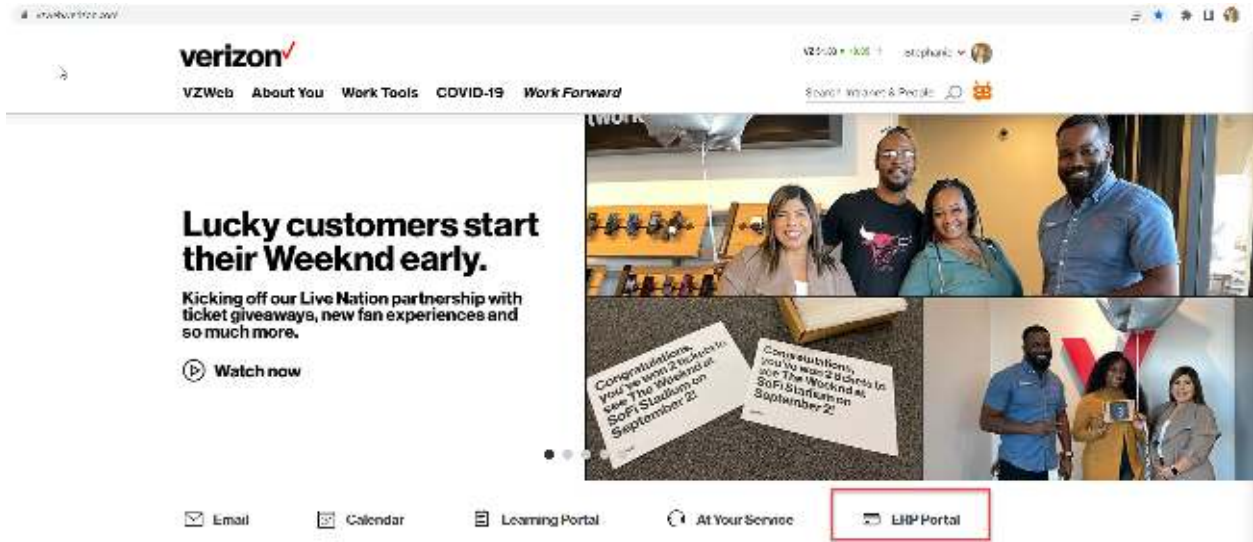


CATS Timesheet Instructions – Project Based Contractor

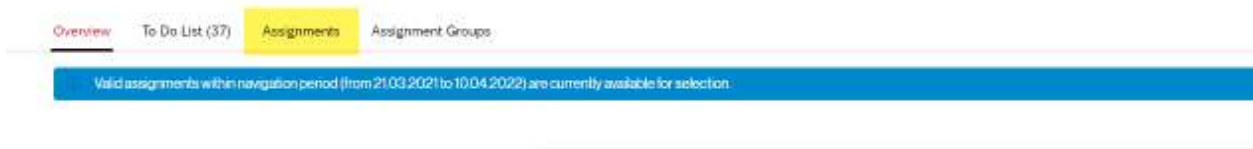
To access CATS timesheets, go to VZWeb (<https://vzweb.verizon.com>), click on the ERP portal under the banner.



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.



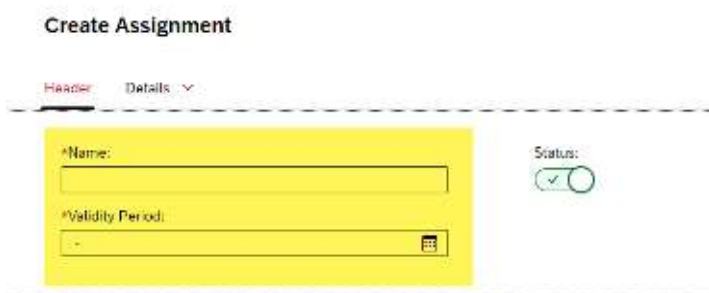
- Once in the assignment screen, you have two options: you can either create brand new assignments or edit existing assignments. To create a new assignment, click on create – assignment.






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.

Details

Att./Absence type 



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

CNB



No details necessary for time not worked. Just enter Name and Validity Period.

- **Project Definition:** 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 project-based contractors.** You will also notice there are 7 more attributes to be filled out for WRK related time.



Create Assignment

Header Details

Name: Status:

Validity Period:

Details

Att./Absence type:

Please select Project/Cost Center

Project Definition

Cost Center

Details

Attributes

*Project definition:

*Activity Code:

*Location:

*Task Type:

*Task level:

*Task component:

To search for your project definition, click the two little boxes to the right of the field. **DISCLAIMER: ANY PROJECTS USED FOR THIS TRAINING DOC ARE JUST A TRAINING EXAMPLE AND SHOULD NOT BE USED FOR ACTUALS TIMESHEETS.**

There are a couple of different ways you can search:

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

Select: Project definition

Maximum Hits:

Project def.(Key):

Description:

Items

Project def.(Key)	Description
VZ-00033268	EC#2157

- Enter some of the digits of the project ID into the project def. (key) field and **click GO**. Clicking enter will not trigger the search, you have to **click GO**. Click on the project once the search finds it.

Select: Project definition

Maximum Hits:

Project def.(Key):

Description:

Items

Project def.(Key)	Description
VZ-00033268	EC#2157

- Enter some of the description of the project into the description field and **click GO**. Clicking enter will not trigger the search, you have to **click GO**. Click on the project once the search finds it.



Select: Project definition

Go

Maximum Hits:

Project def.(Key):

Description:

Items

Project def.(Key)	Description
VZ-00001602	BC#2711 - OCT 12 ANAPLAN RATE TEST [1]
VZ-00001673	BC#822725 - S4 TO ANAPLAN ASSIGNMENT [1]
VZ-00001674	BC#822726 - S4 TO ANAPLAN ASSIGNMENT [1]
VZ-00001675	BC#822740 - S4 TO ANAPLAN ASSIGNMENT [1]
VZ-00001676	BC#822741 - S4 TO ANAPLAN ASSIGNMENT [1]

Select: Project definition

Go


Maximum Hits:

Project def.(Key):

Description:

Items

Project def.(Key)	Description
VZ-00001676	BC#822741 - S4 TO ANAPLAN ASSIGNMENT [1]

- Activity Code:** this represents the type of work you are doing. To select an activity code, click the two little boxes  to the right of the field. You will notice the activity code IDs have been changed (example: no longer 01A for planning, tracking and mgmt., now shows PTM.). This was done intentionally to remove any association with capital or expense from the user's responsibility. The system will automatically determine whether your hours are capital eligible or expensed based on the project definition, activity code and VAST ID combination. Select the right activity code based on what you're working on.



Select: Activity Code

Go

Maximum Hits: Activity Desc Master:

Activity Code Master(Key):

Items

Activity Code Master(Key)	Activity Desc Master
PTM	PLANNING, TRACKING & MGMT
RCD	REQUIREMENTS DEFINITION & GENE
DDS	DETAIL DESIGN
BLD	BUILD
TST	FUNCTIONALITY TESTING & INSTAL
DCM	DATA CONVERSION, DATA MIGRAT
AMS	APPLICATION MAINTENANCE SUPPOR
IMS	INFRASTRUCTURE MAINTENANCE SUP
EMS	END USER MAINTENANCE SUPPORT
IPH	IMPLEMENTATION - PURCHASED HAR

Cancel **Clear Selection**

- **Location:** this is a field derived from the project definition you have selected. Typically, it's only one option which makes it easy to select.

Create Assignment

Select: Location

Go

Please select Project/Code Desc

Project: Details

Project Definition

Code Desc

Attributes

Maximum Hits:

Location(Key):

Items

Location(Key)	Description
00000000	Verizon Data Services LLC Virtual Locat

- **VAST ID:** this represents the application you are working on. This will also be derived depending on the project definition you select. Some activity codes require a VAST ID while others do not (more admin type activity codes that are not application specific do not require it, see below). In the example, you'll see only one VAST ID has been assigned to the project selected, so that's the only VAST ID available for selection. Since we have chosen "DDS: Detail Design" as the activity code, a VAST ID is required – **if you don't select one, you will get an error saying "VASTID Is Mandatory"**.

Create Assignment

Select: Vast Id

Go

Please select Project/Code Desc

Project: Details

Project Definition

Code Desc

Attributes

Maximum Hits:

Vast Id(Key):

Description:

Items

Vast Id(Key)	Description
10000	PTM/TTD



LEGACY Activity Code	Description	NEW Activity Code	VAST ID Requirement
01A	Planning, Tracking & Mgmt	PTM	NO VAST ID req
03A	Requirements Definition & General Design	RQD	NO VAST ID req
04A/04C	Detail Design	DDS	YES VAST ID req
04B/04D	Build	BLD	YES VAST ID req
06A/06B	Functionality Testing & Install - Excludes UAT	TST	YES VAST ID req
07A	Data Conversion, Data Migration & Table Entry	DCM	NO VAST ID req
08A	Application Maintenance Support - UAT, QA & CM	AMS	YES VAST ID req
09A	Infrastructure Maintenance Support	IMS	NO VAST ID req
10A	End User Maintenance Support	EMS	NO VAST ID req
13A	Implementation - Purchased Hardware	IPH	YES VAST ID req
15A	Application Production Support	APS	YES VAST ID req
16A	Infrastructure Production Support	IPS	NO VAST ID req
17A	End User Production Support	EPS	NO VAST ID req
19A	Administration	ADM	NO VAST ID req
20A	Training Conference	TRG	NO VAST ID req
21A/21B	Travel	TRV	YES VAST ID req
22A	Employee Down Time	EDM	NO VAST ID req

- **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

Go

Maximum Hits:

Items

Task component[Key]	B[Rate Standard/Hour]
EPSTH	B[Rate Standard/Hour]

Save the assignment once all attributes have been provided.



Create Assignment

Project: Details

Task Assignment: [Text Field]

Validity Period: 24-04-2022 - 24/04/2022

Status: [Dropdown]

Details

Assignment Type: WSE

Please select Project/Task Center:

Project Definition

Cost Center

Details

Attributes

*Project definition: 12-00011888
RCH/202

*Location: 000000000
Winton Data Services LLC Virtual Laptop

*Task Type: BEN
PCP

*Task component: 0002H
BEN-IBM StandardPhone

*Activity Code: 000
267M: 267M:04

*Task level: LI
LI

*Start ID: 30005
97-AT-70

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.

R01 Acme

Valid From: Valid: 2022

Valid To: Valid: 2022

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.



Chapters To Do List (27) Assignments Assignments Groups

With assignments with a due date (period from 2/10/2022 to 3/04/2022) are currently available for selection

Recorded/Target	Assignment	Entered	Draft	Status
Sunday, March 6, 2022				
8:00 / 8:00		0.00 hours	<input type="checkbox"/>	
Activities				
Monday, March 7, 2022				
8:00 / 8:00		0.00 hours	<input type="checkbox"/>	
Activities				
Tuesday, March 8, 2022				

- 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.

Recorded/Target	Assignment	Info	Entered	Draft	Status
0:00 / 0:00	Select Assignment	[-] 0:00 [+] Hours	<input type="checkbox"/>		
Monday, February 21, 2022					
8:00 / 8:00	Cap AC, Cap Only Proj...	[-] 7:00 [+] Hours	<input type="checkbox"/>		
Tuesday, February 22, 2022					
8:00 / 8:00	Exp AC, Exp Project, SG	[-] 8:00 [+] Hours	<input type="checkbox"/>		
Wednesday, February 23, 2022					
0:00 / 0:00	Cap AC with O/E Proje...	[-] 4:00 [+] Hours	<input type="checkbox"/>		
8:00 / 8:00	Exp AC, Exp Only Proj...	[-] 4:00 [+] Hours	<input type="checkbox"/>		
Thursday, February 24, 2022					
0:00 / 0:00	VAC Test, SG	[-] 8:00 [+] Hours	<input type="checkbox"/>		
Friday, February 25, 2022					
8:00 / 8:00	VAC Test, SG	[-] 8:00 [+] Hours	<input type="checkbox"/>		
Saturday, February 26, 2022					
0:00 / 0:00	Select Assignment	[-] 0:00 [+] Hours	<input type="checkbox"/>		

Submit Cancel

See next page for the **Error Dictionary**.



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.
Create/edit Assignment	Enter valid project ID first.	User trying to enter activity code before selecting project.	Select a project first before selecting other fields like activity code.
Create/edit Assignment	Assignment validity period is not within project validity period.	The validity dates entered by the user for the assignment are outside the project start/end dates.	Adjust the assignment validity dates to be in line with the project dates. Reach out to your supervisor or finance business partner if you have additional questions.
Create/edit Assignment	Enter valid activity code.	User trying to save an assignment without selecting activity code.	Select an activity code, it is a mandatory field.
Create/edit Assignment	Vast ID is mandatory.	User did not select a VAST ID.	VAST ID is mandatory for certain activity codes (see page 6).
Time Entry Submission	System Status LKD/AALK is active (WBS XXXX).	The Project/WBS selected in the assignment is locked for time entry.	Reach out to your supervisor or finance business partner to confirm the project you're using is correct.
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.

