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:

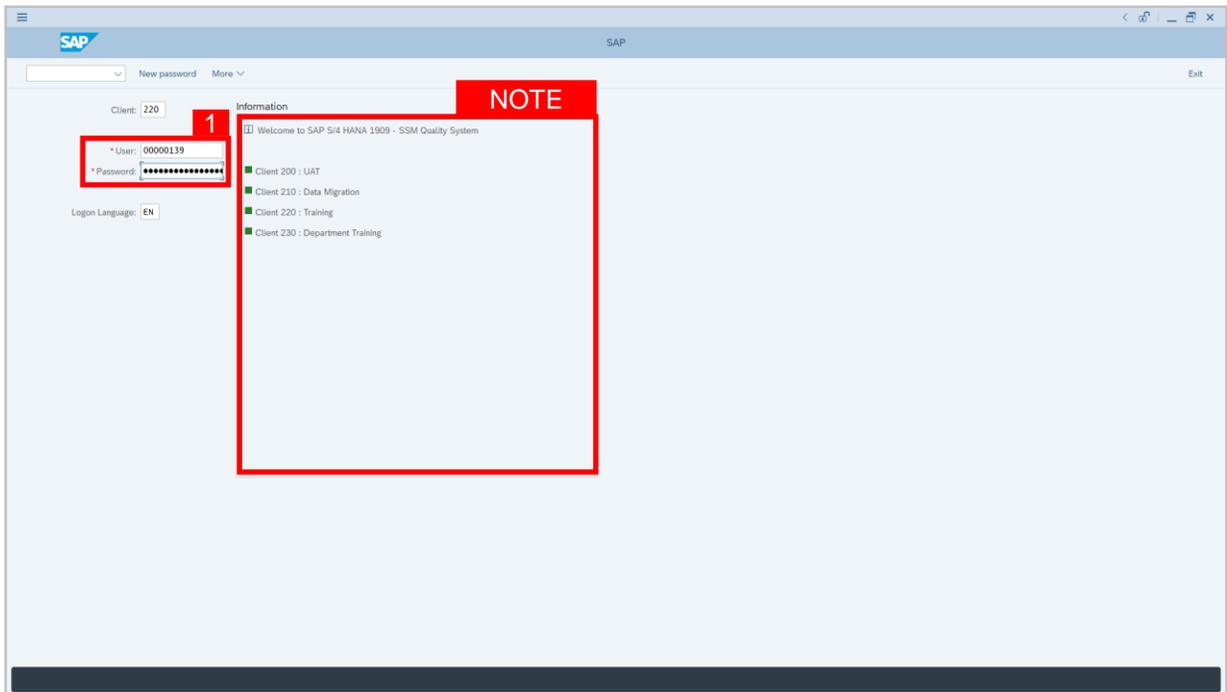| Term	Meaning
SSM	Sistem Sumber Manusia
SAP GUI	SAP Graphical User Interface/Back End
FIORI	Front End/Web Portal
ESS	Employee Self Service
MSS	Manager Self Service

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**.

Table of Content

Sistem Sumber Manusia – Time Management

SAP GUI (Back-end)	Time Administrator
Log on	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.
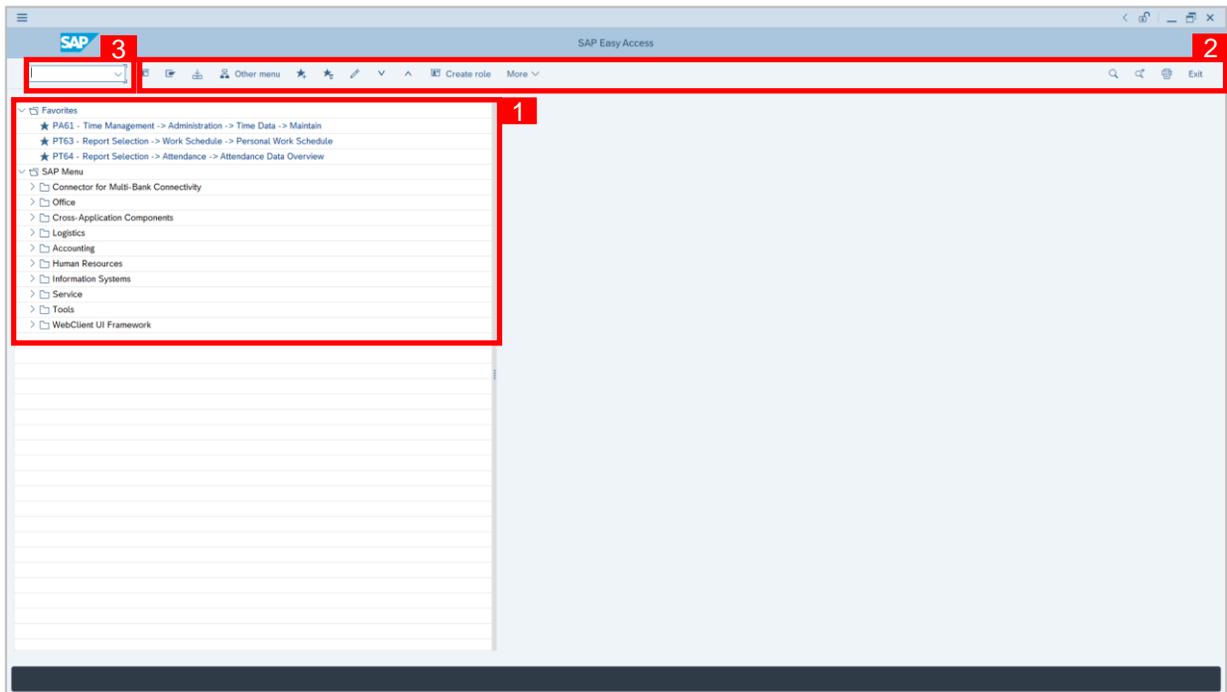
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

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.
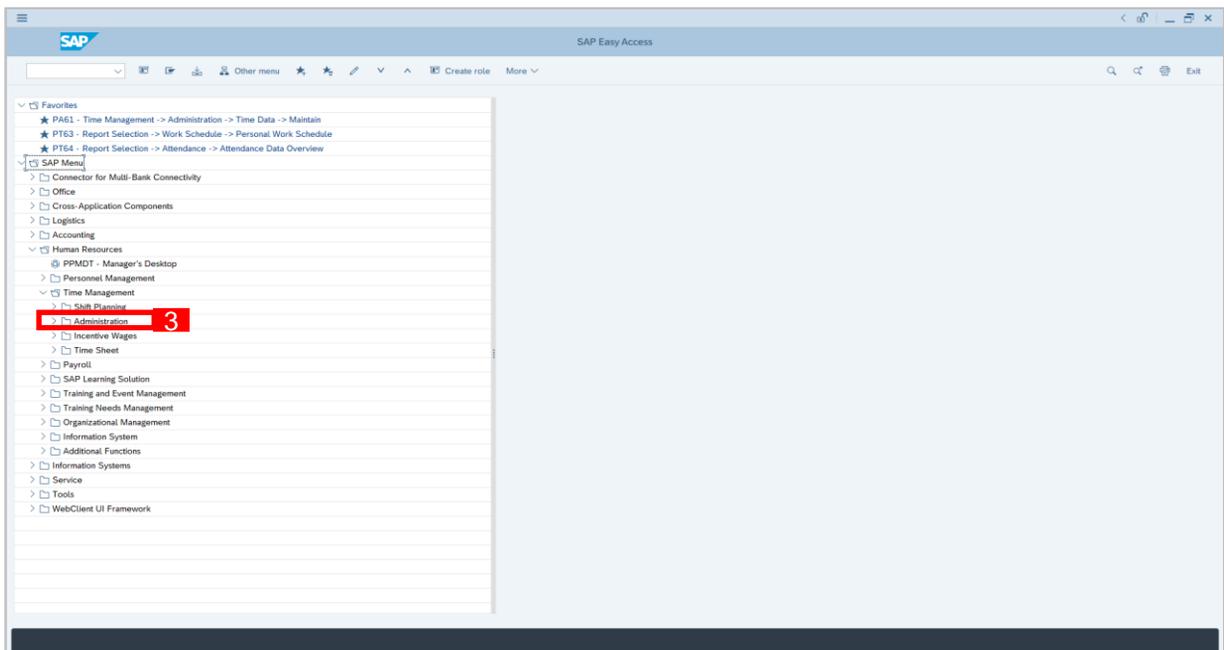
Sistem Sumber Manusia – Time Management

NAVIGATE TO TIME DATA PAGE VIA SAP MENU	Time Administrator
	SAP GUI
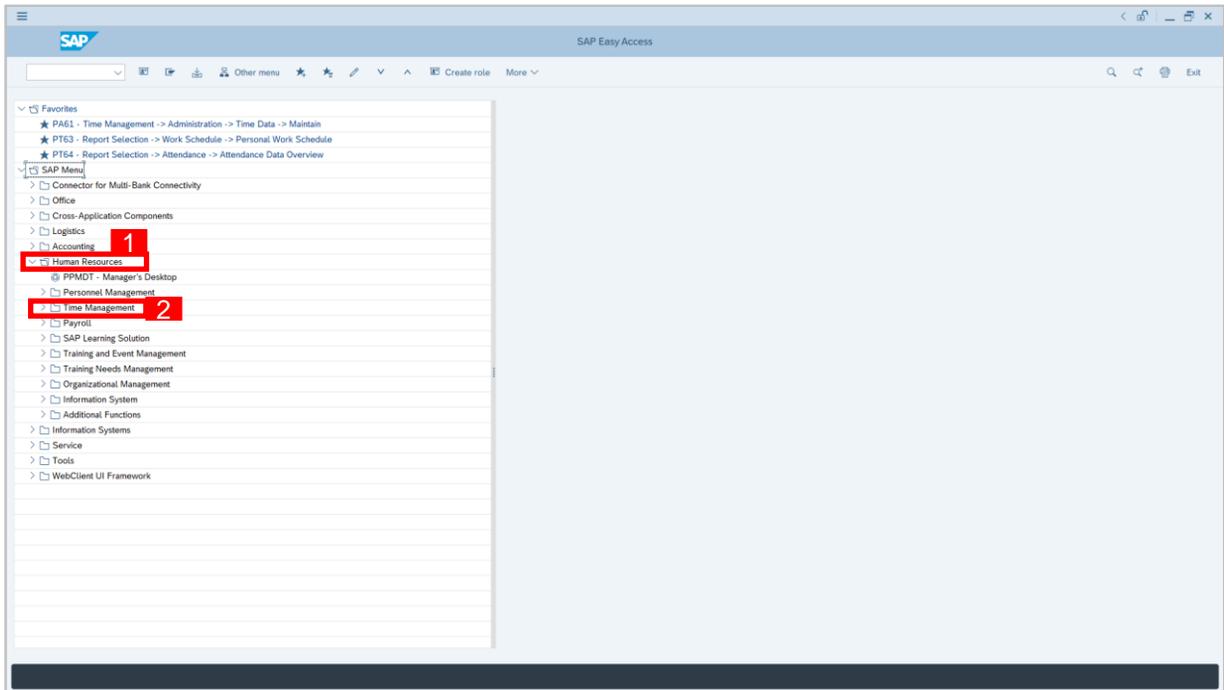
1. To navigate for **Time Management Process**, click `> 🗀 Human Resources` dropdown folder to expand to more selections.

2. Click `> 🗀 Time Management` dropdown folder for **Time Management Process**.

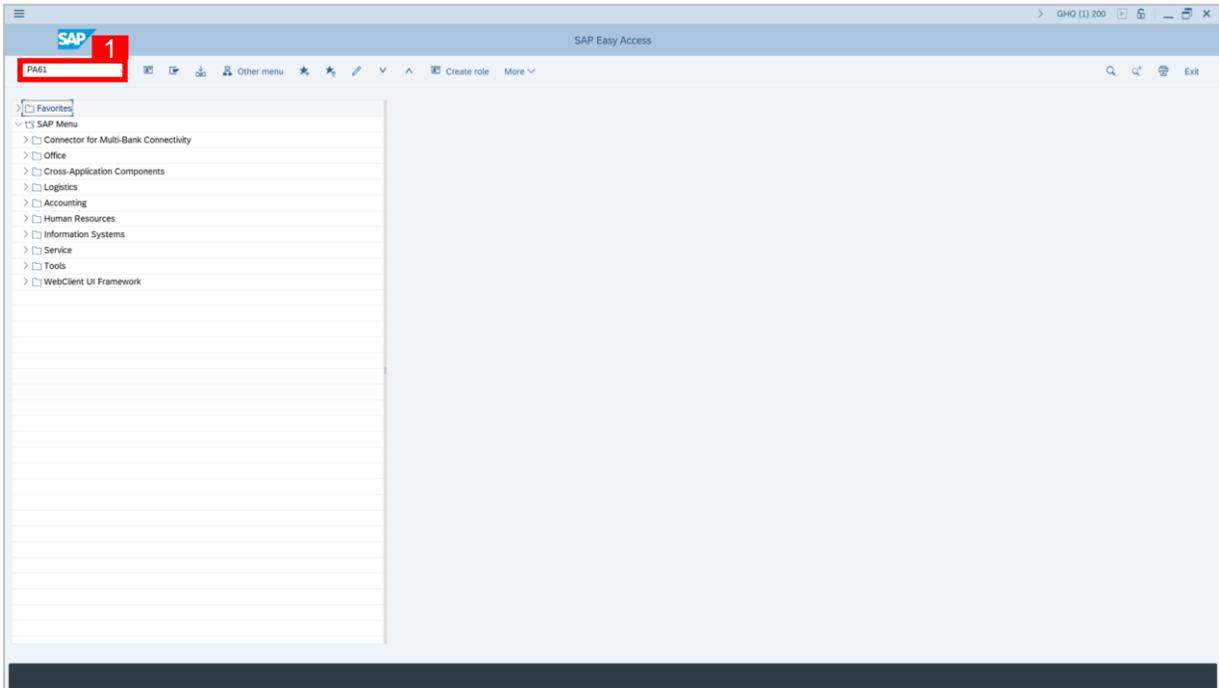
3. Click `> 🗀 Administration` dropdown folder.
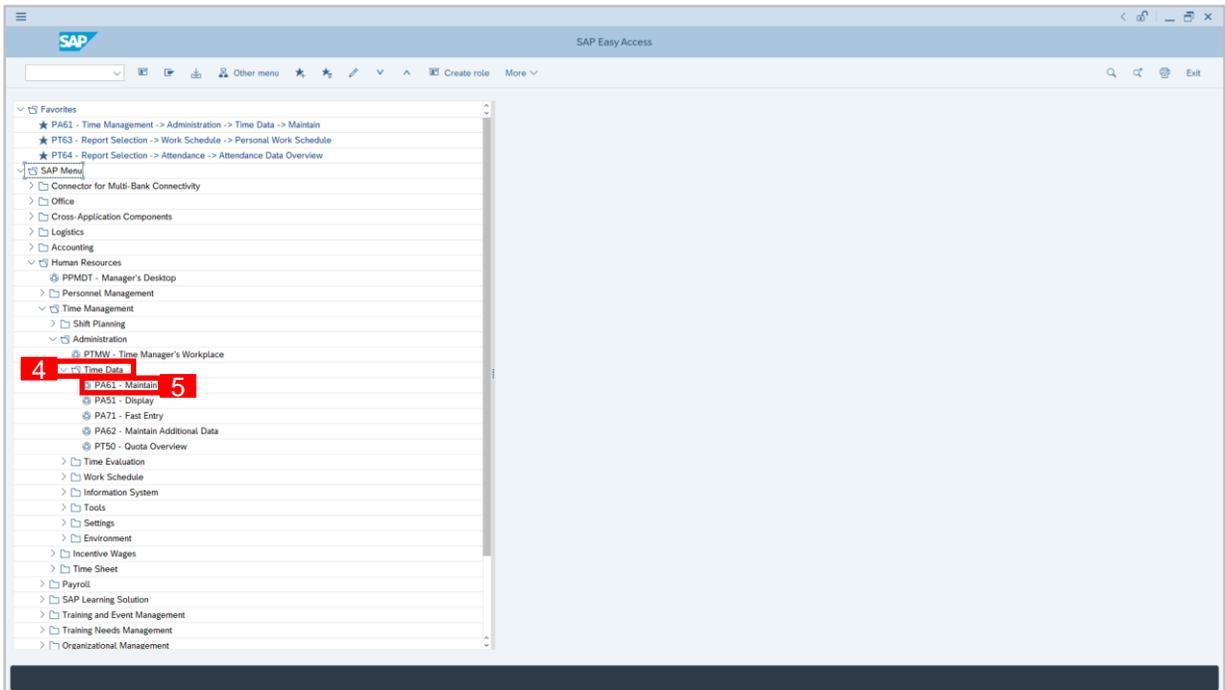
4. Click **> ☐ Time Data** dropdown folder.

5. Click **⊕ PA61 - Maintain** dropdown folder for **Time Management Process**.
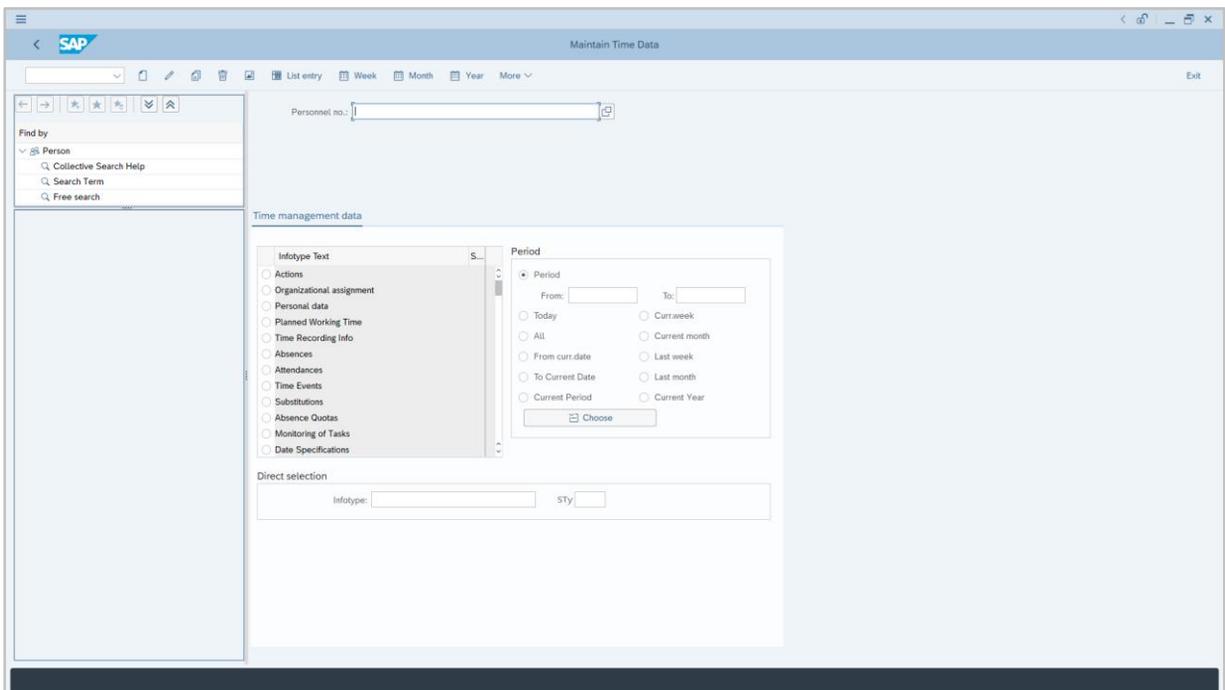
6. **Maintain Time Data Page** will be displayed.

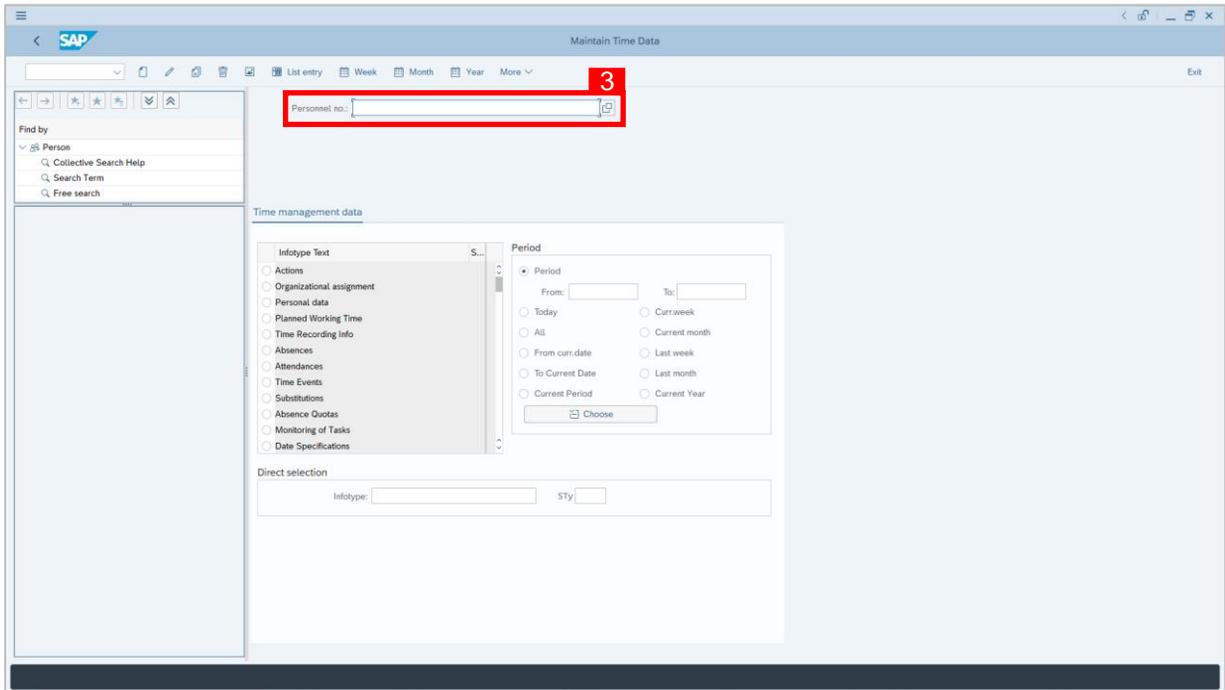| INPUT ABSENCE	Time Administrator
NOTES	SAP GUI

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.
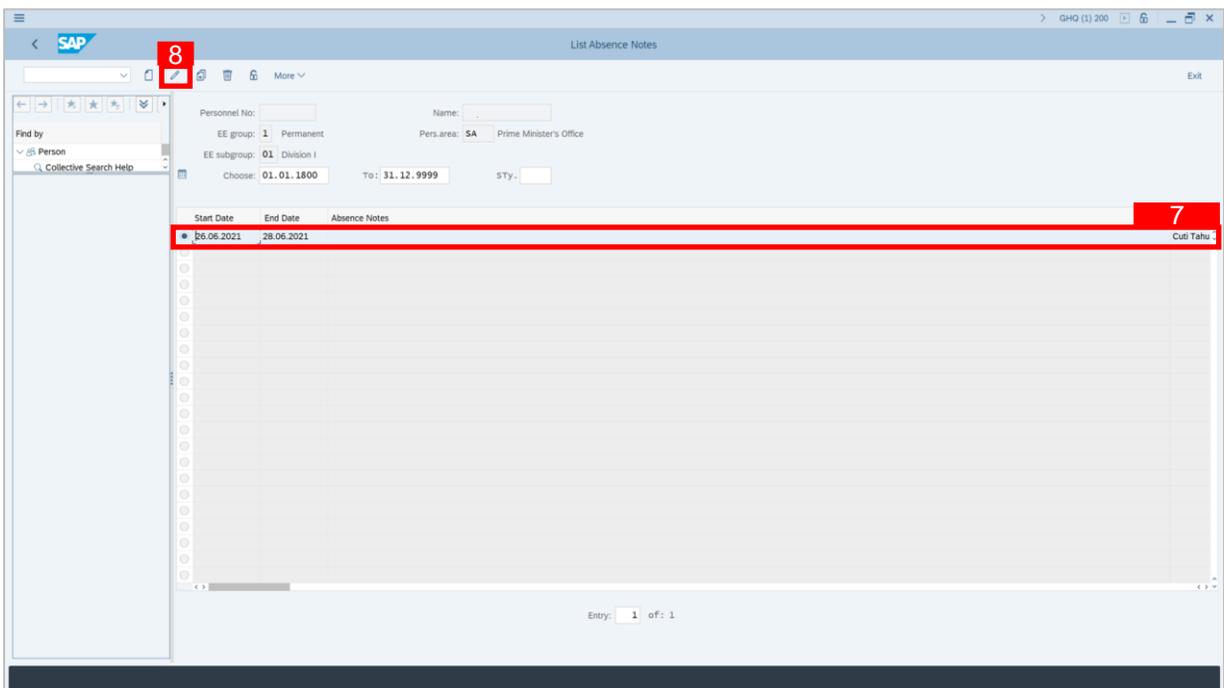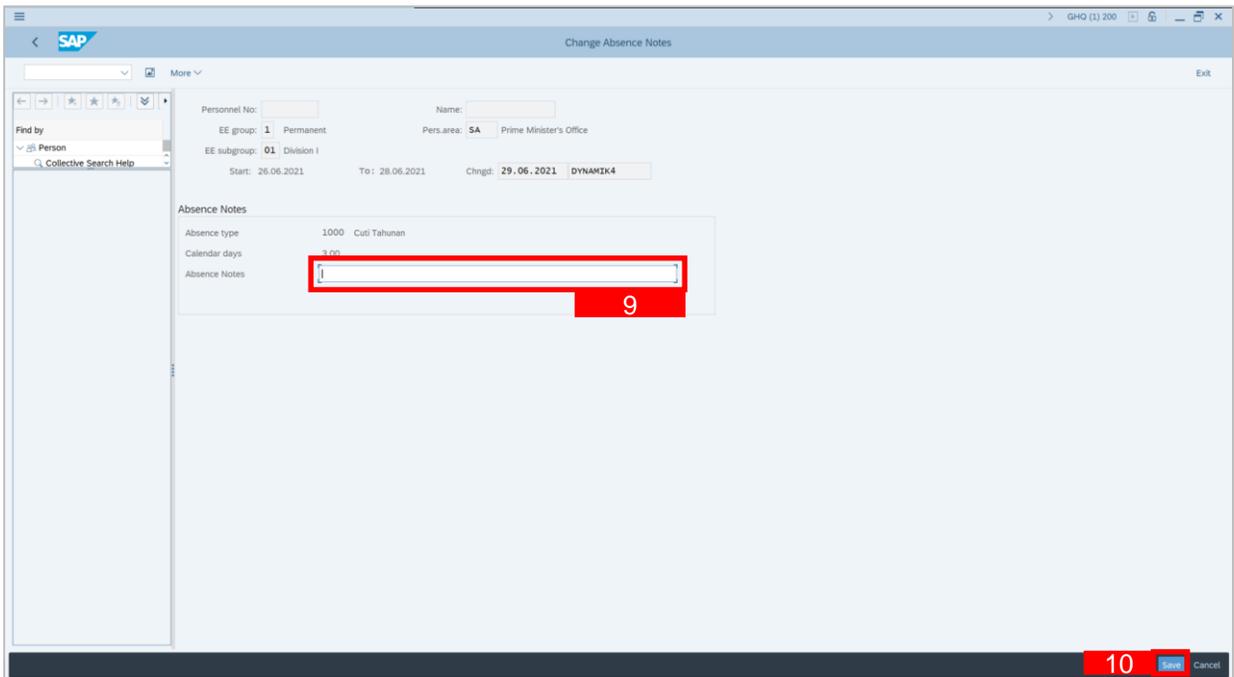

4.   Select infotype text **Absence Notes**.

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

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

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

8. Click [icon] button to edit the **Absence Notes** record transaction.
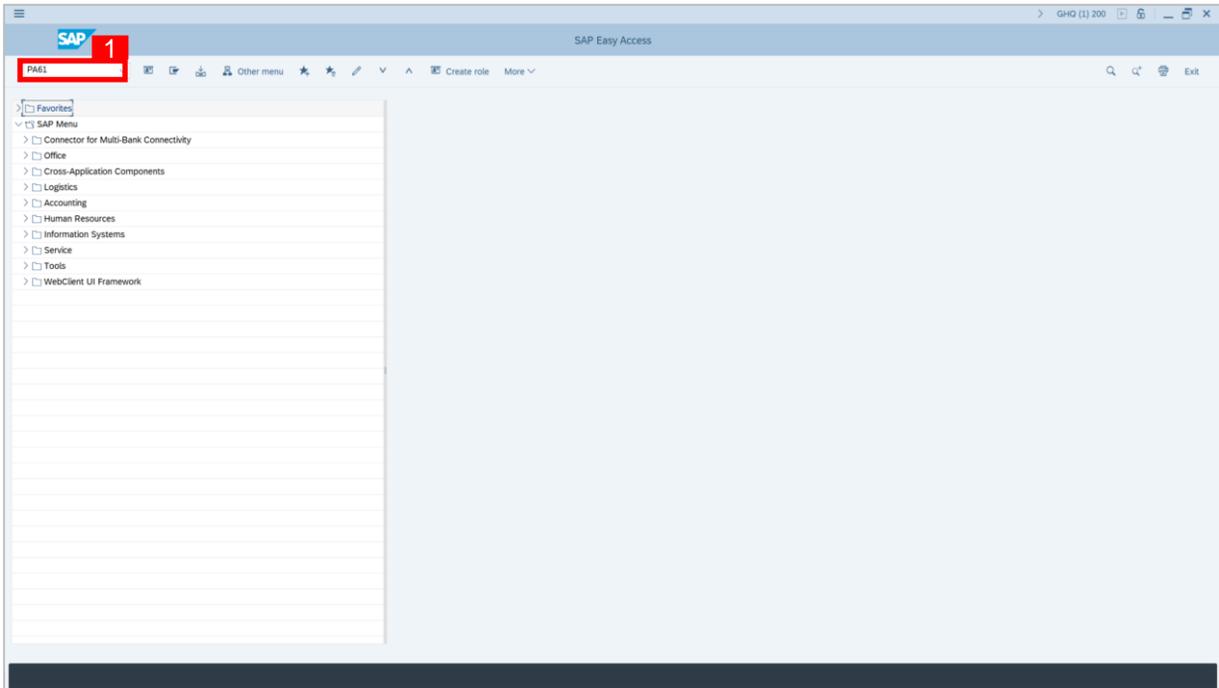
9. Input any notes/comments in the **Absence Notes** field.

10. Click Save button.

Note:

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

  from here.

Sistem Sumber Manusia – Time Management

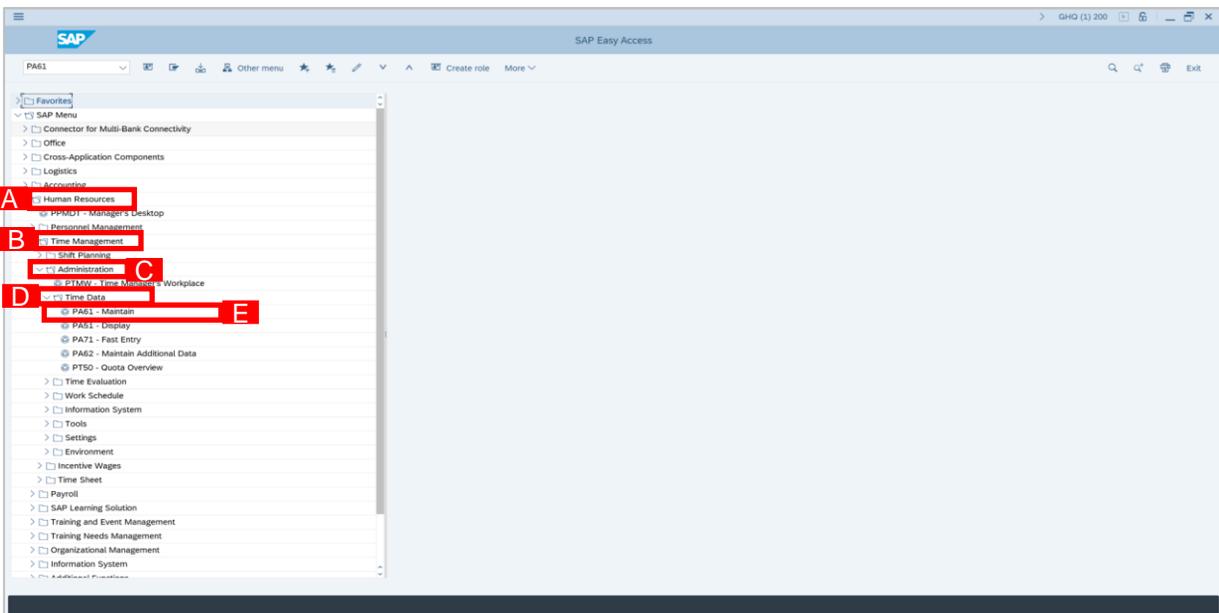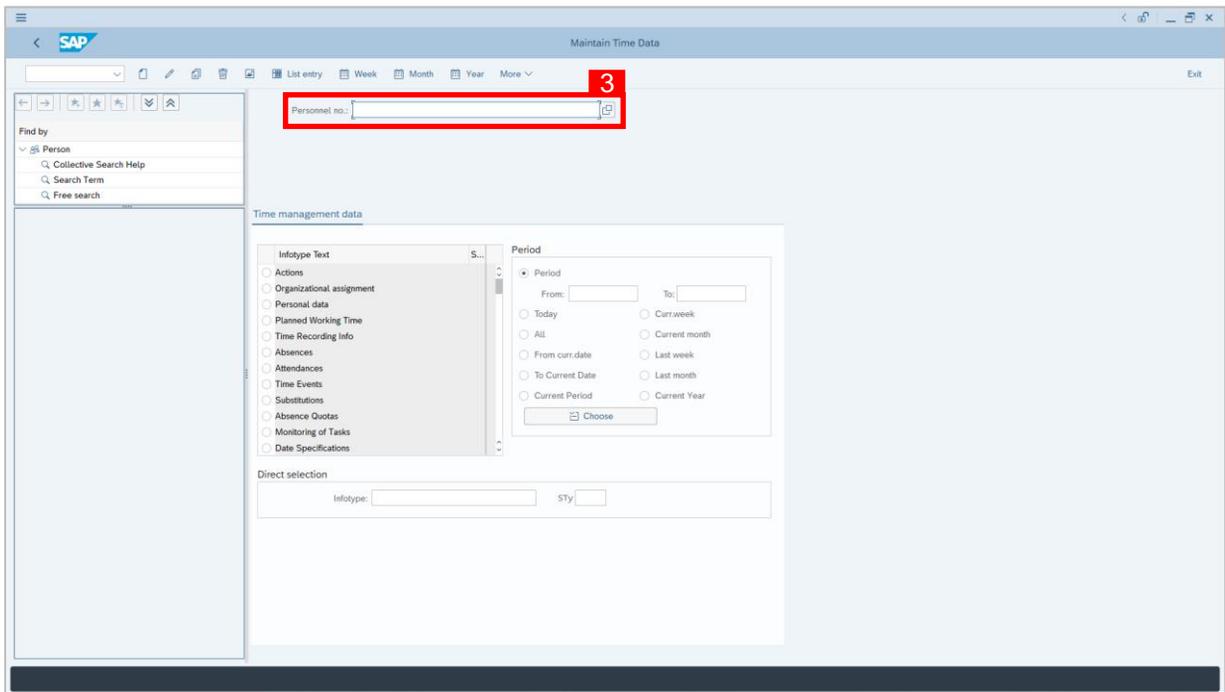| CHANGE ABSENCE NOTES	Time Administrator
	SAP GUI

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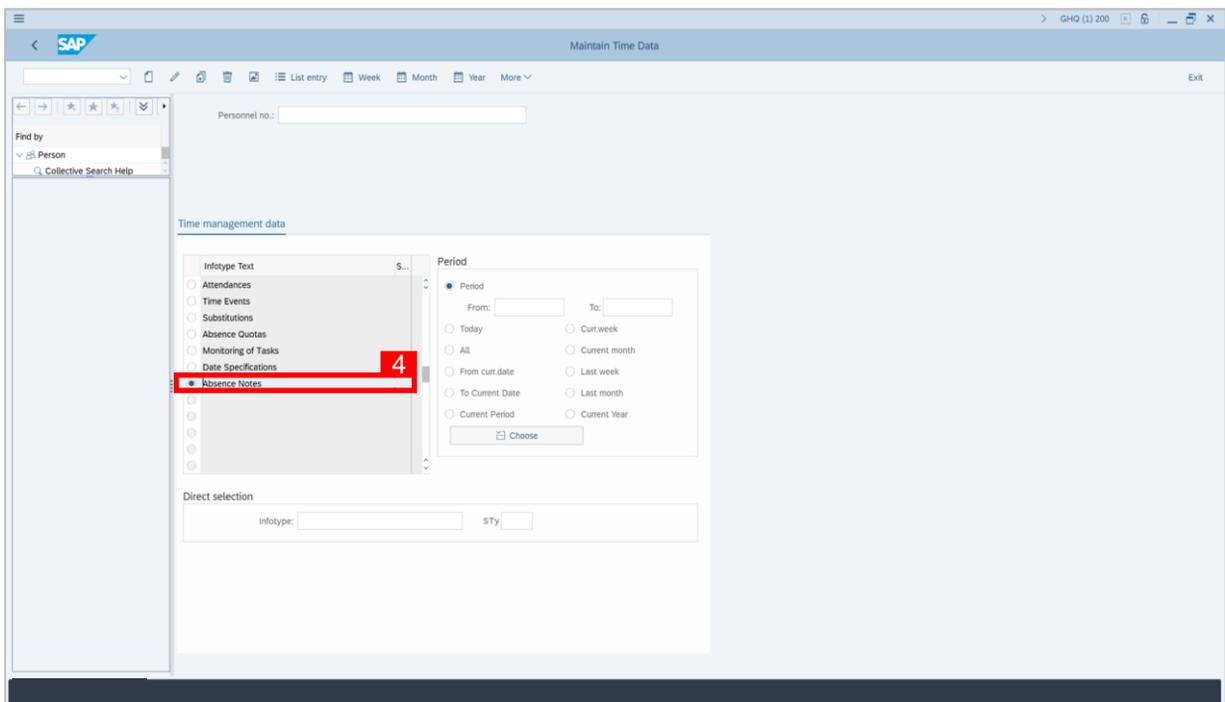
Note:

- Transaction code is used to quickly access **Maintain Time Data** from SAP menu screen,

  otherwise navigation to **Maintain Time Data** could be as follows:

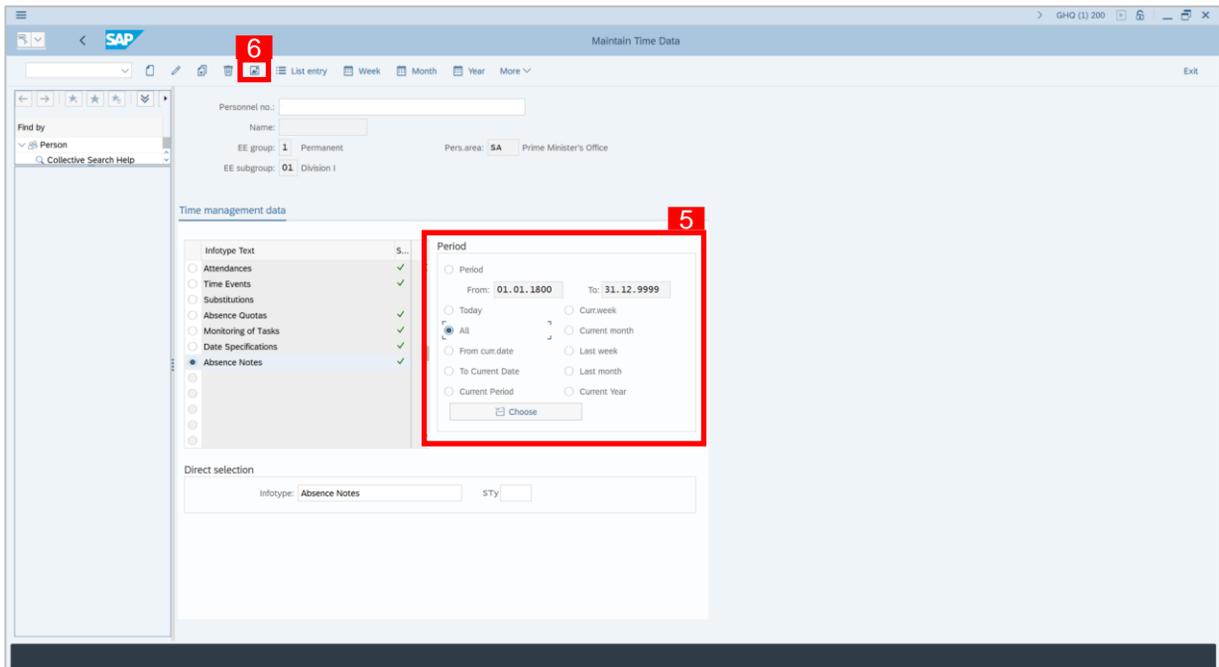 Human Resources > Time Management > Administration > Time Data > Maintain

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.

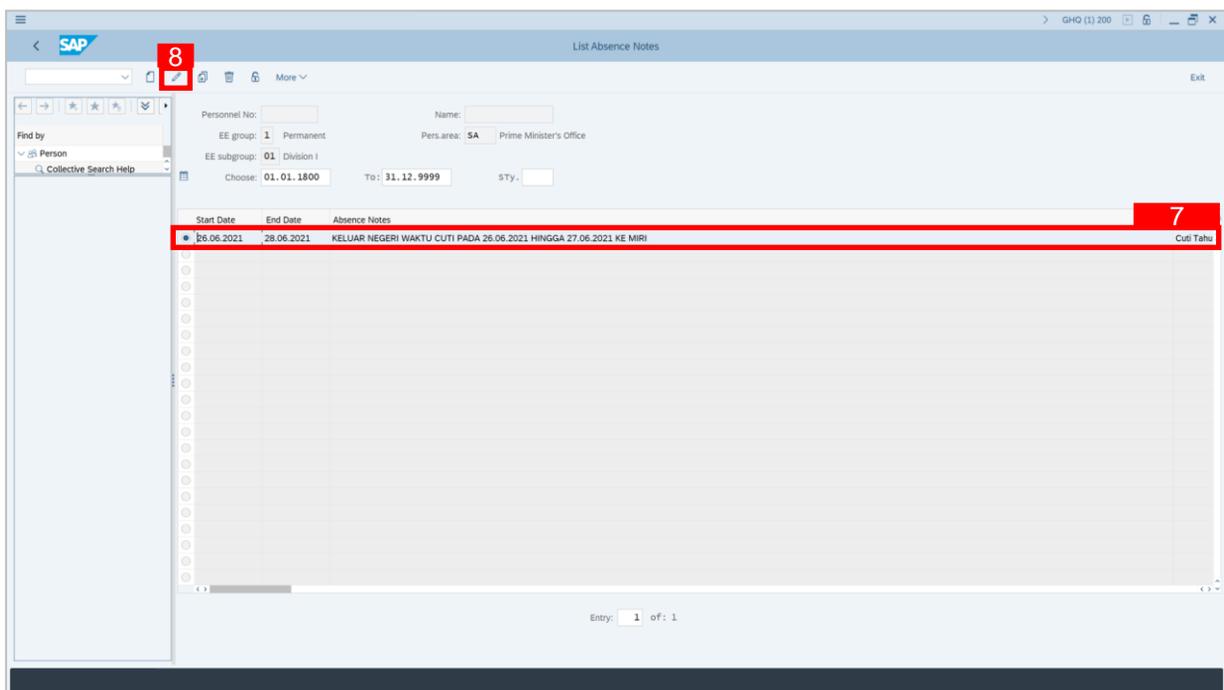3.   Input **Personnel Number** for time management of the employee.
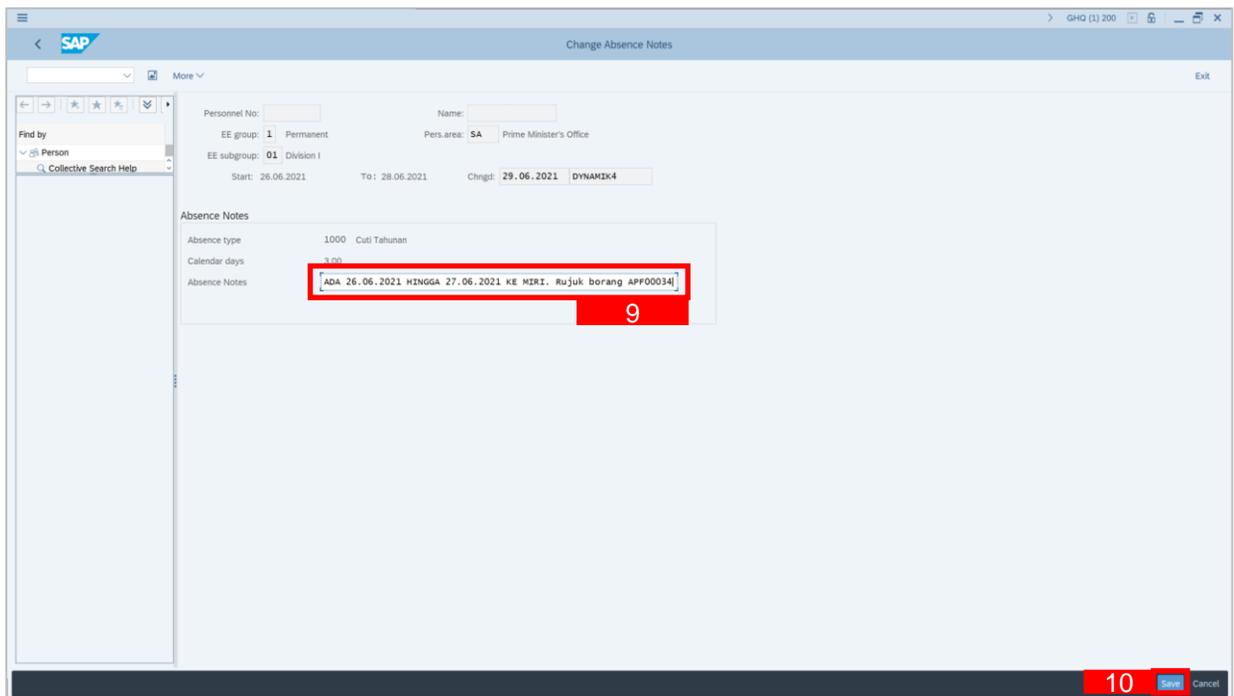

4.   Select infotype text **Absence Notes**.

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

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

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

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

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

10. Click Save button.

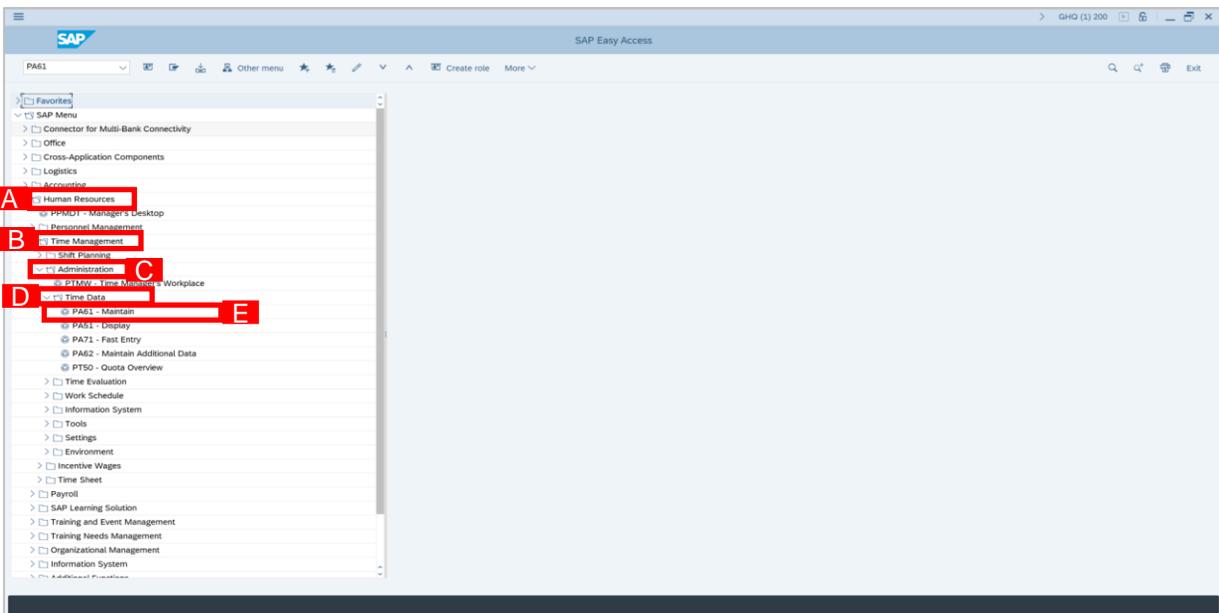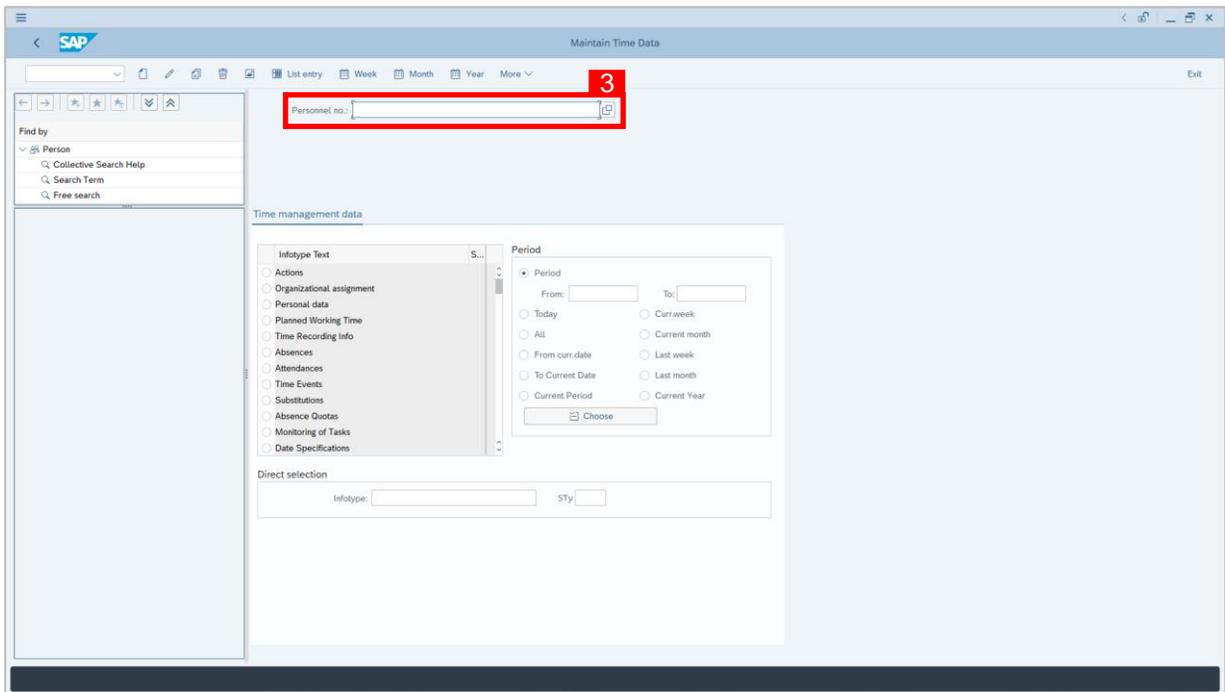| DELETE ABSENCE	Time Administrator
NOTES	SAP GUI

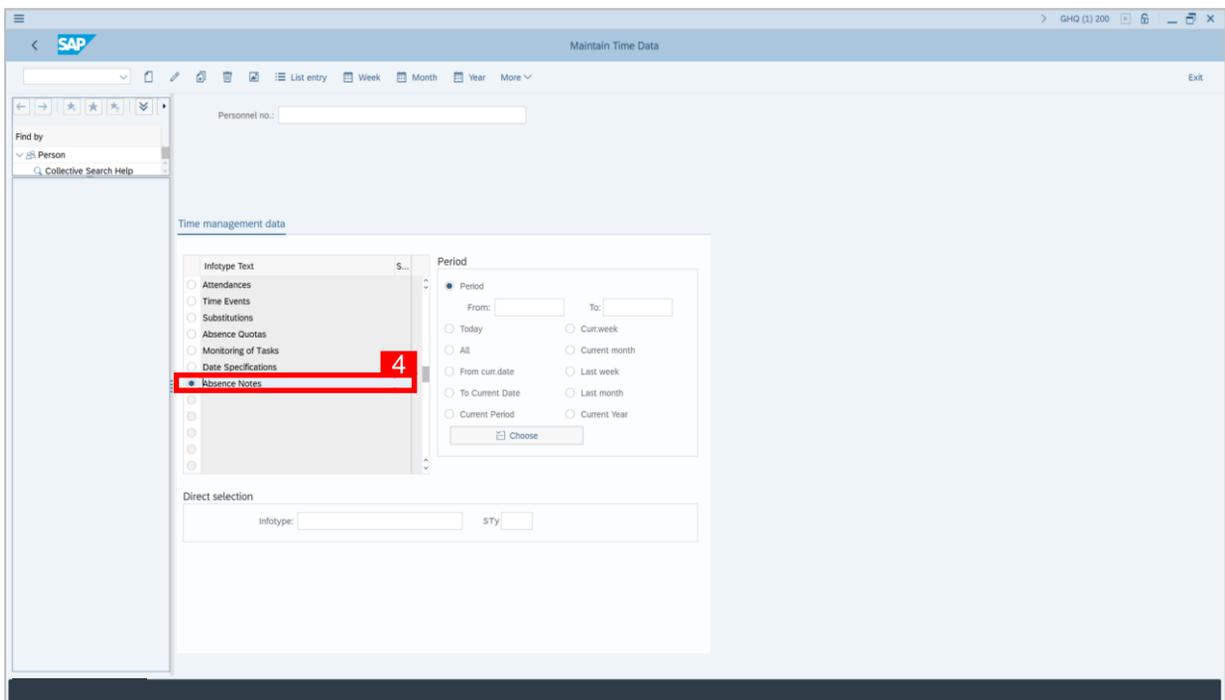1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

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:

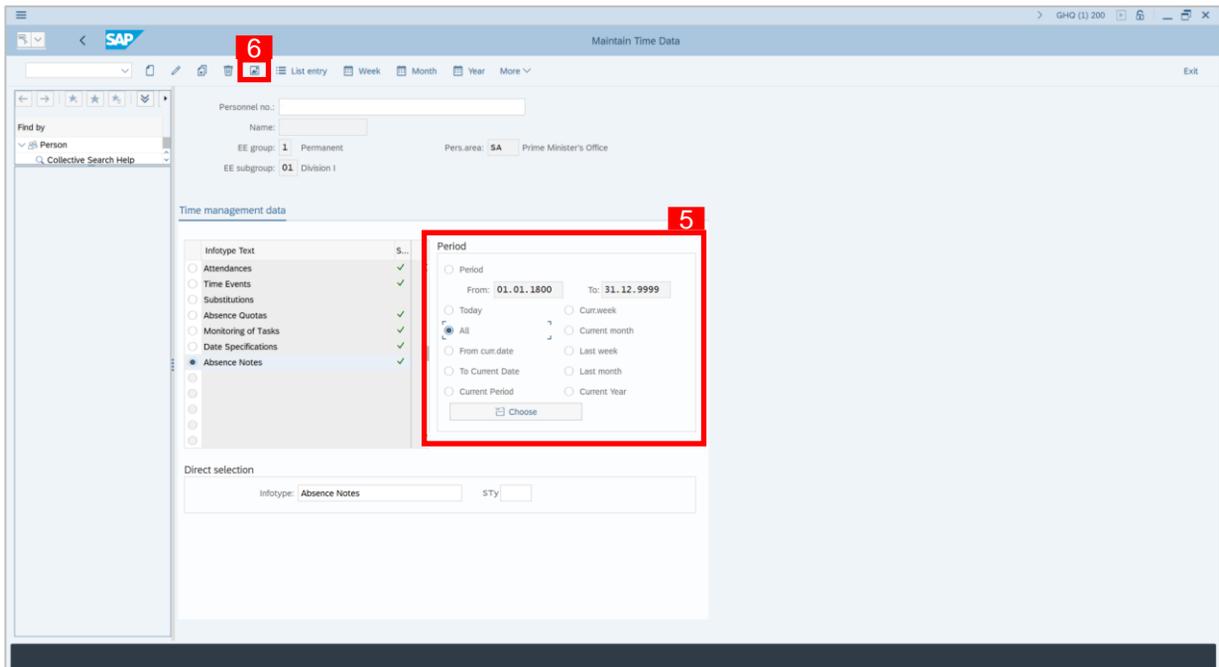Human Resources > Time Management > Administration > Time Data > Maintain

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.

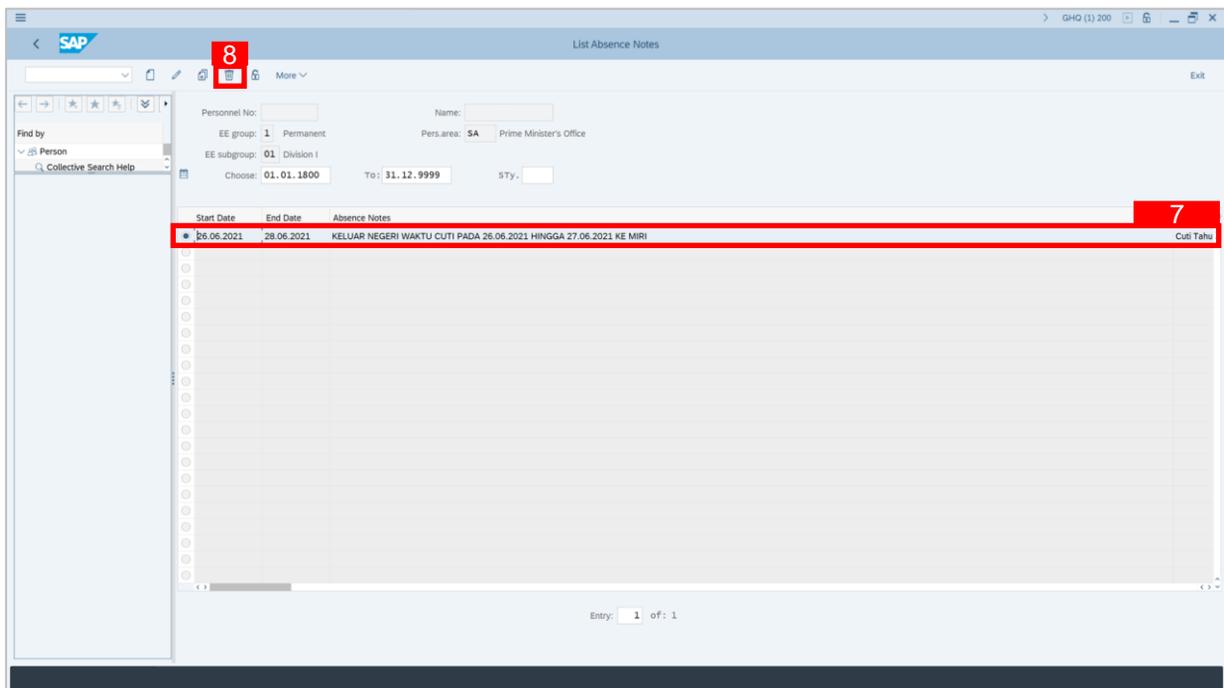3. Input **Personnel Number** for time management of the employee.

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

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

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

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

8. Click [icon] 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 .