SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Time Recording Info

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:

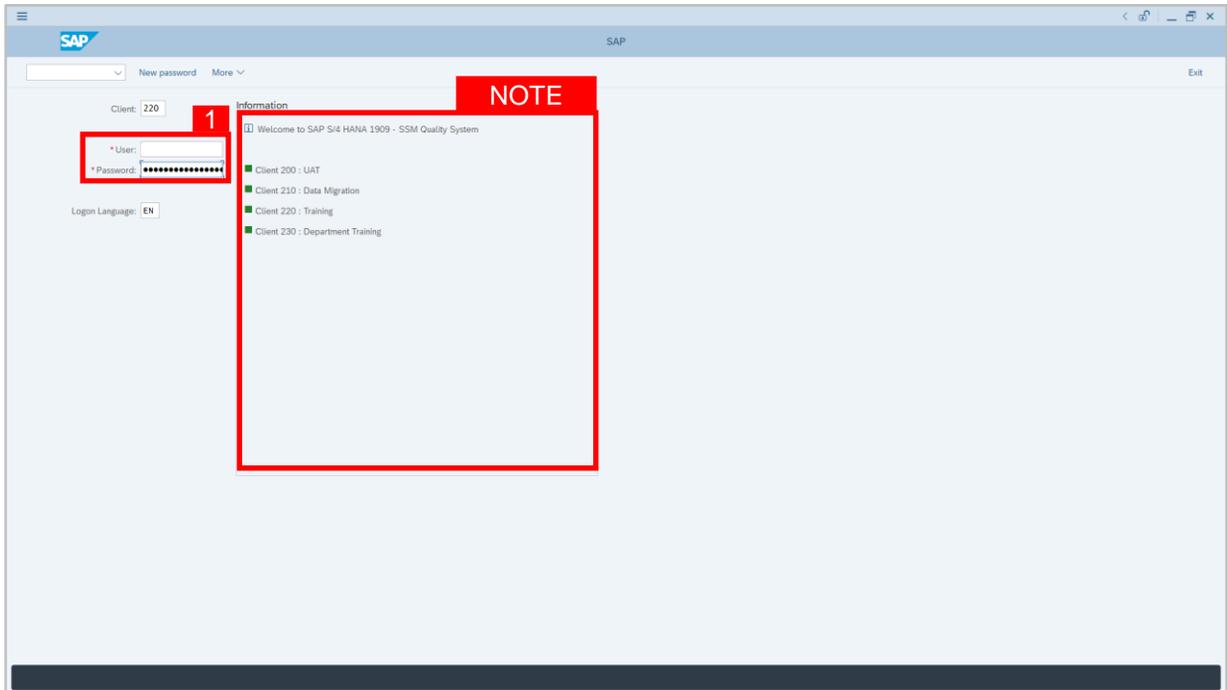| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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**.

Table of Content

SSM – SAP GUI (Back-end)

SAP GUI (Back-end)	Time Administrator
Log on	SAP GUI

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.
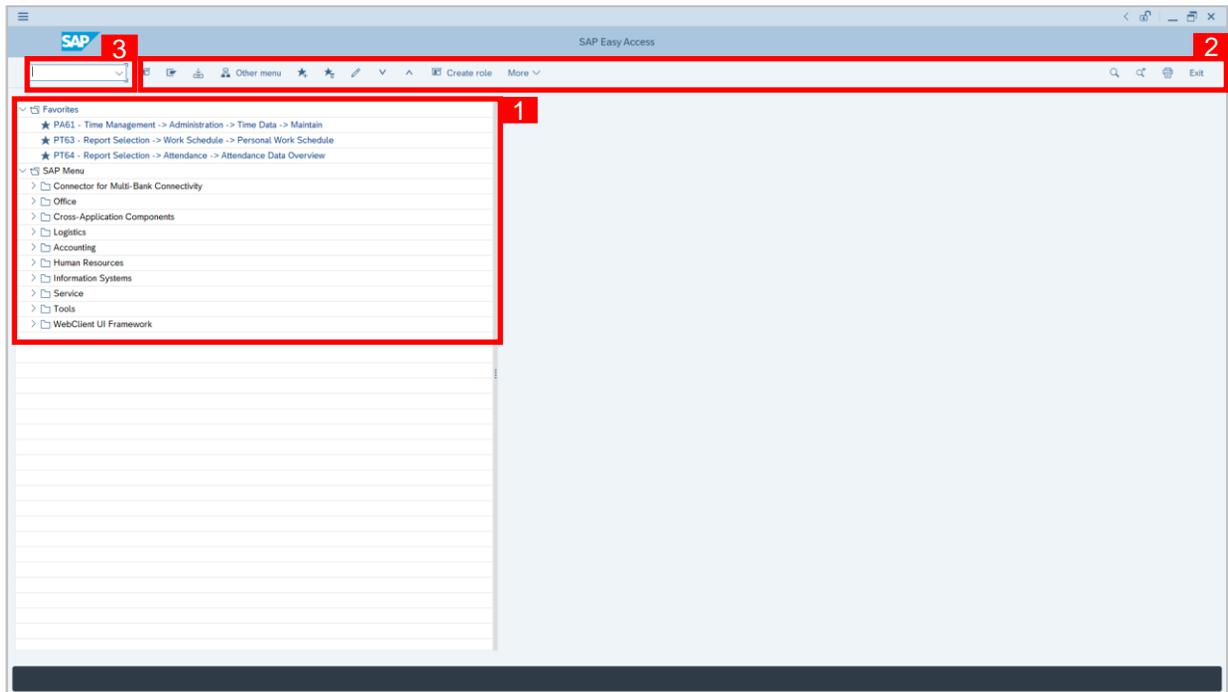
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

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.

Sistem Sumber Manusia – Organizational Management

Create Time Recording Info	Time Administrator
	SAP GUI

Note: This guide is specifically for employees that encounter Invalid Entry in their **ESS Clock In/Out**. **Invalid Entry** refers to **no display of Clock In/Out option.** Therefore, Time Administrator need to enter the employee **Time Recording ID** by using transaction code: **PA61**.
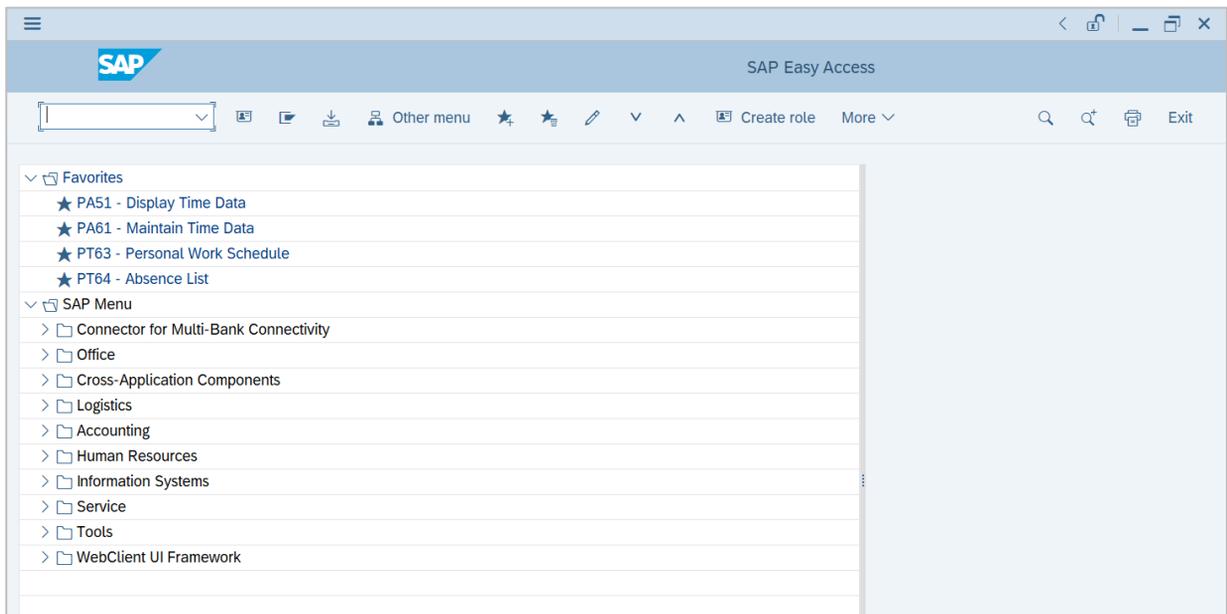
1. Navigate to **Maintain Time Data** page by entering transaction code, **PA61** in the Search Bar and press **Enter** button on the keyboard.
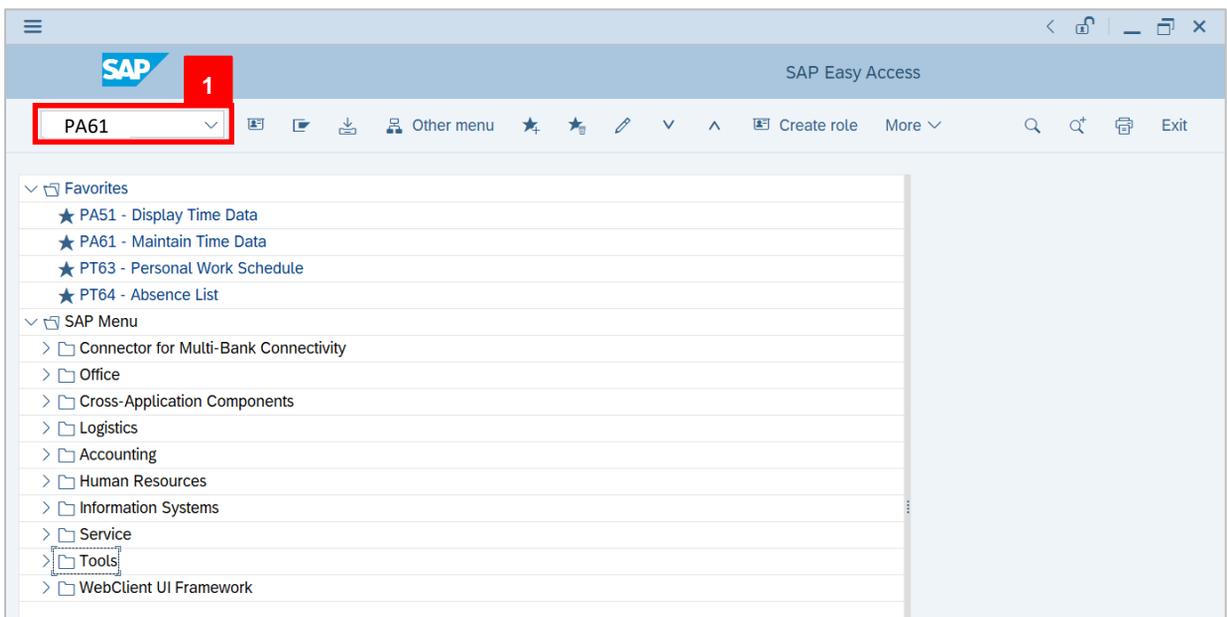
The Maintain Time Data page will appear.
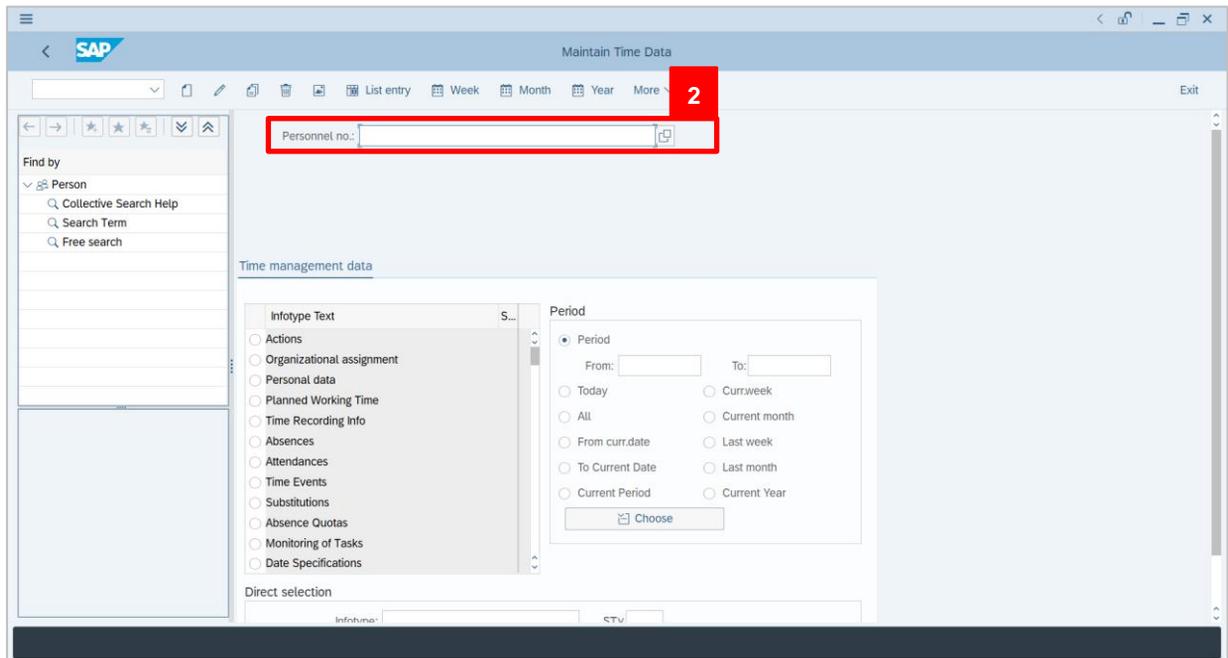
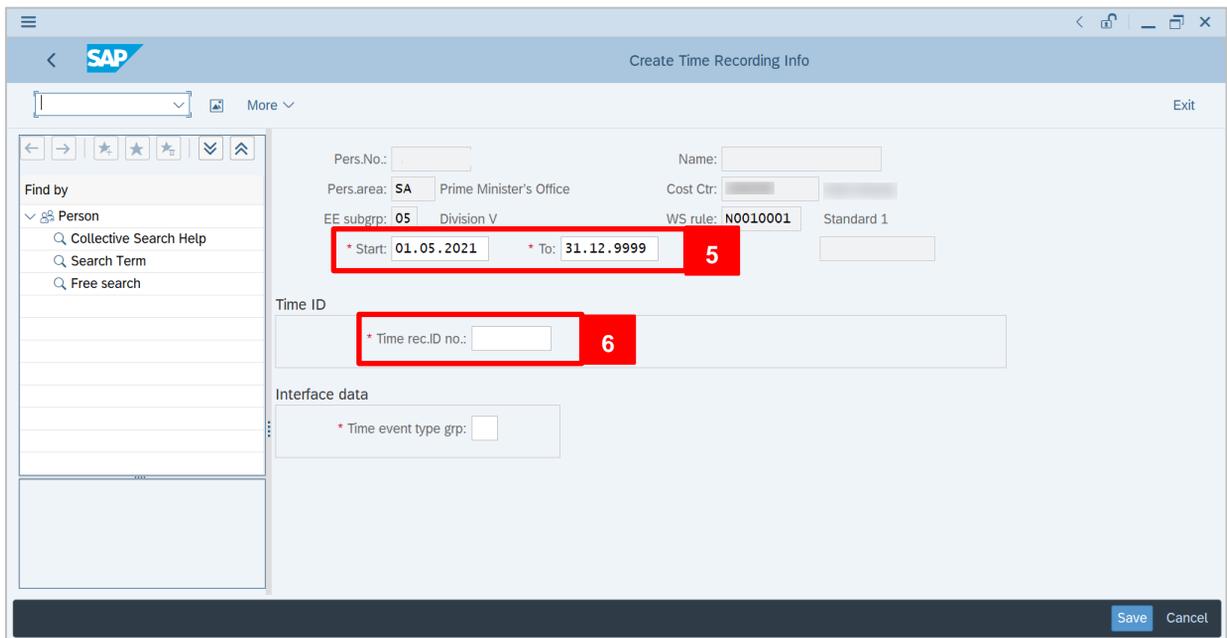2. Enter the employee **Personnel Number** and press Enter on the keyboard.

    Personnel name and other information will be displayed.
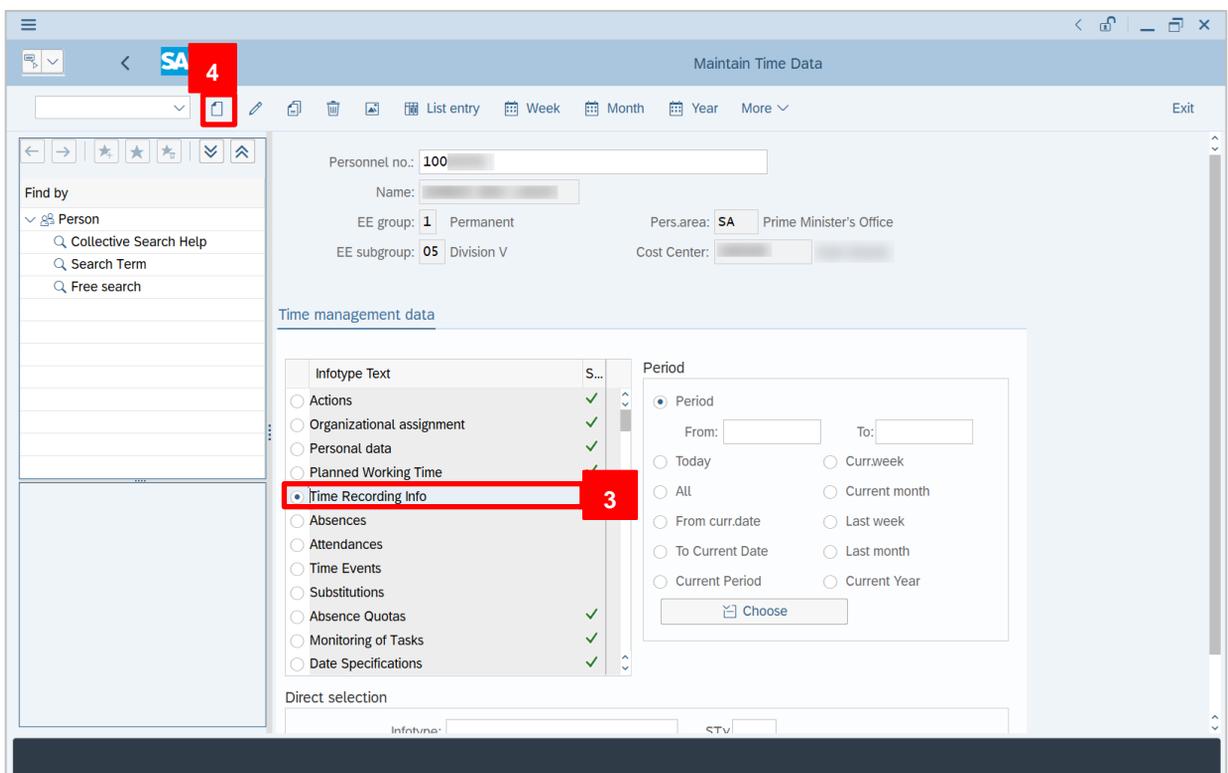
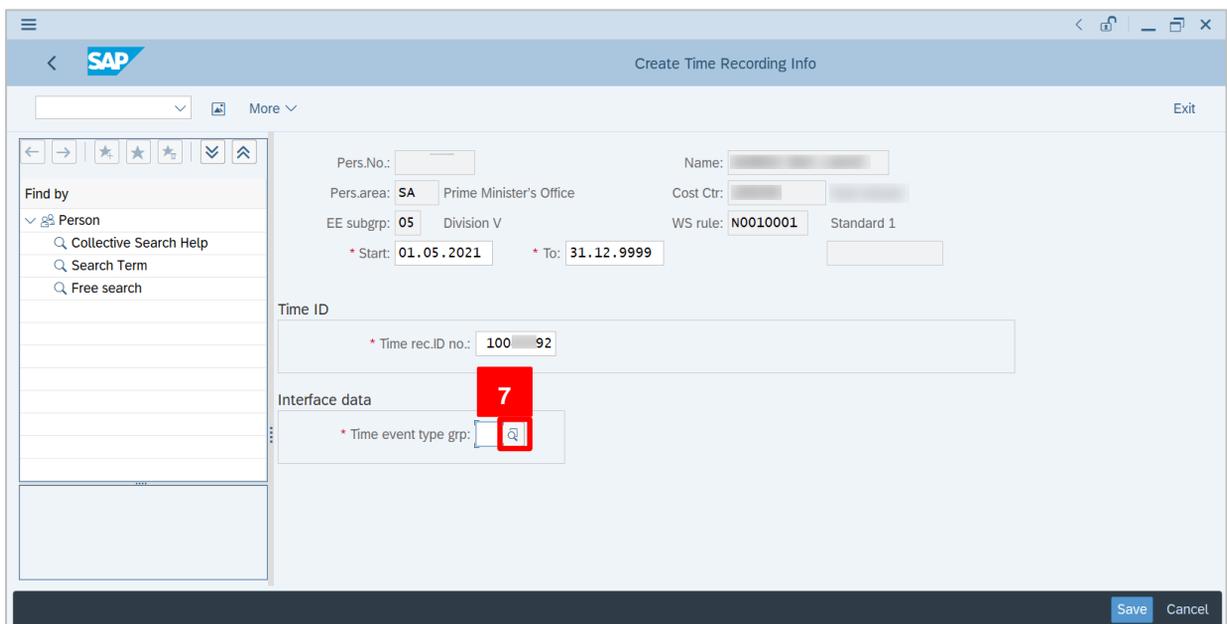3. Select Infotype Text **Time Recording Info.**

4. Click [icon] button to **create** Time Recording Info.

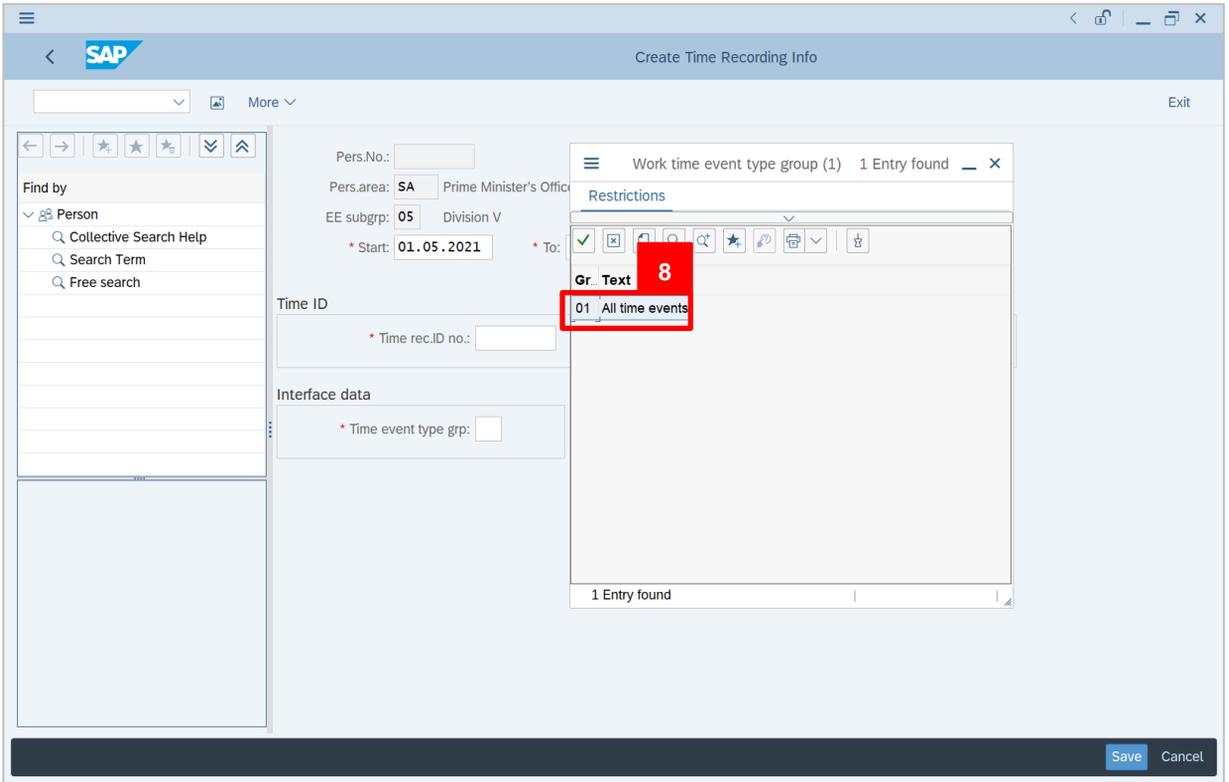**Create Time Recording Info** page will be displayed.

5. Enter the employee's **Hiring Date** in the box beside **Start**. Ensure that the date entered

   in the **To** box is **31.12.999**

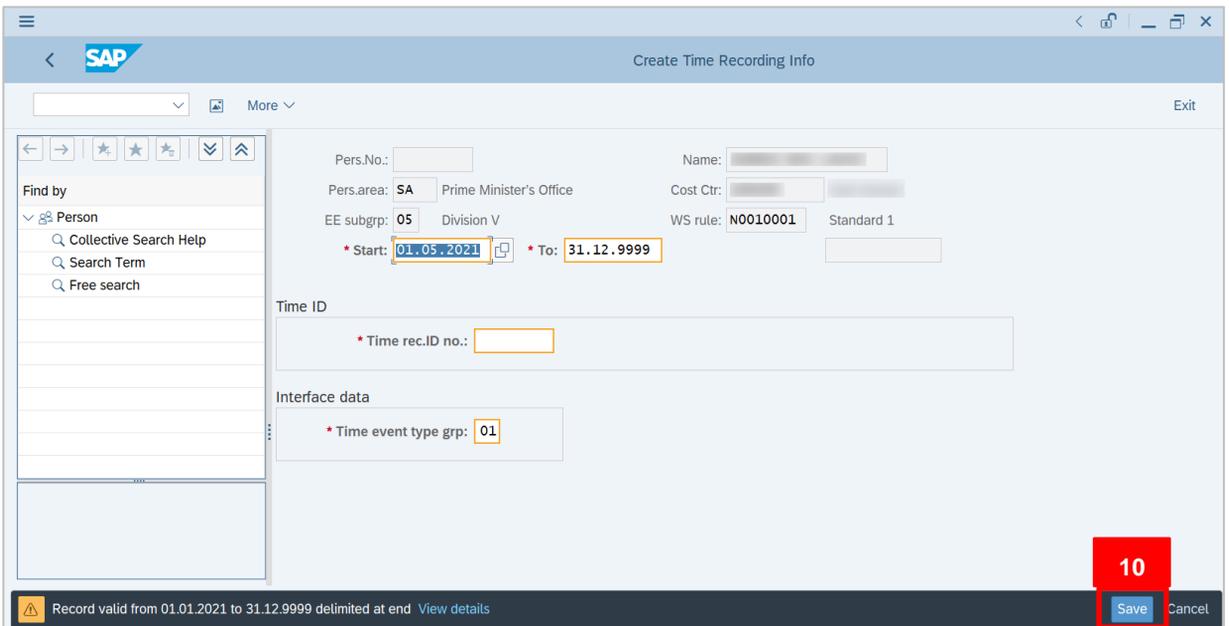6. Enter the employee's **Personnel Number** in the **Time rec. ID no.**

7. For **Time event type grp**, click the search button.

Work time event type group (1) entry display will appear.
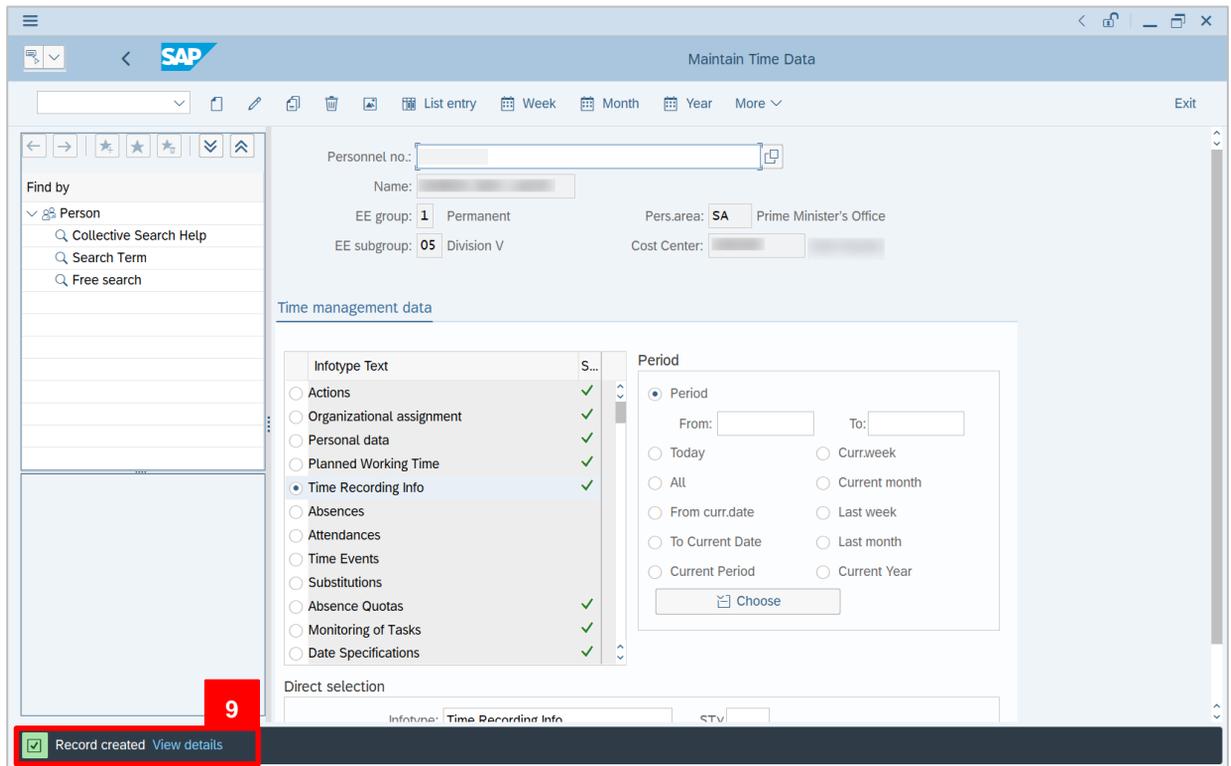

8.   Select **01 All time events**.

9.   Press Enter on the keyboard.

10. Click   Save   button.

The Maintain Time Data page will appear

11. **Record created** message will be displayed once the action is completed.

Note: Once this transaction is created, the employee will be able to view and select the **Clock In/Out** option using **ESS/MSS**.