SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Stop Leave Entitlement Generation

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

Process Overview

Change Planned Work Schedule

```
Start → Access PA61 → Input Personnel Number and Select Infotype → Select Period: All → Select latest Transaction and click Change icon → Navigate to Work Schedule Rule → Change Additional time ID
                                                                                                                                                                              ↓
                                                        Click Cancel button ←NO— Save Data?
                                                              ↓                      │
                                                                                    YES
                                                              ↓                      ↓
                                                             End ← Click Save button
```
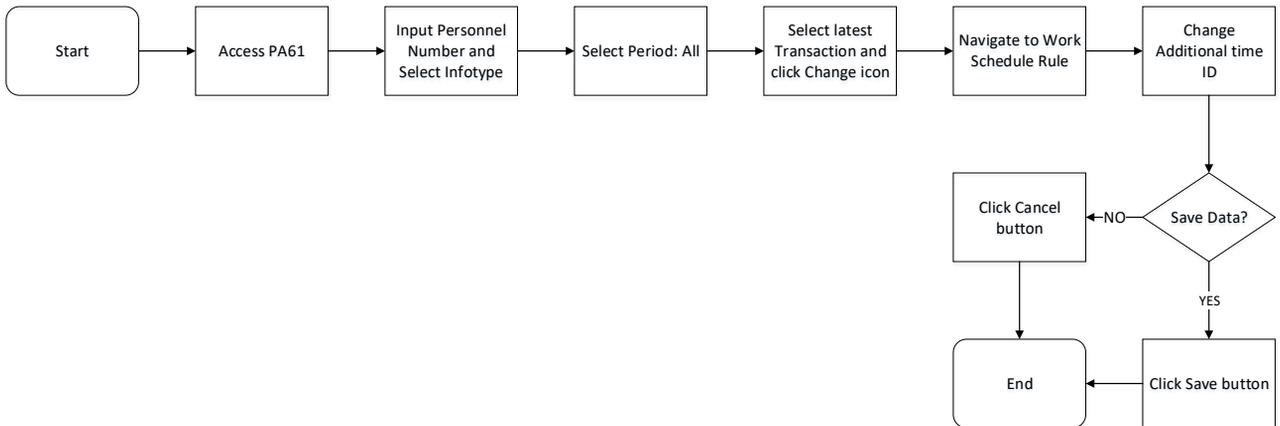
SSM – SAP GUI (Back-end)

SAP GUI (Back-end)	Time Administrator
Log on	SAP GUI
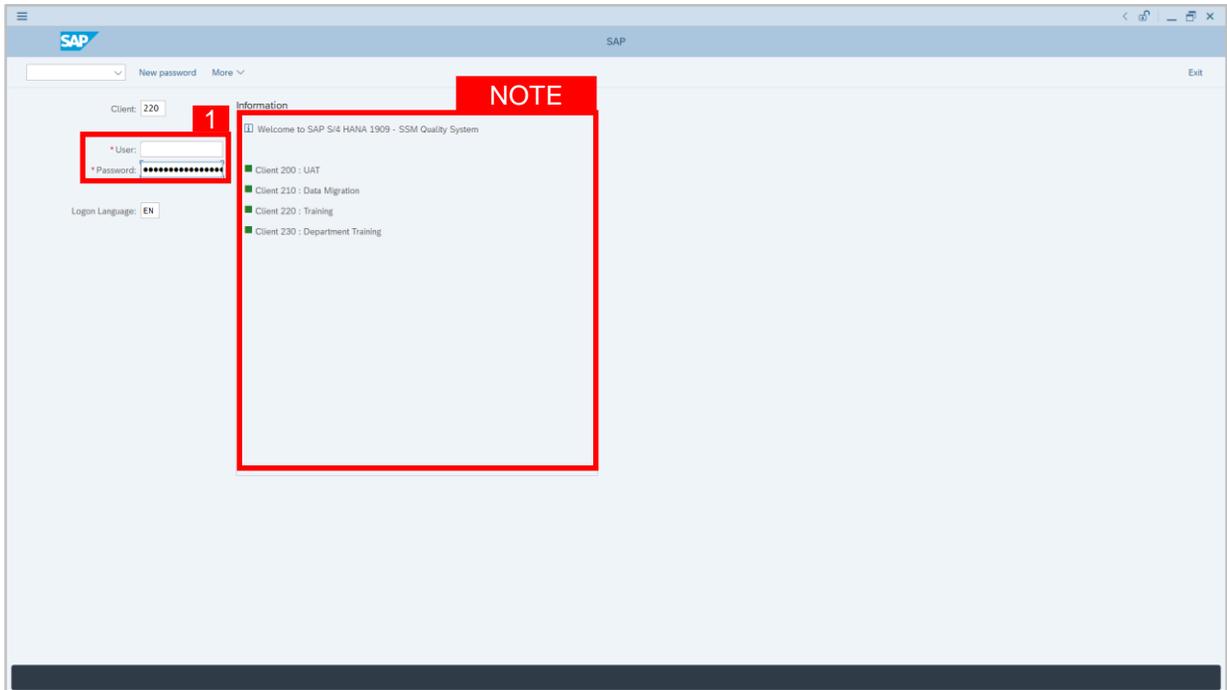
1. Fill in the **User** and **Password.**

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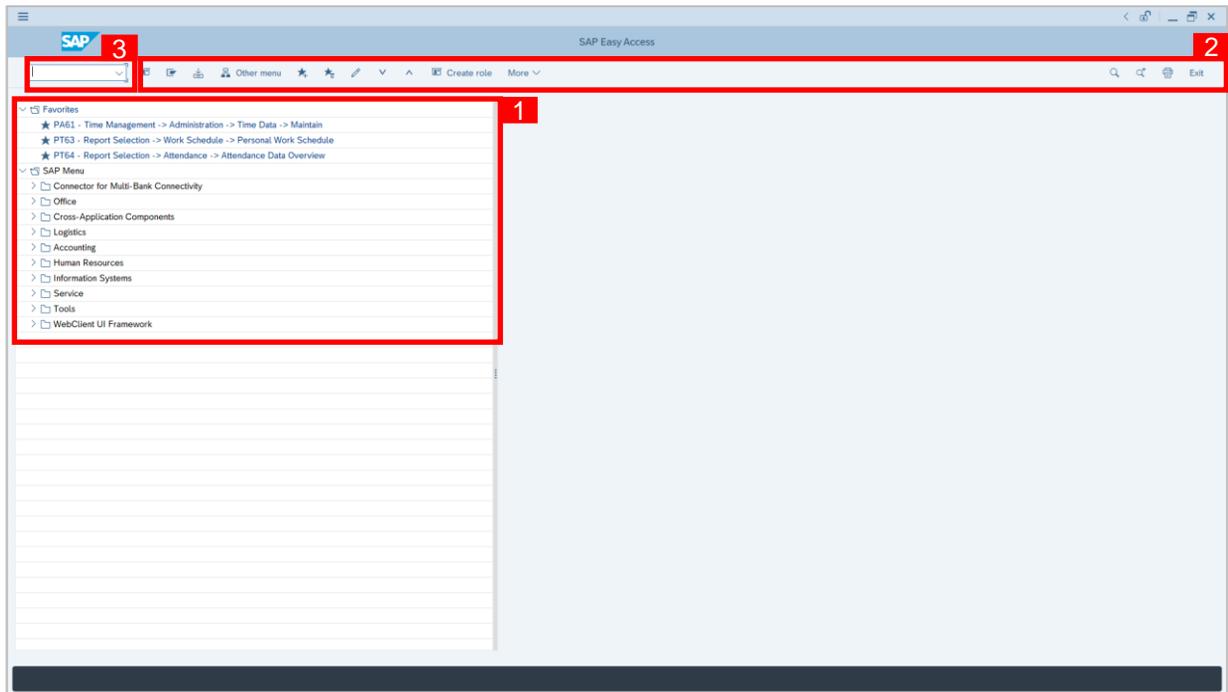
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

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.

SSM – SAP GUI (Back-end)

NAVIGATE TO TIME DATA PAGE VIA SAP MENU	Time Administrator
	SAP GUI
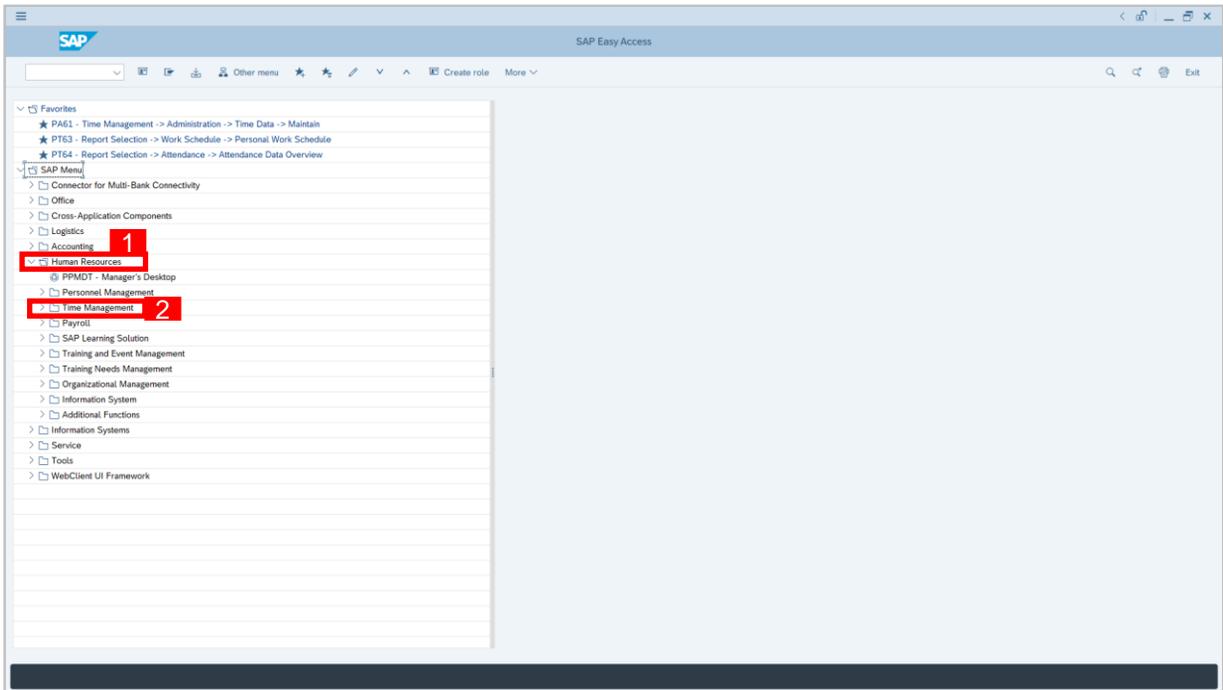
1. To navigate for **Time Management Process**, click `> 🗀 Human Resources` dropdown folder to expand to more selections.

2. Click `> 🗀 Time Management` dropdown folder for **Time Management Process**.
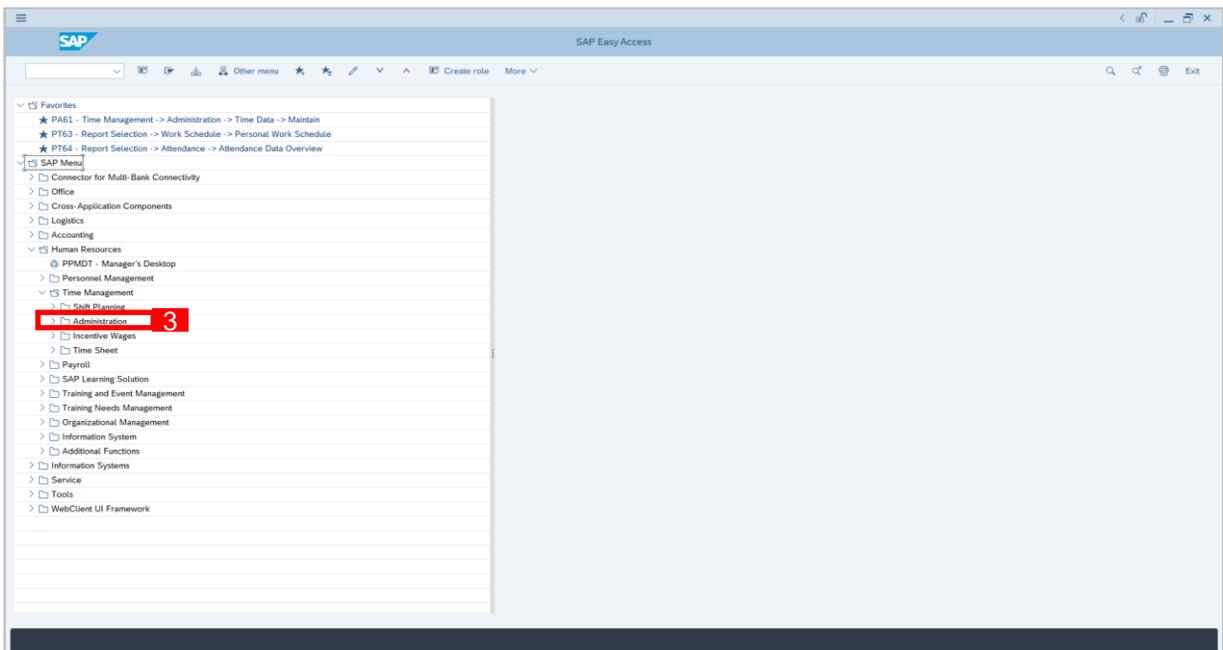
3. Click `> 🗀 Administration` dropdown folder.
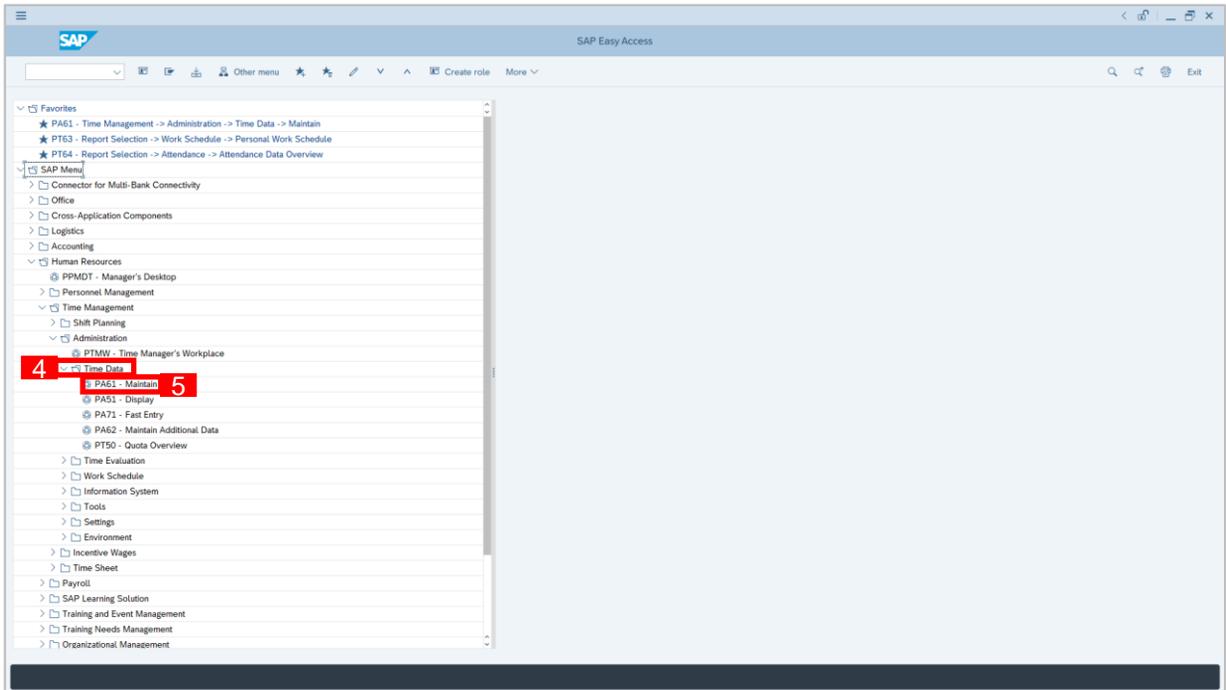
4. Click `> 🗀 Time Data` dropdown folder.
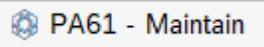
5. Click `🚷 PA61 - Maintain` dropdown folder for **Time Management Process**.
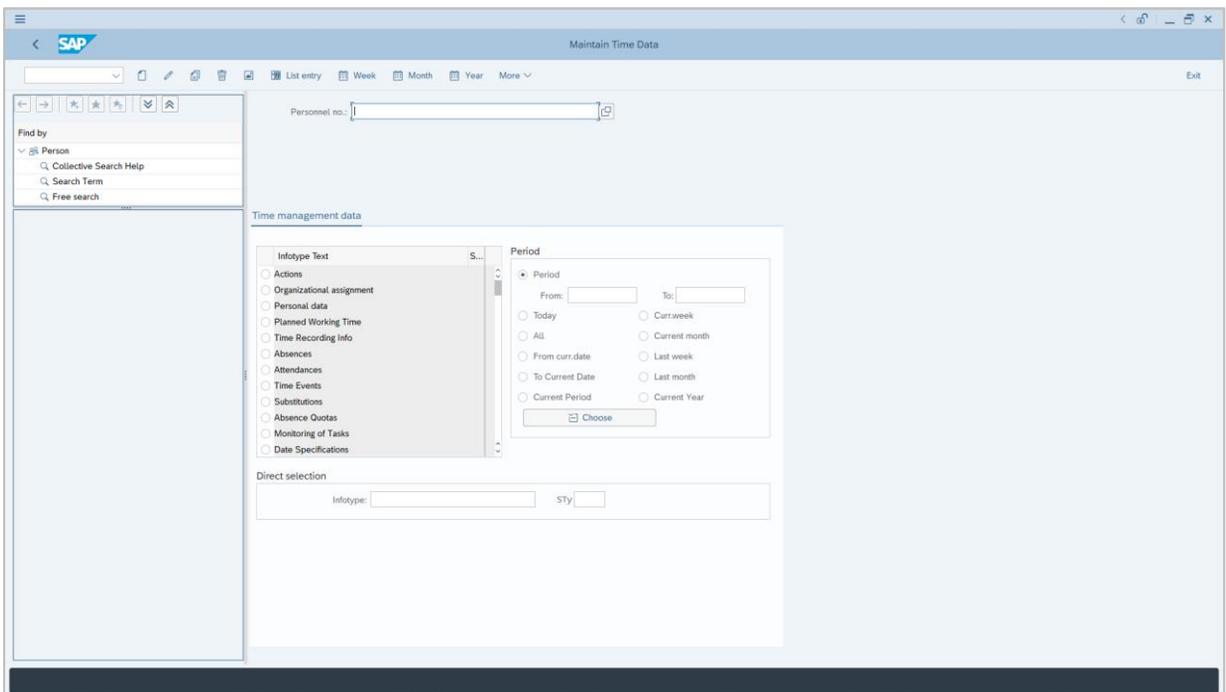
6. **Maintain Time Data Page** will be displayed.

CHANGE PLANNED WORK SCHEDULE	Time Administrator
	SAP GUI
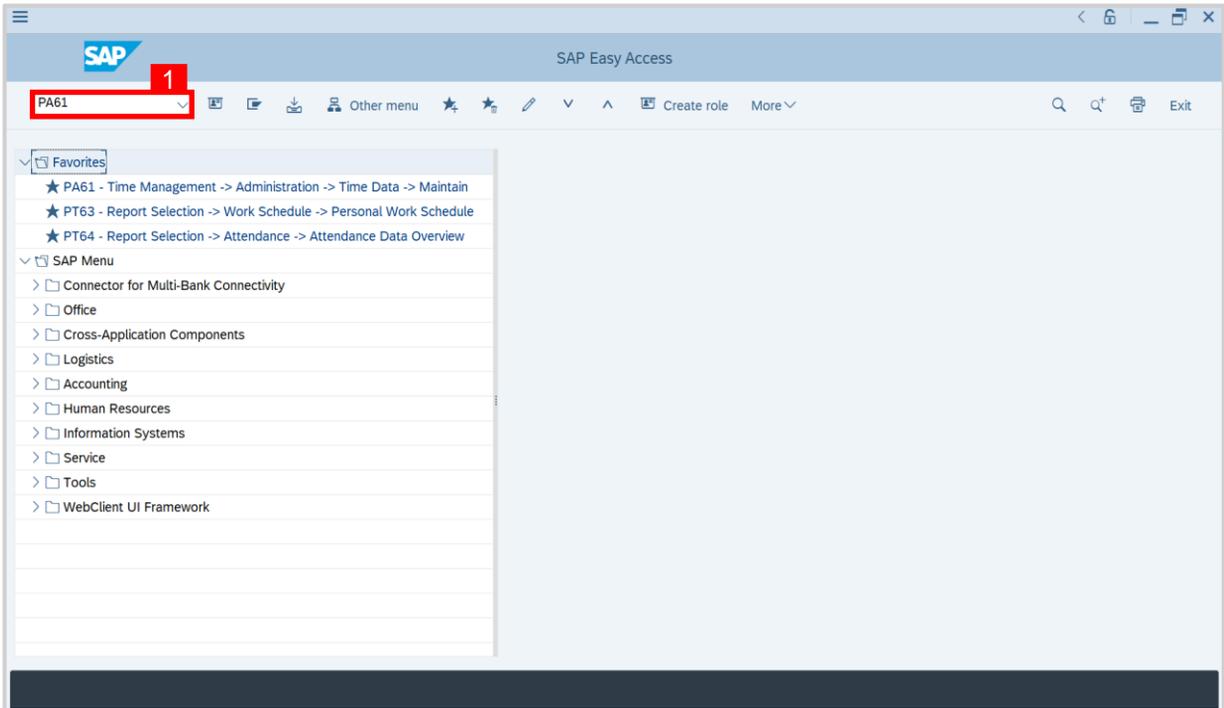
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

•   Transaction code is used to quickly access **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
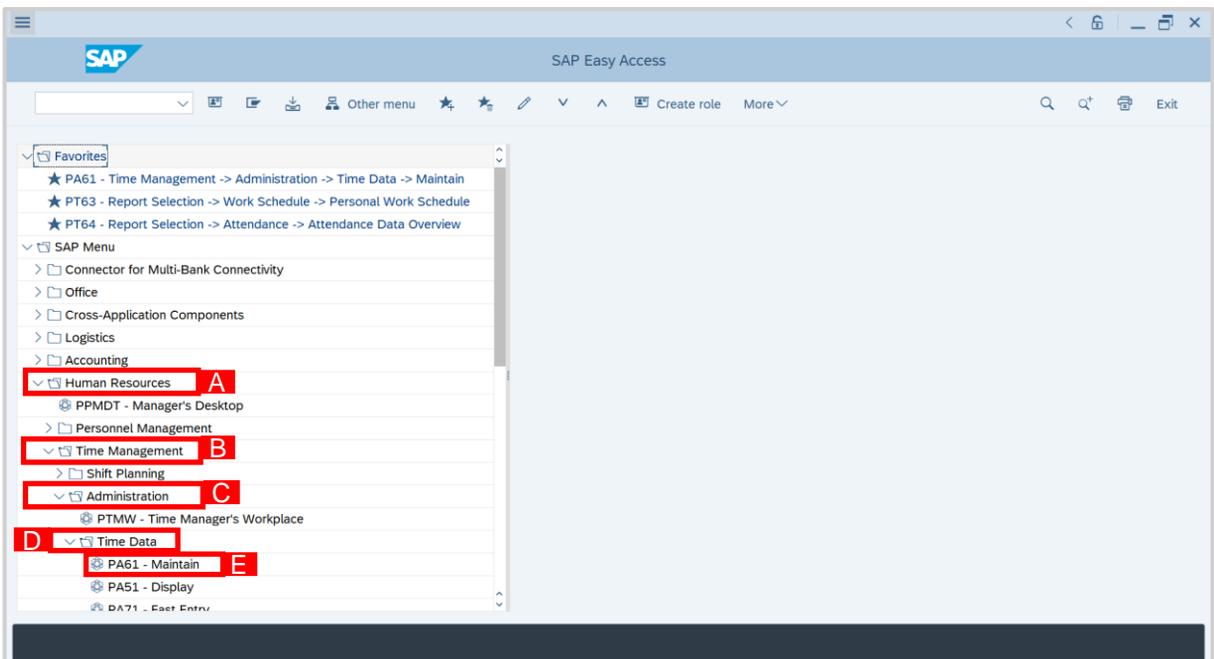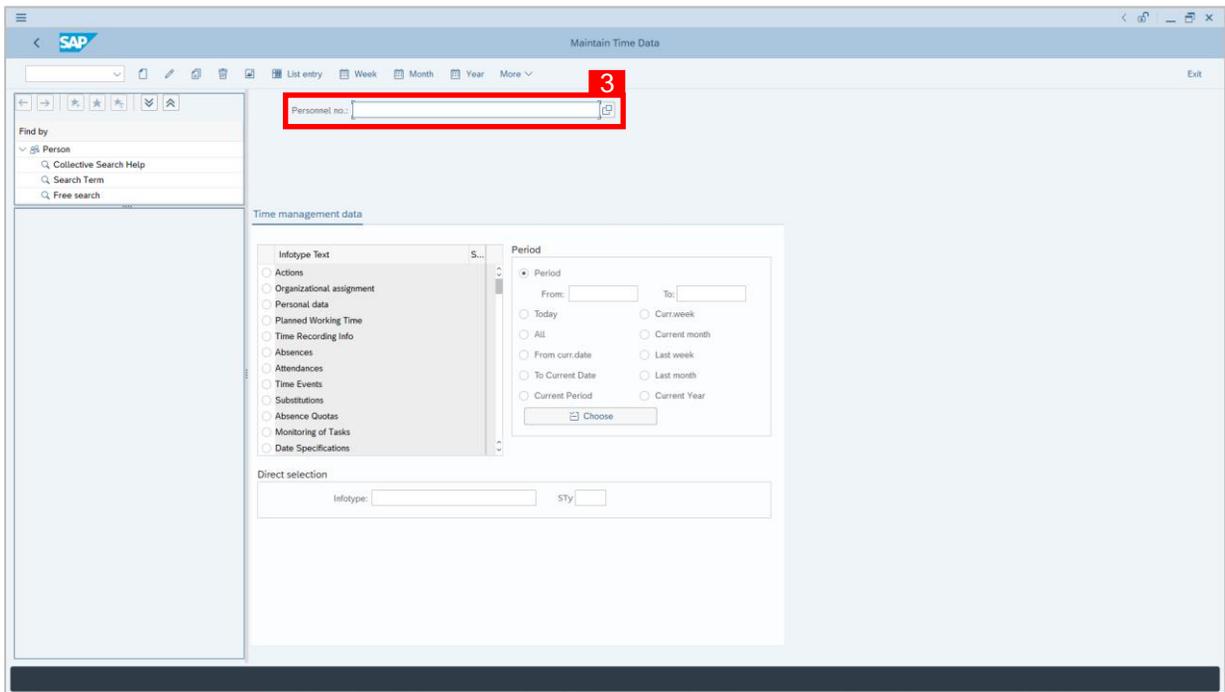
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for

   Time Management, **Period** and **Direct Selection** for the **Personnel Number** selected.

3. Input **Personnel Number** for time management of the employee.
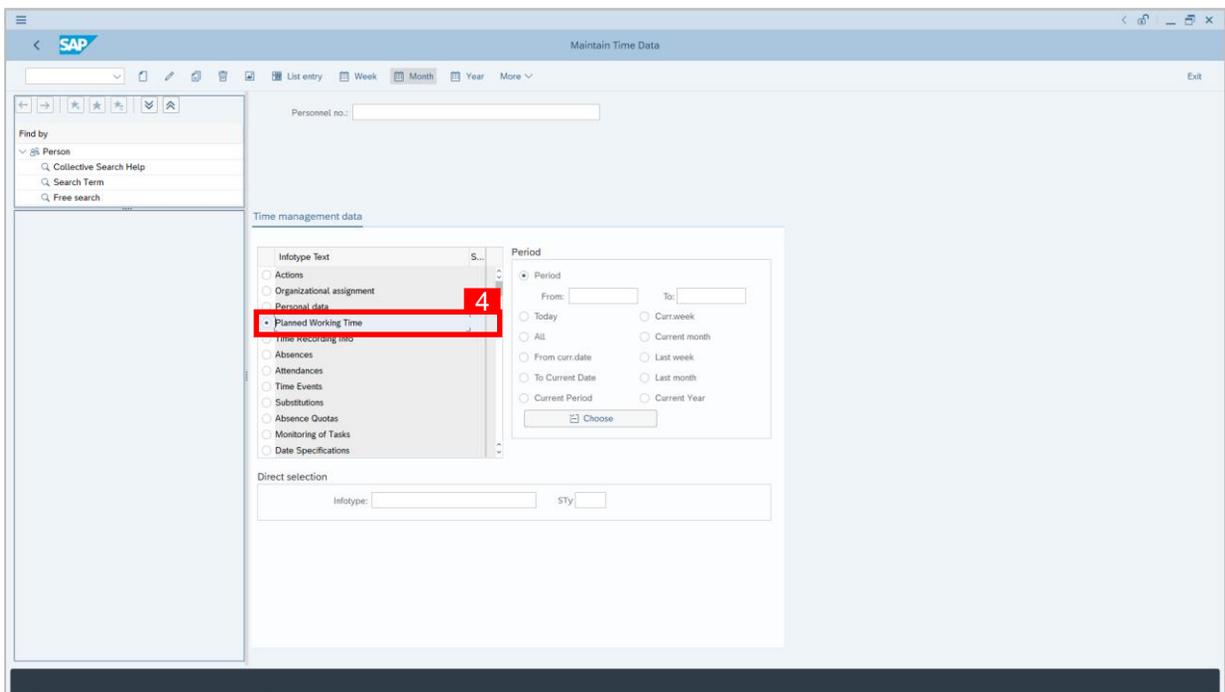
4. Select infotype text **Planned Working Time**.
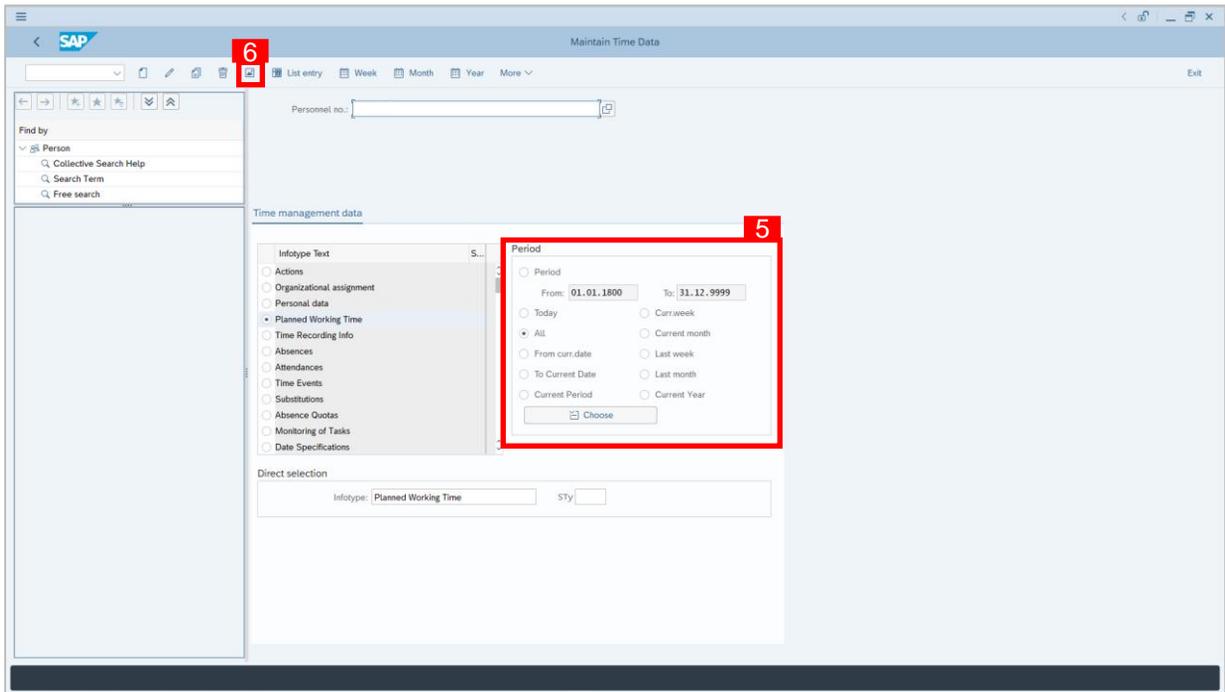
5. Select **Period** and select **All**.

6. Click [icon] button to display **List of Planned Working Time**.
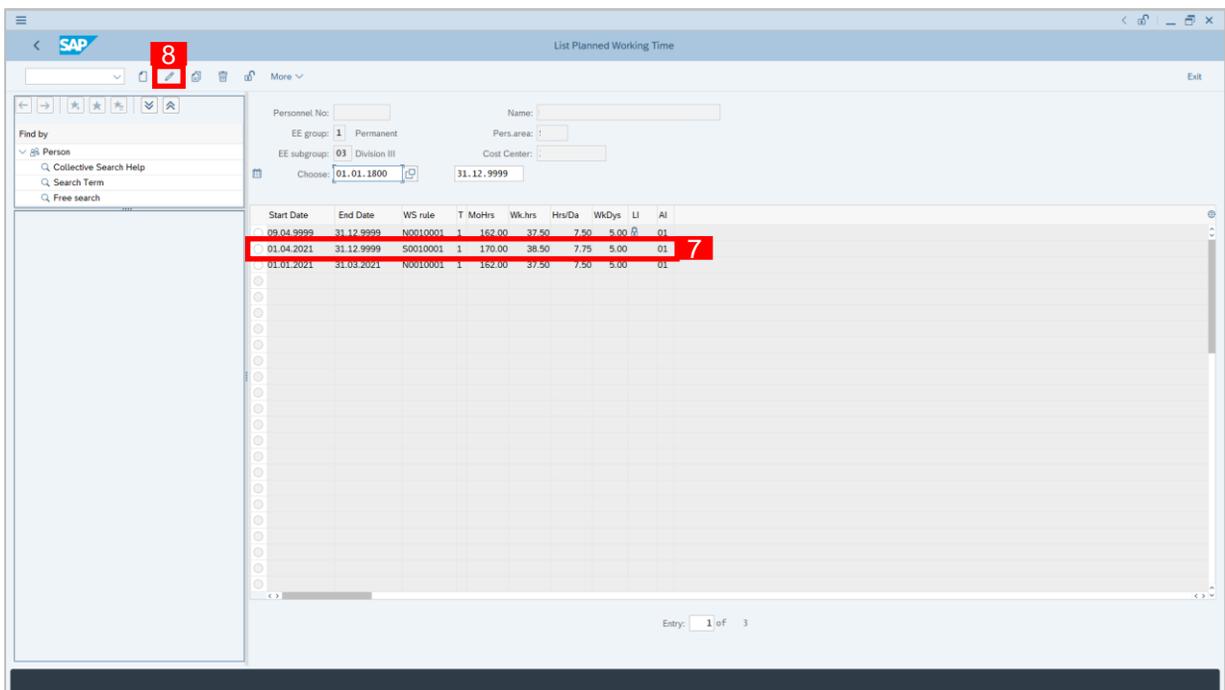
7. Select the latest **Planned Working Time** record transaction.

8. Click [icon] button to edit the **Planned Working Time** record transaction.
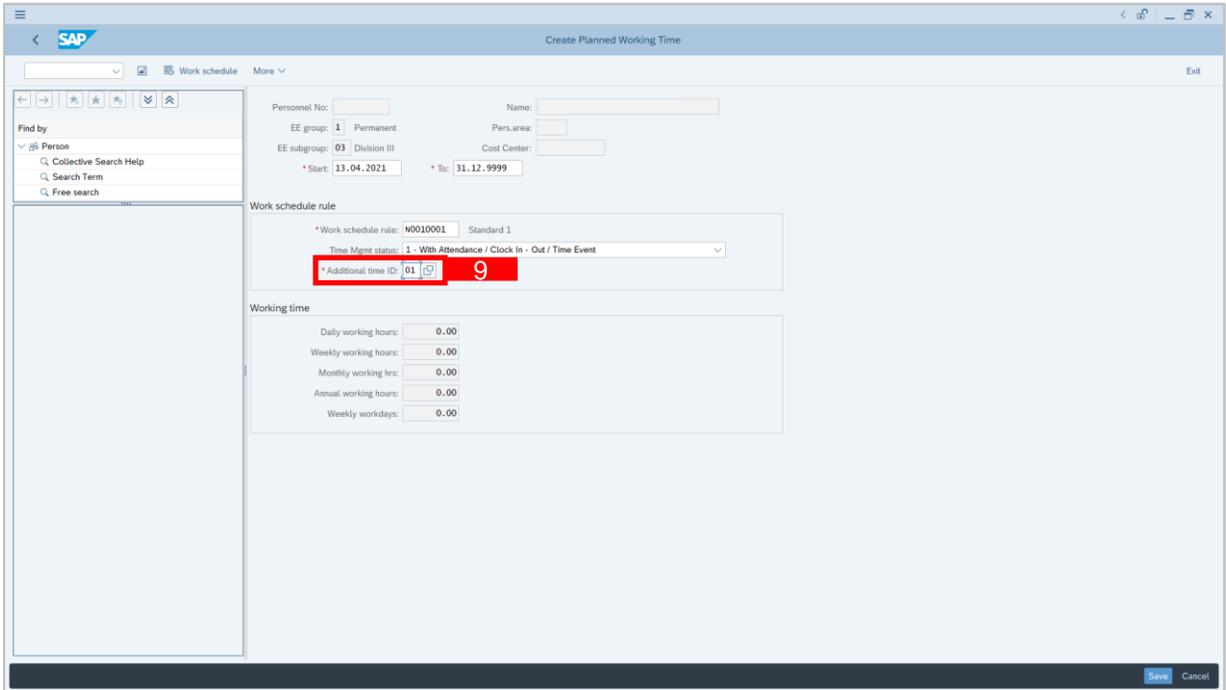
9.   Select **Additional Time ID** and change to **'02'.**

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 Save button.
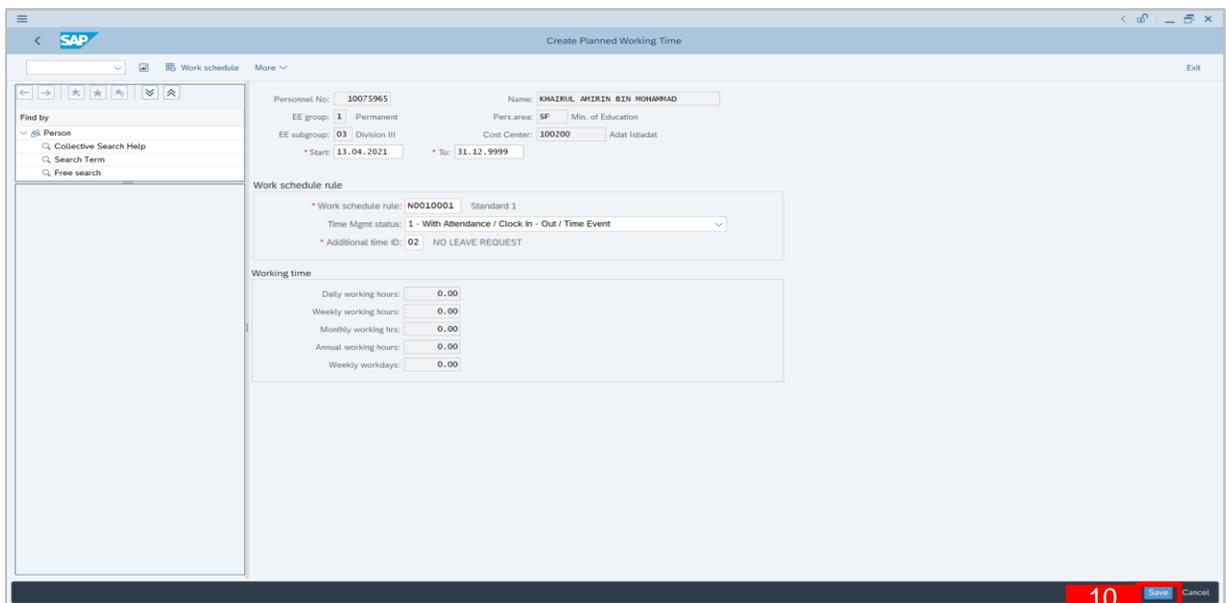
Important Note:

• Monthly Leave Entitlement will **stop** when an employee take any of the leaves listed below:

   i.   *Cuti Haji*

   ii. *Cuti Beranak* (Maternity Leave)

   iii. *Cuti Menemani Pesakit* (Unpaid)

   iv. *Cuti Menemani Suami / Isteri*

   v.   *Cuti Tanpa Gaji* (Unpaid Leave)

• Once the employee is **eligible** for their monthly leave entitlement, **Time Administrator** must change the **Additional Time ID from** '02' to **'01'.**