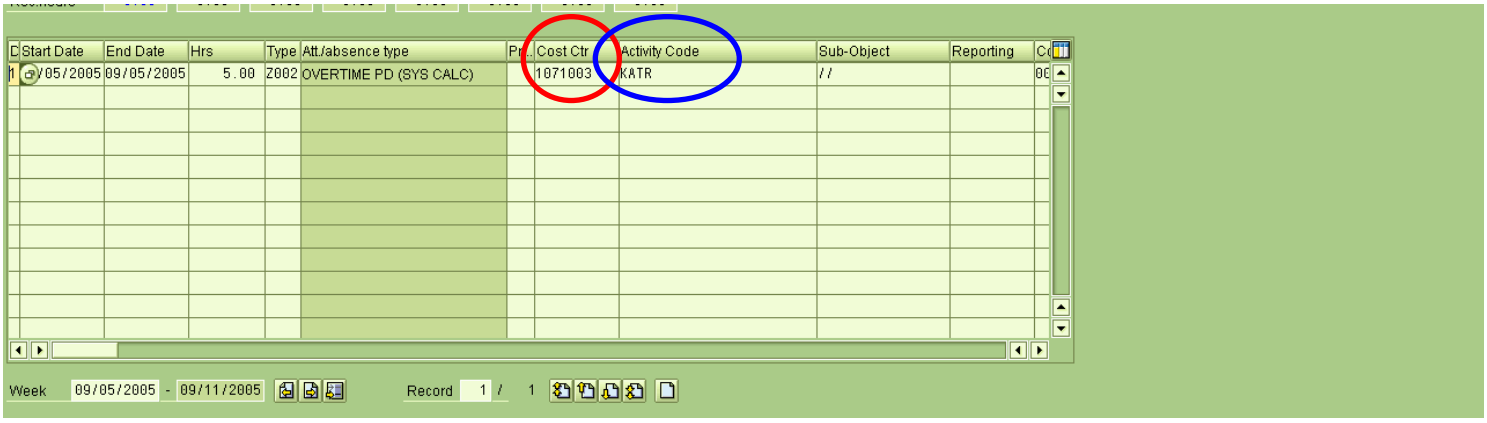
Coding KATR

On each line of the employee's time file where costing to KATR is required, complete the cost center, activity code and any other costing necessary (sub object, reporting, etc.).



D	Start Date	End Date	Hrs	Type	Att./absence type	Pr	Cost Ctr	Activity Code	Sub-Object	Reporting	C
1	/05/2005	09/05/2005	5.00	Z002	OVERTIME PD (SYS CALC)		1071003	KATR	/ /		00

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KATR is entered in the **Activity Code** column.
Cost Ctr column should be agency number + 4 (e.g. 1071003).