

SISTEM SUMBER MANUSIA

User Guide

Time Management for Back End User (SAP GUI)

Maintain Time Event (IT2011)

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

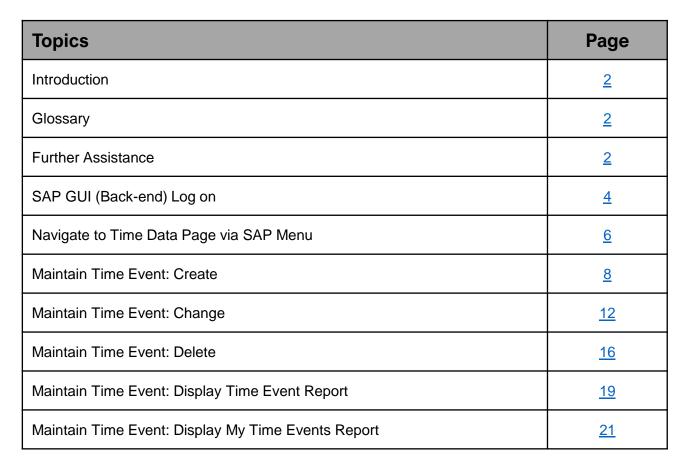
The following acronyms will be used frequently:

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	

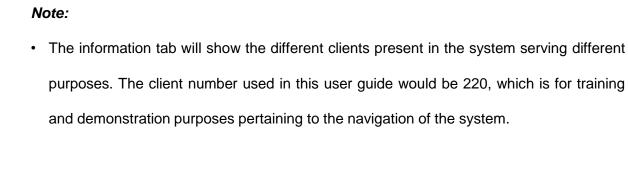
FURTHER ASSISTANCE

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**.









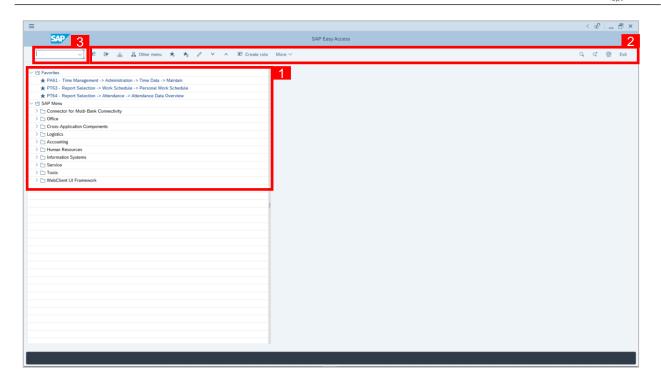
1. Fill in the User and Password.

2. Press Enter on the keyboard.

3. The home page will be displayed.

SAP GUI (Back-end)	Time Administrator	·	
Log on	SAP GUI		
SAP		SAP	< @ _ @ ×
→ New password More →			Exit
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- The home page will be displayed showing different areas in relation to the organization that could be navigated through.
- The home page will also display shortcuts that could assist in the ease of navigation through the system.
- A Search tool could be utilised to select a specific module of interest, contained in the system.





NAVIGATE TO TIME	Time Administrator	
DATA PAGE VIA SAP		
MENU	SAP GUI	
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★ PT63 - Report Selection -> Work Schedule -> Personal Work Schedule		
★ PT64 - Report Selection -> Attendance -> Attendance Data Overview		
SAP Menu		
> Connector for Multi-Bank Connectivity		
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> 🗅 Logistics		
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✓ ☐ Human Resources		
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> 🗅 Personnel Management		
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> D Payroll		
> C SAP Learning Solution		
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> C WebClient UI Framework		

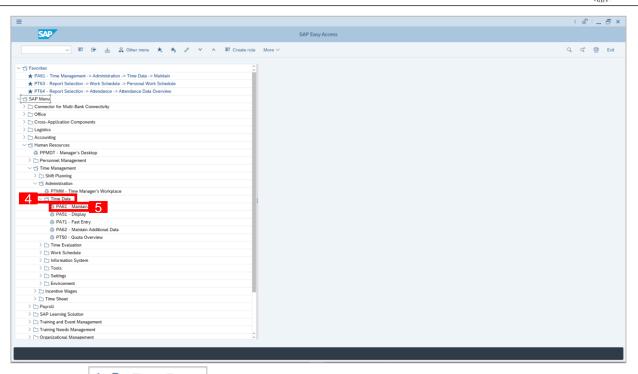
1. To navigate for **Time Management Process**, click > D Human Resources

dropdown folder to expand to more selections.

2. Click > 🗅 Time Management dropdown folder for Time Management Process.

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SAP	SAP Easy Access			
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PPMDT - Manager's Desktop				
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> 🗅 SAP Learning Solution				
> Training and Event Management				
> Training Needs Management				
> 🗅 Organizational Management				
> D Information System				
> C Additional Functions				
C Information Systems				
> Service				
> D Tools				
WebClient UI Framework				

3. Click > 🗅 Administration dropdown folder.



4. Click Click Time Data dropdown folder.

5. Click 🔅 PA61 - Maintain

dropdown folder for Time Management Process.

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	Monitoring of Tasks	
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	Direct selection	
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6. Maintain Time Data Page will be displayed.





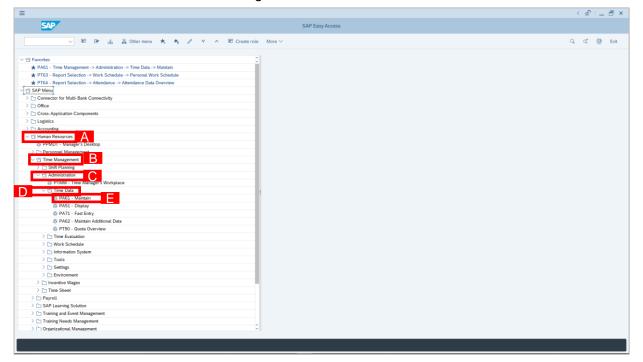
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1. On the **Search** bar, input transaction code **PA61** and press enter on the keyboard. *Note:*

• 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 > PA61 Maintain



< <u>540</u>	Maintain Time Data	
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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.

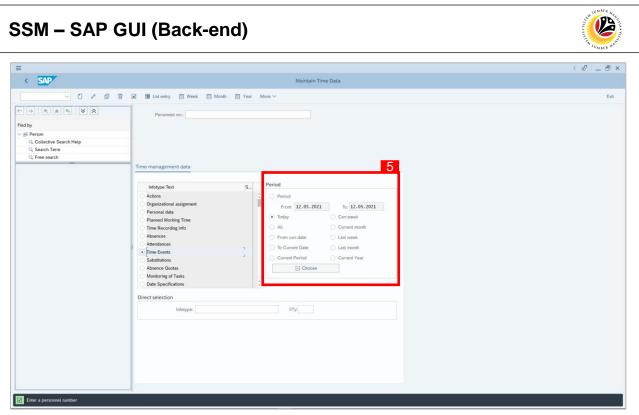
3. Input **Personnel Number** for time management of the employee.

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	Infotype: STy	
Enter a personnel number		
Enter a personnel number		

4. Select infotype text **Time Events**.



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- Select Period and select Today. 5.
- 6. Click 🚺 button to create **Time Event**.

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- 7. Input Time and Time Event Type.
- 8. Click Save button.

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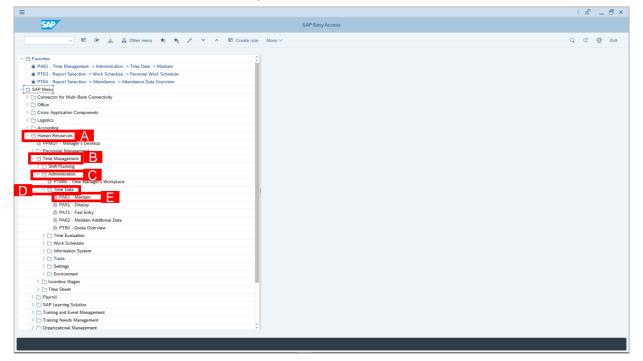
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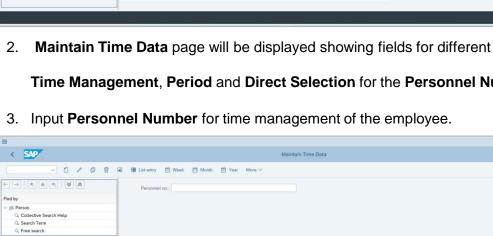
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	Substitutions Current Period Current Year	
	Absence Quotas	
	Monitoring of Tasks	
	Date Specifications	
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Maintain Time Data page will be displayed showing fields for different infotypes for

Time Management, Period and Direct Selection for the Personnel Number selected.

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 Actions 		C Period		
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4. Select infotype text **Time Events**.



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SSM – SAP GUI (Back-end)

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5. Select Period and select All.

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6. Click **a** button to view Time Events.

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- Select Time Event record transaction. 7.
- 8. Click 🖉 button to edit the **Time Event** record transaction.



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- 9. Input the new preferred **Date** for the **Time Event**.
- 10. Input the **Time** and **Time Event Type**.
- 11. Click Save button.





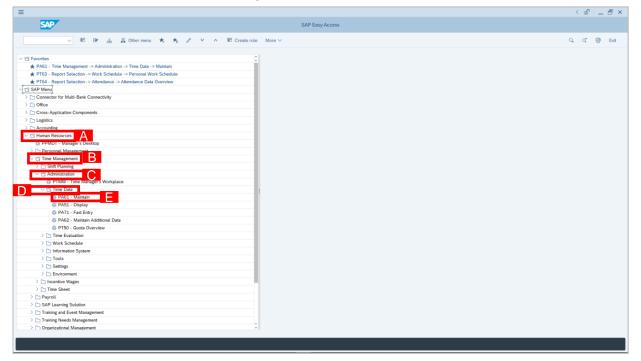
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Period

Period

O Today

All

From:

From curr.date

3. Input **Personnel Number** for time management of the employee. < @ _ = ×

Maintain Time Data

To:

Curr.week

Current month

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Actions

Organizational assignment Personal data

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Time Recording Info

Absences

4. Select infotype text **Time Events**.

Exit



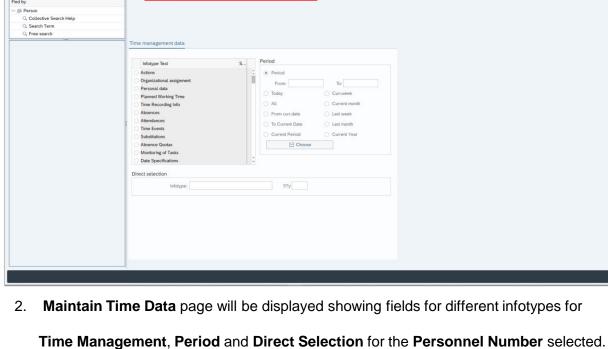
SSM – SAP GUI (Back-end)

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Enter a personnel number



8. Click witton twice to delete the **Time Events** record transaction.

7. Select Time Events record transaction.

SSM – SAP GUI (Back-end)

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- 5. Select **Period** and select **Today**.
- 6. Click button to view List of Time Events.

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1. On the Search bar, input transaction code ZHRTM0013 and press enter on the keyboard.

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< SAP Time Event Report	
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Further selections	
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Company Code:	
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Personnel Number: Company Code: Personnel subarea: Employee group: Employee subgroup: Cat	
Employee group:	
Employee subgroup:	
Additional Fields 4	
Event Type:	
Date Range: to:	
	5 Execute

- 2. Time Event Report page will be displayed.
- 3. Input Personnel Number.
- 4. Input Date Range and Event Type.
- 5. Click Execute button.

12.05.2021

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12:44:

Clock-in

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Note:

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 Report only shows Time Events created by Time Admin and Time Event that was enterd by the Employee using QR Code (Front End).



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Q 💮 Exit



DISPLAY MY TIME	Time Administrator	
EVENT REPORT	SAP GUI	
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1. On the **Search** bar, input transaction code **ZHRTM0005** and press enter on the keyboard.

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K SAP Display Clock-In/Out Corrections (Database)	
✓ ☑ Save as Variant	Exit
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Further selections	
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Document Date	
O Date of Time Events	
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Next Agent	
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	3 Execute

- 2. Input Period, Personnel Number and Relate Data Selection Period.
- 3. Click Execute button.



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4. Clock in/out Corrections Report will be displayed.

Note:

• Report will also show posted and unposted time event which is requested or entered by the employee using a computer.