

I create/maintain CATS users

Domain: Investments & Divestments

Responsibility area: Control SBS IS Projects

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Scope



WW

ERP

PF2

Frequency



On Demand

References

Forms

Attachments

<< I create/maintain CATS users >>

1. Objective and Scope

1.1. Objective of this Operation

CATS is the operational process of the time project or recurrent allocation for people in Syensqo legal entities' ERP system (named PF2). That consists to describe and declare by operational activities in the ERP, the workload achieved or executed by one GBS resource for a defined period.

1.1.1. WHO can / have to complete the CATS?

All Internal and External resources within the GBS-IS organization (Application, Infrastructure, IST) and some identified resources within GBS DPS linked to Syensqo Legacy entities.

GBS IS

- Internal Resources - All Internal resources within the Syensqo legacy, and reported in the GBS-IS function. Their payroll cost-centers are some GBS-IS cost centers.
- External Resources - All external consultants under the GBS-IS function responsibility with a contract with Syensqo legacy legal entity and for which cost are allocated to GBS-IS (i.e. GBS-IS cost center).

GBS DPS

- People dedicated structurally to projects
- People dedicated more than 30 % of their time to project & replaced by temporary resource

It is strictly forbidden for outside GBS people to use GBS structure.

1.2. Scope

The scope of CATS creation/maintenance for GBS IS is for all legal entities in PF2.

2. Definitions

See [Finance - Glossary](#)

3. Tasks description

3.1. I receive CATS (Cross-application Timesheet) user request from the controllers

The controller in charge has to alert the SUMAC team and has to give all the information to manage CATS' user when:

- The person is a new comer, you have to activate his personnel number
- The person has left GBS, you have to deactivate his/her personnel number
- The person has been working previously for GBS and has been deactivated, you have to change his/her situation

Information is provided and fulfilled in the Google documents according to the perimeter in charge.

- IS APPLICATION
- IS INFRASTRUCTURE
- NON IS

3.1.1. I create external users, if applicable

When the controller requests the creation of external users, usually they don't provide the personnel number.

Exception: When the personnel number is linked to a WP2 cost center. In this cases it is needed also to create an external personnel number.

External personnel numbers must have 8 digits and start with 9*****.

- How to know what is the next external number available?
- Take as reference the last external personnel number created in Time Allocation google sheet. For example, if the last personnel number created was 99600815, we will create the 99600816.

1. Run "PA40" SAP transaction : personnel Action

This transaction gives access to active, disable and manage personnel number, complete the personnel area determining the Planned Working time.

[blocked URL](#)

2. Fill the personnel number and the date of activation (**Note:** guarantee that there is no name already assigned to it)

The date of activation is given by the controller in the request.

Personnel Actions

4 - Run

Find by

Personnel no.	99375646
From	01.06.2014

Personnel Actions

Action Type	Personn...	EE group	EE subg...
Hiring			
Organizational Change			
Transfer(EDP)-active			
Transfer(EDP)-retiree			
leaving			
Reentry into company			
Retirement			
Change of pay			
Retirement (civil servant)			

Hit list

Personnel numb...	Name	Cost center r
12009489	Yves Zunsheim	
15090642	Zunsheim Yves Robert	SBS RTR PRC

1 - Enter personnel number

2 - Enter the date of his activation

3 - Select Hiring

3. Fill the Personnel Action and Organization assignment fields

Create Actions

Change info group

Pers.No.
 Start to

Personnel action

Action Type
 Reason for Action External
 Reference Pers. Nos.

Status

Customer-specific Others
 Employment Active
 Special payment

Organizational assignment

Position
 Personnel area SCH-BE /BRUXELLES NOH
 Employee group External Person
 Employee subgroup Irrelevant

Additional actions

Start Date	Act.	Action Type	ActR	Reason for action

- Reason for Action: **A9** Others

- Position: 99999999 (**always**)

- Personnel area: depending on the cost center for allocation, the personnel are should be different. For example, if the cost center for allocation is linked to Belgium, the personnel area should be "**0039 - SCH-BE /BRUXELLES NOH**". If the cost center for allocation is linked to Portugal, the personnel are should be "**2757 GBS-PT /CARNAXIDE**". This selection has impact on the calendar that will be used to register the hours.

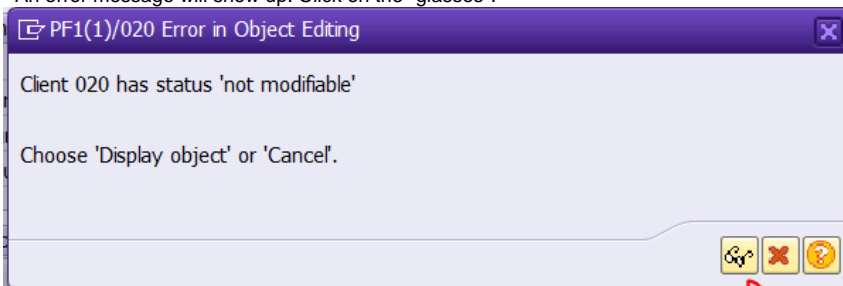
- Employee group: **9** External Person (**always**)

- Employee subgroup: **"7"** - Irrelevant (**always**)

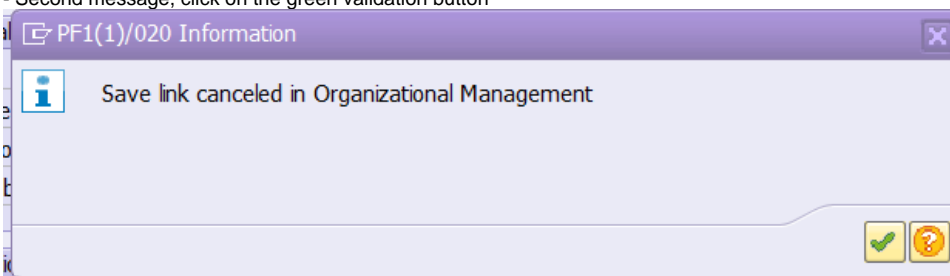


- Save your entries

- An error message will show up. Click on the "glasses".



- Second message, click on the green validation button



- A new page will appear "Create Organizational Assignment" - click on

Create Organizational Assignment

Org Structure

Personnel No: 99700000
 Start: 14.04.2020 to 31.12.9999

Enterprise structure

CoCode	0001	SOLVAY (SCH)	Leg.person	
Pers.area	0039	SCH-BE /BRUXELLES NOH	Subarea	
Cost Ctr			Bus. Area	

Personnel structure

EE group: 9 External Person Payr.area: BX

Organizational plan

Percentage	100,00	Integration: default posi
Position	99999999	
Job key	00000000	
Org. Unit	00000000	
Org.key		

Administrator

Group	0039
Time	

4. Create Personal Data - Fill the formal address; Last and First name and nationality (not relevant but is mandatory) and save



Create Personal Data

Personnel No: 99700000
 EE group: 9 External Person Pers.area: 0039 SCH-BE /BRUXELLES NOH
 EE subgroup: /
 Start: 14.04.2020 to 31.12.9999

Name

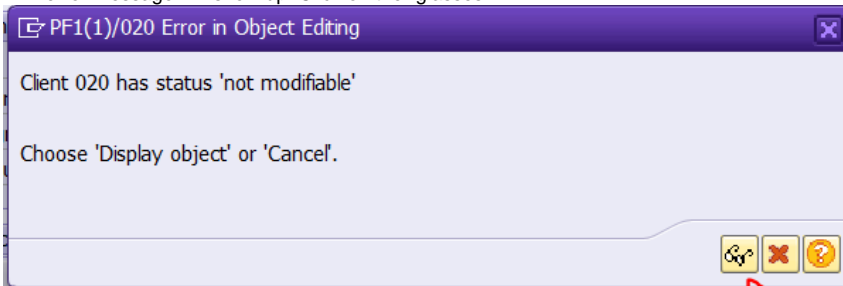
Form Addr.	<input checked="" type="checkbox"/>	Name Format	
Last name	<input checked="" type="checkbox"/>		
First name	<input checked="" type="checkbox"/>		
Name prefix		N.prefix 2	
Title		Second title	
Other title		Nickname	

Additional data

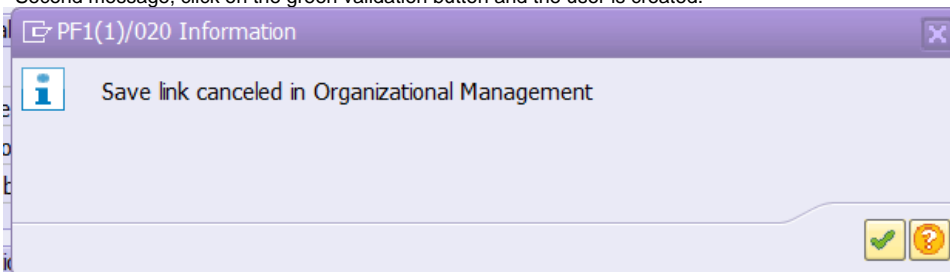
Language: EN English

Nationality:

- An error message will show up. Click on the "glasses".



- Second message, click on the green validation button and the user is created.



You may validate the creation by inserting the personnel number and pressing enter. The system will show the personnel name, group and area as the following example:


Personnel no.	99600815		
Name	Estelle ROBERT		
EE group	9 External Person	Pers.area	0039 SCH-BE /BRUXELLES NOH
EE subgroup	/		
From			

5. Indicate the personnel number created in the Time allocation google sheet.

3.1.2. I parameterize internal and external users

1. Run "PA30" SAP transaction : Maintain HR Master DATA

This transaction gives access to complete/change the time sheet parameters: Sender cost center, Activity time and plant.

2. Fill the following fields and after click on  to create

- Personnel number

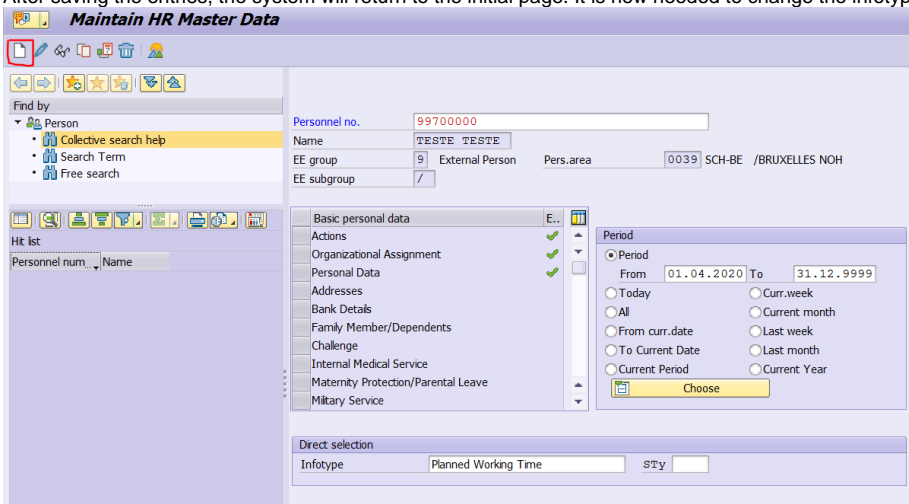
- Period of assignment (the start date must be indicated by the controller and the end date always 31.12.9999)

- Infotype 315 - Time Sheet Defaults

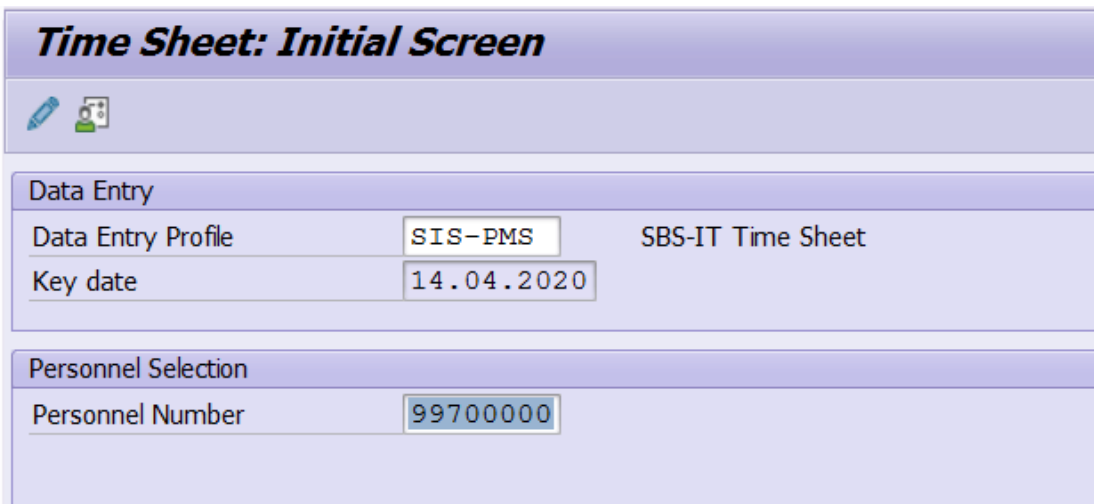
3. Provide the sender cost center (allocation) and activity type indicated in the Time allocation google sheet request and save the entries.

Start	01.04.2020	to	31.12.9999
Sender information			
Controlling Area	CHEF	ERP SOLVAY	
Sender Cost Center	SM16111210	SBS SL HR IS	
Activity Type	XLCSE2	EU1 - EXPERT CS	
Business Process			

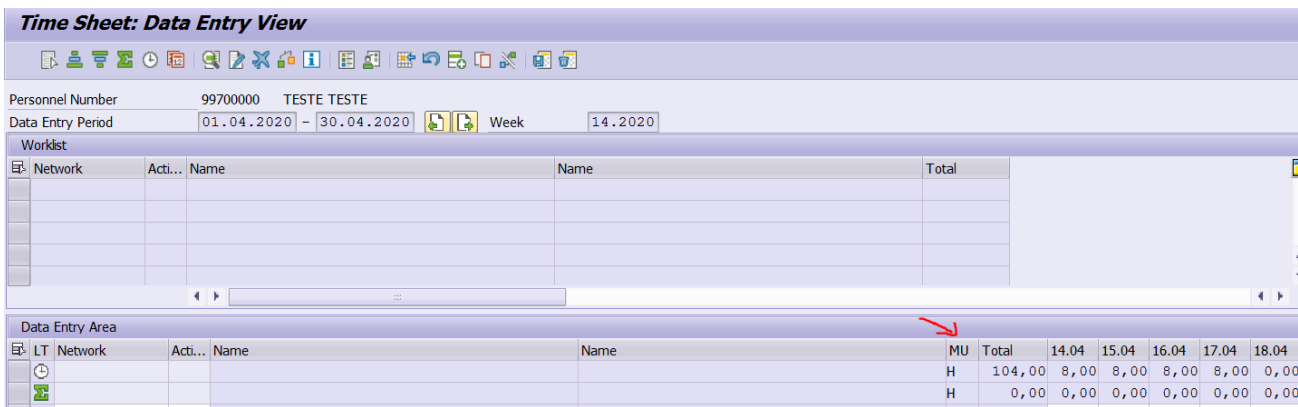
4. After saving the entries, the system will return to the initial page. It is now needed to change the infotype 7 to set the Planned working time:



- 5. It is needed to fill the Work Schedule rule. If the employee is in Belgium, you must select IBE1. If the employee is in Portugal, the work schedule rule must be IPT1, and so on for each Country. This is determined by the personnel area defined by HR or in PA40, if it is an external employee.
- 6. Save your entries.
- 7. Check in transaction CAT2 if the planed work hours are not zero:
 - Enter the data entry profile **SIS-PMS** and press enter. It will appear the following panel:



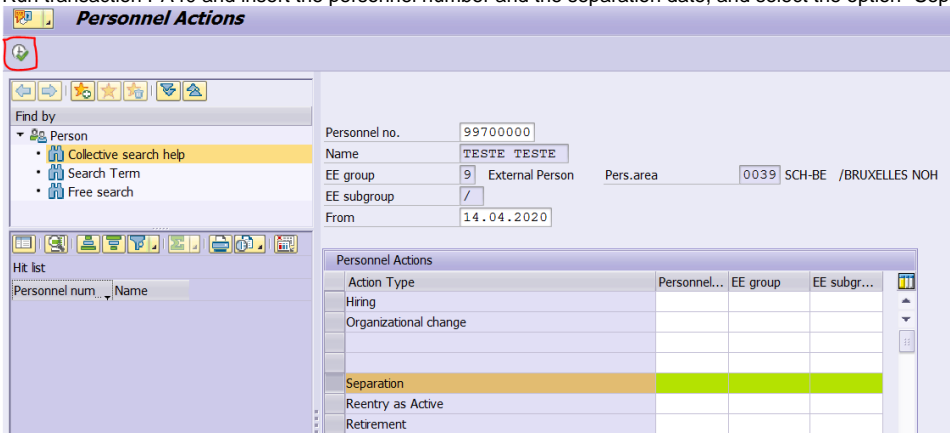
- Click on the pencil figure to open the time sheet and if everything is well set up, the planned hours will appear. If the planned hours show up as "0", you need to verify in transaction PA30 if the infotype 7 is well filled.



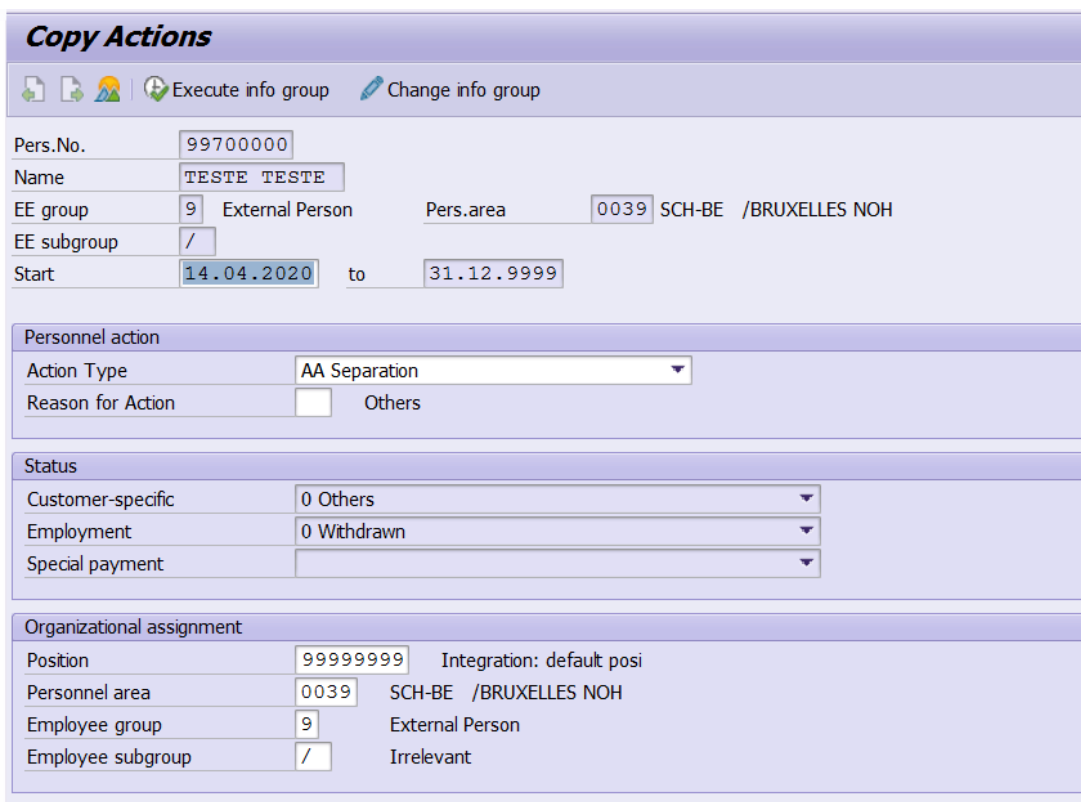
3.2. I deactivate a CATS user

The request to close/deactivate a CATS user must always come from the controller in the Time allocation google sheet with the indication of the separation date.

1. Run transaction PA40 and insert the personnel number and the separation date, and select the option "Separation".



2. The following table will appear. Click on the save button.



3. Another table will appear. Save again. (twice)

Copy Organizational Assignment

Org Structure

Personnel No: 99700000 Name: TESTE TESTE
 EE group: 9 External Person Pers.area: 0039 SCH-BE /BRUXELLES NOH
 EE subgroup: /
 Start: 15.04.2020 to 31.12.9999

Enterprise structure

CoCode: 0001 SOLVAY (SCH) Leg.person:
 Pers.area: 0039 SCH-BE /BRUXELLES NOH Subarea:
 Cost Ctr: Bus. Area:

Personnel structure

EE group: 9 External Person Payr.area: BX

Organizational plan

Position: 99999999 Integration: default posi
 Job key:
 Org. Unit:
 Org.key: 0039

Administrator

Group: 0039
 Time:

4. Manage time sheet defaults parameters in transaction PA30

- Select the infotype 315 and click on the pencil figure:

Maintain HR Master Data

Personnel no.: 99700000 Name: TESTE TESTE
 EE group: 9 External Person Pers.area: 0039 SCH-BE /BRUXELLES NOH
 EE subgroup: /

Basic personal data: E..

Actions:

Organizational Assignment:

Personal Data:

Addresses:

Bank Details:

Family Member/Dependents:

Challenge:

Internal Medical Service:

Maternity Protection/Parental Leave:

Military Service:

Period: Period
 From: To:
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
 Infotype: Time Sheet Defaults STy:

- Modify the end date according to what was indicated by the controller and save the entries

Personnel No: 99700000 Name:
 EE group: 9 External Person Pers.area:
 EE subgroup: /
 Start: 01.04.2020 to 16.04.2020

Sender information

Controlling Area: CHEF ERF
 Sender Cost Center: SM16111210 SBS
 Activity Type: XLCSE2 EU1
 Business Process:

- Select the infotype 7 and click on the pencil to edit.

Personnel no.

Name

EE group External Person Pers.area SCH-BE /BRUXELLES NOH

EE subgroup

Basic personal data	E..
Actions	✓
Organizational Assignment	✓
Personal Data	✓
Addresses	
Bank Details	
Family Member/Dependents	
Challenge	
Internal Medical Service	
Maternity Protection/Parental Leave	
Military Service	

Period

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Direct selection

Infotype sty

- Change the end date as requested.

Personnel No	<input type="text" value="99700000"/>	Name	<input type="text" value="TESTE TESTE"/>
EE group	<input type="text" value="9"/> External Person	Pers.area	<input type="text" value="0039"/>
EE subgroup	<input type="text" value="/"/>		
Start	<input type="text" value="01.04.2020"/>	To	<input type="text" value="16.04.2020"/> Chg.

5. Ensure in transaction CAT2 that the user is not able to post hours anymore (if the time sheet is now without planned working hours = 0)

MU	Total	01.05	02.05	03.05	04.05
H	0,00	0,00	0,00	0,00	0,00
H	0,00	0,00	0,00	0,00	0,00

3.3. I reactivate a CATS user that comes back

- Run transaction PA40 and insert the personnel number and the reentry date, and select the option "Reentry as active". execute (F8) and save.

Personnel no. 99700000
 Name TESTE TESTE
 EE group 9 External Person Pers.area 0039 SCH-BE /BRUXELLES NOH
 EE subgroup /
 From 01052020

Action Type	Personnel...	EE group	EE subgr...
Hiring			
Organizational change			
Separation			
Reentry as Active			
Retirement			

- In transaction PA30 repeat the steps described on point 3.1.2.

3.4. I update the status of the request in Time allocation google sheet

Once the user is parametrized in the system, it is necessary to indicate in the Time allocation google sheet that the request is "Done" and if requested by the controller, send an email to the employee or employee manager indicating that the CATS user has been set in SAP PF2 System and provide the [GBS CATS Users Procedure](#).

Example of email:

CATS user created for Janine Müller My Solvay/2. Project Controlling/2.1. IS/2.1.2. CATS x

to Janine ▾

Tue, Feb 12, 2019, 12:25 PM

Dear Janine,

I have set up your CATS user in system PF1 as 1601559.

I am sending in attach the CATS users procedure to guide you how to allocate hours to the projects you are working on.

 [SBS CATS Users Procedure.pptx](#)

In order to gain access, you need to open a ticket in [Freshdesk](#).

Click in Submit your request => IS Request. Then you fill the subject, in process you may put "Other" and in Application select SAP PF1 (ERP).

In description you may mention that you need to allocate hours in transaction CAT2 in PF1, therefore you need access to the transaction.

When they give you the feedback that it is working, you will be able to post your worked hours.

Please let me know if you need further help.

Best regards,