



# **SISTEM SUMBER MANUSIA**

## **User Guide**

### **Time Management for Back End User (SAP GUI)**

#### **Maintain Planned Work Schedule**

VERSION: 1.0



## INTRODUCTION

This user guide acts as a reference for **Time Administrator** (back end user) to manage **Time Management**. All Company and Individual names used in this user guide have been created for guidance on using SSM.

Where possible; user guide developers have attempted to avoid using actual Companies and Individuals; any similarities are coincidental.

Changes and updates to the system may lead to updates to the user guide from time to time.

Should you have any questions or require additional assistance with the user guide materials, please contact the **SSM Help Desk**.

## GLOSSARY

The following acronyms will be used frequently:

Term	Meaning
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	Manager Self Service

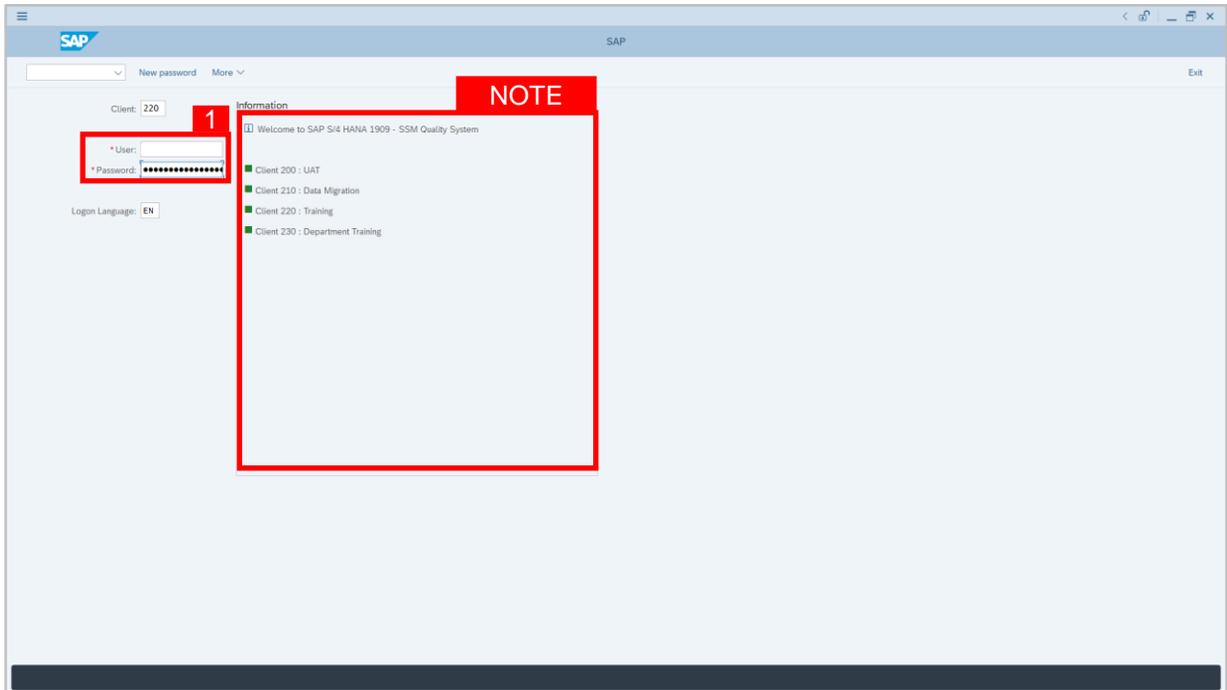
## FURTHER ASSISTANCE

Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.

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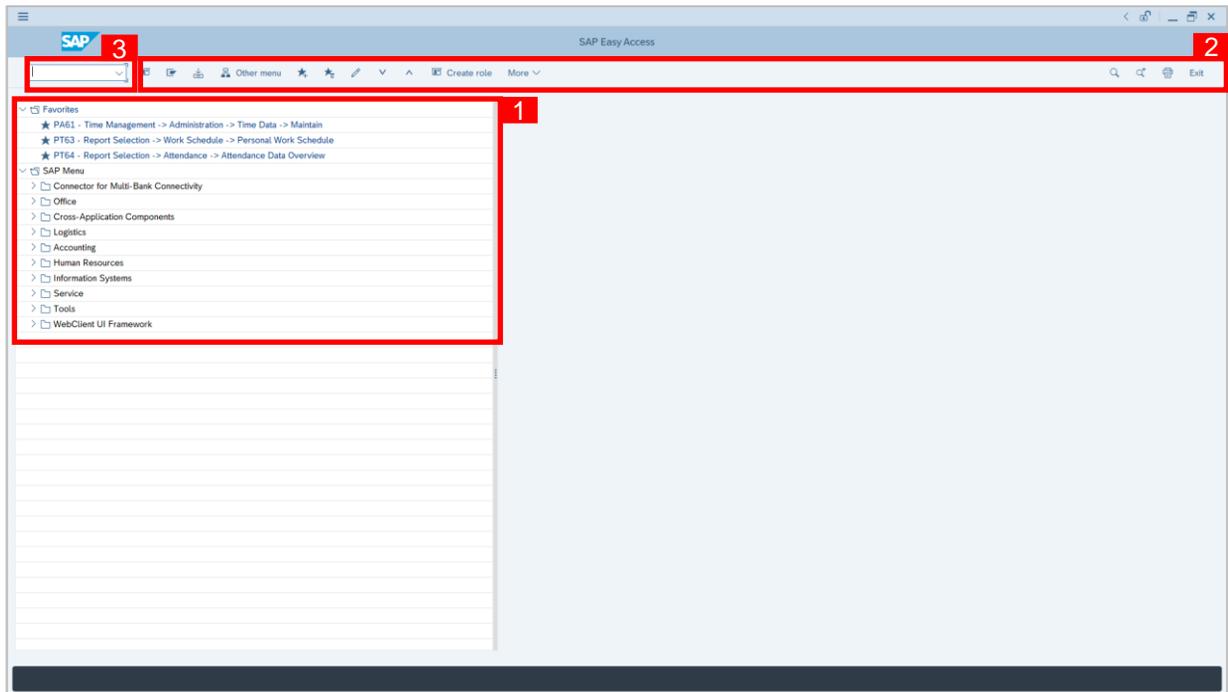
<b>SAP GUI (Back-end) Log on</b>	<b>Time Administrator SAP GUI</b>
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

**Note:**

- The information tab will show the different clients present in the system serving different purposes. The client number used in this user guide would be 220, which is for training and demonstration purposes pertaining to the navigation of the system.

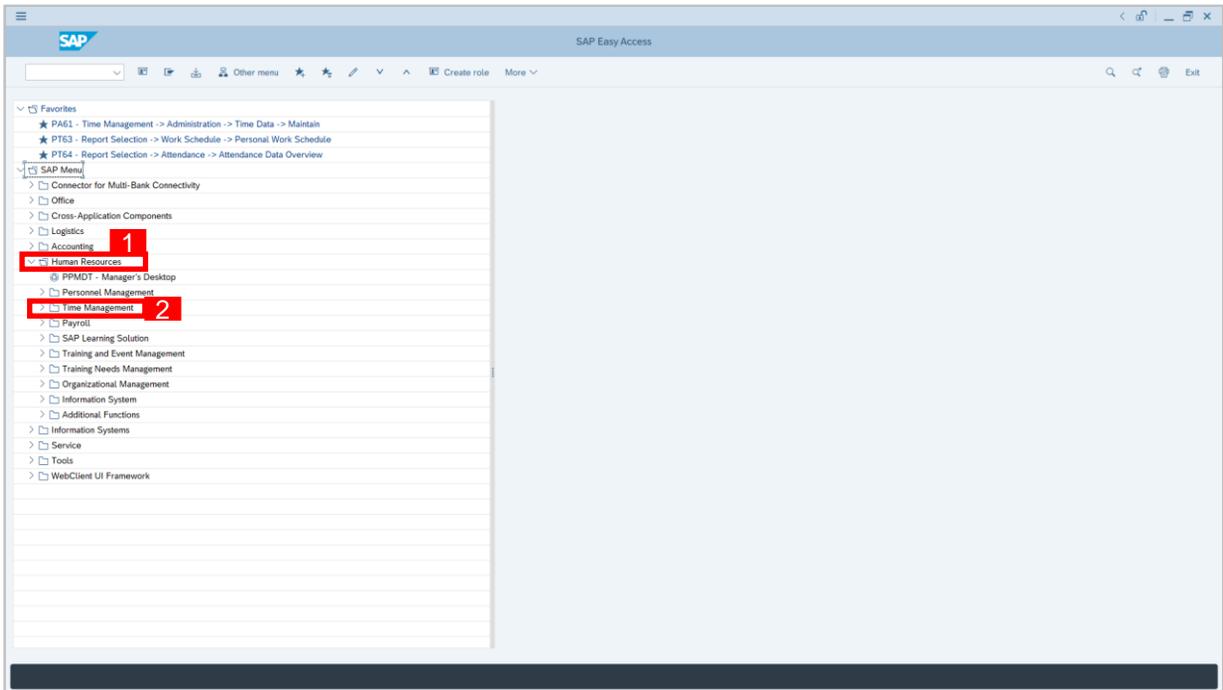


1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest, contained in the system.

## NAVIGATE TO TIME DATA PAGE VIA SAP MENU

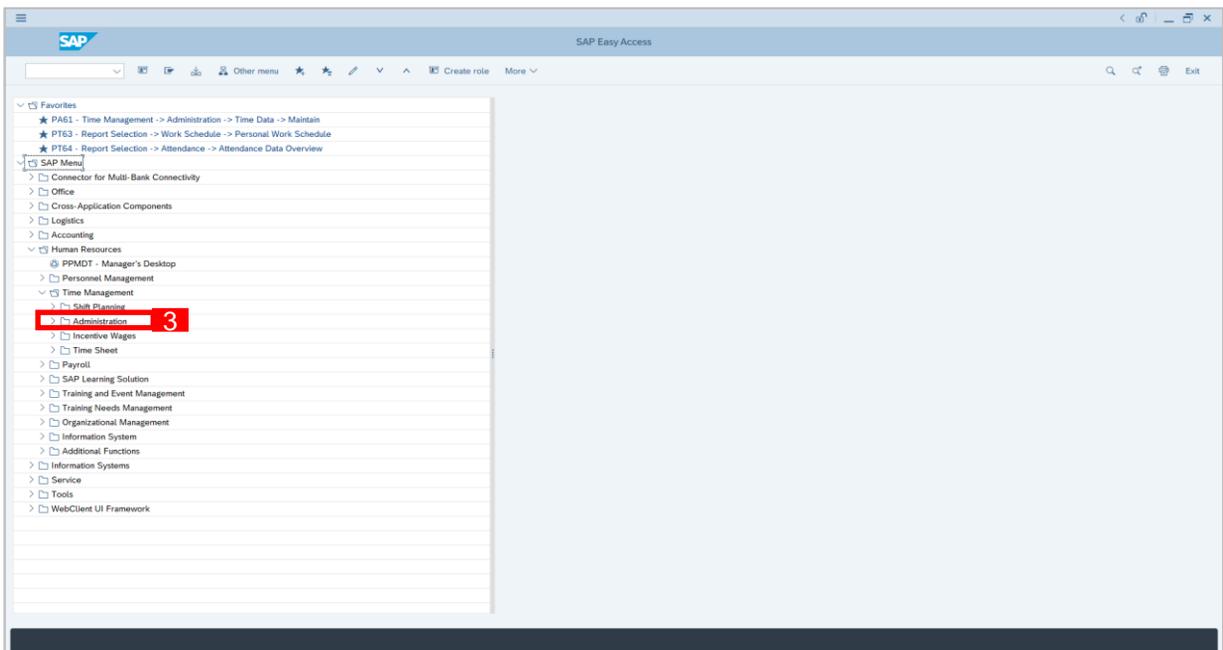
## Time Administrator

## SAP GUI

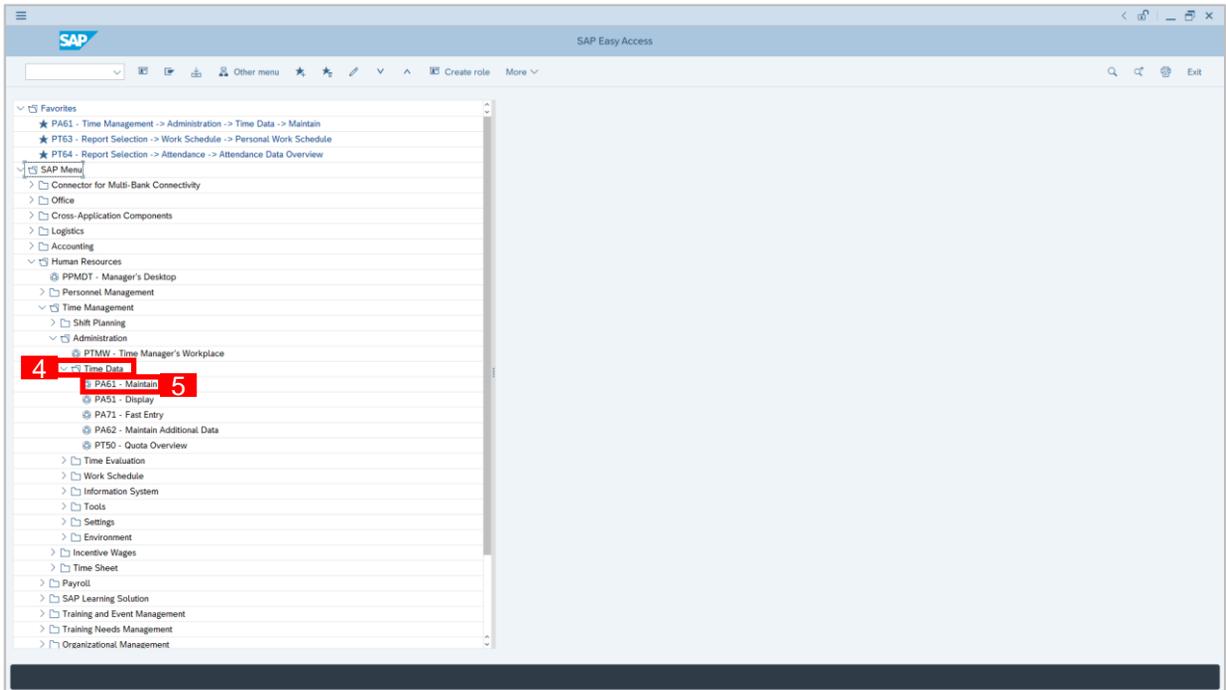


1. To navigate for **Time Management Process**, click  dropdown folder to expand to more selections.

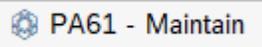
2. Click  dropdown folder for **Time Management Process**.

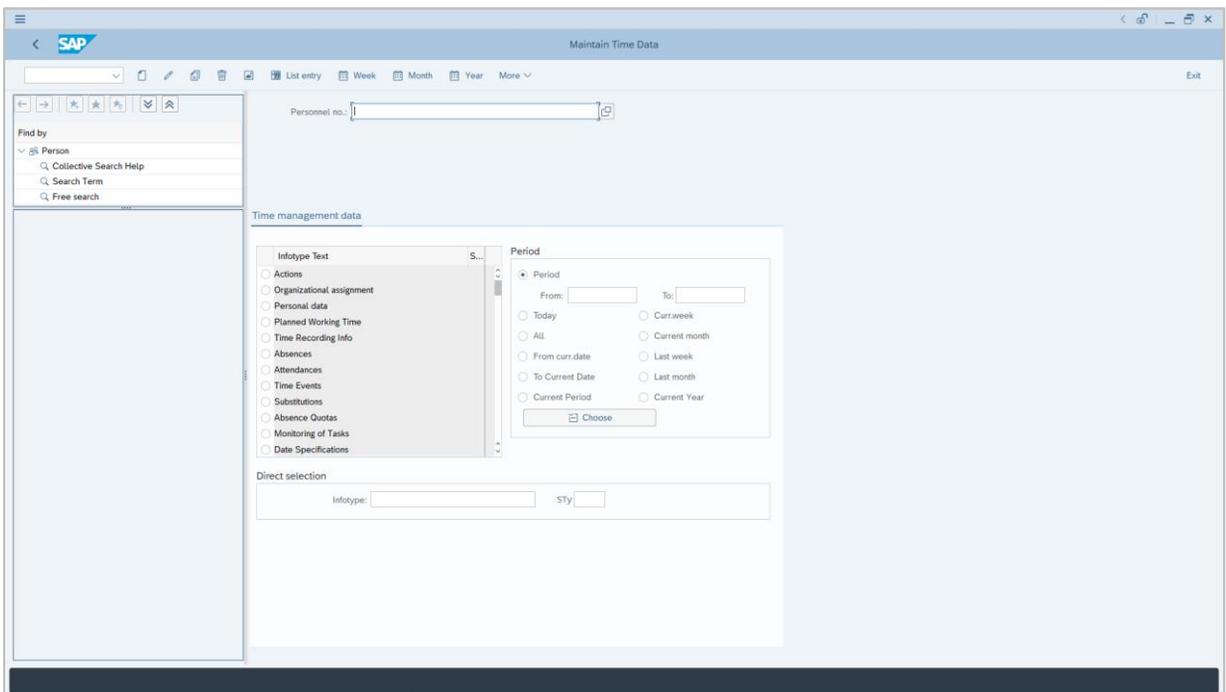


3. Click  dropdown folder.



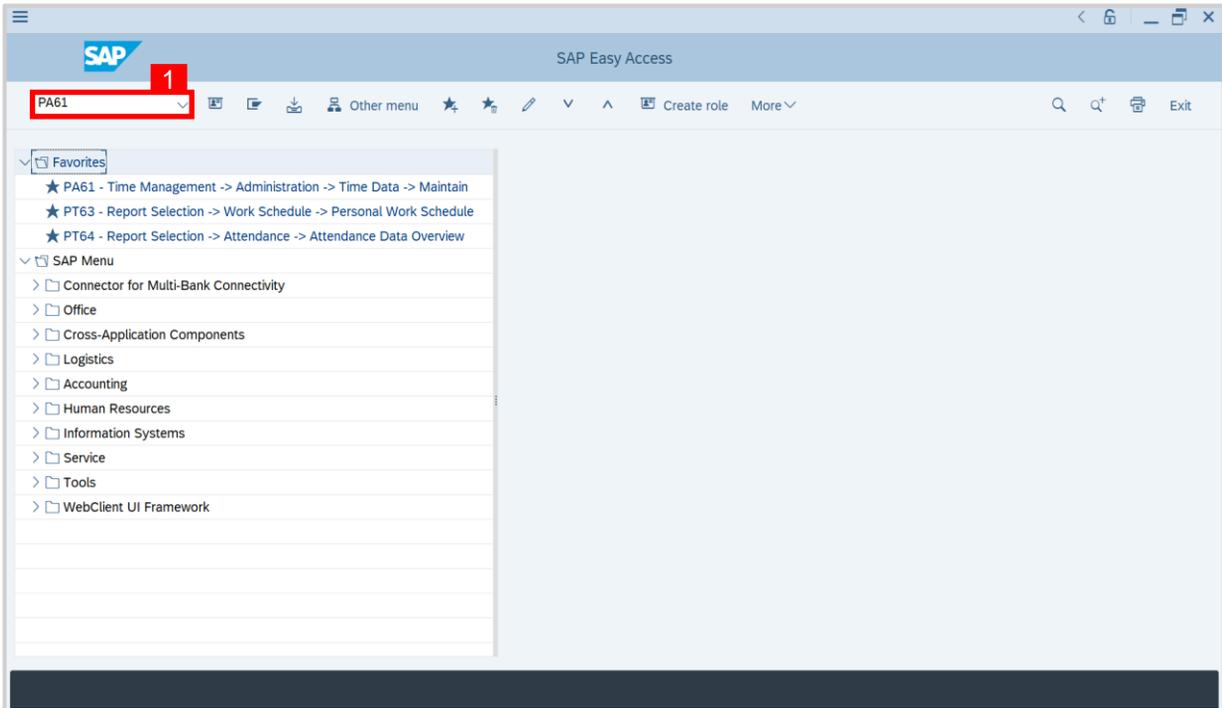
4. Click  dropdown folder.

5. Click  dropdown folder for **Time Management Process**.



6. **Maintain Time Data Page** will be displayed.

## CREATE PLANNED WORK SCHEDULE Time Administrator SAP GUI

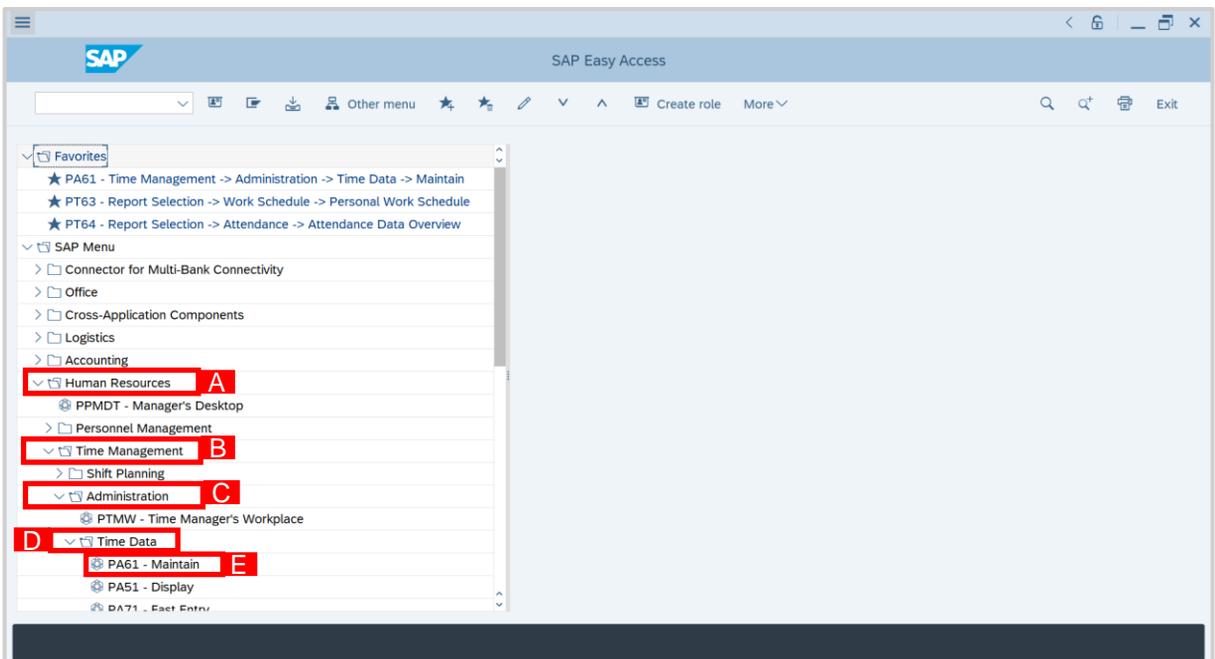


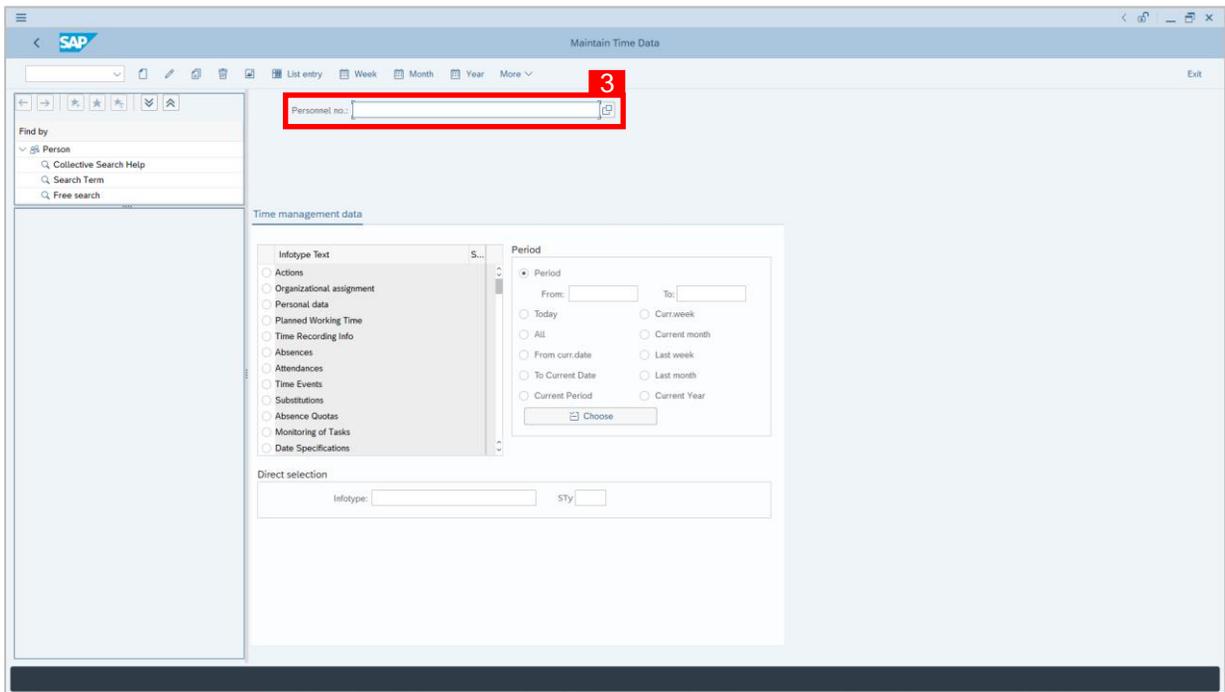
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

### Note:

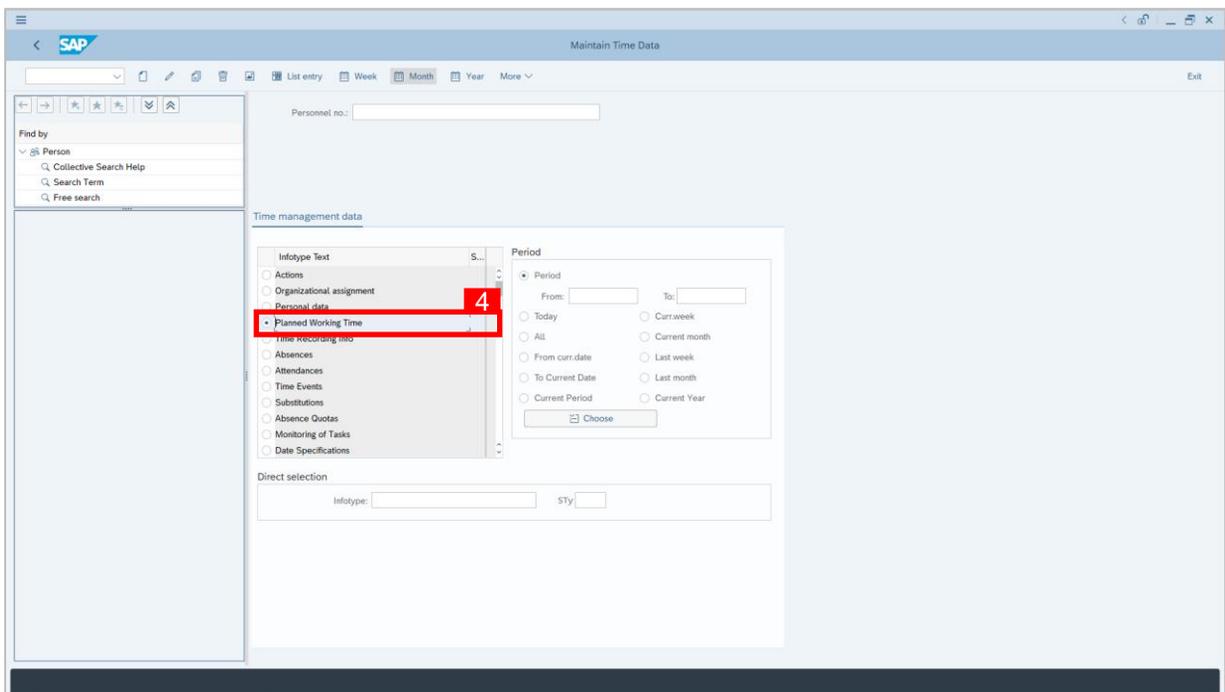
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

Human Resources > Time Management > Administration > Time Data > PA61 Maintain

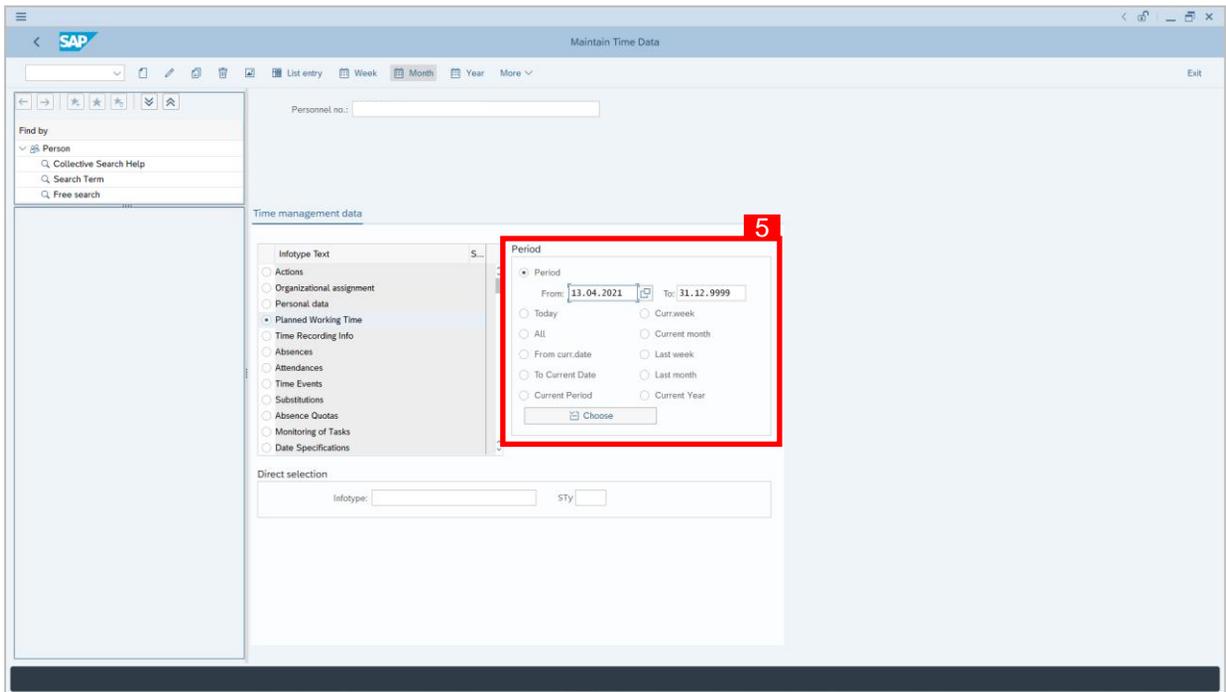




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.



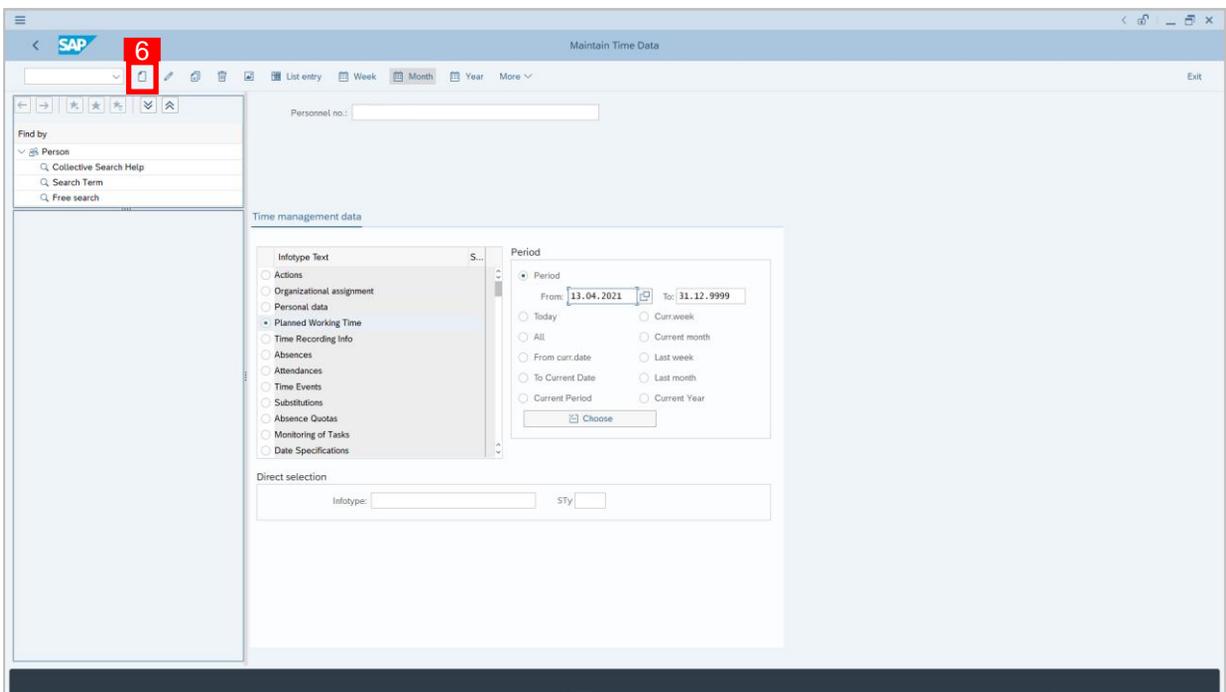
4. Select infotype text **Planned Working Time**.



5. Select **Period** and select dates in the field **From** and **To**.

**Note:**

- In **Period**, end date must always be 31.12.9999.



6. Click  button to create Time Management plan for the employee.

Personnel No.:  Name:   
 EE group: 1 Permanent Pers.area:   
 EE subgroup: 03 Division III Cost Center:   
 \* Start: 13.04.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001 Standard 1  
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event  
 \* Additional time ID:

Working time  
 Daily working hours: 0.00  
 Weekly working hours: 0.00  
 Monthly working hrs: 0.00  
 Annual working hours: 0.00  
 Weekly workdays: 0.00

## 7. Select Work Schedule Rule.

### Note:

- **Work Schedule Rule** is used to determine whether an employee is allowed or required to Clock in/out for **Time Management**. Some examples of those who are not required to Clock in/out: Istana employee, Overseas employee, etc.

## 8. Choose Time Management Status.

Personnel No.:  Name:   
 EE group: 1 Permanent Pers.area:   
 EE subgroup: 03 Division III Cost Center:   
 \* Start: 13.04.2021 \* To: 31.12.9999

Work schedule rule  
 \* Work schedule rule: N0010001 Standard 1  
 Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event  
 \* Additional time ID:

Working time  
 Daily working hours: 0.00  
 Weekly working hours: 0.00  
 Monthly working hrs: 0.00  
 Annual working hours: 0.00  
 Weekly workdays: 0.00

Personnel No.:  Name:

EE group: 1 Permanent Pers.area:

EE subgroup: 03 Division III Cost Center:

\* Start: 13.04.2021 \* To: 31.12.9999

Work schedule rule

\* Work schedule rule: N0010001 Standard 1

Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event

\* Additional time ID: 01 9

Working time

Daily working hours: 0.00

Weekly working hours: 0.00

Monthly working hrs: 0.00

Annual working hours: 0.00

Weekly workdays: 0.00

Save Cancel

## 9. Select **Additional Time ID**.

### **Note:**

- **Additional Time ID** is to determine whether an employee is eligible for any leaves. For example, suspended employees are not eligible for any leaves or employees that require offline leave approvals.

## 10. Click button.

Personnel No.:  Name:

EE group: 1 Permanent Pers.area:

EE subgroup: 03 Division III Cost Center:

\* Start: 13.04.2021 \* To: 31.12.9999

Work schedule rule

\* Work schedule rule: N0010001 Standard 1

Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event

\* Additional time ID: 01

Working time

Daily working hours: 0.00

Weekly working hours: 0.00

Monthly working hrs: 0.00

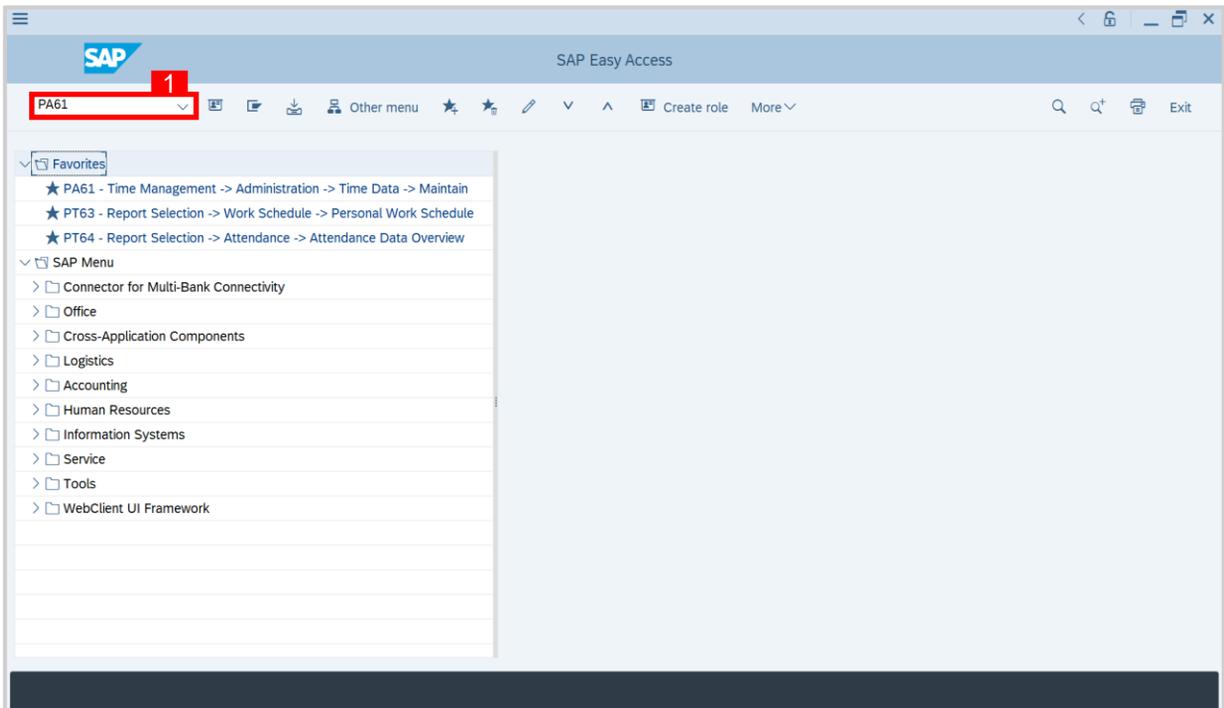
Annual working hours: 0.00

Weekly workdays: 0.00

10 Save Cancel

## CHANGE PLANNED WORK SCHEDULE

## Time Administrator SAP GUI

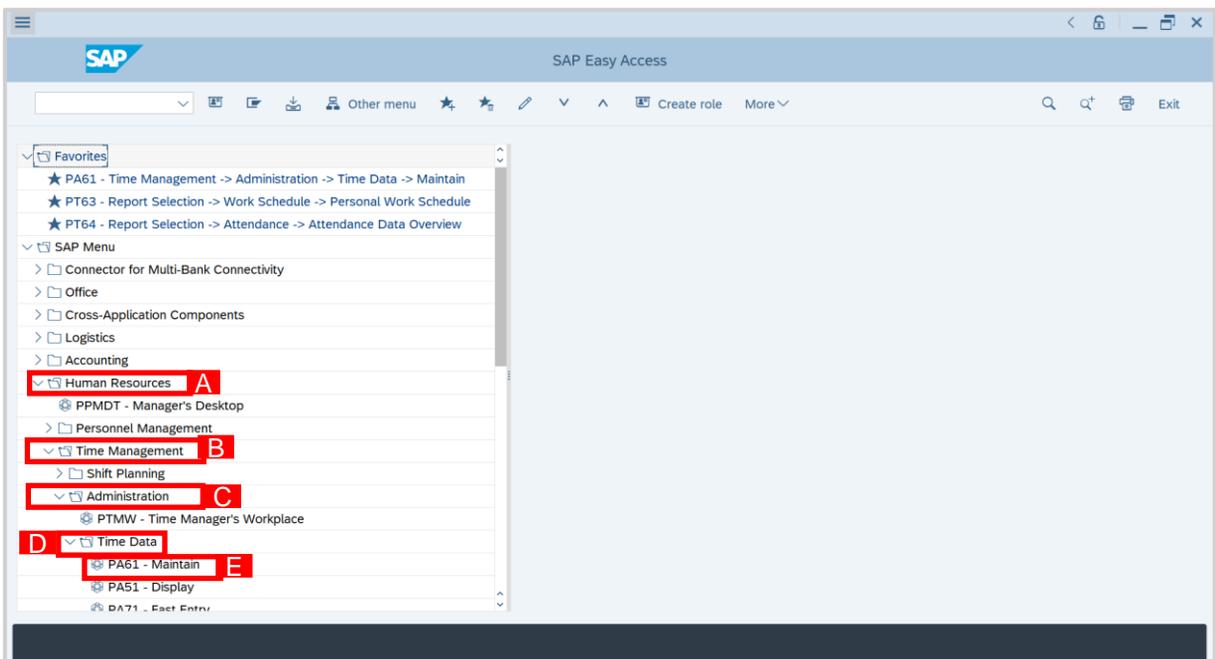


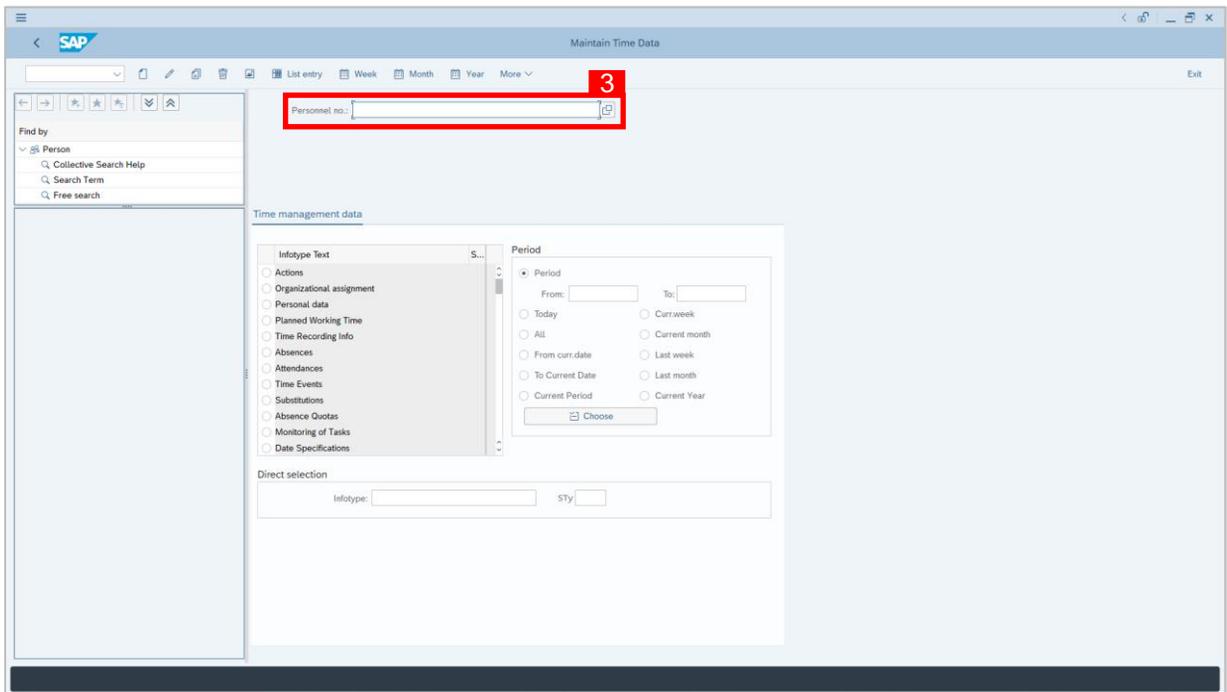
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

### Note:

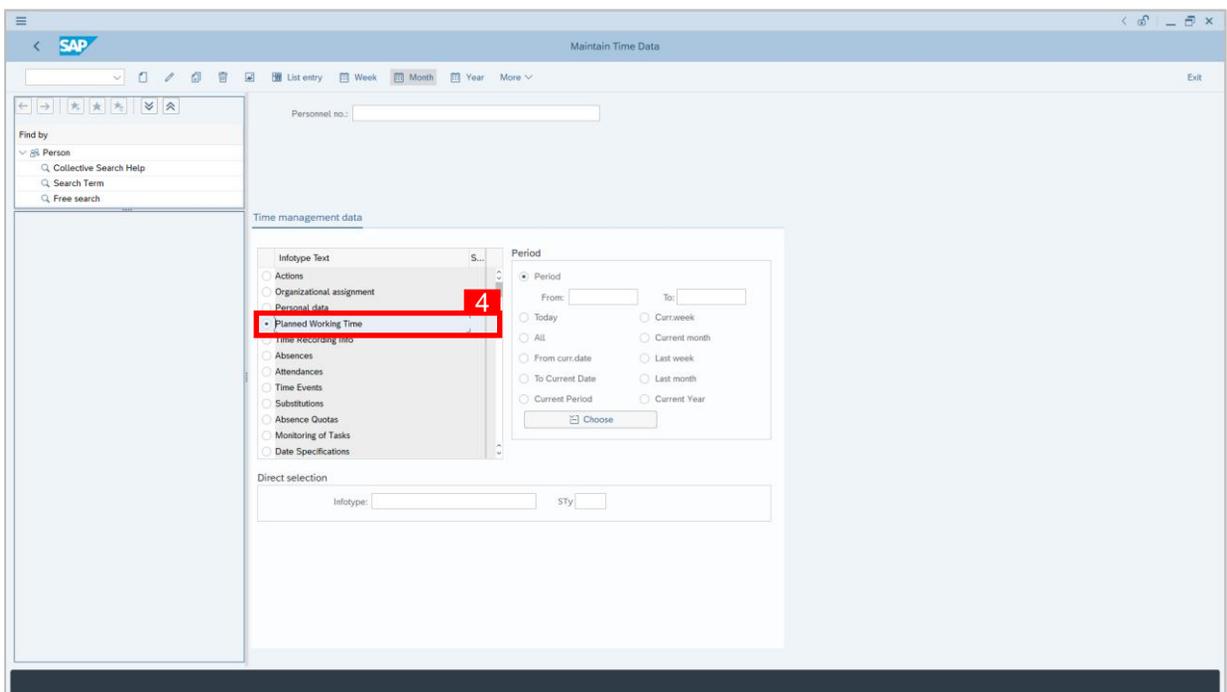
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

Human Resources > Time Management > Administration > Time Data > PA61 Maintain

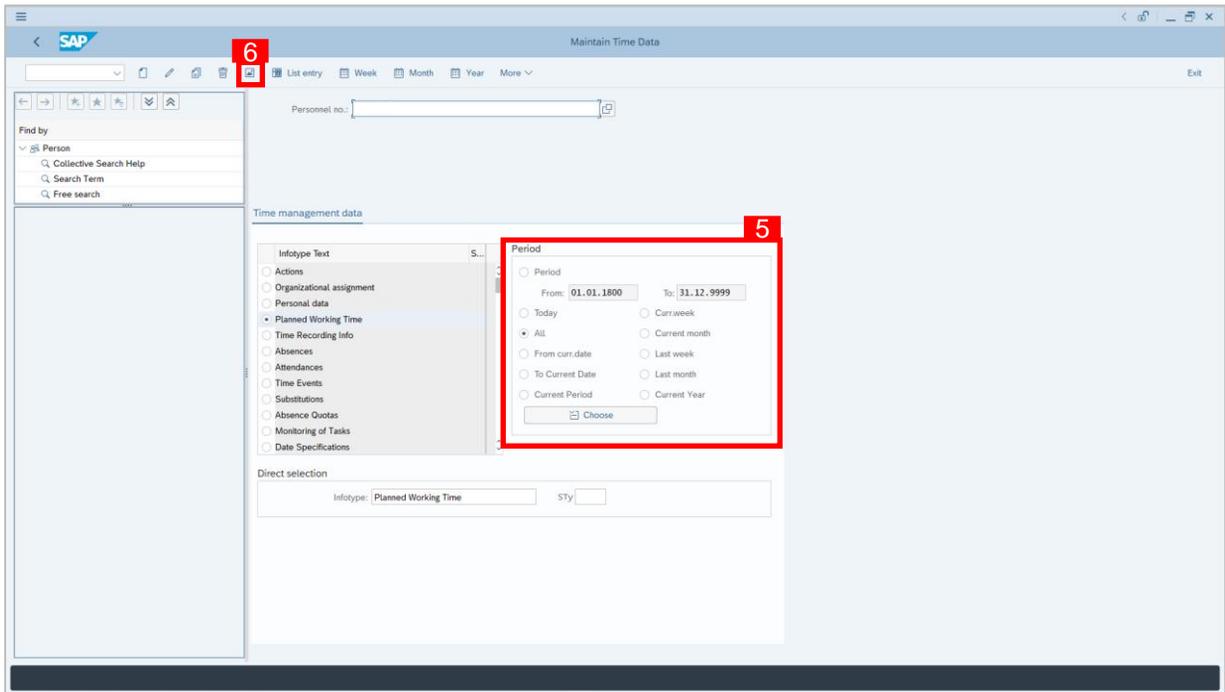




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

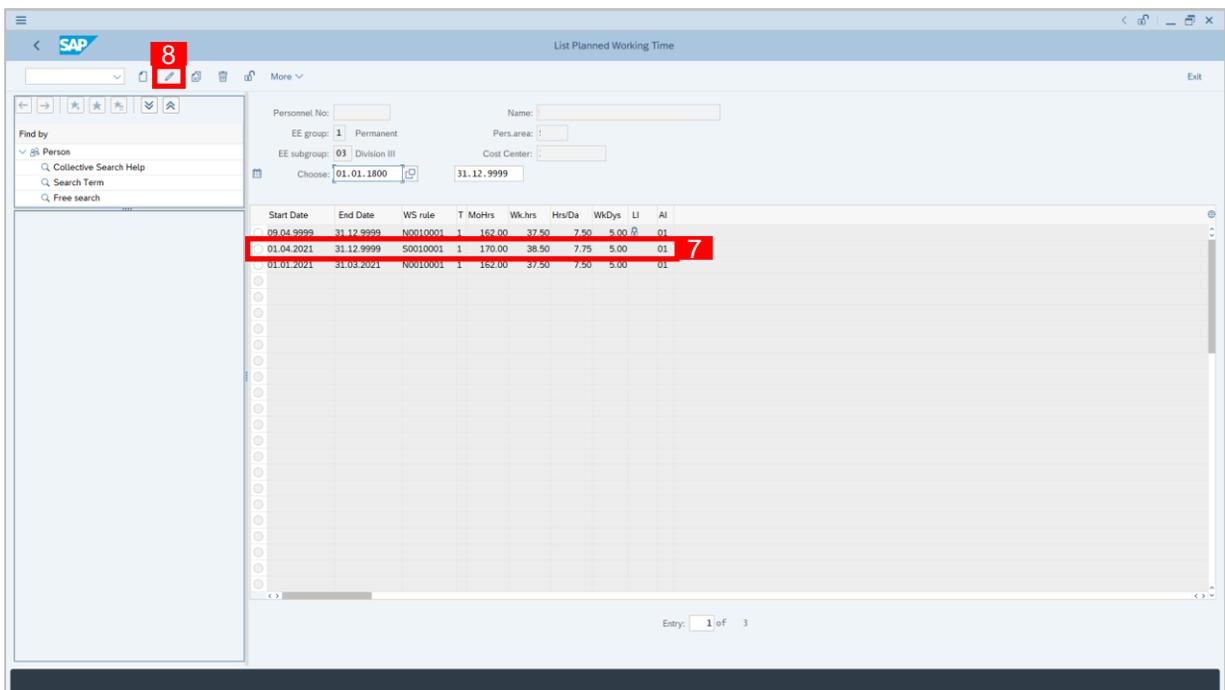


4. Select infotype text **Planned Working Time**.



5. Select **Period** and select **All**.

6. Click  button to display **List of Planned Working Time**.



7. Select **Planned Working Time** record transaction.

8. Click  button to edit the **Planned Working Time** record transaction.

The screenshot shows the SAP GUI interface for 'Change Planned Working Time'. The 'Work schedule rule' section is highlighted with a red box, and a red '9' is placed next to it. The 'Working time' section is also visible below it.

**Work schedule rule**

- \* Work schedule rule: 50010001 Shift 1.1
- Time Mgmt status: 1 - With Attendance / Clock In - Out / Time Event
- \* Additional time ID: 01 With Leave Request

**Working time**

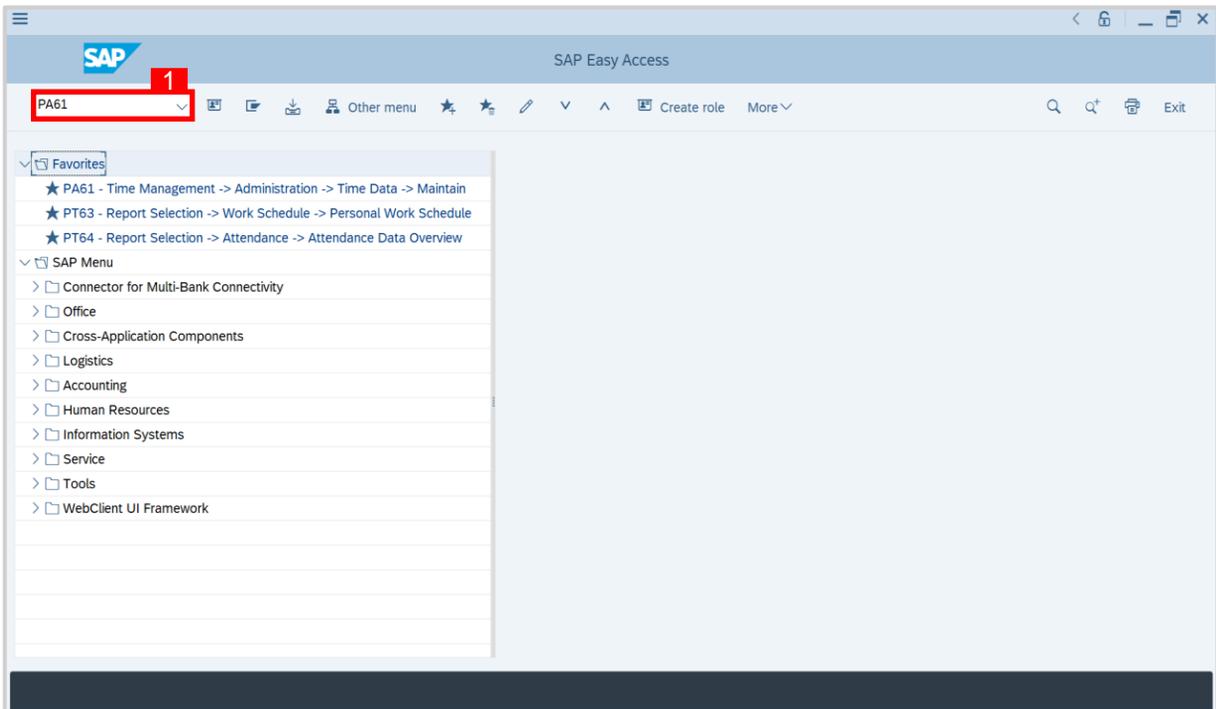
Daily working hours:	7.75
Weekly working hours:	38.50
Monthly working hrs:	170.00
Annual working hours:	2040.00
Weekly workdays:	5.00

9. Change **Work Schedule Rule**, **Time Management Status** or **Additional Time ID**.

10. Click  button.

The screenshot shows the same SAP GUI interface as above, but with the 'Save' button at the bottom right highlighted with a red box, and a red '10' placed next to it.

## DELETE PLANNED WORK SCHEDULE Time Administrator SAP GUI

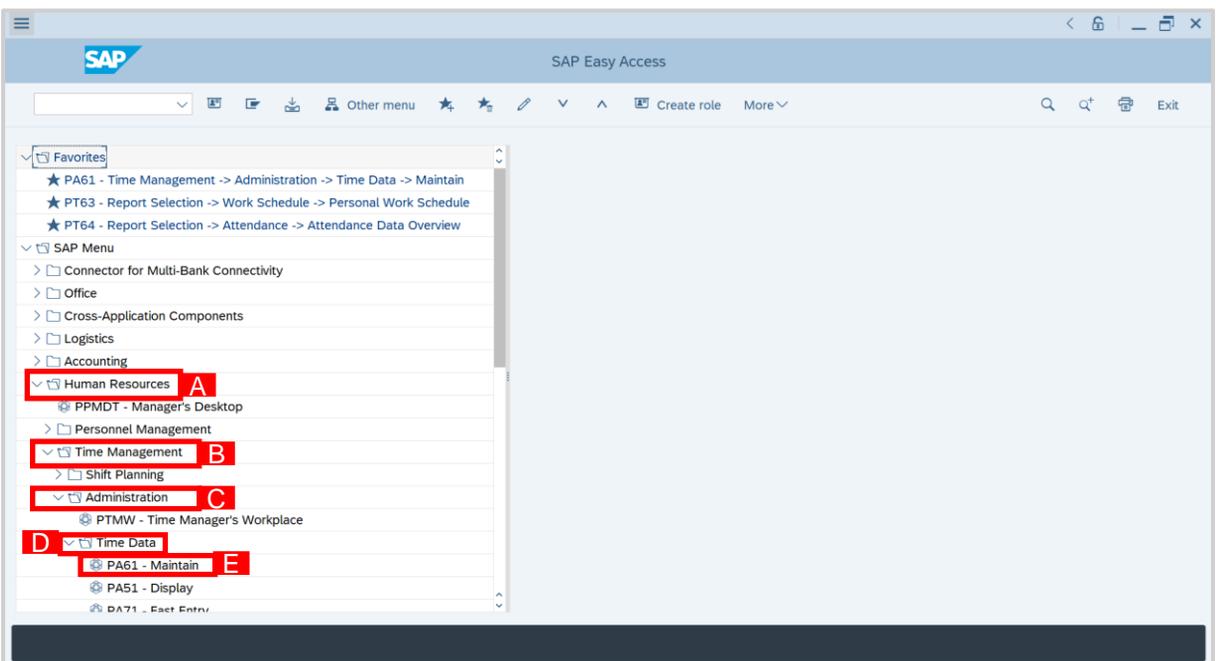


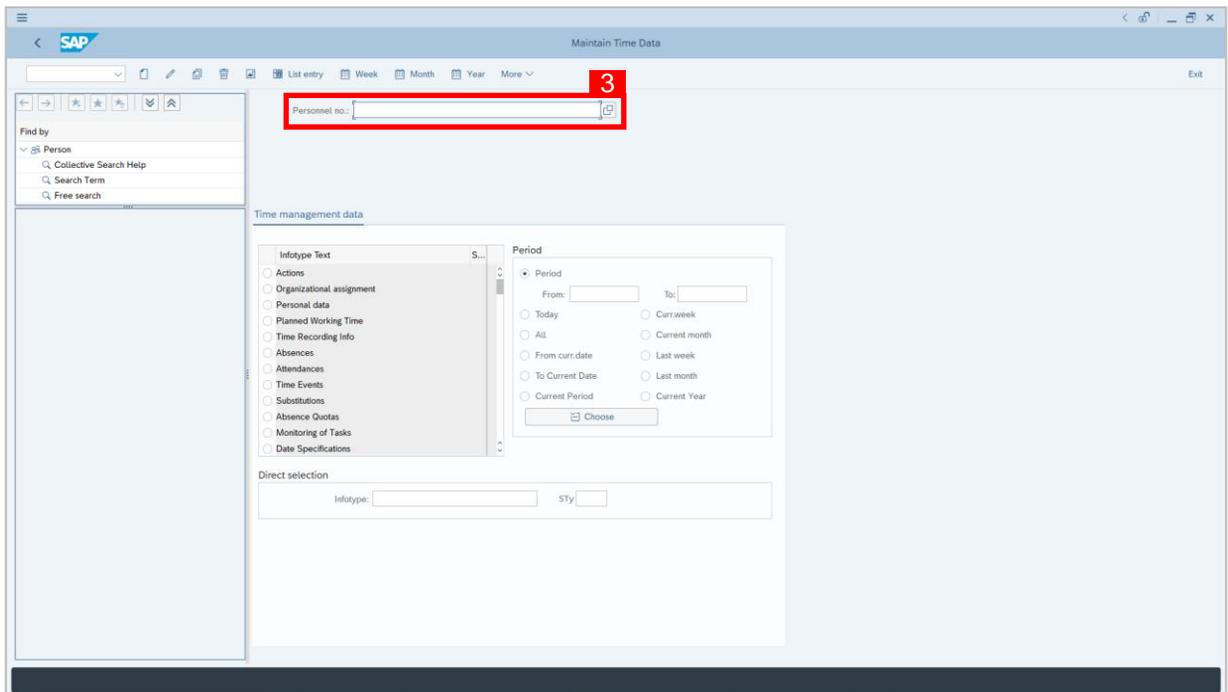
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

**Note:**

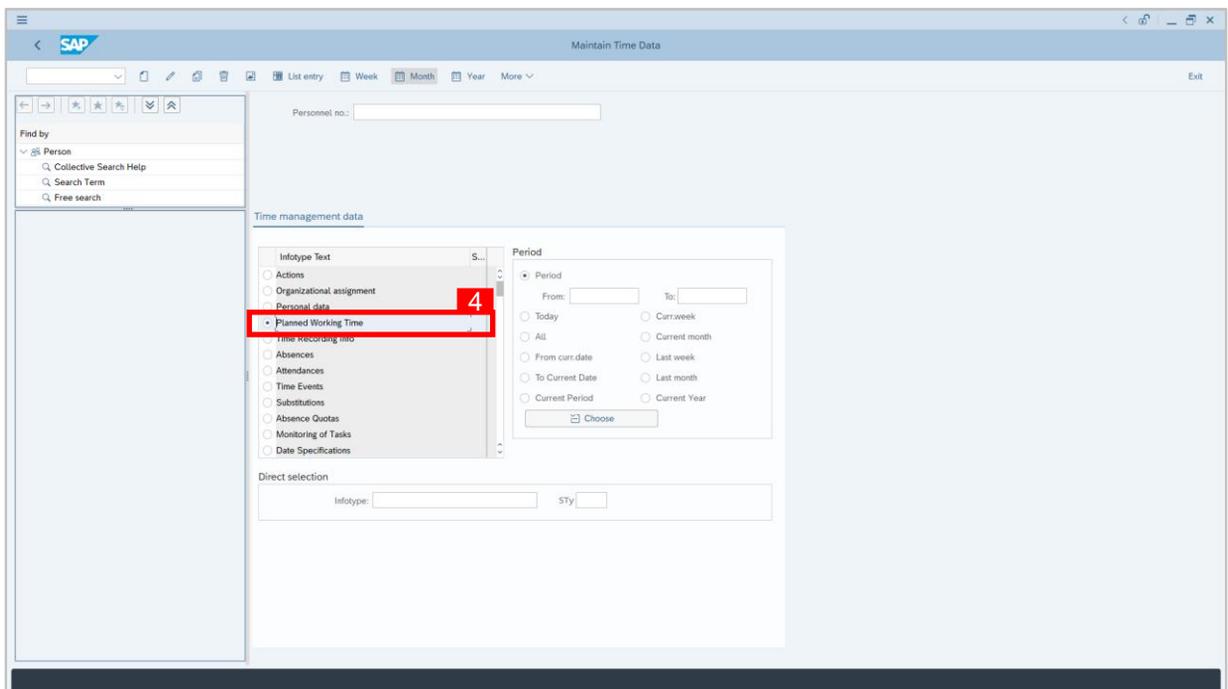
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

Human Resources > Time Management > Administration > Time Data > PA61 Maintain

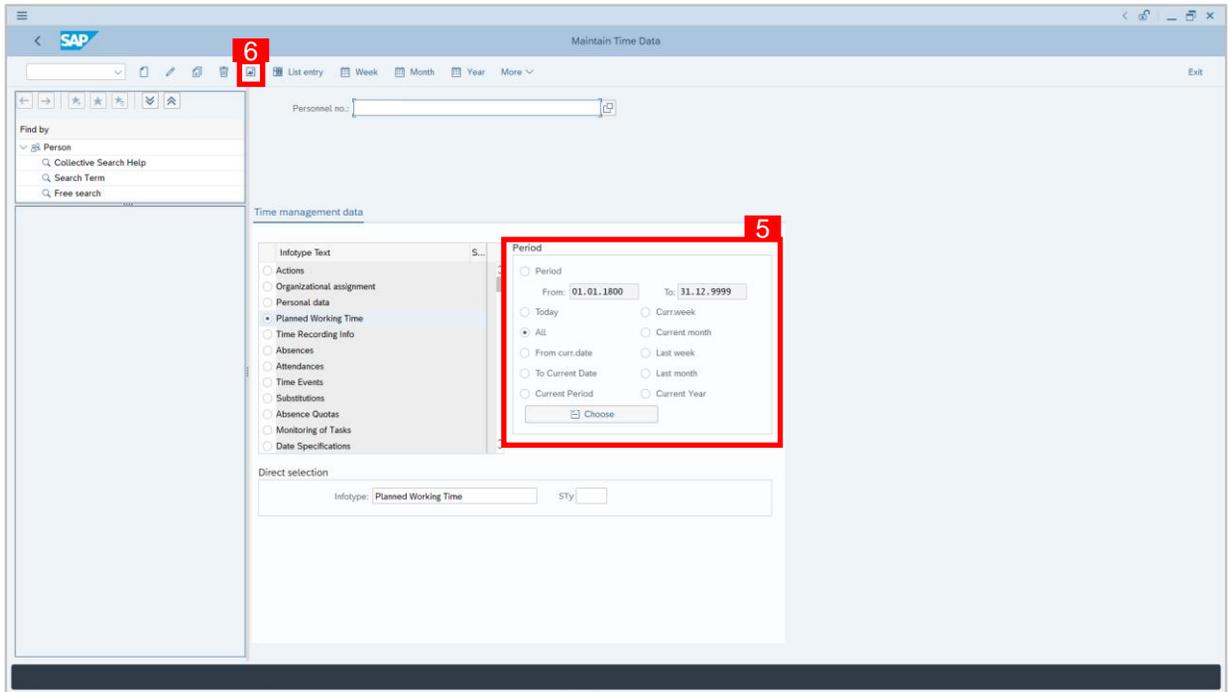




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

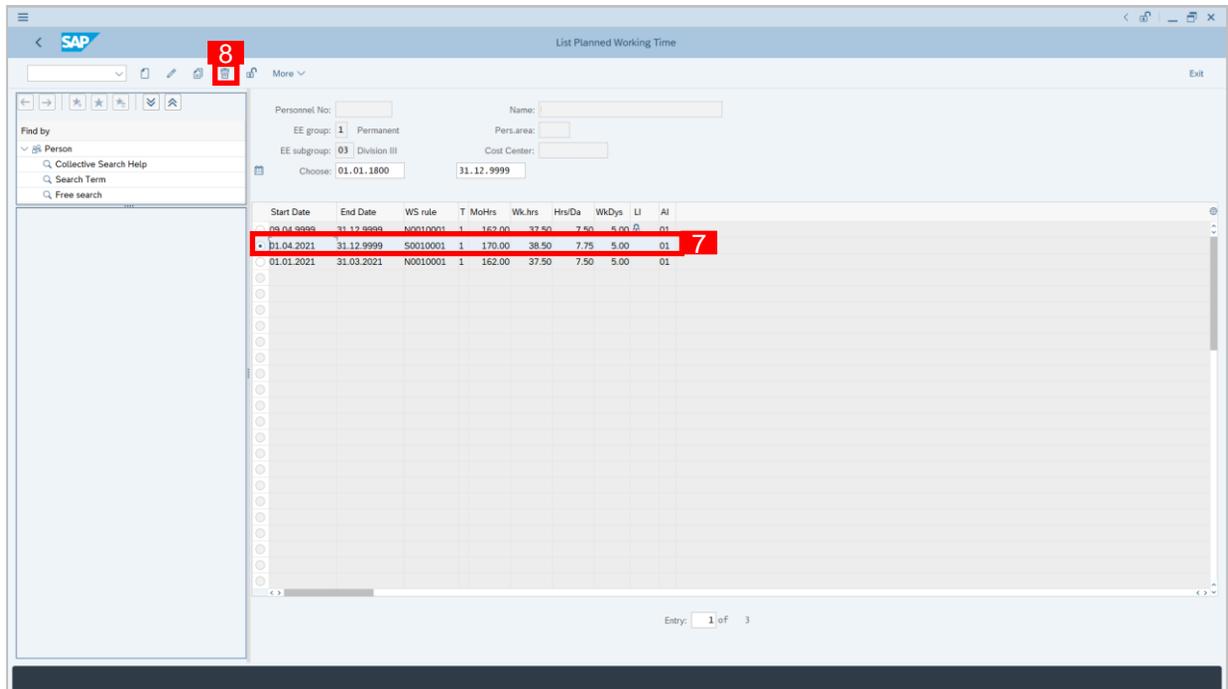


4. Select infotype text **Planned Working Time**.



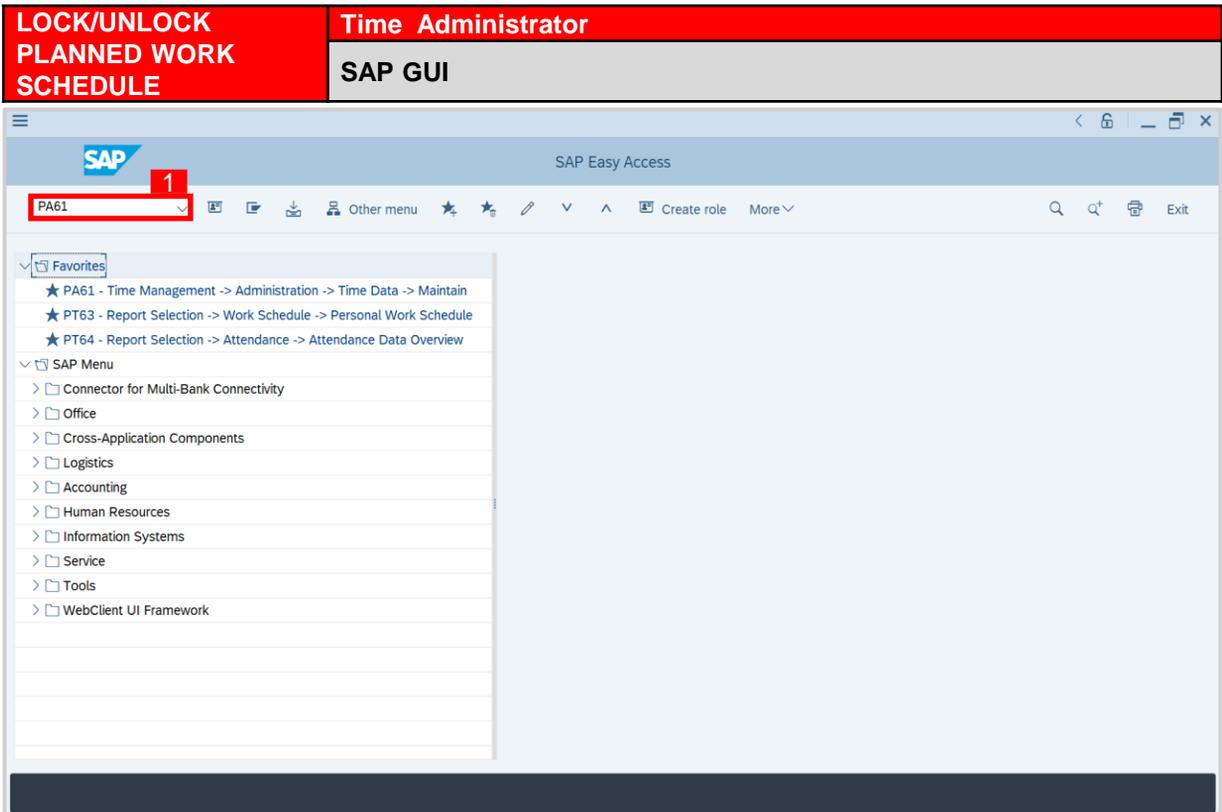
5. Select **Period** and select **All**.

6. Click  button to display **List of Planned Working Time**.



7. Select **Planned Working Time** record transaction.

8. Click  button twice to delete **Planned Working Time** record transaction.

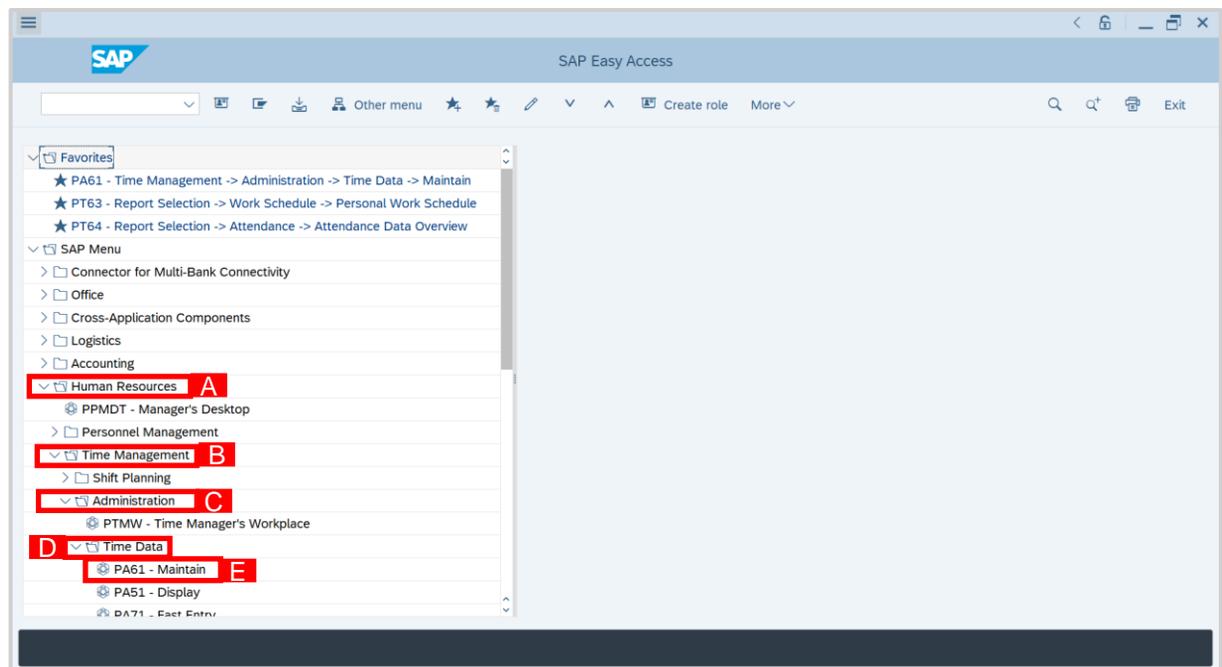


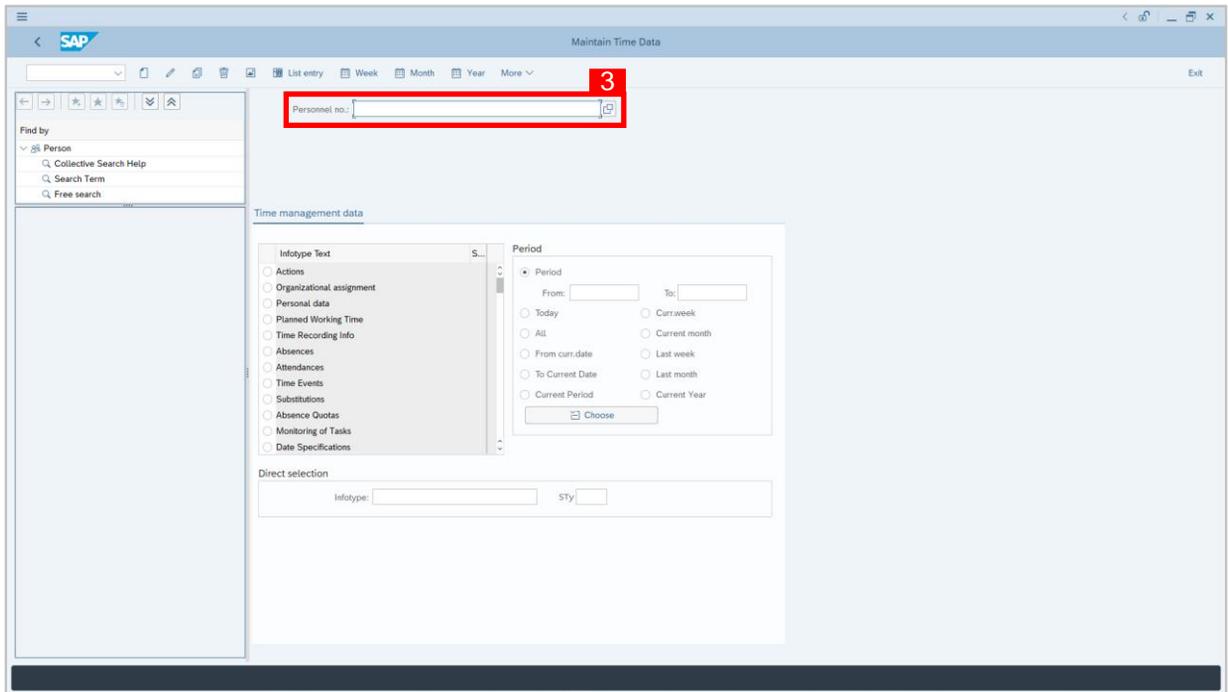
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

### Note:

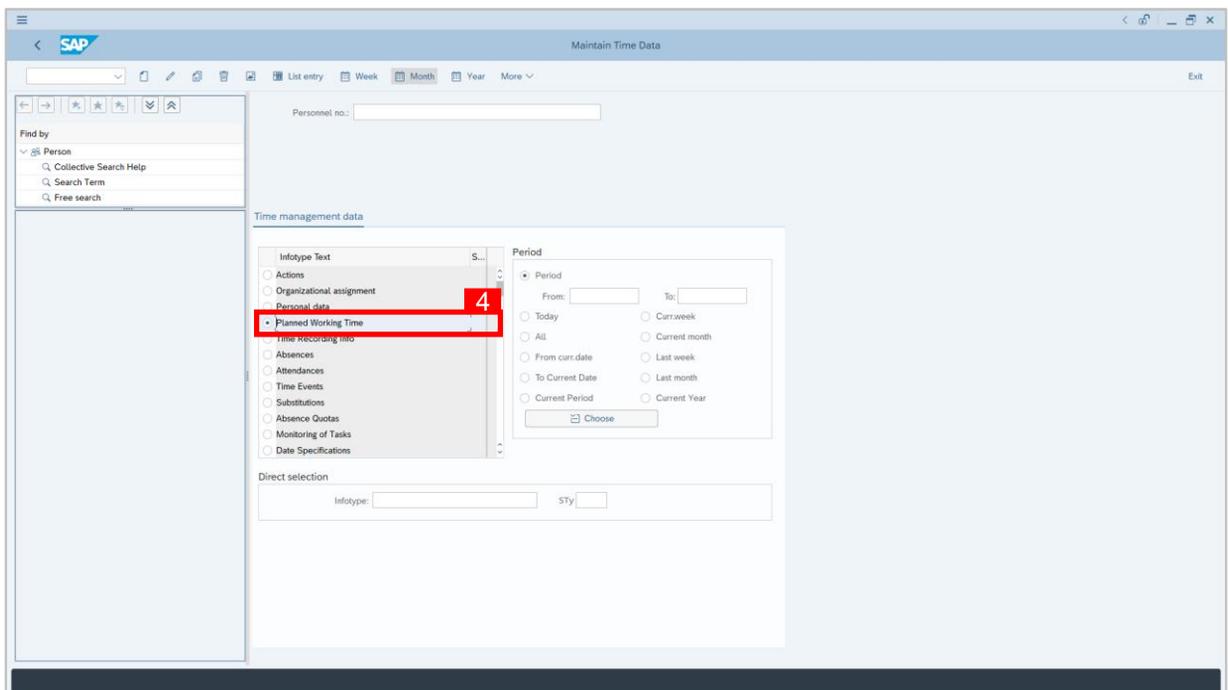
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

Human Resources > Time Management > Administration > Time Data > PA61 Maintain

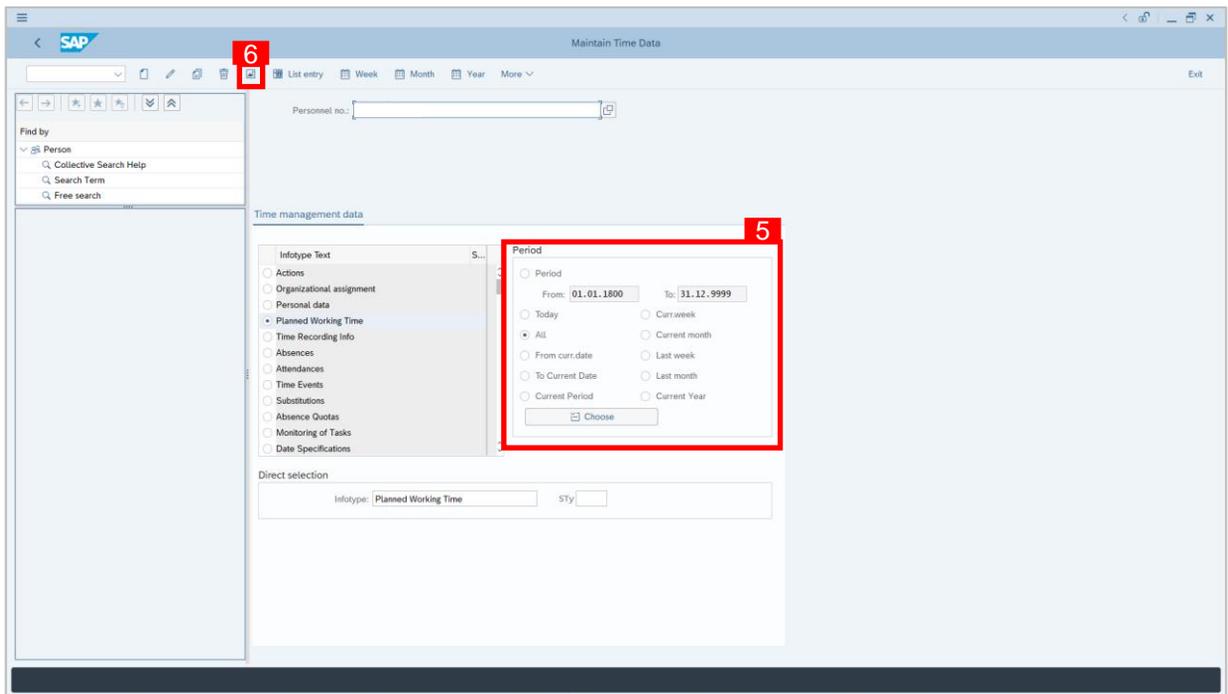




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

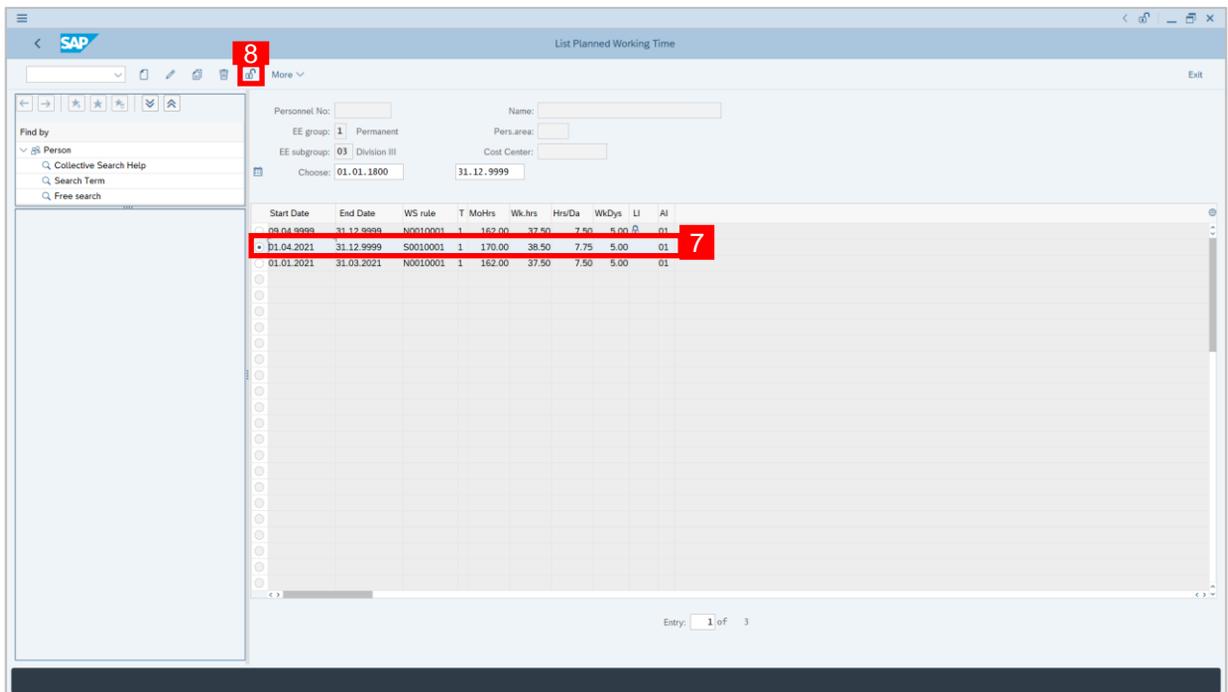


4. Select infotype text **Planned Working Time**.



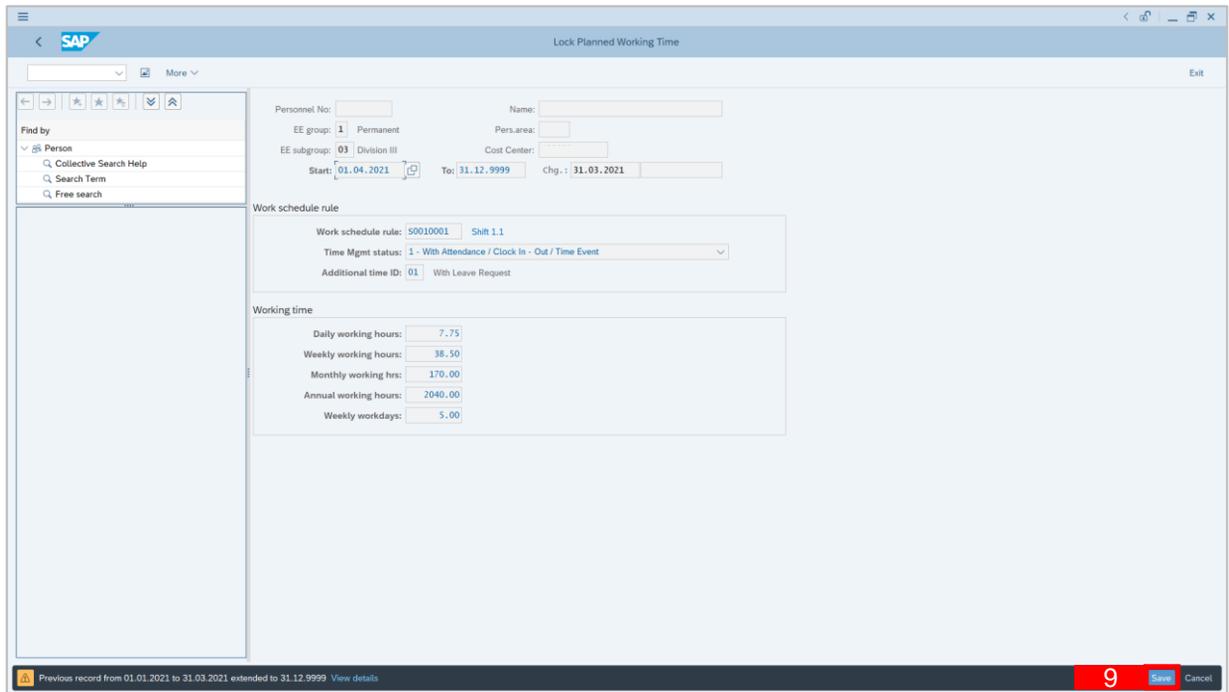
5. Select **Period** and select **All**.

6. Click  button to display **List of Planned Working Time**.



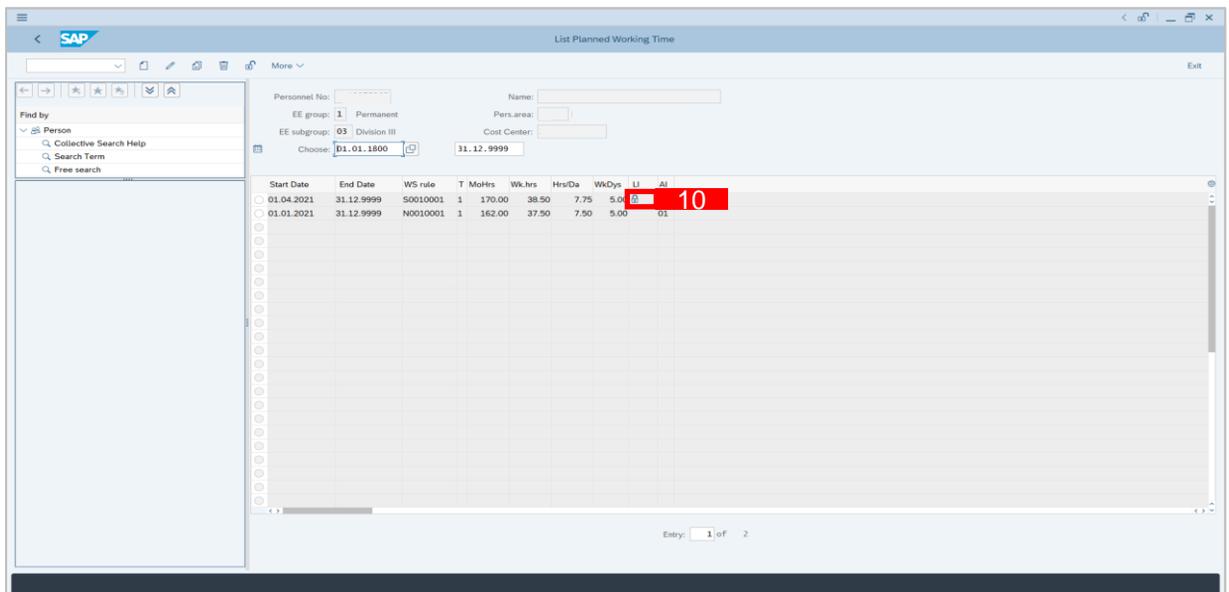
7. Select **Planned Working Time** record transaction.

8. Click  button to lock **Planned Working Time** record transaction.



9. Click **Save** button.

10. A lock icon will appear in the lock column of the **Planned Working Time** overview page to indicate the record has been locked/unlocked.

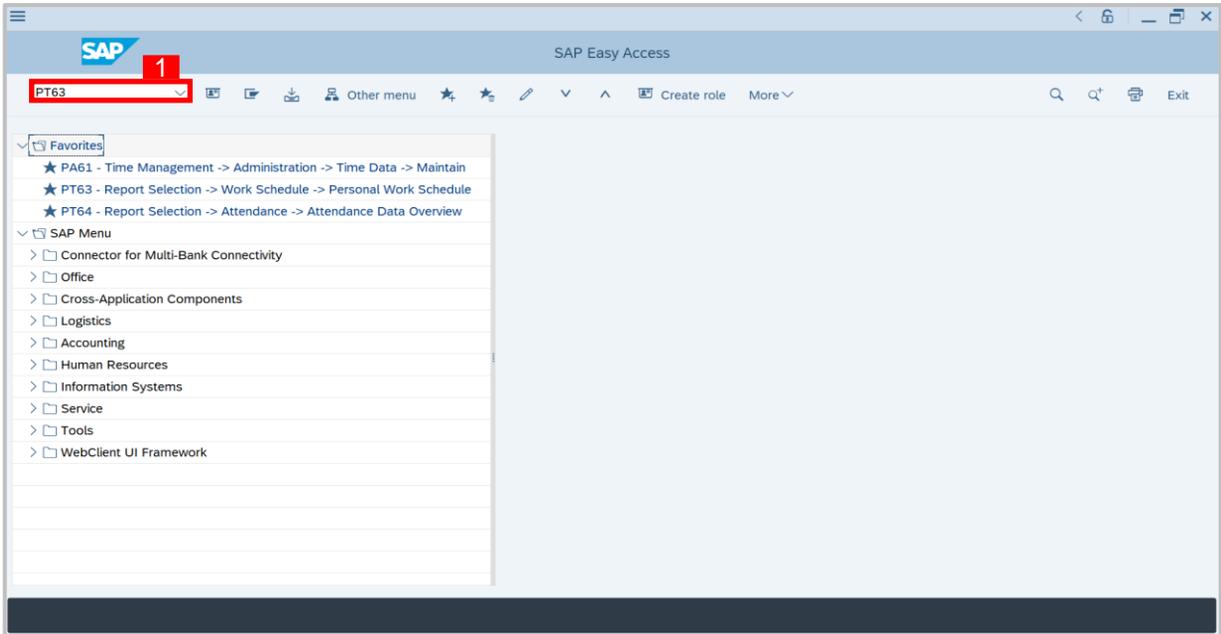


**Note:**

- The purpose of the lock/unlock function is to temporarily restrict transaction from being runned in the system.

## DISPLAY PERSONAL WORK SCHEDULE REPORT

## Time Administrator SAP GUI

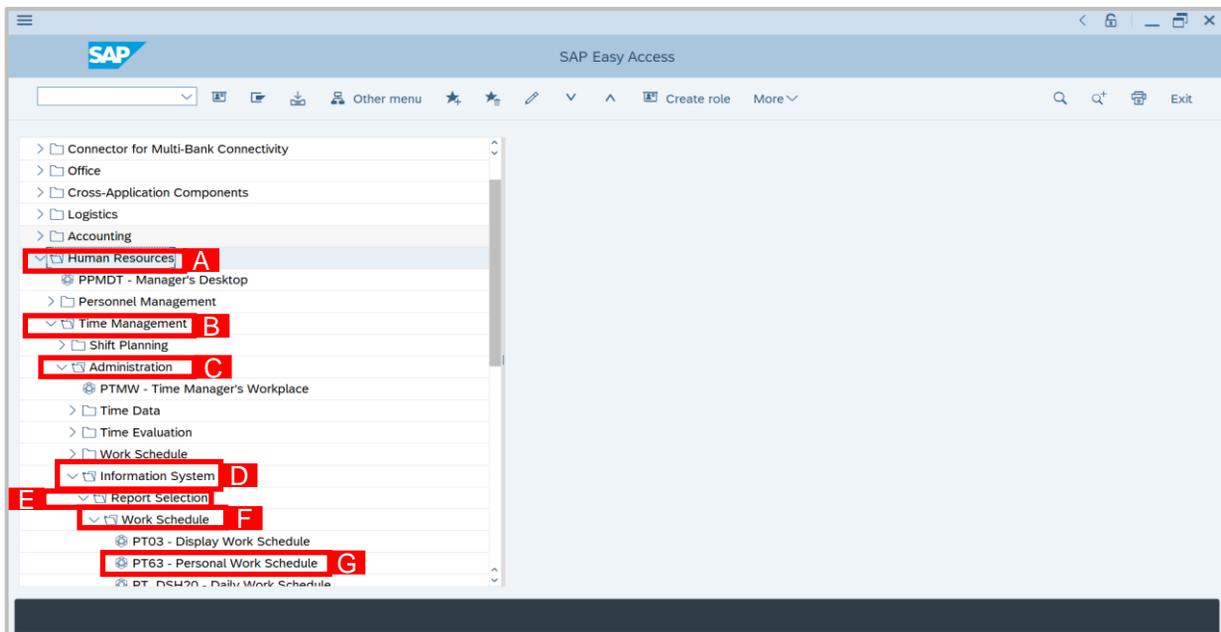


1. On the **Search** bar, input transaction code **PT63** and press enter on the keyboard.

**Note:**

- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

Human Resources > Time Management > Administration > Information System > Report Selection > Work Schedule > PT63 Personal Work Schedule



Personal Work Schedule

Further selections Search helps Sort order

Period

Today  Current month  Current year

Up to today  From today

Other period

Period:  To:

Selection

Personnel Number:

Time recording administrator:

Work schedule

Read from cluster

Display periods

Pens.and active

Inact., pens.and active

Left, inactive, pensioned and active

2. Select **Period** and select **Current Year**.

3. Input **Personnel Number**.

4. Click  button.

Personal Work Schedule

Further selections Search helps Sort order

Period

Today  Current month  Current year

Up to today  From today

Other period

Period:  To:

Selection

Personnel Number:

Time recording administrator:

Work schedule

Read from cluster

Display periods

Pens.and active

Inact., pens.and active

Left, inactive, pensioned and active

Outcome: Personal Work Schedule Report will be displayed.

Pers.No	Name	Date	Day DWS	DV	Daily WS	Va	Text	Grp	Start	End	PHrs	HCl	DT	DT text	Personal WS	Text	HCr	Text	Wk	time
99		01.01.2021	FR	OFF	Off Day			99			0.00	1	1	Offpaid	N001	Standard	BN	Brunei	0	
99		02.01.2021	SA	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		03.01.2021	SU	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		04.01.2021	MO	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		05.01.2021	TU	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		06.01.2021	WE	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		07.01.2021	TH	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		08.01.2021	FR	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		09.01.2021	SA	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		10.01.2021	SU	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		11.01.2021	MO	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		12.01.2021	TU	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		13.01.2021	WE	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		14.01.2021	TH	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		15.01.2021	FR	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		16.01.2021	SA	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		17.01.2021	SU	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		18.01.2021	MO	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		19.01.2021	TU	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		20.01.2021	WE	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		21.01.2021	TH	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		22.01.2021	FR	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		23.01.2021	SA	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	
99		24.01.2021	SU	OFF	Off Day			99			0.00			Workpaid	N001	Standard	BN	Brunei	0	
99		25.01.2021	MO	N001	Standard			99	07.45	16.30	7.50			Workpaid	N001	Standard	BN	Brunei	0	

**Note:**

- Time Administrator will have to create Planned Working Schedule for new hires.