Chapter



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

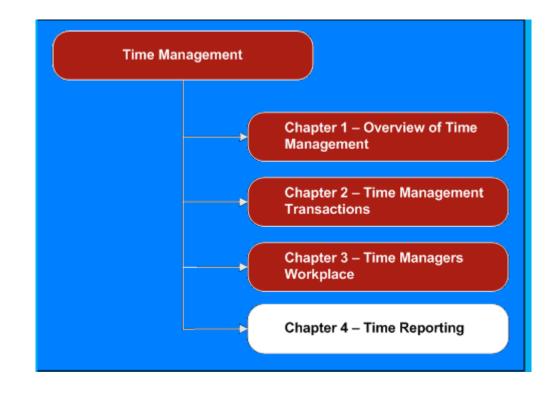






Course Map

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 Prasa. The User 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.

Prasa uses SAP Standard Reports that is part of SAP

The **Program Documentation I** 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.



SAP Standard reports are displayed in the Time Management module.



DISPLAY PERSONAL WORK SCHEDULE



The Time 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.

This report can also display an overview for multiple employees for each day in any given period, which includes all essential planned specifications concerning the working time of an employee.

You can use the report when maintaining substitutions for example, so that the working times and working time rules for employees as well as any existing Infotype records can be provided for a specific date.



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

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

OR

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

Personal Work Schedule	The Personal Work Schedule screen is displayed.										
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	Program Edit Goto System Help										
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Instruction

Button/Field	Description
۲	Select the relevant Reporting Period radio button.
Personnel Number	Enter the Personnel Number of the Employee whose Personal Work Schedule must be displayed.



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

Personal Work Schedule

The Personal Work Schedule screen is displayed.

Personal Work Schedule								
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Further selections	Search helps	₽	Sort order					
Period								
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O Left, inactive, pensioned a	nd active							

Time Management







Instruction

Button/Field	Description
8	Click on the Enter button to check and verify the entries.
Ð	Click on the Execute button to start the report.

Personal work schedule

The Personal work schedule screen is displayed.

Pe	ersonal work sche	dule																	
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The personal Work Schedule for the relevant person is displayed. You can print or download the report data to Microsoft Excel, if required.



You are now able to:

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



ABSENCE/ATTENDANCE DATA OVERVIEW



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



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

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

OR

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

Attendance/ Absence Data: Overview

The Attendance/Absence Data: Overview screen is displayed.

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Attendance/Absence Data: Overview	
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Data format	
Grouping by org. assignment B Hide texts on organizational assignment	
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O Also show texts on organizational assignment	
Data to display	
Only show EEs with relevant att/abs. types	
O Display all employees	
Classification of data in initial list by	
Org. assignmnt Org. assignment - Employees	
O Org. assignment - Att/absence types	
O org. assignment - Employees - Attendance/absence types	
O Org. assignment - Att/Absence types - Employees	



Instruction

Button/Field	Description
۵	Select the relevant Reporting Period radio button.
	Use one or more of the following combinations to select the Employee time data that must be evaluated by the report:
Selection	Personnel Number
	Personnel Area
	Personnel Subarea
Absence type	Select one or more Absence types if required.
	Select one of the following evaluation options:
Attendance/	Evaluate absences only
Absence types	Evaluate attendances only
for eval	Evaluate attendances/absences
	Select by att./absence category
۵	Select the relevant Data Format radio button.
Crouping by org. absignment	Select to output additional fields to group the report.
Date to display	Select to add additional output fields to the report.
	Select the relevant radio button for the report grouping sequence.
۲	 Org. assignmnt Org. assignment - Employees Org. assignment - Att./absence types Org. assignment - Employees - Attendance/absence types Org. assignment - Att./Absence types - Employees

Attendance/



The Attendance/Absence Data: Overview screen is displayed.

Attendance/Absence Data: Overview

Absence Data: Overview	
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	Period
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	O Up to today O From today
	O Other period
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	Selection Personnel Number
	Personnel area Q001 C S
	Attendance/absence types for eval.
	Absence type to
	Evaluate absences only
	Evaluate attendances only
	Evaluate attendances/absences
	Select by att./absence category
	Data format
	Grouping by org. assignment
	Hide texts on organizational assignment
	O Only show texts on organizational assignment
	O Also show texts on organizational assignment
	🖆 Data to display
	Only show EEs with relevant att./abs. types
	O Display all employees
	Classification of data in initial list by
	Org. assignmnt Org. assignment Employees
	O Org. assignment - Employees
	O Org. assignment - Att./absence types
1	





The Attendance/Absence Data: Overview screen is displayed.

Attendance/ Absence Data: Overview

Attendance/Absence Data: Overview

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Attendance/Absence Data: Overview

Period: 2009.01.01 - 2009.12.31

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PA	Subarea	Hrs	Pind hrs	Hrs/pInd	Days	Plan.days	Days/pInd	No.records
Σ 5	Σ	153.00	2,116.00	7.23 %	18.00	249.00	7.23 %	12
1000	Σ	153.00	2,116.00	7.23 %	18.00	249.00	7.23 %	12
1000	0001	153.00	2,116.00	7.23 %	18.00	249.00	7.23 %	12



Using the Change Layout button, change the layout to suit the reporting requirement.



You are now able to:

Execute the Attendance Data Overview report



ABSENCE/ATTENDANCE DATA – CALENDAR VIEW



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



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

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

OR

¢

Enter transaction code **PT90** in the **Command** field and click on the **Command** field and click on

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

Attendance/ Absence Data: Calendar View

Program Edit Goto System Help	
🖉 🔜 (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)	
Attendance/Absence Data: Calendar View	
Further selections 🔄 🗢 Search helps	
Further selections & Search helps	
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O Today O Current month Current year O Up to today O From today	
O Other period	
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Employment status	
Personnel Number C Employment status C Personnel area S Personnel subarea S	
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Evaluate attendances only	
Evaluate attendances and absences Select by att/absence category	
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Period displayed	
Calendar View Monthly	
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Only days containing data	
List format	
Display organizational assignment Display texts on organizational assignment	
ET systematic and a statement of the sta	
Generate statistica	



Instruction

Button/Field	Description							
0	Select the relevant Reporting Period radio button.							
	Use one or more of the following combinations to select the employee time data that must be evaluated by the report:							
Selection	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.							
	Select one of the following evaluation options:							
Attendance/	 Evaluate absences only 							
Absence types for	Evaluate attendances only							
eval	Evaluate attendances and absences							
	Select by att./absence category							
	Select the relevant radio button.							
۲	 Calendar View Monthly Weekly Alternative period 							



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

	년 Program Edit Goto System Help											
Attendance/ Absence Data:	·····································											
Calendar View	Attendance/Absence Data: Calendar View											
	Further selections Search helps											
	Period											
	O Today O Current month O Current year											
	Up to today O From today											
	O Other period											
	Data Selection Period To											
	Person selection period To											
	Payroll period											
	Selection											
	Personnel Number 1000518											
	Employment status ≢ 8 🗢											
	Personnel area											
	Personnel subarea											
	Attendance/absence types for eval.											
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	Attendance types to											
	Evaluate absences only											
	Evaluate attendances only											
	Evaluate attendances and absences											
	Select by att./absence category											
	Period displayed											
	Calendar View											
	Monthly											
	O Weekly											
	O Atternative period											
	✓ Display Legend											
	O List View											
	✓ Only days containing data											
	Listformat											
	Display organizational assignment											
	✓ Display texts on organizational assignment											



Button/Field	Description
Ð	Click on the Execute button to start the report.



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

Attendance/ Absence Data: Calendar View

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Stats:

	Target	١	/		?
	In hrs	In hrs	in %	In hrs	in %
JAN	178.50	17.00	9.52		
FEB	170.00				
MAR	187.00				
APR	161.50				
MAY	170.00				
JUN	178.50				
JUL	195.50	59.50	30.43	6.00	3.07
AUG	170.00	25.50	15.00	2.00	1.18
SEP	169.50	34.00	20.06	6.00	3.54
0CT	17.00				
Tota1	1597.50	136.00	8.51	14.00	0.88

Key:

```
? Overtime Hours Worked
V Paid Converted Leave, Leave - Occasional, Leave - Long Service, Leave
```



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

Days highlighted in red are public holidays.



Button/Field	Description
Absence Indicator	Click on the Absence Indicator below a specific date.





Click on the **Details** button to display the **Time Record**.

The **Display Attendances** screen is displayed.

Display Attendances

Di	splay Attendance	s			
	🗟 🚨 🛅 🛅 Personal	I work sched	dule Activity a	allocation Cost assign	ment Exte
	Personnel No 30000014 EE group P EE subgroup 11 Start 2009.07.2	nent nagement	Name Pers.area 2009.07.21	The Time Manager 1000 PRASA HO Chg. 2009.08.03 CO	0000000016
	Attendance Attendance type Time Attendance hours Attendance days Calendar days	0801 Ov 07:30 - 2.00 0.24 0.00		orked revious day ull-day	
	Payroll Payroll hours Payroll days Overtime comp. type Eval.type atts/abs	2.00 0.24 Depends o] on wage type	1	

You are now able to:

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



ABSENCE/ATTENDANCE DATA – MULTIPLE EMPLOYEE VIEW



The Time 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.



Ensure that the SAP Easy Access screen is displayed.

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

OR

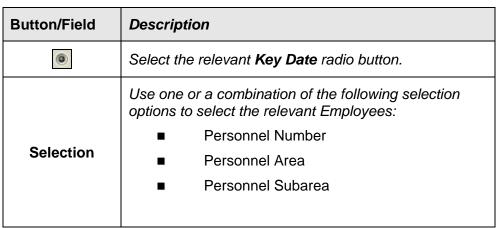
Enter transaction code **PT91** in the **Command** field and click on the **Section Enter** button.



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

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Complete the following instructions:



Attendances/ Absences Multiple Employee View

Instruction



Button/Field	Description								
Absence types	Select one or more Absence Types for reporting or leave the fields blank to report on all the relevant absence types.								
	Select one of the following evaluation options:								
Evolution	 Evaluate absences only 								
Evaluation options	Evaluate attendances only								
opnono	Evaluate attendances and absences								
	Select by att./absence category								

The Attendances/Absences: Multiple Employee View screen is Attendances/ displayed. Absences **Multiple** Attendances/Absences: Multiple Employee View Employee View 🕀 🔁 🔳 ₽ Further selections Search helps ⇔ Org. structure Key date Today O Other keydate Key Date Selection / 0 ⇔ Personnel Number ₽ ₽ **=** 0 Employment status Personnel area ⇔ Personnel subarea Attendance/absence types for eval. \$ Absence types to Evaluate absences only \checkmark Evaluate attendances only Evaluate attendances and absences Select by att./absence category



	Compl	ete the fo	llowing instructions:	
Instruction	Buttor	n/Field	Description	
		Ð	Click on the Execute button to start the report.	
Attendances/ Absences: Multiple	The Att displaye		Absences: Multiple Employee view screen is	
	displaye	ed.	Absences: Multiple Employee view screen is Multiple Employee View	
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Absences: Multiple	displaye Attendan & la la Period: No. of Employ Pers.No. N 30000013 M 30000014 T	ed. ces/Absences: 2009.12.01 - 2009. rees: 4 lame liddle Management	Multiple Employee View 12.31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	31



Button/Field	Description
Time Indicator	Double click on a relevant Time Indicator to display the details of the record.



Attendances/Absences: Multiple Employee View ४४ 🚯 🕼 Period: 2009.12.01 - 2009.12.31 No. of Employees: 4 Pers. No. Name 30000013 Middle Management 30000014 The Time Manager 30000022 George Shaik 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 1 2 3 4 5 6 × nact

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

Take Note

You are now able to:

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

Select a day for detailed information



Date	Day	Week	A/A cat.	Att./abs	. type text	Prev. day	Publ.hol.	Inact	
09.12.09	Wednesday	50	v	Family Re	esponsibili				
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ABSENCE/ATTENDANCE OVERVIEW – GRAPHIC



The Time 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.



Ensure that the SAP Easy Access screen is displayed.

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

OR

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



Overview The Overview Graphic of Attendances/Absences screen is Graphic of displayed. Attendances/ **Absences** Program Edit Goto System Help 🛯 🖣 😫 🚱 😧 🗳 🛗 🎇 🍄 🖓 🖓 🔛 🖉 📲 0 **Overview Graphic of Attendances/Absences** 🕒 🔁 🖪 🔳 ⇔ ⇔ Further selections Search helps Sort order Period ○ Today O Current month O Current year O Up to today O From today Other period Data Selection Period 0 То Person selection period То Selection ት ት Personnel Number Time recording administrator Additional data t ↑ ↑ Absence types to Attendance types to D Time unit Display locked records





Button/Field	Description
0	Select the relevant Reporting Period radio button.
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.
V	De-select 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.

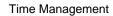
Overview Grap	hic of Attendand	ces/Absences	
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Further selections	🖻 Search helps	Sort order	
Period			
O Today	O Current month	O Current year	
O Up to today	O From today		
Other period			
Data Selection Perio	od 2009.09	To 2009.09.30	
Person selection pe	eriod	То	
Selection			
Personnel Number	3000001	4 국 다	
Time recording adminis	strator	\$	
Additional data			
Absence types		to	4
Attendance types		to	\$
Time unit	D		
Display locked record	ds		

Complete the following instructions:

Button/Field

Instruction

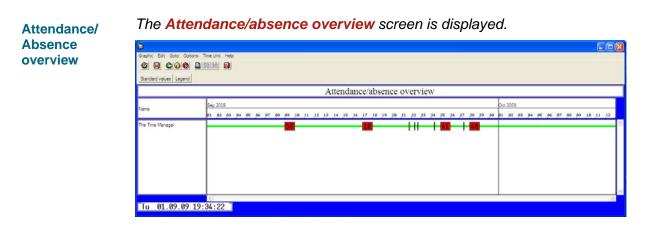
Description





ⓑ C

Click on the **Execute** button to start the report.





Button/Field	Description
Time Indicator	Double click on a relevant Time Indicator to display its details.



	The Display Absences screen is displayed.
Display Absences	Display Absences
	🔄 🗟 🌋 🗂 📅 Personal work schedule 🔹 Activity allocation Cost assignment Extern
	Personnel No 30000014 Name The Time Manager EE group P Permanent Pers.area 1000 PRASA HO EE subgroup 11 Snr Management Start 2009.09.09 Chg. 2009.09.22 C00000000067 Absence Absence type 5011 Absent w/o Notice Prev.day Absence hours 8.50 Image: Full-day Absence days 1.00 Absence days 1.00 Image: Full-day Start 8.50
	Payroll days 1.00

The **Display Absences** screen is displayed.



Complete the following instructions:

Button/Field	Description
B	Click on the Display Note button to display the reason for the relevant absence, if applicable.



You are now able to:

Complete and Execute the Attendance/Absence Overview Graphic report



DISPLAY ABSENCE QUOTA INFORMATION



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



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

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

OR

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



Display Absence Quota Information

The **Display Absence Quota Information** screen is displayed.

Further selections Search helps Sort order Period O Current month O Current year Image: Description of the period Image: Description of the period Image: Description of the period Period To Image: Description of the period Period Image: Description of the period Personnel Number Image: Description of the period Personnel Number Image: Description of the period Personnel subarea Image: Description of the period Personnel subarea Image: Description of the period Personnel subarea Image: Description of the period Employee group Image: Description of the period Cuota selection Image: Description of the period Quota type Image: Description of the period Time unit Image: Description of the period Deduction period 1800.01.01 Key date for deduction 2009.10.05 Key date for entitlement 2009.10.05	Display Absence Quo	ota Informati	on		
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O Today ○ Current month ○ Current year ● Up to today ○ From today ○ Other period Period Payroll period Selection Personnel Number ● Employment status ● Personnel area ● Employee group Employee group Employee subgroup Payroll area Outota selection Quota type Time unit Deduction period Key date for deduction 2009.10.05 Projecting quota status		carcinneips ,	Contorder		
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Other period Period To Payroll period Selection Personnel Number Employment status Personnel area Personnel subarea Employee group Employee subgroup Payroll area Quota selection Quota selection Quota selection Quota type Time unit Deduction period 1800.01.01 Key date for deduction 2009.10.05 Key date for entitlement 2009.10.05 Projecting quota status			O ounontyour		
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Payroll period Selection Personnel Number Employment status Personnel area Personnel subarea Employee group Employee subgroup Employee subgroup Payroll area Quota selection Quota selection Quota selection Quota type Time unit Deduction period 1800.01.01 Key date for deduction 2009.10.05 Projecting quota status			То		
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Personnel Number Employment status Personnel area Personnel subarea Employee group Employee subgroup Payroll area	Selection				
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Quota selection Quota type Time unit Deduction period 1800.01.01 Yey date for deduction 2009.10.05 Key date for entitlement 2009.10.05 Display	Personnel subarea		\$		
Quota selection Quota type Time unit Deduction period 1800.01.01 Key date for deduction 2009.10.05 Key date for entitlement 2009.10.05 Display	Employee group		\$		
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Quota type to Time unit	Payroll area		_⇒		
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Quota type to Time unit					
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Key date for deduction 2009.10.05 Key date for entitlement 2009.10.05 Display	Time unit]		
Key date for entitlement 2009.10.05 Projecting quota status	Deduction period	1800.01.01	To 9999	.12.31	
Display	Key date for deduction	2009.10.05			
	Key date for entitlement	2009.10.05	Projecting quota sta	atus	
Only EEs with selected quotas All selected EEs	Display				
	Only EEs with selected quotas All selected EEs				
Only EEs with entitlement	Only EEs with entitlement				



-7
Instruction

Button/Field	Description			
0	Select the relevant Reporting Period radio button.			
Selection	Enter a Personnel Number in the Personnel Number selection field			
	Select a relevant Quota type or leave the field blank to display all the Employee's quotas. Enter the relevant key dates for the:			
Quota Selection	 Deduction Period – determines what period the employee can make deductions from their quota 			
	 Key Date for Deduction – deductions taken up to this date will display on the report 			
	Entitlement Key Dates – entitlements up to this date will display on the report			
	The user can select one of the following two display options:			
Display	 Display only Employees with selected quotas 			
	 Display all selected Employees 			



The **Display Absence Quota Information** screen is displayed.

Display Quota Information

Display Absend	ce G	Quota Informa	atic	on	
😔 🖬 📃					
Further selections	⇔	Search helps	⇔	Sort order	
Period					
O Today		O Current month		O Current year	
Op to today		O From today			
O Other period					
Period				To	1
Payroll period					Ē.
Selection					
Personnel Number		300001	4 🕑	\$	
Employment status				\$	
Personnel area				\$	
Personnel subarea				\$	
Employee group				1 1	
Employee subgroup				⇒	
Payroll area				⇒	
Quota selection					
Quota type				to	-
Time unit					_
Deduction period		1800.01	. 01	To 9999.12.31	í -
Key date for deduction		2009.10	. 05		
Key date for entitlement	:	2009.10	. 05	Projecting quota status	
Display					
Only EEs wit	h sele	ected quotas		All selected EEs	
Only EEs with e	ntitler	ment			



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

Display Absence Quota Information

The **Display Absence Quota Information** screen is displayed.

	Display Absence Quota Information
ion	▲ ▼ 🎗 🤮 🛱 🚏 🎦 🚱 🚱 Choose 🚱 Save 📆 🛃 🖉 🚍 ABC 🕼
	Absence quotas

. Validity period 1800.01.01 - 2009.10.05

Pers.No.	Name	Quota	Unit	Entitlement	∞ Used	 Compensated to key date 	» Total remain.
30000014	The Time Manager	Compulsory Leave	Days	1.25000	0.00000	0.00000	1.25000
30000014	The Time Manager	Occasional Leave	Days	0.16667	0.00000	1.00000	0.83333-
30000014	The Time Manager	Sick Leave	Days	45.00000	0.00000	0.00000	44.00000
30000014	The Time Manager	Family Responsibility	Days	5.00000	0.00000	0.00000	4.00000
			Davs	51,41667	.000000		48.41667





Button/Field	Description
Ø	Click on the Back button to return to the Report Selection Screen.

The Display Absence Quota Information screen is displayed.

Display Absence Quota Information 🕀 🖪 🔳 Further selections ⇔ Search helps ⇔ Sort order Period O Today O Current month O Current year O From today Op to today O Other period Period Ð То Payroll period Selection / 30000014 ⇔ Personnel Number Employment status Personnel area Personnel subarea Employee group Employee subgroup ⇔ Payroll area Quota selection / ⇔ Quota type to Time unit 1800.01.01 То 9999.12.31 Deduction period Key date for deduction 2009.10.05 2009.10.05 Key date for entitlement Projecting quota status Display / V Only EEs with selected quotas All selected EEs Only EEs with entitlement

Display Absence Quota Information





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

The Display Absence Quota Information screen is displayed.

Display Absence Quota Information

Display Absence Quot	a Information										
			- BA								
🔺 🔻 🎗 🕄 🖨 🔻 🏹 🔁 🚬	To To Choose To Save 12										
Absence quotas											
Auserice quotas											
Validity period 1800.01.01 - 2009.10.05											
Pers.No. Name	Quota	Unit s	Entitlement s	Used p	Compensated to key date s	Total remain					
30000013 Middle Management	Compulsory Leave	Days	0.00000	0.00000	0.00000	0.00000					
30000013 Middle Management	Occasional Leave	Days	0.00000	0.00000	0.00000	0.00000					
30000013 Middle Management	Accumulative Leave	Days	0.00000	0.00000	0.00000	0.00000					
30000013 Middle Management	Sick Leave	Days	0.00000	0.00000	0.00000	0.0000					
30000013 Middle Management	Family Responsibility	Days	0.00000	0.00000	0.00000	0.00000					
30000014 The Time Manager	Compulsory Leave	Days	1.25000	0.00000	0.00000	1.25000					
30000014 The Time Manager	Occasional Leave	Days	0.16667	0.00000	1.00000	0.83333					
30000014 The Time Manager	Sick Leave	Days	45.00000	0.00000	0.00000	44.0000					
30000014 The Time Manager	Family Responsibility	Days	5.00000	0.00000	0.00000	4.00000					
30000022 George Shaik	Compulsory Leave	Days	1.00000	0.00000	0.00000	1.00000					
30000022 George Shaik	Occasional Leave	Days	0.00000	0.00000	0.00000	0.00000					
30000022 George Shaik	Accumulative Leave	Days	0.25000	0.00000	0.00000	0.25000					
30000022 George Shaik	Sick Leave	Days	32.00000	0.00000	0.00000	32.0000					
30000022 George Shaik	Family Responsibility	Days	4.00000	0.00000	0.00000	4.0000					
30000023 Test Mdk Test Mdk	Compulsory Leave	Days	3.00000	0.00000	1.00000	2.0000					
30000023 Test Mdk Test Mdk	Occasional Leave	Days	3.00000	0.00000	2.00000	1.0000					
80000023 Test Mdk Test Mdk	Accumulative Leave	Days	0.75000	0.00000	0.50000	0.25000					
30000023 Test Mdk Test Mdk	Sick Leave	Days	45.00000	0.00000	0.00000	45.0000					
30000023 Test Mdk Test Mdk	Family Responsibility	Days	5.00000	0.00000	0.00000	5.00000					
		Days =	145.41667 =	0.00000 =	4.50000 =	138.91667					



Instruction

Display Absence Quota Information

Button/Field	Description
Quota Header	Click on the Quota Header to select the Quota column.
A	Click on the Sort Ascending Order button to group the relevant Quotas .

The Display Absence Quota Information screen is displayed.

	eriod 1800.01.01 - 2009.10	0.05	Absence quotas Validity period 1800.01.01 - 2009.10.05									
Pers.No.	Name	Quota	[▲] Unit s	Entitlement	Used 2	Compensated to key date a	Total rema					
30000013	Middle Management	Accumulative Leave	Days	0.00000	0.00000	0.00000	0.000					
30000022	George Shaik		Days	0.25000	0.00000	0.00000	0.250					
30000023	Test Mdk Test Mdk		Days	0.75000	0.00000	0.50000	0.250					
30000013	Middle Management	Compulsory Leave	Days	0.00000	0.00000	0.00000	0.000					
30000014	The Time Manager		Days	1.25000	0.00000	0.00000	1.250					
30000022	George Shaik		Days	1.00000	0.00000	0.00000	1.000					
30000023	Test Mdk Test Mdk		Days	3.00000	0.00000	1.00000	2.000					
30000013	Middle Management	Family Responsibility	Days	0.00000	0.00000	0.00000	0.000					
30000014	The Time Manager		Days	5.00000	0.00000	0.00000	4.000					
30000022	George Shaik		Days	4.00000	0.00000	0.00000	4.000					
30000023	Test Mdk Test Mdk		Days	5.00000	0.00000	0.00000	5.000					
30000013	Middle Management	Occasional Leave	Days	0.00000	0.00000	0.00000	0.000					
30000014	The Time Manager		Days	0.16667	0.00000	1.00000	0.833					
30000022	George Shaik		Days	0.00000	0.00000	0.00000	0.000					
30000023	Test Mdk Test Mdk		Days	3.00000	0.00000	2.00000	1.000					
30000013	Middle Management	Sick Leave	Days	0.00000	0.00000	0.00000	0.000					
30000014	The Time Manager		Days	45.00000	0.00000	0.00000	44.000					
30000022	George Shaik		Days	32.00000	0.00000	0.00000	32.000					
	Test Mdk Test Mdk		Davs	45.00000	0.00000	0.00000	45.000					



The Absence Quotas are grouped together.



You are now able to:

 Complete and Execute the Display Absence Quota Information report



CUMULATED TIME EVALUATION RESULTS – TIME BALANCES/WAGE TYPES



The Time 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 only reads 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.



Ensure that the SAP Easy Access screen is displayed.

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

OR

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



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

Program Edit Goto System Help
Cumulated Time Evaluation Results: Time Balances/Wage Types
Further selections 🗢 Search helps 🗢 Sort order 🗢 Org. structure
Period
O Today O Current month O Current year
O Up to today O From today
Other period
Period ⑦ To
Payroll period
Selection
Personnel Number
Time recording administrator
Selection Conditions /
● Day balances to 🗢
O Cumulated balances to
O Time wage types to
Value limits (hours) for time/wage types
Take account of value limits (hours)
Data format
Layout

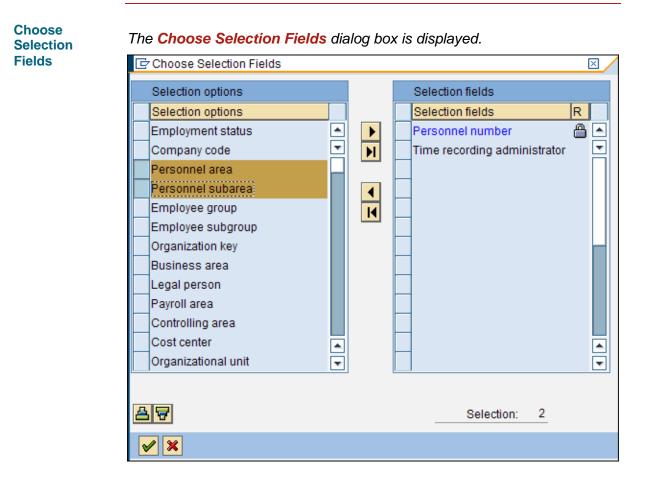


Complete the following instructions:

Button/Field	Description
۲	Select the relevant Reporting Period radio button.
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
Further selections	Click on the Further Selections button to display a list of additional selections.

Cumulated Time Evaluation Results

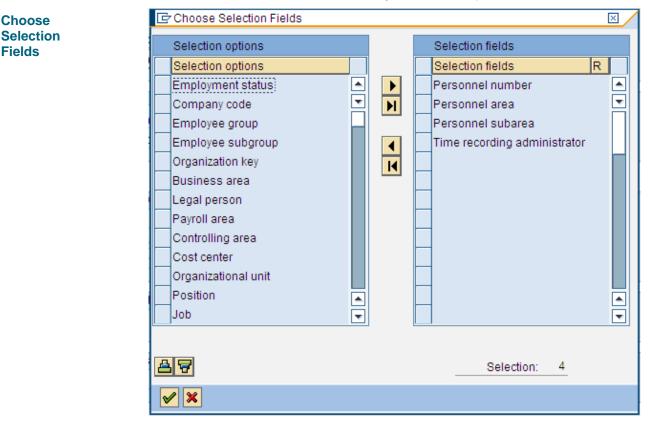






Button/Field	Description
	Click on the Selection box button next to Personnel Area .
	Click on the Selection box button next to Personnel Subarea.
	Click on the Select button to copy the two additional selection options.





The Choose Selection Fields dialog box is displayed.



Button/Field	Description
*	Click on the Continue (Enter) button to proceed.



	The Cumulated a screen is displaye		Results	s: Time Bal	ances/Wage Types
Cumulated Time	lট Program Edit Goto	System Help			
Evaluation Results			2 😡 🖴	日日 (18) (18) (18)	L L L 🗶 💌 🖉 🖪
	Cumulated Tim	ne Evaluation Re	esults: 1	Гime Balar	ices/Wage Types
	🕒 🔁 🖬 📜				
	Further selections	🖻 Search helps	-	Bort order	🗢 Org. structure
	Period			-	
	O Today	O Current month	(O Current year	
	 Up to today Other period 	○ From today			
	Period		ð	То	
	Payroll period				
	Selection				
	Personnel Number			4	
	Personnel area Personnel subarea			भ भ	
	Time recording adminis	strator		7 4	
	Selection Conditions				
	Day balances			to	<u>⇒</u>
	O Cumulated balances	<u> </u>		to	
	O Time wage types			to	
	Value limits (hours) for tir	me/wade types /			
	Take account of valu				
	Data format				
	Layout				



Button/Field	Description
Personnel Number	Leave this field blank.
Personnel area	Click on the Possible Entries button to display a list of possible entries.



Restrictions Image: Colspan="2">V Image: Colspan="2">Colspan="2">V Image: Colspan="2">Colspan="2">V Image: Colspan="2">V	[]⊂ Pe	ersonnel Area (2) 44 Entries found		
PA Personnel Area Text CoCd CGrpg 1000 PRASA HO 1000 16 1200 Group Corporate Affairs 1000 16 1300 Group Finance 1000 16 1400 Group Human Capital Management 1000 16 1500 Group Information Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail GPN 2000 16 2310 Metrorail WCP 2000 16 2310 Metrorail WCP 2000 16 2310 Intersite ECEL 3000 16 3110 Intersite GPN 3000 16 3120 Intersite GPS 3000 16		Restrictions		
PA Personnel Area Text CoCd CGrpg 1000 PRASA HO 1000 16 1200 Group Corporate Affairs 1000 16 1300 Group Finance 1000 16 1400 Group Human Capital Management 1000 16 1500 Group Information Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail GPN 2000 16 2310 Metrorail WCP 2000 16 2310 Metrorail WCP 2000 16 2310 Intersite ECEL 3000 16 3110 Intersite GPN 3000 16 3120 Intersite GPS 3000 16			_	
PA Personnel Area Text CoCd CGrpg 1000 PRASA HO 1000 16 1200 Group Corporate Affairs 1000 16 1300 Group Finance 1000 16 1400 Group Human Capital Management 1000 16 1500 Group Information Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail ECEL 2000 16 2110 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail WCP 2000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3220 Intersite GPS 3000 16 3230 Intersite GPS 3000 16				
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1200 Group Corporate Affairs 1000 16 1300 Group Finance 1000 16 1400 Group Human Capital Management 1000 16 1500 Group Legal & Risk Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail GPN 2000 16 2310 Metrorail GPS 2000 16 2320 Metrorail WCP 2000 16 2310 Metrorail WCP 2000 16 3100 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3120 Intersite GPN 3000 16 3220 Intersite GPS 3000 16 32310 Intersite KZN 3000 16 32410	PA 1	Personnel Area Text	CoCd	CGrpg
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1400 Group Human Capital Management 1000 16 1500 Group Information Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3230 Intersite GPN 3000 16 3310 Intersite GPN 3000 16 3410 Intersite MP 3000 16 3410 Intersite MP 3000 16 3410 Intersite M	1200	Group Corporate Affairs	1000	16
1500 Group Information Management 1000 16 1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail WCP 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite ECEL 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3230 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3410 Intersite MP 3000 16 3410 Intersite MP 3000 16 3910 Intersite WC <t< td=""><td>1300</td><td>Group Finance</td><td>1000</td><td>16</td></t<>	1300	Group Finance	1000	16
1600 Group Legal & Risk Management 1000 16 1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3230 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite MP 3000 16 3910 Intersite MP 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000	1400	Group Human Capital Management	1000	16
1700 Group Supply Chain Management 1000 16 1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 32310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite MP 3000 16 3610 Intersite MP 3000 16 3910 Intersite MP 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16	1500	Group Information Management	1000	16
1800 Strategic Asset Management 1000 16 2000 Metrorail HO 2000 16 2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 32310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite MP 3000 16 3410 Intersite WC 3000 16 3910 Intersite WC 3000 16	1600	Group Legal & Risk Management	1000	16
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2110 Metrorail ECEL 2000 16 2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3320 Intersite GPN 3000 16 3410 Intersite GPS 3000 16 3410 Intersite MP 3000 16 3610 Intersite MP 3000 16 3910 Intersite MP 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	1800	Strategic Asset Management	1000	16
2120 Metrorail ECPE 2000 16 2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3201 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3410 Intersite WC 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2000	Metrorail HO	2000	16
2310 Metrorail GPN 2000 16 2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite GPN 3000 16 3201 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3410 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2110	Metrorail ECEL	2000	16
2320 Metrorail GPS 2000 16 2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3410 Intersite GPS 3000 16 3610 Intersite MP 3000 16 3610 Intersite WC 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2120	Metrorail ECPE	2000	16
2410 Metrorail KZN 2000 16 2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite WC 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2310	Metrorail GPN	2000	16
2910 Metrorail WCP 2000 16 3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite WC 3000 16 3910 Intersite WC 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2320	Metrorail GPS	2000	16
3000 Intersite HO 3000 16 3110 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2410	Metrorail KZN	2000	16
3110 Intersite ECEL 3000 16 3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite WP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	2910	Metrorail WCP	2000	16
3120 Intersite ECPE 3000 16 3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16	3000	Intersite HO	3000	16
3310 Intersite GPN 3000 16 3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3110	Intersite ECEL	3000	16
3320 Intersite GPS 3000 16 3410 Intersite KZN 3000 16 3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3120	Intersite ECPE	3000	16
3410 Intersite KZN 3000 16 3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3310	Intersite GPN	3000	16
3610 Intersite MP 3000 16 3910 Intersite WC 3000 16 4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3320	Intersite GPS	3000	16
3910 Intersite WC 3000 16 4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3410	Intersite KZN	3000	16
4000 Autopax HO 4000 16 4110 Autopax ECEL 4000 16	3610	Intersite MP	3000	16
4110 Autopax ECEL 4000 16	3910	Intersite WC	3000	16
	4000	Autopax HO	4000	16
4120 Autopax ECPE 4000 16	4110	Autopax ECEL	4000	16
	4120	Autopax ECPE	4000	16

The **Personnel Area** dialog box is displayed.

Personnel Area





Button/Field	Description
Personnel Area Text	Select the relevant Personnel Area .
>	Click on the Copy button.

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

Cumulated Tim	e E	valuation Re	sult	s: Time Bala	nce	s/Wage Type
😔 🖬 🔳						
Further selections	\$	Search helps	÷	Sort order	₽	Org. structure
Period O Today O Up to today (a) Other period Period Payroll period		O Current month O From today		O Current year		
Selection Personnel Number Personnel area Personnel subarea Time recording adminis	trator	1000 🗗		1 1 <td></td> <td></td>		
Selection Conditions © Day balances O Cumulated balances O Time wage types				to to to		\$ \$ \$ \$
Value limits (hours) for tin Take account of value Data format Layout						
]		



Instruction

Complete the following instructions:

Button/Field	Description
Personnel subarea	Click on the Possible Entries description to display a list of possible entries.

The Personnel Subarea dialog box is displayed.

Personnel Subarea (2) 10 Restrictions 🖌 🖾 🗋 🛗 🔛 Personnel area: 1000 Personnel Area Text: PRASA Ho PSubarea P.subarea text 0001 Dummy 1100 GCEO-Office 1210 EO-Board 1220 EO-CEO's Office 1230 EO-CompSecret. 1240 EO-Internal Aud 1250 EO-Mrk&Comms 1260 EO-ParlmentLias 1280 EO-Stakeh.Mng. 1290 EO-SBP



Complete the following instructions:

Button/Field	Description
P.subarea text	Select the relevant Personnel Subarea .
V	Click on the Copy button.

Personnel Subarea



Further selections Search helps Sort order Org. structure Period O Current month O Current year © Up to today O From today O Other period To Period To Period To Period Period Selection Personnel Number Personnel subarea 0001 Time recording administrator Selection Conditions © Day balances to O Time wage types	Cumulated Time	e Evaluation Re	sults:	Time Bala	nce	s/Wage Ty
Period O Today O Up to today O From today O Other period Period Payroll period Selection Personnel area 1000 Personnel subarea 0001 Time recording administrator Selection Conditions	🕀 🖪 📜					
○ Today ○ Current month ○ Current year ● Up to today ○ From today ○ Other period Period Payroll period Selection Personnel area 1000 Personnel subarea 0001 Image: Selection Conditions ● Day balances O Cumulated balances	Further selections	ᅌ Search helps	_₽	Sort order	\$	Org. structure
 ♥ Up to today ♥ Up to today ♥ O From today ♥ Other period ♥ Payroll period ♥ Payroll period ♥ Personnel Number ♥ Personnel area ♥ 0001 ♥ Personnel subarea ♥ 0001 ♥ Personnel subarea ♥ 0001 ♥ Day balances ♥ Cumulated balances 	Period					
O Other period Period Payroll period Selection Personnel Number Personnel area 1000 Personnel subarea 0001 Personnel subarea 0 Cumulated balances to	OToday	O Current month		O Current year		
Period Image: To Payroll period Selection Personnel Number Personnel area 1000 Personnel subarea 0001 Image: The recording administrator Selection Conditions Image: Day balances Image: Computated balances Image: To Image: To Image: To Selection Conditions Image: To	Op to today	O From today				
Payroll period Selection Personnel Number Personnel area 1000 Personnel subarea 0001 Time recording administrator Selection Conditions	O Other period					
Selection Personnel Number Personnel area 1000 Personnel subarea 0001 Personnel subarea 000	Period		Ð	То		
Personnel Number Image: Constraint of the second	Payroll period					
Personnel Number Image: Constraint of the second						
Personnel area 1000 Personnel subarea 0001 Time recording administrator Image: Constraint of the second sec	Selection			_		
Personnel subarea 0001 Time recording administrator Image: Selection Conditions Selection Conditions Image: Selection Conditions Image: Organization Conditions Image: Selection Conditions	Personnel Number					
Selection Conditions © Day balances to	Personnel area			<u></u>		
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Day balances to to to	Time recording administ	rator		-		
Day balances to Cumulated balances to						
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O Cumulated balances to O Time wage types to					_	
O Cumulated balances to To Time wage types to					-	
O Time wage types to					-	2
	O Time wage types			to		
Value limits (hours) for time/wage types	Take account of value	limits (hours)				
Value limits (hours) for time/wage types Take account of value limits (hours)						



Button/Field	Description
	Select the relevant Selection Condition radio button.



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.



	Complete the following instructions:										
Instruction	Button/F	ield	Description								
	B	Click on the Save button to save the entered Report Selection Criteria .									
Variant Attributes	The Variant Attributes screen is displayed. Variant Attributes Copy Screen Assignment Created Selection Scress Only for Background Processing Protect Variant Only Display in Catalog System Variant (Automatic Transport)										
	Selection Sc	election screer		Туре	Protect field	Hide field	Hide field 'BIS'	Save field without values	Switch GPA off		
	1,0	0 start		Р							
	1,0	0 end		Р							
	1,0	0 End of in-p	eriod	Р							
	1,0	0 End of for-	period	Р							
	1,0	0 Payday		Р							
	1,0	0 Payroll Are	a	Р							
	1,0	0 r0		Р							
	1,0	10 r1		Р							
	1,0	0 PYABRP0		Р							
	1,0	0 PYABRJ0		Р							
	1,0	10 p1		Р							
	1,0	0 PYABRJ1		Р							
	1.0	0 In-neriod v	iew	P							



Button/Field	Description
Variant Name	Enter the relevant Variant Name. Free text.
Meaning	Enter a Short Description for the Variant. Free text.
	Click on the Save button to save the Variant.



Cumulated	screen is displayed.								
Time	Cumulated Tim	e Eval	uation R	esults:	Time Bala	nces	/Wage Ty		
Evaluation Results	🕒 🔁 🖬 📜								
	Further selections	🖻 Se	earch helps	_₽	Sort order	₽	Org. structure		
	Period								
	O Today	00	ourrent month		O Current year				
	Op to today	OF	rom today						
	O Other period								
	Period			Ð	То				
	Payroll period								
	Selection								
	Personnel Number		4000		4				
	Personnel area		1000		\$ \$				
	Personnel subarea		0001		A A				
	Time recording adminis	strator							
	-								
	Selection Conditions								
	Oay balances				to		₽		
	O Cumulated balances	;			to	1	4 4		
	O Time wage types				to		=		
	Value limits (hours) for tir	ne/wage typ	bes						
	Take account of valu	e limits (ho	urs)						
	Data format								
	Layout								
	Layour								
	Sariant DEFAULT sav	/ed							

The Cumulated Time Evaluation Results: Time Balances/ Wage Types



A message is displayed on the Status Bar that indicates 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/Field	Description
€	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.

Cumulated Time Evaluation Results: Time Balances/Wage T

Day balances

Data select. period 1800.01.01 - 2009.10.05

Pers.No.	Empl./Appl.Name	Period	Current Date	TmType	Time type descript.	¤ Number
30000014	The Time Manager	200901	2009.01.01	0600	Absence on public holiday	8.50
30000014	The Time Manager	200901	2009.01.12	TF01	Absence flag	1.00
30000014	The Time Manager	200901	2009.01.13	TF01	Absence flag	1.00
30000014	The Time Manager	200901	2009.01.31	Z111	Discr. Ent. < 6 Yrs	2.00
30000014	The Time Manager	200901	2009.01.31	Z112	Discr. Ent. 6-16 Yrs	5.00
30000014	The Time Manager	200901	2009.01.31	Z113	Discr. Ent. 16+ Yrs	11.00
30000014	The Time Manager	200901	2009.01.31	ZP10	Prov. Accrual Comp Lve	1.25
30000014	The Time Manager	200901	2009.01.31	ZP11	Prov. Accrual Occ Lve	0.17
30000014	The Time Manager	200901	2009.01.31	ZQ10	Compulsory Entitlement	15.00
30000014	The Time Manager	200901	2009.01.31	ZQ11	Occasional Entitlement	2.00
30000014	The Time Manager	200901	2009.01.31	ZQ20	Sick Leave Entitlement	45.00
30000014	The Time Manager	200901	2009.01.31	ZQ50	Family Resp Entitlement	5.00
30000014	The Time Manager	200902	2009.02.28	Z111	Discr. Ent. < 6 Yrs	2.00
30000014	The Time Manager	200902	2009.02.28	Z112	Discr. Ent. 6-16 Yrs	5.00
30000014	The Time Manager	200902	2009.02.28	Z113	Discr. Ent. 16+ Yrs	11.00
30000014	The Time Manager	200902	2009.02.28	ZP10	Prov. Accrual Comp Lve	1.25
30000014	The Time Manager	200902	2009.02.28	ZP11	Prov. Accrual Occ Lve	0.17
30000014	The Time Manager	200902	2009.02.28	ZQ10	Compulsory Entitlement	15.00



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.

List Ed	lit Goto Settings	Syster	n Help				
Print	Shift+F1		8 0 0	😣 🗄) (1) (1)	8008	× 2
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Exit	Shift+F3	Loca	l file		F9	🛛 🗐 🗐 A	BC 🛛 🔂
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· ·		04 000	0.40.05				
Data sele	ct. period 1800.01	.01 - 200	9.10.05				
Pers.No.	Empl./Appl.Name	Period	Current Date	TmType	Time type	e descript.	∞ Number
30000014	The Time Manager	200901	2009.01.01	0600	Absence	on public holiday	8.50
30000014	The Time Manager	200901	2009.01.12	TF01	Absence	flag	1.00
30000014	The Time Manager	200901	2009.01.13	TF01	Absence	flag	1.00
30000014	The Time Manager	200901	2009.01.31	Z111	Discr. En	t. < 6 Yrs	2.00
30000014	The Time Manager	200901	2009.01.31	Z112	Discr. En	t. 6-16 Yrs	5.00
30000014	The Time Manager	200901	2009.01.31	Z113	Discr. En	t. 16+ Yrs	11.00
30000014	The Time Manager	200901	2009.01.31	ZP10	Prov. Acc	rual Comp Lve	1.25
30000014	The Time Manager	200901	2009.01.31	ZP11	Prov. Acc	rual Occ Lve	0.17
30000014	The Time Manager	200901	2009.01.31	ZQ10	Compuls	ory Entitlement	15.00
30000014	The Time Manager	200901	2009.01.31	ZQ11	Occasion	al Entitlement	2.00
30000014	The Time Manager	200901	2009.01.31	ZQ20	Sick Leav	e Entitlement	45.00
30000014	The Time Manager	200901	2009.01.31	ZQ50	Family R	esp Entitlement	5.00
30000014	The Time Manager	200902	2009.02.28	Z111	Discr. En	t. < 6 Yrs	2.00
30000014	The Time Manager	200902	2009.02.28	Z112	Discr. En	t. 6-16 Yrs	5.00
30000014	The Time Manager	200902	2009.02.28	Z113	Discr. En	t. 16+ Yrs	11.00
30000014	The Time Manager	200902	2009.02.28	ZP10	Prov. Acc	rual Comp Lve	1.25
	The Time Manager			ZP11	Prov. Acc	rual Occ Lve	0.17
30000014	The Time Manager	200902	2009.02.28	ZQ10	Compuls	ory Entitlement	15.00
30000014	The Time Manager	200902	2009.02.28	ZQ11	Occasion	al Entitlement	2.00
30000014	The Time Manager	200902	2009.02.28	ZQ20	Sick Leav	e Entitlement	45.00



Click on the Local File 🔄 button to export the report data



	The Select File Format dialog box displayed.							
Select File Format	🔄 Save list in file							
	In which format should the be saved ?	e list						
	O unconverted Spreadsheet							
	O Rich text format							
	O HTML Format O In the clipboard							
	× ×							



Button/Field	Description
Spreadsheet	Click on the Spreadsheet format
~	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.

📴 Cumulated Time Evaluation Results: Time Balances/Wage Types		×
File Name IXLS	9	
Encoding		-
Generate Replace Extend 🔀		



Complete the following instructions:

Button/Field

Description



Click on the **Selection** button to indicate the area where the data must be saved.



Save As						2 🛛	
Savejn:	🗀 2 - ETM		٦	30	🕫 😢]	
Recent Recent Desktop My Documents My Computer	A.Strategy B. Blueprints C. Funtional Spe D. Interfaces E. Data Migratic G. Meetings - W H. ESS MSS I. Communicatic J. Global Chang K. General Issue Build Effort 030	on /orkshops on le Control es 62008					
My Network P	File <u>n</u> ame: test report 🗈 <u>Save</u>						
my recording	Save as type: EXCEL Files (*.XLS)						
	Parameter						

The following screen is displayed:



Button/Field	Description
File Name	Enter a relevant File Name for the downloaded data.
<u>S</u> ave	Click on the Save button to save the file.



Generate

SAP Custom – Save File As The following screen is displayed: Cumulated Time Evaluation Results: Time Balances/Wage Types File Name test report XLS File Name Test report XLS Finceding RARA

Extend 🔀



Complete the following instructions:

Replace

Button/Field	Description
Generate	Click on the Generate button to proceed with the download.



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

Cumulated Time Evaluation Results: Time Balances/Wage	Т
🕄 🌾 📇 🔽 🔁 🥵 Choose 🔁 Save 🛛 🔀 🏂 🕅 🛃 🖉 🗔 🖼 ABC	6

Day balances

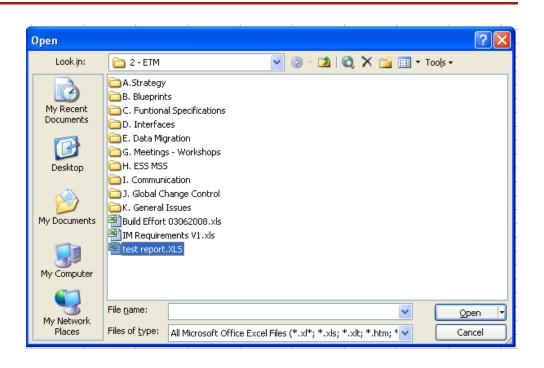
Data select. period 1800.01.01 - 2009.10.05

Pers.No.	Empl./Appl.Name	Period	Current Date	TmType	Time type descript.	¤ Number
30000014	The Time Manager	200901	2009.01.01	0600	Absence on public holiday	8.50
30000014	The Time Manager	200901	2009.01.12	TF01	Absence flag	1.00
30000014	The Time Manager	200901	2009.01.13	TF01	Absence flag	1.00
30000014	The Time Manager	200901	2009.01.31	Z111	Discr. Ent. < 6 Yrs	2.00
30000014	The Time Manager	200901	2009.01.31	Z112	Discr. Ent. 6-16 Yrs	5.00
30000014	The Time Manager	200901	2009.01.31	Z113	Discr. Ent. 16+ Yrs	11.00
30000014	The Time Manager	200901	2009.01.31	ZP10	Prov. Accrual Comp Lve	1.25
30000014	The Time Manager	200901	2009.01.31	ZP11	Prov. Accrual Occ Lve	0.17
30000014	The Time Manager	200901	2009.01.31	ZQ10	Compulsory Entitlement	15.00
30000014	The Time Manager	200901	2009.01.31	ZQ11	Occasional Entitlement	2.00
30000014	The Time Manager	200901	2009.01.31	ZQ20	Sick Leave Entitlement	45.00
30000014	The Time Manager	200901	2009.01.31	ZQ50	Family Resp Entitlement	5.00
30000014	The Time Manager	200902	2009.02.28	Z111	Discr. Ent. < 6 Yrs	2.00
30000014	The Time Manager	200902	2009.02.28	Z112	Discr. Ent. 6-16 Yrs	5.00
30000014	The Time Manager	200902	2009.02.28	Z113	Discr. Ent. 16+ Yrs	11.00
30000014	The Time Manager	200902	2009.02.28	ZP10	Prov. Accrual Comp Lve	1.25
30000014	The Time Manager	200902	2009.02.28	ZP11	Prov. Accrual Occ Lve	0.17
30000014	The Time Manager	200902	2009.02.28	ZQ10	Compulsory Entitlement	15.00

Note the message at the bottom of the screen confirming the download

The file can now be accessed via windows explorer.





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

*** Auto generated *** This PDF was downloaded from http://www.erpdb.info

