

SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Absences (IT2001)

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	

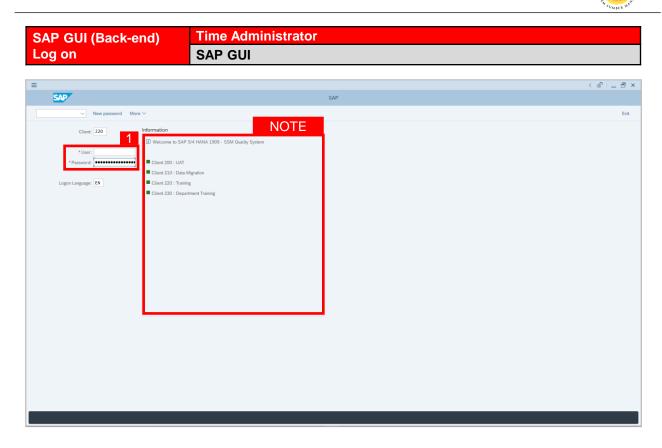
FURTHER ASSISTANCE

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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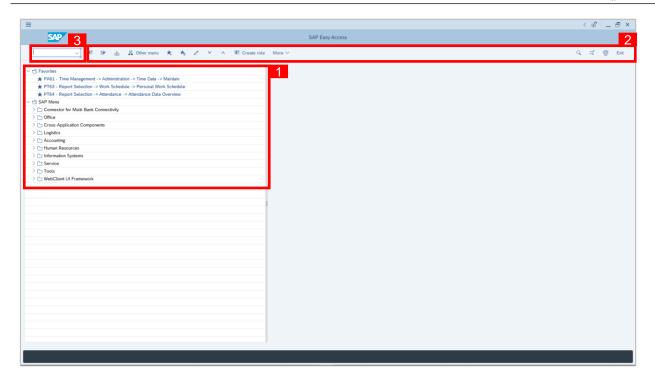
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- 1. Fill in the User and Password.
- 2. Press Enter on the keyboard.
- 3. The home page will be displayed.

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.



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



NAVIGATE TO TIME	Time Administrator	
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★ PT63 - Report Selection -> Work Schedule -> Personal Work Schedule		
★ PT64 - Report Selection -> Attendance -> Attendance Data Overview		
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> Connector for Multi-Bank Connectivity		
> C Office		
Cross-Application Components		
> 🗅 Logistics		
> C Accounting		
O PPMDT - Manager's Desktop		
> D Personnel Management		
Time Management 2		
> 🕒 Payroll		
SAP Learning Solution		
Training and Event Management		
> 🗀 Training Needs Management		
> C Organizational Management		
> C Information System		
> C Additional Functions		
> Information Systems		
> [] Service		
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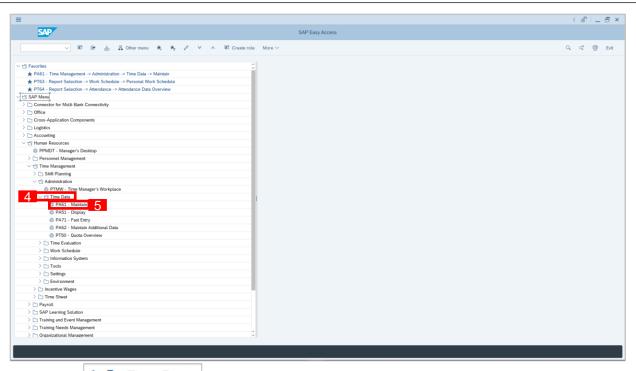
1. To navigate for **Time Management Process**, click **Human Resources**

dropdown folder to expand to more selections.

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

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3. Click > C Administration dropdown folder.



4. Click > Time Data dropdown folder.

5. Click Sector Advantagement Process.

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6. Maintain Time Data Page will be displayed.



CREATE ABSENCES	Time Administrator
CREATE ABSENCES	SAP GUI
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> 🗋 Tools	
> 🗋 WebClient UI Framework	

1. On the **Search** bar, input transaction code **PA61** 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 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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	Infotype:	STy	

4. Select infotype text **Absences**.

Per nnel no

Time management data

Infotype Text

Organizational assignment Personal data Planned Working Time Time Recording Info

Actions

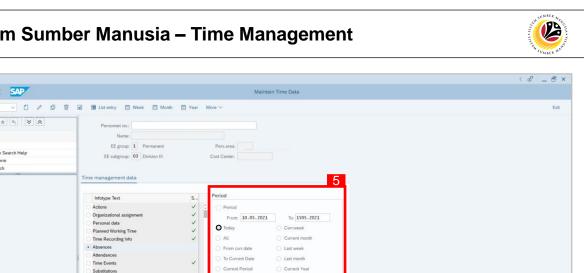
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Substitutions Absence Quotas Monitoring of Tasks Date Specifications

Direct selection

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Name:



Select Period and select Today. 5.

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 Search Term
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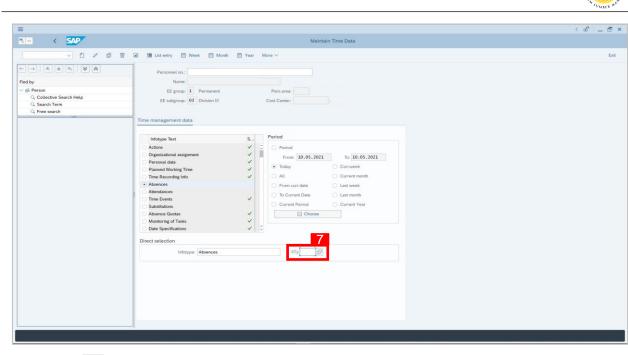
6. Click button to create Absences for the employee.

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- 7. Click 🖵 button.
- 8. Choose Absence/Leave type.

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9. Create Absences page will be displayed.



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11 -				11 Save

10. Input Start Date and End Date. Cross-check Leave Type and Leave Deduction

information to ensure its accurate.

11. Click Save button.



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1. On the **Search** bar, input transaction code **PA61** 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 Data > PA61 Maintain

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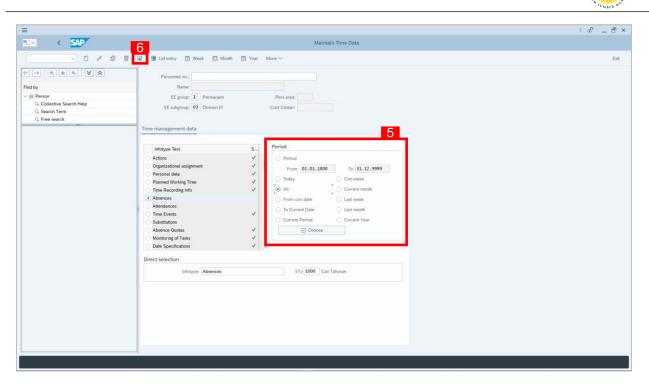
2. Maintain Time Data page will be displayed showing fields for different infotypes for

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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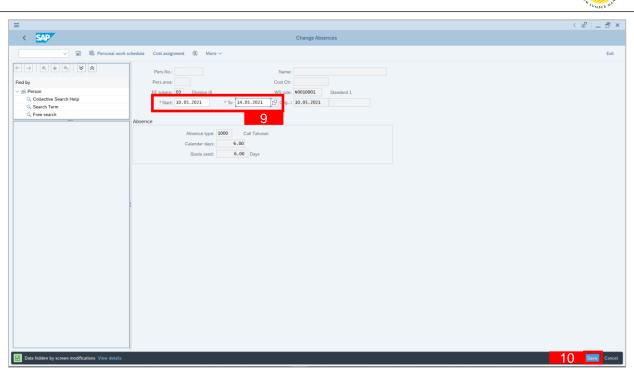
4. Select infotype text Absences.



- 5. Select Period and select All.
- 6. Click *button to view* **List of Absences**.

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- 7. Select Absences record transaction.
- 8. Click 🥒 button to edit the **Absences** record transaction.



- 9. Input the new preferred date in both the **Start Date** and **End Date** fields.
- 10. Click Save button.



DELETE ABSENCES Time Admin	istrator	
DELETE ADSENCES SAP GUI		
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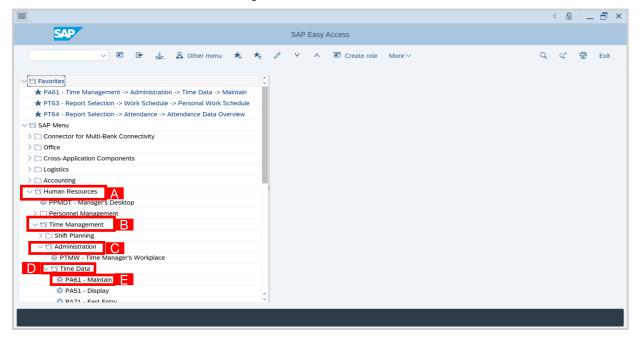
1. On the Search bar, input transaction code PA61 and press enter on the keyboard.

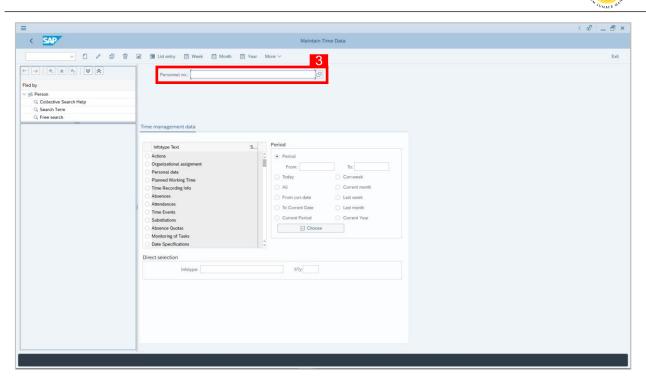
Note:

• 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 Data > PA61 Maintain





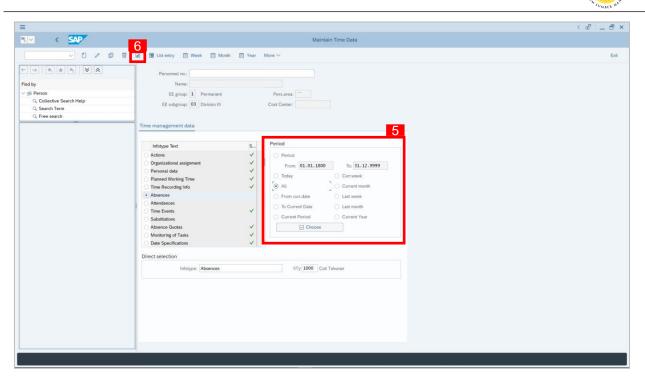
2. Maintain Time Data page will be displayed showing fields for different infotypes for

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 Absences.

- - -



- 5. Select Period and select All.
- 6. Click **button to view List of Absences**.

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2021 1909 2021 1000 Cull Tahunan 6.00 7	÷
	Entry: 1 of: 1

- 7. Select Absences record transaction.
- 8. Click 🔟 button twice delete the **Absences** record transaction.



LOCK/UNLOCK	Time Administrator
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> 🗀 Accounting	
> 🗀 Human Resources	
> 🗅 Information Systems	
> 🗀 Service	
> 🗀 Tools	
> 🗋 WebClient UI Framework	

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

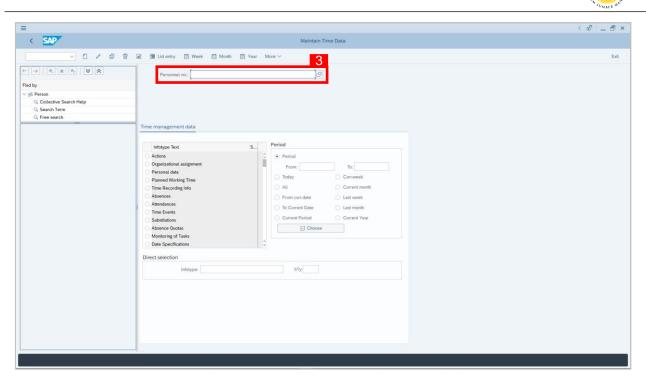
Note:

• 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 Data > PA61 Maintain

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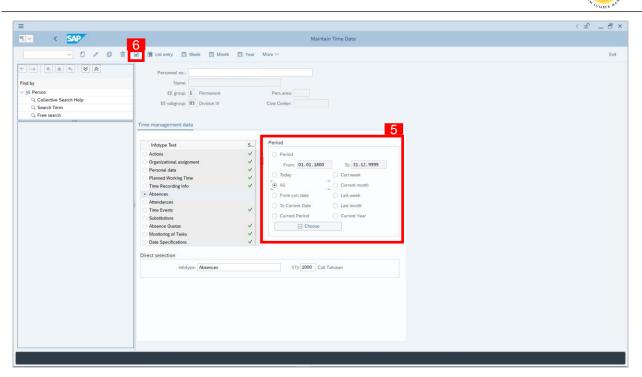
2. Maintain Time Data page will be displayed showing fields for different infotypes for

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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A Person Collective Search Help Collective Search Help Collective Search Help Collective Search	Personet no: Time management data Infotype Text	L L

4. Select infotype text Absences.



- 5. Select Period and select All.
- 6. Click **button to view List of Absences**.

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	Entry: 1 of: 1	

- 7. Select Absences record transaction.
- 8. Click 🔒 button to lock **Absences** record transaction.



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< SAP	Lock Absences	
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Image: Severy your endings	Pers.N: Image: Control of the contr	Est
9. Click Save	hutton	
	button.	

10. A lock icon will appear in the lock column of the Absences overview page

to indicate the record has been locked/unlocked.

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List Absences	
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Pers.No.1 Name: Pars.area: Cost Ctr: E subgrp: 03 Division III WS rule: N0010001 Standard 1 Choose: 01.01.1800 G To: Absences: To: 31.12.9999 Cost Ctr:	
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Note:

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



DISPLAY ABSENCE	Time Administrator
DATA REPORT	SAP GUI
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> 🗋 Logistics	
> 🗅 Accounting	
> 🗋 Human Resources	
> Information Systems	
> C Service	
> Tools	
> 🗋 WebClient UI Framework	

1. On the **Search** bar, input transaction code **PT64** 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 > Information System > Reports > Time Management > Time data

SAP	SAP Easy Access	
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administration > Absence > PT64 Absence data overview

SSM_UG_Time Management_Back End (SAP GUI)_Maintain Absences_v1.0



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Further selections r ^{ab} Search helps r ^{ab} Ore, structure
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Up to today O From today
Other period
Data Selection Period:
Person selection period: To:
Payroll period
Selection
Personnel Number: 3 d
Personel Number: 3 3* Employment status: 2 0 c 7* Personel avea: 2 1 Personel subtrea: 7*
Personnel area: 0*
Personnel subarea:
Attendance/absence types for eval.
Absence type: to:
✓ Evaluate absences only
Evaluate attendances only
Evaluate attendances/absences
Select by att/absence category
Data format
■ ² Grouping by org. assignment
Hide texts on organizational assignment
Only show texts on organizational assignment

- 2. Select Period and select Current Year.
- 3. Input **Personnel Number**.
- 4. Input Absence Type.
- 5. Select Classification of Data.
- 6. Click Execute button.

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< SAP Attendance/Absence Data: Overview	
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Evaluate absences only Evaluate attendances only	
Evaluate attendances/absences	
Select by att/absence category	
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Grouping by org, assignment Hide texts on organizational assignment	
Only there exists or upgraduations singlement Only there is no a organizational assignment	
Also show texts on organizational assignment	
■* Data to display	
Only show EEs with relevant atLabs. types	
O Display all employees	
Classification of data in initial list by	
Org. assignment	
Org. assignment - Employees Org. assignment - AttLabsence types	
Org. subjects - maintener types	
Org: assignment - AtL/Absence types - Employees	
	6 Execute



7. Attendance/Absence Data Overview Report will be displayed.

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<	SA	P											А	Attendan	ce/Abse	ence D	ata: Ove	view								
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Att	endan	ce/Abs	ence Dat	a: Ov	erviev	V																				
Perio	d: 01.01.2	2021 - 31.12.	2021																							
	stics not co	omplete 1g evaluation																								
4/ L.	itor durin	ig evaluation																								
PA	Subarea	Hrs	Planned hour	Hrs/pln	Days	Planned	days D	ays/pln)	d No.re	cords																
Σ	Σ	3,463.00	152577454.00	0.00 %	472.00	203432	55.00	0.00 9	16	97																
SA	Σ	1,575.00	22485274.00	0.01 %	220.00	2998,0	92.00	0.01 9	%	39																
SA	SA01	290.00	1158,177.50	0.03 %	44.00	154,3	38.00	0.03	%	10																
SA	SA02	60.00	179,323.50	0.03 %	8.00	23,8	35.00	0.03 9	16	1																
SA	SA03	180.00	366,043.00	0.05 %	22.00	48,7	70.00	0.05 9	Ν6	2																
SA	SA04	67.50	749,036.50	0.01 %	9.00	99,8	52.00	0.01 9	%	1																
SA	SA05	171.00	252,913.50	0.07 %	24.00	33,76	53.00	0.07 9	16	4																
SA	SA06	190.00	1593,467.00					0.01 9		5																
SA	SA07	0.00	117,652.50			15,6		0.00 9		0																
SA	SA08		2358,810.50					0.00		2																
SA	SA09	171.00	487,362.00			64,9		0.04 9		3																
	SA10	37.50	917,122.00					0.00 9		2																
SA	SA11	105.00	127,020.00			16,93		0.08 9		2																
	SA12		11366314.00					0.00		0																
	SA14	0.00	390,341.50			52,03		0.00 9		0																
SA	SA15	0.00	98,977.50			13,19		0.00 9		0																
SA	SA16	0.00	186,750.00			24,9		0.00 9		0																
SA	SA17	0.00	132,592.50			17,6		0.00		0																
	SA18	0.00	48,555.00				74.00	0.00 9		0																
SA	SA20	0.00	153,135.00			20,4		0.00 9		0																
SA	SA21	60.00	467,557.50			62,34		0.01 9		1																
SA	SA22	118.50	543,168.00				58.00	0.02 9		4																
SA	SA23	0.00	199,822.50			26,6		0.00 9		0																
	SA24	0.00	5,602.50				\$7.00	0.00 9		0																
SA	SA25	70.00	580,715.00	0.01 %	9.00	11,4	20.00	0.01 9	0	2		 							 	 	 	 	 			

Note:

 Report will only show absences created by Time Admin and posted leave requests made by employees.



DISPLAY LEAVE REQUEST REPORT Time Administrator SAP GUI

1. Input transaction code **ZHRTM0001** and press enter on the keyboard.

SAP Easy Access	< @ _ = ×
SAP 1	SAP Easy Access
ZHRTM0001 🗸 🗷 🕼 🚠 Other menu ᄎ 🛧 🥢 🗸 A 🗷 Create role	More √ Q, q [*] ∰ Ext
V 🖸 Favorites	
★ PA61 - Time Management -> Administration -> Time Data -> Maintain	
★ PT63 - Report Selection -> Work Schedule -> Personal Work Schedule	
★ PT64 - Report Selection -> Attendance -> Attendance Data Overview	
V 🕤 SAP Menu	
Connector for Multi-Bank Connectivity	
> D Office	
Cross-Application Components	
> 🗅 Logistics	
> 🗅 Accounting	
> 🗅 Human Resources	
> 🗅 Information Systems	
> 🗅 Service	
> 🛅 Tools	

- 2. Input Period.
- 3. Input SAP Personnel Number.
- 4. Input Relate Data Selection Period.
- 5. Click Execute button.

≡	< ຜີ _
< SAP	Display Leave Requests (Database of Requests)
✓ ☑ Save as Variant	
Further selections 🚽 Search helps 🚽 Sort	torder 2
Period	
	Current year
O Up to today O From today	
Other period	
Data Selection Period:	To:
Person selection period:	To:
Payroll period	
Selection	
Employment status:	d d d d d d d d d d d
Company Code:	
Personnel area:	
Personnel subarea:	
Payroll area:	
Pers.area/subarea/cost center:	
Employee group/subgroup:	
	4
Relate Data Selection Period to Following Fields	
Request Date	
Absent as of	
End date of absence	
Jse Personnel Number for Following Role	
Owner	
Nevt Agent	



6. Report on Leave Request will be displayed.

< SAP										Disp	lay Le	ave R	equest	(Database of Requests)							
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ist of Requests																					
cument ID I	Do	Document	Statu	IS	Ir	itiator					Pers.	No. I	ID Initi	Owner Per	rs.No	ID Ow	Next Agent	Pers. No	ID Nex Pe	rson R	tesp
056AADF781EDBACAA0797079BE46C	1	ABSREQ	SEN	т									00505.			00505.			00505 Г		
06928633431EDBA6E5AE856A78A46B	2	ABSREQ	SEN	г									00505.			00505.			00505		
06928633431EDBA7E9017838C8846B	2	ABSREQ	SEN	г									00505.			00505.			00505 /		
06928633431EDBAAF952B5642B846B	2	ABSREQ	WITH	IDRAWN									00505			00505.			00505 I		
06928633431EDBAAF958905545446B	2	ABSREQ	WITH	IDRAWN									00505			00505.			00505 I		
06928633431EDBAAFB2B4D03AC646B	1	ABSREQ	SEN	г									00505			00505			00505		
06928633431EDBAAFB2E44650E646B	1	ABSREQ	SEN	г									00505.			00505.			00505 I		
06928633431EDBAB87F5BBDF45646B	2	ABSREQ	WITH	IDRAWN									00505			00505.			00505 I		
6928633431EDBAB8833B123CA446B	1	ABSREQ	SEN	г									00505			00505.			00505		
06928633431EDBAB8DE16BEF9CE46B	2	ABSREQ	APP	ROVED									00505.			00505.			00505 /		
06928633431EDBAB8E0C810ED1C46B	2	ABSREQ	REJ	CTED									00505.			00505.			00505 /		
06928633431EDBAB8E9095A3E6046B	2	ABSREQ	APP	ROVED									00505			00505.			00505 /		
06928633431EDBAB8EC4A5432AE46B	3	ABSREQ	POS	TED									00505			00505.			00505		
06928633431EDBAB92616FF4E6A46B	2	ABSREQ	APP	ROVED									00505.			00505.			00505		
06928633431EDBAB92803F4AB1046B	3	ABSREQ	POS	TED									00505.			00505.			00505 ,		
06928633431EDBAB92E2F4505EA46B	3	ABSREQ	POS	TED									00505			00505.			00505		
06928633431EDBAB934CF1C297646B	2	ABSREQ	WITH	IDRAWN									00505.			00505.			00505		
06928633431EDBAB9353C72C24A46B	2	ABSREQ	WITH	IDRAWN									00505			00505.			00505 /		
06928633431EDBAB9357E195CFC46B		ABSREQ		IDRAWN									00505			00505.			00505 /		
06928633431EDBAB935EF1A314446B	2	ABSREQ	APP	ROVED									00505			00505.			00505 /		
06928633431EDBAB937F94F14B646B		ABSREQ	POS										00505.			00505.			00505 /		
06928633431EDBAB943D6E76BFC46B		ABSREQ		IDRAWN									00505			00505.			00505		
06928633431EDBAB948BBA3D4DE46B		ABSREQ		IDRAWN									00505			00505.			00000 /		
06928633431EDBAB94F86A6764C46B		ABSREQ	POS										00505			00505.			00505		
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6928633431EDBABABBB46ADCBD246B		ABSREQ		ECTED									00505			00505.			00505		
06928633431EDBABAE33A99A3A846B	2	ABSREQ		IDRAWN									00505.			00505.			00505		
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Note:

 Report will show all (posted and unposted) leave requests that have been requested/entered by the employees using ESS (front-end).



POST LEAVE REQUEST Time Administrator SAP GUI

1. Input transaction code **ZHRTM0008** and press enter on the keyboard.

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SAP Easy Access	
ZHRTM0008 🔿 🗵 🕼 🔔 Other menu 🗶 🏂 🧷 V 🔺 🔟 Create role More V	Q, Q° 💮 Exit
✓ ℃ Favorites	
★ PAG1 - Time Management -> Administration -> Time Data -> Maintain	
★ PT63 - Report Selection -> Work Schedule -> Personal Work Schedule	
★ PT64 - Report Selection -> Attendance -> Attendance Data Overview	
් ල SAP Menu	
∑ Connector for Multi-Bank Connectivity	
> Office	
> Cross-Application Components	
> C Logistics	
> 🗅 Accounting	
> 🗅 Human Resources	
> 🗅 Information Systems	
> 🗅 Service	
2 ⊡ Tools 2 ⊇ Tools 2 ⊇ United and	

- 2. Input **Period** of the **requested leave.**
- 3. Input SAP Personnel Number.
- 4. Click **Display** checkbox under Log panel.
- 5. Click Execute button.

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K SAP Leave Requests: Post	
✓ 🔯 Save as Variant 🕅 🗎 More ✓	E
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Further selections* Search helps* Sort order2	
Current month	
Up to today O From today	
Other period	
Data Selection Period: To:	
Person selection period: To:	
Payroll period	
ection	
Personnel Number:	
Employment status:	
Employment status: Company Code: Personnel exes: Personnel subarea: Personnel subarea: Personnel subarea: Cd' Personnel subarea: Cd' Cd' Cd' Cd' Cd' Cd' Cd' Cd'	
Personnel area:	
Personnel subarea:	
Payroll area:	
Payrou area:	
Pers.area/subarea/cost center:	
Employee group/subgroup:	
Test Run:	
Number of Data Records: 500	
[Display: 2]	
Display Internal Request ID: 🕑	



6. Records of Post Leave Request will be displayed.

a II More ∨	Leave Requests:	Post				ଦ୍ କ	
篇 ① More ∽						9	
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Approved"							
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ID Request GUID	Message Class	Number Typ	pe Message				
005056AADF781EDBA5B62632F4C2A46A	N .						
005056AADF781EDBA5B65A2AD29E246A	A.						
005056AADF781EDBA5B65EBAC6B2446A	Α						
005056AADF781EDBA5B66D61004CE46A	Α						
005056AADF781EDBA5B6753117F8846A							
005056AADF781EDBA5B697DEAC44C46	A						
005056AADF781EDBA5BAE6B49B50246A	x						
005056AADF781EDBA5BBA0903A4C446A	4						
005056AADF781EDBA5BC1C6082C1E46	A						
005056AADF781EDBA5BC87A97259E46A	x						
005056AADF781EDBA5BC9F4C9098246A	HRTIM_ABS_REC	Q 87 E	No data for infotype 2001, perso	nnel no. pe	riod 20210405. (20210407)		
005056AADF781EDBA5CF530000EAA46A	Α						
B106928633431EDBA6FECAE4930E846B							
B106928633431EDBA7B1C81E6A5A046B							
B106928633431EDBA7B1E12F25F0C46B							
B106928633431EDBABC5D9456F50446B B106928633431EDBABDE37683BAA446B							
	ID Request GUD 005066AADF781EDBASB62632F402A464 005066AADF781EDBASB62632F402A464 005066AADF781EDBASB626A0262246 005066AADF781EDBASB67531175886A 005066AADF781EDBASB67531175886A 005066AADF781EDBASB67541758864 005066AADF781EDBASB675447286468 005066AADF781EDBASB67164072848 005066AADF781EDBASB67164098244 005066AADF781EDBASB67164098244 005066AADF781EDBASB67164098244 005066AADF781EDBASB67164098244 005066AADF781EDBASB67164098244 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB674098248 005066AADF781EDBASB6740782488 005065A331EDBA2B57451745748488 010020653331EDBA2B57457484778488 010022653331EDBA2B57474484778488 010022653331EDBA2B574744888 010022653331EDBA2B575744888 010022653331EDBA2B575744888 010022653331EDBA2B575744888	ID Request GUD Message Class 005056AADF781EDBA3562532F4C2A46A 005056AADF781EDBA3562532F4C2A46A 005056AADF781EDBA3562532F4C2A46A 005056AADF781EDBA35625A2029E245A 005056AADF781EDBA3567531175845A 005056AADF781EDBA3567531175845A 005056AADF781EDBA3567531175845A 005056AADF781EDBA3567531175845A 005056AADF781EDBA35671647644 005056AADF781EDBA35671647644 005056AADF781EDBA356716402644A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA35611660226146A 005056AADF781EDBA356116612645464 005056AADF781EDBA35611661265446B 005056AADF781EDBA35611661266126146A 005056AADF781EDBA3561166126546A 005056AADF781EDBA356116614265446B 005056AADF781EDBA35611661426546B 005056AADF781EDBA356116614654AC464B 005056AADF781EDBA356116614265446B 005056AADF781EDBA35116614265446B 005056AADF781EDBA351166142654A76264B 005056AADF781EDBA35116614265446B 0050564ADF781EDBA356116614659146B 005056AADF781EDBA35511661426546B 00502653331EDBA256146B 00502653331EDBA256146B 00502653331EDBA256146B 00502653331EDBA35116642561466591448B	D Request GUID Message Class Number Ty 005056AADF781EDBA596232F402A46A 00056AADF781EDBA596232F402A46A Number Ty 00056AADF781EDBA596232F402A46A 00056AADF781EDBA596230F402A46A Number Ty 00056AADF781EDBA596730175946A 00056AADF781EDBA596730175946A Number Ty 00056AADF781EDBA596730175946A 00056AADF781EDBA596730175846A Number Ty 00056AADF781EDBA596176AC4426A 00056AADF781EDBA596176AC4426A Number Ty 00056AADF781EDBA596176AC4426A 00056AADF781EDBA596176AC4426A Number Ty 00056AADF781EDBA596176EAC44236 87 87 87 000566ADF781EDBA59617650002FAA46A 81 87 87 87 000566ADF781EDBA596176602646B 81 86 87	ID Request GUD Message Class Number Type Message 000056AADF781EDBA5662032F402A66A 000056AADF781EDBA5665A2029E246A 000056AADF781EDBA5665A2029E246A 000056AADF781EDBA56607004CE46A 000056AADF781EDBA56607004CE46A 000056AADF781EDBA5660708A244A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA568070EA044C46A 000056AADF781EDBA58010600824A 87 E No data for introtype 2001, perso 000056AADF781EDBA5801060824A 87 E No data for introtype 2001, perso 000056AADF781EDBA5801060824A 87 E No data for introtype 2001, perso 000506AADF781EDBA5801060824A 87 E No data for introtype 2001, perso 000506AADF781EDBA581EDBA781E0F24782800684A 87 E No data for introtype 2001, perso 0005083431EDBA781EDBA781E0F781E12728000684 87 E No data for introtype 2001, perso 0005083431EDBA781EDBA781E0F7814448B 800002803331EDBA851EDBA781E0F7814648B </td <td>ID Request GUID Message Class Number Type Message 005056AADF781EDBA5862532F402A46A 005056AADF781EDBA5862532F402A46A 005056AADF781EDBA58650302F402A46A 005056AADF781EDBA5865031761004C548A 005056AADF781EDBA5865031074C548A 005056AADF781EDBA58650317616845A 005056AADF781EDBA58650310404C548A 005056AADF781EDBA5865031074C548A 005056AADF781EDBA5865031044264A 005056AADF781EDBA586503004C454A 005056AADF781EDBA586503004C454A 005056AADF781EDBA586037047230654A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654B 005056AADF781EDBA58003747230654B 005056AADF781EDBA58003747230654B 005056AADF781EDBA580045604B 005056AADF781EDBA580045604B 005056AADF781EDBA580045604B 005056ADF381200A575048 005056ADF781EDBA580045604560456B 005056ADF781EDBA58</td> <td>D Request GUID Message Class Number Type Message Mumber Type Message Mumber Type Message Mumber Type Message Mumber Mum</td> <td>D Request GUID Message Number Type Message 000506AADF781EDBA508252F402A46A 000506AADF781EDBA508252F402A46A 000506AADF781EDBA508502406A 000506AADF781EDBA5085021402E4A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 0000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564B 000056AADF781EDBA5080274A720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA508027445 000056AADF781EDBA508027445 000056ADF781EDBA508027445 000056ADF781EDBA508027445 000056ADF781EDBA508027456 0000007474444 0000007474457464B</td>	ID Request GUID Message Class Number Type Message 005056AADF781EDBA5862532F402A46A 005056AADF781EDBA5862532F402A46A 005056AADF781EDBA58650302F402A46A 005056AADF781EDBA5865031761004C548A 005056AADF781EDBA5865031074C548A 005056AADF781EDBA58650317616845A 005056AADF781EDBA58650310404C548A 005056AADF781EDBA5865031074C548A 005056AADF781EDBA5865031044264A 005056AADF781EDBA586503004C454A 005056AADF781EDBA586503004C454A 005056AADF781EDBA586037047230654A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA5800304C454A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654A 005056AADF781EDBA58003747230654B 005056AADF781EDBA58003747230654B 005056AADF781EDBA58003747230654B 005056AADF781EDBA580045604B 005056AADF781EDBA580045604B 005056AADF781EDBA580045604B 005056ADF381200A575048 005056ADF781EDBA580045604560456B 005056ADF781EDBA58	D Request GUID Message Class Number Type Message Mumber Type Message Mumber Type Message Mumber Type Message Mumber Mum	D Request GUID Message Number Type Message 000506AADF781EDBA508252F402A46A 000506AADF781EDBA508252F402A46A 000506AADF781EDBA508502406A 000506AADF781EDBA5085021402E4A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850251075846A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA50850254A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 0000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564A 000506AADF781EDBA5080274A720564B 000056AADF781EDBA5080274A720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA50802744720564B 000056AADF781EDBA508027445 000056AADF781EDBA508027445 000056ADF781EDBA508027445 000056ADF781EDBA508027445 000056ADF781EDBA508027456 0000007474444 0000007474457464B

Note:

- This tool will validate whether the record can be posted or not by displaying the error message in the log result.
- After successful run, once the employee refresh their *My Leave Requests* page, the status of their request will change from "APPROVED" to "POSTED".