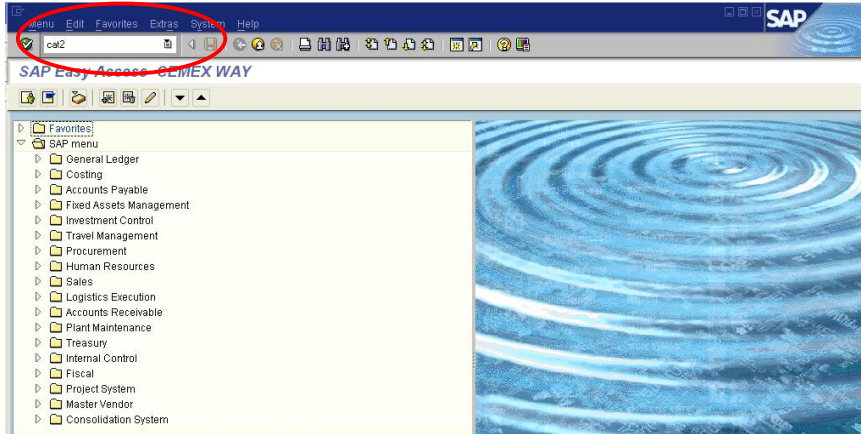# Employee Guide for entering Sickness and Holidays in CAT2

1. Log into SAP

2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

(If you are unable to see the prompt command box, click on the arrow button ![arrow] which is the second icon from the left and the box will open)

2. You are now in your Data Entry screen for the current month. If you need to make an entry in a future month, use the 'Next Screen' button and to move to the previous month, use the 'Previous Screen' button, until you find the month you need. ![buttons]

Although you can scroll forward several months ahead so that you can enter future holidays, you can only scroll back as far as the previous month. If you need to enter an absence that occurred earlier than the previous month, you will need to ask your line manager to either enter this on your behalf or to arrange for a Time Administrator or HR Admin to make the entry.

The rows at the top of the sheet show your contracted work hours for each day of the month. If this is not right, please contact HR Admin so that it can be corrected.
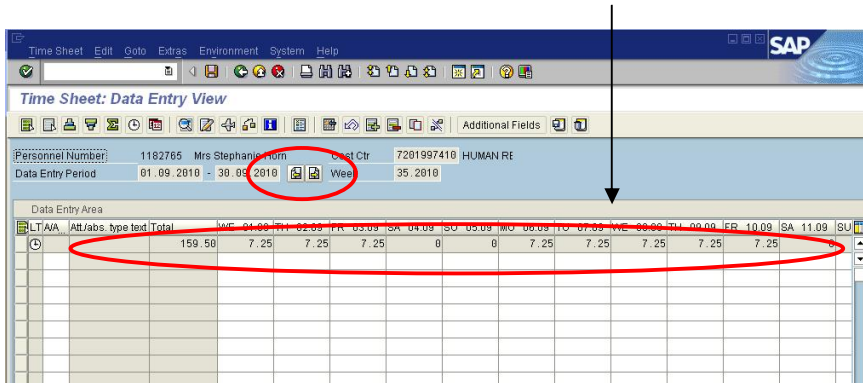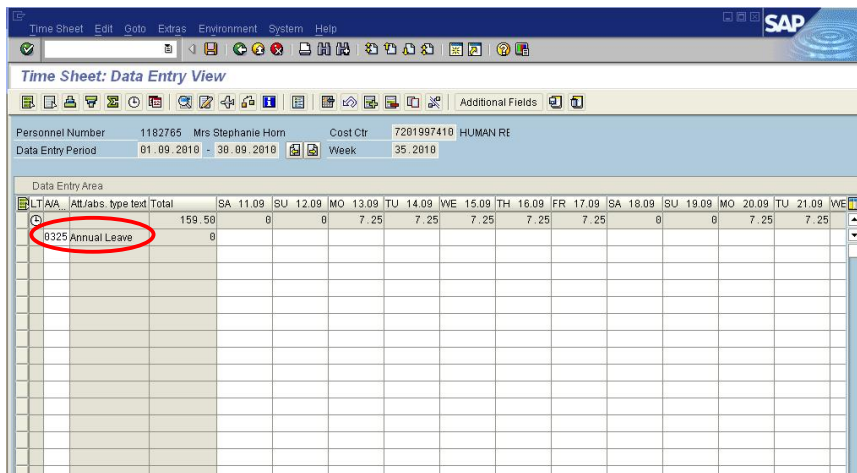
6. Type the absence type into the first empty white box in the A/A column.
0325 for Annual Holiday
0200 for Sickness
Do not use any other code for annual holiday or sickness

You should not enter any other type of absence or attendance code unless this is specifically agreed with your line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

Remember also that you need to get your annual holidays authorised by your line manager before you enter them in CAT2.

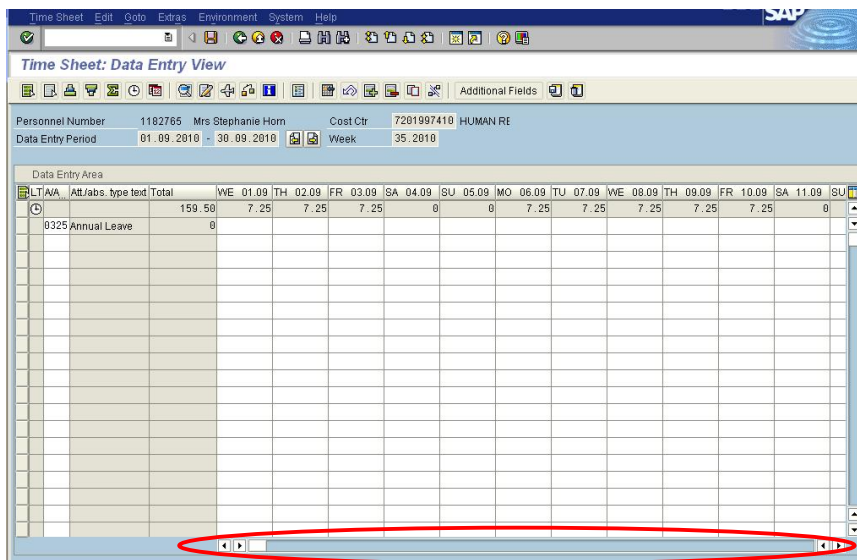Press Return on your keyboard and check the absence code description is correct.

7. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.

8. Enter the number of hours taken as holiday or sickness on each day. If you will be absent for the full day, you should enter the same number of hours as shown in the contracted hours field for that day. If you are absent for half a day, enter half the number of hours shown in the contracted hours field.


9. Press Return on your keyboard. You will see that the 'Total' column shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

10. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button (1). This button also checks your holiday balance to ensure that you are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick (3). If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Admin.
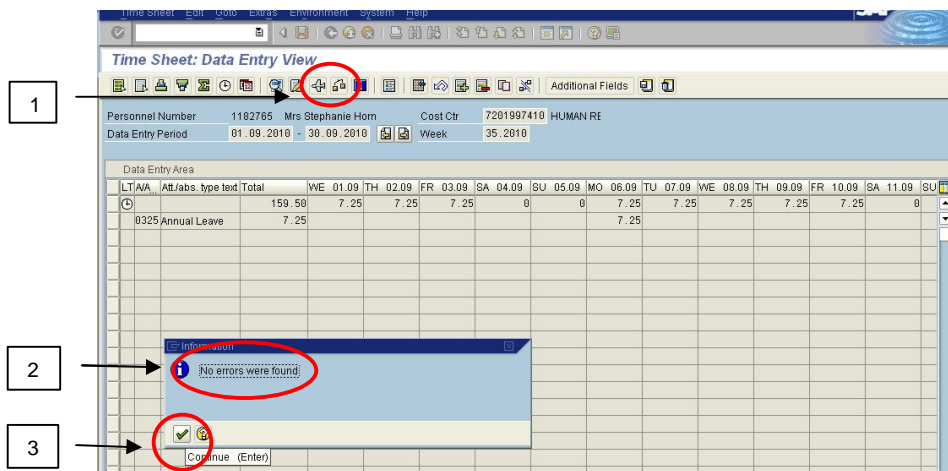
11. Click on the 'Save' button at the top of the screen. A message will confirm that your entries have been saved.
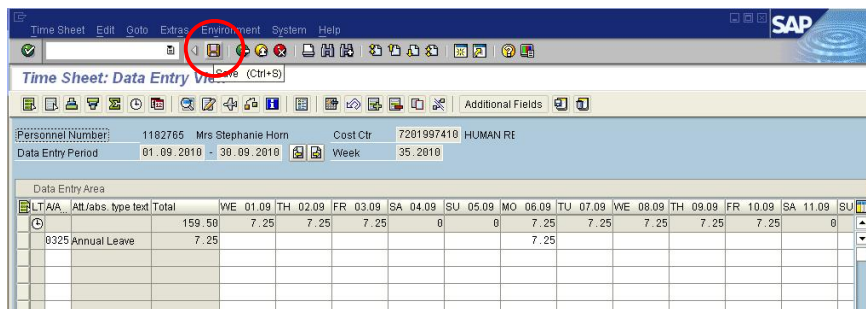
Overview

You can use Shift to view your annual holiday entitlement and outstanding balance. You can also view a calendar which shows the absences that have been recorded in CAT2 for you.

From the Shift home page, select 'My Services' and under the heading 'Absences & Holidays' click on 'Holidays and Absences Information'

To contact HR Admin

Lotus Notes: GB-HR Central Admin (UK team) or hradmin@cemex.com (Hungary team)

HR Administration Team postal address
(send sick notes and Return to Work Interview Forms here)

HR Administration
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TS17 6QY