



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

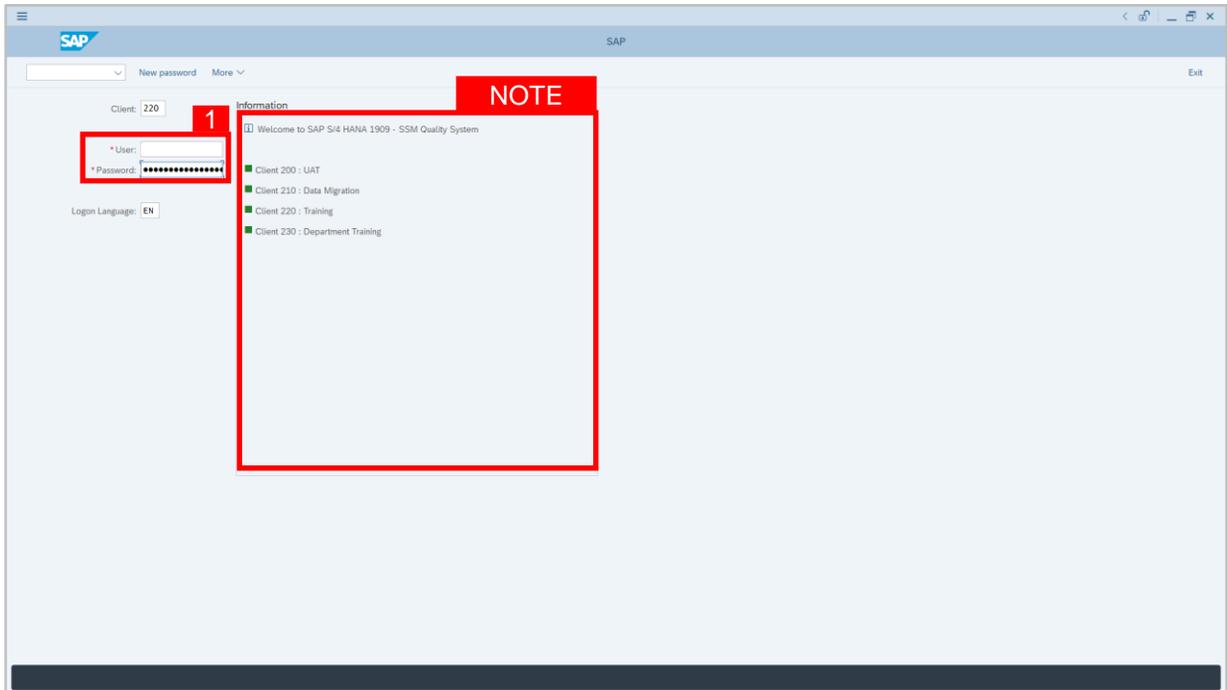
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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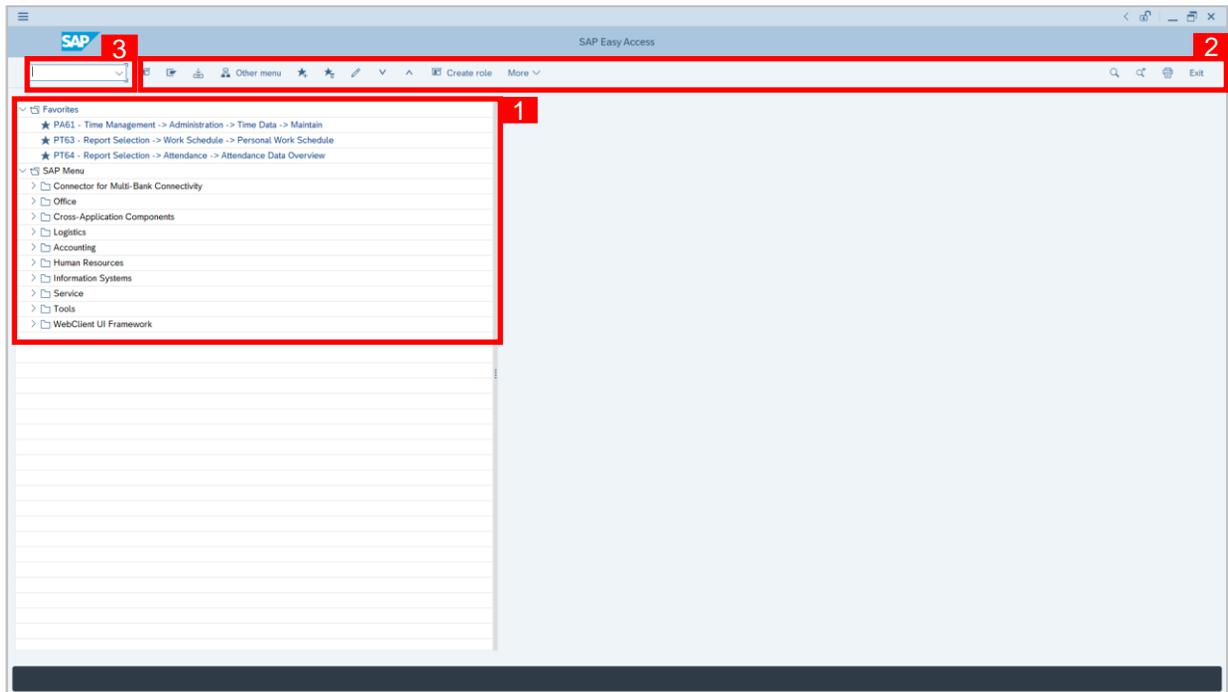
| | |
|--------------------------------------|---------------------------------------|
| SAP GUI (Back-end) Log on | Time Administrator SAP GUI |
|--------------------------------------|---------------------------------------|



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.



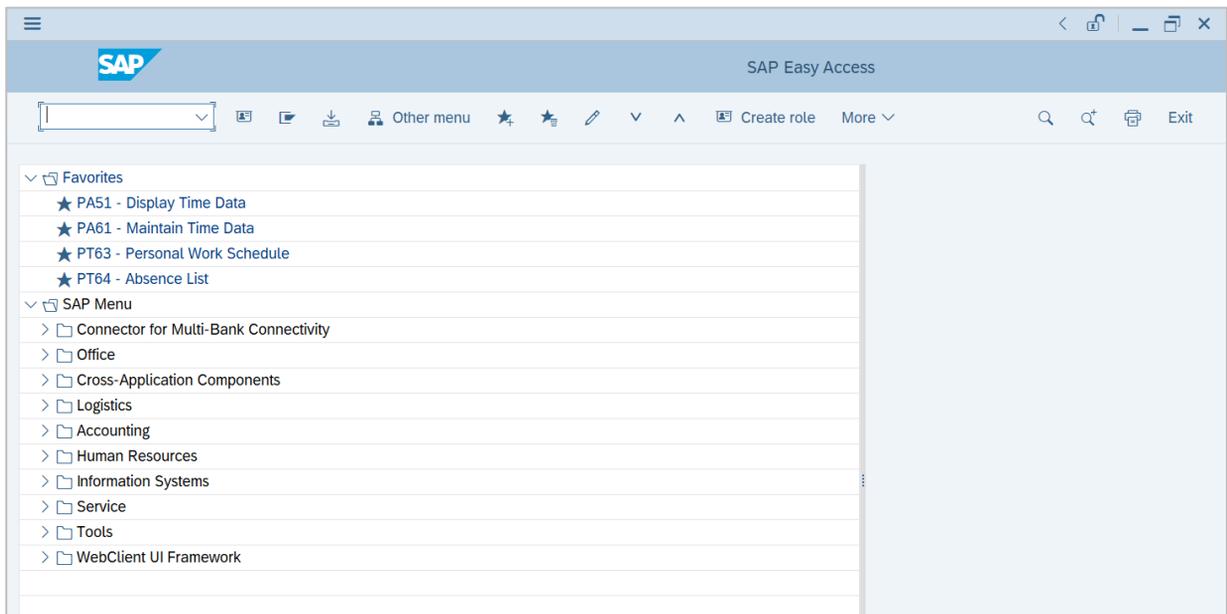
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

**Create Time
Recording Info**

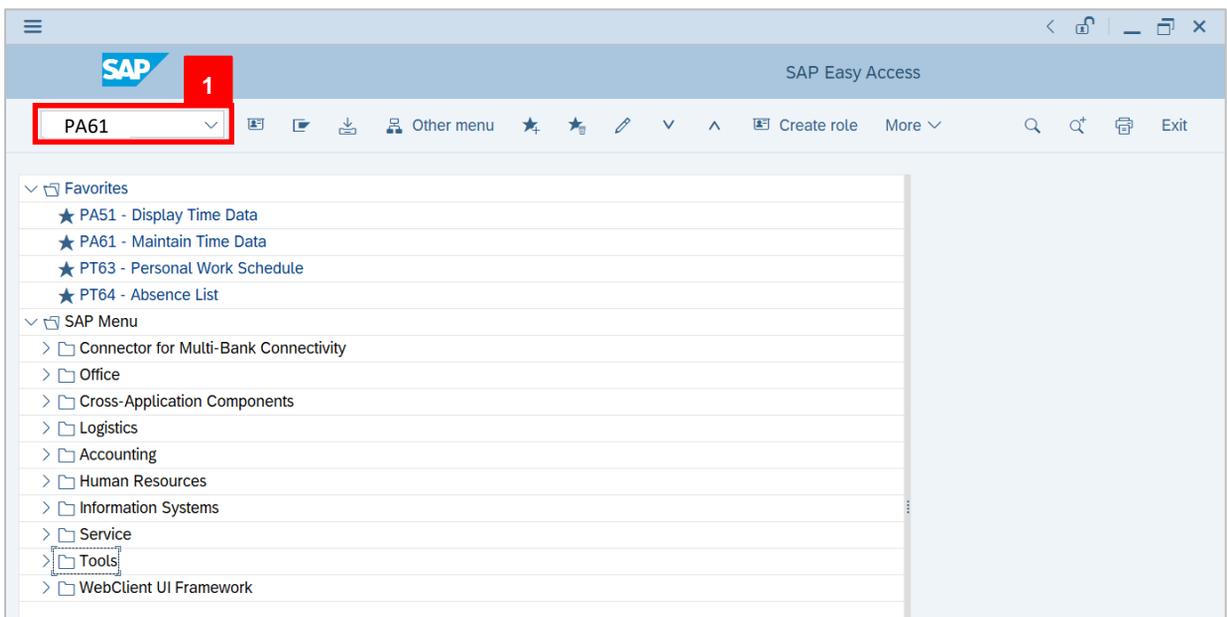
Time Administrator

SAP GUI

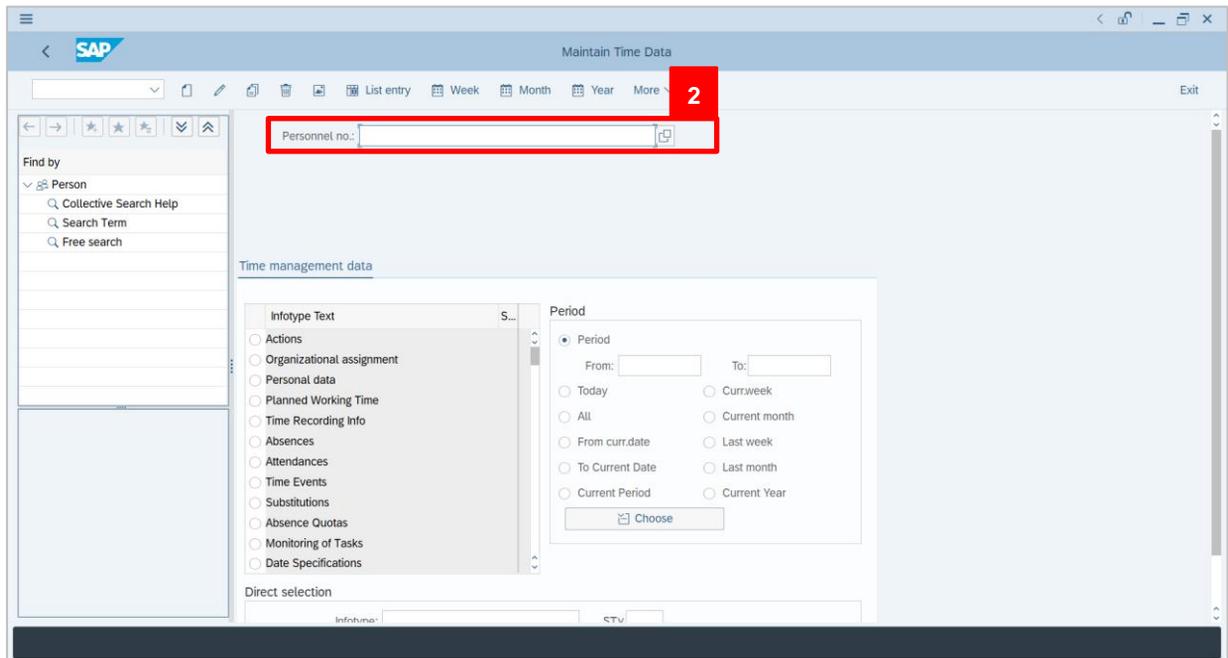
Note: This guide is specifically for employees that encounter Invalid Entry in their **ESS Clock In/Out**. **Invalid Entry** refers to **no display of Clock In/Out option**. Therefore, Time Administrator need to enter the employee **Time Recording ID** by using transaction code: **PA61**.



1. Navigate to **Maintain Time Data** page by entering transaction code, **PA61** in the Search Bar and press **Enter** button on the keyboard.

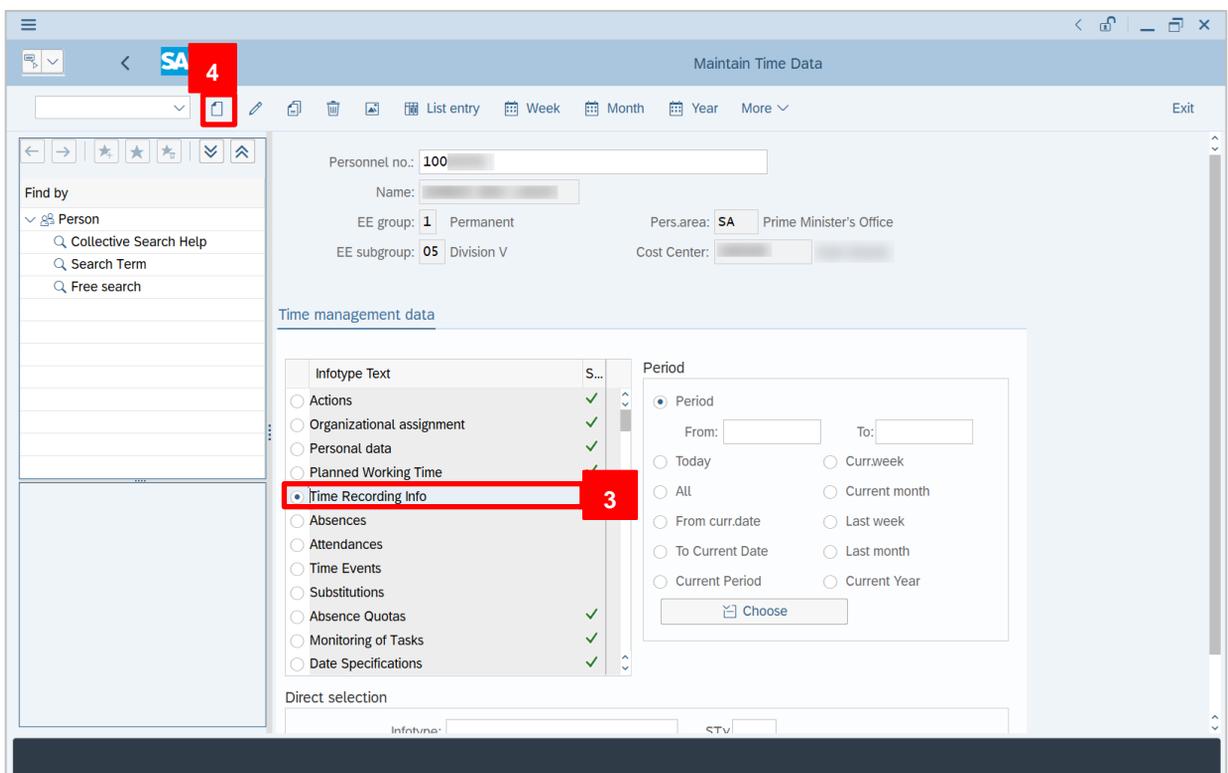


The Maintain Time Data page will appear.



2. Enter the employee **Personnel Number** and press Enter on the keyboard.

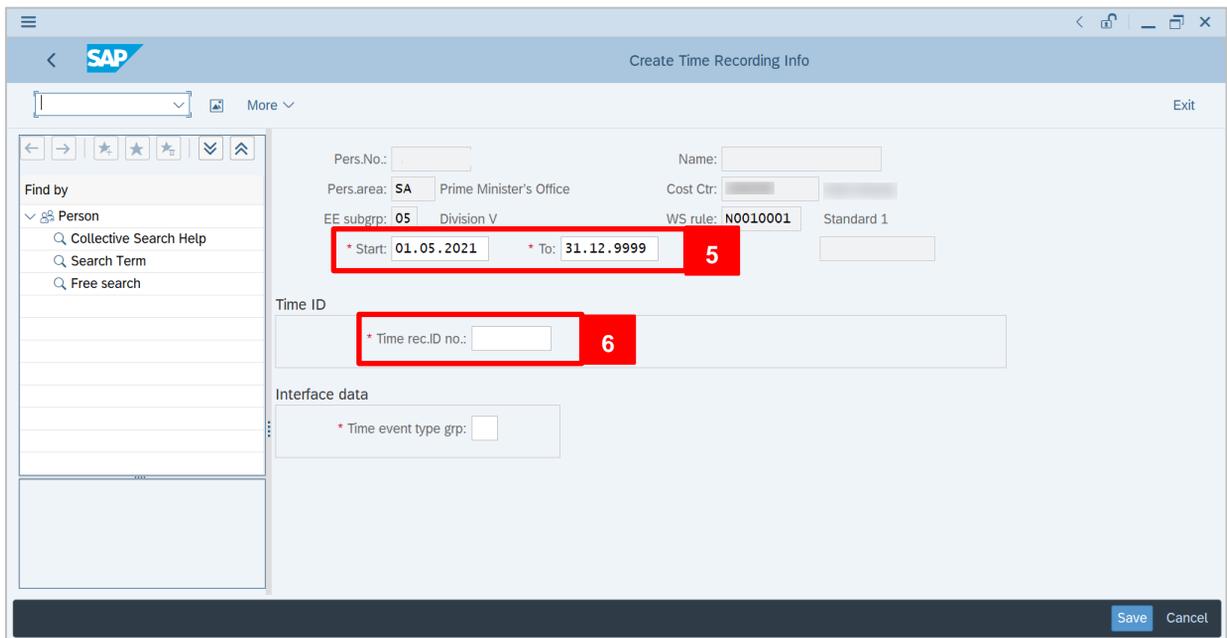
Personnel name and other information will be displayed.



3. Select Infotype Text **Time Recording Info**.

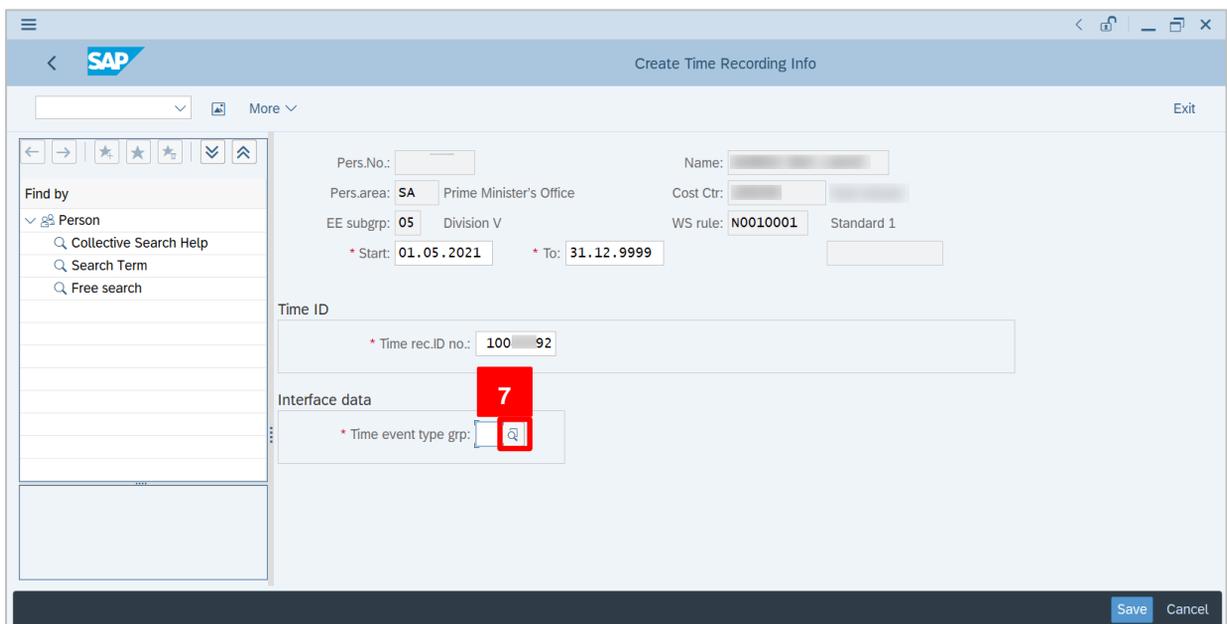
4. Click  button to **create** Time Recording Info.

Create Time Recording Info page will be displayed.



The screenshot shows the SAP 'Create Time Recording Info' form. The form is titled 'Create Time Recording Info' and has a 'More' dropdown and an 'Exit' button in the top right. On the left, there is a 'Find by' section with a search icon and a list of options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. The main form area contains several fields: 'Pers.No.' (empty), 'Name' (empty), 'Pers.area: SA Prime Minister's Office', 'Cost Ctr.' (empty), 'EE subgrp: 05 Division V', 'WS rule: N0010001', and 'Standard 1'. Below these are two date fields: '* Start: 01.05.2021' and '* To: 31.12.9999', with a red box labeled '5' highlighting the 'To' field. Under the 'Time ID' section, there is a field '* Time rec.ID no.: ' with a red box labeled '6' highlighting it. Under the 'Interface data' section, there is a field '* Time event type grp: ' with a search icon. At the bottom right, there are 'Save' and 'Cancel' buttons.

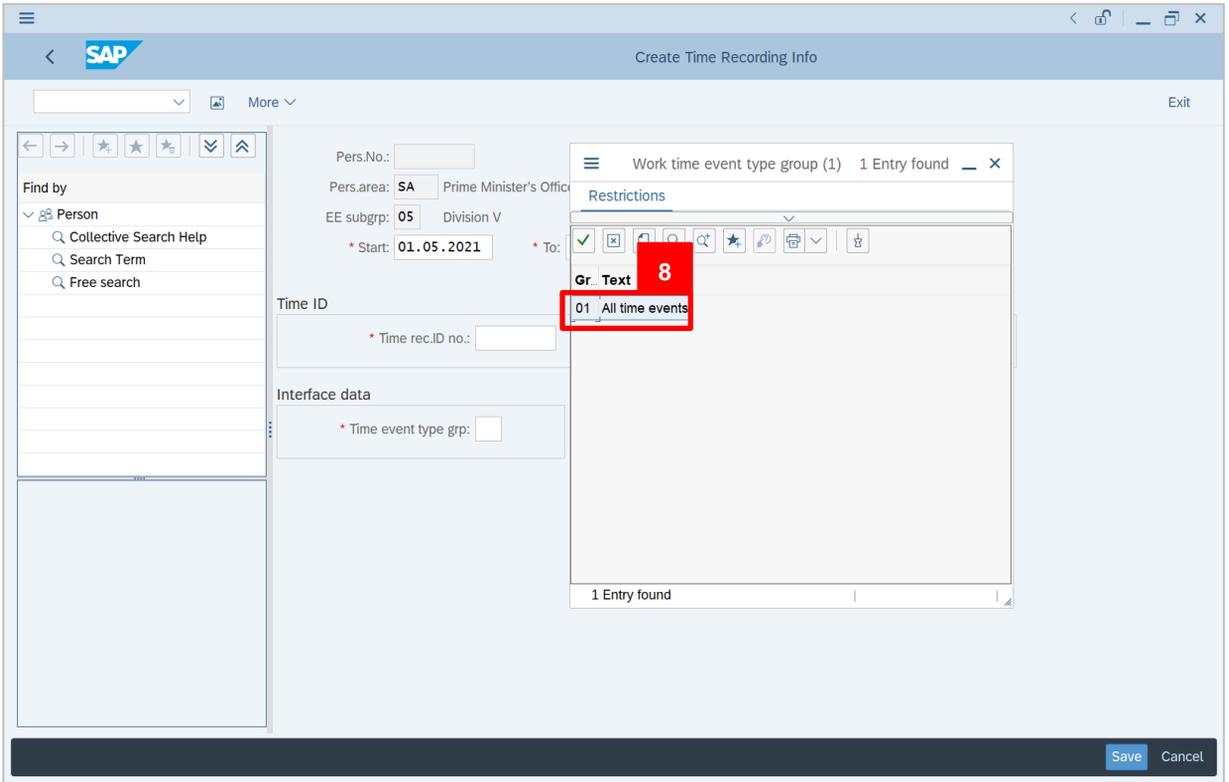
5. Enter the employee's **Hiring Date** in the box beside **Start**. Ensure that the date entered in the **To** box is **31.12.999**
6. Enter the employee's **Personnel Number** in the **Time rec. ID no.**



The screenshot shows the same SAP 'Create Time Recording Info' form as above, but with some changes. The '* Start' field now contains '01.05.2021' and the '* To' field contains '31.12.9999'. The '* Time rec.ID no.' field now contains '10092'. The '* Time event type grp.' field now has a search icon next to it, and a red box labeled '7' highlights this search icon. The 'Save' and 'Cancel' buttons are still present at the bottom right.

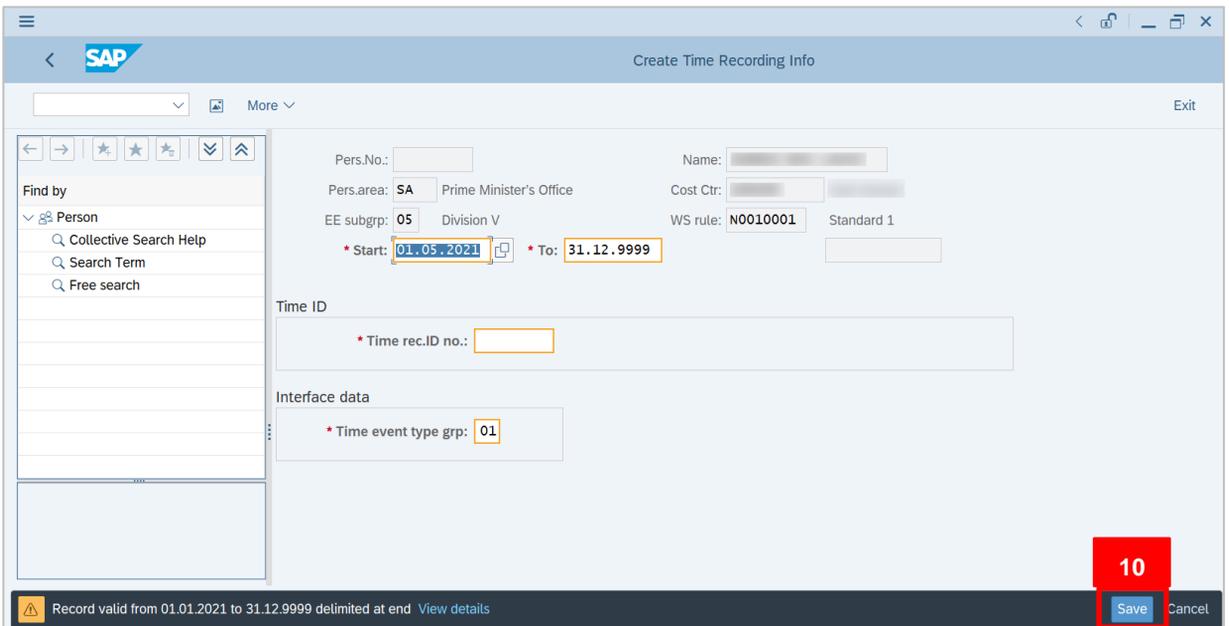
7. For **Time event type grp**, click the search button.

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



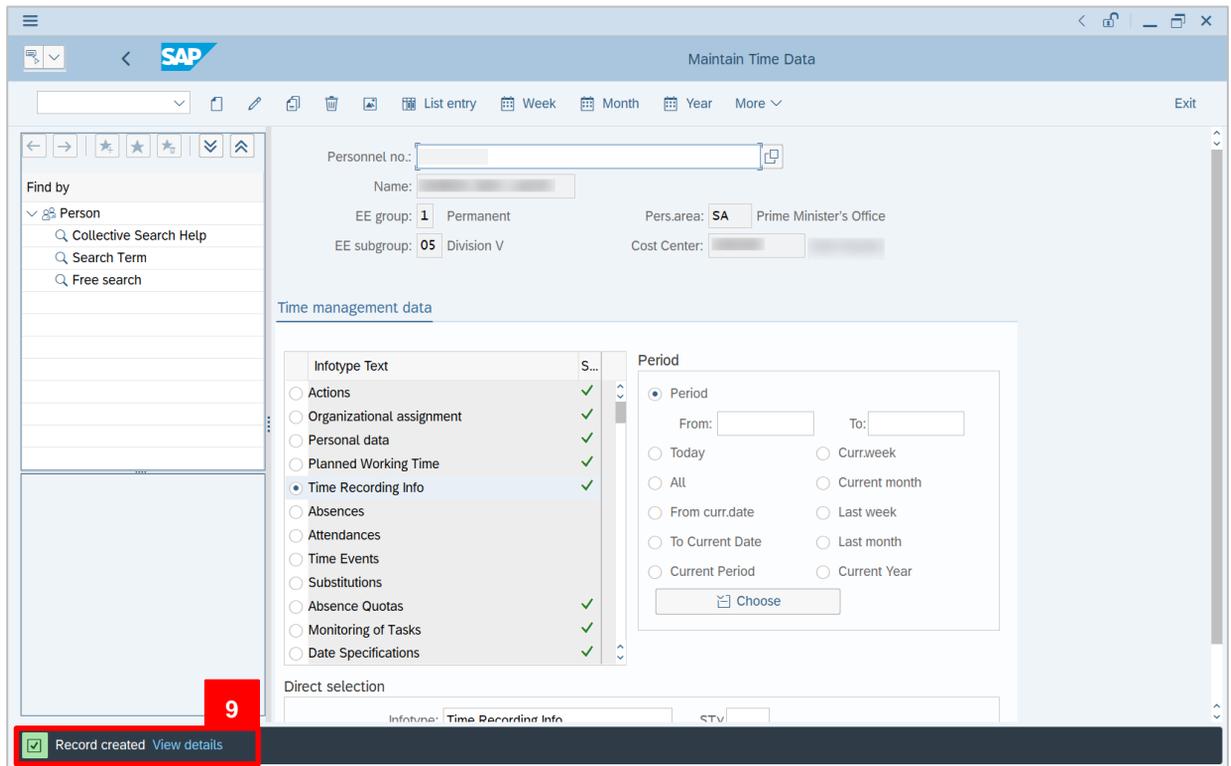
8. Select **01 All time events**.

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**.