



# **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
<b>SSM</b>	Sistem Sumber Manusia
<b>SAP GUI</b>	SAP Graphical User Interface/Back End
<b>FIORI</b>	Front End/Web Portal
<b>ESS</b>	Employee Self Service
<b>MSS</b>	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**.

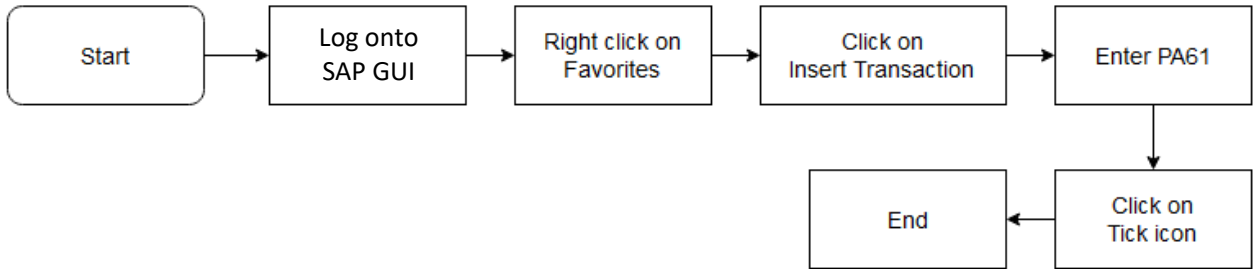


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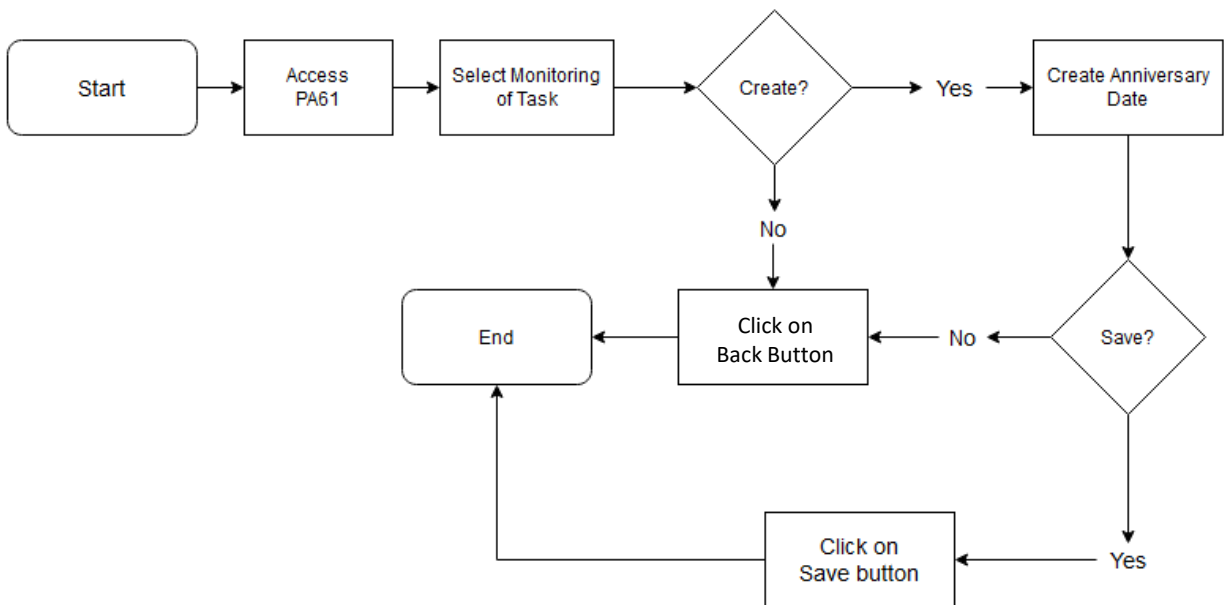
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## Process Overview

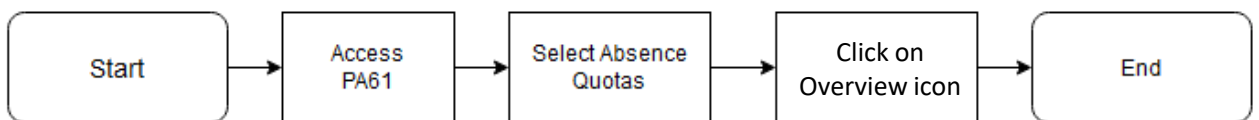
### Add Transaction Code to Favorites



### Create Monitoring of Task



### View Absence Quotas



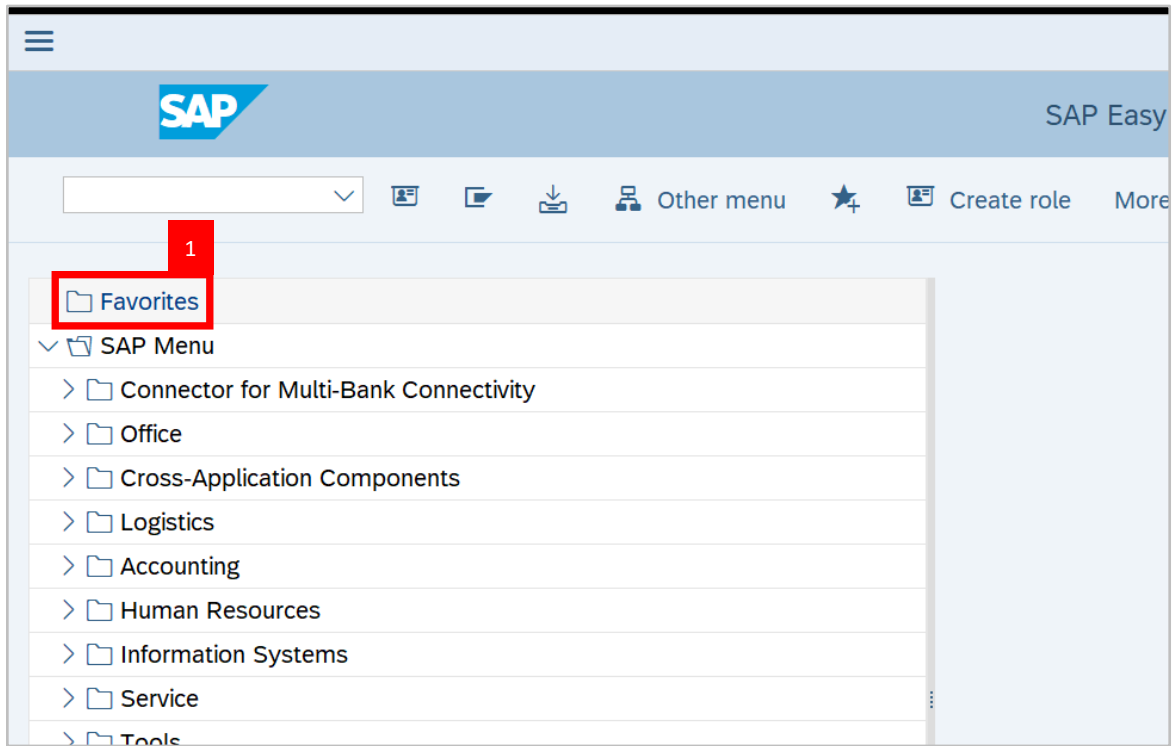
**Add Transaction Code  
To Favorites**

**Backend User**

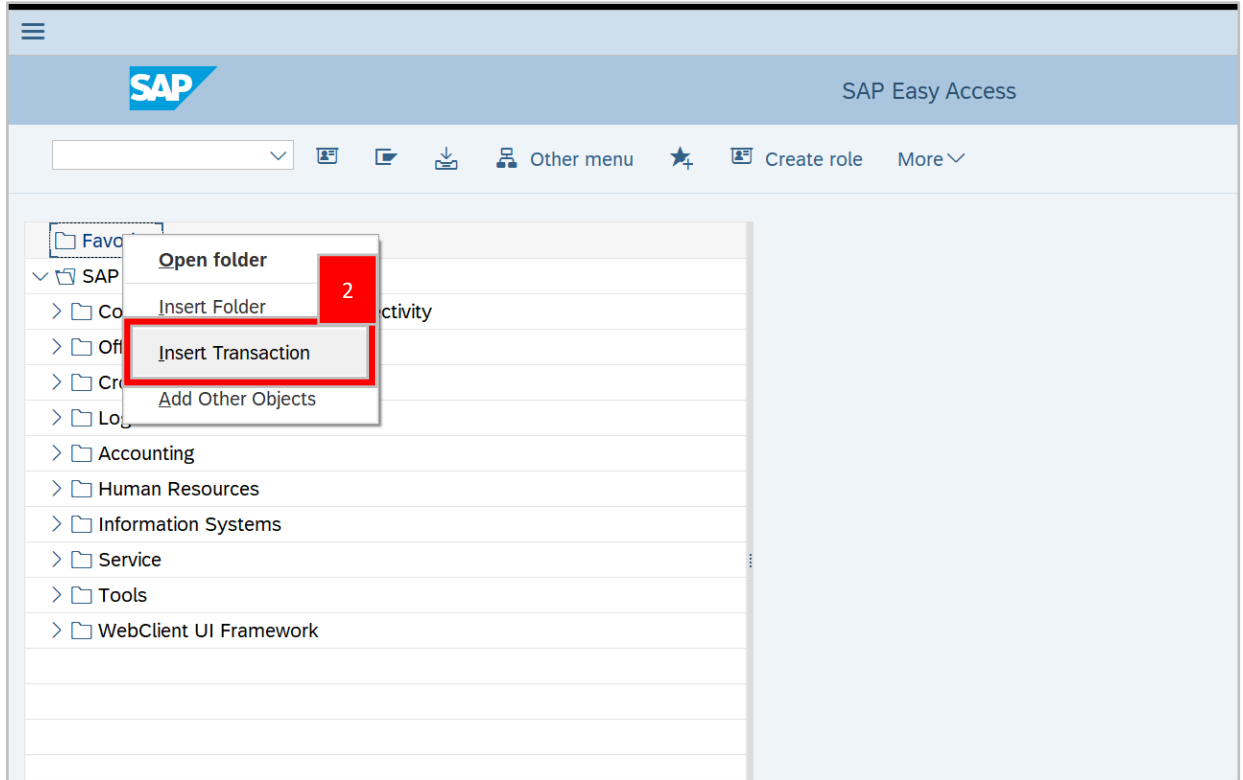
Department Time Administrator

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

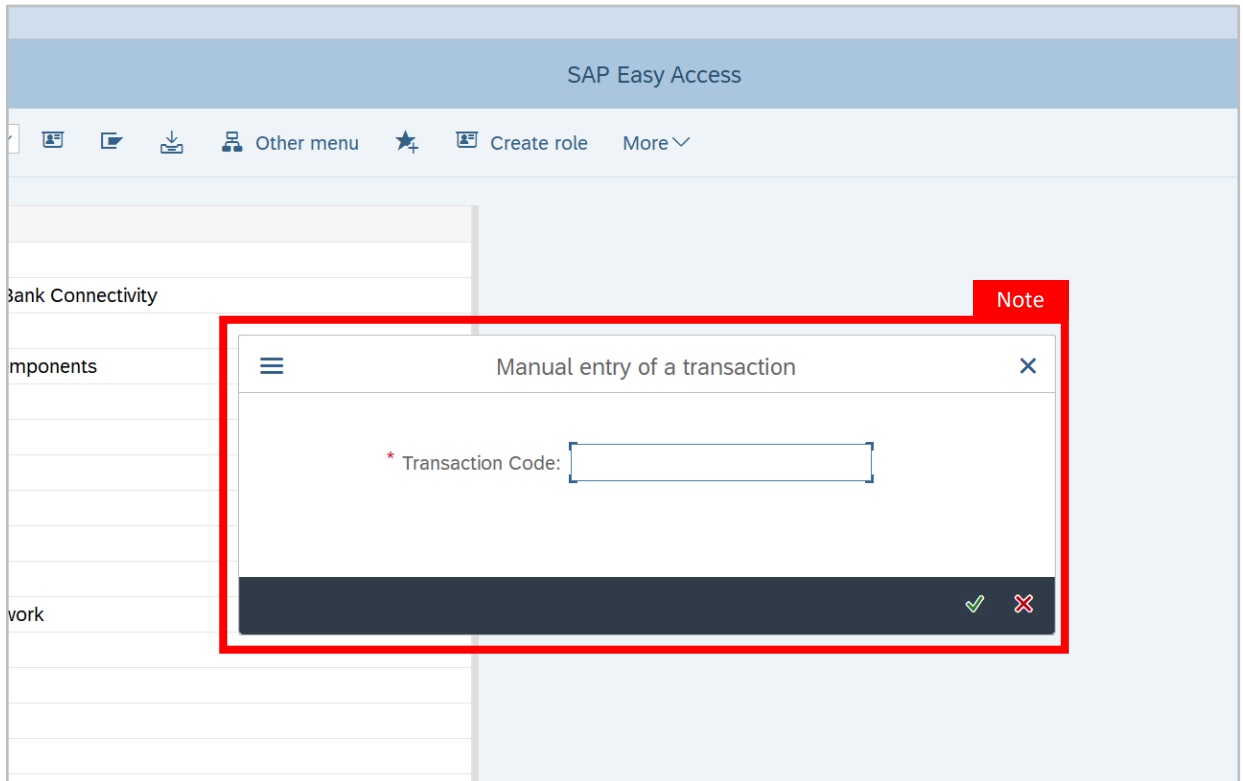
1. Right click on the **Favorites** folder.



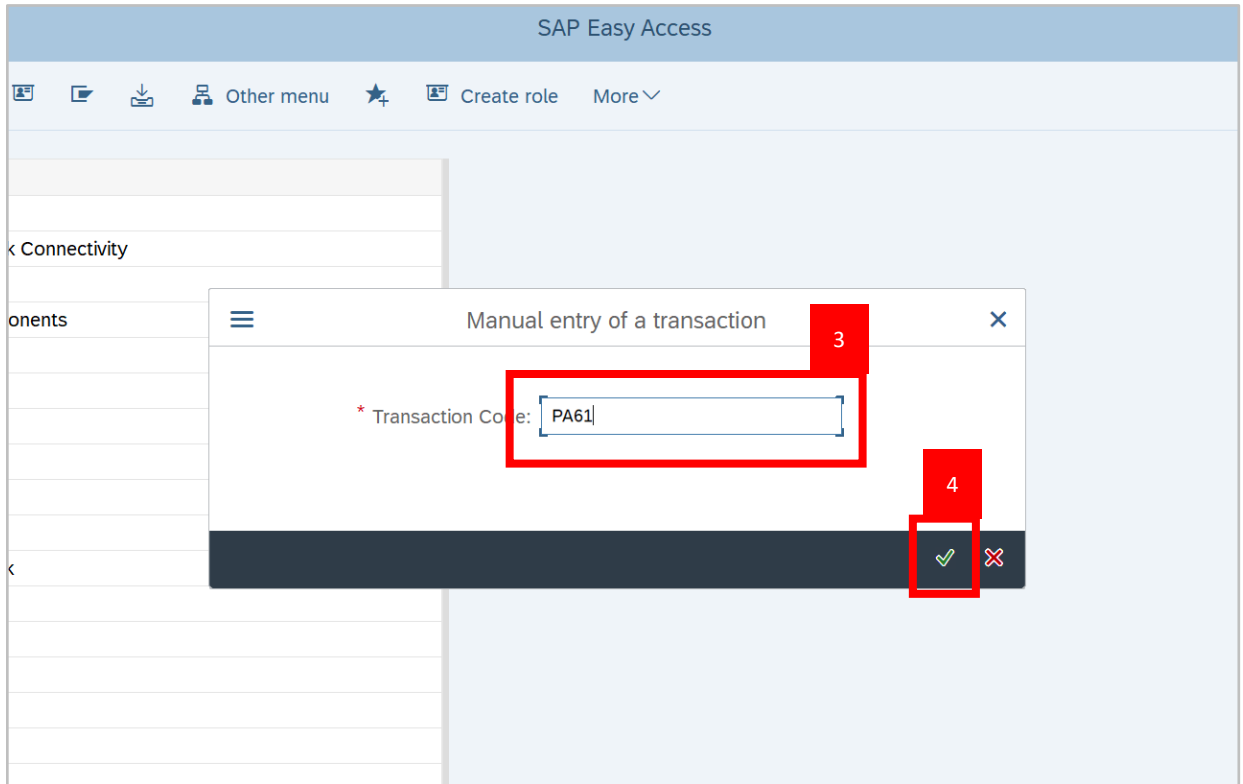
2. Click on **Insert Transaction**.



**Note:** Manual entry of a transaction will be displayed.

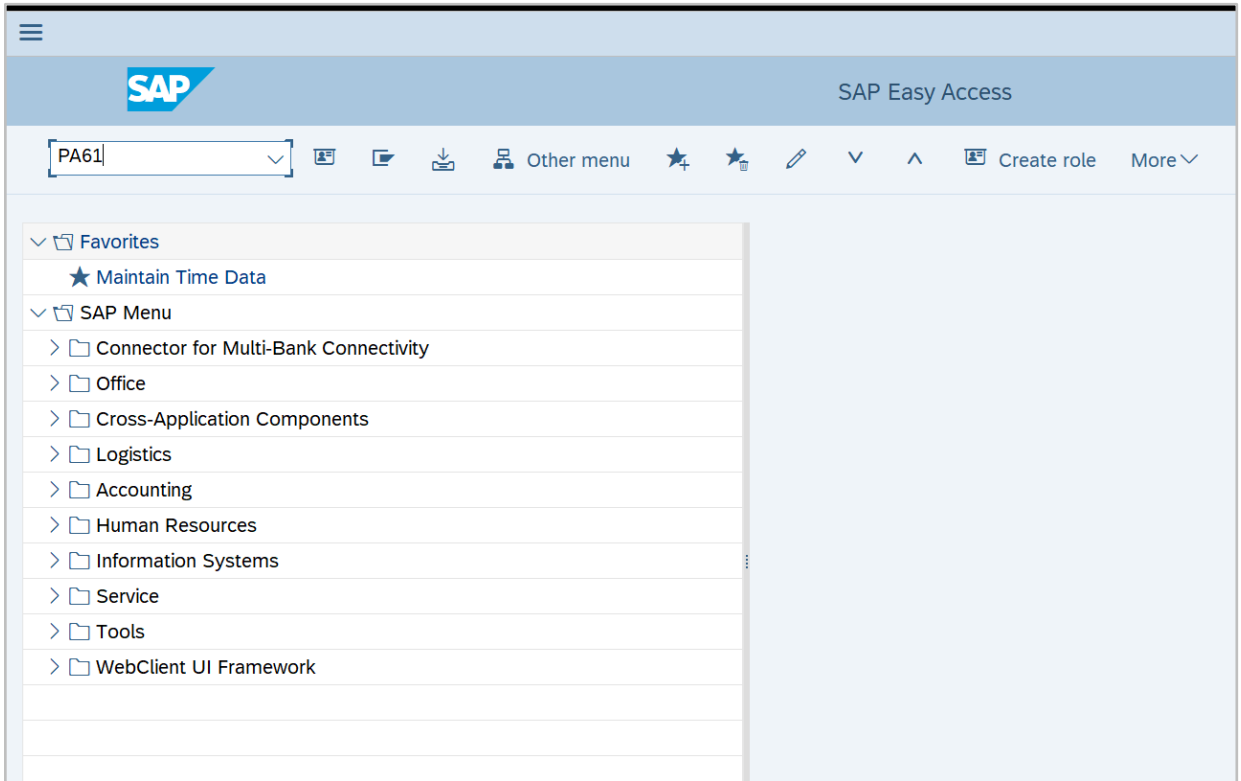


3. Enter Maintain Time Data Code **PA61**.
4. Click on **Continue (Green Tick)** icon.





**Outcome: Maintain Time Data** Transaction will be copied to Favorites folder as **Maintain Time Data**.



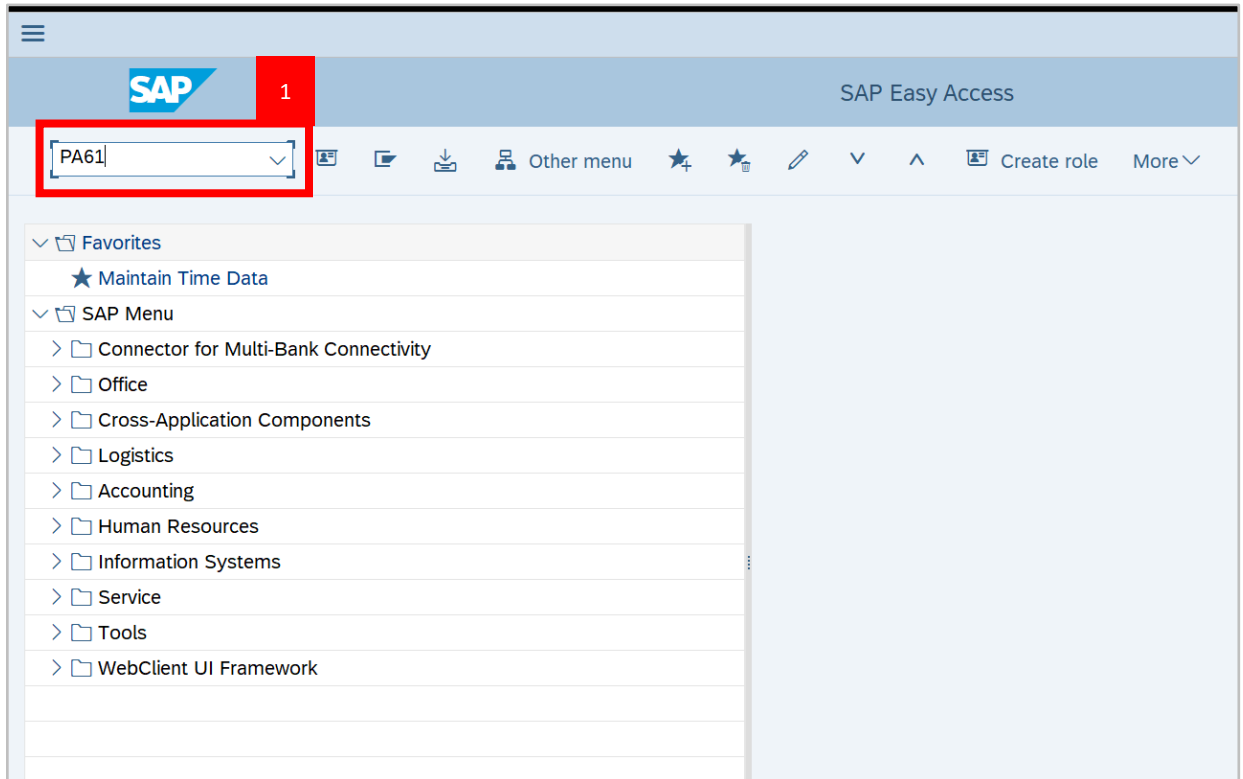
Create Monitoring of Task

Backend User

Department Time Administrator

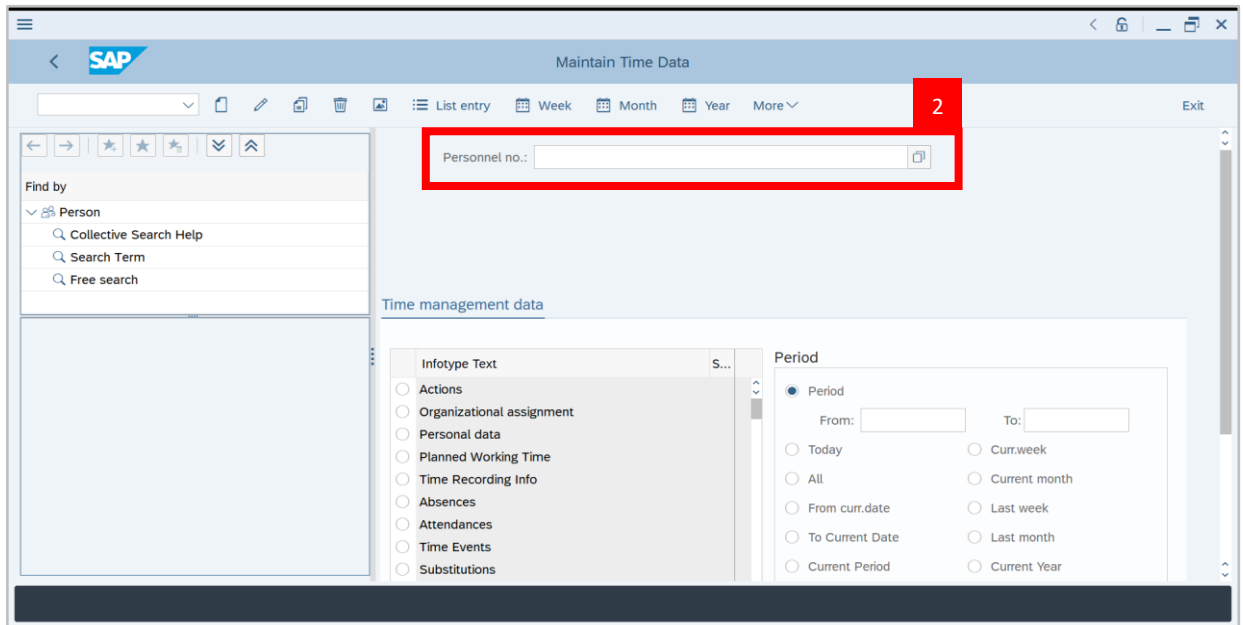
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **PA61** in the search bar and press **Enter** on keyboard.

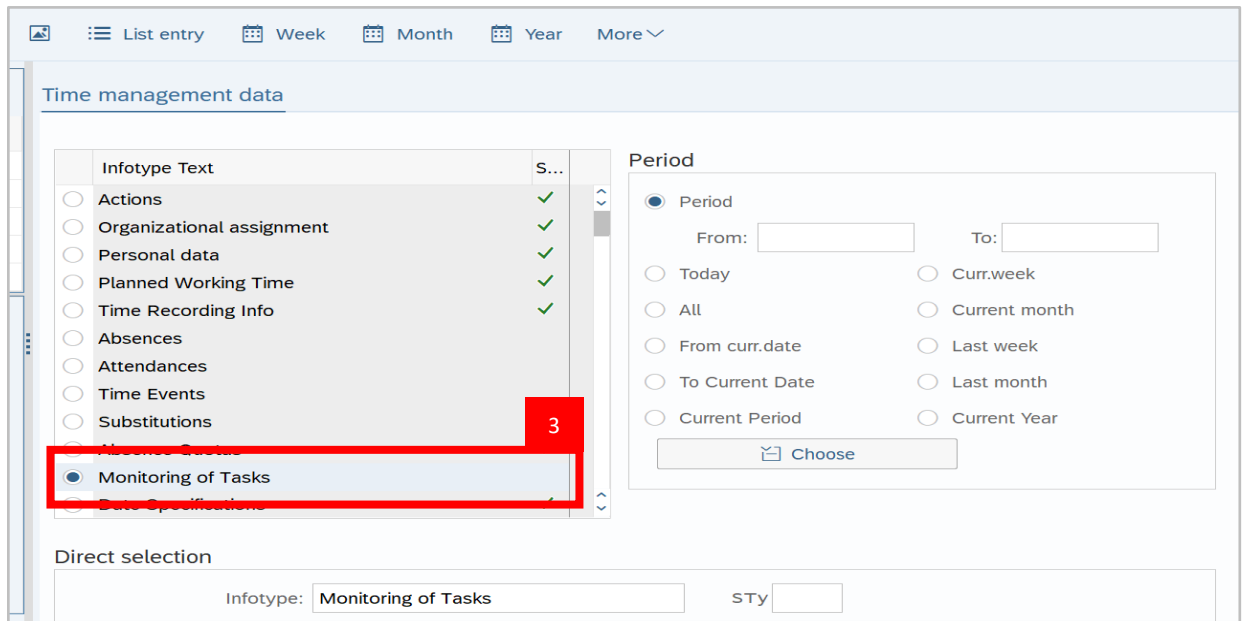


**Note:** The **Maintain Time Data** page will be displayed.

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

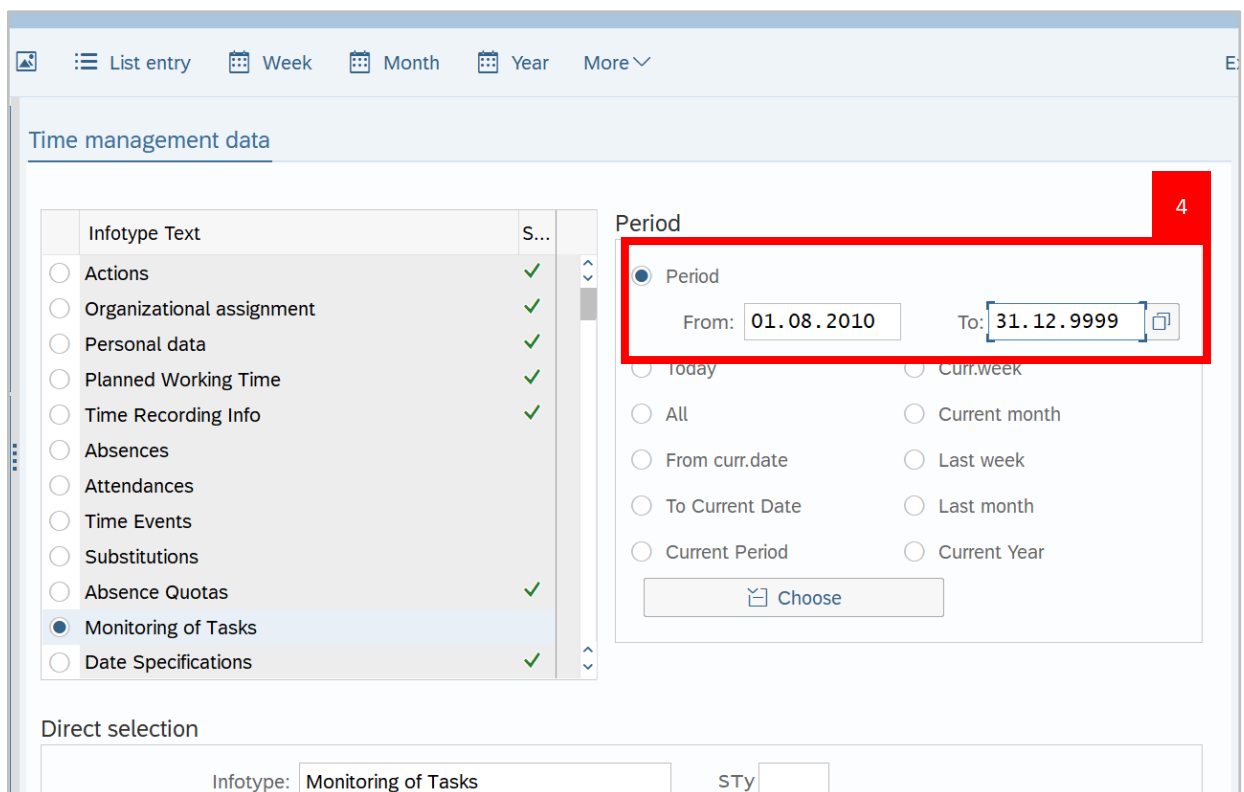


### 3. Select **Monitoring of Task** infotype.



The screenshot shows the 'Time management data' selection screen. On the left, a list of infotypes is displayed with checkboxes. 'Monitoring of Tasks' is selected and highlighted with a red box, with a red '3' next to it. On the right, the 'Period' section is visible, showing options for 'Period', 'Today', 'All', 'From curr.date', 'To Current Date', 'Current Period', 'Curr.week', 'Current month', 'Last week', and 'Current Year'. Below the list, there are 'From:' and 'To:' date fields and a 'Choose' button. At the bottom, the 'Direct selection' section shows 'Infotype: Monitoring of Tasks' and 'STy'.

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



The screenshot shows the same 'Time management data' selection screen. The 'Monitoring of Tasks' infotype is still selected. In the 'Period' section, the 'Period' radio button is selected and highlighted with a red box, with a red '4' next to it. The 'From:' field contains '01.08.2010' and the 'To:' field contains '31.12.9999'. A 'Choose' button is visible below the date fields. The 'Direct selection' section at the bottom shows 'Infotype: Monitoring of Tasks' and 'STy'.

5. Click on **Create** icon.

The screenshot shows the SAP 'Maintain Time Data' interface. A red box highlights the 'Create' icon (a document with a plus sign) in the top toolbar, with the number '5' written above it. The interface is divided into several sections:

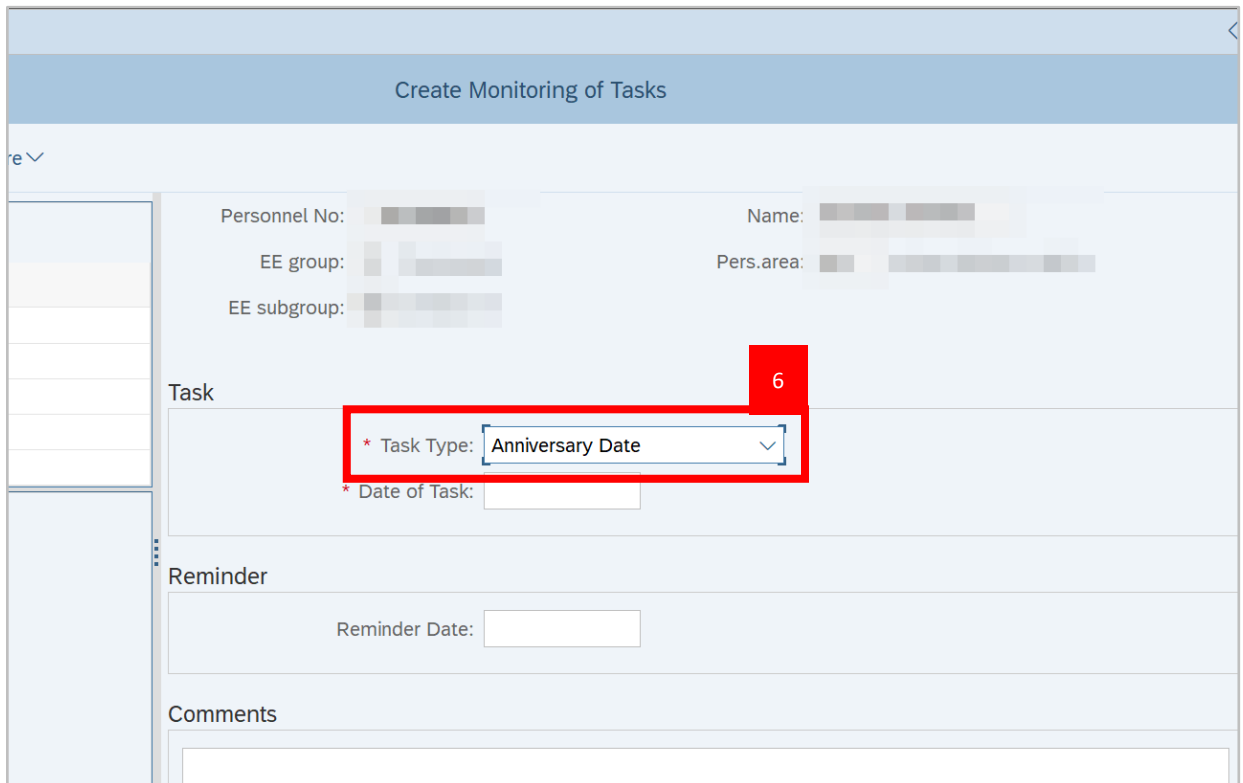
- Top Bar:** SAP logo, navigation arrows, and the title 'Maintain Time Data'. A toolbar contains icons for search, create, edit, delete, and print, along with view options: 'List entry', 'Week', 'Month', 'Year', and 'More'.
- Left Sidebar:** 'Find by' section with 'Person' selected. Below it are search options: 'Collective Search Help', 'Search Term', and 'Free search'.
- Main Content Area:** 'Time management data' section containing a list of data types. Each row has a radio button, a text description, and a 'S...' column with a green checkmark. The 'Monitoring of Tasks' row is selected.
- Right Panel:** 'Period' section with radio buttons for 'Peri', 'Fr', 'Tod', 'All', 'Fron', 'To C', and 'Curr'.

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Time Recording Info	✓
<input type="radio"/> Absences	
<input type="radio"/> Attendances	
<input type="radio"/> Time Events	
<input type="radio"/> Substitutions	
<input type="radio"/> Absence Quotas	✓
<input checked="" type="radio"/> Monitoring of Tasks	
<input type="radio"/> Date Specifications	✓

## Note:

- Creating Monitoring of Task Page will be displayed.
- Mandatory fields are indicated with **Red Asterisks** **“\*”**.

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



The screenshot shows the 'Create Monitoring of Tasks' form. The form is divided into several sections: Personnel information (Personnel No., Name, EE group, Pers.area, EE subgroup), Task information (Task Type, Date of Task), Reminder information (Reminder Date), and Comments. The 'Task Type' dropdown menu is highlighted with a red box, and a red number '6' is placed next to it. The 'Date of Task' field is also highlighted with a red box. The 'Reminder Date' field is empty. The 'Comments' field is empty.

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  ▾

\* Date of Task:

Note

Reminder

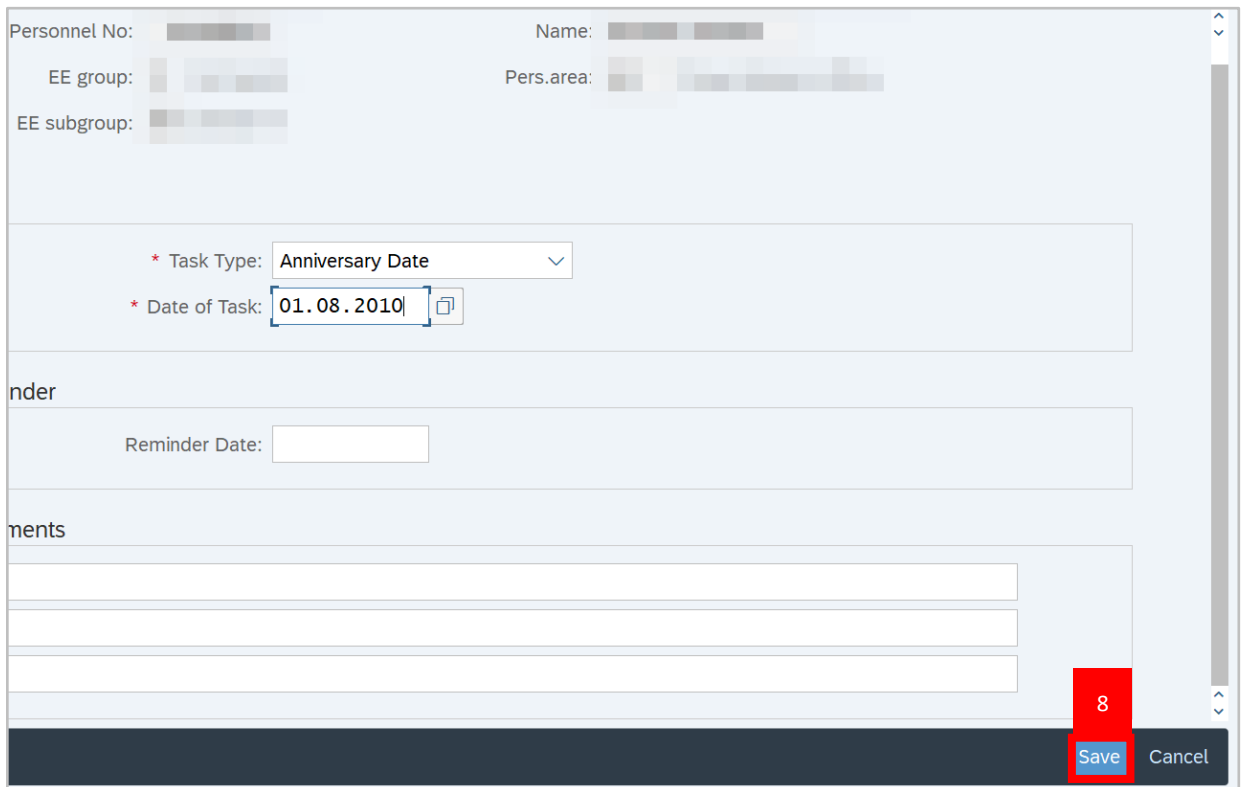
Reminder Date:

Comments

## Note:

- The Reminder Date will be automatically generated by SSM.
- Comment section is optional.

8. Click on the **Save** button.



Personnel No: [redacted] Name: [redacted]

EE group: [redacted] Pers.area: [redacted]

EE subgroup: [redacted]

\* Task Type: Anniversary Date

\* Date of Task: 01.08.2010

nder

Reminder Date: [redacted]

ments

[redacted]

[redacted]

[redacted]

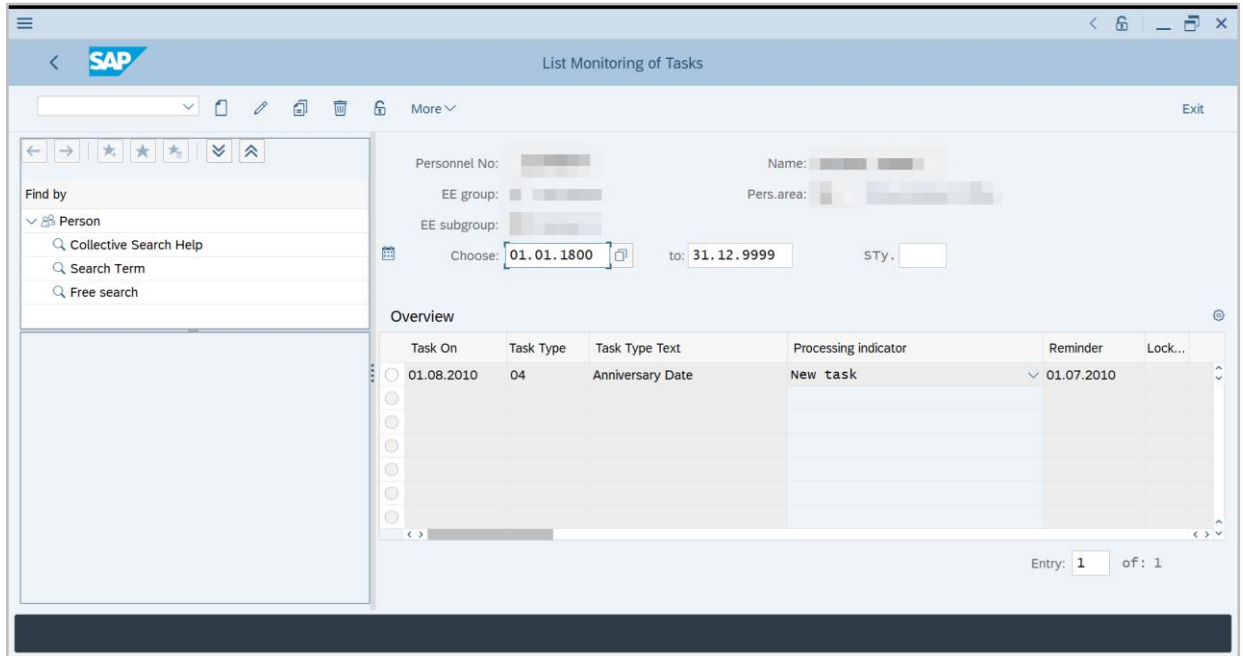
[redacted]

8

Save Cancel



**Note:** Monitoring of Task record has been created.



The screenshot shows the SAP 'List Monitoring of Tasks' interface. The title bar reads 'List Monitoring of Tasks'. The main area contains search criteria for Personnel No., Name, EE group, Pers.area, EE subgroup, and a date range from '01.01.1800' to '31.12.9999'. Below this is an 'Overview' table with columns: Task On, Task Type, Task Type Text, Processing indicator, Reminder, and Lock... The table contains one entry: '01.08.2010', '04', 'Anniversary Date', 'New task', and '01.07.2010'. The bottom right corner shows 'Entry: 1 of: 1'.

Task On	Task Type	Task Type Text	Processing indicator	Reminder	Lock...
01.08.2010	04	Anniversary Date	New task	01.07.2010	

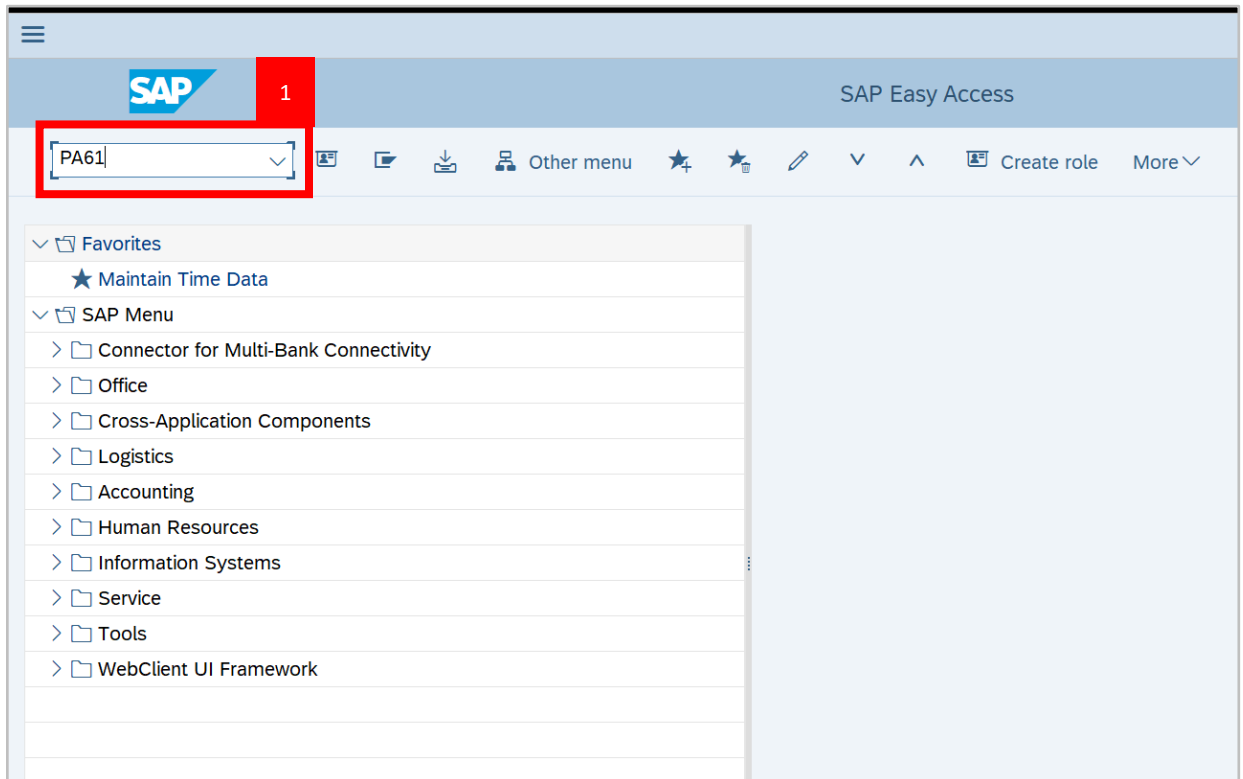
**View Absence Quotas**

**Backend User**

Department Time Administrator

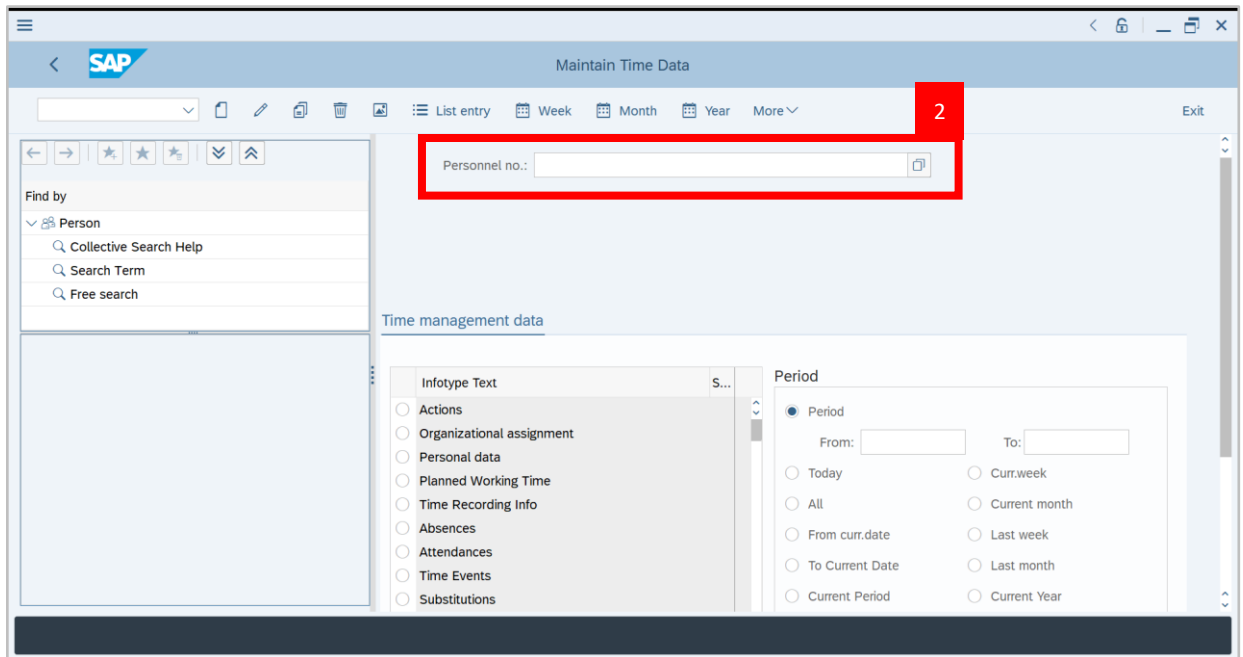
Log into SAP GUI (Back End) and proceed with the following steps.

1. Enter transaction code **PA61** in the search bar and press **Enter** on keyboard.

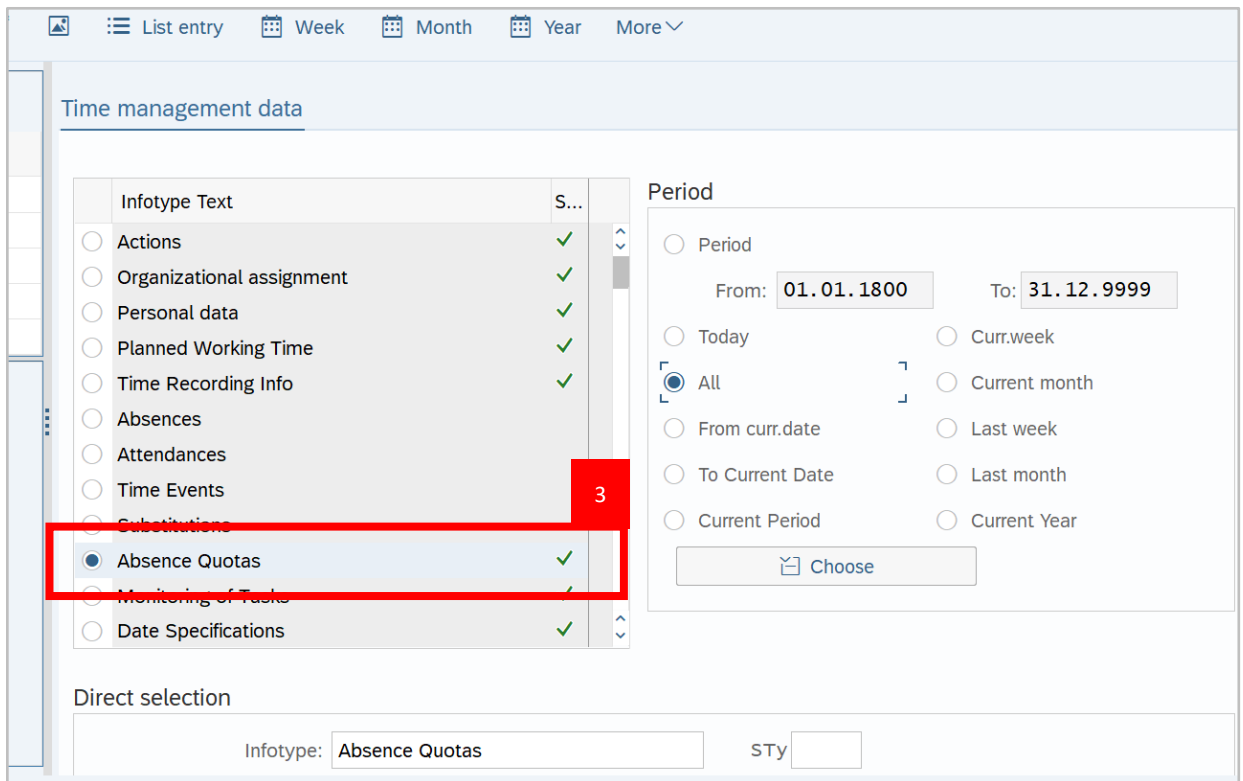


**Note:** The **Maintain Time Data** page will be displayed.

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



### 3. Select **Absence Quotas** Infotype.



The screenshot shows the SAP GUI interface for 'Time management data'. On the left, a list of infotypes is displayed with checkboxes and status indicators. The 'Absence Quotas' infotype is selected and highlighted with a red box, with a red '3' next to it. On the right, the 'Period' section is visible, showing date ranges and various selection options. Below the list, the 'Direct selection' section shows 'Infotype: Absence Quotas' and 'STy'.

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Time Recording Info	✓
<input type="radio"/> Absences	
<input type="radio"/> Attendances	
<input type="radio"/> Time Events	
<input type="radio"/> Substitutions	
<input checked="" type="radio"/> Absence Quotas	✓
<input type="radio"/> Monitoring of Tasks	✓
<input type="radio"/> Date Specifications	✓

Period

From: 01.01.1800 To: 31.12.9999

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

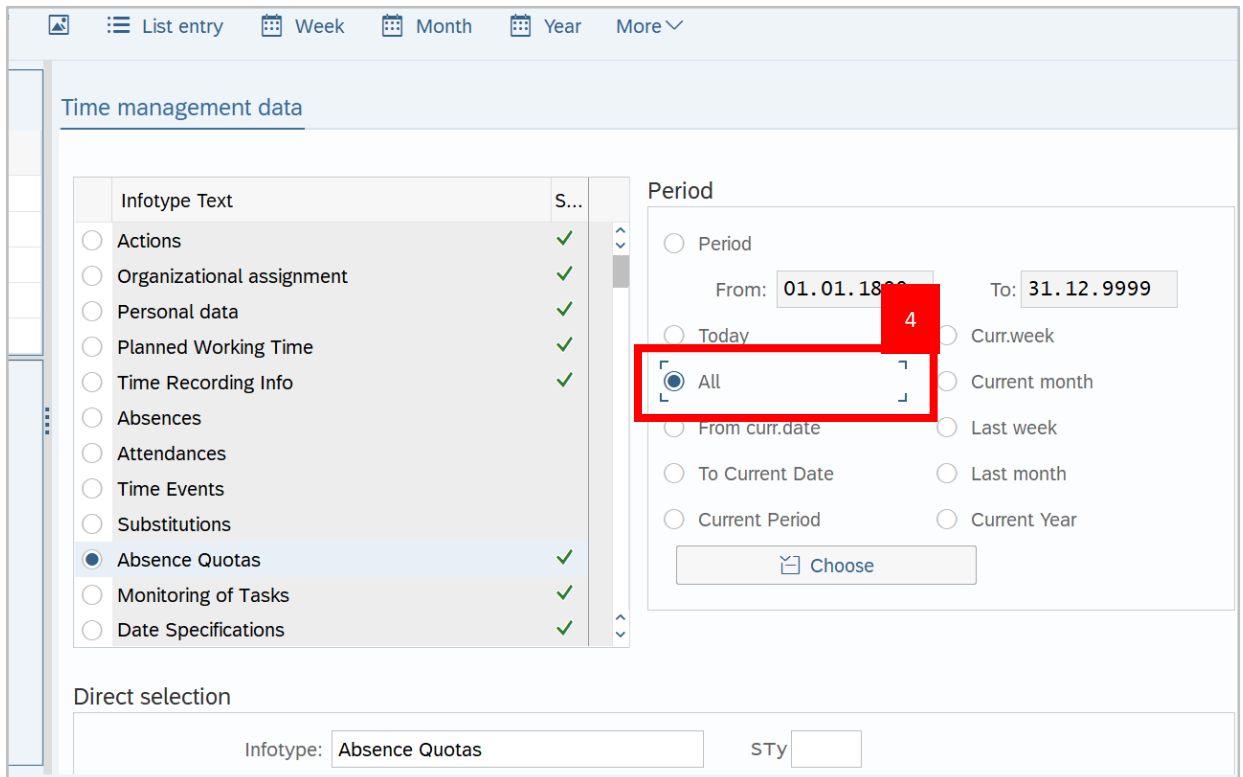
Current Period  Current Year

Choose

Direct selection

Infotype: Absence Quotas STy

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



The screenshot shows the same SAP GUI interface as above. In the 'Period' section, the 'All' radio button is selected and highlighted with a red box, with a red '4' next to it. The 'Absence Quotas' infotype remains selected in the list on the left.

Infotype Text	S...
<input type="radio"/> Actions	✓
<input type="radio"/> Organizational assignment	✓
<input type="radio"/> Personal data	✓
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Time Recording Info	✓
<input type="radio"/> Absences	
<input type="radio"/> Attendances	
<input type="radio"/> Time Events	
<input type="radio"/> Substitutions	
<input checked="" type="radio"/> Absence Quotas	✓
<input type="radio"/> Monitoring of Tasks	✓
<input type="radio"/> Date Specifications	✓

Period

From: 01.01.1800 To: 31.12.9999

Today  Curr.week

All  Current month

From curr.date  Last week

To Current Date  Last month

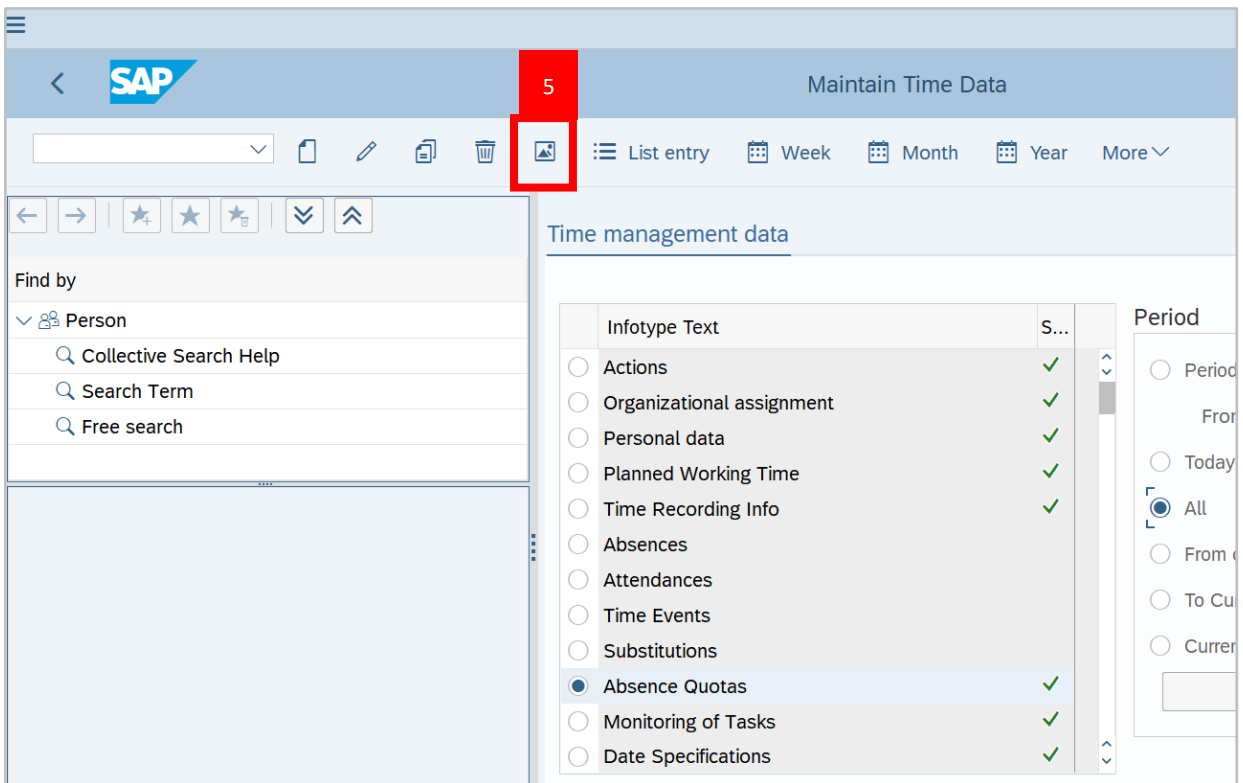
Current Period  Current Year

Choose

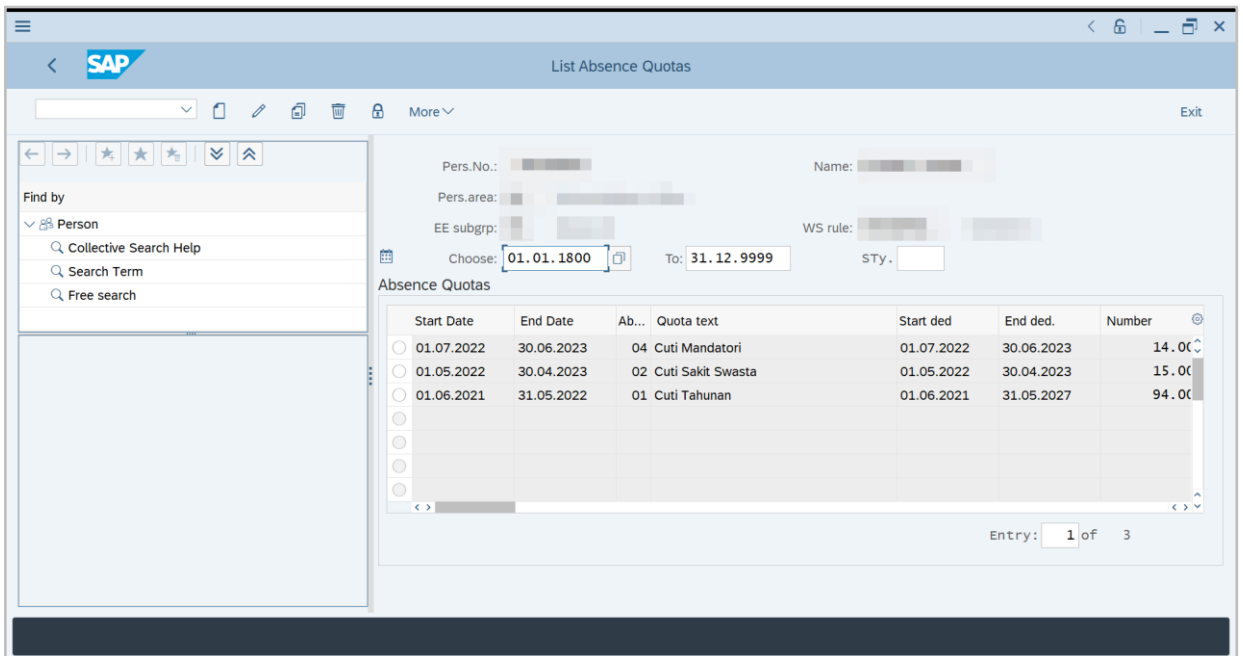
Direct selection

Infotype: Absence Quotas STy


5. Click on **Overview** icon.



**Note:** List Absence Quotas page will be displayed.



**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.

More 

Pers.No.:  Name:

Pers.area:

EE subgrp:  WS rule:

Choose:  To:  STY.

### Absence Quotas

	Start Date	End Date	Ab...	Quota text	Note	Start ded	End ded.
<input checked="" type="radio"/>	01.07.2022	30.06.2023	04	Cuti Mandatori		01.07.2022	30.06.202
<input type="radio"/>	01.05.2022	30.04.2023	02	Cuti Sakit Swasta		01.05.2022	30.04.202
<input type="radio"/>	01.06.2021	31.05.2022	01	Cuti Tahunan		01.06.2021	31.05.202
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							

< >

**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**.

🔒
More ▾

Pers.No.:

Pers.area:

EE subgrp:

Name:

WS rule:

STy.

Choose:   To:

**Absence Quotas**

	Start Date	End Date	Ab...	Quota text		Start ded	End ded.
<input type="radio"/>	01.07.2022	30.06.2023	04	Cuti Mand	Note	01.07.2022	30.06.202
<input type="radio"/>	01.05.2022	30.04.2023	02	Cuti Sakit Swasta		01.05.2022	30.04.202
<input type="radio"/>	01.06.2021	31.05.2022	01	Cuti Tahunan		01.06.2021	31.05.202
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							
<input type="radio"/>							