



Project – SUGAM

User Manual Document

Process Name - HCM_TIME MANAGEMENT HUMAN CAPITAL MANAGEMENT



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1. Infotype 0007- Planned Working Time

Infotype 0007 is used to define when and where an employee works within your enterprise on a daily basis. By assigning a work schedule rule in the Planned working time infotype (0007), you ensure that the system can determine the employee's personal planned working time

Work Schedule Rule:

The work schedule rule determines which period work schedule is used to set up the work schedule and the day of the period as of which it applies. Work Schedule Rule changes form personnel area to personnel area. Working schedule belonging to the particular employee can be seen here.

Access Transaction:

Transaction Code: PA30



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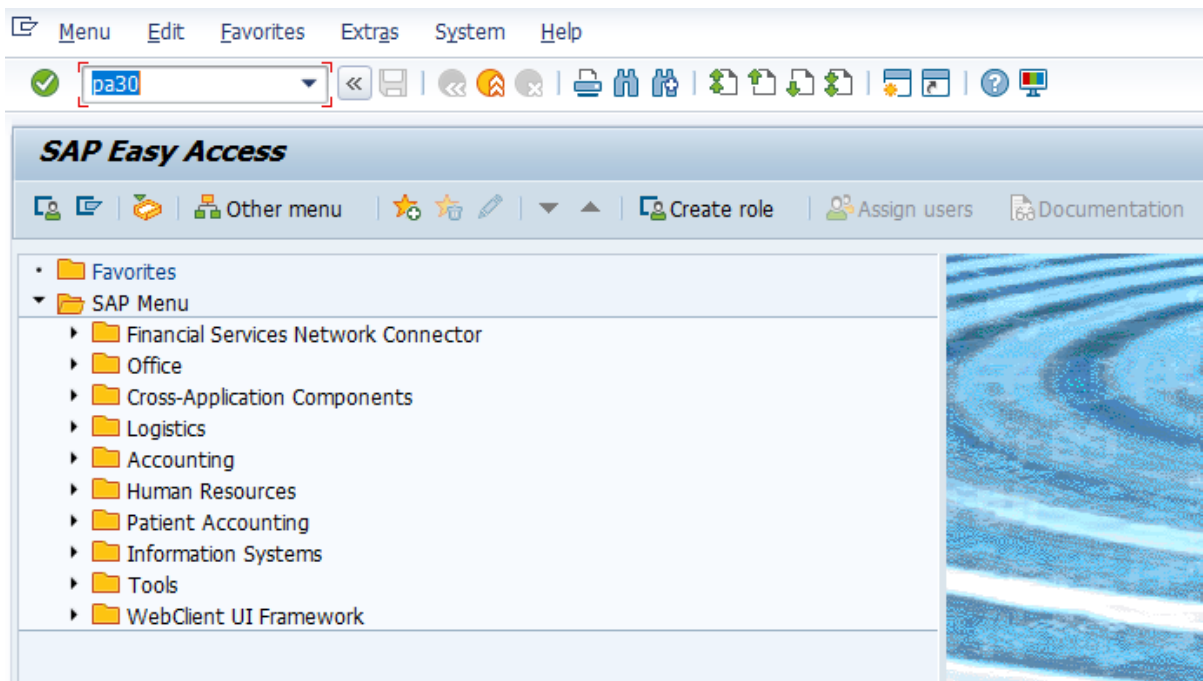
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Procedure:

To maintain the work schedule of the employee enter the transaction code pa30.
Press Enter.

This Infotype is used for Maintaining Employees Planned working Schedule / Time



Enter the Employee Code for whom work schedule has to be created.

- Enter Infotype 0007
- Click on create / Change icon .



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The screenshot shows the SAP HR Master Data maintenance interface. The 'Time Management' tab is selected. The 'Infotype Text' list includes: Actions, Organizational assignment, Personal data, Addresses, Bank Details, Personal IDs, Communication, Family Member/Dependents, and Monitoring of Tasks. The 'Period' section is expanded, showing options for 'Period', 'From', 'To', 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To Current Date', 'Last month', 'Current Period', and 'Current Year'. A 'Choose' button is present. The 'Direct selection' section shows 'Infotype' as 0007 and 'STy' as empty.

- **Select the work schedule of the employee GSS1**
- For all Employees the Time management status should be 9 – Time Evaluation of planed time.

After selection of the Work schedule rule, press ENTER. After pressing enter button system will show all the Working Time related data on the screen.



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Create Planned Working Time

Work schedule

Pers.No. 1000058 Name Dharma Teja
Pers.area 1006 Patna Circle Cost Ctr 1020412 "132/33 KV GSS, Lakh
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift
Start 01.11.2019 To 31.12.9999

Work schedule rule
Work schedule rule GSS1
Time Mgmt status 9 - Time evaluation of planned times
 Part-time employee

Working time
Employment percent 100.00 Dyn. daily work schedule
Daily working hours Min. Max.
Weekly working hours 0.00 Min. Max.
Monthly working hrs 0.00 Min. Max.
Annual working hours 0.00 Min. Max.
Weekly workdays

After selection of the Work schedule rule, press ENTER. After pressing enter button system will show all the Working Time related data on the screen.



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The screenshot shows the SAP 'Change Planned Working Time' (PT63) transaction. The main data fields are as follows:

Pers.No.	1000058	Name	Dharma Teja
Pers.area	1006 Patna Circle		
EE subgrp	31 ASSISTANT ENGINEER	WS rule	GEN3 Circle General Shift
Start	01.07.2018	To	31.12.9999
		Chg.	04.03.2019 YASH_BCM3

Work schedule rule

Work schedule rule	GEN3 Circle General Shift
Time Mgmt status	9 - Time evaluation of planned times
<input type="checkbox"/>	Part-time employee

Working time

Employment percent	100.00
Daily working hours	8.00
Weekly working hours	48.00
Monthly working hrs	200.00
Annual working hours	0.00
Weekly workdays	6.00

Personnel work schedule

Working schedule belonging to the particular employee can be seen here. To view the work schedule of a particular employee, go to PA63

Access Transaction:

Transaction code: PT63

Procedure:

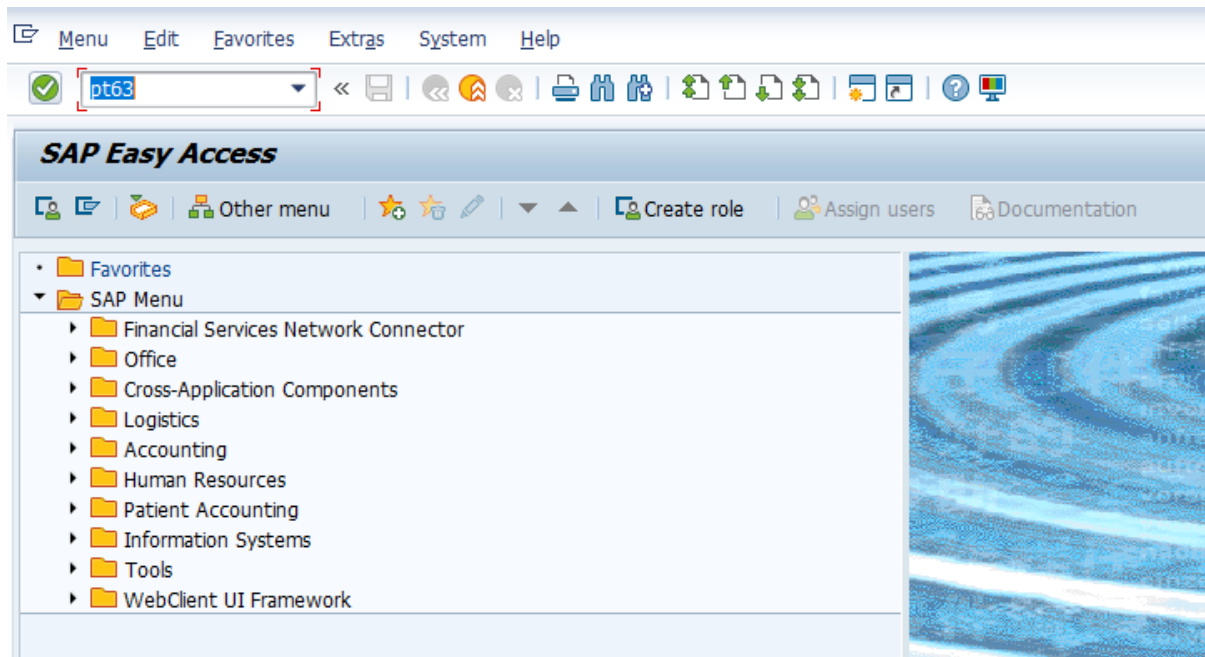
The personal work schedule for a respective employee can be view the details. To see the work schedule of the employee, enter the transaction code PA63 and press enter.



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Then the following screen will come. Daily work schedule display based on selection period.

- In period tab choose the period for which the work schedule is to be viewed
- Enter personnel Number or choose from further selections option
- Click on execute icon

We can see the personal work schedule of the employee.



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Program Edit Goto System Help

Personal Work Schedule

Further selections Search helps Sort order

Period

Today Current month Current year

Up to today From today

Other period

Period To

Selection

Personnel Number

Time recording administrator

Work schedule

Read from cluster

Display periods

Pens.and active

Inact., pens.and active

Left, inactive, pensioned and active

The system takes you to Display Work Schedule screen as shown below:
Selection period to view the work schedule. After execution the following screen will come.



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Personal work schedule

Evaluation period: 01.01.2019 To 31.01.2019

Pers.No.	Name	Date	Day/DWS	DV Daily WS text	Va Text	Grp	Start	End	PHrs	HCI	DT	Day type text	Personal WS Description	HCr	Text	Wk. time
01000000	Test Employee	01.01.2019	TU	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		02.01.2019	WE	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		03.01.2019	TH	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		04.01.2019	FR	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		05.01.2019	SA	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		06.01.2019	SU	DOFF	DAY OFF		01			0.00	1	Off/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		07.01.2019	MO	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		08.01.2019	TU	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		09.01.2019	WE	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		10.01.2019	TH	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		11.01.2019	FR	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		12.01.2019	SA	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00	3	Off/special day	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		13.01.2019	SU	DOFF	DAY OFF		01			0.00	1	Off/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		14.01.2019	MO	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		15.01.2019	TU	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		16.01.2019	WE	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		17.01.2019	TH	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		18.01.2019	FR	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		19.01.2019	SA	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		20.01.2019	SU	DOFF	DAY OFF		01			0.00	1	Off/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0
		21.01.2019	MO	GEN1	Gen_10AM-6PM		01	10:00	18:00	8.00		Work/paid	GEN1 HQ General Shift B1	B1	BSP TCL HOLIDAY CALENDAR	0

- The above screen shot gives all the details of the employees personal work schedule, the shift details, start time end time, the holiday calendar attached to the personnel area.
- Select employee and choose the Daily WS **Daily WS** icon to see the daily work schedule, break schedule
- Select the employee and choose Planned working time **Planned working time** icon to see Infotype 0007.

2. Generating Quota

Access Transaction:

Transaction Code: PT60

Procedure:

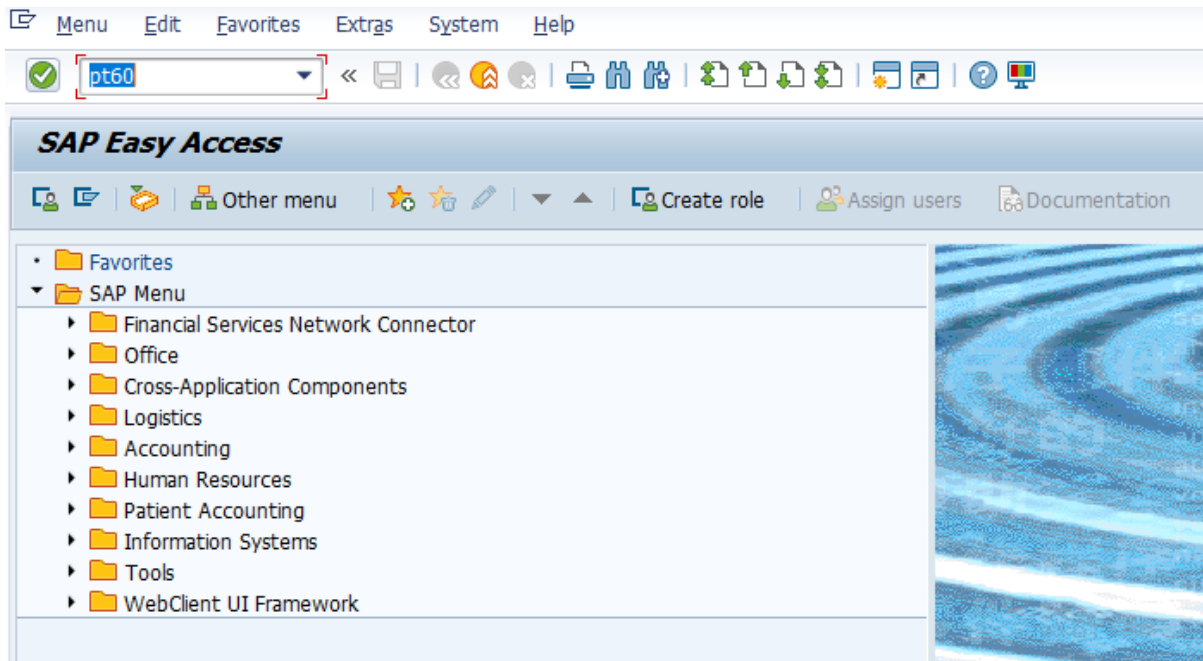
Quota Generation: Transaction code PT60 and press enter



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- Enter personnel Number1000028,Evaluation schema ZM04.
- Enter Evaluation upto 31.12.2019.
- Click on display log.
- Click on execute icon.



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Program Edit Goto System Help

✓ [Dropdown] << [Save] [Back] [Forward] [Cancel] [Print] [Refresh] [Home] [Help] [Monitor]

HR TIME: Time Evaluation

[Refresh] [Copy] [Info] [Language]

Further selections [Search helps]

Selection

Personnel Number [Copy]

Parameters for time evaluation

Evaluation schema	<input type="text" value="ZM04"/>
Time statement variant	<input type="text" value="SAP&TEDT"/>
Layout for log	<input type="text"/>
Forced recalculation as of	<input type="text"/>
Evaluation up to	<input type="text" value="31.12.2019"/>

Program options

- Display log
- Test run (no update)
- Output in HR Form

Click on executive.



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The screenshot shows a software application window with a menu bar (Log, Edit, Goto, View, Settings, System, Help) and a toolbar. The main area is titled "Display Log Tree" and contains a tree view of log data. The tree is expanded to show the "Statistics" folder, which contains a table of data.

Log: Time Evaluation	
General data	
Successful personnel numbers	
Personnel numbers with errors	
Personnel numbers ended early	
Personnel Numbers Rejected	
Messages	
Statistics	
Selected personnel numbers	1
Successful runs for	1
including with errors	0
Processing not completed for	0
Rejected	0
Total number of messages and error messages	0

Click on successful personal numbers. The below log will display.



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3. Employee Absence recording

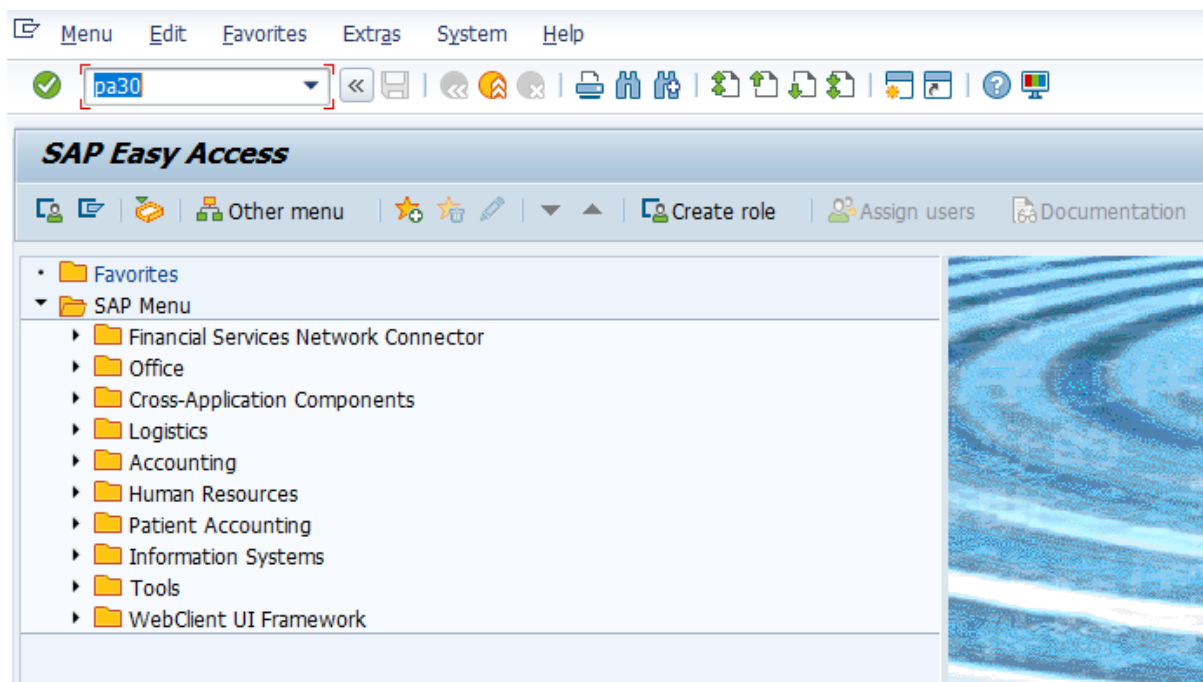
Leave details to be updated in IT 2001 and Leave quota to be deducted from IT 2006.


Access Transaction:

Transaction Code: PA30

Procedure:

Enter Transaction code PA30 for employee absence recording and press enter.



- Enter the employee code 1000058
- Select Infotype 2001- Absences.
- In the Period Tab page select Period button and enter from & to dates
- Select the subtype – leave type i.e. 1001
- Click on Create  icon



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1000058

Find by
Person
Collective search help
Search Term
Free search

Personal data Time Management Payroll

Infotype Text S.. Period
Actions
Organizational assignment
Personal data
Addresses
Bank Details
Personal IDs
Communication
Family Member/Dependents
Monitoring of Tasks

Period
From 06.08.2019 To 08.08.2019
Today Curr.week
All Current month
From curr.date Last week
To Current Date Last month
Current Period Current Year
Choose

Direct selection
Infotype Absences STy 1020 authorized LOP

Infotype Edit Goto Extras System Help

Create Absences

Personal work schedule Activity allocation Cost assignment External services

Pers.No. 1000058 Name Dharma Teja
Pers.area 1006 Patna Circle Cost Ctr 1020412 "132/33 KV GSS, Lakh
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Crcl General Shift
Start 06.08.2019 To 08.08.2019

Absence
Absence type 1020 Unauthorized LOP
Time - Prev.day
Absence hours 21.00 Full-day
Absence days 3.00
Calendar days 3.00

Payroll
Payroll hours 21.00
Payroll days 3.00



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The status bar gives the message to save the leave and thus the leave is created. Leave details to be updated in IT 2001 and Leave quota to be deducted from IT 2006.

Save the entry.

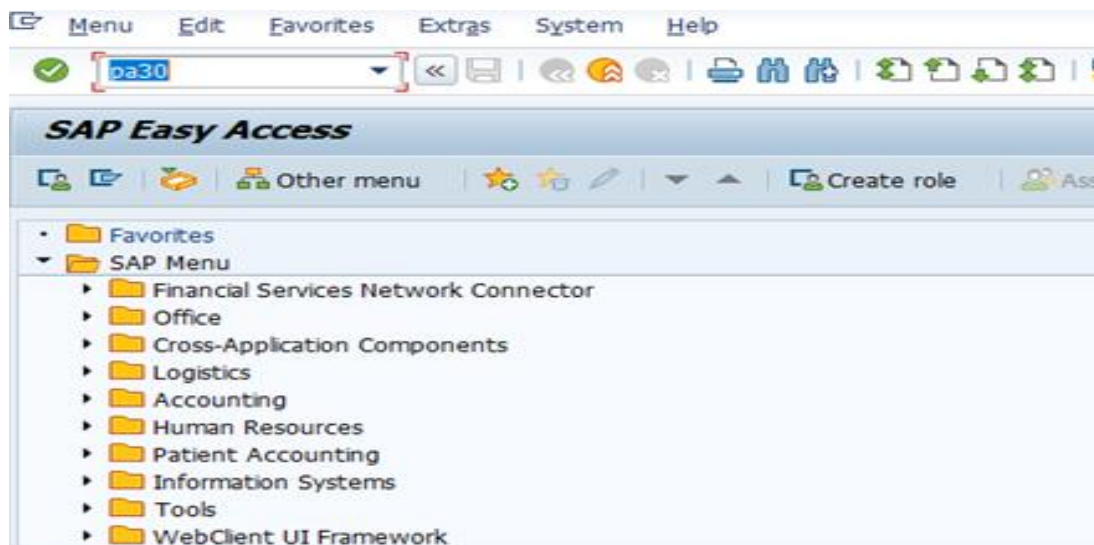
CL Leave apply


Access Transaction:

Transaction Code: PA30

Procedure:

Enter Transaction code PA30 to apply casual leave and press enter.



- Enter the employee code 1000058
- Select Infotype 2001- Absences.
- In the Period Tab page select Period button and enter from & to dates
- Select the subtype – leave type i.e. 1001
- Click on Create  icon



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HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1000058
Name Dharma Teja
Personnel ar 1006 EE group R
Subarea 2037 EE subgrp 31

Personal data Time Management Payroll

Infotype Text	S...	Period
Actions	✓	Period From 01.01.2019 To 05.01.2019
Organizational assignment	✓	<input type="radio"/> Today <input type="radio"/> Curr.week
Personal data	✓	<input type="radio"/> All <input type="radio"/> Current month
Addresses	✓	<input type="radio"/> From curr.date <input type="radio"/> Last week
Bank Details	✓	<input type="radio"/> To Current Date <input type="radio"/> Last month
Personal IDs	✓	<input type="radio"/> Current Period <input type="radio"/> Current Year
Communication		<input type="button" value="Choose"/>
Family Member/Dependents		
Monitoring of Tasks		

Direct selection
Infotype Absences STy 1001 Casual Leave

Infotype Edit Goto Extras System Help

Create Absences

Personal work schedule Activity allocation Cost assignment External services

Pers.No. 1000058 Name Dharma Teja
Pers.area 1006 Patna Circle
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift
Start 01.01.2019 To 05.01.2019

Absence type 1001 Casual Leave
Time - Prev.day
Absence hours 35.00 Full-day
Absence days 5.00
Calendar days 5.00
Quota used 5.00 Days



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The status bar gives the message to save the leave and thus the leave is created. Leave details to be updated in IT 2001 and Leave quota to be deducted from IT 2006.

Save the entry.

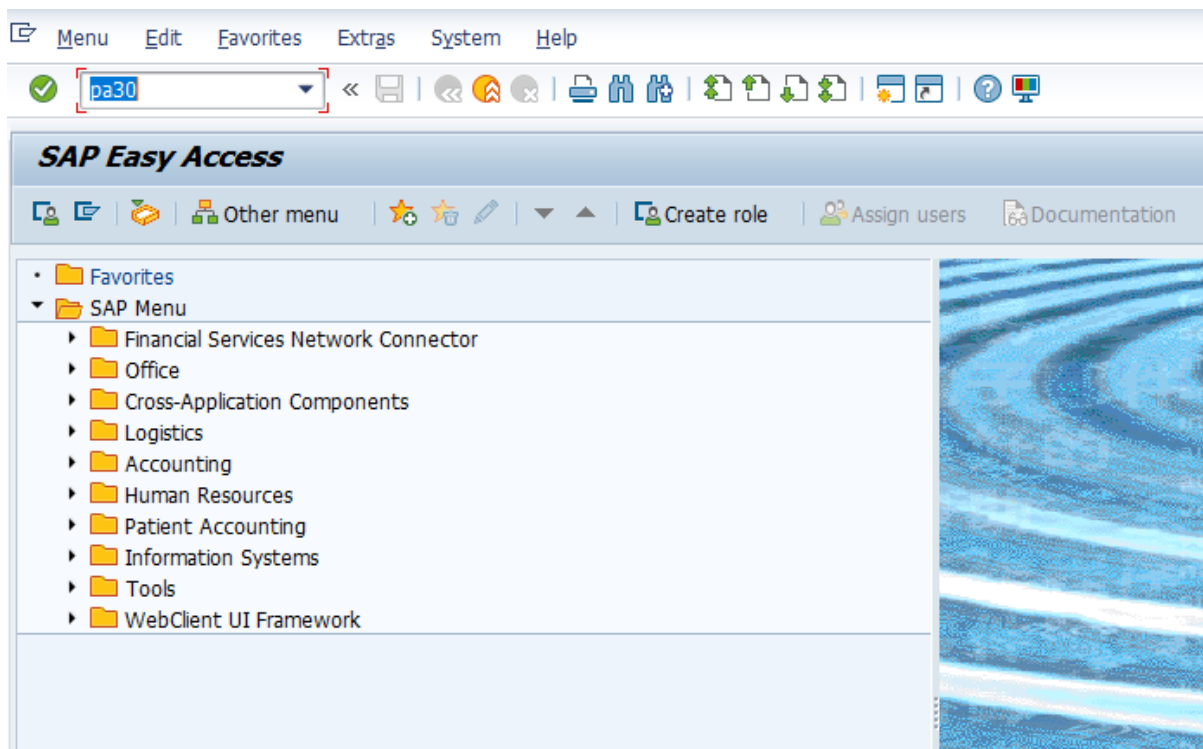
PL leave Apply


Access Transaction:

Transaction Code: PA30

Procedure:

To apply Employee PL leave enter the Transaction code: PA30 and press enter.



- Enter the employee code 1000058
- Select Infotype 2001- Absences.
- In the Period Tab page select Period button and enter from & to dates
- Select the subtype – leave type i.e. 1002
- Click on Create  icon



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Enter Personal no 1000058

The screenshot shows the SAP HR Master Data maintenance interface. The main window is titled "Maintain HR Master Data". The personnel number is 1000058, and the name is Dharma Teja. The organizational assignment is 1006, and the subarea is 2037. The EE group is R and the EE subgroup is 31. The "Time Management" tab is selected, showing a list of infotypes with checkmarks indicating which are active. The "Period" section shows the current period from 03.03.2019 to 06.03.2019. The "Direct selection" section shows the infotype "Absences" with a privilege of 1002.

Infotype Text	S...
Actions	✓
Organizational assignment	✓
Personal data	✓
Addresses	✓
Bank Details	✓
Personal IDs	✓
Communication	
Family Member/Dependents	
Monitoring of Tasks	

Period
From 03.03.2019 To 06.03.2019
 Today Curr.week
 All Current month
 From curr.date Last week
 To Current Date Last month
 Current Period Current Year

Direct selection
Infotype Absences STy 1002 Privilege Leave



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Create Absences

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

Pers.No. 1000058 Name Dharma Teja

Pers.area 1006 Patna Circle

EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift

Start 03.03.2019 To 06.03.2019

Absence type 1002 Privilege Leave

Time - Prev.day

Absence hours 21.00 Full-day

Absence days 3.00

Calendar days 4.00

Quota used 4.00 Days

The status bar gives the message to save the leave and thus the leave is created. Leave details to be updated in IT 2001 and Leave quota to be deducted from IT 2006.

Save the entry.

Sick Leave Half Pay

Access Transaction:

Transaction Code: PA30

Procedure:

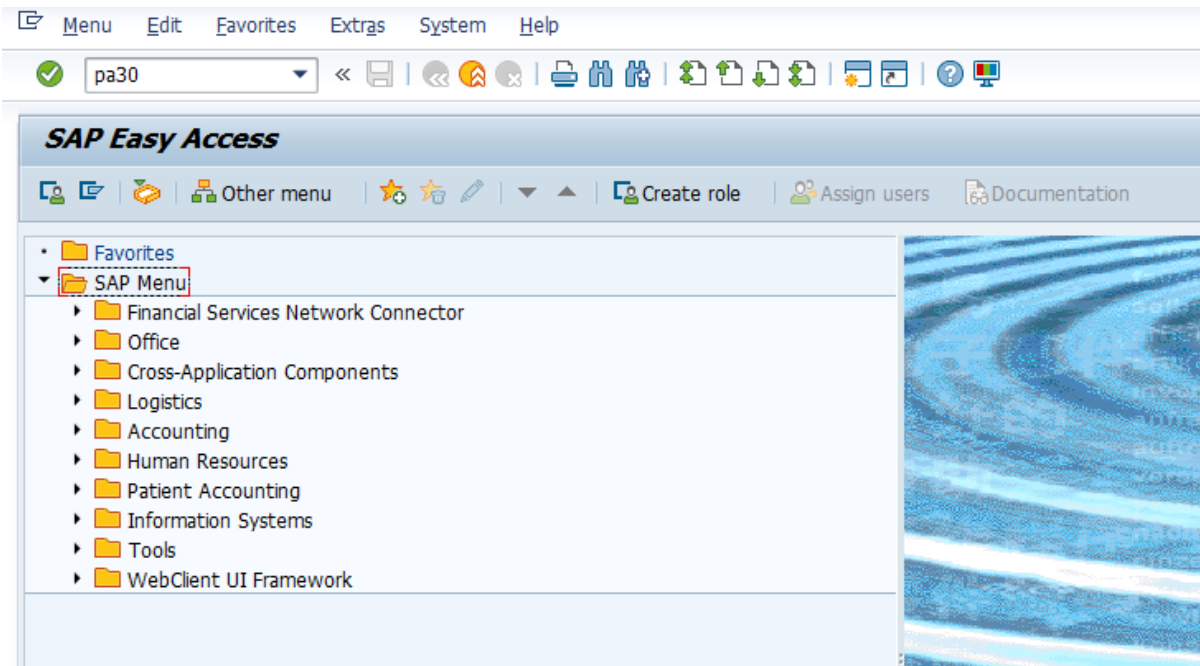
To apply Employee Sick Leave Half Pay leave enter the Transaction code: PA30 and press enter.




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- Enter the employee code 1000058
- Select Infotype 2001- Absences.
- In the Period Tab page select Period button and enter from & to dates
- Select the subtype – leave type i.e. 1015.
- Click on Create  icon



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LSF HR master data Edit Goto Extras Utilities Settings System Help

Maintain HR Master Data

Personnel no. 1000058
Name Dharma Teja
Personnel ar 1006 EE group R
Subarea 2037 EE subgrp 31

Personal data Time Management Payroll

Infotype Text S.. Period
Actions ✓
Organizational assignment ✓
Personal data ✓
Addresses ✓
Bank Details ✓
Personal IDs ✓
Communication
Family Member/Dependents
Monitoring of Tasks

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

Direct selection
Infotype Absences STy 1015 Sick Leave - Half pay

Infotype Edit Goto Extras System Help

Create Absences

Personal work schedule Activity allocation Cost assignment External services

Pers.No. 1000058 Name Dharma Teja
Pers.area 1006 Patna Circle Cost Ctr 1820412 *132/33 KV GSS, Lakh
EE subgrp 31 ASSISTANT ENGINEER WS rule GEN3 Circle General Shift
Start 08.03.2019 To 08.03.2019

Absence type 1015 Sick Leave - Half pay
Time -
Absence hours 7.00 Full-day
Absence days 1.00
Calendar days 1.00
Quota used 1.00 Days



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The status bar gives the message to save the leave and thus the leave is created. Leave details to be updated in IT 2001 and Leave quota to be deducted from IT 2006.

Save the entry.

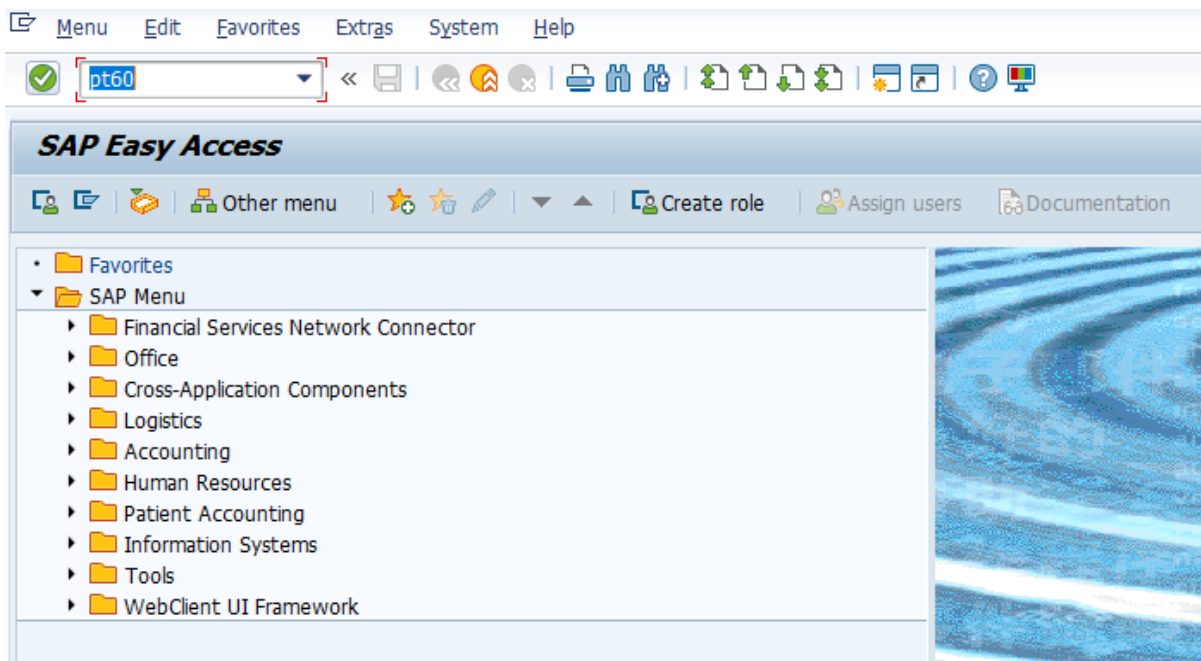
4. Generating Quota

Access Transaction:

Transaction Code: PT60

Procedure:

Quota Generation: Transaction code PT60 and press enter



- Enter personnel Number 1000058, Evaluation schema ZM04.
- Enter Evaluation upto 31.12.2019.
- Click on display log.
- Click on execute icon.



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Program Edit Goto System Help

HR TIME: Time Evaluation

Further selections Search helps

Selection

Personnel Number 1000058

Parameters for time evaluation

Evaluation schema	ZM04
Time statement variant	SAP&TEDT
Layout for log	
Forced recalculation as of	
Evaluation up to	31.12.2019

Program options

- Display log
- Test run (no update)
- Output in HR Form

Click on executive. Then the following screen will come. Display log tree will come.



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Log Edit Goto View Settings System Help

Display Log Tree

Row Subtree

- ACTIO ZSP1 Special leave advance
- LIMIT Evaluate value limits for balances
- IF EOP Last day of payroll period
- ENDIF
- CUMBT Update balances, wage types...
- QUOTA Generate absence quotas
 - Input
 - WPBP
 - PSP
 - AB
 - ZES
 - SALDO
 - ABWKONTI
 - Processing
 - Output
 - ABWKONTI
 - QTACC
 - QTBASE
 - QITRANS

Personnel numbers with errors

Personnel numbers ended early

Personnel Numbers Rejected

Messages

Statistics

- Selected personnel numbers 1
- Successful runs for 1
- including with errors 0

Click on Quota and double click on ABWKONTI



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Then the following screen will come. Here we can see the details of the Quota.

Display Edit Goto Utilities Settings System Help

Detail View of Log

Table ABWKONTI

Type	From	To	Start	End	Number	Used	Time unit
01	01.01.2019	31.12.2019			14.67123	5.00000	Days
02	01.07.2018	31.07.2018			2.75000	2.75000	Days
02	01.08.2018	31.08.2018			2.04032	2.75000	Days
02	01.09.2018	30.09.2018			2.75000	2.75000	Days
02	01.10.2018	31.10.2018			2.75000	1.75000	Days
02	01.11.2018	30.11.2018			2.75000	0.00000	Days
02	01.12.2018	31.12.2018			2.75000	0.00000	Days
02	01.01.2019	31.01.2019			2.75000	0.00000	Days
02	01.02.2019	28.02.2019			2.75000	0.00000	Days
02	01.03.2019	31.03.2019			2.57258	0.00000	Days
02	01.04.2019	30.04.2019			1.83333	0.00000	Days
02	01.05.2019	31.05.2019			2.75000	0.00000	Days
02	01.06.2019	30.06.2019			2.75000	0.00000	Days
02	01.07.2019	31.07.2019			2.75000	0.00000	Days
02	01.08.2019	31.08.2019			2.75000	0.00000	Days
02	01.09.2019	30.09.2019			2.75000	0.00000	Days
02	01.10.2019	31.10.2019			2.75000	0.00000	Days
02	01.11.2019	30.11.2019			2.75000	0.00000	Days
02	01.12.2019	31.12.2019			2.75000	0.00000	Days
03	01.07.2018	31.12.2018			15.12330	8.00000	Days
03	01.01.2019	31.12.2019			30.00000	0.00000	Days
08	01.07.2018	30.06.2019			14.99999	0.00000	Days



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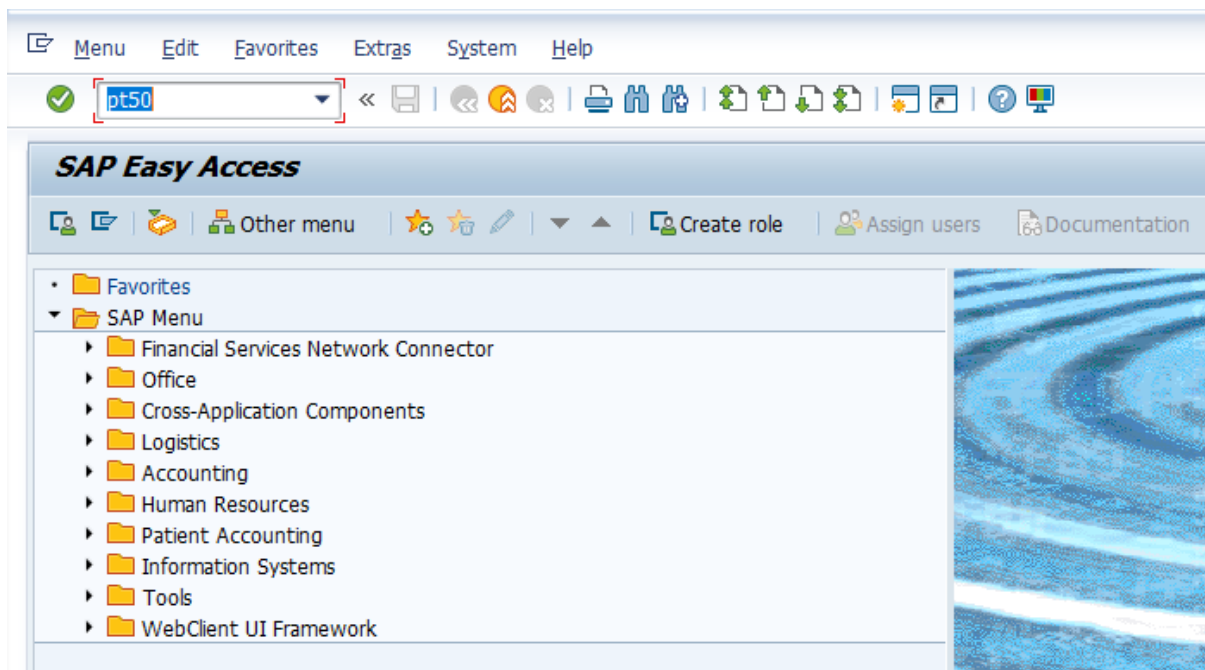
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5. Quota Overview (PT50)

This transaction is used to have an overview of all the quota types entitled to the employee and the quota remaining. Choose the Absence quotas tab and select all button, it gives an overview of all the quota availed, remaining and compensated.





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Enter personnel no 1000058 and then click on selection dates.

Quota Overview

Personnel No.

Selection dates | Absence quotas | Accrual information | Attendance quotas

General Overview			
Quota type	Entitlement	Remaining	Unit
Absence quotas	14.67123	9.67123	Days

Selection intervals

Deduction period	01.03.2019	-	31.03.2019
Validity period	01.03.2019	-	31.03.2019
Generation period	01.03.2019	-	31.03.2019

Based on the selection intervals, the absence quota overview will be displayed. Here we can see the entitlement and remaining balances.



Project – SUGAM

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Totals row	AbQuotaTyp	Quota text	Unit	Entitl.	Rem.	Requested	Compens.	Deduction from	Deduction to	Start Date	End Date	Det. ent
	01	Casual Leave Quota Days		14.67123	9.67123	5.00000	0.00000					

Selection intervals

Validity period	01.03.2019	-	31.03.2019
Deduction period	01.03.2019	-	31.03.2019

Expand

In absence quotas tab, based on the selection intervals, we can see the annual leave entitlement days and the remaining balance.



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Quota overview Edit Goto Employees Environment System Help

Time evaluation Projection Selection

Personnel No. 1000058

Selection dates Absence quotas Accrual information Attendance quotas

Date	AbQuotaTyp	Quota text	Unit	Generated	Accrued	Transferred	Correct.
06.03.2019	02	Privilege Leave Qu...	Days	0.53226	0.00000	0.53226	
06.03.2019	03	Sick Leave Half Pa...	Days	5.34247	0.00000	5.34247	
06.03.2019	08	Leave on Half Pay ...	Days	7.68493	0.00000	7.68493	
31.03.2019	02	Privilege Leave Qu...	Days	2.04032	0.00000	2.04032	

Generation period 01.03.2019 - 31.03.2019