

# CATS Timekeeping

## Purchased Labor Vendor Administrators



### Using PL Timekeeping Reports

Vendor Administrators, who obtain an Exostar dual factor token (see last page for access information), may be provisioned with access to run timekeeping queries on their contractors.

1. Use your **Exostar certificate** to access our Northrop Grumman systems, then navigate to the One Source Portal at <https://erpep.northgrum.com/iri/portal> *The One Source Enterprise Portal home page displays with the PL CATS Reporting tab.*



2. Click the **PL CATS Reporting** tab to access. *The PL CATS Reporting Variable screen displays.*

Variable**	Current Selection	Description
* Company Code (Multiple, Required)		<input type="checkbox"/>
* Controlling area (Single, Required, Default = 1)	NG01	<input checked="" type="checkbox"/> NG01 Northrop Grumman
* Pay Period Week Ending Interval (Mandatory)		<input type="checkbox"/>
Activity (Multiple, Optional)		<input type="checkbox"/>
Activity Type - Multiple		<input type="checkbox"/>
Cost Element (Selection Options, Optional)		<input type="checkbox"/>
Employee Group (Optional)		<input type="checkbox"/>
Employee Subgroup (Optional)		<input type="checkbox"/>
Employee Number (Multiple, Optional)		<input type="checkbox"/>
Home Cost Center (Selection Option, Optional)		<input type="checkbox"/>
Hours Code Multiple		<input type="checkbox"/>
Manager ID (Optional)		<input type="checkbox"/>
Network or Order (Optional)		<input type="checkbox"/>
Organizational Unit (Selection Option, Optional)		<input type="checkbox"/>
Profit Center Hierarchy		<input type="checkbox"/>
Profit Center Hierarchy Node		<input type="checkbox"/>
Project Definitions (Selection Options, optional)		<input type="checkbox"/>
Purchasing Document (Optional, Sel. Option)		<input type="checkbox"/>
Shift (Multiple, Optional)		<input type="checkbox"/>
Ship (Selection Option, Optional)		<input type="checkbox"/>
Supp1 (Selection Option, Optional)		<input type="checkbox"/>
Supp2 (Selection Option, Optional)		<input type="checkbox"/>
Supp3 (Selection Option, Optional)		<input type="checkbox"/>
Week Ending Date (Selection Option, Optional)		<input type="checkbox"/>
Work Center (Selection Option, Optional)		<input type="checkbox"/>

3. Choose the desired **variables** for your report from the General Variables list.
  - a. Required fields are indicated by an asterisk: Company Code (in our system as indicated on the PO), Controlling Area (NG01), Pay Period Week Ending/Interval ('Pay Period Week Ending' format must be either one Friday date (I.e. the last Friday of a Pay Period) or if a range of time is desired, then enter the first Friday of the first Pay Period Week Ending and then put a " - " in between the end range Friday.)
  - b. The resulting report will only contain data based on your contractor(s).
4. Click OK. *The timekeeping report displays.*
  - a. You may use the resulting toolbar to format the data.
  - b. You may export to Excel to save the report.

### **Working with Variables in CATS PL Timekeeping Reports**

There are a number of optional variables associated with our Business Warehouse-based PL Timekeeping Report that you may find useful in analyzing resulting data. These variables are dragged and added into a resulting PL Timekeeping Report.

- Process Status – provides the ability to view the status of entered labor hours in CATS.
  - Status 10 = waiting for PL Contractor to acknowledge change in labor
  - Status 20 = waiting for manager to review and approve/reject entered labor
  - Status 30 = approved labor in CATS

### **Labor Prior Period Adjustments and Corrections Reminders**

Adjustments and corrections to labor, entered by Purchased Labor Contractors, must be completed by the Purchased Labor Contractor. The adjustments to labor are dependent on *where* the original entries were made and *when* the entries were made.

- Labor, originally recorded in legacy PLSC or CATS 12/23/16 or prior, will be processed in legacy PLSC or CATS until 04/08/17.
- Labor worked prior to 12/23/2016 and not entered prior to the deadline, will be entered into the legacy PLSC or CATS system.
  - Exception: Time entries for contractors moved from MS/IS to TS only, that were entered into legacy PLSC, but not approved by 12/23/16 at 6:00 p.m. (Central), were cancelled and the manual paper process is required to submit, approve and post the cancelled timesheet.
- After 04/08/2017, Labor corrections originally recorded in legacy PLSC or CATS, will be submitted using the Labor Correction Form C-712 which can be obtained from the Northrop Grumman manager.

### **Timekeeping Reporting Support**

#### **CATS Help**

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

Email: [CATSTimekeepingHelp@ngc.com](mailto:CATSTimekeepingHelp@ngc.com)

#### **Charging Directives**

All charging directive should be obtained by the Purchased Labor Contractor's manager.

## Access to Purchased Labor (PL) Cross Application Timekeeping Systems (CATS) Reporting

Access to PL CATS Reporting is an optional role for Purchased Labor Vendor Administrators, as their contractors will have the ability to enter time in CATS and expenses in PLSC2 through the One Source Enterprise Portal. They also have the ability to run CATS timekeeping reports, download into Excel and provide to Vendor Administrators.

Northrop Grumman requires that Vendor Administrators, who access the One Source Portal for PL CATS Reporting, have two factor (dual) authentication that consists of: 1) user id, and 2) Exostar-a Medium Level of Assurance (MLOA) hardware digital certificate using a dual factor token. Similar to a user name and password, a digital certificate provides an additional layer of security. Exostar, Northrop Grumman's third party provider, is ready and available to assist you with this process if you do not already have a digital certificate. Please use this link to begin the purchase process: [www.myexostar.com/ngc/home](http://www.myexostar.com/ngc/home).

*Note: There are a limited number of MLOA hardware digital certificates other than Exostar that meet Northrop Grumman standards. If you already have an MLOA certificate, please contact your sector sponsor (below) to determine if it meets Northrop Grumman requirements. Please also consider that dual factor tokens are issued to named users and cannot be transferred. A new dual factor token would need to be purchased for new or replacement employees who support a Vendor Administrator position. Dual factor tokens should be obtained prior to the completion of system access request.*

Access to PL CATS Reporting is tied to role assignment. You will receive access to the One Source Portal and the PL CATS Reporting tab as part of that role. Once you have obtained your dual factor certificate and loaded the related software, please contact your sector sponsor below to complete access to One Source Portal and PL CATS Reporting.

- NGAS: [as-oasisaccessadmin@ngc.com](mailto:as-oasisaccessadmin@ngc.com)
- NGMS: [NGISexternalaccess@ngc.com](mailto:NGISexternalaccess@ngc.com)
- NGTS: [tsoasisaccessadmin@ngc.com](mailto:tsoasisaccessadmin@ngc.com)
- Procurement Shared Services (PSS),  
Corporate: [PSSsupplieraccessadministration@ngc.com](mailto:PSSsupplieraccessadministration@ngc.com)