

SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Stop Leave Entitlement Generation

VERSION: 1.0



INTRODUCTION

This user guide acts as a reference for **Time Administrator** (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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Process Overview

Change Planned Work Schedule





and demonstration purposes pertaining to the navigation of the system.





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- 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.
- A Search tool could be utilised to select a specific module of interest, contained in the system.





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1. To navigate for **Time Management Process**, click **C Human Resources**

dropdown folder to expand to more selections.

2. Click > 🗅 Time Management dropdown folder for Time Management Process.

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3. Click > Carlo Administration dropdown folder.



4. Click > Time Data dropdown folder.

5. Click 🕼 PA61 - Maintain

dropdown folder for Time Management Process.

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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



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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.

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4. Select infotype text **Planned Working Time**.

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- 5. Select Period and select All.
- 6. Click is button to display List of Planned Working Time.

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- 7. Select the latest **Planned Working Time** record transaction.
- 8. Click elick button to edit the **Planned Working Time** record transaction.



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9. Select Additional Time ID and change to '02'.

Note:

 Additional Time ID is to determine whether an employee is eligible for any leaves. For example, suspended employees are not eligible for any leaves or employees that require offline leave approvals.

10. Click Save	button.		
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Important Note:

- Monthly Leave Entitlement will **stop** when an employee take any of the leaves listed below:
 - i. Cuti Haji
 - ii. Cuti Beranak (Maternity Leave)
 - iii. Cuti Menemani Pesakit (Unpaid)
 - iv. Cuti Menemani Suami / Isteri
 - v. Cuti Tanpa Gaji (Unpaid Leave)
- Once the employee is **eligible** for their monthly leave entitlement, **Time Administrator** must change the **Additional Time ID from** '02' to **'01'**.