



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Time Evaluation

VERSION: 1.0

INTRODUCTION

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

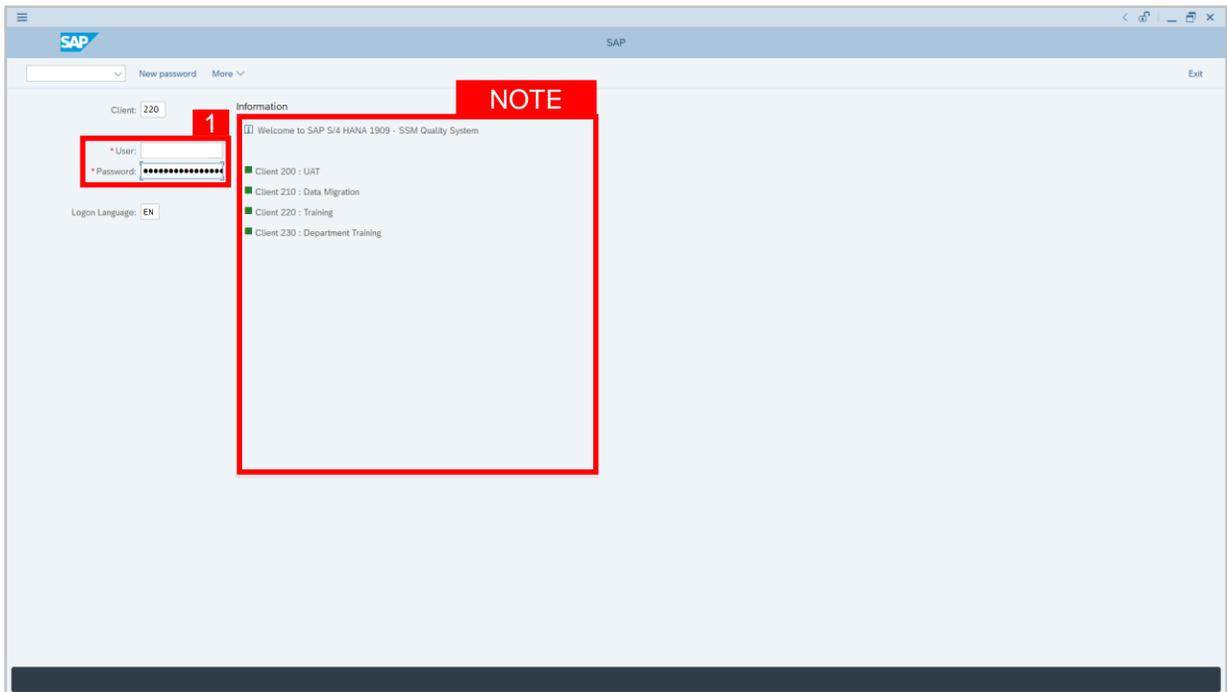
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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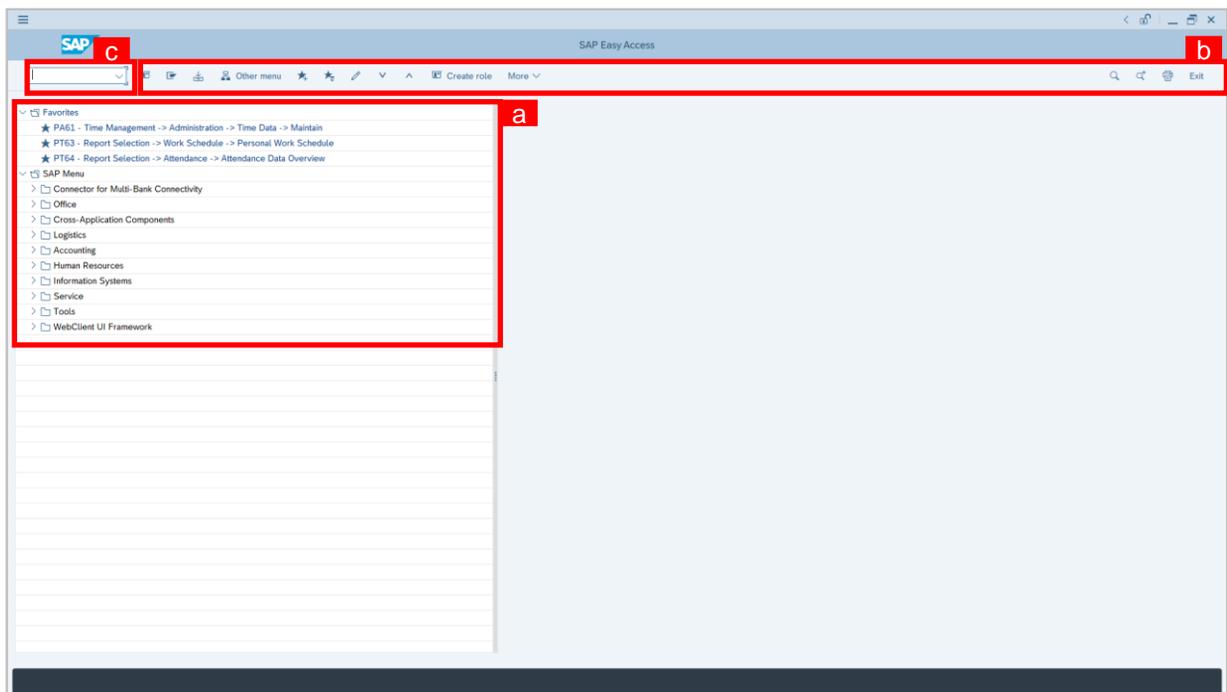
SAP GUI (Back-end) Log on	Time Administrator SAP GUI
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1. Fill in the **User** and **Password**.
2. Press **Enter** on the keyboard.
3. The home page will be displayed.

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.

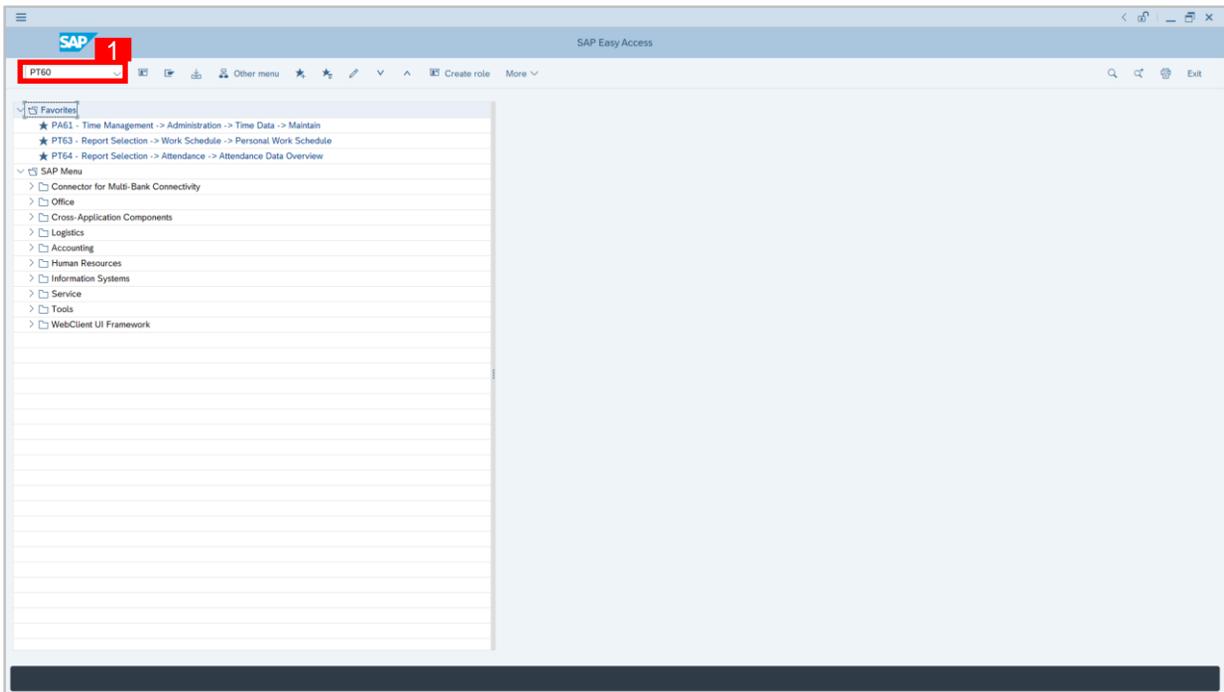


Note:

- 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.

**RUN TIME
EVALUATION DATE**

**Time Administrator
SAP GUI**

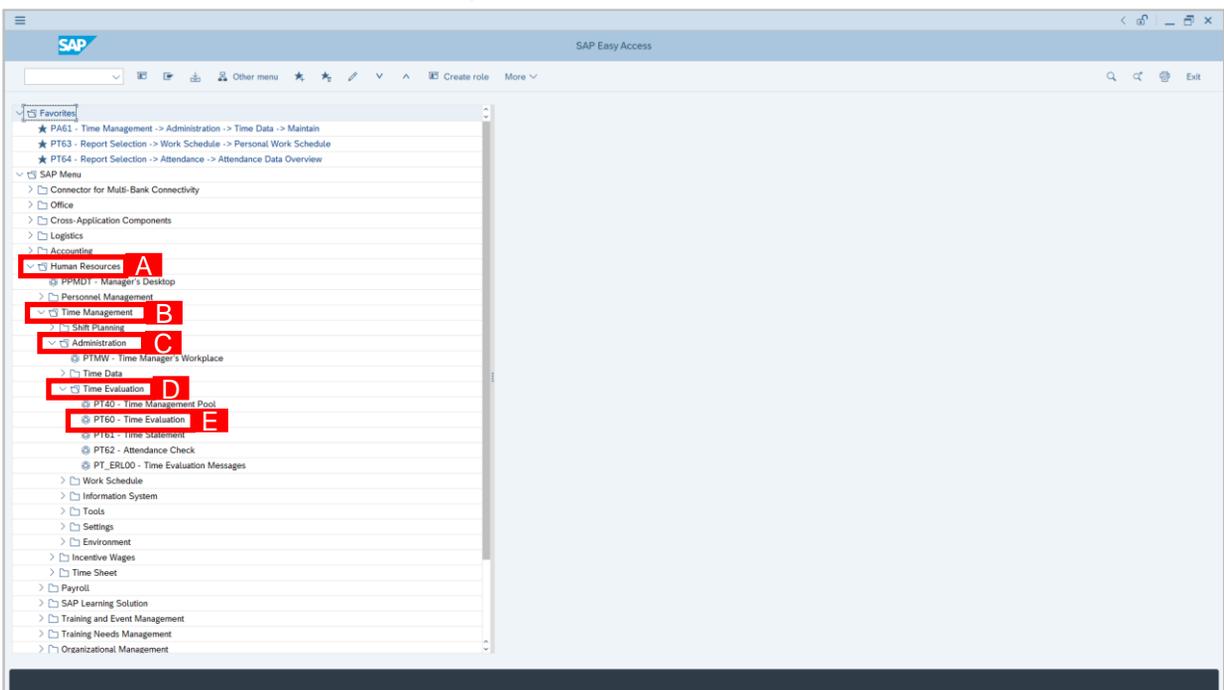


1. On the **Search** bar, input transaction code **PT60** and press enter on the keyboard.

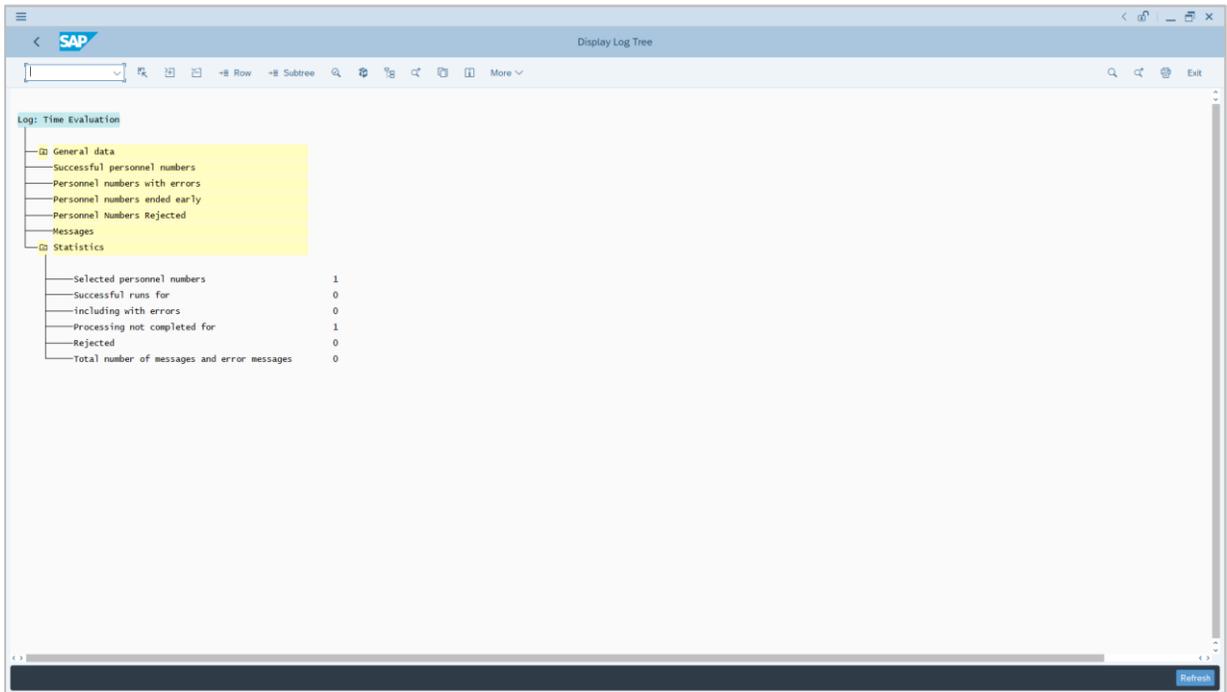
Note:

- 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 Evaluation > PT60 Time



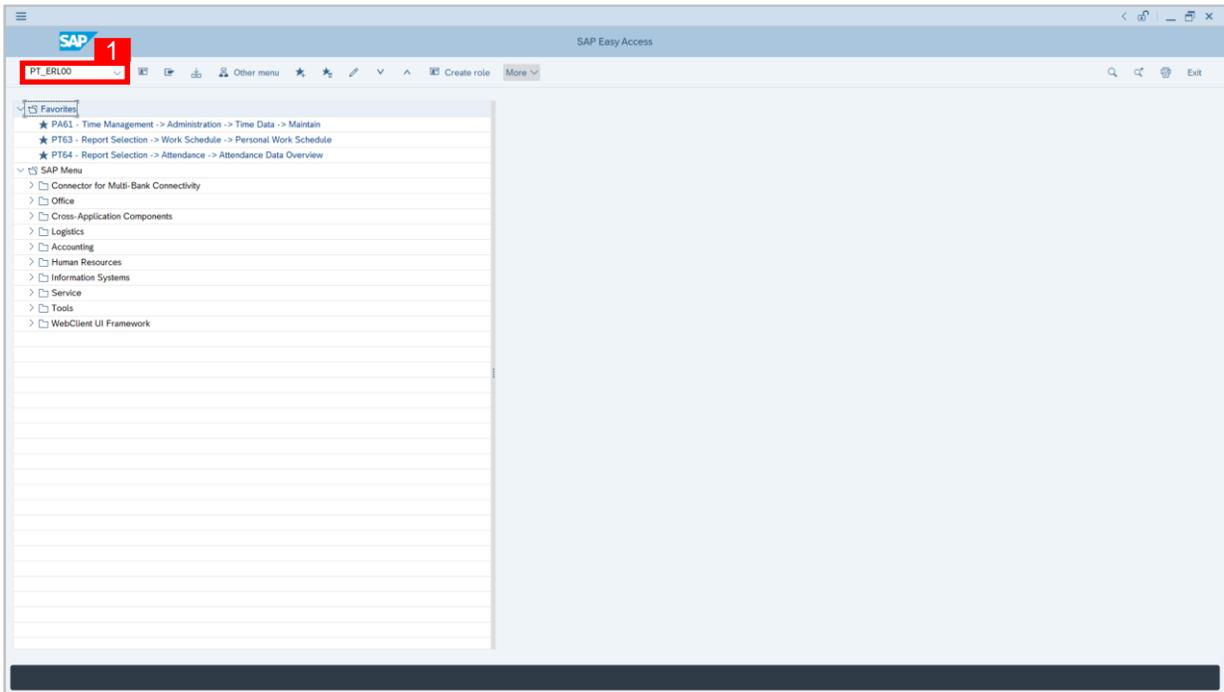
2. **Time Evaluation** page will be displayed showing fields to input information for different infotypes for **Personnel Number**, **Parameters for Time Evaluation** and **Selection for Program Options**.
3. Input the following details under **Parameters for Time Evaluation**:
 - i) Evaluation Schema: **ZTMO**
 - ii) Time Statement Variant: **Delete Time Statement Variant**
 - iii) Forced Recalculation as of: **(Using the previous day's date at the maximum)**
 - iv) Evaluation up to: **(Using the previous day's date at the maximum)**
4. Click  button.



Note:

- Overview result page displaying log time will be shown.
- Refer to the overview result if there are any unsuccessful runs present.

DISPLAY TIME EVALUATION MESSAGE REPORT	Time Administrator
	SAP GUI

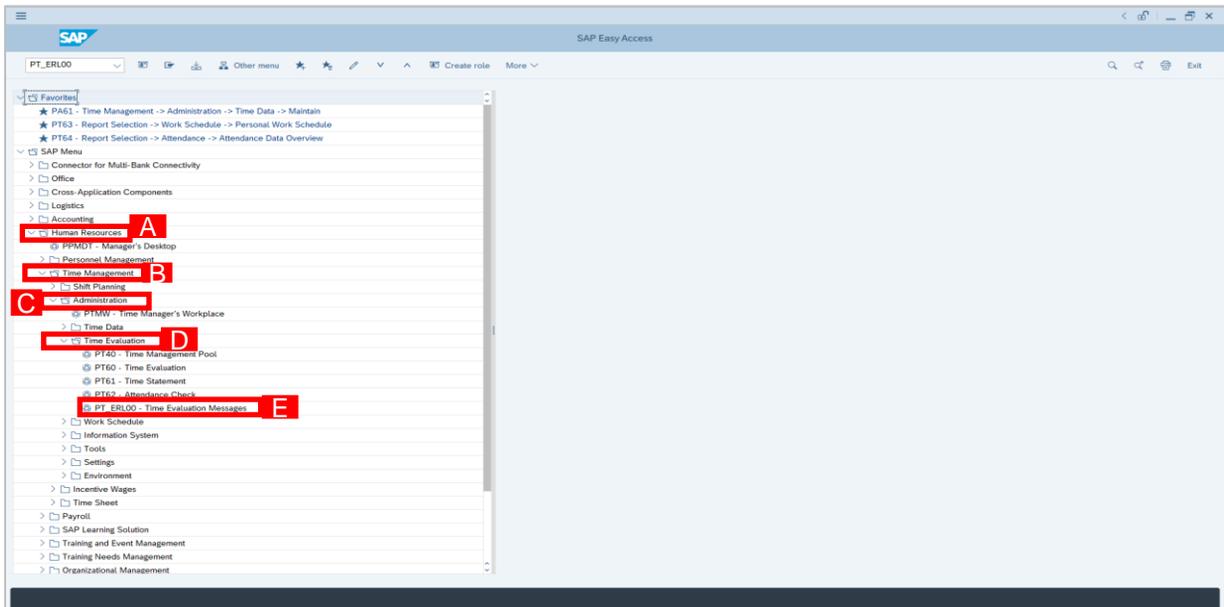


1. On the **Search** bar, input transaction code **PT_ERL00** and press enter on the keyboard.

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 Evaluation > Time Evaluation Messages



The screenshot shows the SAP 'Time Evaluation Messages Display' form. It is divided into several sections:

- Period:** 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 'To:' fields. A 'Payroll period' button is also present. A red box labeled '2' highlights this entire section.
- Selection:** Contains input fields for 'Personnel Number', 'Employment status', 'Company Code', 'Personnel area', 'Personnel subarea', 'Payroll area', 'Pers.area/subarea/cost center', and 'Employee group/subgroup'. A red box labeled '3' highlights the 'Personnel Number' field.
- Error attributes:** Contains input fields for 'Category of Message Type', 'Number of Message Type', 'Message type', 'List indicator', 'User text', 'PDC message number', and 'Historical record flag'. A red box labeled '4' highlights the 'Number of Message Type' field.
- Execute:** A red box labeled '5' highlights the 'Execute' button at the bottom right of the form.

2. Input **Period** and select **Current Year**.
3. Input **Personnel Number**.
4. Input **Number of Message Type** (if necessary).
5. Click  button.
6. **Time Evaluation Message Display Report** will be displayed.

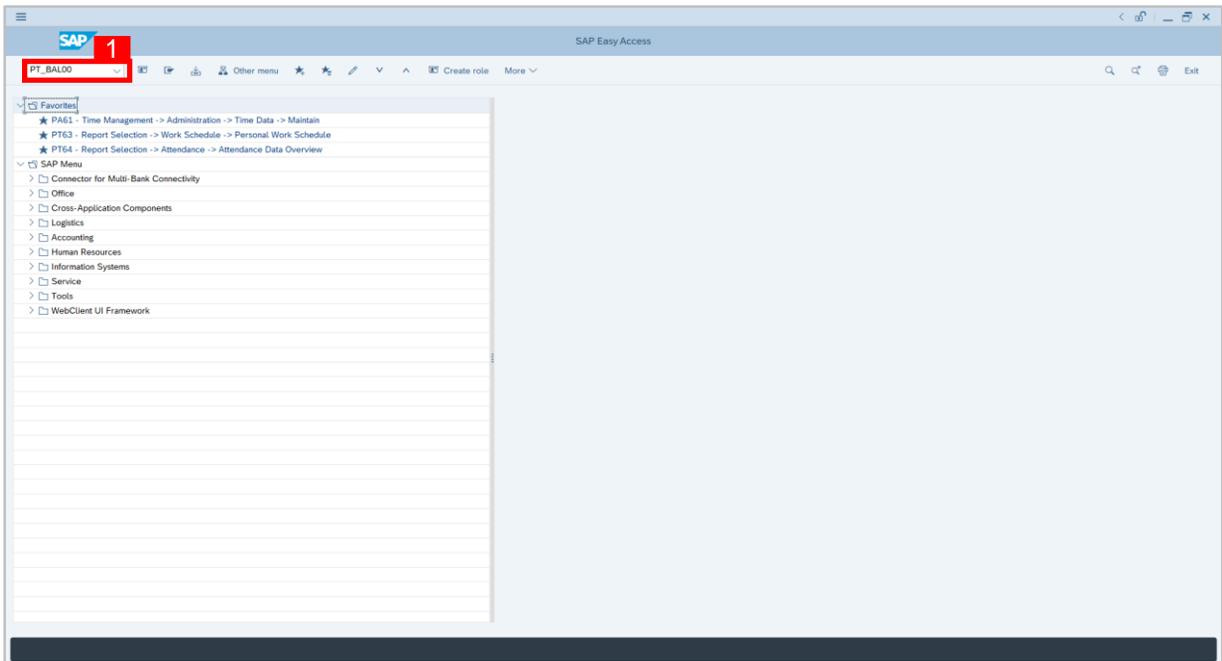
The screenshot shows the SAP 'Time Evaluation Messages Display' report. The table below represents the data displayed in the report:

Mess. No.	Message long text	PersNo	Name of employee or applicant	CD	Logical date
72	Message table entry			FR	01.01.2021
01	Employee not at work			MO	01.02.2021
01	Employee not at work			TU	02.02.2021
01	Employee not at work			WE	03.02.2021
01	Employee not at work			TH	04.02.2021
01	Employee not at work			SA	06.02.2021
01	Employee not at work			MO	08.02.2021
01	Employee not at work			TU	09.02.2021
01	Employee not at work			WE	10.02.2021
01	Employee not at work			TH	11.02.2021
01	Employee not at work			SA	13.02.2021
01	Employee not at work			MO	15.02.2021
01	Employee not at work			TU	16.02.2021
01	Employee not at work			WE	17.02.2021
01	Employee not at work			TH	18.02.2021
01	Employee not at work			SA	20.02.2021
01	Employee not at work			MO	22.02.2021
01	Employee not at work			WE	24.02.2021
01	Employee not at work			TH	25.02.2021
01	Employee not at work			SA	27.02.2021
01	Employee not at work			MO	01.03.2021
01	Employee not at work			TU	02.03.2021
01	Employee not at work			WE	03.03.2021
01	Employee not at work			TH	04.03.2021
01	Employee not at work			SA	06.03.2021
01	Employee not at work			MO	08.03.2021
01	Employee not at work			TU	09.03.2021
01	Employee not at work			WE	10.03.2021
01	Employee not at work			SA	13.03.2021
01	Employee not at work			MO	15.03.2021
01	Employee not at work			TU	16.03.2021

DISPLAY CUMULATED TIME EVALUATION RESULT REPORT

Time Administrator

SAP GUI

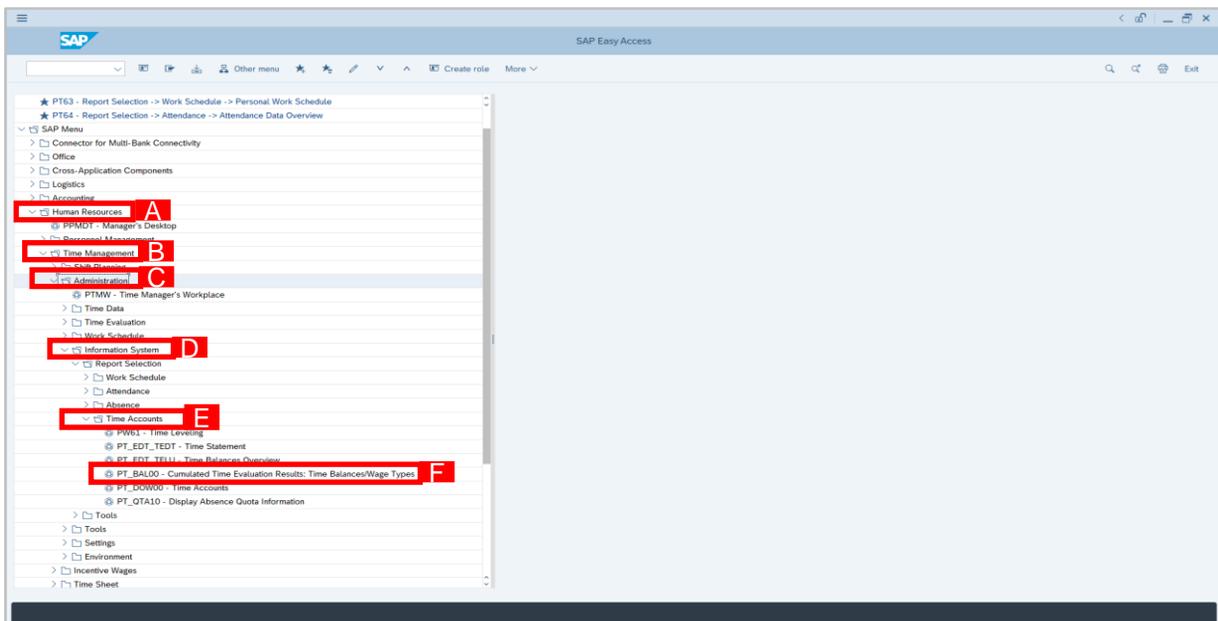


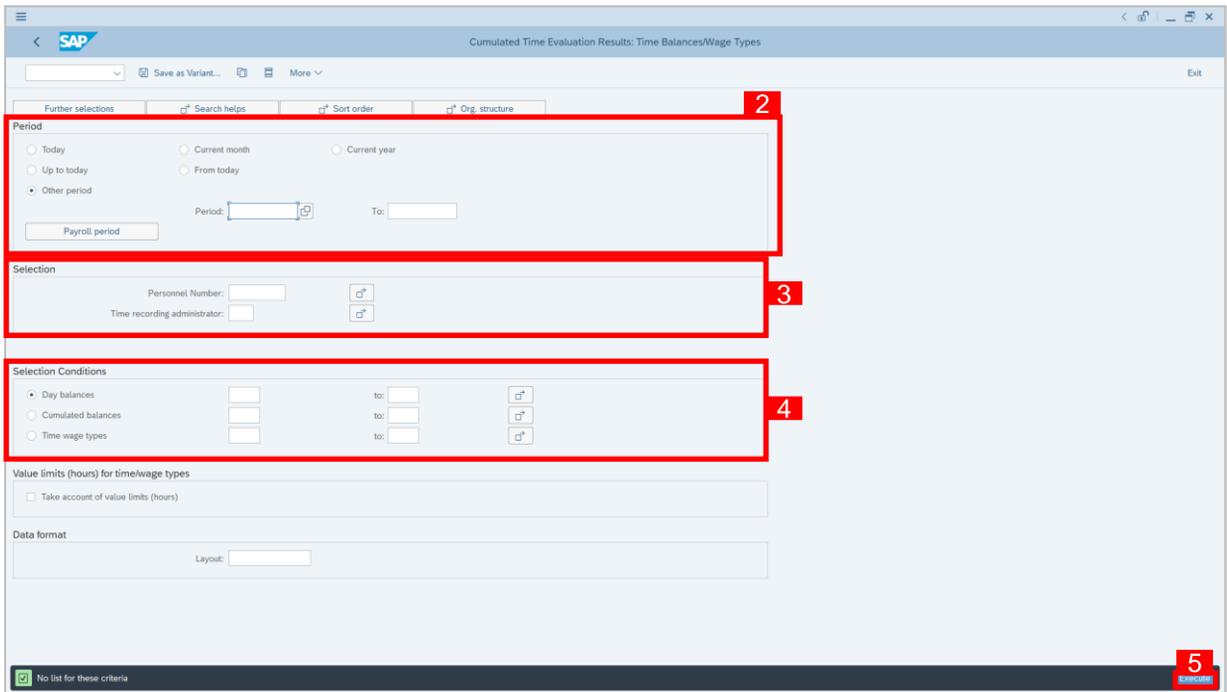
1. On the **Search** bar, input transaction code **PT_BAL00** and press enter on the keyboard.

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 > Information System > Time Accounts > PT_BAL00 Cumulated Time Evaluation Results: Time Balance/Wage Types





The screenshot shows the SAP GUI interface for 'Cumulated Time Evaluation Results: Time Balances/Wage Types'. The interface includes a top navigation bar with the SAP logo and a title bar. Below the title bar, there are several tabs and buttons: 'Further selections', 'Search helps', 'Sort order', and 'Org. structure'. The main content area is divided into several sections:

- Period:** Contains radio buttons for 'Today', 'Current month', 'Current year', 'Up to today', 'From today', and 'Other period'. Below these are input fields for 'Period:' and 'To:', and a 'Payroll period' button.
- Selection:** Contains input fields for 'Personnel Number:' and 'Time recording administrator:', each with a search icon.
- Selection Conditions:** Contains radio buttons for 'Day balances', 'Cumulated balances', and 'Time wage types'. Below these are input fields for 'to:' and search icons.
- Value limits (hours) for time/wage types:** Contains a checkbox for 'Take account of value limits (hours)'.
- Data format:** Contains a 'Layout:' input field.

At the bottom left, there is a message: 'No list for these criteria'. At the bottom right, there is a red 'Execute' button.

2. Select **Period** and select **Other period**.
3. Input **Personnel Number** under **Selection**.
4. Input **Selection Conditions**.
5. Click  button.

Note:

- Report will only be shown once numerous transactions are made in the system.