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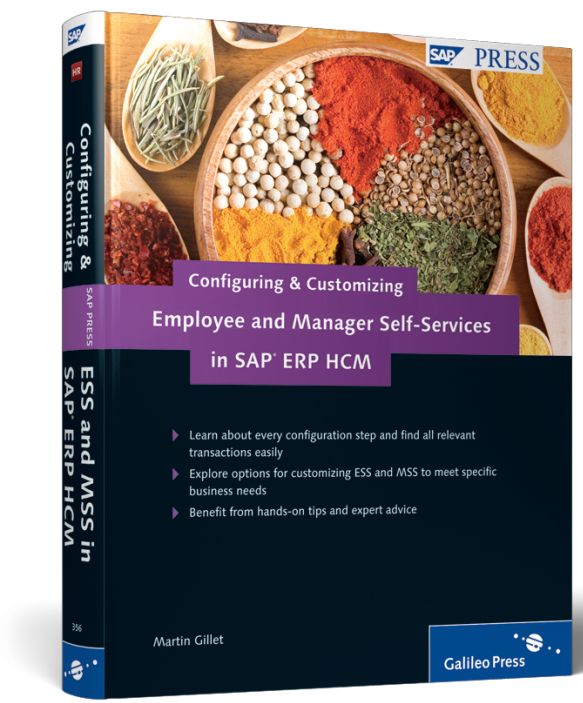
Martin Gillet

Configuring and Customizing Employee and Manager Self-Services in SAP® ERP HCM



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Employee Self-Services (ESS) empowers employees to access all relevant human resources (HR) information. ESS also enables end users to trigger HR processes when needed without overloading the HR department. This chapter explains the configuration in detail.

5 Employee Self-Services Configuration

Now let's dive into the core configuration of the self-services. Where relevant and available, I have also provided some personal project experience, SAP Notes, and pitfalls/known issues with their solution.

5.1 Address Book: Who's Who

Most customers already have phone directories stored in different places, perhaps external to SAP. But did you know that SAP provides a standard phone directory known as Who's Who?

This Who's Who service enables two functionalities:

- Search employees
- Change our own data

This self-service provides consolidated data from several InfoTypes:

- InfoType 0105—Communication, for example, the email address (subtype 0010)
- InfoType 0032—Internal Data
- Organizational structure data

This self-service provides an easy way to identify, for example, the superior of a colleague, find contact details such as telephone number, email address, car licence plate, or add a face (a picture) to a name.

The following configuration steps help you set up the Who's Who self-service.

5.1.1 Selection and Output

The fields provided in the SAP NetWeaver Portal screen are handled through an InfoSet. This configuration step enables you to select the selection and output fields. Assess whether the standard InfoSets are meeting the requirements; otherwise, adjust the configuration where necessary.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Address Book • Who's Who • Who's Who (ESS): Selection and Output
IMG Activity	OHIXIAC0020
Transaction Code	S_P7H_77000022
Table Name	T77WWW_WHO

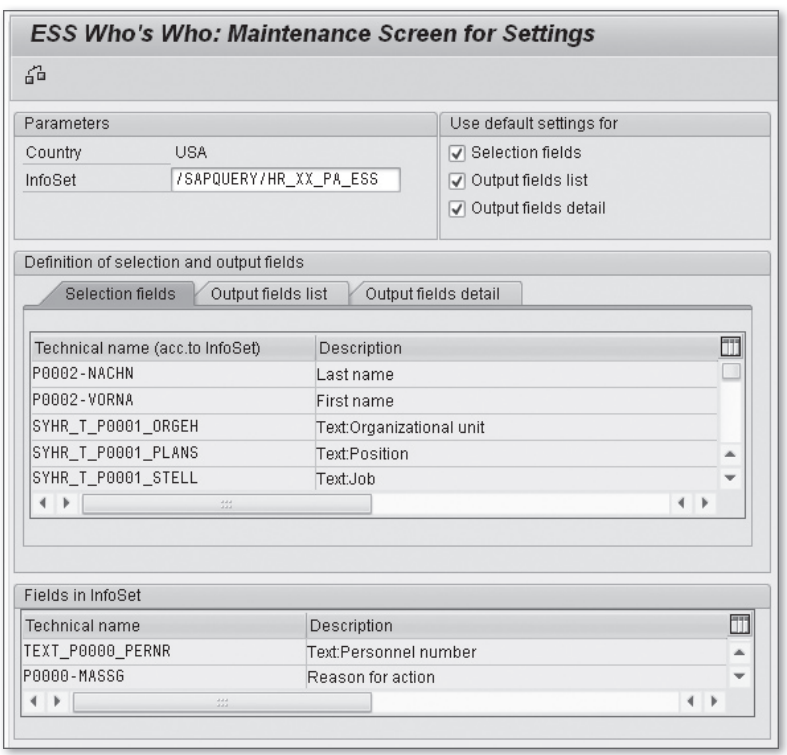


Figure 5.1 IMG Step: ESS Who's Who: Maintenance Screen for Settings

Although configuration is quite easy, some limitations do apply. Note that text fields cannot be used for data selection (with the exception of the fields Organizational Unit, Position Name, and Job Name).

Each country (also known as Molga) has its own configuration. This allows extra flexibility for national legal requirements, for example. Figure 5.1 illustrates the configuration for the United States, which is country 10.

Although part of the standard SAP reporting option, known as the SAP Queries, let's introduce some background information on the standard InfoSet /SAPQUERY/HR_XX_PA_ESS, which is used by default when dealing with the self-service Who's Who. XX stands for the country number.

This InfoSet is contained in the standard cross-client global query area. It contains standard default fields for the selection and the output, as illustrated in Figure 5.2.

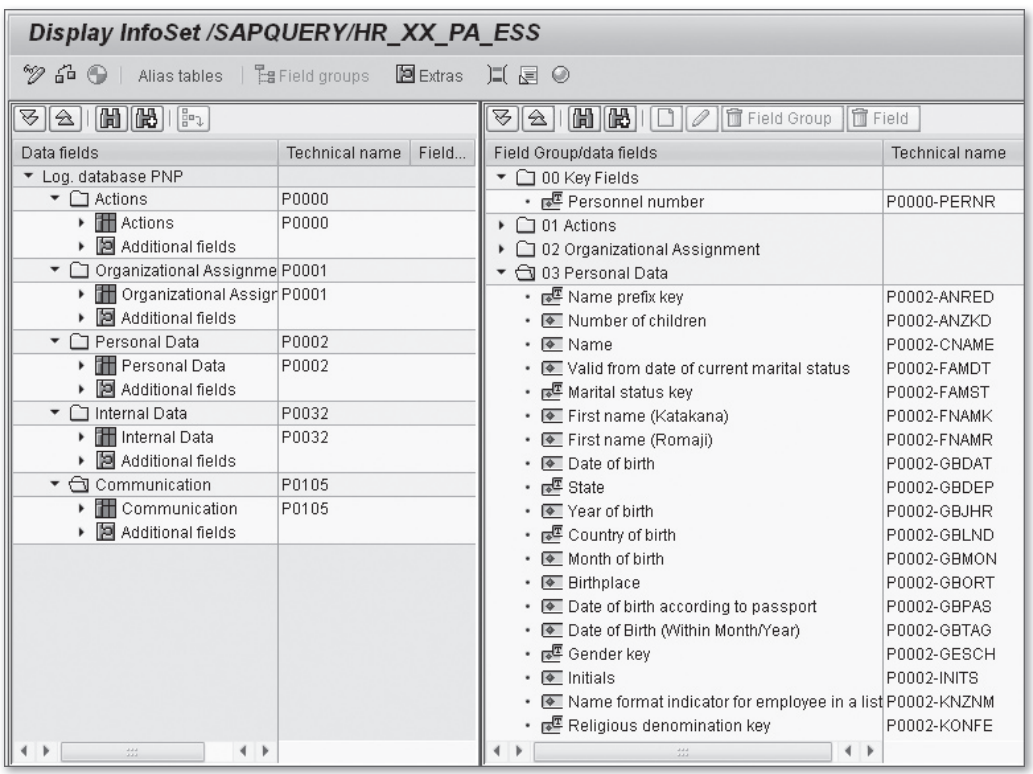


Figure 5.2 Standard Template InfoSet HR_XX_PA_ESS in Global Area

You can easily copy this standard InfoSet /SAPQUERY/HR_XX_PA_ESS into a customer Z _CUSTOMER_HR_01_PA_ESS.

To do so, follow these steps:

1. Go to Transaction SQ02—SAP Query: Maintain InfoSet.
2. Verify that you are in the Global Query Area. (This area is delivered by SAP and should not be touched because it is cross client.)
3. From the menu, go to Environment • Query Area. Verify that you are in the Global Query Area.
4. Copy the standard InfoSet /SAPQUERY/HR_XX_PA_ESS from the Global Query area (cross clients) to the standard area (client specific). Use the icon X, which calls the program RSAQR3TR.
5. Select Copy Global Area to Standard Area. Remove the test run.
6. Select Transport Infosets with import option Replace. Provide the standard original name, "/SAPQUERY/HR_XX_PA_ESS," and the destination name, "Z_CUSTOMER_HR_01_PA_ESS."
7. From the Standard Area (client specific), choose the customer InfoSet Z_CUSTOMER_HR_01_PA_ESS. Edit the content where relevant. Save and generate.
8. Adjust the configuration by replacing the standard InfoSet /SAPQUERY/HR_XX_PA_ESS with customer "Z_CUSTOMER_HR_01_PA_ESS."

5.1.2 Determine the Document Type

Assuming that you have already set up the availability of the employee's photo throughout the SAP system, you can also enable the photo for the Who's Who service.

This step is used to determine the document type if you want to display the employee photo, which is optional.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Address Book • Who's Who • Who's Who (ESS): Determine Document Type

IMG Activity	OHIXIAC0010
Transaction Code	S_P7H_77000023

This configuration step, illustrated in Figure 5.3, is actually an excerpt from the SAP HR switches table. From this table, you set the value for the Group "ADMIN" and the semantic abbreviation (Sem. Abbr.) for the document type for (passport) "PHOTO" (the standard value) in HR.

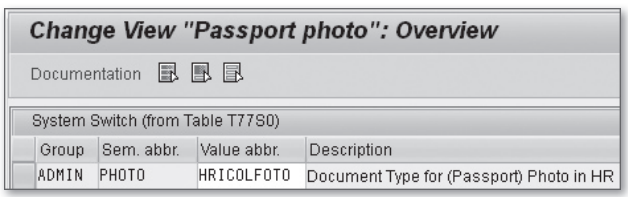


Figure 5.3 Define Document Type

A detailed step-by-step procedure "Upload a Photo in SAP HR" for enabling pictures can be found in the online blog entry at the following address:

http://it.toolbox.com/wiki/index.php/Upload_a_photo_in_SAP_HR

5.1.3 Maintain Settings

Additional settings are provided to narrow the options enabled for the end user. These settings are similar to what was available in the ITS service PZ50 Who's Who. It consists of configuration options enabled by a tick box. If you need to disable them, simply untick the relevant box.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Address Book • Who's Who • Who's Who (ESS): Maintain Settings
IMG Activity	OHIXIAC0100
Transaction Code	S_P7H_77000024

The following options are available, as illustrated in Figure 5.4:

- Display employee photograph: No, if no configuration is yet in place for providing the employee's photo.
- Allow direct telephone dialing: No, if no dialing device or technology is currently in place at the customer or at the Employee Interaction Center (EIC).
- Allow Access to calendar: This option enables access to the employee's calendar, and is only relevant if the calendar is already maintained.
- Allow Access to "Organizational ENVIRONMENT": If you select this, beware of the SAP NetWeaver Portal response time.
- Allow own data to be maintained: Select this option to let employees change their own data.
- Allow own employee photograph to be maintained: For example, selecting this option to let employees change their own photo might be useful but you may wan to reconsider letting them change their own photo. For consistency and to avoid inappropriate uploads, you should set up a control procedure internally.

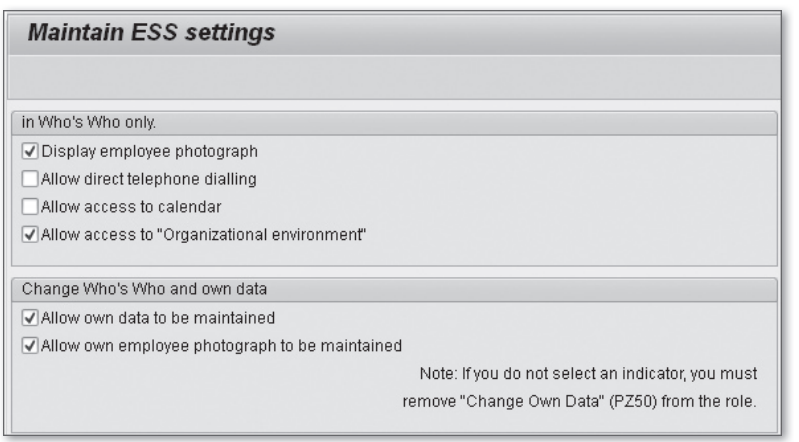


Figure 5.4 Maintain ESS Settings

5.1.4 Refine Employee Search

Naturally, when a company has a lot of personnel, it might be useful to narrow the scope of employees to be shown when performing a search. For example, you might

refine the employee search to the active employees only. No fancy development is required to do this, you just adjust the configuration settings.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Address Book • Who's Who • Who's Who (ESS): Refine Employee Search
IMG Activity	OHIXIAC0050
Transaction Code	S_P7H_77000025

This configuration step, as illustrated in Figure 5.5, is actually another excerpt from the SAP HR switches table (T77SO). From this table, you set the value for the Group as "ESS" and the semantic abbreviation (Sem. Abbr.) value as "STAT2." The possible return values are the following:

- 0: Employee is not with the company.
- 1: Employee is with the company but not active.
- 2: Employee is with the company but retired.
- 3: Employee is active in the company.

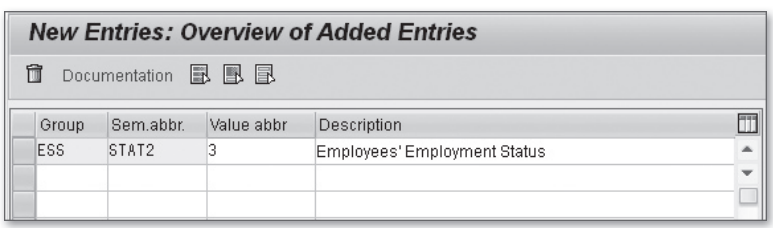


Figure 5.5 Refine Employee Search with STAT2 Semantic Abbreviation

It goes without saying that you can combine the values as required. For example, to only allow the display of active employees, you set the value "3" in the Value abbr. field. To allow only active and pensioners, you set the value "23" in the Value abbr. field.

5.1.5 Portal iView Who's Who

Figure 5.6 illustrates the iViews located in the SAP NetWeaver PCD regarding the Who's Who functionality.

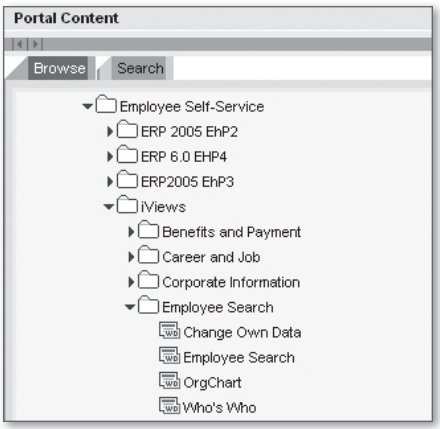


Figure 5.6 Who's Who iViews Located in the PCD

Figure 5.7 depicts the Who's Who iView as the end user sees it in the SAP NetWeaver Portal.

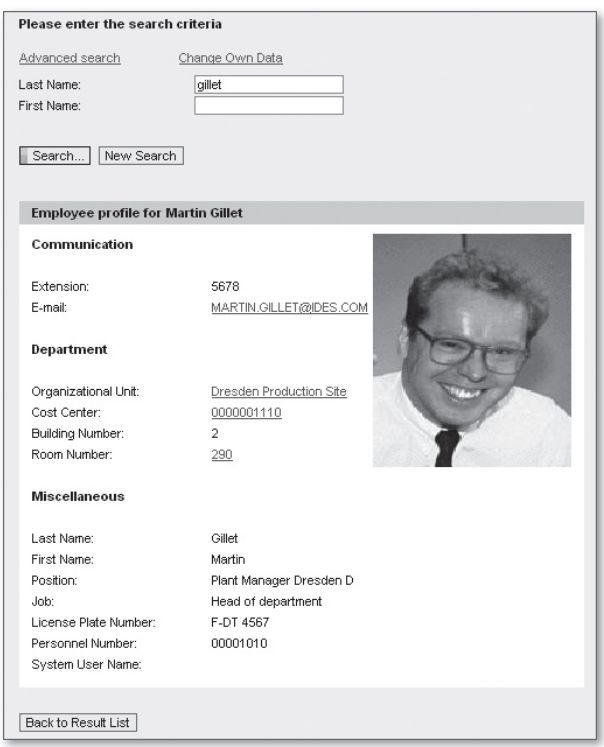


Figure 5.7 Who's Who Rendering for the End User in the SAP NetWeaver Portal

5.2 Working Time: Leave Request

Working time self-services are the quick win functionalities you can enable. Getting rid of the paper flow is perhaps a myth, but with SAP standard you can web-enable the leave request procedure and perhaps even empower the procedure with an approval workflow.

The first quick win in HR is the leave request that you can enable without heavy configuration in SAP NetWeaver Portal.

5.2.1 Processing Processes

In this configuration step, Processing Processes, we will go through the different configuration steps for enabling the leave request.

Create Rule Groups

In this step, we are creating groupings in order to have different "placeholders," which will enable the application of different business rules.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Create Rule Groups
IMG Activity	PCUI_ESS_PT_LRQ_030
Transaction Code	S_FAD_62000011

This IMG activity is devided in two steps:

1. Create rule groups.

   Table name: V_HRWEB_RULE_GRP

   In this step, you first create the relevant entries, as illustrated in Figure 5.8, to distinguish the different group of employees and workers that you can have in the business requirements. Later in the configuration, this will help provide different sets of data or dedicate specific controls to each group.

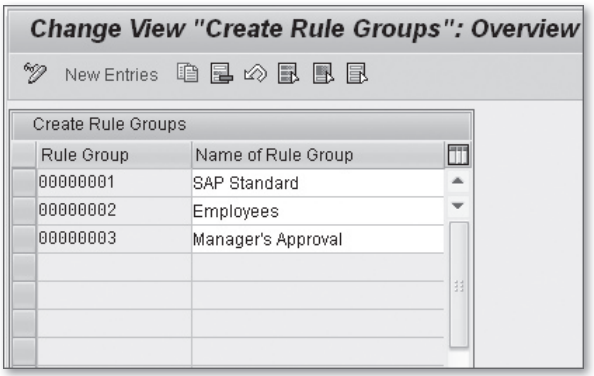


Figure 5.8 Creating the Rule Groups

2. Adjust feature WEBMO—Define Rule Group for Customizing Tables in Web Environment.

   In this step, you must advise the system when and for whom the groups are relevant. To do so, you use the decision tree feature (illustrated in Figure 5.9).

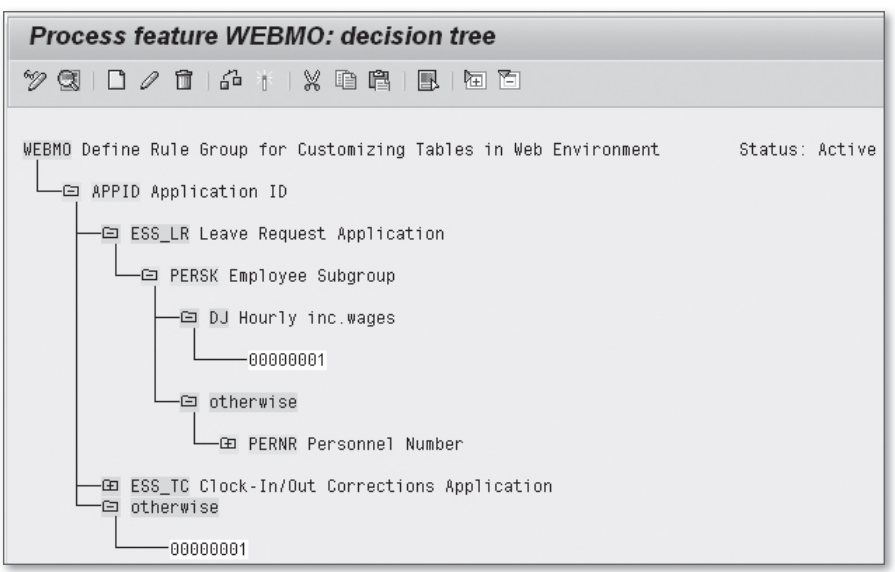


Figure 5.9 Feature (Decision Tree) WEBMO

Define Processing Processes for Each Rule Group

In this configuration step, you are making the mapping between the processing processes against each rule group that you just configured.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Define Processing Processes for Each Rule Group
IMG Activity	PCUI_ESS_PT_LRQ_032
Transaction Code	S_AEN_10000452
Table Name	V_PTARQ_TPROCESS

As illustrated in Figure 5.10, the following options are available:

- Record Partial-Day/Absences in: Hours and/or Clock Times
- Take Account of Ongoing Requests
  - Check Includes Unposted Requests: If you tick this box, the system also checks new requests that are still open, change requests, and cancellations that have not yet been stored in the InfoTypes and have the status "approved" or "sent" in the document database.
  - Remaining Leave Without Unposted Requests: If you tick this box, the system will not include requests that have not yet been posted when it calculates the time account statuses. The requests that have not been posted have the status "approved," "sent," or "error" in the document database.
- IT 2001/2002 Authorization Check
  - Employees: Deactivate Authorization Check: If you tick this box, the system checks the employee's read authorization for the absences (2001) and attendances (2002) InfoTypes when the employee is using the leave request or team calendar web application.
  - Managers: Deactivate Authorization Check: If you tick this box, the system checks the manager's read authorization for the absences (2001) and attendances (2002) InfoTypes when the manager is using the leave request or team calendar web application.
  - Determine next Agent: You set up how the next agent of a leave request or clock-in/out correction is to be determined.

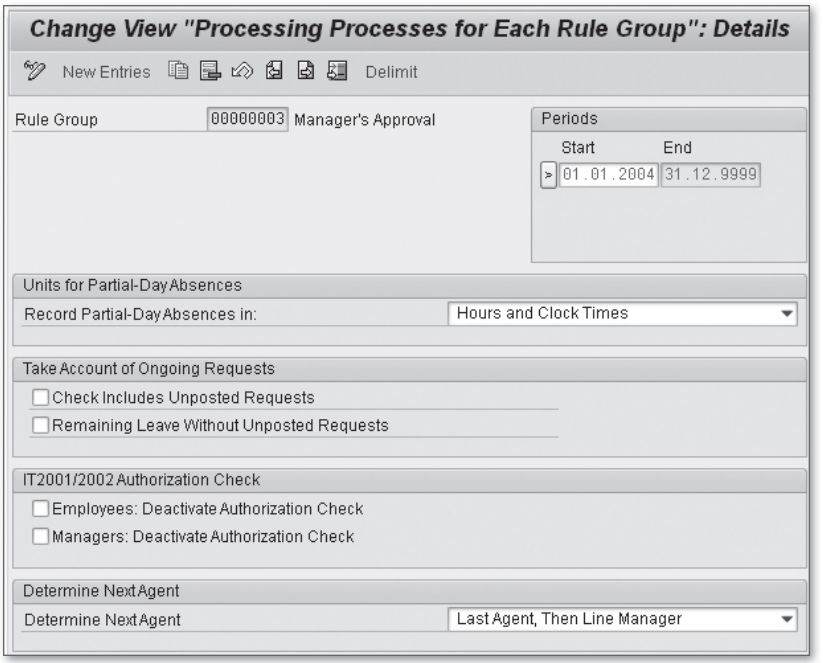


Figure 5.10 Processing Processes for Each Rule Group

Specify Processing Processes for Types of Leave

In this step, you define the processing processes per type of leave. The assumption is that Time Management is already in place and that the absences and attendances types have already been defined.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Specify Processing Processes for Types of Leave
IMG Activity	PCUI_ESS_PT_LRQ_050
Transaction Code	S_FAD_62000013

These attendance and absence types are defined in the Time Management table T554S—Attendance and Absence Types. As this table has many views, you can use table T554S to view the full overview of this table.

Step 1 is to define absences and to process processes. You do that in table V_T554S_WEB. Here, you are setting up the following values, as illustrated in Figure 5.11:

- Rule Group: Assign the rule group ID as defined earlier.
- PS Grouping: Assign the personnel subarea grouping for attendance and absence types.
- Sort number: If needed, by default, the sorting number is 001 to begin with.
- Start and end date: Set the validity start date for this configuration entry.
- Start date in the past:
  - Processing permitted to recalculation limit: Select this radio button for the system to check the periods in which employees are permitted to create, change, or delete an absence of this type retroactively, when the start date of the absence is in the past.
  - Processing not permitted: Select this radio button if you want to disable the start date in the past.
  - Retroactive processing permitted in period: Select this radio button to enable the retroactive processing permission for a period you determine.
- Start day is the current day:
  - Processing is permitted: If the start day is the current day, select this radio button.
  - Processing is not permitted: Select this radio button to prohibit starting on the current day.
- Start date in the future:
  - Unrestricted processing is permitted: Select this radio button to enable unconditional leave request in the future.
  - Processing not permitted: Select this radio button to prohibit a start date in the future.
  - Processing permitted within period: Select this radio button to allow the start date in the future within a period you determine.

- Workflow template:
  - Process Request Using Workflow: Flag this checkbox if you want to enable the workflow between the leave requester and the approver. Set the workflow IDs to be used. Upon activating this workflow option, the system will provide additional fields where you can set the Workflow IDs to be used in this process.
- User Interface elements: The options in this section allow you to customize the UI. Tick each box to enable or disable the functionality:
  - Display field for next agent: Let the user decide who is the next agent. Yes or No? Or not required?
  - Use Notes: Enable Notepad in the Leave Request screen.
  - Field selection for additional data: The system allows the display of additional fields for each attendance/absence type in the web application.We can set the additional field to be displayed to the end users in this section.
  - Explanation of Absence Type: Assign a detailed description for the explanation for the absence type.
- System response:
  - Requests have to be approved: Tick this box if the approval process has to be enabled.
  - EEs Not permitted to submit requests: Tick this box to prohibit employees from submitting requests.
  - No changes to Leave permitted: Tick this box to specify that the system checks for each type of leave whether employees are permitted to change absences that are stored in the Absences InfoType (2001).
  - No deletion of Leave permitted: Tick this box to specify that the system checks for each type of leave whether employees are permitted to delete absences that are stored in the Absences InfoType (2001).

In Step 2, you create explanatory texts for absences. If needed, you can create long text explanations for the absences to provide clear communication content to the end user.

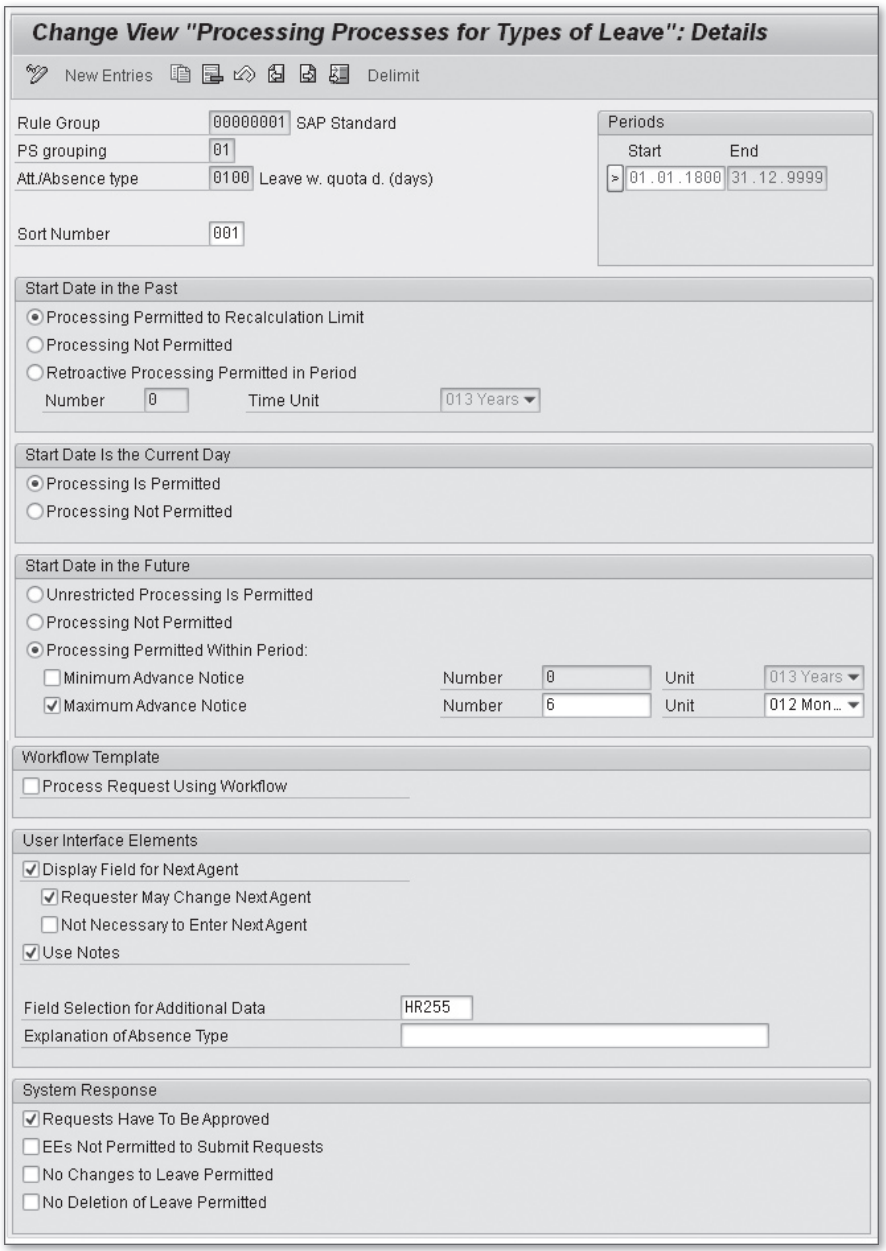


Figure 5.11 Processing Process for Types of Leave

Figure 5.12 illustrates the configuring entry point for the creation of the explanatory texts for the absences.

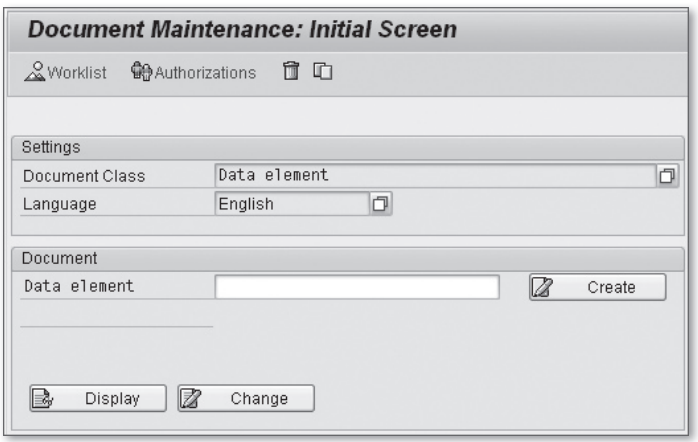


Figure 5.12 Create Explanatory Texts for Absences

Configure Output of Messages

In this configuration table, you can configure the output messages disclosed to the end user to bypass the unfriendly or technical system messages.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Configure Output of Messages
IMG Activity	PCUI_ESS_PT_LRQ_070
Transaction Code	S_FAD_62000015
Table Name	V_HRWEB_TRS_MESS

Assign the relevant messages in this configuration table per the business requirements (this step is optional).

Write Notification Texts

This configuration step allows you to write the notification texts as required (this step is optional).

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Write Notification Texts
IMG Activity	PCUI_ESS_PT_LRQ_083
Transaction Code	S_SLN_44000029

Define Report Variants and Background Processing

In this step, as required by the business requirements, you must first create the selection variant(s) for the following programs:

- PTARQEMAIL (Leave Requests: Send Emails)
- RPTARQLIST (Leave Requests: Check)
- RPTARQERR (Leave Requests: Process Clock In/Out Corrections)

You must then schedule the following programs as background jobs using Transaction SE36—Schedule Background Job:

- RPTARQEMAIL (Leave Requests: Send Emails)
- RPTARQPOST (Leave Requests: Post)
- RPTARQSTOPWF (Leave Requests: Complete Current Workflows)

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Define Report Variants and Background Processing
IMG Activity	PCUI_ESS_PT_LRQ_082
Transaction Code	S_SLN_44000027

Workflow: Define Method to Execute Universal Worklist Items

In this table, you set the task against the visualization type available, linking the workflow tasks and the applications that are to be launched when a workflow item is executed in the Universal Worklist (UWL):

- BSP standard
- BSP blueprint

- iView
- Portal component
- Portal page
- ABAP Web Dynpro
- Java Web Dynpro

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Processing Processes • Workflow: Define Method to Execute Universal Worklist Item
IMG Activity	PCUI_ESS_PT_LRQ_091
Transaction Code	S_XEN_65000002
Table Name	SWFVT Caution: This table is cross client.

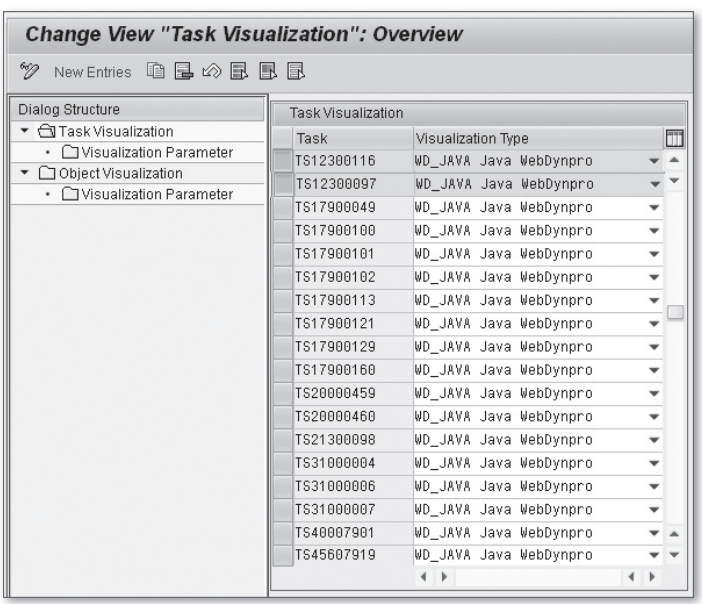


Figure 5.13 Table SWFVT: Tasks Visualization

Regarding the leave request (application *sap.com/ess~lea*), you have two standard tasks, illustrated in Figure 5.13:

- TS12300116 LeaveRequest
- TS12300097 LeaveRequest Approver

Tip

Even if correctly maintained, table SWFVT could also generate a SAP NetWeaver Portal dump such as "Invalid argument in Web Dynpro."

To solve that issue, review and/or apply SAP Note 1480987—JavaScript error "Invalid argument" in Web Dynpro Java iView.

5.2.2 Layout of the Web Application

You can adjust the web application layout according to the business requirements, which helps provide the most user-friendly interface.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Layout of the Web Application

Specify How Leave Is Displayed and Default Values

In this step, as illustrated in Figure 5.14, for each rule group, you configure the following information, besides the obvious start and end date:

- Display Previous Leave in Absence Overview up to Maximum:
  - Start of period: By default, the value As of Start of Current Calendar Period is set.
  - Display of leave: Set the value in years.
- Default Values:
  - Default Next Absence Day: By default, the next calendar day is set.
  - Selection Date for Overview of Absences: By default, Start of the Year is set.
- Calendar display:
  - Color display of status of Leave Requests: Tick this box to enable highlighting in different colors.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Layout of the Web Application • Specify How Leave Is Displayed and Default Values
IMG Activity	PCUI_ESS_PT_LRQ_040
Transaction Code	S_FAD_62000012
Table Name	V_PTARQ_TCONSTR

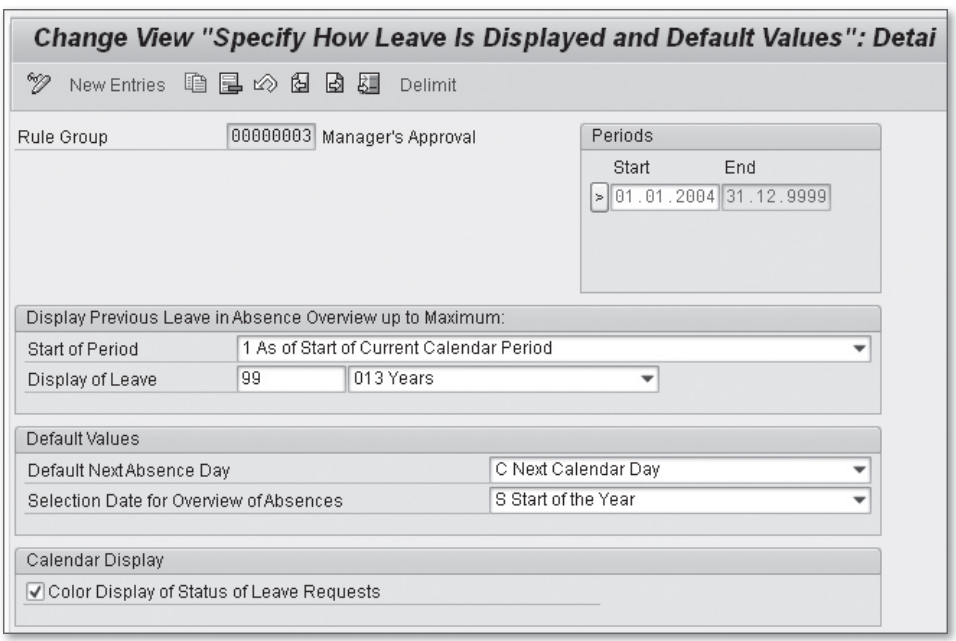


Figure 5.14 Specify How Leave Is Displayed and Default Values

Define Field Selection

Although this step is optional, you can define additional fields to be shown in the leave request process. Make the relevant entry in table V_PT_FIELD_SEL as illustrated in Figure 5.15.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Layout of the Web Application • Define Field Selection
IMG Activity	PCUI_ESS_PT_LRQ_055
Transaction Code	S_AEN_10000316

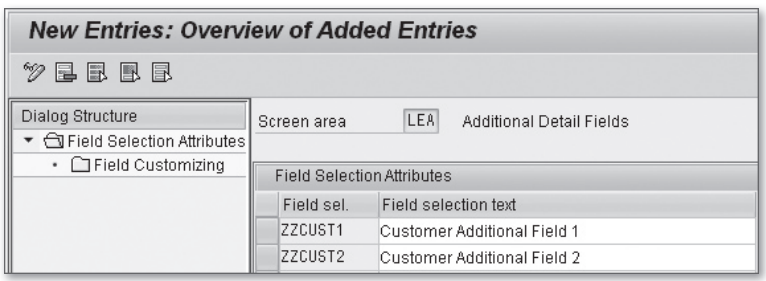


Figure 5.15 Additional Field Definition

Adjust the customizing for these fields as required (see Figure 5.16).

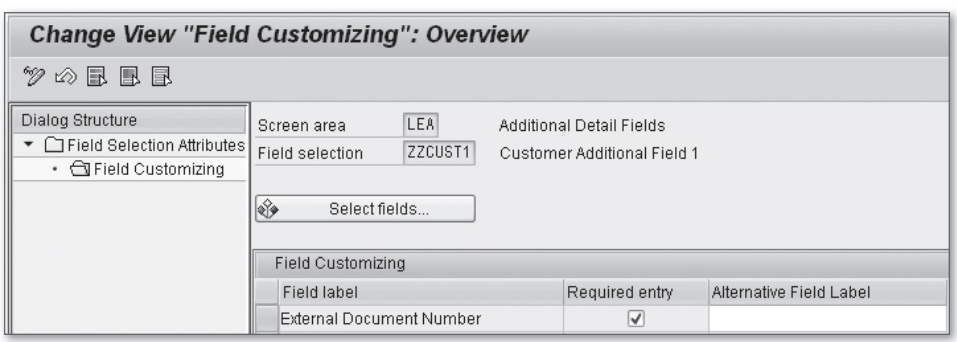


Figure 5.16 Customizing for Additional Fields

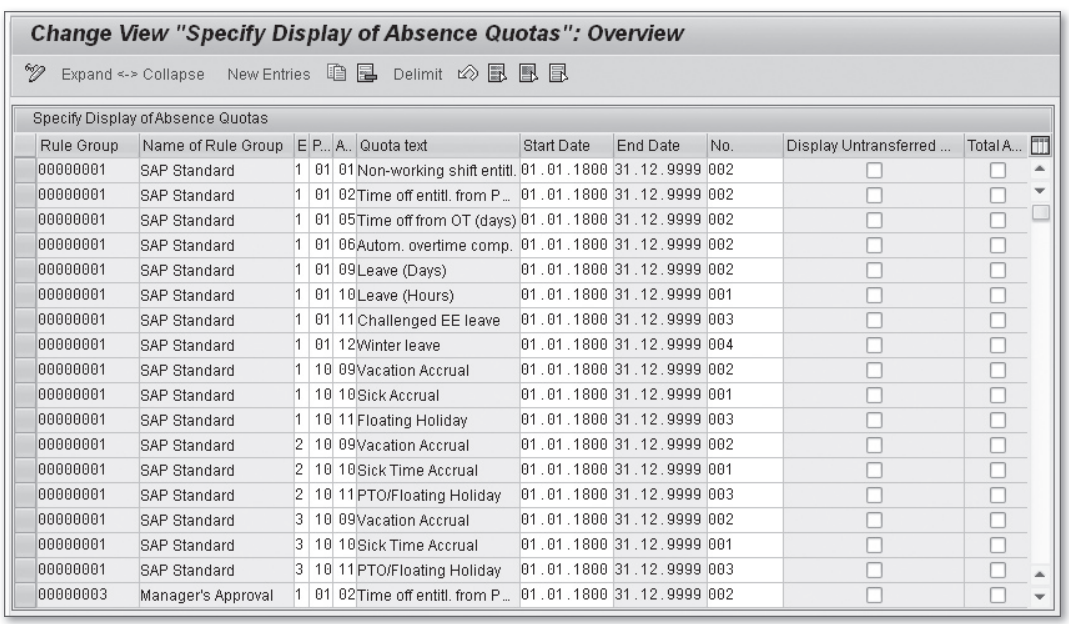
The final step is to assign the field selection to types of leave as shown previously.

Specify Display of Absence Quotas

Assuming that all relevant absence quotas have been maintained in the Time Management component, not all of them are relevant for display in the Leave Request Overview of Quotas. Some quotas might be used for technical summary reasons or as cumulative fields.

In this step, you enable the absence quotas to be displayed in the leave request process as illustrated in Figure 5.17.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Layout of the Web Application • Specify Display of Absence Quotas
IMG Activity	PCUI_ESS_PT_LRQ_060
Transaction Code	S_FAD_62000014
Table Name	V_T556A_WEB



Rule Group	Name of Rule Group	E	P...	A..	Quota text	Start Date	End Date	No.	Display Untransferred ...	Total A...
00000001	SAP Standard	1	01	01	Non-working shift entitl.	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	01	02	Time off entitl. from P...	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	01	05	Time off from OT (days)	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	01	06	Autom. overtime comp.	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	01	09	Leave (Days)	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	01	10	Leave (Hours)	01.01.1800	31.12.9999	001	☐	☐
00000001	SAP Standard	1	01	11	Challenged EE leave	01.01.1800	31.12.9999	003	☐	☐
00000001	SAP Standard	1	01	12	Winter leave	01.01.1800	31.12.9999	004	☐	☐
00000001	SAP Standard	1	10	09	Vacation Accrual	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	1	10	10	Sick Accrual	01.01.1800	31.12.9999	001	☐	☐
00000001	SAP Standard	1	10	11	Floating Holiday	01.01.1800	31.12.9999	003	☐	☐
00000001	SAP Standard	2	10	09	Vacation Accrual	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	2	10	10	Sick Time Accrual	01.01.1800	31.12.9999	001	☐	☐
00000001	SAP Standard	2	10	11	PTO/Floating Holiday	01.01.1800	31.12.9999	003	☐	☐
00000001	SAP Standard	3	10	09	Vacation Accrual	01.01.1800	31.12.9999	002	☐	☐
00000001	SAP Standard	3	10	10	Sick Time Accrual	01.01.1800	31.12.9999	001	☐	☐
00000001	SAP Standard	3	10	11	PTO/Floating Holiday	01.01.1800	31.12.9999	003	☐	☐
00000003	Manager's Approval	1	01	02	Time off entitl. from P...	01.01.1800	31.12.9999	002	☐	☐

Figure 5.17 Absence Quotas Display for the Leave Request

You have two options in regards to the quotas display:

- Display untransferred quotas: Tick this box to specify whether the Leave Request web application cumulates existing accrual entitlements in addition to exising entitlements. Accrual entitlements have not yet been transferred to the Absence Quota InfoType (2006).
- Total by absence quota type: Tick this box to specify that all existing data records of a quota type are to be totaled in the web application.

Specify Display of Attendance Quotas

Assuming that all relevant attendance quotas have been maintained in the Time Management component, not all of them are relevant for display in the Leave Request overview of Quotas. Some quotas might be used for technical summary reasons or just as cumulative fields.

In this step, you enable the attendance quotas to be displayed in the leave request process, as illustrated in Figure 5.18.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Layout of the Web Application • Specify Display of Attendance Quotas
IMG Activity	PCUI_ESS_PT_LRQ_065
Transaction Code	S_PLN_62000236
Table Name	V_T556P_WEB

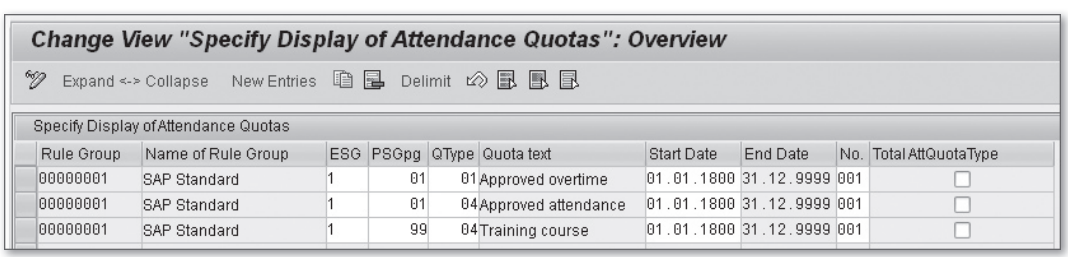


Figure 5.18 Attendance Quotas Display for the Leave Request

The additional option, if required, is to tick the box Total by attendance quota type. It specifies that all existing data records of a quota type are to be totaled in the web application.

5.2.3 Business Add-Ins (BAdIs)

As always, standard SAP functionalities can be enriched and/or enhanced thanks to BAdIs. Several BAdIs are available for the leave request process. The next subsections describe two useful BAdIs that you can configure through the IMG.

Tip
Regarding colors in the UI, read the SAP Note 897623—User Exits and BADIs in the Personnel Time Area, which deals with all the BAdIs. This is quite handy as a documentation starting point.

BAdI: Control Processing Processes for Time Management Web Applications

You can use this BAdI to control the processing processes of the ESS applications for Personnel Time Management.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Business Add-Ins (BAdIs) • BAdI: Control Processing Processes for Time Management Web Applications
IMG Activity	PCUI_ESS_TIMCOR_006
Transaction Code	S_PLN_62000023
BAdI Implementation	PT_GEN_REQ

The BAdI contains the following standard methods:

- Check whether an employee is absent
- Read substitute
- Find next processor
- Check selected processor
- Determine default approver and person responsible for employee

- Start workflow
- Determine email address
- Get table with email lists
- Filter next agent
- Change messages from backend system

BAdI: Control Processing of Leave Requests

You can use this BAdI to enhance and control the processing of the attendances and absences component in many web applications, including the following:

- **Leave Request**
  To control processing of leave requests.
- **Team Calendar**
  To set the layout of the team calendar in MSS and ESS.
- **Time Accounts (ESS)**
  To determine time accounts.
- **Attendance Overview (MSS)**
  To adjust the legend.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Leave Request • Business Add-Ins (BAdIs) • BAdI: Control Processing of Leave Requests
IMG Activity	PCUI_ESS_PT_LRQ_080
Transaction Code	S_FAD_62000016
BAdI Implementation	CL_PT_ARQ_REQ

5.3 Working Time: Team Calendar

Now that we have covered the configuration for the leave request, let's move on to the team calendar configuration. SAP is consistent in its approach, so many of the web application configuration tables are the same as for the leave request.

5.3.1 Create Rule Groups

This is the same configuration as illustrated for the leave request, but it is now effective for the team calendar.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • Create Rule Groups
IMG Activity	PCUI_ESS_PT_LRQ_030
Transaction Code	S_FAD_62000011

5.3.2 Specify Absences to Be Displayed

This is the same configuration as illustrated for the leave request, but it is now effective for the team calendar.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • Specify Absences to Be Displayed
IMG Activity	PCUI_ESS_MSS_PT_ABS
Transaction Code	S_XEN_65000035

5.3.3 Specify Color Display of Absences

In this configuration step, as illustrated in Figure 5.19 and similar to the leave request setup, you set the following information:

- Start of period: Choose when the period starts.
- Display of leave: Choose how the leave should be displayed.
- Color display of status of leave requests: Tick this box to reveal the colors in the team calendars.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • Specify Color Display of Absences
IMG Activity	PCUI_ESS_PT_LRQ_051
Transaction Code	S_P7H_77000003
Table Name	V_PTARQ_TCONSTR

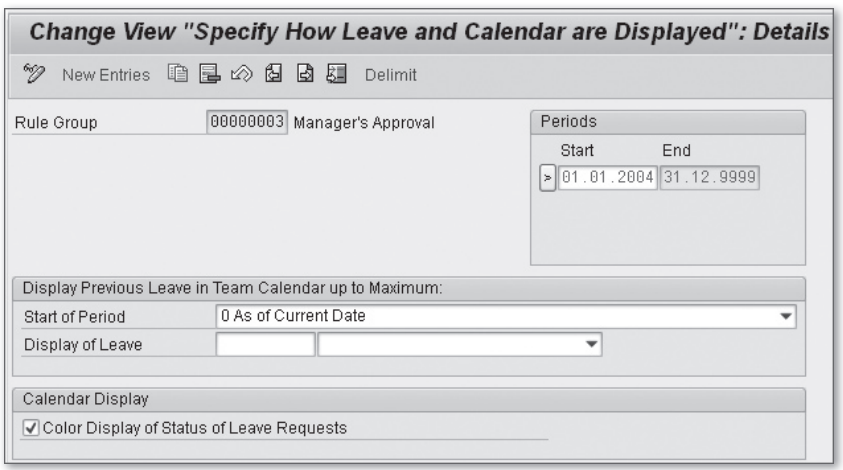


Figure 5.19 Specify How Leave and Calendar Are Displayed

5.3.4 Select Employees

In this step, as illustrated in Figure 5.20, you determine which team members are to be displayed in the team calendar based on the rule groups greated previously.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • Select Employees
IMG Activity	PCUI_ESS_LRQ_085
Transaction Code	S_PLN_62000260
Table Name	V_PTREQ_TEAM

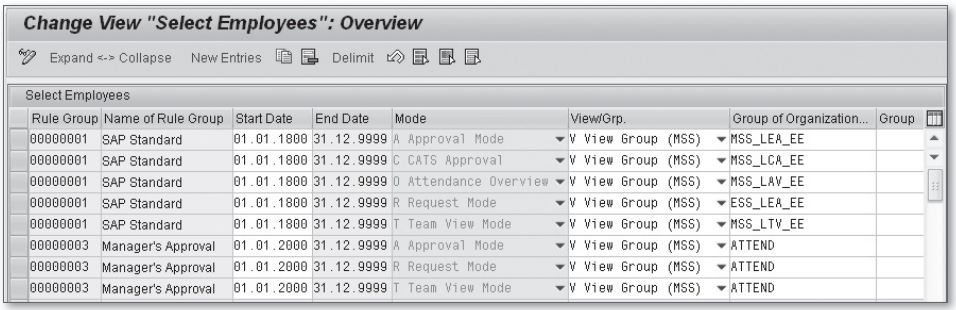


Figure 5.20 Select Employees

5.3.5 Define Layout of Team Calendar

In this configuration step, as illustrated in Figure 5.21, you define the cache validity for each rule group; the default setting is "1," which means the following according to SAP documentation:

> *The system reads the data from the database of requests only once a day for each employee. If a user chooses Refresh in the Web application, the system reads the data from the database of requests again.*

You also set up the number of rows to be displayed on one page of the team calendar, which means the number of employee's data to be displayed on one page.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • Define Layout of Team Calendar
IMG Activity	PCUI_ESS_LRQ_080
Transaction Code	S_PLN_62000259
Table Name	V_PTARQ_TCALE

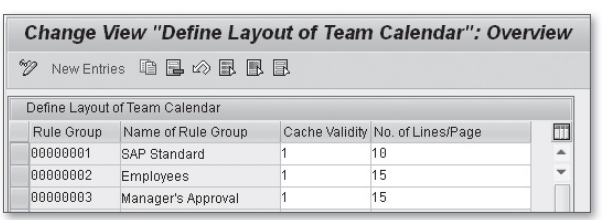


Figure 5.21 Define the Layout of the Team Calendar

5.3.6 BAdI: Control Processing of Leave Requests

This BAdI is the same as the Enhancement for Leave Request BAdI illustrated for the leave request.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Team Calendar • BAdI: Control Processing of Leave Requests
IMG Activity	PCUI_ESS_PT_LRQ_080
Transaction Code	S_FAD_62000016
BAdI Name	Enhancement for Leave Request

5.4 Working Time: Time Accounts

Among the Working Time self-services, you can also provide access to the employee's time accounts. These configuration steps allow you to control which accounts are shown on the screen.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts.

5.4.1 Create Rule Groups

This is the same configuration as illustrated for the leave request, but it is now configured for the time accounts. Repeat the configuration as needed.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Create Rule Groups
IMG Activity	PCUI_ESS_PT_LRQ_030
Transaction Code	S_FAD_62000011

5.4.2 Specify Display of Absence Quotas

This is the same configuration as illustrated for the leave request, but it is now configured for the time accounts. Repeat the configuration as needed.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Specify Display of Absence Quotas
IMG Activity	PCUI_ESS_PT_LRQ_060
Transaction Code	S_FAD_62000014
Table Name	V_T556A_WEB

5.4.3 Specify Display of Attendance Quotas

This is the same configuration as illustrated for the leave request, but it is now configured for the time accounts. Repeat the configuration as needed.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Specify Display of Attendance Quotas
IMG Activity	PCUI_ESS_PT_LRQ_065
Transaction Code	S_PLN_62000236
Table Name	V_T556P_WEB

5.4.4 Specify Calculation of Remaining Leave

Although a different access path, this is the same table V_PTARQ_TPROCESS as illustrated for the leave request in Section 5.2 under the heading "Define Processing Processes for Each Rule Group." Thus, it is the same configuration as illustrated for the leave request but now configured for the time accounts. Repeat the configuration as needed.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Specify Calculation of Remaining Leave
IMG Activity	PCUI_ESS_PT_TQT_010

Transaction Code	S_PEN_05000395
Table Name	V_PTARQ_TPROCESS

5.4.5 Define Variant for Time Evaluation

First, you must define the variant for the time evaluation in the program RPTIME00. Call the program through Transaction SE38—ABAP Editor, for example, and then maintain and save the dedicated variant.

The second step is to maintain and adjust the feature LLREP—Variants for Reports through the configuration step or by calling Transaction PE03—HR: Features (see Figure 5.22), and then add the SIMF parameter in the Time Evaluation variant.

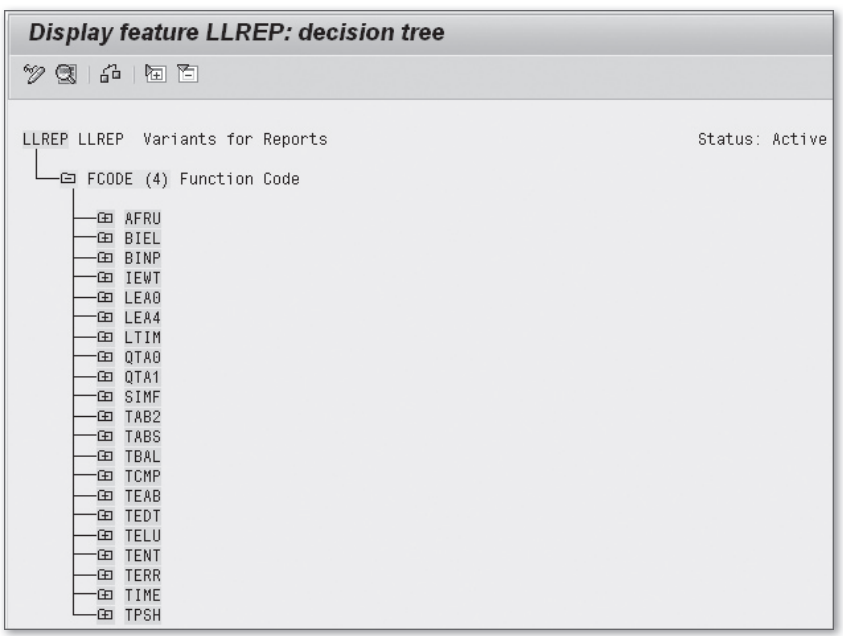


Figure 5.22 Feature (Decision Tree) LLREP

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Define Variant for Time Evaluation

IMG Activity	PCUI_ESS_PT_TQT_011
Transaction Code	S_XEN_65000037

5.4.6 Configure Output of Messages

This is the same configuration as illustrated for the leave request, but it is now configured for the time accounts. Repeat the configuration as needed.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Configure Output of Messages
IMG Activity	PCUI_ESS_PT_LRQ_070
Transaction Code	S_FAD_62000015
Table Name	V_HRWEB_TRS_MESS

5.4.7 Business Add-Ins (BAdIs)

Further flexibility for handling time accounts can be enabled using the BAdIs provided by SAP. These BAdIs will serve as placeholders to hold the customer additional code reflecting the business requirements not covered by the configuration.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Business Add-Ins (BAdIs)

BAdI: Control Processing Processes for Time Management Web Applications

This is the same BAdI as illustrated for the leave request. This BAdI can also contain the time accounts enhancements.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Business Add-Ins (BAdIs) • BAdI: Control Processing Processes for Time Management Web Applications

IMG Activity	PCUI_ESS_TIMCOR_006
Transaction Code	S_PLN_62000023
BAdI Implementation	PT_GEN_REQ

BAdI: Control Processing of Leave Requests

This is the same BAdI as illustrated for the leave request. This BAdI can also contain the time accounts enhancements.

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Time Accounts • Business Add-Ins (BAdIs) • BAdI: Control Processing of Leave Requests
Transaction Code	S_FAD_62000016
BAdI Implementation	CL_PT_ARQ_REQ

5.5 Record Working Time

Recording time entries is one of the self-services best sellers because it enables time recording through a centralized screen for all SAP components dealing with labor time (except for Production Planning because it deals with machine time).

IMG Access Path	Personnel Management • Employee Self-Service • Service Specific Settings • Working Time • Record Working Time

The standard functionality is the Cross-Application Time Sheet (CATS). CATS can either be used in the SAP NetWeaver Portal or online through the self-services.

This section describes the configuration for web-enabling the time registration process.

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