



# **SISTEM SUMBER MANUSIA**

## **User Guide**

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

### **Maintain Substitutions (IT2003)**

**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
<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

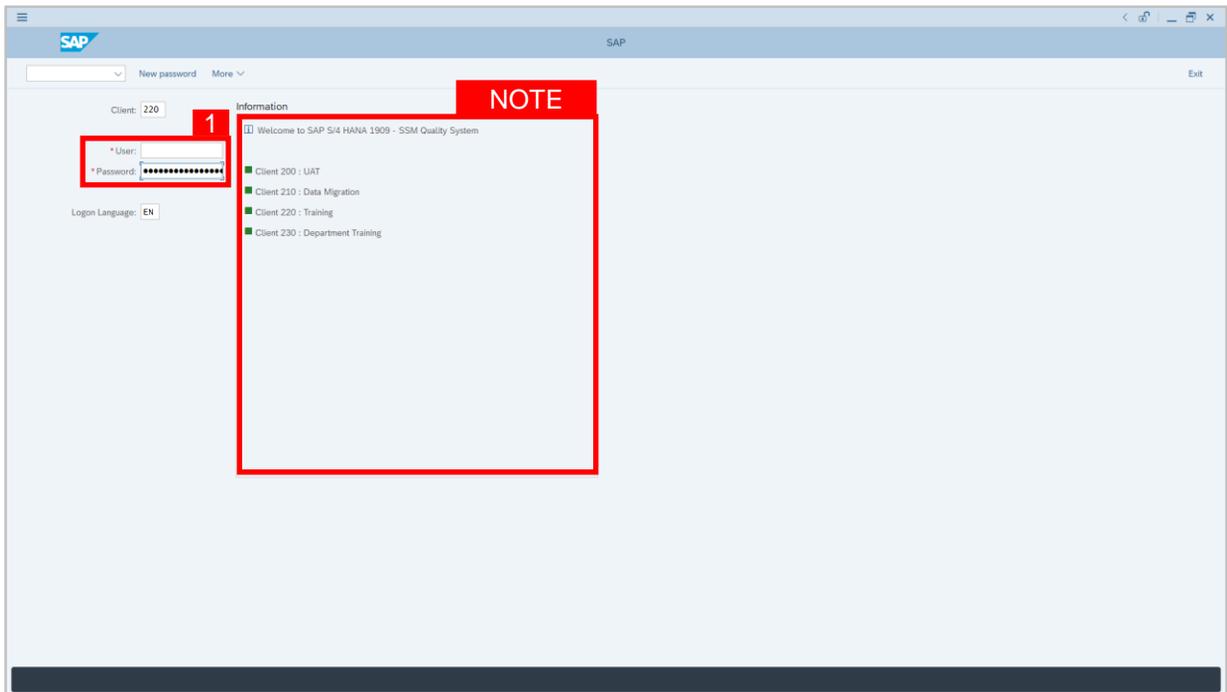
## FURTHER ASSISTANCE

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**.

## Table of Content

Topics	Page
Introduction	<a href="#">2</a>
Glossary	<a href="#">2</a>
Further Assistance	<a href="#">2</a>
SAP GUI (Back-end) Log on	<a href="#">4</a>
Navigate to Time Data Page via SAP Menu	<a href="#">6</a>
Maintain Substitutions: Create	<a href="#">8</a>
Maintain Substitutions: Change	<a href="#">13</a>
Maintain Substitutions: Delete	<a href="#">17</a>
Maintain Substitutions: Lock/Unlock	<a href="#">20</a>
Maintain Substitutions: Display Personal Work Schedule Report	<a href="#">24</a>

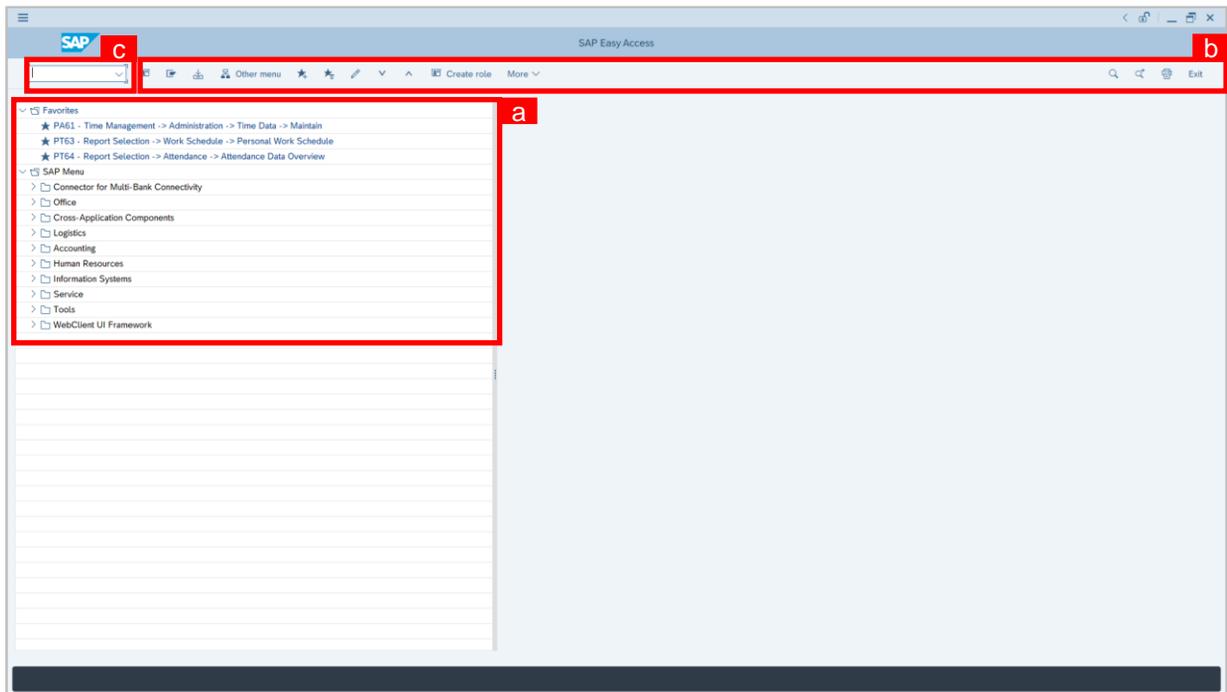
<b>SAP GUI (Back-end) Log on</b>	<b>Time Administrator SAP GUI</b>
--------------------------------------	---------------------------------------



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.



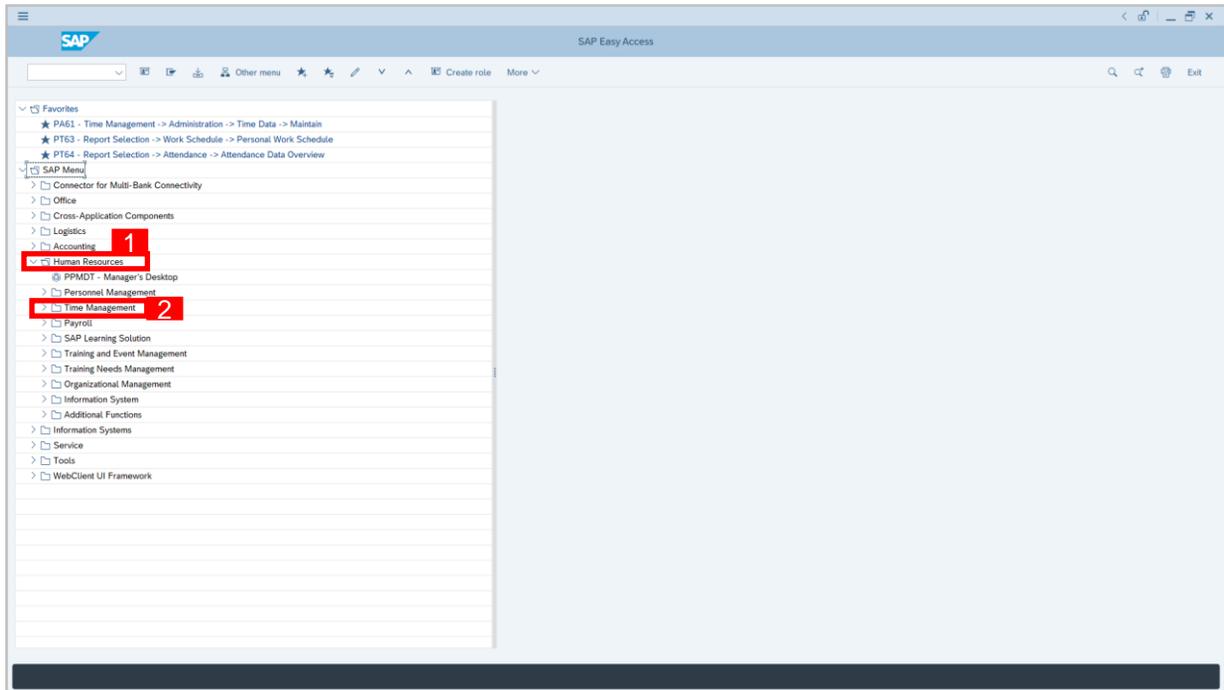
**Note:**

- a. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- b. The home page will also display shortcuts that could assist in the ease of navigation through the system.
- c. 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**

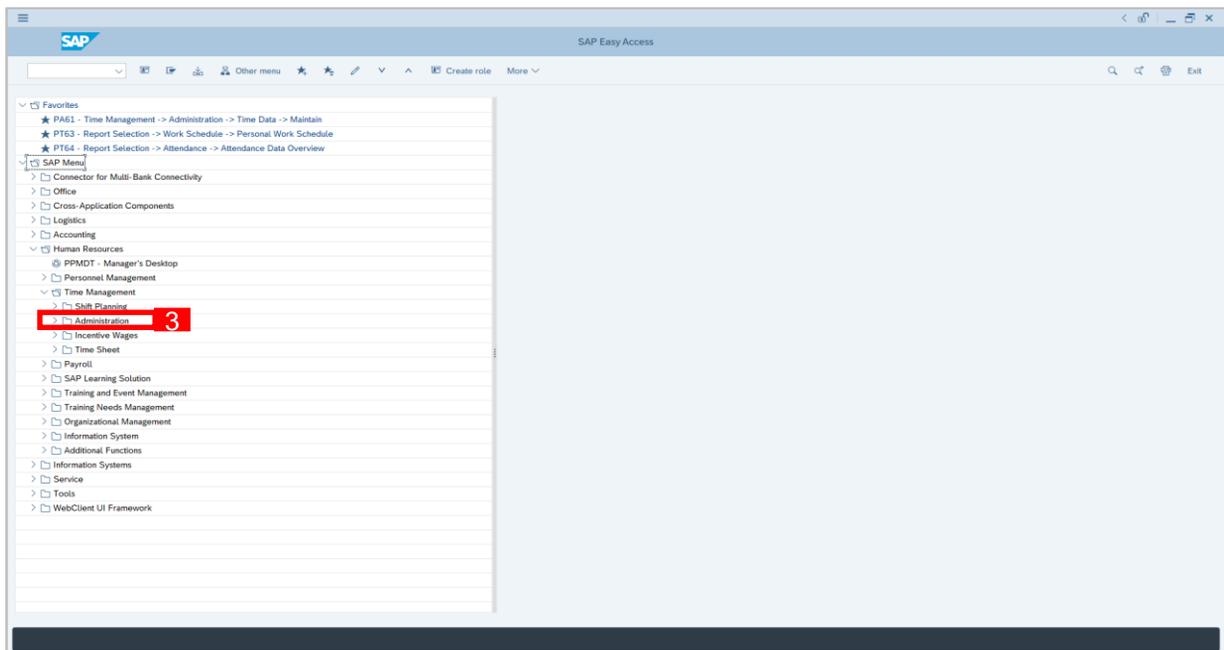
**Time Administrator**

**SAP GUI**

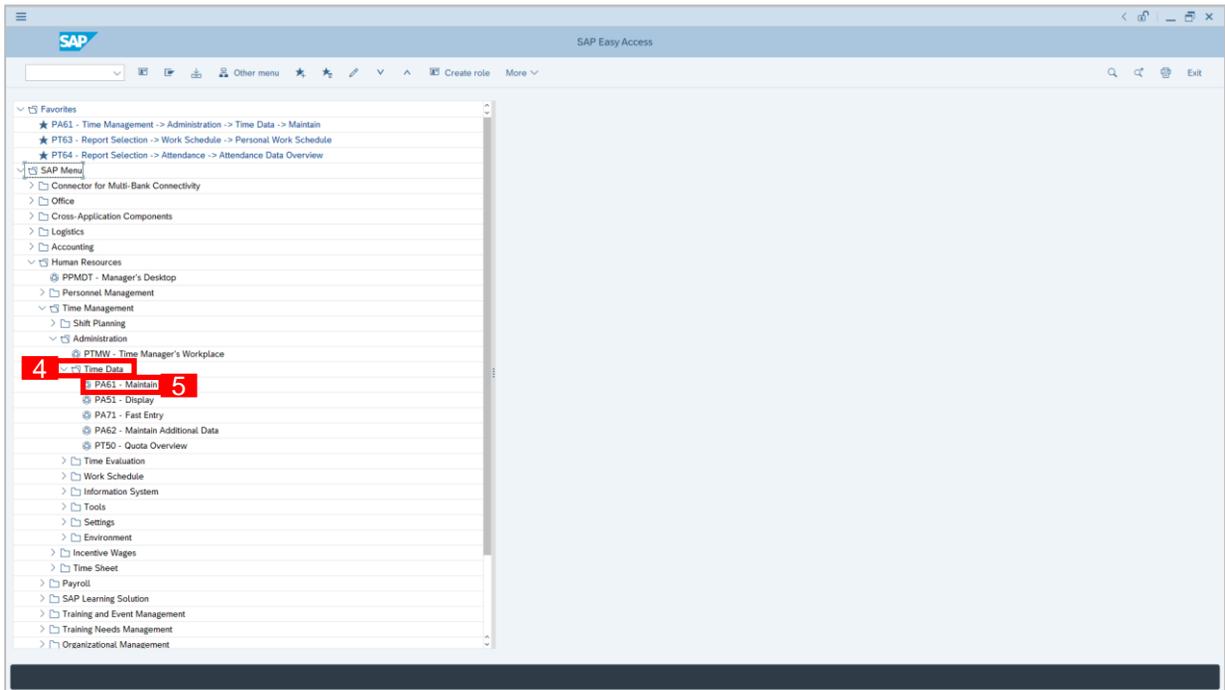


1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.

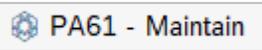
2. Click  **Time Management** dropdown folder for **Time Management Process**.

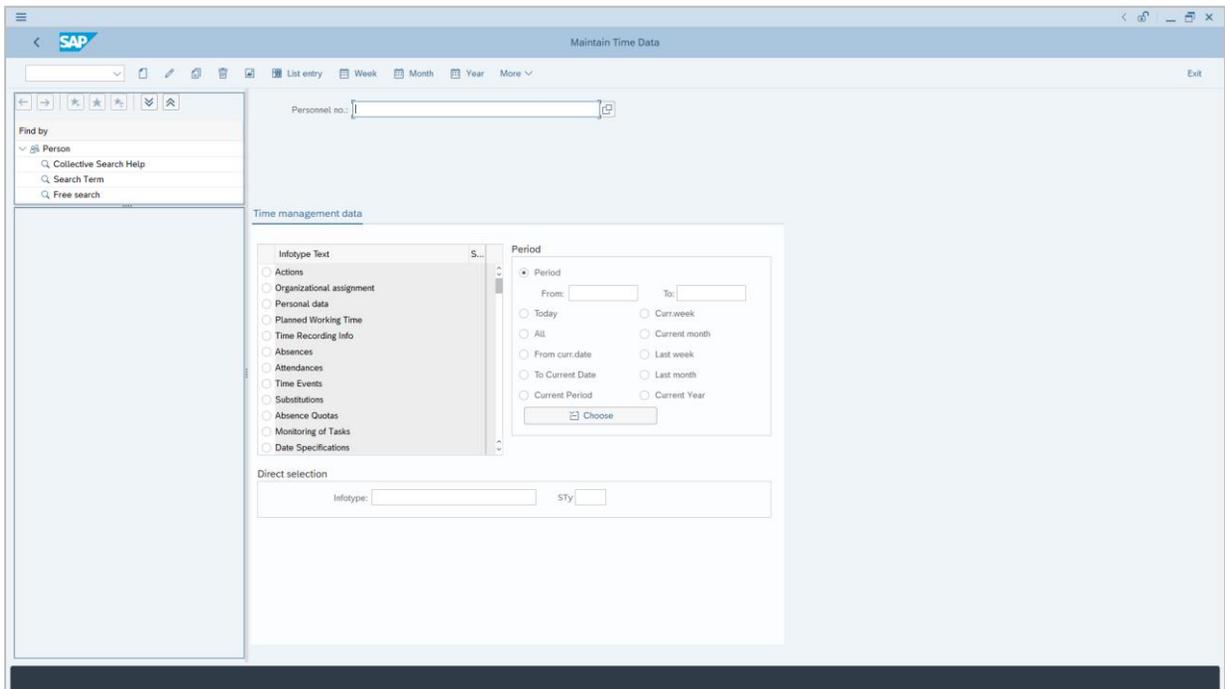


3. Click  **Administration** dropdown folder.

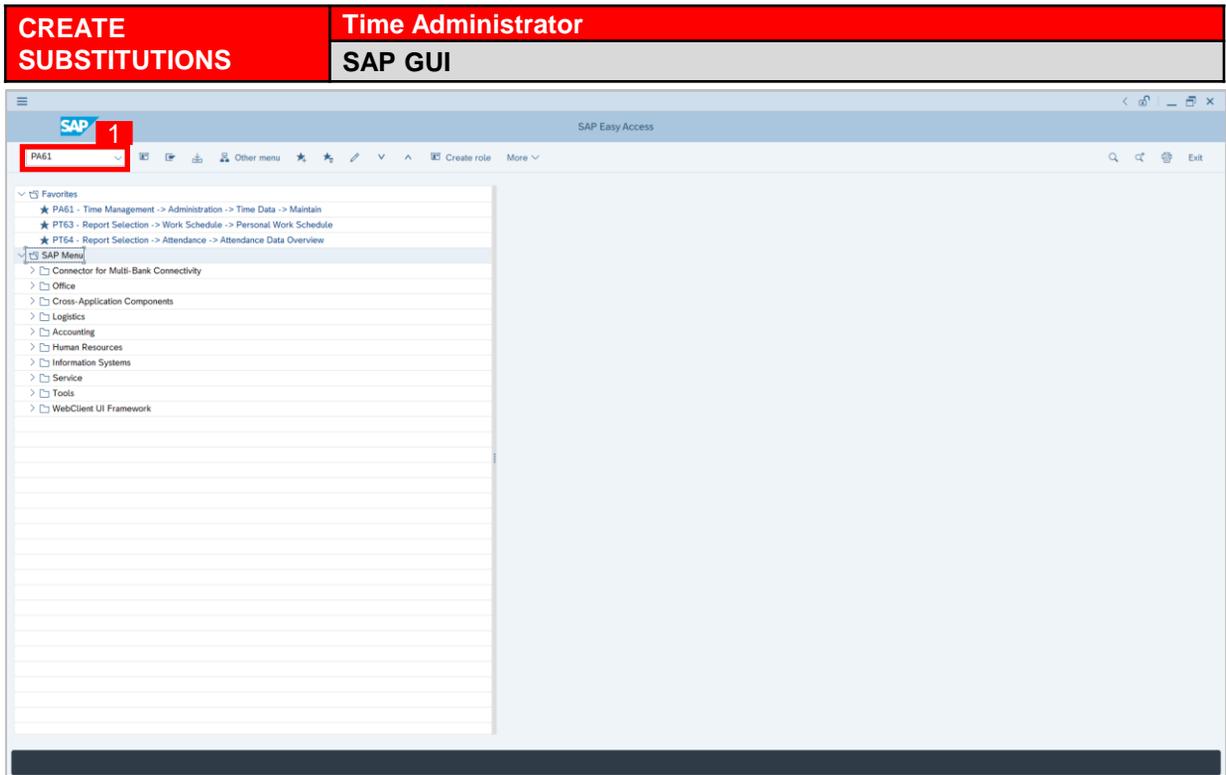


4. Click  dropdown folder.

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



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

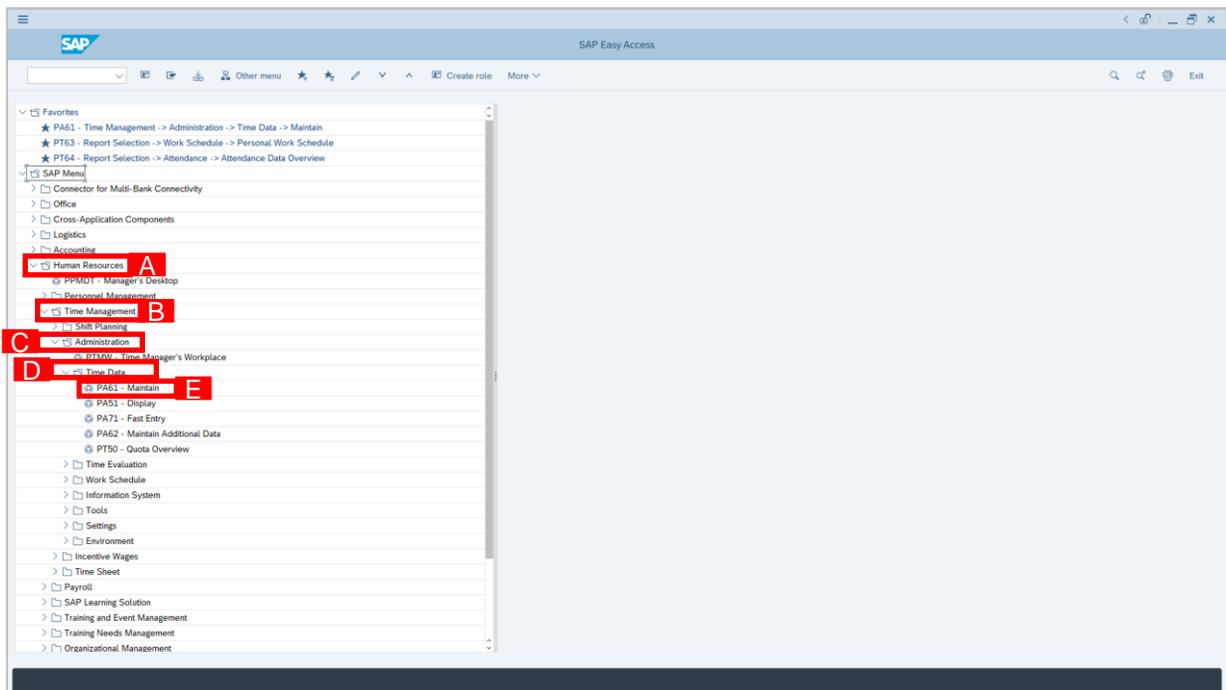


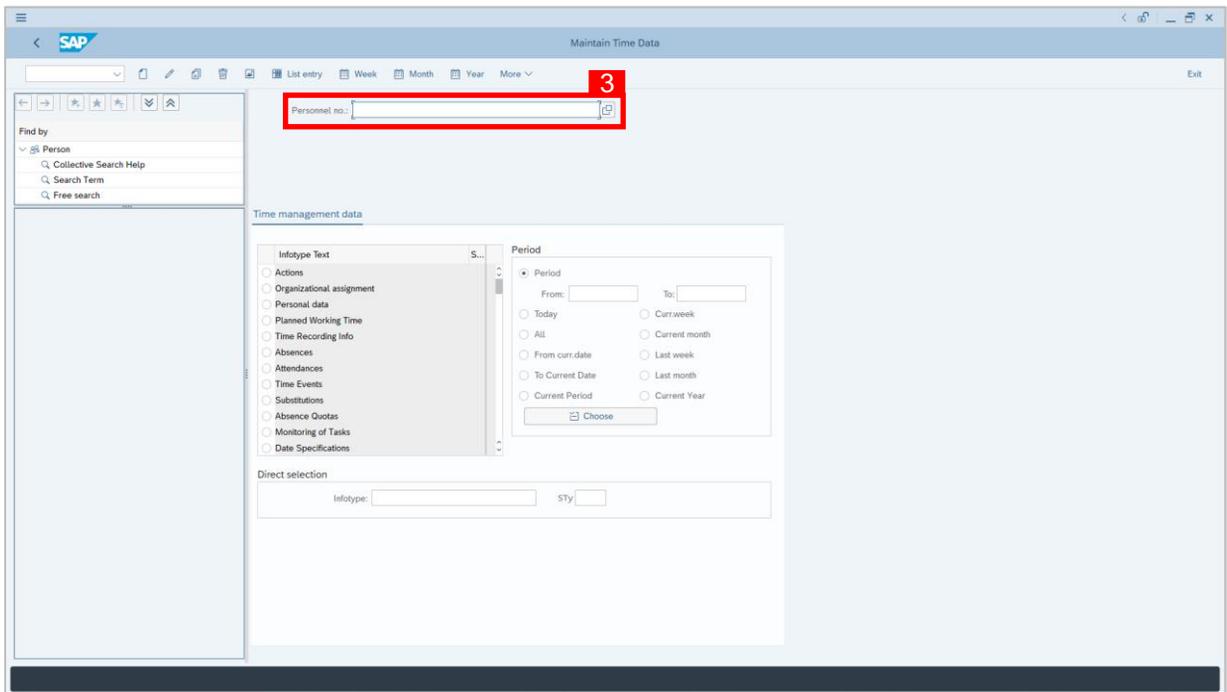
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

### Note:

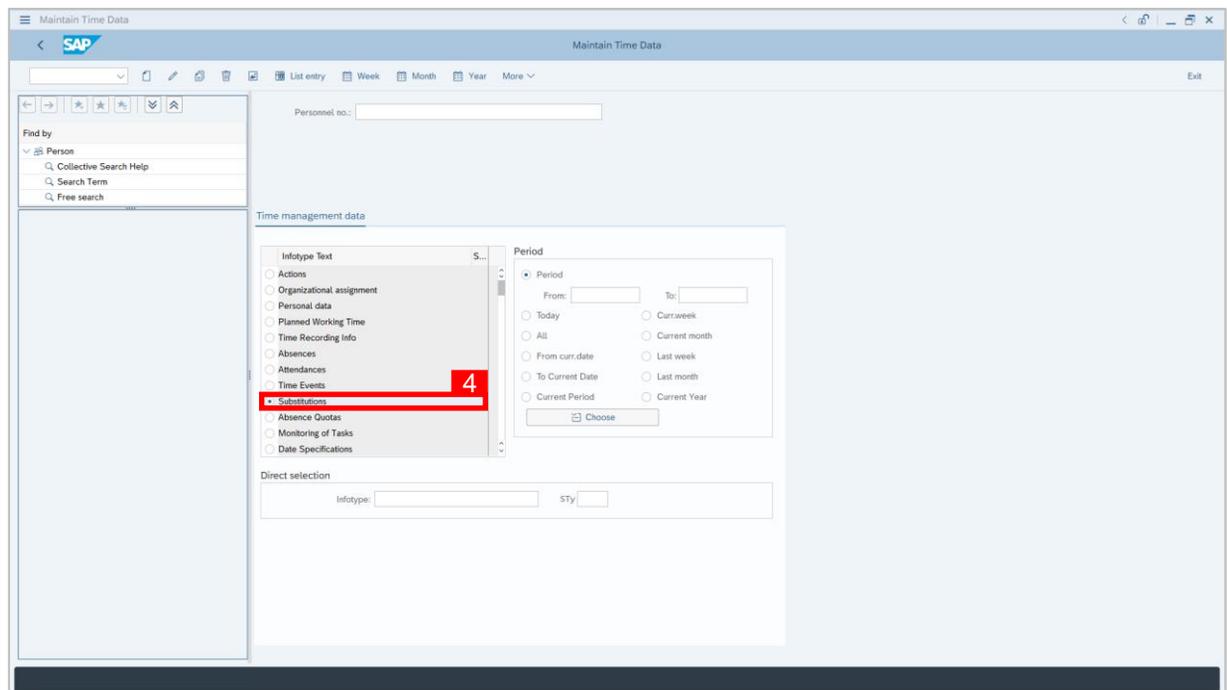
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

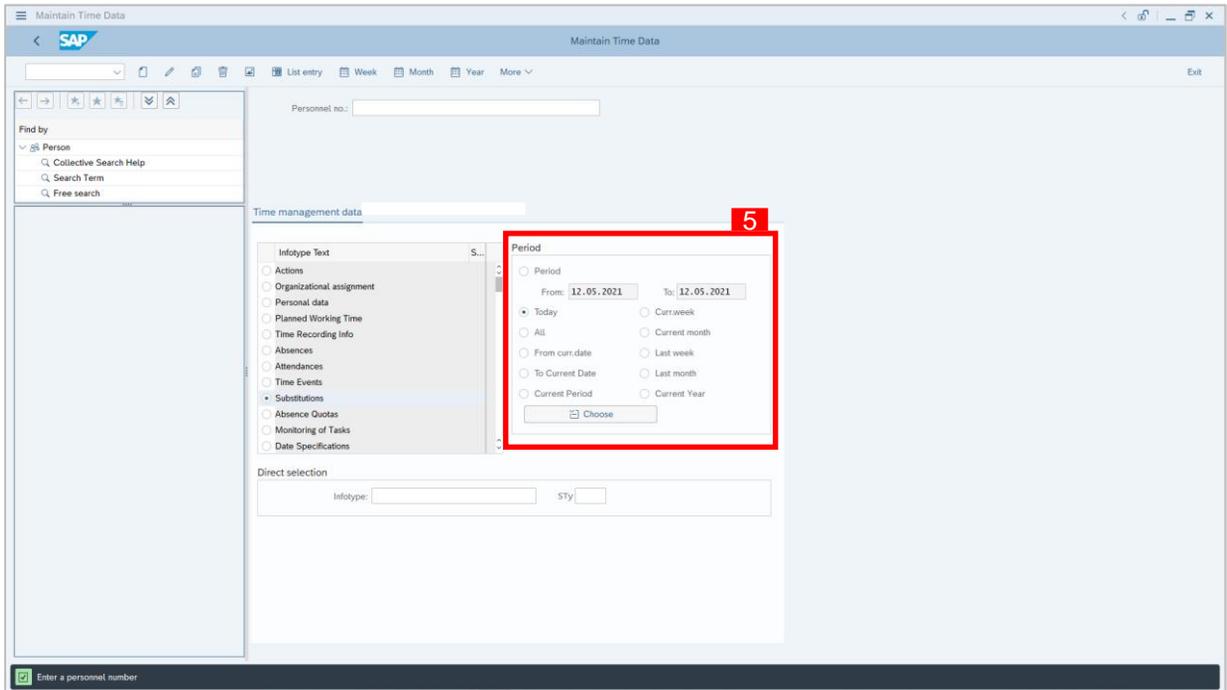




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

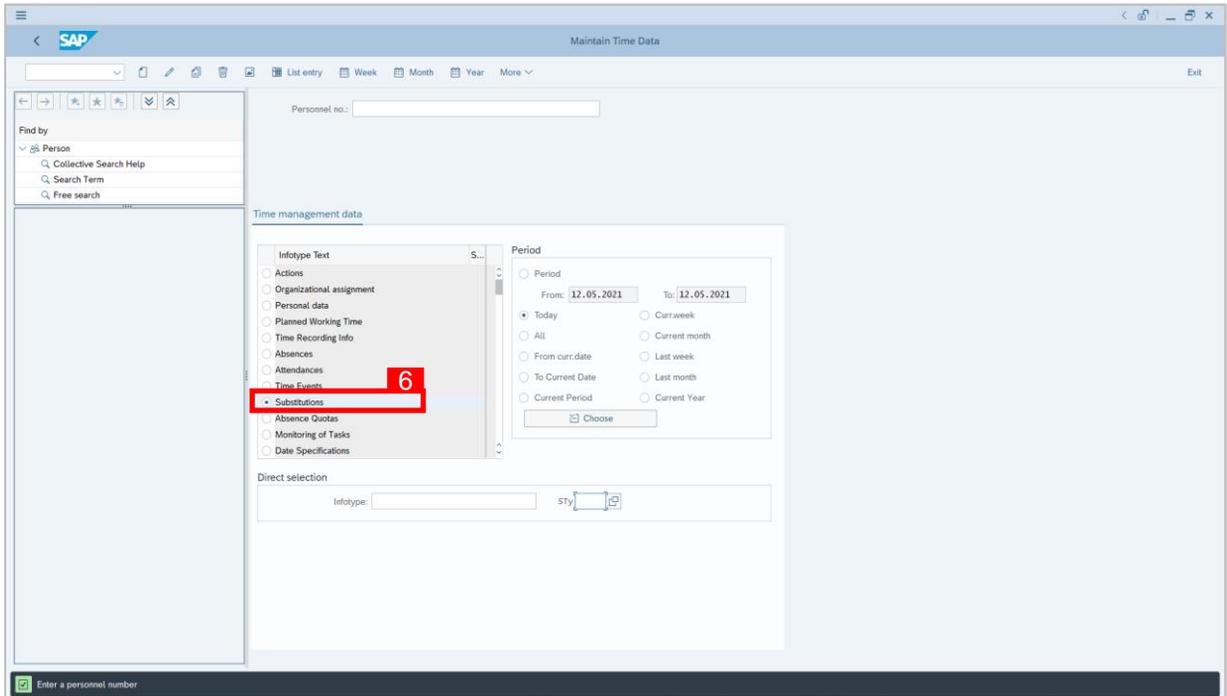


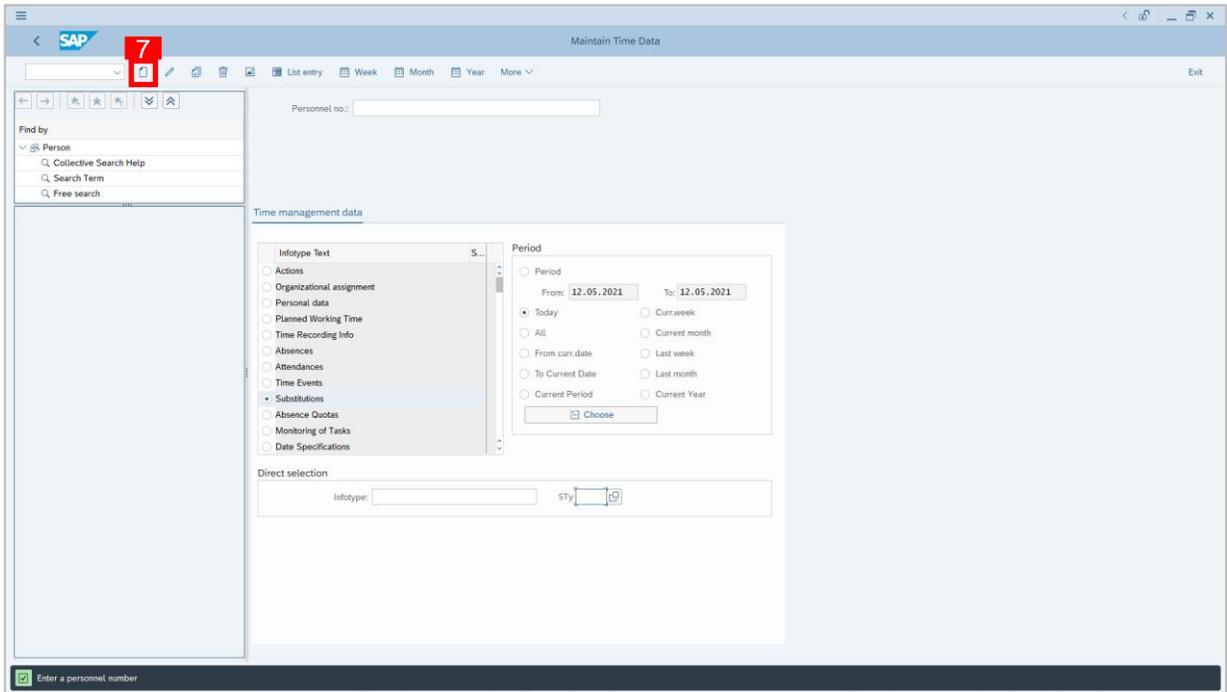
4. Select infotype text **Substitutions**.



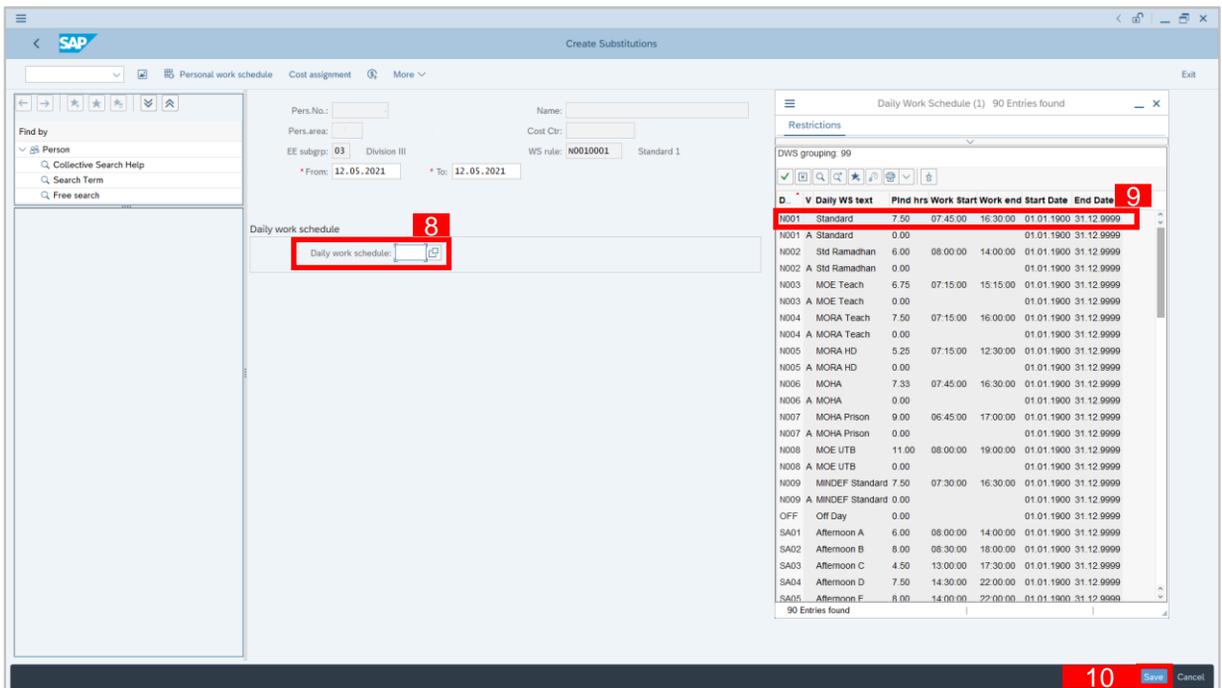
5. Select **Period** and for example, select **Today** (e.g. today is the employee's off day).

6. Choose **Substitution** type.





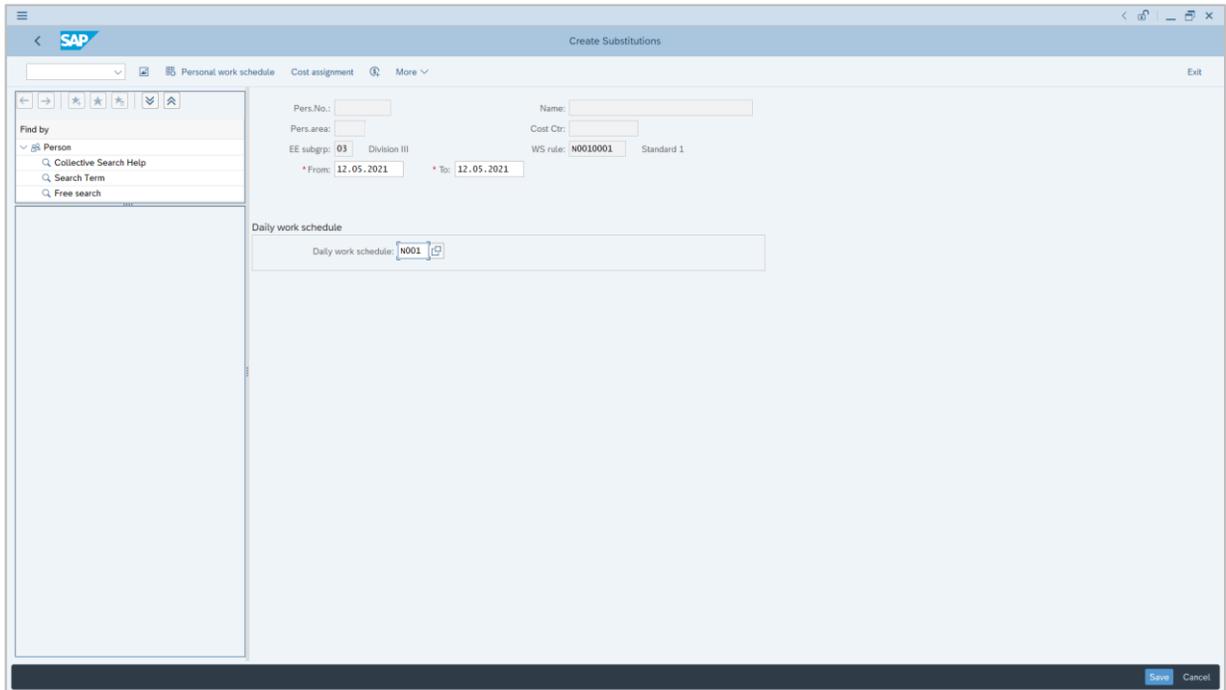
7. Click  button to create Time Management plan for the employee.



8. Create Substitutions page will be displayed, click  button.

9. Select **Daily Work Schedule** – choose according to the employee’s working schedule.

10. Click  button.

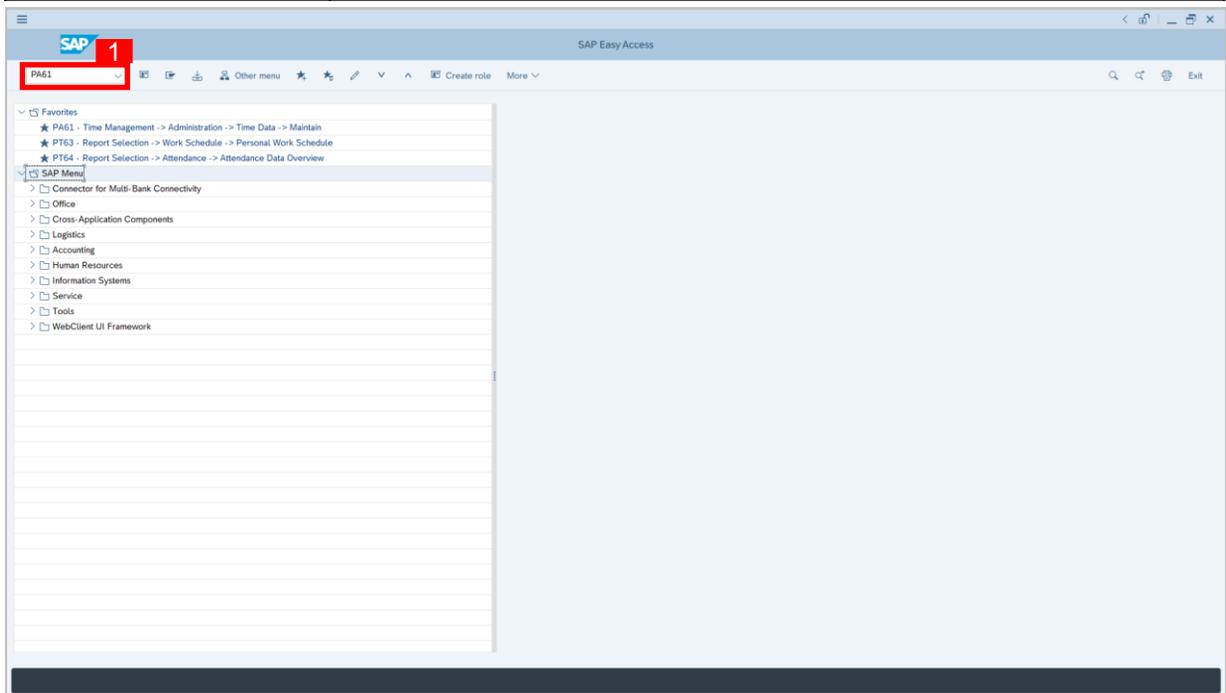


## Note:

- For create substitutions, there will always be **two transactions**:
  1. An **off day** that will be changed to **working day**, and
  2. A **working day** that will be changed to an **off day**.
- Hence, after creating one transaction, Time Administrator must create one more transaction for the substitution.

## CHANGE SUBSTITUTIONS

## Time Administrator SAP GUI

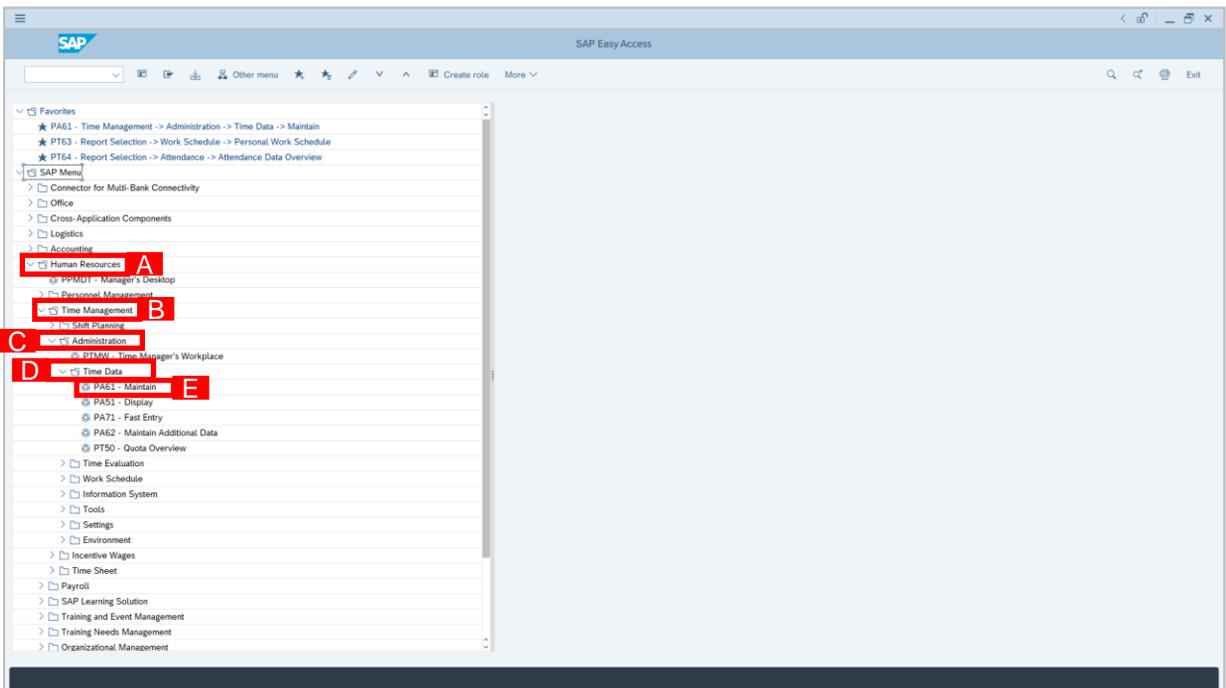


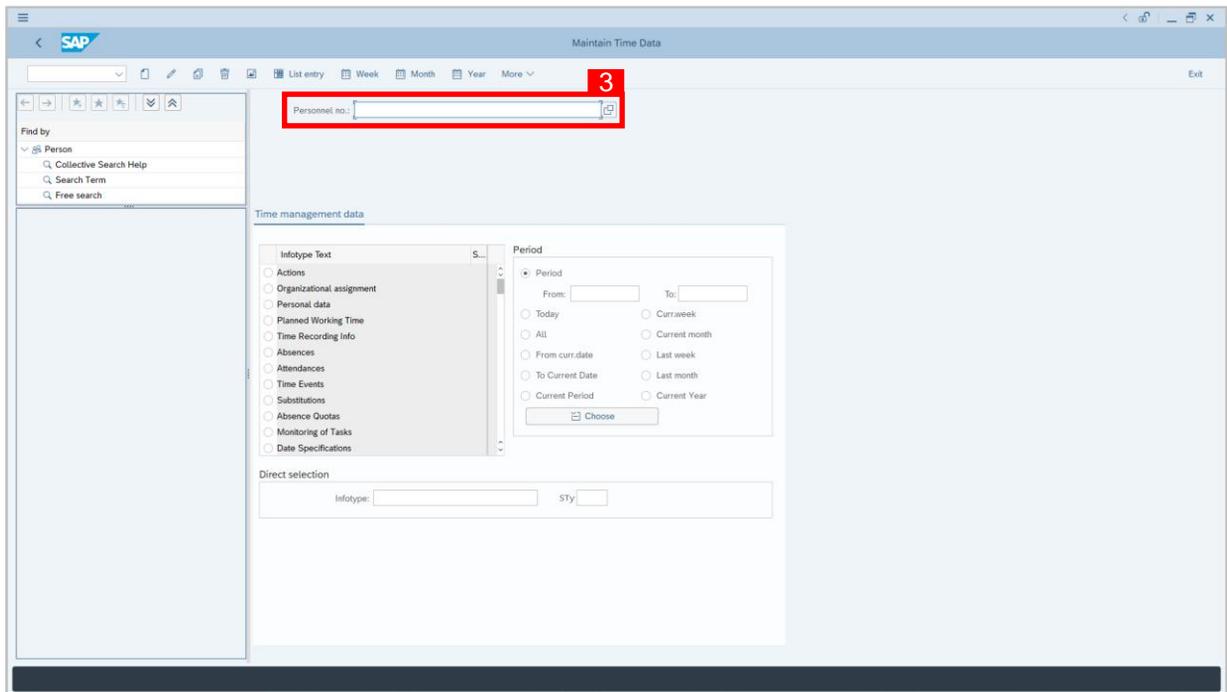
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

### Note:

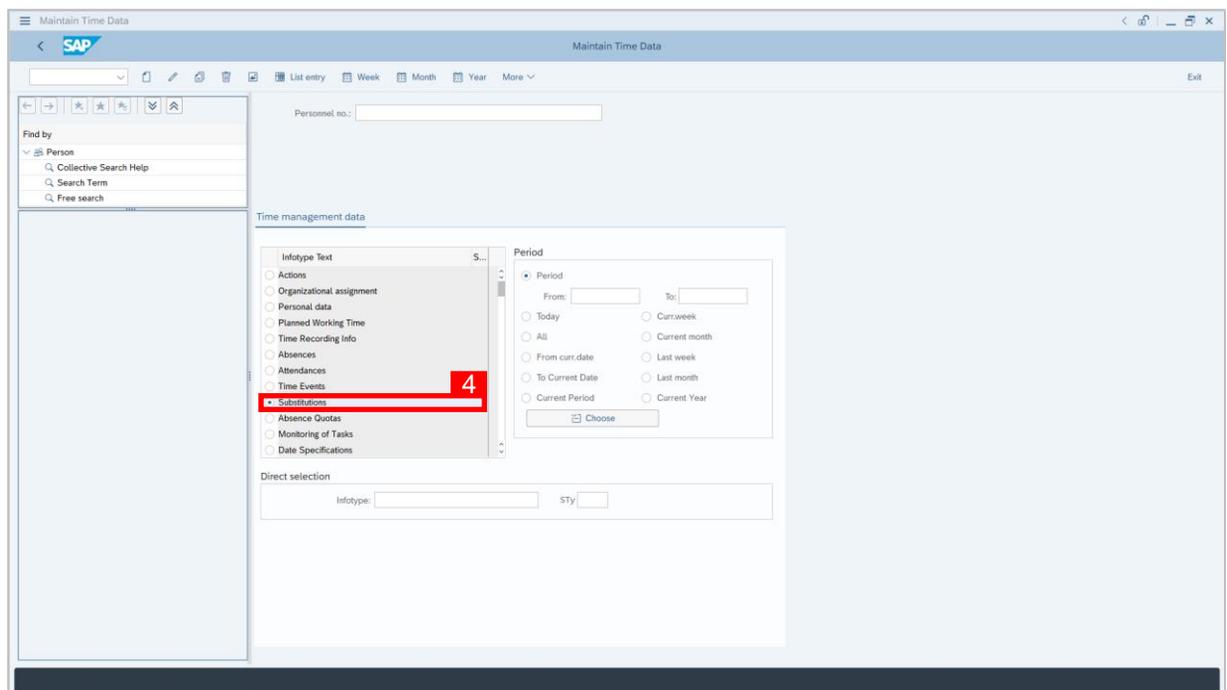
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

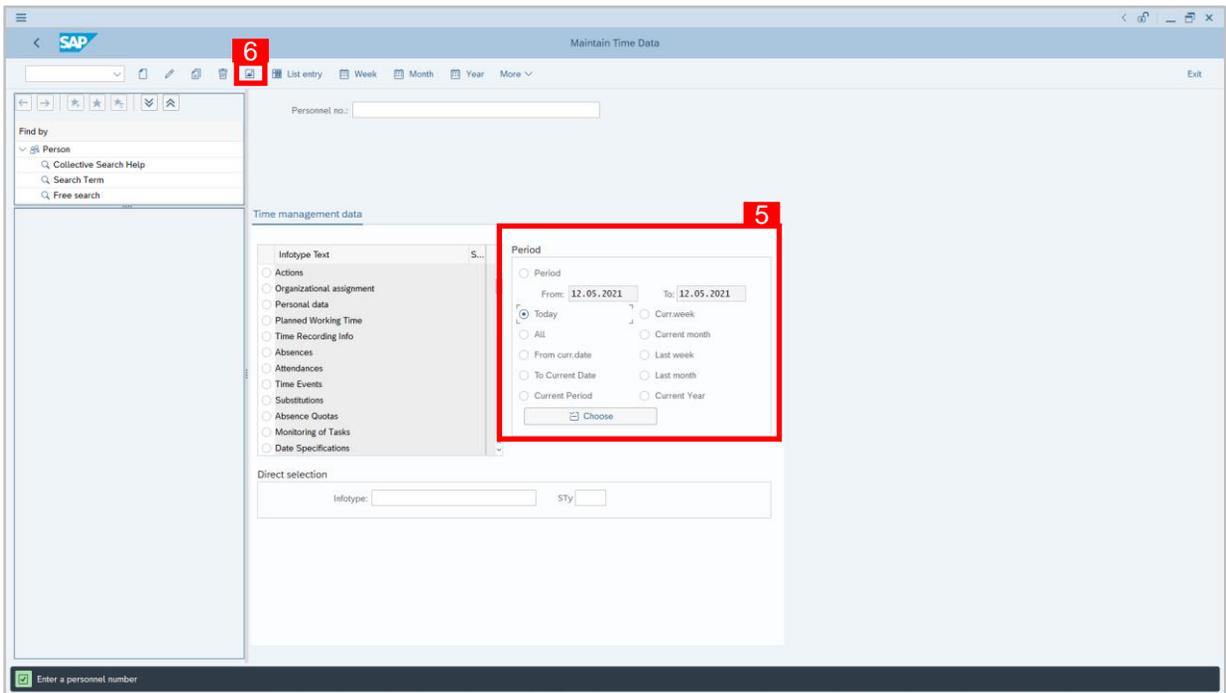




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

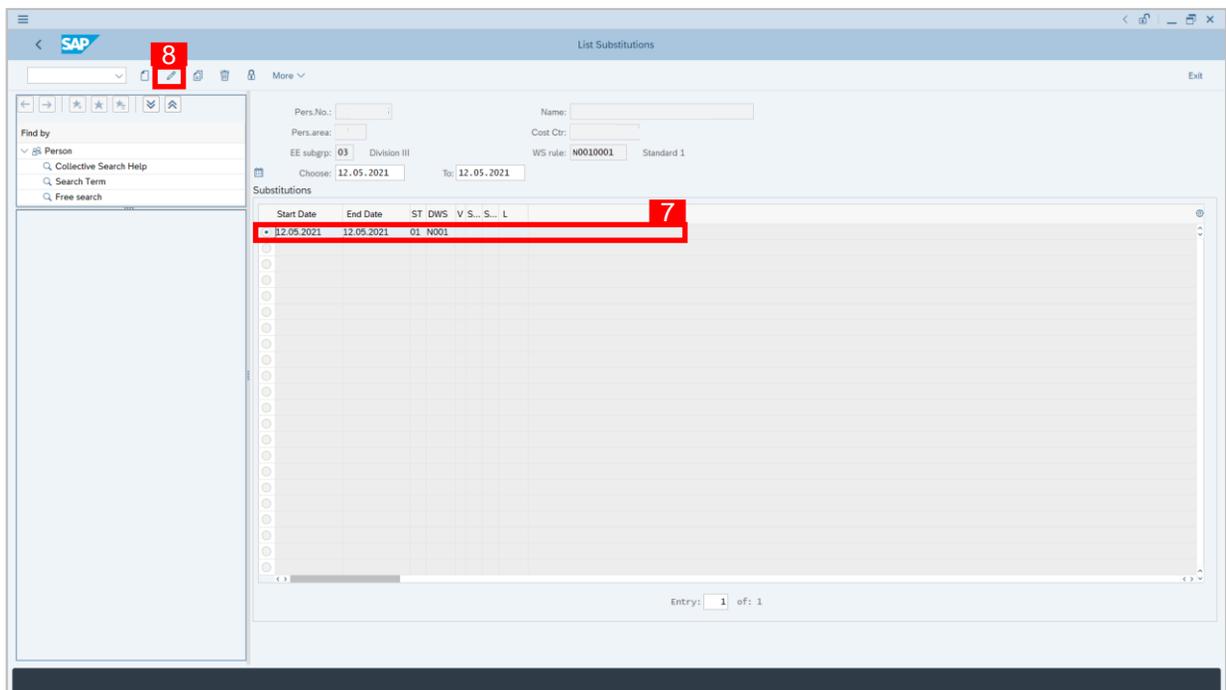


4. Select infotype text **Substitutions**.



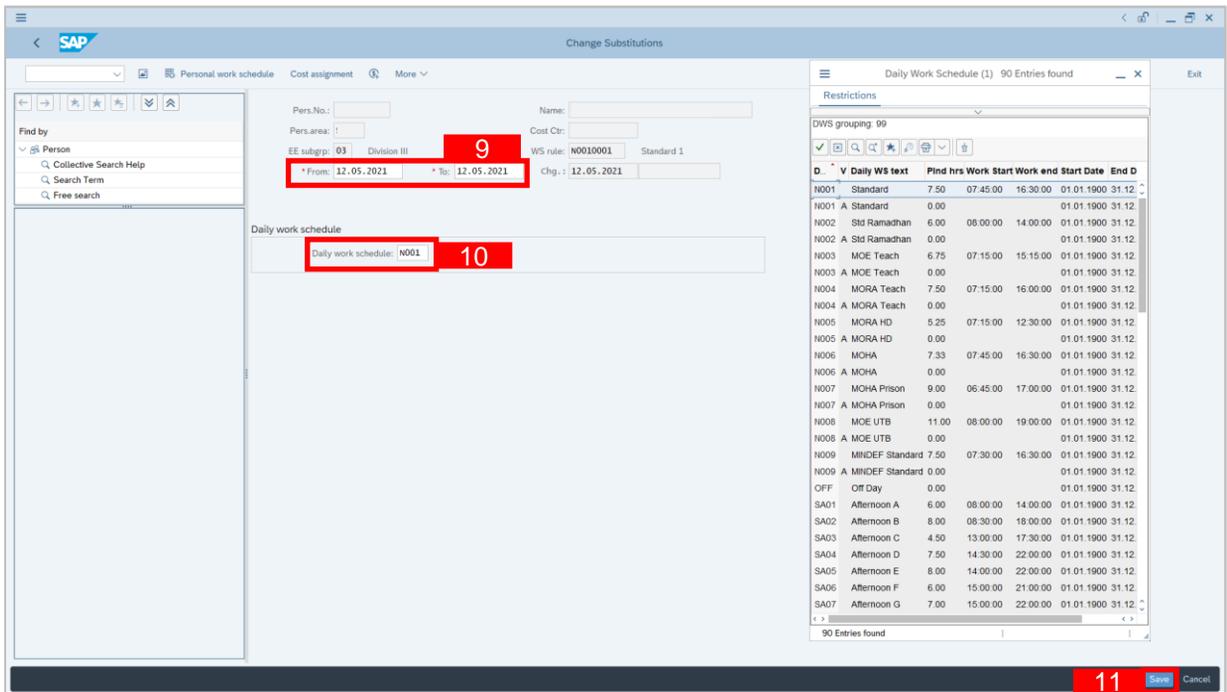
5. Select **Period** and select **Today**.

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



7. Select **Substitutions** record transaction.

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



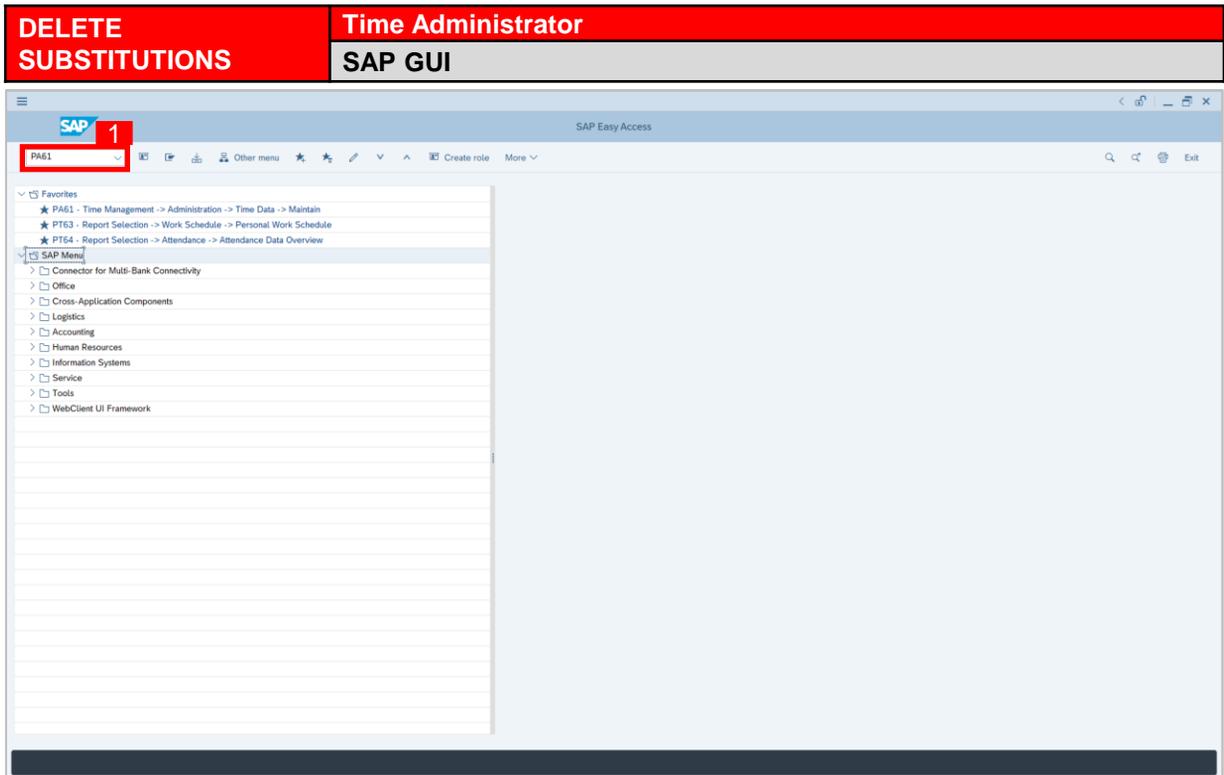
The screenshot shows the SAP 'Change Substitutions' transaction. Key fields are highlighted with red boxes: 'From: 12.05.2021', 'To: 12.05.2021', and 'Daily work schedule: N001'. A red box with the number '9' is also present near the 'Division III' field. On the right, a table titled 'Daily Work Schedule (1) 90 Entries found' is displayed, showing various work schedules with columns for ID, text, planned hours, start/end times, and dates.

D	V	Daily WS text	Plnd hrs	Work Start	Work end	Start Date	End D
N001	Standard	7.50	07:45:00	16:30:00	01.01.1900	31.12.	
N001 A	Standard	0.00			01.01.1900	31.12.	
N002	Std Ramadhan	6.00	08:00:00	14:00:00	01.01.1900	31.12.	
N002 A	Std Ramadhan	0.00			01.01.1900	31.12.	
N003	MOE Teach	6.75	07:15:00	15:15:00	01.01.1900	31.12.	
N003 A	MOE Teach	0.00			01.01.1900	31.12.	
N004	MORA Teach	7.50	07:15:00	16:00:00	01.01.1900	31.12.	
N004 A	MORA Teach	0.00			01.01.1900	31.12.	
N005	MORA HD	5.25	07:15:00	12:30:00	01.01.1900	31.12.	
N005 A	MORA HD	0.00			01.01.1900	31.12.	
N006	MOHA	7.33	07:45:00	16:30:00	01.01.1900	31.12.	
N006 A	MOHA	0.00			01.01.1900	31.12.	
N007	MOHA Prison	9.00	06:45:00	17:00:00	01.01.1900	31.12.	
N007 A	MOHA Prison	0.00			01.01.1900	31.12.	
N008	MOE UTB	11.00	08:00:00	19:00:00	01.01.1900	31.12.	
N008 A	MOE UTB	0.00			01.01.1900	31.12.	
N009	MINDEF Standard	7.50	07:30:00	16:30:00	01.01.1900	31.12.	
N009 A	MINDEF Standard	0.00			01.01.1900	31.12.	
OFF	Off Day	0.00			01.01.1900	31.12.	
SA01	Afternoon A	6.00	08:00:00	14:00:00	01.01.1900	31.12.	
SA02	Afternoon B	8.00	08:30:00	18:00:00	01.01.1900	31.12.	
SA03	Afternoon C	4.50	13:00:00	17:30:00	01.01.1900	31.12.	
SA04	Afternoon D	7.50	14:30:00	22:00:00	01.01.1900	31.12.	
SA05	Afternoon E	8.00	14:00:00	22:00:00	01.01.1900	31.12.	
SA06	Afternoon F	6.00	15:00:00	21:00:00	01.01.1900	31.12.	
SA07	Afternoon G	7.00	15:00:00	22:00:00	01.01.1900	31.12.	

9. Input the new preferred date in both the **Start Date** and **End Date** fields.
10. Input the new **Daily Work Schedule**.
11. Click  button.

**Note:**

- For create substitutions, there will always be **two transactions**:
  1. An **off day** that will be changed to **working day**, and
  2. A **working day** that will be changed to an **off day**.
- When changing/editing the substitution, it is not necessary to edit both substitution transaction. However, Time Administrator **must always double check both substitution transactions** to ensure that the substitution dates are correct as this will affect the employee's Planned Working Schedule.

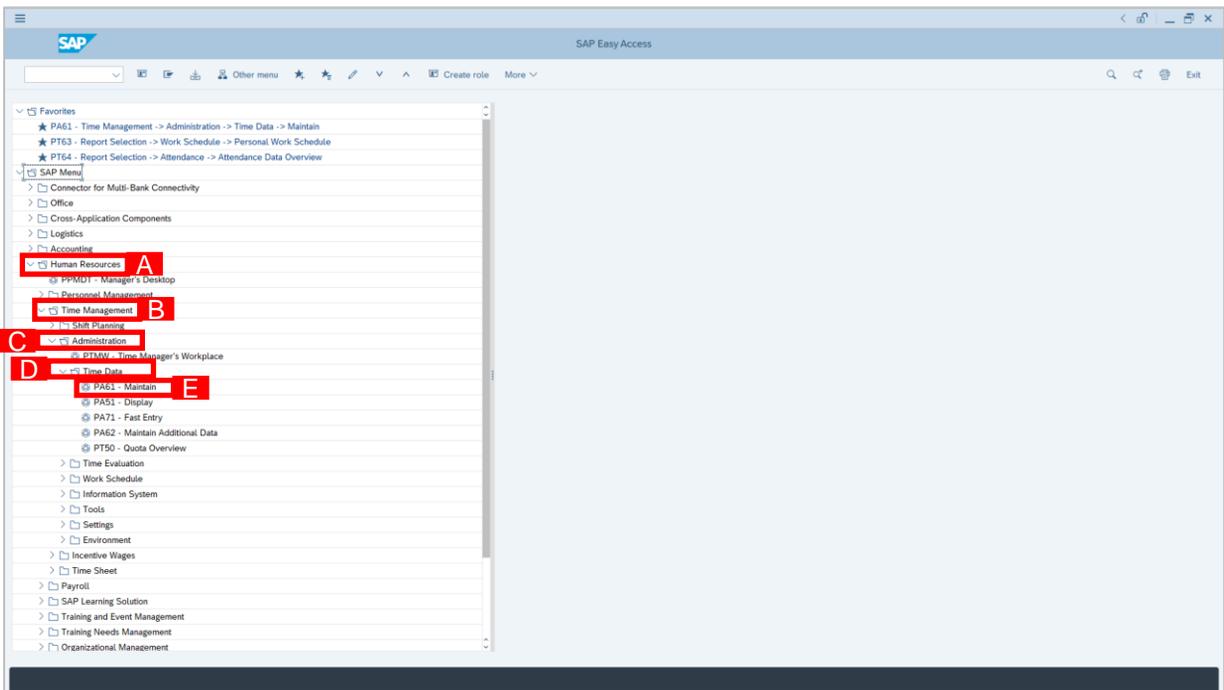


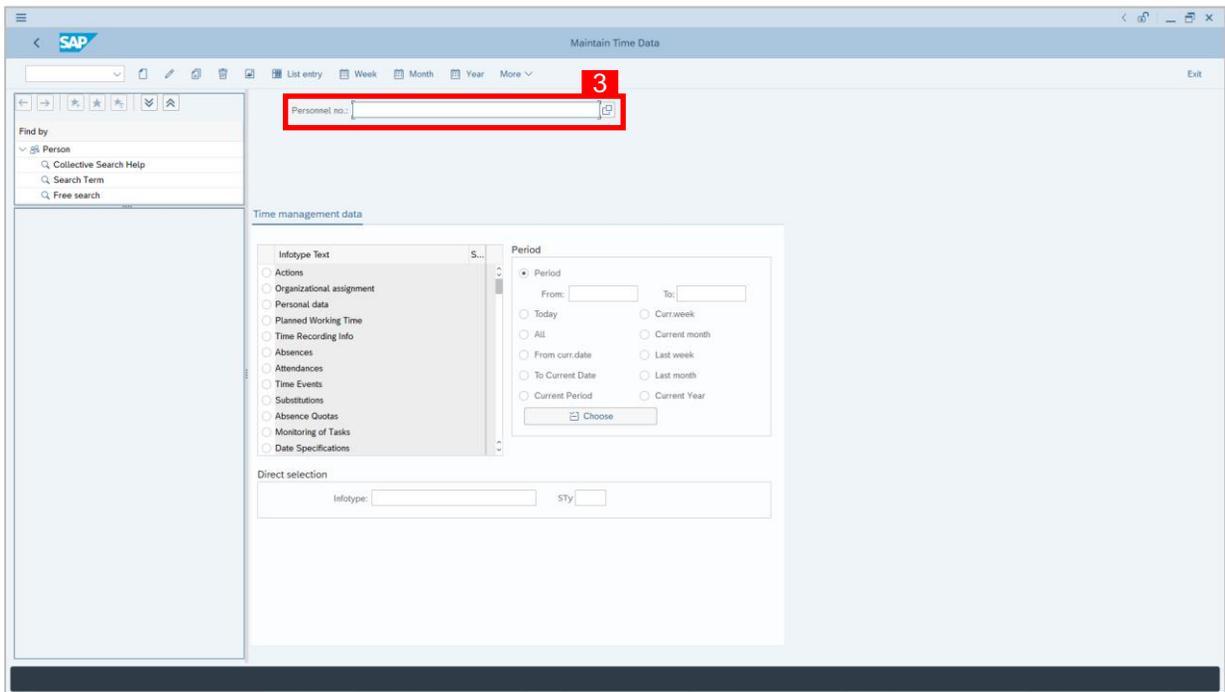
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

**Note:**

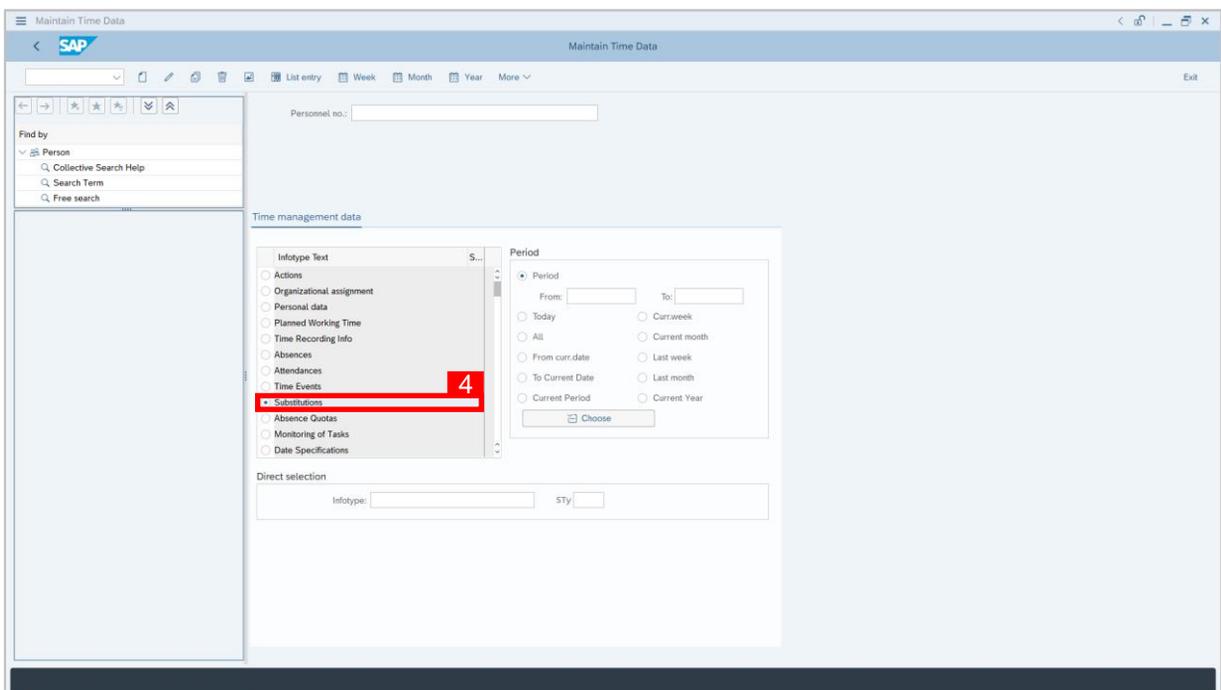
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

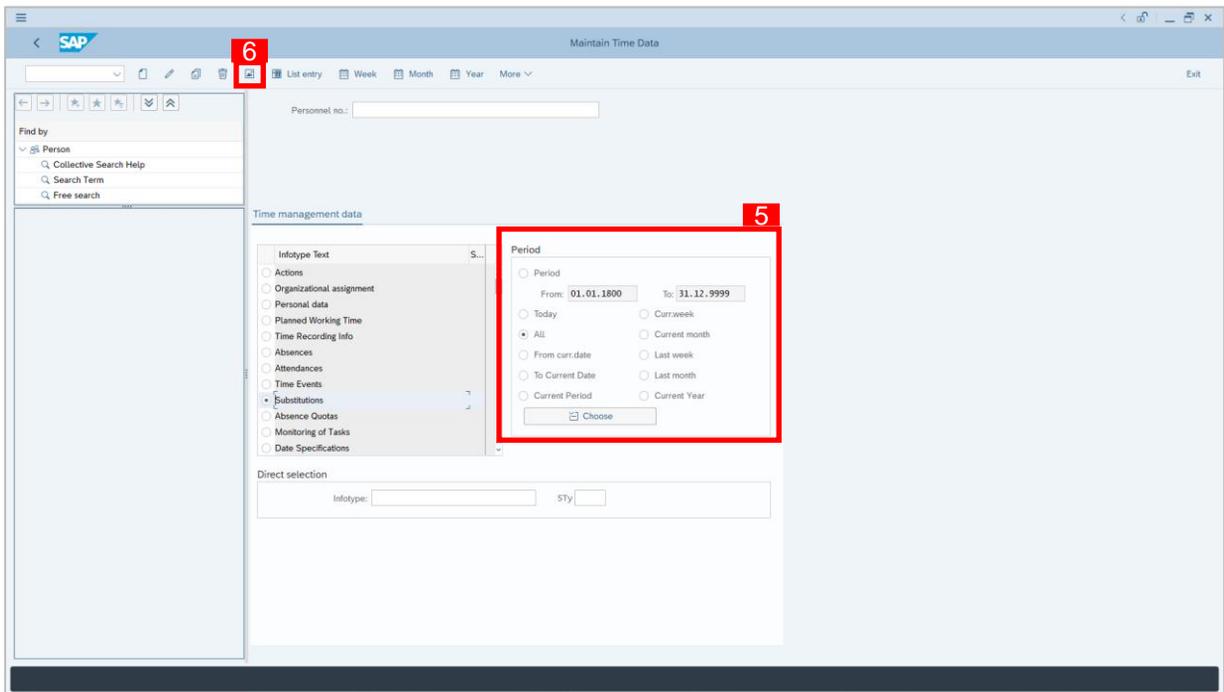




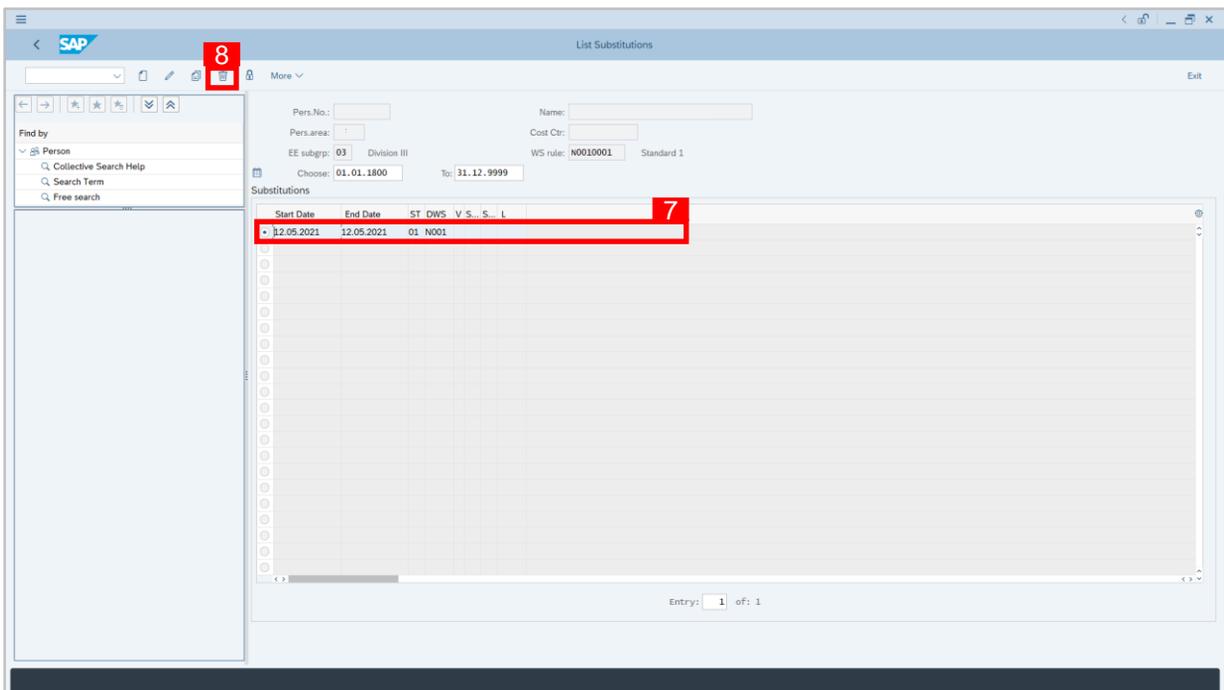
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.



4. Select infotype text **Substitutions**.



5. Select **Period** and select **All**.
6. Click  button to view **List of Substitutions**.



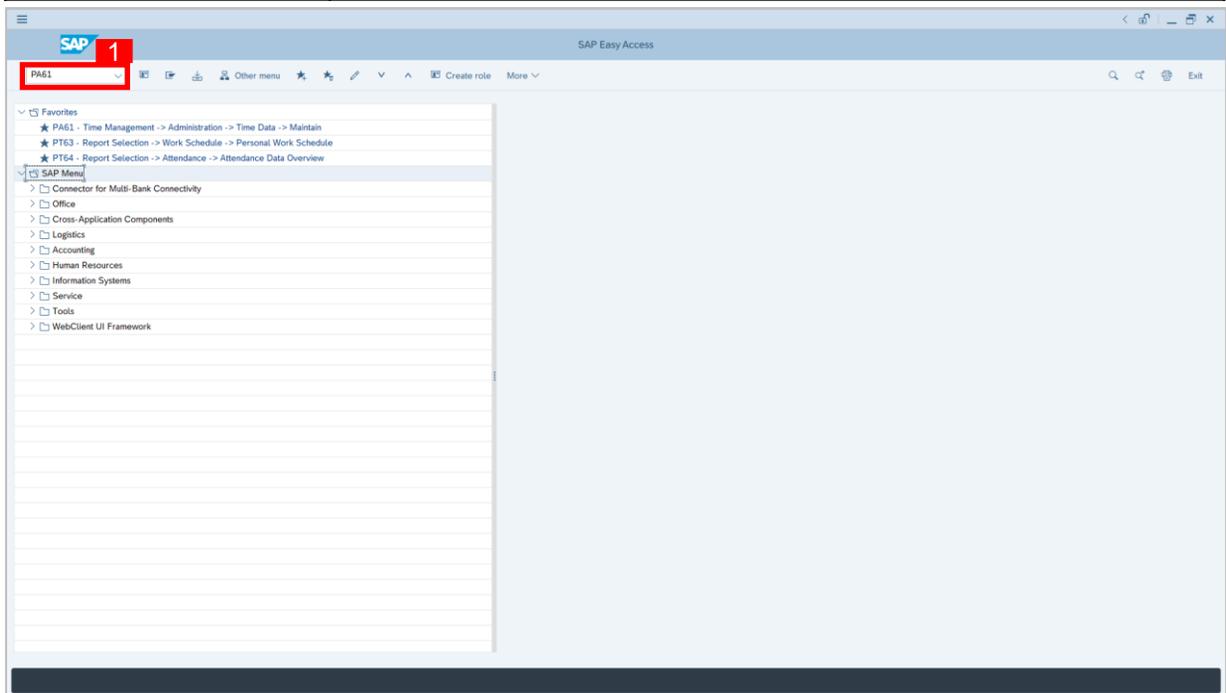
7. Select **Attendances** record transaction.
8. Click  button twice delete the **Attendances** record transaction.

**Note:**

- For delete substitutions, Time Administrator must delete **both transactions**.

**LOCK/UNLOCK  
SUBSTITUTIONS**

**Time Administrator  
SAP GUI**

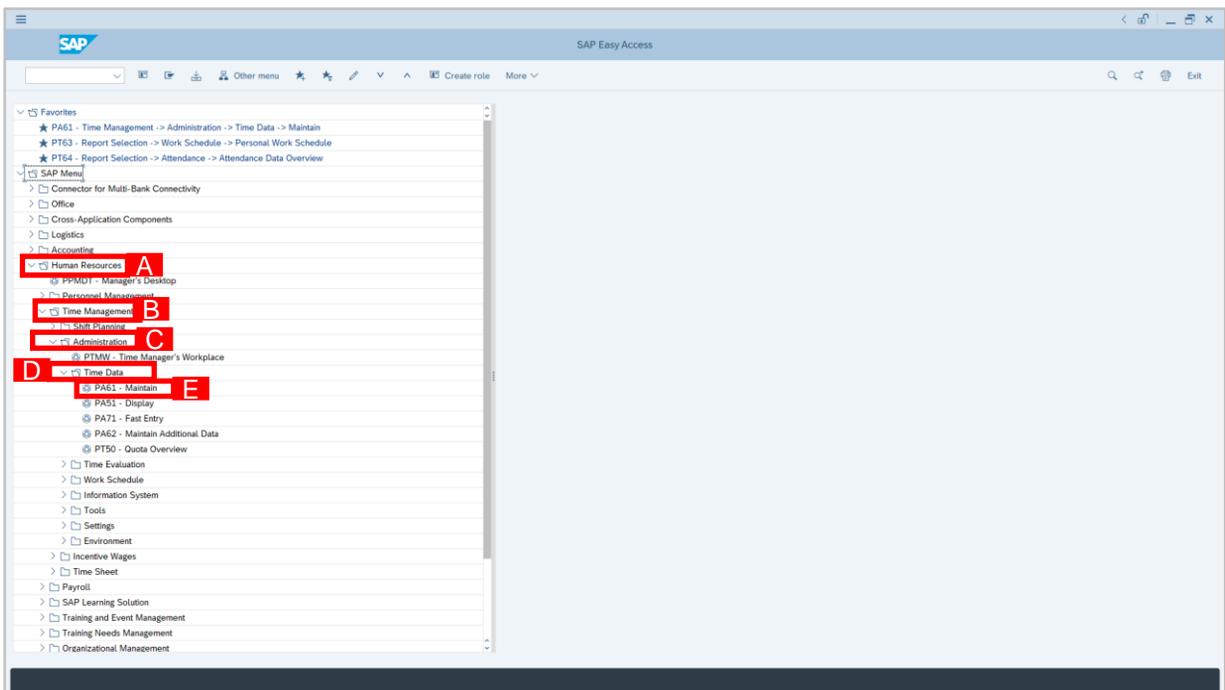


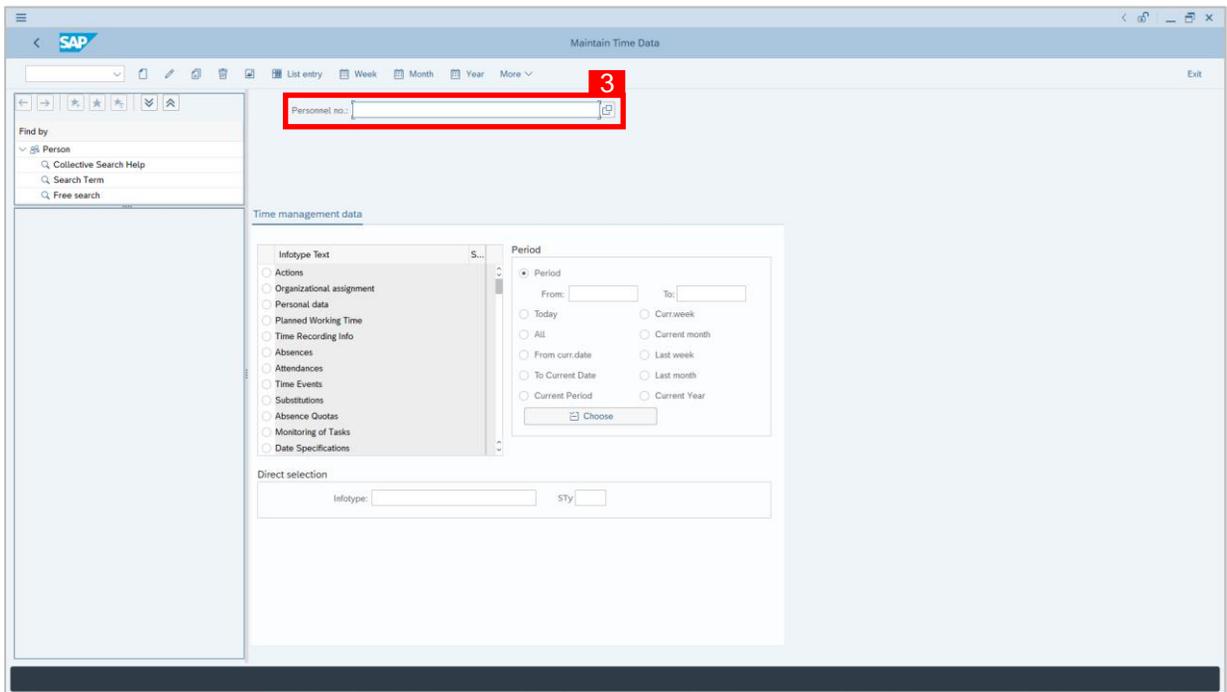
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

**Note:**

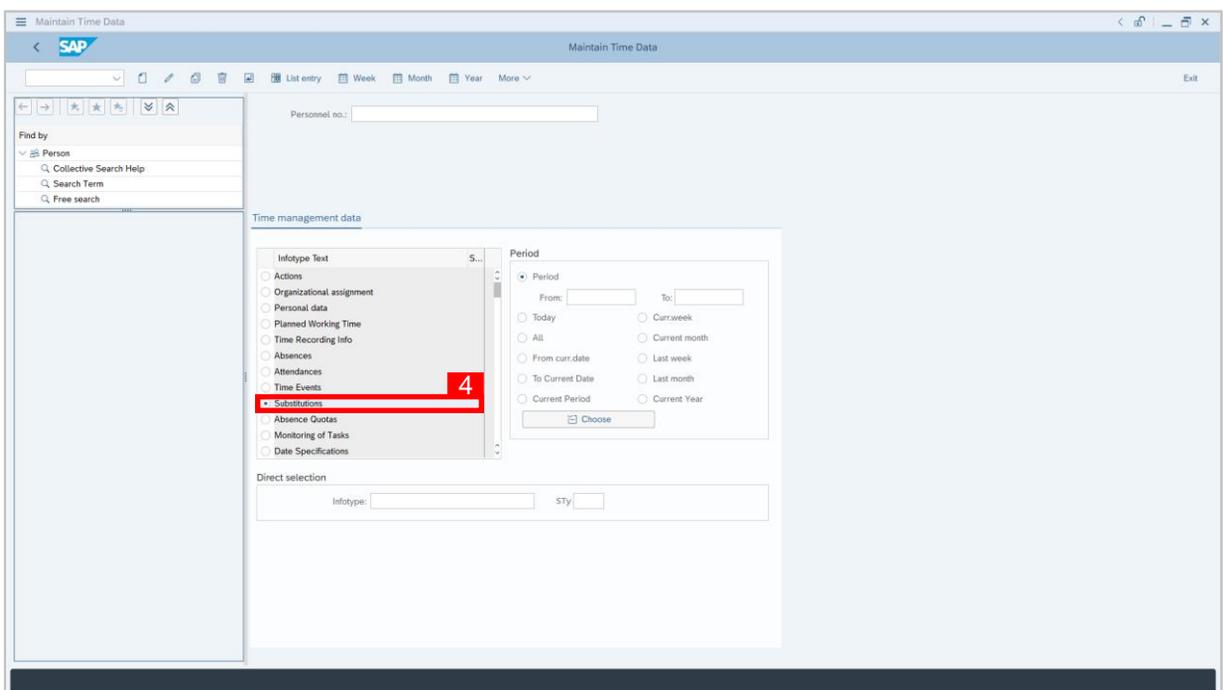
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

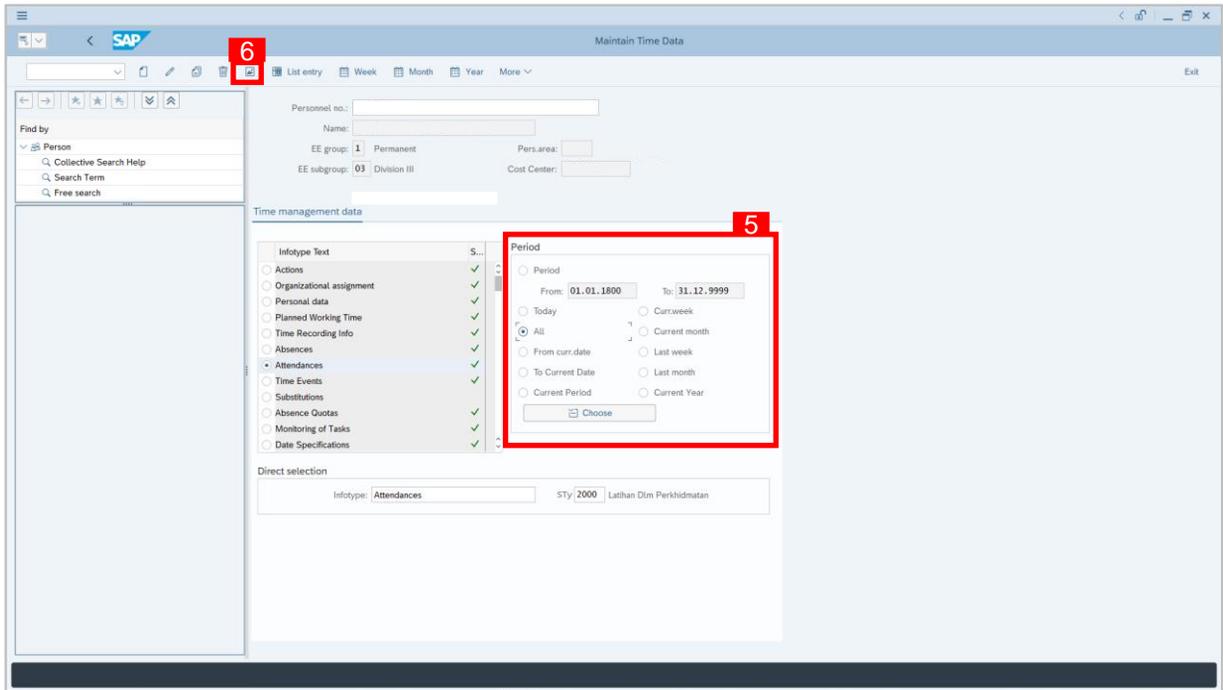




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

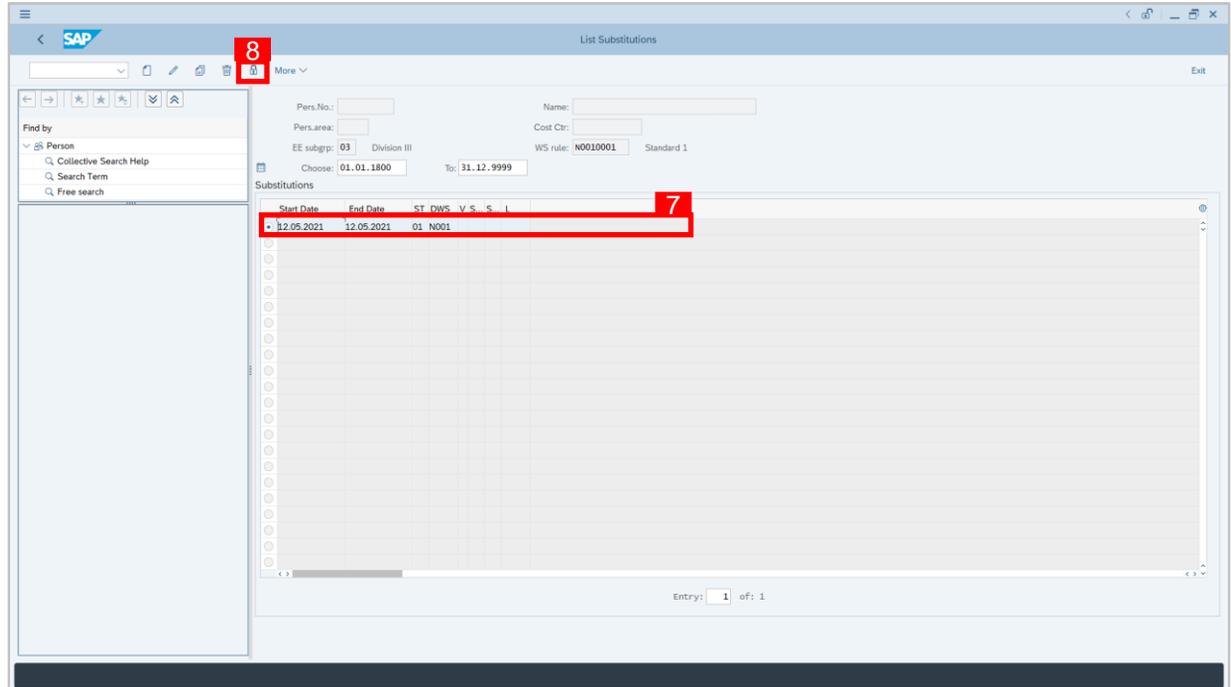


4. Select infotype text **Substitutions**.



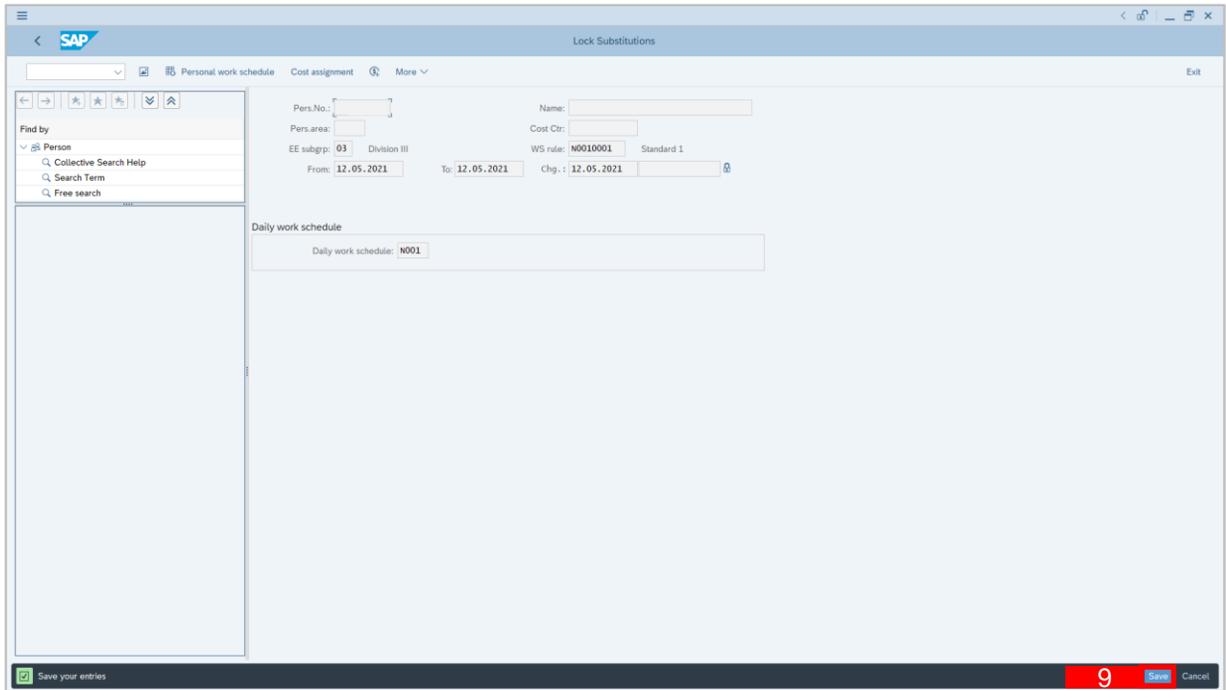
5. Select **Period** and select **All**.

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



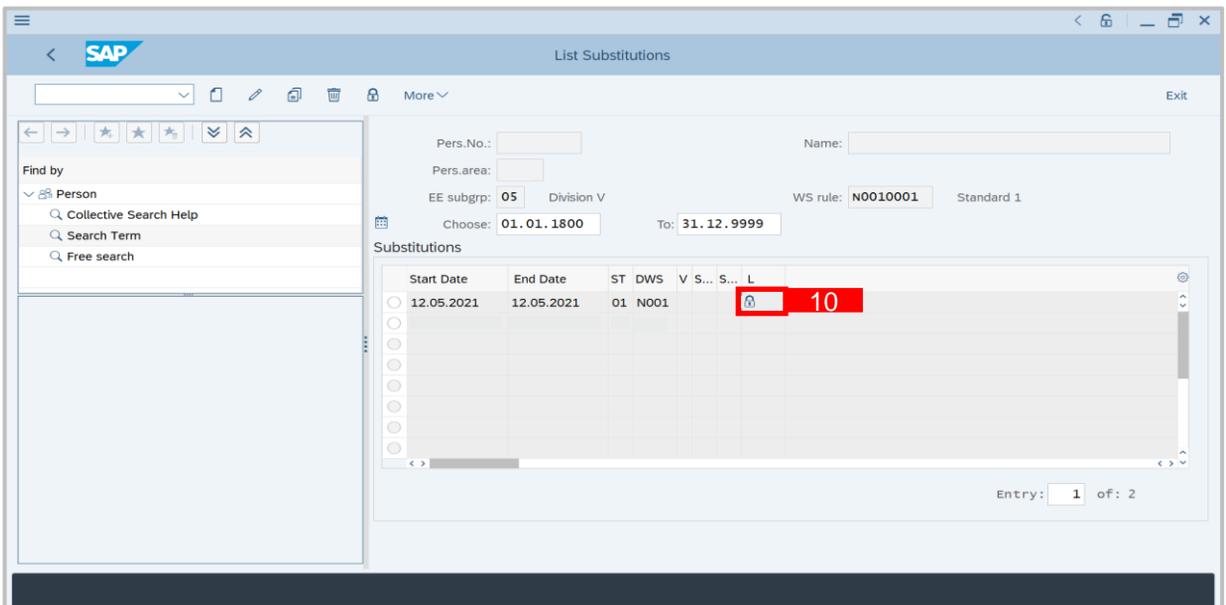
7. Select **Substitution** record transaction.

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



9. Click **Save** button.

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



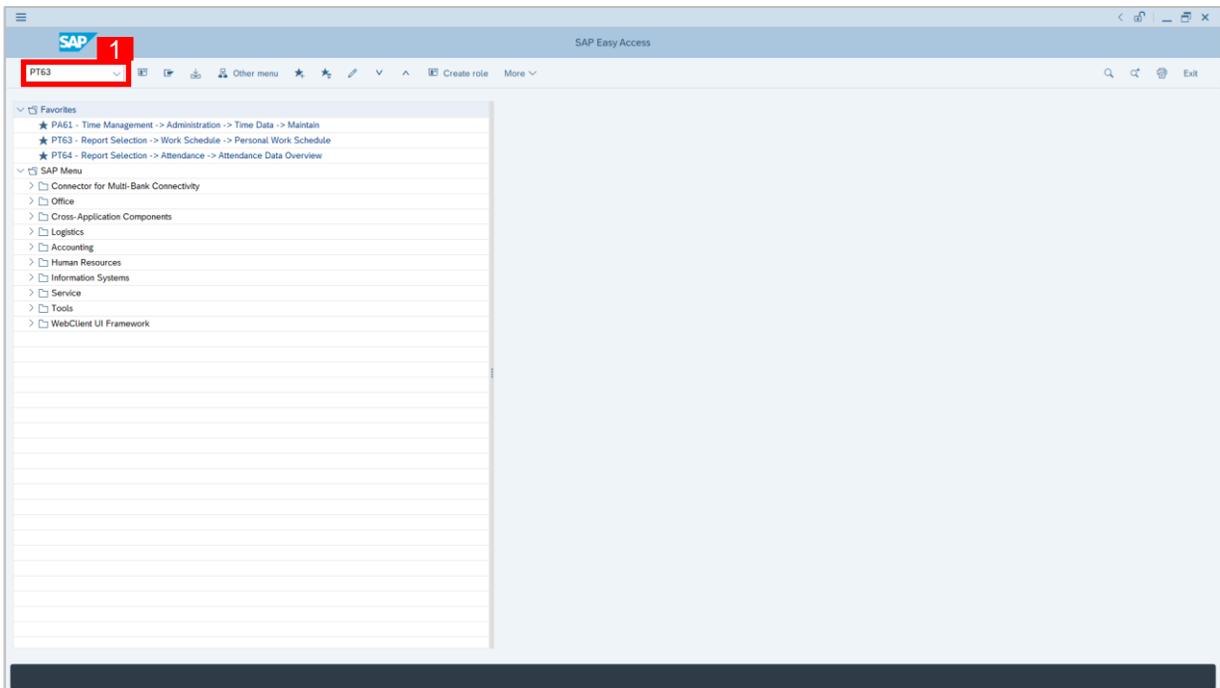
**Note:**

- For **Lock/Unlock Substitutions**, Time Administrator must lock/unlock both transactions.
- The purpose of the lock/unlock function is to temporarily restrict transaction from being runned in the system.

**DISPLAY PERSONAL  
WORK SCHEDULE  
REPORT**

**Time Administrator**

**SAP GUI**

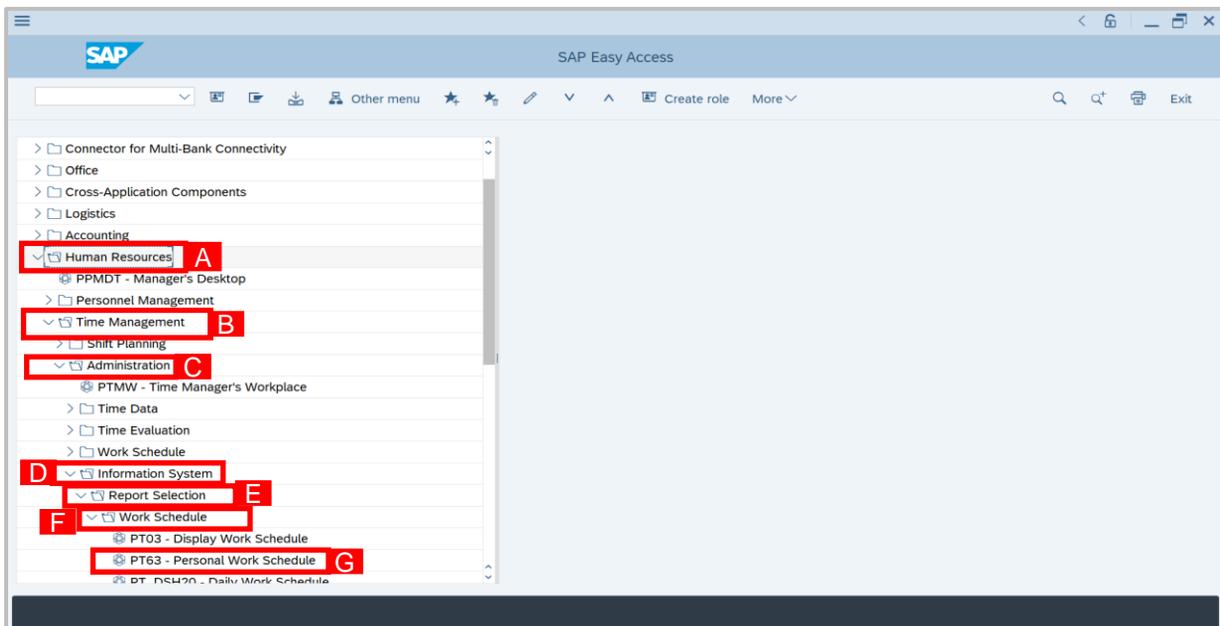


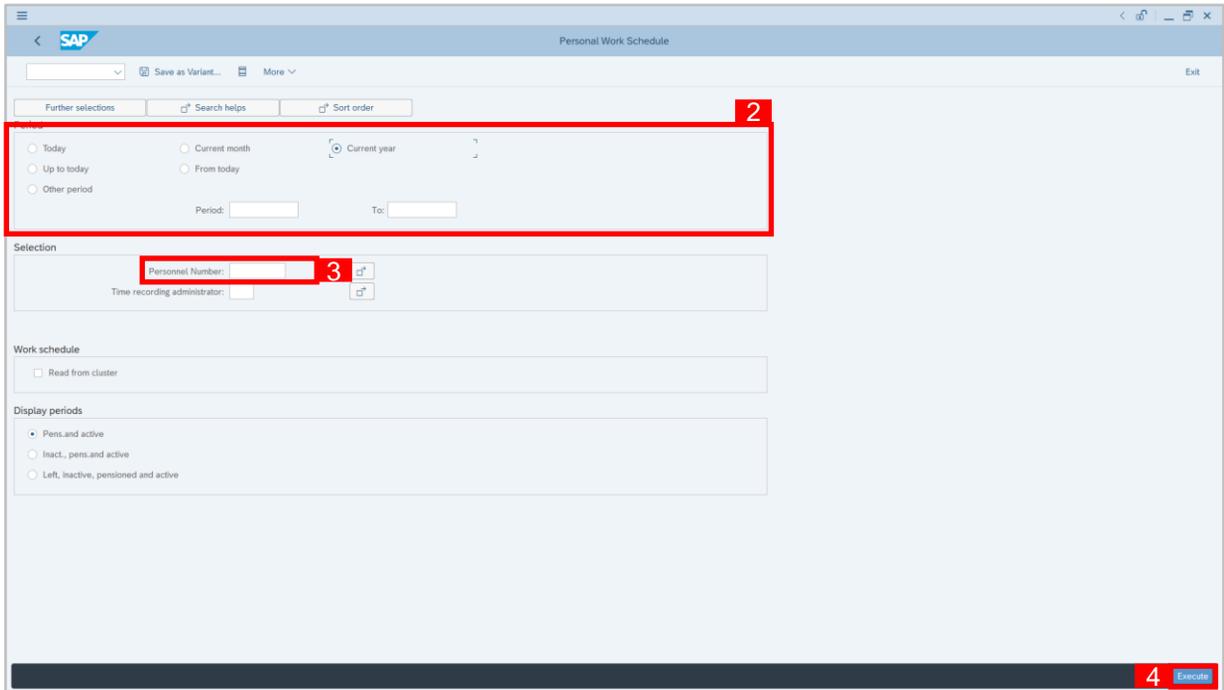
1. On the **Search** bar, input transaction code **PT63** and press enter on the keyboard.

**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 > Information System > Report Selection > Work Schedule > PT63 Personal Work Schedule





2. Select **Period** and select **Current Year**.
3. Input **Personnel Number**.
4. Click **Execute** button.
5. Personal Work Schedule Overview Report will be displayed.

Pers No.	Name	Date	Day	DWS	DV	Daily WS	Va	Text	Grp	Start	End	PHrs	HCI	DT	DT text	Personal WS	Text	HCR	Text	Wk. time	
99		01.01.2021	FR	OFF	Off Day				99	07.45	16.30	7.50	0.00	1	1	Offpaid	N001	Standard	BN	Brunei	0
99		02.01.2021	SA	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		03.01.2021	SU	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		04.01.2021	MO	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		05.01.2021	TU	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		06.01.2021	WE	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		07.01.2021	TH	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		08.01.2021	FR	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		09.01.2021	SA	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		10.01.2021	SU	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		11.01.2021	MO	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		12.01.2021	TU	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		13.01.2021	WE	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		14.01.2021	TH	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		15.01.2021	FR	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		16.01.2021	SA	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		17.01.2021	SU	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		18.01.2021	MO	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		19.01.2021	TU	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		20.01.2021	WE	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		21.01.2021	TH	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		22.01.2021	FR	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		23.01.2021	SA	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0
99		24.01.2021	SU	OFF	Off Day				99			0.00				Workpaid	N001	Standard	BN	Brunei	0
99		25.01.2021	MO	N001	Standard				99	07.45	16.30	7.50				Workpaid	N001	Standard	BN	Brunei	0

**Note:**

- Report will only show Personal Work Schedule of employees created by Time Admin.