# CATMAn

**C**ost **A**ccounting **T**ime **M**anagement **A**pplication

Arkansas Department of Health

Training Manual

# What is CATMAn?

- **C**ost **A**ccounting **T**ime **M**anagement **A**pplication
- 100% Time Reporting System
- 100% Participation
  - Excludes In-Home Services and the Engineering Section due to them having established time allocation systems.
- Completed on a daily basis and certified on a weekly basis

# Top Ten Reasons for 100% Time Studies

10. Replicate standard practice in other states with federally approved and audited plan
9. Improve accountability for time worked by employees
8. Enable the Department to properly allocate costs to the correct funding source
7. Prove the State provides in-kind match on federal grants
6. Benefit fee-based programs and support fee increases
5. Support the Department's efforts to secure additional funding from the State Legislature and other funding sources
4. Provide data necessary to demonstrate where funding is not adequate to support services needed or where staffing increases may be needed
3. Enable the Department to determine the costs of services and understand how to efficiently utilize resources
2. Help avoid audit findings and potential repayment of federal dollars
1. We don't have a choice.

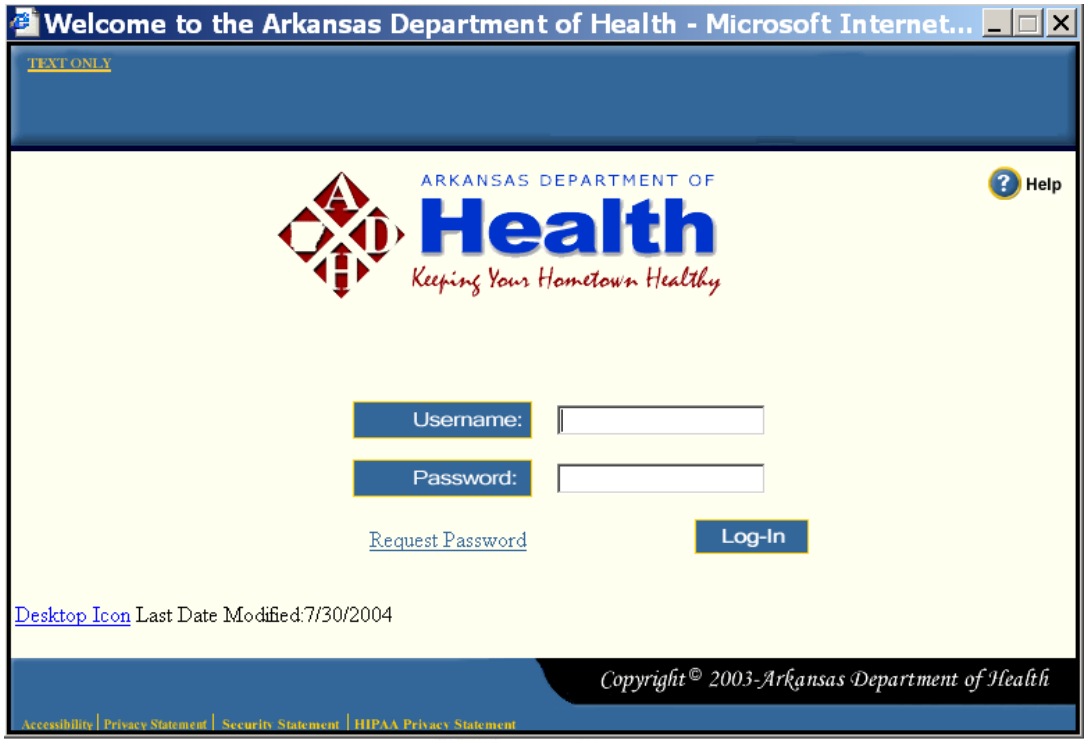
We code what we do!

We code all time-work and leave!

# Logging on to Common Customer

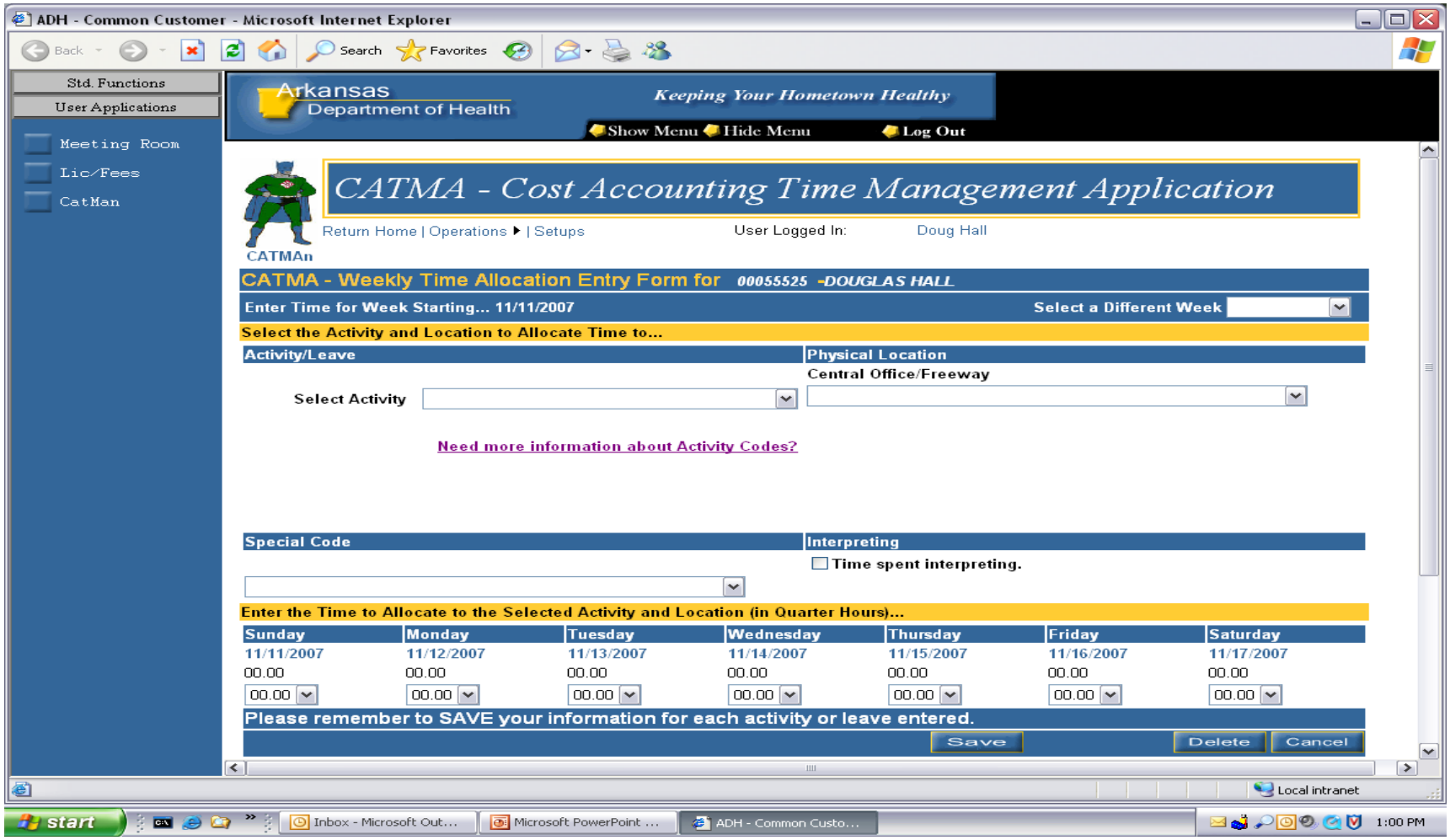
- **Purpose**
- This procedure will (1) explain the proper method to log onto the new ADH information system and (2) explain how to generate an icon for your PC that will link you to this new information system.
- **BEFORE YOU BEGIN TO USE THIS PRODUCTION SITE SERVER, THE USER'S PC MUST BE CONFIGURED AS DESCRIBE BELOW:**
  - User must be logged onto the ADH Domain.
  - Internet Explorer 6.0 with SP1 or newer version must installed and set to accept Cookies.
  - Extra Tool Bars/ Applications (i.e., Hot Bar, IWON, Internet Explorer Search Bar, or any Pop-Up Blockers) must be removed from the PC.
  - Use the following link to help you uninstall any software. http://webits/Intranet/helpdesk/techtips/uninstall%20directions.htm
  - Contact HELP DESK or your Regional Tech if you need help.
- Click onto this link http://appl-07/commoncustomer/security/loaddefault.aspx
- A "log-on" screen will now appear and in the lower left corner it says "Desktop Icon"
- Click onto this link –this will bring up a dialog box asking if you want to "save" or
- "open" the file – select "open" This will download a script file that produces a "HEALTH" icon on your desktop.
- **After this initial log-on, you will use this link to reach the "Productions" server**
- After creating the new production site "icon" (the new log-on screen will remain on your screen. (.Figure 1)) log onto the screen using your user name, and the password has been set to the one you used on the "TEST SITE (If you were Role Map on the TEST SITE) or use "adhuser" for the password.
- You can click on the ICON (upper right hand corner) at any time.

# Logging on to Common Customer

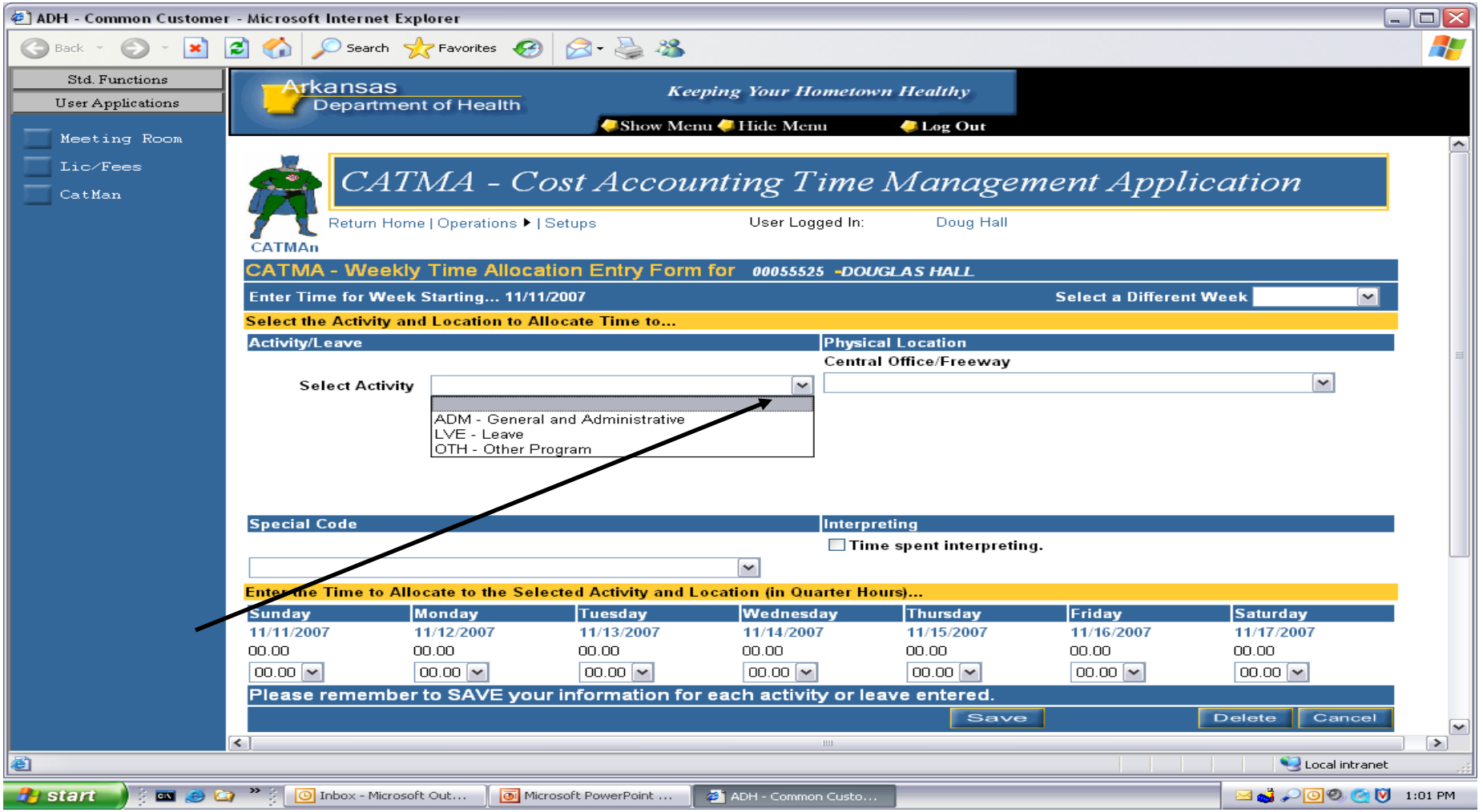



- You may request your password by clicking the link
- ( Request Password in ***FIGURE 1***) and follow the instructions.

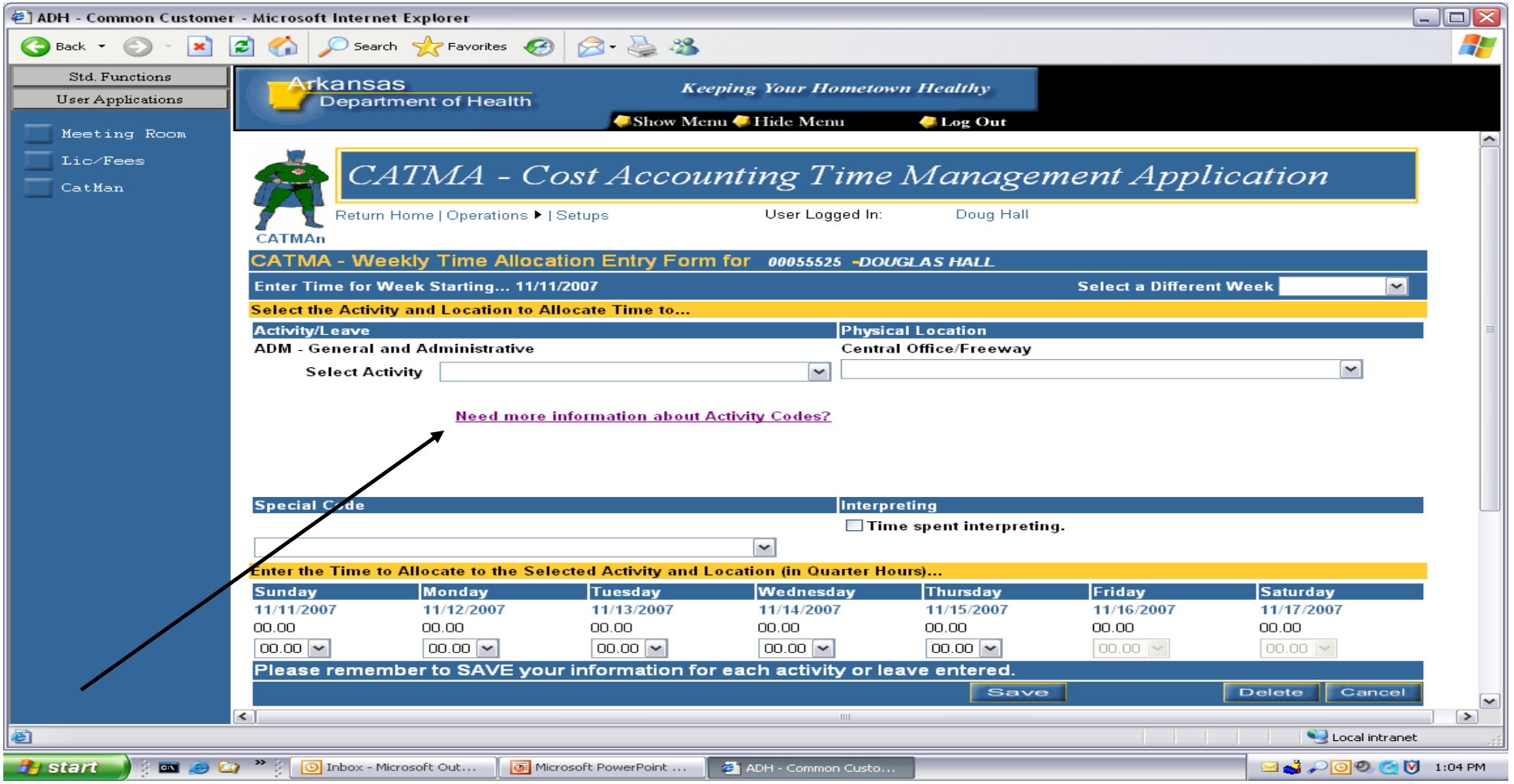
# Screen upon entering CATMAn application



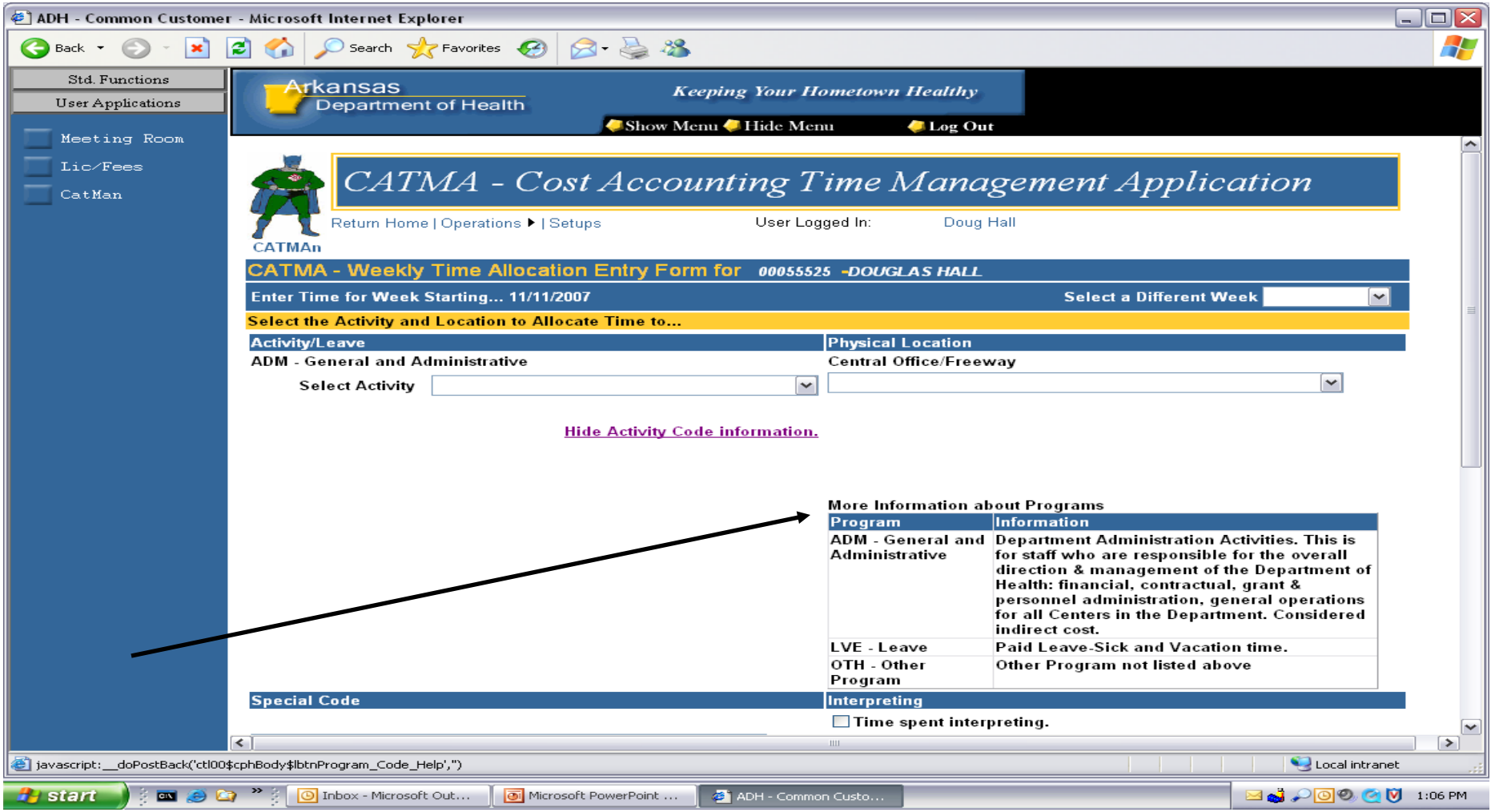
Use the drop down box under “Activity/Leave” to choose the activity that you worked on throughout the day. A list of activity codes with short descriptions will appear. Please select an activity that you worked on throughout the day.



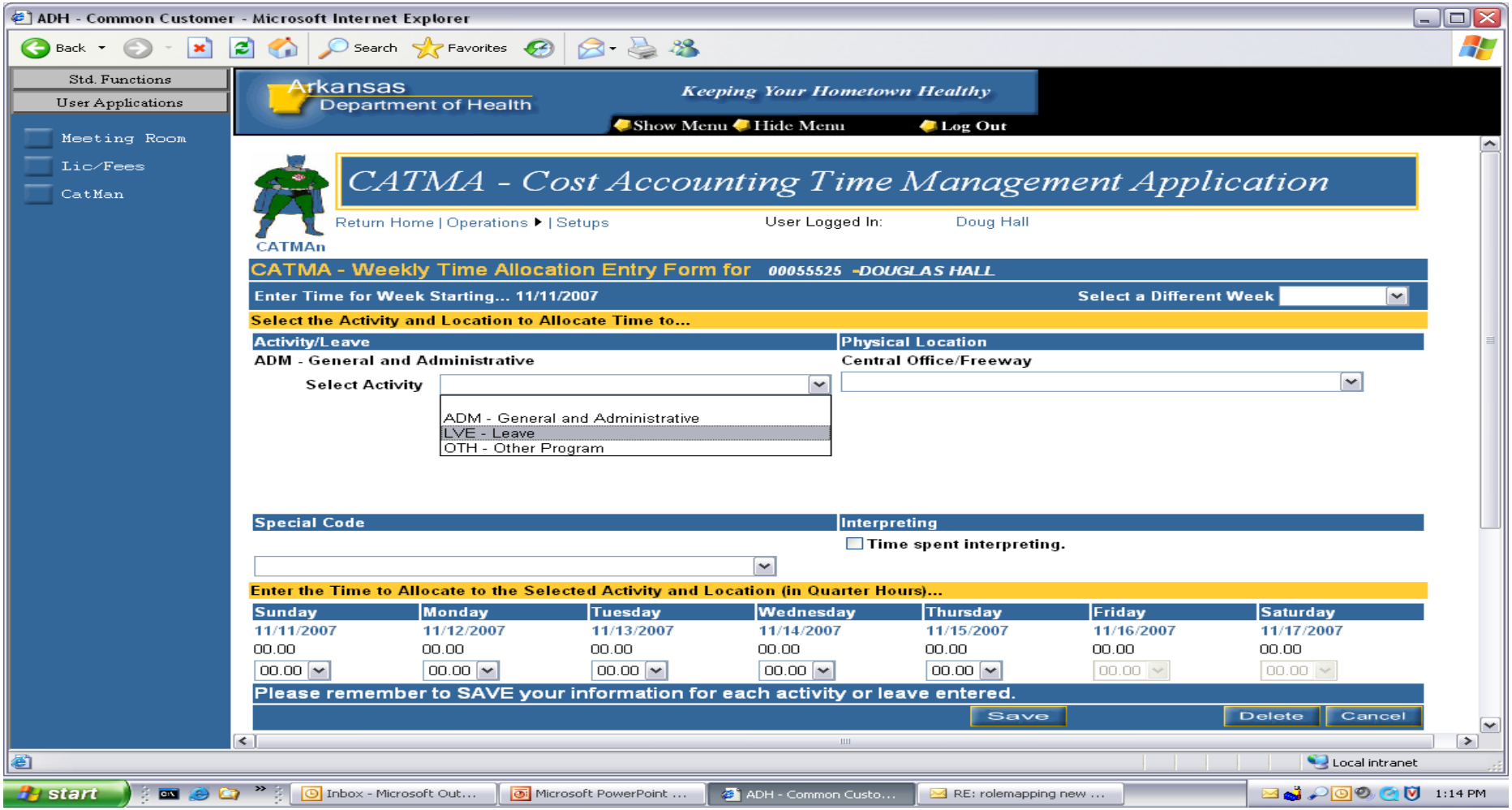
If you need more information about your activity codes in order to make your choice, please click on the “Need more information about Activity Codes” link and, as shown on the next slide, a more specific description of each activity code will be shown.



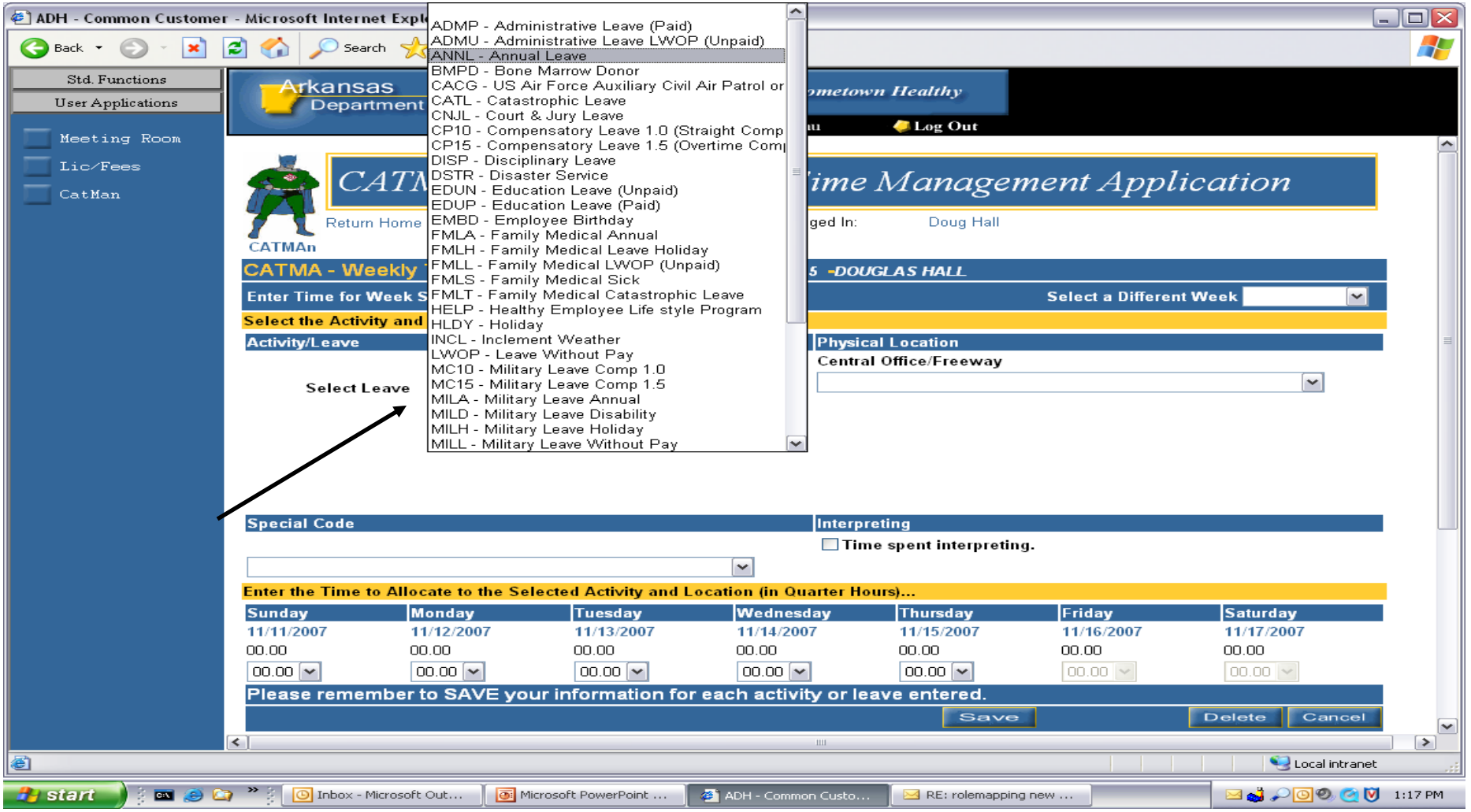
The arrow below is pointing out where the more information will pop up on your screen.



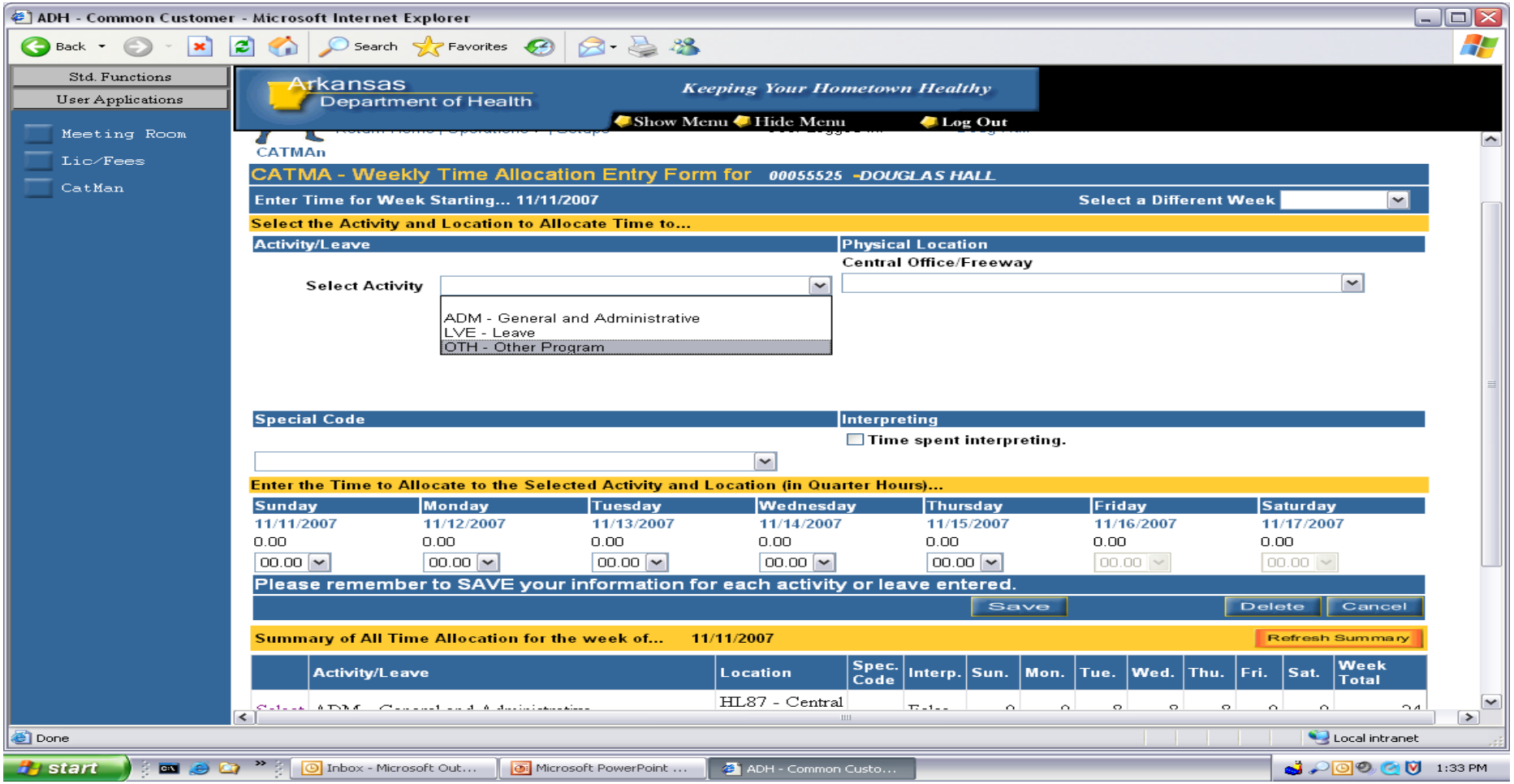
If you are absent from work for a time period (i.e. sick, vacation, holiday), please select the Leave option as shown below. This will bring up another dropdown box where you will choose what type of leave was taken.



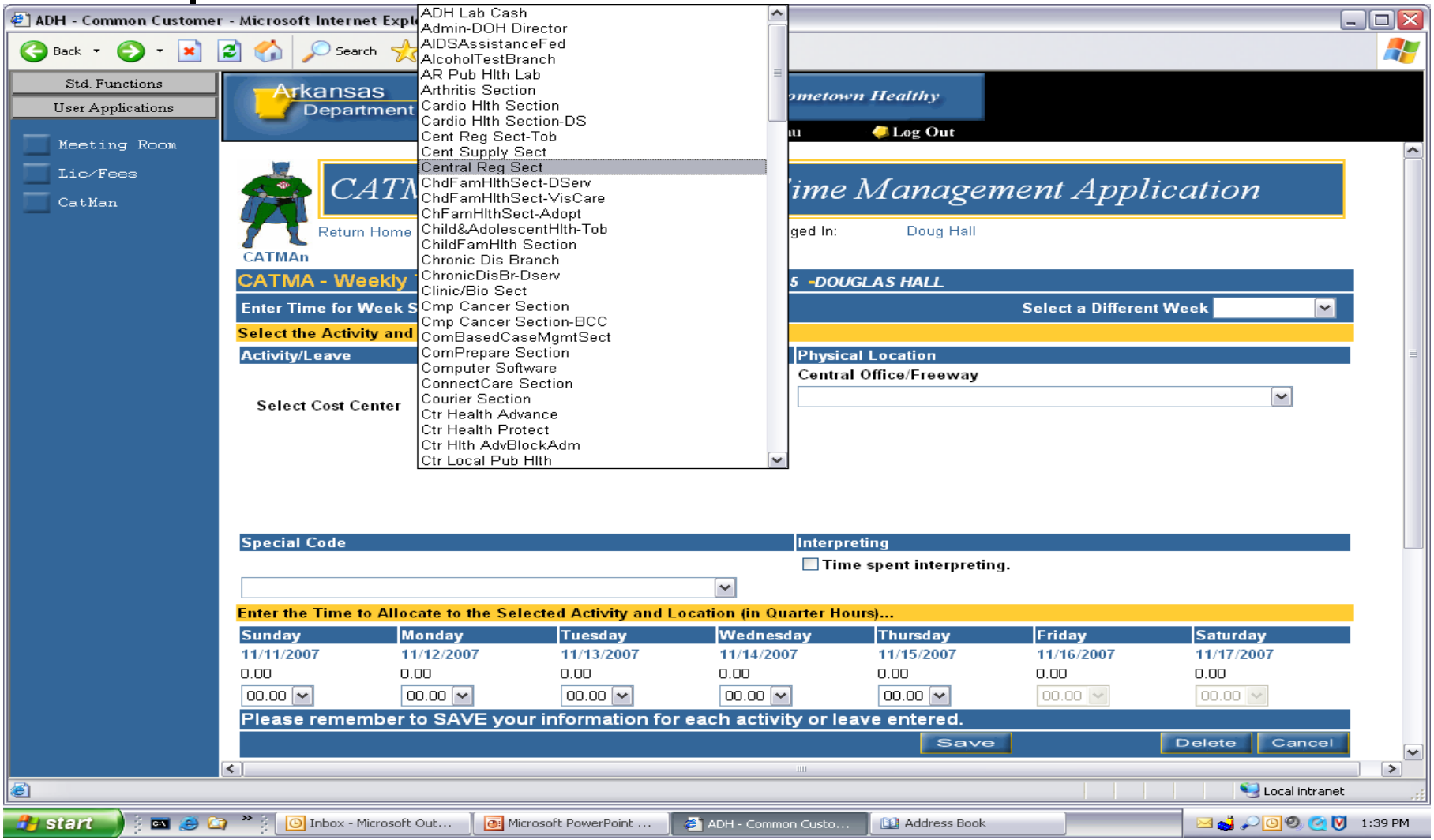
Please select the type of leave your are using in the new drop down box. Leave is the only thing that can be entered in advance. For example, if you know you are going to be out for a week on vacation, you input this time in advance.



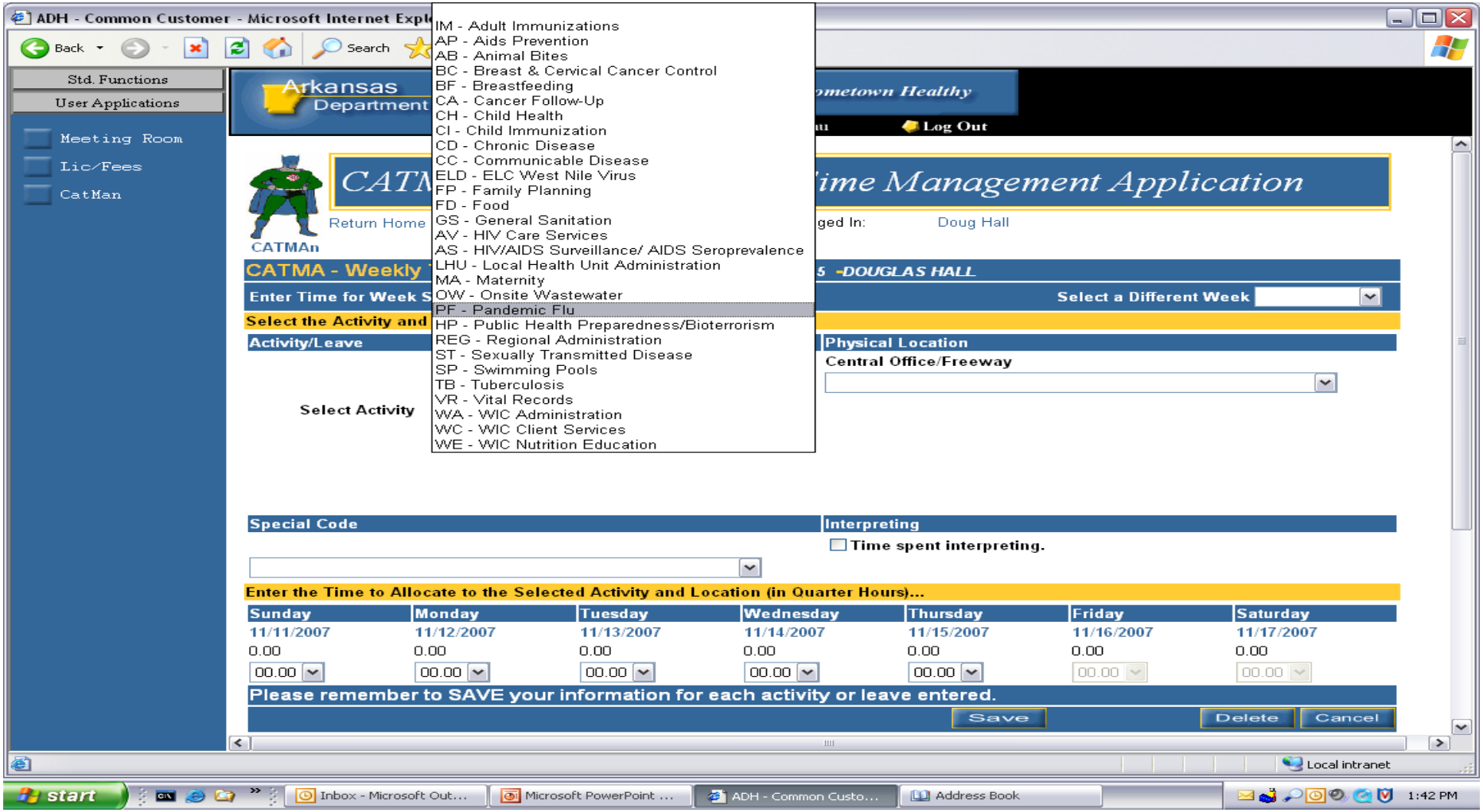
If you are working on an activity that is not listed with your choices, please select the OTH – Other Program. This will bring up a box occupied with a listing of all programs throughout the agency.



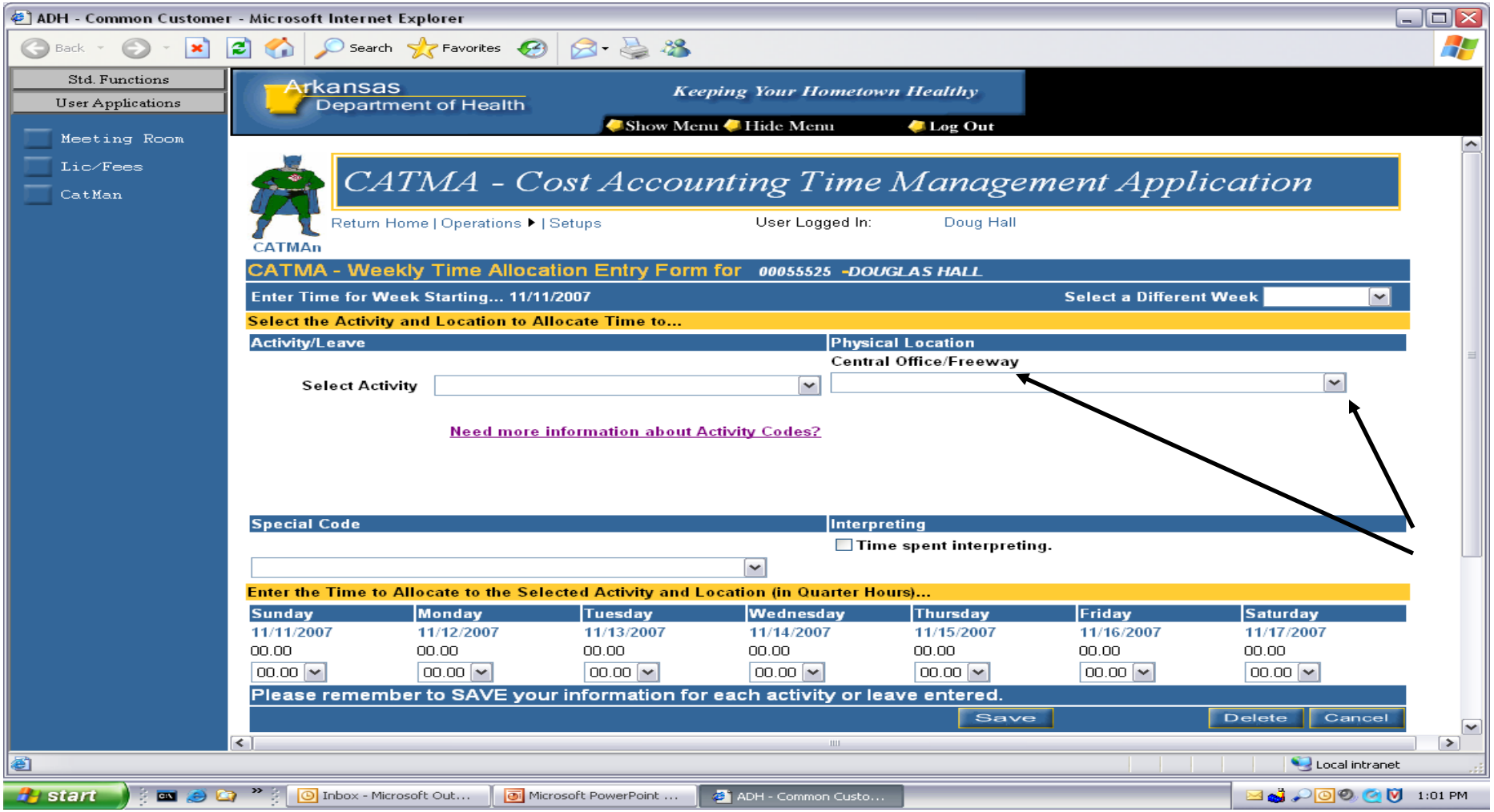
Please select the program that you were working on. This will bring up another drop down box with the listing of activities within that program. For example, below I am selecting the Central Region.



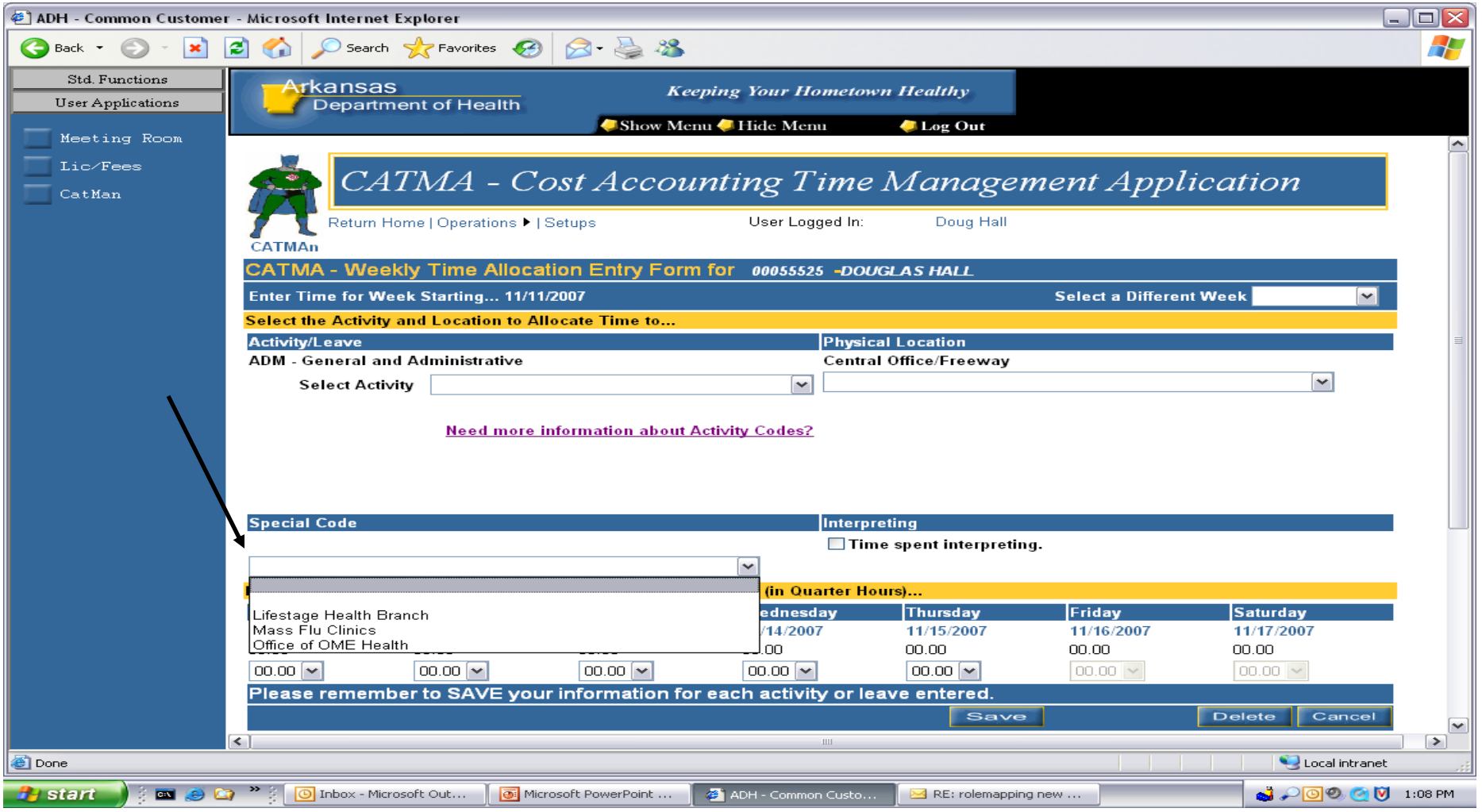
Please select the activity you were working on from the new drop down box. If you have trouble with locating the program and activity that you should allocate your time to, please contact the program in which you performed the work.



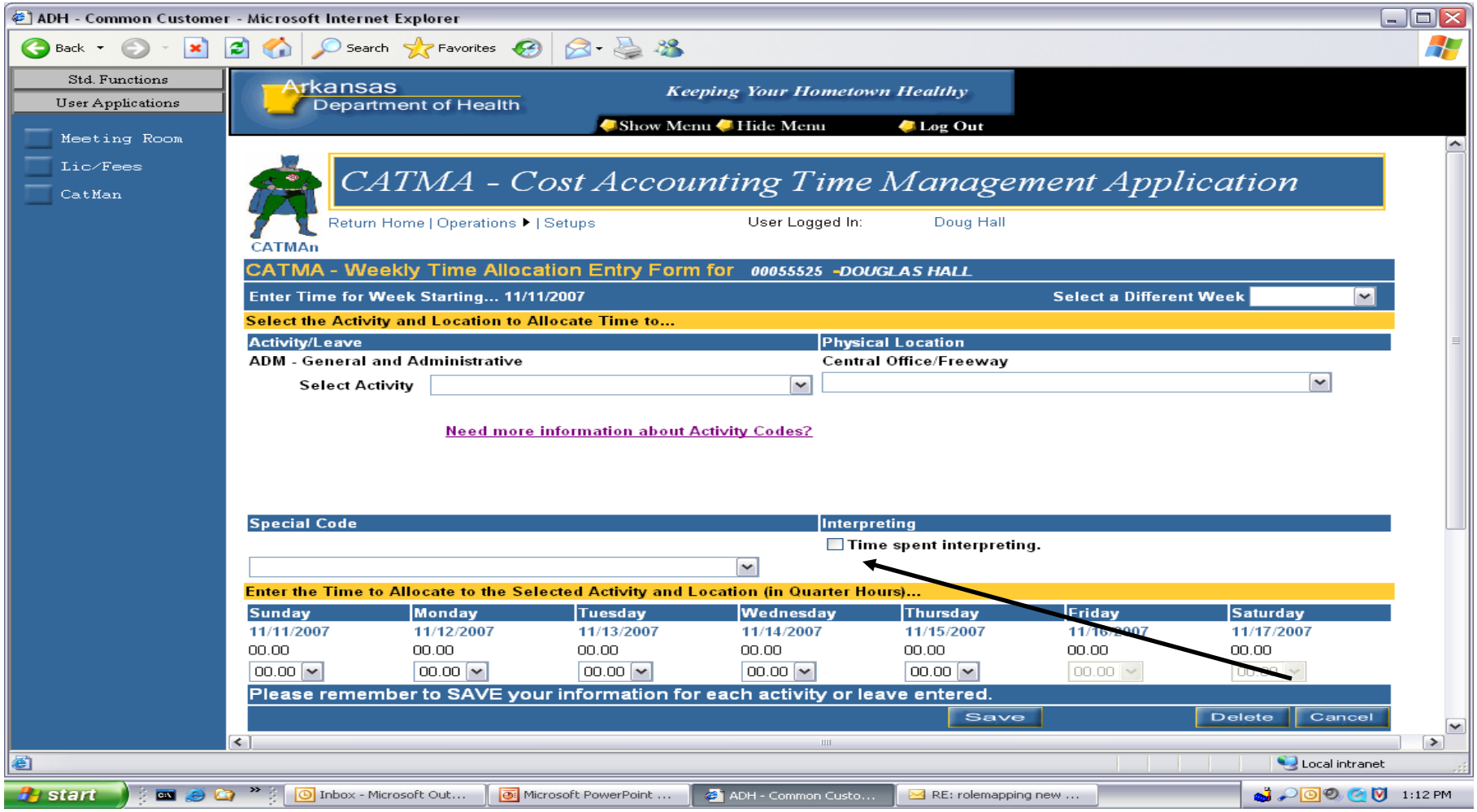
Next, your physical location will default to your personnel area. If you happen to be working at another location at times, specifically another LHU, use the drop down box to select the location where you are working that day.



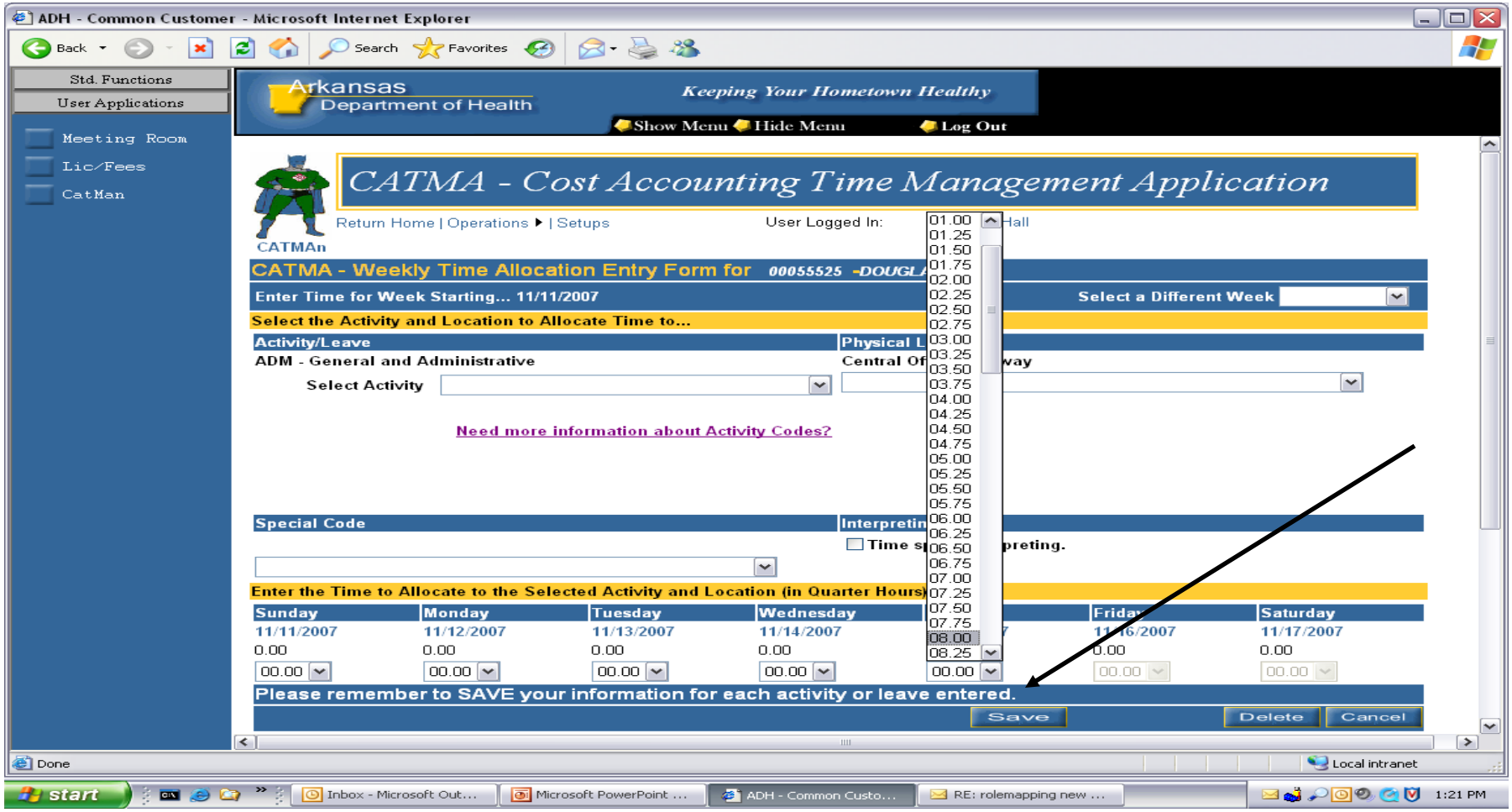
The next thing on the screen is the Special Code drop down box. The is a box that will only be used when tracking special events, such as the mass flu clinics that were held statewide. If you have not been informed of a special code by your Center Time Allocation Contact that you should be coding your time to, please bypass this box and move on.



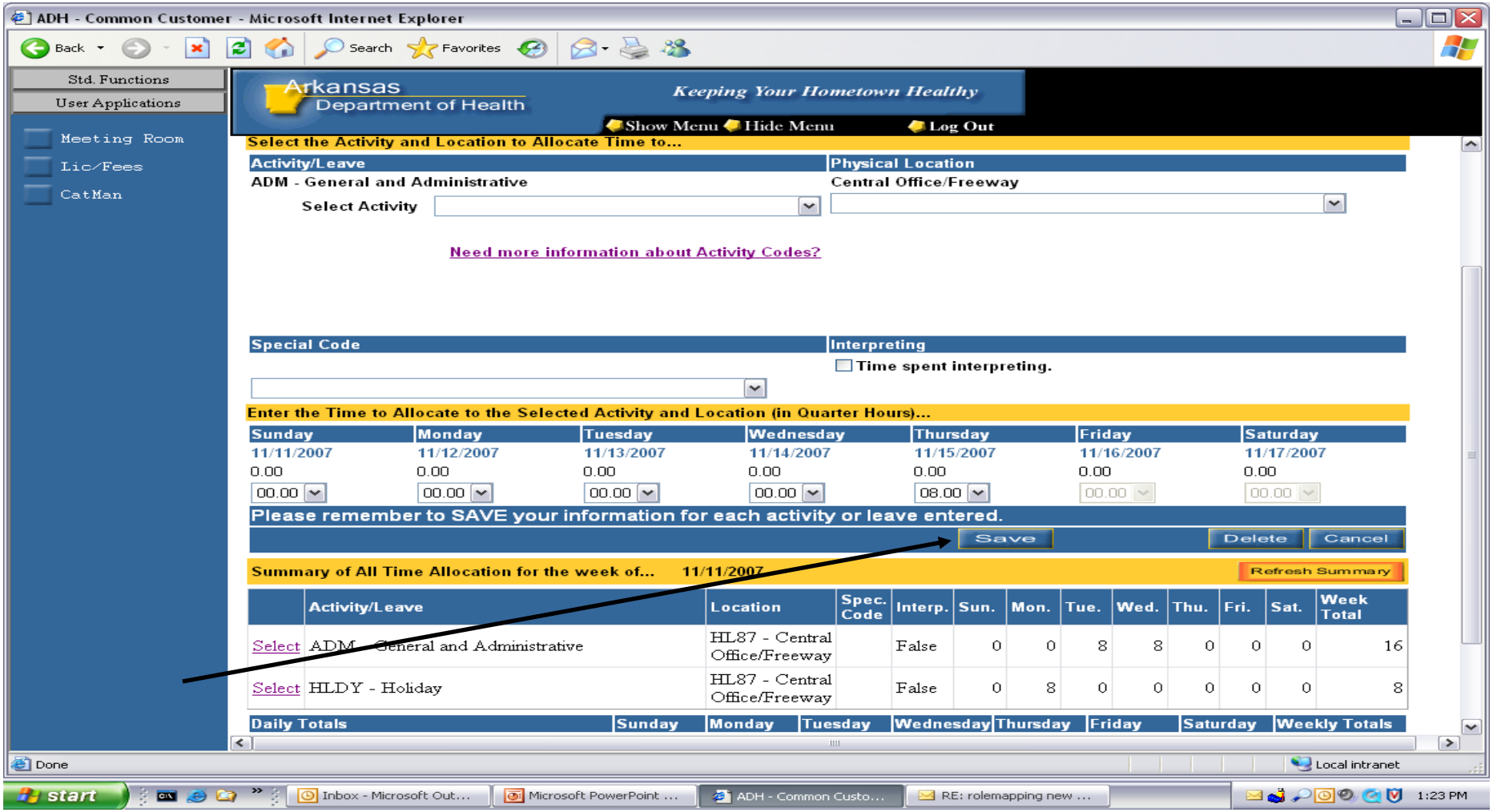
If you are doing interpretation while performing your regular duties, click the box marked “Time spent interpreting” as pointed out below.



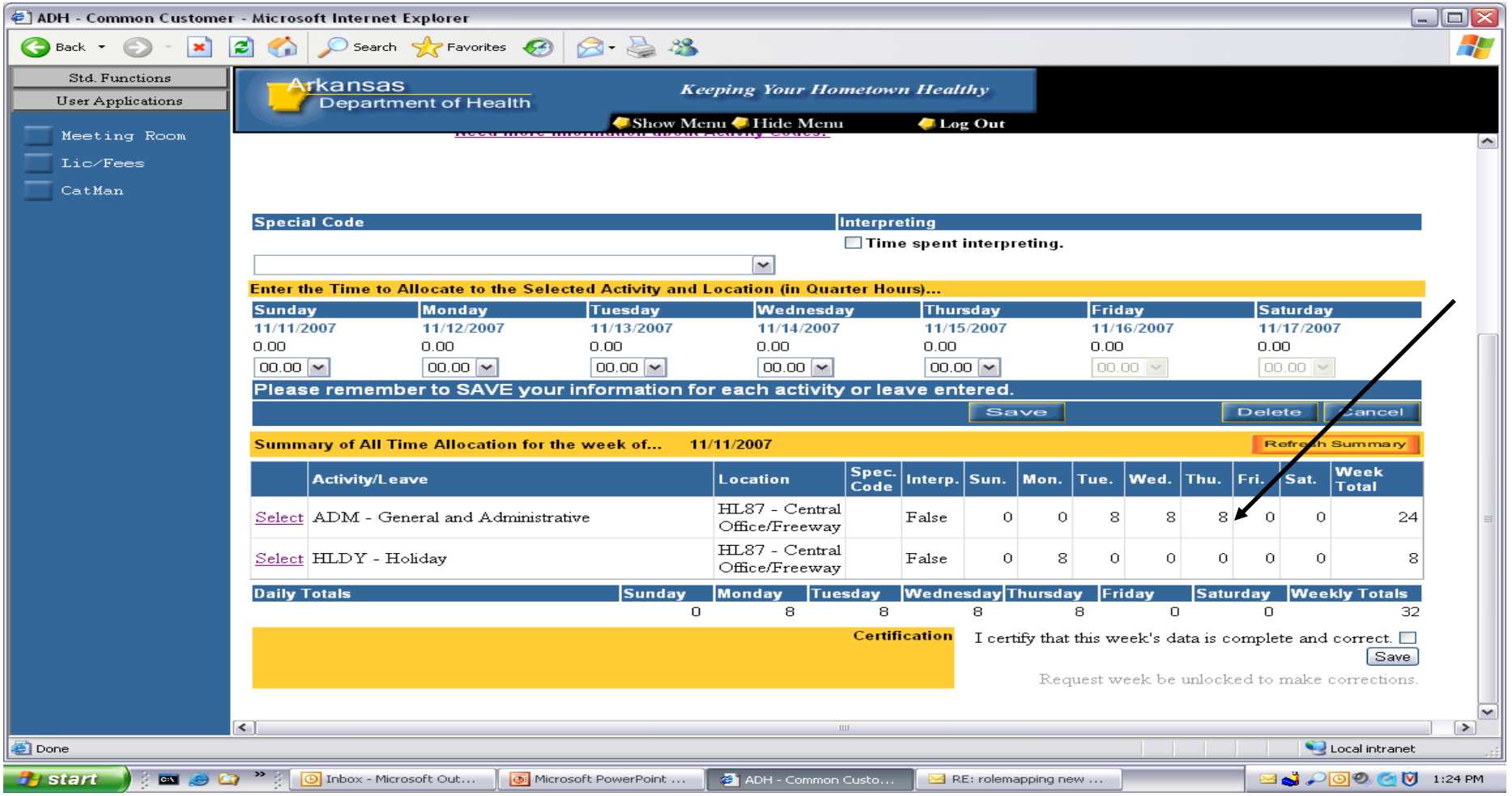
After you have selected your activity, go to the day you are recording time for and select the amount of time you spent working on the activity that was chosen above. Time is distributed in quarter hour increments.



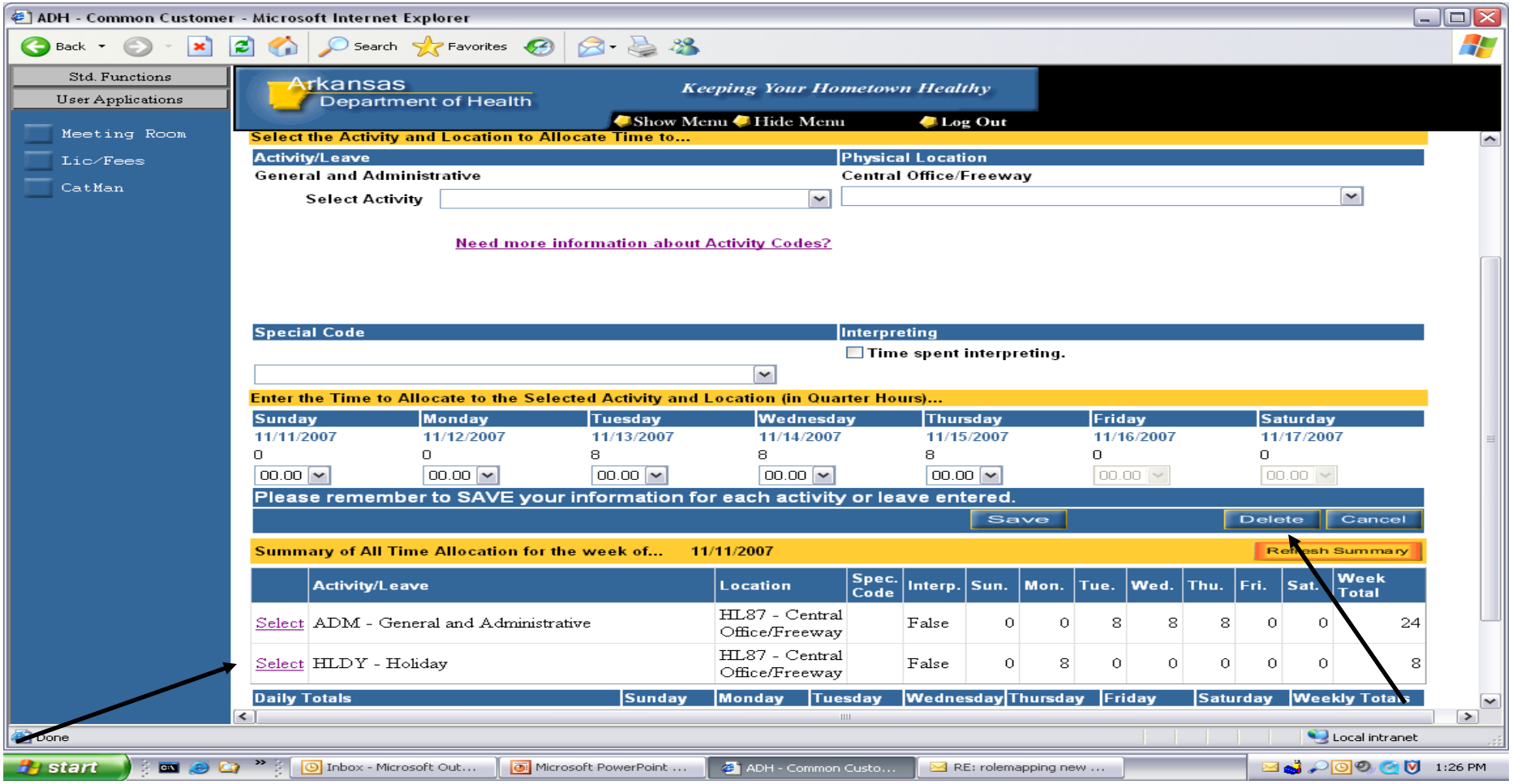
Once you have selected the activity and the amount of time spent on that activity throughout the day, click on the save button and your time is saved in the summary below.



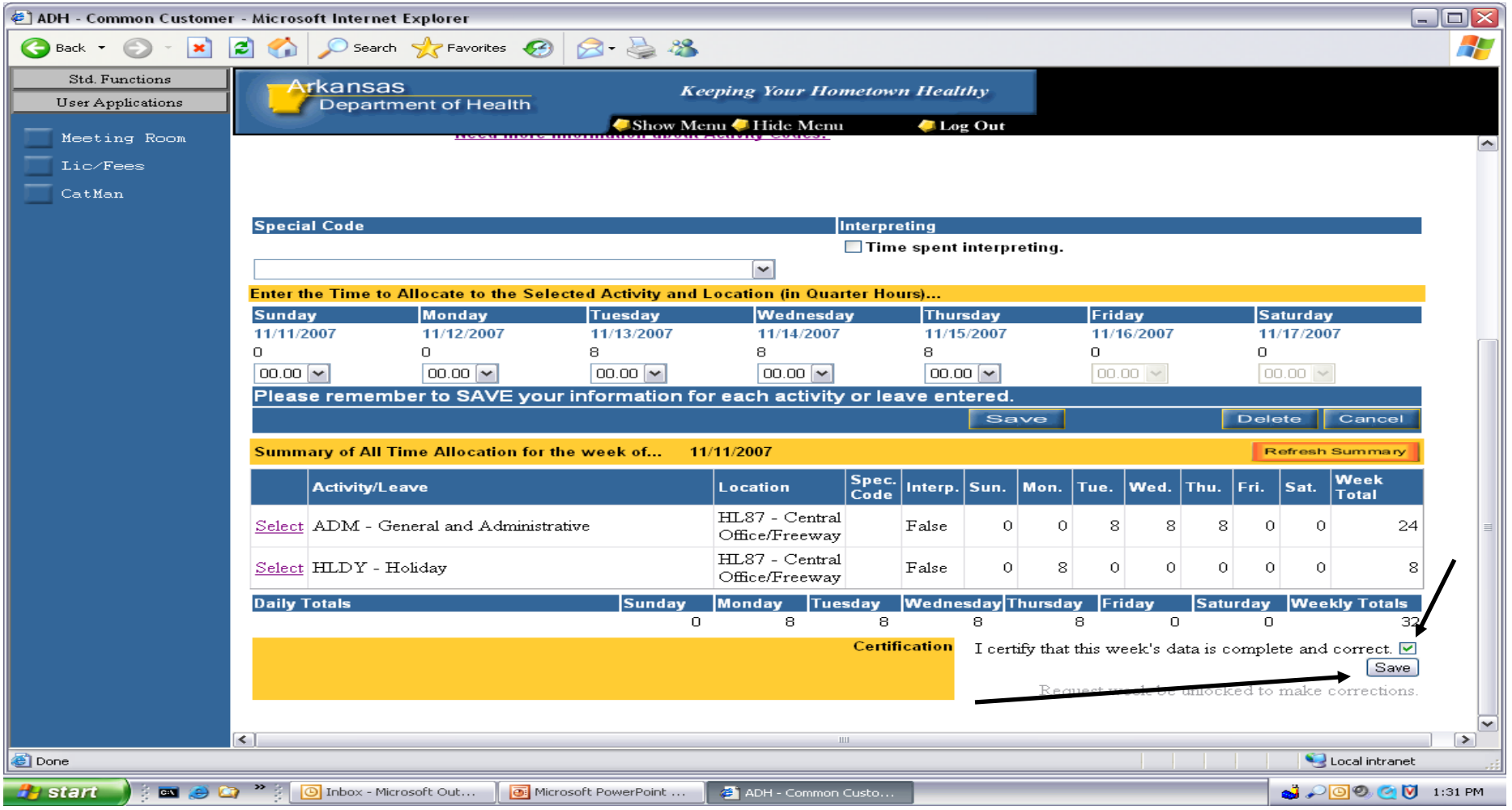
As you can see below, the time has been added as ADM with 8 hours located in the column labeled Thursday.



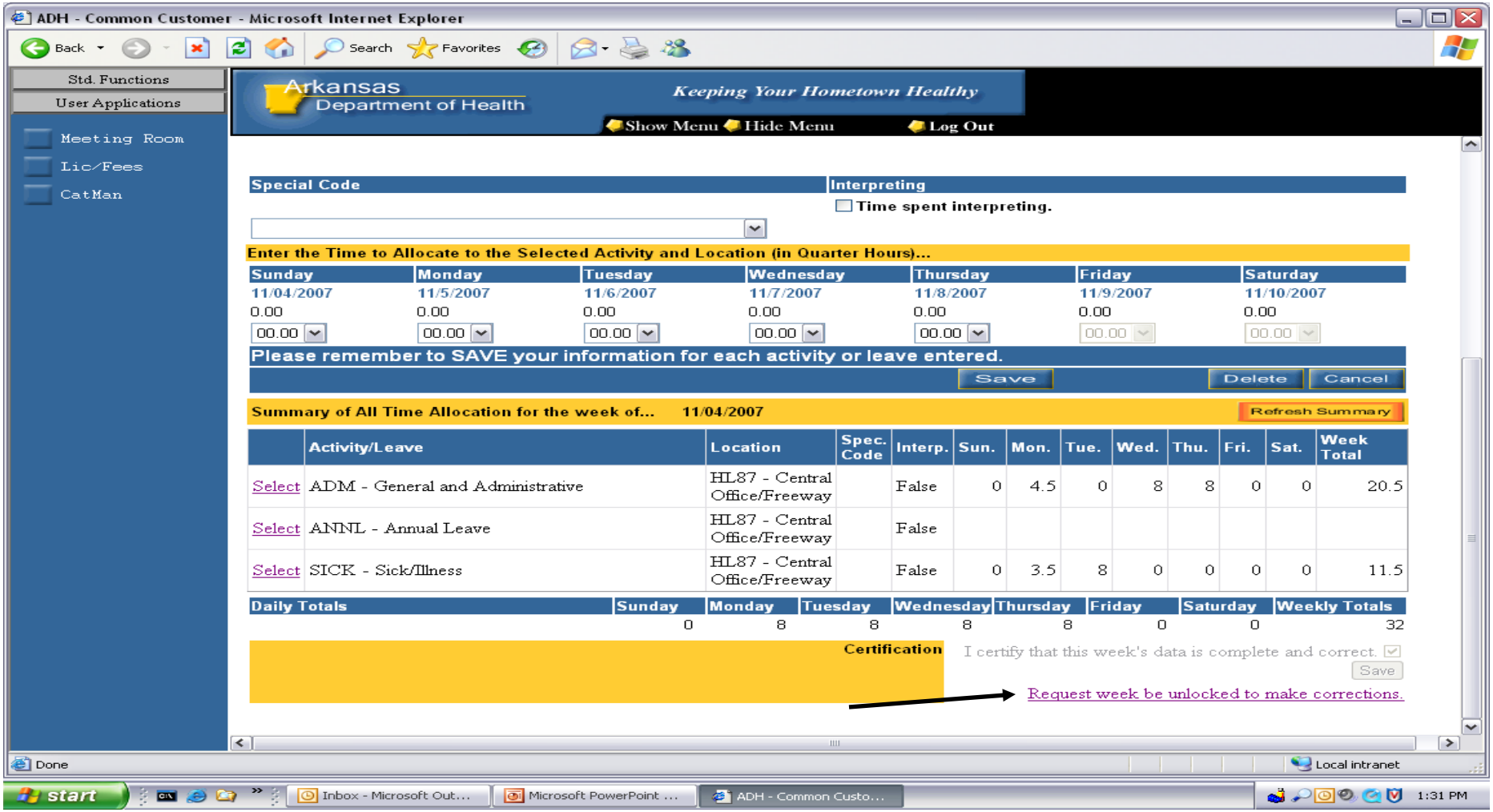
If you saved time in error, select that line from your summary. The activity and time you have entered for that will appear. Please select the amount of time that you would like to delete from each day and then click the delete button.



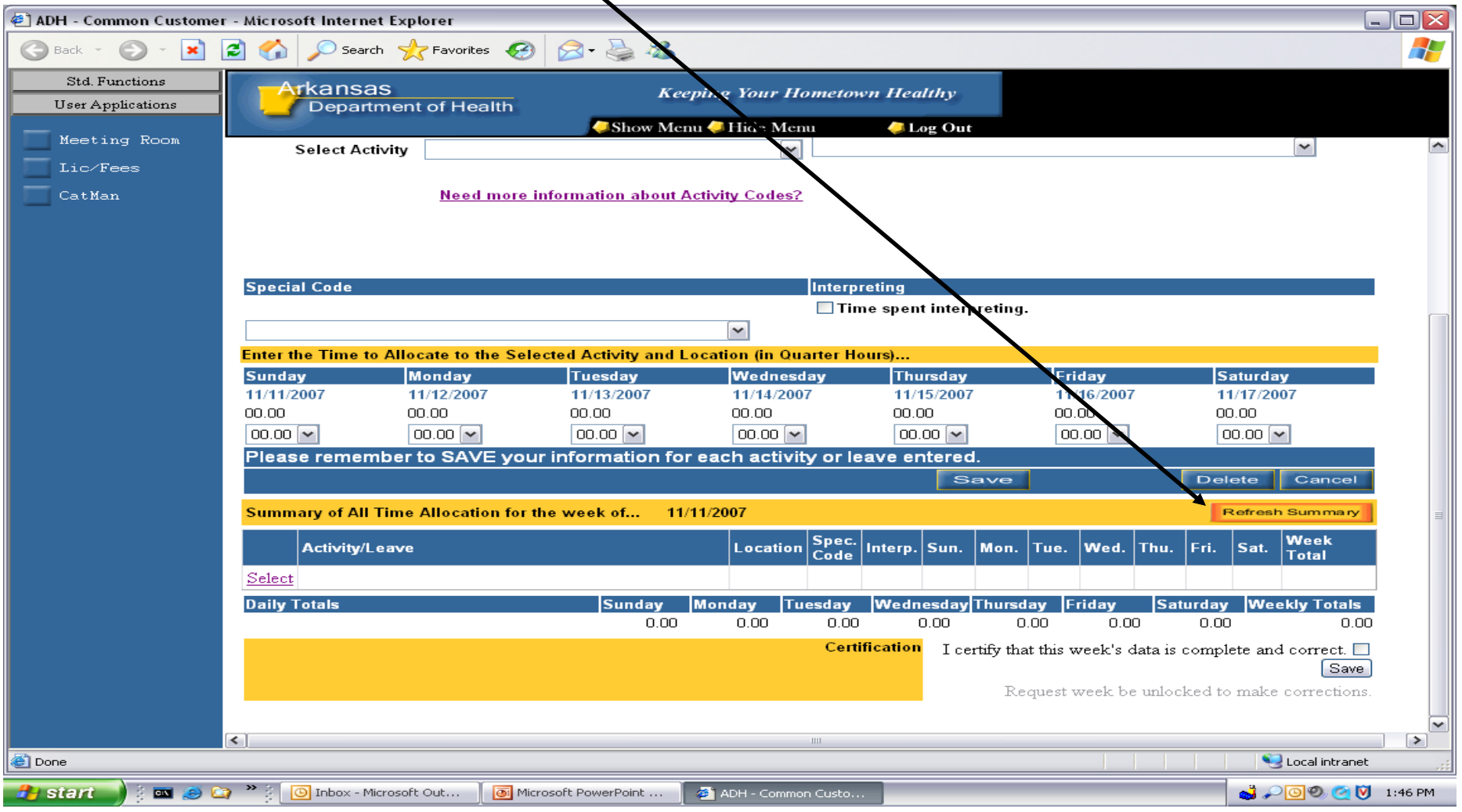
After you have put in all of your time for the week, on the bottom right of the screen is a box that you check to certify that your time listed above is correct. This is your electronic signature. Once the box is checked, click the save button below the certification and your time is certified for the week.



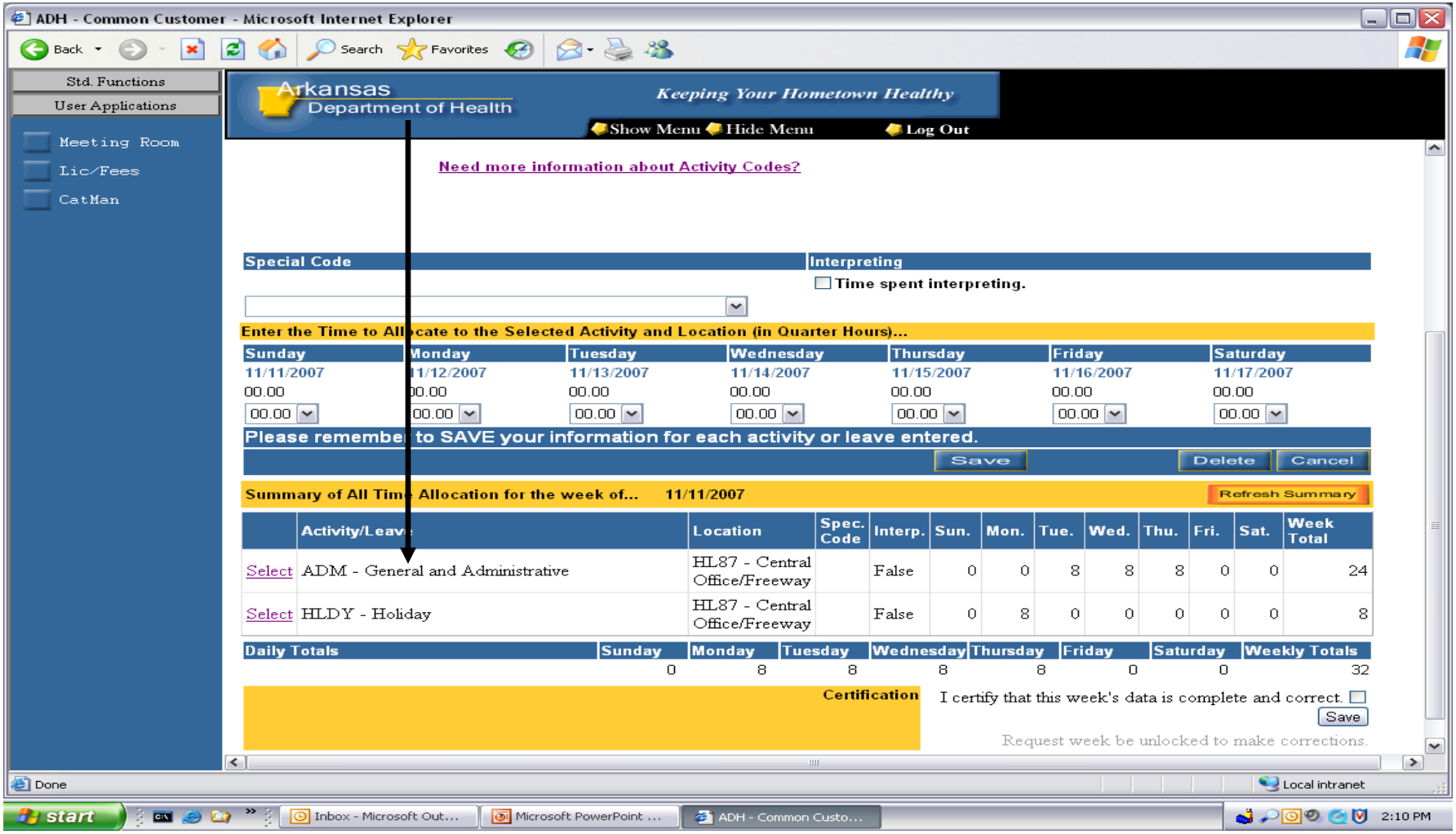
If you certified your time in error, you can click on the “Request week be unlocked to make corrections” link pointed out below and an email will be sent to the Cost Allocation Section with your request. They will then contact you when your time has been unlocked.



In order to see your time summary for previous days, click the Refresh Summary button pointed out below.



After hitting the Refresh Summary button, your time for the week will appear.



# Remember….

We code what we do!

We code all time worked!

# Contacts for Questions

- If you have any problems logging onto the Common Customer site, contact the ADH helpdesk at 501-280-help or 1-800-441-9232
- If you have any question on what activity code to use, please contact your supervisor.
- Supervisors, if you have questions, please contact your CATMAn Time Study Coordinator. A list is located on the CATMAn page on the Intranet.

# Post Assessment

- Please return to A-TRAIN to complete the post assessment for this course.
- Instructions for completing the post assessment were e-mailed to you when you registered. They were attached to the registration notification