



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Attendances (IT2002)

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

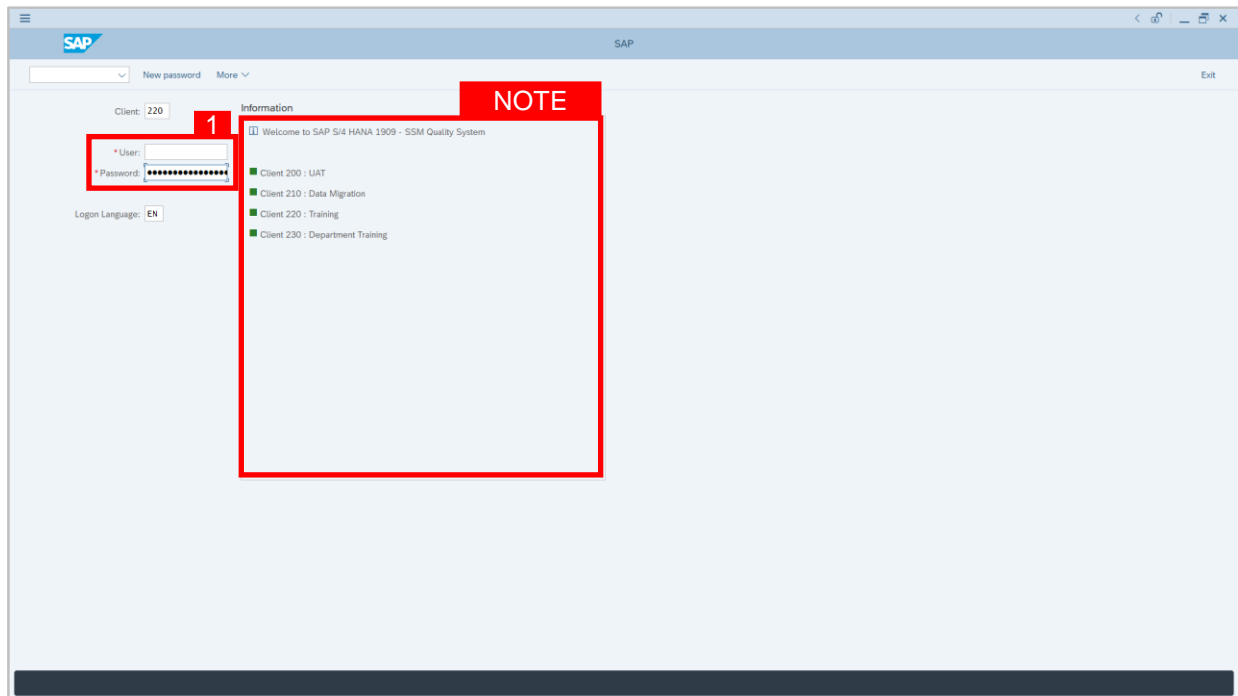
FURTHER ASSISTANCE

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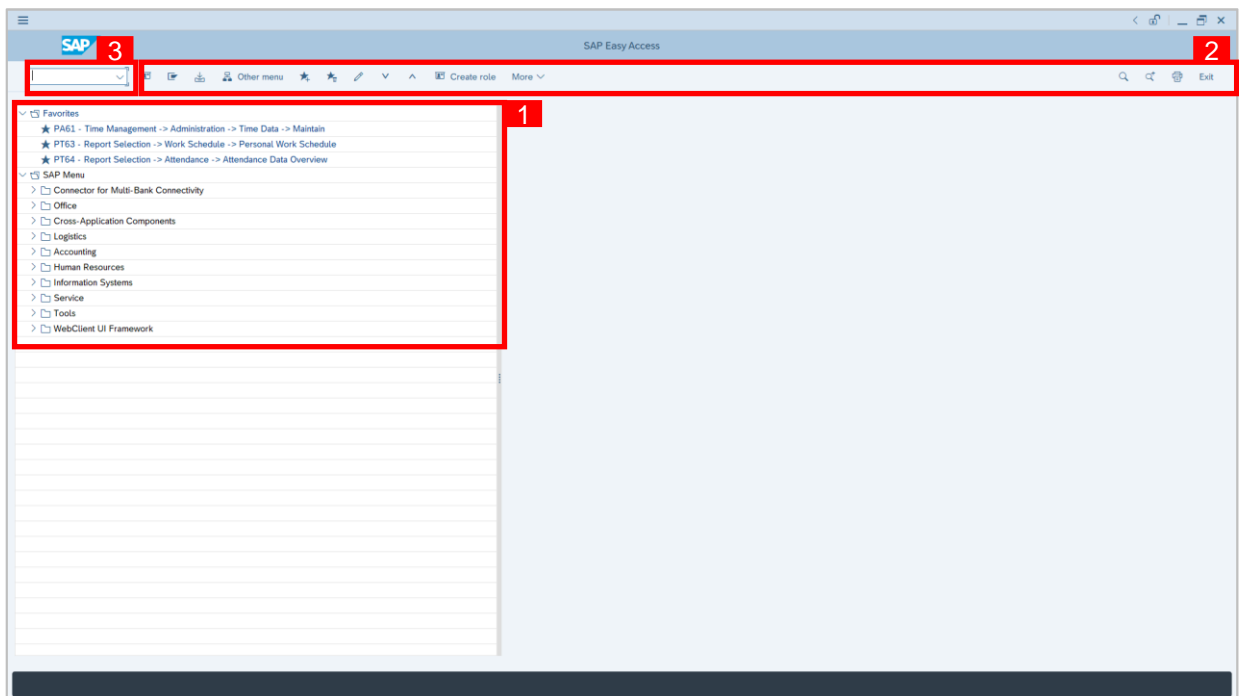
SAP GUI (Back-end) Log on	Time Administrator SAP GUI
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

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.

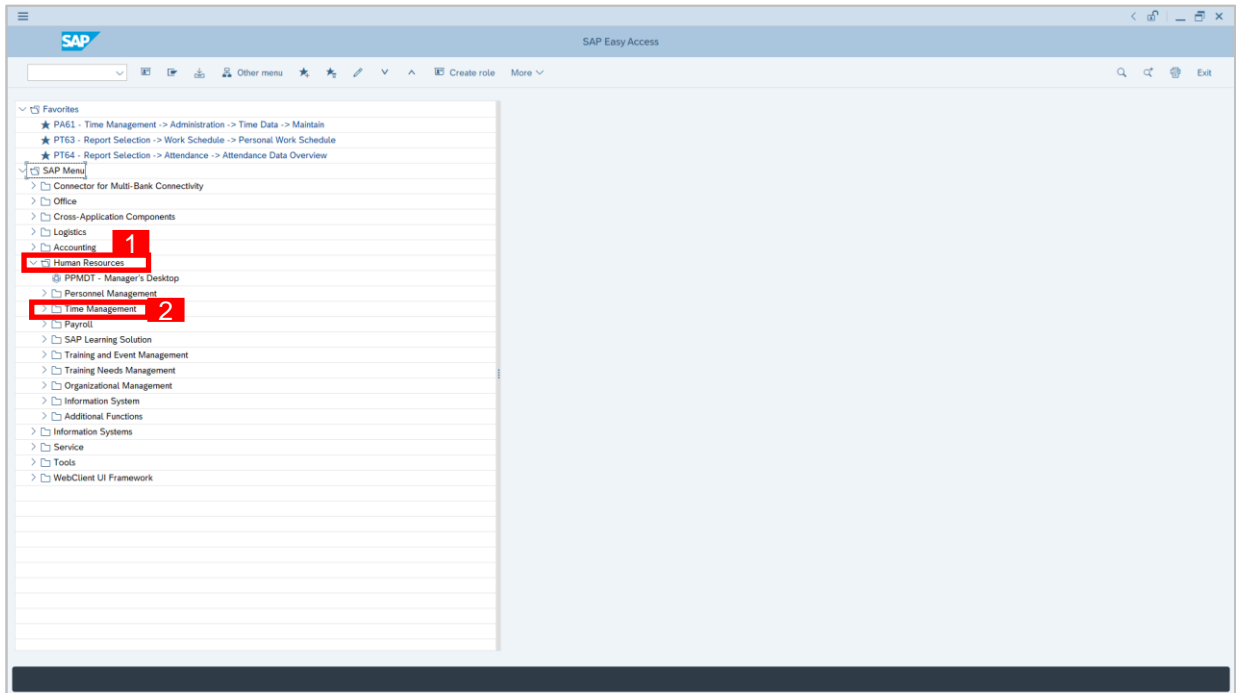



1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

NAVIGATE TO TIME DATA PAGE VIA SAP MENU

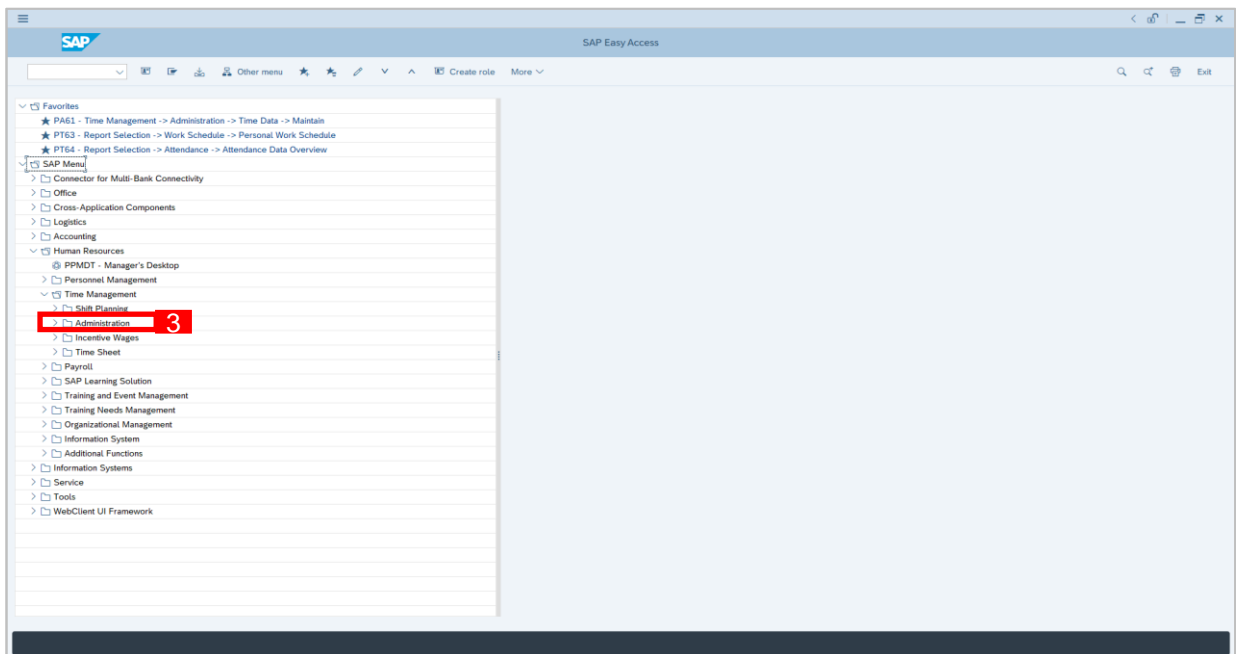
Time Administrator

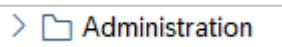
SAP GUI

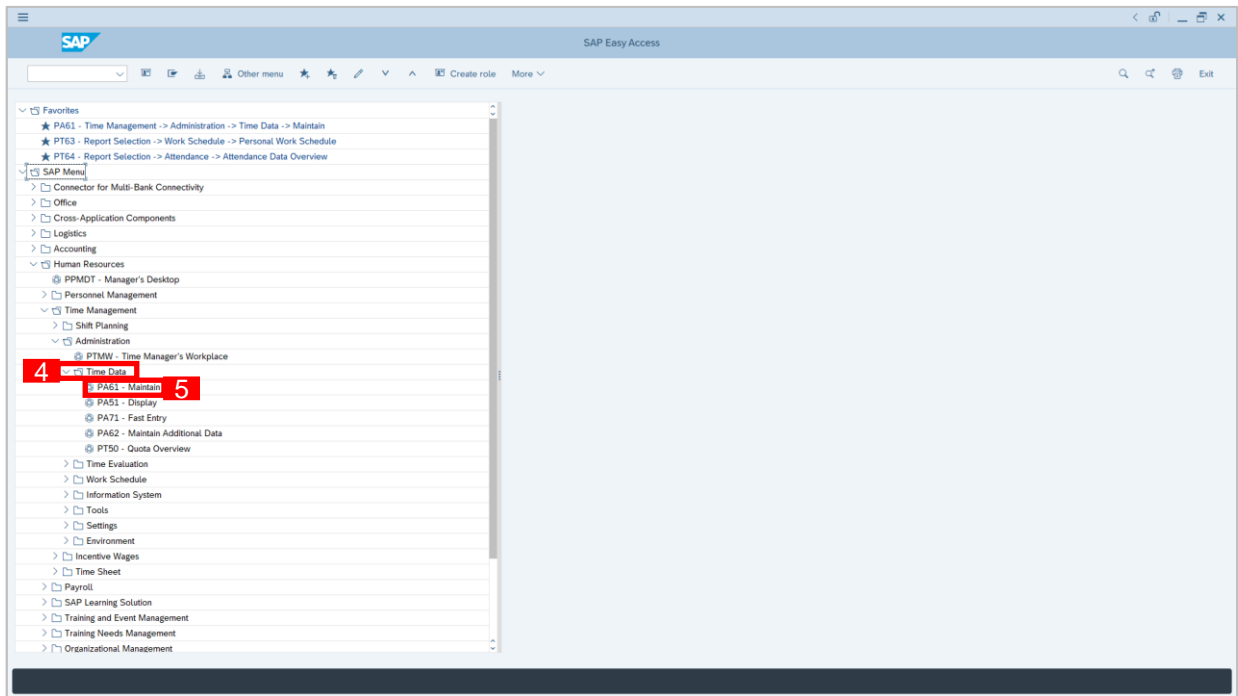



1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.

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

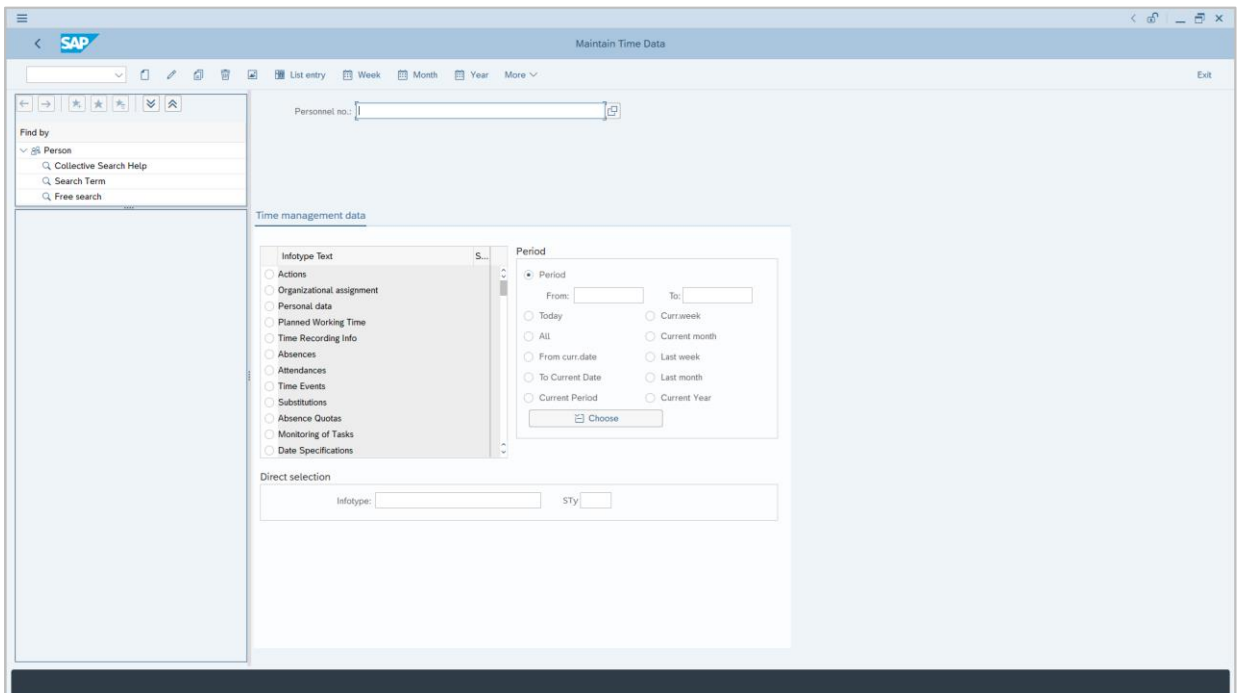


3. Click  **Administration** dropdown folder.

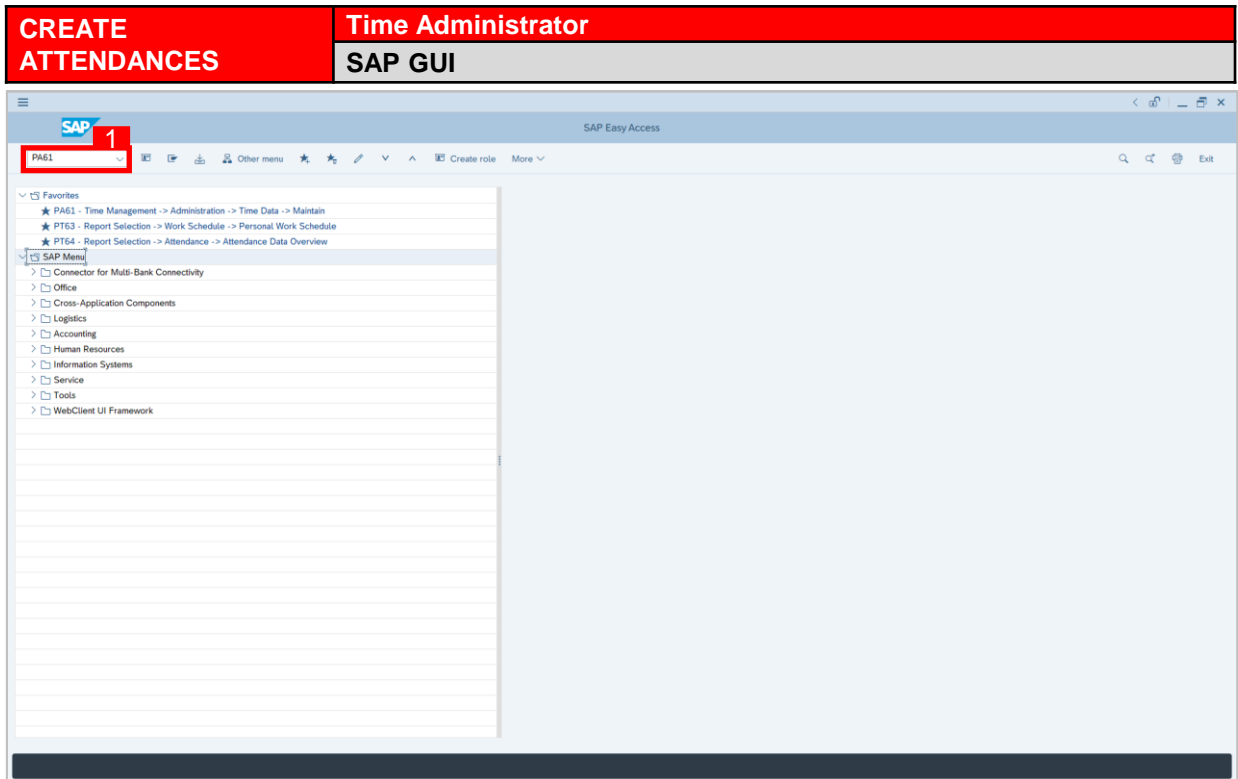


4. Click  **Time Data** dropdown folder.

5. Click  **PA61 - Maintain** dropdown folder for **Time Management Process**.



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

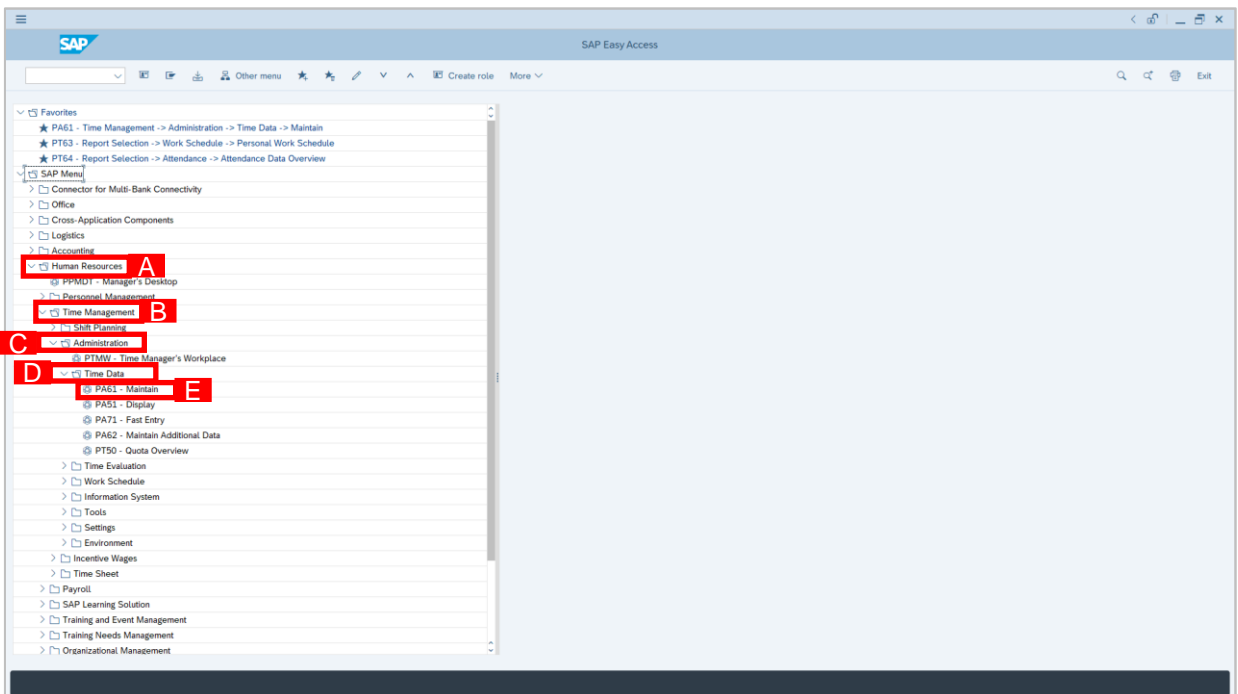


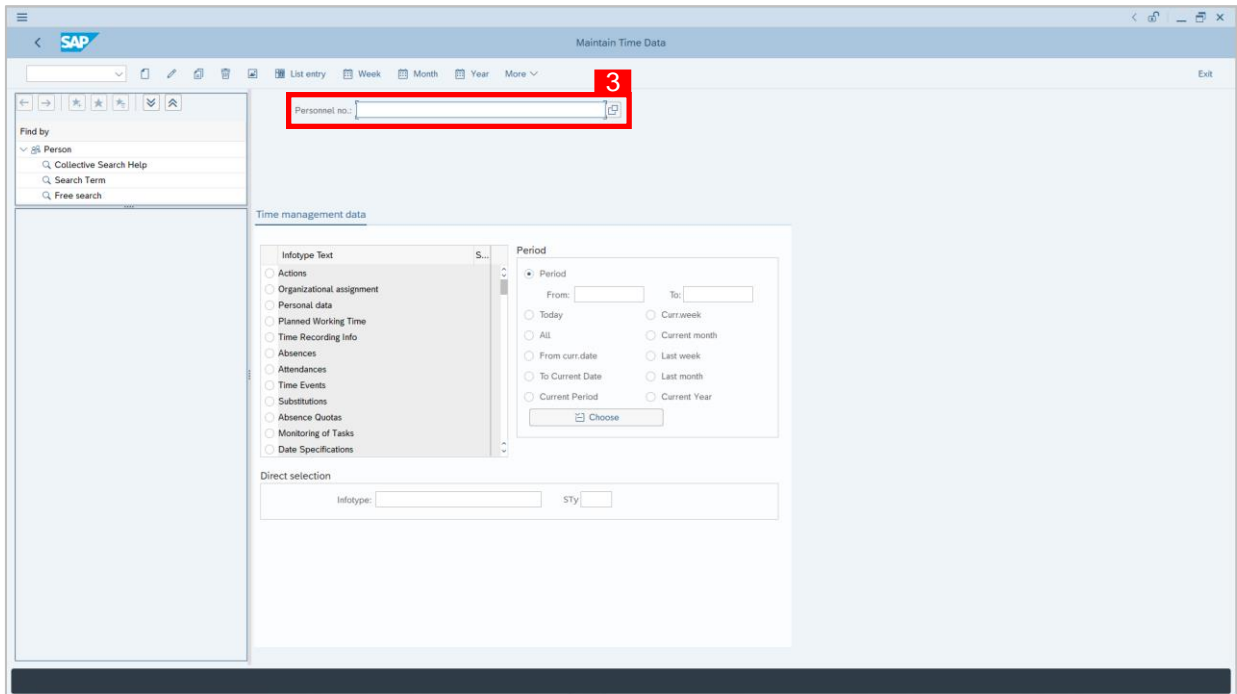
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

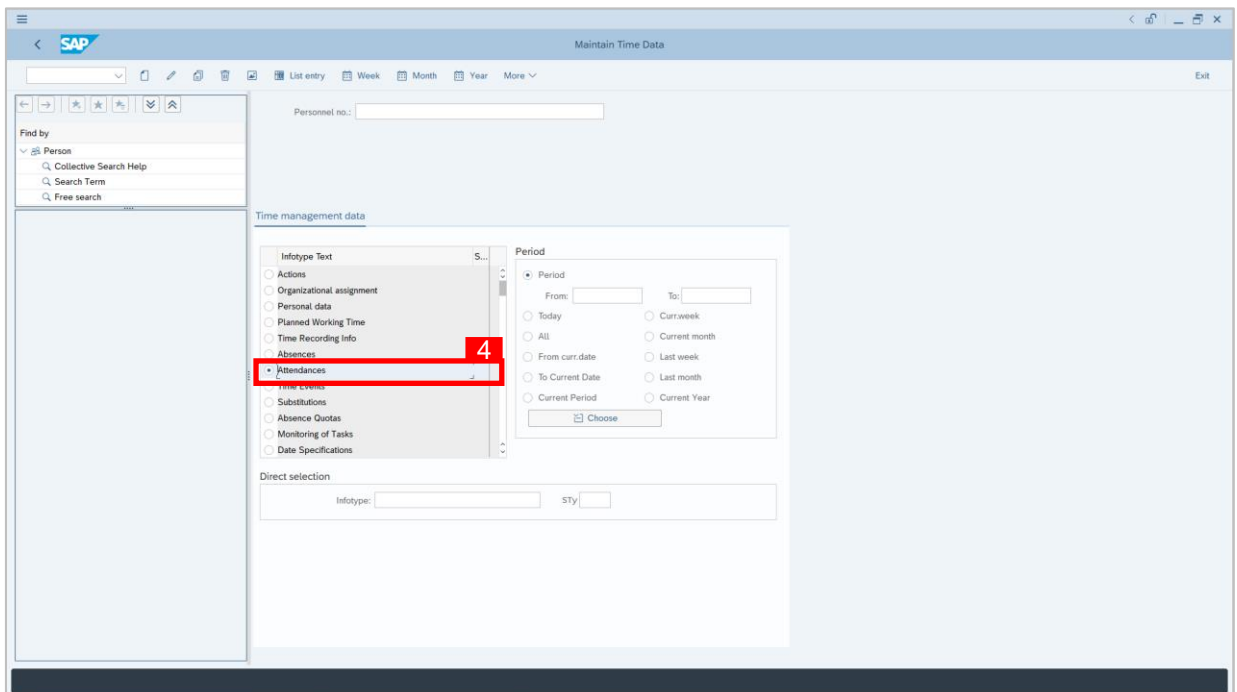
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

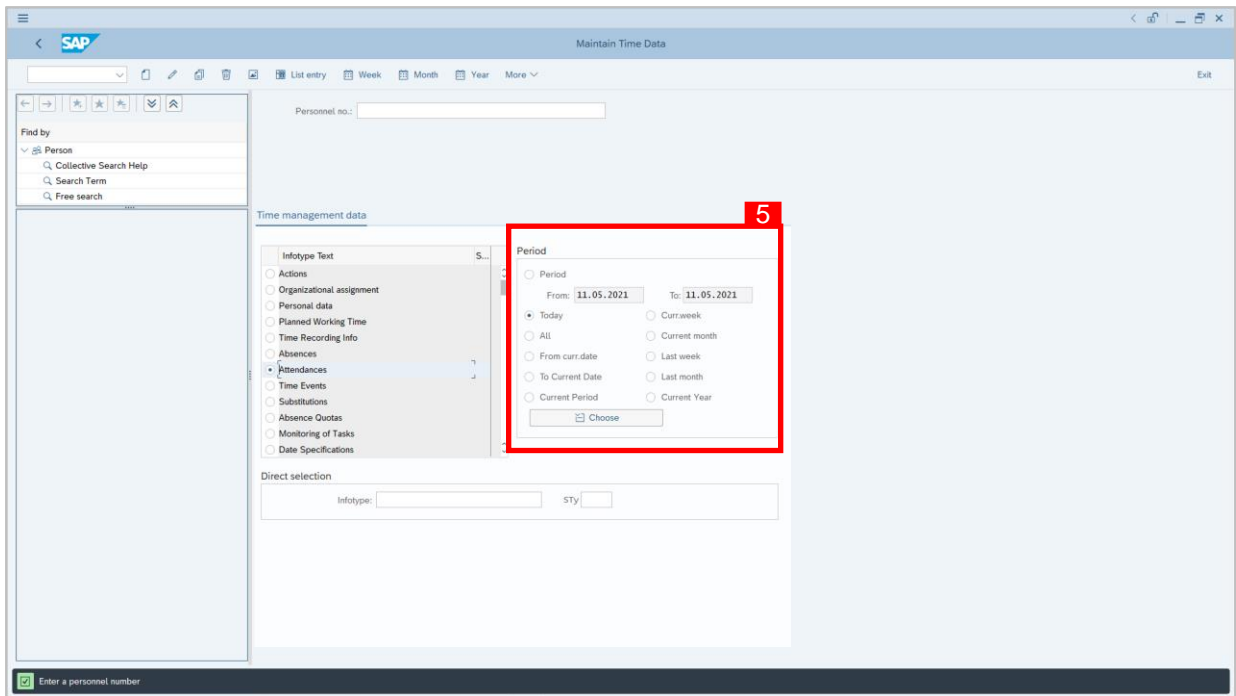





2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

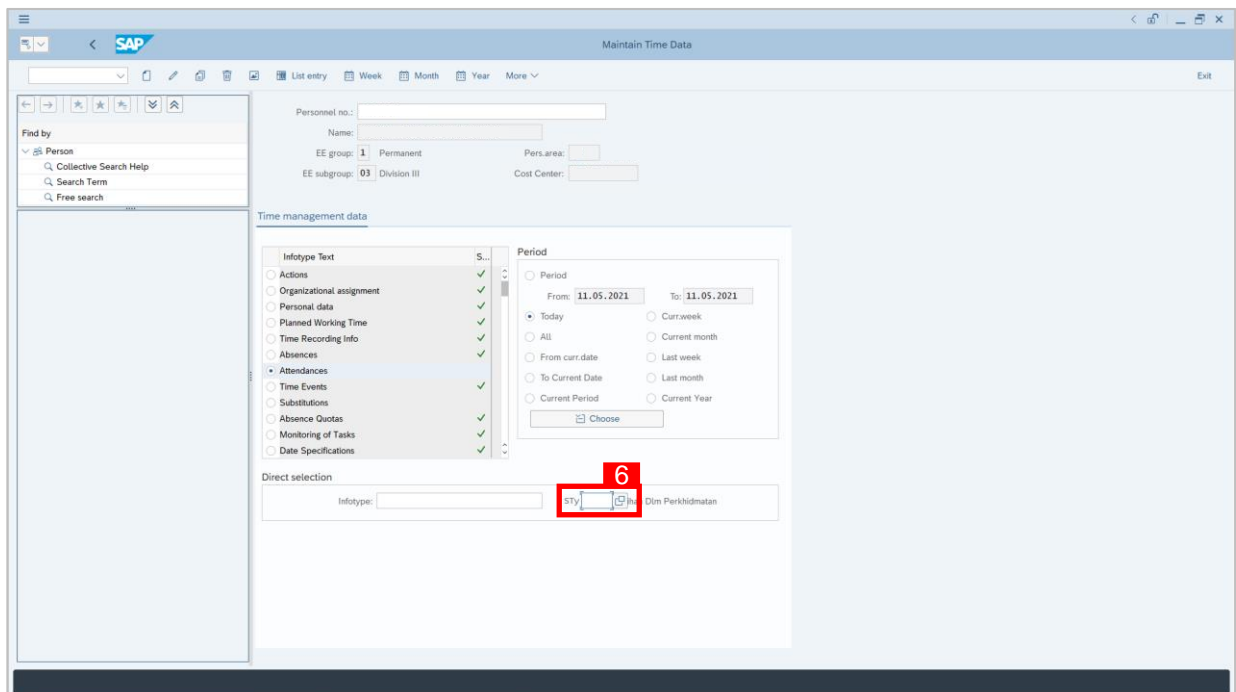


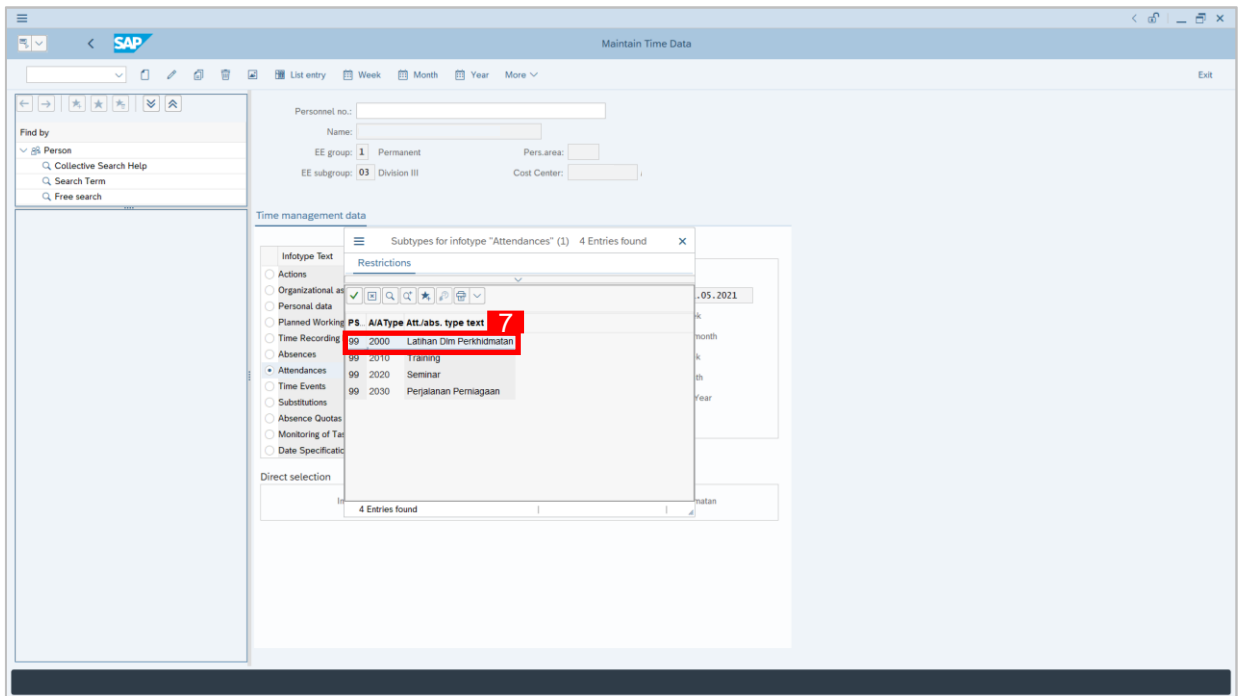
4. Select infotype text **Attendances**.



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

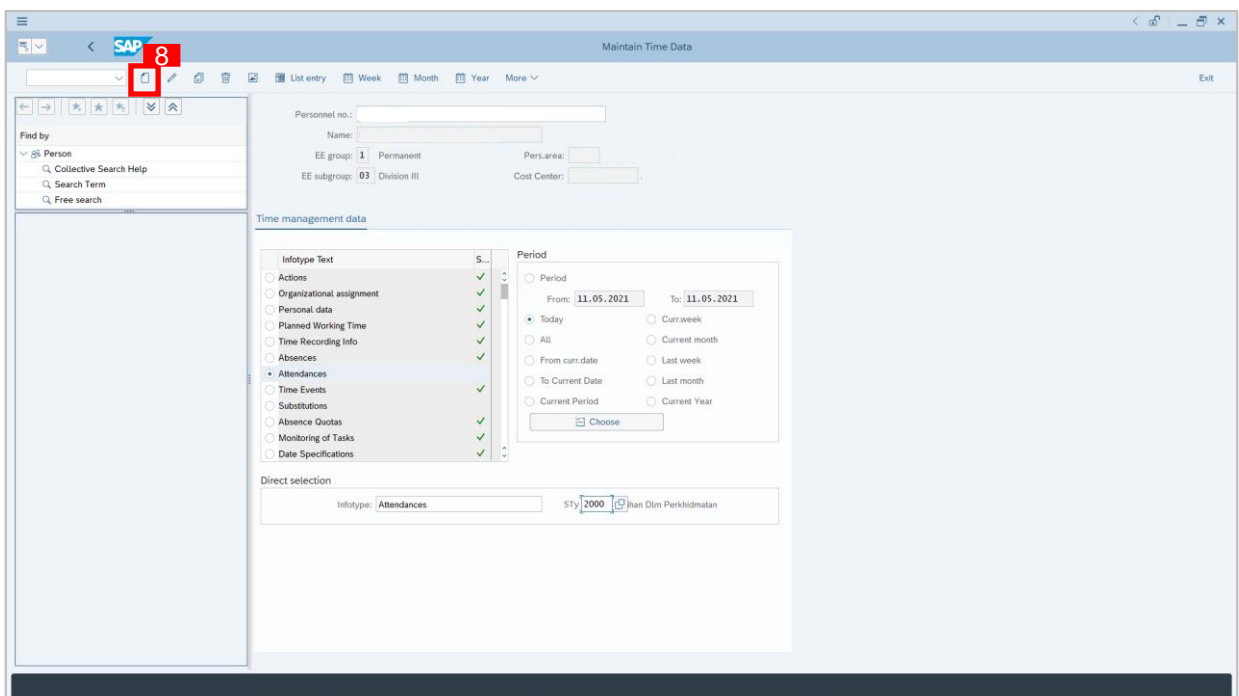
6. Below at STy, click  button.

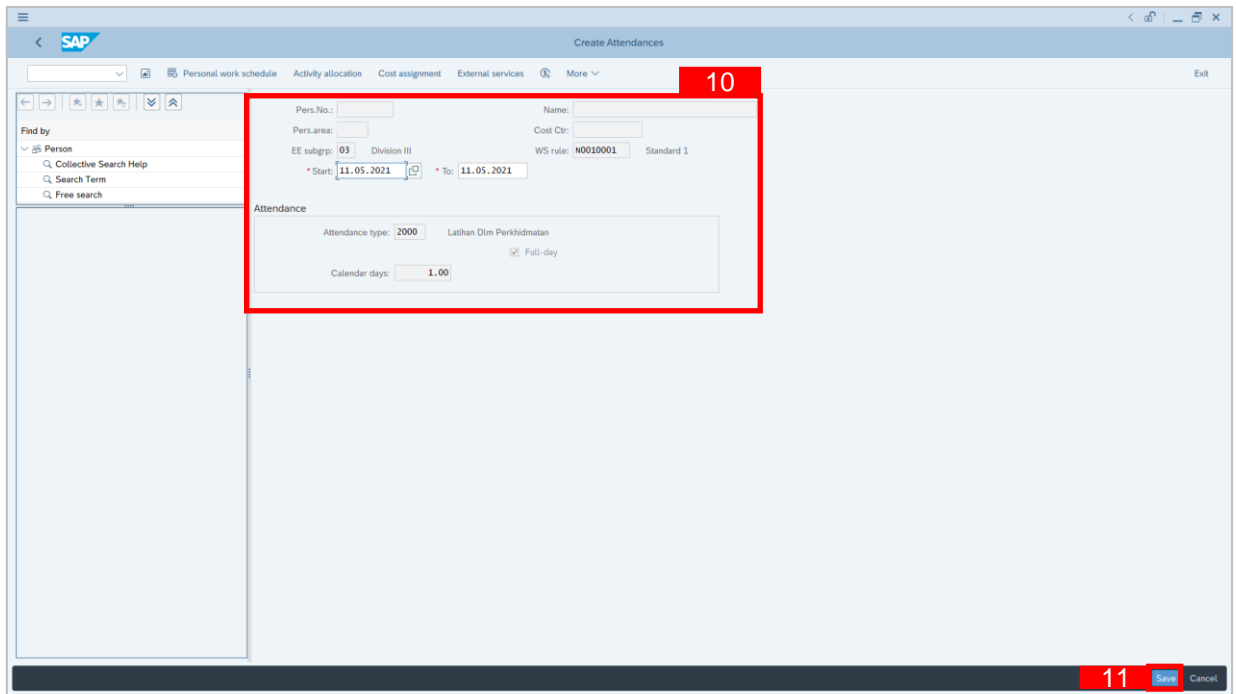





7. Choose **Attendance** type.

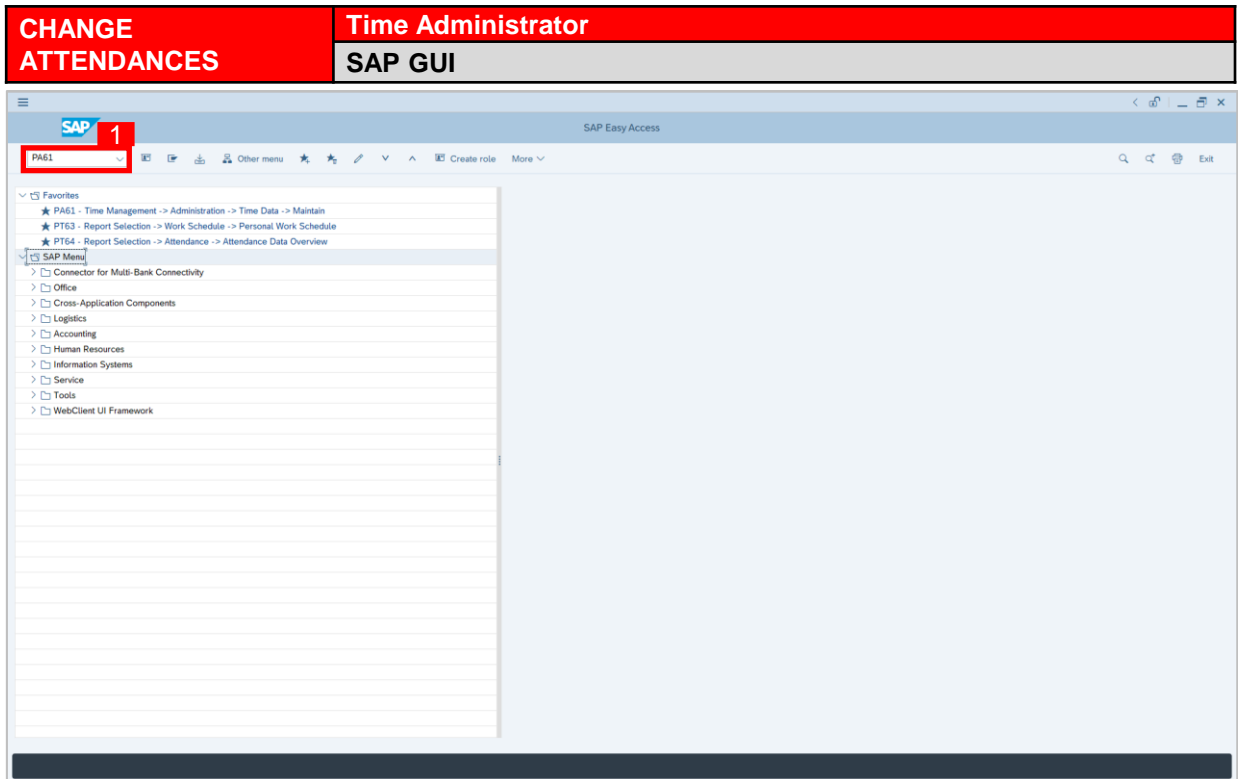
8. Click  button to create **Attendances** for the employee.





The screenshot shows the SAP 'Create Attendances' form. A red box highlights the 'Attendance' section, which includes the following fields: 'Attendance type' (2000), 'Lithan Dim Perkhidmatan', 'Full-day' (checked), and 'Calendar days' (1.00). A red box with the number '10' is positioned above the highlighted area. At the bottom right, a red box with the number '11' is positioned above the 'Save' button.

9. **Create Attendance** page will be displayed.
10. Under **Create Attendances: Start Date, End Date** and **Attendance Type** can be referred to if it is the preferred date and the correct information.
11. Click  button.

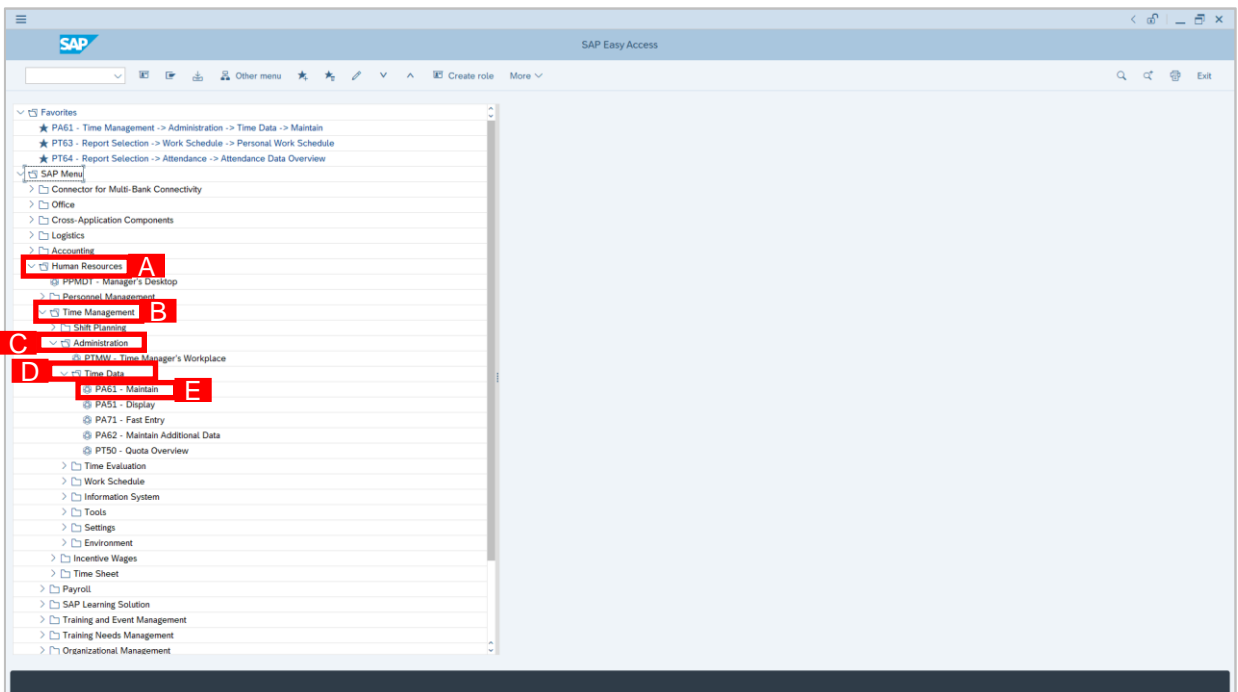


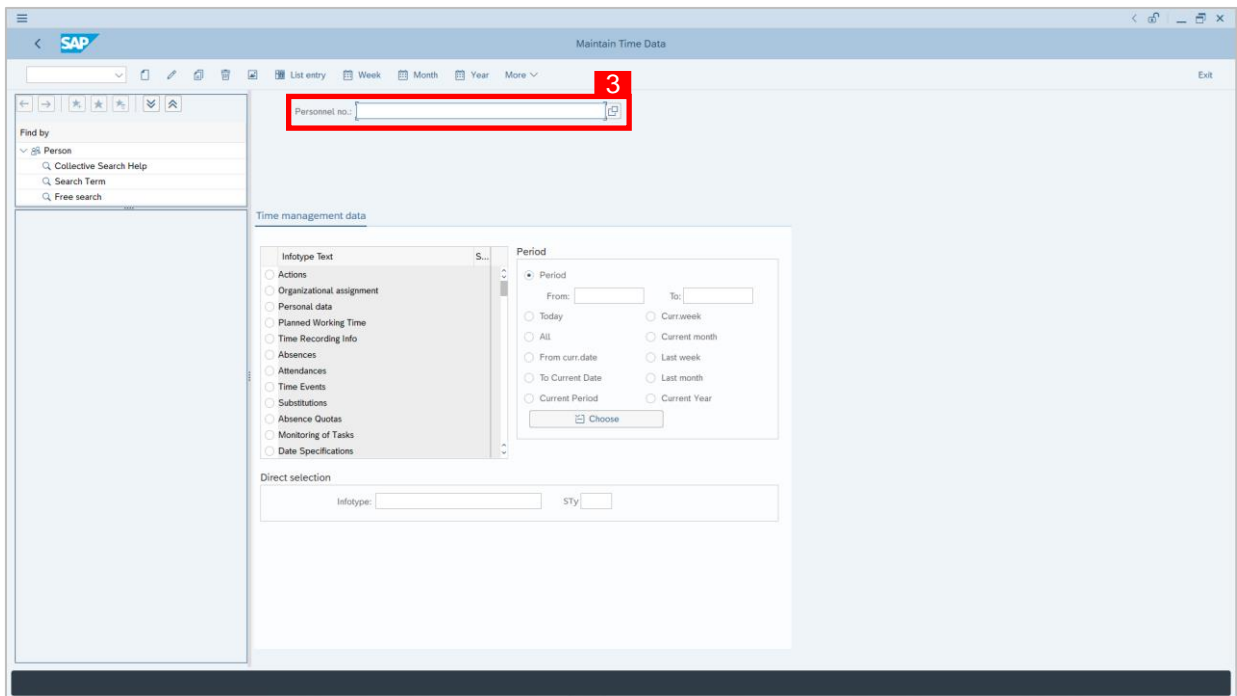
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

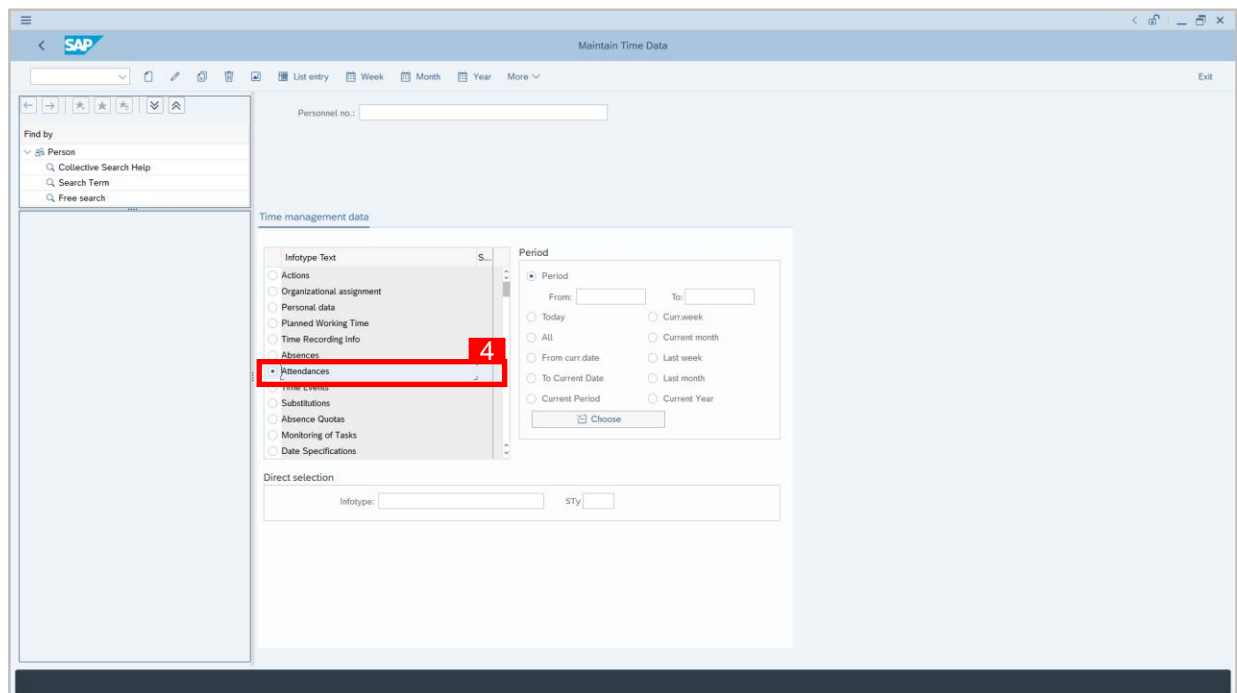
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

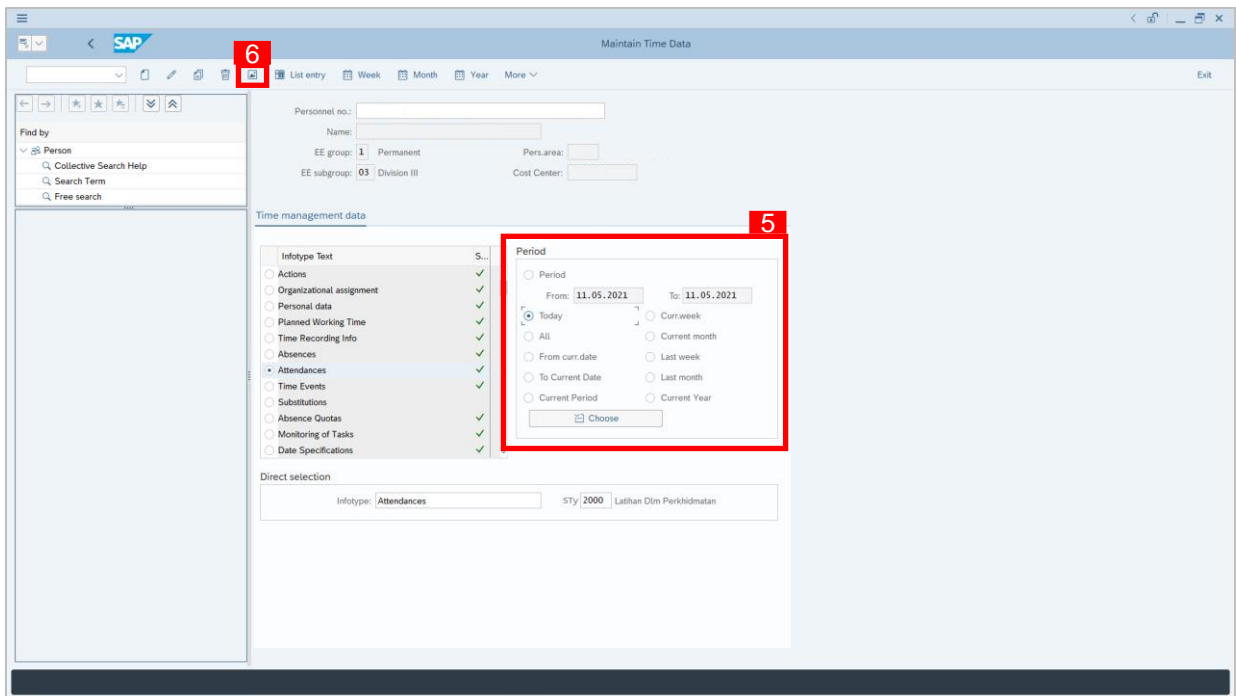





2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

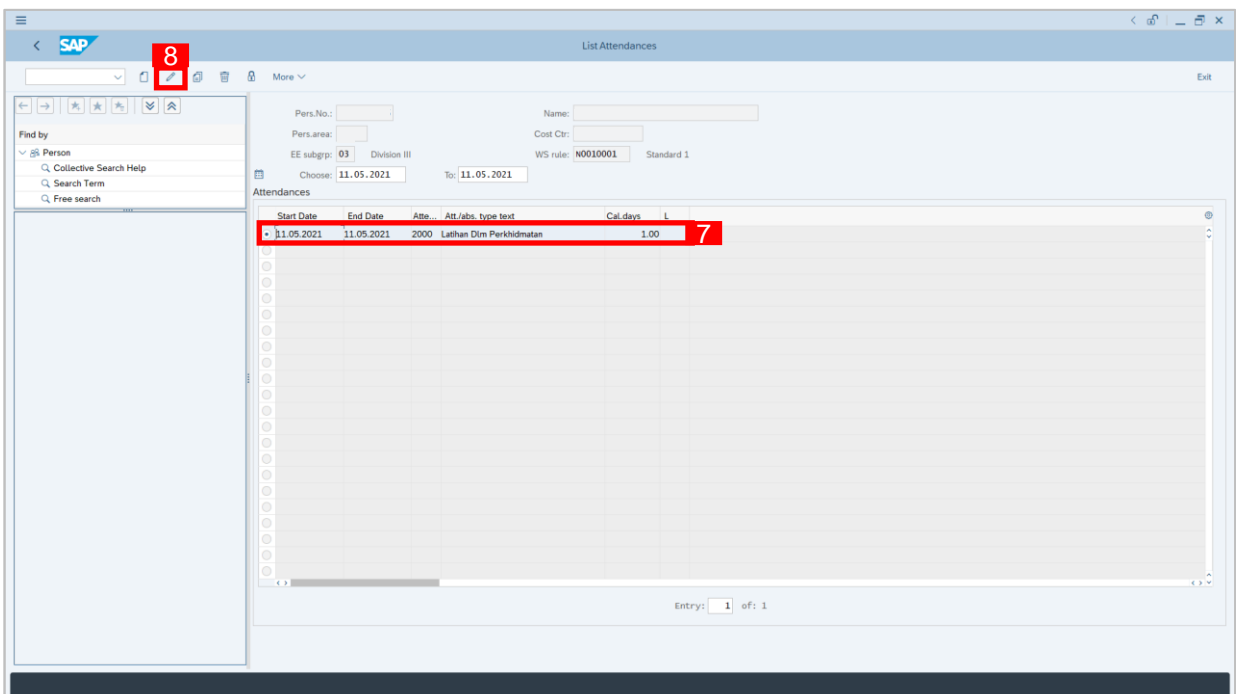


4. Select infotype text **Attendances**.




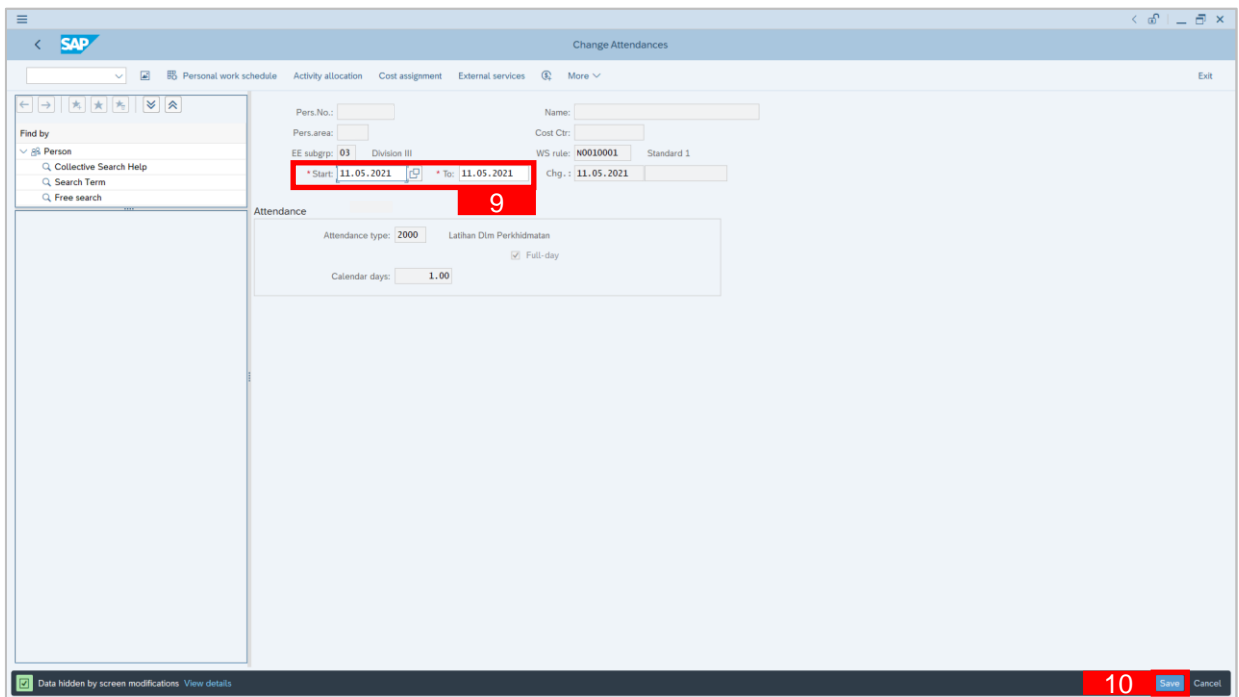
5. Under **Period**, select **Today**.

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



7. Select **Attendances** record transaction.

8. Click  button to change/edit the **Attendances** record transaction.



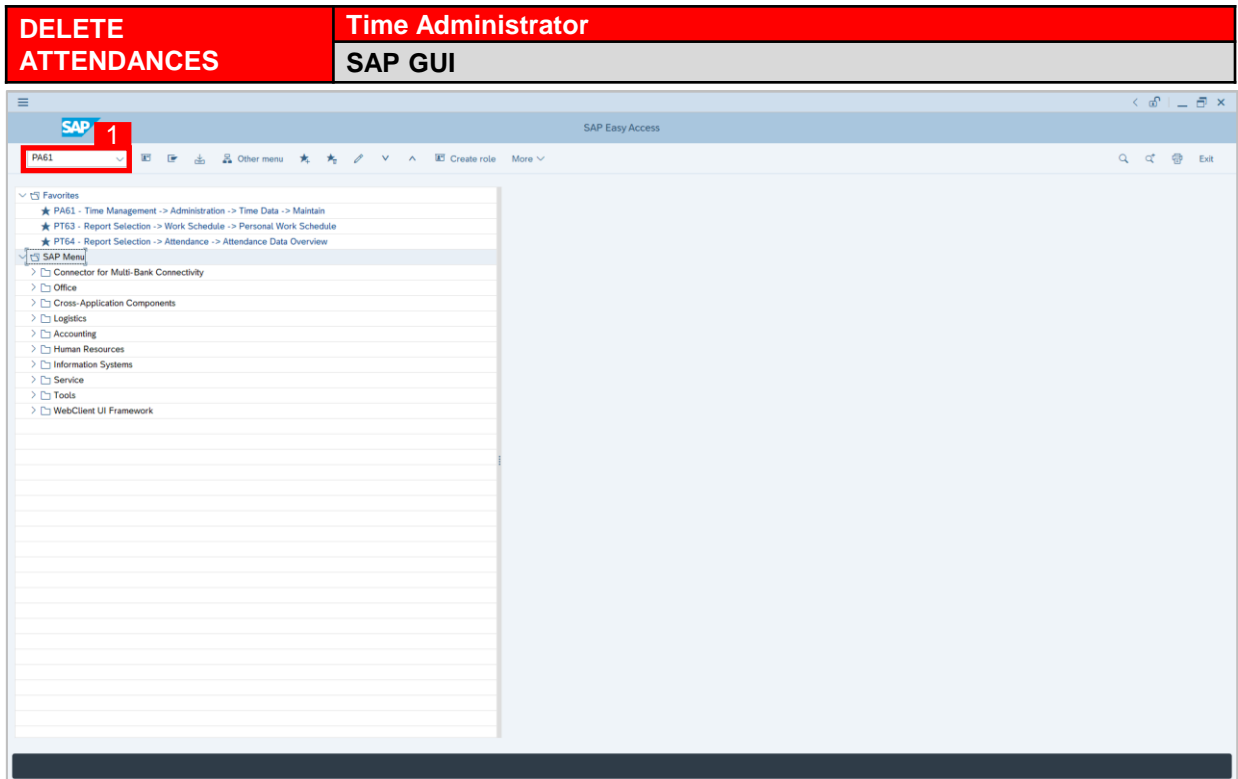
The screenshot shows the SAP 'Change Attendances' interface. The top navigation bar includes 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The main form contains fields for 'Pers.No.', 'Name', 'Pers.area', 'Cost Ctr', 'EE subgrp', 'Division III', 'WS rule', 'Standard 1', 'Start', and 'Chg.'. The 'Start' and 'Chg.' fields are both set to '11.05.2021' and are highlighted with a red box and the number '9'. Below these fields is the 'Attendance' section, which includes 'Attendance type: 2000', 'Latihan Dim Perkhidmatan', and 'Calendar days: 1.00'. At the bottom right, there is a red '10' next to a blue 'Save' button and a 'Cancel' button.

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

10. Click **Save** button.

Note:

- In change page, Time Administrator will not be able to change the attendance type. If Time Administrator wishes to do so, the Time Administrator will firstly delete the wrong transaction and create a new attendance transaction.

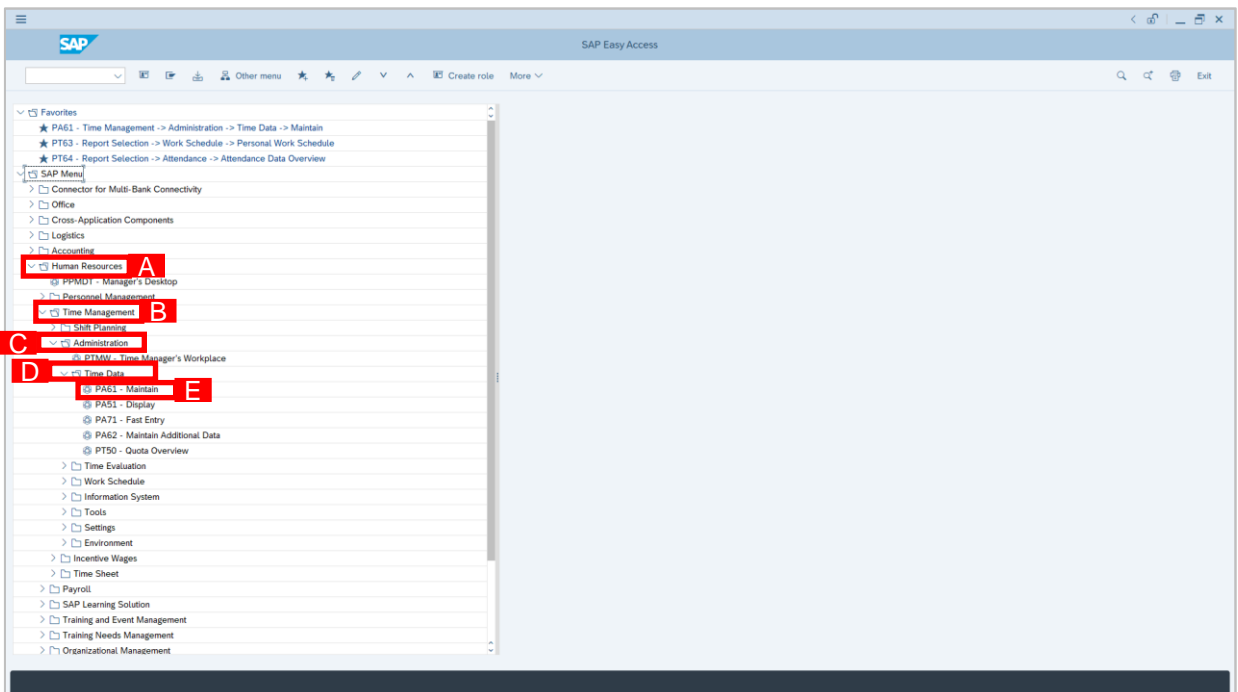


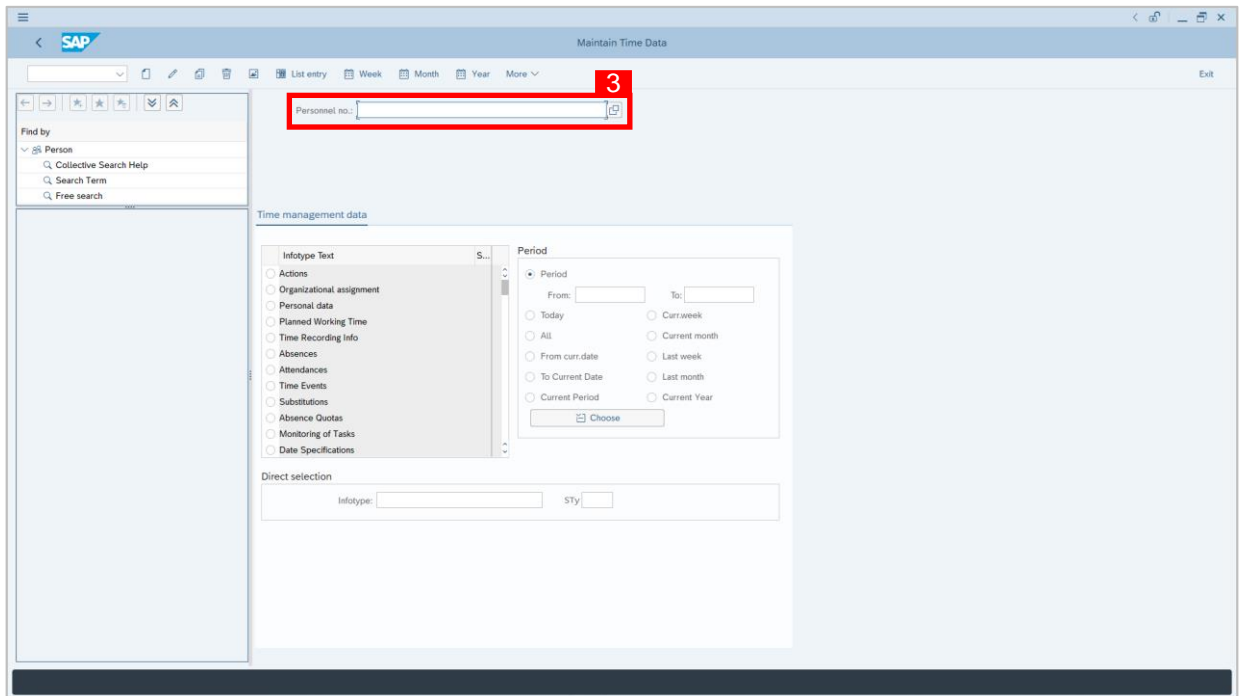
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

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:

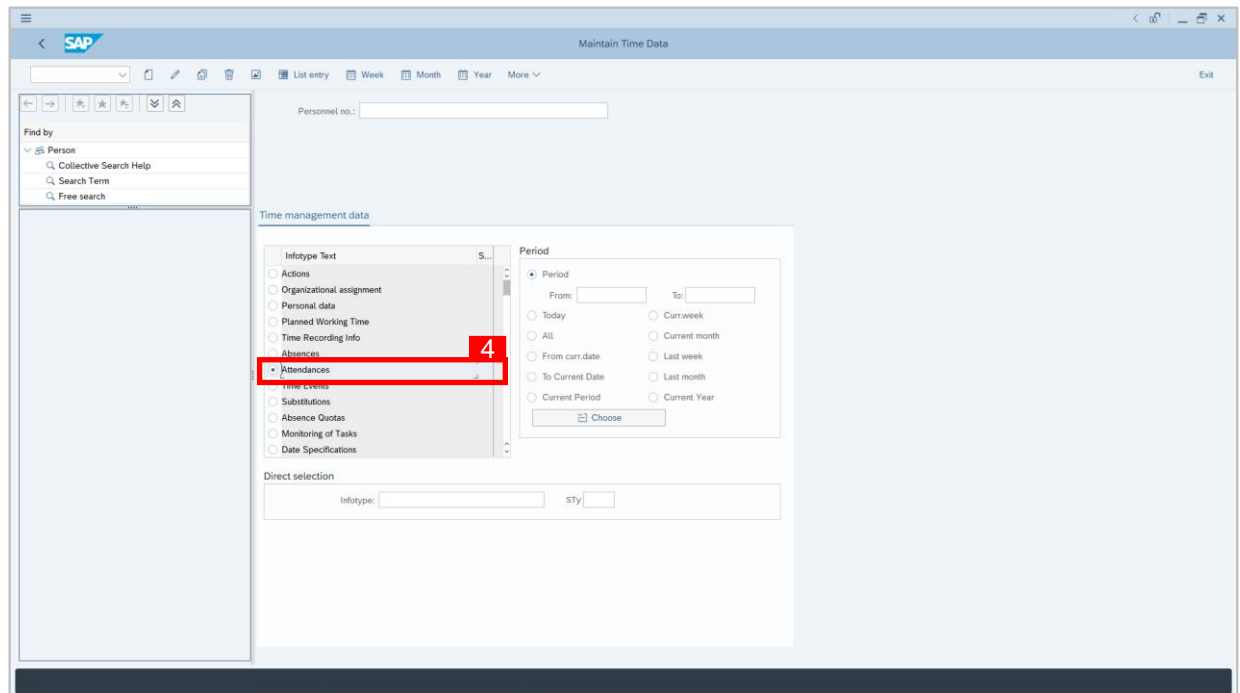
Human Resources > Time Management > Administration > Time Data > PA61 Maintain



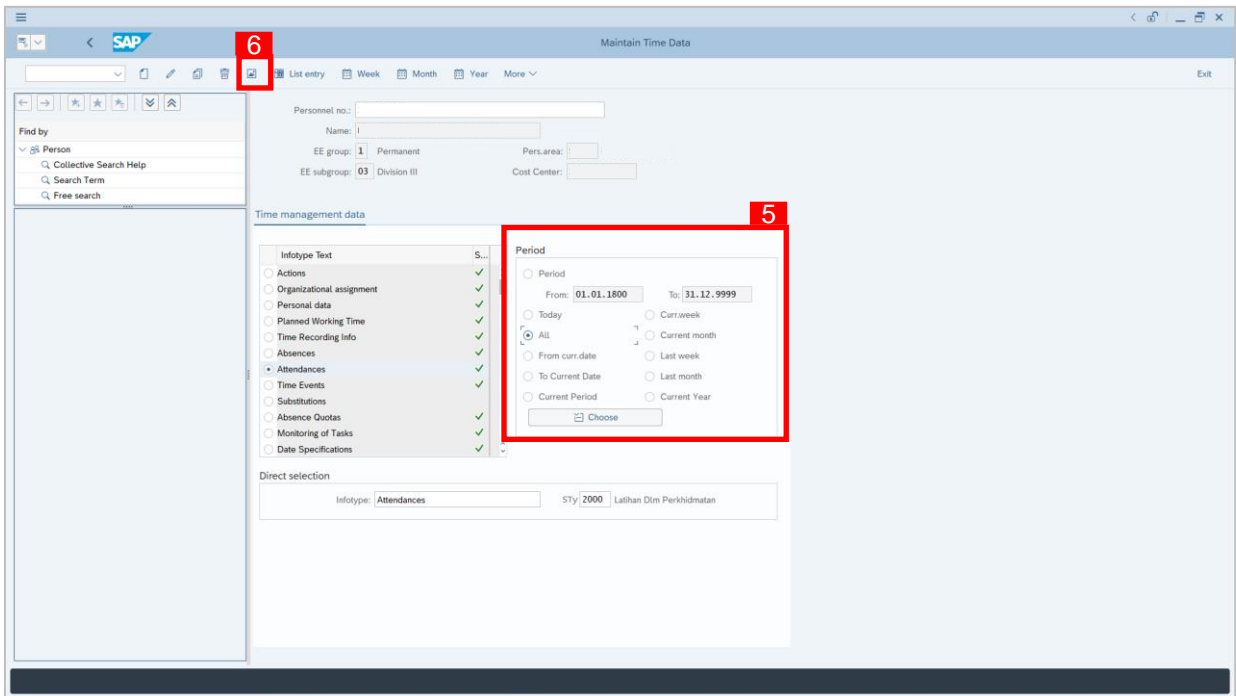


2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.


3. Input **Personnel Number** for time management of the employee.

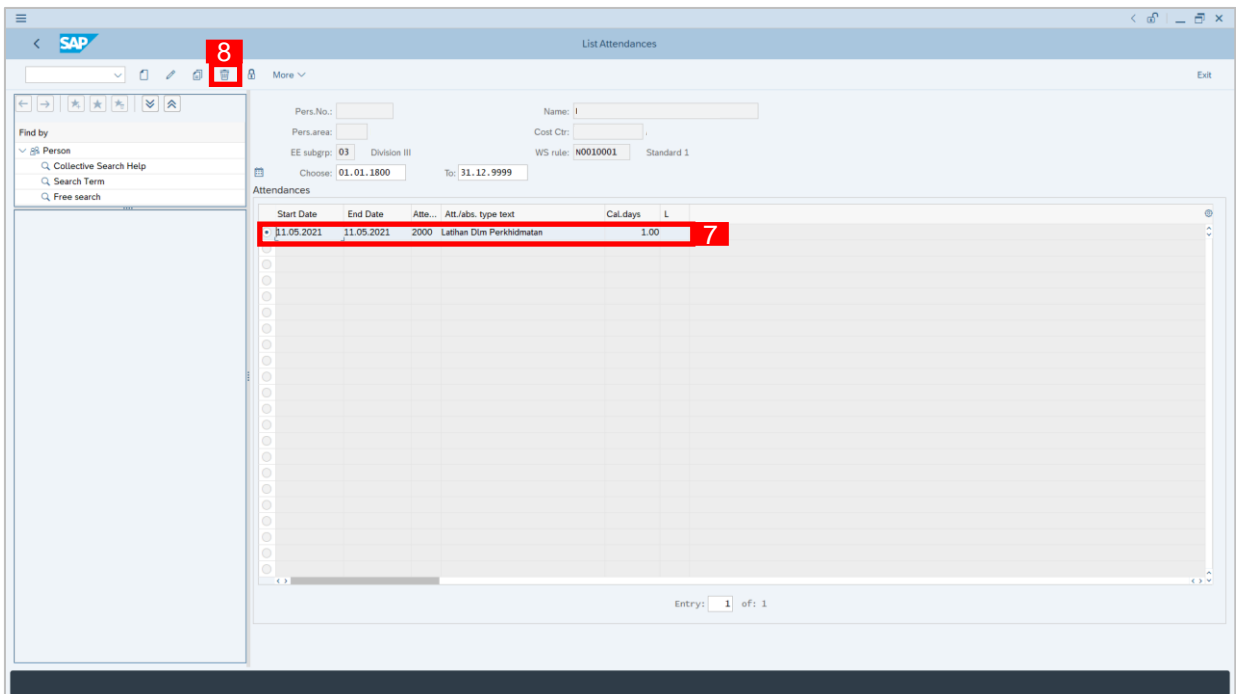


4. Select infotype text **Attendances**.




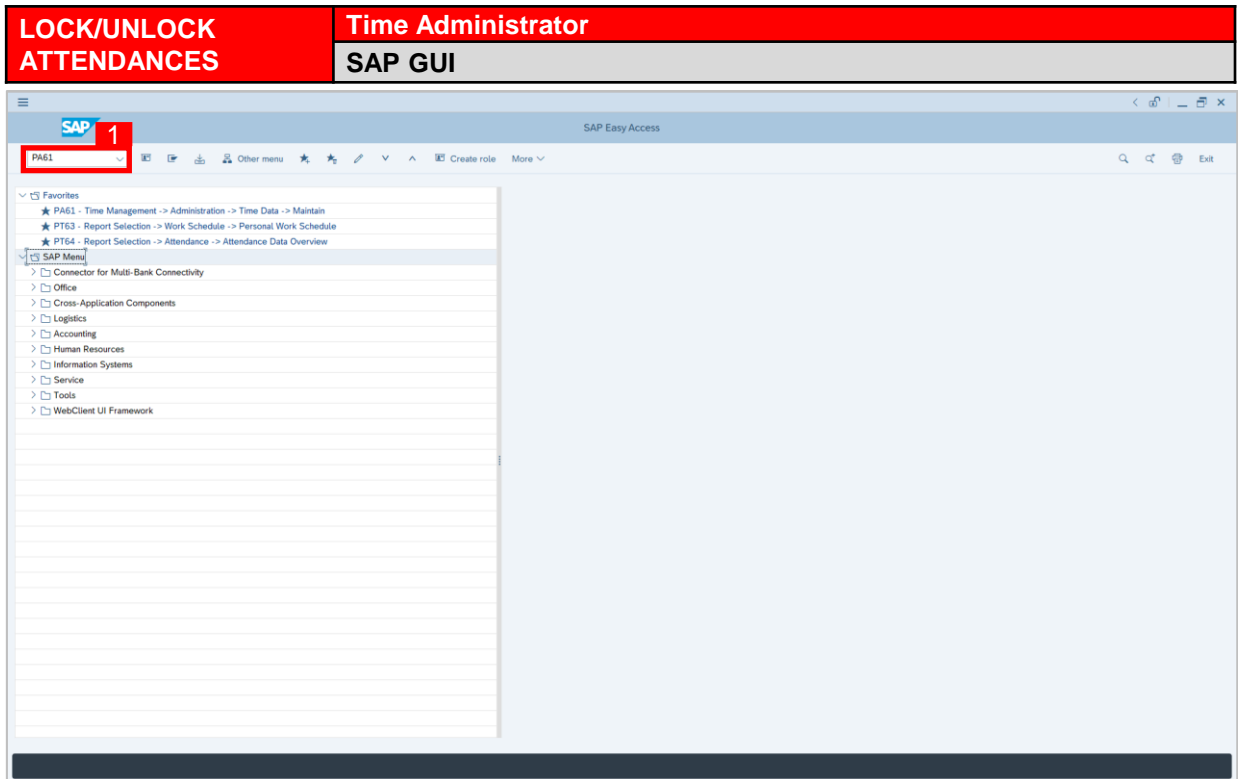
5. Select **Period** and select **All**.

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



7. Select **Attendances** record transaction.

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

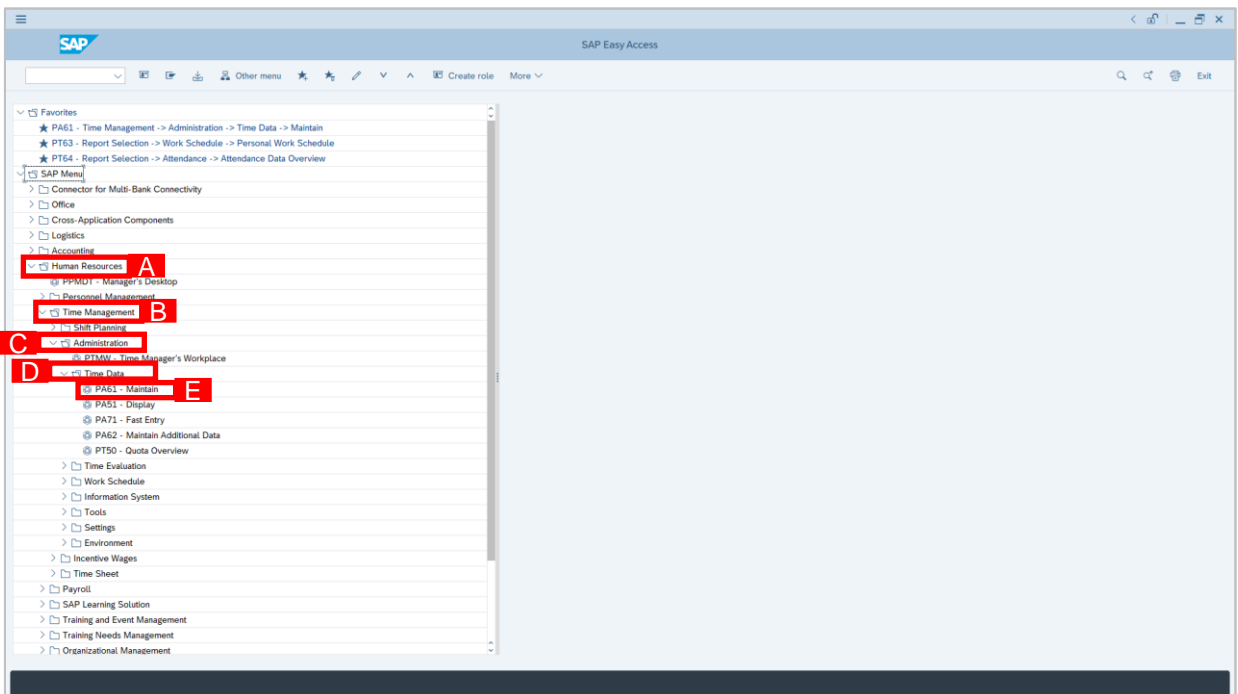


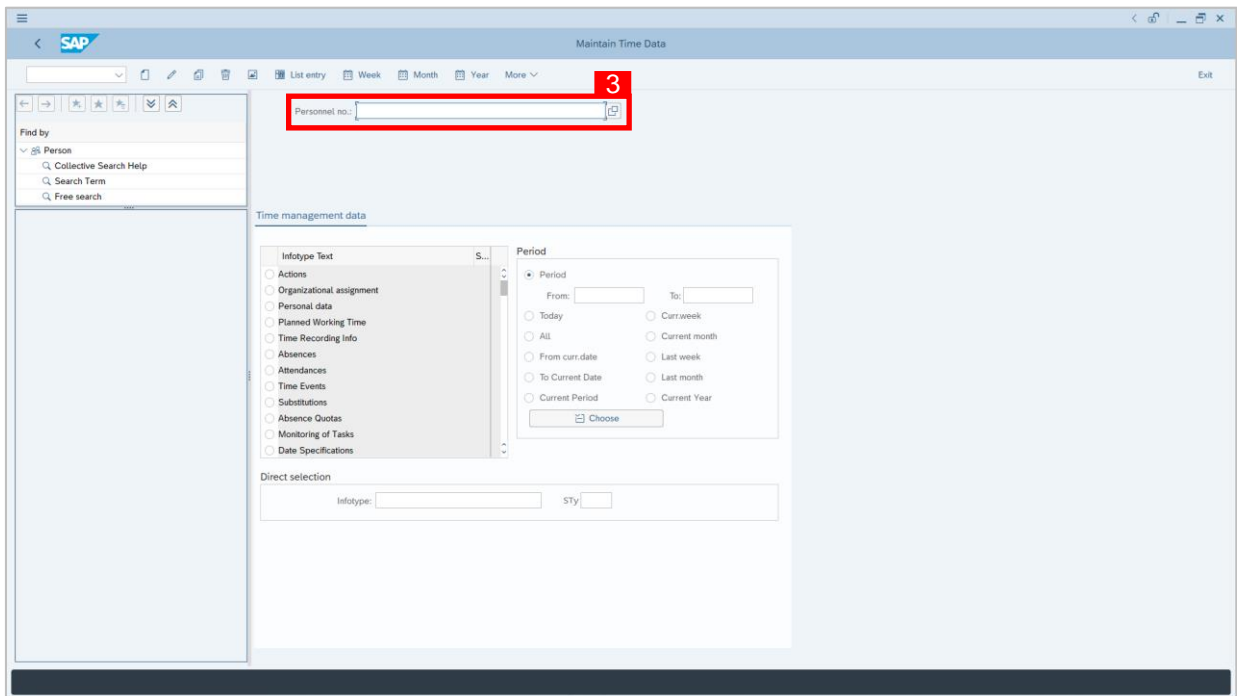
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

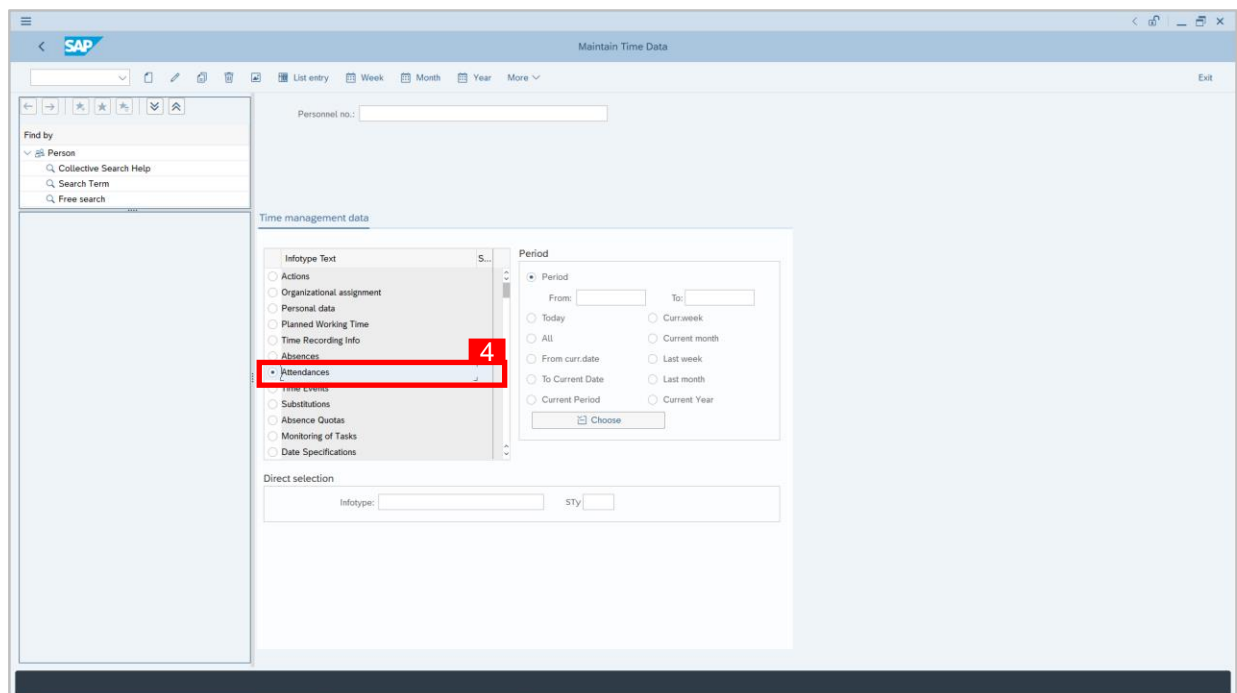
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

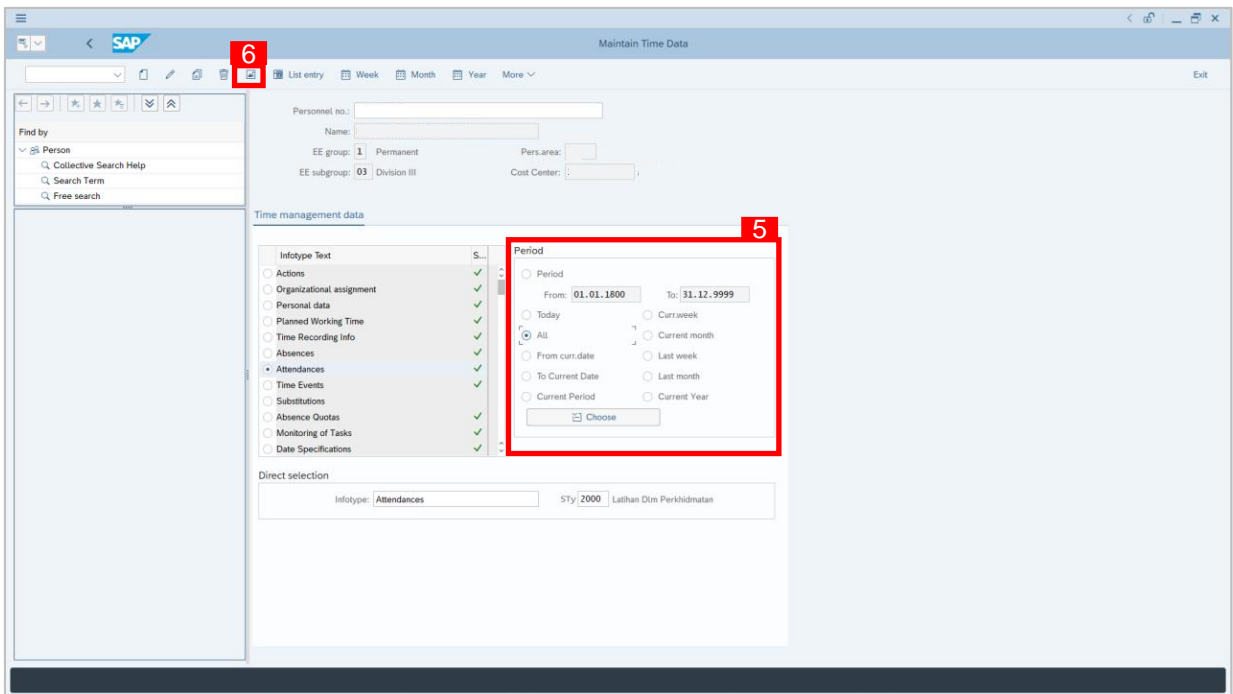





2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

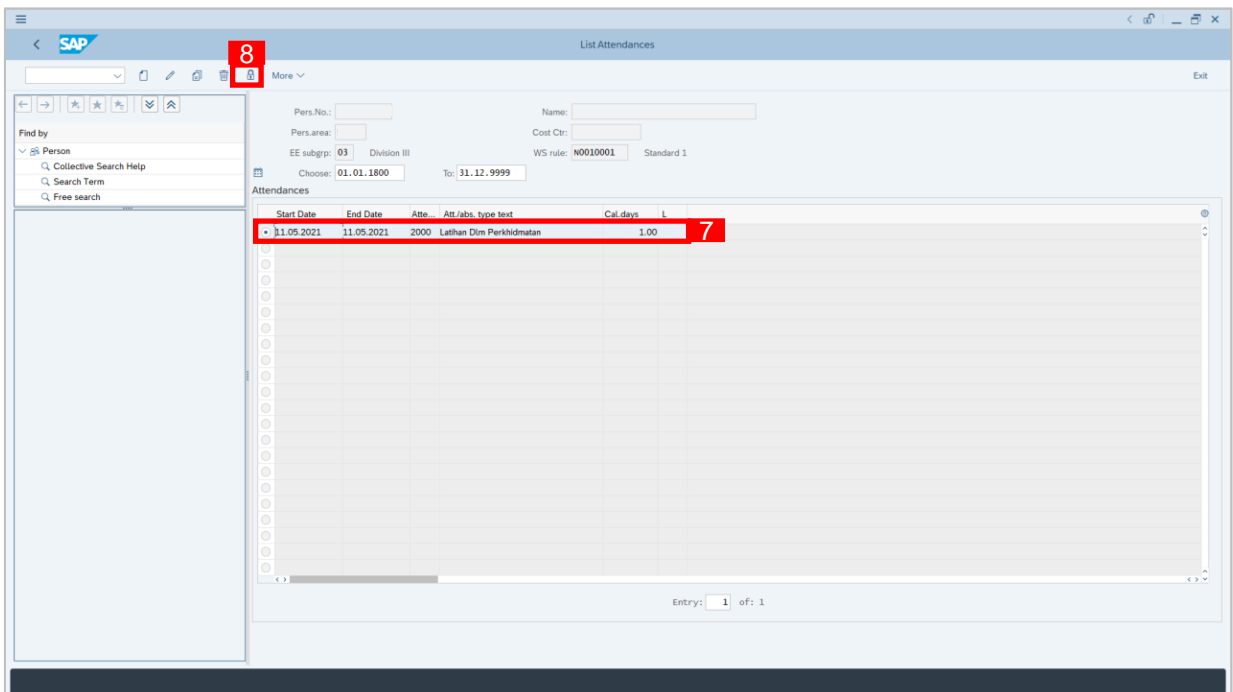


4. Select infotype text **Attendances**.



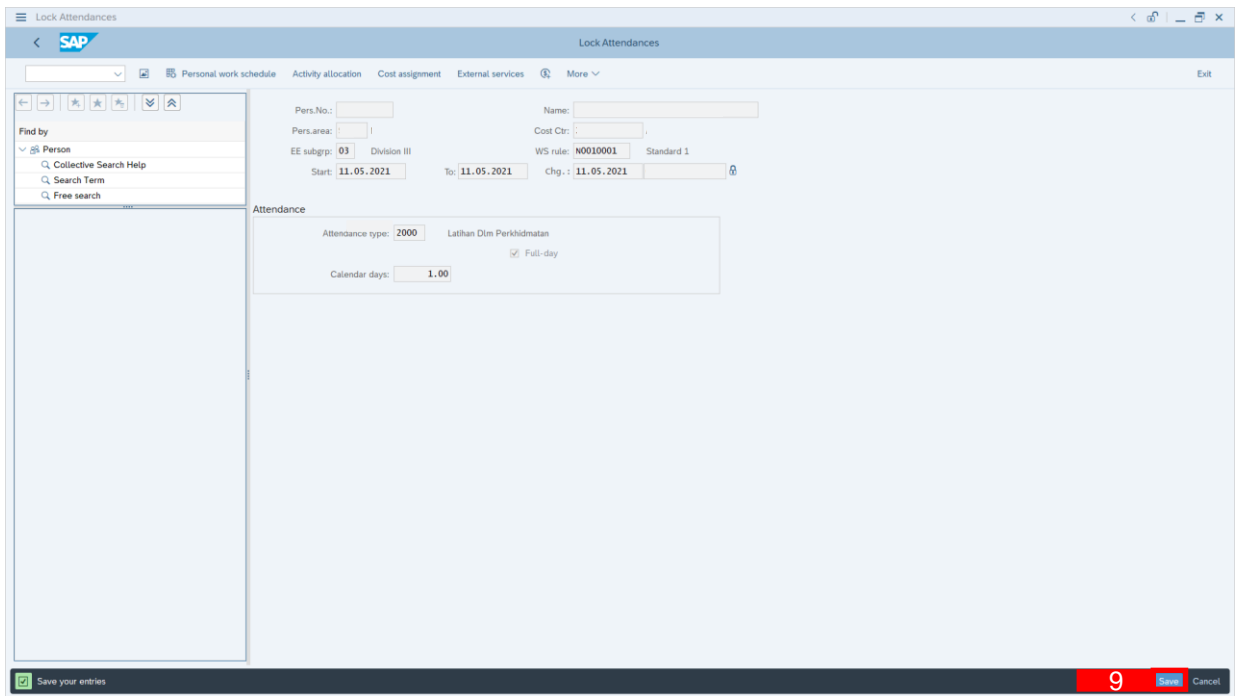
5. Select **Period** and select **All**.

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



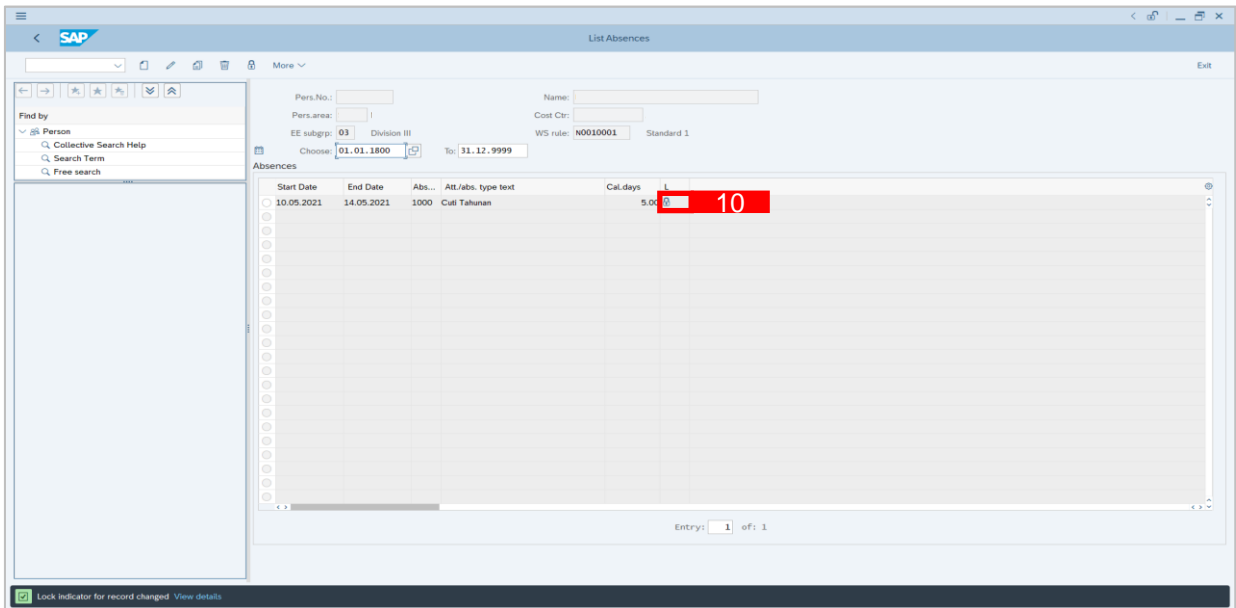
7. Select **Attendances** record transaction.

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



9. Click Save button.

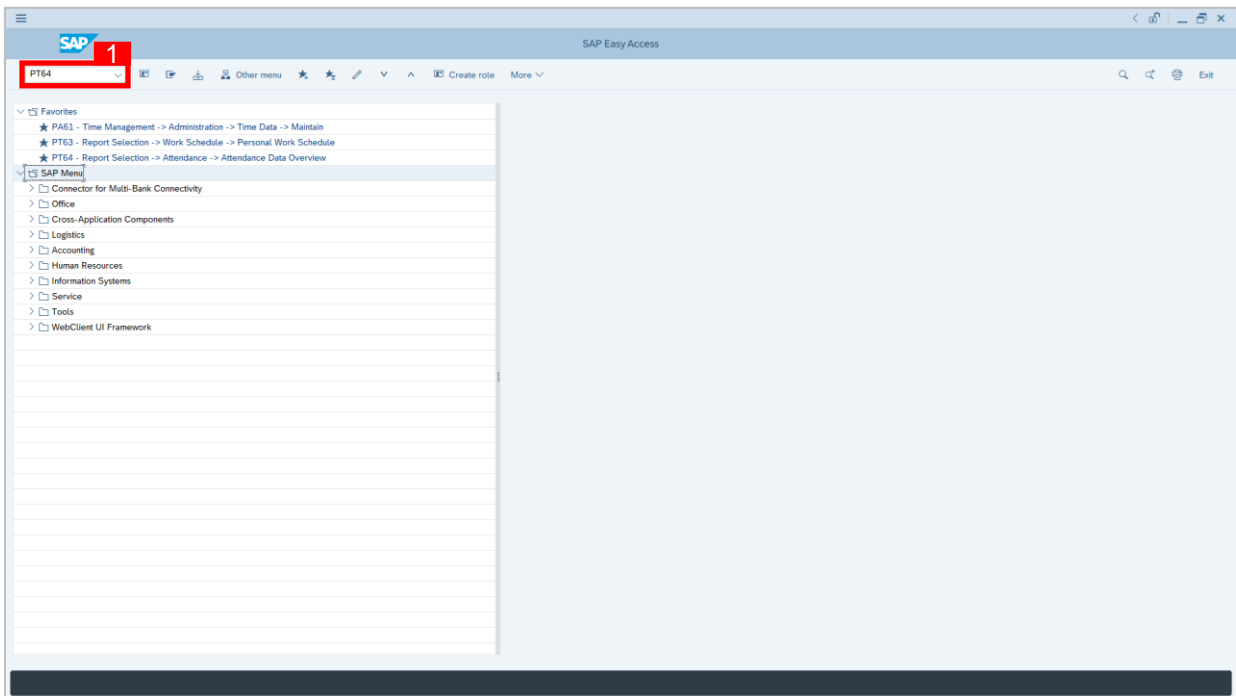
10. A lock icon will appear in the lock column of the **Attendances** overview page to indicate the record has been locked/unlocked.



Note:

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

DISPLAY ATTENDANCE DATA REPORT	Time Administrator
	SAP GUI



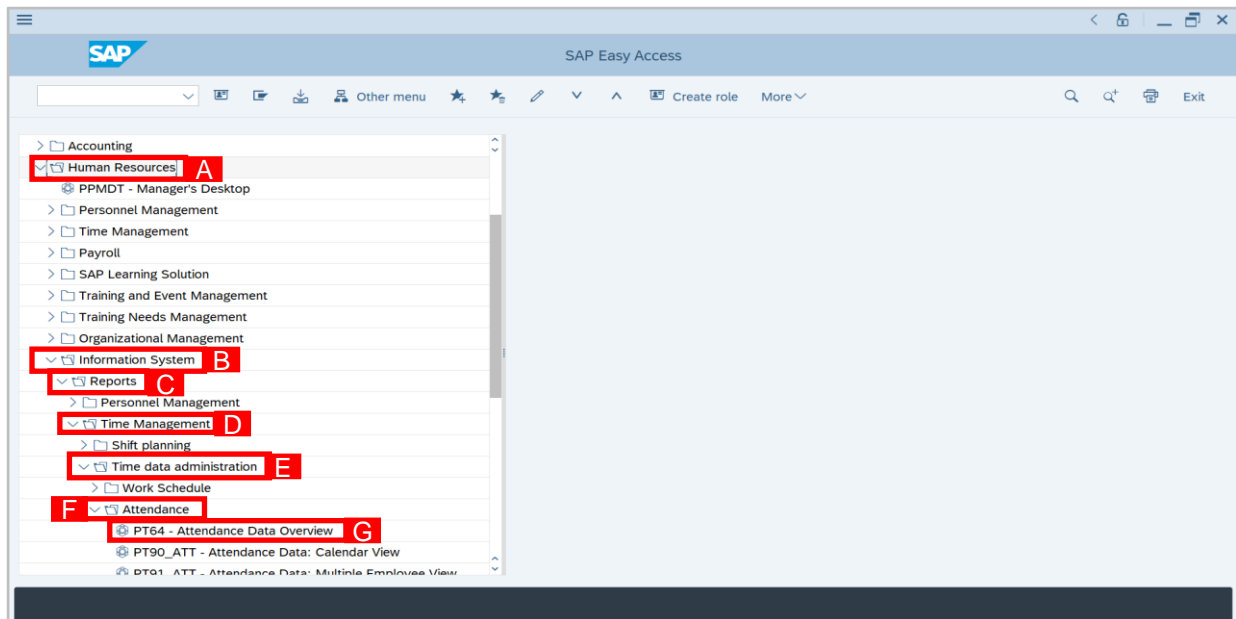
1. On the **Search** bar, input transaction code **PT64** and press enter on the keyboard.

Note:

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

Human Resources > Information System > Reports > Time Management > Time Data

Administration > Attendance > PT64 Attendance Data Overview

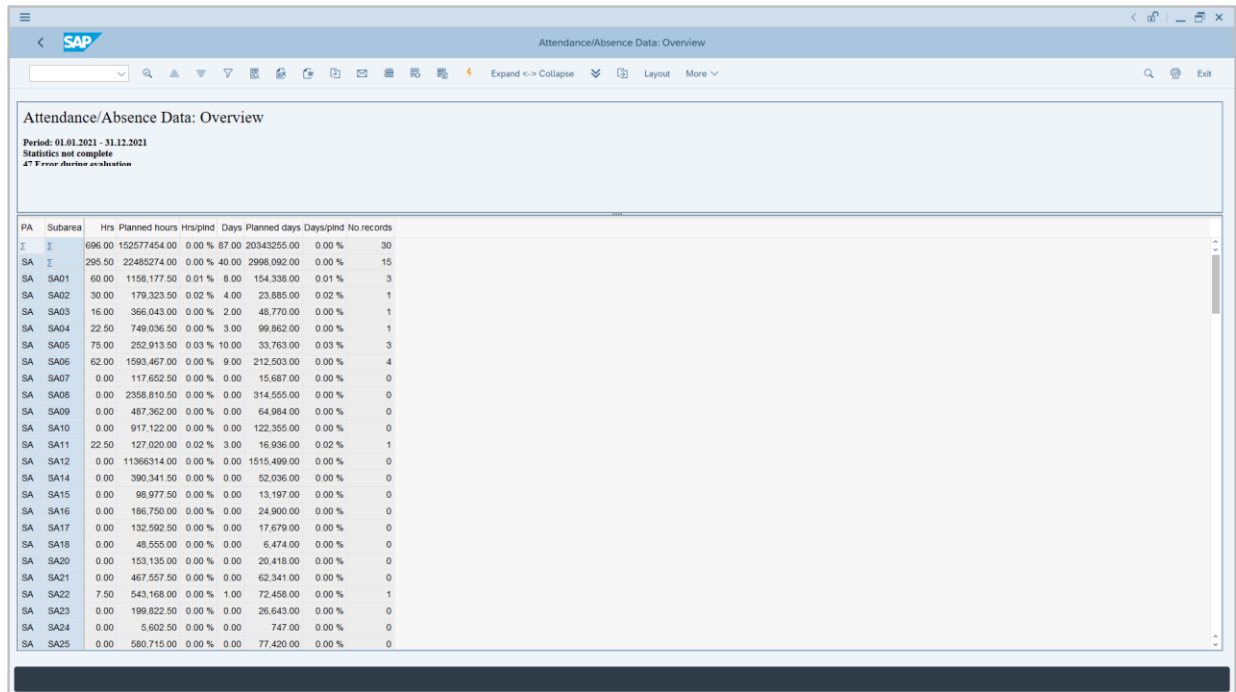


The screenshot shows the SAP 'Attendance/Absence Data: Overview' interface. The 'Period' section is highlighted with a red box and labeled '2'. It contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period' and 'Person selection period', each with a 'To:' field. The 'Selection' section contains a 'Personnel Number' field highlighted with a red box and labeled '3', along with 'Employment status', 'Personnel area', and 'Personnel subarea' fields. The 'Attendance/absence types for eval.' section has an 'Attendance type' field and a 'to:' field, followed by buttons for 'Evaluate absences only', 'Evaluate attendances only' (which is checked), 'Evaluate attendances/absences', and 'Select by att./absence category'. The 'Data format' section includes 'Grouping by org. assignment' and 'Hide texts on organizational assignment' options. An 'Execute' button is located at the bottom right.

2. Select **Period** and select **Current Year**.
3. Input **Personnel Number**.
4. Select **Evaluate attendances only** to view **Attendances**.
5. Select **Classification of Data** as shown.
6. Click **Execute** button.

This screenshot shows the same SAP interface as the previous one, but with different sections highlighted. The 'Attendance/absence types for eval.' section is highlighted with a red box and labeled '4'. The 'Data format' section is highlighted with a red box and labeled '5'. The 'Classification of data in initial list by' section is highlighted with a red box and labeled '5'. It contains radio buttons for 'Org. assignment', 'Org. assignment - Employees', 'Org. assignment - Att./absence types', 'Org. assignment - Employees - Attendance/absence types', and 'Org. assignment - Att./Absence types - Employees'. The 'Execute' button at the bottom right is highlighted with a red box and labeled '6'.

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: database evaluation

PA	Subarea	Hrs	Planned hours	Hrs/pind	Days	Planned days	Days/pind	No records
I	I	696.00	152577454.00	0.00 %	87.00	20343255.00	0.00 %	30
SA	I	295.50	22485274.00	0.00 %	40.00	2998.092.00	0.00 %	15
SA	SA01	60.00	1158.177.50	0.01 %	8.00	154.338.00	0.01 %	3
SA	SA02	30.00	179.323.50	0.02 %	4.00	23.885.00	0.02 %	1
SA	SA03	16.00	366.043.00	0.00 %	2.00	48.770.00	0.00 %	1
SA	SA04	22.50	749.036.50	0.00 %	3.00	99.862.00	0.00 %	1
SA	SA05	75.00	252.913.50	0.03 %	10.00	33.763.00	0.03 %	3
SA	SA06	62.00	1593.467.00	0.00 %	9.00	212.503.00	0.00 %	4
SA	SA07	0.00	117.652.50	0.00 %	0.00	15.687.00	0.00 %	0
SA	SA08	0.00	2358.810.50	0.00 %	0.00	314.555.00	0.00 %	0
SA	SA09	0.00	487.362.00	0.00 %	0.00	64.984.00	0.00 %	0
SA	SA10	0.00	917.122.00	0.00 %	0.00	122.355.00	0.00 %	0
SA	SA11	22.50	127.020.00	0.02 %	3.00	16.936.00	0.02 %	1
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	98.977.50	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	0.00	467.557.50	0.00 %	0.00	62.341.00	0.00 %	0
SA	SA22	7.50	543.168.00	0.00 %	1.00	72.458.00	0.00 %	1
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	0.00	580.715.00	0.00 %	0.00	77.420.00	0.00 %	0

Note:

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