SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Anniversary Date

VERSION: 1.0

INTRODUCTION

This user guide acts as a reference for **Time Administrators** 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**.
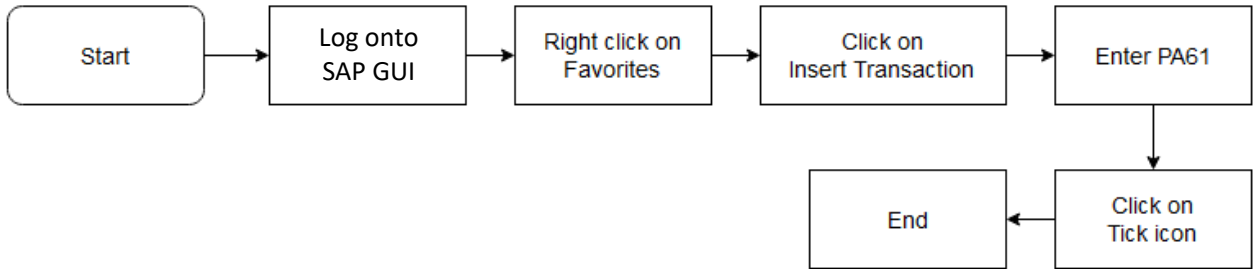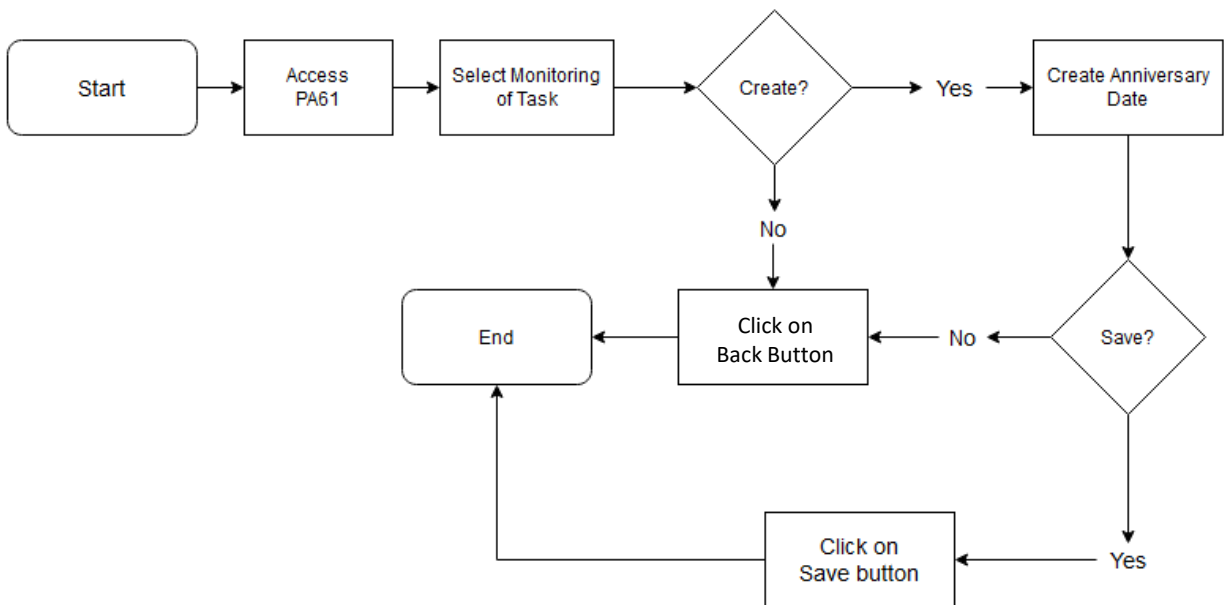
Table of Content

Process Overview

Add Transaction Code to Favorites

```
Start → Log onto SAP GUI → Right click on Favorites → Click on Insert Transaction → Enter PA61 → Click on Tick icon → End
```

Create Monitoring of Task

```
Start → Access PA61 → Select Monitoring of Task → Create?
Create? → Yes → Create Anniversary Date → Save?
Create? → No → Click on Back Button → End
Save? → No → Click on Back Button
Save? → Yes → Click on Save button → End
```

View Absence Quotas

```
Start → Access PA61 → Select Absence Quotas → Click on Overview icon → End
```

Sistem Sumber Manusia
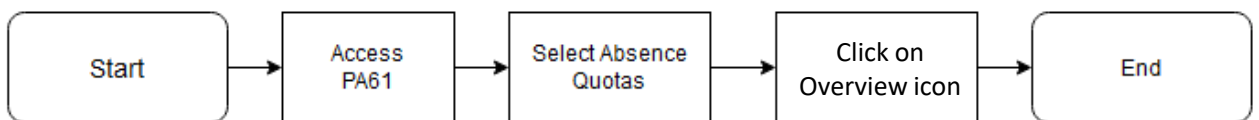
Add Transaction Code To Favorites	Backend User
	Department Time Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Right click on the **Favorites** folder.
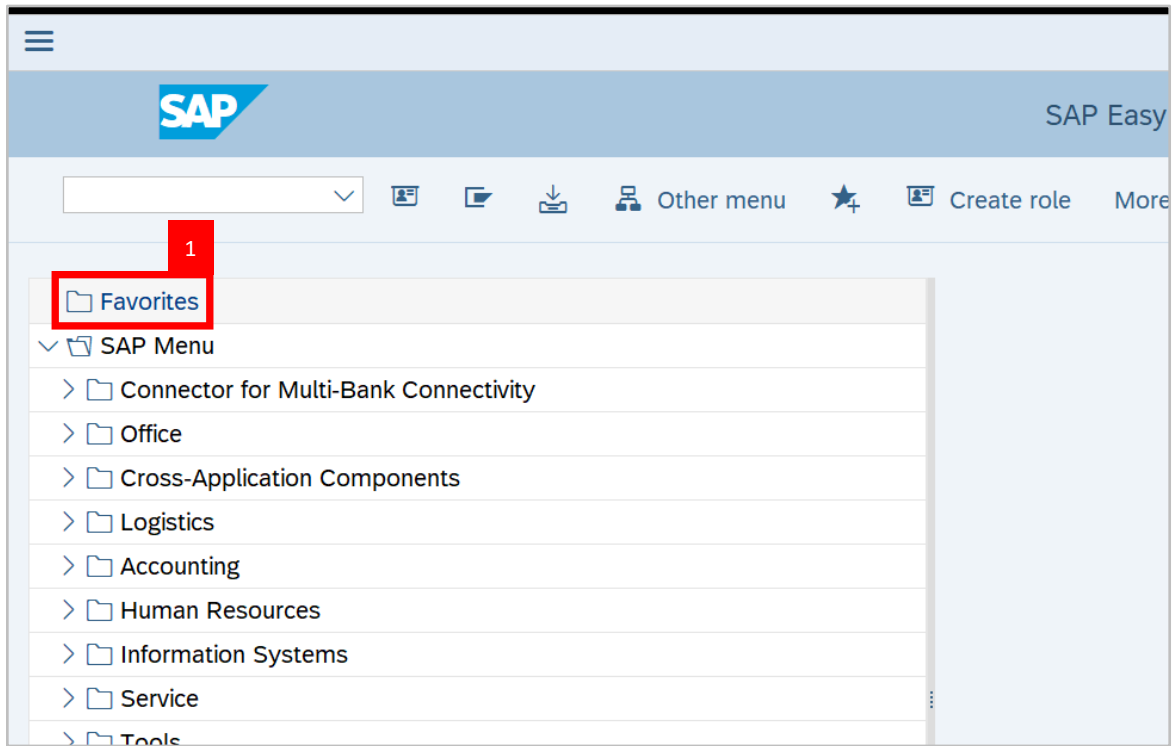
2. Click on **Insert Transaction**.

Sistem Sumber Manusia
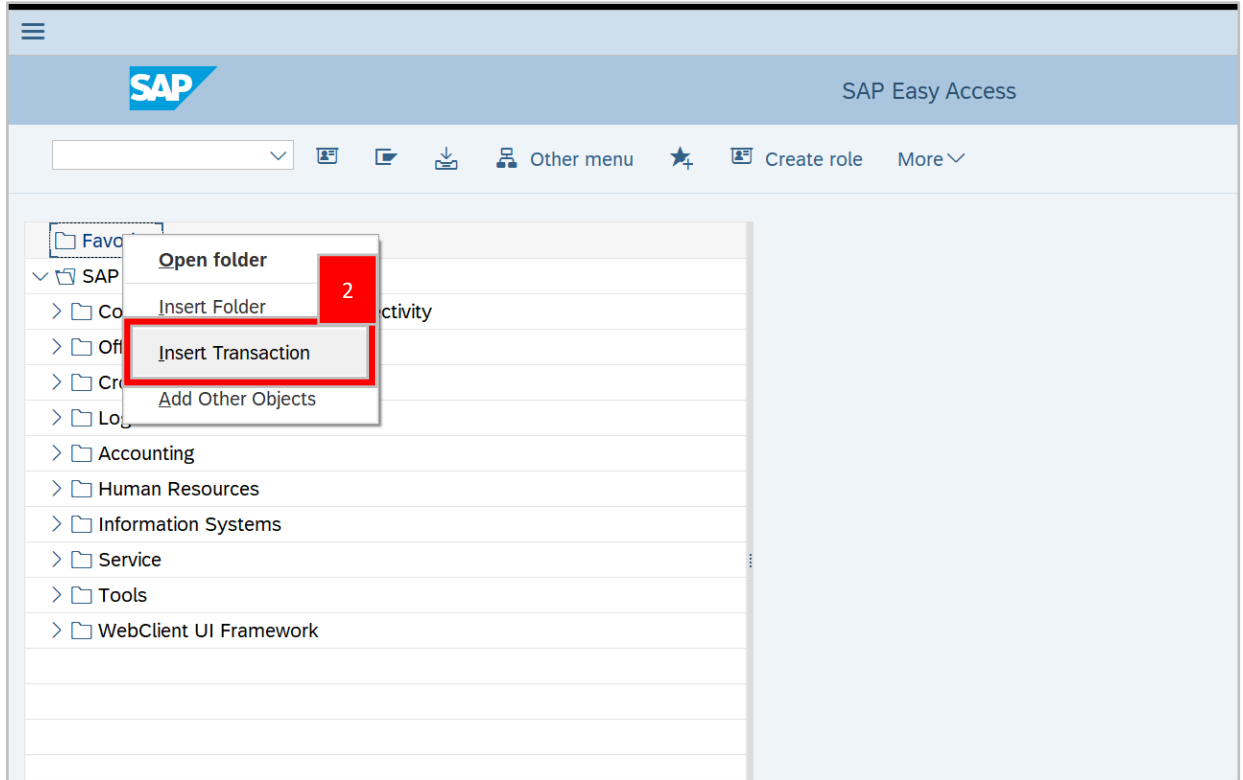
Note: Manual entry of a transaction will be displayed.

DYMK_SSM_TM_Maintain Anniversary Date_SAP GUI_UG_ENG_v1.0
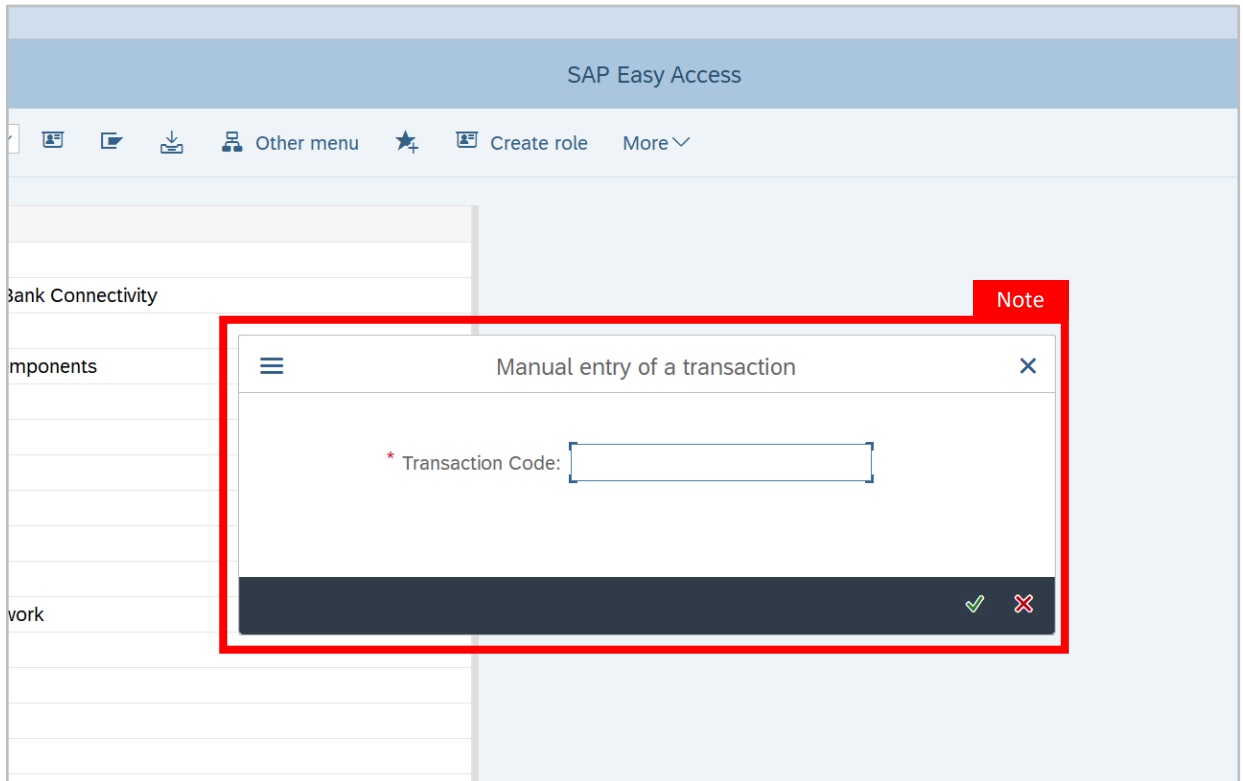
3. Enter Maintain Time Data Code **PA61**.

4. Click on **Continue (Green Tick)** icon.
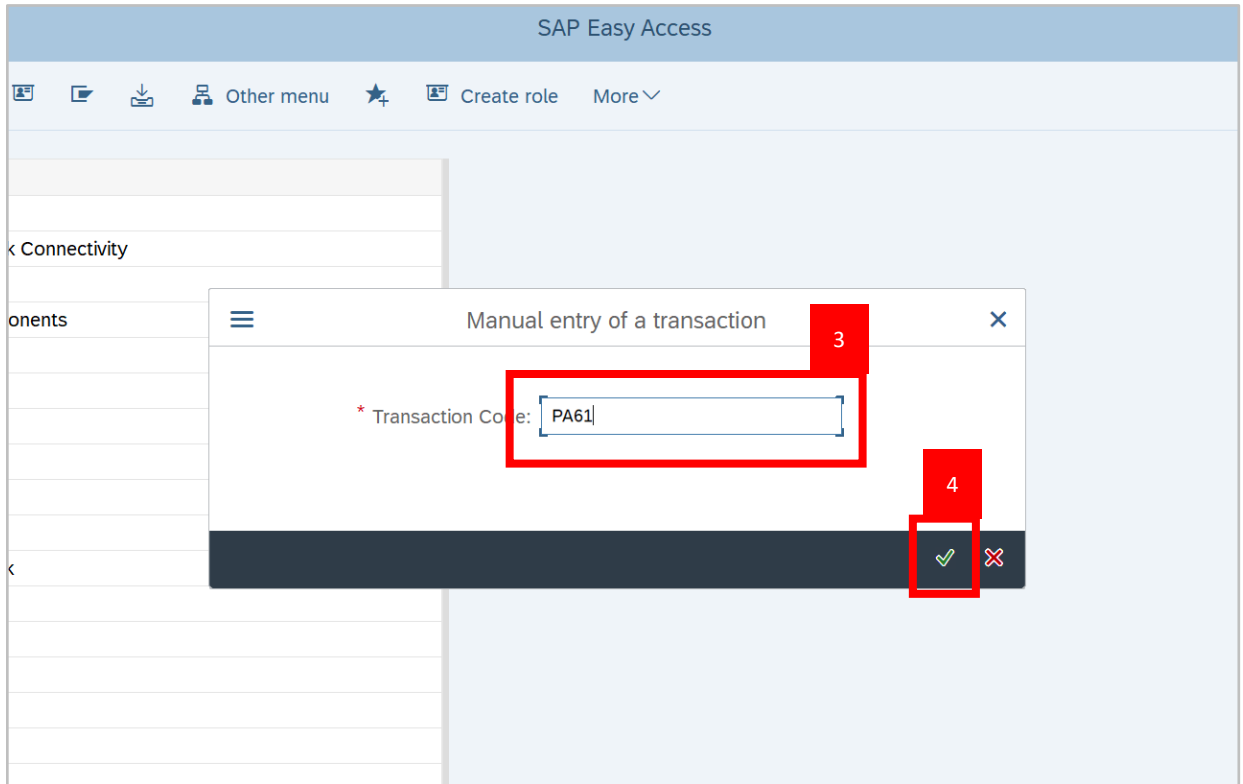
Outcome: Maintain Time Data Transaction will be copied to Favorites folder as **Maintain Time Data**.

Sistem Sumber Manusia
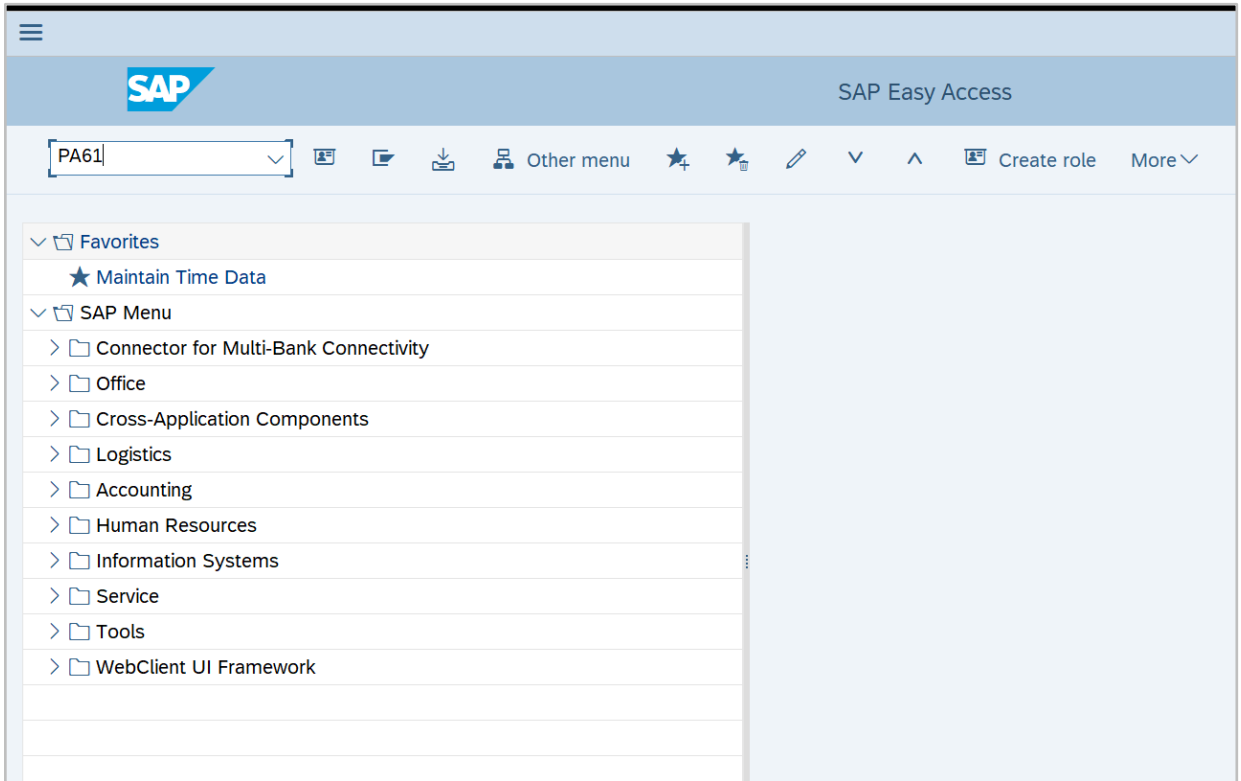
Create Monitoring of Task	Backend User
	Department Time Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **PA61** in the search bar and press **Enter** on keyboard.
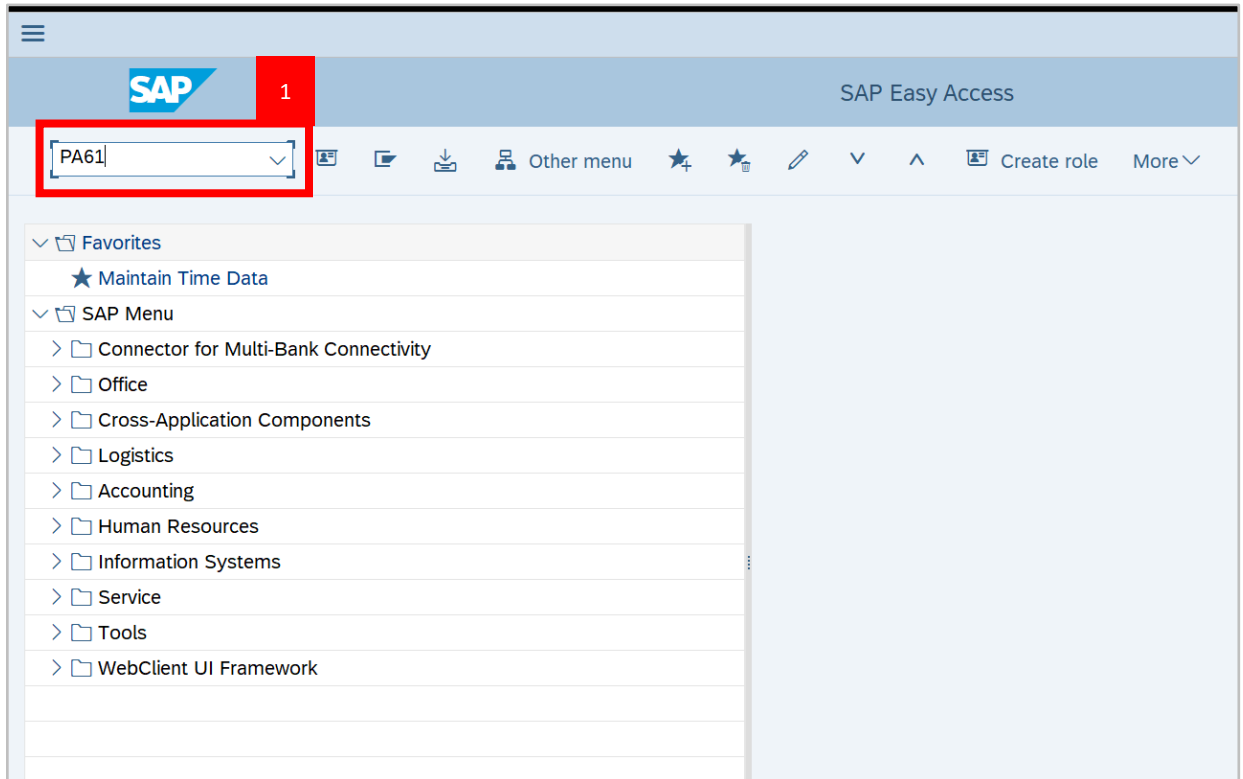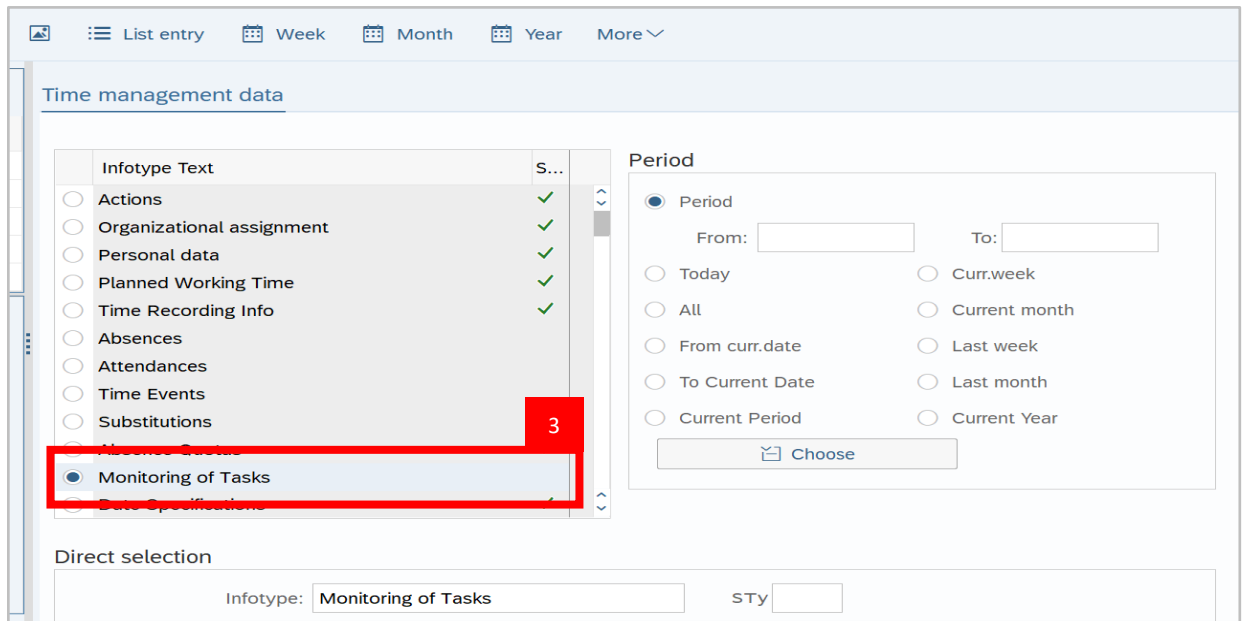
Note: The **Maintain Time Data** page will be displayed.

2. Fill in **Personnel Number** and press **Enter** on keyboard.
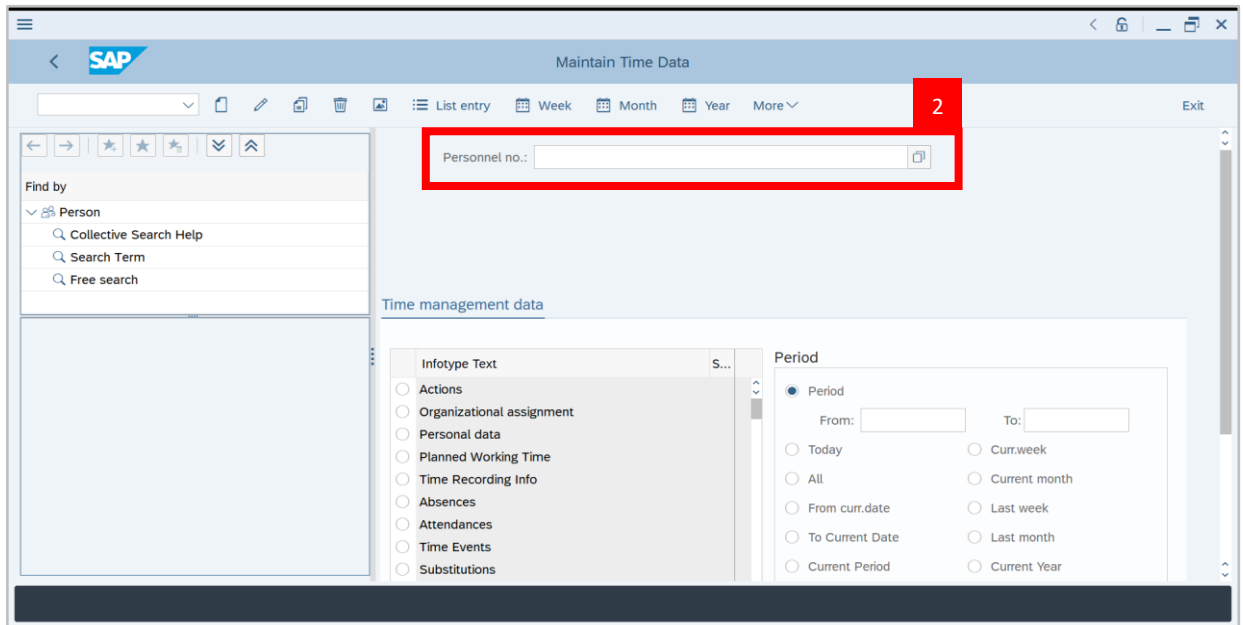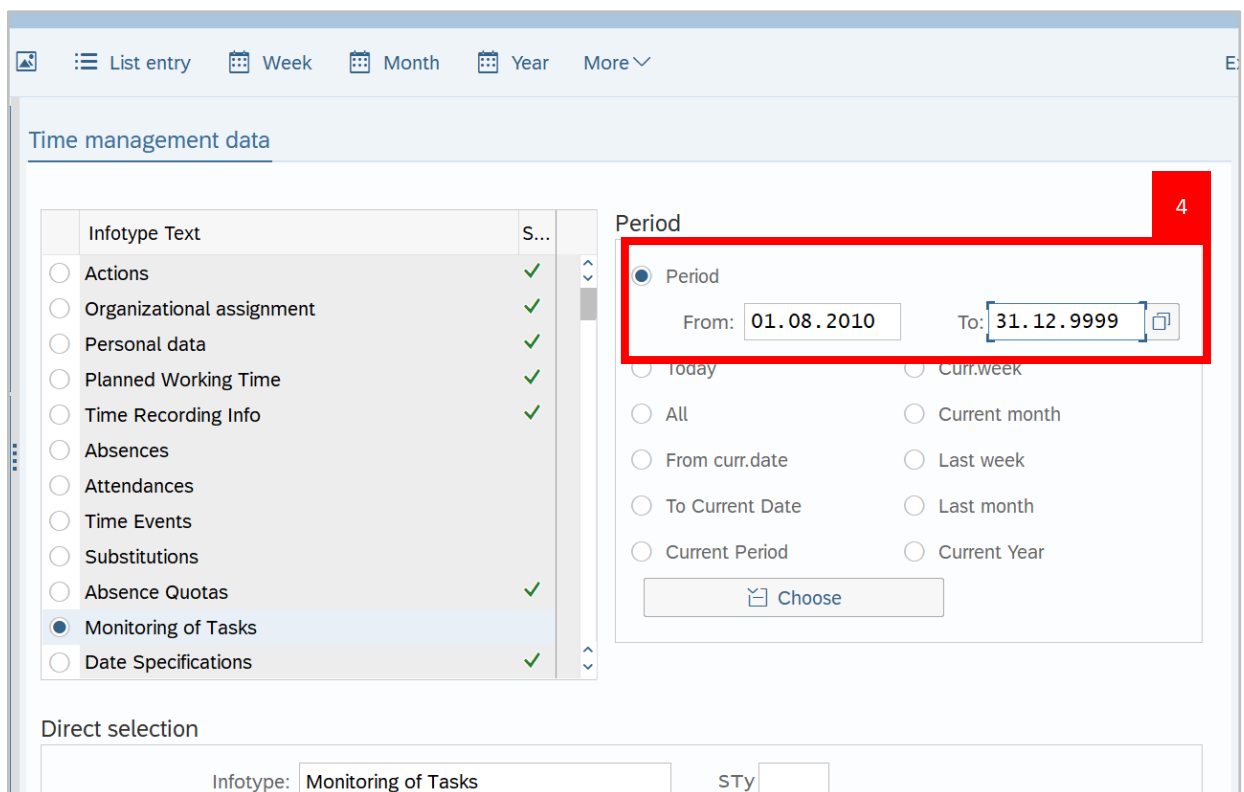
3. Select **Monitoring of Task** infotype.

4. In Period section, select **Period**, enter the **Anniversary Date** in the "From:" field, and **31.12.9999** in the "To:" field.

5. Click on **Create** icon.

Note:

- Creating Monitoring of Task Page will be displayed.

- Mandatory fields are indicated with **Red Asterisks '*'**.

6. In Task Type, select **Anniversary Date**.

7. In Date of Task, enter the **Anniversary Date**.

Create Monitoring of Tasks

More ∨

Personnel No:	Name:
EE group:	Pers.area:
EE subgroup:	

Task

    * Task Type: Anniversary Date   ∨   **7**

    * Date of Task: 01.08.2010   **Note**

Reminder

    Reminder Date:

Comments

DYMK_SSM_TM_Maintain Anniversary Date_SAP GUI_UG_ENG_v1.0
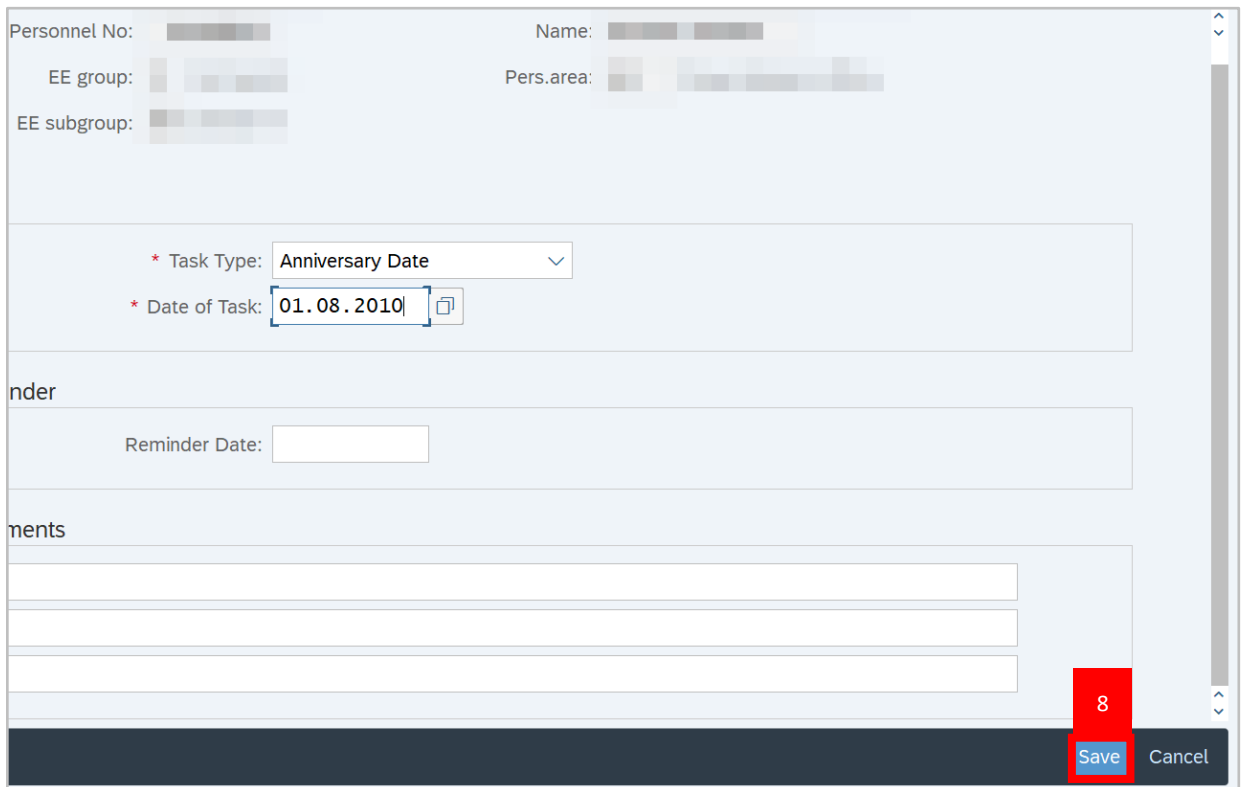
Note:

- The Reminder Date will be automatically generated by SSM.

- Comment section is optional.

8. Click on the **Save** button.
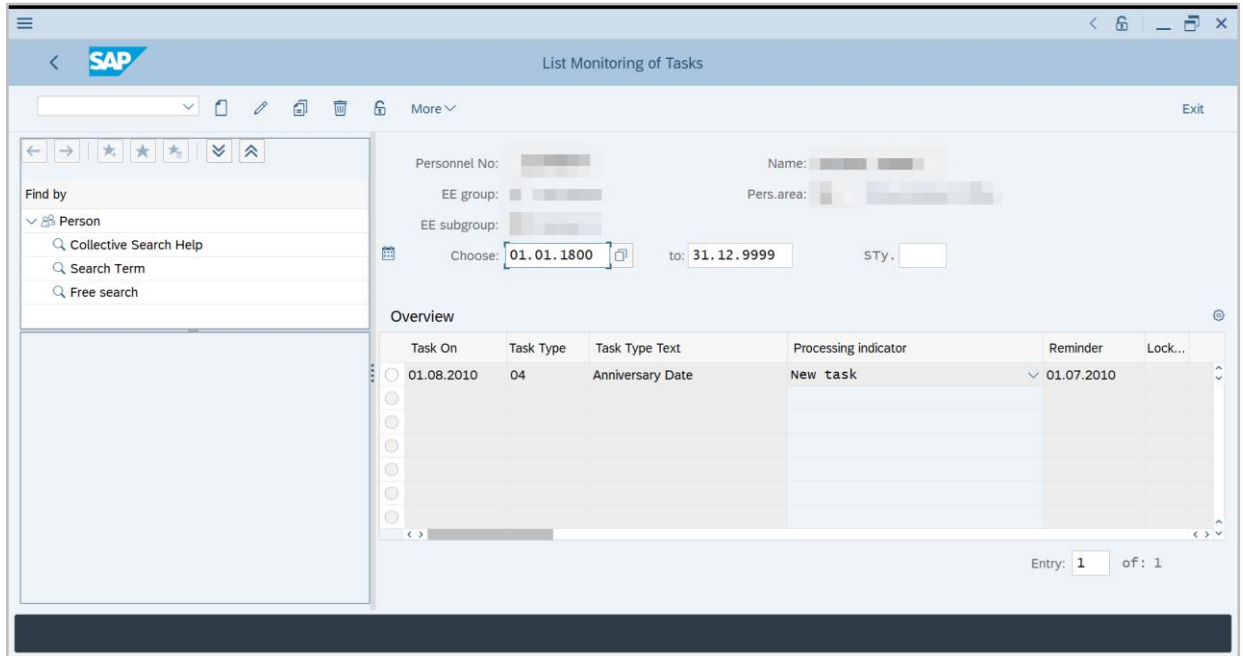
Note: Monitoring of Task record has been created.

Sistem Sumber Manusia

View Absence Quotas	**Backend User**
	Department Time Administrator

Log into SAP GUI (Back End) and proceed with the following steps.

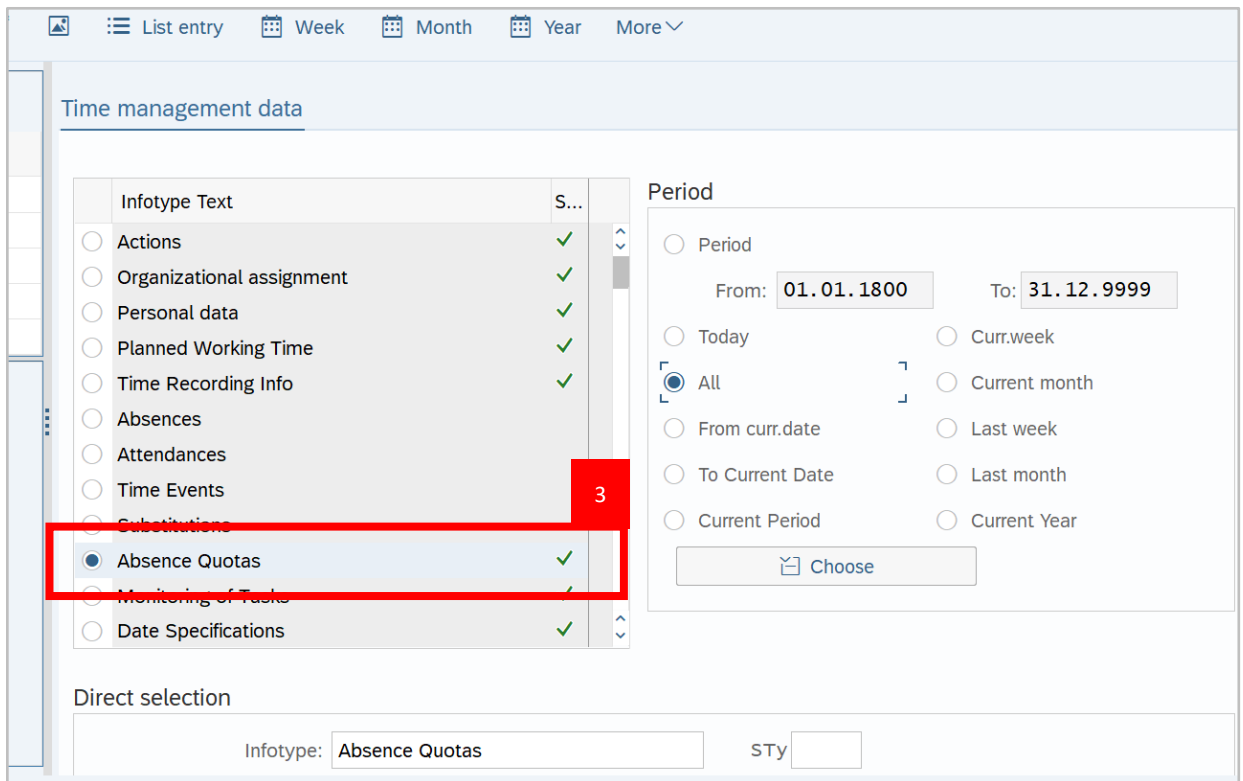1. Enter transaction code **PA61** in the search bar and press **Enter** on keyboard.
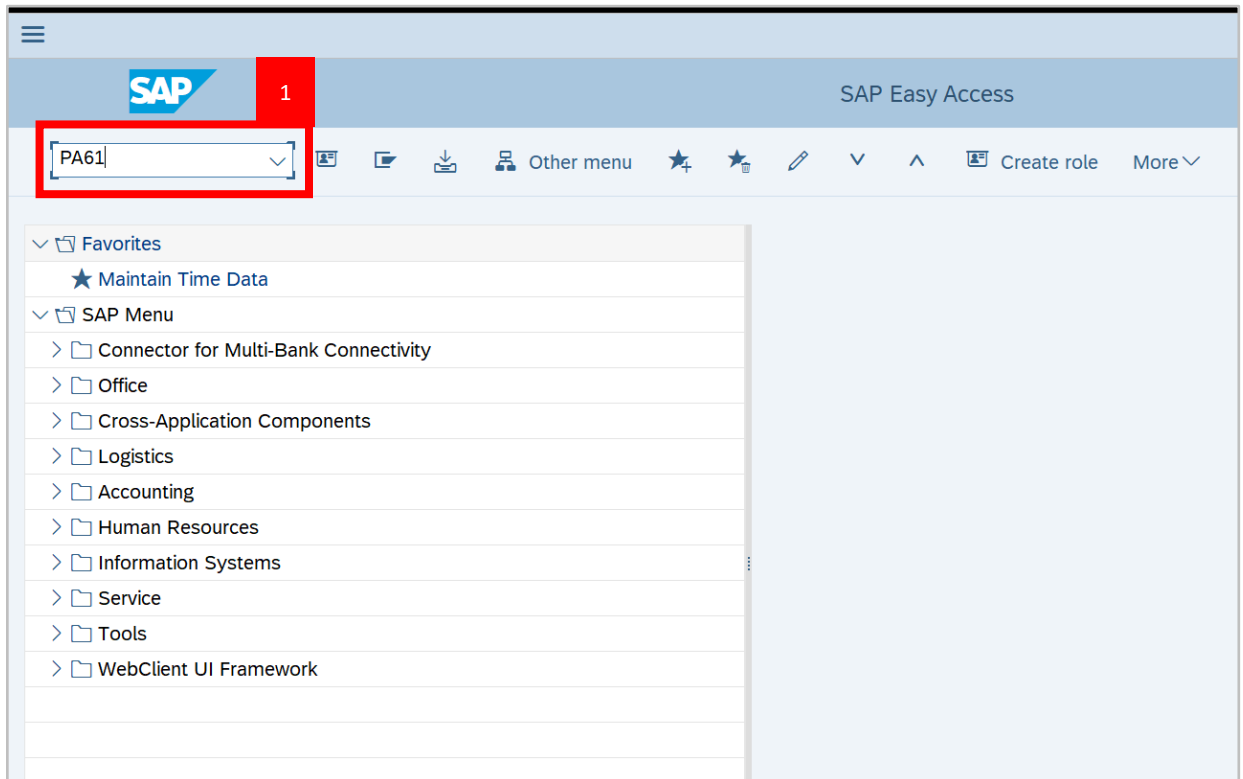
Note: The **Maintain Time Data** page will be displayed.

2. Fill in **Personnel Number** and press **Enter** on keyboard.

3. Select **Absence Qoatas** Infotype.

4. In Period section, select **All**.

5. Click on **Overview** icon.

Note: List Absence Quotas page will be displayed.

Sistem Sumber Manusia
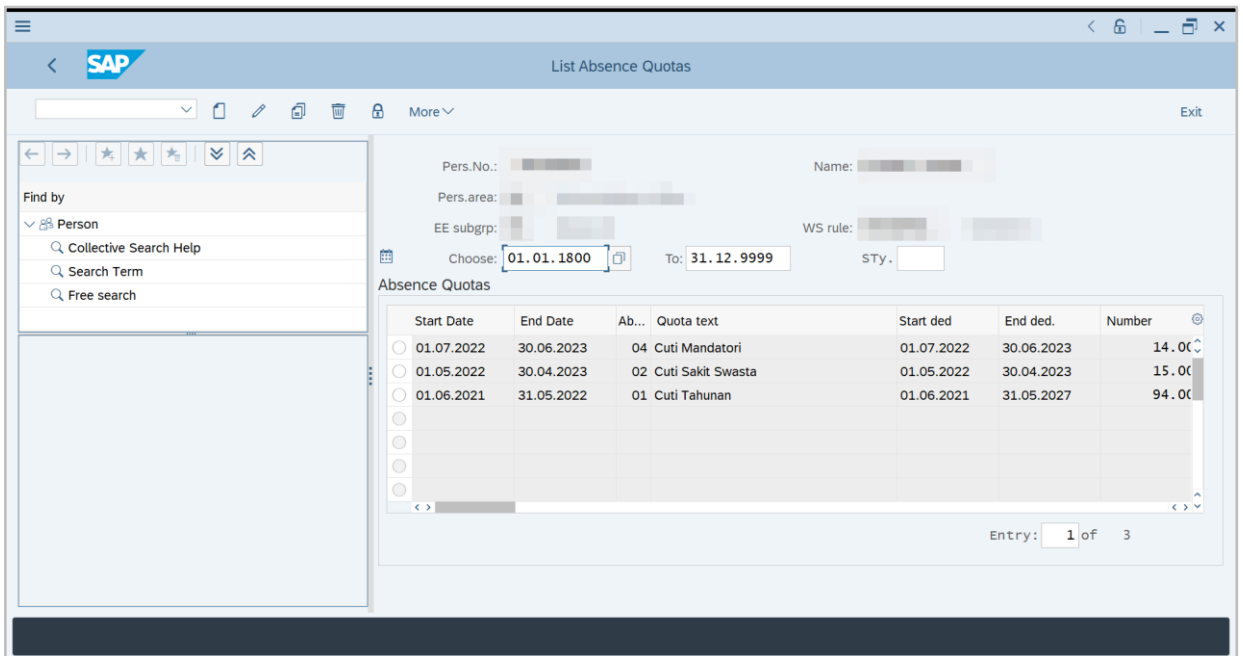
Note: When a new absence quota record for *Cuti Mandatori* is generated, the **Start Date** will be based on the personnel's **Anniversary Date** instead of the Joined Date.

Note: When a new absence quota record for *Cuti Sakit Swasta* is generated, the **Start Date** will be based on the personnel's **Joined Date**.

DYMK_SSM_TM_Maintain Anniversary Date_SAP GUI_UG_ENG_v1.0