



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

#### **Historical Leave Data**

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

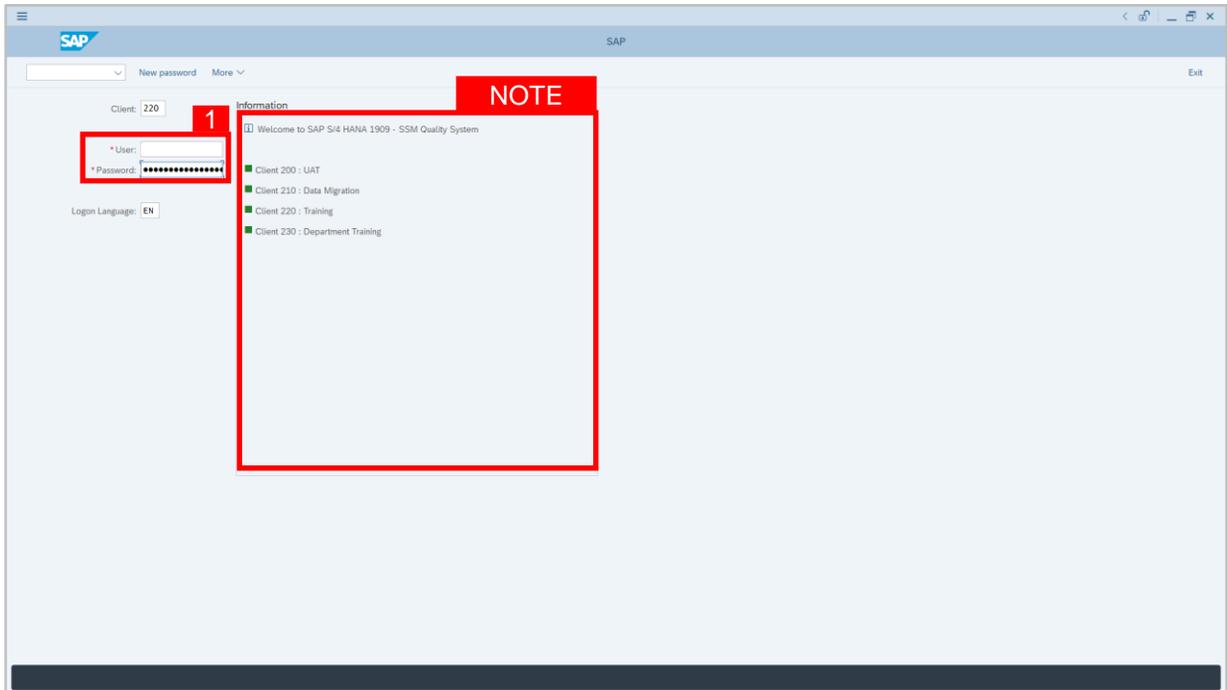
## FURTHER ASSISTANCE

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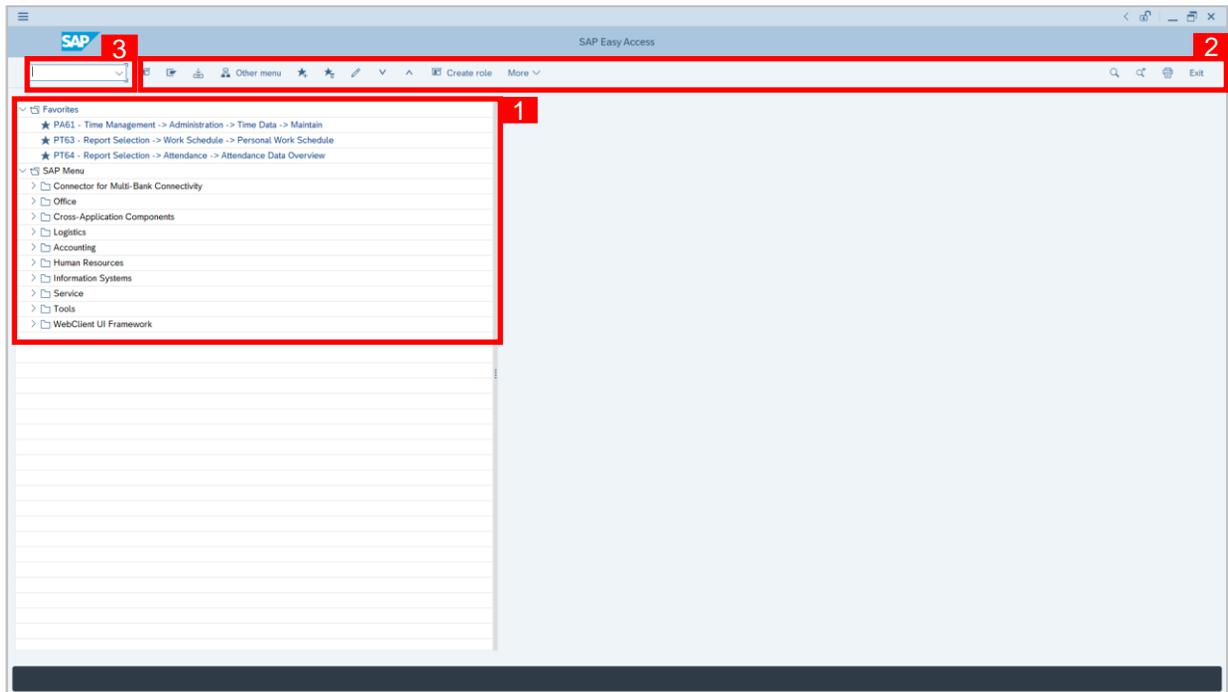
<b>SAP GUI (Back-end) Log on</b>	<b>Time Administrator SAP GUI</b>
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

**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.

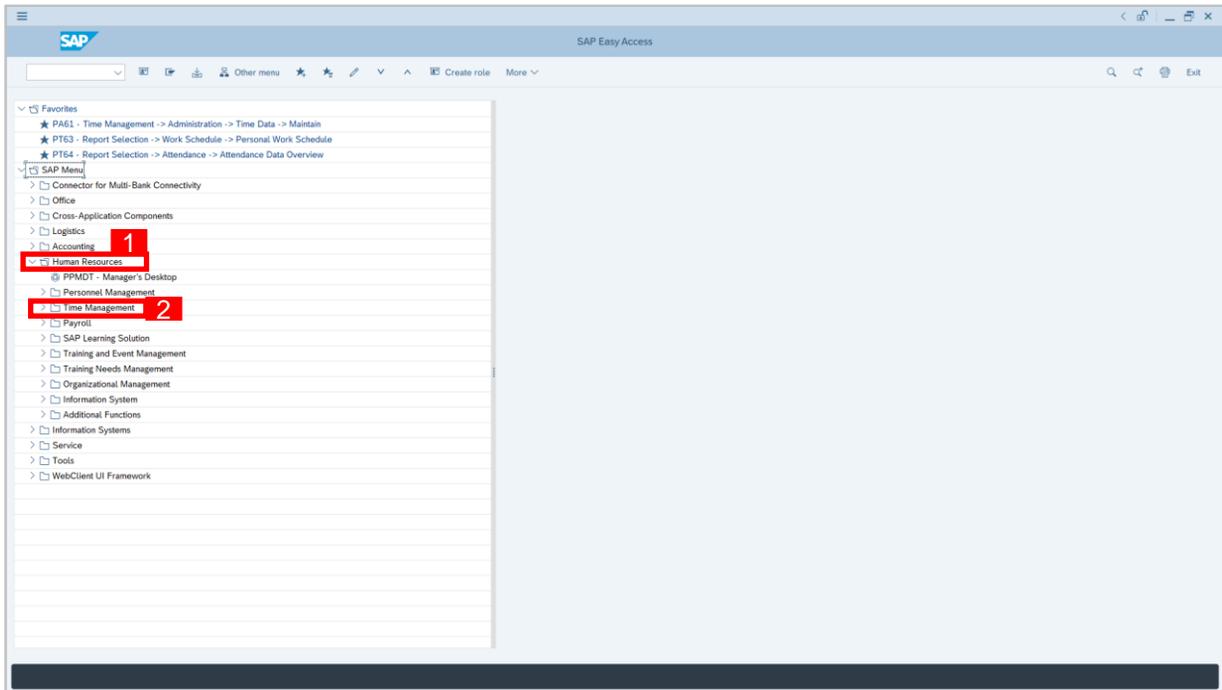


1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

**NAVIGATE TO TIME DATA PAGE VIA SAP MENU**

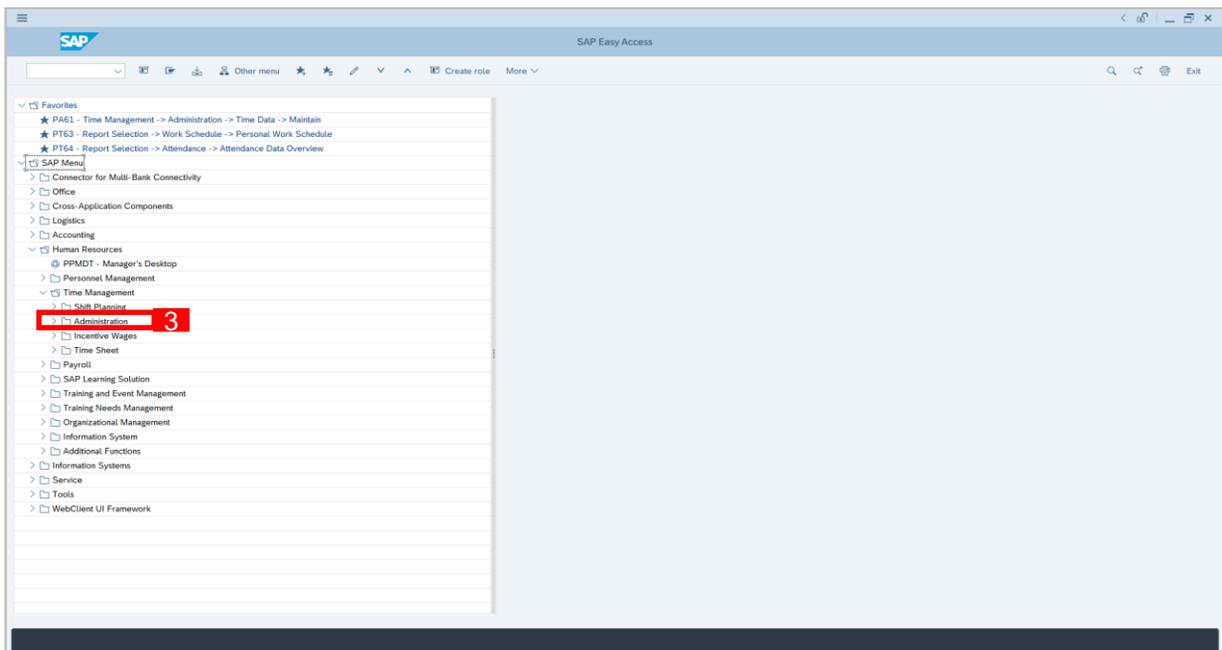
**Time Administrator**

**SAP GUI**

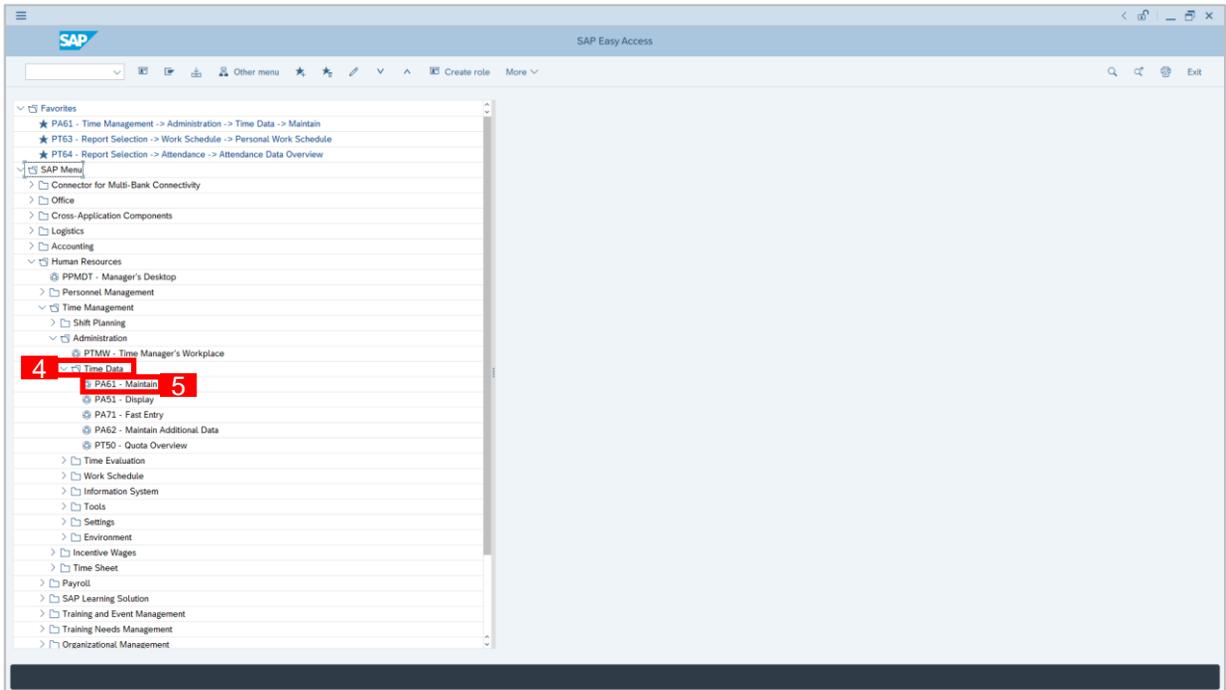


1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.

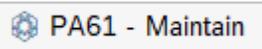
2. Click  **Time Management** dropdown folder for **Time Management Process**.

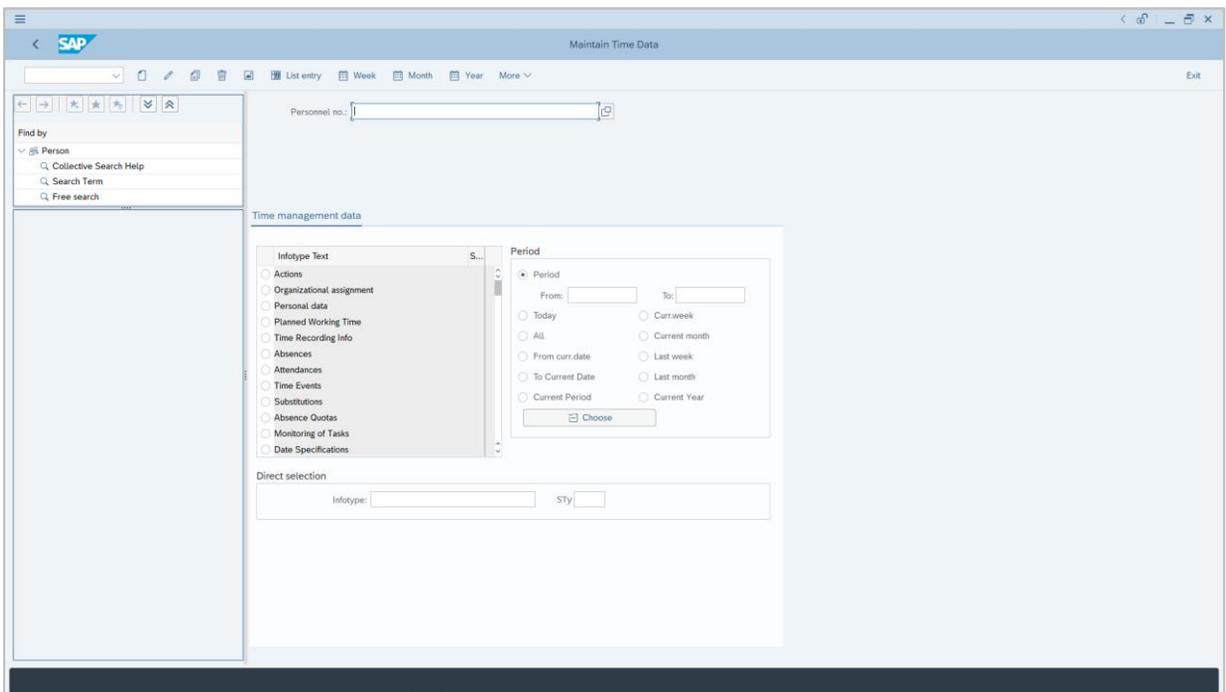


3. Click  **Administration** dropdown folder.

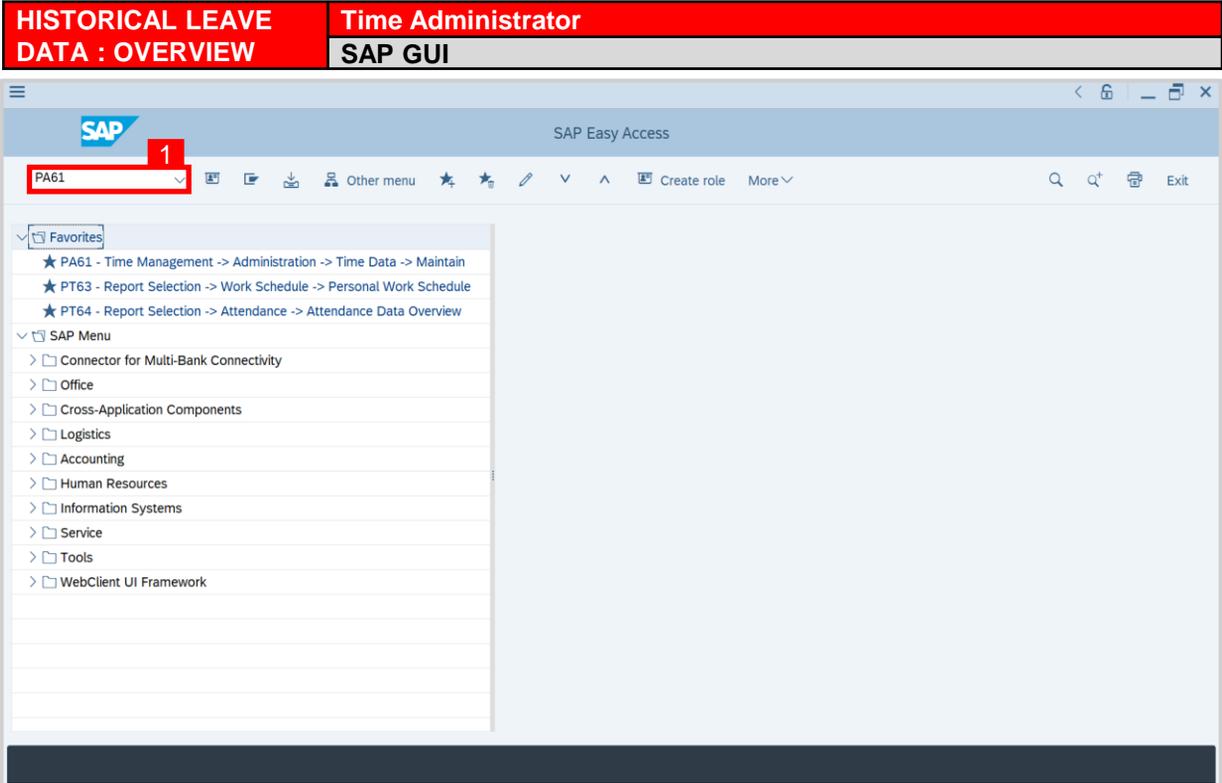


4. Click  dropdown folder.

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



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

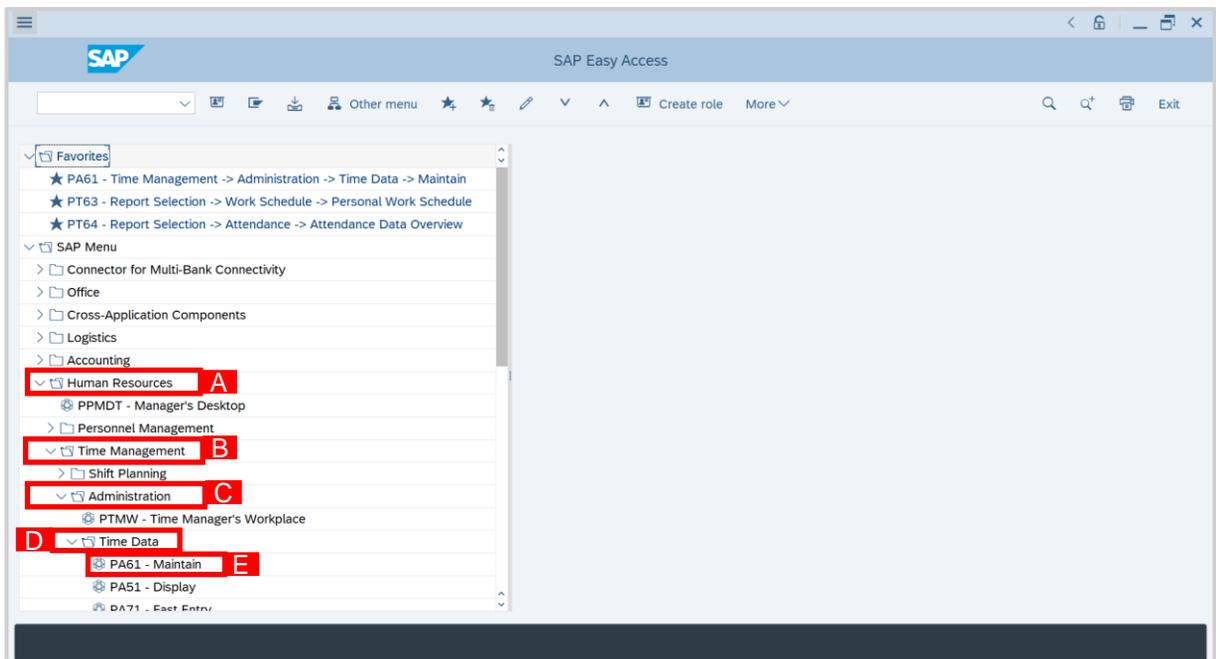


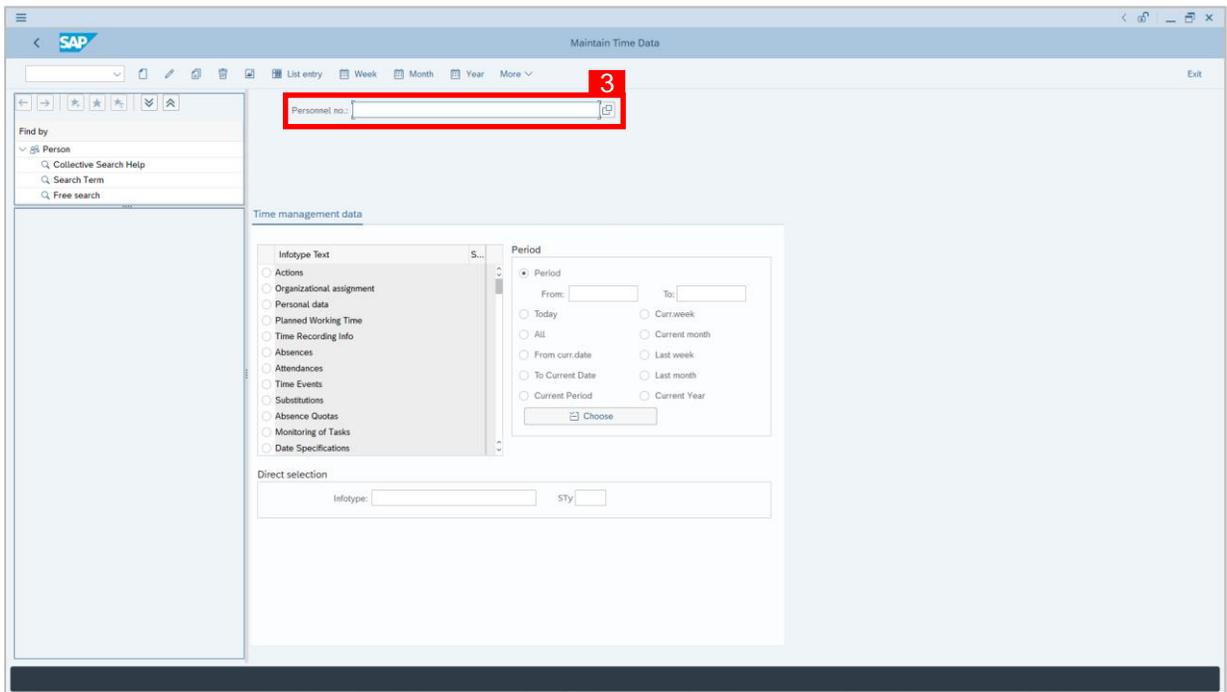
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

**Note:**

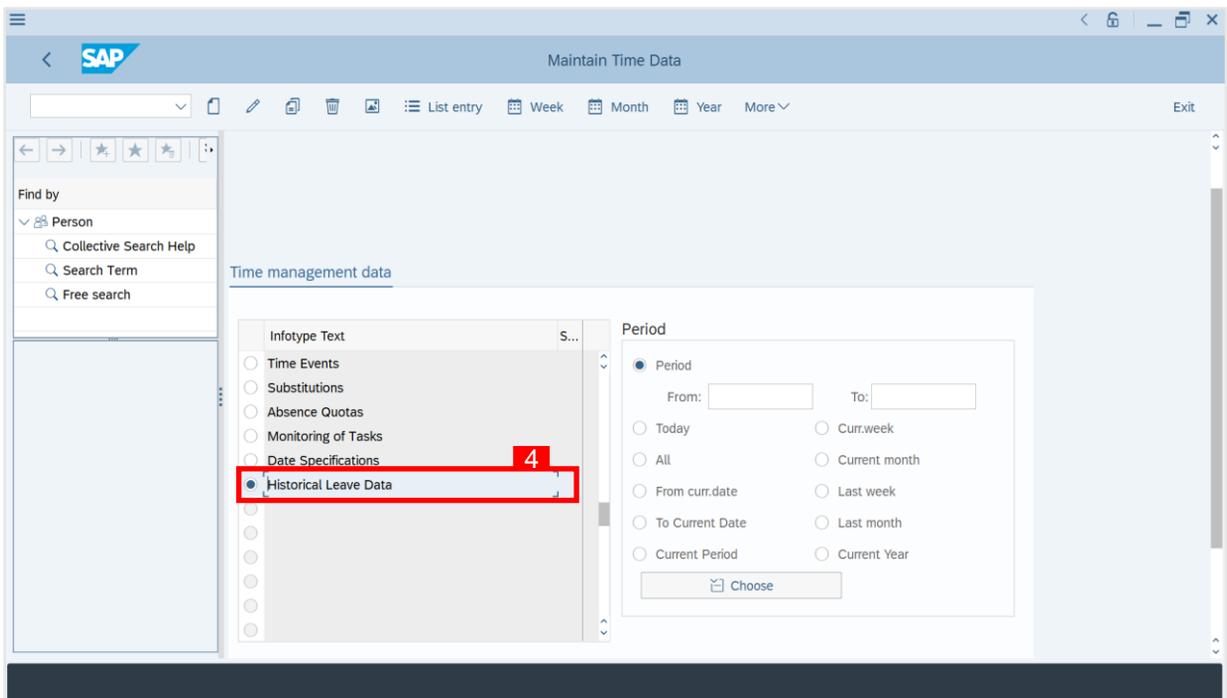
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

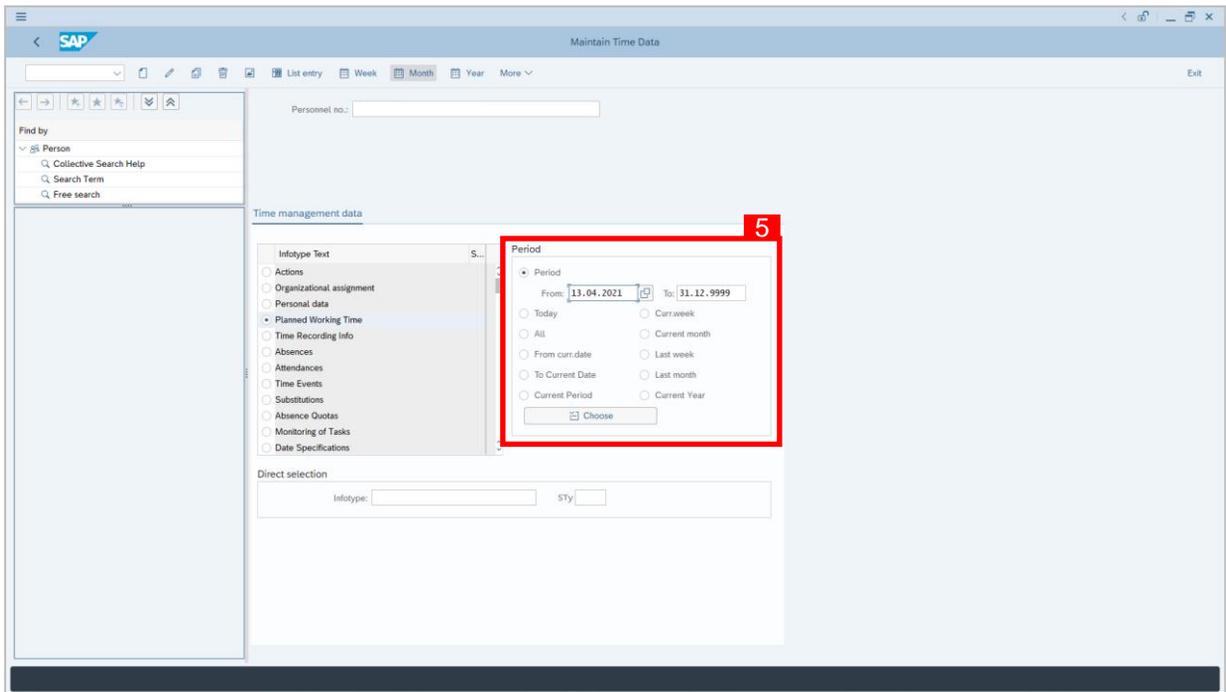




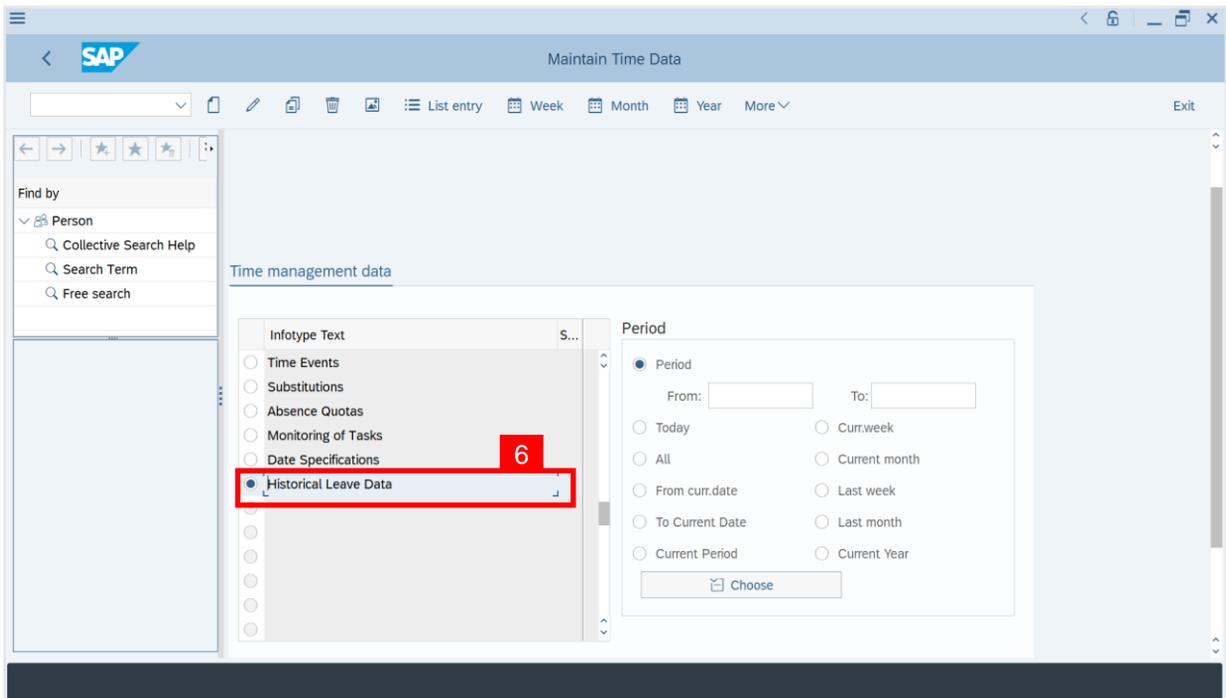
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.



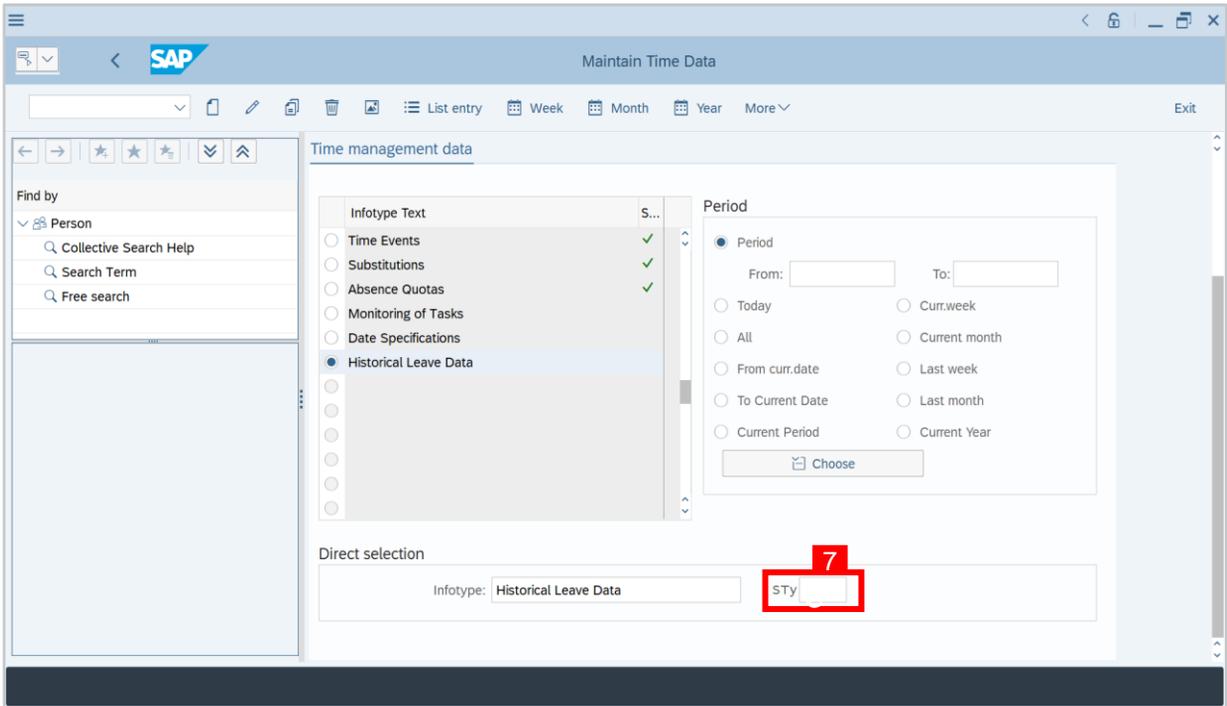
4. Select infotype text **Historical Leave Data**.



## 5. Select **Period** and Select **All**

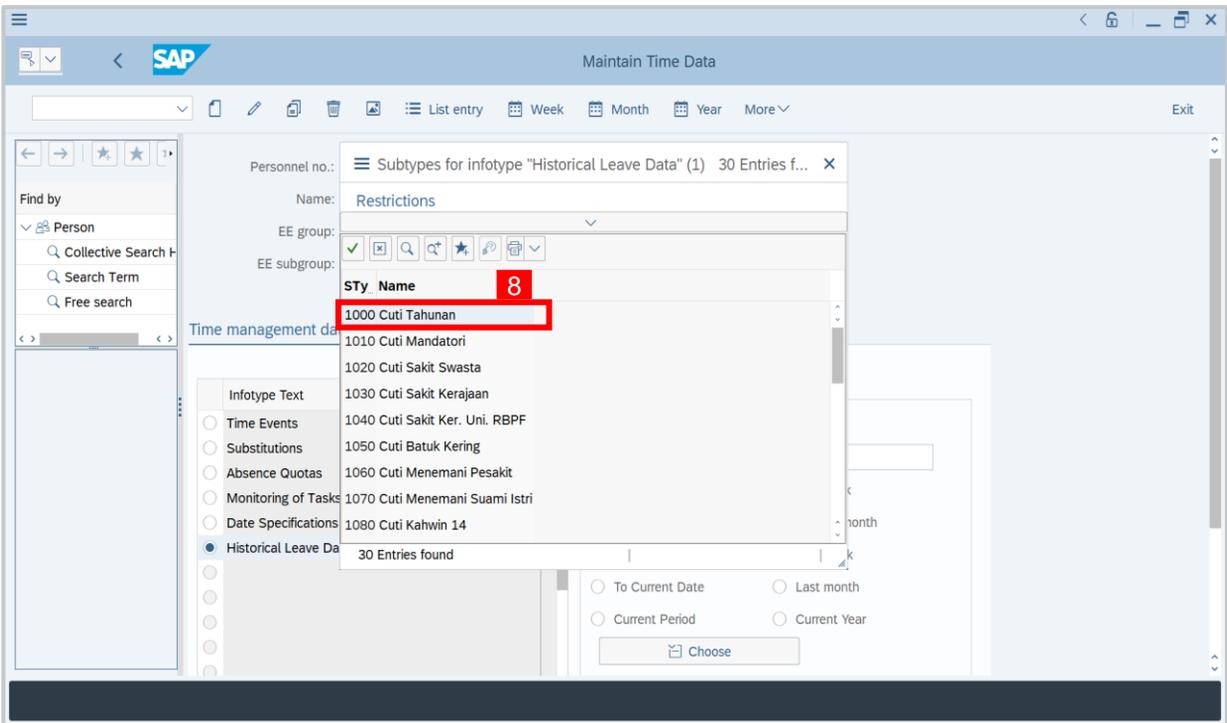


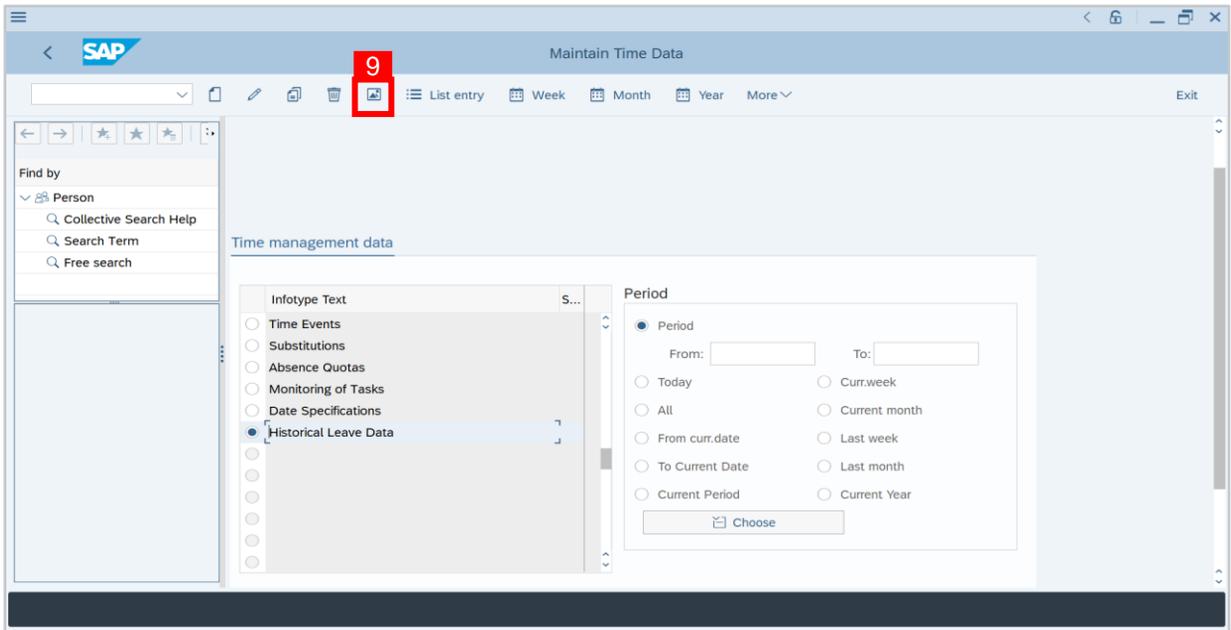
## 6. Choose **Historical Leave Data** type



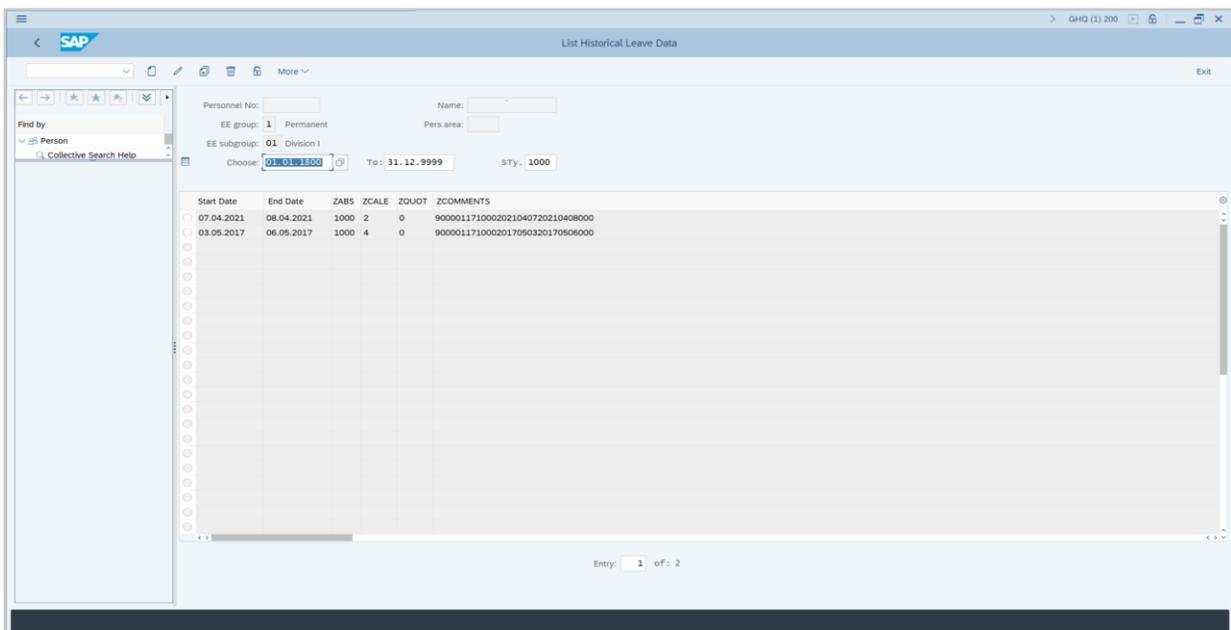
7. Choose the **Sub-type (STy)** by clicking the  button.

8. Choose **Historical Leave Data** type, e.g *Cuti Tahunan*





9. Click  button to display **List of Historical Leave Data**.



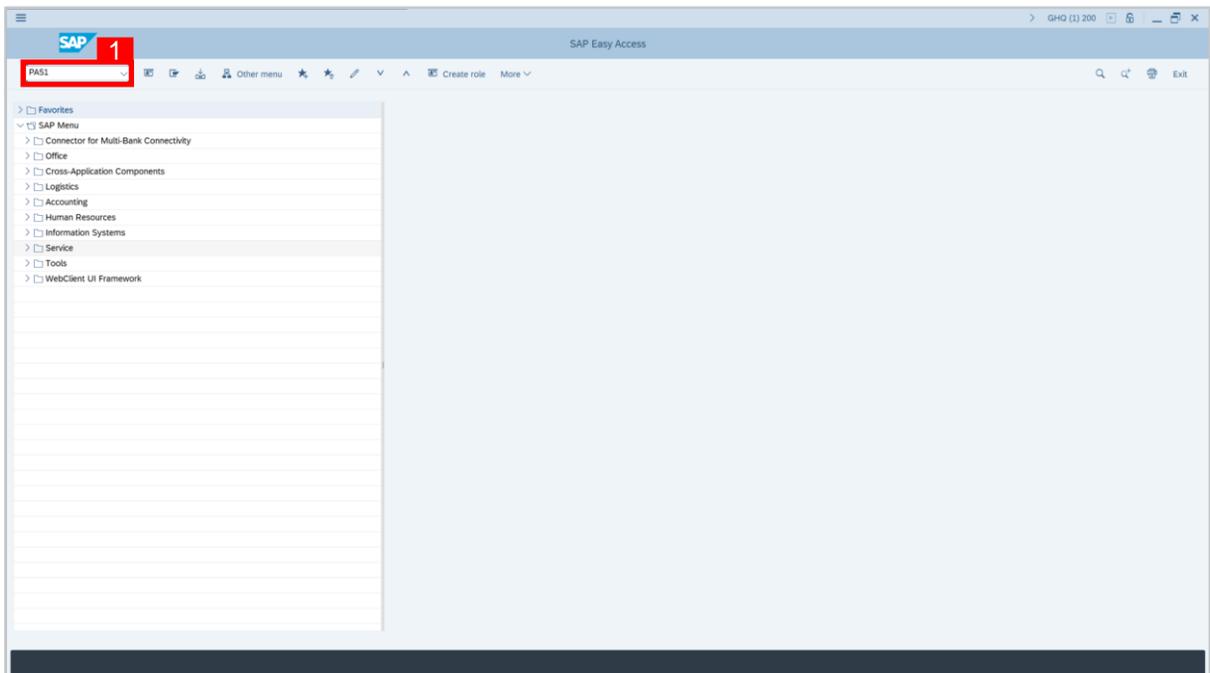
**Note:**

- The purpose of **Historical Leave Data** is to store previous data from GEMS.
- Therefore, it should only be used to **view/display data**.

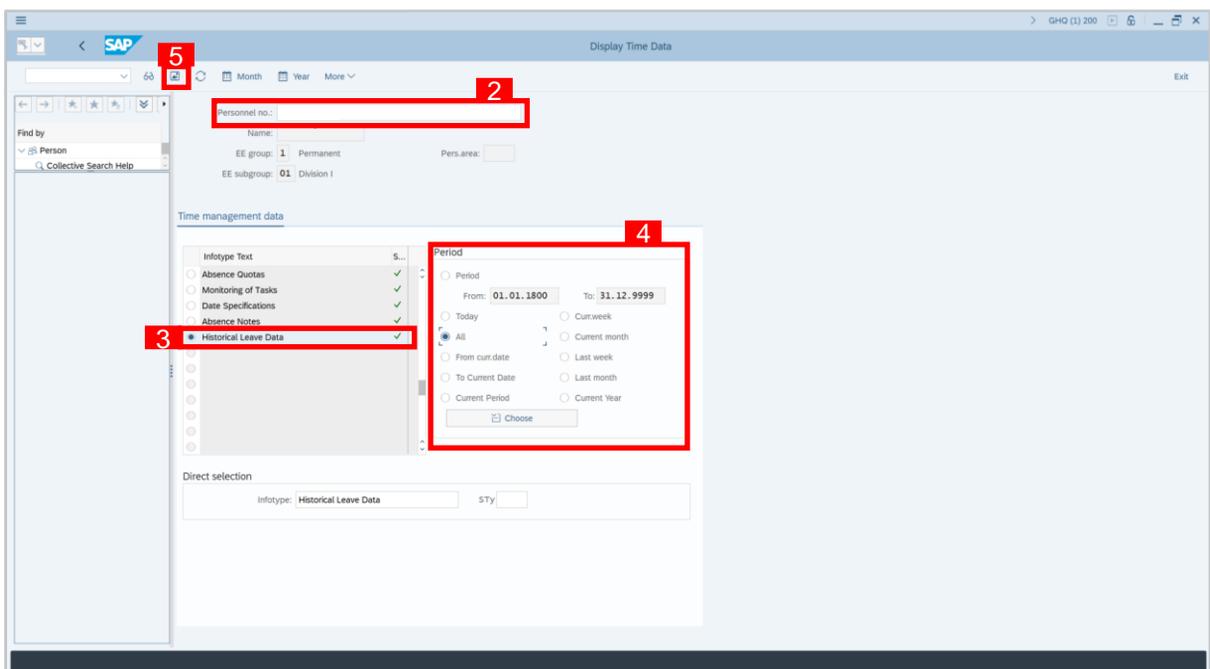
## DISPLAY HISTORICAL LEAVE DATA REPORT

## Time Administrator SAP GUI

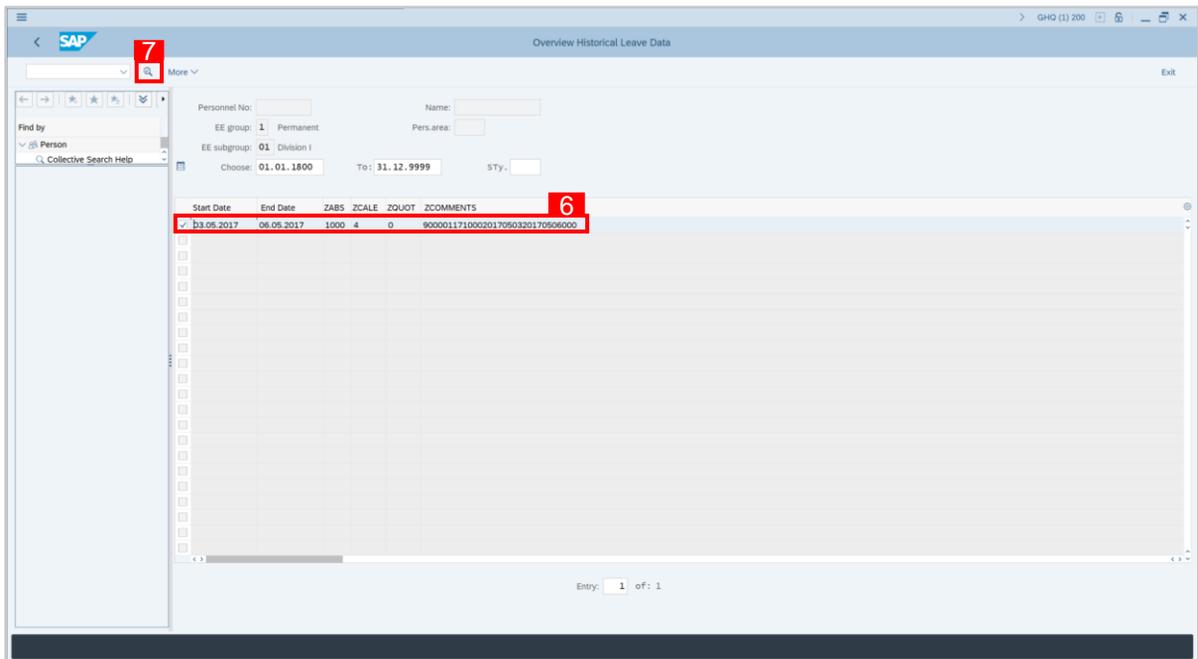
1. Input transaction code **PA51** and press enter on the keyboard.



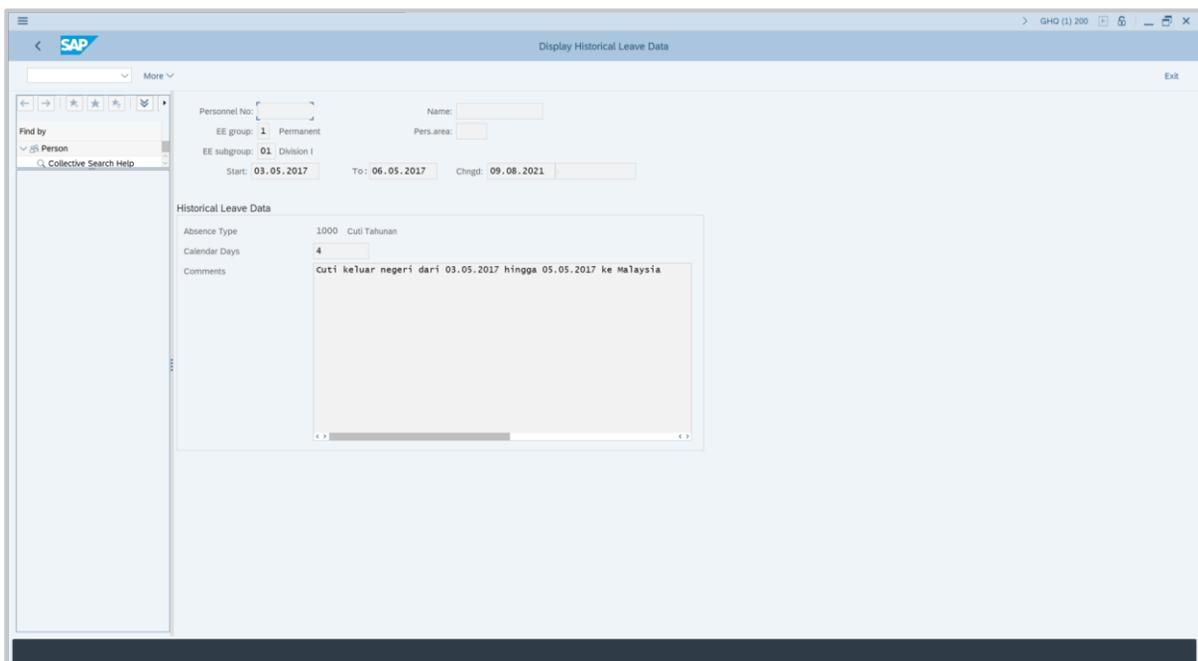
2. Input **Personnel Number**.
3. Select infotype text **Historical Leave Data**.
4. Select **Period** and Select **All**.



5. Click  button to display **Overview of Historical Leave Data**.



6. Select **Historical Leave Data** record transaction
7. Click  button to display **Historical Leave Data**.



8. **Historical Leave Data** will be displayed.