Time Administrator Guide
for entering Sickness and Holidays in CAT2

Entering sickness and holidays on behalf of your designated employees

1. Log into SAP

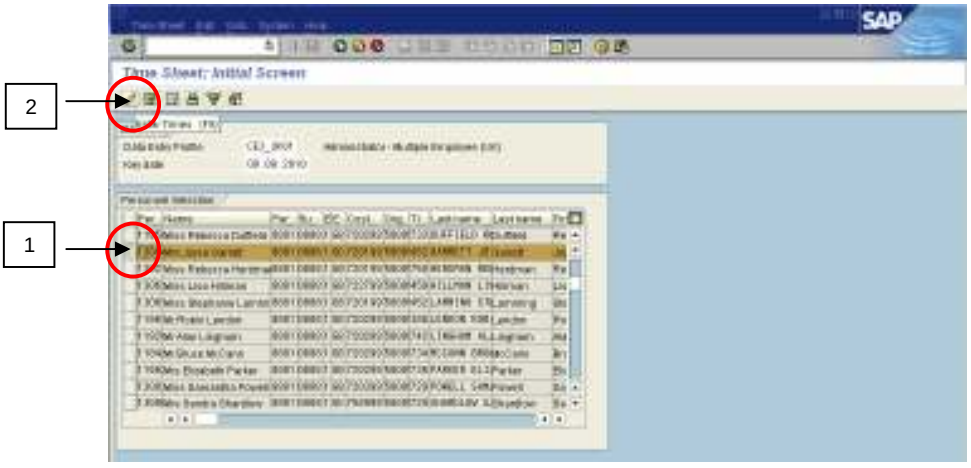
2. Type CAT2 into the prompt command box in the top left hand corner of the screen and press Return on your keyboard.

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

3. This screen should list all the people that you look after time and attendance for. If anyone is missing, please contact HRServicesUK@cemex.com so that this can be corrected.

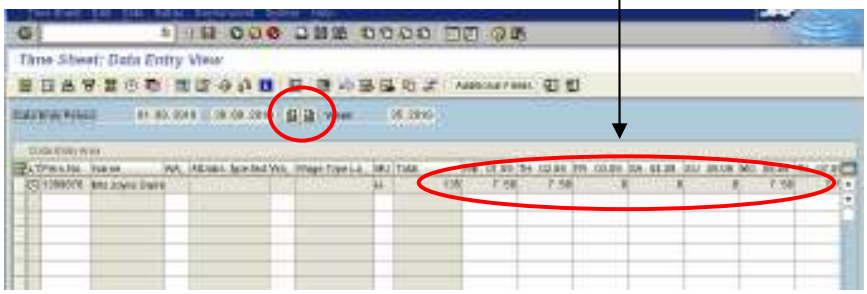
Highlight the line for the person that you need to enter a holiday or sickness for, by clicking in the box to the left of the employee number (1).

Click on the 'Enter Times' button (2).



4. You are now in the employee's 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 a previous month, use the 'Previous Screen' button, until you find the month you need.

The rows at the top of the sheet show the employee's contracted work hours for each day of the month. If this is not right, please contact HR Services so that it can be corrected.



5. To make an entry, type the employee number in the first empty white box in the 'Pers No' column. Follow this row along and enter the absence code in the 'A/A' column.

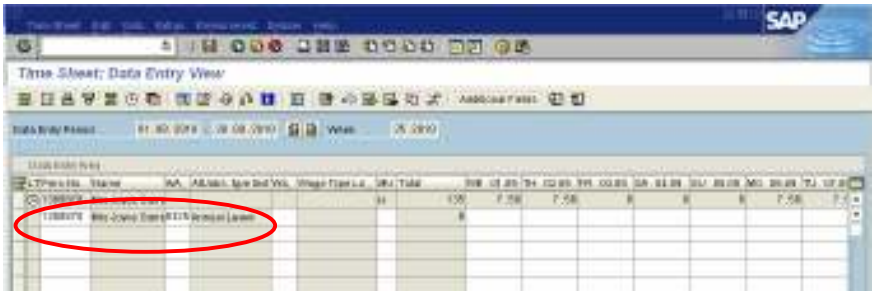
0325 for Annual Leave
0200 for Short Term Sickness (up to 30 calendar days)
Do not use any other code for recording annual leave or sickness.

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

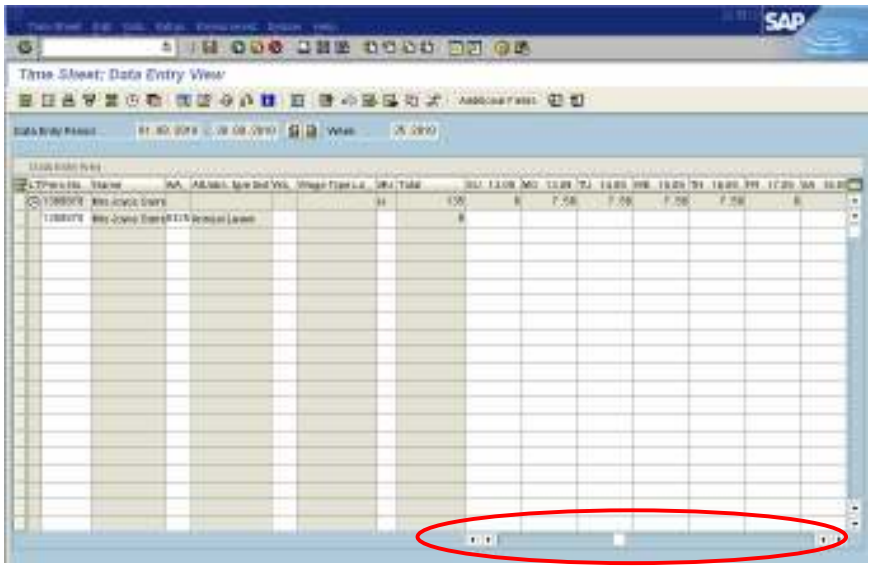
Press Return on your keyboard to check that you have selected the correct absence type.

You should inform the HR Administration team by email (HRAdminUK@cemex.com) of any employee who is absent from work for 30 calendar days and over. They will enter the data in CAT2 on your behalf. This is because different absence codes need to be used to ensure the employee is paid correctly.

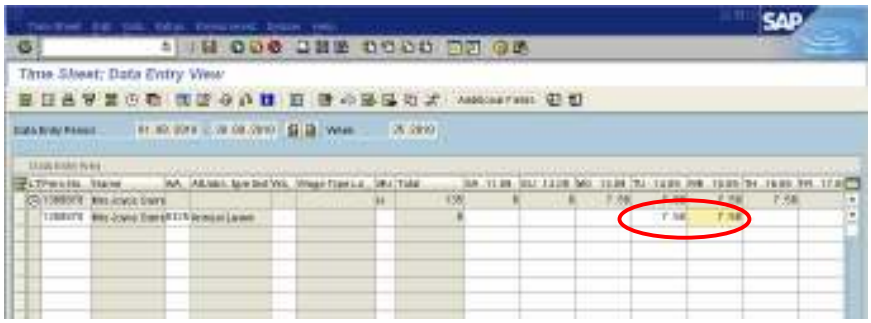
Remember to send all sick notes and Return to Work Interview Forms to HRAdminUK@cemex.com without delay.



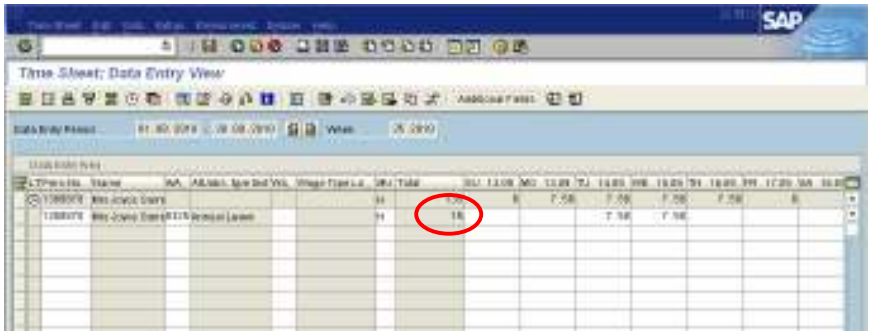
6. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.



7. Enter the number of hours taken as holiday or sickness on each day. If the employee 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 the employee is absent for half a day, enter half the number of hours shown in the contracted hours field.



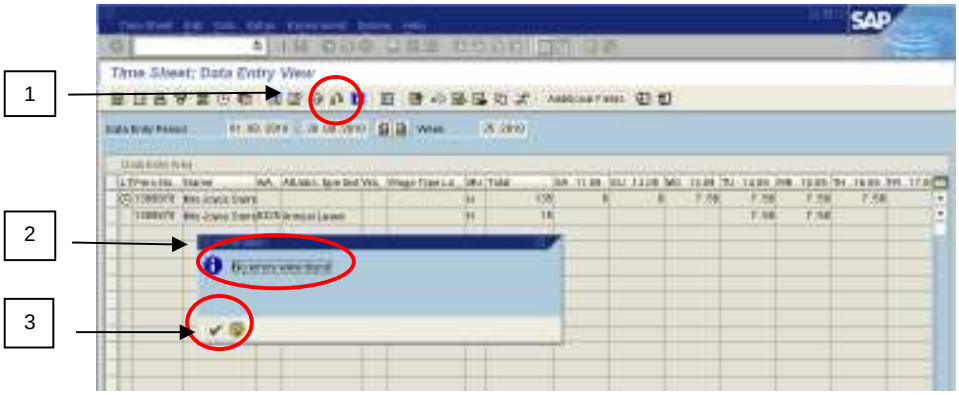
8. Press Return on your keyboard. You will see that the 'Total' column now shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.



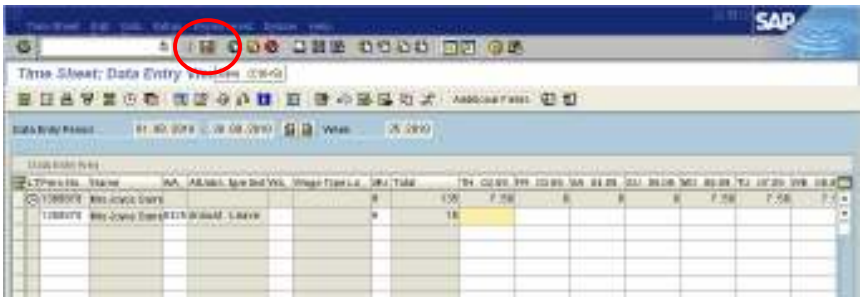
9. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button (1). This button also checks the employee's holiday balance to ensure that they are eligible for the days off.

A message should appear to confirm that no errors were found (2). Click on the green tick (3).

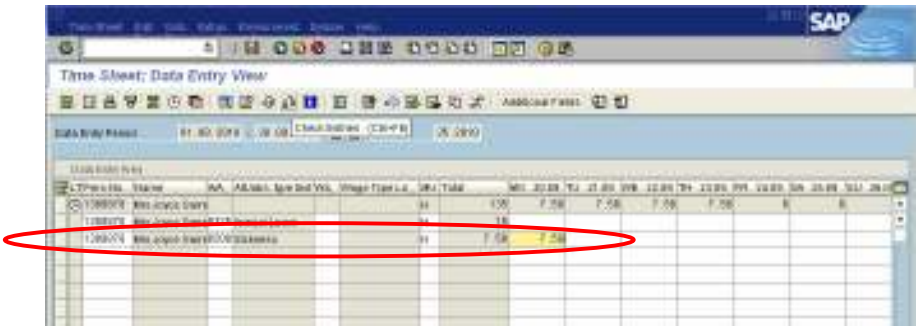
If an error message does appear, you will not be able to save your entry until the problem has been resolved. For assistance, please contact HR Services.



10. Click on the 'Save' button at the top of the screen. A message at the bottom of the screen will confirm that your entries have been saved.

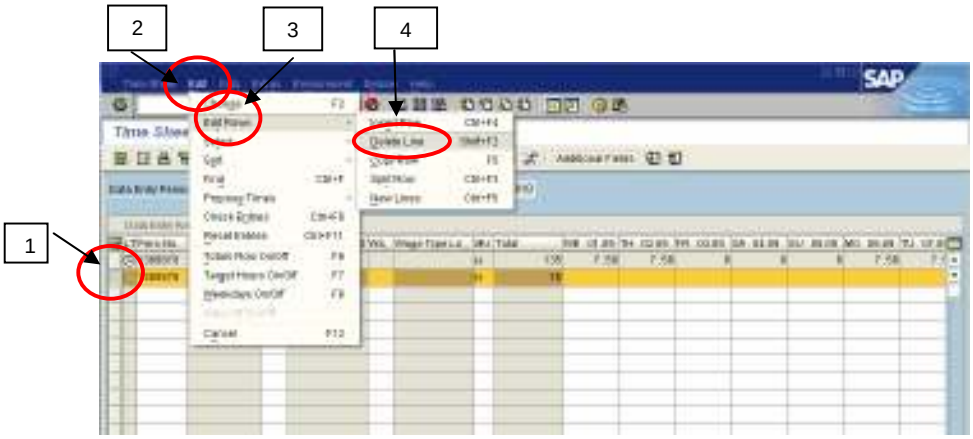


11. You can only enter one type of absence on a line, so if for example you have recorded a holiday, but also need to record sickness for the same employee, use the next empty line to enter the sick days by following steps 4-9 again, before you save the time sheet.

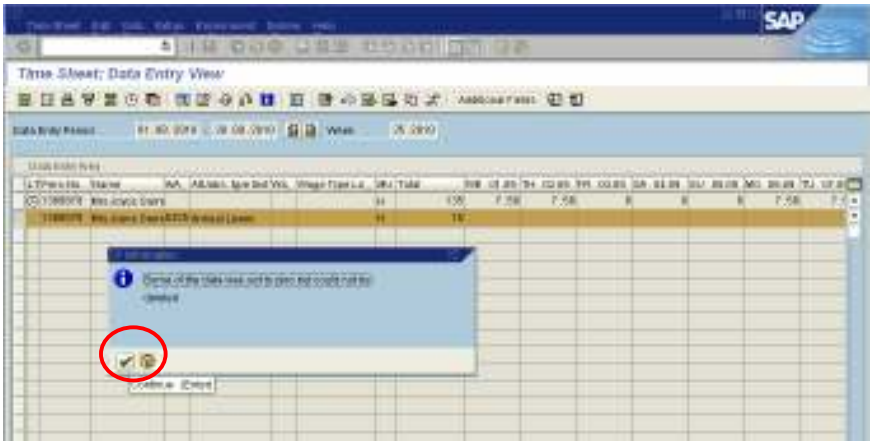


Changing sickness and holidays for your designated employees

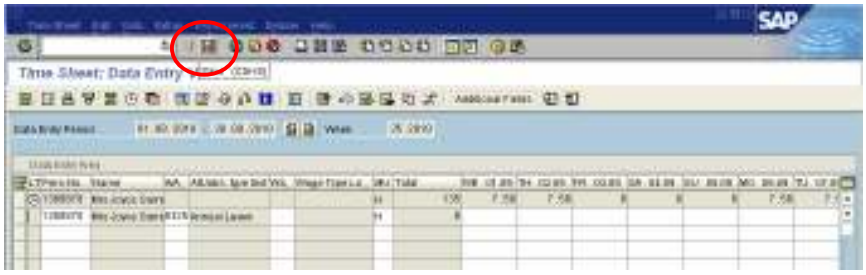
1. **If you need to delete a whole line** in CAT2, go back into the Employee's Time Sheet, and highlight the line that you need to remove, by clicking in the box at the far left hand side of the row (1). Then, using the tool bar at the top of the screen, click on 'Edit' (2), then 'Edit Rows' (3) and 'Delete Line' (4).



2. The following message will appear. Click on the green tick. This will change all the hours that you have entered on that line to zero.



3. Check that the 'Total' field has changed to zero. Then click on 'Save'. This line should eventually disappear from the Time Sheet.



If you need to change an entry (for example, someone changes their holiday dates,) go back into the employee's Time Sheet, find the row that you want to amend and scroll along until you find the day(s) that you need to update and then click in this field. Use your key board to delete or change the entry.

Remember to use the 'Check Entries' button to make sure that the changes you have made do not clash with other entries and that holiday entitlements have not been exceeded.

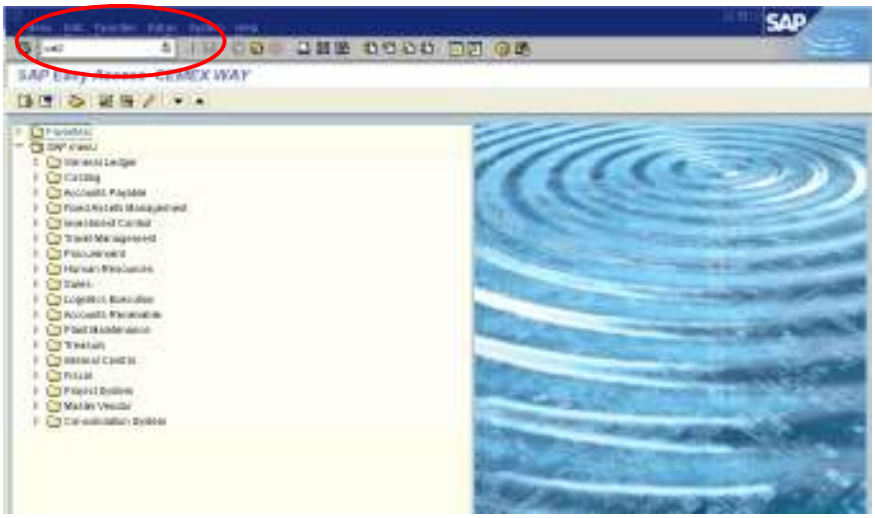
Then 'Save' the changes you have made.

Entering your own sickness and holidays

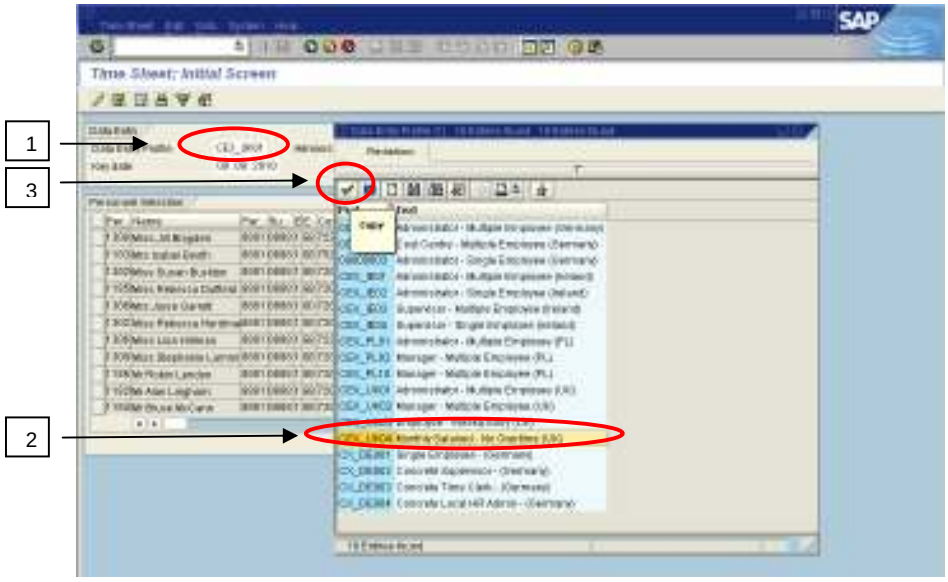
1. Log into SAP

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 which is the second icon from the left and the box will open)

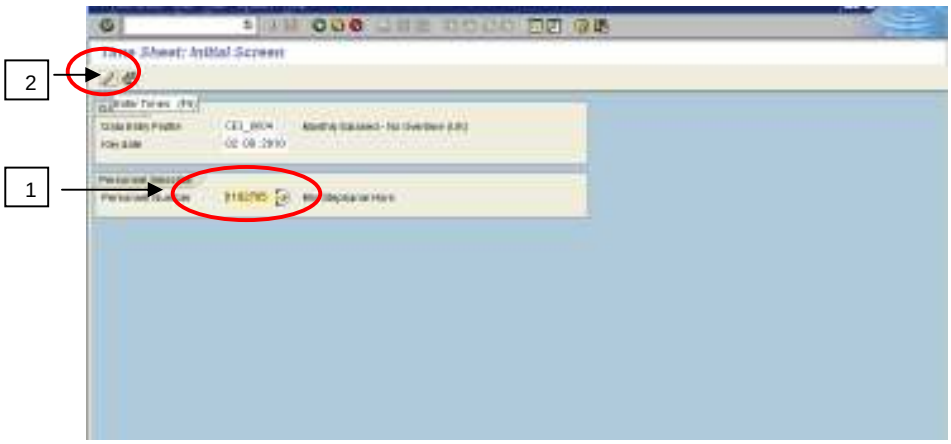


3. You need to change the 'Personnel Selection' on this screen from your designated employees to you. To do this, click in the 'Data Entry Profile' field, and then click on the icon that will appear to the right of the field (1). Highlight the line CEX_UK04 by clicking on it (2) and then click on the green tick (3). Press Return on your keyboard.



4. The ‘Personnel Number’ field should automatically state your 7 digit payroll number. If this field is empty, you need to enter your payroll number (1) and then press Return on your keyboard.

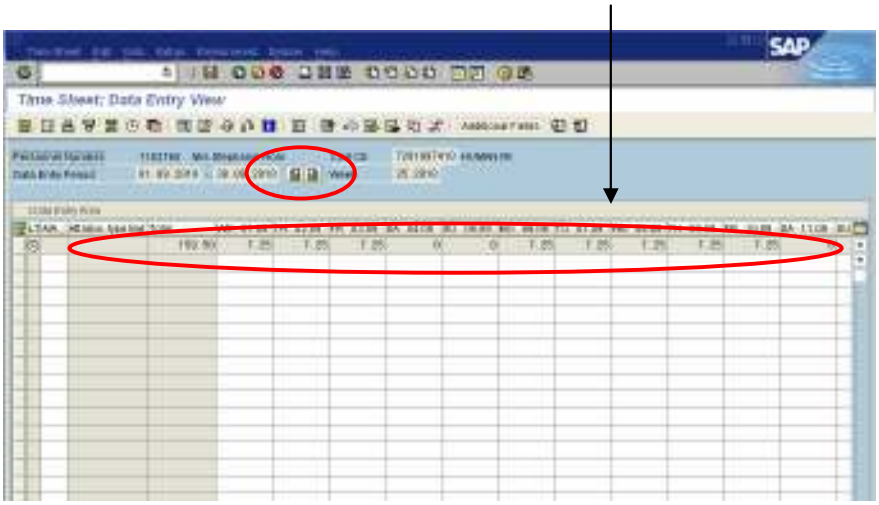
Click on the ‘Enter Times’ button (2).



5. 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.

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 HR Services 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 Services so that it can be corrected.

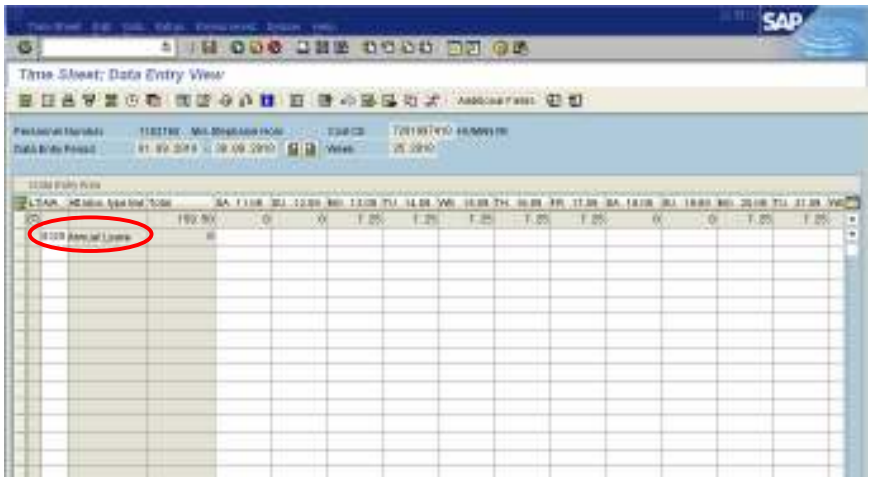


6. Type the absence type into the first empty white box in the A/A column.
0325 for Annual Holiday
0200 for Sickness
Do not use any other code for annual holiday or sickness

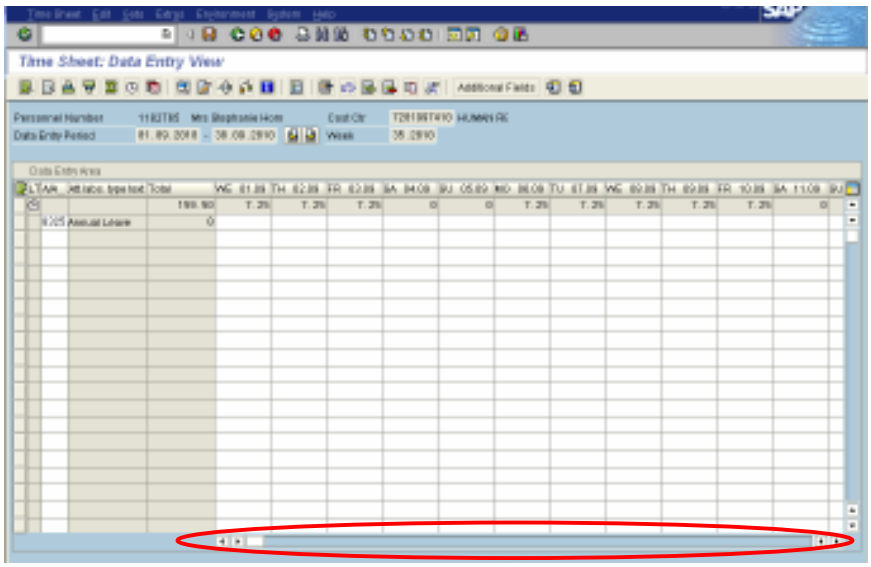
You should not enter any other type of absence or attendance code unless this is specifically agreed with your line manager after reference to one of the Time and Attendance Policies eg Bereavement Leave.

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

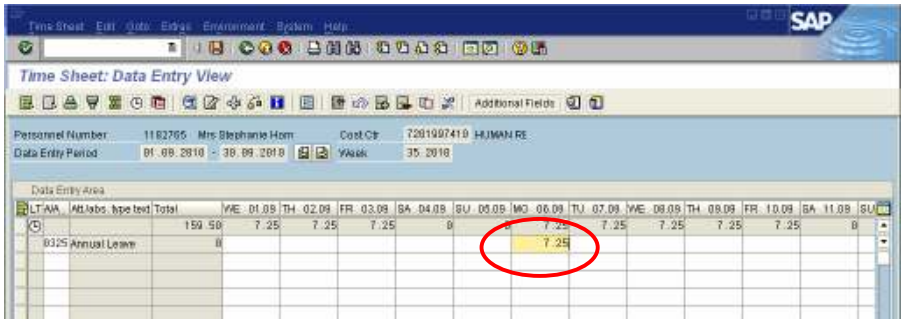
Press Return on your keyboard and check the absence code description is correct.



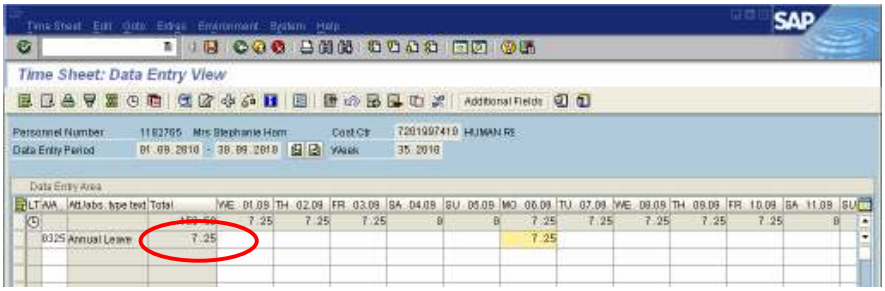
7. Find the day(s) in the month that you need by using the scroll bar at the bottom of the time sheet.



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.

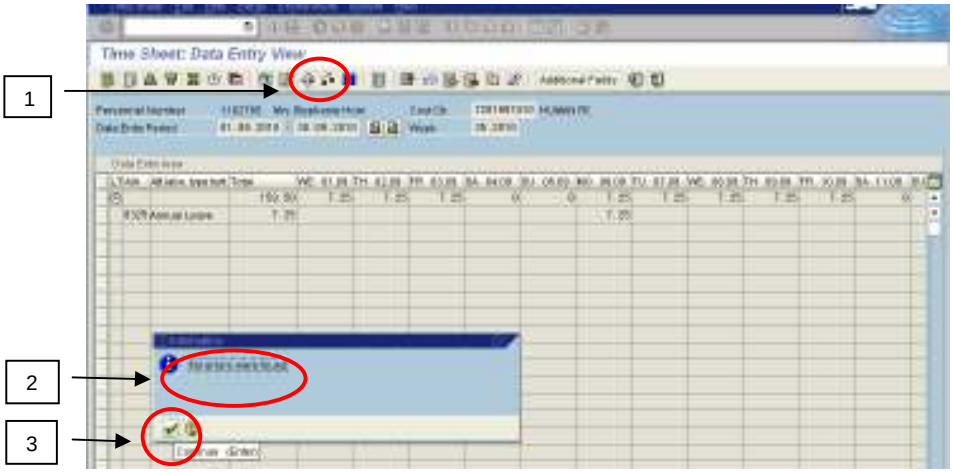


9. Press Return on your keyboard. You will see that the 'Total' column shows the number of hours of absence that you have entered in that row. Use this information to ensure that you have entered the absence correctly.

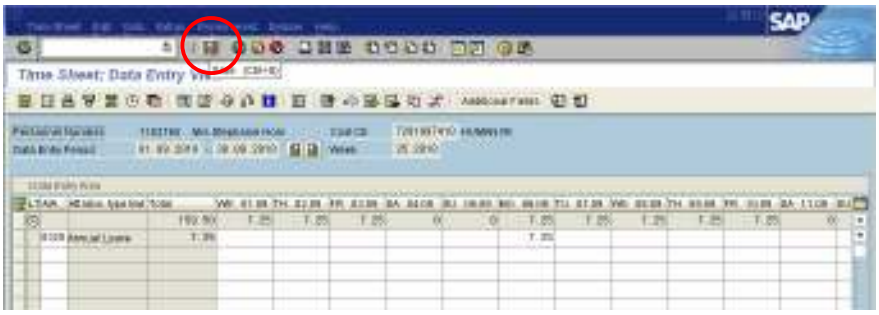


10. Check that your entry does not clash with any previous entries by clicking on the 'Check Entries' button (1). This button also checks your holiday balance to ensure that you are eligible for the days off.

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 Services.



11. Click on the 'Save' button at the top of the screen. A message will confirm that your entries have been saved.



Note: If you need to enter absence for your designated employees after you have entered absence for yourself, you will need to end your SAP session and begin a new one so that the Data Entry Profile reverts back to the CEX_UK01 Administrator profile.

Overview

If you want to understand how many holidays you have recorded in CAT2 please contact HR Services

To contact HR Services

E-mail: HRServicesUK@cemex.com

Alternatively, If you would prefer to speak to someone you can contact the TCS helpdesk by telephone: 0114 392 1234

HR Administration Team UK

Send sick notes and Return to Work Interview Forms here HRAdminUK@cemex.com