SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Absence Quota (IT2006)

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**.
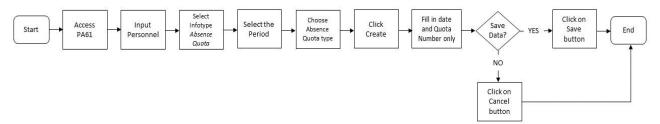
Table of Content

Process Overview

Create Absence Quota

Start → Access PA61 → Input Personnel → Select Infotype *Absence Quota* → Select the Period → Choose Absence Quota type → Click Create → Fill in date and Quota Number only → Save Data? — YES → Click on Save button → End

Save Data? — NO → Click on Cancel button → End

Change Absence Quota

Start → Access PA61 → Input Personnel → Select Infotype *Absence Quota* → Under period, click All → Select transaction and click Change → Input new Absence Quota information → Save Data? — YES → Click on Save button → End

Save Data? — NO → Click on Cancel button → End

Delete Absence Quota

Start → Access PA61 → Input Personnel → Select Infotype *Absence Quota* → Select period and All → Select record transaction → Click Delete button twice → End

Lock/Unlock Absence Quota

Start → Access PA61 → Input Personnel → Select Infotype *Absence Quota* → Select period and All → Select record transaction → Select Lock button → Save Data? — YES → End

Save Data? — NO → Click on Cancel button → End

Display Absence Quota Report

Start → Access PT_QTA10 → Under Period, select Current Year → Input Personnel → Click Execute → End

Sistem Sumber Manusia – Time Management

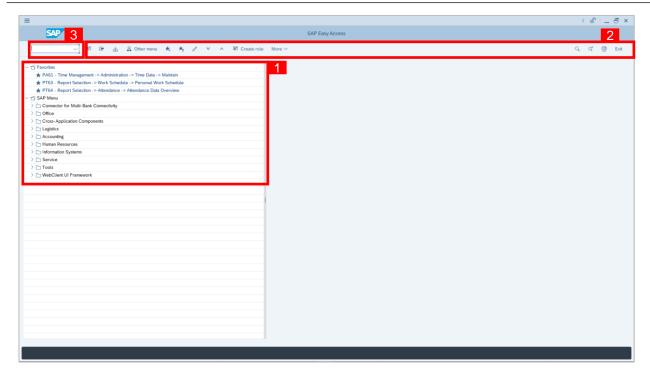| SAP GUI (Back-end)	Time Administrator
Log on	SAP GUI

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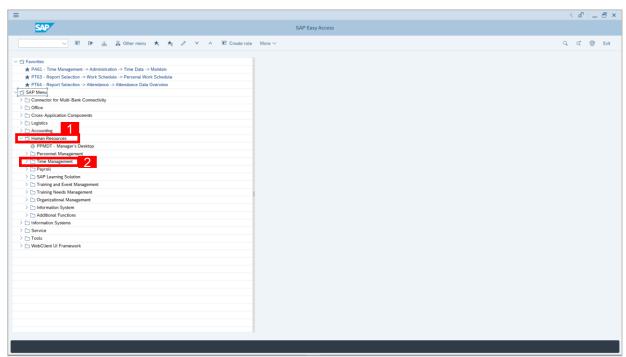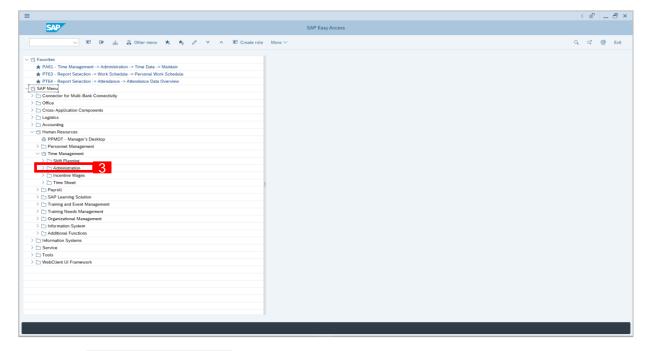
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

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.

Sistem Sumber Manusia – Time Management

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.

CREATE ABSENCE QUOTA	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.
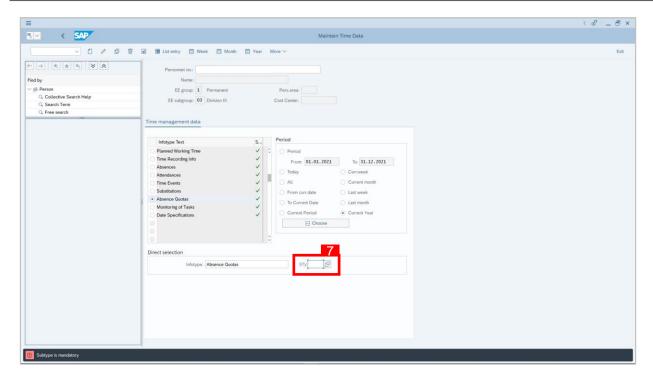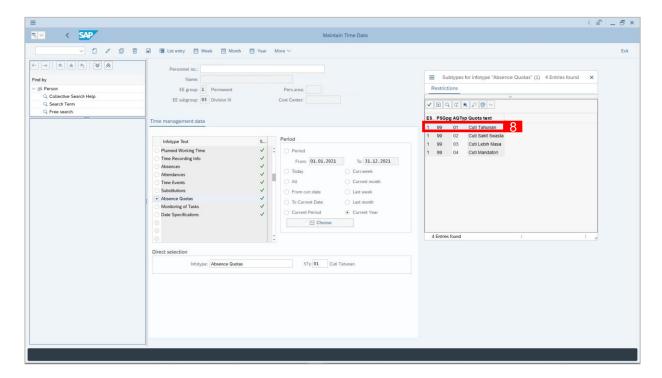

4. Select infotype text **Absence Quotas**.

5. Select the **Period**.
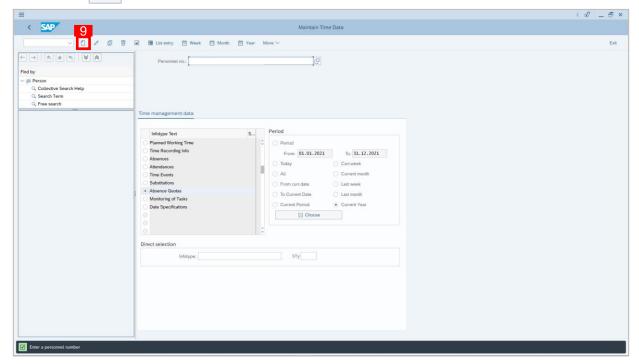
6. Choose **Absence Quota** type.

7. Choose the **Sub-type (STy)** by clicking the ⬚ button.
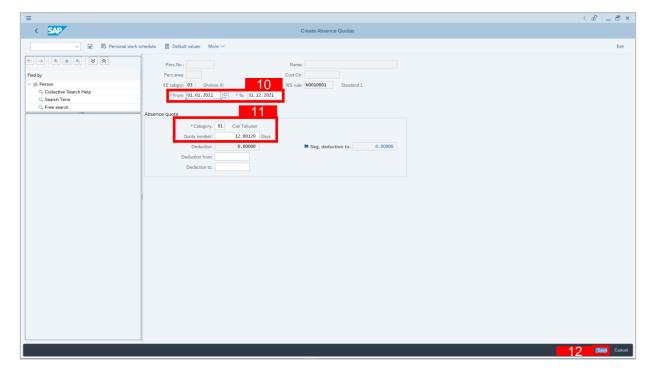
8. Choose **Absence Quota** type, e.g. *Cuti Tahunan*.

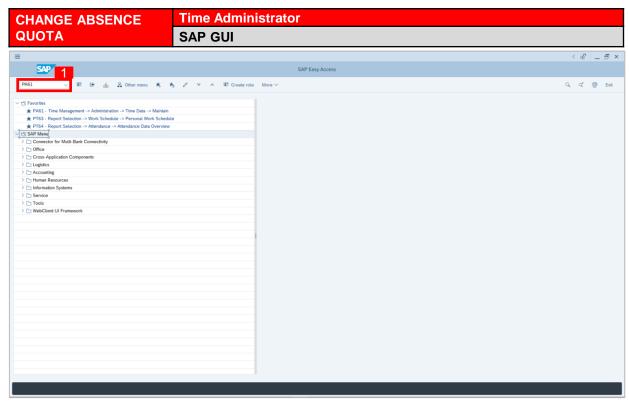9. Click [icon] button to create **Absence Quota** for the employee.

10. Select preferred **Start Date** and **End Date**.

11. The chosen **STy** will be displayed under category and fill in the **Quota number** only.

12. Click **Save** button.

Note:

• Time Administrator must create *Cuti Sakit Swasta* for every new hire.

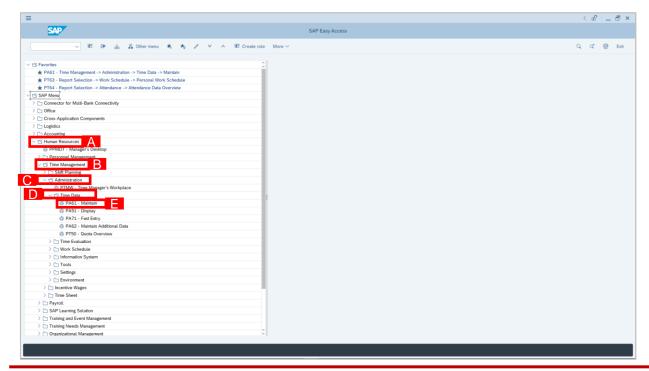| CHANGE ABSENCE QUOTA	Time Administrator
	SAP GUI

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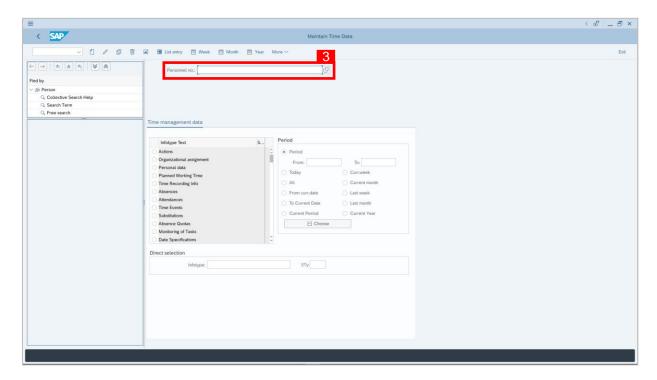
Note:

• Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen,

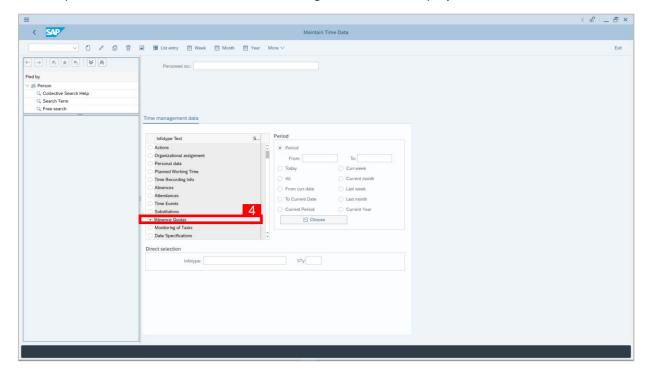   otherwise navigation to **Maintain Time Data** could be as follows:

   Human Resources > Time Management > Administration > Time Data > PA61 Maintain
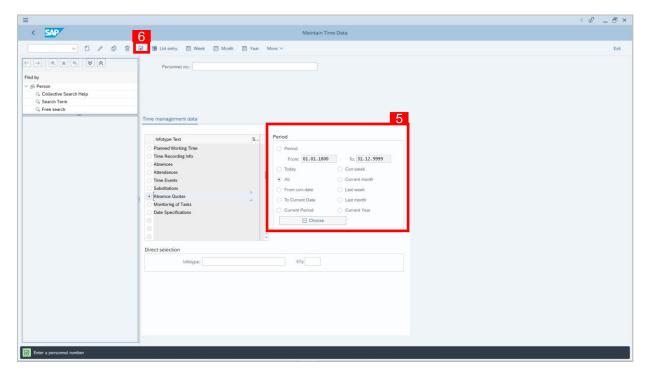
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for

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

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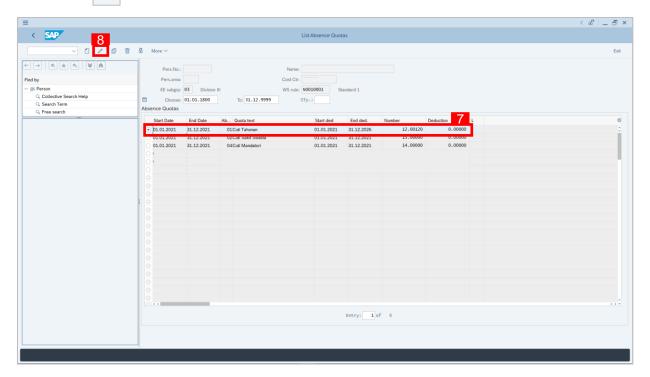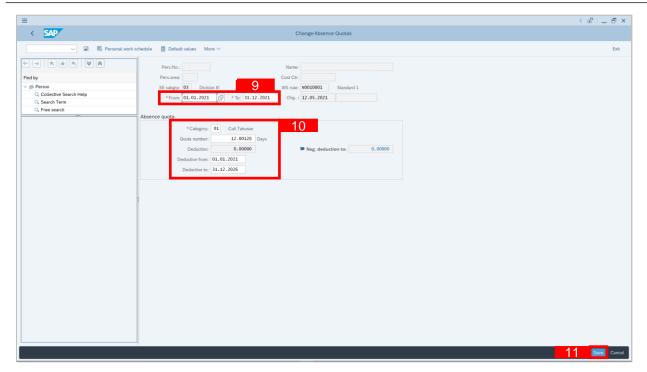

4. Select infotype text **Absence Quotas**.

5. Select **All** under **Period** to view all the **Absence Quota** transactions.

6. Click 🖼 button to view **List of Absence Quotas**.

7. Select an **Absence Quota** record transaction.

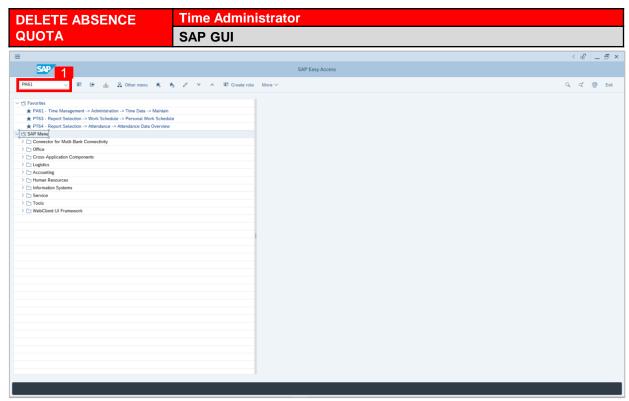8. Click ✏ button to edit the **Absence Quota** record transaction.

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

10. Input the new Absence Quota information where it is needed to be changed.

11. Click Save button.

Note:

- When changing **Absence Quota**, Time Administrator should change the **suitable** Absence Quota line and **ensure** that the employee is given the **correct leave number**.

- How to **differentiate** between Absence Quota from **GEMS** and **SSM** is by looking at the start date of the *Cuti Tahunan***:**

    1. Start date: 01.**01**.2021 – leaves migrated from **GEMS** (the date follows the hiring date)

    2. Start date: 01.**02**.2021 – leaves generated by **SSM** (the date is exactly **a month after** the hiring date)

- After the migration from **GEMS** to SSM, Time Administrator should also create **Absence Quota** for *Cuti Mandatori* **where applicable**. This is due to mandatory leave is separated from annual leave in **SSM** whereas in **GEMS,** the leaves are combined.

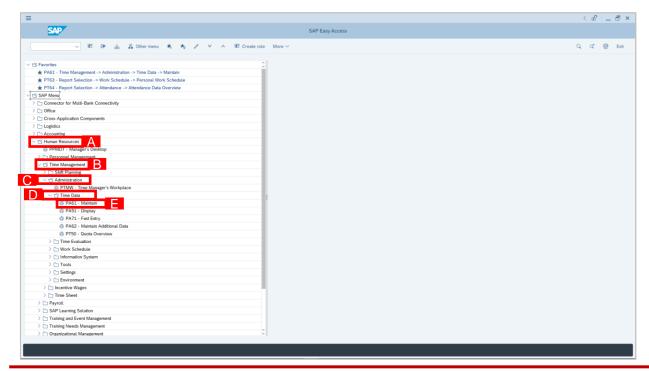| DELETE ABSENCE QUOTA	Time Administrator
	SAP GUI

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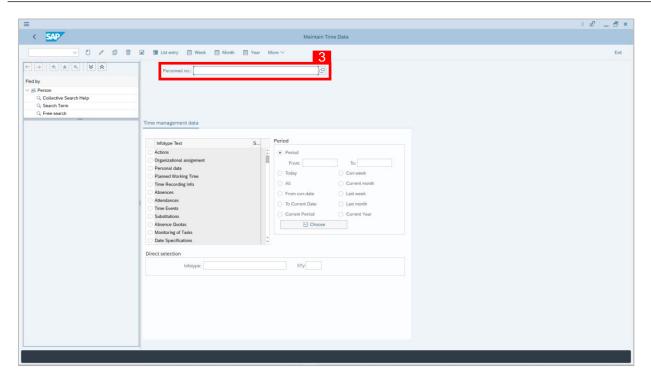
Note:

- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen,

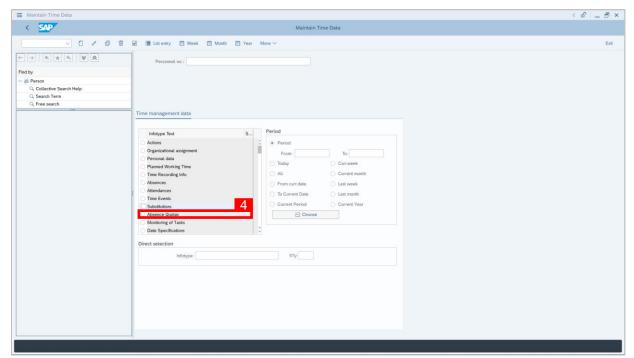 otherwise navigation to **Maintain Time Data** could be as follows:

  Human Resources > Time Management > Administration > Time Data > PA61 Maintain
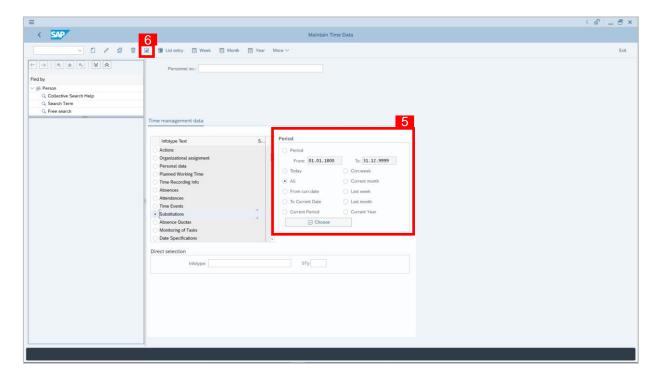
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for

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

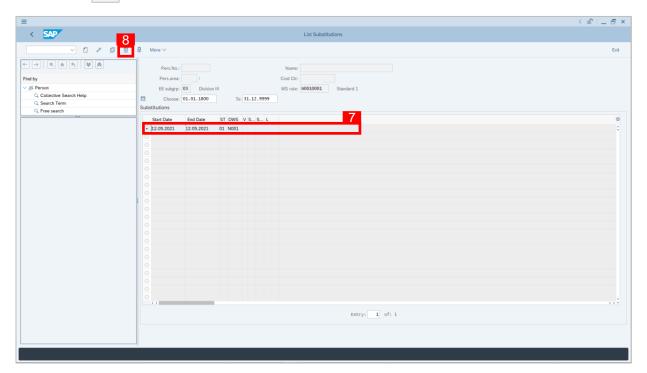3. Input **Personnel Number** for time management of the employee.

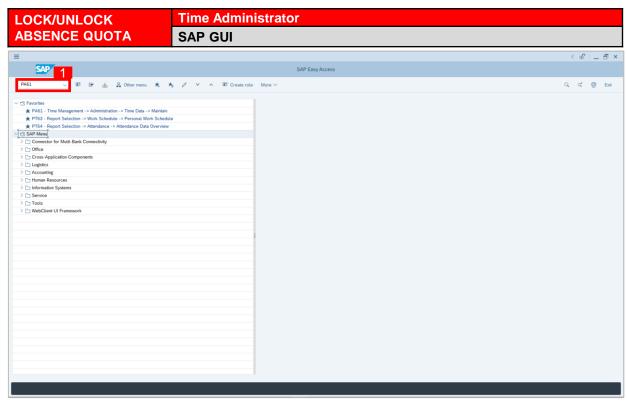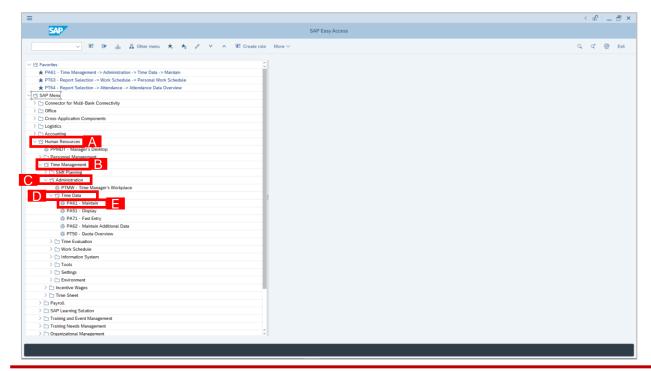

4. Select infotype text **Absence Quotas**.

5. Under **Period,** select **All**.

6. Click [icon] button to view **List of Absence Quotas**.

7. Select **Absence Quota** record transaction.

8. Click [icon] button to delete the **Absence Quota** record transaction.

LOCK/UNLOCK	Time Administrator
ABSENCE QUOTA	SAP GUI

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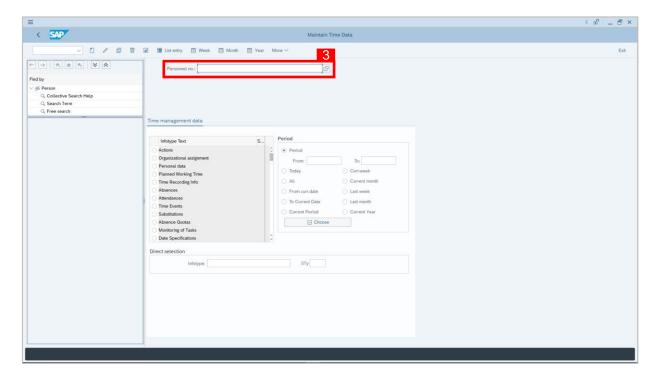
Note:

• Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen,

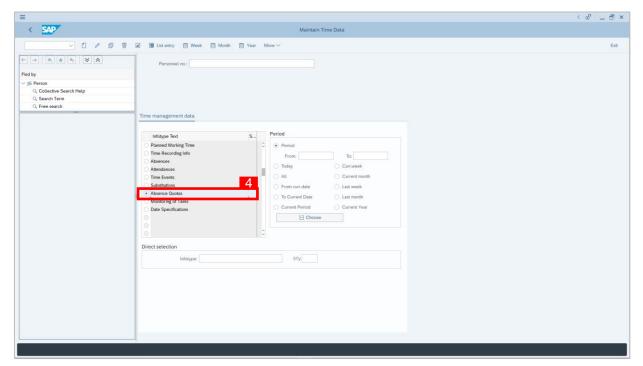otherwise navigation to **Maintain Time Data** could be as follows:

Human Resources > Time Management > Administration > Time Data > PA61 Maintain
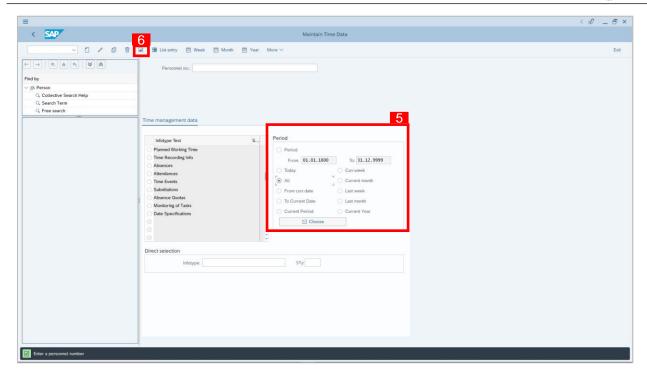
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for

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

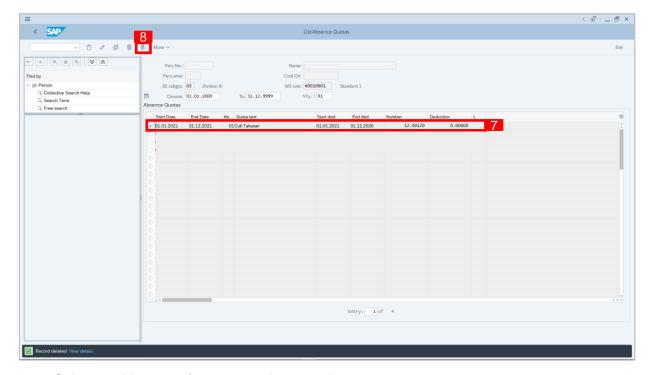3. Input **Personnel Number** for time management of the employee.

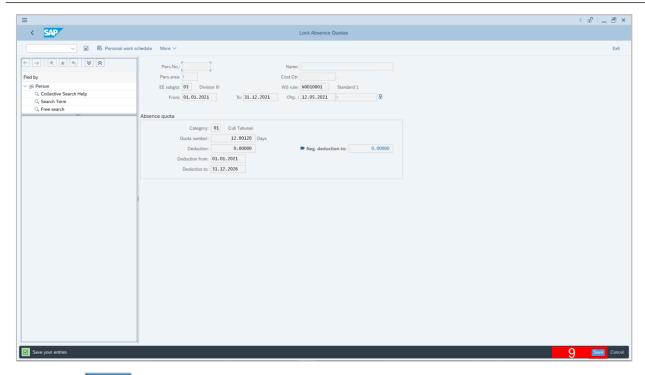

4. Select infotype text **Absence Quota**.

5. Under **Period,** select **All**.

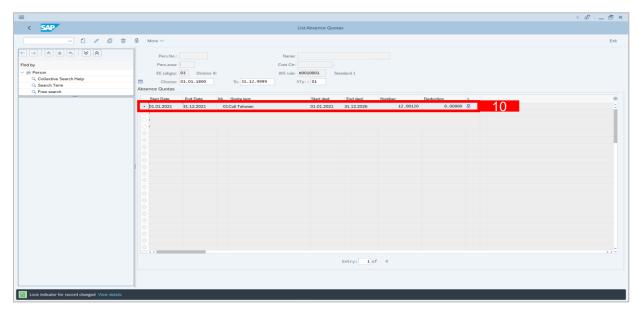6. Click 🖼️ button to view **List of Absence Quotas**.

7. Select an **Absence Quota** record transaction.

8. Click 🔒 button to lock **Absence Quota** record transaction.

9. Click **Save** button.

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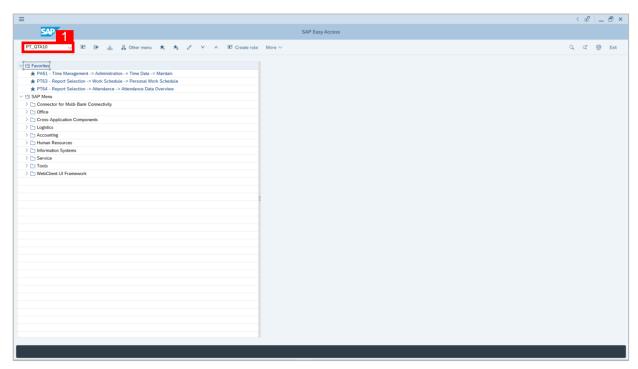
to indicate the record has been locked/unlocked.

Note:

• The purpose of the lock/unlock function is to temporarily restrict transaction from being
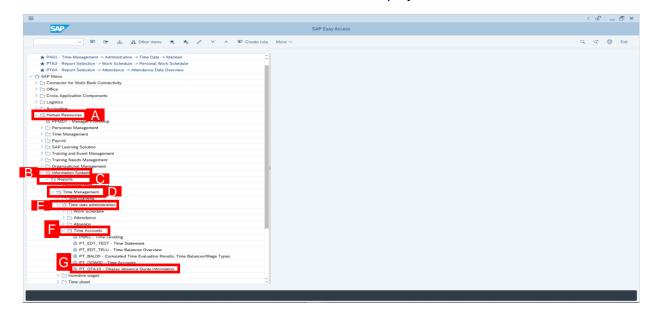
run/processed in the system.

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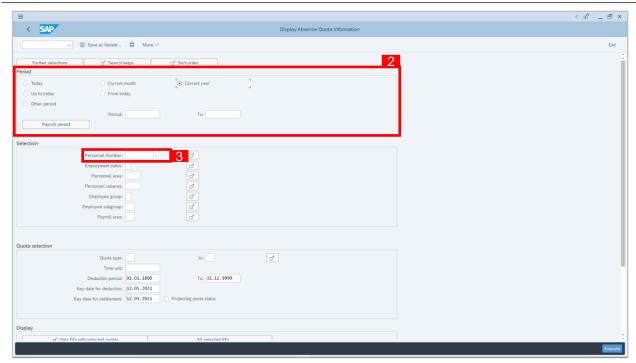| DISPLAY ABSENCE	Time Administrator
QUOTA REPORTS	SAP GUI

1. On the **Search** bar, input transaction code **PT_QTA10** 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:

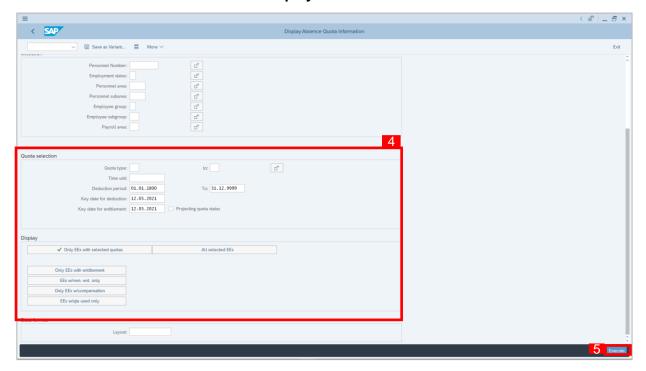 Human Resources > Information System > Reports > Time Management > Time Data

  Administration > Time Accounts > PT_QTA10 Display Absence Quota Information

2. Under **Period,** select **Current Year.**

3. Input **Personnel Number**.

4. Leave the **Quota Selection** and **Display** as is.

5. Click Execute button.