



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Time Event (IT2011)

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

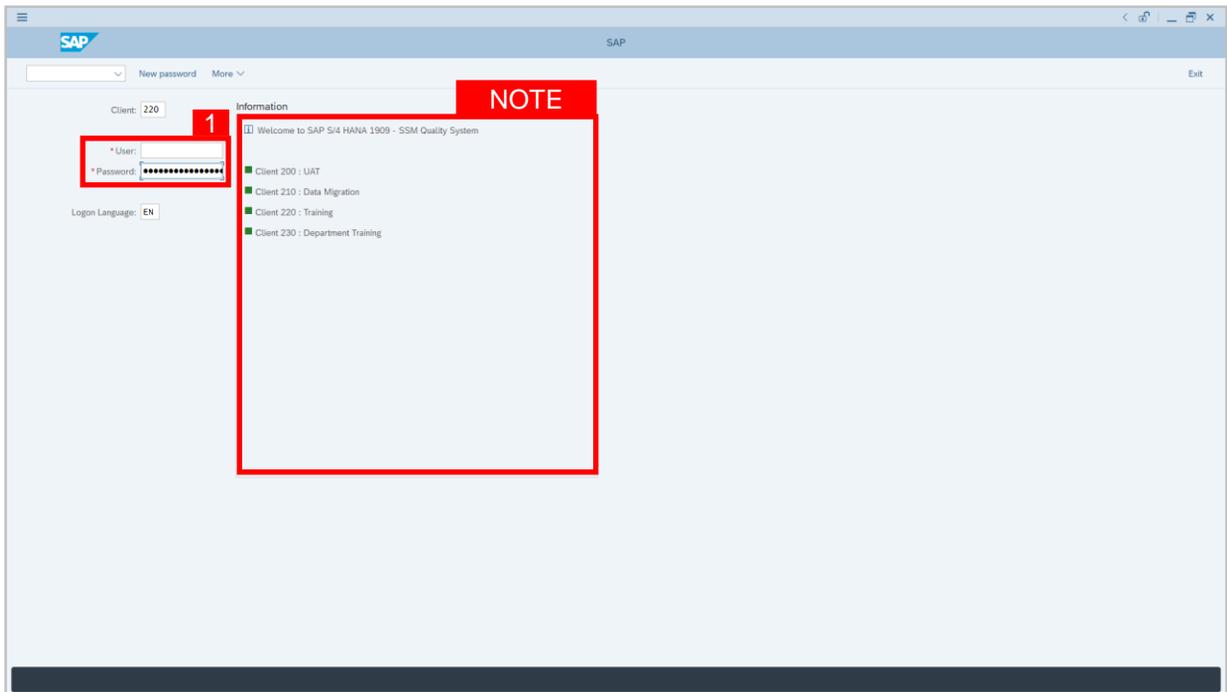
FURTHER ASSISTANCE

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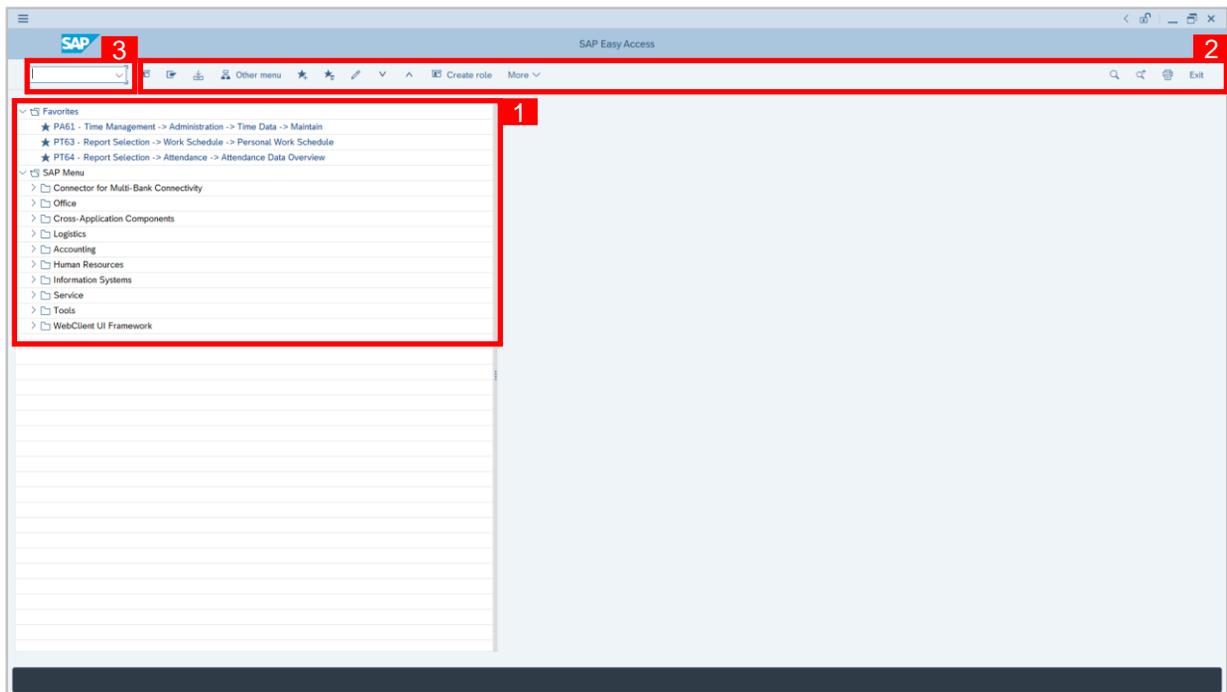
SAP GUI (Back-end) Log on	Time Administrator SAP GUI
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

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.

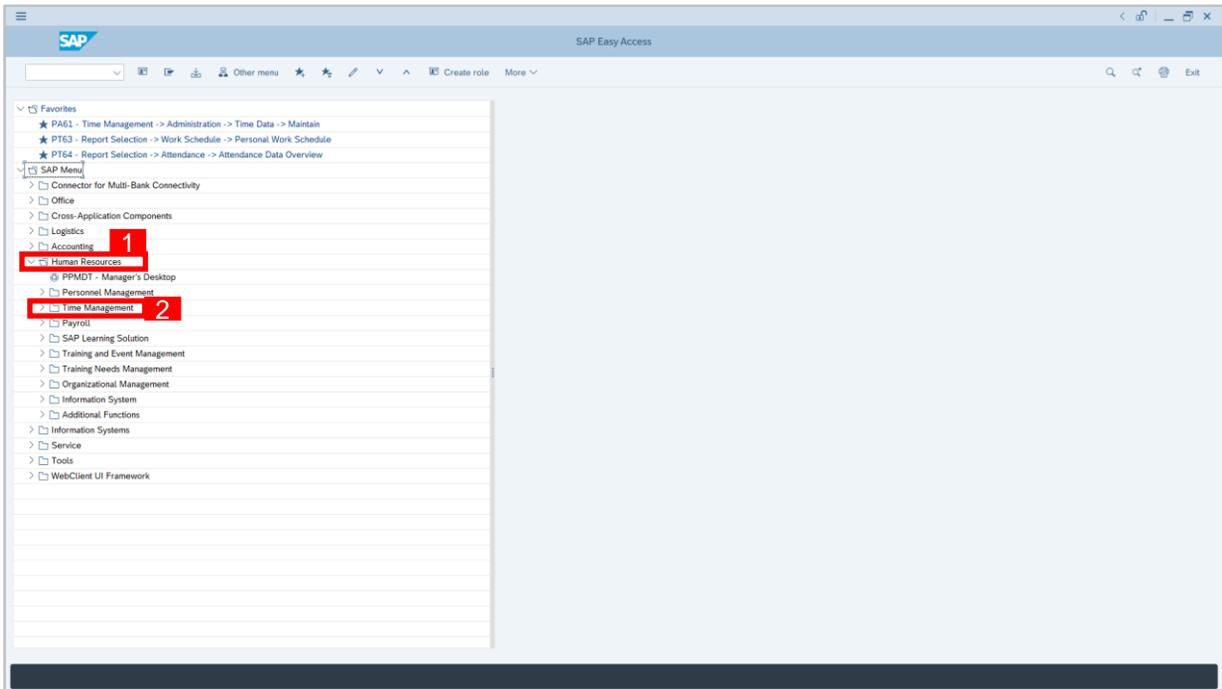


1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

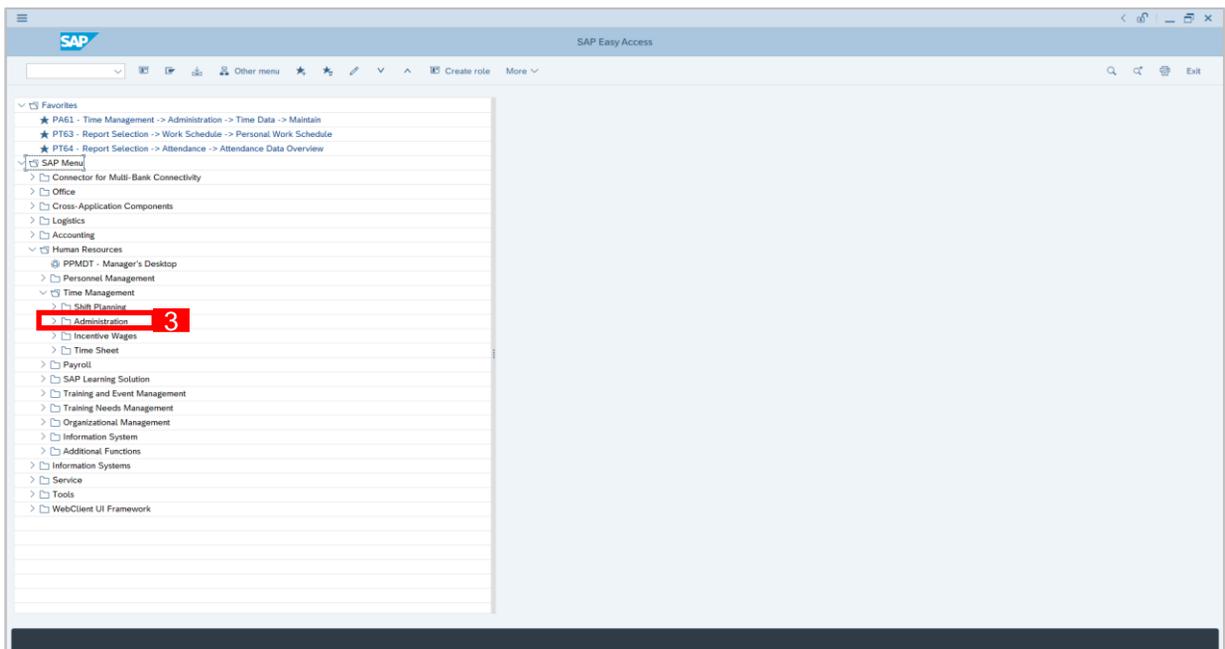
NAVIGATE TO TIME DATA PAGE VIA SAP MENU

Time Administrator

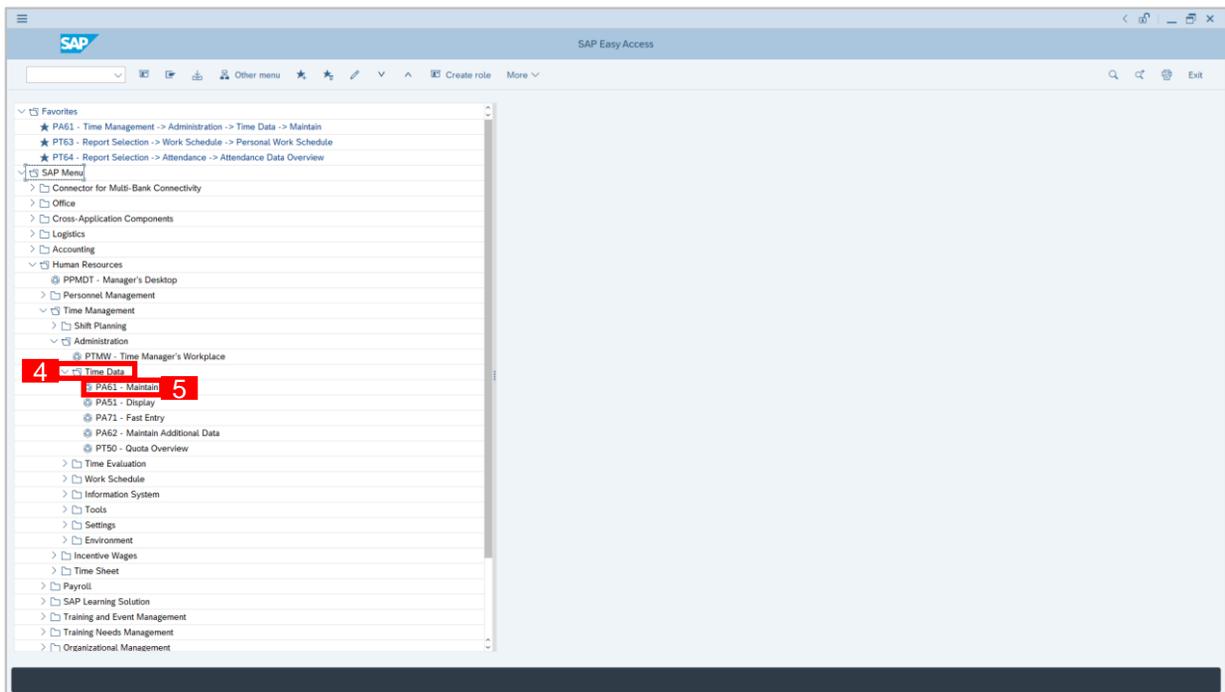
SAP GUI



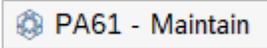
1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.
2. Click  **Time Management** dropdown folder for **Time Management Process**.

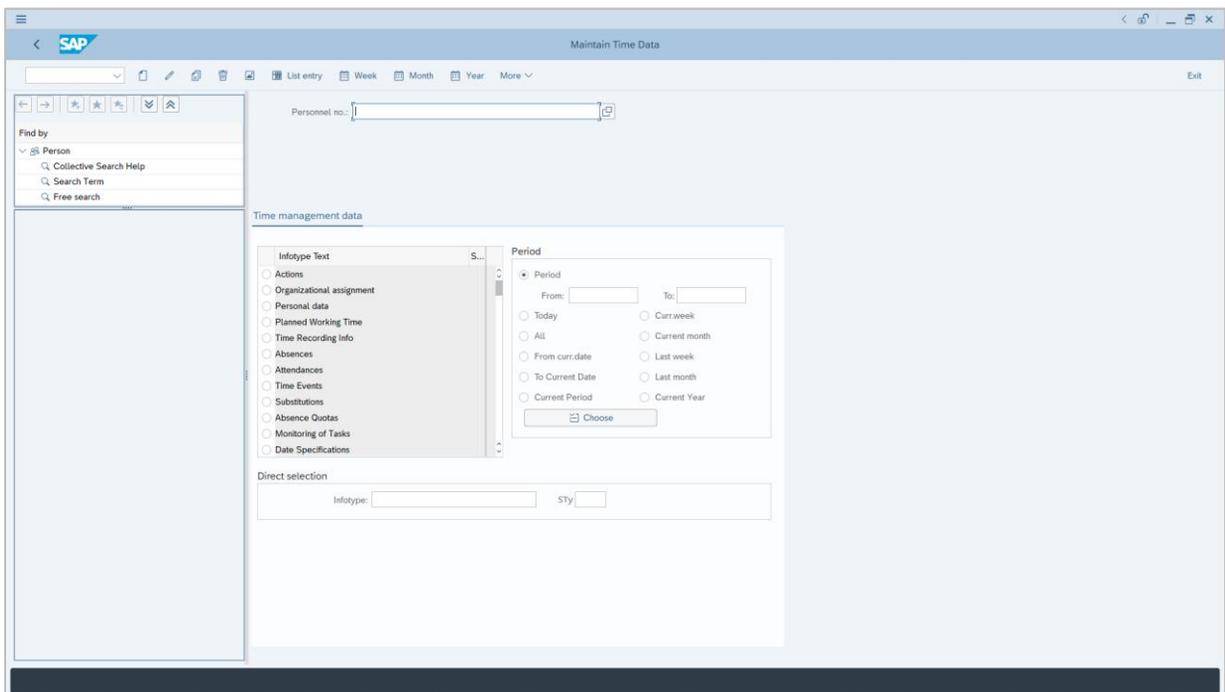


3. Click  **Administration** dropdown folder.



4. Click  dropdown folder.

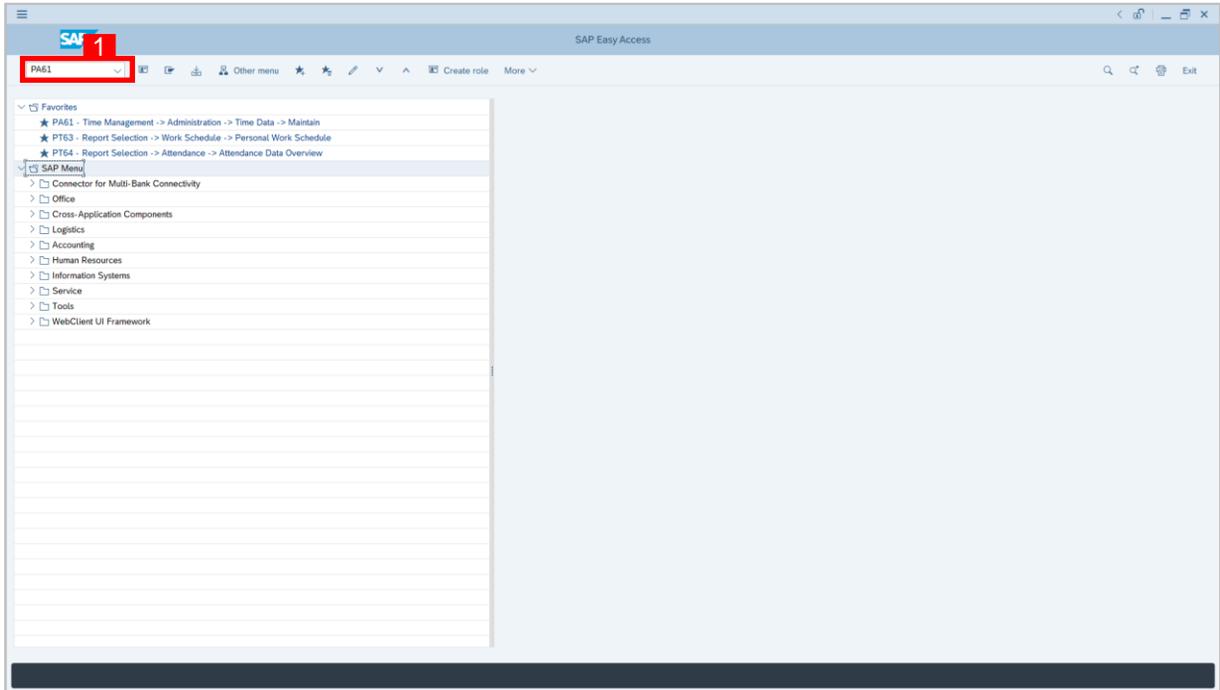
5. Click  dropdown folder for **Time Management Process**.



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

CREATE TIME EVENTS

Time Administrator SAP GUI

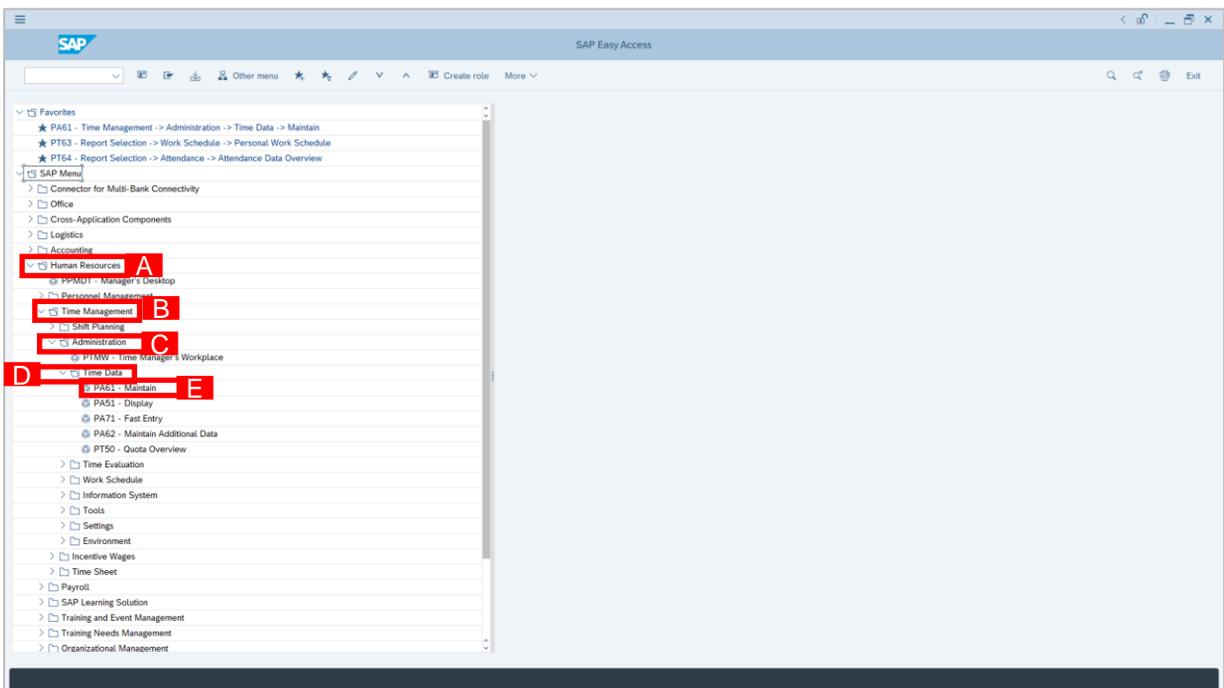


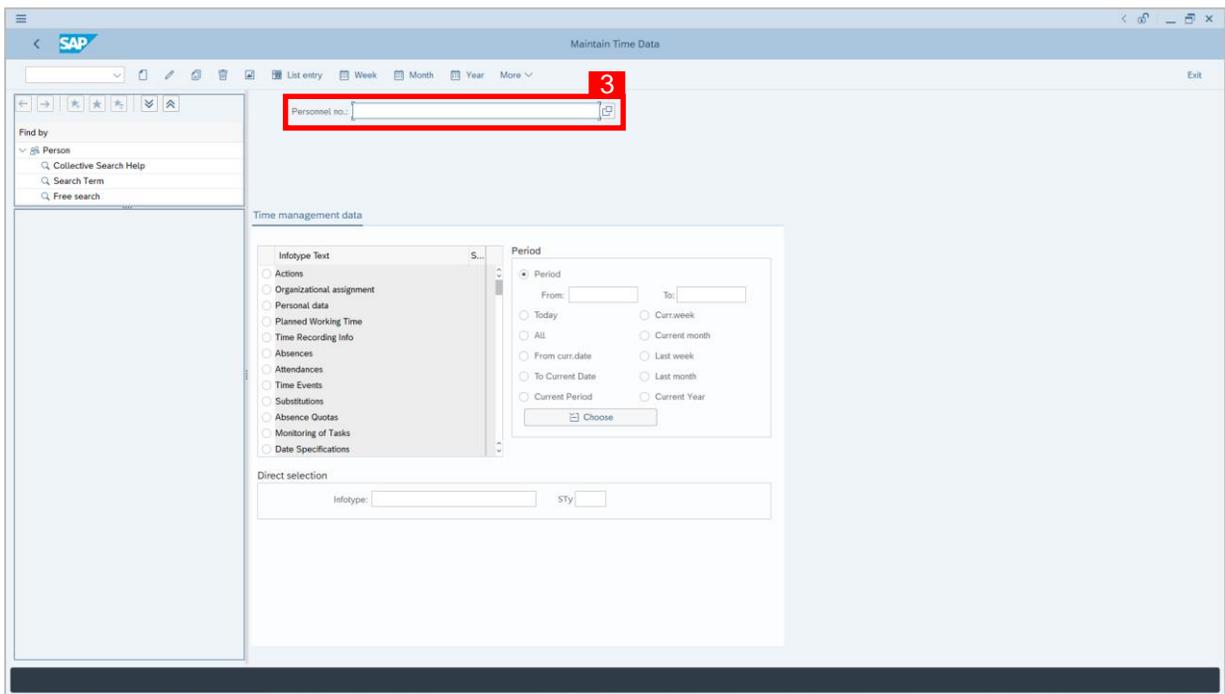
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

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:

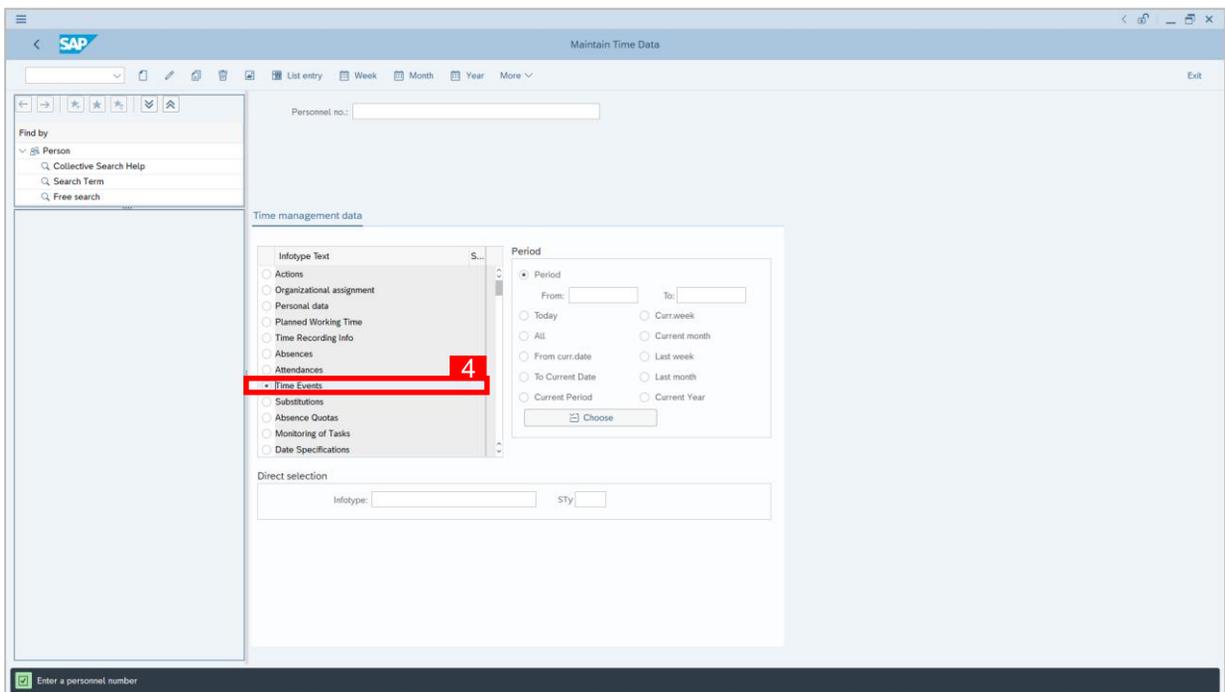
Human Resources > Time Management > Administration > Time Data > PA61 Maintain



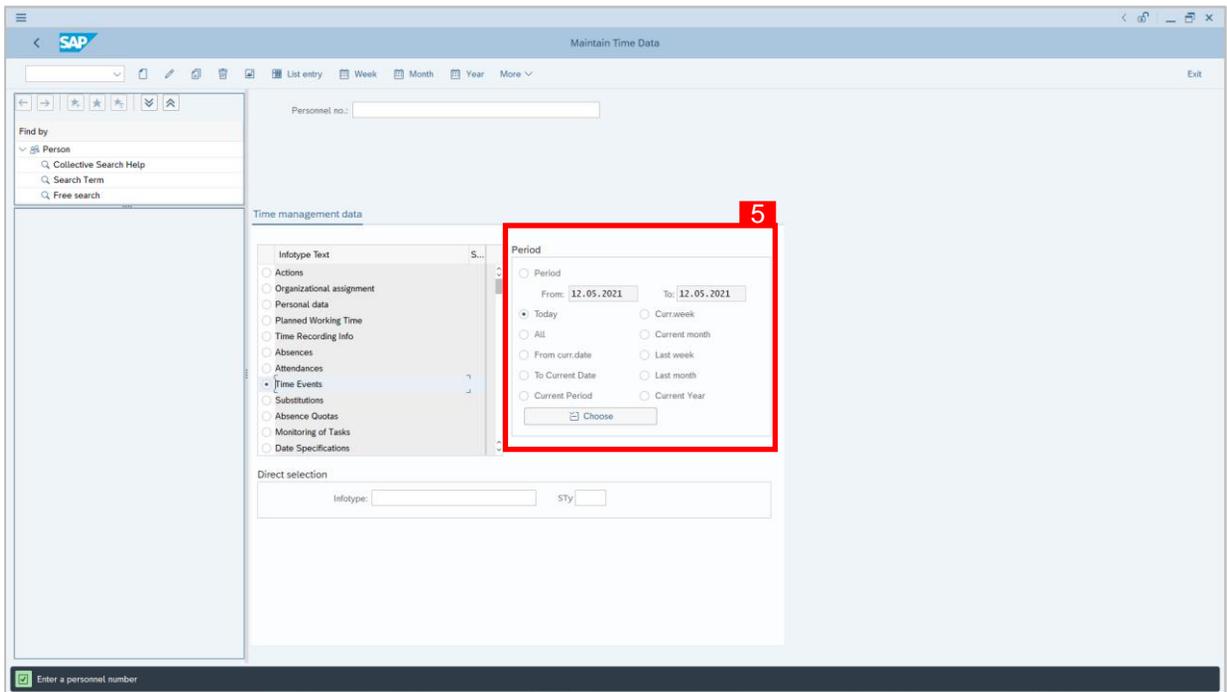


2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.

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

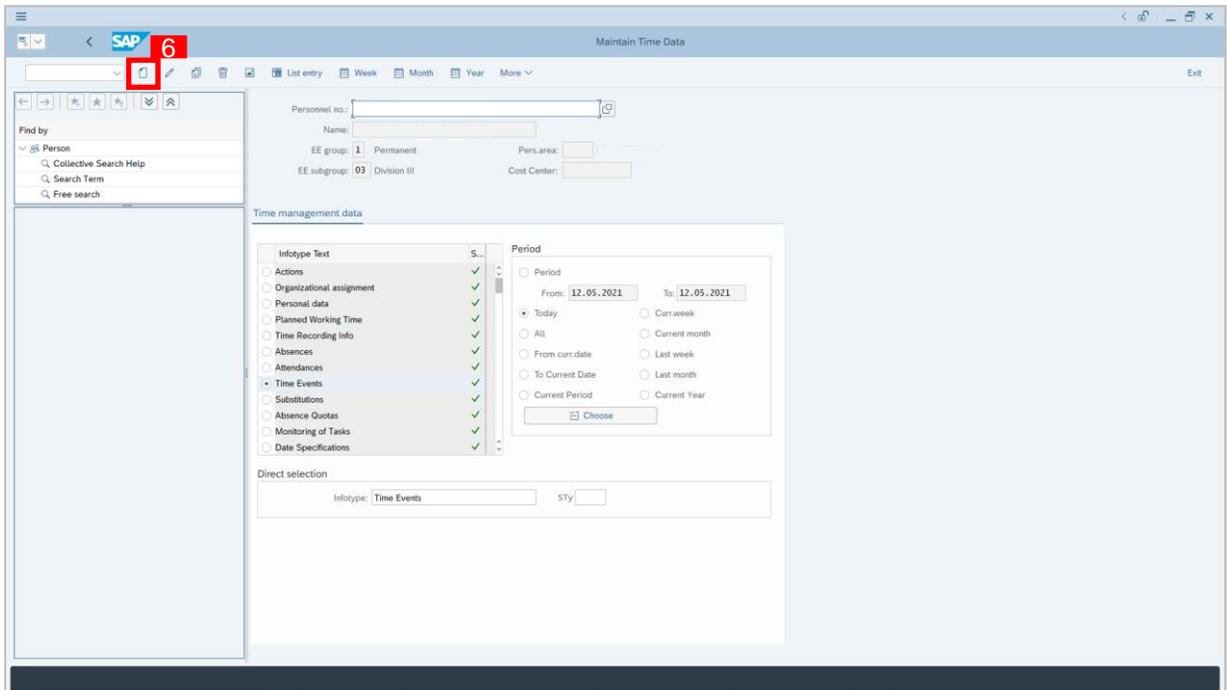


4. Select infotype text **Time Events**.



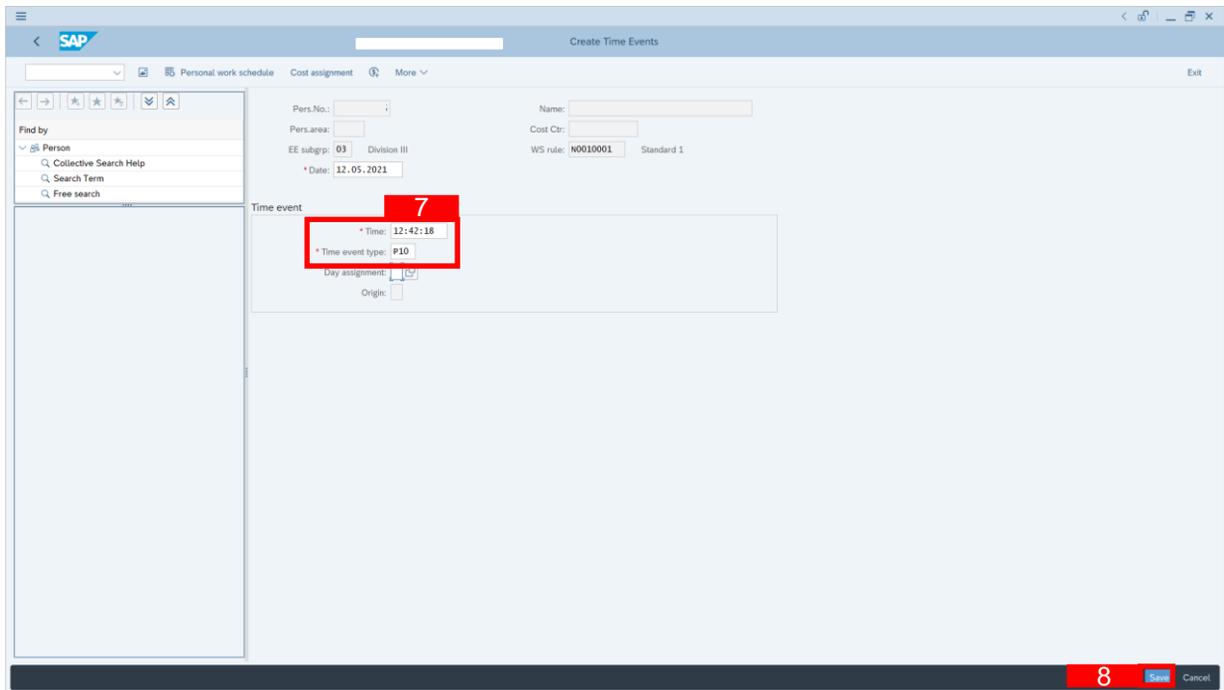
5. Select **Period** and select **Today**.

6. Click  button to create **Time Event**.



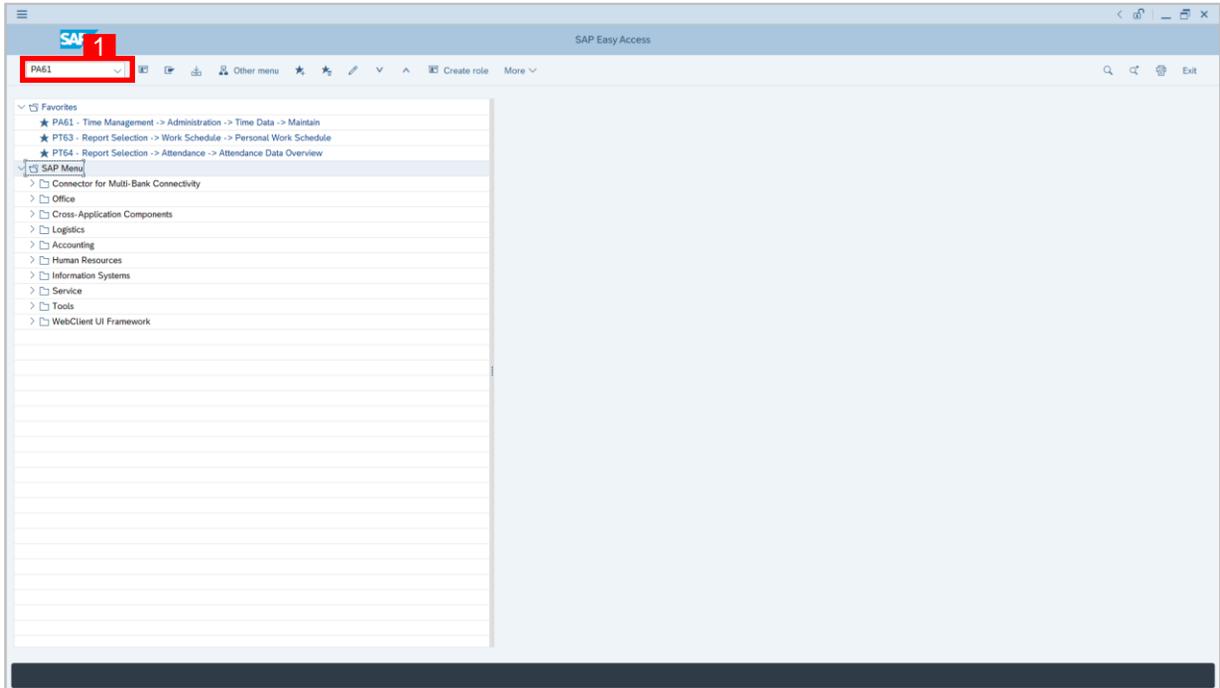
7. Input **Time** and **Time Event Type**.

8. Click  button.



CHANGE TIME EVENTS

Time Administrator SAP GUI

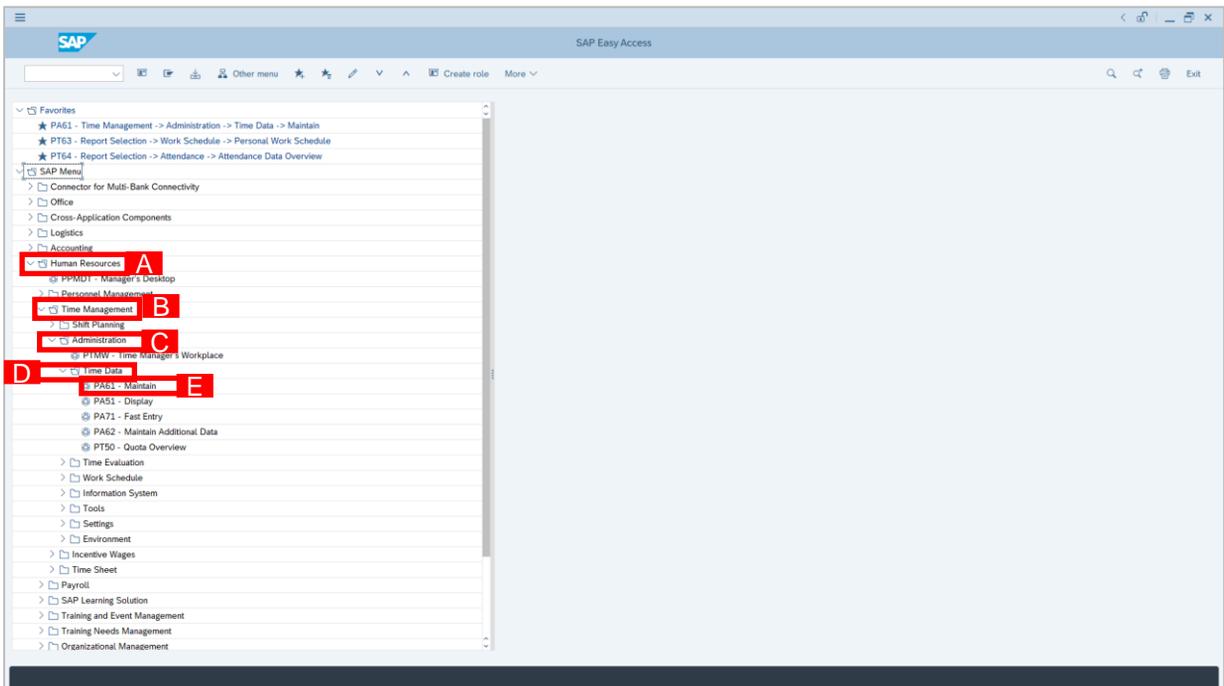


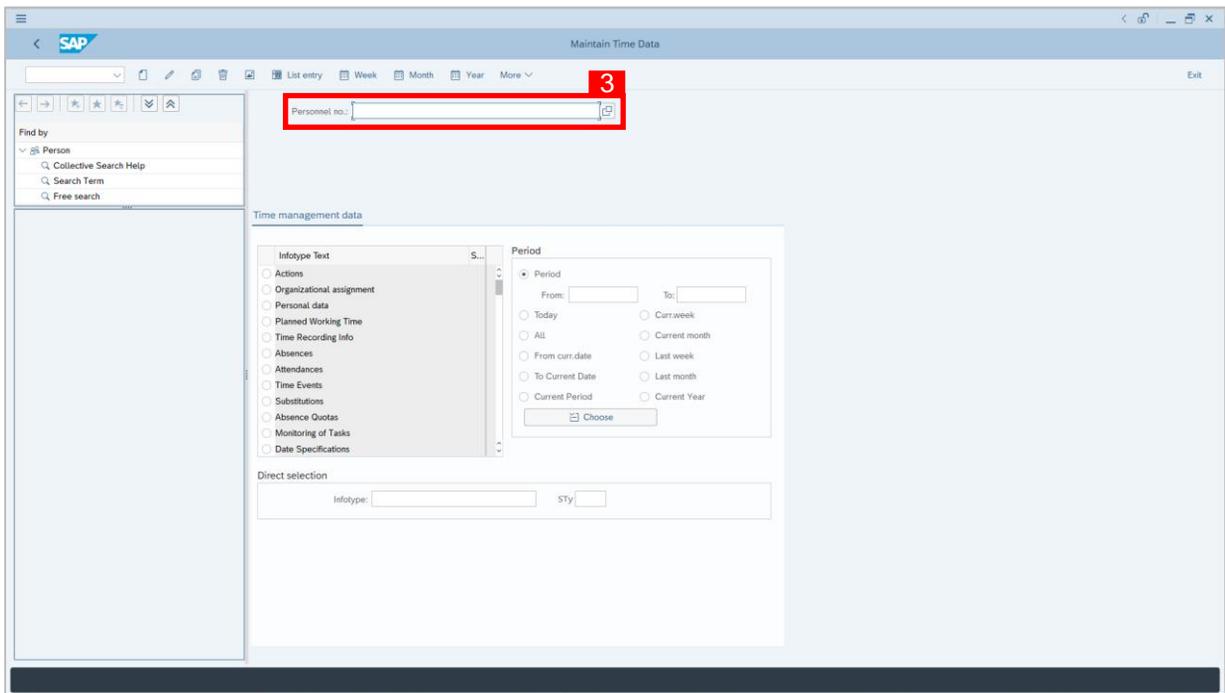
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

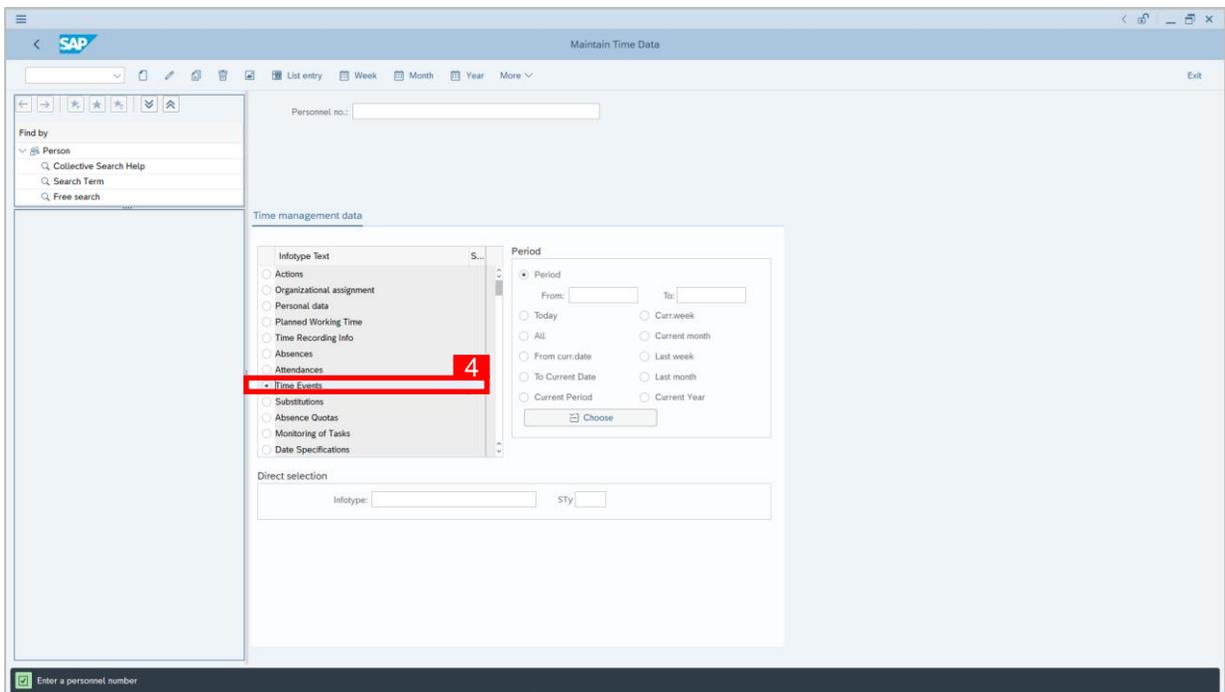
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

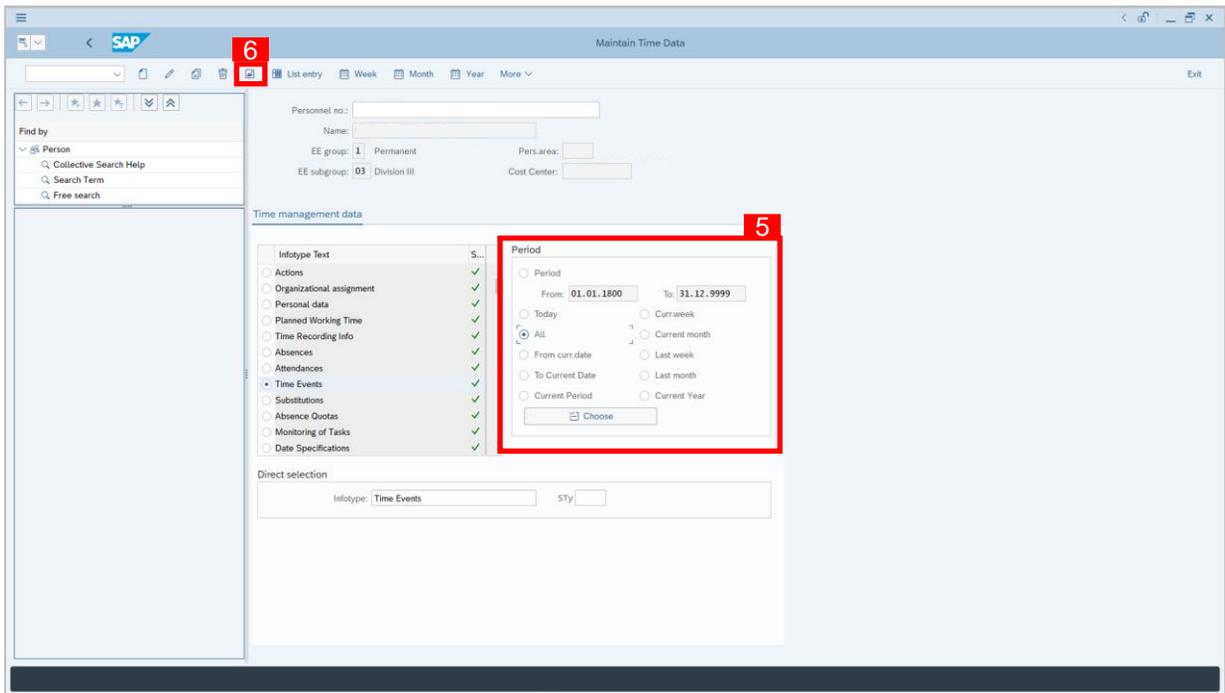




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

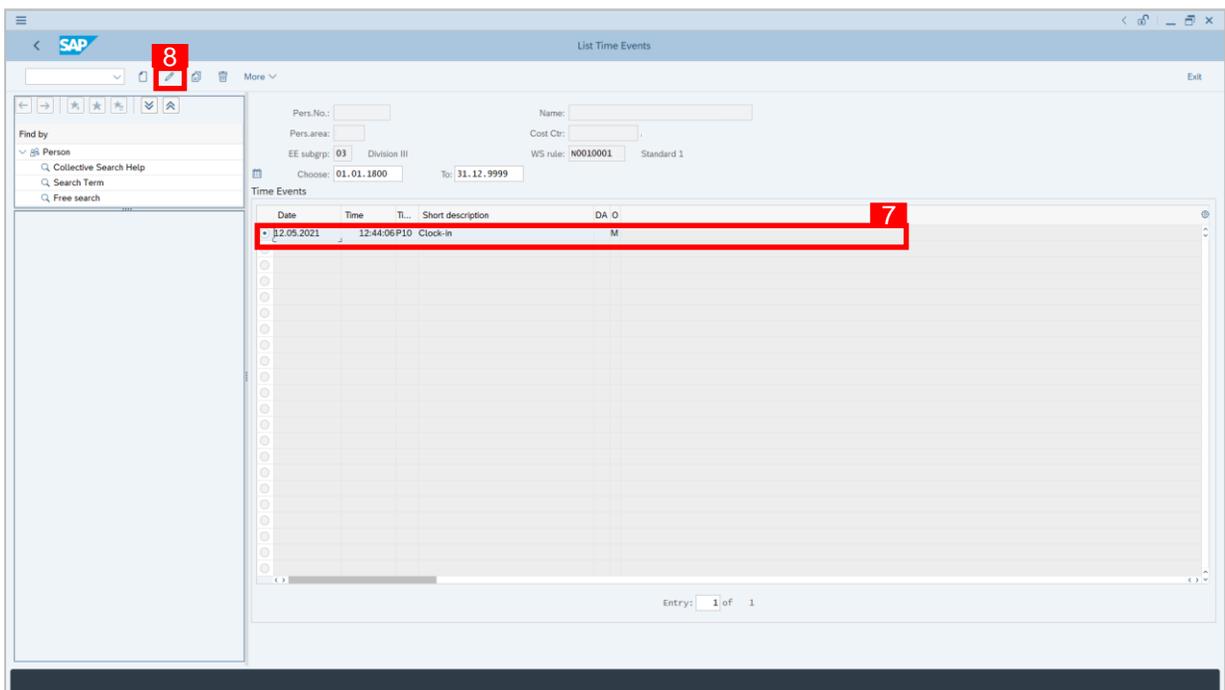


4. Select infotype text **Time Events**.



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

6. Click  button to view **Time Events**.



7. Select **Time Event** record transaction.

8. Click  button to edit the **Time Event** record transaction.

Change Time Events

Pers.No.: Name:
Pers.area: Cost Ctr:
EE subgrp: 03 | Division III WS rule: N0010001 Standard 1
* Date: 12.05.2021 Chg.: 12.05.2021

Time event

* Time: 12:44:06
* Time event type: P10 Clock-in
Day assignment:
Origin: M

11 Save Cancel

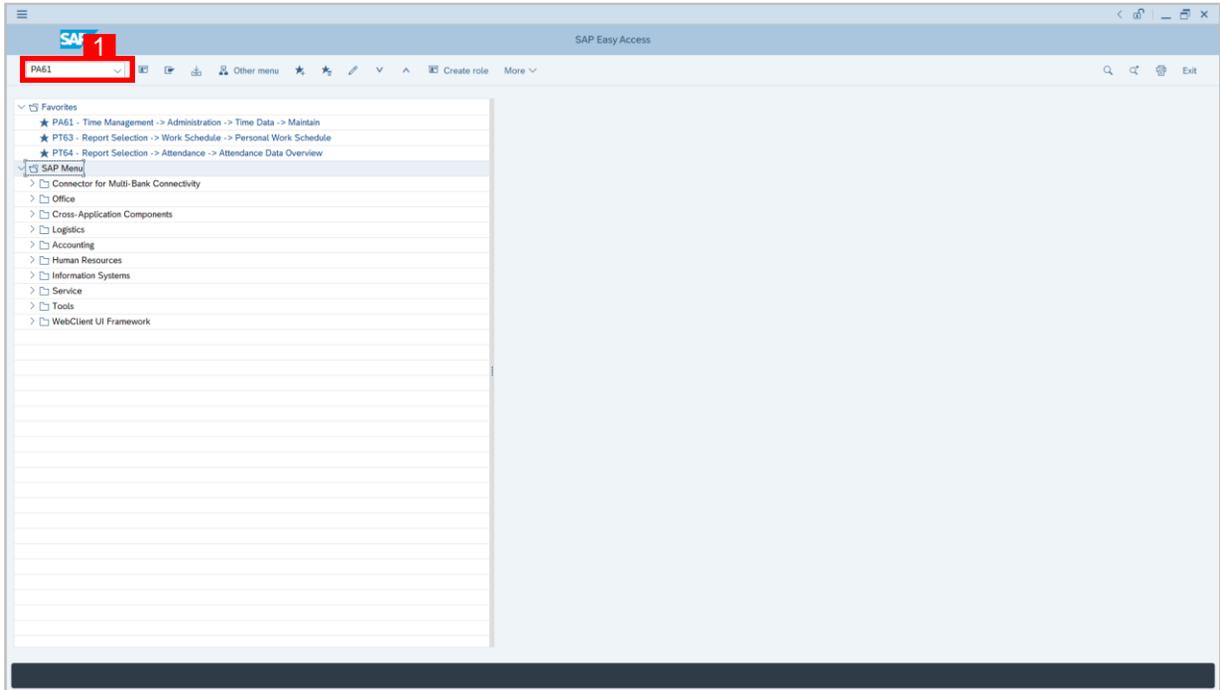
9. Input the new preferred **Date** for the **Time Event**.

10. Input the **Time** and **Time Event Type**.

11. Click  button.

DELETE TIME EVENTS

Time Administrator SAP GUI

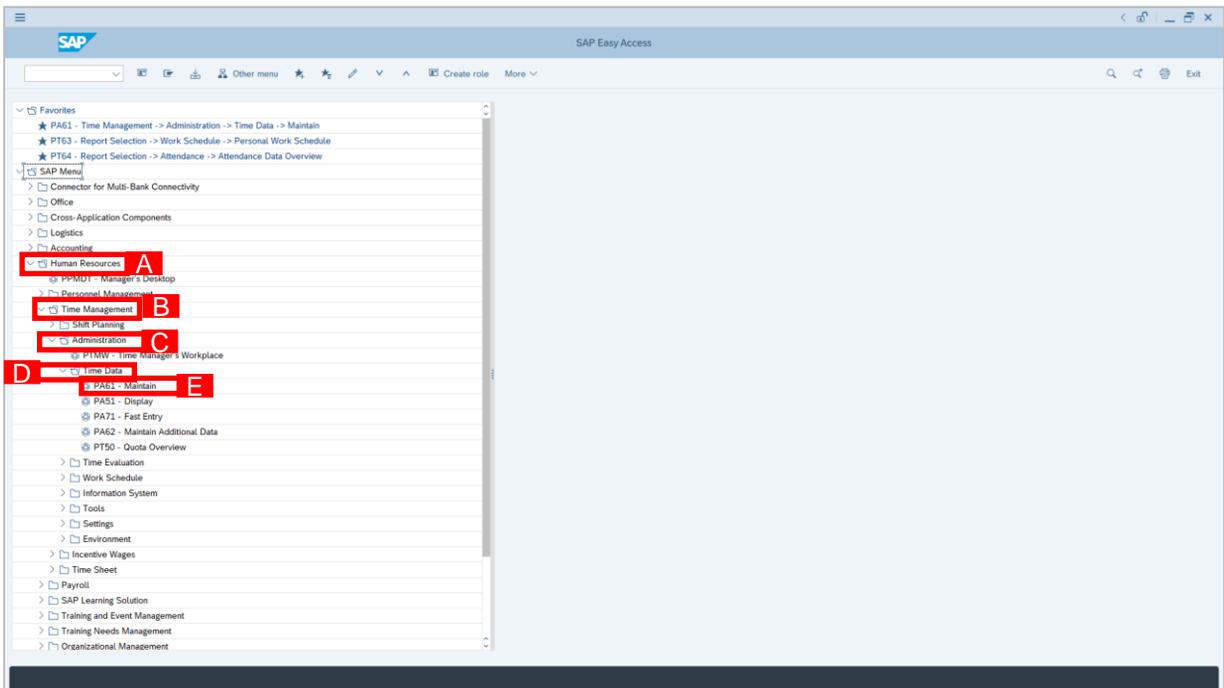


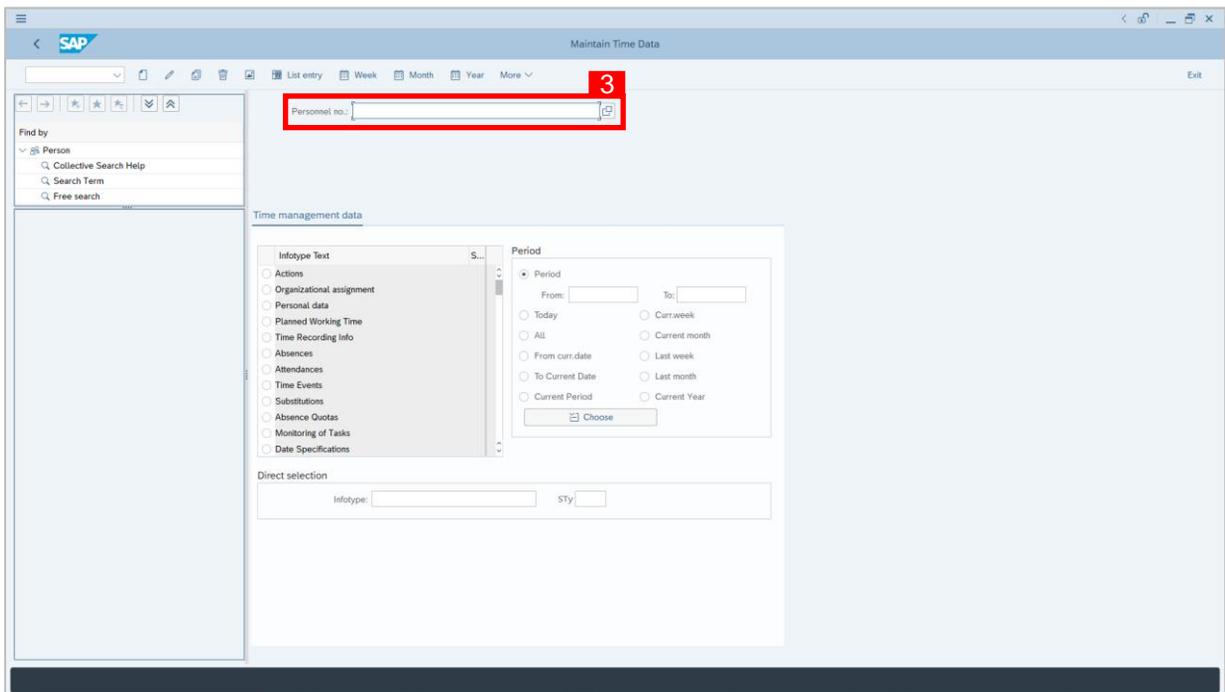
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

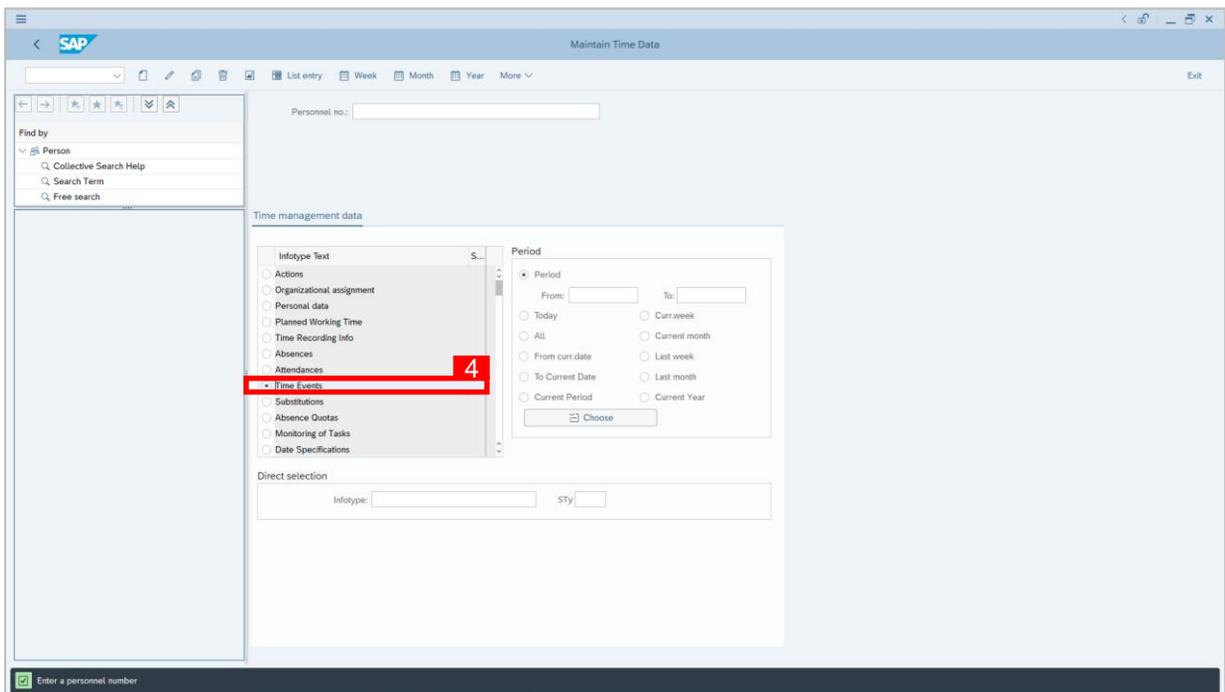
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

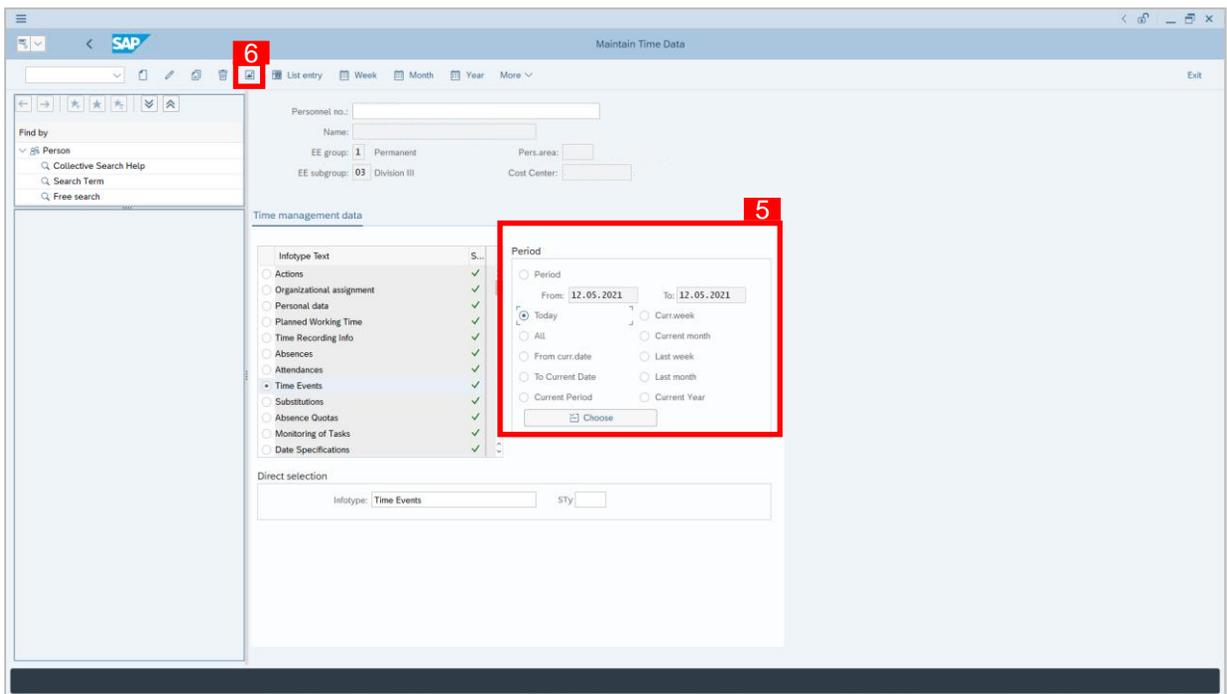




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management, Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

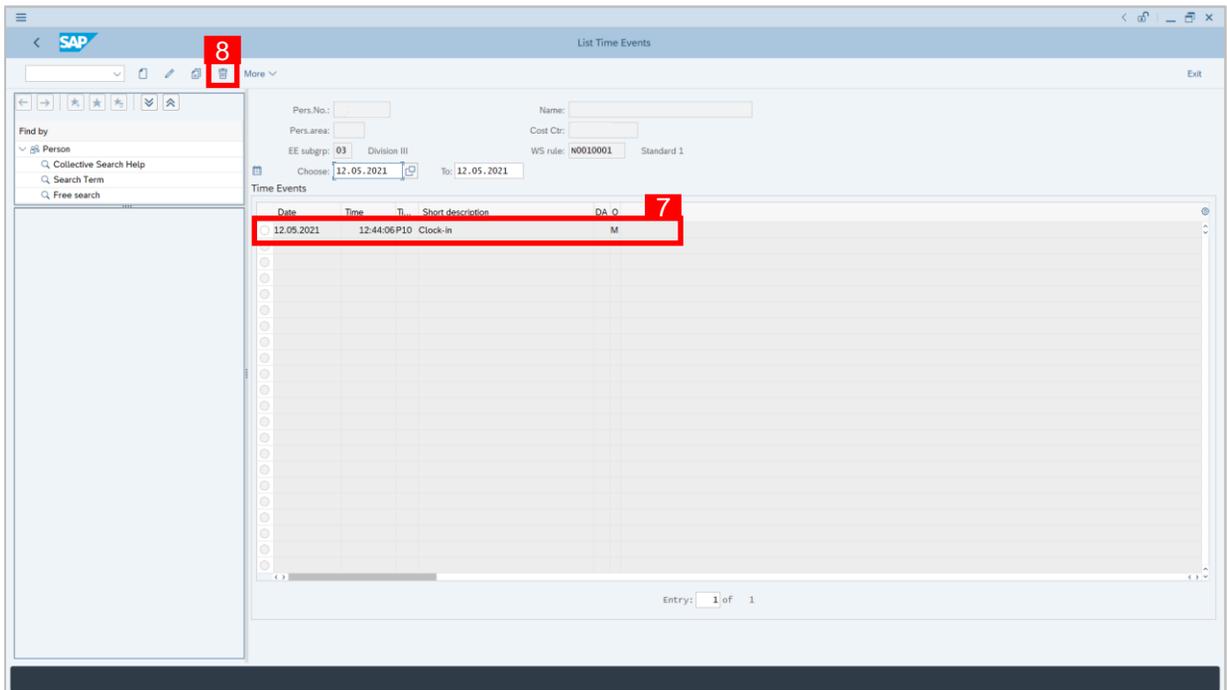


4. Select infotype text **Time Events**.



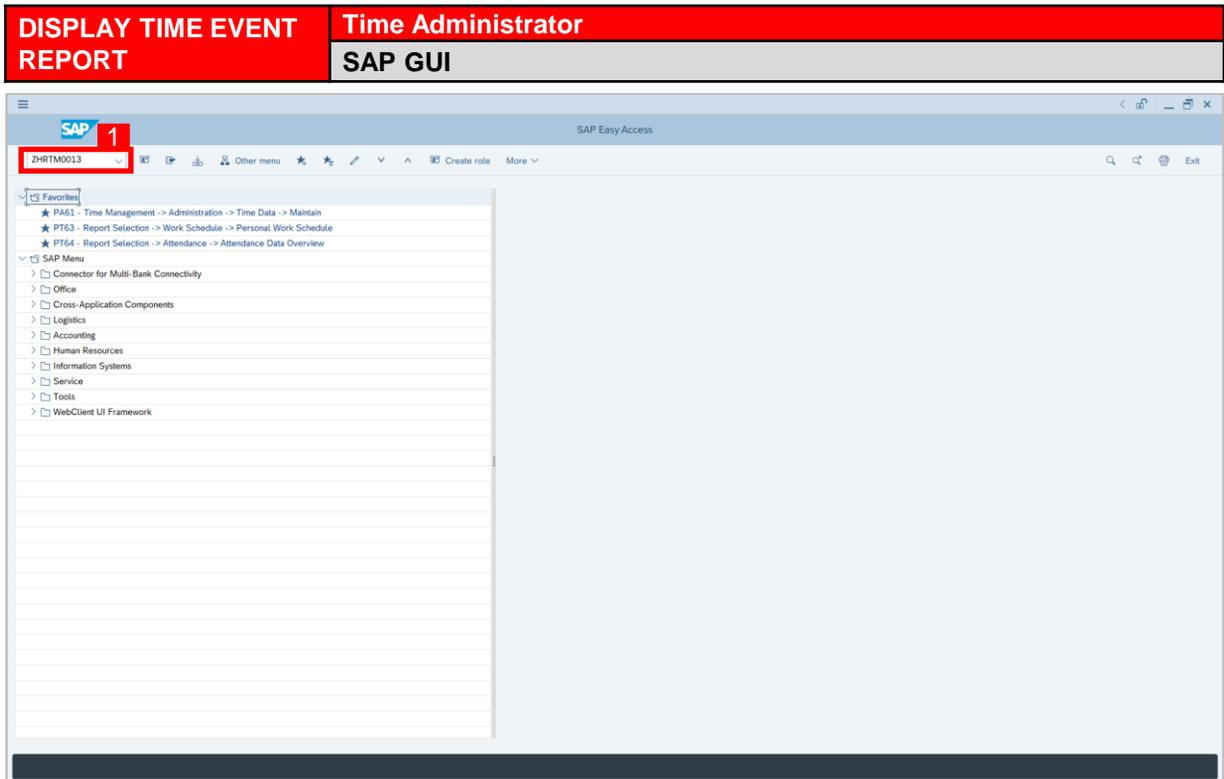
5. Select **Period** and select **Today**.

6. Click  button to view **List of Time Events**.

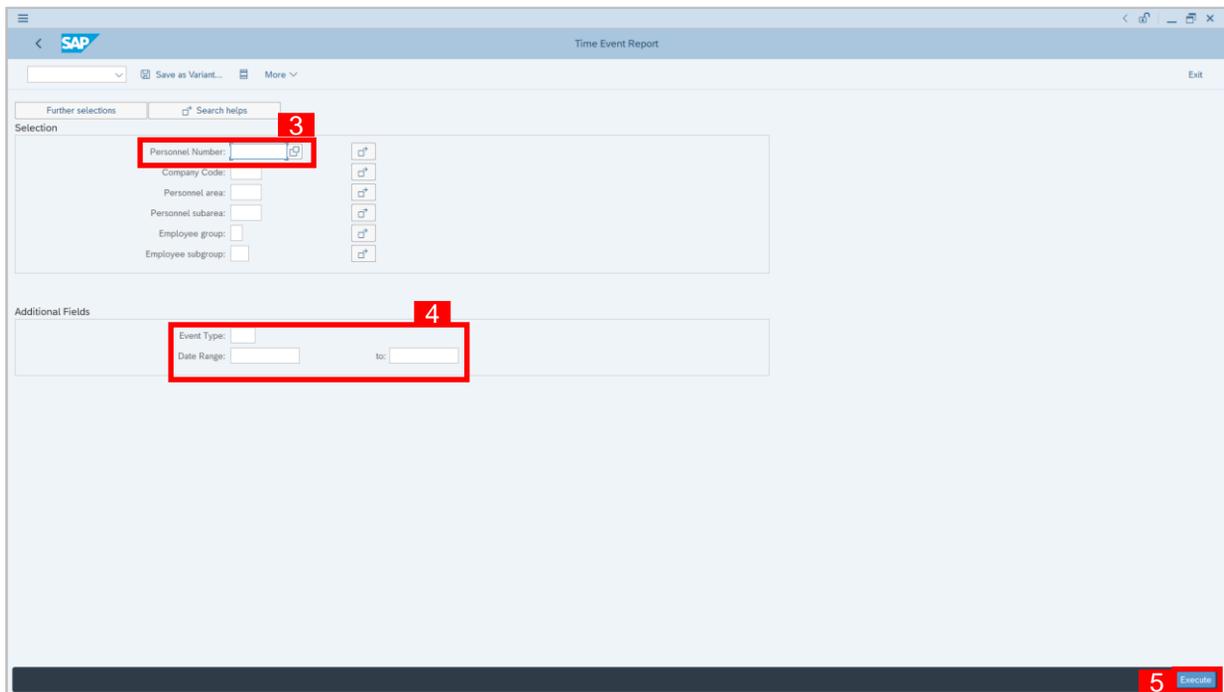


7. Select **Time Events** record transaction.

8. Click  button twice to delete the **Time Events** record transaction.



1. On the **Search** bar, input transaction code **ZHRTM0013** and press enter on the keyboard.



2. **Time Event Report** page will be displayed.
3. Input **Personnel Number**.
4. Input **Date Range** and **Event Type**.
5. Click **Execute** button.

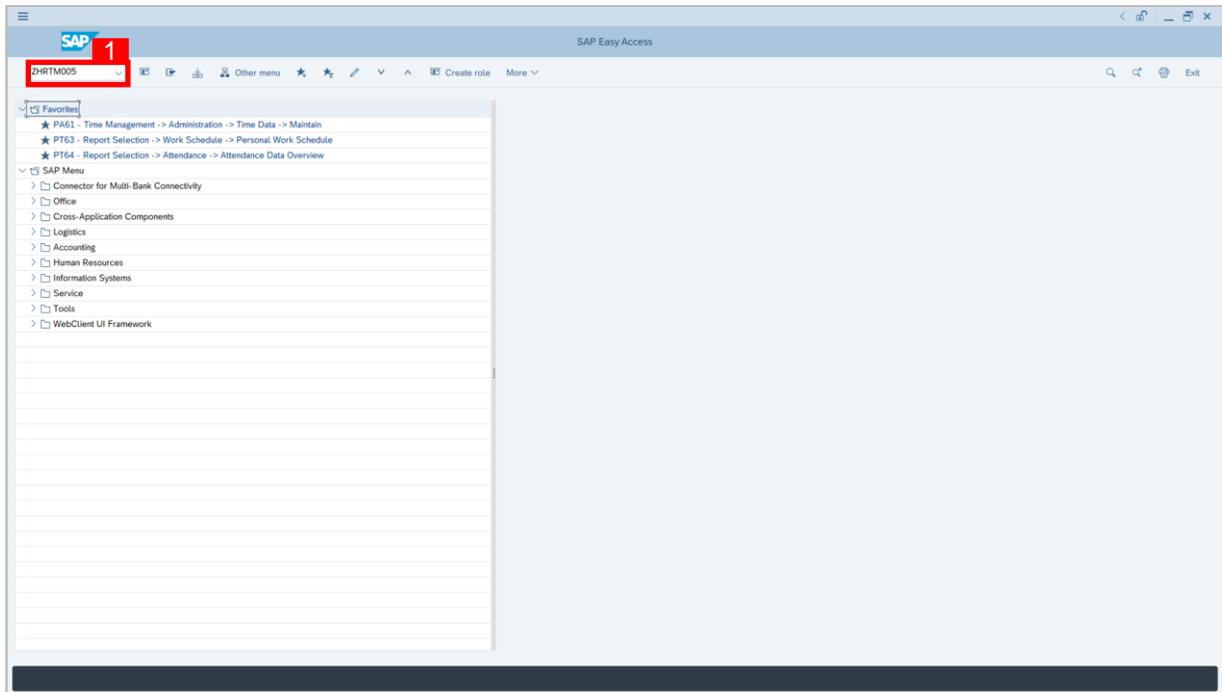
PersNo	Name	Date	Event Type	Time	Comment	GPS	Building Name
		12.05.2021	Clock-in	12:44:06			
		12.05.2021	Clock-in	12:44:06			

Note:

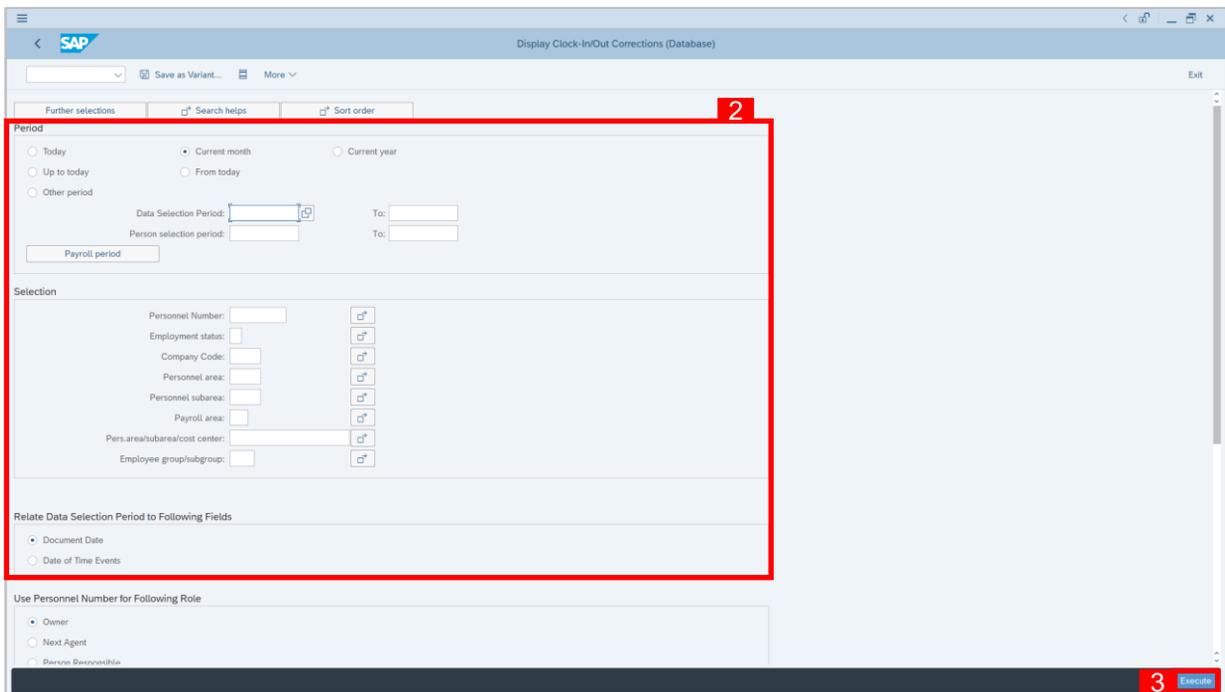
- Report only shows Time Events created by Time Admin and Time Event that was entered by the Employee using QR Code (Front End).

**DISPLAY MY TIME
EVENT REPORT**

**Time Administrator
SAP GUI**



1. On the **Search** bar, input transaction code **ZHRTM005** and press enter on the keyboard.



2. Input **Period**, **Personnel Number** and **Relate Data Selection Period**.

3. Click **Execute** button.

Document ID	Do.	Document	Status	Initiator	Pers No. L.	ID Initt.	Owner	Pers No. ...	ID Ow. ...	Next Agent	Pers No. ...	ID Nex. ...	Person Responsi
B106929633431EDBA AFC08624704046B	1	CORREQ	APPROVED										
B106929633431EDBA AFC0FE2438A446B	1	CORREQ	APPROVED										
B106929633431EDBA BDC0969AA01846B	1	CORREQ	APPROVED										

4. **Clock in/out Corrections Report** will be displayed.

Note:

- Report will also show posted and unposted time event which is requested or entered by the employee using a computer.