



Introduction

A big change has arrived in your options for entering PUE time and activity in CalCATS and transferring that data to CalPEATS for PRAMR reporting. In its initial release, CalCATS provided two mechanisms for entering PRAMR hours:

1. Time for **Inspections, Investigations, Enforcement Response Actions, and Training & Outreach Sessions** is entered on the associated screens in CalPEATS and is then transferred to your timesheet in CalCATS on the Pesticide Activity row.

Time Entry						
Date ↓	Entered By:	# Hours	Mileage	Remarks		
01/20/2022	Inspector, CaliCo	26.001	100	Some remark - AB	Edit	Delete

10 items per page 1 - 1 of 1 items

Add

2. Time for all other PRAMR hours categories is entered directly on your timesheet in CalCATS and then transferred to CalPEATS for PRAMR reporting.

RM - Non-Ag Permits	
RM - Ag Permits	
PUE Support (Except PUR Entr...	
PUE Support (PUR Entry)	

There was no provision for entering non-hour categories (e.g., Number of NOIs Denied) into CalCATS – these entries remain a manual monthly entry in CalPEATS.

CalCATS 2.0 is introducing a new option for entering your PRAMR data using a form like the old CDFA Report 5. The new approach has three major features:

1. It gives you the option of continuing to use CalPEATS for entry of time on Inspections, Investigations, Enforcement Response Actions, and Training & Outreach Sessions or entering that time on Report 5 in CalCATS.
2. It adds data entry for the non-hour categories in PRAMR, eliminating most of the remaining manual entries in CalPEATS for the PRAMR report.
3. It allows you to eliminate the multiple individual PUE rows on the timesheet providing a more compact and efficient data entry experience with all PUE-related time on one form.



The New Report 5

The new Report 5 form looks like this:

CalCATS
Timesheet **Agriculture** ▾ Weights & Measures ▾ Reports ▾ Admin ▾ Help
Supervisor01 ▾

Pesticide Regulatory Activities - Daily Activity Entry

Activity Date:

Add New Report

Contract: ▾ Classification: ▾ Location: ▾ Reset Save

INSPECTIONS			
Category	Hours		
Preapplication Inspections			
Pesticide Use Monitoring Inspections			
Pest Control Records Inspections			
Structural Pest Control Inspections			
Surveillance			
PERMITTING, USE REPORTING, LICENSES AND REGISTRATIONS			
Category	# Approved	# Denied	Hours
RMP - Ag			
RMP - Non-Ag			
Licenses/Registrations			
Notices of Intent Review			
Use Report Followup/Review			
Use Report Followup/Review (excluding PUR Data Entry Licensed)			
PUR Data Entry Licensed			
Use Report Followup/Review Total			0
INVESTIGATIONS AND ENFORCEMENT			
Category	# Issued/Filed	Hours	
Investigations			
Compliance Actions			
Enforcement Actions - Judicial Actions - Notices to Appear			
Enforcement Actions - Judicial Actions - Civil Complaints			
Enforcement Actions - Judicial Actions - Criminal Complaints			
Enforcement Actions			
OTHER ACTIVITIES			
Category	Hours		
Pesticide/Hazardous Material Spills			
Training & Outreach			
Support			
Support (excluding PUR Data Entry Support)			
PUR Data Entry Support			
Support Total			0
Other Licensed Enforcement			
Other Licensed Enforcement (excluding Schools Regulation and Environmental Justice)			
Schools Regulation			
Environmental Justice			
Other Licensed Enforcement Total			0

Remarks

Reset
Save



Some of the entries may not be editable depending on your choice for using or not using CalPEATS for time entry on Inspections, Investigations, Enforcement Response Actions, and Training & Outreach Sessions. If you choose to continue to use CalPEATS for time entry, the following fields will not be editable on Report 5:

- Preapplication Inspections – Hours
- Pesticide Use Monitoring Inspections – Hours
- Pest Control Records Inspections – Hours
- Structural Pest Control Inspections – Hours
- Investigations – Hours
- Compliance Actions – Hours
- Enforcement Actions – Hours
- Training & Outreach – Hours

Each of these fields will display the hours entered on the associated activity forms in CalPEATS. To change the time spent on these activities, you will need to edit your time entries in CalPEATS.

Your Options

You have two options for how you want PUE staff in your county to enter their PUE time and activity:

OPTION 1 – Use CalPEATS to Track Time

Advantages: more detail on time spent on Inspections, Investigations, Enforcement Response Actions, and Training & Outreach Sessions since time will be entered for each activity rather than just a summary of total time each day.

Disadvantages: you staff will need to remember to enter time into two different systems to ensure their timesheet is complete.

If you choose this option, staff will enter time for Inspections, Investigations, Enforcement Response Actions, and Training & Outreach Sessions using the Time Entry section of each activity form in CalPEATS. CalCATS will automatically synchronize this time to the user's timesheet and create or update the associated Report 5 entries for each day.

OPTION 2 – Use CalCATS to Track All PUE Time

Advantages: simpler time entry for your staff as they only need to use one system to enter all time and activity.

Disadvantages: less detailed information about time spent on each PUE activity.



With this option, the Time Entry section will not be displayed in CalPEATS. All PRAMR-related time and activity will be entered on Report 5 each day by each PUE staff member.

BOTH OPTIONS

Under either option, you gain the benefit of tracking non-hour information for PRAMR in CalCATS, eliminating most of the remaining PRAMR manual entry fields in CalPEATS and exposing the detailed PRAMR data for reporting and analysis in CalCATS.

Setting Your Preferences

The options described above are available on the County Preferences screen accessible from the Configuration page:

CalCATS Timesheet Agriculture Weights & Measures Reports Admin Help Supervisor01

Manage County Preferences

Show Location Selector

PUE Time Entry Options

You can opt to enter certain PUE hours in CalPEATS rather than using Report 5 (PRAMR). The includes:

- Inspections
- Investigations
- Enforcement Response Actions
- Training & Outreach Sessions

If you want time for those activities entered at a granular level (e.g. on each inspection), choose the option to **Enable CalPEATS Time Entry**. If you prefer to have staff enter a daily summary of time spent on these activities, choose the option to **Disable CalPEATS Time Entry** and your staff will enter this time on Report 5 (under the Ag Activities menu).

Enable CalPEATS Time Entry

Disable CalPEATS Time Entry

When switching between the two options, you will see a warning about the changes that will be applied to both CalCATS and CalPEATS. Please be aware that switching input modes can cause changes in some time entries as data is either read from CalCATS directly or replaced with data synced from CalPEATS, so please review all PUE time entries carefully when making a change.

One other item of note – with the availability of Report 5, you no longer need the individual PUE rows on the timesheet as there are data entry fields for that time on Report 5. You can phase out the individual PUE timesheet rows by removing them from your timesheet templates (this will mean that they won't appear by default on future timesheets), and then deactivating them (which will make sure users don't add them to their timesheet manually). If someone accidentally enters time on a PUE timesheet row and then re-enters that same time on Report 5, you will easily spot the mistake because their time total for that day will be too high. Over time, we recommend that you remove the individual PUE timesheet entry rows to avoid any confusion as to where time should be entered.

Similarly, you can remove the Pesticide Activity row from your timesheet templates since that category will not be used in the future. You cannot deactivate that category since it is a system-generated one, but at some point in the future we will remove it altogether.