

Time Reporting

Objectives:

At the end of the chapter you will be able to:

- Access SAP Standard and Customised Time Reports
 - Complete the relevant Time Reports
 - Execute the relevant Time Reports
- Create a Variant for frequently used Time Reports
 - Download Time Report data to a Microsoft Excel Spreadsheet

The course map will provide you with a high level overview of where you are at the beginning of every chapter.

Time Reporting

The purpose of this chapter is to describe how to access and execute the relevant Time Reports applicable to Coal. The User accessing the reports needs to experiment with the reports, the selection criteria and report layout.

The report selection screen consists of the following areas:

- Reporting Period to indicate the period that must be evaluated
- Selection Area to use a combination of selections to evaluate the correct employees

All report data can be printed or downloaded as required.

Coal uses two types of reports to extract time data:

- SAP Standard Reports that is part of SAP
- Customised Reports that have specifically been written for Anglo American

The Program Documentation button on the selection screen of the SAP Standard reports contains a description and also describes the purpose of the report.

Users can use the Ad Hoc Query transaction to create their own reports where required.

Take Note

SAP Standard reports are displayed in the Time Management Component and also in the Anglo Custom Development report tree.

DISPLAY WORK SCHEDULE

Overview

The Shared Services Administrator executes this report to display the relevant Work Schedule of a specific Employee Subgroup. This report lists the Employee Planned Working Times for a selected period.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Work Schedule  PT03 – Display

OR

Enter transaction code PT03 in the Command field and click on the Enter button.

Display Work Schedule

The Display Work Schedule screen is displayed.

Take Note

Fields in the report, containing the Mandatory Field indicator must be completed before the report is executed.

Instruction

Complete the following instructions:

Button/Field Description

Select the Mandatory Field Indicator in each field to display the Possible Entries button.

Employee subgroup grouping Click on the Possible Entries button to display and select the relevant Employee Subgroup Grouping.

Holiday calendar Click on the Possible Entries button to display and select the relevant Holiday Calendar.

Personnel subarea grouping Click on the Possible Entries button to display and select the relevant Personnel Subarea Grouping.

Work Schedule Rule Click on the Possible Entries button to display and select the relevant Work Schedule Rule.

Period
Calendar Month from Click on the Possible Entries button to display and select the relevant Calendar Month.

To Click on the Possible Entries button to display and select the relevant Calendar Month.

Display Work Schedule

The Display Work Schedule screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Display button to display the
Work Schedule.

Display Work Schedule

The Display Work Schedule screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Date Double click the relevant Date to display
the planned working hours.

Display Work Schedule

The Display Work Schedule screen is displayed.

Take Note

The selected day planned working hours are displayed.

Consolidation

You are now able to:

- Display a relevant Work Schedule for a specific period and day







DISPLAY PERSONAL WORK SCHEDULE

Overview

The Shared Services Administrator uses this report to display the Personal Work Schedule of a specific person, for example, a person wants to know what shift he/she is working on a particular day.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information System  Report
Selection  Work Schedule  PT63 – Personal Work
Schedule

OR

Enter transaction code PT63 in the Command field and click on the Enter button.

Personal Work Schedule

The Personal Work Schedule screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Period Select the Radio button next to the period indicator or enter a relevant Reporting Period.

Personnel Number Enter the Personnel Number of the Person whose Personal Work Schedule must be displayed.

Take Note

The Further Selections button above the Period area contains additional report selection options.

Personal Work Schedule

The Personal Work Schedule screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Enter button to check and verify the entries.

Click on the Execute button to start the report.

Personal work schedule

The Personal work schedule screen is displayed.

System Result

The personal Work Schedule for the relevant person is displayed. The report data can be printed or downloaded to Microsoft Excel if required.

Consolidation

You are now able to:

- Display a Personal Work Schedule of an Employee for a specific period







ABSENCE/ATTENDANCE DATA OVERVIEW

Overview

The Shared Services Administrator uses this report to obtain an overview on Employee Attendances and Absences for a specific period.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information System  Report
Selection  Attendance  PT64 – Attendance Data
Overview

OR

Enter transaction code PT64 in the Command field and click on the Enter button.

Attendance/ Absence Data: Overview

The Attendance/Absence Data: Overview screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Period Select the Radio button next to the period indicator or enter a relevant Reporting Period.

Selection Use one or more of the following combinations to select the employee time data that must be evaluated by the report:

- Personnel Number
- Personnel Area
- Personnel Subarea

Absence type Select one or more Absence types if required.

Attendance/

Absence types for eval Select one of the following evaluation options:

Data Format Select the relevant Radio button to indicate the required Data Format, for example, the organisational assignment texts must be displayed.

Classification of data in initial list by Select the relevant Radio button to indicate the required Classification of Data in initial List.

Attendance/
Absence Data: Overview

The Attendance/Absence Data: Overview screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Execute button to start the report.

Attendance/ Absence Data: Overview

The Attendance/Absence Data: Overview screen is displayed.

Take Note

The User must experiment and be creative with the report selection options.

Attendance/ Absence Data: Overview

The Attendance/Absence Data: Overview screen is displayed.

Consolidation

You are now able to:

- Execute the Attendance Data Overview report







ABSENCE/ATTENDANCE DATA – CALENDAR VIEW

Overview

The Shared Services Administrator uses this report to obtain an overview on Employee Attendances and Absences for a specific period in a Calendar format.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information System  Report
Selection  Attendance  PT90 – Attendance Data:
Calendar View

OR

Enter transaction code PT90 in the Command field and click on the Enter button.

Attendance/
Absence Data: Calendar View

The Attendance/Absence Data: Calendar View screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Period Select the Radio button next to the period indicator or enter a relevant Reporting Period.

Selection Use one or more of the following combinations to select the employee time data that must be evaluated by the report:

- Personnel Number
- Personnel Area
- Personnel Subarea

Absence type Select one or more Absence types if required.

Attendance type Select one or more Attendance types if required.

Attendance/

Absence types for eval Select one of the following evaluation options:

Period Displayed Select the Radio button next to the relevant Calendar View.

Attendance/
Absence Data: Calendar View

The Attendance/Absence Data: Calendar View screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Attendance/
Absence Data: Calendar View

The Attendance/Absence Data: Calendar View screen is displayed.

Take Note

The Key field area at the bottom of the screen contains a legend that describes the Keys used for each absence type.

Instruction

Complete the following instructions:

Button/FieldDescription

Absence Indicator Click on the Absence Indicator below a specific date.

Click on the Details button to display the Time Record.

Display Attendances

The Display Attendances screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Attendance Data Overview: Calendar View report







ABSENCE/ATTENDANCE DATA – MULTIPLE EMPLOYEE VIEW

Overview

The Shared Services Administrator uses this report to display the attendances and absences for each employee in a monthly view for multiple employees. For example, the user can display the employees who have leave in a particular month.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information Systems  Report
Selection  Absences  PT91 – Absence Data:
Multiple Employee View

OR

Enter transaction code PT91 in the Command field and click on the Enter button.

Attendances/
Absences

Multiple Employee View

The Attendances/Absences: Multiple Employee View screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Key date Click on the Radio button to select the relevant Key Date. If the Other Key Date Radio button is selected, enter the relevant other Key Date.

Selection Use one or a combination of the following selection options to select the relevant employees:

- Personnel Number
- Personnel Area
- Personnel Subarea

Absence types Select one or more Absence Types for reporting on leave the fields blank to report on all the relevant absence types.

Evaluation options Select one of the following evaluation options:

Attendances/
Absences

Multiple Employee View

The Attendances/Absences: Multiple Employee View screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Attendances/

Absences:

Multiple Employee View

The Attendances/Absences: Multiple Employee view screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Time Indicator Double click a relevant Time Indicator to display the details of the record.

Select a day for detailed information

The Select a day for detailed information dialog box is displayed.

Take Note

The Select a day for detailed information dialog box displays the Attendance or Absence type name.

Consolidation

You are now able to:

- Complete and Execute the Attendances/Absences: Multiple Employee View report



ATTENDANCE CHECK

Overview

The Shared Services Administrator uses this report to create a list of all employees who are at work, absent with a reason, absent without a reason, or late at a specific time. The report displays which employees are absent at the time of the evaluation and may have to be substituted by other employees. The User can also display employees who should be at work according to their personal work schedule, but are not at work and have not stated a reason for their absence.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Time Evaluation  PT62 –
Attendance Check

OR

Enter transaction code PT62 in the Command field and click on the Enter button.

Attendance Check

The Attendance Check screen is displayed.

Take Note

The Selection area lists only two selection options to list the names of relevant employees.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Further selections button to display a list of additional employee selection options.

Choose Selection Fields

The Choose Selection Fields dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Selection options Click on the Selection box button next to Personnel area.

Selection options Click on the Selection box button next to Personnel subarea.

Click on the Transfer button to copy the two selection options to the Selection fields column.

Choose Selection Fields

The Choose Selection Fields dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Copy button to transfer the two selection options to the report selection screen.

Attendance Check

The Attendance Check screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Personnel area Enter the relevant Personnel Area Number or click on the Possible Entries button to search for and select the Personnel Area.

Other Selections The User can also select one or more of the following selections:

- Work Schedule Rule
- Attendance Status
- Time Management Status

Time Evaluation Enter the relevant Date and Time of Evaluation.

Click on the Execute button to start the report.

Attendance Check

The Attendance Check screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Attendance Check report

ABSENCE/ATTENDANCE OVERVIEW – GRAPHIC







Overview

The Shared Services Administrator uses this report to create a planning board that displays employees' recorded attendances and absences in graphical format. The graphic interface supports the User in planning leave or in checking personnel capacities for a group of employees.

The evaluation is run for each individual employee. The report also runs an evaluation for locked records.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information Systems  Report
Selections  Attendance  PT65 – Attendance
Overview Graphic

OR

Enter transaction code PT65 in the Command
field and click on the Enter button.

Overview Graphic of Attendances/
Absences

The Overview Graphic of Attendances/Absences
screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Period Select the Radio button next to the
period indicator or enter a relevant Reporting
Period.

Selection Enter the relevant Personnel Number.

Additional Data Select the relevant Absence or Attendance types or leave these fields blank to list all absence and attendance types.

Display locked records Deselect the Checkbox button if locked records must be excluded when the report is run.

Overview Graphic of Attendances/ Absences

The Overview Graphic of Attendances/Absences screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Attendance/

Absence overview

The Attendance/absence overview screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Time Indicator Double click a relevant Time Indicator to display its details.

Display Absences

The Display Absences screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Display Note button to display the reason for the relevant absence.

Text screen

The Text screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Attendance/Absence Overview Graphic report







DISPLAY ABSENCE QUOTA INFORMATION

Overview

The Shared Services Administrator uses this report to create overviews of employees' absence quotas according to various aspects. For example, you can display employees' remaining quota entitlement within a specific interval.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information System  Report
Selection  Time Accounts  PT_QTA10 – Display
Absence Quota Information

OR

Enter transaction code PT_QTA10 in the Command field and click on the Enter button.

Display Absence Quota Information

The Display Absence Quota Information screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Period Select the Radio button next to the period indicator or enter a relevant Reporting Period.

Selection Use one or more of the following combinations to select the employee time data that must be evaluated by the report:

- Personnel Number
- Employment Status
- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- Payroll Area

Quota Selection Select a relevant Quota type or leave the field blank to display all the employee quotas. Enter the relevant key dates for the:

- Deduction Period, for example, the current year
 - Key Date for Deduction
 - Entitlement Key Dates.

Display The user can select one of the following two display options:

- Display only Employees with selected quotas
- Display all selected Employees

Display Quota Information

The Display Absence Quota Information screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Display Absence Quota Information

The Display Absence Quota Information screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Back button to return to the Report Selection Screen.

Display Absence Quota Information

The Display Absence Quota Information screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Personnel Number Remove the entered Personnel Number.

Personnel Area Enter the Relevant Personnel Area Number or click on the Possible Entries button to search for and select the relevant Personnel Area.

Personnel Subarea Enter the Relevant Personnel Subarea Number or click on the Possible Entries button to search for and select the relevant Personnel Subarea.

Click on the Execute button to run the report with new selection criteria.

Display Absence Quota Information

The Display Absence Quota Information screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Quota Header Click on the Quota Header to select the Quota column.

Click on the Sort Ascending Order button to group the relevant Quotas.

Display Absence Quota Information

The Display Absence Quota Information screen is displayed.

System Result

The Absence Quotas are grouped together.

Consolidation

You are now able to:

- Complete and Execute the Display Absence Quota Information report

CUMULATED TIME EVALUATION RESULTS – TIME BALANCES/WAGE TYPES

Overview







The Shared Services Administrator uses this report to create a list of the day balances, cumulated balances (period balances), or time wage types that were determined by time evaluation.

The user can check what balances have been formed for each organisational unit. The report reads only the results that were created on the basis of time evaluation without errors. It does not take account of the preliminary balances generated by time evaluation when there is an error.

The leave entitlements/accounts can be displayed by using this report.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Time Management 
Administration  Information System  Report
Selection  Time Accounts  PT_BAL00 –
Cumulated Time Evaluation Results: Time
Balances/Wage Types

OR

Enter transaction code PT_BAL00 in the Command field and click on the Enter button.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/Wage Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Period Select the **Radio** button next to the period indicator or enter a relevant Reporting Period.

Selection Use one or more of the following combinations to select the employee time data that must be evaluated by the report:

Personnel Number

Time Recording Administrator

Click on the **Further Selections** button to display a list of additional selections.

Choose Selection Fields

The **Choose Selection Fields** dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Selection box button next to Personnel Area.

Click on the Selection box button next to Personnel Subarea.

Click on the Select button to copy the two additional selection options.

Choose Selection Fields

The Choose Selection Fields dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Continue (Enter) button to proceed.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/Wage Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Personnel Number Enter the relevant Personnel Number.

Personnel area Click on the Possible Entries button to display a list of Personnel Areas.

Personnel Area

The Personnel Area dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Personnel Area Text

Double click to select the relevant Personnel Area.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/Wage Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Personnel subarea Click on the Possible Entries button to display a list of Personnel Subareas.

Personnel Subarea

The Personnel Subarea dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

P.subarea

text Double click to select the relevant Personnel Subarea.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/Wage Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Selection Conditions Click on the Radio button next to the relevant Selection Condition.

Take Note

The User can create a Variant for frequently used reports. The report selection area is completed and then saved so that it can be accessed again.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Save button to save the entered Report Selection Criteria.

Variant Attributes

The Variant Attributes screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Variant Name Enter the relevant Variant Name.

Meaning Enter a Short Description for the Variant.

Click on the Save button to save the Variant.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/ Wage Types screen is displayed.

System Result

A message is displayed on the Status bar indicating that the relevant variant was saved.

The next time the User accesses this report screen he/she clicks on the Get Variant button to display and select the created variant.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to run the report.

Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balances/Wage Types screen is displayed.

Take Note

The User can print the report or export the data to Microsoft Excel if required.


Cumulated Time Evaluation Results

The Cumulated Time Evaluation Results: Time Balance/ Wage Types screen is displayed.

Menu Path

Select List  Export  Spreadsheet

OR

Click on the Spreadsheet  button to export the report data.

Select Table Calculation

The Select Table Calculation dialog box displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Continue button to proceed with the download.

SAP Custom – Save File As

The SAP Custom – Save File As dialog box is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the My Documents button to indicate the area where the data must be saved.

File Name Enter a relevant File Name for the downloaded data.

Click on the Save button to save the file.

Microsoft Excel Spreadsheet

The Microsoft Excel (File Name) screen is displayed.

System Result

A Microsoft Excel Spreadsheet is displayed that contains the downloaded report data.

Consolidation

You are now able to:

- Complete the Cumulative Time Evaluation Results report
- Create a variant to save report selection criteria
- Execute the Cumulative Time Evaluation Results report
- Download report data to Microsoft Excel in the form of a spreadsheet

REPORT: LEAVE QUOTA BALANCES

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to extract leave quota balances.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT001 – Leave Quota Balances Report

OR

Enter transaction code ZPPT001 in the Command field and click on the Enter button.

Report:

Leave Quota Balances

The Report: Leave Quota Balances screen is displayed.

Take Note

A range of Selection options are available to specify the relevant employee quota balances that are required. The User must use a combination of one or more of the selection options to display the correct employees.

Instruction

Complete the following instructions:

Button/Field Description

Personnel Number Click on the Multiple Selections button next to Personnel Number.

Multiple Selection for Personnel Number
The Multiple Selection for Personnel Number dialog box is displayed.

Take Note

The Select Single Values tab is displayed. The User can upload the relevant Personnel Numbers by selecting the Import from Text File or Upload from Clipboard buttons.

Instruction

Complete the following instructions:
Button/Field Description

Single Value Enter the relevant Personnel Numbers or click on the Possible Entries button to search for and select the Employees. Click on the Copy button to continue.

Report:
Leave Quota Balances
The Report: Leave Quota Balances screen is displayed.

Take Note
The green colour in the Multiple Selections button indicates that more than one personnel number has been selected.

Instruction
Complete the following instructions:
Button/Field Description
Click on the Execute button to start the report.

Leave Quota Balances

The Leave Quota Balances screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Leave Quota Balances report

MAN HOURS REPORT (OVERTIME AND CALLOUTS)

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to extract the man hours spent on overtime and callouts data.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT003 – Man Hours (Overtime & Call Out)

OR

Enter transaction code ZPPT003 in the Command field and click on the Enter button.

Man Hours Report

The Man Hours Report (Overtime & Call outs) screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Payroll Period Click on the Possible Entries button next to Payroll Area to select the relevant Payroll Area.

Payroll Period Select the Radio button next to the relevant Payroll Period.

Selection Select one or more of the following Selection Options:

- Personnel Number
 - Company Code
 - Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
 - Payroll Area
 - Cost Centre

Retro Display Select the Radio button next to the relevant Retro Display.

Man Hours Report

The Man Hours Report (Overtime & Call outs) screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Man Hours Report

The Man Hours Report (Overtime & Call outs) screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Man Hours Report (Overtime & Call outs)

OVERTIME ANALYSIS

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to analyse overtime.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT004 – Overtime Analysis

OR

Enter transaction code ZPPT004 in the Command field and click on the Enter button.

Report: Overtime Analysis

The Report: Overtime Analysis screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Payroll Area Click on the Possible Entries button to display and select the relevant Payroll Area.

Payroll Period Select the Radio button next to the relevant Payroll Period.

Selection Select one or more of the following Selection Options:

- Personnel Number
- Company Code
- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- Payroll Area
- Cost Centre

Hours Enter the minimum Number of Hours overtime worked that the report must display.

Retro Display Select the Radio button next to the relevant Retro Display.

Report: Overtime Analysis

The Report: Overtime Analysis screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Execute button to start the report.

Overtime Analysis

The Overtime Analysis screen is displayed.

Take Note

The User can print the report display or download the information to Microsoft Excel.

Consolidation

You are now able to:

- Complete and Execute the Overtime Analysis report

LIST TIME INFO TYPES

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to list the Time Infotypes and details of the selected Time Infotypes.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT007 – List Time Info Types

OR

Enter transaction code ZPPT007 in the Command field and click on the Enter button.

Report: List Time Info Types

The Report: List Time Infotypes screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Period Select the Radio button next to the relevant Reporting Period or enter a relevant Reporting Period.

Selection Select one or more of the following Selection Options:

Personnel Number

- Company Code
- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- Payroll Area
- Cost Centre

Choose Infotype to display Select the Radio button next to one of the following Infotype selection options:

- Display all Time Infotypes
 - Display Absences
 - Display Attendances
- Display Substitutions, Acting
 - Display Standby

Display options Select the Radio button to select one of the All Time Records or only Locked Time Records display option.

Report: List Time Info Types

The Report: List Time Info Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

List Time Info Types

The List Time Info Types screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Scroll Right button on the bottom of the screen to display:

- The Status of the Time Record
- The Date the Time Record was created
- The User who created the Time Record
- Comments entered by the User

Consolidation

You are now able to:

- Complete and Execute the List Time Infotypes report

ACTUAL VS PAID OVERTIME

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to compare the actual vs. paid overtime.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT008 – Actual vs Paid Overtime

OR

Enter transaction code ZPPT008 in the Command field and click on the Enter button.

Actual vs Paid Overtime

The Actual vs Paid Overtime screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Payroll Period Select the Radio button next to the relevant Payroll Period or enter a relevant Payroll Period.

Selection Select one or more of the following Selection Options:

- Personnel Number
- Employment Status
- Company Code
- Payroll Area
- Personnel Area/Subarea/Cost Centre
- Employee Group/Subgroup

Actual vs. Paid Overtime

The Actual vs. Paid Overtime screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Execute button to start the report.

Actual vs. Paid Overtime

The Actual vs. Paid Overtime screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Actual vs. Paid Overtime report

LIST TIME INFOTYPES IN TREE FORMAT

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to display Time Records in a Tree format.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT009 – List Time Info Types – Tree Format

OR

Enter transaction code ZPPT009 in the Command field and click on the Enter button.

List Time Info Types – Tree Format

The List Time Info Types – Tree Format screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Payroll Period Select the Radio button next to the relevant Reporting Period or enter a Reporting Period.

Selection Select one or more of the following Selection Options:

- Personnel Number
- Employment Status
- Company Code
- Payroll Area
- Personnel Area/Subarea/Cost Centre
- Employee Group/Subgroup

Complete the following instructions:

Button/FieldDescription

Choose Infotype to display Select the Radio button next to one of the following Infotype selection options:

- Display all Time Infotypes
- Display Absences
- Display Attendances
- Display Substitutions, Acting
- Display Standby

Display options Select the Radio button to select one of the All Time Records or only Locked Time Records display option.

List Time Info Types – Tree Format

The List Time Info Types – Tree Format screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

List Time Infotypes in Tree Format

The List Time infotypes in Tree Format screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Infotype Click to select a relevant Time Infotype.

Click on the Expand Subtree button to display the Time Record details.

List Time Infotypes in Tree Format

The List Time Infotypes in Tree Format screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the List Time Info Types – Tree Format report

REPORT: MAN HOURS (OVERTIME/CALL OUTS/PREMIUMS/STANDBY/SHIFTS)

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to extract the man hours spent on overtime, call outs, premiums, standby and shifts worked data.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT010 – Man hours (Overtime/Call
outs/Premiums/Standby/Shifts)

OR

Enter transaction code ZPPT0010 in the
Command field and click on the Enter button.

Report: Man Hours

The Report: Man Hours (Overtime/Call outs/Premiums/Standby/Shifts) screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

- | | |
|----------------|--|
| Payroll Area | Click on the Possible Entries button to display and select the relevant Payroll Area. |
| Payroll Period | Select the Radio button next to the relevant Payroll Period or enter a relevant Payroll Period. |
| Selection | Select one or more of the following Selection Options: <ul style="list-style-type: none"><input type="radio"/> Personnel Number<input type="radio"/> Company Code<input type="radio"/> Personnel Area<input type="radio"/> Personnel Subarea<input type="radio"/> Employee Group<input type="radio"/> Employee Subgroup |

● Payroll Area

● Cost Centre

Personnel Area Click on the Possible Entries button to display and select the relevant Personnel Area.

Personnel Subarea Click on the Possible Entries button to display and select the relevant Personnel Subarea.

Retro Display Select the Radio button next to the relevant Retro Display option that is required.

Shifts/Hours worked Deselect the Checkbox button if the absence hours/shifts must not be subtracted.

Click on the Enter button to check and update the fields.

Report: Man Hours

The Report: Man Hours (Overtime/Call outs/Premiums/Standby/Shifts) screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Execute button to start the report.

Report: Man hours

The Report: Man Hours (Overtime/Call outs/Premiums/Standby/Shifts) screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Man Hours (Overtime/Call outs/Premiums/Standby/Shifts) report

REMAINING LEAVE AS FROM KEY DATE

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to determine the remaining leave of a person on a specific date.

Transaction Code

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT011 – Remaining Leave as From Key Date

OR

Enter transaction code ZPPT0011 in the Command field and click on the Enter button.

Report: Remaining Leave as from Key Date
The Report: Remaining Leave as from Key date screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Selection Select one or more of the following
Selection Options:

- Personnel Number
- Company Code
- Personnel Area
- Personnel Subarea
- Employee Group
- Employee Subgroup
- Payroll Area
- Cost Centre

Complete the following instructions:

Button/FieldDescription

Further Selections Enter the relevant reporting period Key Date. Select a relevant Quota type or leave the field blank to display all the Time quotas.

Further Selections Enter the relevant reporting period Key Date. Select a relevant Quota type or leave the field blank to display all the Time quotas.

Report: Remaining Leave as from Key Date

The Report: Remaining Leave as from Key date
screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Remaining Leave as from Key date

The Remaining Leave as from Key date screen is
displayed.

Consolidation

You are now able to:

- Complete and Execute the Remaining Leave as from Key date report

ANNUAL LEAVE STATEMENTS REPORT

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to display the annual leave statements of on or more employees.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT012 – Annual Leave Statements

OR

Enter transaction code ZPPT0012 in the Command field and click on the Enter button.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Period Click on the **Radio** button to select a default Reporting Period or enter a relevant Reporting Period.

Selection Use a combination of one or more of the following selection options to select the Employees:

- Personnel Number
- Employment status
- Company Code
- Payroll Area/subarea/cost center

● Personnel Area

● Employee Group/subgroup

Date of leave take-on Enter the relevant Leave
Take-on Date.

Last date of Accruals Enter the relevant Last
date of Accruals.

Click to select the relevant Check box button
next to the leave statement option that must be
displayed.

Annual Leave Statements

The Annual Leave Statements screen is
displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Data Take-on Balances, if any, are displayed on this screen. All the report display screens can be printed or downloaded as required.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Accruals/Quota Transfers, if any, are displayed on this screen.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Leave Encashments, if any, are displayed on this screen.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Leave Taken, if any, is displayed on this screen.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Leave grandfathered options (Infotype 2012), if any, are displayed on this screen.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Adjustments (Infotype 2013 – Quota Corrections), if any, are displayed on this screen.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Back button to exit this report display screen.

Annual Leave statements

The Annual Leave Statements screen is displayed.

Take Note

The relevant Employee Leave Quota Balances (Infotype 2006) if any, are displayed on this screen.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Back button to exit this report display screen.

Annual Leave Statements

The Annual Leave Statements screen is displayed.

Consolidation

You are now able to:

- Complete and Execute the Annual Leave Statements report

ATTENDANCE REGISTER REPORT

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to display and print attendance registers for employees for a specific period.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT013 – Attendance Register

OR

Enter transaction code ZPPT0013 in the Command field and click on the Enter button.

Attendance Register

The Attendance Register screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Payroll area Click on the Possible Entries button to display and select the relevant Payroll Area.

Payroll period Click to select the Radio Button to select and enter a relevant Payroll Period.

Selection options Use a combination of one or more of the following selection options to select the Employees:

- Personnel Number
- Employment status
- Company Code
- Payroll Area/subarea/cost center
- Personnel Area
- Employee Group/subgroup

Click on the Further Selections button to display and select additional selection options.

Choose Selection Fields

The Choose Selection Fields screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Selection box button next to the relevant additional selection options.

Click on the Select button to copy the selected selection option to the Selection Fields column.

Choose Selection fields

The Choose Selection Fields screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Copy button to display the relevant selection option on the report screen.

Attendance Register

The Attendance Register screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Personnel area Click on the Possible Entries button to display and select a relevant Personnel Area.

Attendance Register

The Attendance Register screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Execute button to start the report.

Attendance Register

The Attendance Register screen is displayed.

Take Note

The attendance register must be printed, sick notes attached and updated and authorised by the relevant Manager and Supervisor. It must then be submitted to Shared Services.

Consolidation

You are now able to:

- Complete and Execute the Attendance Register report

LEAVE USAGE ANALYSIS REPORT

Overview

This is a customised report written for Anglo American. The Shared Services Administrator uses this report to analyse one or more employees leave.

Menu Path

Ensure that the SAP Easy Access screen is displayed.

Select Human Resources  Information System 
Anglo Custom Developments  Time Management
 ZPPT014 – Leave Usage Analysis

OR

Enter transaction code ZPPT0014 in the Command field and click on the Enter button.

Leave Usage Analysis

The Leave Usage Analysis screen is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Payroll area Select the relevant Payroll Area.

Payroll period Click to select the Radio Button to select and enter a relevant Payroll Period.

Selection options Use a combination of one or more of the following selection options to select the Employees:

- Personnel Number
- Employment status
- Company Code
- Payroll Area/subarea/cost center
- Personnel Area
- Employee Group/subgroup

Program options Select one or more Absence Types or leave the fields blanks to display all records.

Absence Type Click on the Multiple Selections button to display and select more than one Absence Type.

Multiple Selections for Absence type

The Multiple Selection for Absence Type dialog box is displayed.

Instruction

Complete the following instructions:

Button/FieldDescription

Click on the Possible Entries button to display and select the relevant Absence Types that must be displayed.

Leave Usage Analysis

The Leave Usage Analysis screen is displayed.

Instruction

Complete the following instructions:

Button/Field Description

Click on the Execute button to start the report.

Leave Usage Analysis

The Leave Usage Analysis screen is displayed.

Take Note

The report data can be printed or downloaded to Microsoft Excel if required.

Consolidation

You are now able to:

- Complete and Execute the Leave Usage Analysis report

Chapter

4 *

MERGEFORMAT 4

Troubleshooting Guide

Objectives:

At the end of the chapter you will be able to:

- Check the allocation of Quota Records
- Record Overtime, Standby Allowances etc.
- Casual Leave Process
- Errors with entering absences
- Leave Provision
- Excess Sick Leave Process
- Leave on Termination
- Entering Time Data using Fast Entry



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Troubleshooting Guide

The purpose of this chapter is to provide the Time Administrator with information to resolve issues in Time Management as well as understand the process.

The following topics will be discussed :

- Check the allocation of Quota Records
This topic will provide information regarding the allocation of Leave Quotas to employees and how to correct the processing if the incorrect quota is being allocated.
- Record Overtime, Standby Allowances etc.
This topic explains the various ways to enter employee Overtime, Standby allowance etc.
- Casual Leave Process
This topic will explain how casual leave is allocated to employees.
- Errors with entering absences
This topic discusses the ways to handle errors when capturing absences.
- Leave Provision
This topic provides information on how Leave Provision is processed in the payroll
- Excess Sick Leave Process
This topic describes how Excess Sick Leave is processed in the payroll.

CHECK THE ALLOCATION OF EMPLOYEE QUOTAS



Overview

The Time Administrator needs to ensure employees are being allocated the correct Quotas in terms of their contract of employment.

The report used to check Quota allocation is discussed, as well as the relevant infotypes that are queried by the system when allocating an employees Leave Quotas.



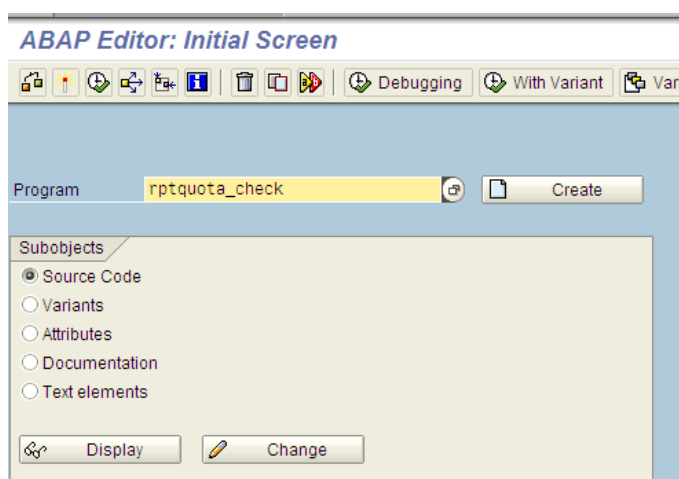
Menu Path

Report RPTQUOTA_CHECK

You can use the report to check the rules being applied to allocate an employees Quota records. To access the report, go to transaction SE38 / SA38 and enter the report name :


Abap Editor

The **Report** screen is displayed.



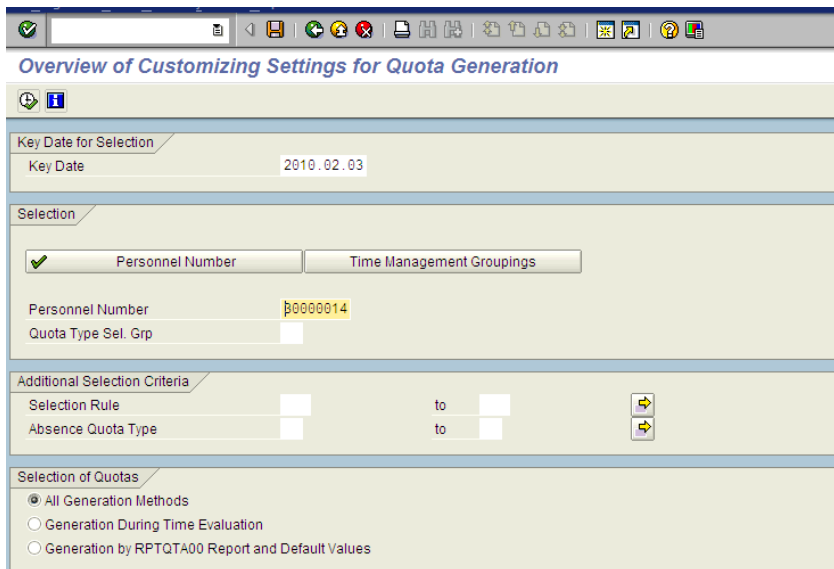
Instruction

Complete the following instructions:

Button/Field	Description
	Select the relevant Execute radio button.


Overview of Customising settings

The **Overview of customizing Settings Report** screen is displayed.



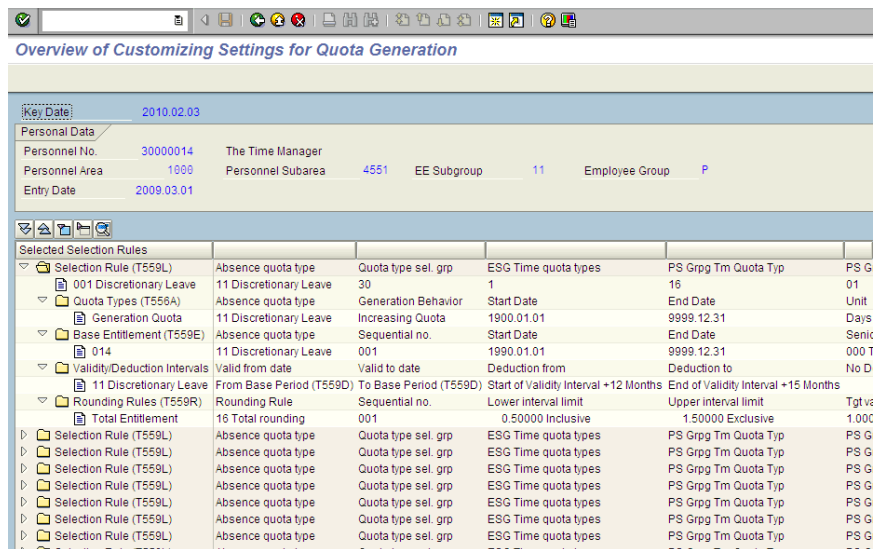
Instruction

Complete the following instructions:

Button/Field	Description
	Enter the Employee number.
	Click on the Execute button to start the report.

Personal work schedule

The **Overview of customizing Settings Report** is displayed.



The screenshot shows the SAP report 'Overview of Customizing Settings for Quota Generation'. It includes a key date of 2010.02.03 and personal data for Personnel No. 30000014, Personnel Area 1000, Personnel Subarea 4551, EE Subgroup 11, and Employee Group P. Below this is a table of selected selection rules.

Selection Rule (T559L)	Absence quota type	Quota type sel. grp	ESG Time quota types	PS Grpg Tm Quota Typ	PS G
001 Discretionary Leave	11 Discretionary Leave	30	1	16	01
Quota Types (T556A)	Absence quota type	Generation Behavior	Start Date	End Date	Unit
Generation Quota	11 Discretionary Leave	Increasing Quota	1900.01.01	9999.12.31	Days
Base Entitlement (T559E)	Absence quota type	Sequential no.	Start Date	End Date	Senic
014	11 Discretionary Leave	001	1990.01.01	9999.12.31	000 T
Validity/Deduction Intervals	Valid from date	Valid to date	Deduction from	Deduction to	No D
11 Discretionary Leave	From Base Period (T559D)	To Base Period (T559D)	Start of Validity Interval +12 Months	End of Validity Interval +15 Months	
Rounding Rules (T559R)	Rounding Rule	Sequential no.	Lower interval limit	Upper interval limit	Tgt vs
Total Entitlement	16 Total rounding	001	0.50000 Inclusive	1.50000 Exclusive	1.000



System Result

If there is no output for the report, the Employee will not be allocated any quota. To go to the detailed view of a setting, double-click on the sheet of paper icon for the row.

You can base the selection of the report either on persons, by entering a personnel number or quota type selection rule group, or time management groupings, by specifying employee subgroup or personnel subarea groupings.



Take Note

If there is no report for an employee, the following infotypes can be checked :

Infotype 0016 – there must be a valid record and an employee must have a contract type

Infotype 0007 – there must be a valid record and an employee must be on Time Management status 9 ONLY since the go-live date.



Consolidation

You are now able to:

- Display Customising settings of an Employee's absence quota allocation

RECORDING OVERTIME, STANDBY ALLOWANCE FOR AN EMPLOYEE



Overview

Overtime can be recorded in two ways in SAP :

Using infotype 2002 to enter the overtime per day worked or;

Using infotype 2010 to enter the hours worked.

Using infotype 2002 requires daily information to be entered – until positive time management has been implemented, it has been agreed that infotype 2010 will be used to enter overtime, standby allowance data.



Menu Path

Ensure that the **SAP Easy Access** screen is displayed.

Select Human Resources → Time Management → Administration → Time Data → **PA61 – Maintain**

OR

Enter transaction code **PA61** in the **Command** field and click on the  **Enter** button.

Select infotype 2010 – Employee Remuneration information and create the record selecting the correct wage type :

WT	Wage Type Long Text	Start Date	End Date
1030	Hours Worked	1990.01.01	9999.12.31
1035	Days not Worked	1990.01.01	9999.12.31
2020	DD - Allowance	1990.01.01	9999.12.31
2037	Breakdown Inside	1990.01.01	9999.12.31
2038	Breakdown Outside	1990.01.01	9999.12.31
3001	Acting Overtime Time	1990.01.01	9999.12.31
3002	Acting Sunday Time	1990.01.01	9999.12.31
3003	Acting PPH Hourly	1990.01.01	9999.12.31
3005	Acting Straight Time	1990.01.01	9999.12.31
3006	Acting Inside Breakdown	1990.01.01	9999.12.31
3007	Acting Outside Breakdown	1990.01.01	9999.12.31
3011	Standby Allowance	1990.01.01	9999.12.31
3012	Shift Allowance Admin	1990.01.01	9999.12.31
3013	Shift Allowance	1990.01.01	9999.12.31
3014	Track Night Shift	1990.01.01	9999.12.31
3016	Straight Time	1990.01.01	9999.12.31
3018	Overtime Time	2009.03.01	9999.12.31
3019	Sunday Overtime	2009.03.01	9999.12.31
3020	PPH Hourly	2009.03.01	9999.12.31
3021	Night Shift Allowance	1990.01.01	9999.12.31
3022	Sunday Overtime APX	2009.03.01	9999.12.31
3023	Sunday Overtime 0.75	2009.03.01	9999.12.31
3024	Work on Off Day	1990.01.01	9999.12.31
3025	Penalty Time	1990.01.01	9999.12.31
3026	Sunday Double Time	1990.01.01	9999.12.31
3027	PPH Daily	2009.03.01	9999.12.31
3028	Average Overtime	2009.03.01	9999.12.31
3029	Average Sunday Overtime	2009.03.01	9999.12.31
3030	PPH Double Time	2009.03.01	9999.12.31
7057	Lost Time	1990.01.01	9999.12.31

Select the Overtime type and enter the number of hours. Note : the overtime hours must be captured by overtime type e.g. Sunday overtime

CASUAL LEAVE PROCESS



Overview

Casual leave is calculated for employees in Employee Groups H (Hourly) and M (Monthly)

The allocation for Monthly employees discretionary leave is 1 day per 17 days worked and sick leave is 1 day for every 26 days worked.

The allocation for Hourly employees discretionary leave is 1 hour per 17 hours worked and sick leave is 1 hour for every 26 hours worked. This leave allocation is then converted to days in the Time Evaluation program.



Menu Path

Ensure that the **SAP Easy Access** screen is displayed.

Select Human Resources → Time Management → Administration → Time Data → **PA61 – Maintain**

OR

Enter transaction code **PA61** in the **Command** field and click on the  **Enter** button.

Select infotype 2010 – Employee Remuneration information and create the record selecting the correct wage type :

WT	Wage Type Long Text	Start Date	End Date
1030	Hours Worked	1990.01.01	9999.12.31
1035	Days not Worked	1990.01.01	9999.12.31
2020	DD - Allowance	1990.01.01	9999.12.31
2037	Breakdown Inside	1990.01.01	9999.12.31
2038	Breakdown Outside	1990.01.01	9999.12.31
3001	Acting Overtime Time	1990.01.01	9999.12.31
3002	Acting Sunday Time	1990.01.01	9999.12.31
3003	Acting PPH Hourly	1990.01.01	9999.12.31
3005	Acting Straight Time	1990.01.01	9999.12.31
3006	Acting Inside Breakdown	1990.01.01	9999.12.31
3007	Acting Outside Breakdown	1990.01.01	9999.12.31
3011	Standby Allowance	1990.01.01	9999.12.31
3012	Shift Allowance Admin	1990.01.01	9999.12.31
3013	Shift Allowance	1990.01.01	9999.12.31
3014	Track Night Shift	1990.01.01	9999.12.31
3016	Straight Time	1990.01.01	9999.12.31
3018	Overtime Time	2009.03.01	9999.12.31
3019	Sunday Overtime	2009.03.01	9999.12.31
3020	PPH Hourly	2009.03.01	9999.12.31
3021	Night Shift Allowance	1990.01.01	9999.12.31
3022	Sunday Overtime APX	2009.03.01	9999.12.31
3023	Sunday Overtime 0.75	2009.03.01	9999.12.31
3024	Work on Off Day	1990.01.01	9999.12.31
3025	Penalty Time	1990.01.01	9999.12.31
3026	Sunday Double Time	1990.01.01	9999.12.31
3027	PPH Daily	2009.03.01	9999.12.31
3028	Average Overtime	2009.03.01	9999.12.31
3029	Average Sunday Overtime	2009.03.01	9999.12.31
3030	PPH Double Time	2009.03.01	9999.12.31
7057	Lost Time	1990.01.01	9999.12.31

Hourly paid employees : Use Wage type 1030 to enter the number of hours an employee has worked. This will pay the employee their salary earned as well as be used in the calculation of their leave entitlement. Note all hours worked including all overtime will be included in this calculation.

Monthly paid employees. Monthly employees will be paid for the complete month unless they have not worked for certain days. Enter the days not worked in infotype 2010 using wage type 1035. The value entered must be a negative value i.e. -6. The system will then look at the employees planned working days from their work schedule and reduce this by the number of days not worked. This value will be used to calculate the leave allocation.

Process Time Evaluation to view the Leave Quota allocation.

ERRORS WHEN CREATING ABSENCES

The following is a list of the absence types that can be created in SAP. The Pay column determines whether the leave is paid or unpaid leave. Unpaid leave will be processed in payroll.

The Deduct from quota column determines whether employees must have Leave Quota before an absence can be recorded. If quota is to be reduced by the absence, then there ***MUST be enough*** absence quota available.

The Min and Max field identified whether there is a min or max value for the single record being recorded. This does NOT refer to the quota available.

PSG	A/A Type	Absence Description	Pay?	Deduct from Quota?	Min	Max
16	1010	Leave – Annual	Paid	Yes	1	999
16	1020	Leave – Discretionary	Paid	Yes	1	999
16	1030	Leave – ½ Day	Paid	Yes	0	1
16	1031	Leave – ½ Day Unpaid	Unpaid	No	0	1
16	1040	Leave – Special	Paid	Yes	1	999
16	1050	Leave – In Lieu Sick	Paid	Yes	1	999
16	1061	Leave – Unpaid	Unpaid	No	1	999
16	1070	Leave – Long Service	Paid	Yes	1	999
16	2010	Sick – w/o Cert (X99)	Paid	Yes	0	2
16	2020	Sick – with Certificate	Paid	Yes	0	999
16	2030	Sick – Special	Paid	Yes	1	999
16	2040	Sick – Special ½ Day	Paid	Yes	0	1
16	2052	Sick - Special %Pd	% Paid	Yes	1	999
16	2060	Sick – Hospitalization	Paid	No	1	999
16	2070	Sick – Recuperation	Paid	No	1	999
16	2081	Sick – Unpaid	Unpaid	No	1	999
16	2090	Sick – Risk Pool	Paid	No	1	999
16	2100	Sick - Injury on Duty	Paid	No	1	999
16	2110	Sick - Chronic	Paid	No	0	1
16	3010	Maternity – Paid	Paid	Yes	1	072
16	3020	Maternity –Half day Paid	% Paid	Yes	1	999
16	3031	Maternity – Unpaid	Unpaid	Yes	1	999
16	4010	Study Leave	Paid	Yes	1	999
16	4020	Sport Leave	Paid	Yes	1	999
16	4030	Family Responsibility	Paid	Yes	1	999

16	4032	½ Family Responsibility	Paid	Yes	1	999
16	4040	Paternity	Paid	Yes	1	999
16	4050	Climatic Leave	Paid	Yes	1	999
16	4060	Paid Converted Leave	Paid	No	1	999
16	4062	½ Day Converted Leave	Paid	No	1	999
16	4070	Witness at Court Case	Paid	No	1	999
16	5011	Absent w/o Notice	Unpaid	No	1	999
16	5021	Journal Outstanding	Unpaid	No	1	999
16	5030	Suspension – Paid	Paid	No	1	999
16	5041	Suspension - Unpaid	Unpaid	No	1	999
16	5051	Stay away	Unpaid	No	1	999
16	5061	Strike	Unpaid	No	1	999
16	5070	Union meeting	Paid	No	1	999
16	5081	Lost Time	Unpaid	No	1	999

The following leave Quotas are generated automatically :

- Compulsory Leave
- Accumulative Leave
- Discretionary Leave
- Sick Leave
- Family Responsibility Leave

If you need to enter other absences that reduce quota you must proceed as follows :

Special Leave, Special Sick Leave, Sport Leave, Study Leave, Paternity Leave and Climatic Leave :

Create the Quota record manually after approval. Use infotype 2006, Absence Quotas. Create the record for the current year, and enter the no of days to be allocated. This quota will be **available immediately** – there is no need to run Time Evaluation.

Maternity Leave

When creating the Maternity Leave Quota, the number of days must not be entered. The From and to data must be the same and the deduction from and to date must be for at least 6 months. When this record is saved, a Time Transfer Specifications infotype 2012 record will be created in the background with a value of 1. When Time Evaluation is run, the correct Maternity Leave Quota will be allocated depending on the employee's work schedule as follows :

Work schedule for Maternity

G5D40H	5
G5D45H	5
G6D45H	6
G545	5
G645	6
T545	5
T645	6
G5D40H	5
GEN 1 1	5
GEN 3 3	6
MAN 1 2	5

LEAVE PROVISION



Overview

Leave Provision is calculated automatically during Time Evaluation and processed during the Payroll run. The Leave balance at the beginning of the month is compared to the balance at the end of the month, and the difference is posted as the Leave Provision value.

Note: ***The first month of go-live, the total employee leave balance will be posted.***

EXCESS SICK LEAVE



Overview

Excess Sick Leave will be paid at the end of an employees Sick Leave cycle provided that the employee has 29 or more days remaining sick leave quota. Time evaluation will automatically pay 2 days excess sick leave to an employee in the payroll of that month.

LEAVE ON TERMINATION



Overview

On termination, Time Evaluation must be run manually until the last day of the month in which an employee is being terminated. This will ensure that the employee has been allocated ALL leave due.

When processing the termination action, the Quota overview screen will be displayed. For compulsory leave, it is important to change the deduction from date for the employees leave, or you will NOT be able to compensate the leave.

Process Leave Encashment once the previous two steps have been completed.

FAST ENTRY OF TIME DATA



Overview

This transaction is to maintain master data on one infotype for more than one employee. It can be used, for example, in an instance whereby several employees receive overtime, or multiple absence records are to be created. The data may be entered on one screen for several employees.



Menu Path

Ensure that the **SAP Easy Access** screen is displayed.

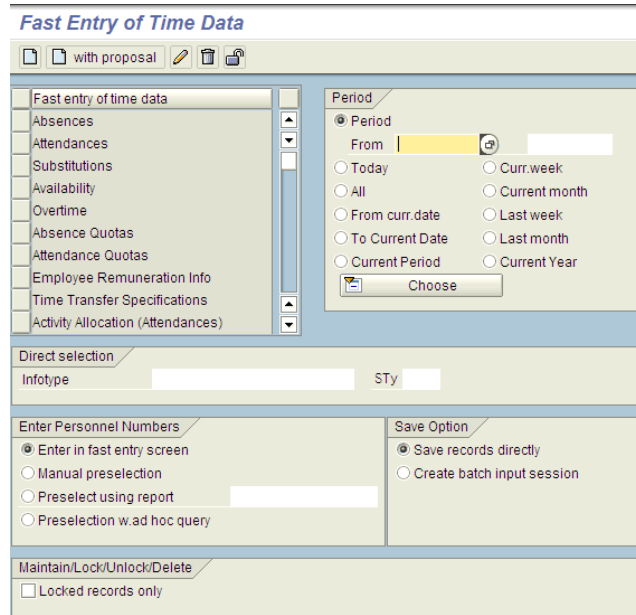
Select Human Resources → Time Management → Administration → Time Data → **PA71 – Fast Entry**

OR

Enter transaction code **PA71** in the **Command** field and click on the  **Enter** button.



Fast Entry of Time Data

The **Fast Entry of Time Data** screen is displayed.

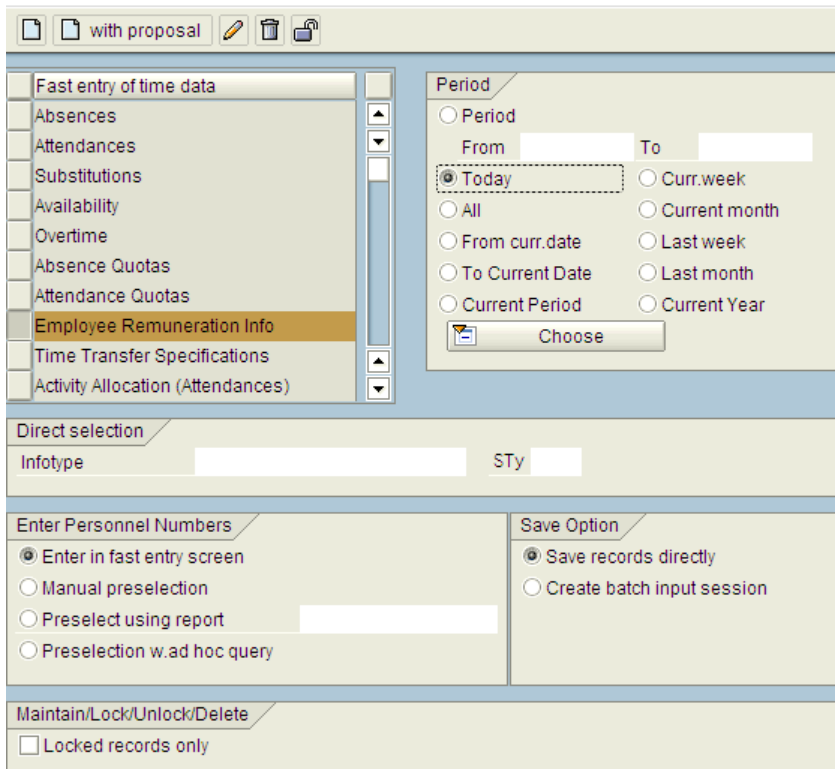






Instruction

Complete the following instructions:

Button/Field	Description
Infotype	Select the infotype to be maintained. Note : Depending on the infotype selected, the input screen will change
Period	Select the date on which the infotype maintenance is to become effective.
Enter personnel numbers	Click on the radio button <i>Enter in fast entry screen</i> .
	Click on the radio button <i>Save records directly</i>
	Click on the Create button.

Fast Entry of Time Data



with proposal   

Fast entry of time data

Absences
Attendances
Substitutions
Availability
Overtime
Absence Quotas
Attendance Quotas
Employee Remuneration Info
Time Transfer Specifications
Activity Allocation (Attendances)

Period

Period
From To

Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection

Infotype STy

Enter Personnel Numbers

Enter in fast entry screen
 Manual preselection
 Preselect using report
 Preselection w.ad hoc query

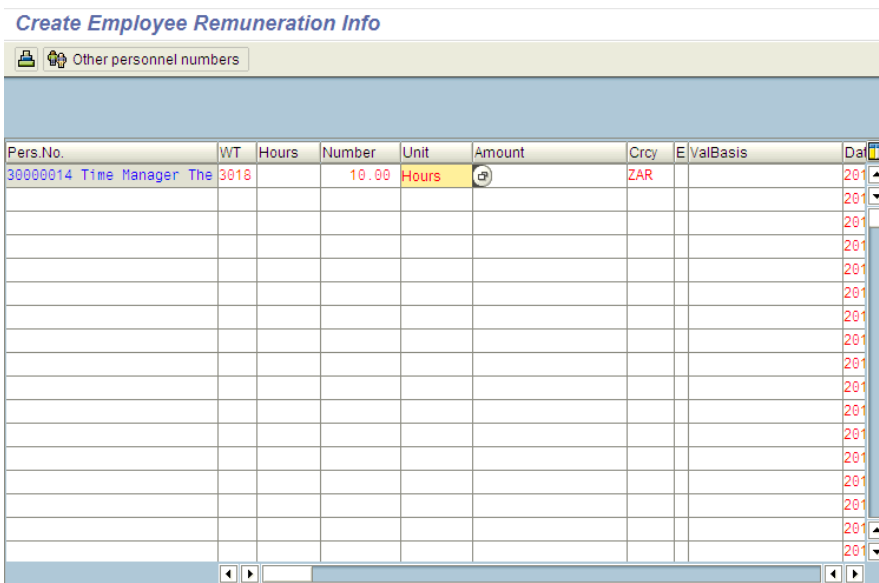
Save Option

Save records directly
 Create batch input session



Maintain/Lock/Unlock/Delete

Locked records only

The **Fast Entry of Time Data** screen is displayed





Create Employee Remuneration Info

  Other personnel numbers

Pers.No.	WT	Hours	Number	Unit	Amount	Crcy	E/ValBasis	Date
30000014 Time Manager The	3018		10.00	Hours		ZAR		201
								201
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Complete the following instructions:

Field	Description
Personnel Number	Enter the personnel numbers of the employees for which the payments are relevant.
Wage Type	Select the wage type for which the additional payment is assigned.
Number	Enter the number of units to be paid to the employees.
	Click on the Save button.

Infotype 2010 records will be created for all the employees on the screen. To create additional entries select the  **Other personnel numbers** button. A new blank screen will be provided for data entry.

Fast Entry with Proposal

You can also perform fast entry on SAP using a proposal. This option can be used if maintaining the same wage type for more than one employee. For example, if several employees are receiving the same overtime or standby allowance effective the same day you can perform this by using the 'with proposal' option.

 **with proposal** type you would like to maintain and then select the period. Click on . The following screen appears:

Employee Remuneration Info

✓ Copy default values

Choose from 2010.02.04

Country grouping 16

Wage Type Model

Wa...	Wage Type Long Text	Hours	Number	Unit tex	Amount	Crcy

Entry 1 of 0

Wage... the wagetype being allocated to the employees in the column. Enter the number and the unit being allocated to the employees in the Number column.

Employee Remuneration Info

✓ Copy default values


Choose from 2010.02.04

Country grouping 16

Wage Type Model

Wa...	Wage Type Long Text	Hours	Number	Unit tex	Amount	Crcy
3013	Shift Allowance		10.00			

Entry 1 of 1

Click on  Copy default values to proceed to the next step. The following screen will appear:

Create Employee Remuneration Info

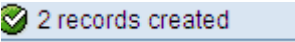
Other personnel numbers

Pers.No.	WT	Hours	Number	Unit	Amount	Crcy	E/ValBasis	Date
3013		Ⓢ	10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
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3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201
3013			10.00	Hours				201

Personnel number numbers in the column. You can still change the wage type and amount on this screen if you need to.

Click on to update the employee’s record.

Notice the message at the bottom of the screen informing you of the number of employees maintained:



Preselect Employees using a Report

You can use this option to select employees based on Organisational criteria e.g. If all employees in a specific department are all receiving a specific payment.

Preselect using report you would like to maintain and then select the period. Click on and then on the Fast Entry initial screen. The following screen appears:

Personnel Number Selection for Fast Data Entry

Further selections | Search helps | Sort order | Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Payroll period

Selection

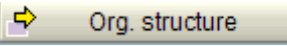


Personnel Number

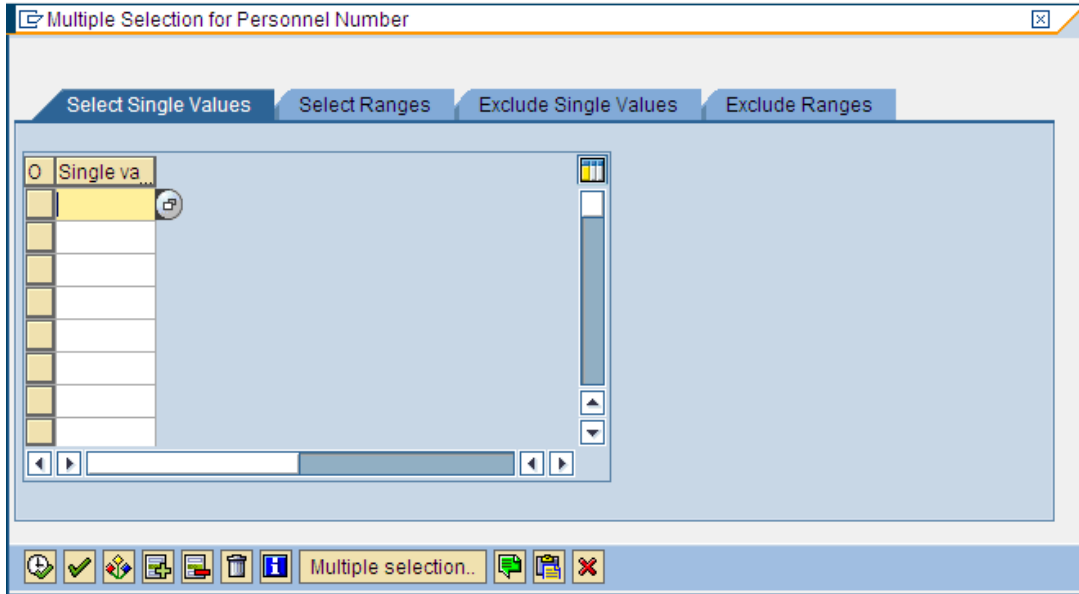
Employment status



Time recording administrator

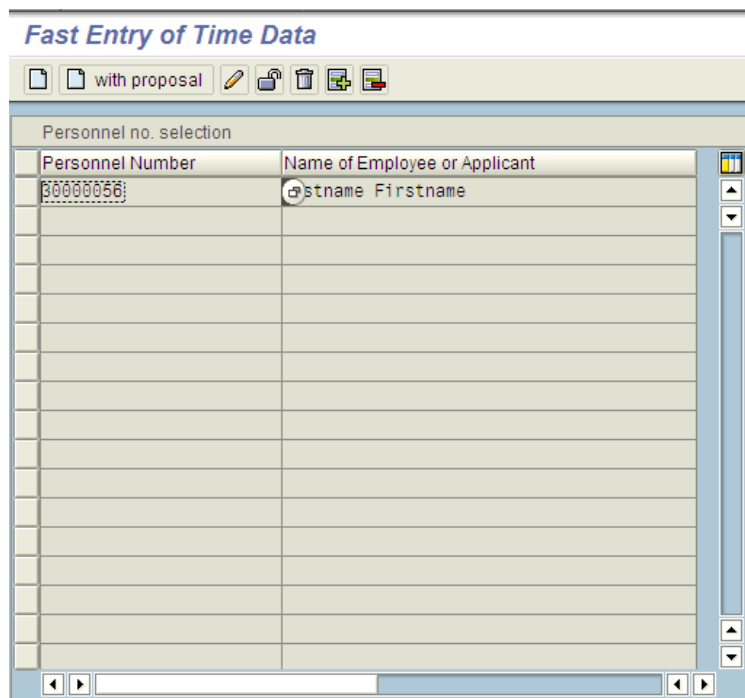
Additional data



Job	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Organizational unit	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Position	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Work schedule rule	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Payroll administrator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
HR administrator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>
Time data administrator	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↔"/>


Select the period/date and enter relevant Personnel area(s), personnel subarea(s), employee group(s), employee subgroup(s) or employment status(s). You can also select more than one of these. Additionally, you can use the  Org Structure button to select by Department / Division. In addition, if you have an employee list in Excel, you can select the additional personnel number button . On the following screen, once you have copied your employee list to the clipboard, you can select the paste button  to import multiple employees into the employee list as follows :



 For making your selections click on . The following screen will appear (the selection data will differ):



 with proposal can still add personnel numbers on this screen by clicking on . At this stage, you can select whether you want to create with proposal - or just create. Please then refer to the processes described in this document.

Click  until you return to the *SAP R/3* screen.



Consolidation

You are now able to:

- Use Fast Data Entry.

