



SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Absence Notes (IT9009)

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

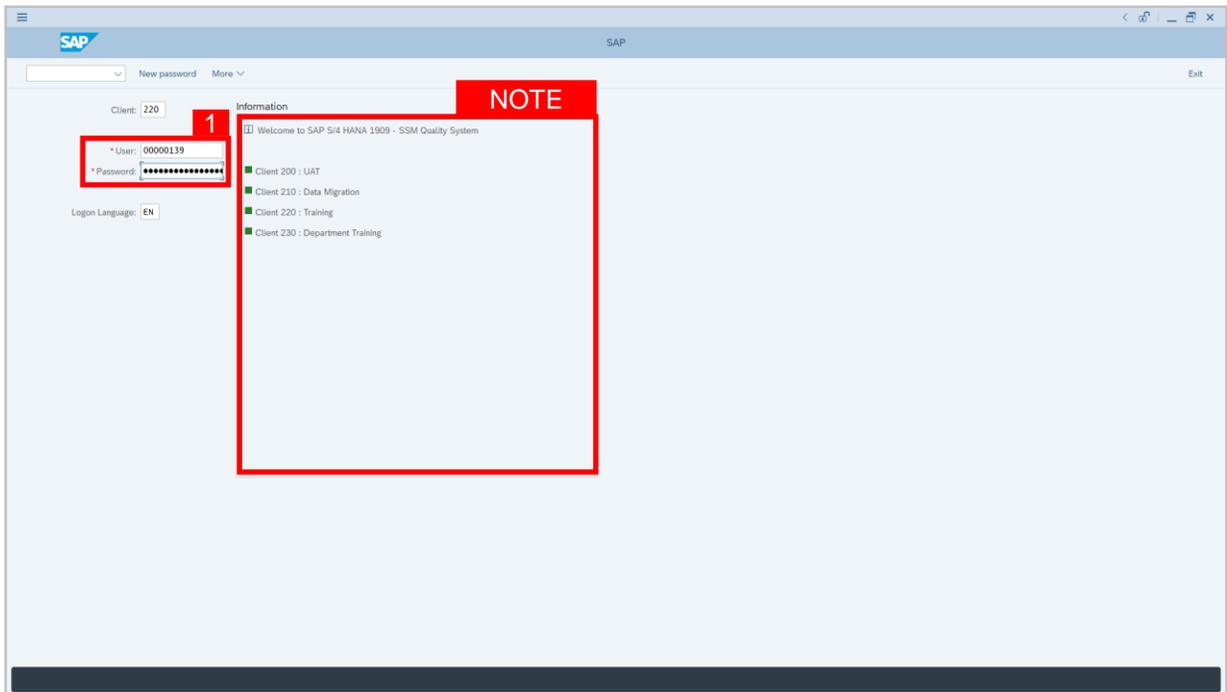
Should you have any questions or require additional assistance with the user guide materials, please contact **SSM Help Desk** at **+673 238 2227** or e-mail at **ssm.helpdesk@dynamiktechnologies.com.bn**.



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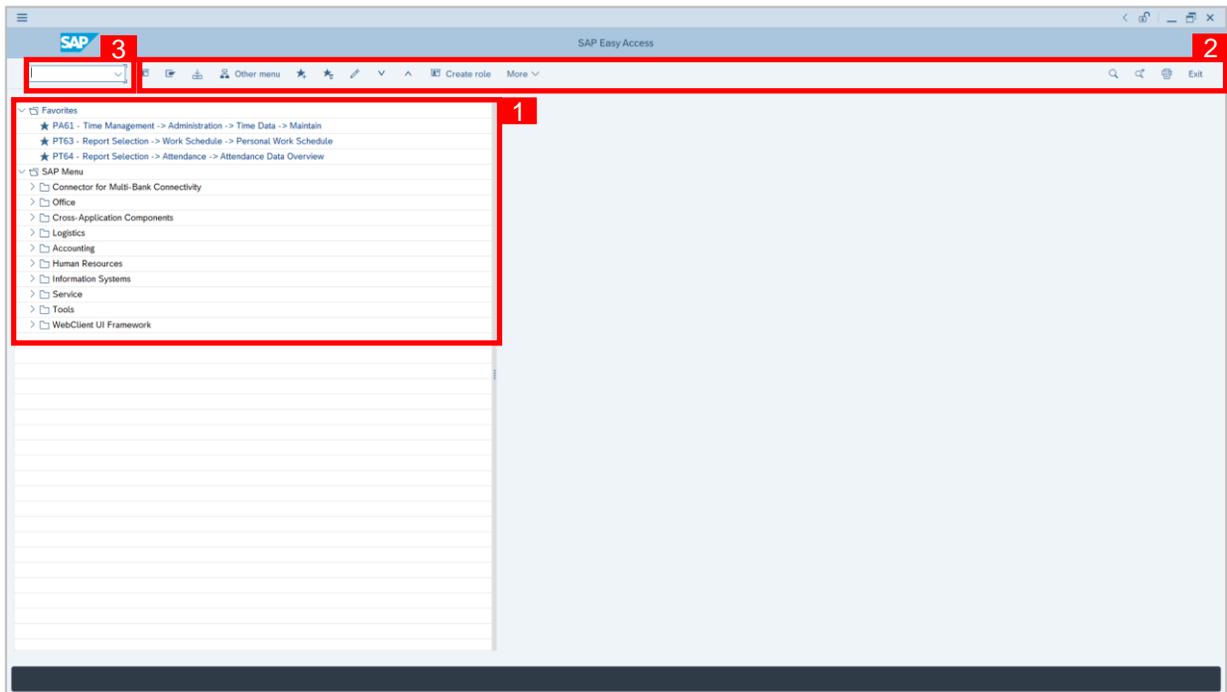
SAP GUI (Back-end) Log on	Time Administrator
	SAP GUI



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.

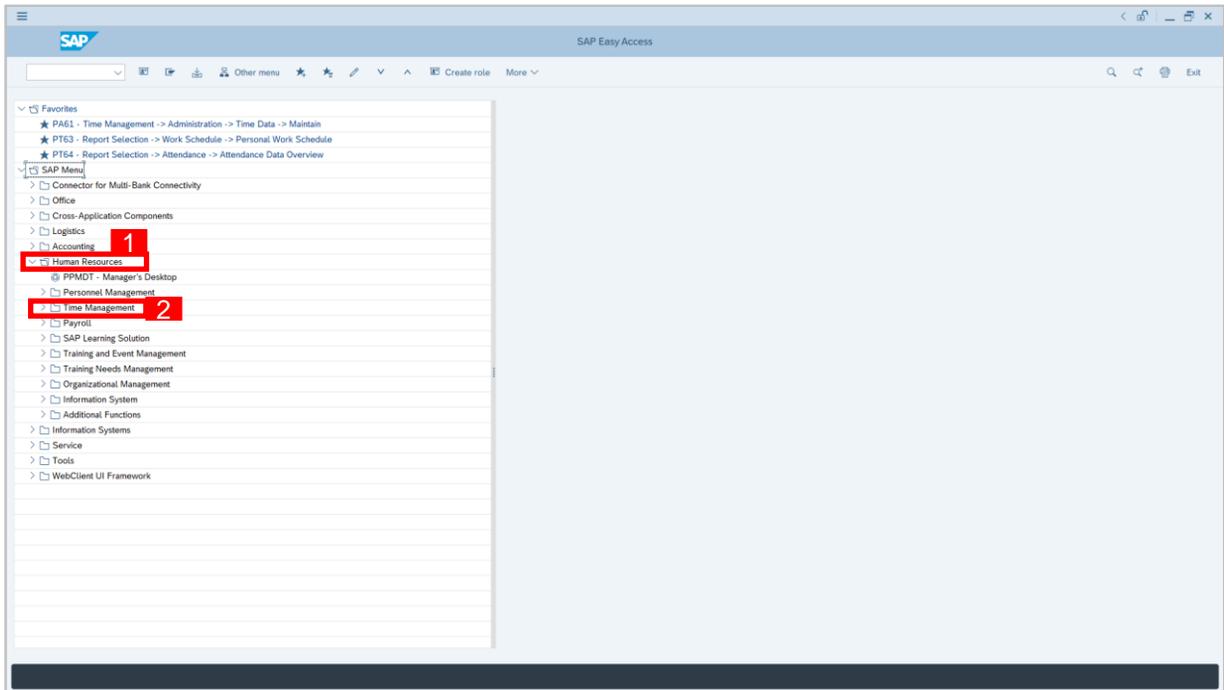


1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.
2. The home page will also display shortcuts that could assist in the ease of navigation through the system.
3. A Search tool could be utilised to select a specific module of interest,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

NAVIGATE TO TIME DATA PAGE VIA SAP MENU

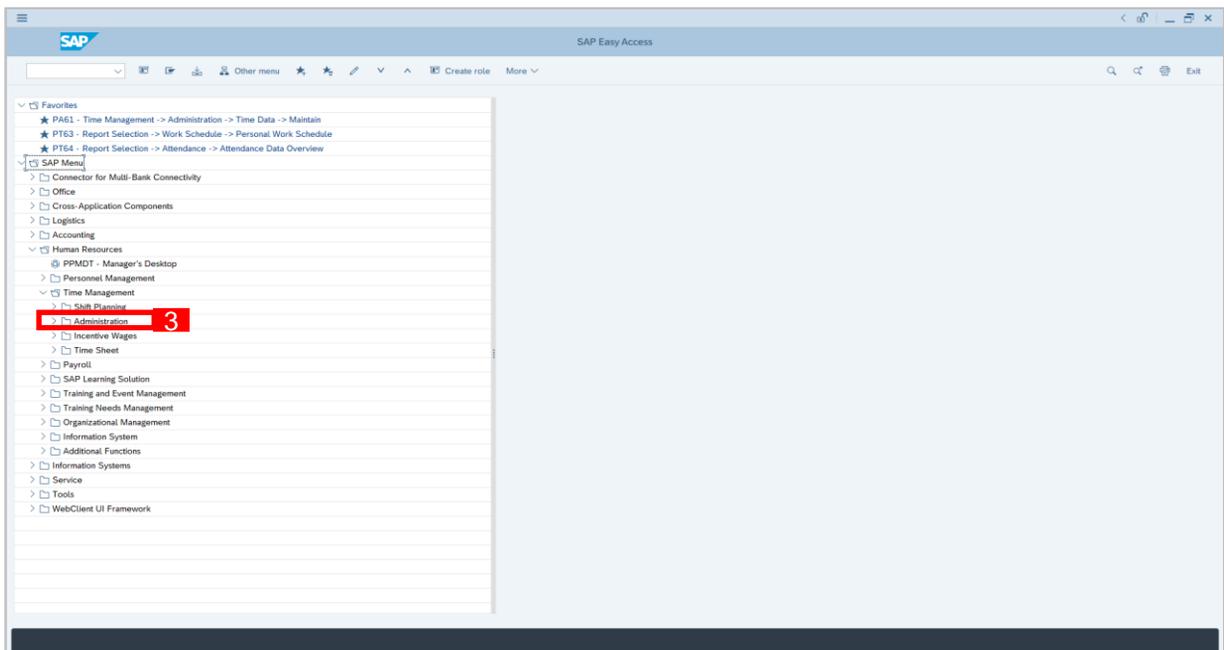
Time Administrator

SAP GUI

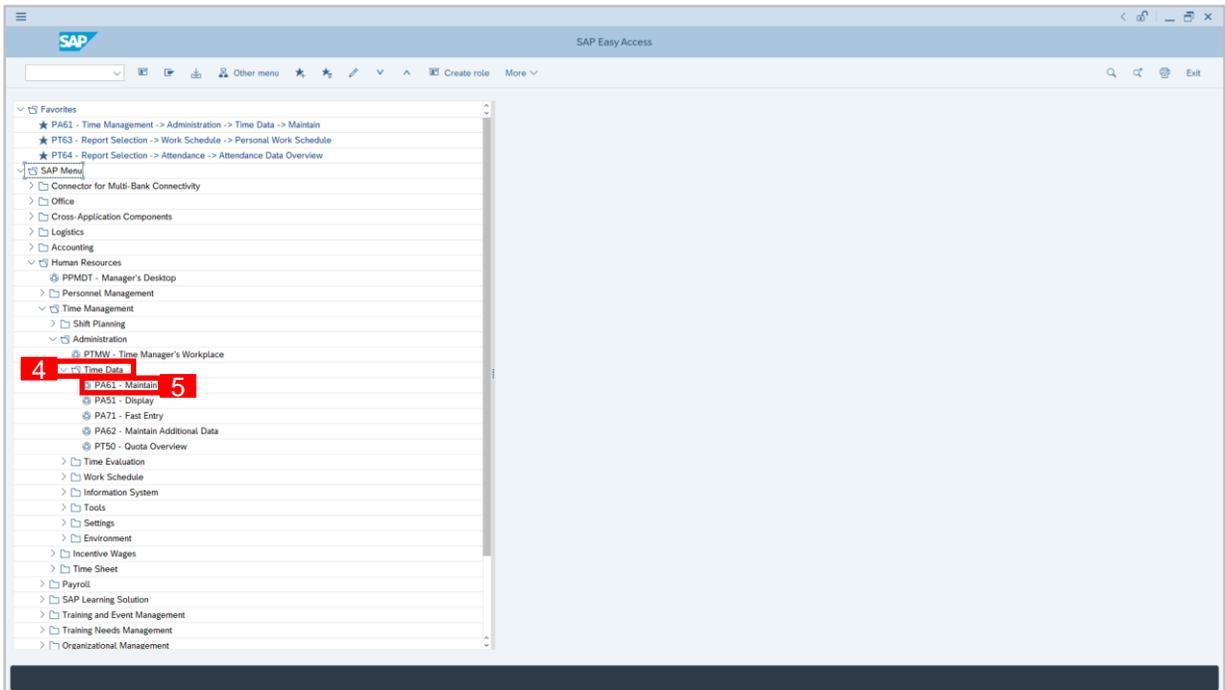


1. To navigate for **Time Management Process**, click  **Human Resources** dropdown folder to expand to more selections.

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

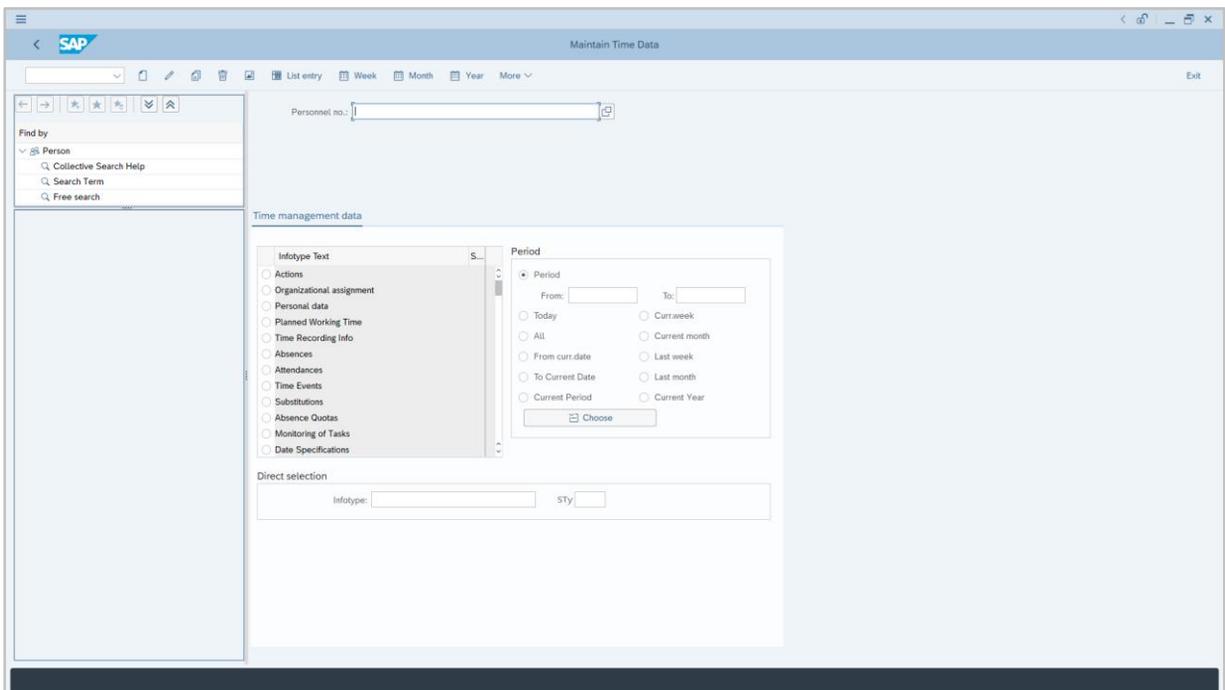


3. Click  **Administration** dropdown folder.



4. Click  dropdown folder.

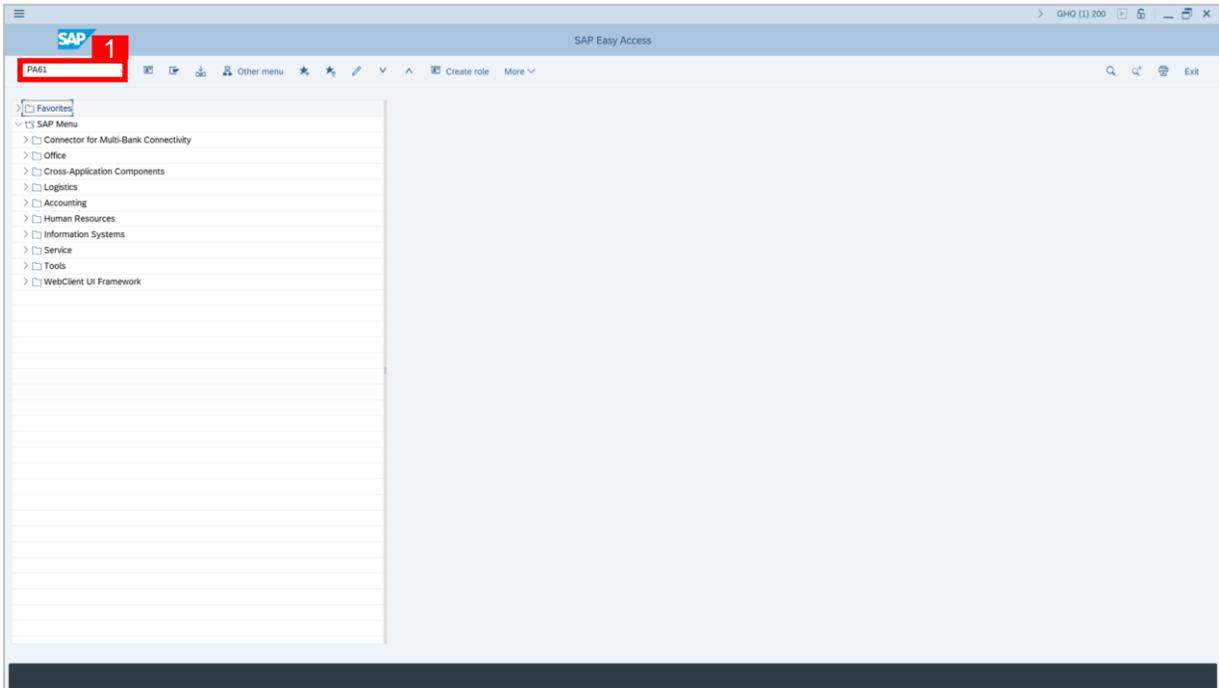
5. Click  dropdown folder for **Time Management Process**.



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

INPUT ABSENCE NOTES

Time Administrator SAP GUI

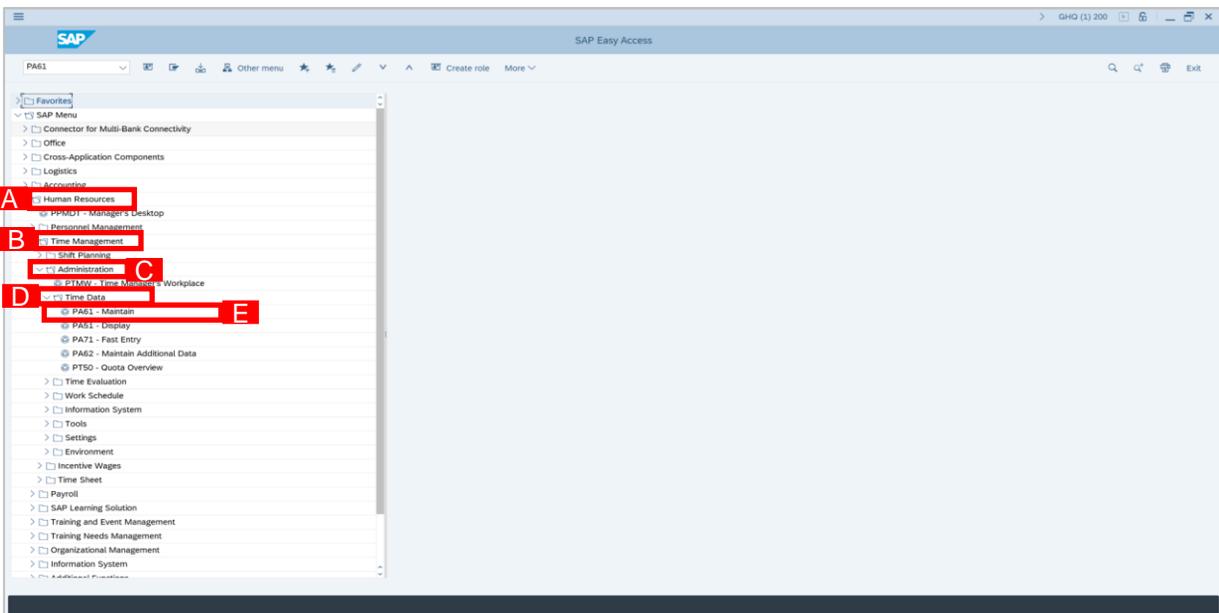


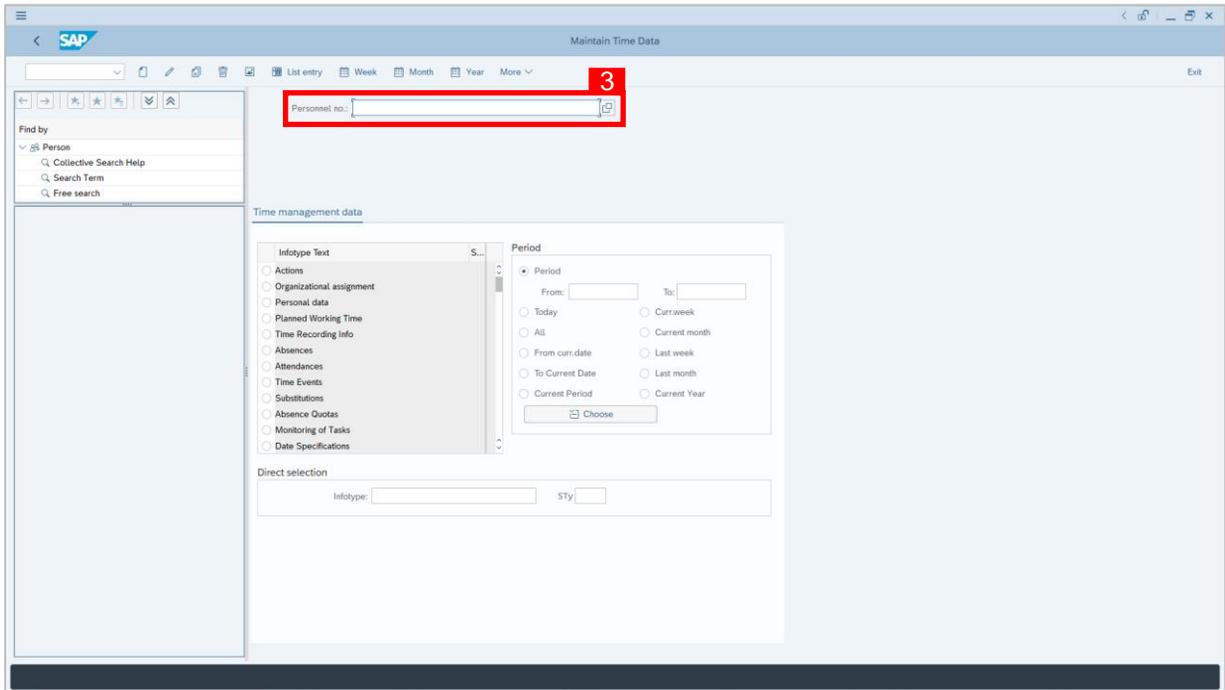
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

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 > Maintain

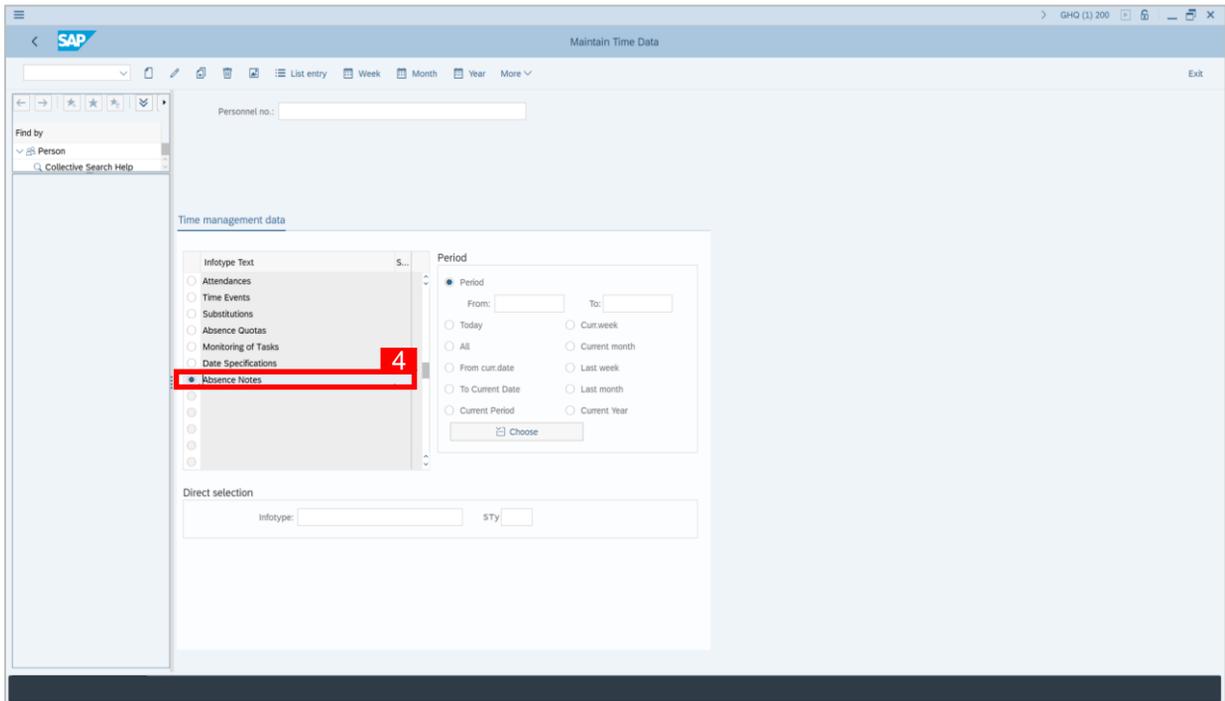




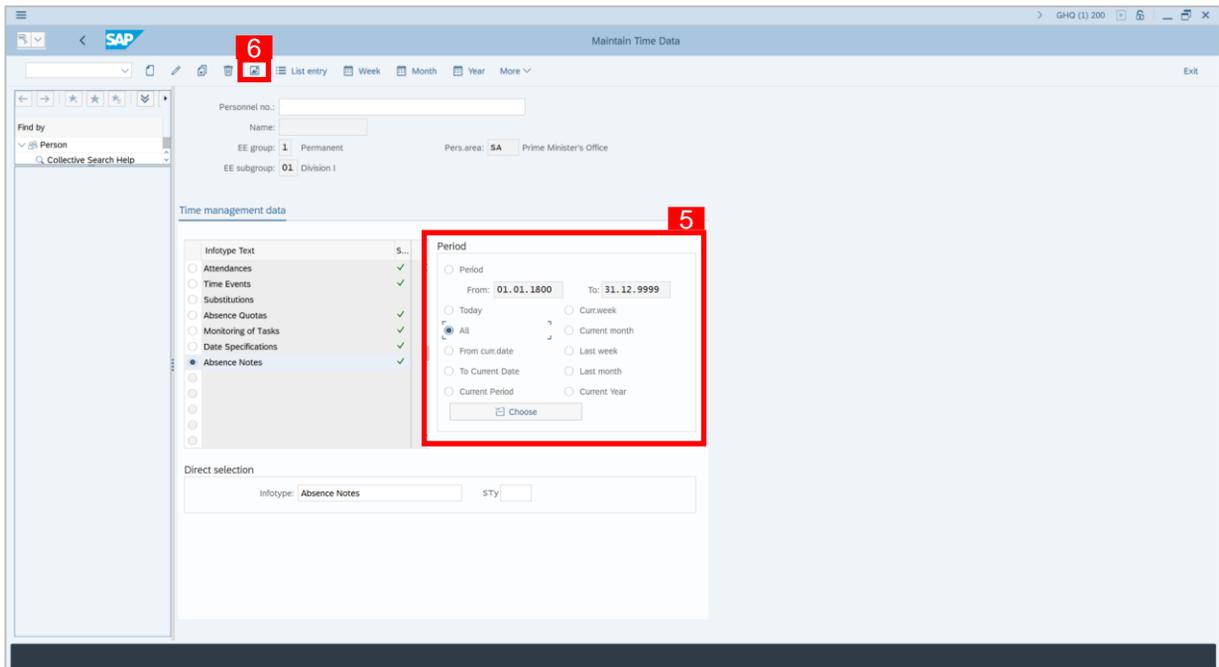
2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** to maintain time data of the employee.

Note:

- Once an **Absence** record is created under IT2001 or a leave is requested from ESS, system will create a duplicate record of that leave under Absence Notes (IT9009) to maintain notes.

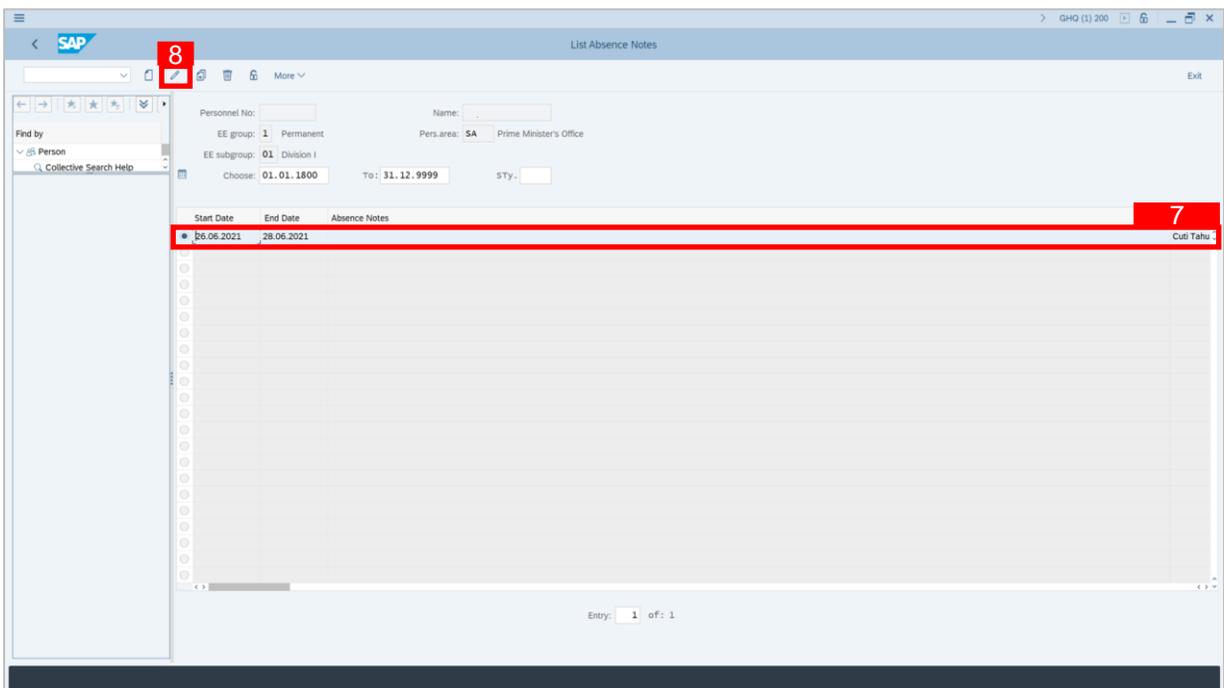


4. Select infotype text **Absence Notes**.



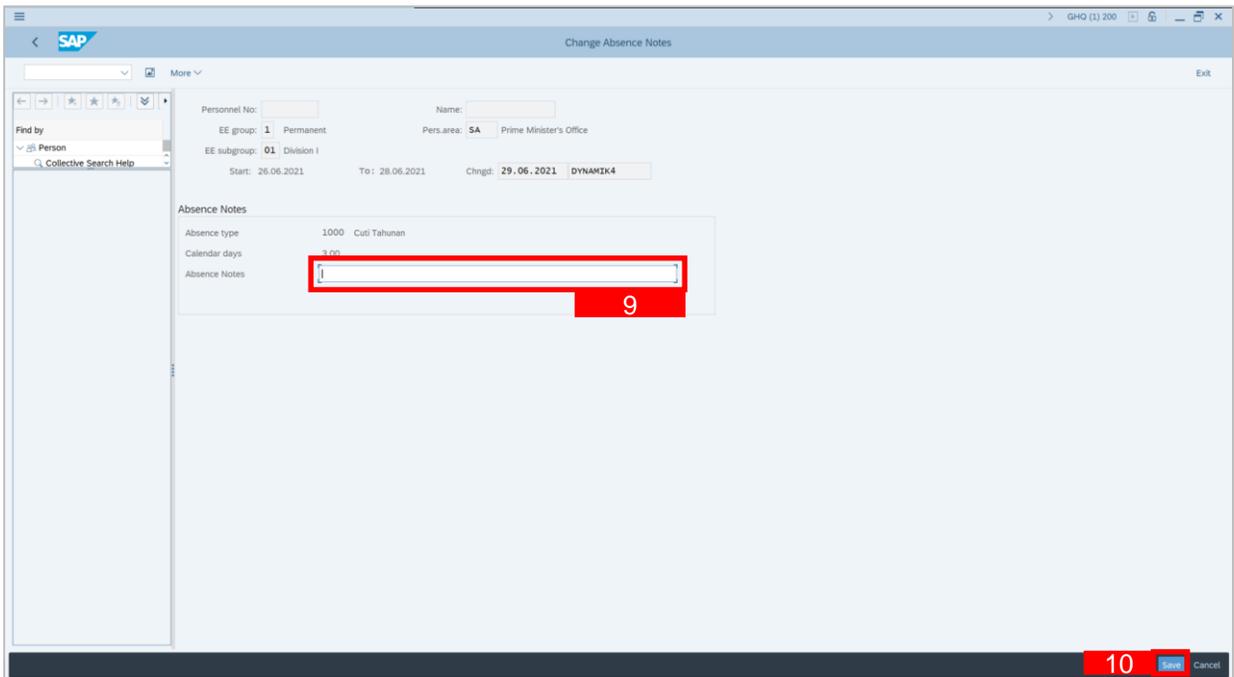
5. Under **Period**, select **All**.

6. Click  button to view **List of Absence Notes** record transactions.



7. Select **Absence Notes** record transaction.

8. Click  button to edit the **Absence Notes** record transaction.



The screenshot shows the SAP 'Change Absence Notes' interface. The top bar includes the SAP logo and the title 'Change Absence Notes'. Below the title, there are fields for 'Personnel No.', 'Name', 'EE group: 1 Permanent', 'Pers.area: SA Prime Minister's Office', 'EE subgroup: 01 Division I', 'Start: 26.06.2021', 'To: 28.06.2021', and 'Chngdt: 29.06.2021 DYNAMIK4'. The 'Absence Notes' section is highlighted with a red box, showing 'Absence type: 1000 Cuti Tahunan', 'Calendar days: 3.00', and an empty 'Absence Notes' text field. A red box with the number '9' is placed over the text field. At the bottom right, there is a 'Save' button with a red box and the number '10' next to it, and a 'Cancel' button.

9. Input any notes/comments in the **Absence Notes** field.

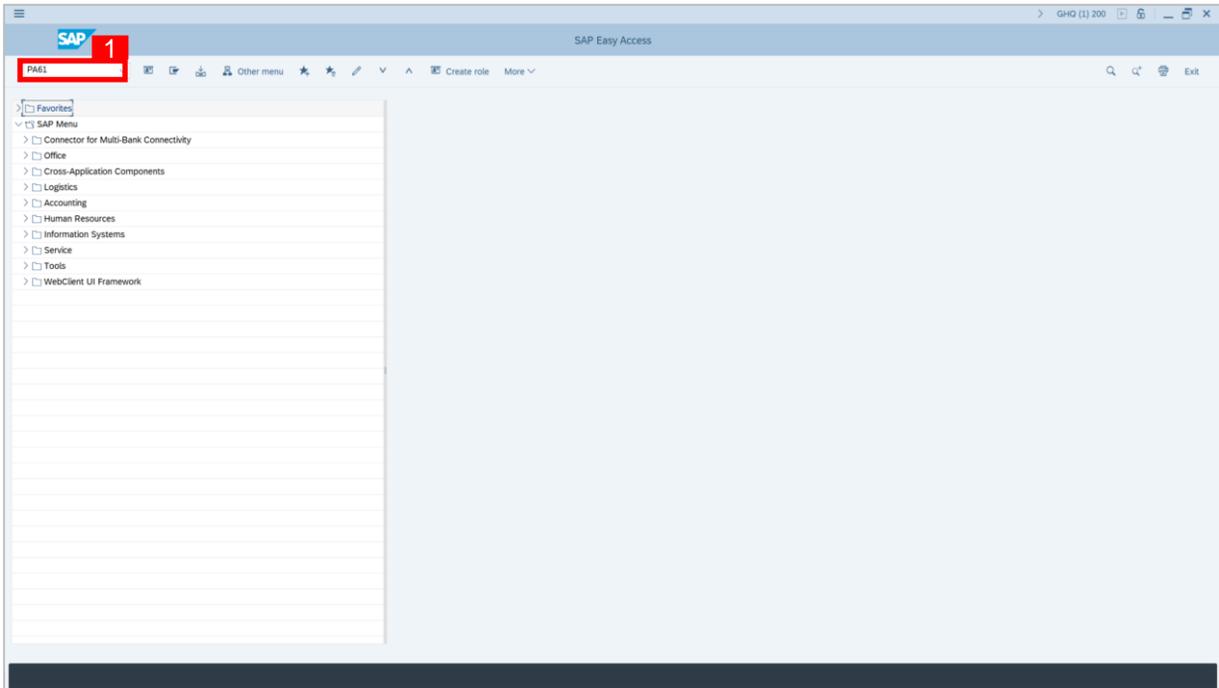
10. Click  button.

Note:

- Any comments left by employees when requesting leave from ESS will also be viewed from here.

CHANGE ABSENCE NOTES

Time Administrator SAP GUI

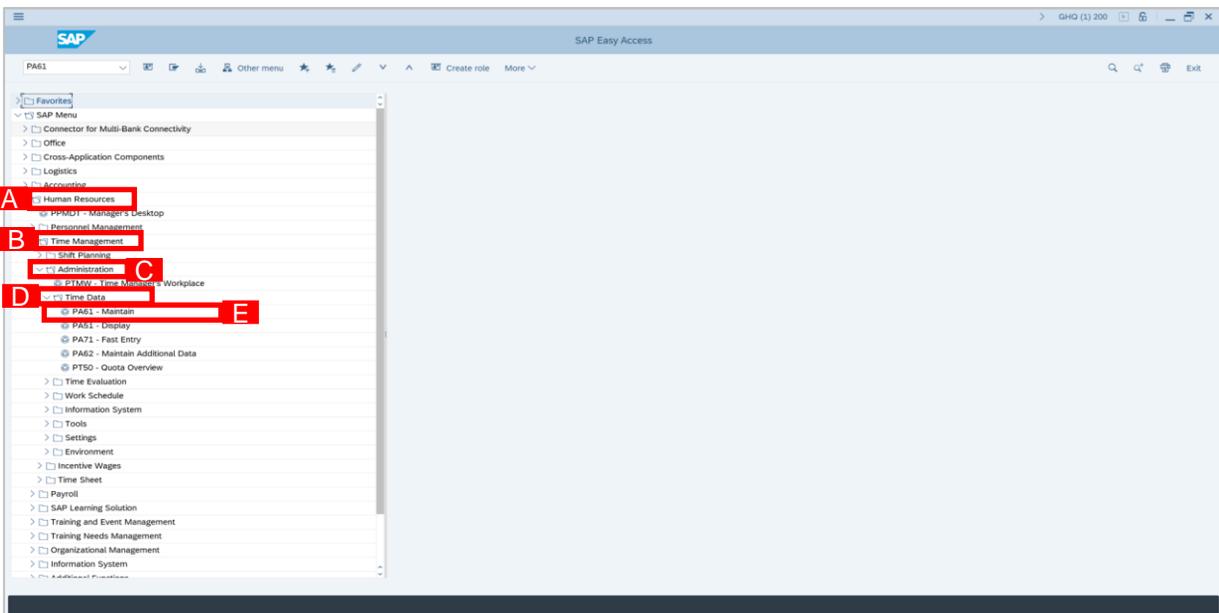


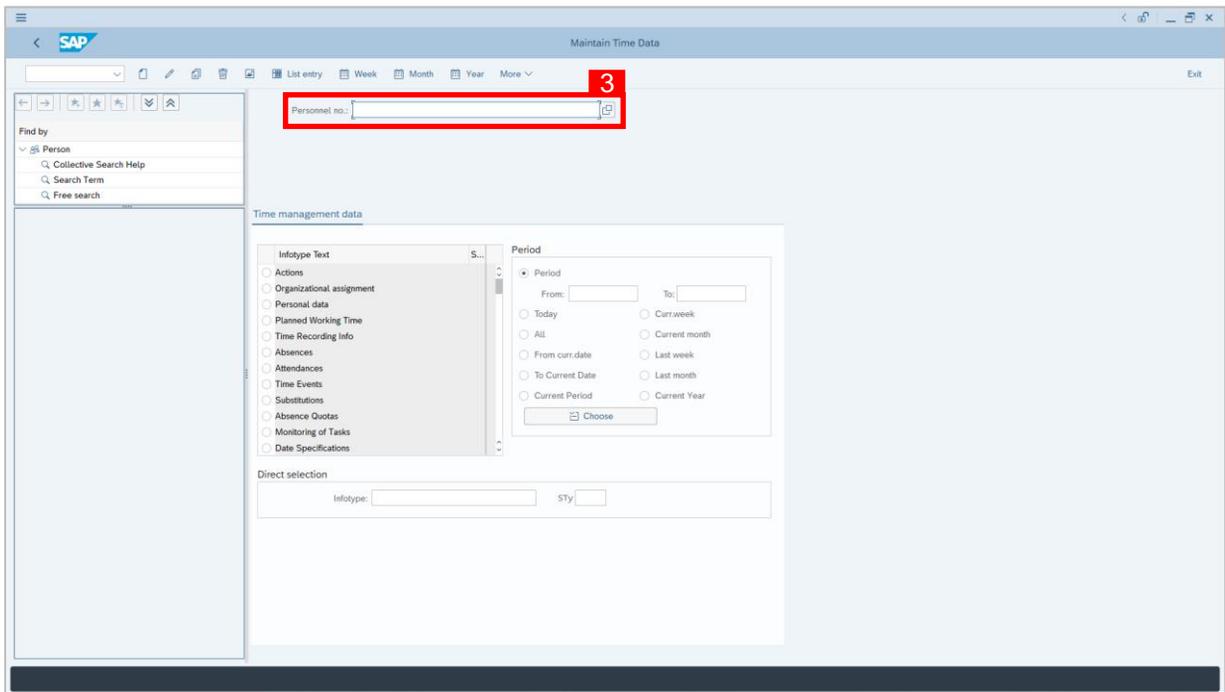
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

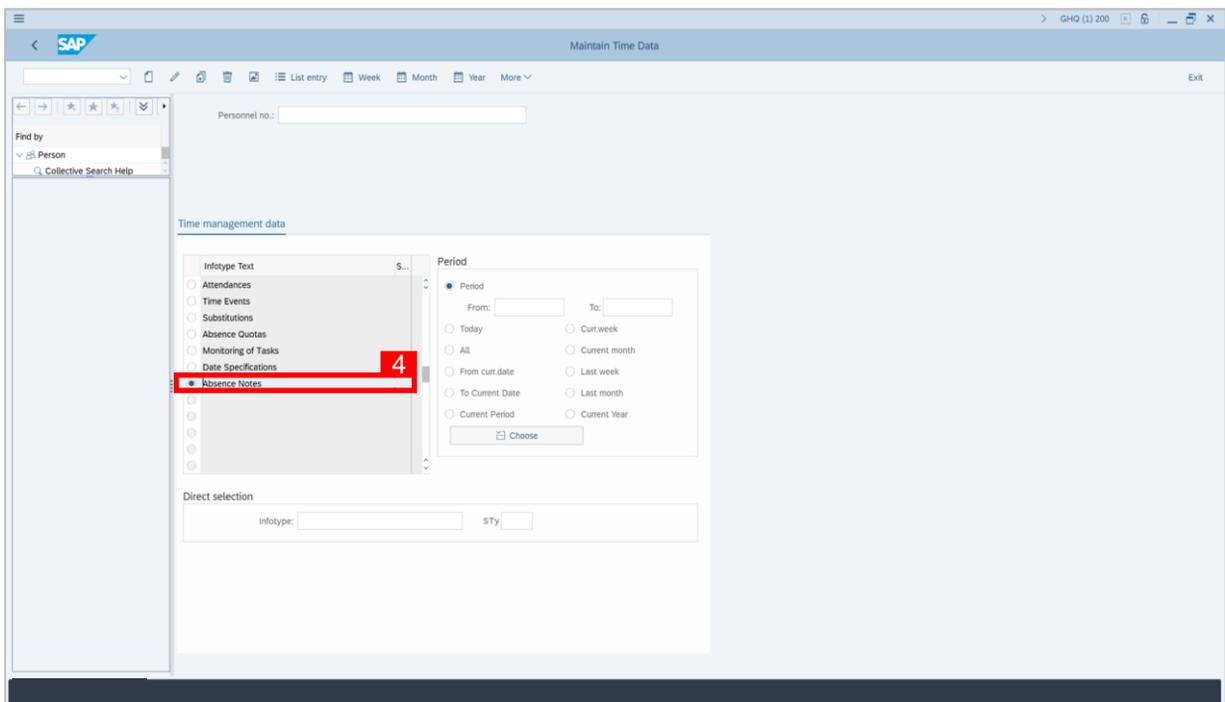
- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen, otherwise navigation to **Maintain Time Data** could be as follows:

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

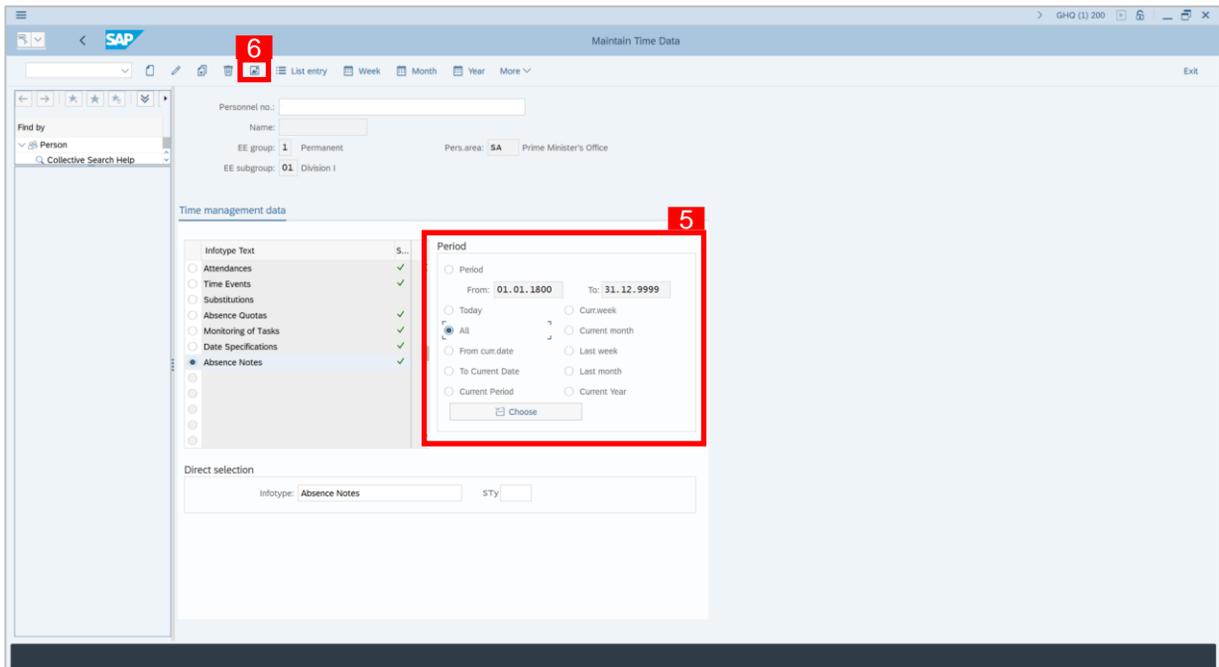




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

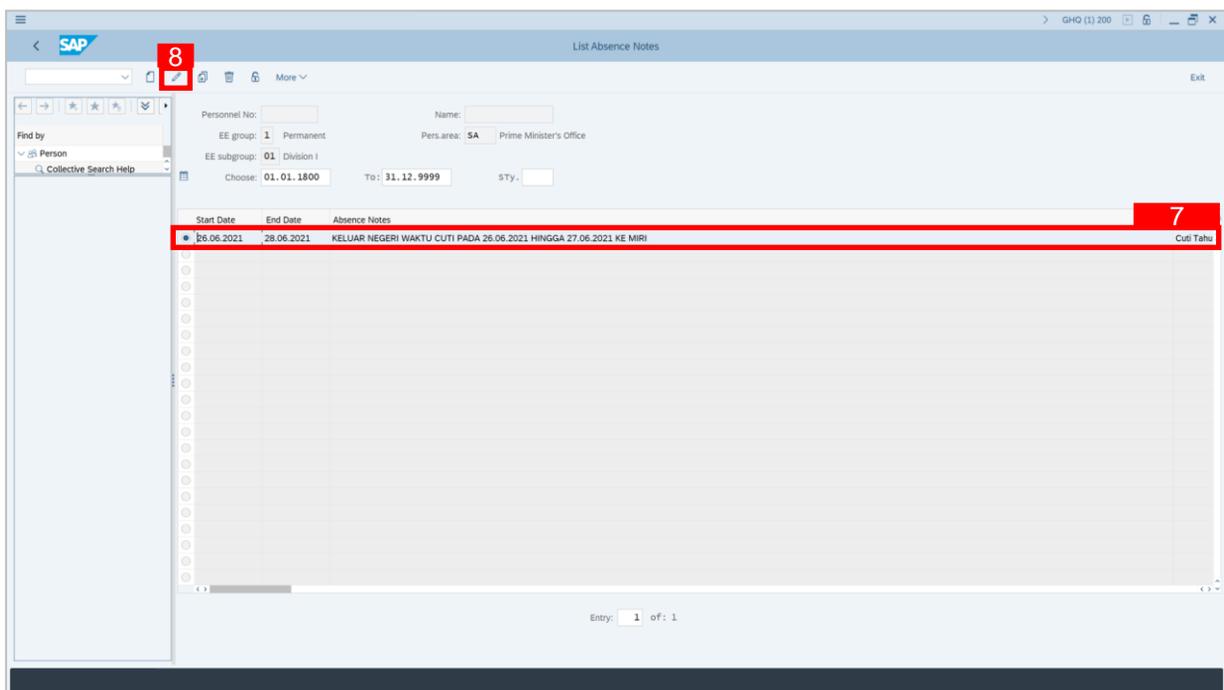


4. Select infotype text **Absence Notes**.



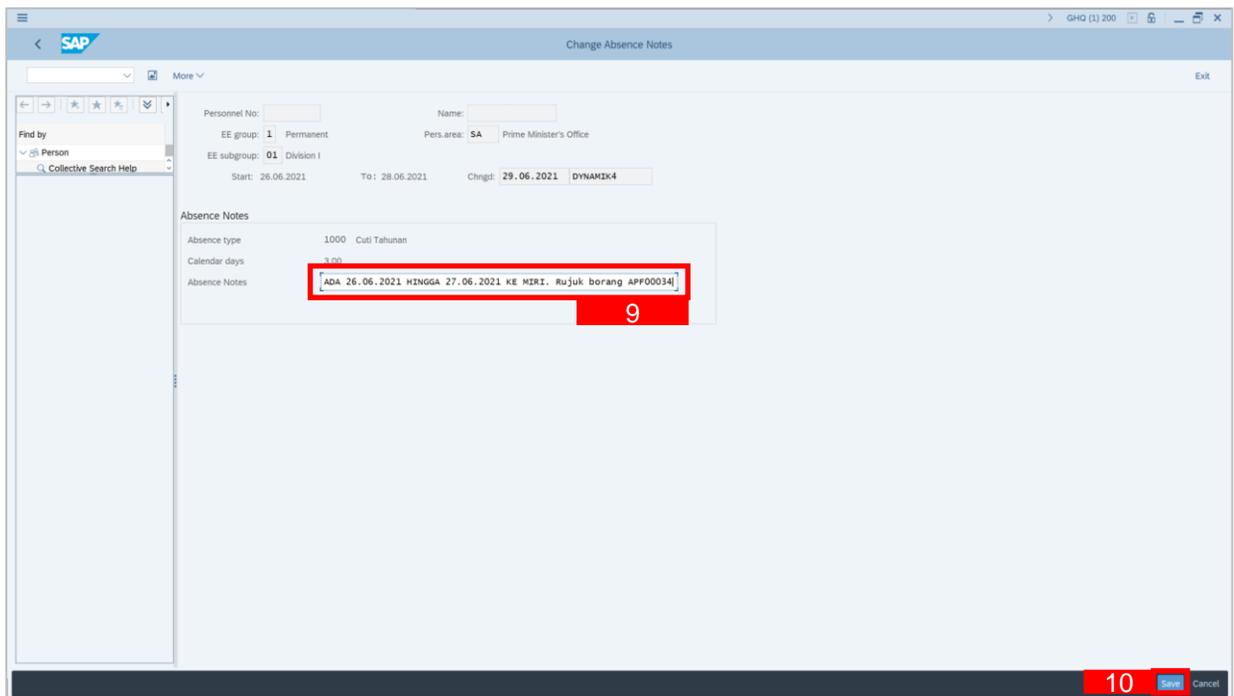
5. Under **Period**, select **All**.

6. Click  button to view **List of Absence Notes** record transactions.



7. Select **Absence Notes** record transaction.

8. Click  button to edit the **Absence Notes** record transaction.



The screenshot shows the SAP 'Change Absence Notes' interface. The top bar includes the SAP logo and the title 'Change Absence Notes'. Below the title, there are search and navigation icons. The main area is divided into several sections:

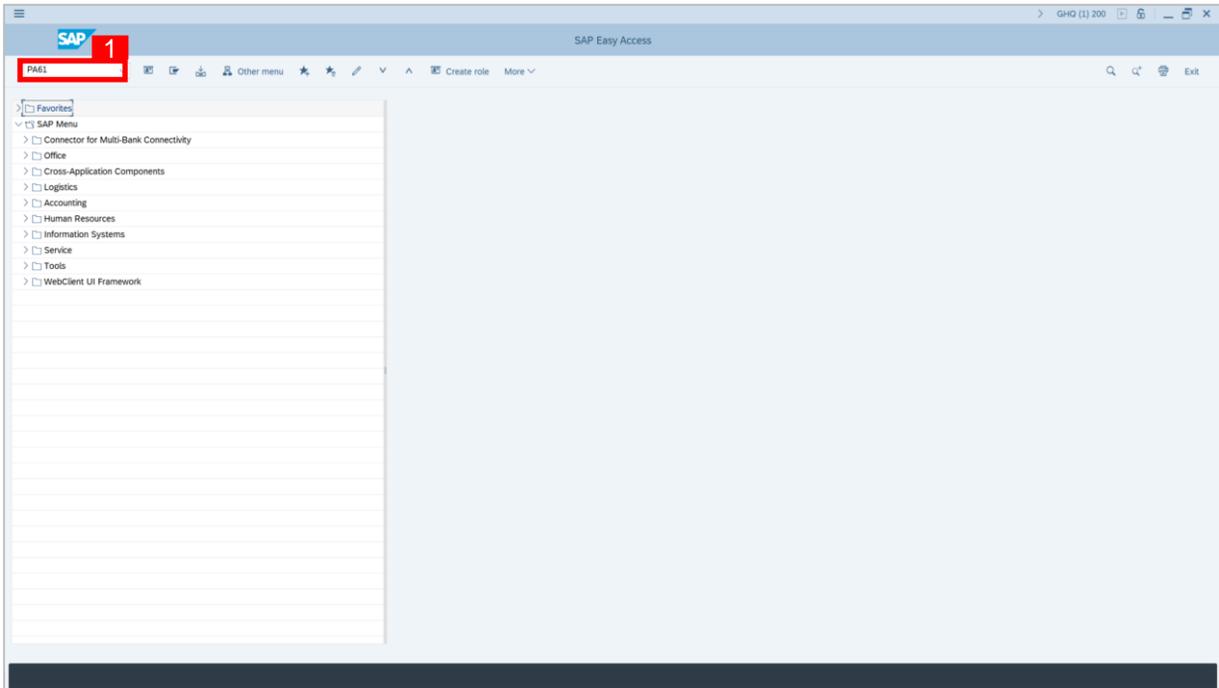
- Personnel Data:** Personnel No., Name, EE group: 1 Permanent, Pers. area: SA Prime Minister's Office, EE subgroup: 01 Division I, Start: 26.06.2021, To: 28.06.2021, Chngd: 29.06.2021 DYNAMIK4.
- Absence Notes:** Absence type: 1000 Cuti Tahunan, Calendar days: 3.00. The 'Absence Notes' field contains the text: 'ADA 26.06.2021 HINGGA 27.06.2021 KE MIRI. Rujuk borang APF00034'. This text is highlighted with a red box, and a red box with the number '9' is placed below it.

At the bottom right, there are 'Save' and 'Cancel' buttons. A red box with the number '10' is placed over the 'Save' button.

9. Make any necessary changes to the existing **Absence Notes**.
10. Click  button.

DELETE ABSENCE NOTES

Time Administrator
SAP GUI

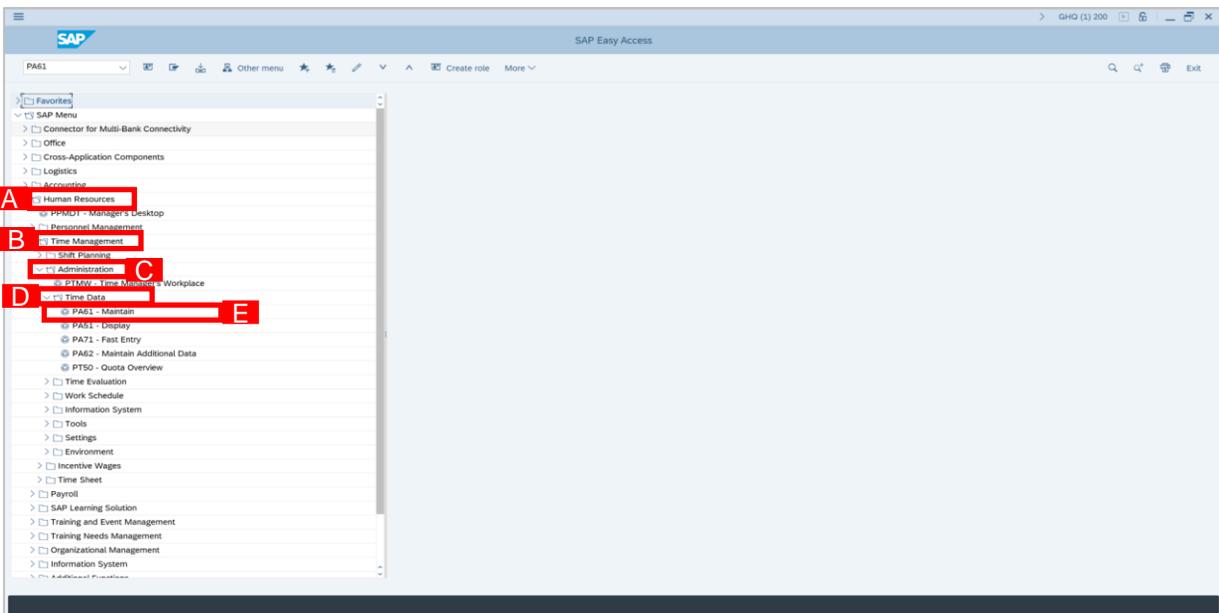


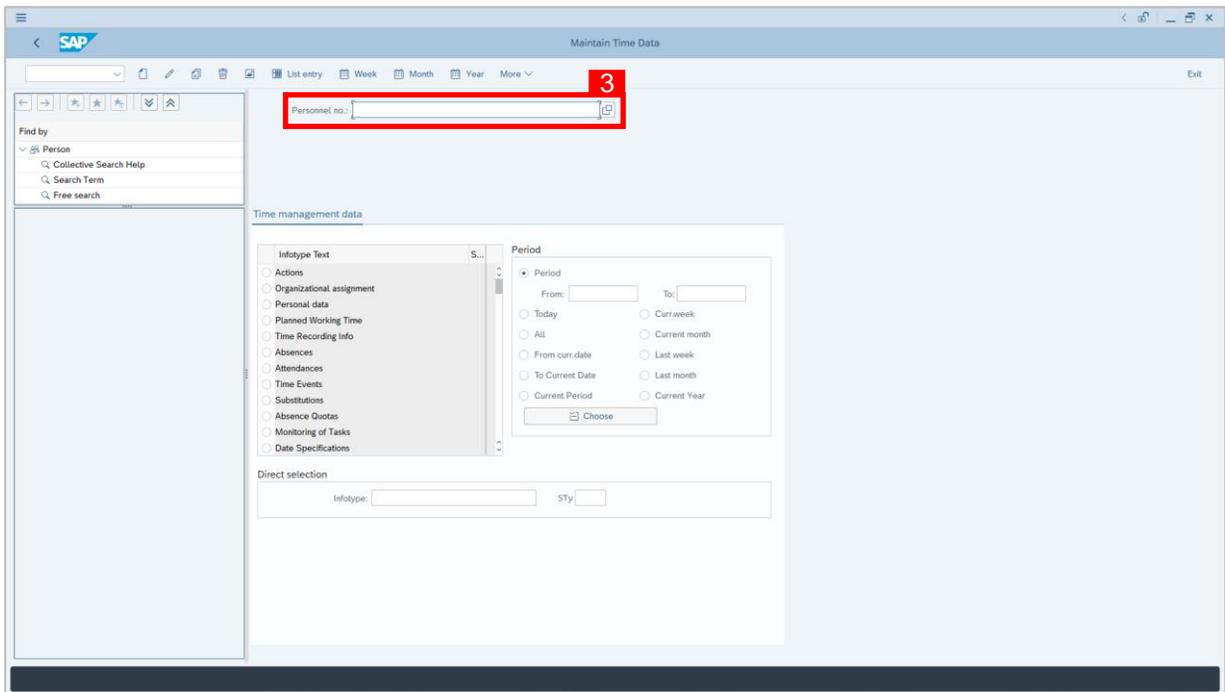
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

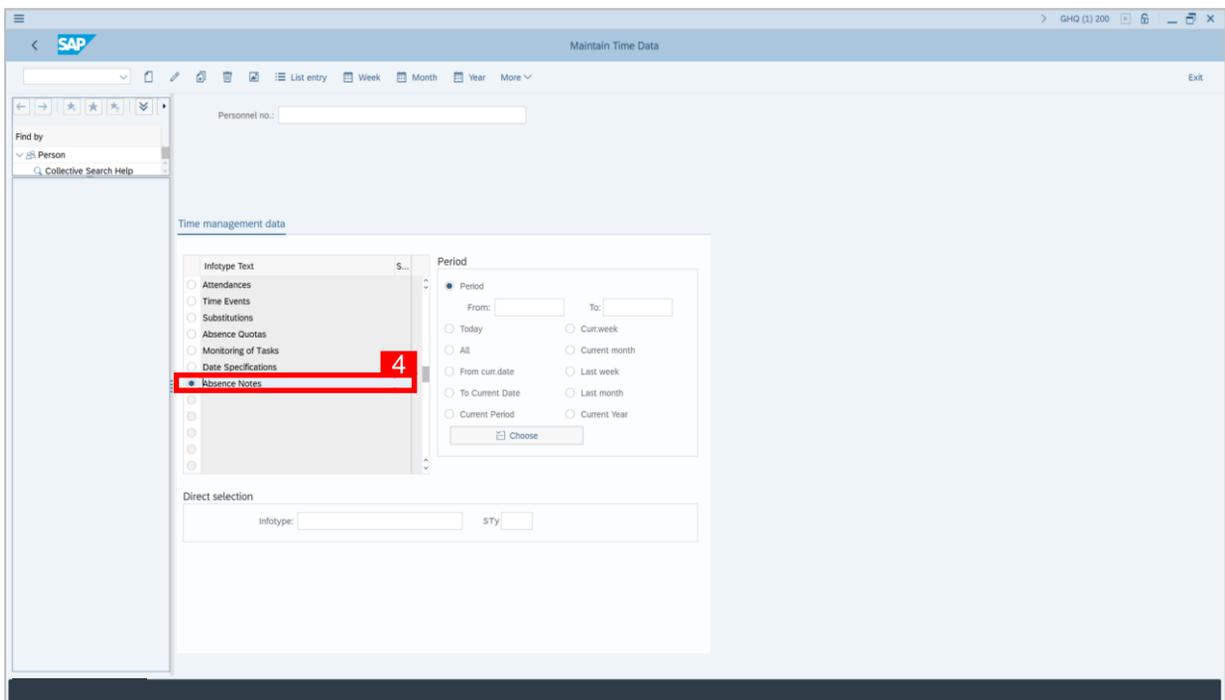
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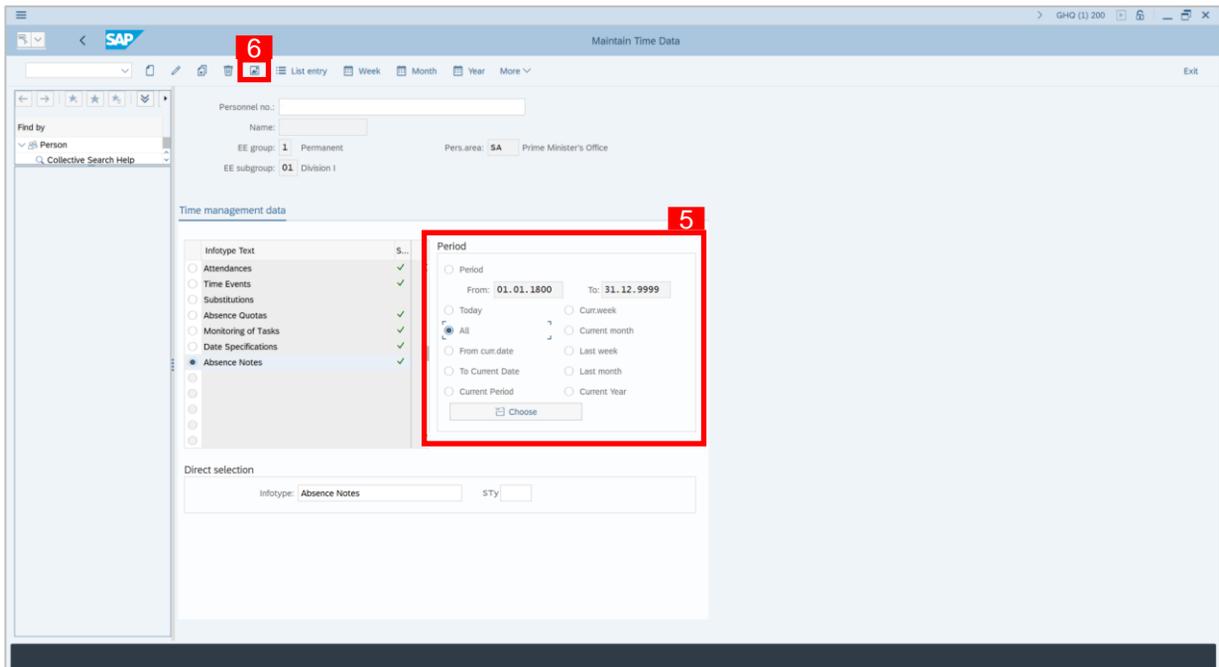




2. **Maintain Time Data** page will be displayed showing fields for different infotypes for **Time Management**, **Period** and **Direct Selection** for the **Personnel Number** selected.
3. Input **Personnel Number** for time management of the employee.

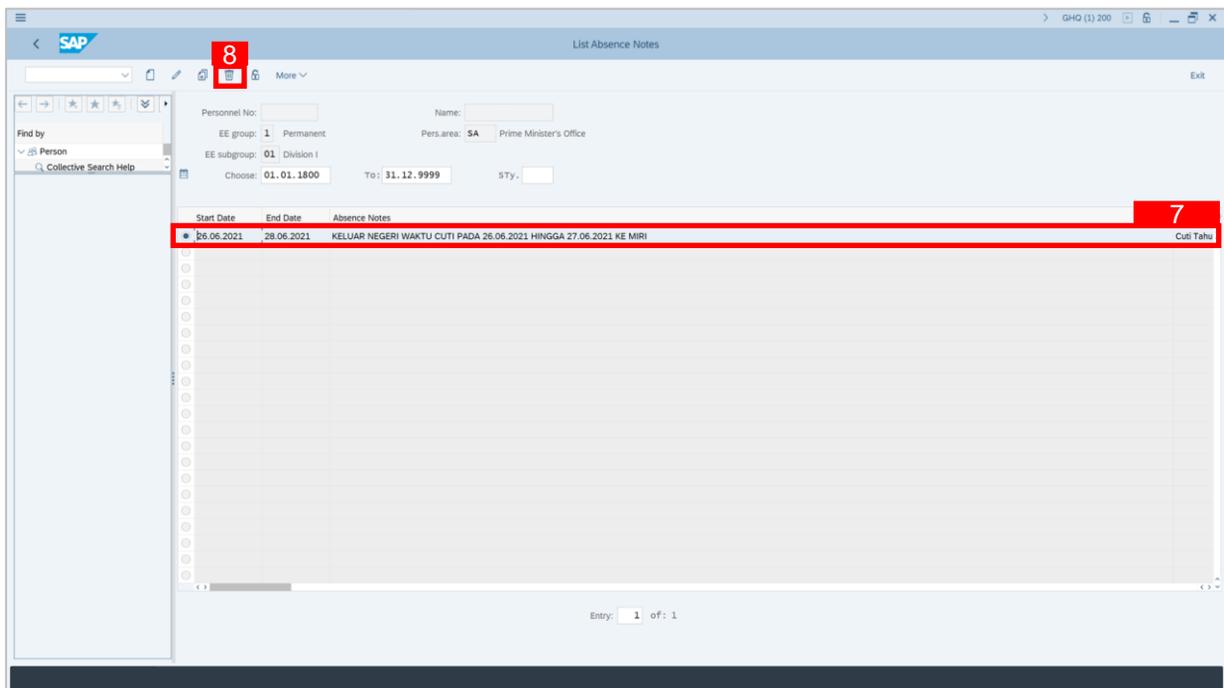


4. Select infotype text **Absence Notes**.



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

6. Click  button to view **List of Absence Notes** record transactions.



7. Select **Absence Notes** record transaction.

8. Click  button twice to delete the **Absence Notes** record transaction.

Note:

- If Time Admin requires to input any notes/comments after **Absence Notes** record has been deleted, they can re-create the same **Absence Notes** record again by clicking on the create icon  .