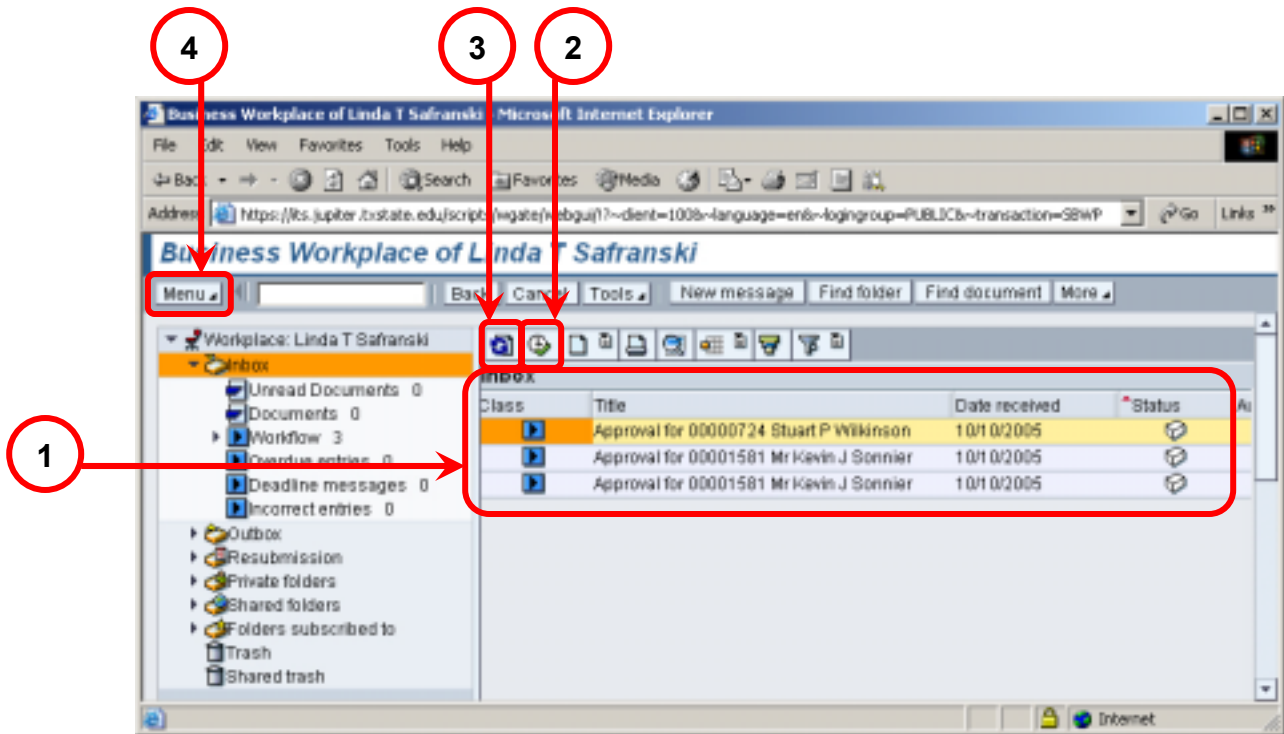




Time Approval Workflow Quick Reference



1. Click a line(s) to select for time approval.
2. Click  Execute to run CATS_APPR_LITE time approval transaction for the selected line(s). Approve or Reject time as appropriate. Click the Back button to return to the Workflow Inbox.
3. Click  Refresh to update the entries in the Inbox after approving or rejecting time.
4. Click **Menu**→**System**→**Log off** to exit SAP when done.

Attendance/Absence Types

A/AType	Att./abs. type text
0100	Additional Hrs Worked-Sal
0120	Telecommuting Work Hours
0130	Event Work Hours
1000	Vacation
1010	Sick Leave
1020	Sick Leave Pool
1030	Extended Sick Leave
1040	State Comp Time
1050	FLSA Overtime
1060	LWOP(Unpaid Absence)
1070	Administrative Leave
1080	American Red Cross Leave
1090	Firefighter/EMS Training
2000	Firefighter/EMS Emergency
2010	Blood Donor Leave
2020	Bone Marrow Donor Leave
2030	Organ Donor Leave

A/AType	Att./abs. type text
2040	Emergency Leave
2050	Foster Parent Leave
2060	Funeral Leave
2070	University Closure
2080	Jury Duty
2090	Miltry Trng/Fed Act Duty
2095	Miltry Natl Grd Act Duty
3000	Parent Teacher Conference
3010	Staff Education Leave
3020	Subpoena Order
3030	Team Performance Award
3040	Voting Leave
3050	Wellness Program
3060	Assistance Dog Training
3070	Class Release Time
3080	Adjusted Scheduled Hrs