



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Absences (IT2001)

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Time Administrators** (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

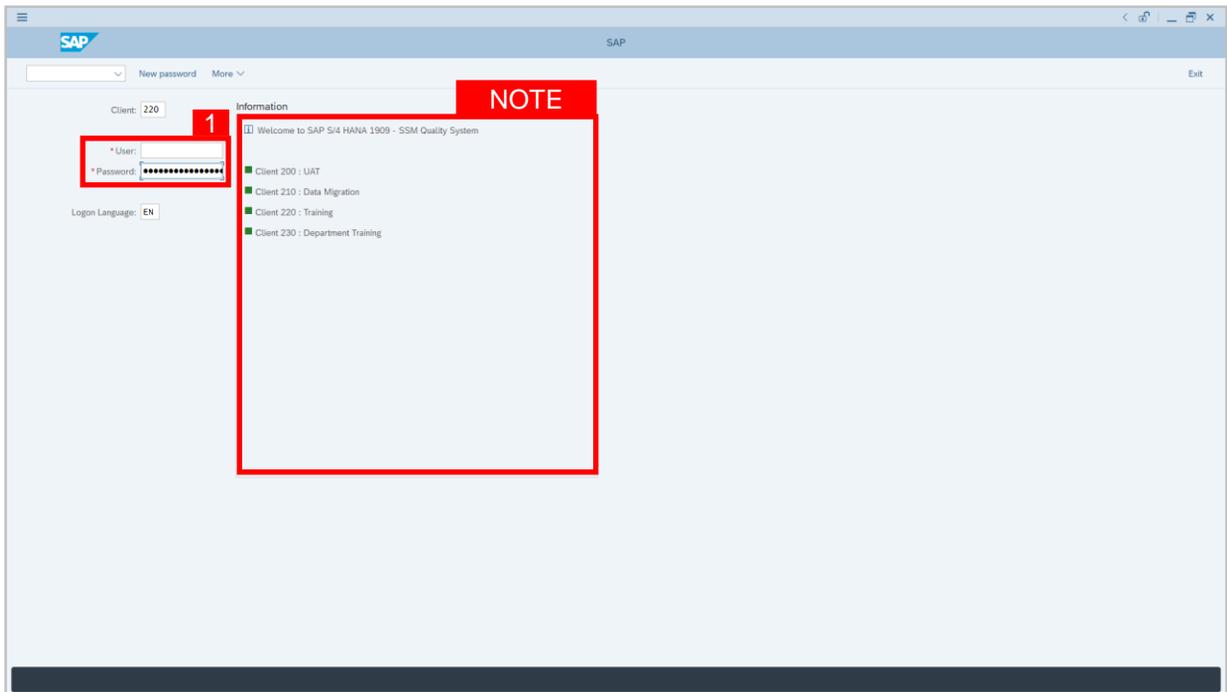
FURTHER ASSISTANCE

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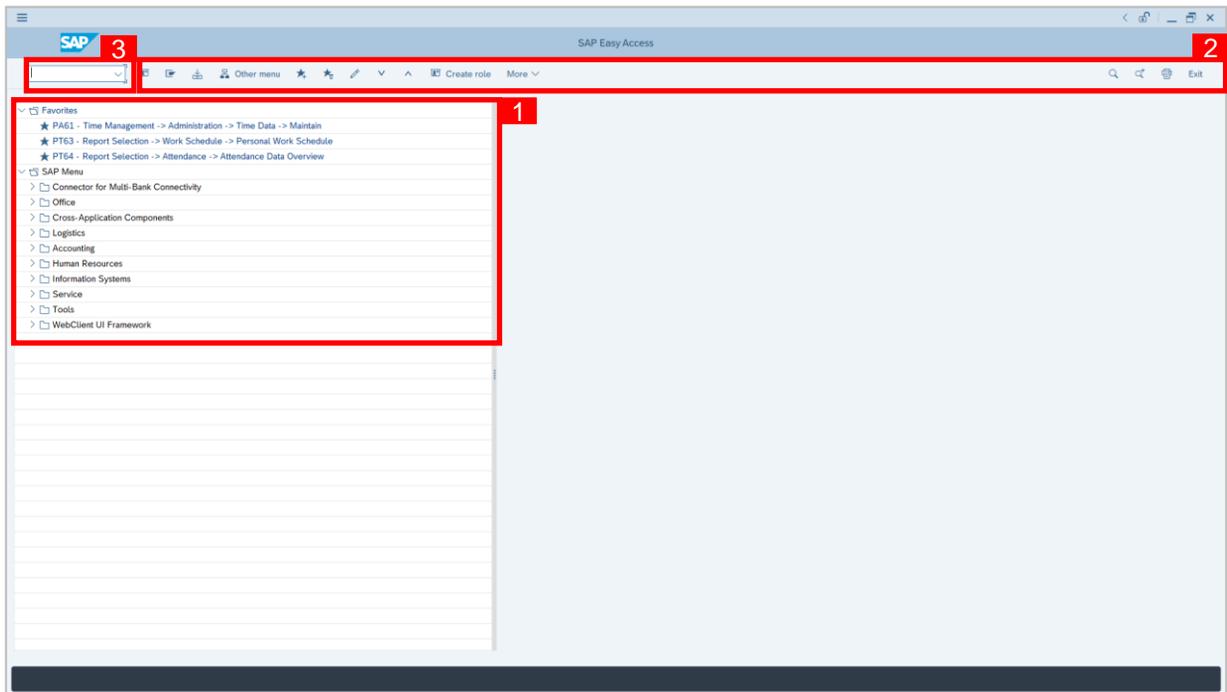
SAP GUI (Back-end) Log on	Time Administrator SAP GUI
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

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.

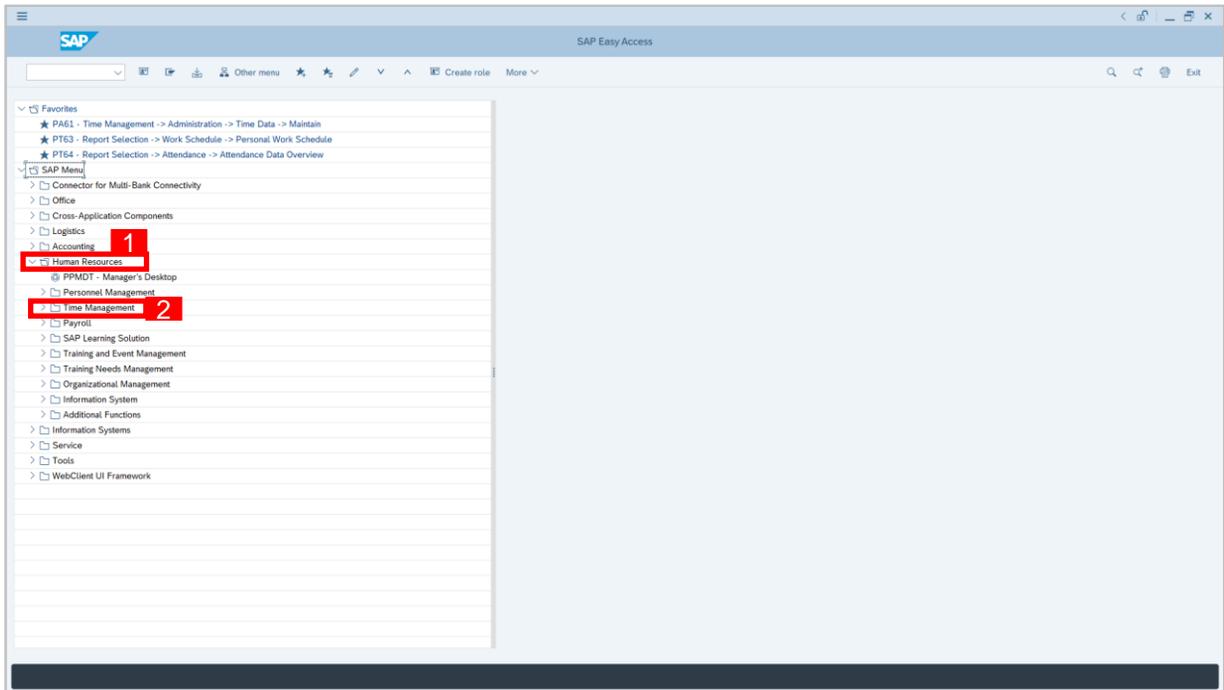


1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

NAVIGATE TO TIME DATA PAGE VIA SAP MENU

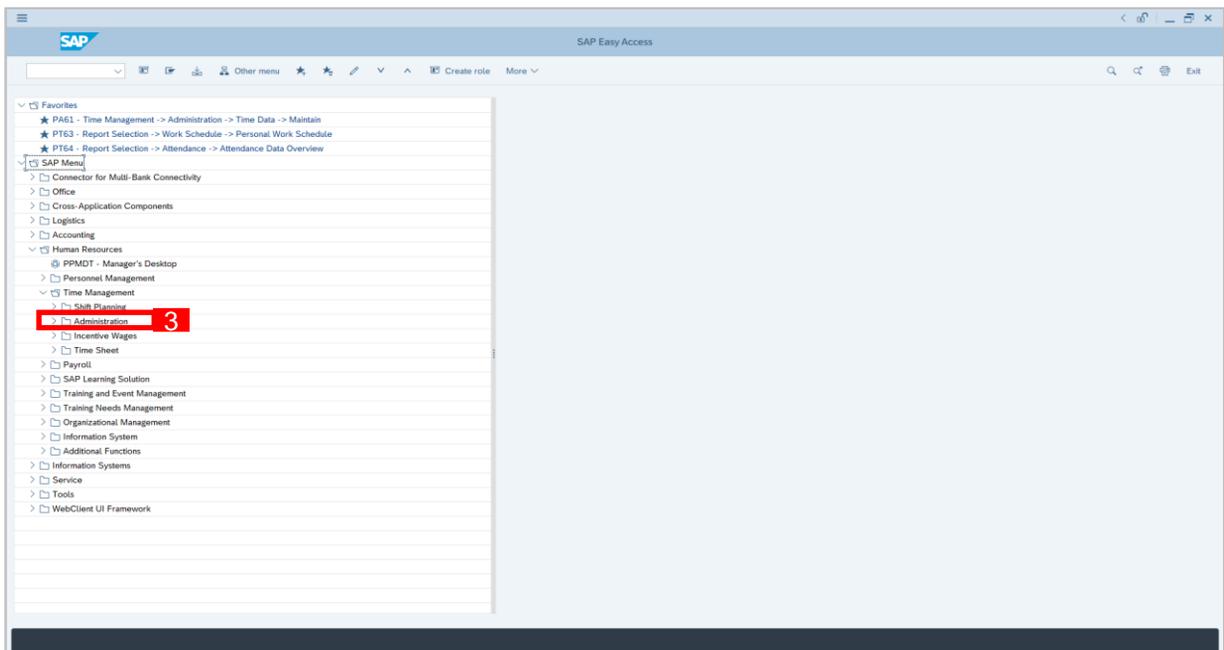
Time Administrator

SAP GUI

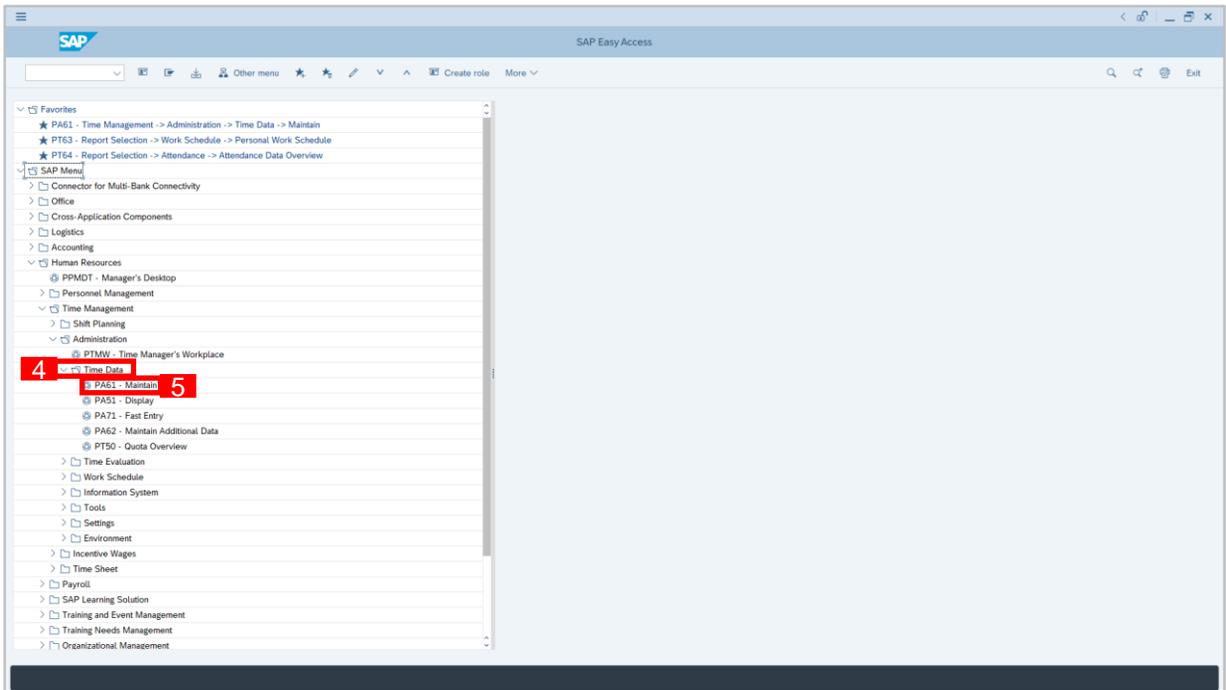


1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.

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

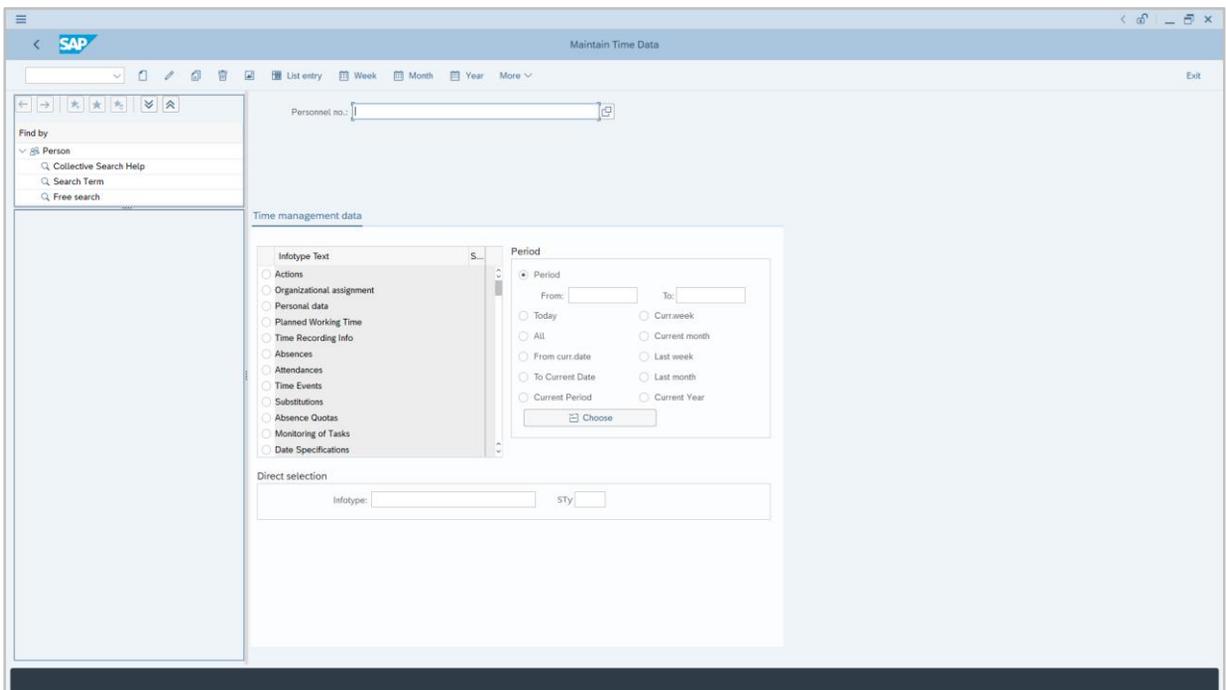


3. Click  **Administration** dropdown folder.



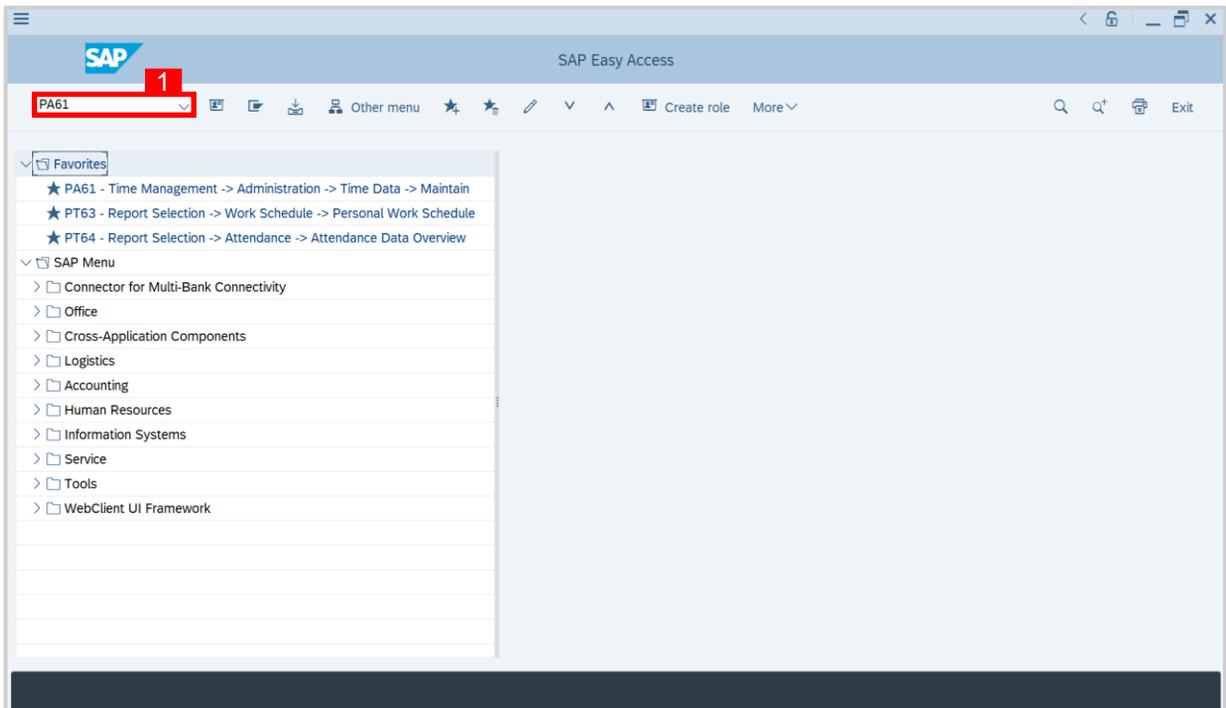
4. Click  dropdown folder.

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



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

CREATE ABSENCES Time Administrator SAP GUI

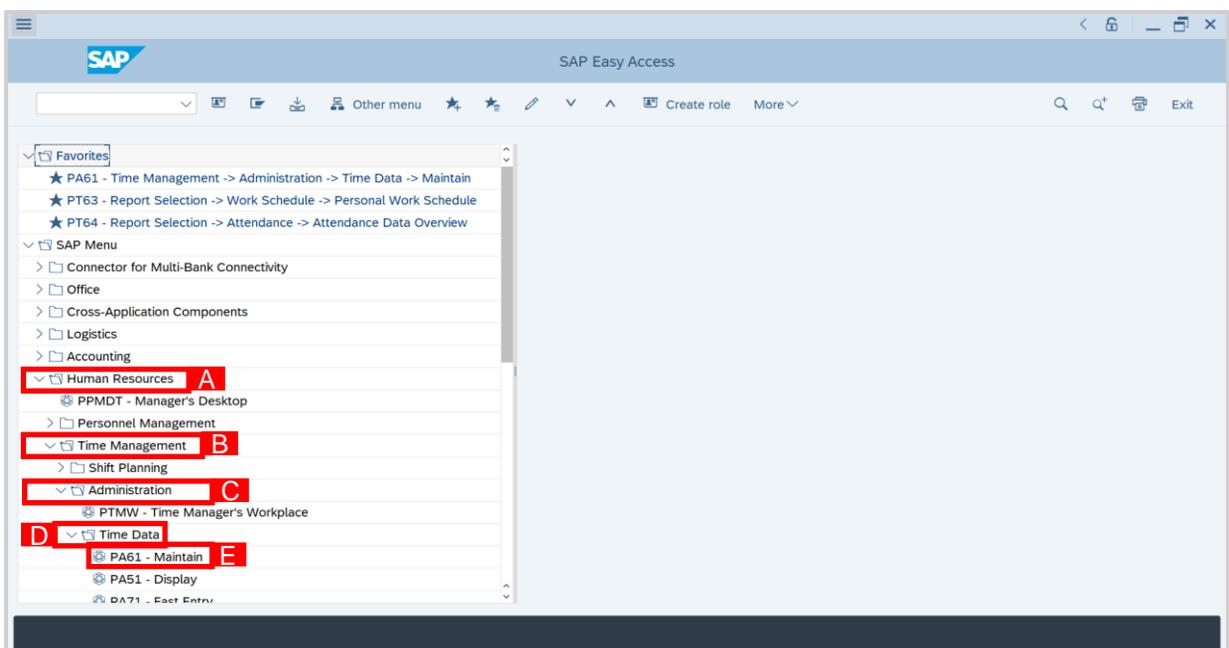


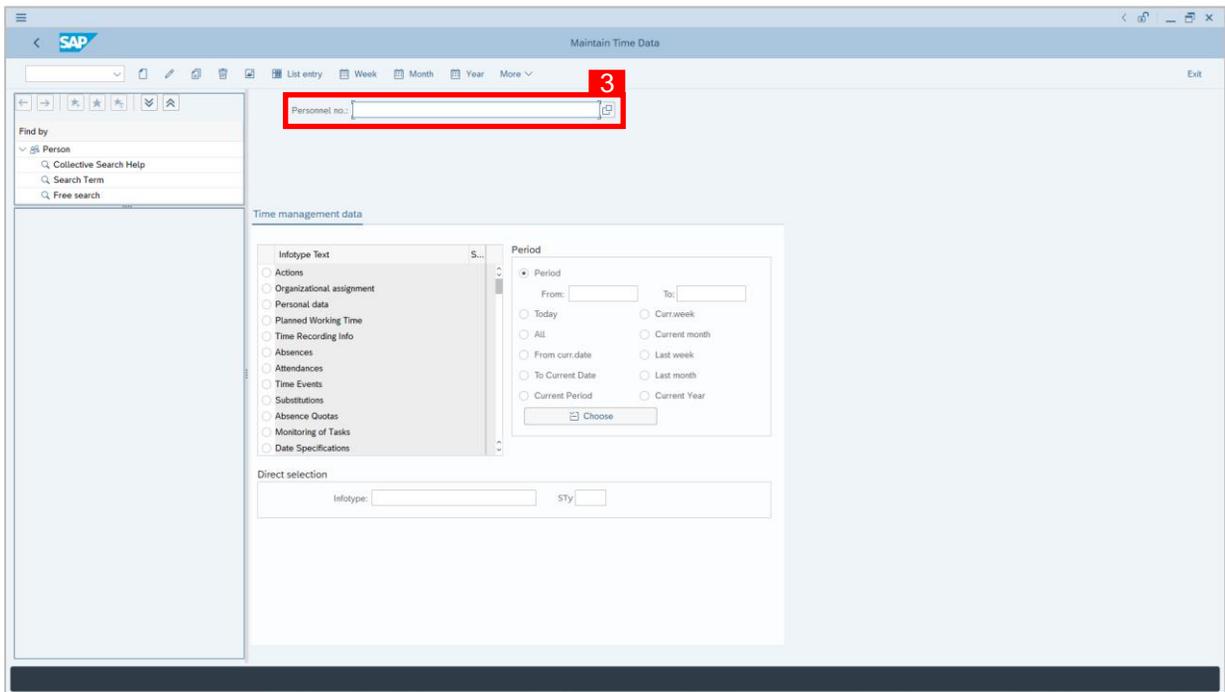
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

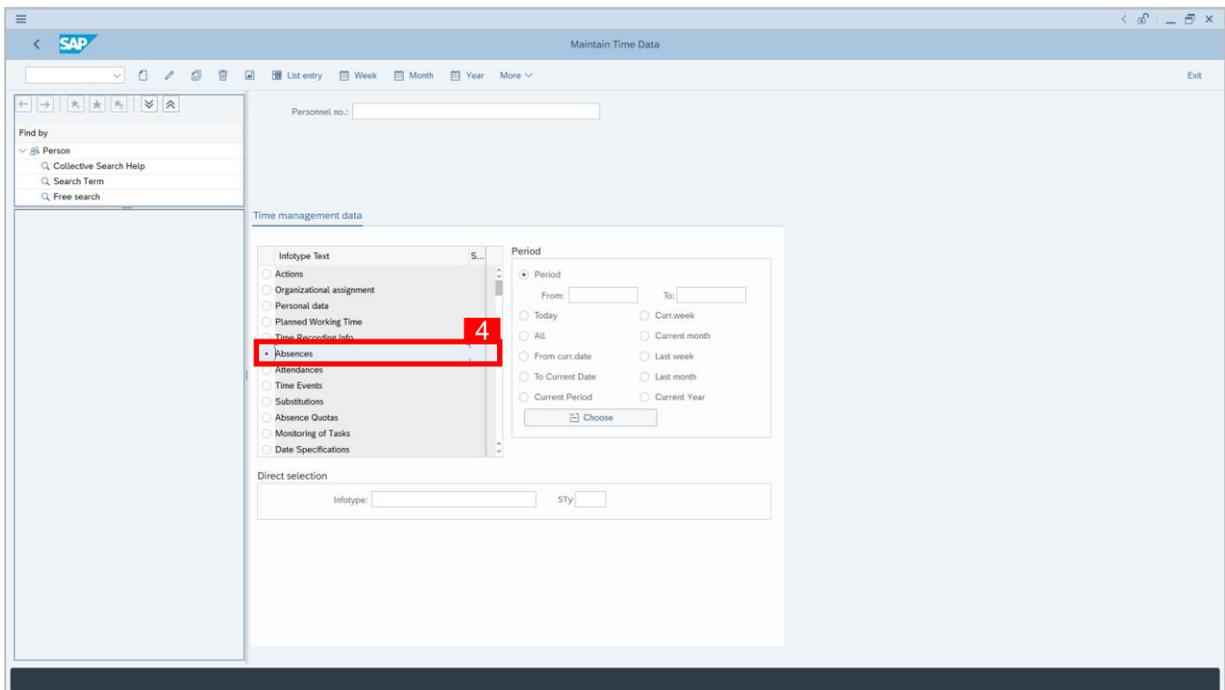
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

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

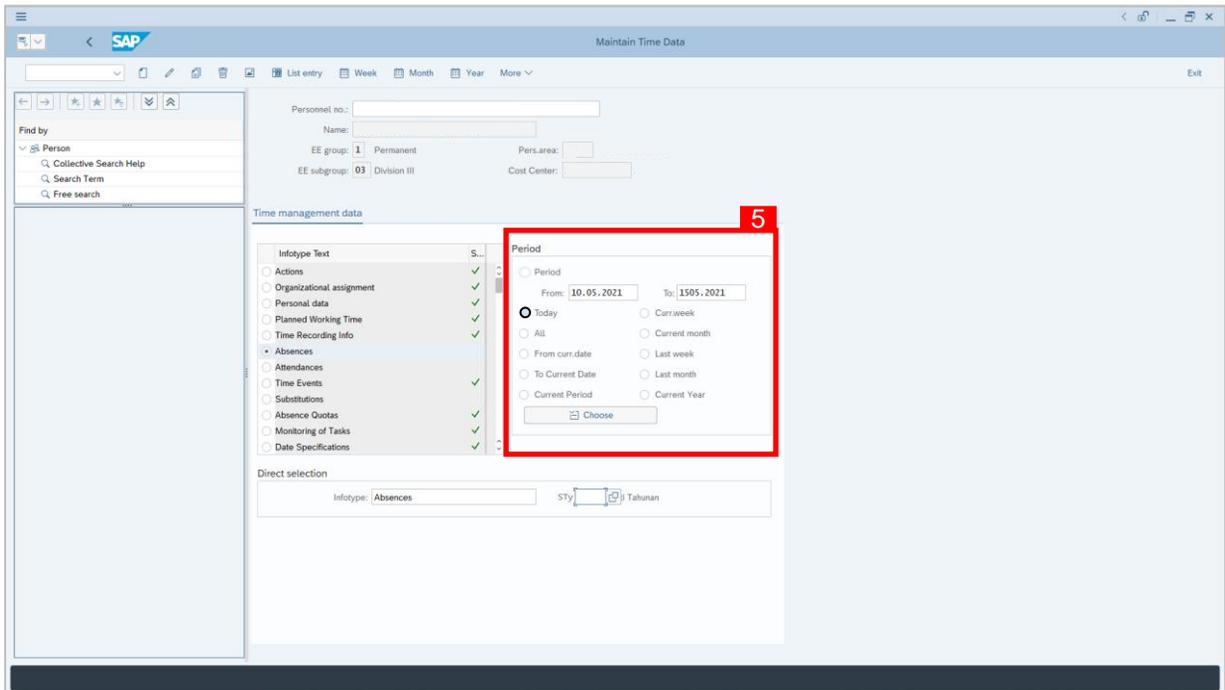




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

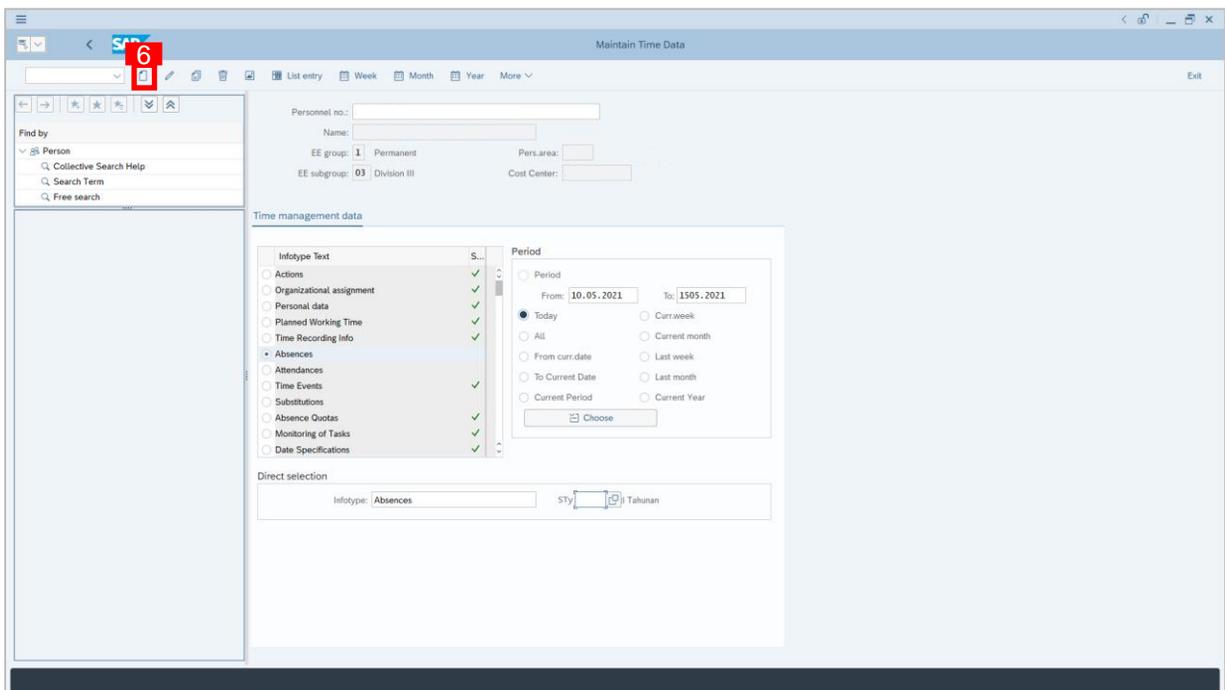


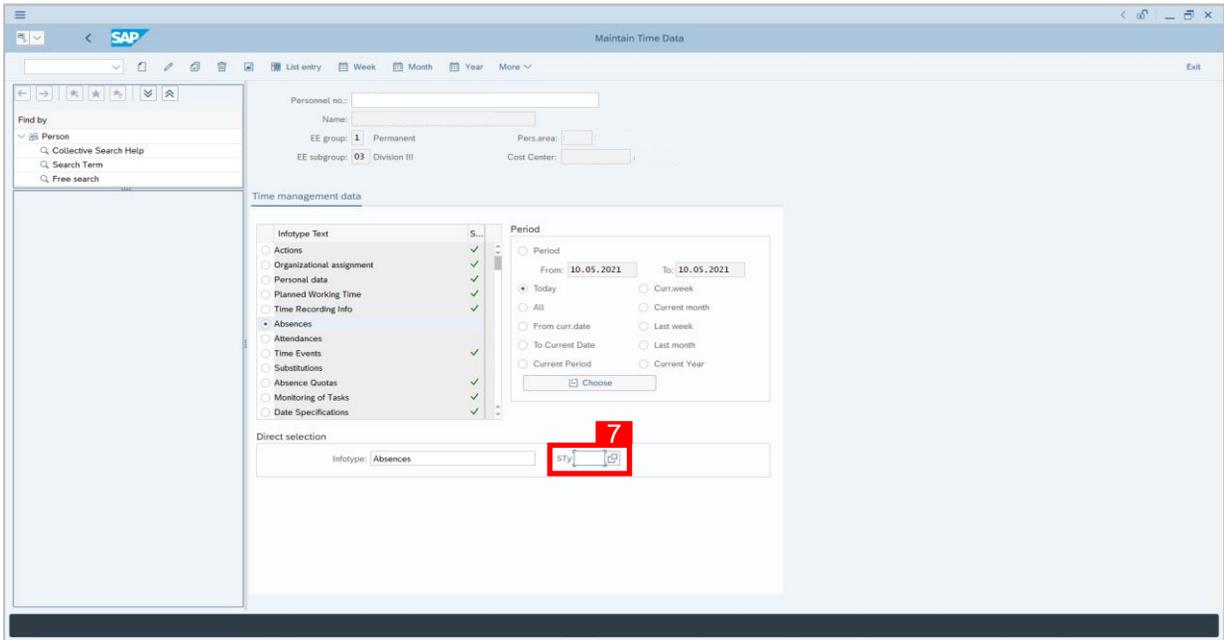
4. Select infotype text **Absences**.



5. Select **Period** and select **Today**.

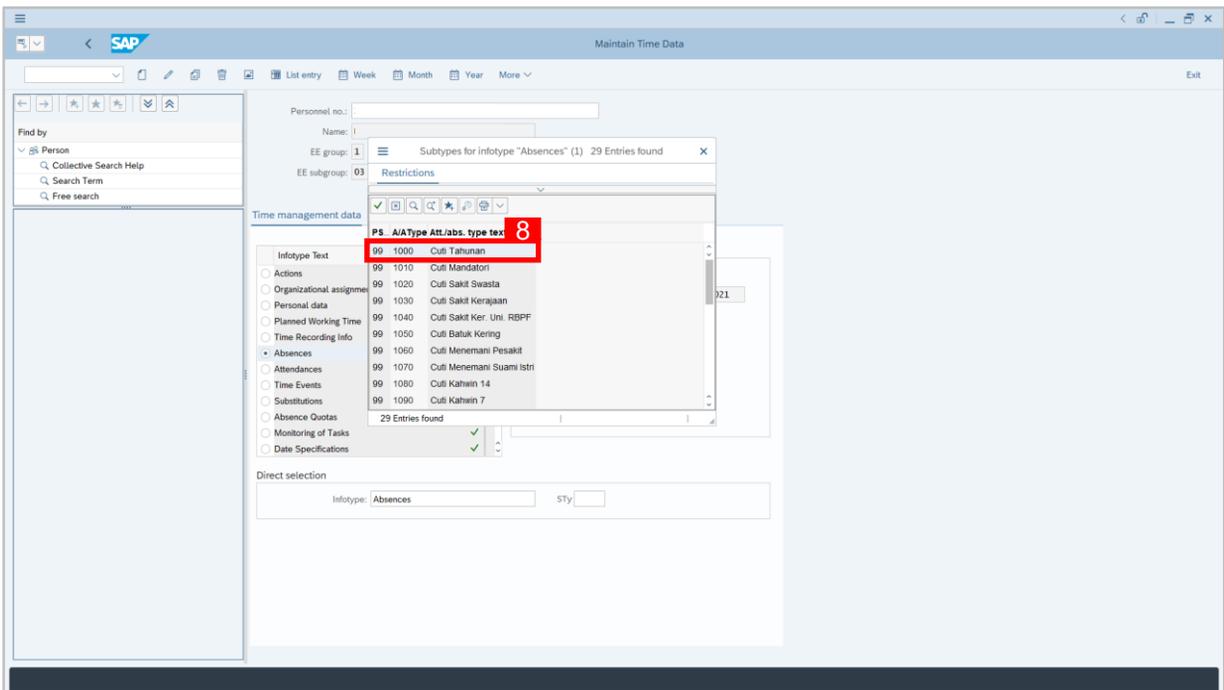
6. Click  button to create **Absences** for the employee.



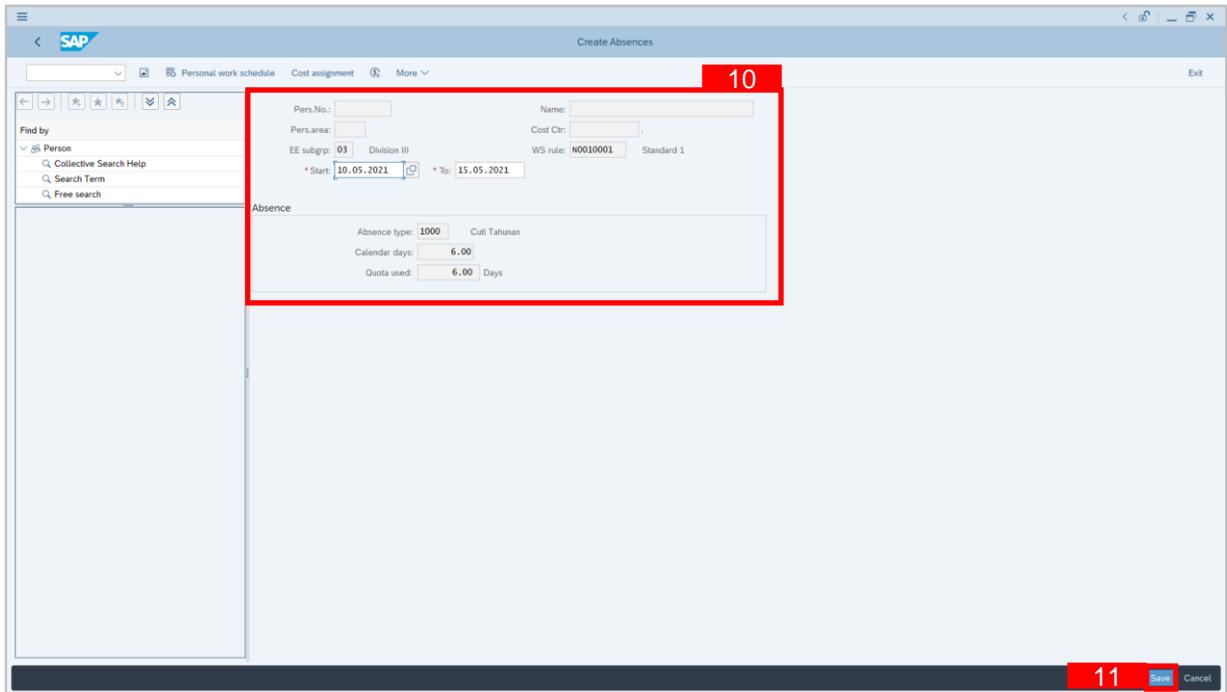


7. Click  button.

8. Choose Absence/Leave type.



9. Create Absences page will be displayed.



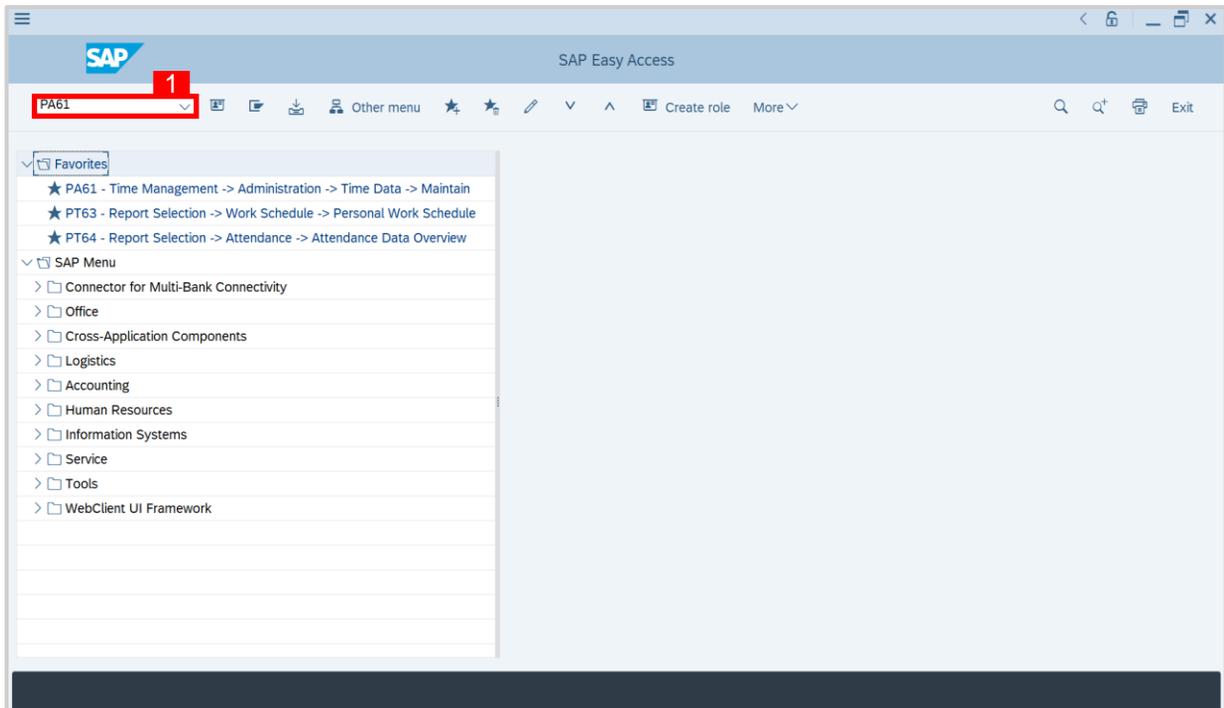
10

11

10. Input **Start Date** and **End Date**. Cross-check **Leave Type** and **Leave Deduction** information to ensure its accurate.

11. Click **Save** button.

CHANGE ABSENCES Time Administrator SAP GUI

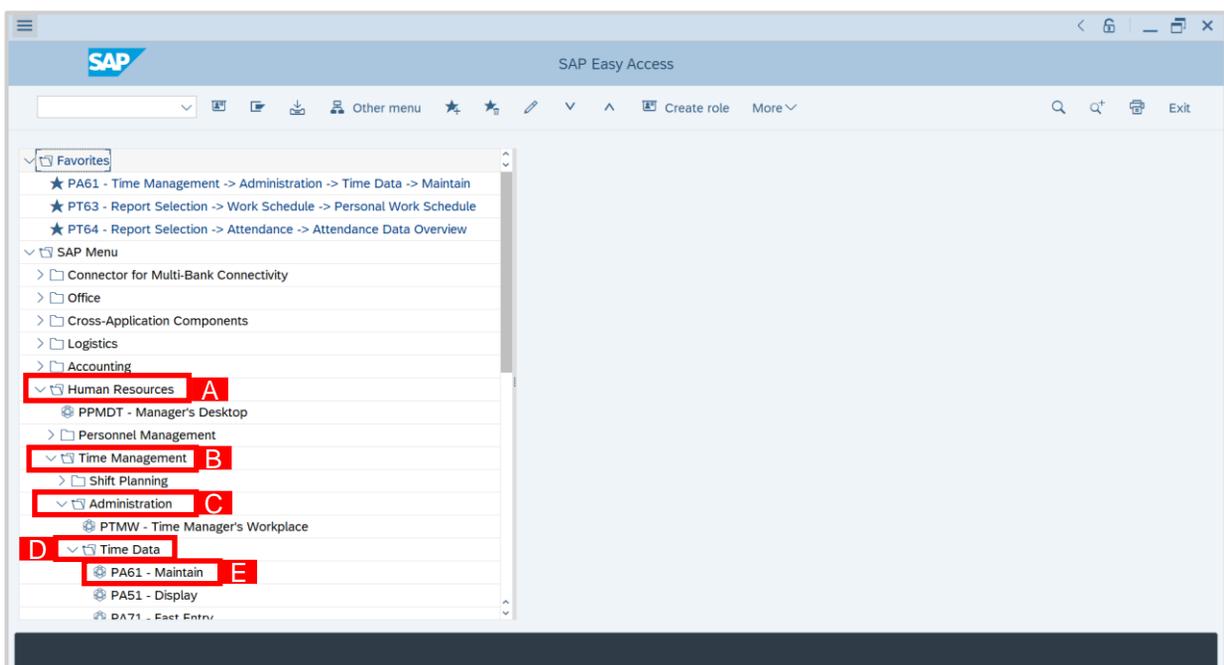


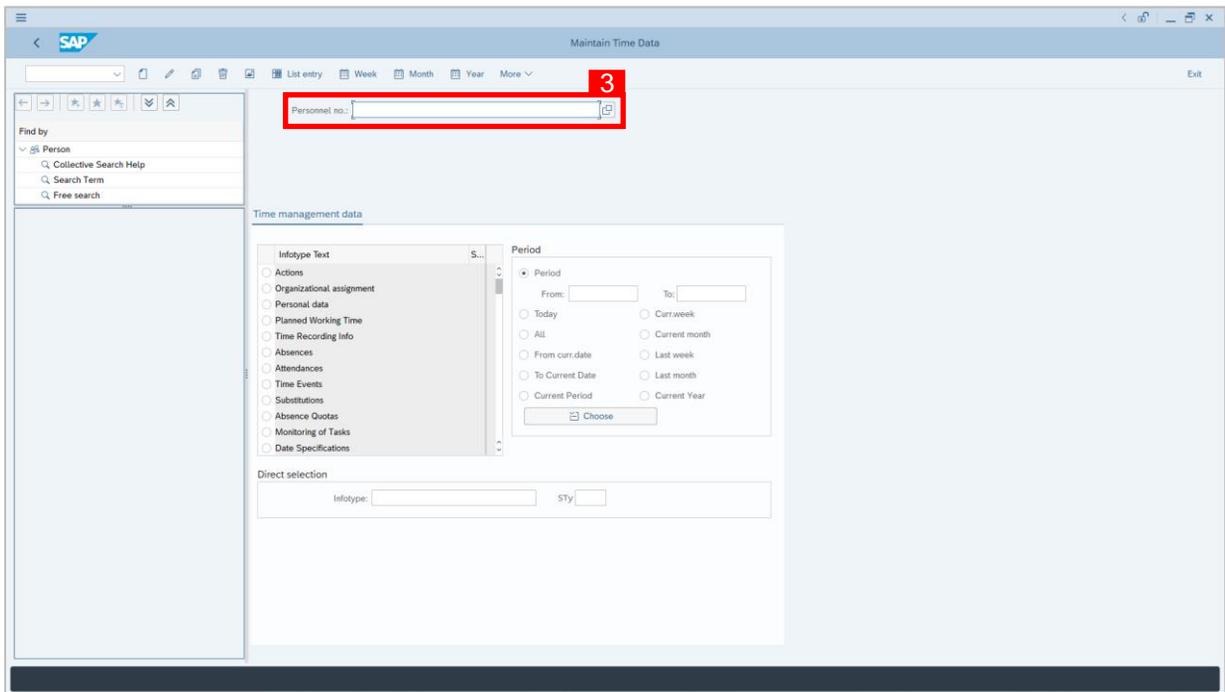
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

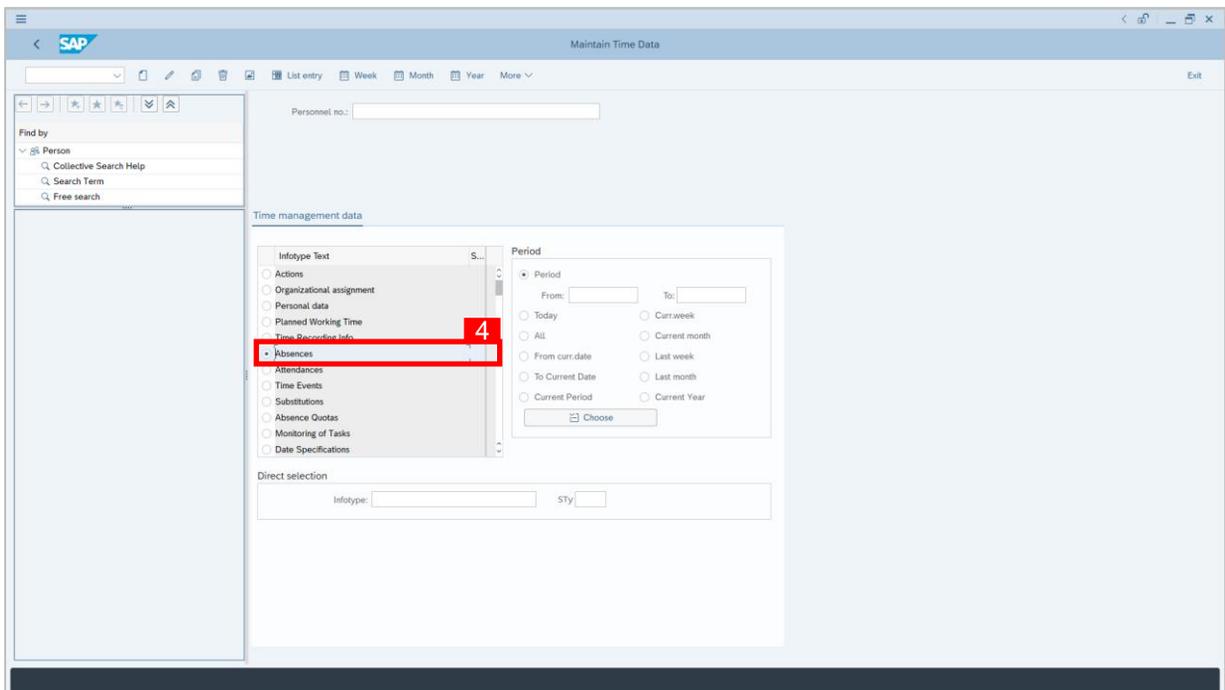
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

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

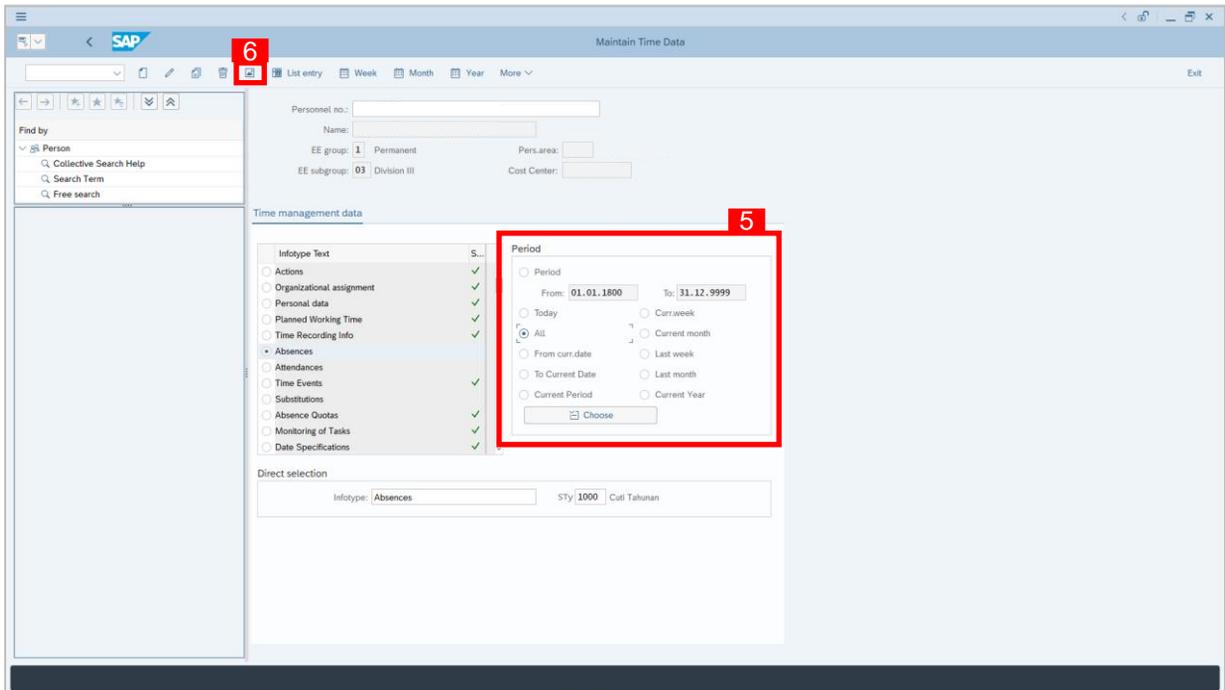




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

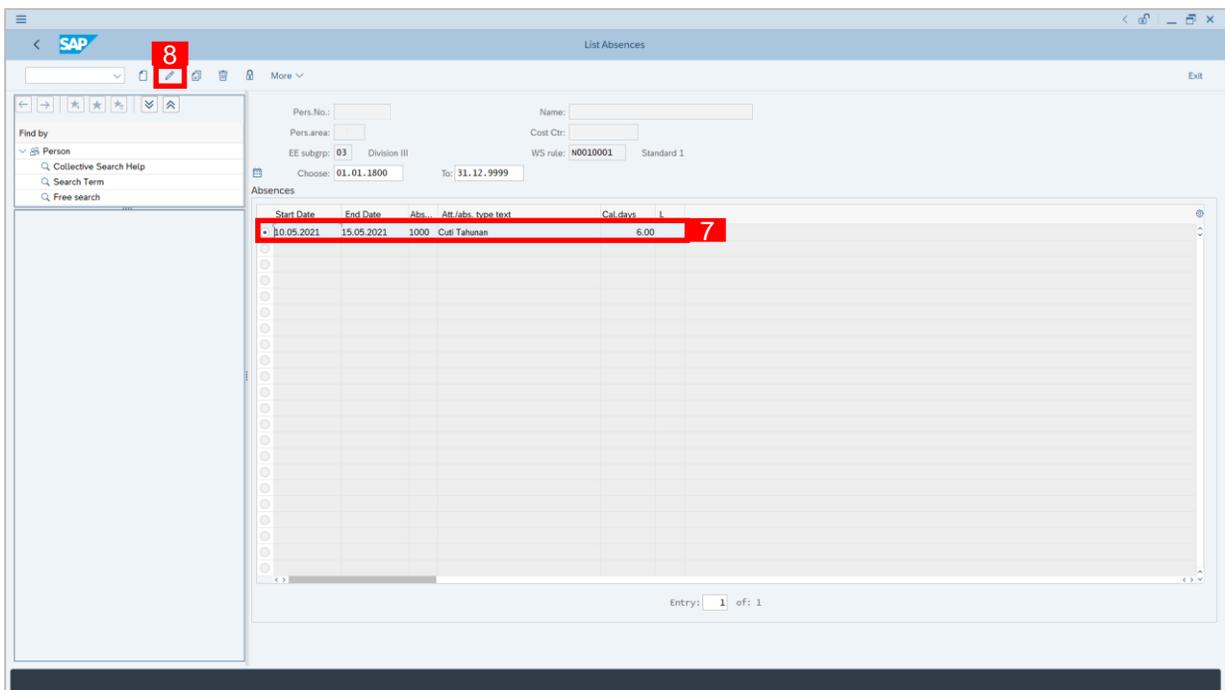


4. Select infotype text **Absences**.



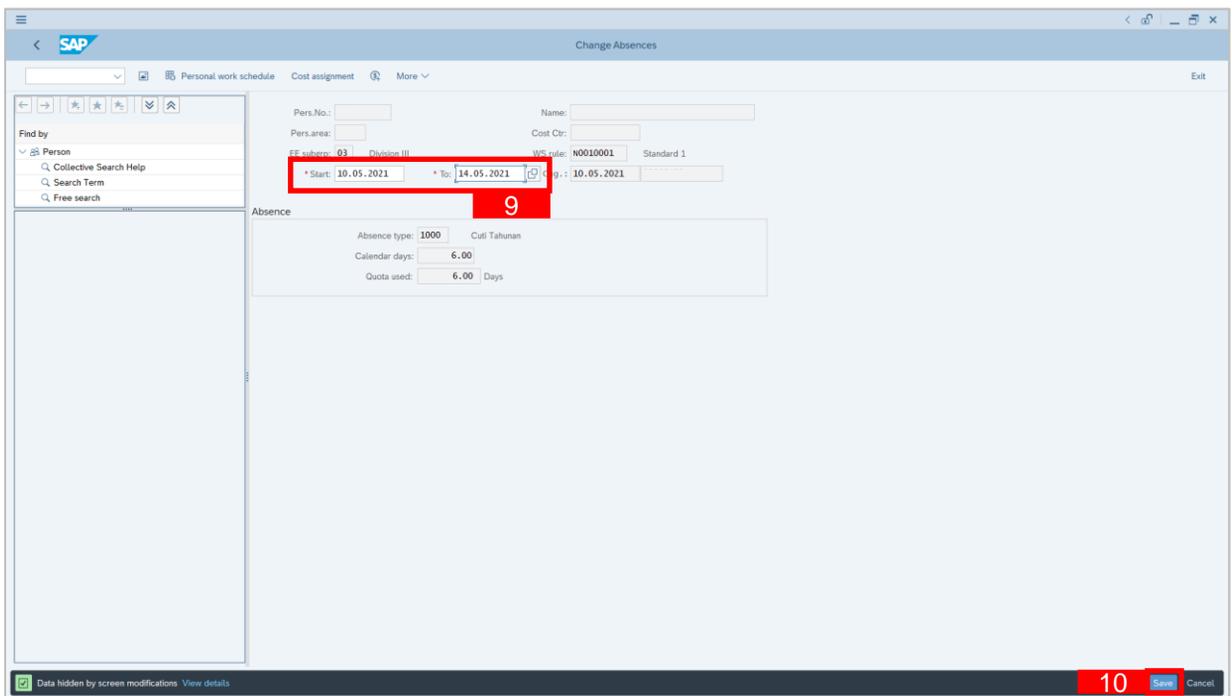
5. Select **Period** and select **All**.

6. Click  button to view **List of Absences**.



7. Select **Absences** record transaction.

8. Click  button to edit the **Absences** record transaction.

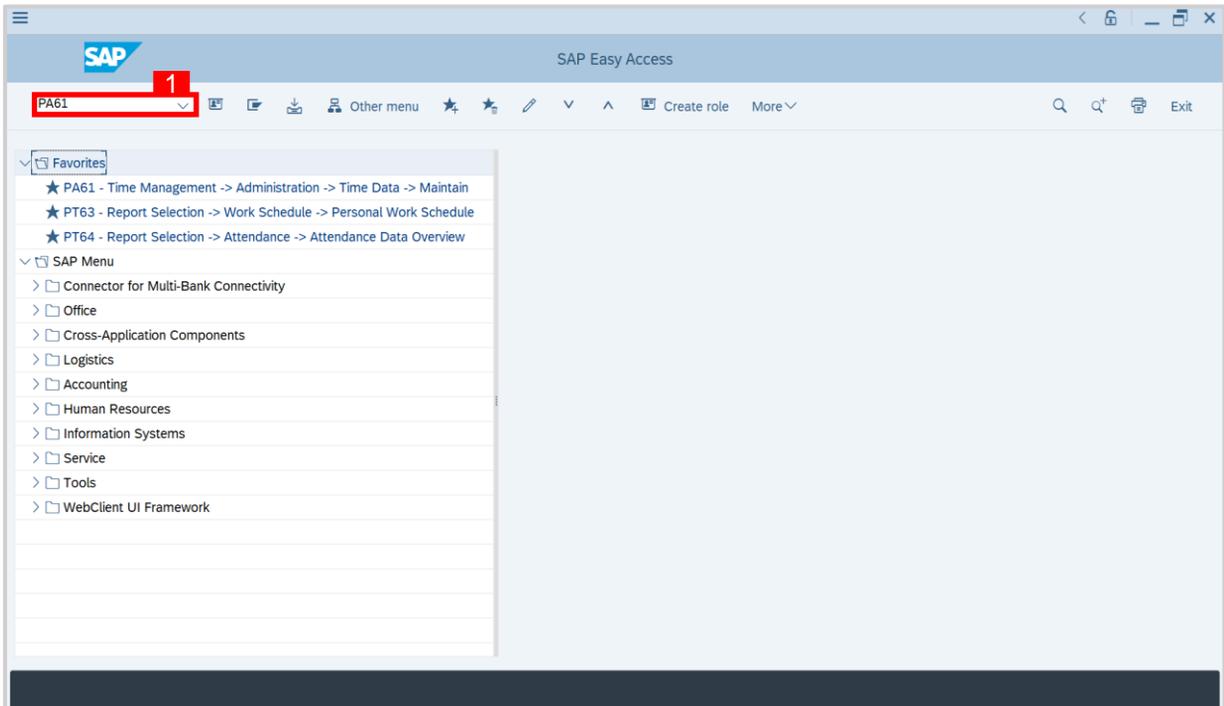


The screenshot shows the SAP 'Change Absences' interface. The 'Start' and 'End' date fields are highlighted with a red box and a red '9', indicating the step to update these dates. The 'Absence' section shows 'Absence type: 1000 Cuti Tahunan', 'Calendar days: 6.00', and 'Quota used: 6.00 Days'. A red '10' and a 'Save' button are visible at the bottom right of the screen.

9. Input the new preferred date in both the **Start Date** and **End Date** fields.

10. Click  button.

DELETE ABSENCES Time Administrator SAP GUI

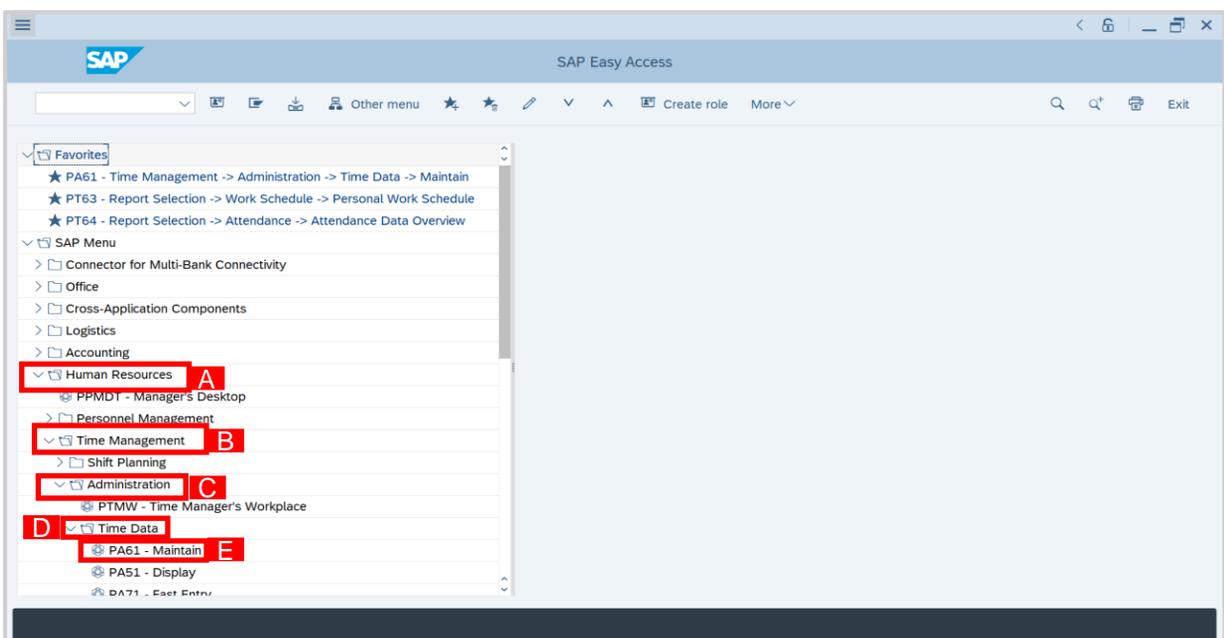


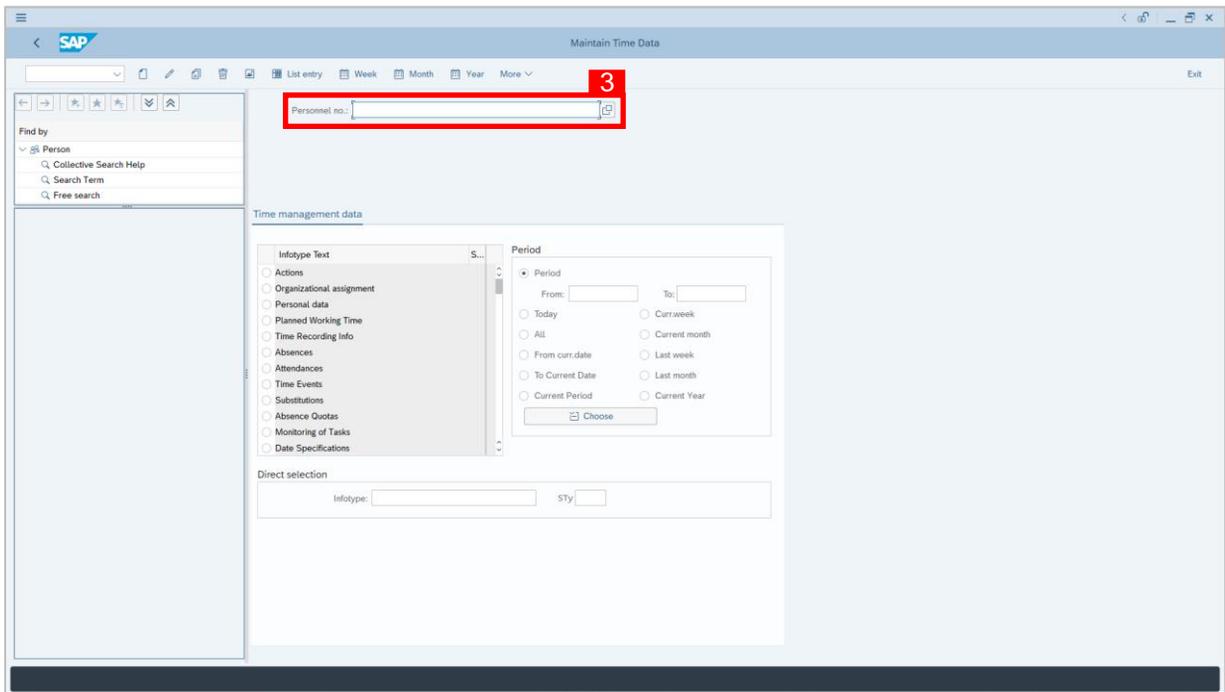
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

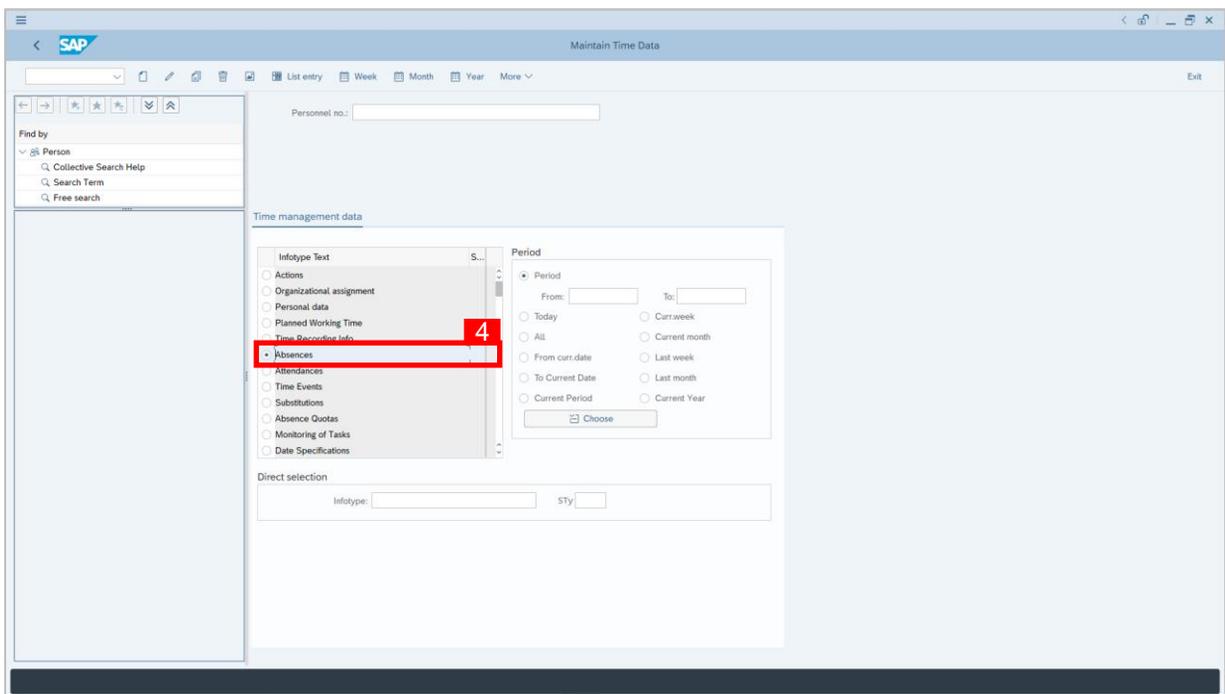
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

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

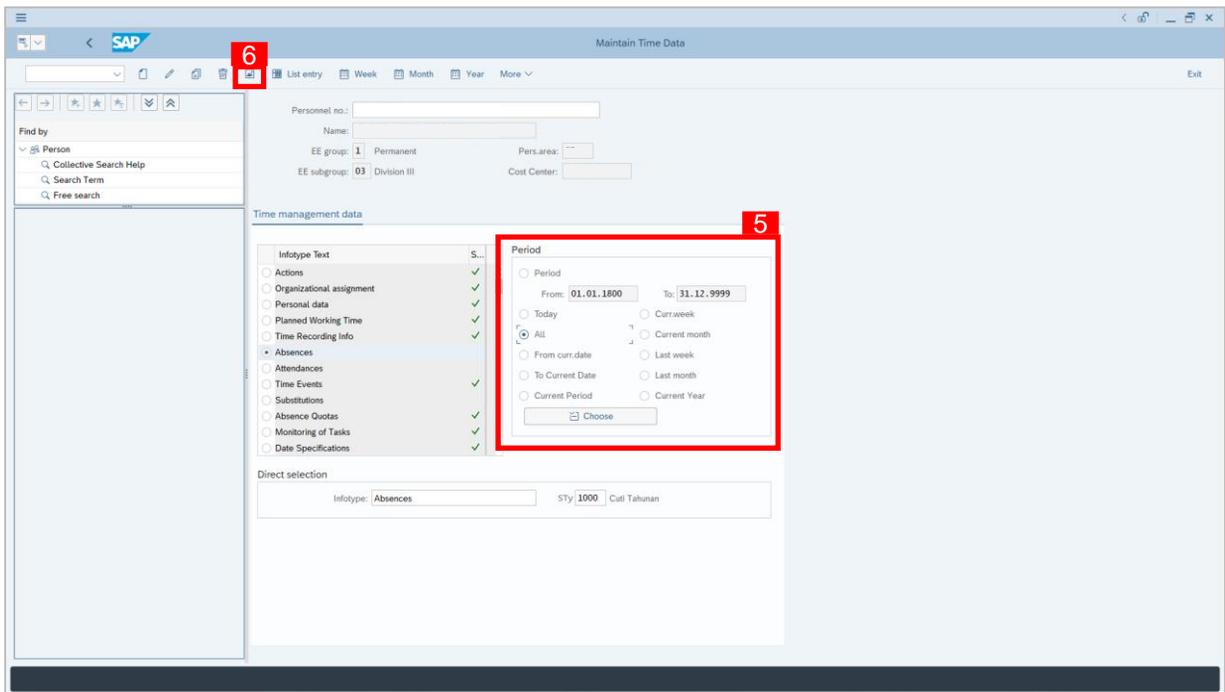




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

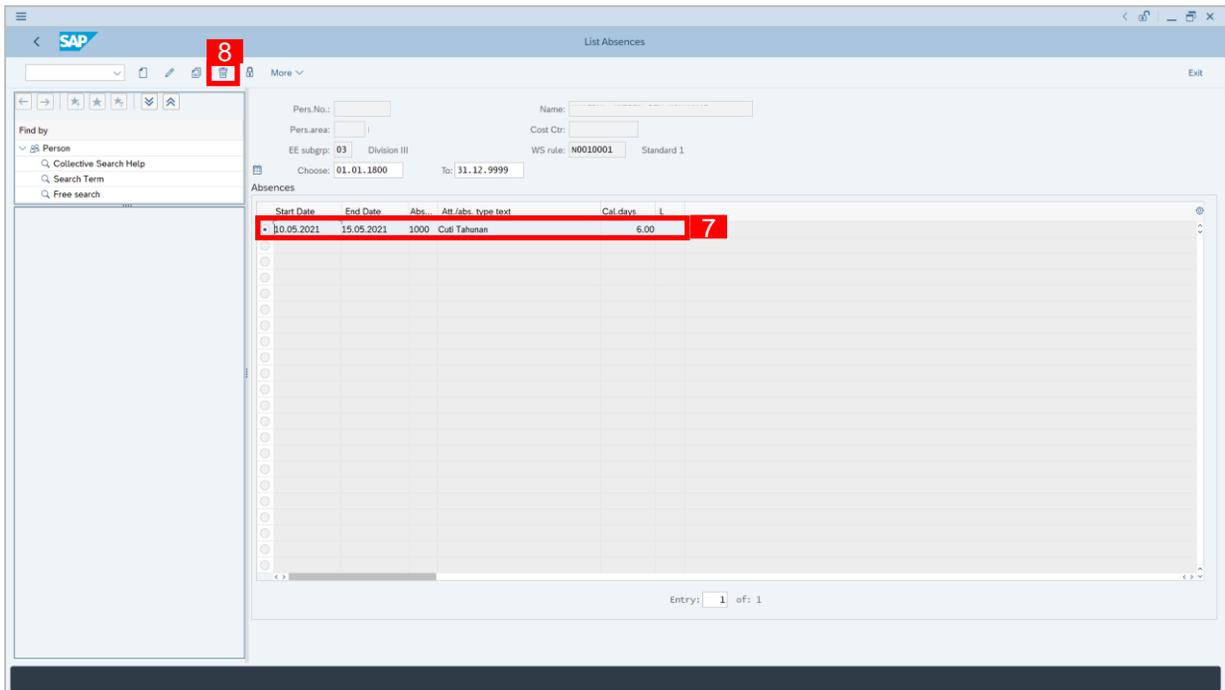


4. Select infotype text **Absences**.



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

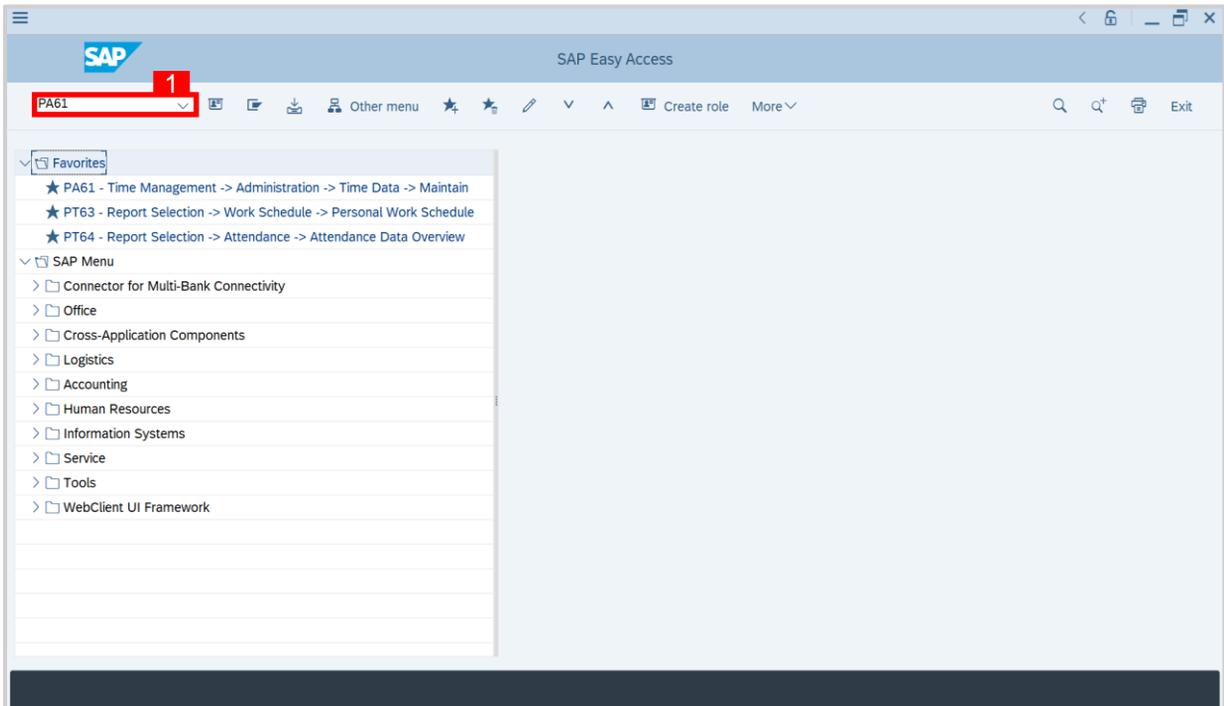
6. Click  button to view **List of Absences**.



7. Select **Absences** record transaction.

8. Click  button twice delete the **Absences** record transaction.

LOCK/UNLOCK ABSENCES Time Administrator SAP GUI

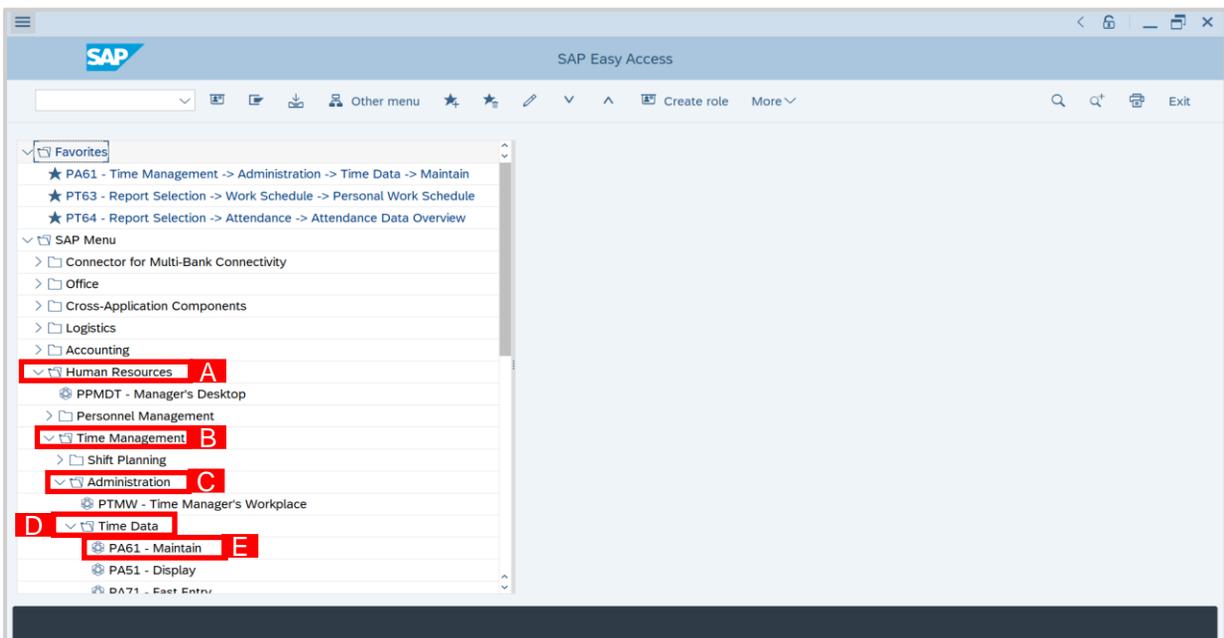


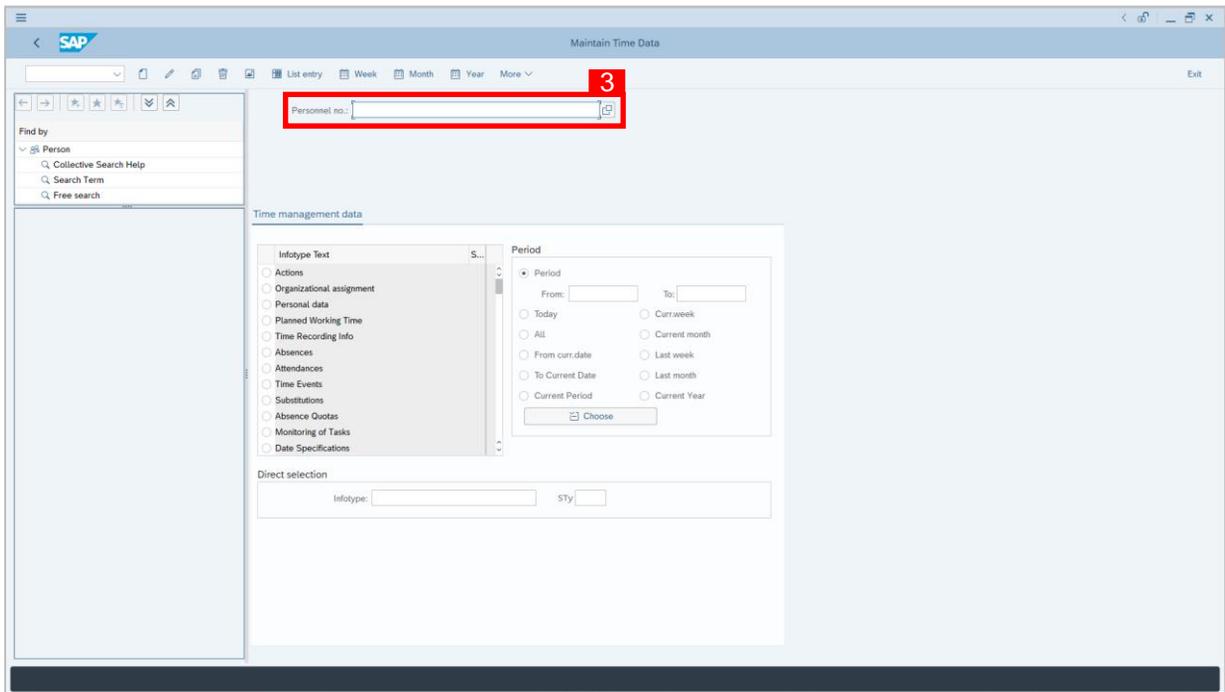
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

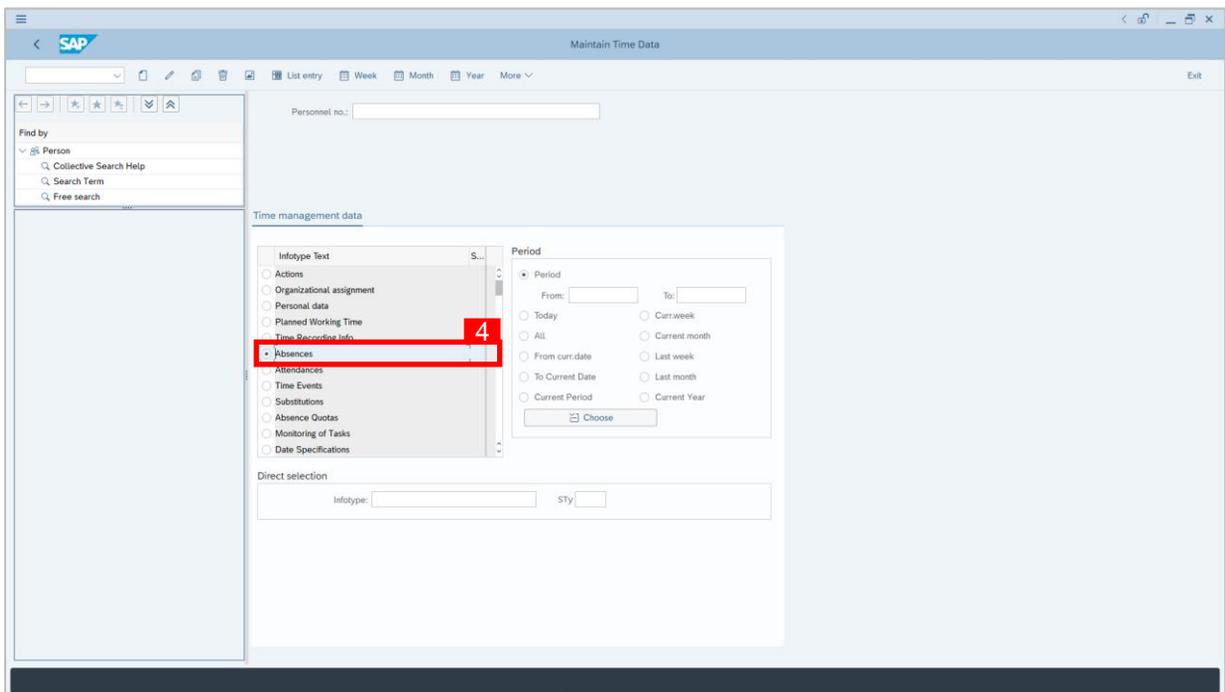
- Transaction code is used to quickly access **Time Evaluation** from SAP menu screen, otherwise navigation to **Time Evaluation** could be as follows:

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

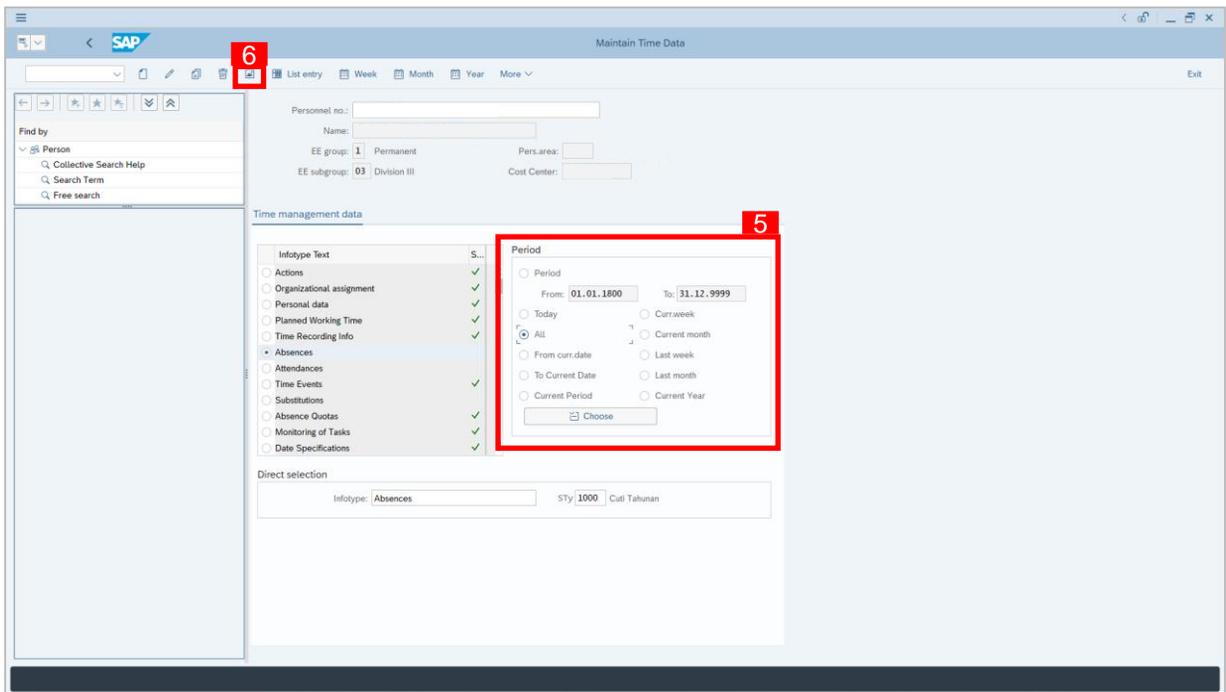




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

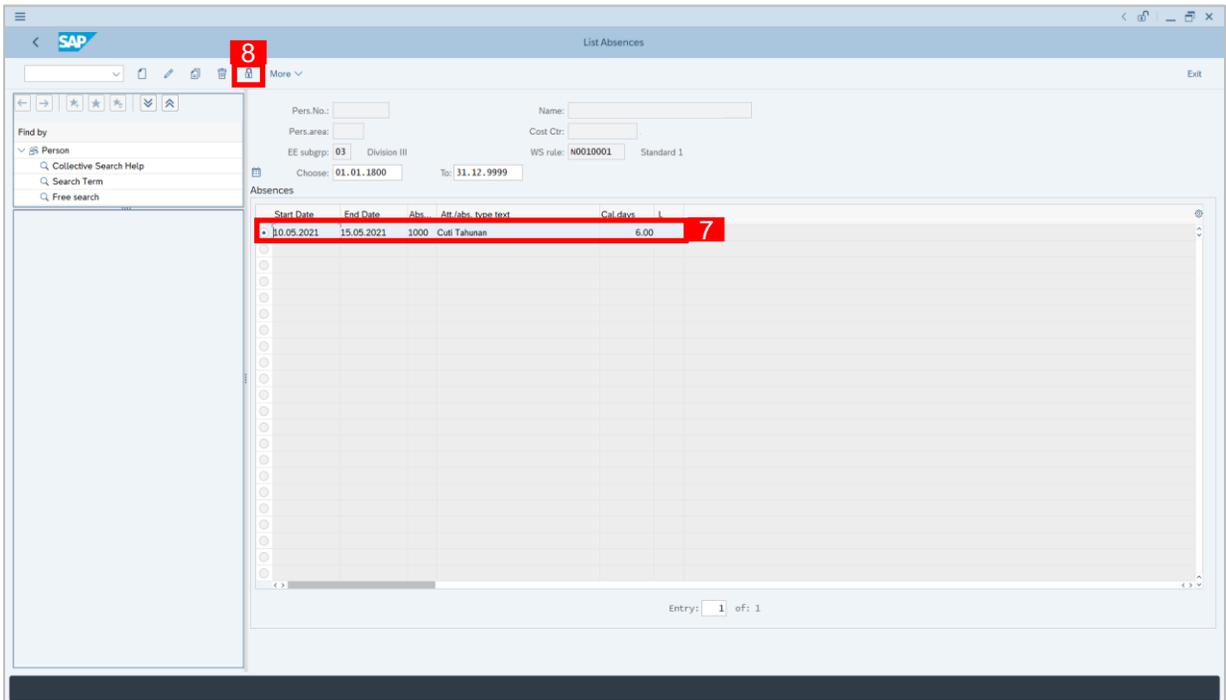


4. Select infotype text **Absences**.



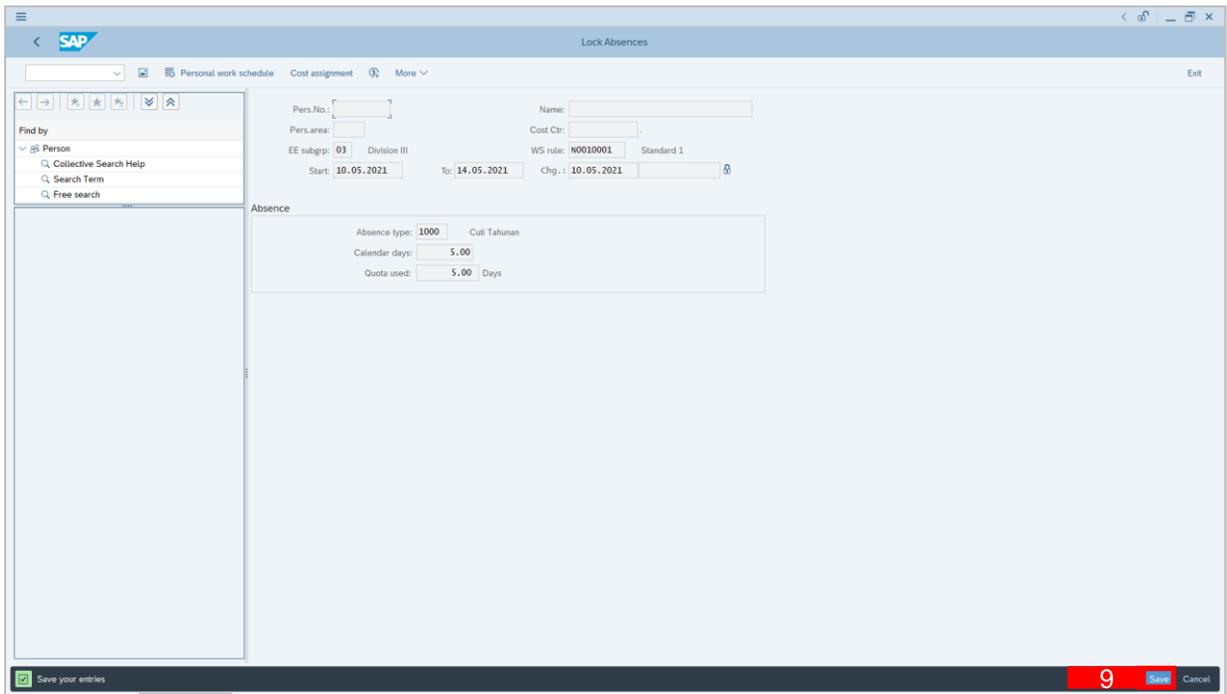
5. Select **Period** and select **All**.

6. Click  button to view **List of Absences**.



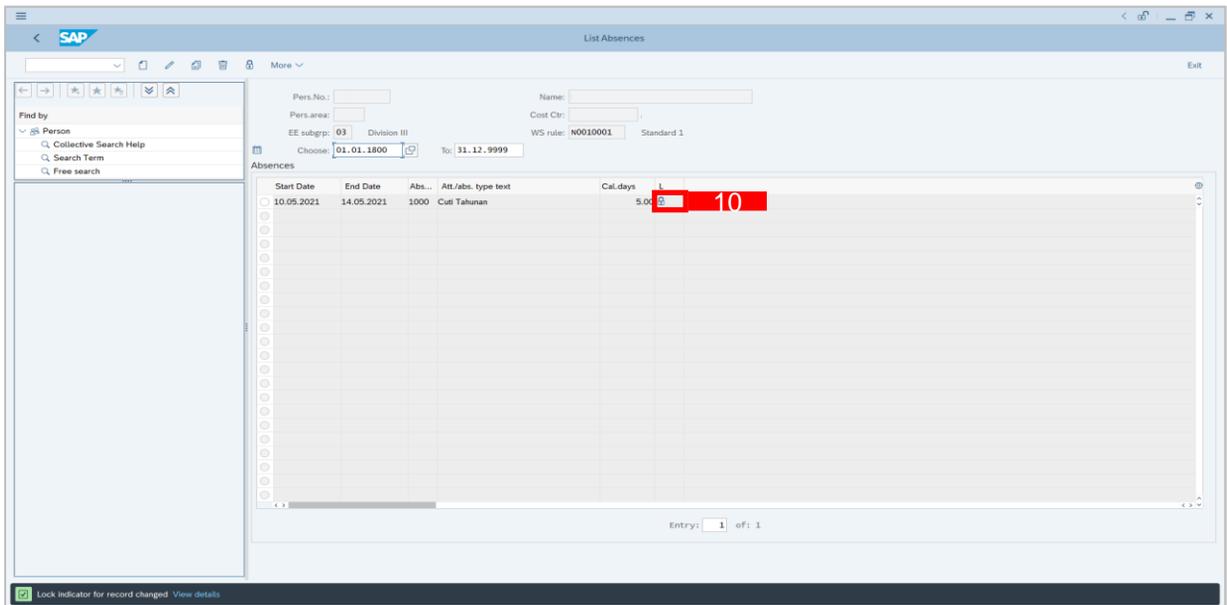
7. Select **Absences** record transaction.

8. Click  button to lock **Absences** record transaction.



9. Click **Save** button.

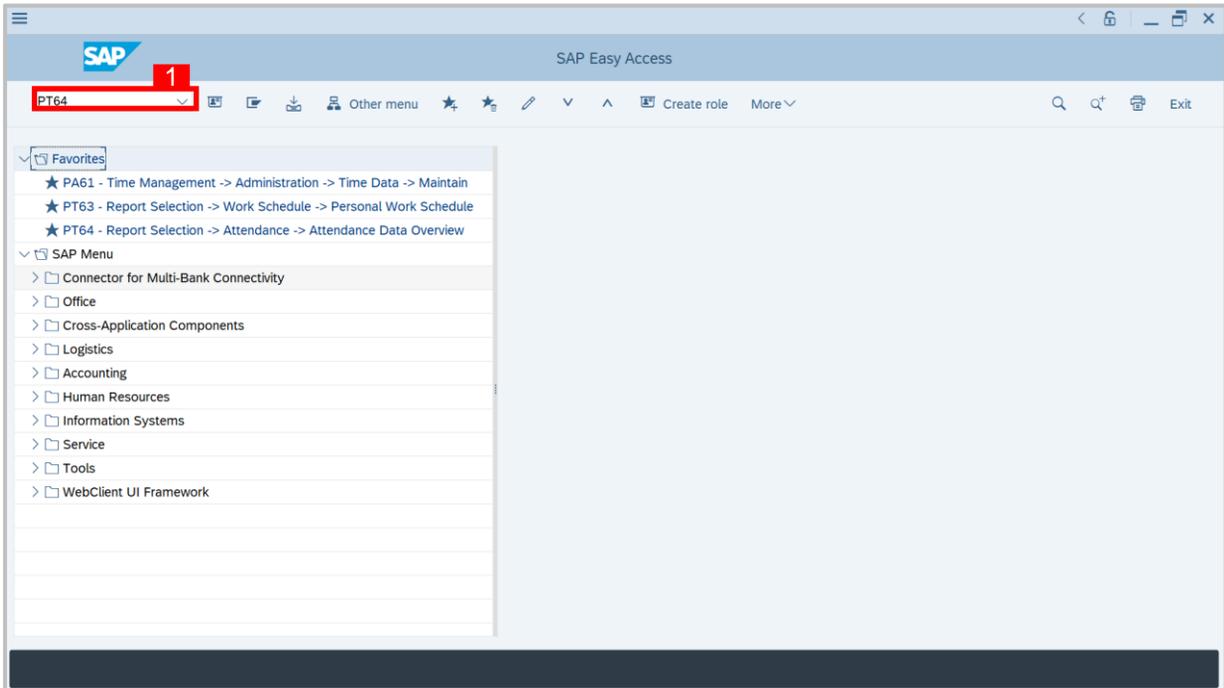
10. A lock icon will appear in the lock column of the **Absences** overview page to indicate the record has been locked/unlocked.



Note:

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

DISPLAY ABSENCE DATA REPORT Time Administrator SAP GUI

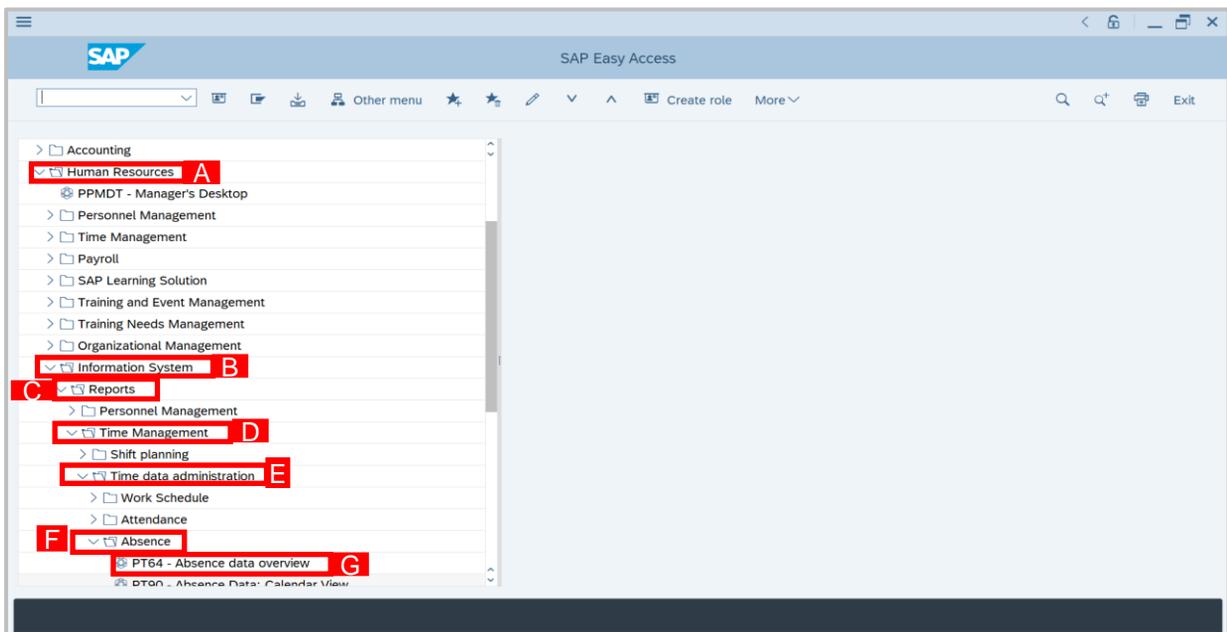


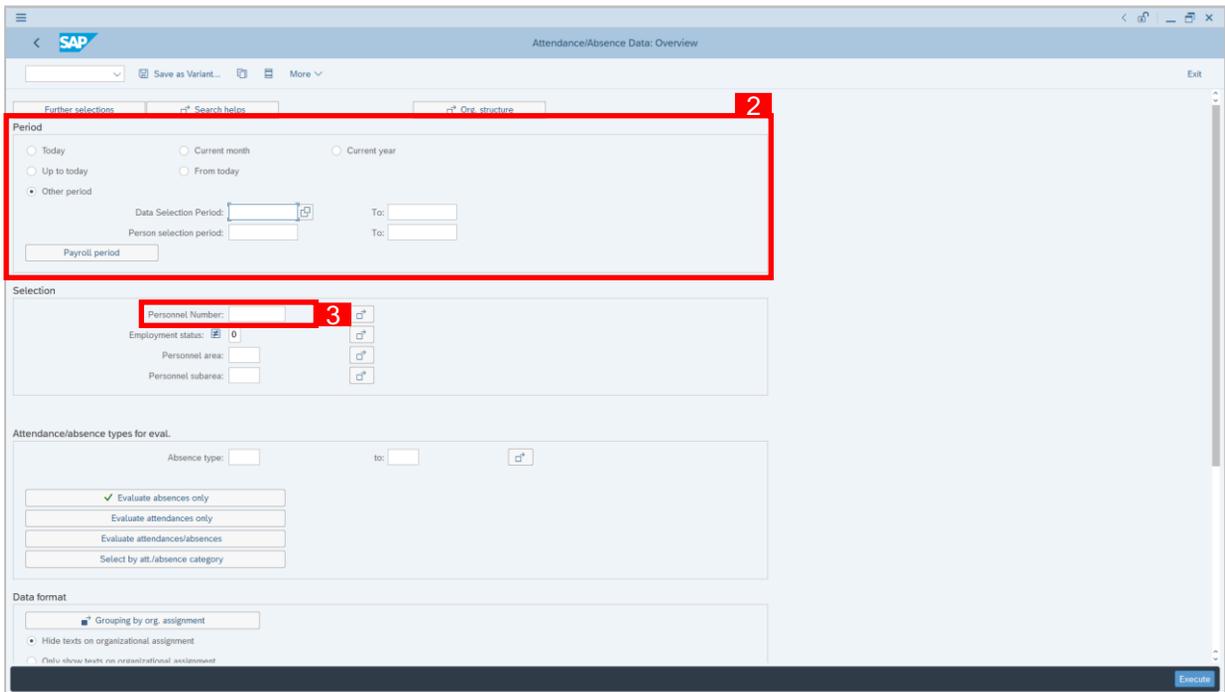
1. On the **Search** bar, input transaction code **PT64** and press enter on the keyboard.

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 > Information System > Reports > Time Management > Time data administration > Absence > PT64 Absence data overview





Attendance/Absence Data: Overview

Further selections: Search help Org. structure

2

Period

Today Current month Current year

Up to today From today

Other period

Data Selection Period: To:

Person selection period: To:

Payroll period

Selection

3

Personnel Number:

Employment status: 0

Personnel area:

Personnel subarea:

Attendance/absence types for eval.

Absence type: to:

Evaluate absences only

Evaluate attendances only

Evaluate attendances/absences

Select by att./absence category

Data format

Grouping by org. assignment

Hide texts on organizational assignment

Only show texts on organizational assignment

Only show texts on nonorganizational assignment

Execute

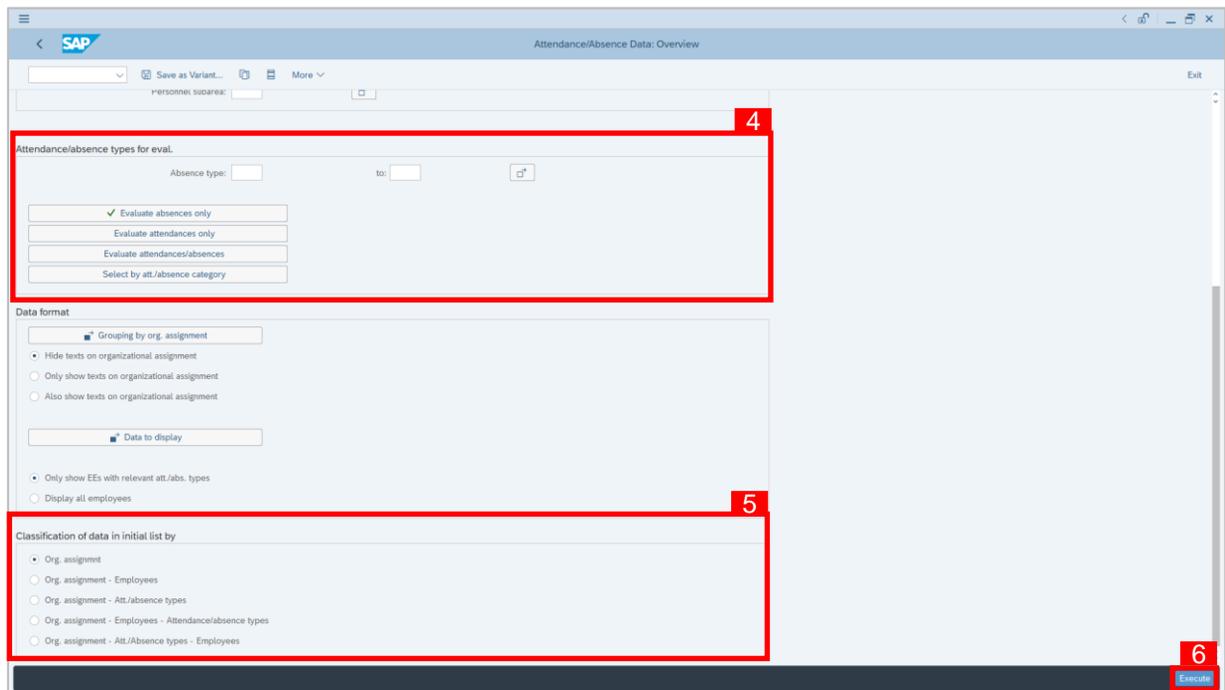
2. Select **Period** and select **Current Year**.

3. Input **Personnel Number**.

4. Input **Absence Type**.

5. Select **Classification of Data**.

6. Click **Execute** button.



Attendance/Absence Data: Overview

personnel subarea:

4

Attendance/absence types for eval.

Absence type: to:

Evaluate absences only

Evaluate attendances only

Evaluate attendances/absences

Select by att./absence category

Data format

Grouping by org. assignment

Hide texts on organizational assignment

Only show texts on organizational assignment

Also show texts on organizational assignment

Data to display

Only show EEs with relevant att./abs. types

Display all employees

5

Classification of data in initial list by

Org. assignment

Org. assignment - Employees

Org. assignment - Att./absence types

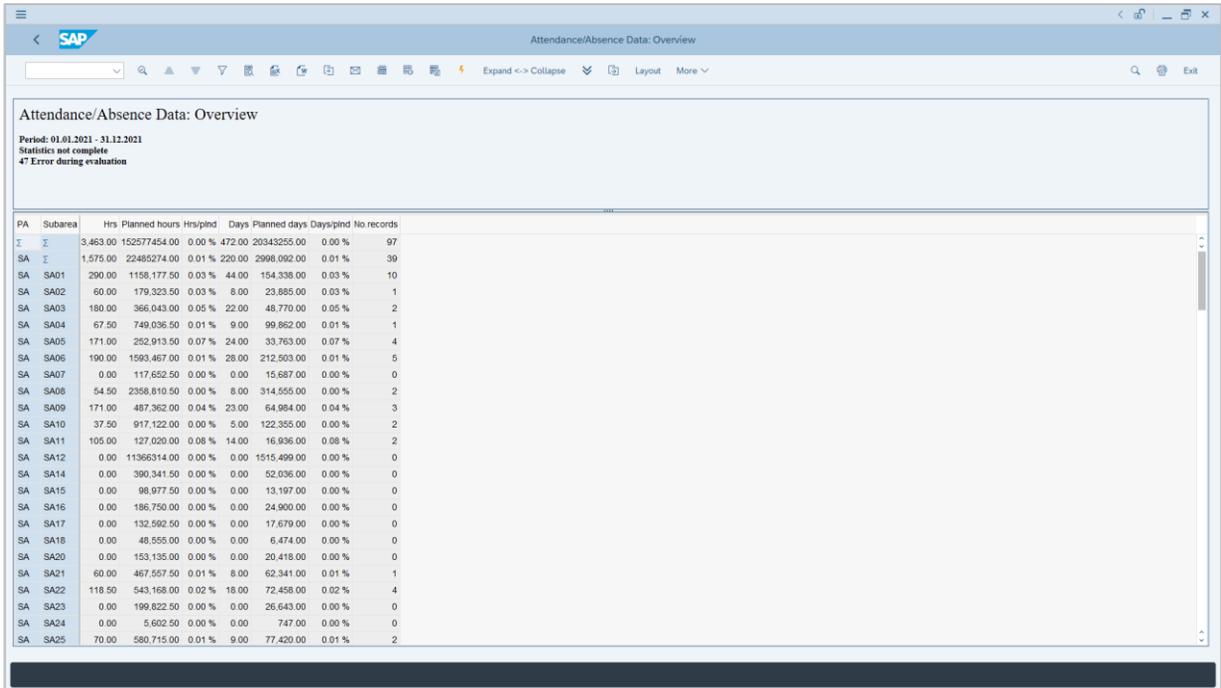
Org. assignment - Employees - Attendance/absence types

Org. assignment - Att./Absence types - Employees

6

Execute

7. Attendance/Absence Data Overview Report will be displayed.



Attendance/Absence Data: Overview

Period: 01.01.2021 - 31.12.2021
 Statistics not complete
 47 Error during evaluation

PA	Subarea	Hrs	Planned hours	Hrs/pind	Days	Planned days	Days/pind	No records
Σ	Σ	3,463.00	152577454.00	0.00 %	472.00	20343255.00	0.00 %	97
SA	Σ	1,575.00	22485274.00	0.01 %	220.00	2998.092.00	0.01 %	39
SA	SA01	290.00	1158,177.50	0.03 %	44.00	154,338.00	0.03 %	10
SA	SA02	60.00	179,323.50	0.03 %	8.00	23,885.00	0.03 %	1
SA	SA03	180.00	366,043.00	0.05 %	22.00	48,770.00	0.05 %	2
SA	SA04	67.50	749,036.50	0.01 %	9.00	99,862.00	0.01 %	1
SA	SA05	171.00	252,913.50	0.07 %	24.00	33,763.00	0.07 %	4
SA	SA06	190.00	1593,467.00	0.01 %	28.00	212,503.00	0.01 %	5
SA	SA07	0.00	117,652.50	0.00 %	0.00	15,687.00	0.00 %	0
SA	SA08	54.50	2358,810.50	0.00 %	8.00	314,555.00	0.00 %	2
SA	SA09	171.00	487,362.00	0.04 %	23.00	64,984.00	0.04 %	3
SA	SA10	37.50	917,122.00	0.00 %	5.00	122,355.00	0.00 %	2
SA	SA11	105.00	127,020.00	0.08 %	14.00	16,936.00	0.08 %	2
SA	SA12	0.00	11366314.00	0.00 %	0.00	1515,499.00	0.00 %	0
SA	SA14	0.00	390,341.50	0.00 %	0.00	52,036.00	0.00 %	0
SA	SA15	0.00	98,077.50	0.00 %	0.00	13,197.00	0.00 %	0
SA	SA16	0.00	186,750.00	0.00 %	0.00	24,900.00	0.00 %	0
SA	SA17	0.00	132,592.50	0.00 %	0.00	17,679.00	0.00 %	0
SA	SA18	0.00	48,555.00	0.00 %	0.00	6,474.00	0.00 %	0
SA	SA20	0.00	153,135.00	0.00 %	0.00	20,418.00	0.00 %	0
SA	SA21	60.00	467,557.50	0.01 %	8.00	62,341.00	0.01 %	1
SA	SA22	118.50	543,168.00	0.02 %	18.00	72,458.00	0.02 %	4
SA	SA23	0.00	199,822.50	0.00 %	0.00	26,643.00	0.00 %	0
SA	SA24	0.00	5,602.50	0.00 %	0.00	747.00	0.00 %	0
SA	SA25	70.00	580,715.00	0.01 %	9.00	77,420.00	0.01 %	2

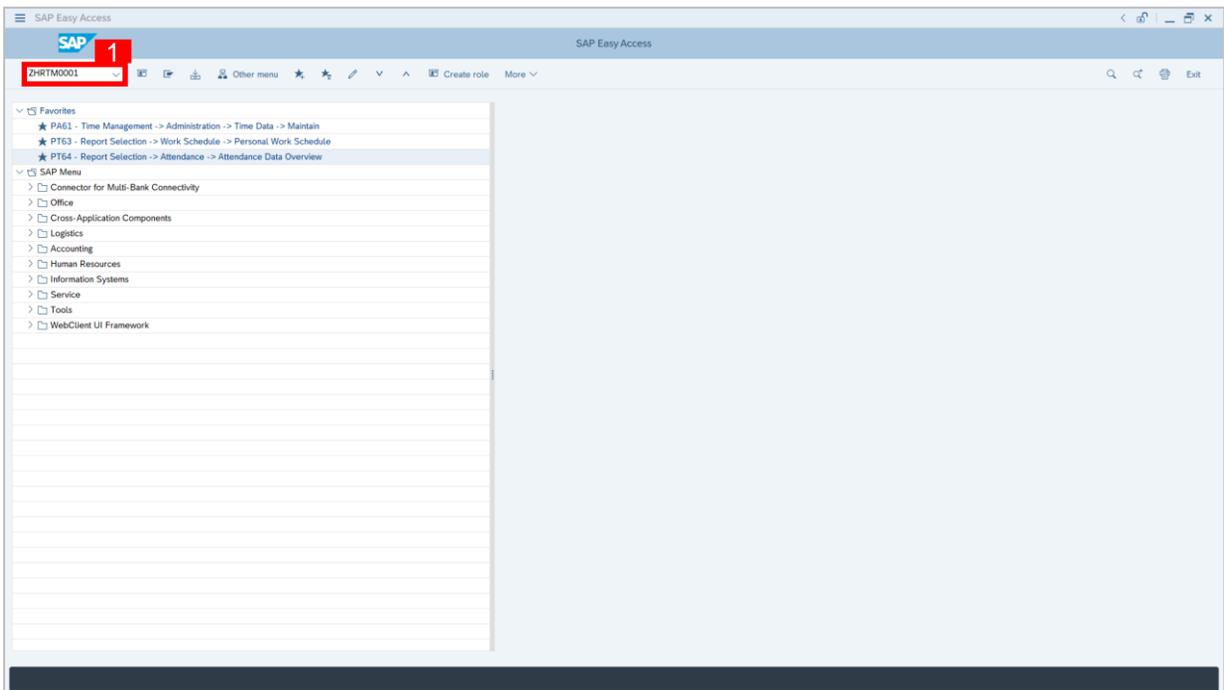
Note:

- Report will only show absences created by Time Admin and posted leave requests made by employees.

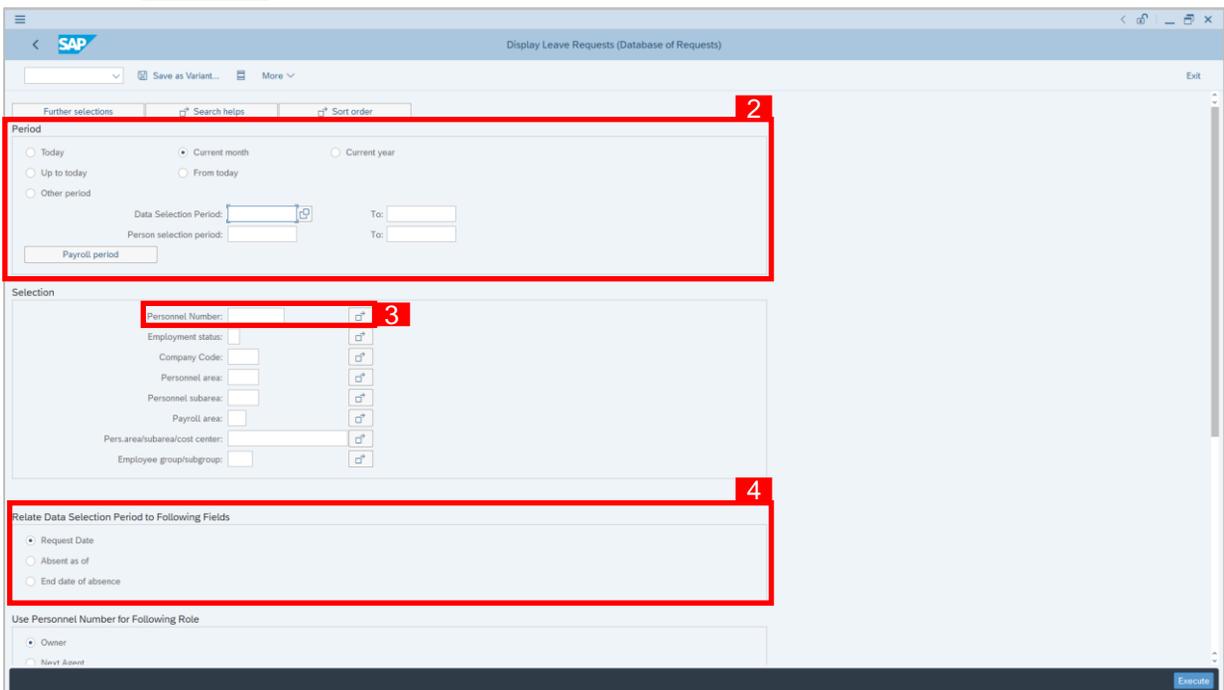
**DISPLAY LEAVE
REQUEST REPORT**

**Time Administrator
SAP GUI**

1. Input transaction code **ZHRTM0001** and press enter on the keyboard.



2. Input **Period**.
3. Input **SAP Personnel Number**.
4. Input **Relate Data Selection Period**.
5. Click **Execute** button.



6. Report on Leave Request will be displayed.

Display Leave Requests (Database of Requests)

SAP Display Leave Requests (Database of Requests)

List of Requests

Document ID	Do.	Document	Status	Initiator	Pers. No. L.	ID Inhl.	Owner	Pers. No. ...	ID Or.	Next Agent	Pers. No. ...	ID Nes.	Person Respo
005056AADF781EDBACA0797079BE46C	1	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBA6E5AE856A78A46B	2	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBA7E9017638C8846B	2	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBAAF952B5642B846B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBAAF958905545446B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBAAFB2B4D03AC646B	1	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBAAFB2E44650E646B	1	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBA87F5BDDF45646B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA8833B123CA446B	1	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBA88DE16BEF0CE46B	2	ABSREQ	APPROVED			00505...			00505...			00505...	
B106928633431EDBA88E0C810ED1C46B	2	ABSREQ	REJECTED			00505...			00505...			00505...	
B106928633431EDBA88E9095A3E6046B	2	ABSREQ	APPROVED			00505...			00505...			00505...	
B106928633431EDBA88EC4A5432AE46B	3	ABSREQ	POSTED			00505...			00505...			00505...	
B106928633431EDBA892616FF4E6A46B	2	ABSREQ	APPROVED			00505...			00505...			00505...	
B106928633431EDBA892803F4A81046B	3	ABSREQ	POSTED			00505...			00505...			00505...	
B106928633431EDBA892E2F4505EA46B	3	ABSREQ	POSTED			00505...			00505...			00505...	
B106928633431EDBA8934CF1C297646B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA89353C72C24446B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA89357E195CFC46B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA8935EF1A314446B	2	ABSREQ	APPROVED			00505...			00505...			00505...	
B106928633431EDBA8937F94F14B646B	3	ABSREQ	POSTED			00505...			00505...			00505...	
B106928633431EDBA8943D6E76BFC46B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA89488B43ADE46B	3	ABSREQ	WITHDRAWN			00505...			00505...			00505...	
B106928633431EDBA894F96A674C46B	4	ABSREQ	POSTED			00505...			00505...			00505...	
B106928633431EDBA8952758932EA46B	2	ABSREQ	SENT			00505...			00505...			00505...	
B106928633431EDBA895646ADC80246B	2	ABSREQ	REJECTED			00505...			00505...			00505...	
B106928633431EDBA8953A99A3A846B	2	ABSREQ	WITHDRAWN			00505...			00505...			00505...	

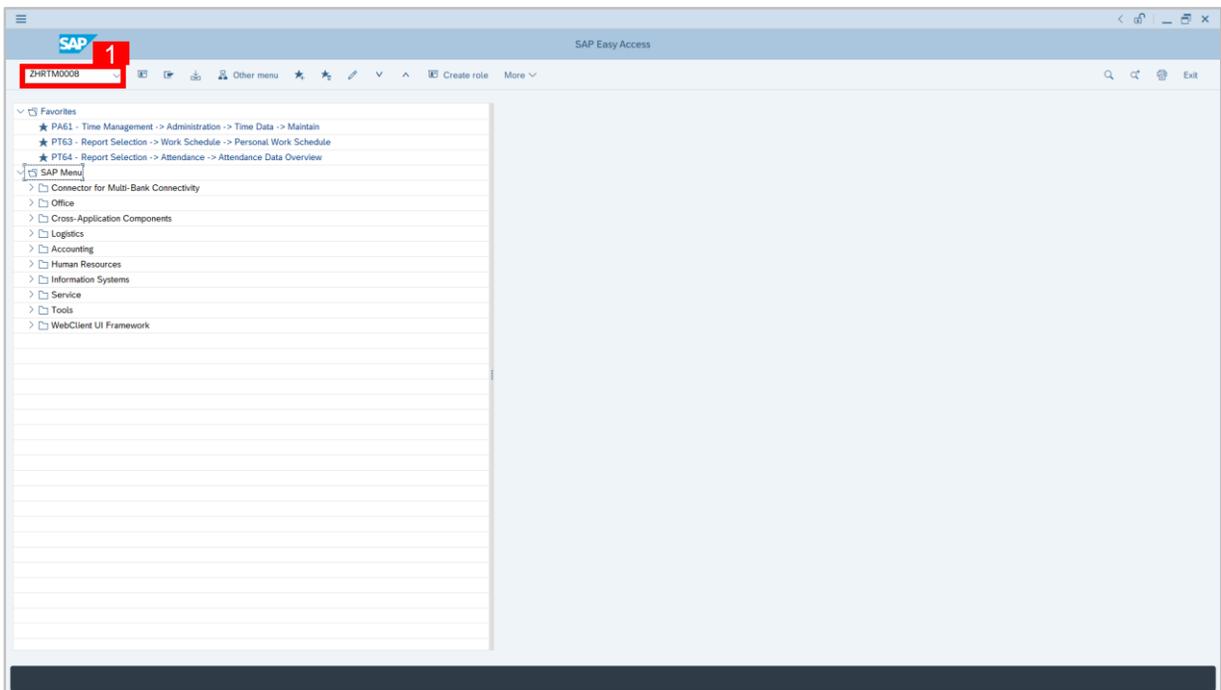
Note:

- Report will show all (posted and unposted) leave requests that have been requested/entered by the employees using ESS (front-end).

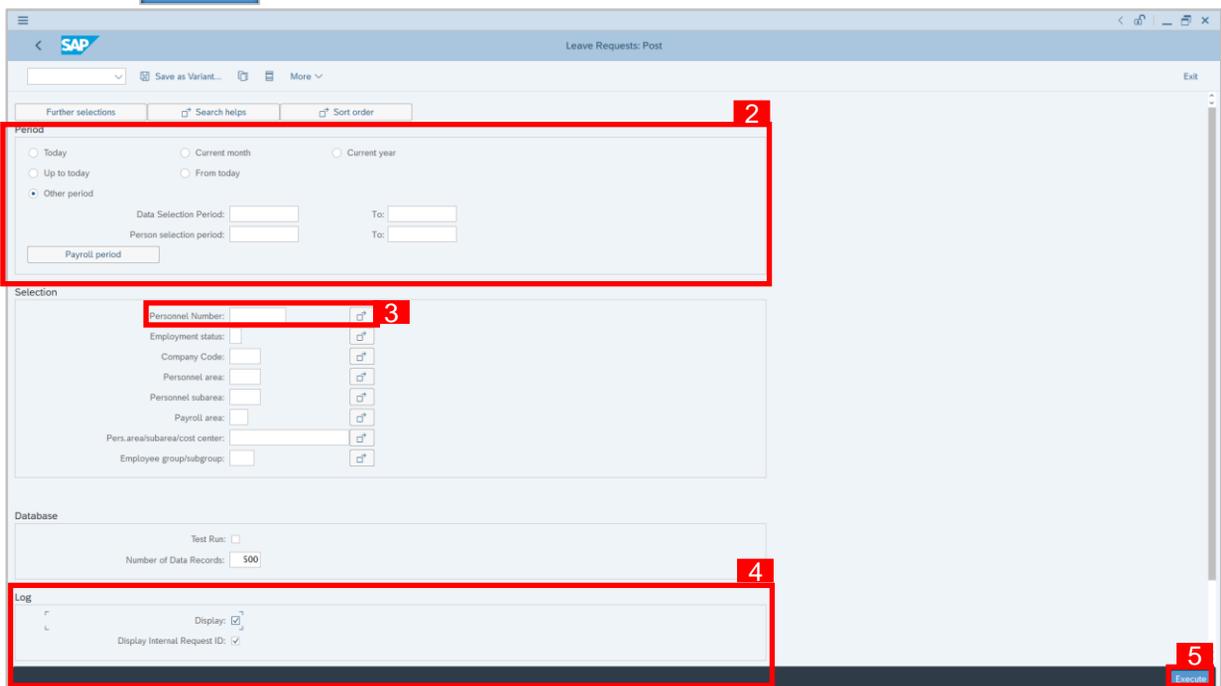
**POST LEAVE
REQUEST**

**Time Administrator
SAP GUI**

1. Input transaction code **ZHRTM0008** and press enter on the keyboard.



2. Input **Period** of the requested leave.
3. Input **SAP Personnel Number**.
4. Click **Display** checkbox under Log panel.
5. Click **Execute** button.



6. Records of Post Leave Request will be displayed.

Log of Leave Requests Posted that Have the Status "Approved"

No. of Successful Records: 22
 No. of Records with Errors: 1 (Records were added to the time administrator's workload)
 No. of Locked Records: 0

Number	Send Date	Time Sent	Person No	Name of Requester	ID Request GUID	Message Class	Number	Type	Message
1	05.04.2021	09:49:49			005056AADF781EDBA5862632F4C2A46A				
2	05.04.2021	10:01:23			005056AADF781EDBA5865A2AD29E246A				
3	05.04.2021	10:02:30			005056AADF781EDBA5865E8AC6B2446A				
4	05.04.2021	10:05:44			005056AADF781EDBA5866D61004CE46A				
5	05.04.2021	10:07:24			005056AADF781EDBA586753117F8846A				
6	05.04.2021	10:15:10			005056AADF781EDBA58697DEAC44C46A				
7	05.04.2021	14:21:54			005056AADF781EDBA58AE6B49B50246A				
8	05.04.2021	15:03:35			005056AADF781EDBA58BA0903A4C446A				
9	05.04.2021	15:31:08			005056AADF781EDBA58C1C6082C1E46A				
10	05.04.2021	15:55:11			005056AADF781EDBA58C87A97259E46A				
11	05.04.2021	16:00:30			005056AADF781EDBA58C9F4C09098246A	HRTIM_ABS_REQ	87	E	No data for infotype 2001, personnel no. period 20210405, (20210407)
12	06.04.2021	09:51:26			005056AADF781EDBA5CF530000EAA46A				
13	13.04.2021	09:19:57			B106928633431EDBA6FCEAE4930E846B				
14	15.04.2021	09:59:55			B106928633431EDBA7B1C81E6A5A046B				
15	15.04.2021	10:05:32			B106928633431EDBA7B1E12F29FC46B				
16	15.04.2021	10:08:26			B106928633431EDBA7B1EEA6A7C2646B				
17	04.05.2021	08:24:13			B106928633431EDBABBDE16BEF9CE46B				
18	04.05.2021	09:03:30			B106928633431EDBABB8E909A3E6046B				
19	04.05.2021	12:41:54			B106928633431EDBAB92616FF4E6A46B				
20	04.05.2021	13:38:40			B106928633431EDBAB935EF1A314446B				
21	06.05.2021	11:53:53			B106928633431EDBABC3D5DF8A91E46B				
22	06.05.2021	13:49:18			B106928633431EDBABC5D9456F50446B				
23	07.05.2021	13:04:44			B106928633431EDBABDE376838AA446B				

Note:

- This tool will validate whether the record can be posted or not by displaying the error message in the log result.
- After successful run, once the employee refresh their **My Leave Requests** page, the status of their request will change from "APPROVED" to "POSTED".