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**.

Table of Content

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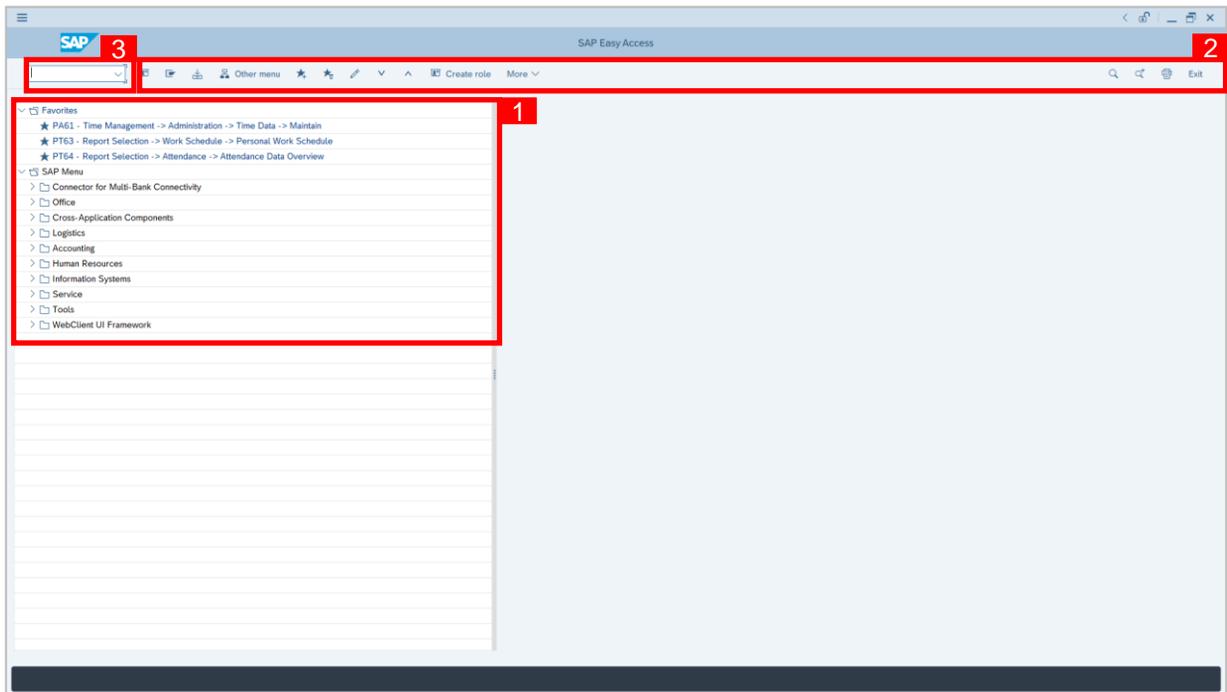
1. The home page will be displayed showing different areas in relation to the organization that could be navigated through.

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.

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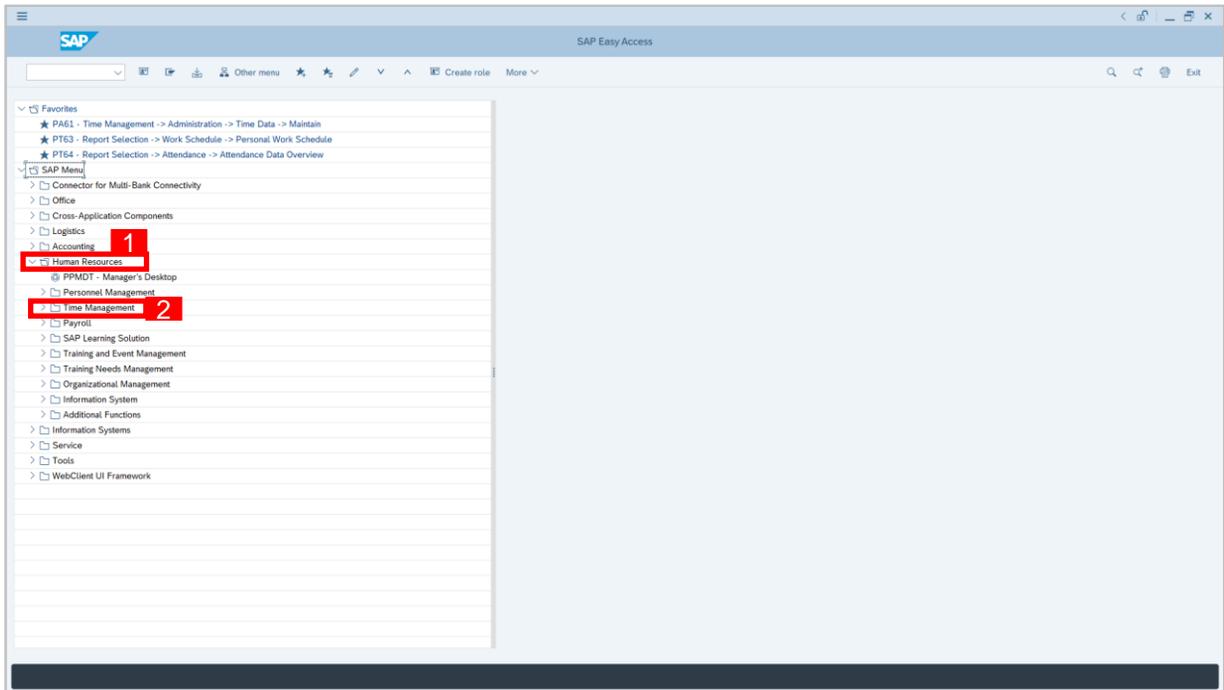
1. To navigate for **Time Management Process**, click `> 🗀 Human Resources` dropdown folder to expand to more selections.

2. Click `> 🗀 Time Management` dropdown folder for **Time Management Process**.
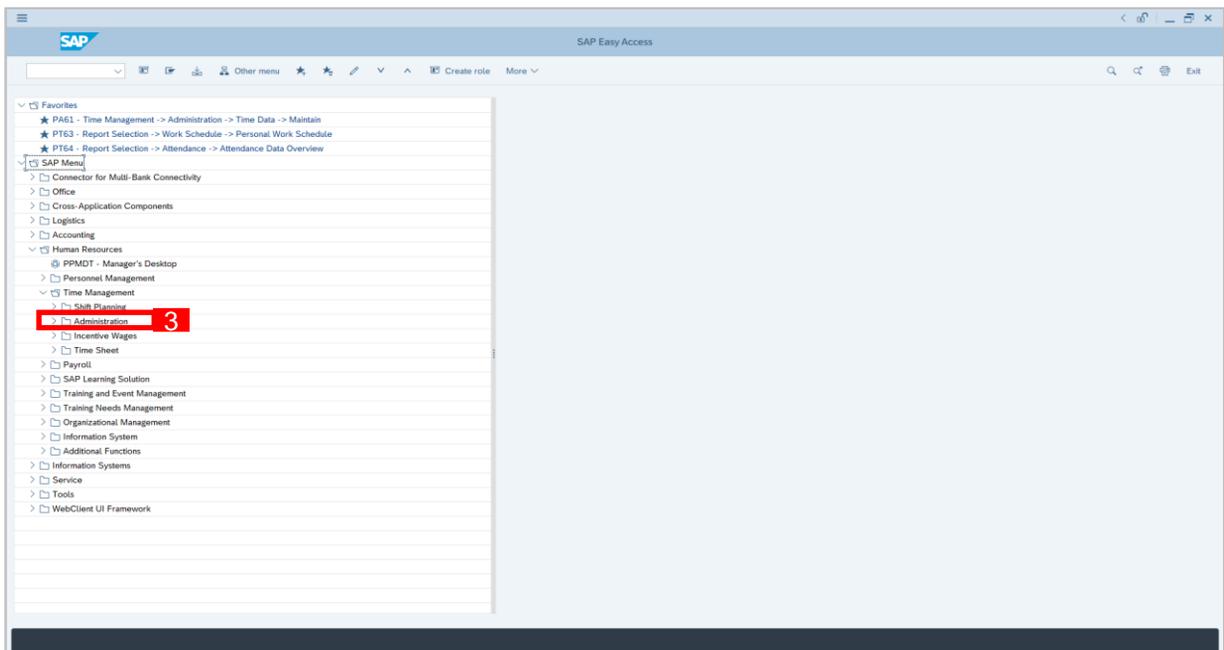
3. Click `> 🗀 Administration` dropdown folder.
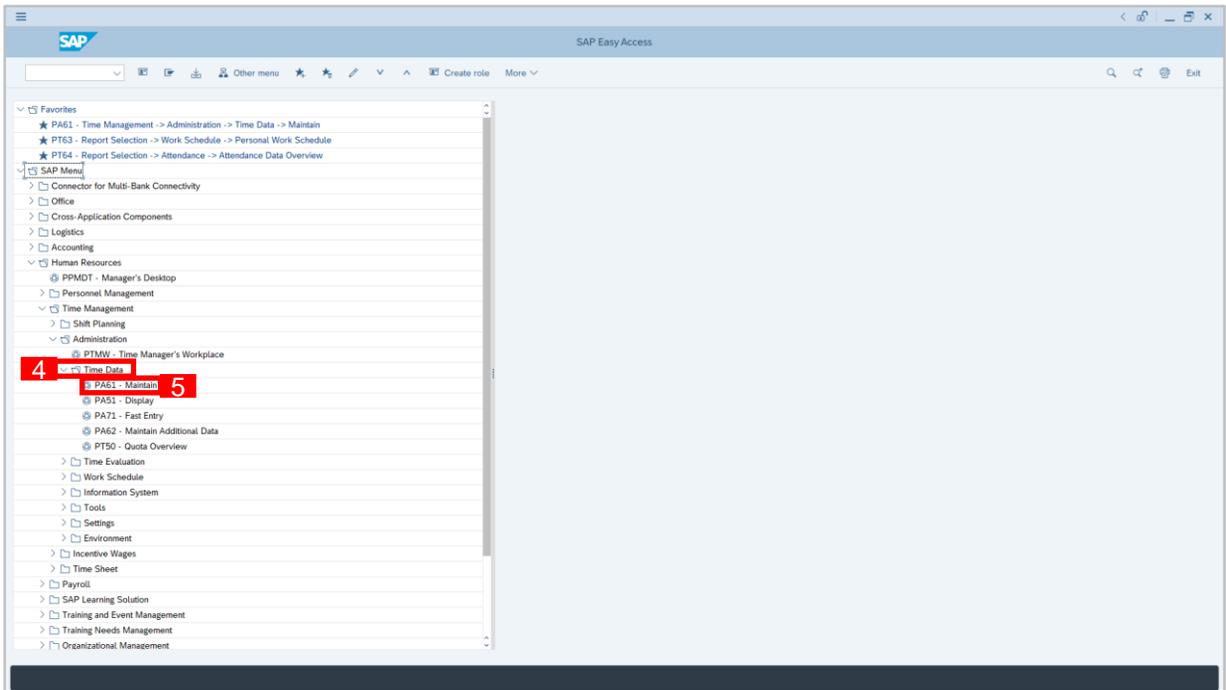
4. Click [> 🗀 Time Data] dropdown folder.

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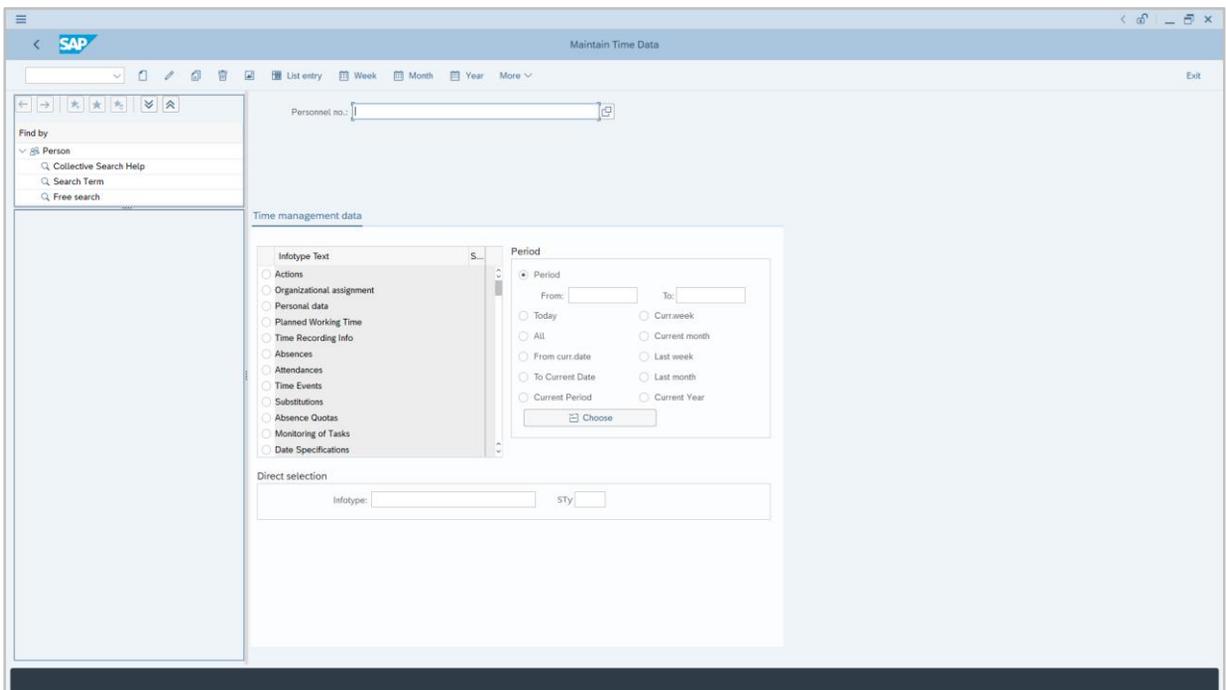
6. **Maintain Time Data Page** will be displayed.

CREATE ABSENCES	Time Administrator
	SAP GUI
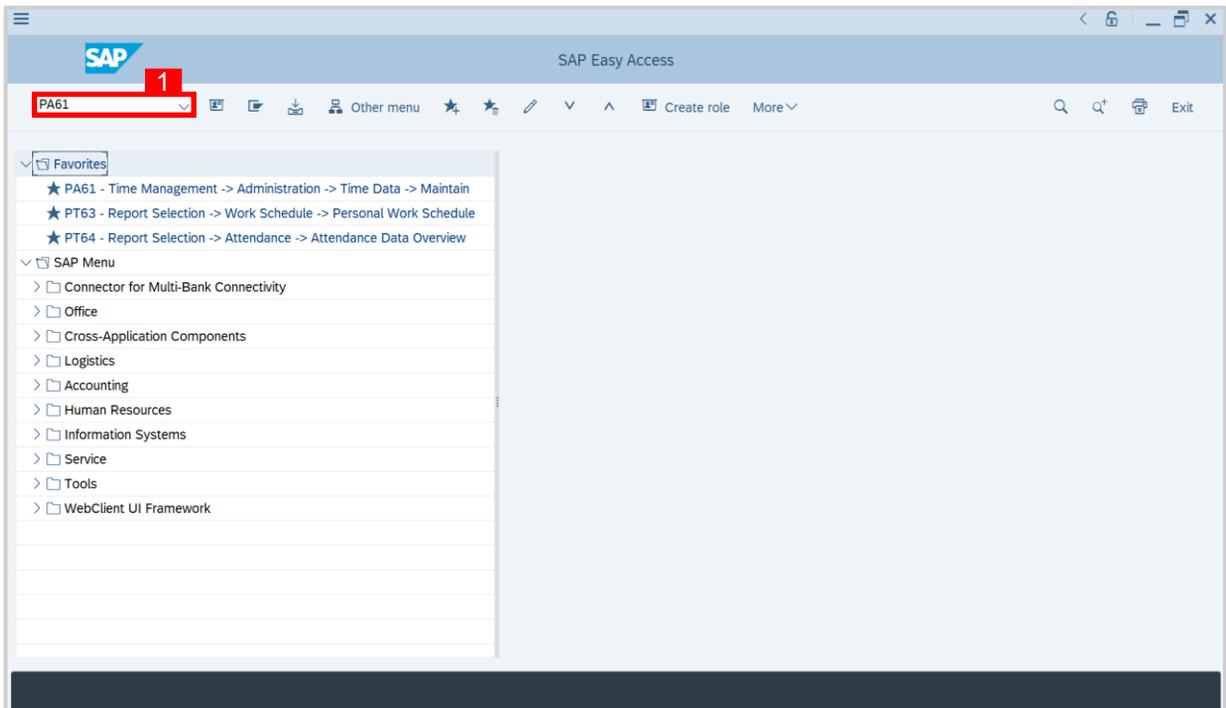
1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard.

Note:

•   Transaction code is used to quickly access **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**.
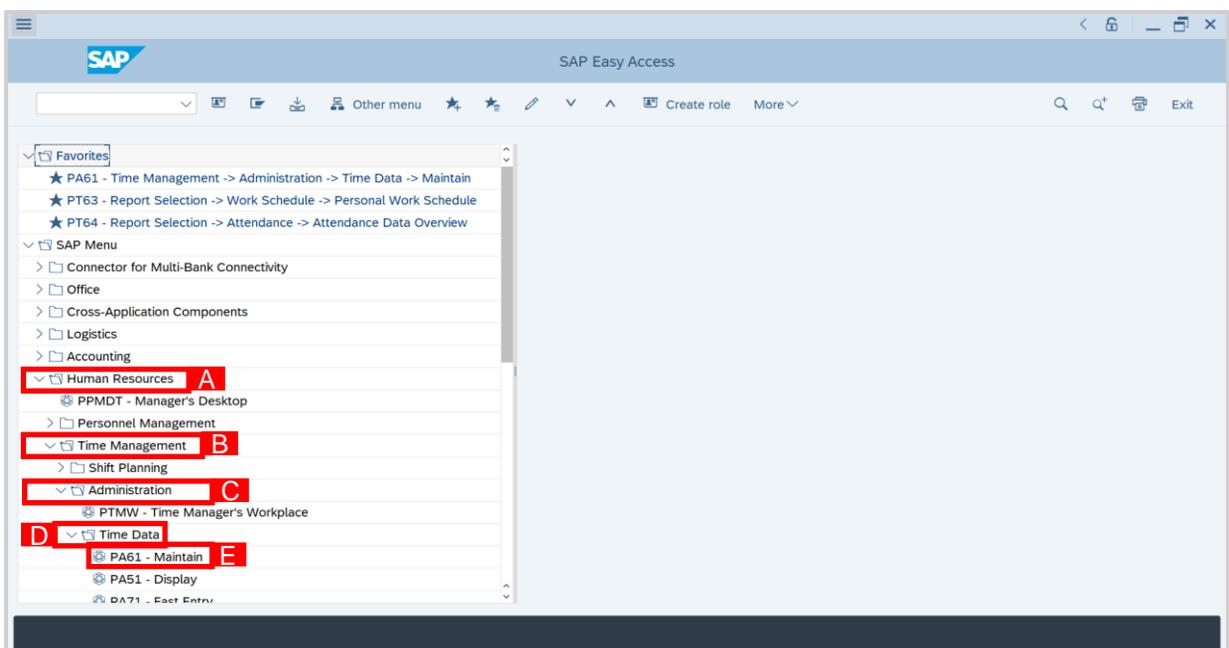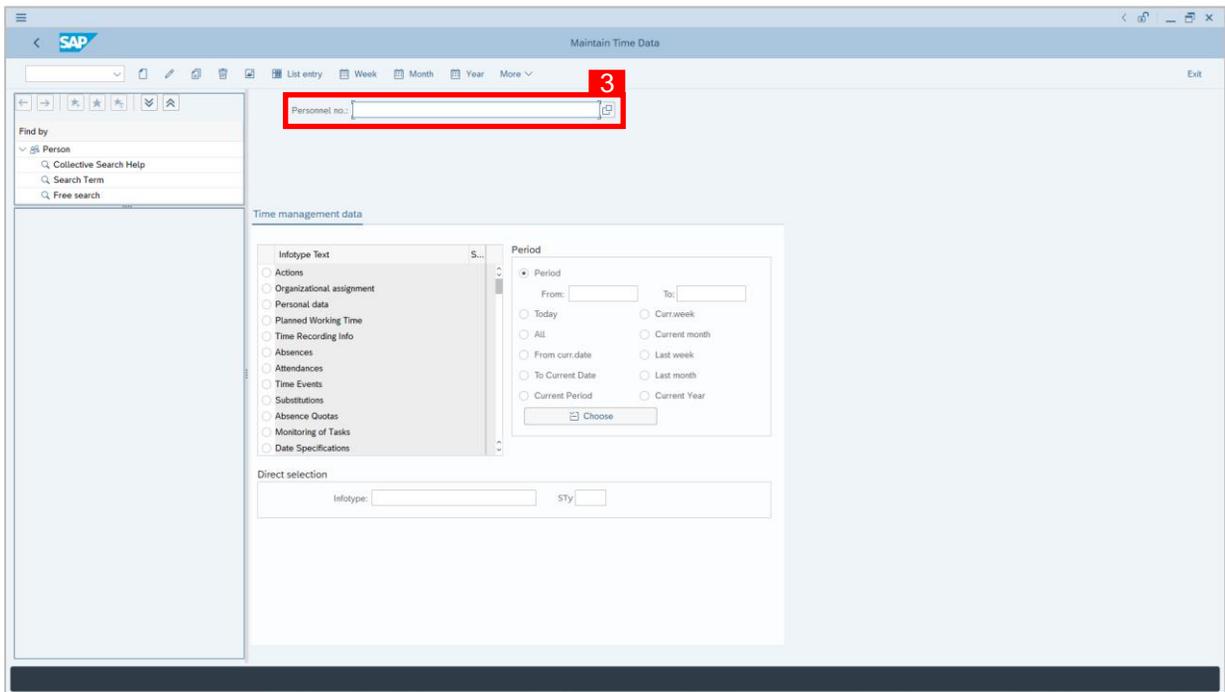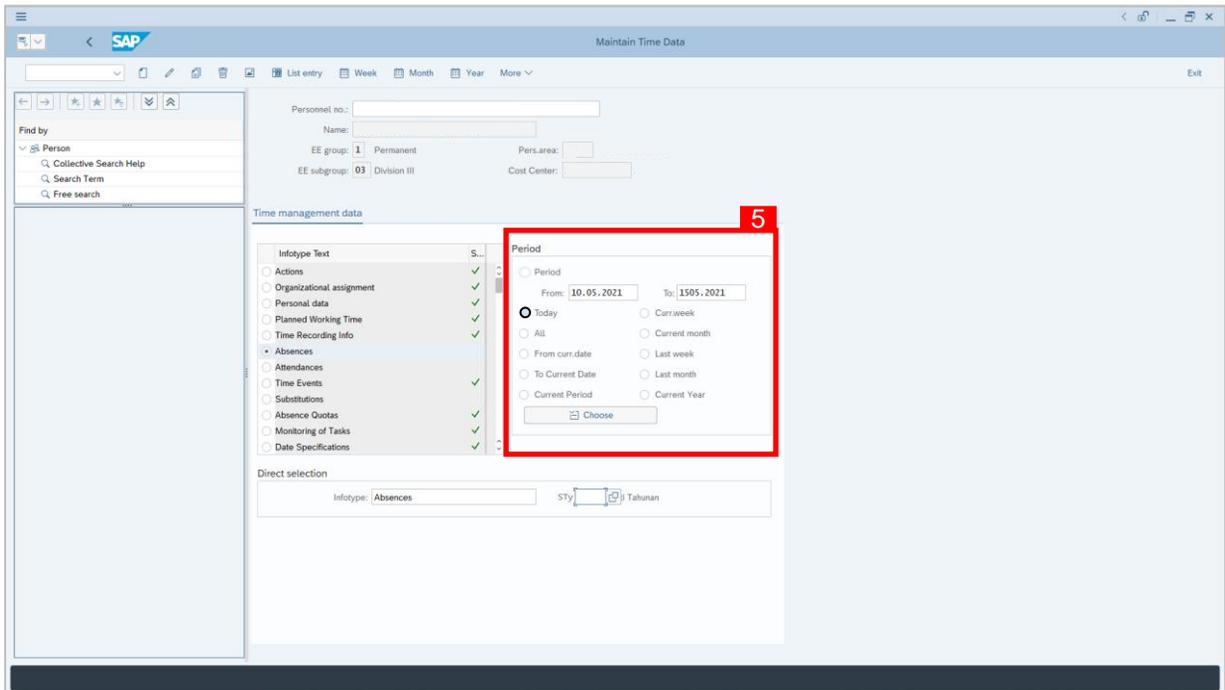
5.   Select **Period** and select **Today**.

6.   Click [ ] button to create **Absences** for the employee.
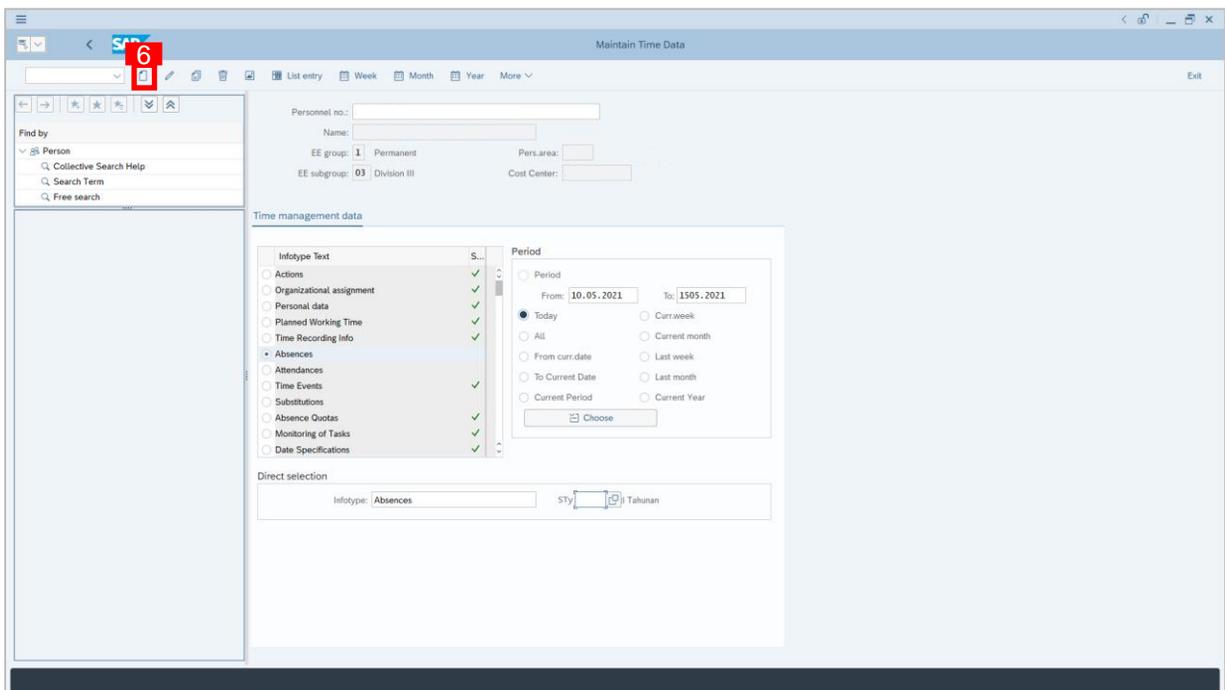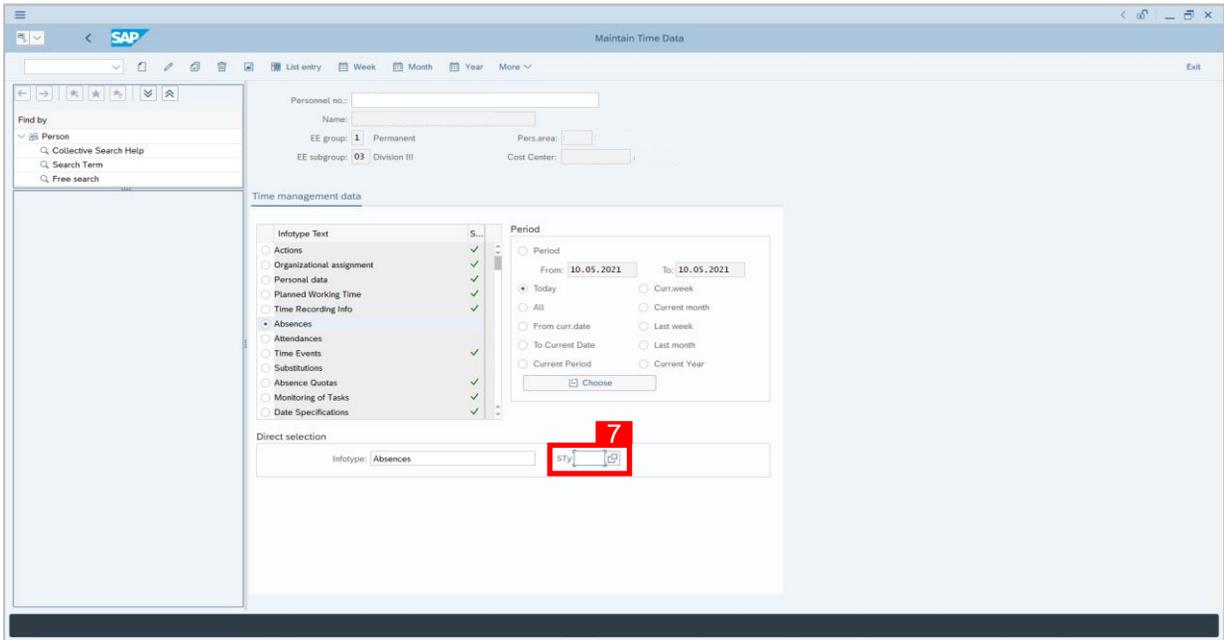
7. Click [icon] button.

8. Choose Absence/Leave type.
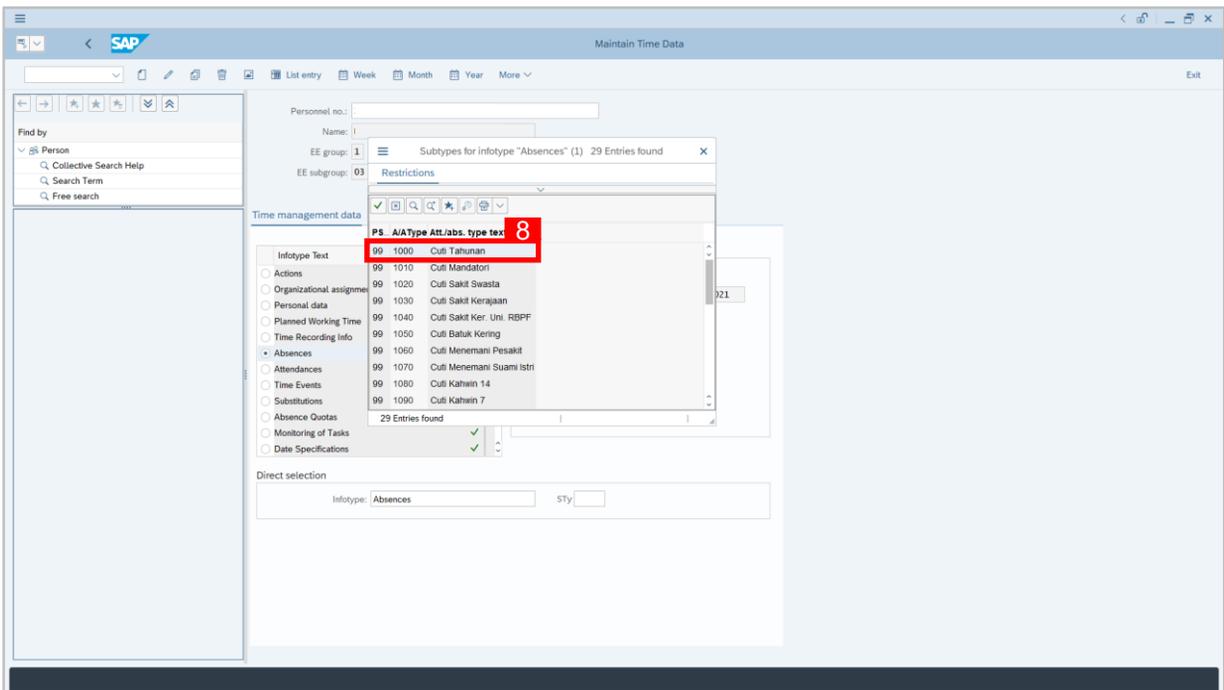
9. Create Absences page will be displayed.
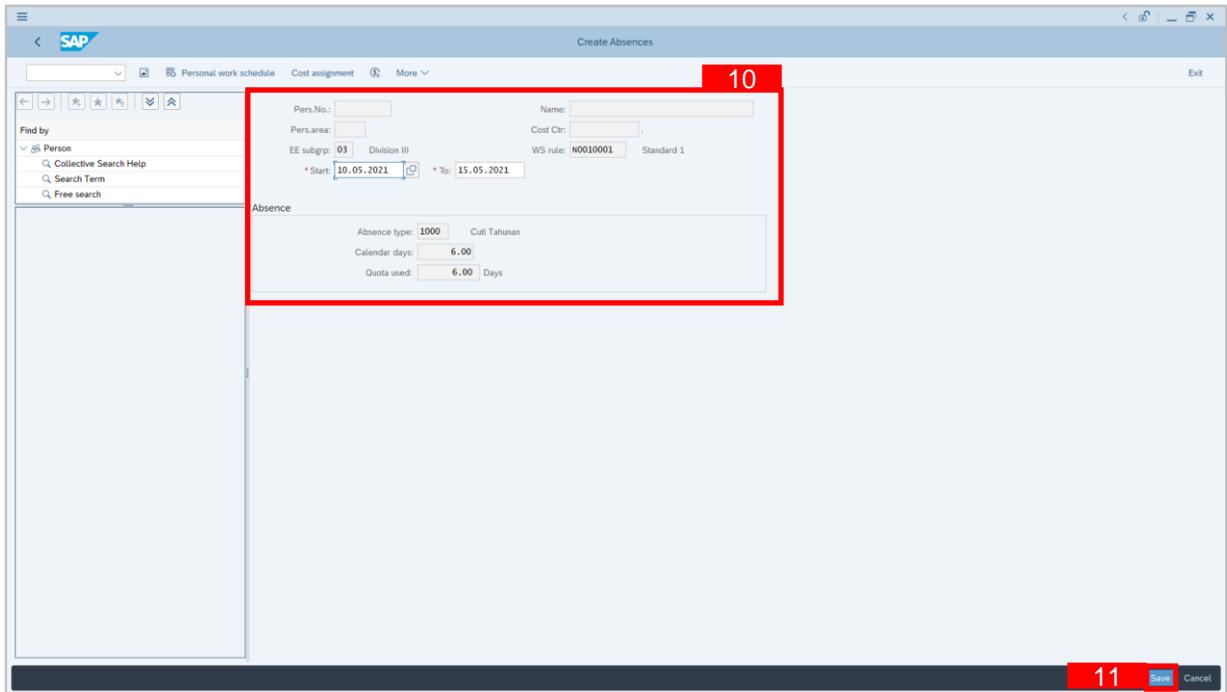
10. Input **Start Date** and **End Date.** Cross-check **Leave Type** and **Leave Deduction**

    information to ensure its accurate.

11. Click Save button.

CHANGE ABSENCES	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 **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 [icon] button to view **List of Absences**.

7. Select **Absences** record transaction.

8. Click [pencil icon] button to edit the **Absences** record transaction.
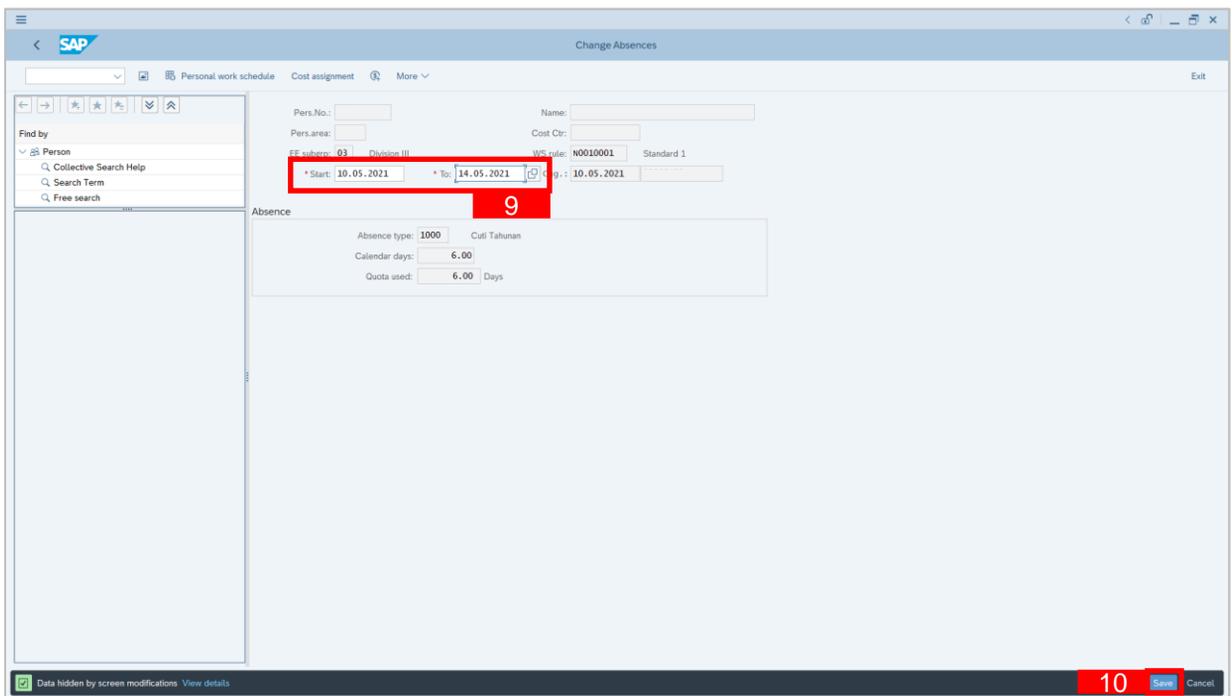
9. Input the new preferred date in both the **Start Date** and **End Date** fields.

10. Click Save button.

DELETE ABSENCES	Time 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 **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 [icon] button to view **List of Absences**.

7. Select **Absences** record transaction.

8. Click [icon] button twice delete the **Absences** record transaction.

LOCK/UNLOCK	Time Administrator
ABSENCES	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 **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 [icon] button to view **List of Absences**.

7. Select **Absences** record transaction.

8. Click [icon] button to lock **Absences** record transaction.
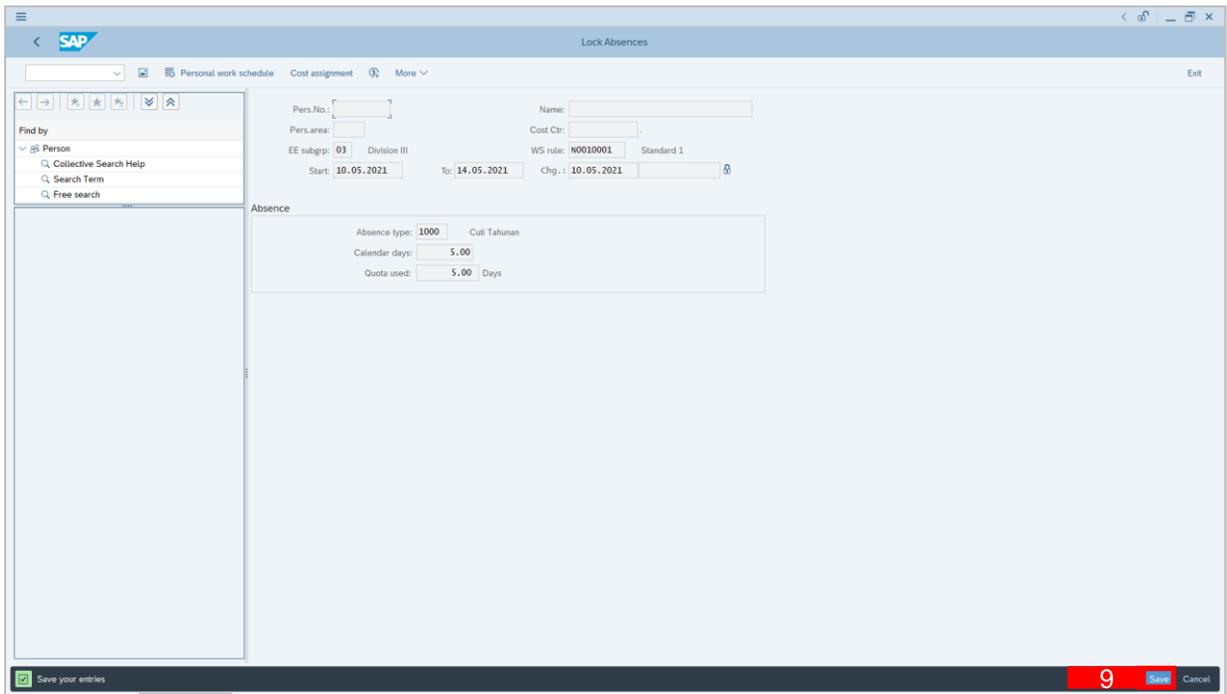
9. Click Save button.

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

to indicate the record has been locked/unlocked.
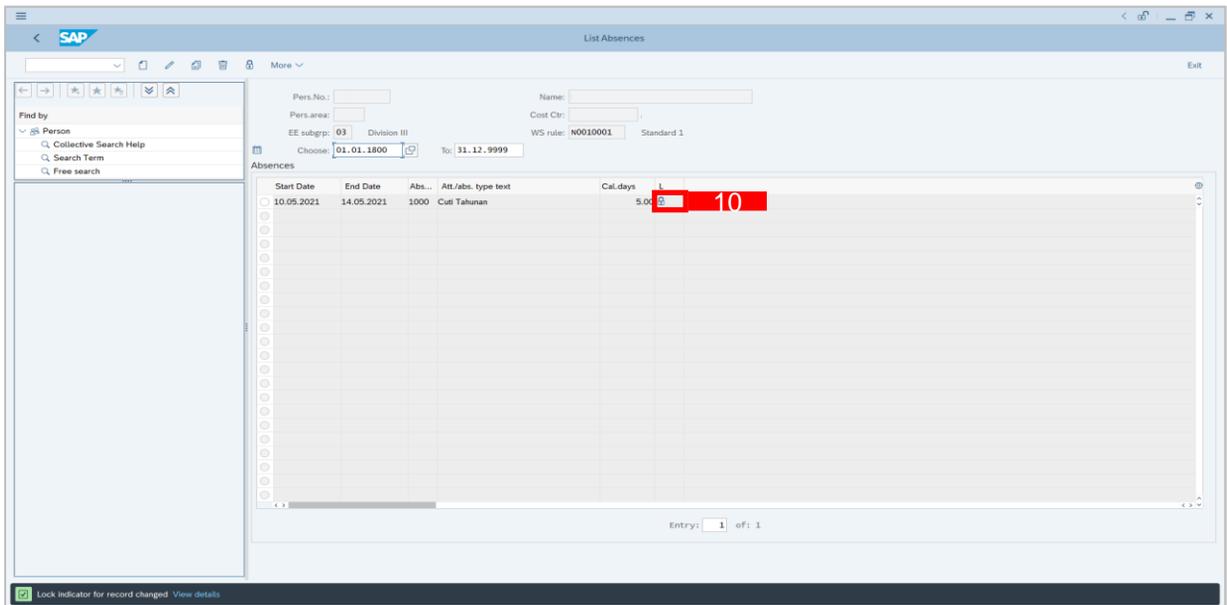
Note:

• 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
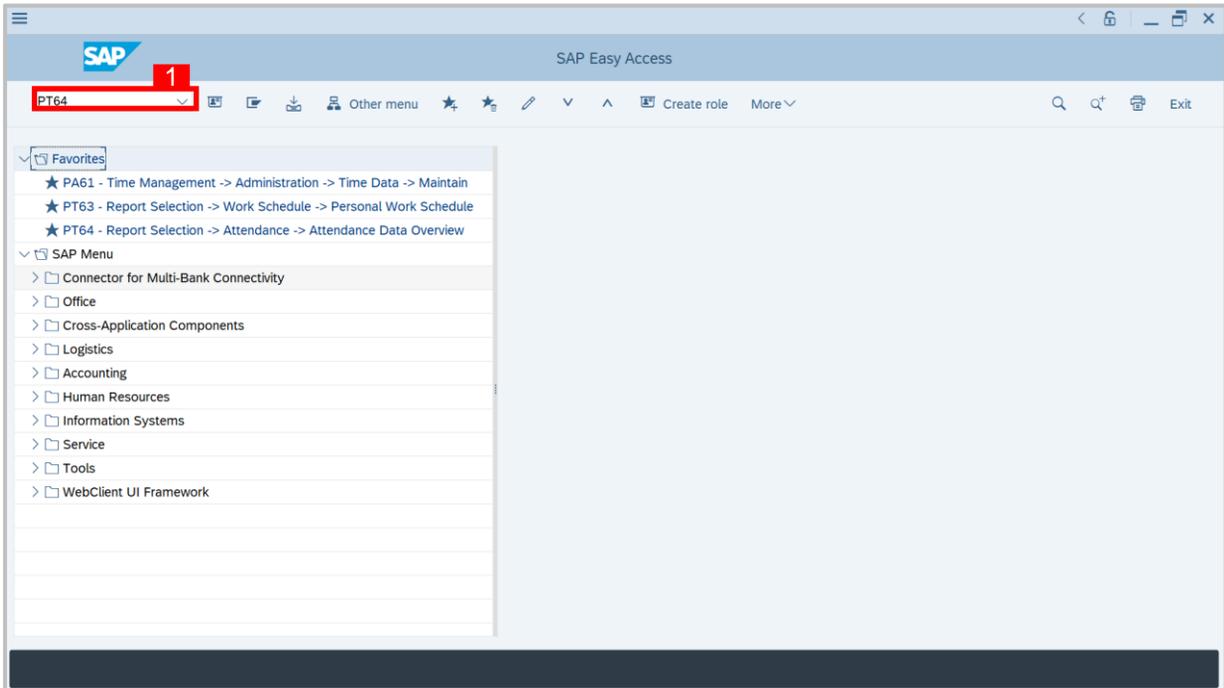
1. On the **Search** bar, input transaction code **PT64** and press enter on the keyboard.

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

administration > Absence > PT64 Absence data overview

2. Select **Period** and select **Current Year.**

3. Input **Personnel Number**.

4. Input **Absence Type**.

5. Select **Classification of Data**.

6. Click Execute button.
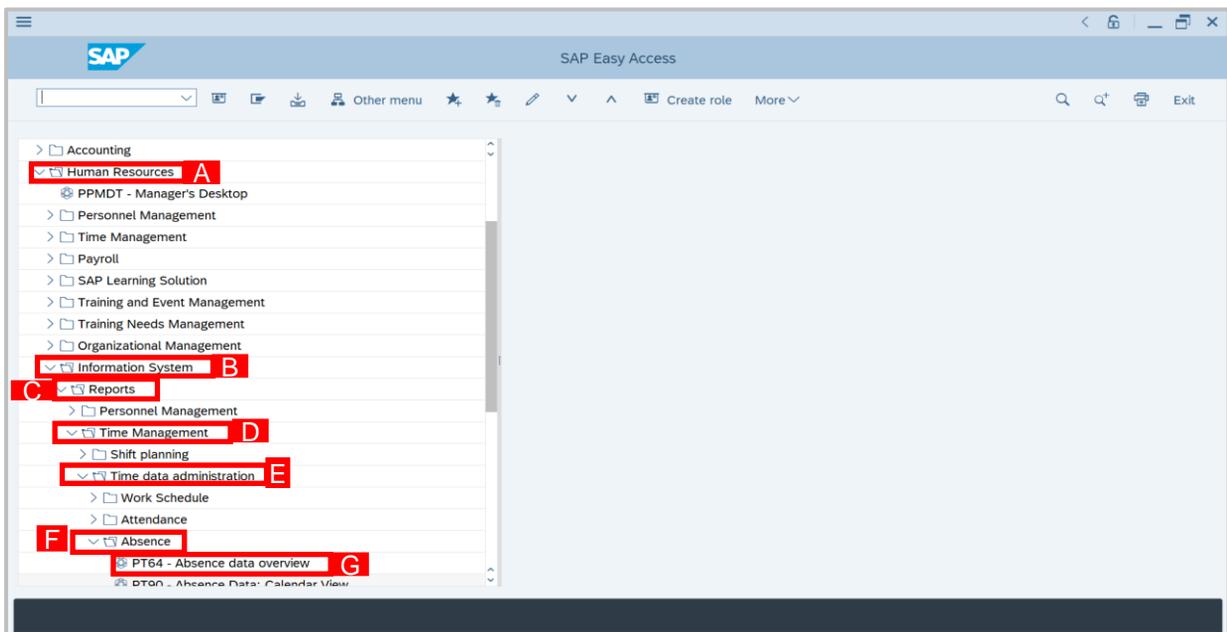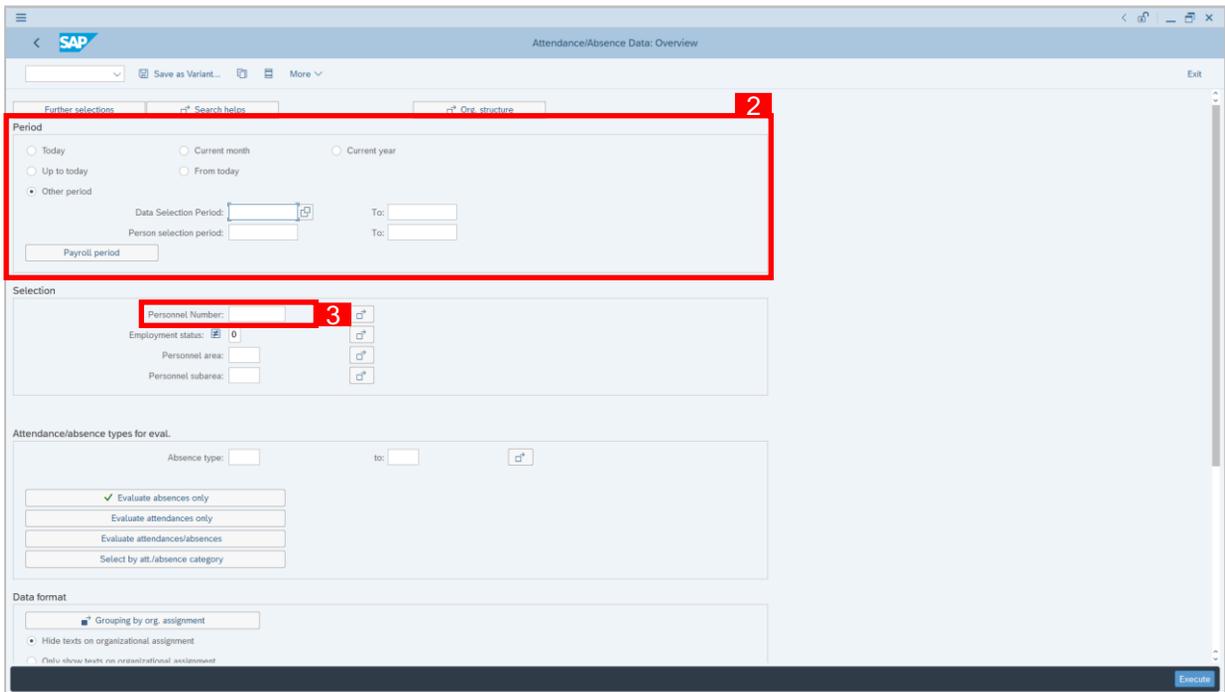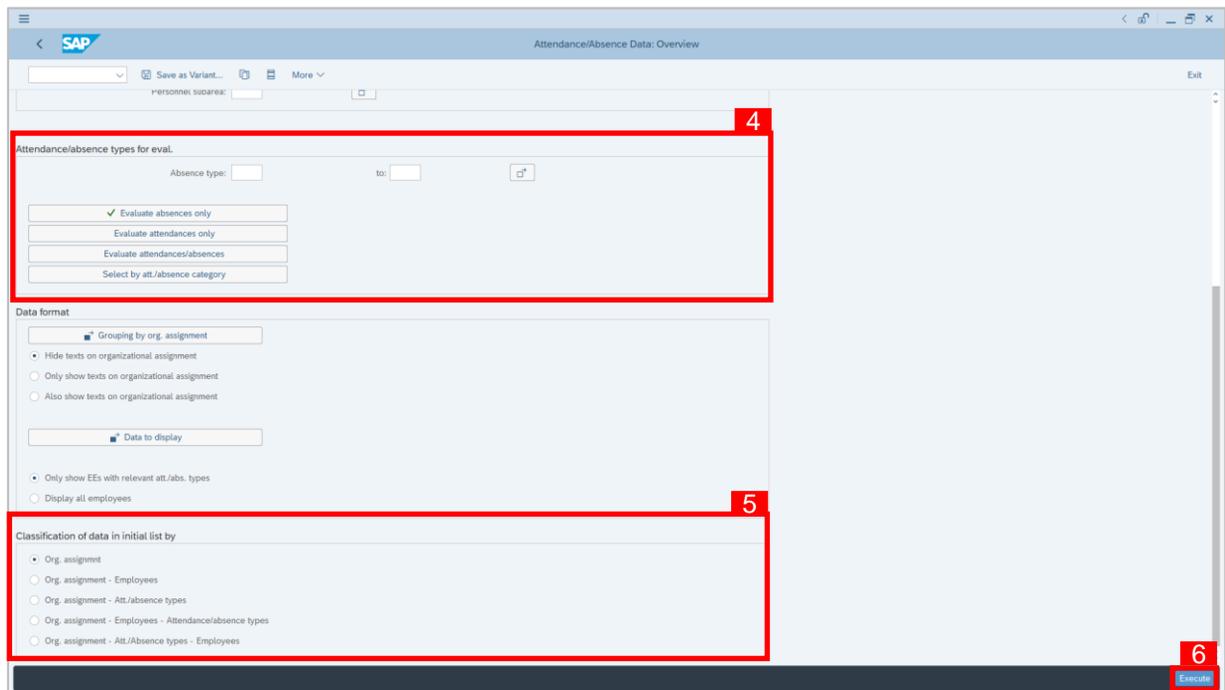
7. Attendance/Absence Data Overview Report will be displayed.

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.
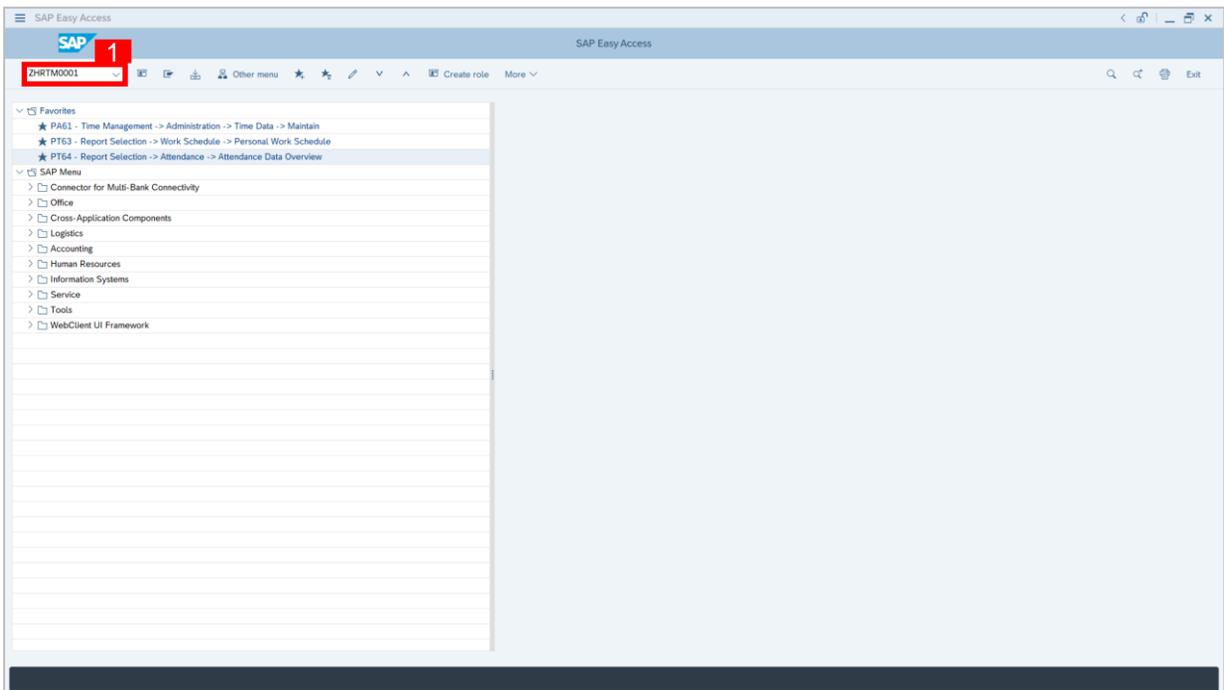
2. Input **Period.**

3. Input **SAP Personnel Number**.

4. Input **Relate Data Selection Period**.

5. Click Execute button.
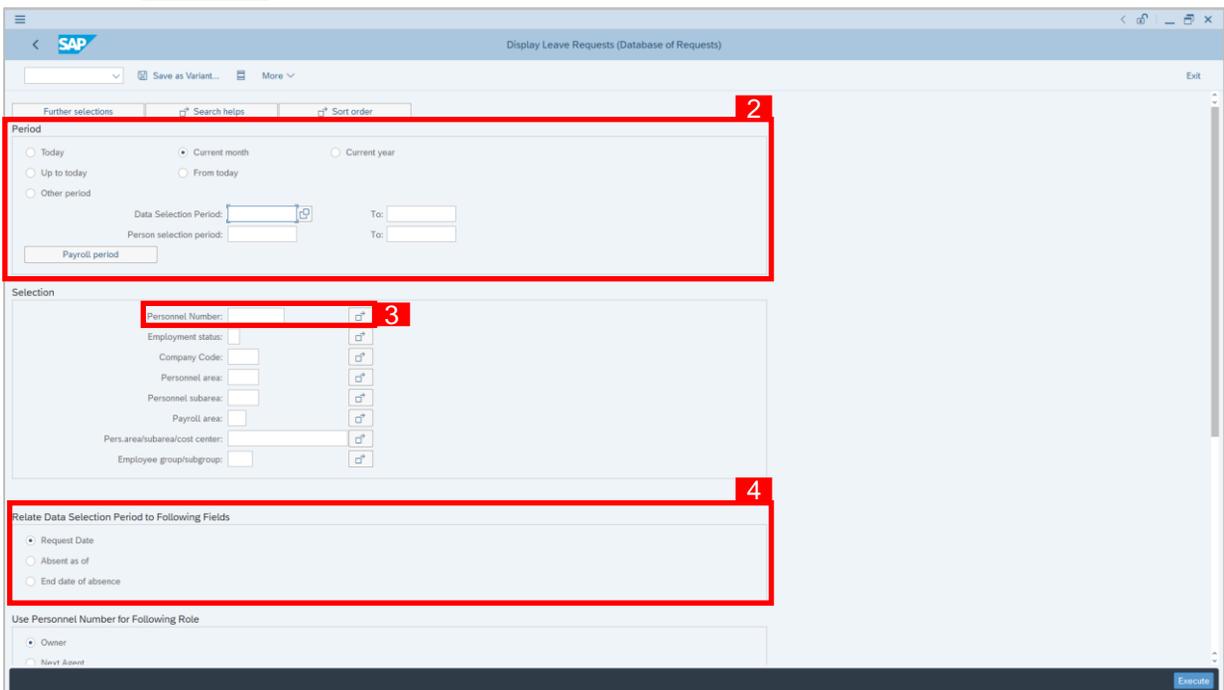
6. Report on Leave Request will be displayed.

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.
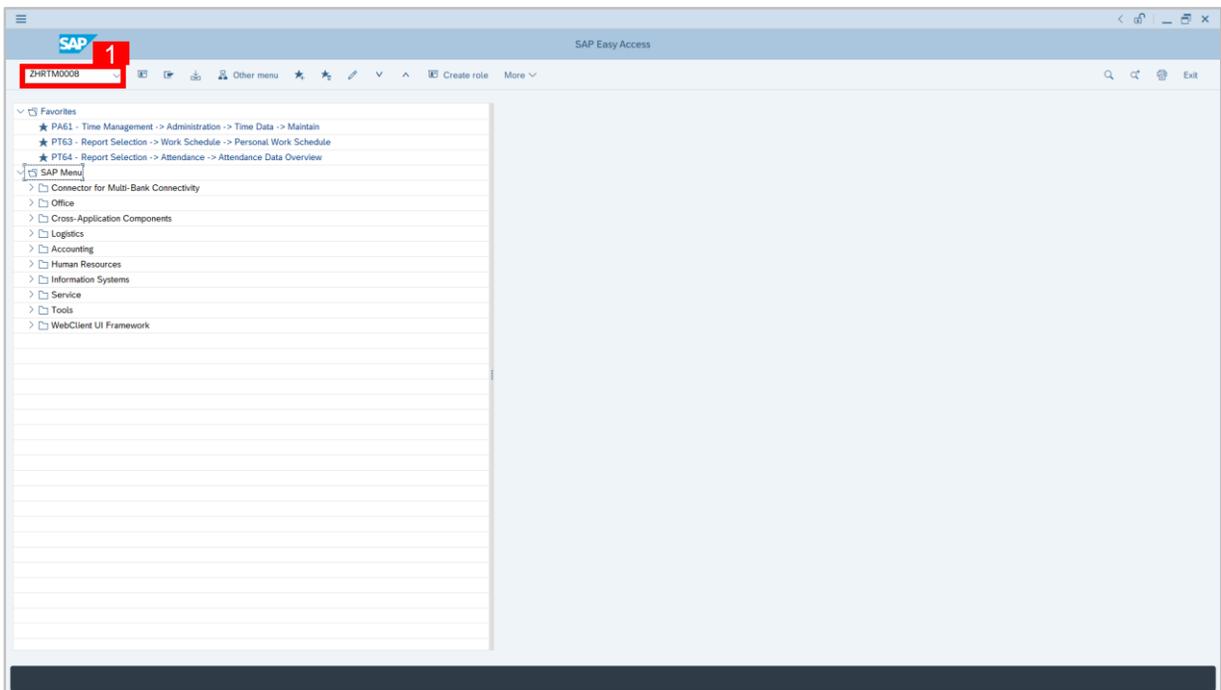
2. Input **Period** of the **requested leave.**

3. Input **SAP Personnel Number**.

4. Click **Display** checkbox under Log panel.

5. Click **Execute** button.
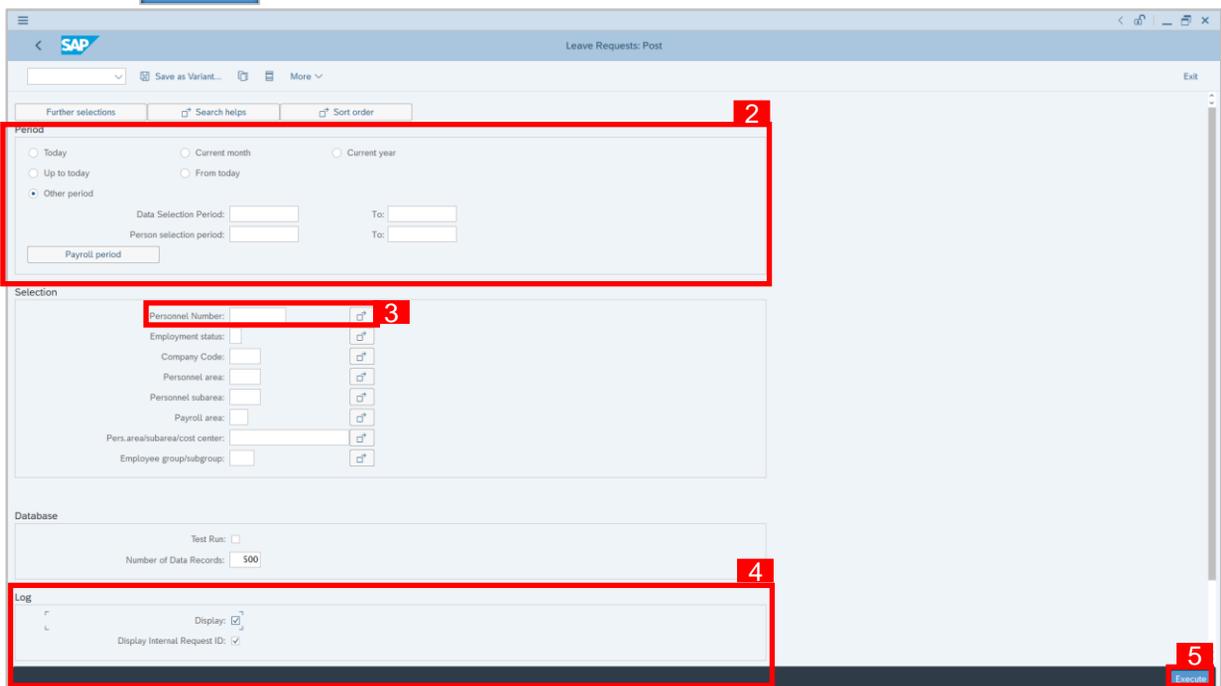
6. Records of Post Leave Request will be displayed.

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".