contractor Not Billable
WRK	Work Hours

Cancel

Create Assignment

Header Details

*Name: Status:

*Validity Period:

Details

Att./Absence type



- **Cost Center:** you will notice that there is a choice between project definition and cost center. Your manager/supervisor should be able to advise you on whether you are expected to charge your time to a project or a cost center. **This training document is for cost center-based contractors.** You will also notice there are three more attributes to be filled out for WRK related time.

Att./Absence type

None (None, Project/Cost Center)
 Project Definition
 Cost Center

Details

Attributes

*Task type:

*Task level:

*Task component:

*Receiver cost center:
Z/Elisa Tomascio

To search for your cost center (receiver cost center field), click the two little boxes to the right of the field. **DISCLAIMER: ANY COST CENTERS USED FOR THIS TRAINING DOC ARE JUST A TRAINING EXAMPLE AND SHOULD NOT BE USED**



FOR ACTUALS TIMESHEETS. This training document is specific to cost center-based contractors. There are a couple of different ways you can search:

- Enter the cost center into the cost center (key) field and **click GO**. Clicking enter will not trigger the search, you have to **click GO**. Click on the cost center once the search finds it.

Select Receiver cost center

Maximum Hits: 0
 Cost Center(Key): 9044009697
 Short Text:

Company Code:
 CCtr Category:

Go

Items

Cost Center(Key)	Short Text	Company Code	CCtr Category	Person Resp.
9044009697	Affiliate Transactio	9044	G	Verizon Business Usr

- Enter the company code associated with the cost center into the company code field and **click GO**. Clicking enter will not trigger the search, you have to **click GO**. Scroll through the list of cost centers until you find the right one.

Select Receiver cost center

Maximum Hits: 0
 Cost Center(Key):
 Short Text:

Company Code: 9044
 CCtr Category:

Go

Items

Cost Center(Key)	Short Text	Company Code	CCtr Category	Person Resp.
9044008443	Sourcing Incentive	9044	W	Gina Edmonds
9044008444	Sourcing Incentive	9044	W	Gina Edmonds
9044008445	Sourcing Incentive	9044	W	Gina Edmonds
9044008446	Sourcing Incentive	9044	W	Gina Edmonds
9044008447	Sourcing Incentive	9044	W	Gina Edmonds
9044008448	Sourcing Incentive	9044	W	Gina Edmonds
9044009697	Affiliate Transactio	9044	G	Verizon Business Usr
9044008686	Affiliate Incentive	9044	W	Verizon Business Usr
9044023836	CC:0000_954000	9044	R	Verizon Business Usr
9044003389	Clean and Screen Rev	9044	J	James Gowen

- **Task Type:** This will always be defaulted to BER (it's the only option). No need to click it.
- **Task Level:** This will always be defaulted to L1 (it's the only option). No need to click it.
- **Task Component:** This represents the rate (standard, overtime, etc.). The only options you will have are the ones received by Fieldglass. If the dropdown is blank, please email 1erpcats-tapfinsupport@verizon.com to assist.



Select: Task component

Search with Task component Go

Maximum Hits:

Items

Task component(Key)	Bill Rate Standard/Hour
BRSTH	

Save the assignment once all attributes have been provided.

Create Assignment

Basic Details

Name:

Validity Period:

Details

Assignment Type:

Please select Project/Cont Center

Project Definition

Cont Center

Details

Attributes

Task Type:

Task Avail:

Task component:

Bill Rate Standard/Hour:

Save Cancel

To edit an existing assignment, click on the assignment you'd like to edit, then click edit towards the top right of the screen.

B01 Edit

Valid From: Valid To:

Attributes

- If you have an assignment that was created before these changes were made, the assignment's data will be re-validated during timesheet creation and during assignment editing. You will see that when you try to edit the assignment, the screen has changed (same instructions as above during new assignment creation).
- Once your assignment(s) are created/edited, you are ready to enter a timesheet. Click on the "overview" tab.

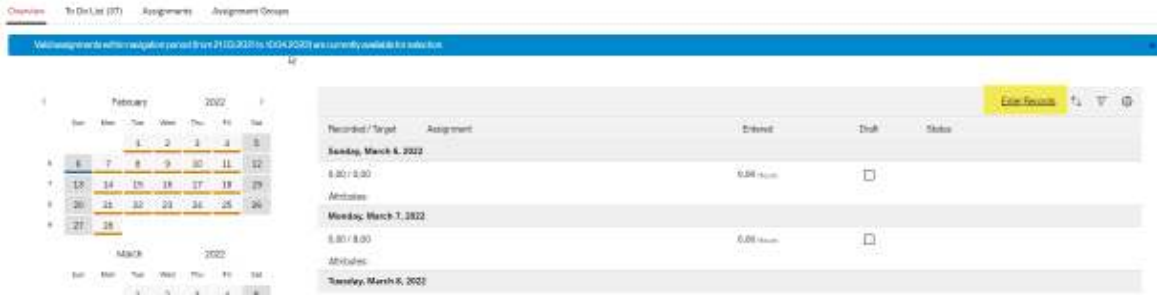
Overview To Do List (37) Assignments Assignment Groups

Valid assignments within navigation period (from 21.03.2021 to 10.04.2022) are currently available for selection.

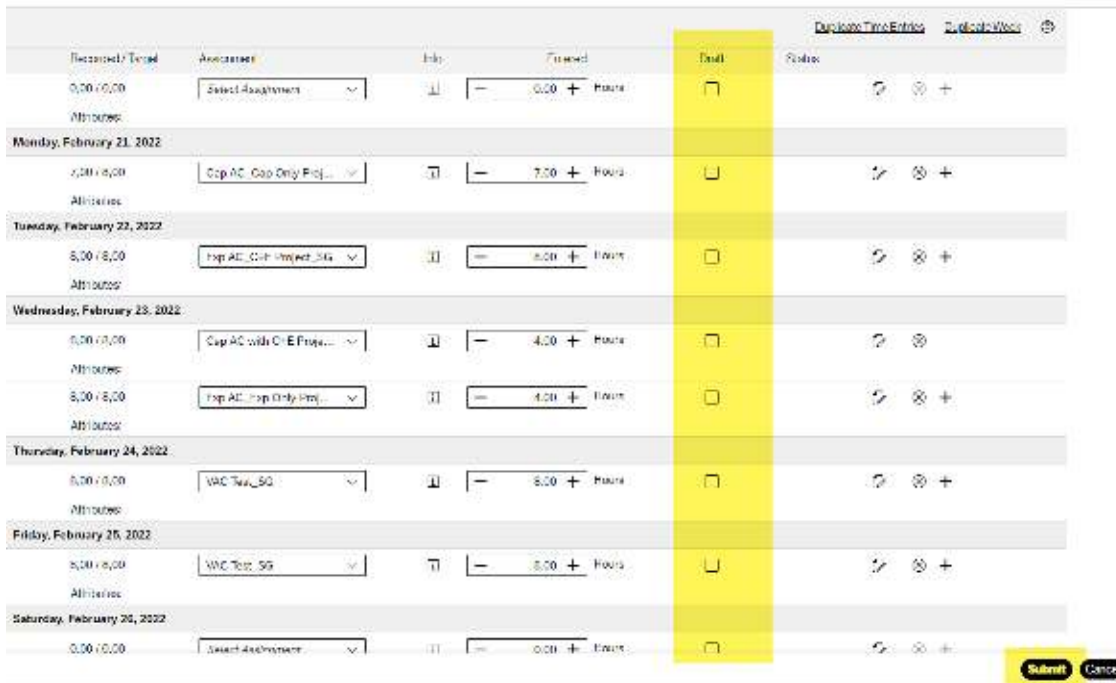
- Select the week you'd like to enter a timesheet for by clicking on the calendar towards the left of the screen. The calendar is color coded to help you identify



what days are missing, rejected, completed (approved), submitted, etc. Once you've selected the right week, click on "enter records" towards the top right of the screen.



- Now, drop downs should appear under the "assignment" color for every single day. Starting Monday (unless you work weekends), begin to select assignments and add hours.
- If you make a mistake and need to delete an assignment for the day, click the 'X' icon towards the right.
- If you worked on multiple assignments throughout the day, click the '+' sign to add a new line under the same day.
- Once you've completely filled out your timesheet, you can either check the box under "draft" if you're not ready to submit, or you can click the "submit" button on the bottom right.



Error Dictionary

Screen	Error Message	Cause of Error	What should you do?
1ERP CATS Timesheet Login	Domestic employees should not charge time in the 1ERP CATS timesheet.	Domestic US employee trying to enter time in 1ERP CATS.	You should be entering timesheets in VzTime instead of CATS.



1ERP CATS Timesheet Login	Personnel number and data entry profile mismatch. Please contact the time admin.	Incorrect CVR parameter (data entry profile) in user parameters.	You should correct your user parameters for S4 and Fiori to: Contractor: VZCBPS1 International Employee: VZCBPS2
1ERP CATS Timesheet Login	No rate found in the Contractor Rate table. Please email 1erpcats-tapfinsupport@verizon.com .	Entry missing in contractor's rate table. New/extended WO details from FG have not been transferred to 1ERP yet.	Contact TAPFIN via email: 1erpcats-tapfinsupport@verizon.com
Create/edit Assignment	Please enter the required field.	Value missing in mandatory field.	Look for fields marked with red asterisk (*) that are mandatory and provide an input.
Create/edit Assignment	Please enter a valid assignment name.	Name missing for assignment which is required.	Enter a name for your assignment.
Create/edit Assignment	Please enter a valid assignment validity period.	Validity period missing for assignment.	Use the calendar drop-down to select start and end dates for the assignment.
Time Entry Submission	Company code doesn't allow more than 40 hours per week. Please reduce your timesheet hours for the week.	Company Code 1803 (VDSI India) does not allow users to charge more than 40 hours per week.	Reduce the number of hours in your timesheet to 40 or less per week.
Time Entry Submission	Enter activity type in conjunction with cost center.	Missing activity type or cost center in infotype 0315 of HRMM record for the time entry date.	Create an AYS ticket for CATS time entry with category HRMM so they can fix your record for the date period.
Time Entry Submission	Create Master record for CC XXXX/AT XXXX.	Missing cost rate information for the CC/AT.	Create an AYS ticket so the Cap Labor team can input a cost rate.

