



Sistem Sumber Manusia (SSM) Time Management Infotype (IT)

| No | IT | IT Name | Description |
|----|------|-----------------------|--|
| 1 | 0007 | Planned Work Schedule | Maintain employee work schedule |
| 2 | 2001 | Absences | Maintain employee absences (leaves) |
| 3 | 2002 | Attendances | Maintain employee attendances (training, seminar, LDP, etc.) |
| 4 | 2003 | Substitutions | Maintain employee substitutions (<i>ganti hari</i>) |
| 5 | 2006 | Absence Quota | Maintain employee absence quota (leave entitlement) |
| 6 | 2011 | Time Event | Maintain employee clock in/out |



Sistem Sumber Manusia (SSM)

Time Management Transaction Code (T-Code)

| No | T-Code | T-Code Name | Description/Function |
|---------------------------|-----------|-----------------------------------|--|
| 1 | PA61 | Maintain Time Data | Contains all infotypes to maintain employee time data |
| 2 | PA51 | Display Time Data | Display employee time data by infotype |
| REPORT | | | |
| 3 | PT63 | Personal Work Schedule | Shows working schedule details by each day |
| 4 | PT64 | Attendance/Absence Data Overview | Shows posted absences only and attendances |
| 5 | ZHRTM0001 | Display Leave Request | Shows all leave status: unposted & posted (double click line for further details) |
| 6 | ZHRTM0005 | Display My Time Events | Shows all time event status: unposted and posted (double click line for further details) |
| 7 | ZHRTM0013 | Time Event Report | Shows posted time events only & GPS details |
| 8 | PT_ERL00 | Time Evaluation Messages | Shows error messages (if any) after running PT60 |
| 9 | PT_BAL00 | Cumulated Time Evaluation Result | Shows working hours, absence hours and training hours after running PT60 |
| 10 | PT_QTA10 | Display Absence Quota Information | Shows created and used up absence quota |
| POSTING (PROGRAM) | | | |
| 11 | ZHRTM0008 | Post Leave Requests | Status of leave in ESS will change from "APPROVED" to "POSTED" |
| 12 | ZHRTM0009 | Post Clock In/Out Correction | Status of time event in ESS will change from "APPROVED" to "POSTED" |
| GENERATE (PROGRAM) | | | |
| 13 | ZHRTM0011 | Generate Leave Entitlement | To create leave entitlement (alternative to Absence Quota IT2006) |
| 14 | ZHRTM0012 | Generate QR Code | To create new QR code version (only used by JPA) |
| RUN (PROGRAM) | | | |
| 15 | PT60 | Run Time Evaluation | To run evaluation on all time data to create PT_ERL00 & PT_BAL00 |