

I create/maintain CATS users

Domain: Investments & Divestments

Responsibility area: Control SBS IS Projects

Table of contents

- [Table of contents](#)
- [1. Objective and Scope](#)
 - [1.1. Objective of this Operation](#)
 - [1.2. Scope](#)
- [2. Definitions](#)
- [3. Tasks description](#)
 - [3.1. I receive CATS \(Cross-application Timesheet\) user request from the controllers](#)
 - [3.2. I deactivate a CATS user](#)
 - [3.3. I reactivate a CATS user that comes back](#)
 - [3.4. I update the status of the request in Time allocation google sheet](#)

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

Find by

- Person
- Collective search help
- Search Term
- Free search

Personnel no. 99375646

From 01.06.2014

1 - Enter personnel number

2 - Enter the date of his activation

3 - Select Hiring

Action Type	Personnel no.	EE group	EE subg...
Hiring			
Organizational Change			
Transfer(EDP)-active			
Transfer(EDP)-retiree			
leaving			
Reentry into company			
Retirement			
Change of pay			
Retirement (civil servant)			

3. Fill the Personnel Action and Organization assignment fields

The screenshot shows the 'Create Actions' form in SAP. It includes fields for 'Pers.No.' (99700000), 'Start' date (14.04.2020 to 31.12.9999), 'Personnel action' (Action Type: A1 Hiring, Reason for Action: A9 External), 'Status' (Customer-specific: 0 Others, Employment: 3 Active), 'Organizational assignment' (Position: 99999999, Personnel area: 0039 SCH-BE /BRUXELLES NOH, Employee group: 9 External Person, Employee subgroup: / Irrelevant), and a table for 'Additional actions'.

- Reason for Action: **A9** Others

- Position: 99999999 (**always**)

- Personnel area: depending on the cost center for allocation, the personnel area 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 area should be "2757 GBS-PT /CARNAXIDE". This selection has impact on the calendar that will be used to register the hours.

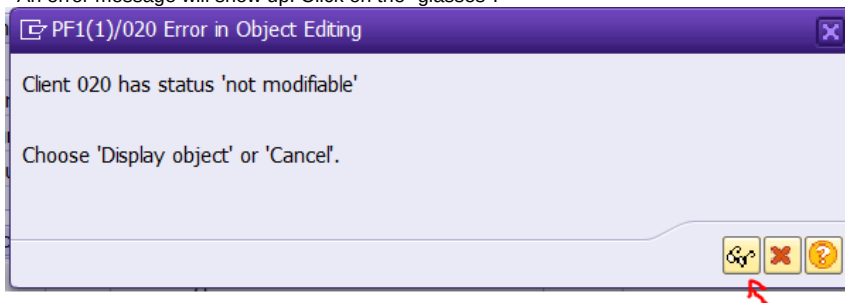
- Employee group: **9** External Person (**always**)

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

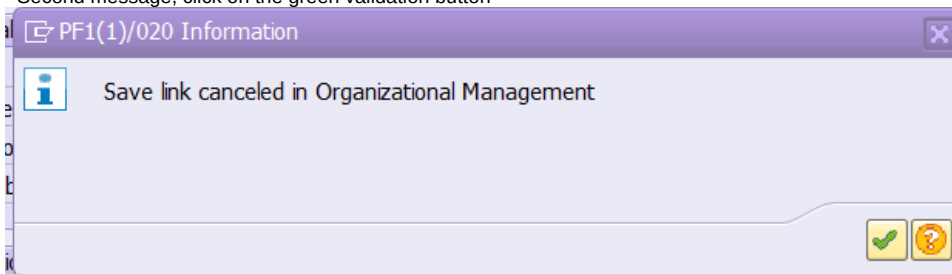


- Save your entries

- 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

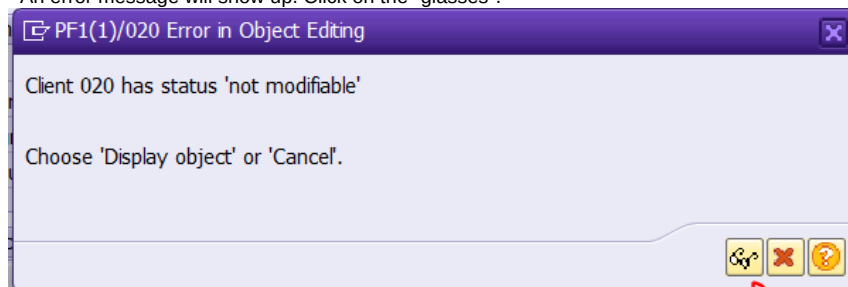
Form Addr.	☒	Name Format	
Last name	☒		
First name	☒		
Name prefix		N.prefix 2	
Title		Second title	
Other title		Nickname	

Additional data

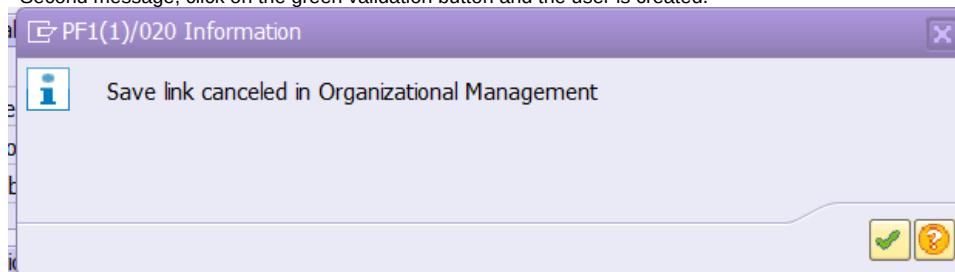
Language: EN English

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			

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

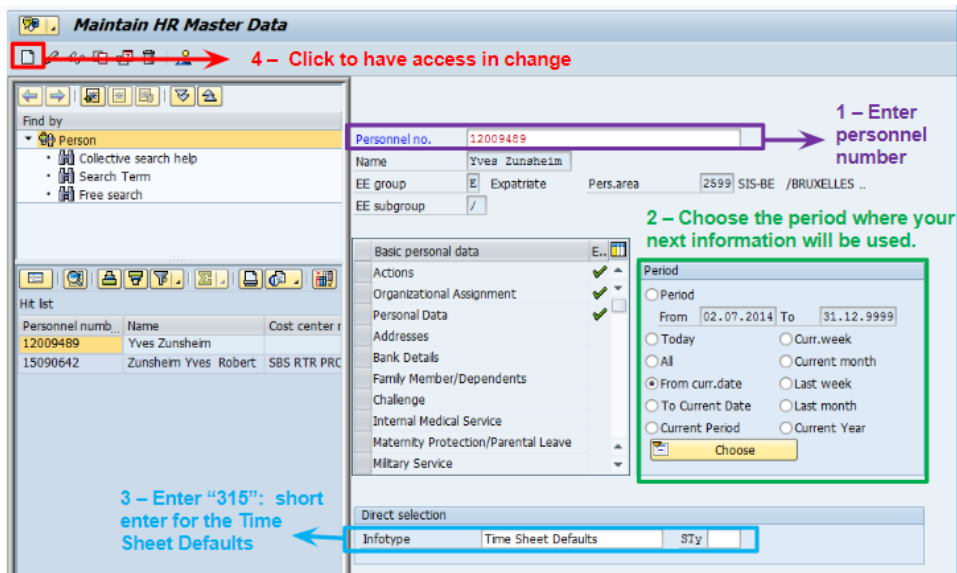
3.1.2. I parameterize internal and external users

- 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.

- 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



- 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			

- Maintain HR Master Data**

Find by
 Person
 Collective search help
 Search Term
 Free search

Personnel no. 99700000
 Name TESTE TESTE
 EE group 9 External Person Pers.area 0039 SCH-BE /BRUXELLES NOH
 EE subgroup 7

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

Period
 From 01.04.2020 To 31.12.9999
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year
 Choose

Direct selection
 Infotype Planned Working Time STY

- ### Time Sheet: Initial Screen




Data Entry

Data Entry Profile

SIS-PMS

SBS-IT Time Sheet

Key date

14.04.2020

Personnel Selection

Personnel Number

99700000

[illegible]

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".

Personnel Actions

Find by: Person

- Collective search help
- Search Term
- Free search

Personnel no. 99700000
 Name TESTE TESTE
 EE group 9 External Person Pers.area 0039 SCH-BE /BRUXELLES NOH
 EE subgroup /
 From 14.04.2020

Hit list: Personnel num., Name

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

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

Copy Actions

Execute info group Change info group

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

Personnel action

Action Type AA Separation
 Reason for Action Others

Status

Customer-specific 0 Others
 Employment 0 Withdrawn
 Special payment

Organizational assignment

Position 99999999 Integration: default posi
 Personnel area 0039 SCH-BE /BRUXELLES NOH
 Employee group 9 External Person
 Employee subgroup / Irrelevant

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

Find by

- Person
- Collective search help
- Search Term
- Free search

Hit list

Personnel num.	Name

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

Choose

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	99700000	Name	TESTE
EE group	9 External Person	Pers.area	0039
EE subgroup	/		
Start	01.04.2020	To	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		

Personnel Actions			
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,