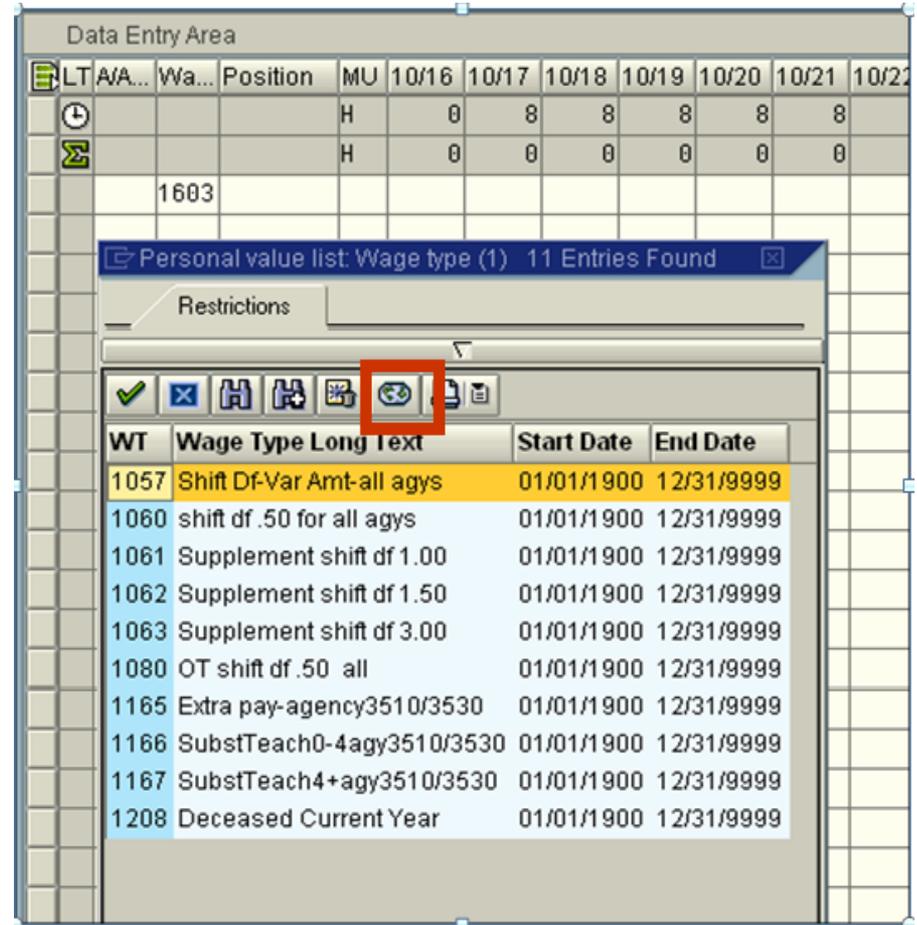
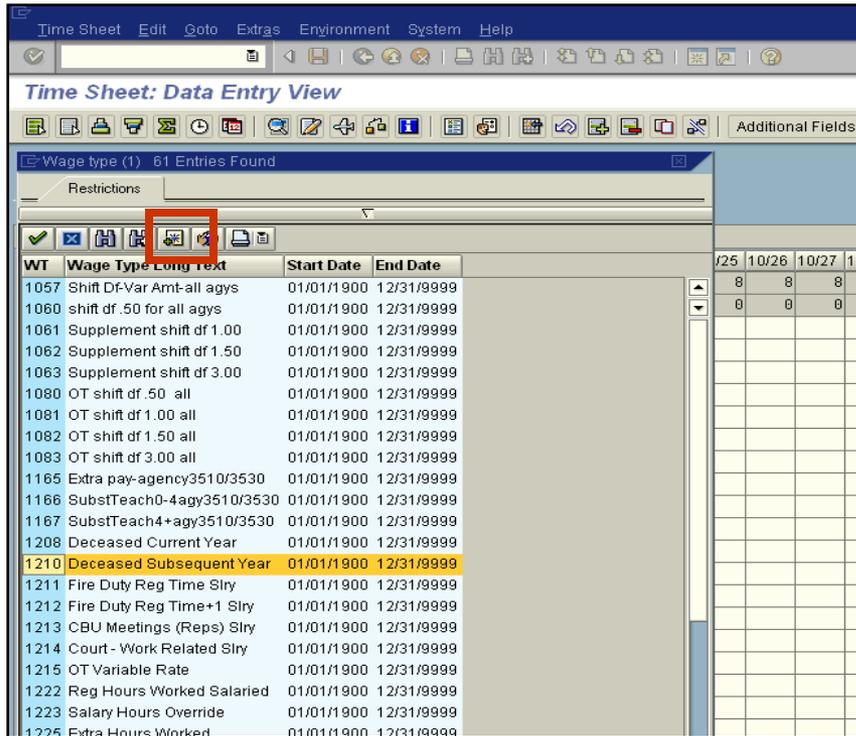


# Personnel Time Recording Wage Types

To set up your frequently used wage types in the wage type drop-down menu in CATS:

- Choose the wage type that you would like to add to your personal list.
- Click  (to insert into personal list).
- Complete this function for the wage types that you use most frequently when entering time and attendance.



The next time you access your drop-down menu, only the wage types you have chosen show up for selection. Click the  (**Personal Values**) button if you need to see the complete list again. Note: This process can be used for any drop-down menu in HRMS.

Please refer to the Wage Type Index on [hr.wa.gov](http://hr.wa.gov) for a complete list of wage types.