

ABC - SAP Project

User Manual Document- HR Time Management and Payroll

Project	
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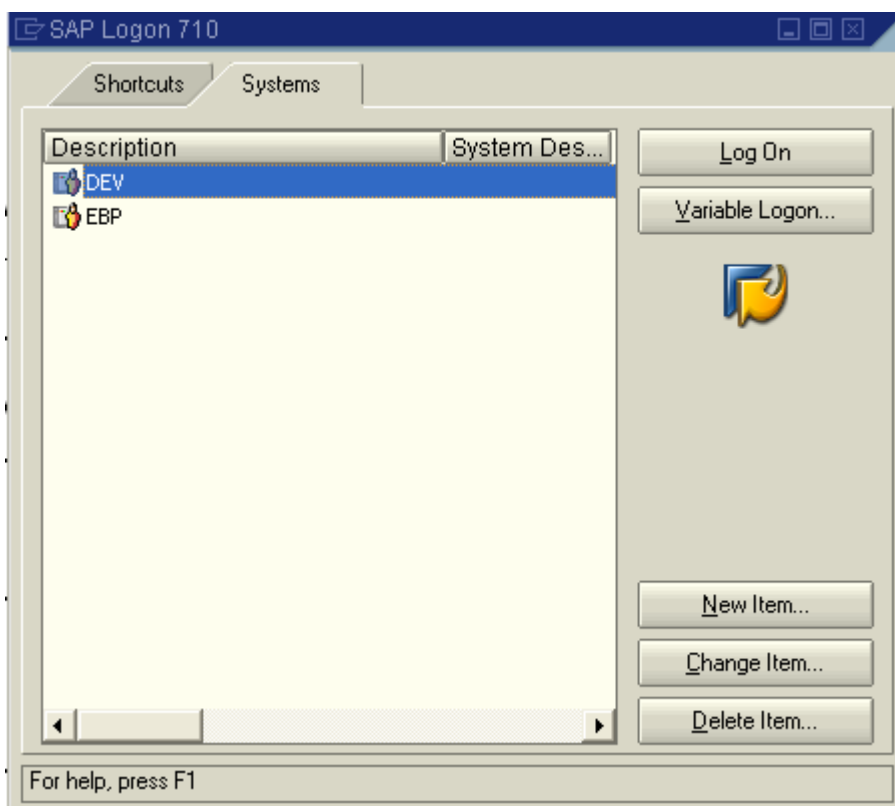
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1 Introduction

This Document is intended to explain the Time Management such as maintain absence, Absence quota generation and Time Events Maintenance

2 SAP Logon



User System Help

SAP

New password

Client 040

User tokesh

Password *****

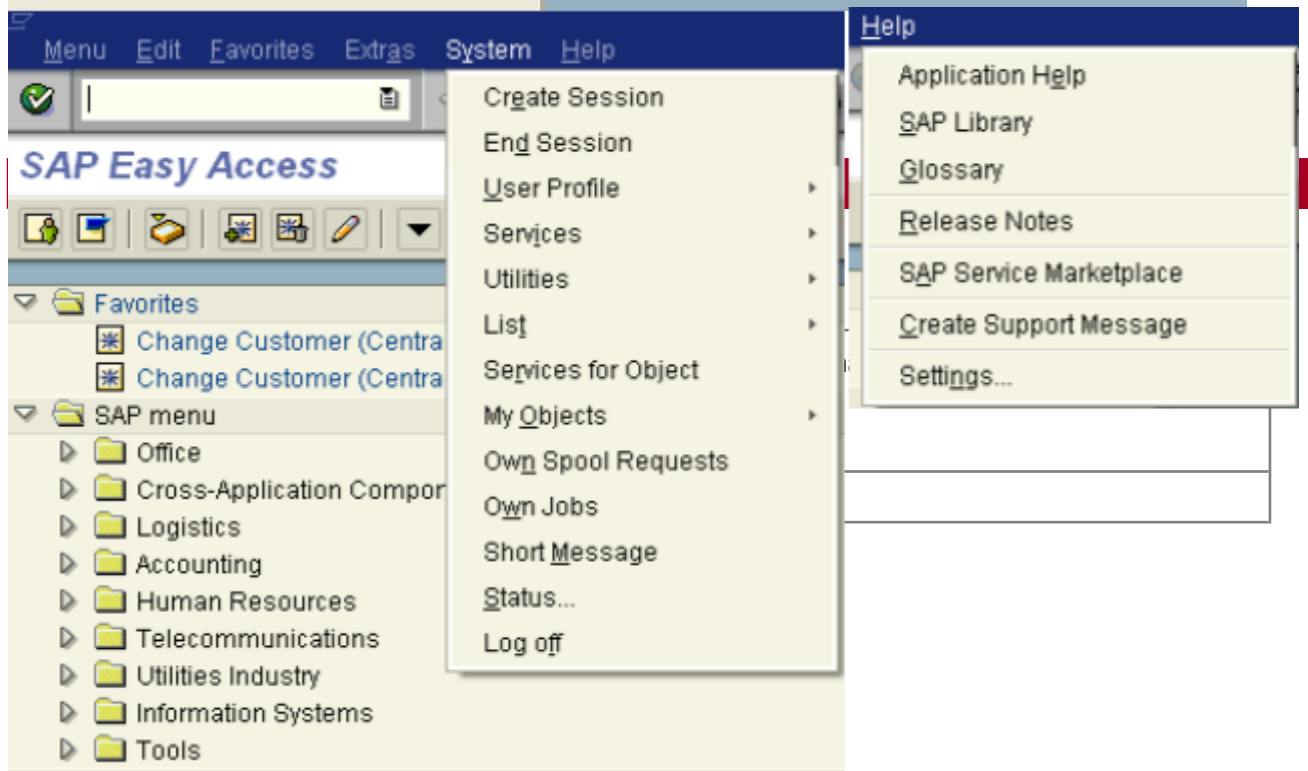
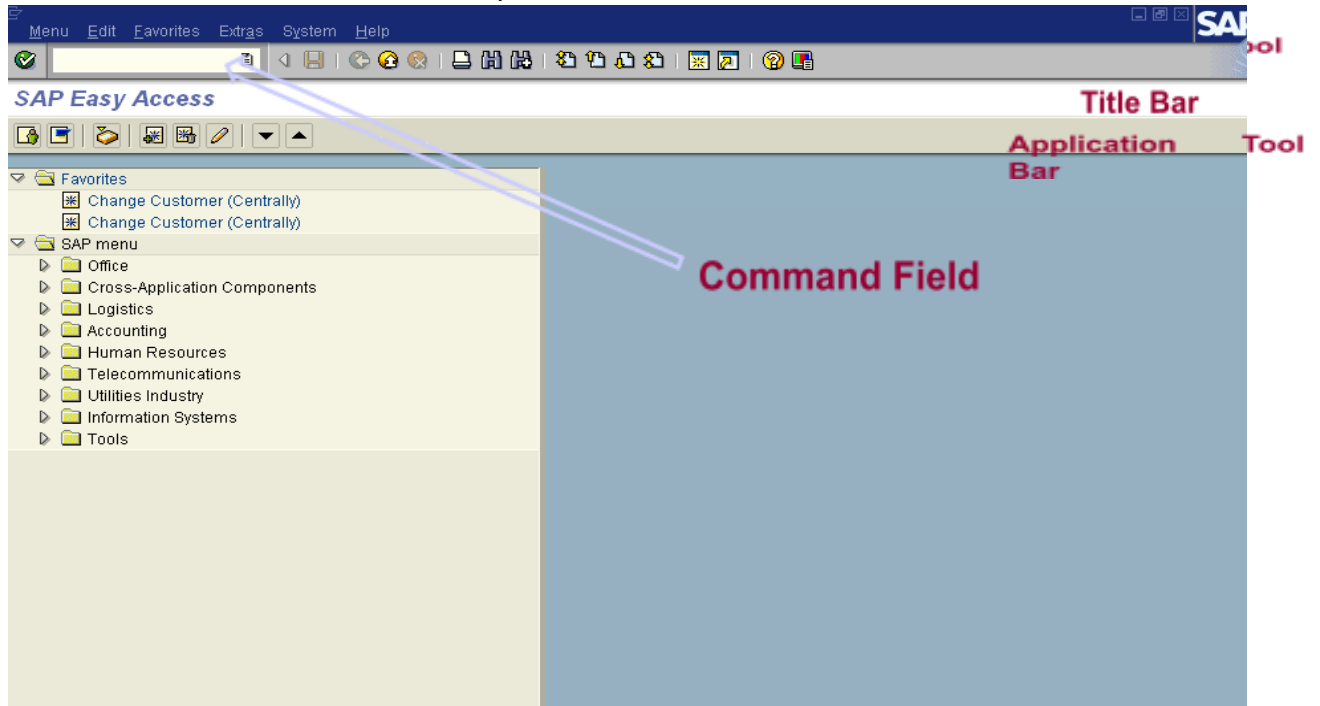
Language

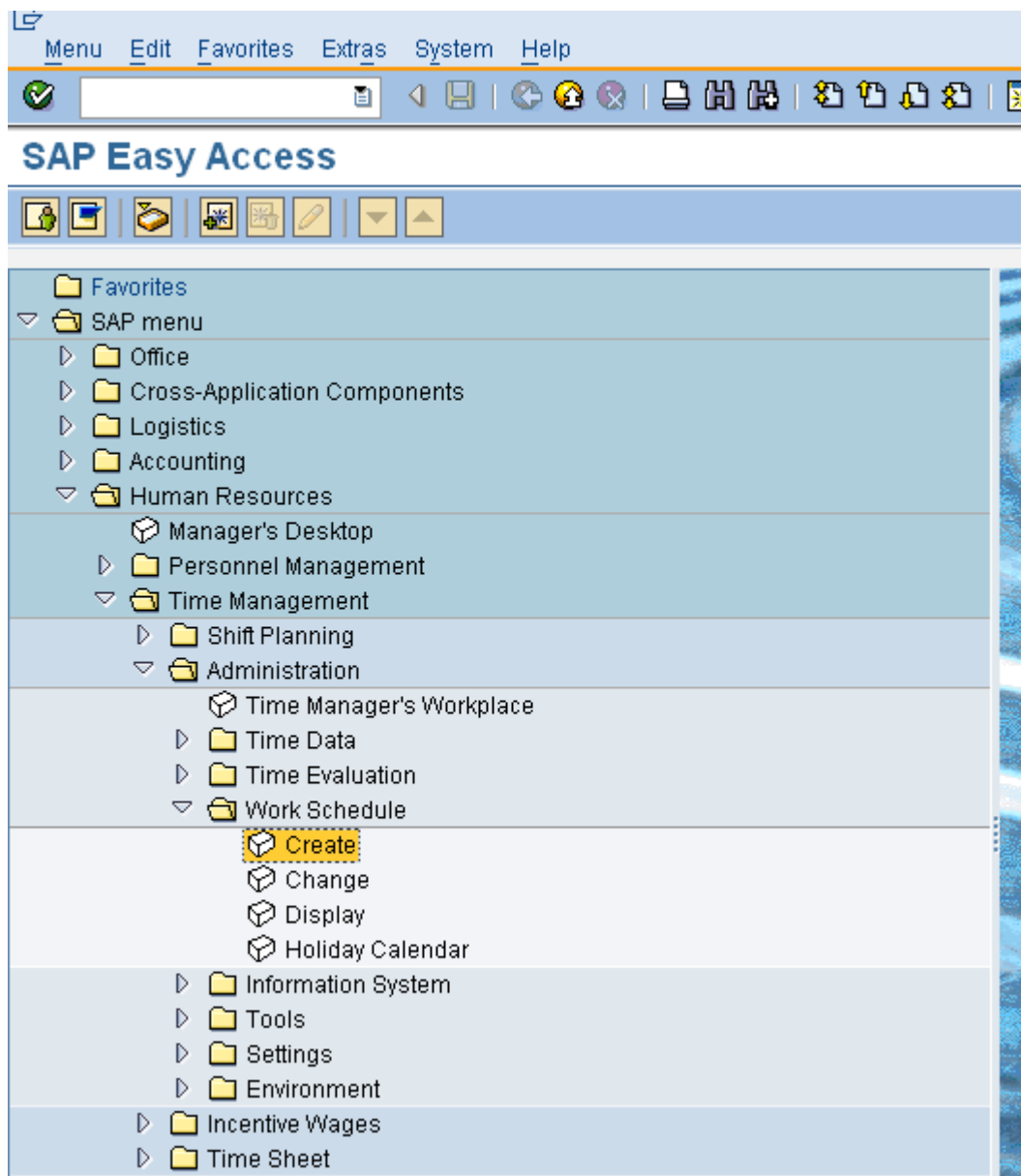
Input Parameters	Values
------------------	--------

User Manual- <Module>

Enter User Name	Lokesh
Enter Password	*****

Enter user Name and Password then press enter button





Click on Create or Enter PT01 Tcode
Click on create

User Manual- <Module>

 Work schedule Edit Goto System Help



Create Work Schedule

Create Create all

Work schedule for

Employee subgroup grouping	7
Holiday calendar	SA
Personnel subarea grouping	01
Work schedule rule	SHT1

Period

Calendar month from (MMYYYY)	122008
to (MMYYYY)	122009 

Display

☒ Calendar
☐ ALV List

Click on create All

System will show the Message like below mentioned for selected period

 Work schedule generated for period 01.01.2010 to 31.12.2010

Input Parameters	Values
Employee Subgroup grouping	7
Holiday calendar	SA
Personnel subarea grouping	01
Work schedule rule	SHT1
Calendar Month	122008
to	122009

3.2 Change Work schedule- PT02

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Work Schedule □ Change
Transaction code	PT02

The screenshot shows the SAP Easy Access menu on the left, with the path: SAP menu > Office > Cross-Application Components > Logistics > Accounting > Human Resources > Manager's Desktop > Personnel Management > Time Management > Shift Planning > Administration > Work Schedule. The 'Change' option is highlighted. The main window displays the 'Change Work Schedule' transaction with the following fields:

Work schedule for	
Employee subgroup grouping	7 General Manager
Holiday calendar	SA CCMC Public Holiday Calendar
Personnel subarea grouping	01
Work schedule rule	SHT1

Period	
Calendar month from (MMYYYY)	012010
to (MMYYYY)	122010

Display	
☒ Calendar	
☐ ALV List	

Click on change button

User Manual- <Module>

Work schedule Edit Goto System Help

Change Work Schedule

Choose Next month

ES grouping 7 DWS grouping 01 Monthly hours 209,00

Holiday Calendar ID SA Period work schedule SHT1

PS grouping 01 Work schedule rule SHT1

Valid January 2018 Chngd 31.05.2009 LOKESH

Work Schedule

Wk	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC	D	SU	HC
53														01	OFF		02			03	
01	04				05			06		07			08			09			10		
	SHTG			SHTG			SHTG		OFF			OFF				SHTG			SHTG		
02	11				12			13		14			15			16			17		
	SHTG			SHTG			SHTG		OFF			OFF				SHTG			SHTG		
03	18				19			20		21			22			23			24		
	SHTG			SHTG			SHTG		OFF			OFF				SHTG			SHTG		
04	25				26			27		28			29			30			31		
	SHTG			SHTG			SHTG		OFF			OFF				SHTG			SHTG		

Restart: Month Week Day in year

Restrictions

Grpg	DWS	V	Daily WS text	Pind hrs	Work St	Work e	Start Date	End Date
01	OFF		OFF	0,00	00:00:00	00:00:00	01.01.2008	31.12.9999
01	SHTA		SHTA VWOT	8,00	07:00:00	15:00:00	01.01.2008	31.12.9999
01	SHTB		SHTB VWOT	8,00	15:00:00	23:00:00	01.01.2008	31.12.9999
01	SHTC		SHTC VWOT	8,00	23:00:00	07:00:00	01.01.2008	31.12.9999
01	SHTD		SHTD VWOT	8,00	08:00:00	16:00:00	01.01.2008	31.12.9999
01	SHTE		SHTE VWOT	8,00	07:00:00	15:00:00	01.01.2008	31.12.9999
01	SHTF		SHTF VWOT	8,50	08:00:00	16:30:00	01.01.2008	31.12.9999
01	SHTG		SHTG VWOT	9,50	08:00:00	17:30:00	01.01.2008	31.12.9999
01	SHTH		SHTH VWOT	9,50	08:00:00	17:30:00	01.01.2008	31.12.9999
01	SHTI		SHTI VWOT	4,50	08:00:00	12:30:00	01.01.2008	31.12.9999
01	SHTJ		SHTJ VWOT	8,50	08:00:00	16:30:00	01.01.2008	31.12.9999
01	SHTK		SHTK VWOT	4,50	08:00:00	12:30:00	01.01.2008	31.12.9999
01	SHTL		SHTL VWOT	8,00	07:00:00	15:00:00	01.01.2008	31.12.9999
01	SHTM		SHTM VWOT	8,00	15:00:00	23:00:00	01.01.2008	31.12.9999
01	SHTN		SHTN VWOT	8,00	23:00:00	07:00:00	01.01.2008	31.12.9999
01	SHTO		SHTO VWOT	8,00	08:00:00	16:00:00	01.01.2008	31.12.9999
01	SHTP		SHTP VWOT	8,00	07:00:00	15:00:00	01.01.2008	31.12.9999
02	AFTN		Afternoon Shift	7,00	16:00:00	24:00:00	01.01.1990	31.12.9999
02	DAY		Day Shift	7,00	08:00:00	16:00:00	01.01.1990	31.12.9999
02	FREI		Off	0,00			01.01.1990	31.12.9999
02	GLZ		Flextime	8,00	08:00:00	18:00:00	01.01.1990	31.12.9999
02	GLZ A		Flextime	7,20	08:00:00	18:00:00	01.01.1990	31.12.9999
02	GLZ B		Flextime	4,00	08:00:00	16:30:00	01.01.1990	31.12.9999
02	NGHT		Night Shift	8,00	08:00:00	16:00:00	01.01.1990	31.12.9999
02	NORM		Normal shift	7,50	08:00:00	16:30:00	01.01.1990	31.12.9999

Change work schedule(Shifts) for Particular work schedule rule if required

Ex: Change shift G to SHIFT H For Particular Day.

Input Parameters	Values
Employee Subgroup grouping	7
Holiday calendar	SA
Personnel subarea grouping	01
Work schedule rule	SHT1
Calendar Month	122008
to	122009

3.3 Display Workschedule-PT03

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Work Schedule □ Display
Transaction code	PT03

Work schedule Edit Goto System Help

Display Work Schedule

Display

Work schedule for

Employee subgroup grouping 7

Holiday calendar SA

Personnel subarea grouping 01

Work schedule rule SHT1

Period

Calendar month from (MMYYYY) 012010

to (MMYYYY) 122010

Display

☒ Calendar

☐ ALV List

Click on Display Button

Work schedule Edit Goto System Help

Display Work Schedule

Choose Previous month Next month

ES grouping 7 DWS grouping 01 Monthly hours 209,00

Holiday Calendar ID SA Period work schedule SHT1

PS grouping 01 Work schedule rule SHT1

Valid January 2010 Chngd 31.05.2009 LOKESH

Work Schedule

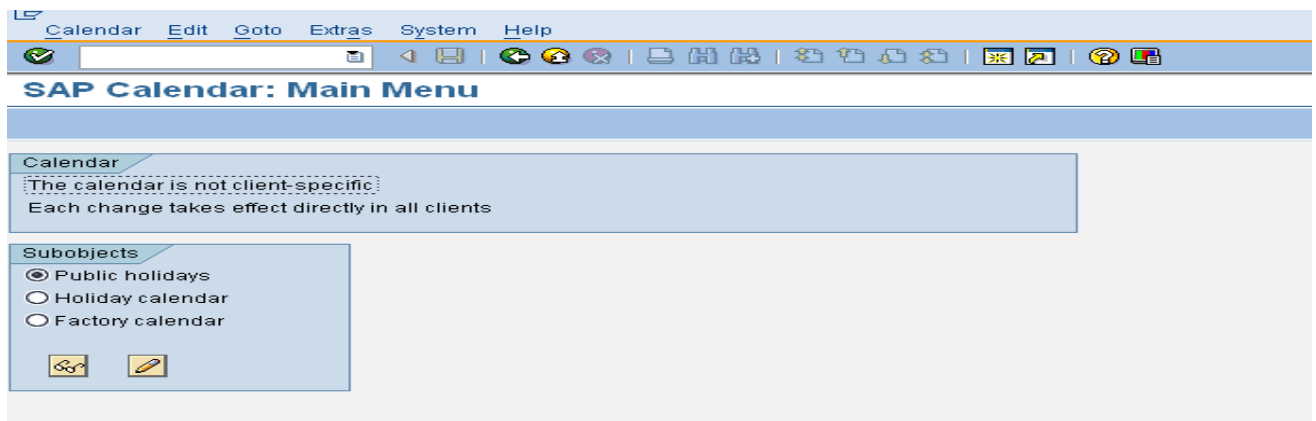
Wk	D	MO	HC	D	TU	HC	D	WE	HC	D	TH	HC	D	FR	HC	D	SA	HC	D	SU	HC
53													01	OFF		02	SHT6		03	SHT6	
01	04			05			06			07			08	OFF		09			10	SHT6	
02	11			12			13			14			15	OFF		16			17	SHT6	
03	18			19			20			21			22	OFF		23			24	SHT6	
04	25			26			27			28			29	OFF		30			31	SHT6	

Restart: Month ☒ Week Day in year

Input Parameters	Values
Employee Subgroup grouping	7
Holiday calendar	SA
Personnel subarea grouping	01
Work schedule rule	SHT1
Calendar Month	122008
to	122009

3.4 Change Holiday calendar-SCAL

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Work Schedule □ Holiday Calendar
Transaction code	SCAL



Click on change button

User Manual- <Module>

Calendar Edit Goto Extras System Help

Change Public Holidays: Overview

Definition

Public holiday	Short text	Use in holiday cal.	Sort Key
1 Quds Day	1 Quds		
1 Ramadan	1 Ramadan	X	
10 Dhu al Hijja - 2	10 Hijja 2		
10 Muharram	10 Muharr		
11 Dhu al Hijja - 1	11 Hijja		
11 Dhu al Hijja - 2	11 Hijja 2		
12 Dhu al Hijja - 1	12 Hijja		
12 Dhu al Hijja - 2	12 Hijja 2		
12 Rabi I	12 Rabi I		
15 Shaban	15 Shaban		
2. Id al Fitr 1. day	2.Id al F	X	
2. Id al Fitr 2. day	2.Id al 2	X	
27 Rajab	27 Rajab		
27 Ramadan	27 Ramad		
3 Shawwal	3 Shawwal		
9 Dhu al Hijja - 1	9 Hijja		
9 Dhu al Hijja - 2	9 Hijja 2		
Assumption 2	Assumption	X	
Asuncion de la virgen	Asuncion d	X	
Batalla de Carabobo	Carabobo	X	
Battle of Boyaca	Batl.Boyac	X	
Buddha's Birthday	Buddha bdy		
Carnival Monday	Carn. Mond	X	

Select Sort key then click on 

Enter SA as sort key

Calendar Edit Goto Extras System Help

Change Public Holidays: Overview

Definition

Determine values for filter criteria

Select.

Sort Key SA to

Then click on 

Calendar Edit Goto Extras System Help

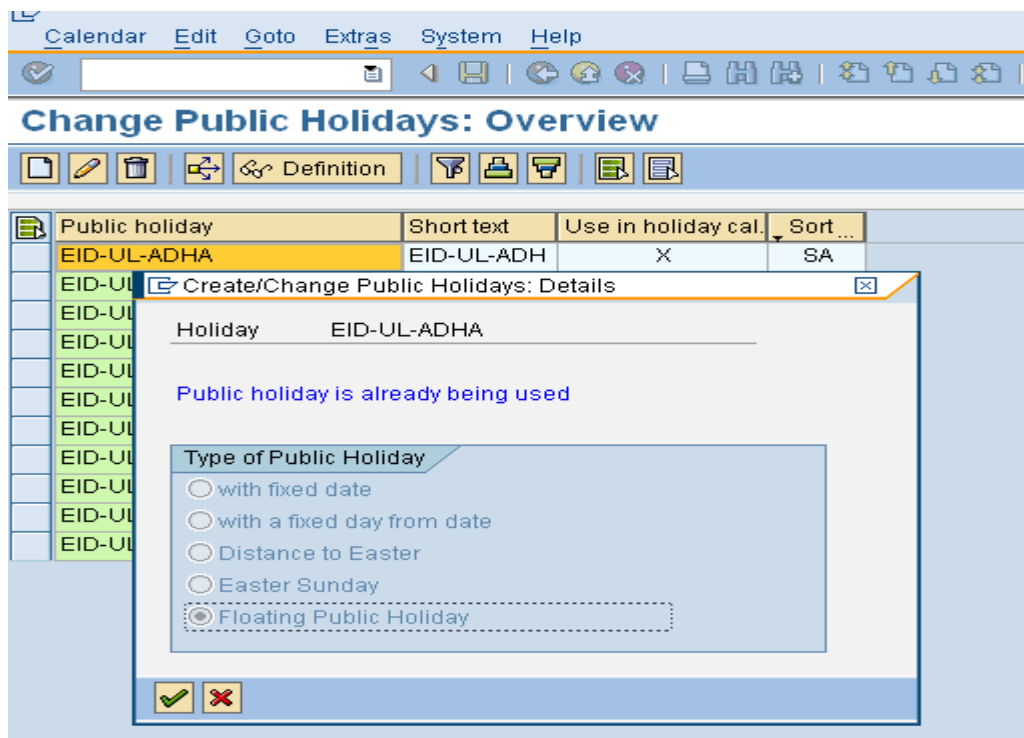
Change Public Holidays: Overview

Definition

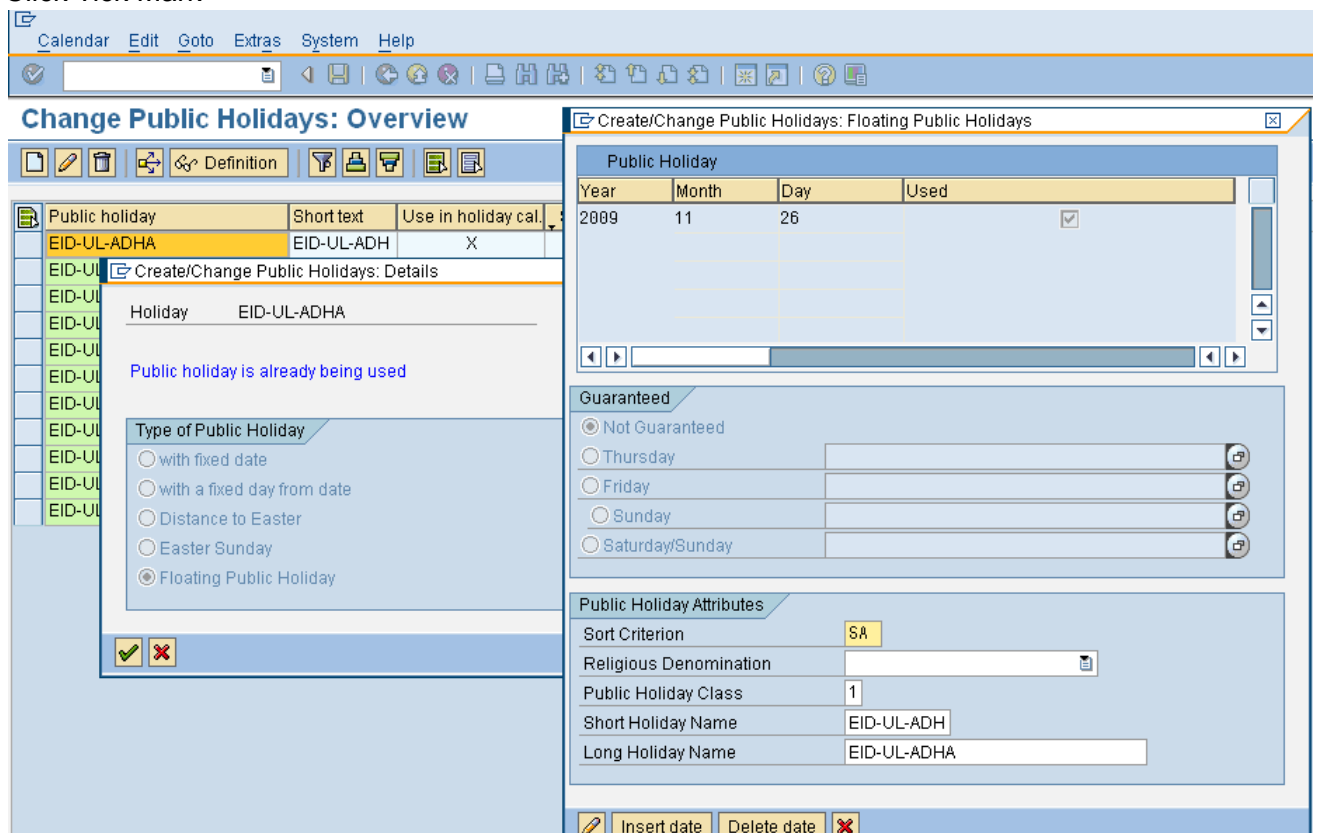
Public holiday	Short text	Use in holiday cal.	Sort ...
EID-UL-ADHA	EID-UL-ADH	X	SA
EID-UL-ADHA	EID-UL-ADH	X	SA
EID-UL-ADHA	EID-UL-ADH	X	SA
EID-UL-ADHA	EID-UL-ADH	X	SA
EID-UL-ADHA	EID-UL-ADH	X	SA
EID-UL-FITR	EID-UL-FIT	X	SA
EID-UL-FITR	EID-UL-FIT	X	SA
EID-UL-FITR	EID-UL-FIT	X	SA
EID-UL-FITR	EID-UL-FIT	X	SA
EID-UL-FITR	EID-UL-FIT	X	SA

Click on change Button

User Manual- <Module>



Click Tick Mark



Click on Insert date

User Manual- <Module>

Create/Change Public Holidays: Floating Public Holidays

Year	Month	Day	Used
2009	11	26	☒
			☐
			☐
			☐
			☐

Guaranteed

☒ Not Guaranteed

☐ Thursday

☐ Friday

☐ Sunday

☐ Saturday/Sunday

Public Holiday Attributes

Sort Criterion: SA

Religious Denomination:

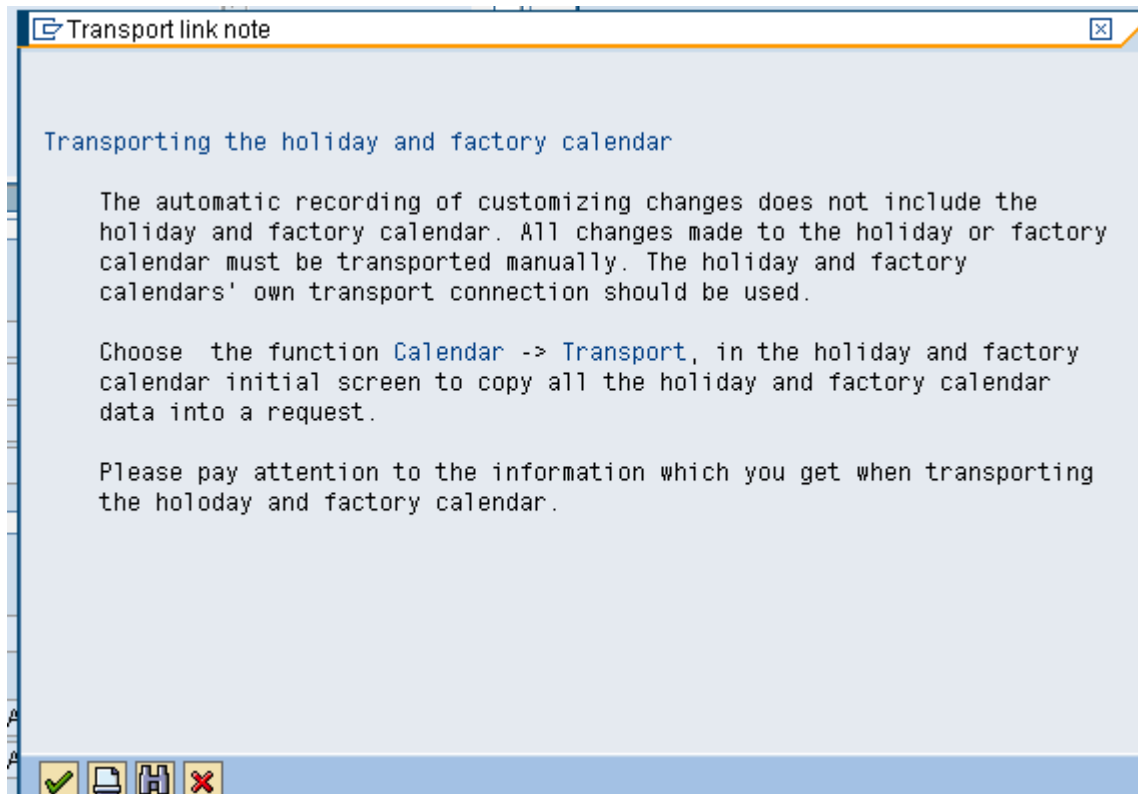
Public Holiday Class: 1

Short Holiday Name: EID-UL-ADH

Long Holiday Name: EID-UL-ADHA

Insert date

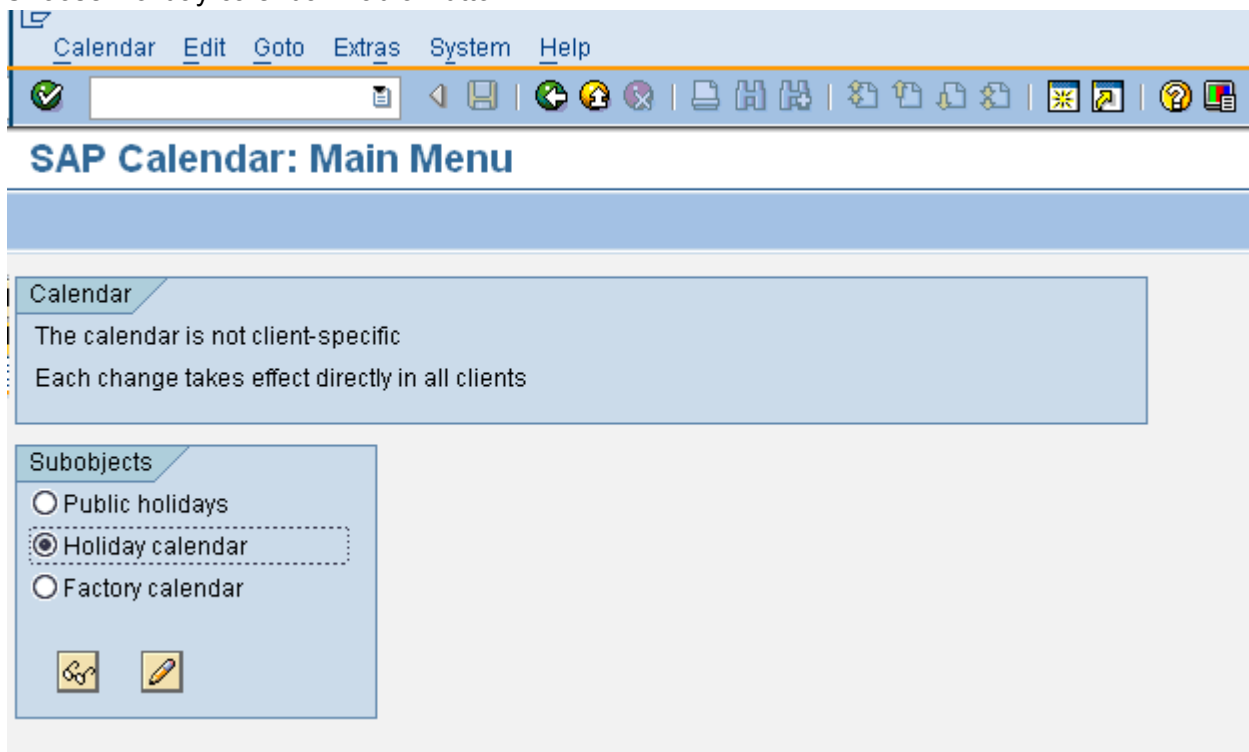
Enter Year Month and Date of Holiday
Then click on Insert date
Then click on change button



Click on tick mark

Public Holiday was changed

Choose Holiday calendar Radio Button



Click on Change Button

User Manual- <Module>

Holiday Calendar List will display

Change Public Holiday Calendar: Overview					
         					
ID	Holiday Calendar	Valid from	Valid to	Used in Factory Cale	
KR	South Korea	1995	2010	X	
KZ	Kazakhstan	1995	2010	X	
LU	Luxembourg	1997	2010	X	
MA	Morocco	2001	2006		
MX	Mexico	1995	2012	X	
MY	Malaysia	1995	2010	X	
N1	New Zealand (Wellington)	1995	2010		
NG	Nigeria	2001	2006	X	
NL	Netherlands	1995	2010	X	
NO	Norway	1995	2010	X	
NZ	New Zealand	1995	2010	X	
PE	Peru	1997	2010	X	
PH	Philippines	1995	2010	X	
PL	Poland	1995	2010	X	
PT	Portugal	1995	2010	X	
RO	Romania	1998	2010	X	
RU	Russian Federation	1995	2010	X	
SA	CCMC Public Holiday Calendar	2008	2050	X	
SE	Sweden	1995	2010	X	
SG	Singapore	1995	2010	X	
SK	Slovak Republic	1995	2010	X	
SL	Slovenia	1998	2010	X	
TH	Thailand	1995	2010	X	
TR	Turkey	1998	2010	X	
TW	Taiwan	1995	2010	X	
UA	Ukraine	1997	2010	X	
US	USA	1995	2010	X	
VE	Venezuela	1995	2010	X	
ZA	South Africa	1995	2010	X	

Click on change Button 

User Manual- <Module>

◀ Calendar▶ Calendar

Calendar IDSA CCMC Public Holiday Calendar

ValidFrom2008To2050

Assigned Public Holidays

Selected	Public Holiday	Valid From	Valid To
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☒	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098

Entry1 of 11

Assign HolidayDelete Assignment

Select Leave type which you wants to remove from the calendar then click on Delete Assignment

Leave would be deleted from the list

If you wants assign Holiday click on Assign holiday Push Button

User Manual- <Module>

Calendar Edit Goto Extras System Help

Change Public Holiday Calendar: Details

Calendar ID SA CCMC Public Holiday Calendar

Valid From 2008 To 2050

Assigned Public Holidays

Selected	Public Holiday	Valid From	Valid To
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098

Insert Public Holidays into Holiday Calendar

Public holiday	key
☐ 1 Quds Day	
☐ 1 Ramadan	
☐ 10 Dhu al Hijja - 2	
☐ 10 Muharram	
☐ 11 Dhu al Hijja - 1	
☐ 11 Dhu al Hijja - 2	
☐ 12 Dhu al Hijja - 1	
☐ 12 Dhu al Hijja - 2	
☐ 12 Rabi I	
☐ 15 Shaban	
☐ 2. Id al Fitr 1. day	
☐ 2. Id al Fitr 2. day	
☐ 27 Rajab	
☐ 27 Ramadan	
☐ 3 Shawwal	
☐ 9 Dhu al Hijja - 1	
☐ 9 Dhu al Hijja - 2	
☐ Assumption 2	
☐ Asuncion de la virgen	

Assign publ.holiday

Select the key then click on Sort option 

Change Public Holiday Calendar: Details

Calendar ID SA CCMC Public Holiday Calendar

Valid From 2008 To 2050

Assigned Public Holidays

Selected	Public Holiday	Valid From	Valid To
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-ADHA	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098
☐	EID-UL-FITR	1900	2098

Insert Public Holidays into Holiday Calendar

Public holiday	key
☒ EID-UL-FITR	SA

Assign publ.holiday

Click on Assign public Holiday **Assign publ.holiday** then Click Save button

Calendar ID: SA CCMC Public Holiday Calendar

Valid From: 2008 To: 2050

Assigned Public Holidays:

Selected	Public Holiday	Interval
☐	EID-UL-AD	1900 - 2098
☐	EID-UL-AD	1900 - 2098
☐	EID-UL-AD	1900 - 2098
☐	EID-UL-AD	1900 - 2098
☐	EID-UL-AD	1900 - 2098
☐	EID-UL-FIT	1900 - 2098
☐	EID-UL-FIT	1900 - 2098
☐	EID-UL-FIT	1900 - 2098
☐	EID-UL-FITR	1900 - 2098
☐	EID-UL-FITR	1900 - 2098
☐	EID-UL-FITR	1900 - 2098

Save Public Holiday Calendar

Floating public holiday EID-UL-ADH is not defined in each year of interval 2008 - 2050

Do you want to save the public holiday calendar?

Yes No Cancel

Click on Yes Button

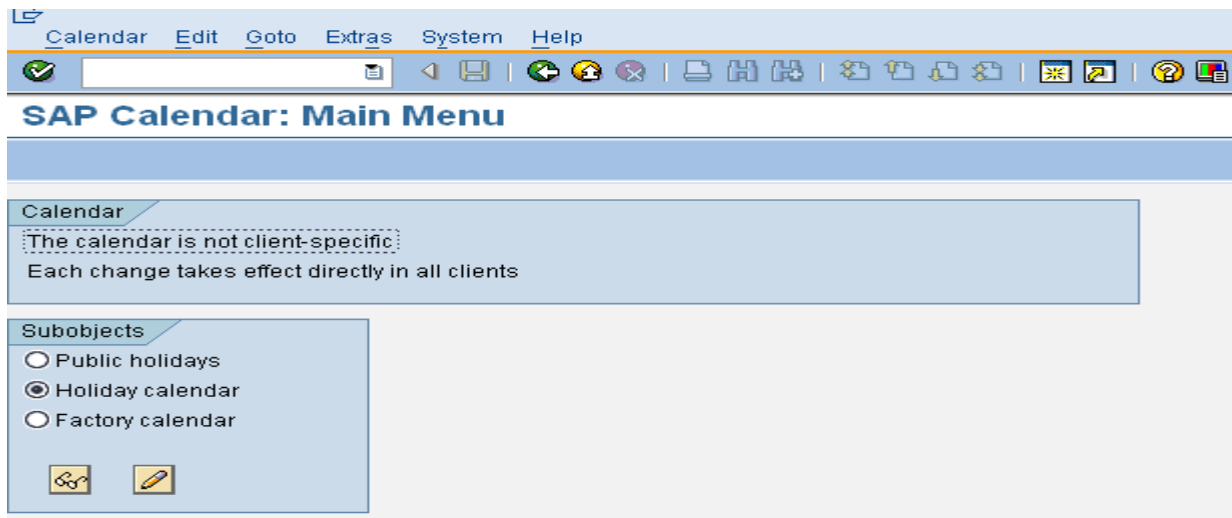
Public Holiday calendar SA Was Saved

Holiday Calendar was Changed

3.5 Display Holiday Calendar-SCAL

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Work Schedule □ Holiday Calendar
Transaction code	SCAL

User Manual- <Module>



Click on Display Button

Display Public Holiday Calendar: Overview

Definition Calendar

ID	Holiday Calendar	Valid from	Valid to	Used in Factory Cale
KR	South Korea	1995	2010	X
KZ	Kazakhstan	1995	2010	X
LU	Luxembourg	1997	2010	X
MA	Morocco	2001	2006	
MX	Mexico	1995	2012	X
MY	Malaysia	1995	2010	X
N1	New Zealand (Wellington)	1995	2010	
NG	Nigeria	2001	2006	X
NL	Netherlands	1995	2010	X
NO	Norway	1995	2010	X
NZ	New Zealand	1995	2010	X
PE	Peru	1997	2010	X
PH	Philippines	1995	2010	X
PL	Poland	1995	2010	X
PT	Portugal	1995	2010	X
RO	Romania	1998	2010	X
RU	Russian Federation	1995	2010	X
SA	CCMC Public Holiday Calendar	2008	2050	X
SE	Sweden	1995	2010	X
SG	Singapore	1995	2010	X
SK	Slovak Republic	1995	2010	X
SL	Slovenia	1998	2010	X
TH	Thailand	1995	2010	X
TR	Turkey	1998	2010	X
TW	Taiwan	1995	2010	X
UA	Ukraine	1997	2010	X
US	USA	1995	2010	X
VE	Venezuela	1995	2010	X

Select Holiday calendar SA

Click on **Calendar**

User Manual- <Module>

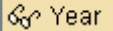
Calendar Edit Goto Extras System Help

Display Public Holiday Calendar: Year Overview

Year Calendar Calendar

CCMC Public Holiday Calendar

Year	No. of Holidays	Holidays on Saturday	Holidays on Sunday
2008			
2009	11	1	2
2010			
2011			
2012			
2013			
2014			
2015			
2016			
2017			

Select Year of Holiday Calendar then Click on  Year display

Calendar Goto System Help

Change Year Overview 2009

Year Year

Public Holiday Overview

Date	Explanation
20.09.2009	EID-UL-FITR
21.09.2009	EID-UL-FITR
22.09.2009	EID-UL-FITR
23.09.2009	EID-UL-FITR
24.09.2009	EID-UL-FITR
25.09.2009	EID-UL-FITR
26.11.2009	EID-UL-ADHA
27.11.2009	EID-UL-ADHA
28.11.2009	EID-UL-ADHA
29.11.2009	EID-UL-ADHA
30.11.2009	EID-UL-ADHA

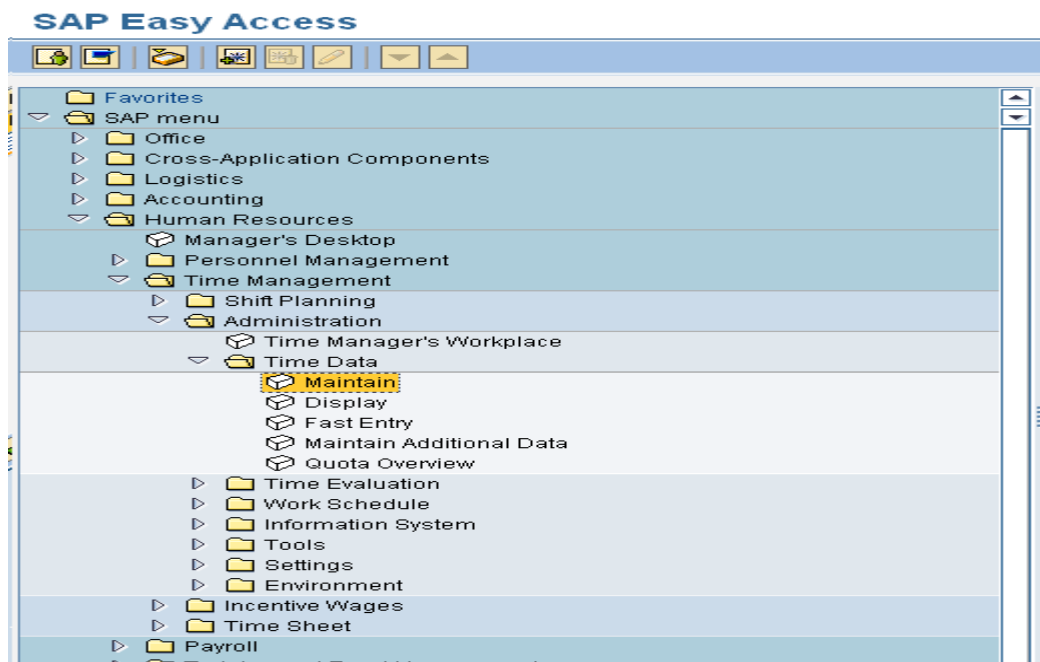
Calendar Overview

Year	Mo	Tu	We	Th	Fr	Sa	Su
2008	50	8	9	10	11	12	13
51	15	16	17	18	19	20	21
52	22	23	24	25	26	27	28
1	29	30	31	1	2	3	4
2	5	6	7	8	9	10	11
3	12	13	14	15	16	17	18
4	19	20	21	22	23	24	25
5	26	27	28	29	30	31	1
6	2	3	4	5	6	7	8
7	9	10	11	12	13	14	15
8	16	17	18	19	20	21	22
9	23	24	25	26	27	28	1
10	2	3	4	5	6	7	8
11	9	10	11	12	13	14	15
12	16	17	18	19	20	21	22
13	23	24	25	26	27	28	29
14	30	31	1	2	3	4	5
15	6	7	8	9	10	11	12
16	13	14	15	16	17	18	19
17	20	21	22	23	24	25	26
18	27	28	29	30	1	2	3
19	4	5	6	7	8	9	10
20	11	12	13	14	15	16	17
21	18	19	20	21	22	23	24
22	25	26	27	28	29	30	31
23	1	2	3	4	5	6	7
24	8	9	10	11	12	13	14
25	15	16	17	18	19	20	21
26	22	23	24	25	26	27	28
27	29	30	1	2	3	4	5
28	6	7	8	9	10	11	12
29	13	14	15	16	17	18	19
30	20	21	22	23	24	25	26
31	27	28	29	30	31	1	2
32	3	4	5	6	7	8	9
33	10	11	12	13	14	15	16
34	17	18	19	20	21	22	23
35	24	25	26	27	28	29	30
36	31	1	2	3	4	5	6
37	7	8	9	10	11	12	13
38	14	15	16	17	18	19	20
39	21	22	23	24	25	26	27
40	28	29	30	1	2	3	4

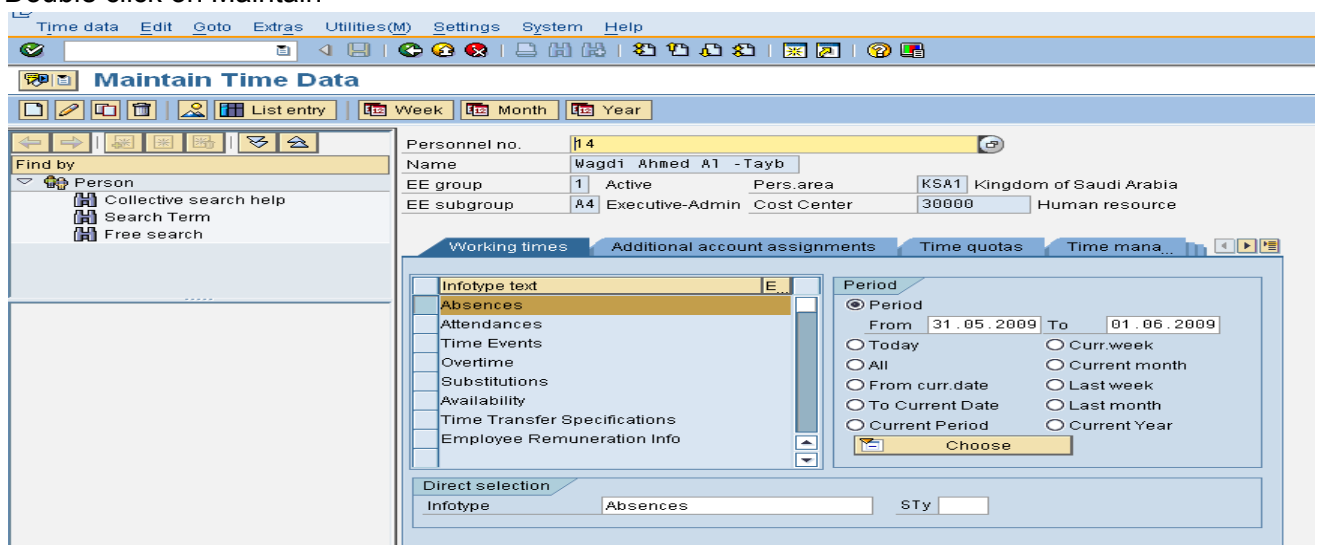
Public Holiday list was displayed

3.6 Create /Maintain Absence

SAP R/3 Menu	Human Resources ▢ Time Management ▢ Administration ▢ Time Data ▢ Maintain
Transaction code	PA61



Double click on Maintain



Enter the Start Date and End date

Click on Create

User Manual- <Module>

Select Vacation Type:

The screenshot displays the 'Maintain Time Data' application window. The menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities(M)', 'Settings', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main window is divided into several sections:

- Left Panel:** A search area with 'Find by' options: 'Person', 'Collective search help', 'Search Term', and 'Free search'.
- Center Panel:** A form for 'Personnel no. 14' with fields for 'Name' (Wagdi Ahmed A1 - Tayb), 'EE group' (1 Active), 'Pers. area', 'EE subgroup' (A4 Executive-Admin), and 'Cost Center'. Below this is a 'Working times' section with a list of infotypes: 'Absences' (selected), 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. A 'Direct selection' section shows 'Infotype' as 'Absences'.
- Right Panel:** A window titled 'Subtypes for infotype "Absences" (1) 10 Entries found' showing a list of vacation types. The list has columns for 'PSG', 'A/ATy', and 'Att./abs. type text'.

PSG	A/ATy	Att./abs. type text
01	ANV1	Annual Vacation 45 Days
01	ANV2	Annual Vacation 40 Days
01	ANVL	Annual Vacation 30 Days
01	DFML	Death of family member
01	EMRL	Emergency Leave-Unpaid
01	HAJL	Haji Leave
01	MARL	Marriage Leave
01	PATL	Paternal leave
01	SICL	Sick Leave
01	UNPD	Unpaid leave

The status bar at the bottom indicates '10 Entries found'.

Leave Type: ANVL

User Manual- <Module>

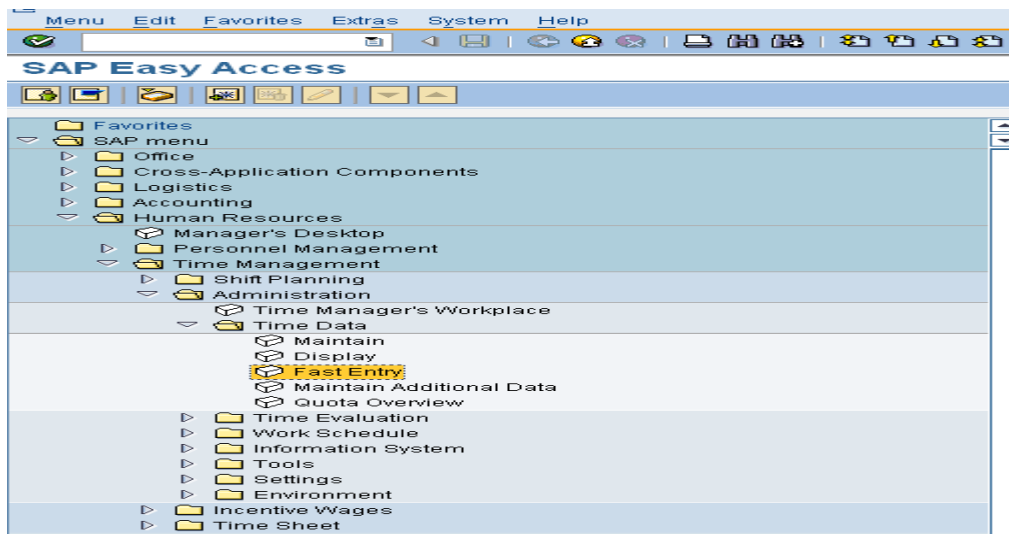
Click on save button

System will show the Message Absence record was created if Absence quota available . Other wise its will through the error message Absence quota is not available for this employee and absnce type

3.7 Create Absence Via Fast entry

SAP R/3 Menu	Human Resources ▢ Time Management ▢ Administration ▢ Time Data ▢ Fast Entry
Transaction code	PA71

User Manual- <Module>



Double click on fast entry

The screenshot shows the 'Fast Entry of Time Data' screen. The 'Fast entry of time data' option is selected in the left pane. The 'Period' section shows the 'From' date as 31.05.2009 and the 'To' date as 01.06.2009. The 'Direct selection' section shows 'Infotype' as Absences and 'STy' as ANVL. The 'Enter Personnel Numbers' section shows 'Enter in fast entry screen' selected. The 'Save Option' section shows 'Save records directly' selected. The 'Maintain/Lock/Unlock/Delete' section shows 'Locked records only' unchecked.

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 31.05.2009 To 01.06.2009

Today

All

From curr.date

To Current Date

Current Period

Curr.week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype Absences STy ANVL Annual Vacation 30 Days

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

Enter period(start and End),Select Infotype:2001 subtype :ANVL
Then click on create button

User Manual- <Module>

Infotype Edit Goto Extras System Help

Create Absences

Other personnel numbers

Personnel number	Type	Start	End	From	To	L	O
00000014 A1 -Tayb Wagdi A	ANVL			31.05.2009	01.06.2009	☐	I
00000008 Wilkinson Stephe	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I
	ANVL			31.05.2009	01.06.2009	☐	I

Entry 1 of 20

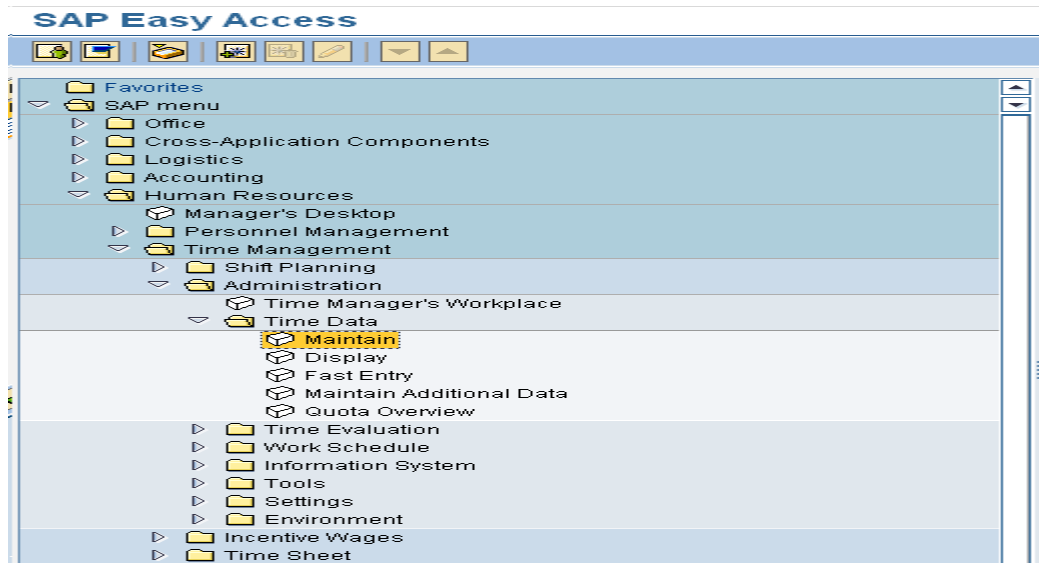
Enter the personnel Number then click on Save Button

Absence Record was created for Employee 14, Absence record was not created for Emplo :8 because No quota available for att./abs. ANVL for pers. no. 00000008 between 31.05.2009 and 01.06.2009

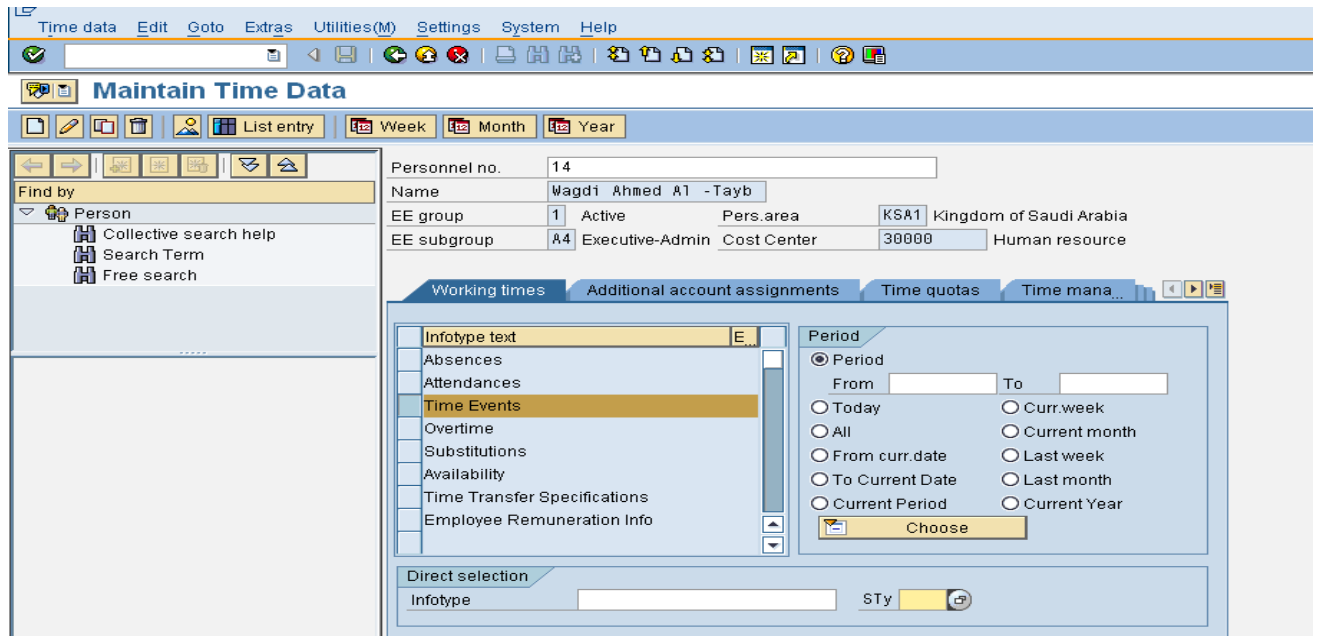
3.8 Create time events

User Manual- <Module>

SAP R/3 Menu	Human Resources ▢ Time Management ▢ Administration ▢ Time Data ▢ Maintain
Transaction code	PA61



Double click on Maintain Button



Click on create

User Manual- <Module>

Create Time Events

Personal work schedule | Activity allocation | Cost assignment | External services

Pers.No. 14 Name Wagdi Ahmed Al - Tayb
Pers.area KSA1 Kingdom of Saudi Arabia Cost Ctr 30000 Human resource
EE subgrp A4 Executive-Admin WS rule SHT1 General Shift W/o T
Date 31.05.2009

Find by
Person
Collective search help
Search Term
Free search

Time event
Time ☒
Time event type ☒
Day assignment ☐
Att./absence reason ☐
Terminal ID ☐
Origin ☐
Cust.Field

Choose Time
HH MM SS
08 : 00 : 00
Continue (Enter)

Infotype Edit Goto Extras System Help

Create Time Events

Personal work schedule | Activity allocation | Cost assignment | External services

Pers.No. 14 Name Wagdi Ahmed Al - Tayb
Pers.area KSA1 Kingdom of Saudi Arabia Cost Ctr 30000 Human resource
EE subgrp A4 Executive-Admin WS rule SHT1 General Shift W/o T
Date 31.05.2009

Find by
Person
Collective search help
Search Term
Free search

Time event
Time 08:00:00
Time event type P10 Clock-in
Day assignment ☐
Att./absence reason ☐
Terminal ID ☐
Origin M
Cust.Field

Click on save button

User Manual- <Module>

Infotype Edit Goto Extras System Help

Create Time Events

Personal work schedule Activity allocation Cost assignment External services

Find by
 Person
 Collective search help
 Search Term
 Free search

Pers.No. 14 Name Wagdi Ahmed Al -Tayb
 Pers.area KSA1 Kingdom of Saudi Arabia Cost Ctr 30000 Human resource
 EE subgrp A4 Executive-Admin WS rule SHT1 General Shift W/o T
 Date 31.05.2009

Time event
 Time 14:08:12
 Time event type P20 Clock-out
 Day assignment
 Att/absence reason
 Terminal ID
 Origin M
 CustField

Click on Save button

Overview of clock in and clock out time

Infotype Edit Goto Extras System Help

List Time Events

Find by
 Person
 Collective search help
 Search Term
 Free search

Pers.No. 14 Name Wagdi Ahmed Al -Tayb
 Pers.area KSA1 Kingdom of Saudi Arabia Cost Ctr 30000 Human resource
 EE subgrp A4 Executive-Admin WS rule SHT1 General Shift W/o T
 Choose 31.05.2009 To 31.05.2009

Date	Time	TI	Short description	DA	Att/Ab	TID	O/P
31.05.2009	08:00:00	P10	Clock-in				M
31.05.2009	14:08:12	P20	Clock-out				M

3.9 Employee Remuneration Info (2010)-Over time

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Time
	Data □ Maintain
Transaction code	PA61

User Manual- <Module>

Time data Edit Goto Extras Utilities(M) Settings System Help

Find by

Person

Collective search help

Search Term

Free search

Personnel no. 14

Name Wagdi Ahmed Al -Tayb

EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia

EE subgroup A4 Executive-Admin Cost Center 30000 Human resource

Working times Additional account assignments Time quotas Time mana...

Infotype text E

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype STy

Select Employee Remuneration then click on create button

Infotype Edit Goto Extras System Help

Create Employee Remuneration Info

Personal work schedule Activity allocation Cost assignment External services

Pers.No. 14 Name Wagdi Ahmed Al -Tayb

Pers.area KSA1 Kingdom of Saudi Arabia Cost Ctr 30000 Human resource

EE subgrp A4 Executive-Admin WS rule SHT1 General Shift W/o T

Date 31.05.2009

Remuneration info

Wage type OVTH Over time Pay 2010

Number of hours 8,00

Number/unit /

Amount

Currency SAR

Extra pay/valuation /

Pay scale group/level /

Position/work center /

Overtime comp. type Depends on wage type

Premium

Premium Indicator

External document number

Click on save button

Overtime Data was saved

3.10 Input Substitution via Maintain Data

SAP R/3 Menu	Human Resources ▢ Time Management ▢ Administration ▢ Time Data ▢ Maintain
Transaction code	PA61

The screenshot shows the SAP PA61 'Maintain Time Data' transaction. The left-hand menu is expanded, showing the 'Person' search path. The main data area displays the following information:

Personnel no.	14		
Name	Wagdi Ahmed A1 -Tayb		
EE group	1 Active	Pers.area	KS41 Kingdom of Saudi Arabia
EE subgroup	A4 Executive-Admin	Cost Center	30000 Human resource

The 'Working times' tab is active, and the 'Substitutions' infotype is selected in the list. The 'Period' section on the right shows the following options:

- ☒ Period
- From: [] To: []
- ☐ Today
- ☐ Curr.week
- ☐ All
- ☐ Current month
- ☐ From curr.date
- ☐ Last week
- ☐ To Current Date
- ☐ Last month
- ☐ Current Period
- ☐ Current Year

The 'Direct selection' section at the bottom has an 'Infotype' field and an 'STy' field.

Select Substitution infotype then click on create button

User Manual- <Module>

Infotype Edit Goto Extras System Help

Create Substitutions

Personal work schedule Activity allocation Cost assignment External services

From 31.05.2009 To 31.05.2009

Subst. type 01 Shift substitution Substitution hours 0,00

Individual working time

Time - Previous day

Daily WS class

Daily work schedule

Daily work schedule DWS grouping 01

Daily WS variant

Breaks

Work break schedule

1st break - Paid Unpaid

2nd break - Paid Unpaid

Work schedule rule

Work schedule rule SHT2 Genaral Shift WT ES grouping 4

Holiday Calendar ID SA PS grouping 01

Personnel number 12 Faisal Abdulaziz Al-Qahtani

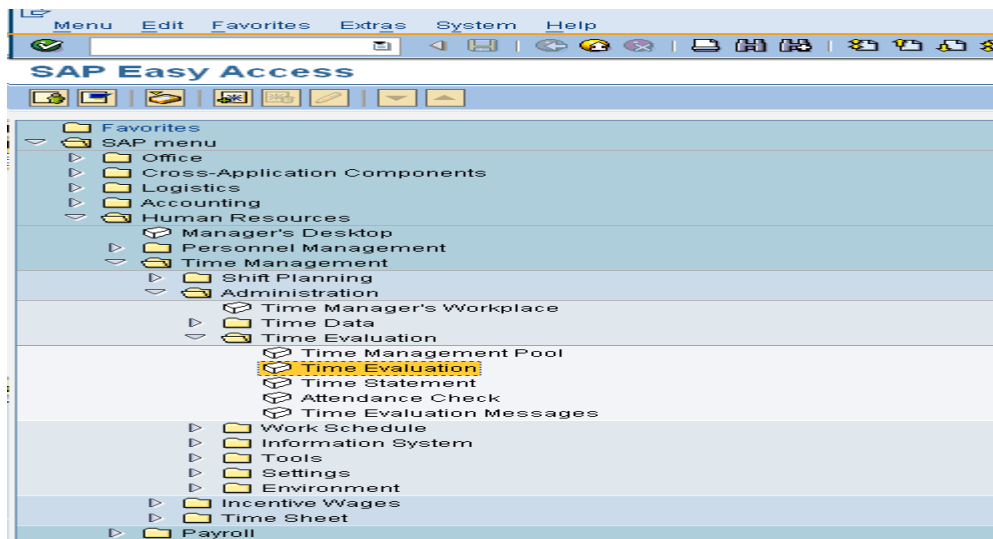
Enter Personal Number:12

Click on Save

3.11 Quota Generation by using Time Evaluation

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Time Evaluation □ Time Evaluation
Transaction code	PT60

User Manual- <Module>

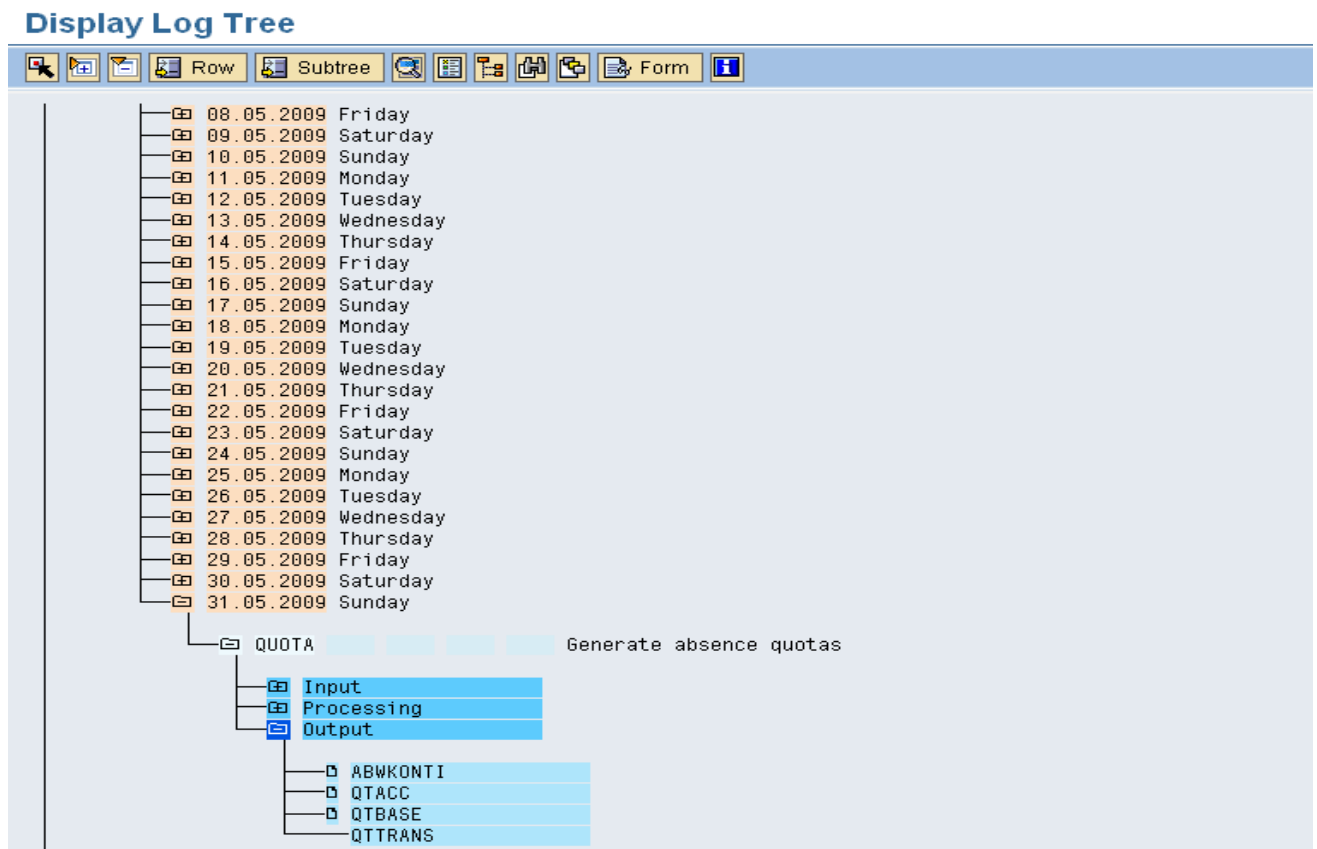
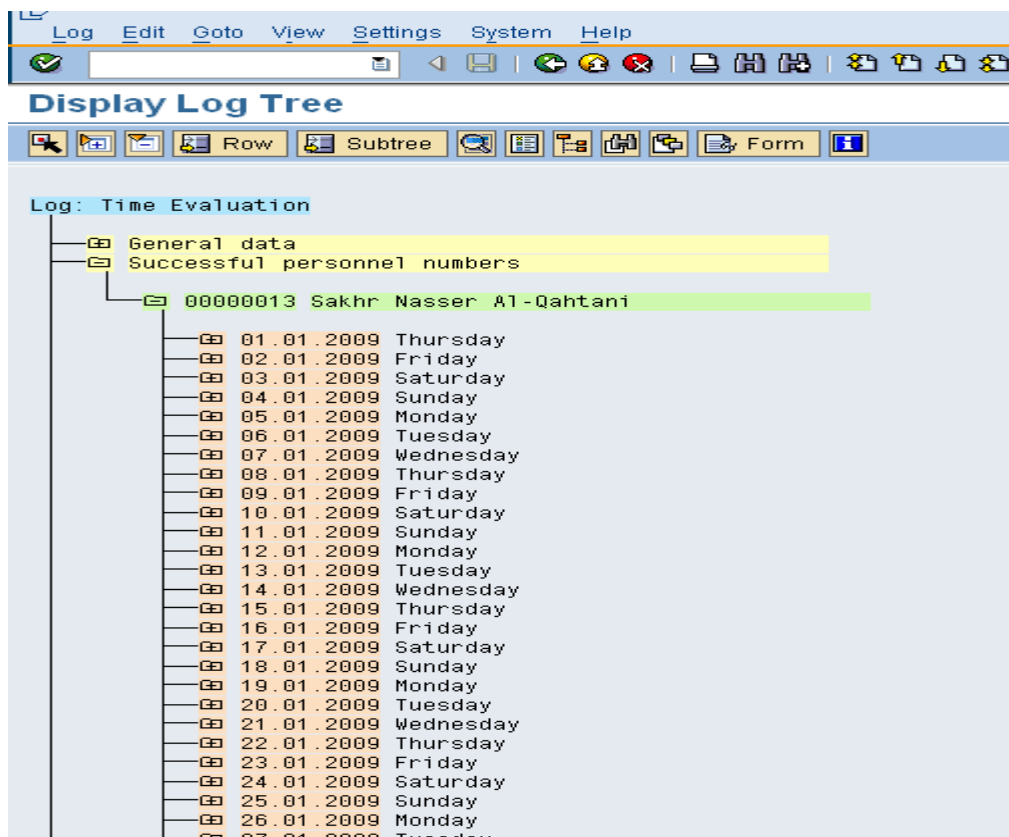


Double Click on Time Evaluation

The screenshot shows the 'HR TIME: Time Evaluation' screen. The title bar includes 'Program', 'Edit', 'Goto', 'System', and 'Help'. The main area contains the following sections:

- Further selections** and **Search helps** buttons.
- Selection** section:
 - Personnel Number: 13
- Parameters for time evaluation** section:
 - Evaluation schema: ZQTA
 - Time statement variant: SAP&TEDT
 - Layout for log:
 - Forced recalculation as of:
 - Evaluation up to: 31.05.2009
- Program options** section:
 - ☒ Display log
 - ☐ Test run (no update)
 - ☐ Stop at function/operation BREAK
 - ☐ Stop at fixed positions in time evaluation

User Manual- <Module>



User Manual- <Module>

Double click on Table ABWKONTI

Display Edit Goto Utilities(M) Settings System Help

Detail View of Log

Table ABWKONTI

Type	From	To	Start	End	Number	Used	Time unit
01	01.01.2009	31.12.9999			12,50000	0,00000	Days

Double click on QTACC

Display Edit Goto Utilities(M) Settings System Help

Detail View of Log

Table QTACC

Generation	AbsQType	Name	Operation	Generated	Accrued	Transferred
31.05.2009	01	Vacation Days 30	+	2,50000	0,00000	2,50000

Double click on QTBASE

Display Edit Goto Utilities(M) Settings System Help

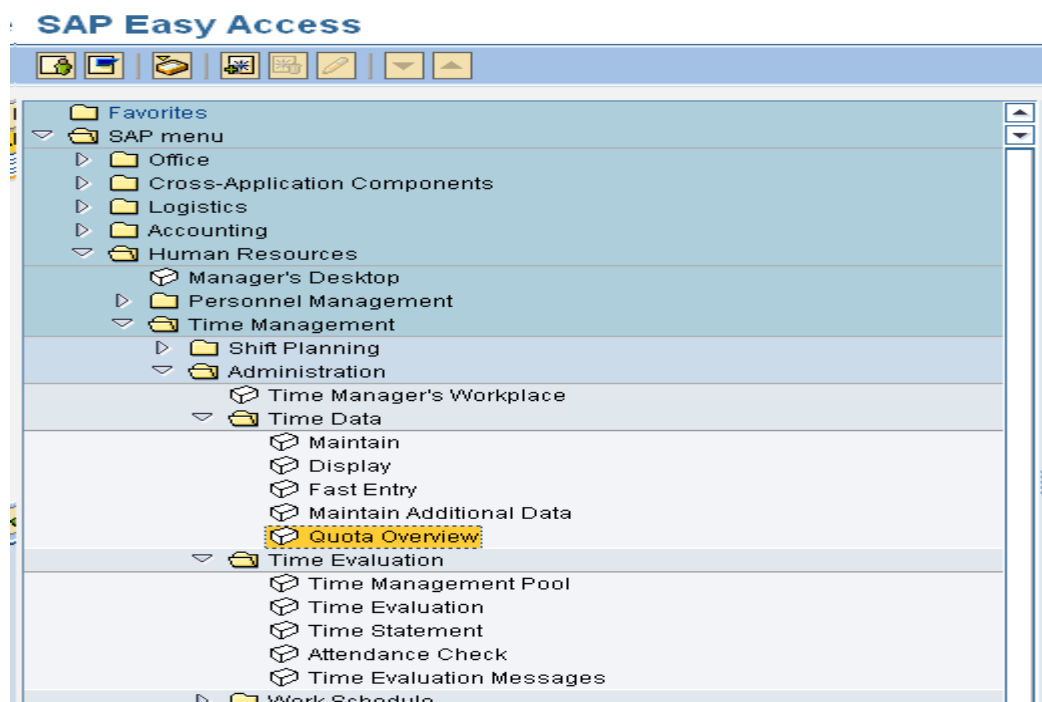
Detail View of Log

Table QTBASE

BasNo	From	To	Number	Start base period	End base period
01	01.05.2009	06.05.2009	30,00000	01.01.2009	31.12.2009
01	07.05.2009	31.05.2009	30,00000	01.01.2009	31.12.2009

3.12 Quota Overview

SAP R/3 Menu	Human Resources □ Time Management □ Administration □ Time Data □ Quota Overview
Transaction code	PT50



User Manual- <Module>

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Selection

Personnel No. 13
 Name Sakhr Nasser Al-Qahtani
 Personnel area KSA1 Kingdom of Saudi Ar Cost Center 30000 Human res
 EE subgroup A2 Dept Head-Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

General Overview

Quota type	Entitlement	Remaining	Unit
Absence quotas	12,50000	12,50000	Days

Selection intervals

Deduction period 01.05.2009 - 31.05.2009
 Validity period 01.05.2009 - 31.05.2009
 Generation period 01.05.2009 - 31.05.2009

From today Current Period Calendar year All

Click on Absence quota View

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Selection

Personnel No. 13
 Name Sakhr Nasser Al-Qahtani
 Personnel area KSA1 Kingdom of Saudi Ar Cost Center 30000 Human res
 EE subgroup A2 Dept Head-Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start Date	End Date	Det. ent.
	01	Vacation Days	30 Days	12,50000	12,50000	0,00000	0,00000					

Selection intervals

Validity period 01.05.2009 - 31.05.2009
 Deduction period 01.05.2009 - 31.05.2009

Click Accrual Information Tab

User Manual- <Module>

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Selection

Personnel No. 13
Name Sakhr Nasser A1-Qahtani
Personnel area KSA1 Kingdom of Saudi Ar: Cost Center 30000 Human res
EE subgroup A2 Dept Head-Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
31.05.2009	01	Vacation Days 30Days		2,50000	0,00000	2,50000	

Quota corrections

Select the Vacation Days 30

Quota Overview

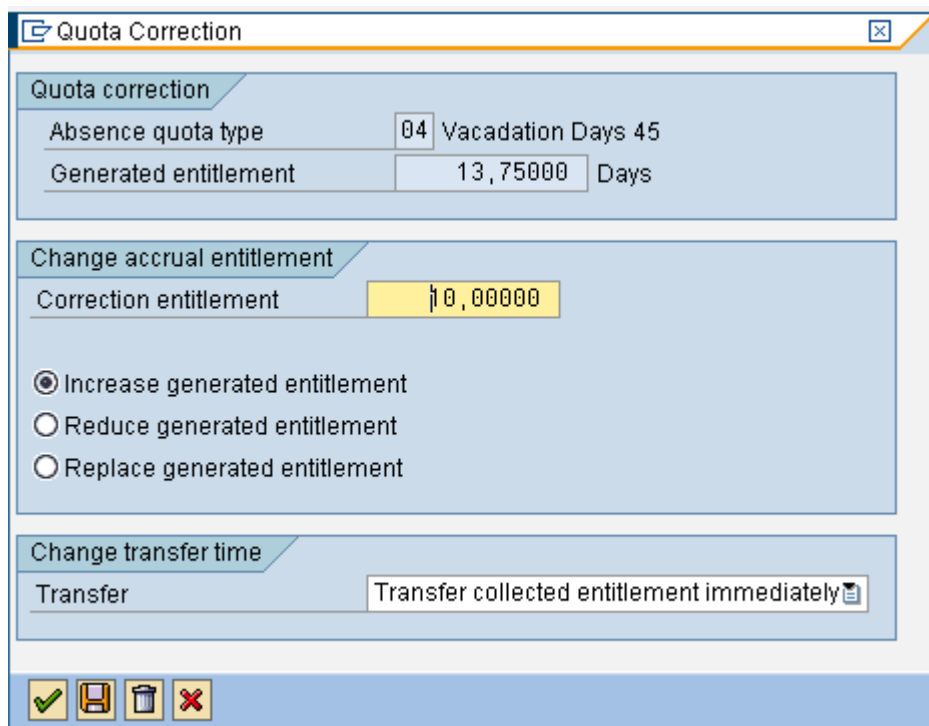
Time evaluation Projection Selection

Personnel No. 13
Name Sakhr Nasser A1-Qahtani
Personnel area KSA1 Kingdom of Saudi Ar: Cost Center 30000 Human res
EE subgroup A2 Dept Head-Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
31.05.2009	01	Vacation Days 30Days		2,50000	0,00000	2,50000	

Click on Create Correction



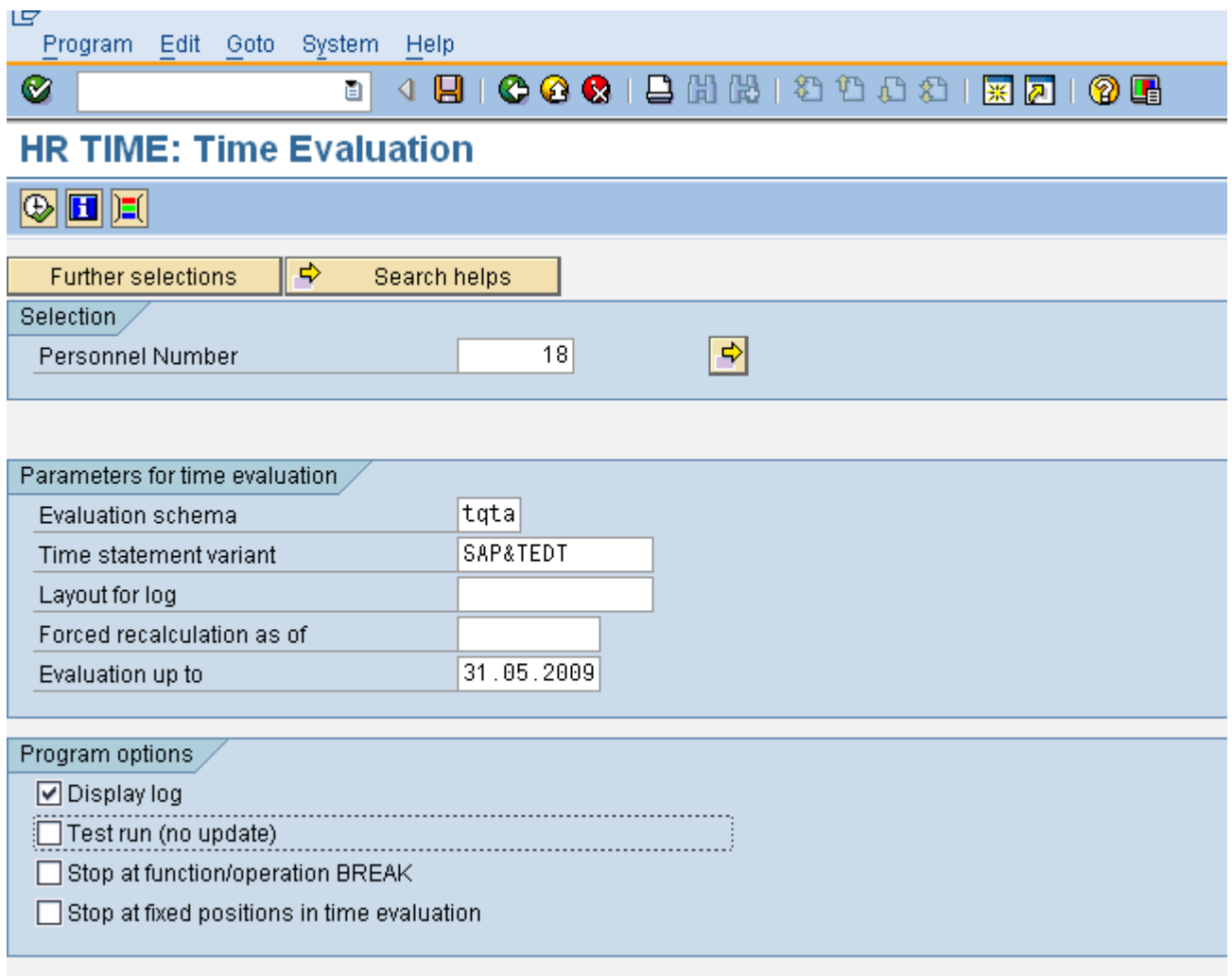
The screenshot shows a software window titled "Quota Correction". It contains three main sections: "Quota correction", "Change accrual entitlement", and "Change transfer time".

- Quota correction:** Contains two input fields. The first is "Absence quota type" with a dropdown menu showing "04" and the text "Vacadation Days 45". The second is "Generated entitlement" with a text box containing "13,75000" and the unit "Days".
- Change accrual entitlement:** Contains a "Correction entitlement" field with a yellow background and the value "10,00000". Below this are three radio buttons: "Increase generated entitlement" (selected), "Reduce generated entitlement", and "Replace generated entitlement".
- Change transfer time:** Contains a "Transfer" field with a dropdown menu showing "Transfer collected entitlement immediately".

At the bottom of the window is a toolbar with four icons: a green checkmark, a floppy disk, a trash can, and a red X.

Enter the Correction quota then click on Save button

Then select the quota type then click on time evaluation



Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number 18

Parameters for time evaluation

Evaluation schema	tqta
Time statement variant	SAP&TEDT
Layout for log	
Forced recalculation as of	
Evaluation up to	31.05.2009

Program options

- ☒ Display log
- ☐ Test run (no update)
- ☐ Stop at function/operation BREAK
- ☐ Stop at fixed positions in time evaluation

Click on Execute button
System will show the message

 Time evaluation was completed

User Manual- <Module>

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Log Selection

Personnel No. 18
 Name xxxx xxxxxxxx
 Personnel area KSA1 Kingdom of Saudi Ar Cost Center 30000 Human res
 EE subgroup S1 Managers-HR Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
31.05.2009	04	Vacation Days	45Days	13,75000	0,00000	13,75000	

Click on Absence quota overview

Quota overview Edit Goto Employees Environment System Help

Quota Overview

Time evaluation Projection Log Selection

Personnel No. 18
 Name xxxx xxxxxxxx
 Personnel area KSA1 Kingdom of Saudi Ar Cost Center 30000 Human res
 EE subgroup S1 Managers-HR Admin WS rule SHT1 General St

Selection dates Absence quotas Accrual information Attendance quotas

Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start Date	End Date	Det. ent.
	04	Vacation Days	45Days	28,75000	28,75000	0,00000	0,00000					

3.13 Quota Generation By using RPTQTA00

SAP R/3 Menu	Go to SE38 AND Enter the program Name
Transaction code	PT_QTA00

User Manual- <Module>

Program Edit Goto System Help

Generate Absence Quotas

Further selections Search helps

Period

☐ Today
 ☐ Current month
 ☒ Current year

☐ Up to today
 ☐ From today

☐ Other period

Data Selection Period To
 Person selection period To

Selection

Personnel Number 8
 Time recording administrator

Quotas to be generated

Quota type to

Generation type

☒ Batch input
 ☐ Direct
 ☐ By record
 ☐ Test run

Name of batch input session RPTQT400
 Lock batch input session until
☒ Keep processed session

Output options

☒ Display all quota records

Enter the Perner and Date of selection period
Then click on execute button

List Edit Goto Settings System Help

Generate Absence Quotas

Choose Save Print preview

Generated absence quotas

Generation period 01.01.2009 - 31.12.2009

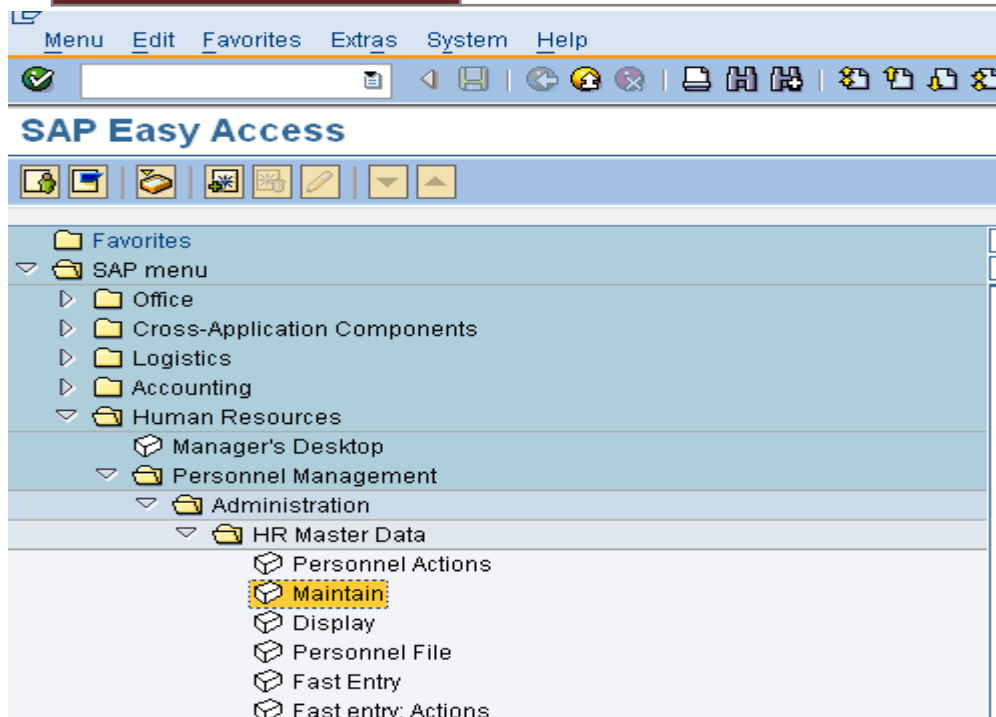
Pers.No.	Name	AQTyp	Quota text	Number	Unit	Start Date	End Date	Deduction from	Deduction to
8	Stephen Wilkinson	05	Emergency Leave	15,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		05		15,00000					
	Stephen Wilkinson	06	Sick Days	30,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		06		30,00000					
	Stephen Wilkinson	07	HAJJ Days	3,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		07		3,00000					
	Stephen Wilkinson	08	Marriage Leave	3,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		08		3,00000					
	Stephen Wilkinson	09	Paternal Leave	1,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		09		1,00000					
	Stephen Wilkinson	10	Death of Family member	2,00000	Days	01.01.2009	31.12.2009	01.01.2009	31.12.2010
		10		2,00000					

Absence quota was generated for Emergency leave, sick leave, HAJJ Days, Paternal leave and Death of family Number.

4 Payroll

4.1 Maintain Basic Pay

SAP R/3 Menu	Human Resources ▢ Personnel Management ▢ HR Masterdata ▢ Maintain
Transaction code	PA30



User Manual- <Module>

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 8
Name Stephen Wilkinson
EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia
EE subgroup P1 Dept head -Plant Cost Center 21000 Engennering

Basic personal data Contract data Payroll data Time Data Planning Data

Infotype text [E]
Organizational Assignment ✓
Planned Working Time ✓
Basic Pay ✓
Payroll Status ✓
Recurring Payments/Deductions ✓
Additional Payments ✓
Additional Off-Cycle Payments
Cost Distribution

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

Direct selection
Infotype STy

Select Basic Pay info type then click on Create/Change Button

Infotype Edit Goto Wage types Extras System Help

Change Basic Pay

Wage type Wage type Payments and deductions

Personnel No 8 Name Stephen Wilkinson
EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia
EE subgroup P1 Dept head -Plant Cost Center 21000 Engennering
Start 01.01.2009 to 31.12.9999 Chng 01.06.2009 LOKESH

Payment type 0 Basic contract Object ID
Reason Next increase

Pay scale
Type SL Salaried
Area JD Jeddah
Group GROUP5 Level 00

Further Information
Capacity Util. Level 100,00 % PER
Work hours/period Monthly
Ann.salary SAR

Wa	Wage Type Long Text	O	Amount	Curr	I	A	Number/Unit	Unit
BSA1	Basic Salary		24.000,00	SAR		✓		
HSAL	Housing Allowance(25% Bas		6.000,00	SAR	I	✓		Percent
TRAL	Transport Allowance		500,00	SAR		✓		
OTAL	Other Allowance		500,00	SAR		✓		
				SAR		✓		
				SAR		✓		
				SAR		✓		

IV 01.06.2009 - 31.12.9999 31.000,00 SAR

User Manual- <Module>

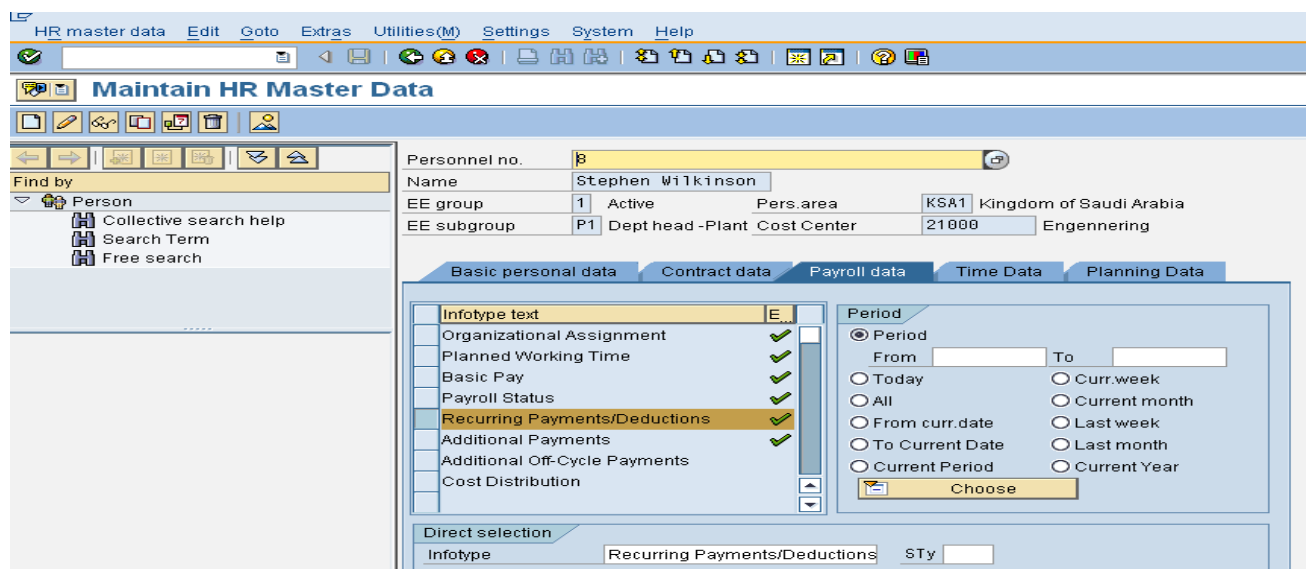
Enter Basic Salary and Transport allowance, other allowance if employee has otherwise remove wage type TRAL and OTAL.

Click on save button. 

Infotype 0008 was created

4.2 Create/Maintain Recurring Payments/Deduction

SAP R/3 Menu	Human Resources ▢ Personnel Management ▢ HR Master data ▢ Maintain
Transaction code	PA30



HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Find by
Person
Collective search help
Search Term
Free search

Personnel no. 8
Name Stephen Wilkinson
EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia
EE subgroup P1 Dept head -Plant Cost Center 21000 Engennering

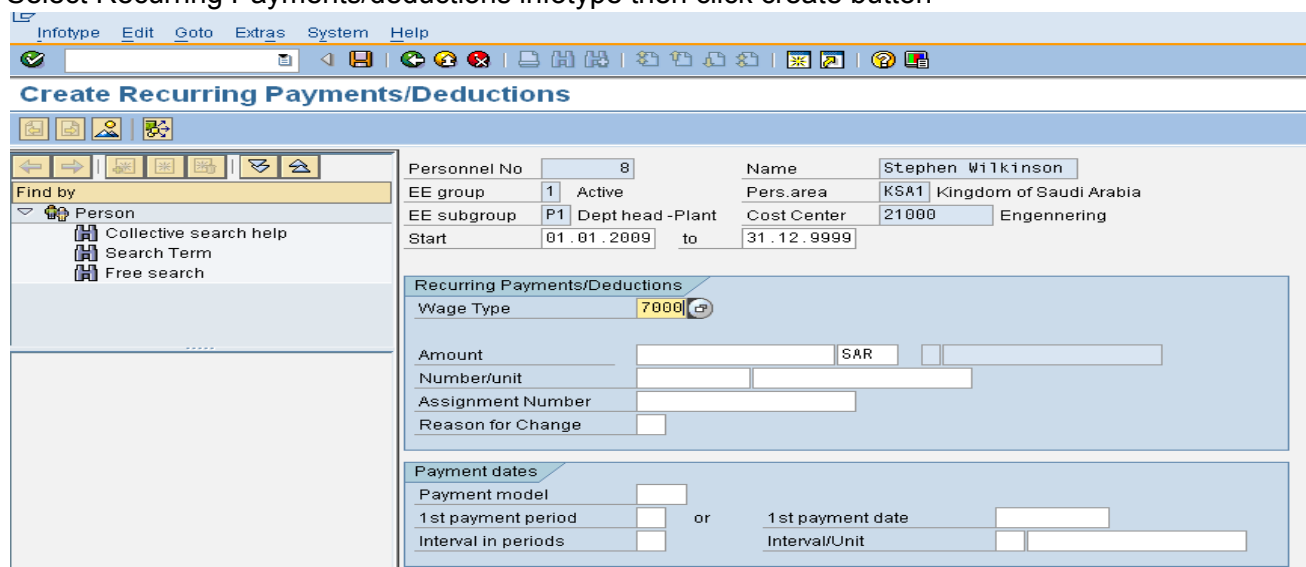
Basic personal data Contract data Payroll data Time Data Planning Data

Infotype text E
Organizational Assignment
Planned Working Time
Basic Pay
Payroll Status
Recurring Payments/Deductions
Additional Payments
Additional Off-Cycle Payments
Cost Distribution

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

Direct selection
Infotype Recurring Payments/Deductions STy

Select Recurring Payments/deductions infotype then click create button



Infotype Edit Goto Extras System Help

Create Recurring Payments/Deductions

Find by
Person
Collective search help
Search Term
Free search

Personnel No 8 Name Stephen Wilkinson
EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia
EE subgroup P1 Dept head -Plant Cost Center 21000 Engennering
Start 01.01.2009 to 31.12.9999

Recurring Payments/Deductions
Wage Type 7000
Amount SAR
Number/unit
Assignment Number
Reason for Change

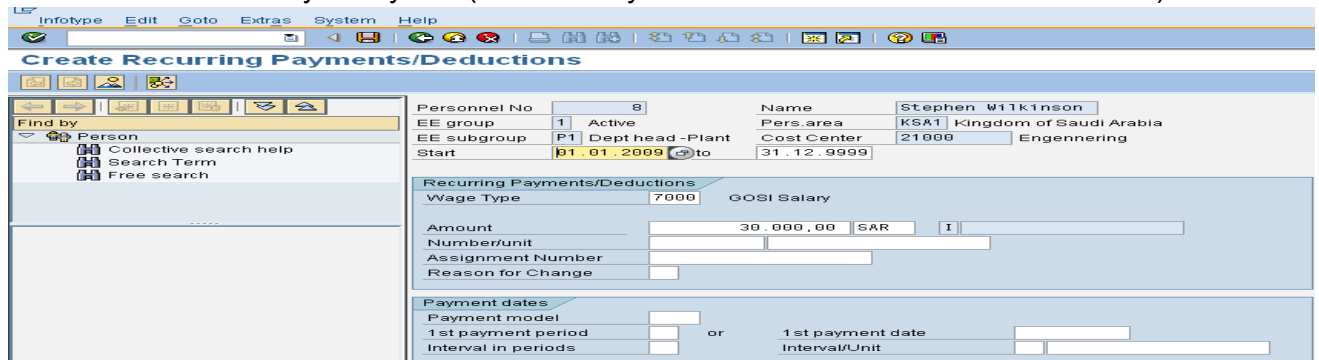
Payment dates
Payment model 1
1st payment period 1 or 1st payment date
Interval in periods 1 Interval/Unit

User Manual- <Module>

Select the wage type
7000 GOSI Salary
HOSA Housing Advance
OTRD Other Deductions
TMBL Telephone/Mobile Bills

Then click on tick mark 

Amount will calculate by the system(GOSI Salary is the combination of BASIC PAY+HRA)

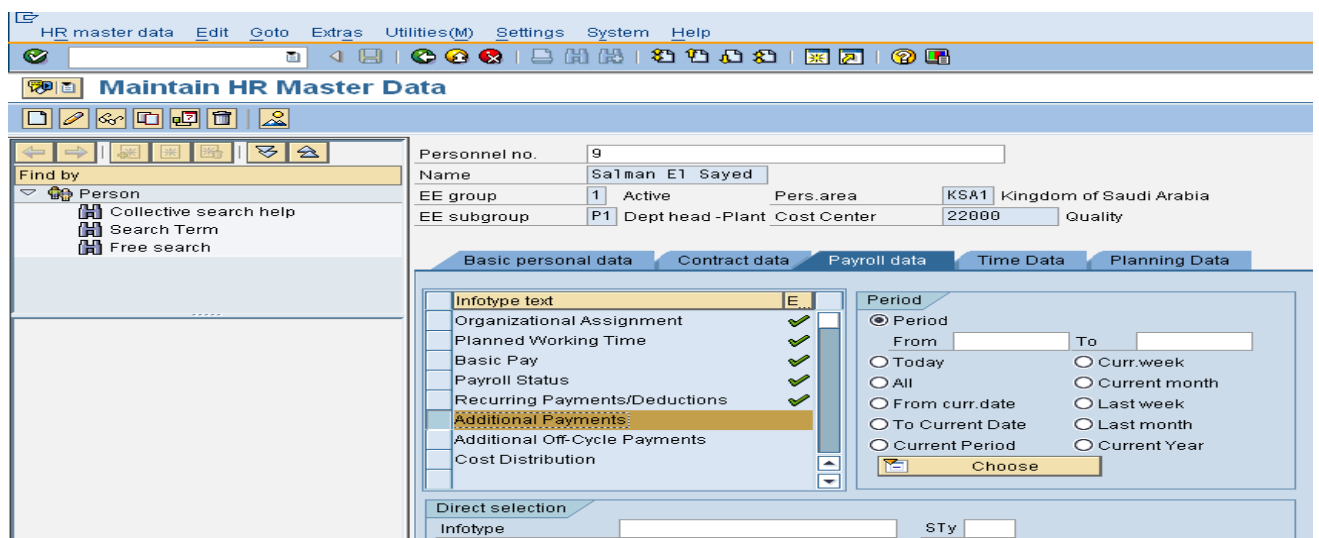


The screenshot shows the 'Create Recurring Payments/Deductions' dialog box in SAP. The 'Find by' section on the left has 'Person' selected. The main area contains fields for Personnel No. (8), Name (Stephen Wilkinson), EE group (1), EE subgroup (P1), Start date (01.01.2009), and End date (31.12.9999). The 'Recurring Payments/Deductions' section shows Wage Type (7000) and Amount (30,000.00 SAR). The 'Payment dates' section shows Payment model (1) and 1st payment date (01.01.2009).

Click on save button

4.3 Create/Maintain Additional Payments

SAP R/3 Menu	Human Resources ▢ Personnel Management ▢ HR Master data ▢ Maintain
Transaction code	PA30



The screenshot shows the 'Maintain HR Master Data' dialog box in SAP. The 'Find by' section on the left has 'Person' selected. The main area contains fields for Personnel no. (9), Name (Salman El Sayed), EE group (1), EE subgroup (P1), Pers.area (KSA1), and Cost Center (22000). The 'Basic personal data' tab is selected, showing a list of infotypes with 'Additional Payments' highlighted. The 'Period' section shows 'Period' selected and 'From' and 'To' dates.

Click on Create button

User Manual- <Module>

Select wage type , Enter Amount and Date of Origin
Then click save button

Infotype Edit Goto Extras System Help

Create Additional Payments

Personnel No 9 Name Salman E1 Sayed

EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia

EE subgroup P1 Dept head -Plant Cost Center 22000 Quality

Additional Payments

Wage Type INCE Incentives

Amount 100,00 SAR

Number/unit

Date of origin 31.05.2009

Default Date

Assignment Number

Reason for Change

Click on save button

4.4 Maintain Off-cycle Payments

SAP R/3 Menu	Human Resources ▢ Personnel Management ▢ HR Master data ▢ Maintain
Transaction code	PA30

HR master data Edit Goto Extras Utilities(M) Settings System Help

Maintain HR Master Data

Personnel no. 9 Name Salman E1 Sayed

EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia

EE subgroup P1 Dept head -Plant Cost Center 22000 Quality

Basic personal data Contract data Payroll data Time Data Planning Data

Infotype text E

Organizational Assignment

Planned Working Time

Basic Pay

Payroll Status

Recurring Payments/Deductions

Additional Payments

Additional Off-Cycle Payments

Cost Distribution

Period

From To

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Additional Off-Cycle Payments STy

User Manual- <Module>

Click on create button

Infotype Edit Goto Extras System Help

Create Additional Off-Cycle Payments

Personnel No 9 Name Salman El Sayed
EE group 1 Active Pers.area KSA1 Kingdom of Saudi Arabia
EE subgroup P1 Dept head -Plant Cost Center 22000 Quality LOKESH

Additional Off-Cycle Payments
Wage Type SPEA Special Allowance
Amount 300,00 SAR
Number/unit
Payment date 31.05.2009
Assignment Number
Reason for Change
Off-cycle reas. 0002 Special payment
Payroll type A
Payroll Identifier

Enter wage type ,Amount and Payment date then click on Save button

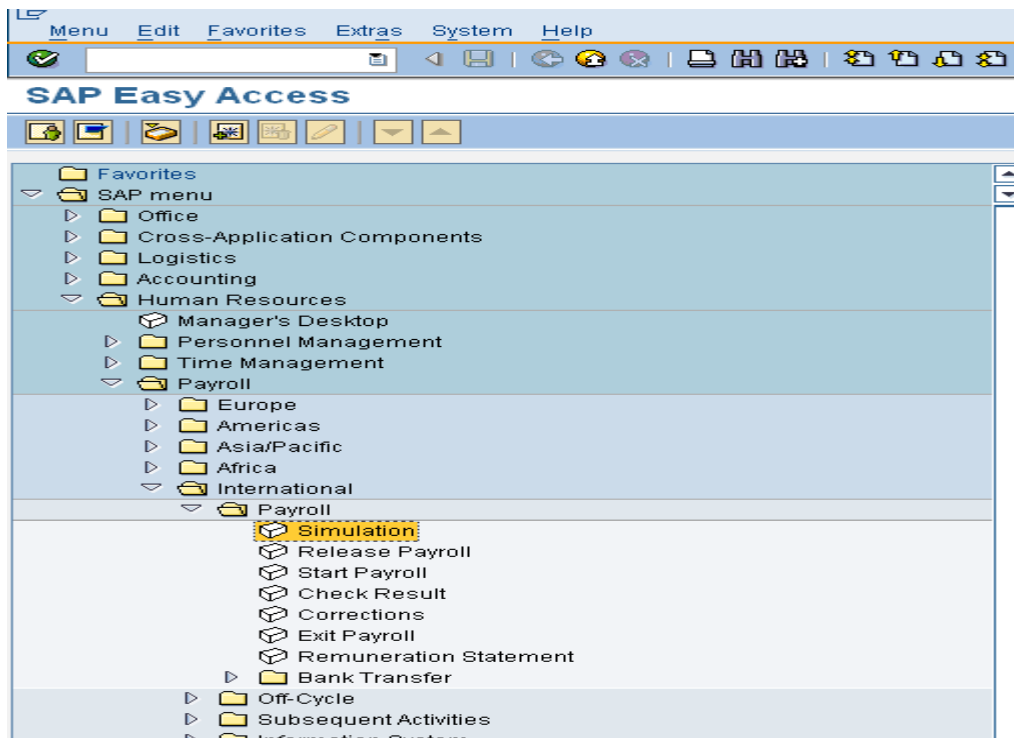
Additional off-cycle data was created

4.5 Payroll Simulation

SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Payroll ▢ Simulation
Transaction code	PC00_M99_CALC_SIMU

Menu Path screen shot:

User Manual- <Module>



Double click on simulation

The screenshot shows the 'Payroll driver (international)' form. The form has a menu bar with Program, Edit, Goto, System, and Help. Below the menu bar is a toolbar with various icons. The form is divided into several sections:

- Selections from**: Search helps
- Payroll period**: Payroll area (M1), Current period (radio button), Other period (radio button, selected), 1 2009
- Selection**: Personnel Number (14), Payroll area (M1)
- General program control**: Payroll reason, Off-cycle payroll, Payroll schema (2000), Forced retro.accounting as of, Test run (no update) (checked)
- Log**: Display Log (checked), Also display time data processing log, Layout for Log
- Remuneration statement parameters**: Layout for remun.statement

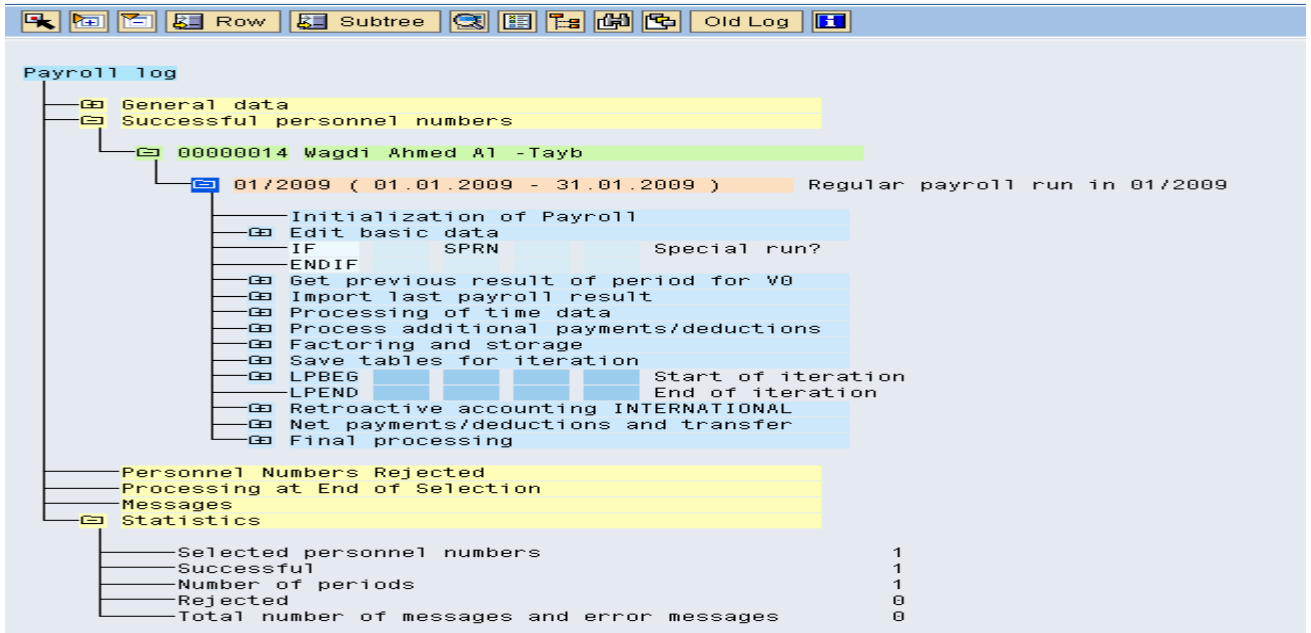
Enter Payroll area: M1

User Manual- <Module>

Payroll simulation period: 012009 ,Employee Number:14,Payroll schema:Z000 and Select Display Log

Then click on Tick Mark then execute button 

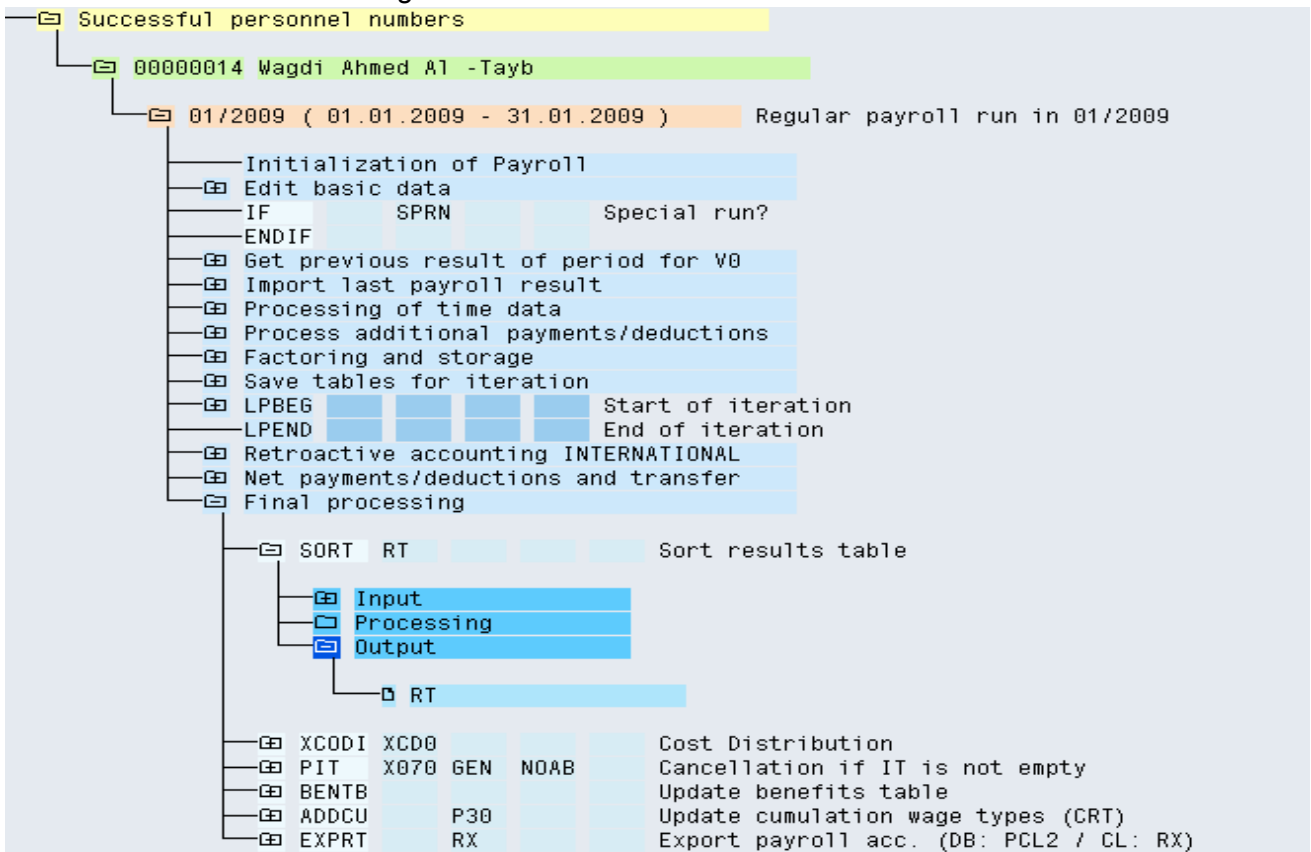
Display Log Tree



The screenshot shows the 'Display Log Tree' window with a toolbar at the top containing icons for Row, Subtree, and Old Log. The main area displays a tree structure for 'Payroll log'.

- General data
- Successful personnel numbers
 - 00000014 Wagdi Ahmed Al -Tayb
 - 01/2009 (01.01.2009 - 31.01.2009) Regular payroll run in 01/2009
 - Initialization of Payroll
 - Edit basic data
 - IF SPRN Special run?
 - ENDIF
 - Get previous result of period for V0
 - Import last payroll result
 - Processing of time data
 - Process additional payments/deductions
 - Factoring and storage
 - Save tables for iteration
 - LPBEG Start of iteration
 - LPEND End of iteration
 - Retroactive accounting INTERNATIONAL
 - Net payments/deductions and transfer
 - Final processing
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics
 - Selected personnel numbers 1
 - Successful 1
 - Number of periods 1
 - Rejected 0
 - Total number of messages and error messages 0

Go and Check Final Processing



This screenshot shows a more detailed view of the 'Final processing' sub-tree from the previous window.

- Successful personnel numbers
 - 00000014 Wagdi Ahmed Al -Tayb
 - 01/2009 (01.01.2009 - 31.01.2009) Regular payroll run in 01/2009
 - Initialization of Payroll
 - Edit basic data
 - IF SPRN Special run?
 - ENDIF
 - Get previous result of period for V0
 - Import last payroll result
 - Processing of time data
 - Process additional payments/deductions
 - Factoring and storage
 - Save tables for iteration
 - LPBEG Start of iteration
 - LPEND End of iteration
 - Retroactive accounting INTERNATIONAL
 - Net payments/deductions and transfer
 - Final processing
 - SORT RT Sort results table
 - Input
 - Processing
 - Output
 - RT
 - XCODI XCD0 Cost Distribution
 - PIT X070 GEN NOAB Cancellation if IT is not empty
 - BENTB Update benefits table
 - ADDCU P30 Update cumulation wage types (CRT)
 - EXPRT RX Export payroll acc. (DB: PCL2 / CL: RX)

Click on Result Table

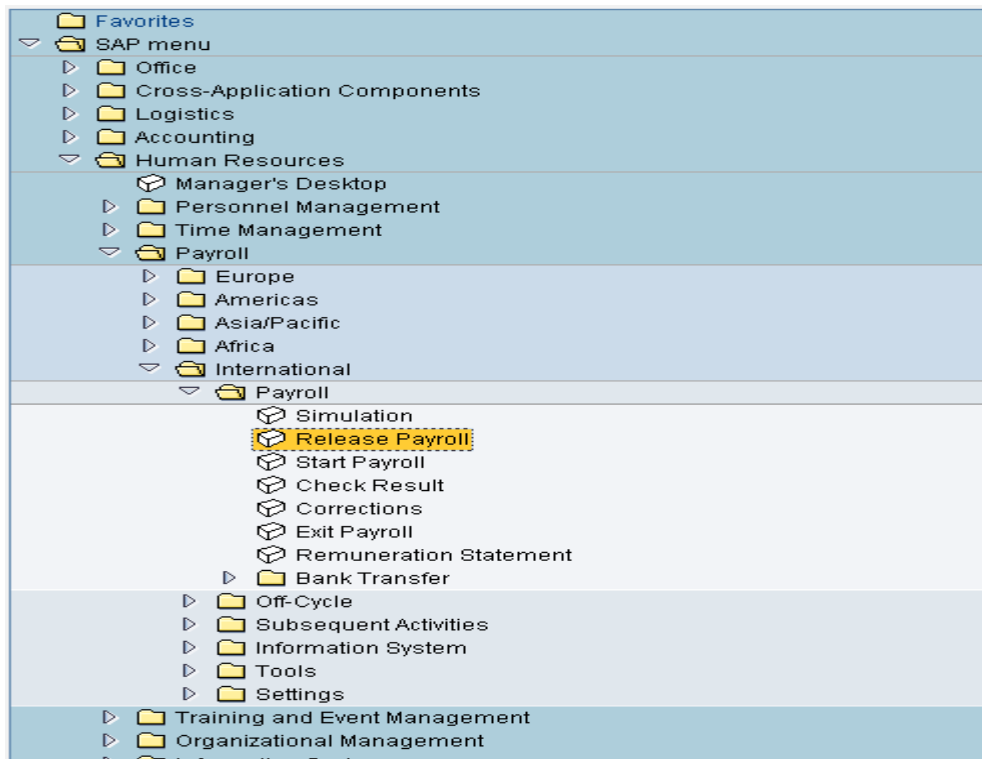
Display Edit Goto Utilities(M) Settings System Help			
Detail View of Log			
Old Log			
Table RT			
A	Wage Type	APC1C2C3aBKoReBTAvvTvNOne	Amount/One Number
*	/101 Total gross		3.470,00
*	/110 Net payment		500,00-
*	/203 Average bas		170,00
*	/550 Statutory n		3.470,00
*	/560 Payment Amo		2.970,00
*	/565 Carry-over		2.970,00
*	/700 Wage/salary		3.470,00
*	/840 Diff. to av01	199,50	
3	BSA1 Basic Salar01		2.500,00
3	FDAL Food Allowa01		175,00
3	HOSA Housing Adv01		500,00-
3	HSAL Housing A1101		625,00
3	OTAL Other Allow01		50,00
3	TRAL Transport A01		120,00

Check the amounts for the employee.

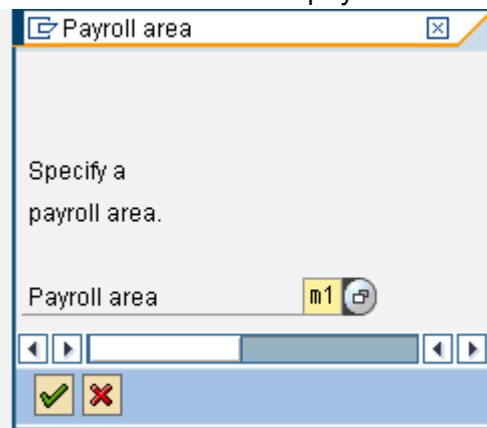
Input Parameters	Values
Payroll area	M1
Payroll period	012009
Personnel Number	14
Payroll area	M1
Payroll schema	Z000

4.6 Release Payroll

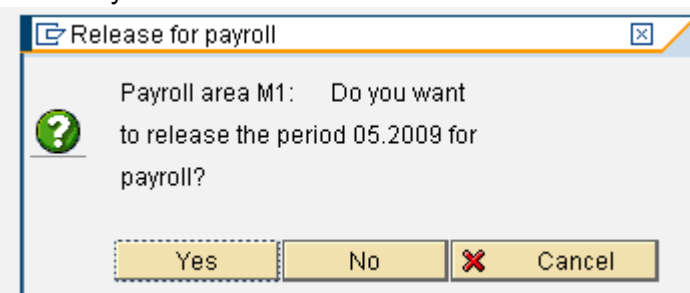
SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Payroll ▢ Release Payroll
Transaction code	PC00_M99_PA03_RELEA



Double click on release payroll



Enter Payroll area M1 and Click on 

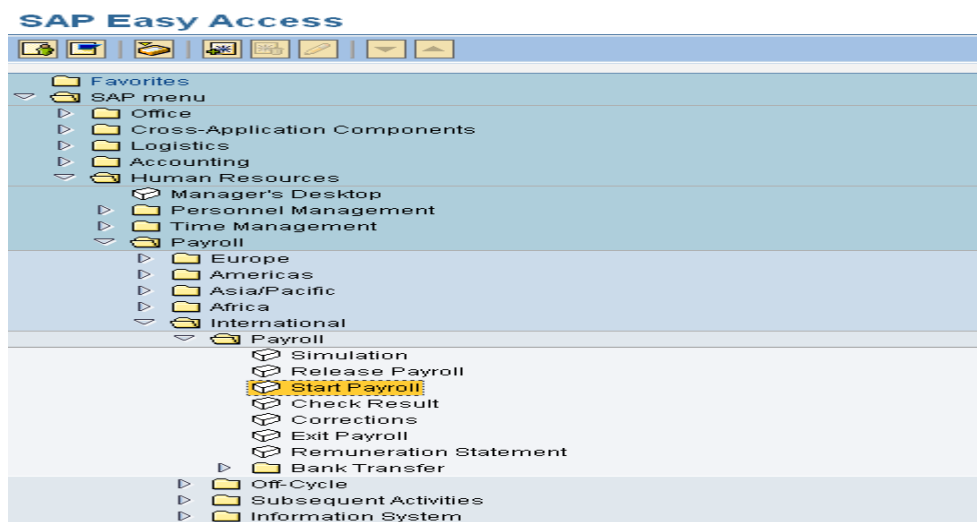


Click on Yes
Payroll was released successfully

Input Parameters	Values
Payroll area	M1

4.7 Start Payroll

SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Payroll ▢ Start Payroll
Transaction code	PC00_M99_CALC



Double click on start Payroll

User Manual- <Module>

Program Edit Goto System Help

Payroll driver (international)

Selections from Search helps

Payroll period

Payroll area M1 from 01.05.2009 To 31.05.2009

☐ Current period

☒ Other period 5 2009

Selection

Personnel Number 18

Payroll area M1

General program control

Payroll reason

Off-cycle payroll

Payroll schema Z000

Forced retro.accounting as of

☒ Test run (no update)

Log

☒ Display Log

☐ Also display time data processing log

Layout for Log

Remuneration statement parameters

☐ Layout for remun.statement

☒ No Remuneration Statement

Click on Execute Button

Display Log Tree

Row Subtree Old Log

Payroll log

- General data
- Successful personnel numbers
 - 00000018 xxxx xxxxxxxx
 - 02/2009 (01.02.2009 - 28.02.2009) Regular payroll run in 05/2009
 - 03/2009 (01.03.2009 - 31.03.2009) Regular payroll run in 05/2009
 - 04/2009 (01.04.2009 - 30.04.2009) Regular payroll run in 05/2009
 - 05/2009 (01.05.2009 - 31.05.2009) Regular payroll run in 05/2009
 - Initialization of Payroll
 - Edit basic data
 - IF SPRN Special run?
 - ENDIF
 - Get previous result of period for V0
 - Import last payroll result
 - Processing of time data
 - Process additional payments/deductions
 - Factoring and storage
 - Save tables for iteration
 - LPBEG Start of iteration
 - LPEND End of iteration
 - Retroactive accounting INTERNATIONAL
 - Net payments/deductions and transfer
 - Final processing
- Personnel Numbers Rejected
- Processing at End of Selection
- Messages
- Statistics

For 4 periods payroll was run
Select Final Processing

Display Log Tree

The screenshot shows the 'Display Log Tree' window with a toolbar at the top containing icons for navigation and a 'Row' button. The tree structure is as follows:

- 04/2009 (01.04.2009 - 30.04.2009) Regular payroll run in 05/2009
 - 05/2009 (01.05.2009 - 31.05.2009) Regular payroll run in 05/2009
 - Initialization of Payroll
 - Edit basic data
 - IF SPRN Special run?
 - ENDIF
 - Get previous result of period for V0
 - Import last payroll result
 - Processing of time data
 - Process additional payments/deductions
 - Factoring and storage
 - Save tables for iteration
 - LPBEG Start of iteration
 - LPEND End of iteration
 - Retroactive accounting INTERNATIONAL
 - Net payments/deductions and transfer
 - Final processing
 - SORT RT Sort results table
 - Input
 - Processing
 - Output
 - RT
 - XCODI XCD0 Cost Distribution
 - PIT X070 GEN NOAB Cancellation if IT is not empty
 - BENTB Update benefits table
 - ADDCU P30 Update cumulation wage types (CRT)
 - EXPTX RX Export payroll acc. (DB: PCL2 / CL: RX)

Double click on RT-Result Table

Pay details for 4 Months

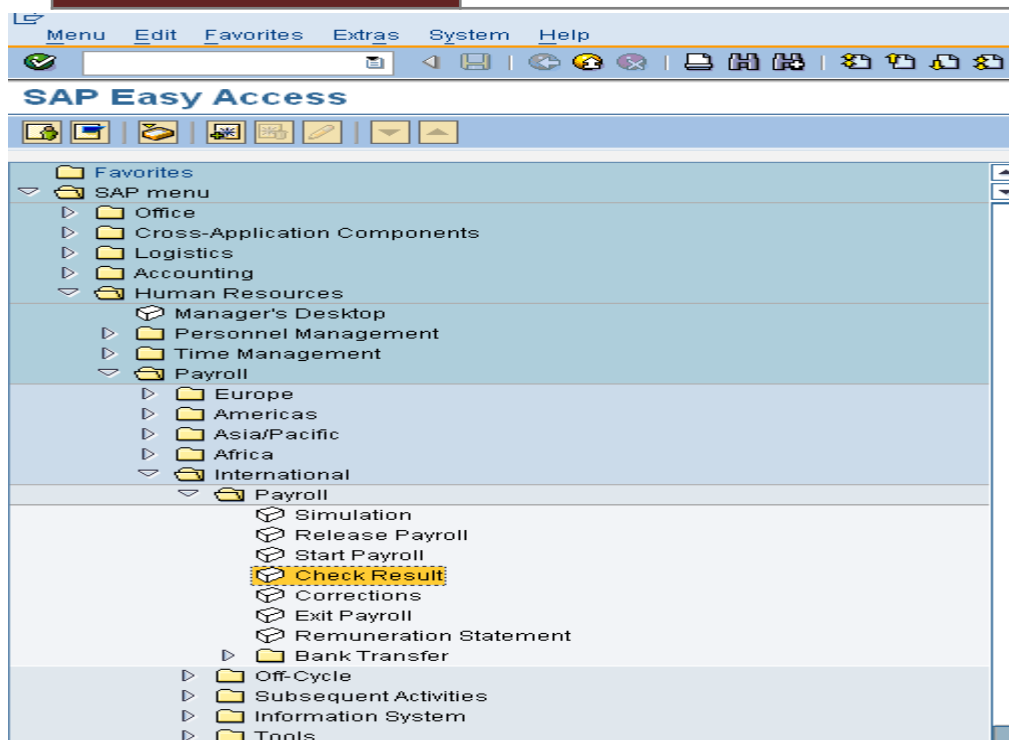
The screenshot shows the 'Detail View of Log' window with a toolbar at the top. The table 'Table RT' displays the following data:

A	Wage Type	APC1C2C3aBKoReBTAwwTvN0ne	Amount/One	Number	Amount
*	/101 Total gross				10.200,00
*	/110 Net payment				3.600,00-
*	/550 Statutory n				10.200,00
*	/552 Difference				39.900,00
*	/560 Payment Amo				46.500,00
*	/565 Carry-over				46.500,00
*	/700 Wage/salary				10.200,00
*	/840 Diff. to av01			209,00	
3	7010 GOSI ER Ded01				3.600,00
3	7020 GOSI EE Ded01				3.600,00-
3	7030 Occupationa01				800,00
3	BSA1 Basic Salar01				8.000,00
3	FDAL Food Allowa01				200,00
3	HSAL Housing All01				2.000,00

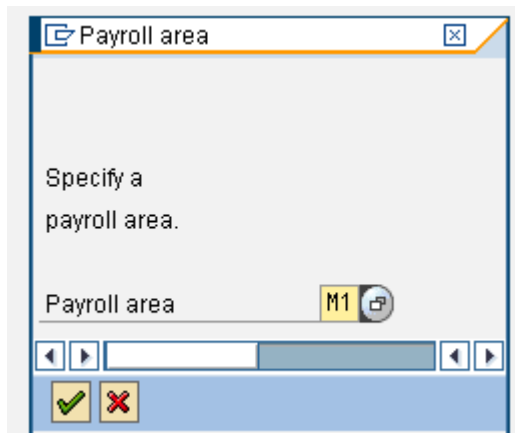
Input Parameters	Values
Payroll area	M1
Payroll period	012009
Personnel Number	18
Payroll area	M1
Payroll schema	Z000

4.8 Check Pay result

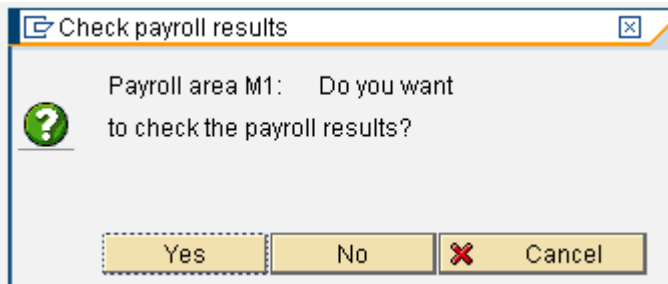
SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Payroll ▢ Check Result
Transaction code	PC00_M99_PA03_CHECK



Double click on Check Result



Enter Payroll area: M1
Click on Tick Mark



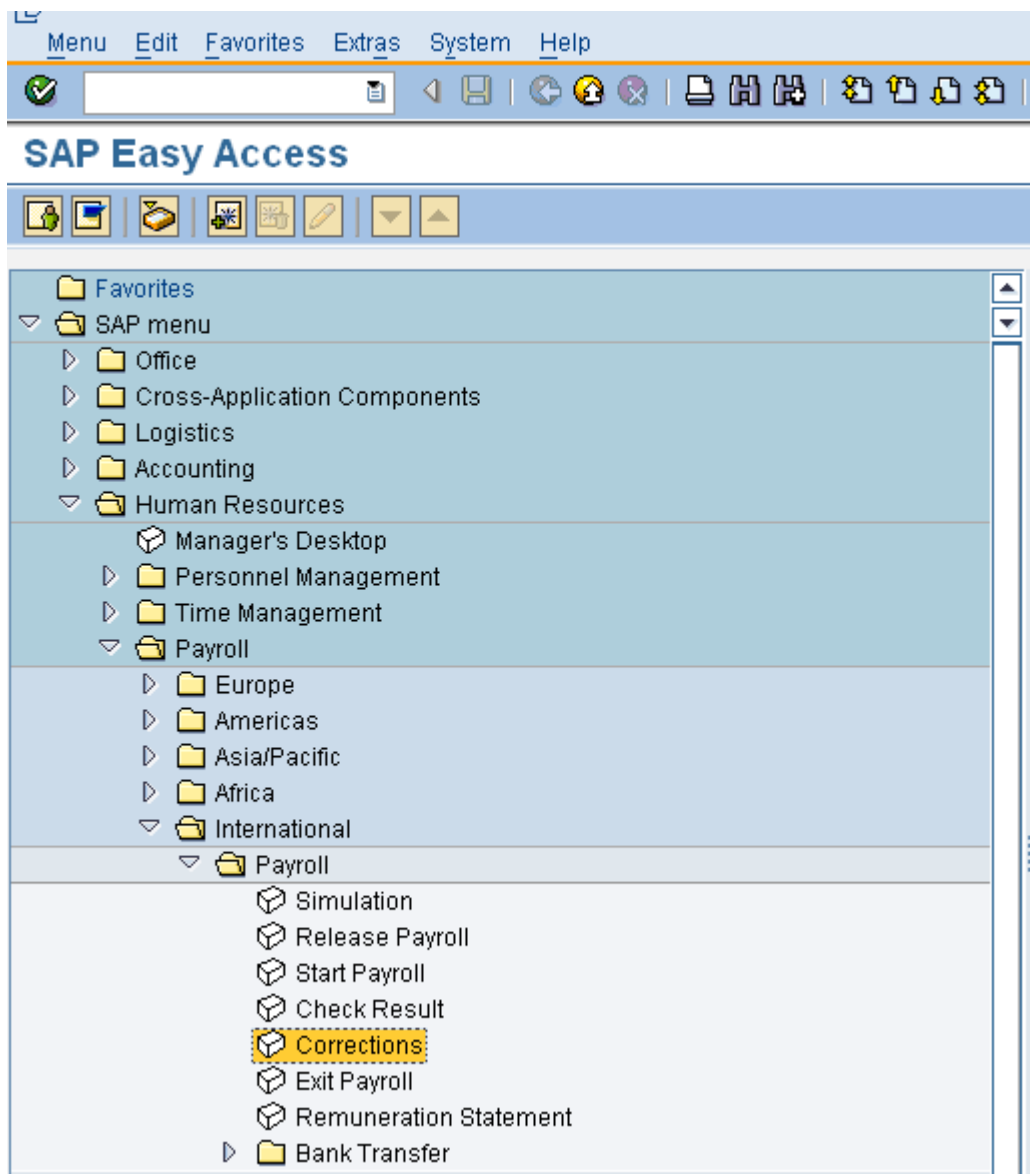
Click on Yes Push Button

Payroll result was check successfully

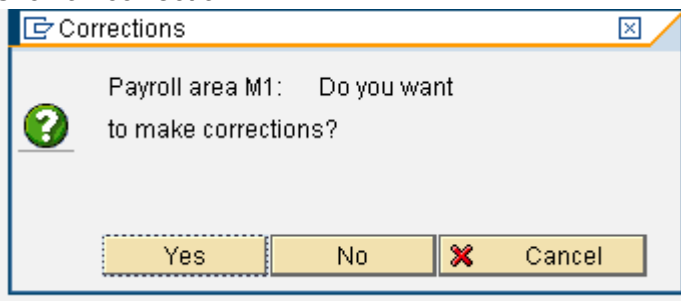
Input Parameters	Values
Payroll area	M1

4.9 Payroll Correction

SAP R/3 Menu	Human Resources ▾ Payroll ▾ International ▾ Payroll ▾ Corrections
Transaction code	PC00_M99_PA03_CORR



Click on correction

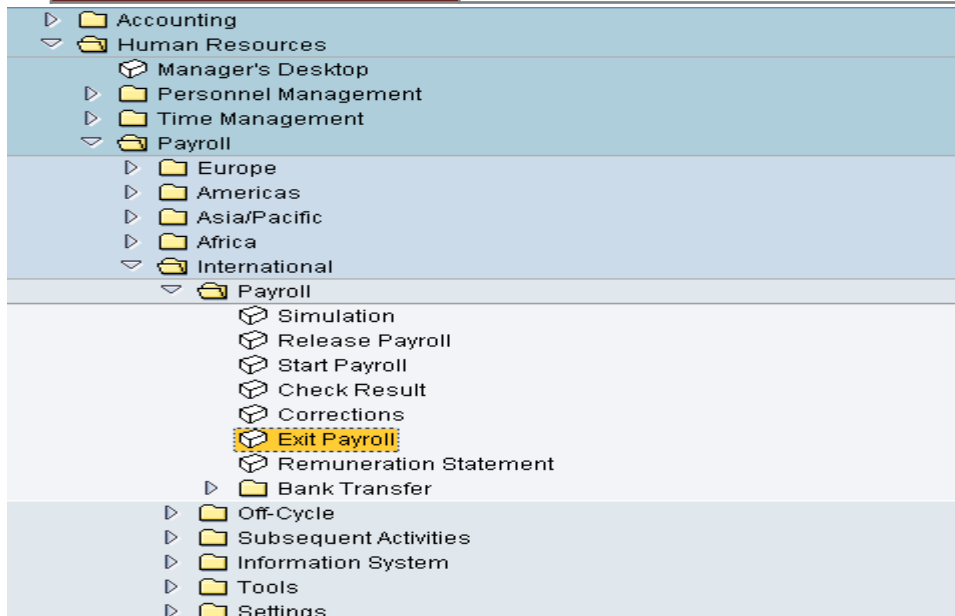


Click on Yes.

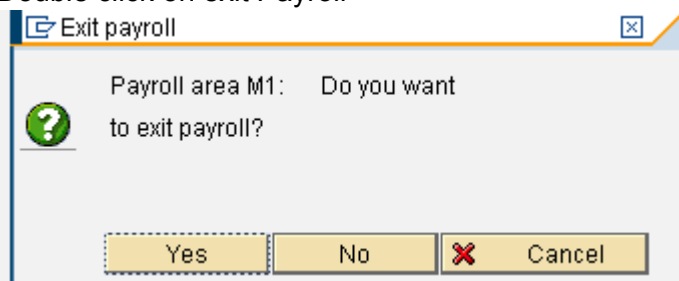
Correction was done successfully.

4.10 Exit Payroll

SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Payroll ▢ Exit Payroll
Transaction code	PC00_M99_PA03_END



Double click on exit Payroll



Click on Yes Button. Payroll was exit for current period.

4.11 Remuneration statement

SAP R/3 Menu	NA
Transaction code	ZHRPAYSLLIP

User Manual- <Module>

The screenshot shows the SAP 'Employee Remuneration Statement' selection screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area has two tabs: 'Period Selection' and 'Selection Screen'. Under 'Period Selection', there are radio buttons for 'Current period' and 'Other period'. The 'Other period' is selected, with a date range from '01.05.2005' to '31.05.2005'. Below this, the 'Selection Screen' tab is active, showing input fields for 'Personnel number' (with a dropdown arrow), 'Organizational unit', and 'Employee subgroup'. There are also arrows indicating a relationship between these fields.

Enter Period and Personnel Number then click on execute button 

SAP

The screenshot shows the 'Print:' dialog box in SAP. It has a title bar with a close button. The main area is divided into several sections. At the top, there's a field for 'OutputDevice' with the value 'lp01' and a dropdown arrow. Below it is a 'Page selection' field. The 'Spool Request' section contains fields for 'Name' (with 'SMART' and 'LOKESH' as options), 'Title', and 'Authorization'. The 'Spool Control' section has checkboxes for 'Print immediately' (checked), 'Delete After Output', 'New Spool Request', and 'Close Spool Request'. It also has fields for 'Spool retention pd' (8 Day(s)) and 'Storage Mode' (Print only). The 'Number of Copies' section has a 'Number' field (1) and a checkbox for 'Group (1-1-1,2-2-2,3-3-3,...)'. The 'Cover Page Settings' section has a dropdown for 'SAP cover page' (Do Not Print), and fields for 'Recipient' and 'Department'. At the bottom, there are buttons for 'Print', 'Print preview', and a close button.

Enter Output device and Click on print preview

User Manual- <Module>

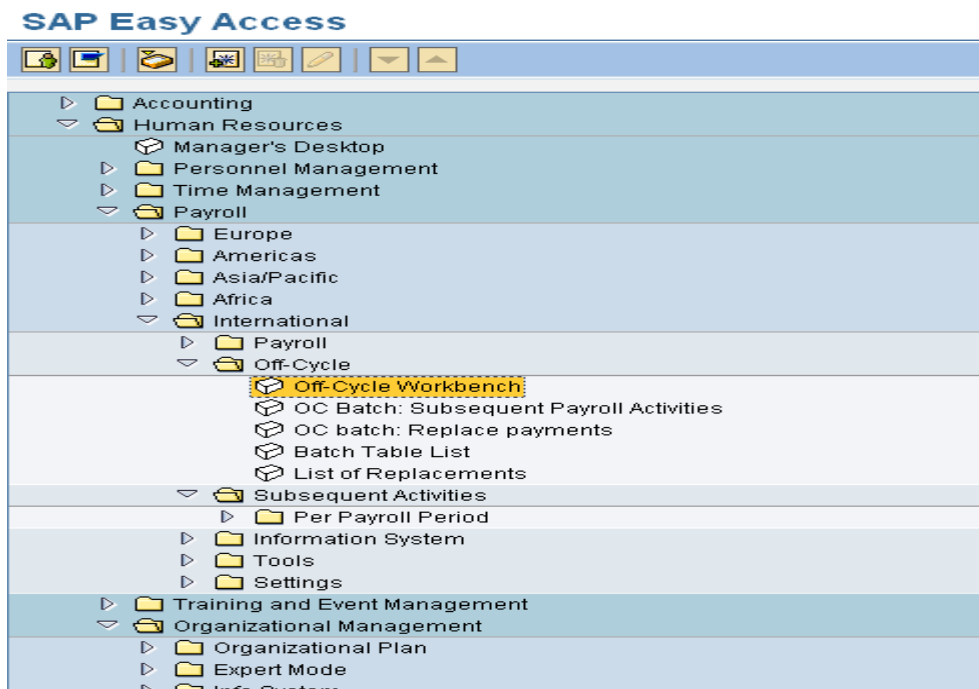
Archive Print and Archive

 شركة إتحاد صناعة العلب المحدودة Consolidated Can Manufacturing Co. Ltd. CCMC Pay slip for the month of January 2009				Date :- 01.06.2009	
Emp. Number: 00000018 Emp Name: xxxx xxxxxxxx			Position: Admin Supervisor Department: Human Resources		
Allowances		Deductions		Net Pay	
Basic Salary	8000.00	GOSI EE Deduction	900.00-	Net Pay: 9300.00	
Housing Allowance(25% Bas	2000.00				
Food Allowance	200.00				
Gross Salary: 10200.00		Deduction: 900.00-		Net Pay: 9300.00	

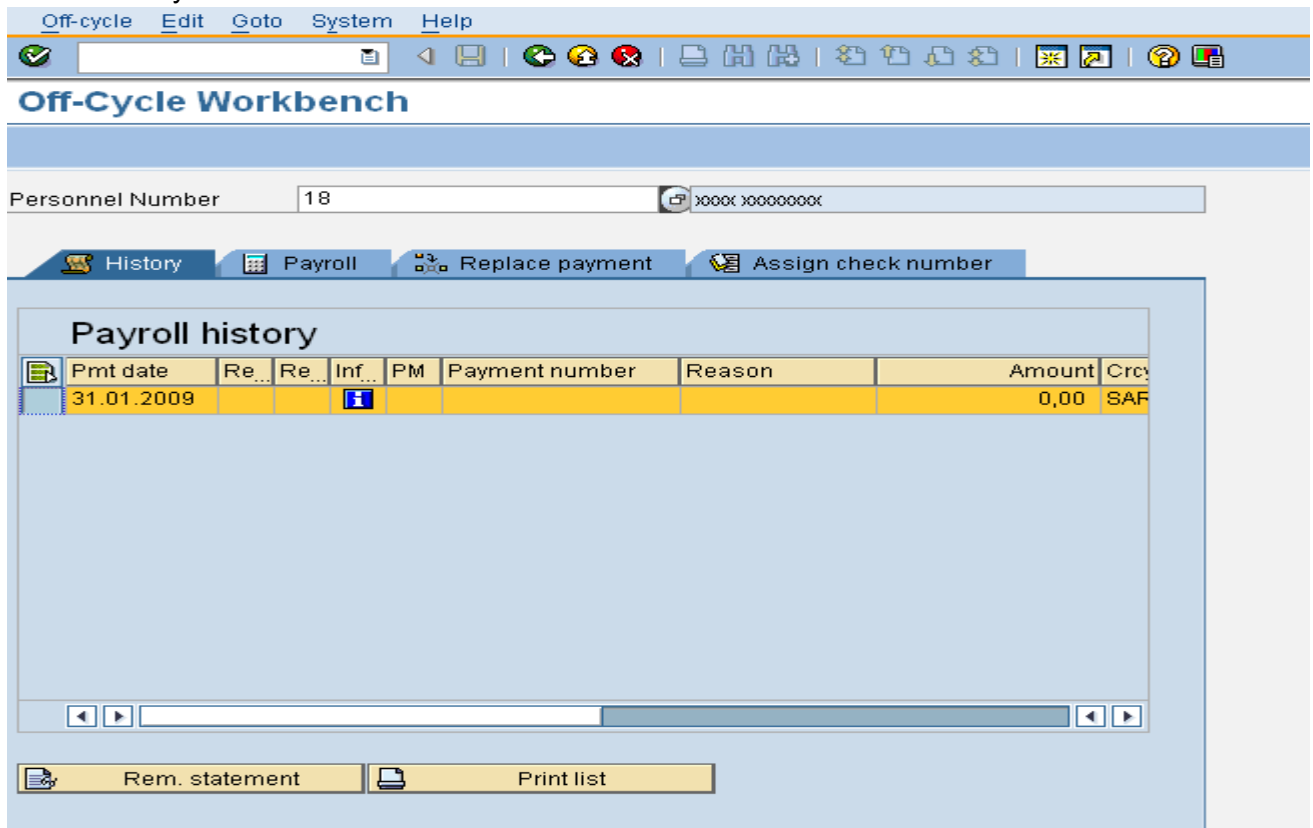
Employee Remuneration statement was displayed

4.12 Off-Cycle Activities

SAP R/3 Menu	Human Resources ▢ Payroll ▢ International ▢ Off-Cycle ▢ Off-Cycle Workbench
Transaction code	PUOC_99



Click on off-cycle work bench



Select Payroll Tab

Off-Cycle Workbench

Personnel Number 18

History Payroll Replace payment Assign check number

Start payroll

Reason Special payment

Payment date 02.2009

Payroll calendar

Define payment method

Create payments

Wage T... Long text

Special payment

Advance Payment

Absence Payment

Correction

Regular period 'on demand'

Absence

Advance Payment of Periods - Retr. Acc.

Advance Payment of Periods - Original

LTI Payroll

Start payroll

Save

Number/Unit Unit

Choose off-cycle reason, Select wage type and Enter amount

Off-Cycle Workbench

Personnel Number 18

History Payroll Replace payment Assign check number

Start payroll

Reason Special payment

Payment date 01.06.2009

Payroll calendar

Define payment method

Create payments

Wage T... Long text

Amount

Curr...

Number/Unit

Unit

SPEA Special Allowance 1.000,00 SAR

Start payroll

Save

Payment date of next regular payroll run 28.02.2009

Click on start payroll

Select Payment Method and Click on save button

Off-cycle Edit Goto System Help

Off-Cycle Workbench

Payroll calendar

Pmt date	Pay...	Payr. ...	Payroll period
31.01.2009	01	2009	01.01.2009 - 31.01.2009 last payroll run with amount 0,00
28.02.2009	02	2009	01.02.2009 - 28.02.2009 planned regular payroll run
31.03.2009	03	2009	01.03.2009 - 31.03.2009 planned regular payroll run

Enter Payment Method

☒ Payment Method According to Bank Details IT

☐ Check

☐ Manual Check

Check Number

☐ Several Payment Methods

Create Payment Methods

BD...	Pay...	Payee	Ctry	City	Post...	Curr...	Amount

Create payments

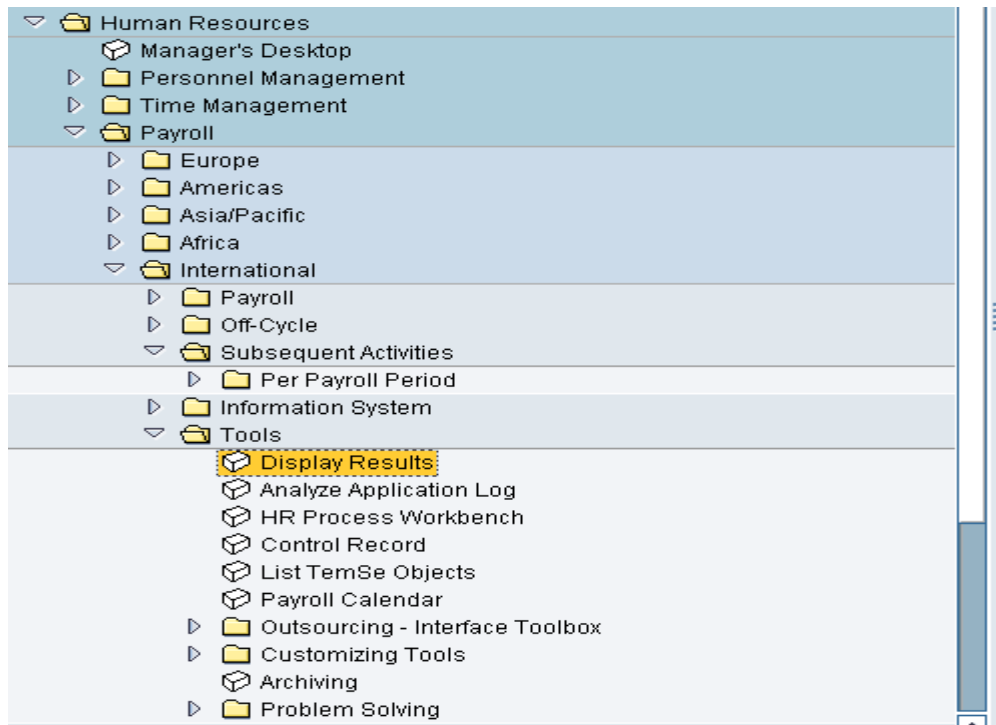
Wage T...	Long text	Amount	Curr...	Number/Unit	Unit
SPEA	Special Allowance	5.000,00	SAR		

Click on save button

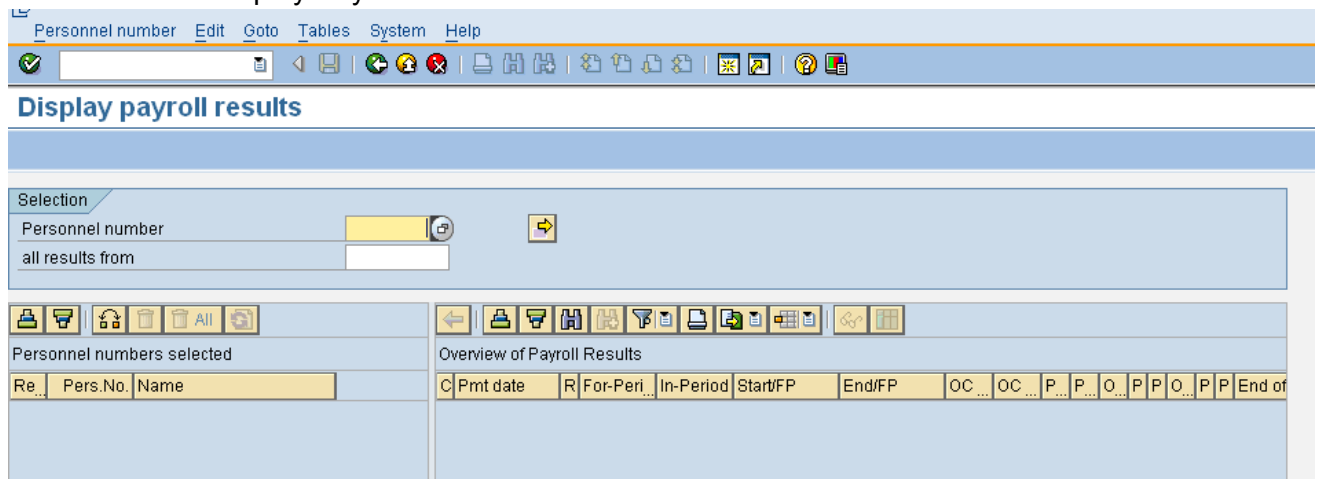
Off-cycle Data was saved

4.13 Display Payroll Result

SAP R/3 Menu	<i>Human Resources à Payroll à International à Tools à Display Results</i>
Transaction code	PC_PAYRESULTS



Double click on Display Payroll result



Enter personnel Number and Date of results from then press Enter

User Manual- <Module>

Personnel number Edit Goto Tables System Help

Display payroll results

Selection

Personnel number

all results from 01.01.2009

Personnel numbers selected

Re	Pers.No.	Name
18	xxxx xxxxxxxx	

Payroll Results xxxxxxxx / Other Countries

C	Pmt date	R	For-Peri	In-Period	Start/FP	End/FP	OC	OC	P	P	O	P	P	O	P	P	End of
A	31.01.2009		01.2009	01.2009	01.01.2009	31.01.2009			M1	M1							31.01.
	31.05.2009				31.05.2009	31.05.2009	0002	0002	M1	M1	02	A	0	02	A	0	31.05.

Select Payments and Double click

Display payroll results

Selection

Personnel number

all results from 01.01.2009

Personnel numbers selected

Re	Pers.No.	Name
18	xxxx xxxxxxxx	

xxxx xxxxxxxx / Seq.nr. 00001 (01.01.2009 - 31.01.2009)

Name	Name	Nu...
WPBP	Work Center/Basic Pay	1
RT	Results Table	13
RT_	Results Table (Collapsed Display)	13
CRT	Cumulative Results Table	5
VERSION	Information on Creation	1
PCL2	Update information PCL2	1
VERSC	Payroll Status Information	1
MODIF	Modifiers	1

Double click on RT

Payroll Results

Personnel No.	18 xxxx xxxxxxxx - Other Countries
Seq. number	00001 - accounted on 01.06.2009 - current result
For-Period	01.2009 (01.01.2009 - 31.01.2009)
In-Period	01.2009 (Fin.: 31.01.2009)

Table RT - Results Table

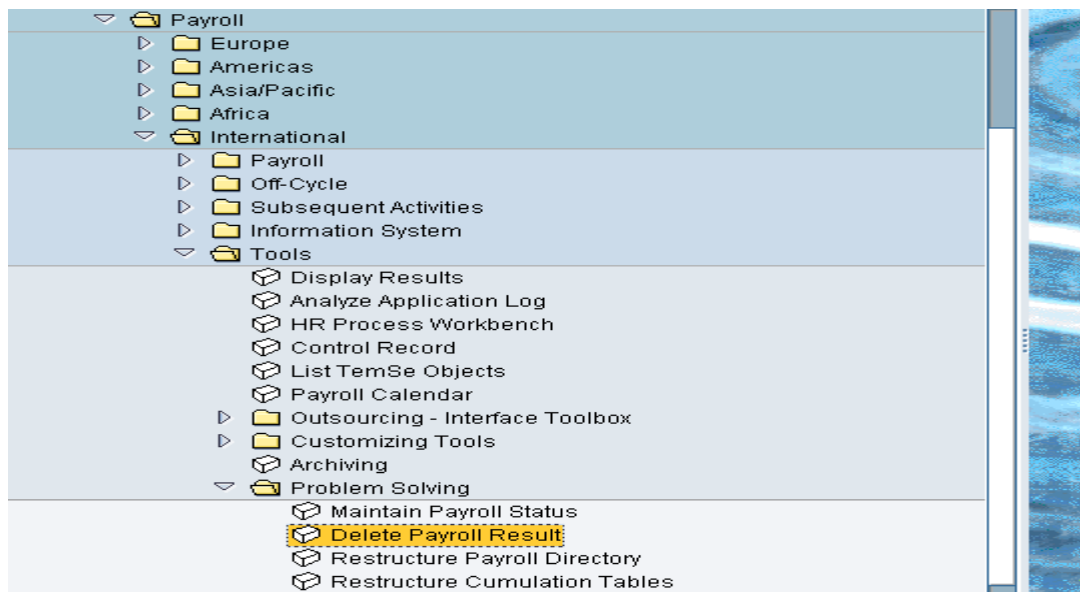
PCR1Gr	Wage	Salary type	WC	C1	C2	C3	Assign: AltPa	CA	BT Abs.
Var ss gn	Un t	Rate				Number		Amount	
*	/101	Total gross amount						10.200,00	
*	/110	Net payments/deductions						900,00-	
*	/550	Statutory net						10.200,00	
*	/560	Payment Amount						9.300,00	
*	/565	Carry-over for next per.						9.300,00	
*	/700	Wage/salary + ER contr.						10.200,00	
*	/840	Diff. to avg. month	01			199,50			
3	7010	GOSI ER Deduction	01					900,00	
3	7020	GOSI EE Deduction	01					900,00-	
3	7030	Occupational risk	01					200,00	
3	BSA1	Basic Salary	01					8.000,00	
3	FDAL	Food Allowance	01					200,00	
3	HSAL	Housing Allowance(25% Bas	01					2.000,00	

Payroll result was displayed

4.14 Delete Pay Roll Result

SAP R/3 Menu	Human Resources ☐ Payroll ☐ International ☐ Tools ☐ Problem Solving ☐ Delete Payroll Result
	Transaction code PU01

User Manual- <Module>



Double Click on Delete Payroll result



Delete current payroll result

Personnel no.

Name

EE group Active Pers.area Kingdom of Saudi Arabia

EE subgroup Managers-HR Ad Cost Center Human resource

Click on Execute button

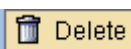
Program Edit Goto Settings System Help

Delete current payroll result

Name XXXX XXXXXXXX
Personnel no. 00000018

Pers.No.	Sequence	PArea	PerPa	For-period	FOR per.start	End/FP	Pay.type	Payr.ID	Reason	OC cat	Characters	PArea	PerPa	In-Period	In-Period	Pay.type	Payr.ID	Reason	OC cat	DID	Reversed	Payment
00000018	00002	M1	01	000000	31.05.2009	31.05.2009	A	0	0002	02	A	M1	01	000000	31.05.2009	A	0	0002	02			31.05.2009

Click on Delete button



User Manual- <Module>

Name: XXXXX XXXXXXXXXX
Personnel no. 00000018

Pers.No.	Sequence	PArea	PerPa	For-period	FOR per.start	End/FP	Pay.type	Payr.ID	Reason	OC cat.	Characters	PArea	PerPa	In-Period	In-Period	Pay.type	Payr.ID	Reason	OC cat.
00000018	00002	M1																	

☒ Delete payroll result

If you delete the current payroll result, this data will be irretrievably lost

Do you still want to delete?

Yes No

Click on Yes Button

Notifications

Typ	Pers.No.	Text
E	00000018	Payroll Infotype(s) Was (Were) Not Filled

Click on Tick Mark

Click on Tick Mark

Log Edit Goto System Help

Display logs

Payroll results are deleted successfully

Type	Pers.No.	Message Text
Green		Payroll result for bonus payment 20090531 0 for pers. no. 00000018 successfully deleted
Green		The Last Payroll Result Was Deleted Successfully
Yellow		However, Payroll Infotypes Could Not Be Filled Again. Processing Recorded the Following:
Red	18	Payroll Infotype(s) Was (Were) Not Filled
Yellow		Correct the error and start the "Fill Payroll Infotype" Program with the Following Entries:
Yellow	18	31.05.2008 31.05.2010
Yellow		This Fills the Payroll Infotypes Again.

Payroll results are deleted successfully