CATS Timekeeping
Contractor Time Entry

SAP Portal Time Entry Quick Reference Guide – Contract Labor

GENERAL INFORMATION

CATS Help

Phone: 1-855-737-8364 (855-SERVE-NG)

-or-

Email: CATSTimekeepingHelp@ngc.com

Password Resets

'Get Support' on the portal login page

-or-

1-855-737-8364 (855-SERVE-NG)

Training & Resources
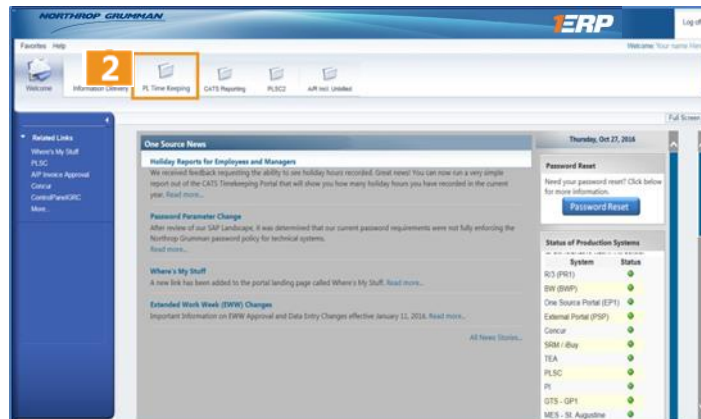
ACCESS THE PORTAL TIMESHEET

1 Access CATS through the 1ERP Portal at the following URL:

https://erpep.northgrum.com/irj/portal

2 Click the Time Keeping tab in the resulting 1ERP Portal window.

CATS supports Single Sign On, when accessing on the Northrop Grumman Global Network (NGGN).
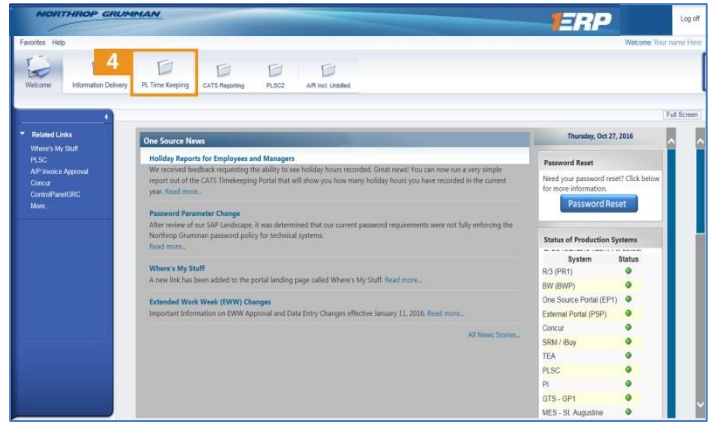

3 *For those accessing CATS with a token, you will need to enter your **User ID** and **Password** and click **Log On.***
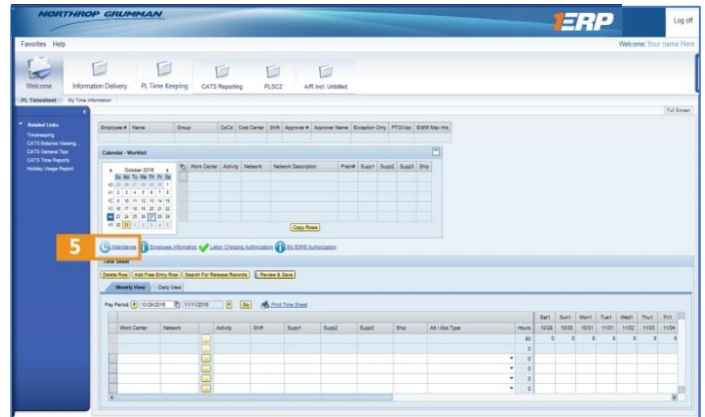
ADD ATTENDANCE

4 Click **PL Timekeeping Tab**.
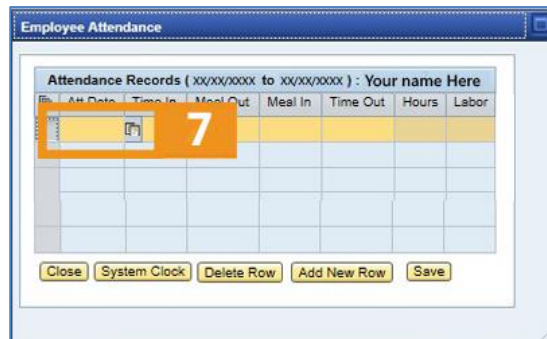

5 Click **Attendance**.

6 Select **Add New Row**.

7 Click the **icon** in the right corner of the Date field and select **the date from the calendar**.

8 Enter start and stop times in **hh:mm** format. Hours must be in military time.

MINUTES TO TENTH CONVERSION

Minutes	Tenth	Standard	Military
0 – 2	0.0	27 - 32	0.5
3 – 8	0.1	33 – 38	0.6
9 – 14	0.2	39 – 44	0.7
15 – 20	0.3	45 – 50	0.8
21 – 26	0.4	51 - 56	0.9

CONVERSION TO MILITARY TIME

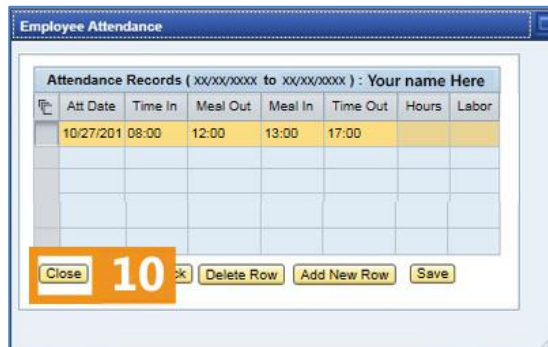| Standard	Military	Standard	Military	Standard	Military
Midnight	24:00	8 AM	08:00	4 PM	16:00
1 AM	01:00	9 AM	09:00	5 PM	17:00
2 AM	02:00	10 AM	10:00	6 PM	18:00
3 AM	03:00	11 AM	11:00	7 PM	19:00
4 AM	04:00	Noon	12:00	8 PM	20:00
5 AM	05:00	1 PM	13:00	9 PM	21:00
6 AM	06:00	2 PM	14:00	10 PM	22:00
7 AM	07:00	3 PM	15:00	11 PM	23:00

9 Click **Save**.
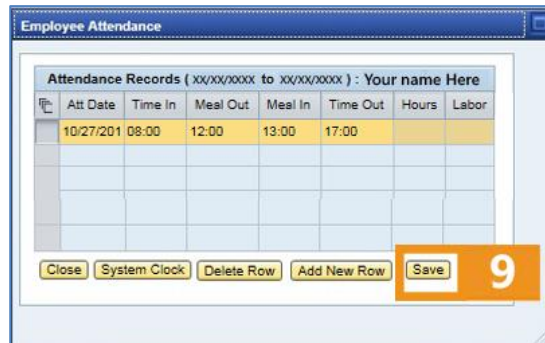
10 Click **Close** to go back to the time sheet and make your labor entries.
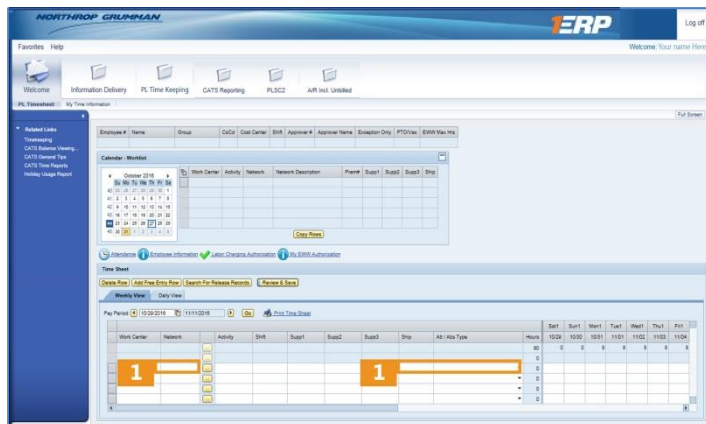

1 **ADD A LABOR ENTRY**

Click in a data cell and enter the **Network** and **Att /Abs Type.** Fill in other fields if required.

Attendance and Absence Types
- **REG** Regular Hours (Straight time)
- **OVT** Overtime Hours
- **DBT** Double Time Hours

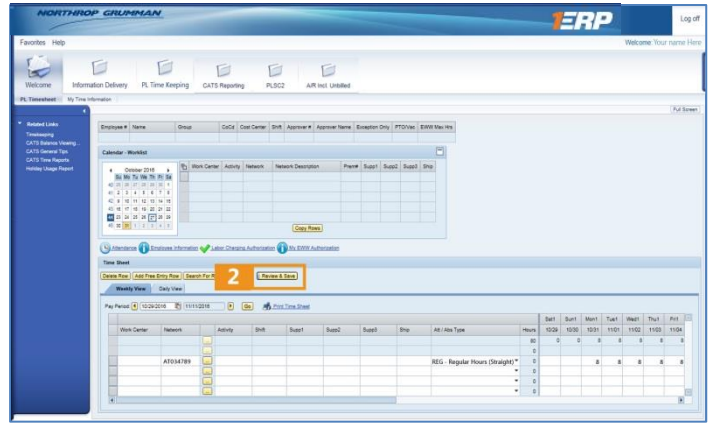Type the number of hours under the correct day.
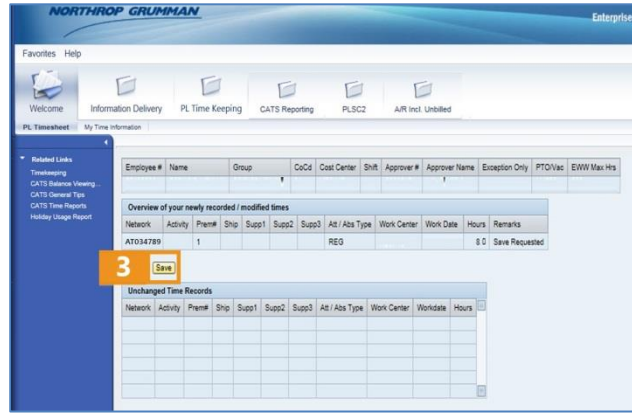
2 Click **Review and Save.**

*Time **must** be completed at the end of each work day.*

*When making Labor entries, previous day's Attendance and Labor totals **must balance** or you will not be able to save your entry.*
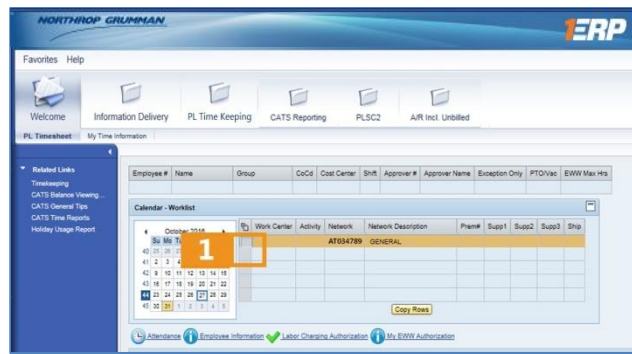

3 Verify the information and then click **Save.**

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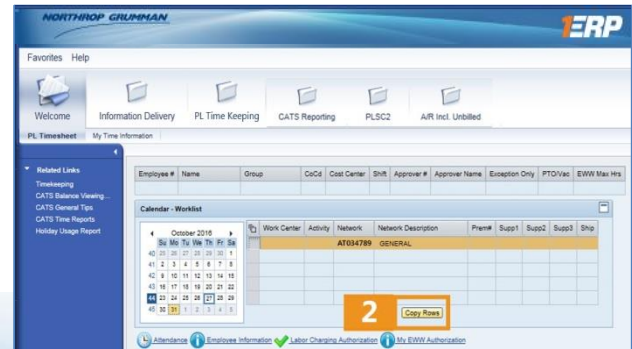## COPY A CHARGE # FROM THE WORKLIST

1 Click the selection box at the left to select the line entry you wish to copy from the **Worklist.**

2 Click **Copy Rows** to copy it into the time entry area.

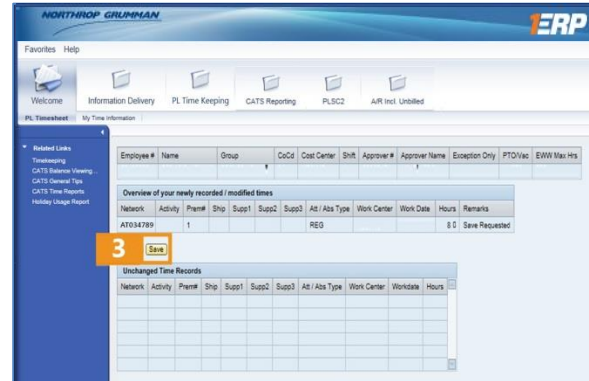Enter **Att / Abs Type** and the number of hours.

2 Click **Review and Save**.
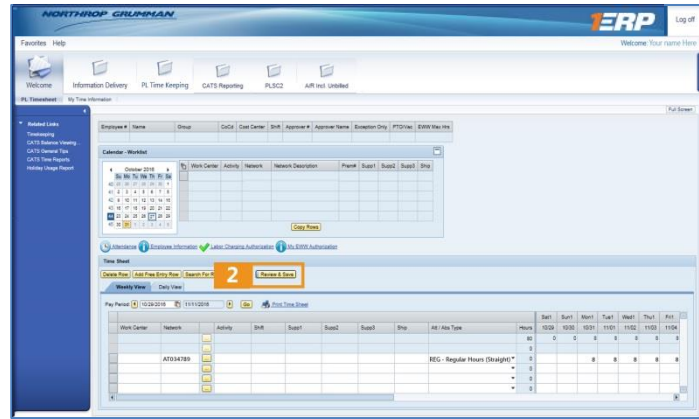
3 Verify the entry is correct and click **Save**.

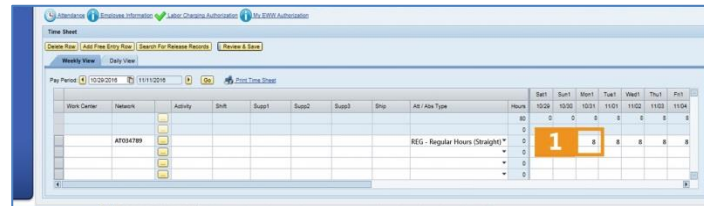## UPDATE / DELETE AN ENTRY

1 To update an entry, **click into the data cell** you wish to change.

Type over the existing entry with the correct data.
- or-
To delete the entry change the hours to 0.

2 Click **Review and Save**.
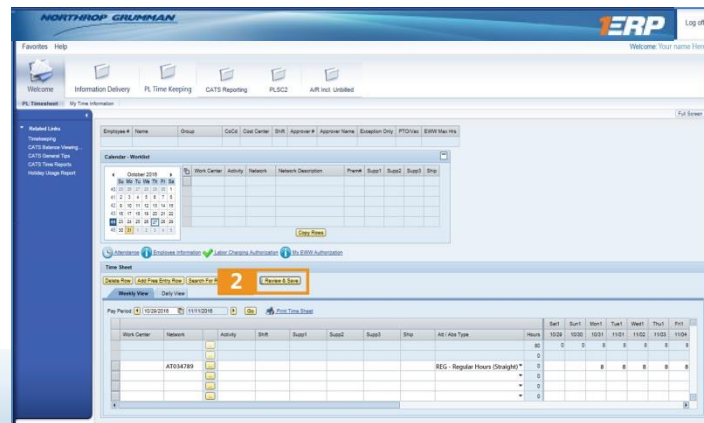
Verify the entry is correct and click

3 **Save.**
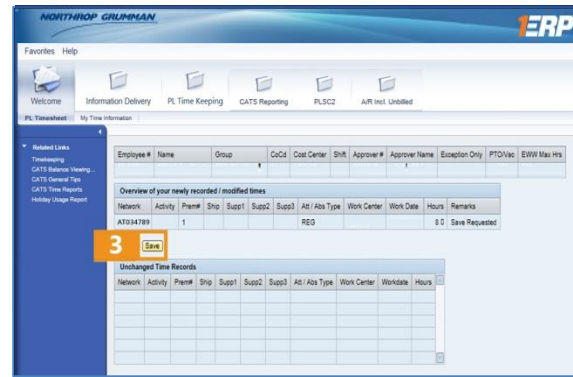
1 PRIOR PERIOD ADJUSTMENTS

Purchased Labor Contractors can make prior period adjustments to their entered time in CATS up to the designated timeframe of the sector's labor procedures.

- AS sectors' prior period adjustments can be made back 12 weeks within the current year.
- All other sectors' prior period adjustments can be made back 26 weeks with the current year.

2 EMPLOYEE RELEASE (Prior Period Adjustments)

1. Click **Records to Release** to identify entries that require your release.

2. Click **Release** to release the records and then click Review.

3. Click **Save** and then click **Close**.

TIMEKEEPING REPORTS

Purchased Labor Contractors will have access to Timekeeping Reports under the My Time Information sub-tab under the PL Time Keeping tab in the 1ERP Portal.

1 Log-in to the 1ERP Portal and click the **PL Time Keeping** tab. *The PL Timesheet and My Time Information sub-tabs appear below the primary tab.*

2 Click **My Time Information**. *A separate Internet Explorer window/tab will display.*

3 Use the **My Time Information** button ribbon above the display area to access and display labor reports. The report automatically generates current pay period data (as of the last load) plus the previous six pay periods.

The upper right portion of the My Time Information window displays that last time the data was refreshed in the system.

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The button allows you to export the display report to Microsoft Excel and save. This is useful if you need to share labor entry information.

The button allows you to name and save the report formatting as a favorite

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