Chapter

1

Overview of Time Management

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Course Map

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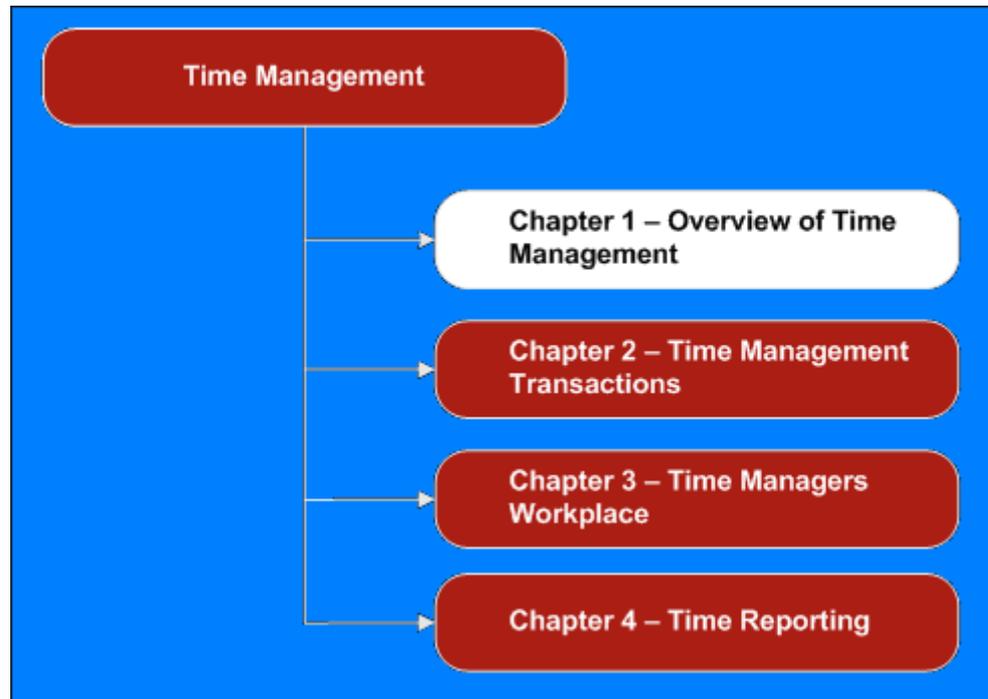
Overview of Time Management

The SAP Time Management module manages all Human Resources processes that involve the planning, recording, and valuation of internal and external Employees' work performed and absence times.

Overview

SAP Time Management is the reporting of differences between planned working time and actual working time. This could result in overtime, short time or an Employee not at work.

The Time Management component has the following functions:

■ The SAP Time Management module manages planning, recording and evaluation of an Employee's work performed and absence times.

■ The SAP Time Management module manages online data entry, time recording systems, and other self-service applications. All data is processed in the same way, regardless of the data entry method.

■ The SAP Time Management component supports centralised data entry by time administrators, decentralised data entry by Production Supervisors, for example, or by Employees themselves.

■ The SAP Time Management component provides Human Resources operational support in reporting leave, approved time actions and hours of duty.

The SAP Time Manager's Workplace is a Time Management tool that provides an integrated user interface to maintain attendance and absence data.

■ The standard system includes the **Time Data Maintenance** and **Message Processing** tasks

■ When you use time data maintenance, your Time Administrators can enter, correct, or complete time data for the Employees assigned to them

■ There are various views (such as the multi-day, multi-person, and one-day view) available for the Time Administrators to maintain this time data

■ The message processing function in the Time Managers Workplace (TMW) provides the Time Administrators with a comprehensive tool with which they can assess and process messages issued during time evaluation

■ Users can toggle between a message view and an Employee view when they process the messages

■   The appropriate screen layout is provided for each of these tasks. The actual screen layouts and scope of functions displayed in the Time Managers Workplace (TMW) has been customised to reflect Prasa relevant information

INTEGRATION

This section describes the integration between the SAP Time Management module and other SAP HR modules:

- **Personnel Administration***:* Time Management is embedded in the basic functions of Personnel Administration. Integration with Personnel Administration is necessary to ensure the use of personnel data

- **Payroll***:* Information on attendance and absence times is used to calculate gross wages in the SAP Payroll component. Payroll calculates the gross pay based on the hours of work. Payroll also deducts unpaid leave.

- **Employee Development through Training:** Employee Development through Training uses attendance and absence information (availability) to organise courses.

- **Organisational Management:** The SAP Time Management component is closely integrated in the organisational structure. When you work with Time Management, it is essential that certain master infotypes be maintained for Employees. One of the most important infotypes is Organisational Assignment (0001), which contains data on the organisational units to which the Employee is assigned within the company. For example, Personnel area and Employee subgroup. Organisational Management provides a framework for the other components. For example, Workflow, Time Management and Personnel Administration.

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TERMS AND CONCEPTS

Term/Concept	Description
Positive Time Management	*Time data recording includes the recording of absences, as well as, attendances. Attendances can be captured when you use different methods to record actual working times.*
Negative Time Management	*The recording of exceptions to the work schedule only. A time management system does not require the recording of attendances for planned hours. Absences and Attendances need to be recorded for exceptional hours.*
Transaction code	*A transaction code in the SAP system is used to perform certain tasks/functions. For example, to start the Time Managers Workplace TMW front-end (screen) or to go to a specific report without using the menu path.*
Time ID's	*The Time ID's are used to identify time related inputs. For example, overtime and sick leave.*
Time Evaluation	*Time Evaluation is the process of allocating leave entitlements and creates the interface to Payroll for exceptional hours worked. The method of allocating leave entitlements involve the updating of absence quotas records in the Time Management component according to the ACA policies and procedures. Time evaluation is performed on a daily basis or when required.*
Absence	*An absence is a time period during an Employee's planned working time in which the Employee does not work, including certain types of leave. For example, annual leave and sick leave. An absence represents a deviation in an Employee's personal work schedule.*
Absence Type	*Absence type groups together with Employees' scheduled absences and actual absences according to the reason for the absence. For example, annual leave, sick leave, family responsibility leave, compassionate leave and study leave.*

Term/Concept	Description
Absence Quota	*An absence quota is an Employee's entitlement to a certain absence. Quotas are reduced by each recorded absence.*
Accrual Entitlement	*An accrual entitlement is the quota entitlement calculated for a specific period in automatic absence quota accrual.*
Leave	*Employees are permitted to take time off from work for the purpose of rest, relaxation, and restoration of full work capacity. The absence type Leave can be defined as a paid or unpaid absence.*
Leave Compensation/ Encashment	*Leave compensation is the financial compensation for leave that has not been taken, but is paid out to the Employee.*
Public Holiday Calendar	*The public holiday calendar is a combination of a yearly 12 month calendar and a list of all public holidays that fall within a calendar year. The public holiday calendar gives an overview of all working days and all days off due to Public Holidays for a calendar year. It can be created to cover a validity period of several years. Public holiday calendars can be defined according to the country or region in which they are to be implemented and adapted to suit individual business requirements.*
Public Holiday Type	*The Public Holiday Type indicates:* ■ Whether a public holiday falls on the same date each year ■ Always falls on a specific number of days before or after Easter or ■ Falls on a certain day of the week

Term/Concept	Description
Time Data	*Employee data that documents, describes or defines working times or absence times.*
Time Recording	*Time recording captures and evaluates all Employee time information required for running payroll in payroll accounting.*
Work Schedule	*The work schedule is a description of the duration and composition of Employee working time for any given workday.* ■ **DWS** – Daily work schedule (shift hours) ■ **PWS** - Period work schedule (groups together daily work schedules in a certain sequence) ■ **WSR** - Work schedule rule – (The work schedule rule in SAP refers to the shift pattern of each Employee)
Data from Personnel Administration	*There are several infotypes in the Personnel Administration component that contain the information time evaluation requires to control the processing of data for individual Employees.* *Time evaluation obtains the information from the following infotypes:* ■ Personnel Actions (0000) ■ Basic Pay (0008) ■ Organisational Assignment (0001) ■ Date specifications (0041) ■ Personal data (0002) ■ Planned Working Time (0007) ■ Contract Elements (0016)
Infotype	*Data is entered and stored in infotypes. Infotypes are used to group related data fields together. Infotypes have names and 4-digit keys. They provide information with a structure, facilitate data entry and enable you to store data for specific periods.*

Term/Concept	Description
Collisions	*Collisions occur when a time event already exists and one creates another time event for the same date or period. The system then displays a message, known as a collision that a time event already exists. When the collision results in an error, the existing record cannot be modified from the collision screen. If the 1st time event is wrong, the user must delete it first, and then create a new transaction.*
"Locked" record/s	*The term "Locked" record refers to entries that have been captured on the system but are not accounted in the system. Locked Records are not displayed in SAP Standard Reports and also not processed by Payroll.*
"Unlocking" record/s	*"Unlocking" of records refer to the action where captured will be available for processing in time evaluation, payroll and reporting.*
Comments	*The comments tab is available to enter a relevant reason when a record is created.*
Retroactive Accounting	*If master data or time data is changed for an HR master record for a period for which payroll has already been run, the old payroll results must be checked in the next regular payroll run, and if necessary, the payroll run must be repeated. SAP automatically recognises changes to payment infotypes, and creates a retroactive accounting runt.*
Time Data	*The time evaluation driver can reference data from the following Time infotypes in order to process the Employee's time data:* ■ Planned Working Time (IT0007) ■ Time Quota Compensation (IT0416) ■ Absences (IT2001) ■ Attendances (IT2002) ■ Substitutions (IT2003) ■ Absence Quotas (IT2006) ■ Time Transfer Specifications (IT2012) ■ Quota Corrections (IT2013) *Exactly which time infotypes are read depends on the method of recording time data and on the time infotype records that have been entered.*

Term/Concept	Description
Payroll Status	The recalculation date for Plant Data Collection (PDC) is recorded in the Payroll Status infotype (0003). The date in this time field determines the first date that must be included in the next time evaluation run. Time evaluation requires the results of previous evaluations in order to have access to the interim balances, wage types and a log of quota deductions. This information is required for the current evaluation and also if a recalculation is necessary.
Time Management Status	*The Time Management Status specifies whether an Employee participates in time evaluation and in what form. The time management status is recorded on the Planned Working Time Infotype (IT0007).*
Calendar days	*Employee's leave entitlement is calculated for each day of the year. Each day of the month, including days off, are counted when a leave record is processed. Where applicable, Public Holidays are excluded.*
Working days	*An Employee's leave entitlement is calculated for each working day of the year. Each day where the Employee is scheduled to work are counted when a leave record is processed. Where applicable, Public Holidays are excluded.*

ABBREVIATIONS

Acronym	Description
DWS	*Daily Work Schedule*
EE	*Employee*
ER	*Employer*
PH	*Public Holiday*
PWS	*Period Work Schedule*
TM	*Time Management*
WSR	*Work Schedule Rule*