

Time Reporting

Objectives:

At the end of the chapter you will be able to:

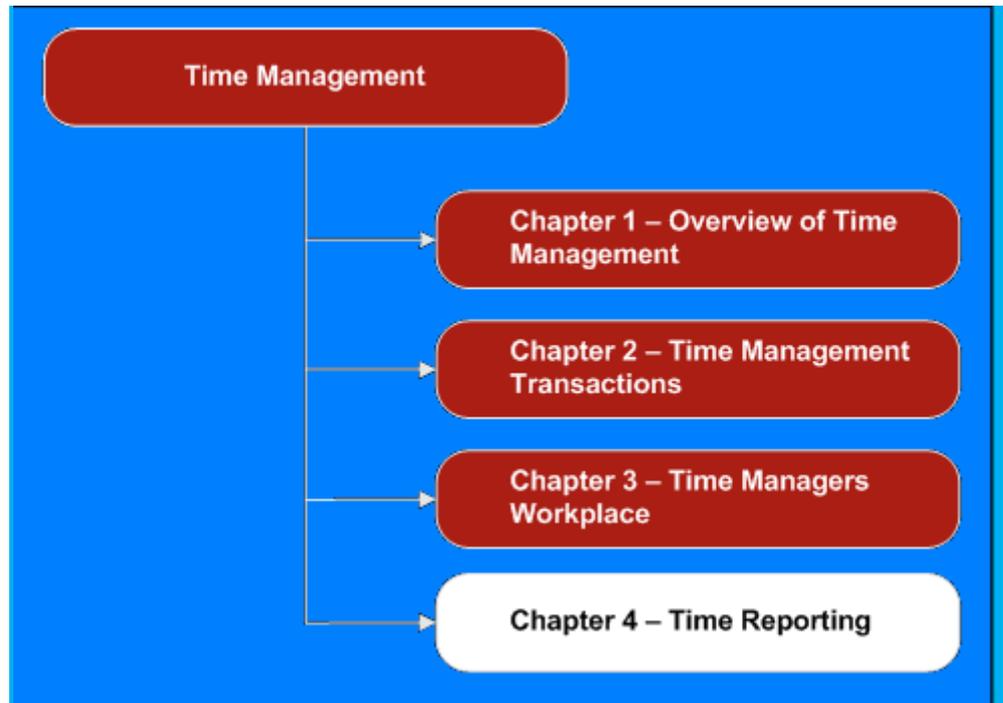
- Access SAP Standard and Customised Time Reports
- Complete the relevant Time Reports
- Execute the relevant Time Reports
- Create a Variant for frequently used Time Reports
- Download Time Report data to a Microsoft Excel Spreadsheet





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**  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.



Take Note

DISPLAY PERSONAL WORK SCHEDULE



Overview

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.



Menu Path

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

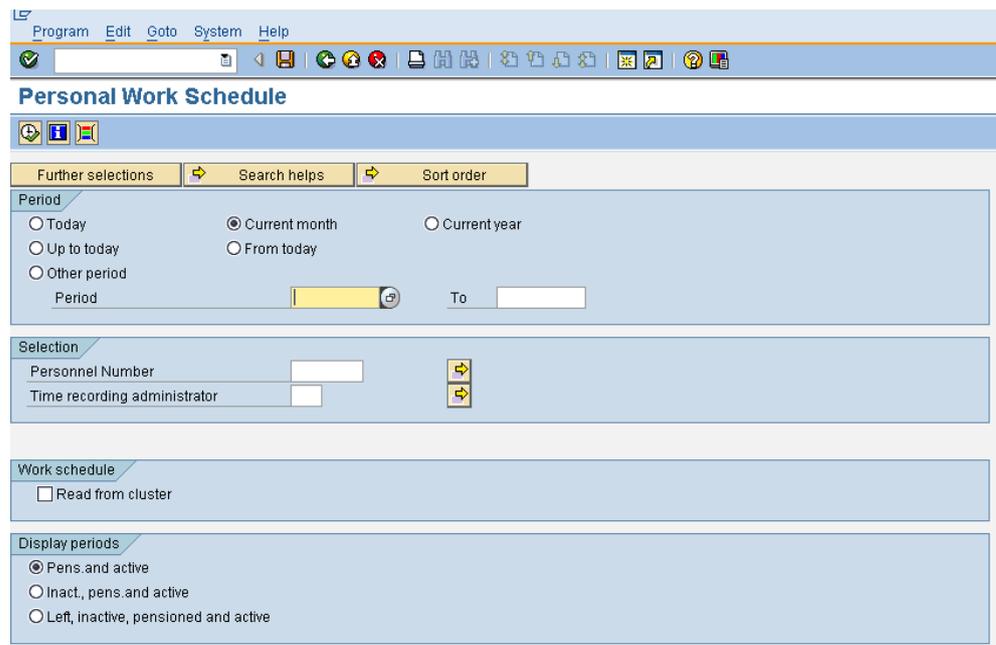
Select Human Resources → Time Management → Administration → Information System → Report Selection → Work Schedule → **PT63 – Personal Work Schedule**

OR

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

Personal Work Schedule

The **Personal Work Schedule** screen is displayed.





Instruction

Complete the following instructions:

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



Take Note

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

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



Instruction

Complete the following instructions:

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

Personal work schedule

The **Personal work schedule** screen is displayed.

Personal work schedule

Personal work schedule

Evaluation period: 2009.10.01 To 2009.10.31

Pers No	Name	Date	Day	DWS	DV	Daily WS text	Val	Text	Grp	Start	End	PlHrs	HC	DT	DT text	Personal WS	Description	HCr	Text	Wk time
30000014	The Time Manager	2009.10.01	TH	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.02	FR	OFF		Day of Rest	05	Shift Substitution	16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	1
		2009.10.03	SA	OSAT		Off Saturday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.04	SU	OSUN		Off Sunday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.05	MO	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.06	TU	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.07	WE	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.08	TH	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.09	FR	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.10	SA	OSAT		Off Saturday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.11	SU	OSUN		Off Sunday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	1
		2009.10.12	MO	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.13	TU	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.14	WE	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.15	TH	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.16	FR	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.17	SA	OSAT		Off Saturday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.18	SU	OSUN		Off Sunday			16			0.00	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0
		2009.10.19	MO	G540		5 Day 40 Hrs			16	07:30	16:30	8.50	0		Workpaid	G540	5 Day 40 Hour Week	ZA	South Africa	0



System Result

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



Consolidation

You are now able to:

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

ABSENCE/ATTENDANCE DATA OVERVIEW



Overview

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



Menu Path

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

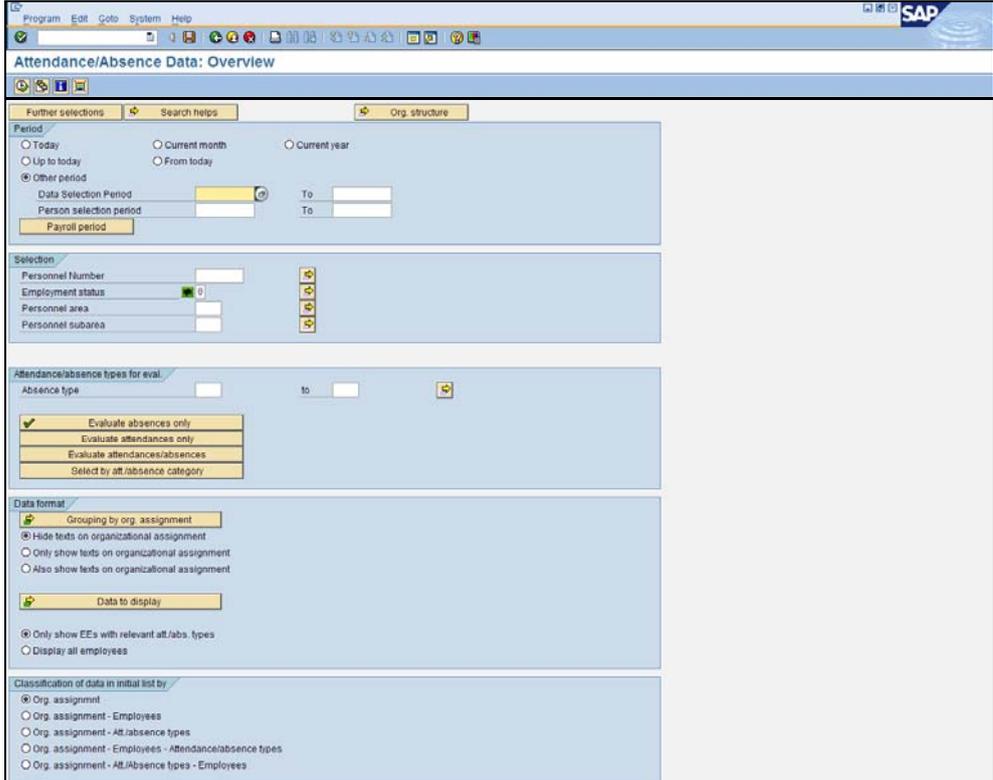
Select Human Resources → Time Management → Administration → Information System → Report Selection → Attendance → **PT64 – Attendance Data Overview**

OR

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

Attendance/ Absence Data: Overview

The **Attendance/Absence Data: Overview** screen is displayed.



The screenshot displays the SAP PT64 'Attendance/Absence Data: Overview' screen. The interface includes a menu bar at the top with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the title bar, there are buttons for 'Further selections', 'Search helps', and 'Org. structure'. The main content area is divided into several sections:

- Period:** Radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. There are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'.
- Selection:** Input fields for 'Personnel Number', 'Employment status', 'Personnel area', and 'Personnel subarea', each with a dropdown arrow.
- Attendance/absence types for eval.:** A range selector 'Absence type' to 'to' with a dropdown arrow. Below are four radio button options: 'Evaluate absences only' (checked), 'Evaluate attendances only', 'Evaluate attendances/absences', and 'Select by att./absence category'.
- Data format:** A 'Grouping by org. assignment' button, a checked radio button for 'Hide texts on organizational assignment', and two unchecked radio buttons for 'Only show texts on organizational assignment' and 'Also show texts on organizational assignment'. There is a 'Data to display' button.
- Classification of data in initial list by:** Five radio button options: 'Org. assignment' (checked), 'Org. assignment - Employees', 'Org. assignment - Att./absence types', 'Org. assignment - Employees - Attendance/absence types', and 'Org. assignment - Att./Absence types - Employees'.



Instruction

Complete the following instructions:

Button/Field	Description
	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: <ul style="list-style-type: none"> ■ Personnel Number ■ Personnel Area ■ Personnel Subarea
Absence type	Select one or more Absence types if required.
Attendance/ Absence types for eval	Select one of the following evaluation options: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><input checked="" type="checkbox"/> Evaluate absences only</p> <p><input type="checkbox"/> Evaluate attendances only</p> <p><input type="checkbox"/> Evaluate attendances/absences</p> <p><input type="checkbox"/> Select by att./absence category</p> </div>
	Select the relevant Data Format radio button.
 Grouping by org. assignment	Select to output additional fields to group the report.
 Data to display	Select to add additional output fields to the report.
	Select the relevant radio button for the report grouping sequence. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><input checked="" type="radio"/> Org. assignmnt</p> <p><input type="radio"/> Org. assignment - Employees</p> <p><input type="radio"/> Org. assignment - Att./absence types</p> <p><input type="radio"/> Org. assignment - Employees - Attendance/absence types</p> <p><input type="radio"/> Org. assignment - Att./Absence types - Employees</p> </div>

The **Attendance/Absence Data: Overview** screen is displayed.

**Attendance/
Absence Data:
Overview**

Attendance/Absence Data: Overview

Further selections Search helps Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Data Selection Period To
 Person selection period To

Selection

Personnel Number
 Employment status
 Personnel area
 Personnel subarea

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
 Only show texts on organizational assignment
 Also show texts on organizational assignment

Data to display
 Only show EEs with relevant att./abs. types
 Display all employees

Classification of data in initial list by

Org. assignmnt
 Org. assignment - Employees
 Org. assignment - Att./absence types
 Org. assignment - Employees - Attendance/absence types



Instruction

Complete the following instructions:

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

The **Attendance/Absence Data: Overview** screen is displayed.

**Attendance/
Absence Data:
Overview**

Attendance/Absence Data: Overview

Period: 2009.01.01 - 2009.12.31

PA	Subarea	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
		153.00	2,116.00	7.23 %	18.00	249.00	7.23 %	12
1000		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



Take Note

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



Consolidation

You are now able to:

- Execute the Attendance Data Overview report

ABSENCE/ATTENDANCE DATA – CALENDAR VIEW



Overview

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



Menu Path

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

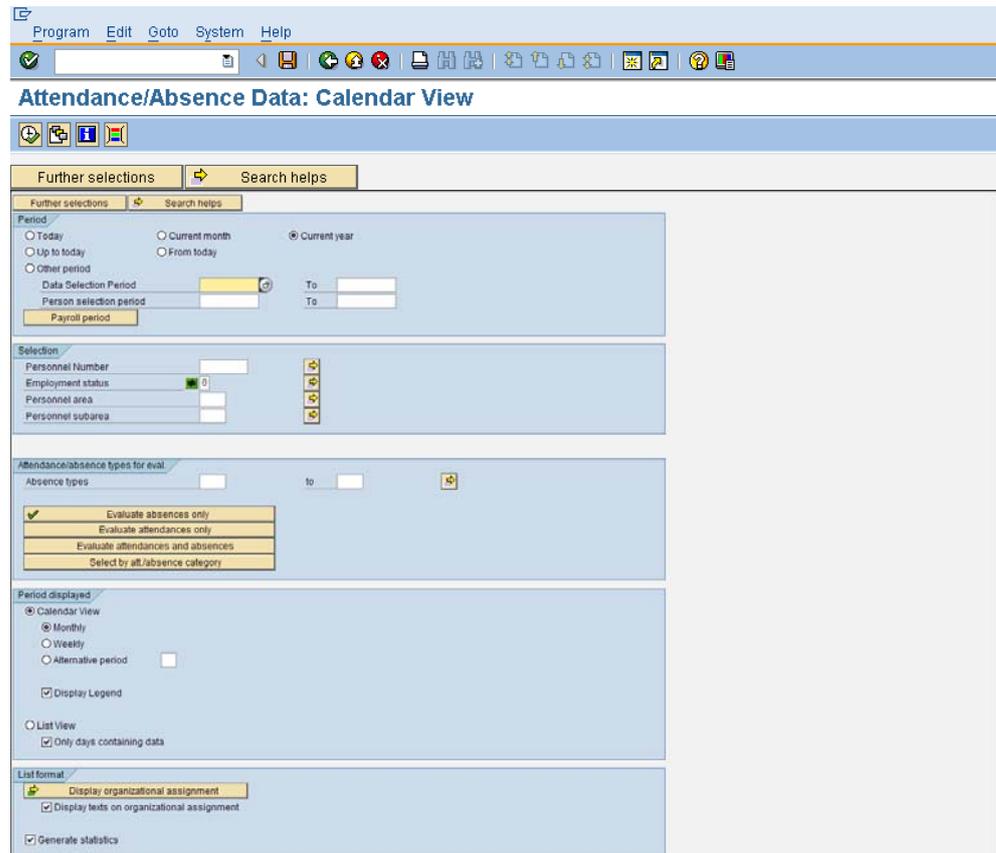
Select Human Resources → Time Management → Administration → Information System → Report Selection → Attendance → **PT90 – Attendance Data: Calendar View**

OR

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

Attendance/ Absence Data: Calendar View

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



The screenshot displays the SAP PT90 'Attendance/Absence Data: Calendar View' interface. At the top, there is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Further selections**: Includes a 'Search helps' button.
- Period**: Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. It also has input fields for 'Data Selection Period' and 'Person selection period' with 'To' and 'From' sub-fields, and a 'Payroll period' button.
- Selection**: Includes dropdown menus for 'Personnel Number', 'Employment status', 'Personnel area', and 'Personnel subarea'.
- Absence/absence types for eval**: Contains a dropdown for 'Absence types' and a list of evaluation options: 'Evaluate absences only' (checked), 'Evaluate attendances only', 'Evaluate attendances and absences', and 'Select by att./absence category'.
- Period displayed**: Contains radio buttons for 'Calendar View' (checked), 'Monthly', 'Weekly', and 'Alternative period'. It also has a 'Display Legend' checkbox and a 'List View' section with a checked 'Only days containing data' checkbox.
- List format**: Contains checkboxes for 'Display organizational assignment', 'Display texts on organizational assignment', and 'Generate statistics'.



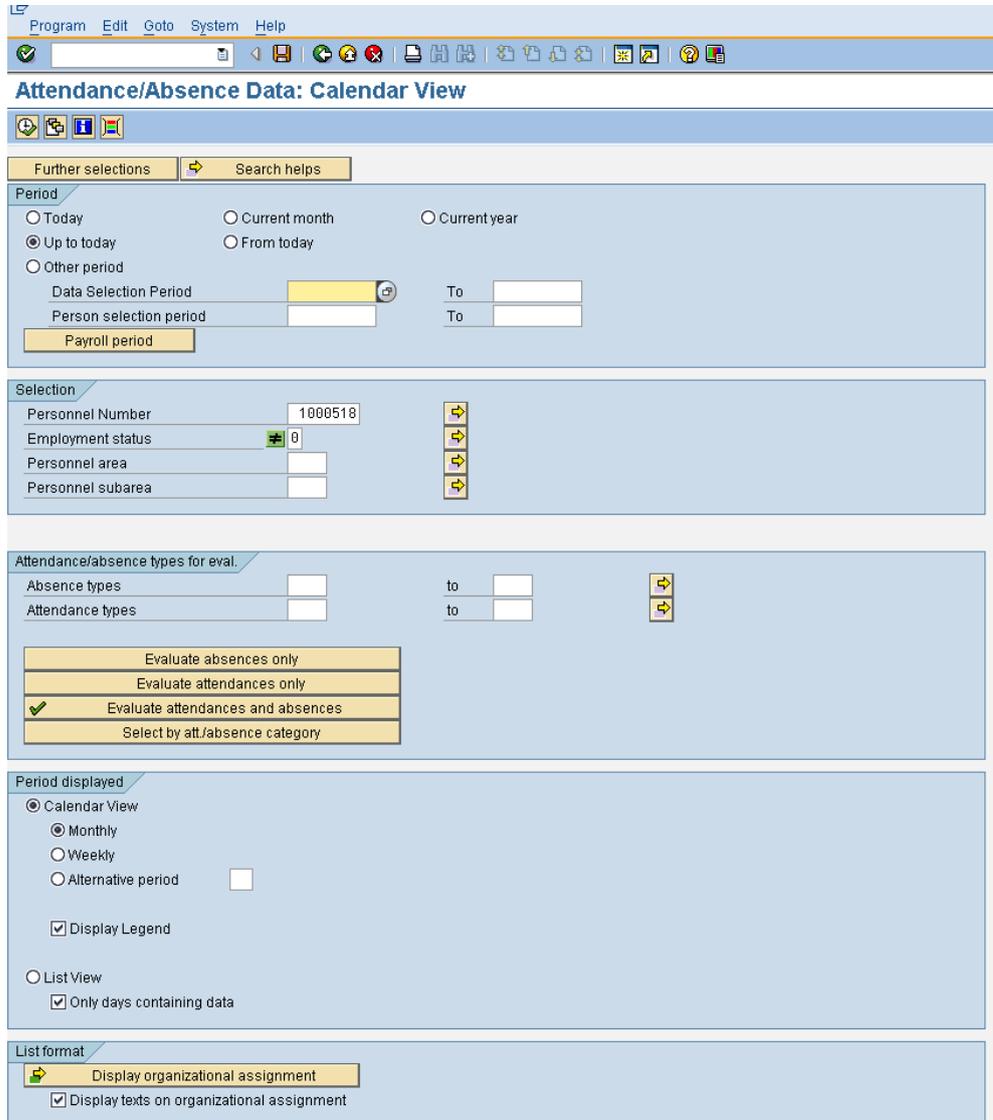
Instruction

Complete the following instructions:

Button/Field	Description
	Select the relevant Reporting Period radio button.
<p style="text-align: center;">Selection</p>	Use one or more of the following combinations to select the employee time data that must be evaluated by the report: <ul style="list-style-type: none"> ■ Personnel Number ■ Personnel Area ■ Personnel Subarea
<p style="text-align: center;">Absence type</p>	Select one or more Absence types if required.
<p style="text-align: center;">Attendance type</p>	Select one or more Attendance types if required.
<p style="text-align: center;">Attendance/ Absence types for eval</p>	Select one of the following evaluation options: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input checked="" type="checkbox"/> Evaluate absences only</p> <p><input type="checkbox"/> Evaluate attendances only</p> <p><input type="checkbox"/> Evaluate attendances and absences</p> <p><input type="checkbox"/> Select by att./absence category</p> </div>
	Select the relevant radio button. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><input checked="" type="radio"/> Calendar View</p> <p><input checked="" type="radio"/> Monthly</p> <p><input type="radio"/> Weekly</p> <p><input type="radio"/> Alternative period <input type="checkbox"/></p> </div>

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

**Attendance/
Absence Data:
Calendar View**




Instruction

Complete the following instructions:

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

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

**Attendance/
Absence Data:
Calendar View**

Attendance/Absence Data: Calendar View

Period 2009.01.01 - 2009.10.05
Personnel no. 30000014 The Time Manager
Personnel Area PRASA H0
Personnel Subarea Dummy

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
JAN												V	V																		
FEB																															
MAR																															
APR																															
MAY																															
JUN																															
JUL												V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	
AUG		?	V																												
SEP																															
OCT																															

Stats:

	Target	V		?	
	In hrs	In hrs	in %	In hrs	in %
JAN	178.50				
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
OCT	17.00				
Total	1597.50	136.00	8.51	14.00	0.88

Key:

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



Take Note

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.



Instruction

Complete the following instructions:

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

Display Attendances

     Personal work schedule
Activity allocation
Cost assignment
Ext...

Personnel No:	30000014	Name:	The Time Manager	
EE group:	P Permanent	Pers.area:	1000	PRASA HO
EE subgroup:	11 Snr Management			
Start:	2009.07.21	To:	2009.07.21	Chg.: 2009.08.03 C00000000016

Attendance

Attendance type:	0801	Overtime Hours Worked	
Time:	07:30 - 09:30	<input type="checkbox"/> Previous day	
Attendance hours:	2.00	<input type="checkbox"/> Full-day	
Attendance days:	0.24		
Calendar days:	0.00		

Payroll

Payroll hours:	2.00		
Payroll days:	0.24		
Overtime comp. type:	Depends on wage type		
Eval.type atts/abs:			



Consolidation

You are now able to:

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

ABSENCE/ATTENDANCE DATA – MULTIPLE EMPLOYEE VIEW



Overview

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.



Menu Path

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

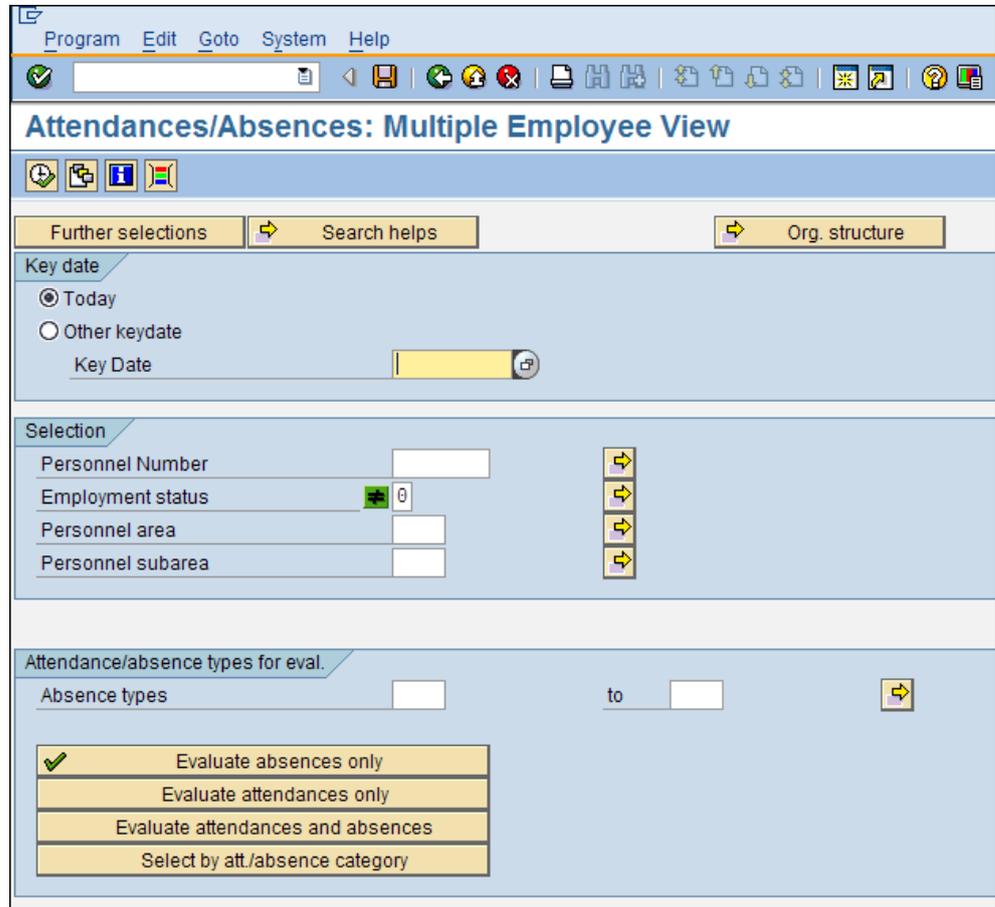
Select Human Resources → Time Management → Administration → Information Systems → Report Selection → Absences → **PT91 – Absence Data: Multiple Employee View**

OR

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

**Attendances/
Absences
Multiple
Employee
View**

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

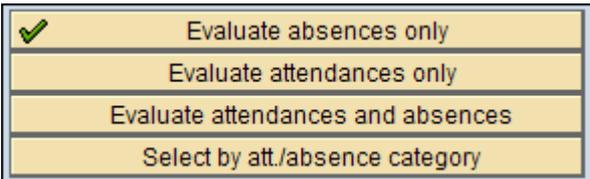


Complete the following instructions:



Instruction

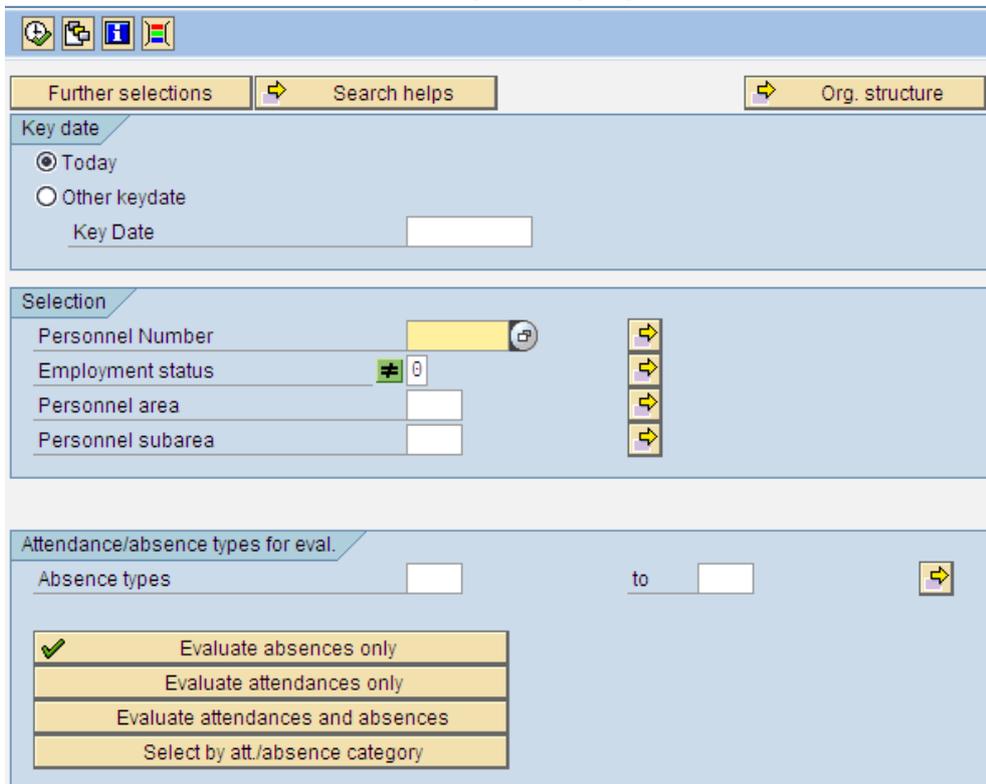
Button/Field	Description
	Select the relevant Key Date radio button.
Selection	<p>Use one or a combination of the following selection options to select the relevant Employees:</p> <ul style="list-style-type: none"> ■ Personnel Number ■ Personnel Area ■ Personnel Subarea

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.
Evaluation options	Select one of the following evaluation options: 

**Attendances/
Absences
Multiple
Employee
View**

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

Attendances/Absences: Multiple Employee View



The screenshot shows the 'Attendances/Absences: Multiple Employee View' interface. At the top, there are navigation icons and buttons for 'Further selections', 'Search helps', and 'Org. structure'. Below this is the 'Key date' section with radio buttons for 'Today' (selected) and 'Other keydate', and a text input for 'Key Date'. The 'Selection' section contains fields for 'Personnel Number', 'Employment status', 'Personnel area', and 'Personnel subarea', each with a dropdown arrow. The 'Attendance/absence types for eval.' section has 'Absence types' and 'to' text inputs with a dropdown arrow. At the bottom, a list of evaluation options is shown, with 'Evaluate absences only' selected (indicated by a green checkmark).



Instruction

Complete the following instructions:

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

**Attendances/
Absences:
Multiple
Employee**

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

Attendances/Absences: Multiple Employee View

Period: 2009.12.01 - 2009.12.31
No. of Employees: 4

Pers.No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
30000013	Middle Management																															
30000014	The Time Manager	V								V																						
30000022	George Shaik																															
30000023	Test Mdk Test Mdk																															



Instruction

Complete the following instructions:

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

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

Select a day for detailed information

Attendances/Absences: Multiple Employee View

Period: 2009.12.01 - 2009.12.31
No. of Employees: 4

Pers.No.	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
30000013	Middle Management																															
30000014	The Time Manager	V								V																						
30000022	George Shaik																															
30000023	Test Mdk Test Mdk																															

Select a day for detailed information.

Date	Day	Week	A/A cat.	Att./abs. type text	Prev. day	Publ.hol.	Inact
2009.12.09	Wednesday	50	V	Family Responsib111...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The **Select a day for detailed information** dialog box displays the Attendance or Absence type name.



Take Note



Consolidation

You are now able to:

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

ABSENCE/ATTENDANCE OVERVIEW – GRAPHIC



Overview

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.



Menu Path

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

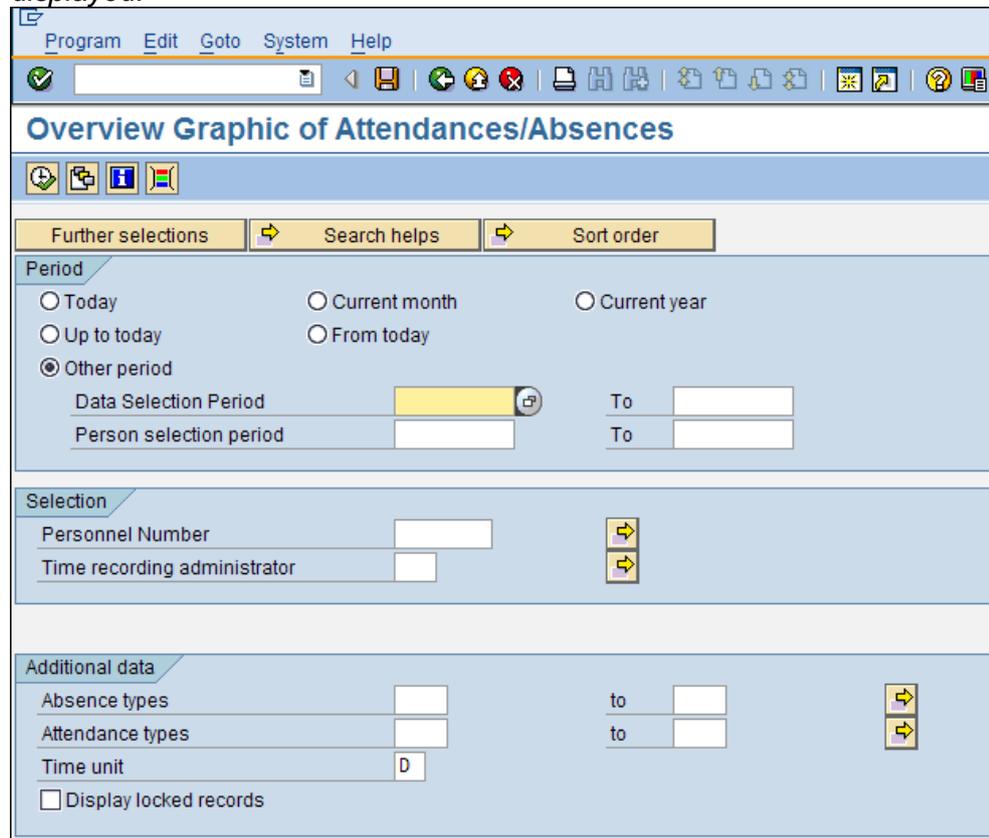
Select Human Resources → Time Management → Administration → Information Systems → Report Selections → Attendance → **PT65 – Attendance Overview Graphic**

OR

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

**Overview
Graphic of
Attendances/
Absences**

The **Overview Graphic of Attendances/Absences** screen is displayed.



The screenshot shows a web-based application interface with the following sections:

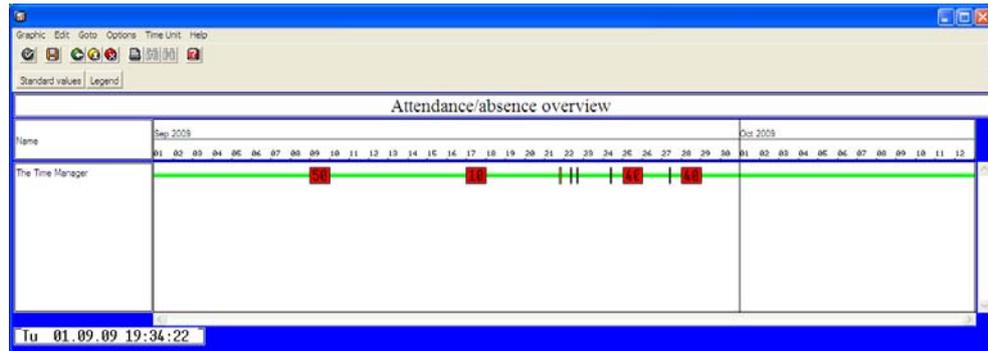
- Navigation:** A menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons for navigation and actions.
- Section Header:** 'Overview Graphic of Attendances/Absences' with a sub-header containing icons for home, refresh, and social media.
- Filters:** Three buttons labeled 'Further selections', 'Search helps', and 'Sort order'.
- Period:** Radio button options for 'Today', 'Current month', 'Current year', 'Up to today', and 'From today'. The 'Other period' option is selected, with input fields for 'Data Selection Period' (with a calendar icon), 'Person selection period', and 'To' dates.
- Selection:** Input fields for 'Personnel Number' and 'Time recording administrator', each with a dropdown arrow icon.
- Additional data:** Input fields for 'Absence types', 'Attendance types', and 'Time unit' (set to 'D'). There are 'to' date fields and dropdown arrows for the first two. A checkbox for 'Display locked records' is also present.



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

**Attendance/
Absence
overview**

The **Attendance/absence overview** screen is displayed.



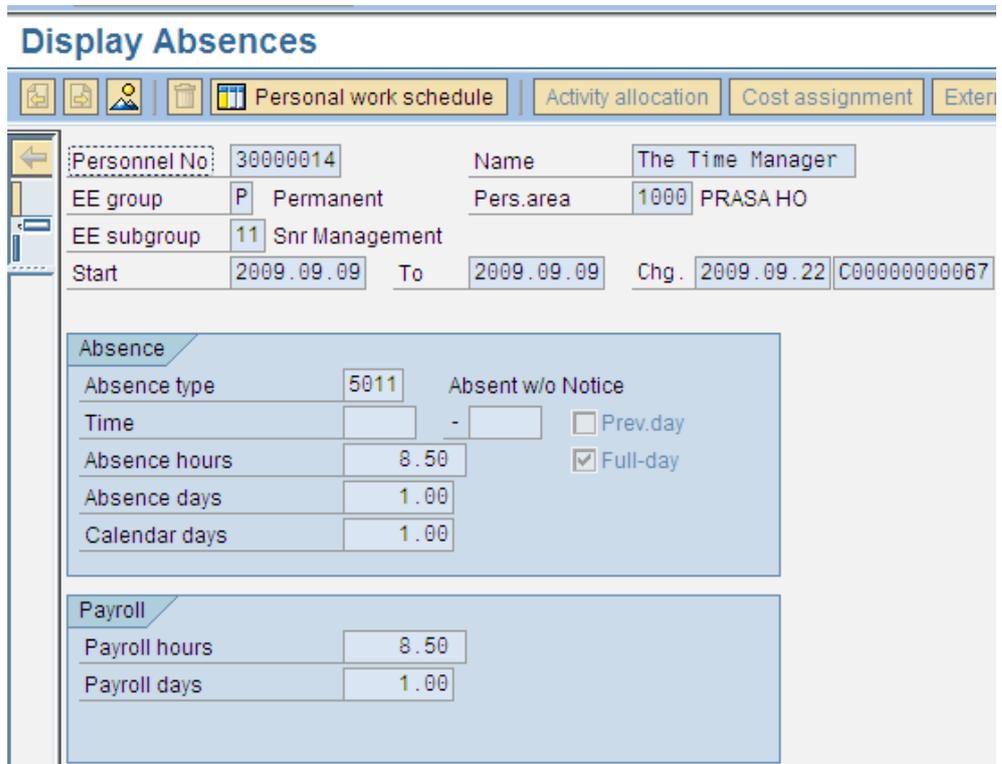
Instruction

Complete the following instructions:

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

The **Display Absences** screen is displayed.

Display Absences




Instruction

Complete the following instructions:

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



Consolidation

You are now able to:

- Complete and Execute the Attendance/Absence Overview Graphic report

DISPLAY ABSENCE QUOTA INFORMATION



Overview

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.



Menu Path

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

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

OR

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



Enter button.

**Display
Absence
Quota
Information**

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

Display Absence Quota Information

Further selections
Search helps
Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

Personnel Number	<input type="text"/>	<input type="button" value="↕"/>
Employment status	<input type="text"/>	<input type="button" value="↕"/>
Personnel area	<input type="text"/>	<input type="button" value="↕"/>
Personnel subarea	<input type="text"/>	<input type="button" value="↕"/>
Employee group	<input type="text"/>	<input type="button" value="↕"/>
Employee subgroup	<input type="text"/>	<input type="button" value="↕"/>
Payroll area	<input type="text"/>	<input type="button" value="↕"/>

Quota selection

Quota type	<input type="text"/>	to	<input type="text"/>	<input type="button" value="↕"/>
Time unit	<input type="text"/>			
Deduction period	<input type="text" value="1800.01.01"/>	To	<input type="text" value="9999.12.31"/>	
Key date for deduction	<input type="text" value="2009.10.05"/>			
Key date for entitlement	<input type="text" value="2009.10.05"/>			<input type="checkbox"/> Projecting quota status

Display

Only EEs with selected quotas
 All selected EEs



Instruction

Complete the following instructions:

Button/Field	Description
	Select the relevant Reporting Period radio button.
Selection	<ul style="list-style-type: none"> Enter a Personnel Number in the Personnel Number selection field
Quota Selection	<p>Select a relevant Quota type or leave the field blank to display all the Employee's quotas. Enter the relevant key dates for the:</p> <ul style="list-style-type: none"> 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
Display	<p>The user can select one of the following two display options:</p> <ul style="list-style-type: none"> Display only Employees with selected quotas Display all selected Employees

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

Display Quota Information

Display Absence Quota Information

Further selections Search helps Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

Personnel Number	<input type="text" value="30000014"/>	<input type="button" value="↕"/>
Employment status	<input type="text"/>	<input type="button" value="↕"/>
Personnel area	<input type="text"/>	<input type="button" value="↕"/>
Personnel subarea	<input type="text"/>	<input type="button" value="↕"/>
Employee group	<input type="text"/>	<input type="button" value="↕"/>
Employee subgroup	<input type="text"/>	<input type="button" value="↕"/>
Payroll area	<input type="text"/>	<input type="button" value="↕"/>

Quota selection

Quota type	<input type="text"/>	<input type="button" value="↕"/>
Time unit	<input type="text"/>	
Deduction period	<input type="text" value="1800.01.01"/>	To <input type="text" value="9999.12.31"/>
Key date for deduction	<input type="text" value="2009.10.05"/>	
Key date for entitlement	<input type="text" value="2009.10.05"/>	<input type="checkbox"/> Projecting quota status

Display

Only EEs with selected quotas All selected EEs



Instruction

Complete the following instructions:

Button/Field	Description
	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

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	125000	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
			Days	51.41667	0.00000	1.00000	48.41667



Instruction

Complete the following instructions:

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

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

Display Absence Quota Information

Display Absence Quota Information





Further selections  Search helps  Sort order

Period

Today Current month Current year
 Up to today From today
 Other period

Period  To

Payroll period

Selection

Personnel Number	<input style="width: 100%;" type="text" value="30000014"/>	
Employment status	<input style="width: 100%;" type="text"/>	
Personnel area	<input style="width: 100%;" type="text"/>	
Personnel subarea	<input style="width: 100%;" type="text"/>	
Employee group	<input style="width: 100%;" type="text"/>	
Employee subgroup	<input style="width: 100%;" type="text"/>	
Payroll area	<input style="width: 100%;" type="text"/>	

Quota selection

Quota type	<input style="width: 100%;" type="text"/>	to <input style="width: 100%;" type="text"/>	
Time unit	<input style="width: 100%;" type="text"/>		
Deduction period	<input style="width: 100%;" type="text" value="1800.01.01"/>	To <input style="width: 100%;" type="text" value="9999.12.31"/>	
Key date for deduction	<input style="width: 100%;" type="text" value="2009.10.05"/>		
Key date for entitlement	<input style="width: 100%;" type="text" value="2009.10.05"/>		<input type="checkbox"/> Projecting quota status

Display

<input checked="" type="checkbox"/> Only EEs with selected quotas	<input type="checkbox"/> All selected EEs
<input type="checkbox"/> Only EEs with entitlement	



Instruction

Complete the following instructions:

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

Display Absence Quota Information

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

Display Absence Quota Information											
Absence quotas											
Validity period 1800.01.01 - 2009.10.05											
Pers.No	Name	Quota	Unit	Entitlement	Used	Compensated to key date	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	0.00000				
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	44.00000				
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	32.00000				
30000022	George Shaik	Family Responsibility	Days	4.00000	0.00000	0.00000	4.00000				
30000023	Test Mdk Test Mdk	Compulsory Leave	Days	3.00000	0.00000	1.00000	2.00000				
30000023	Test Mdk Test Mdk	Occasional Leave	Days	3.00000	0.00000	2.00000	1.00000				
30000023	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	45.00000				
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

Complete the following instructions:



Instruction

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

**Display
Absence
Quota
Information**

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

Display Absence Quota Information

Validity period 1800.01.01 - 2009.10.05

Pers.No	Name	Quota	Unit	Entitlement	Used	Compensated to key date	Total remain.
30000013	Middle Management	Accumulative Leave	Days	0.00000	0.00000	0.00000	0.00000
30000022	George Shaik		Days	0.25000	0.00000	0.00000	0.25000
30000023	Test Mdk Test Mdk		Days	0.75000	0.00000	0.50000	0.25000
30000013	Middle Management	Compulsory Leave	Days	0.00000	0.00000	0.00000	0.00000
30000014	The Time Manager		Days	1.25000	0.00000	0.00000	1.25000
30000022	George Shaik		Days	1.00000	0.00000	0.00000	1.00000
30000023	Test Mdk Test Mdk		Days	3.00000	0.00000	1.00000	2.00000
30000013	Middle Management	Family Responsibility	Days	0.00000	0.00000	0.00000	0.00000
30000014	The Time Manager		Days	5.00000	0.00000	0.00000	4.00000
30000022	George Shaik		Days	4.00000	0.00000	0.00000	4.00000
30000023	Test Mdk Test Mdk		Days	5.00000	0.00000	0.00000	5.00000
30000013	Middle Management	Occasional Leave	Days	0.00000	0.00000	0.00000	0.00000
30000014	The Time Manager		Days	0.16667	0.00000	1.00000	0.83333-
30000022	George Shaik		Days	0.00000	0.00000	0.00000	0.00000
30000023	Test Mdk Test Mdk		Days	3.00000	0.00000	2.00000	1.00000
30000013	Middle Management	Sick Leave	Days	0.00000	0.00000	0.00000	0.00000
30000014	The Time Manager		Days	45.00000	0.00000	0.00000	44.00000
30000022	George Shaik		Days	32.00000	0.00000	0.00000	32.00000
30000023	Test Mdk Test Mdk		Days	45.00000	0.00000	0.00000	45.00000
			Days =	145.41667	0.00000	4.50000	138.91667



System Result

The Absence Quotas are grouped together.



Consolidation

You are now able to:

- Complete and Execute the Display Absence Quota Information report

CUMULATED TIME EVALUATION RESULTS – TIME BALANCES/WAGE TYPES



Overview

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.



Menu Path

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

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

OR

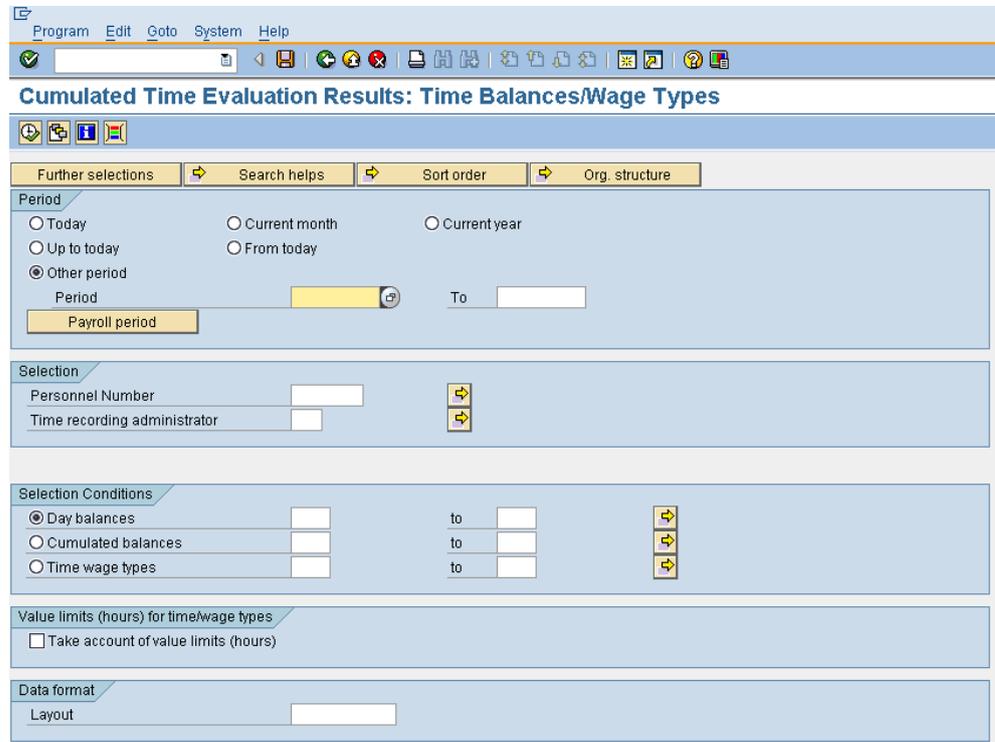
Enter transaction code **PT_BAL00** in the **Command** field and click on the



Enter button.

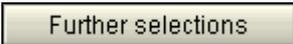
Cumulated Time Evaluation Results

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



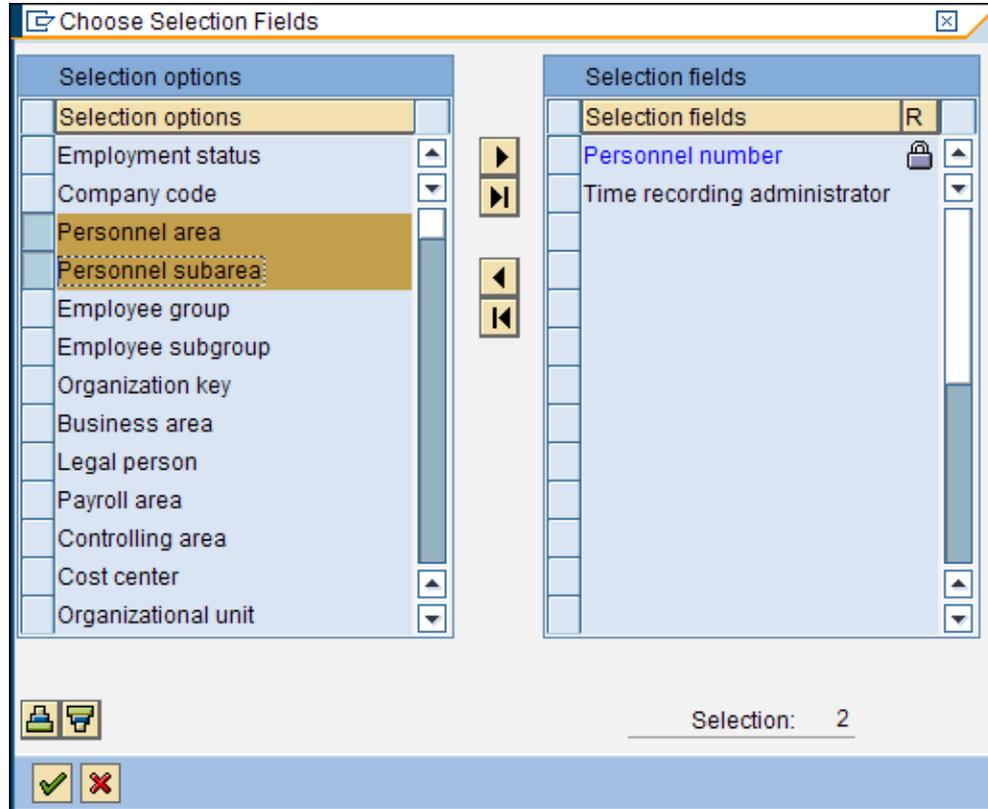

Instruction

Complete the following instructions:

Button/Field	Description
	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: <ul style="list-style-type: none"> ■ Personnel Number ■ Time Recording Administrator
	Click on the Further Selections button to display a list of additional selections.

Choose Selection Fields

The **Choose Selection Fields** dialog box is displayed.



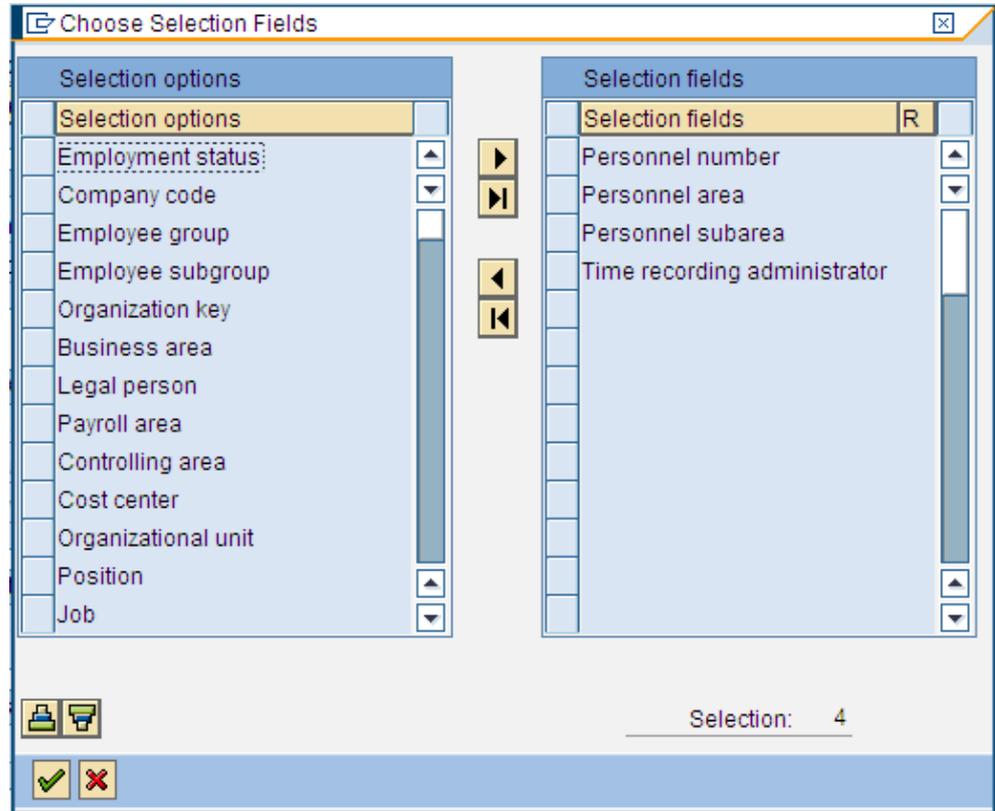
Instruction

Complete the following instructions:

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.

Choose Selection Fields



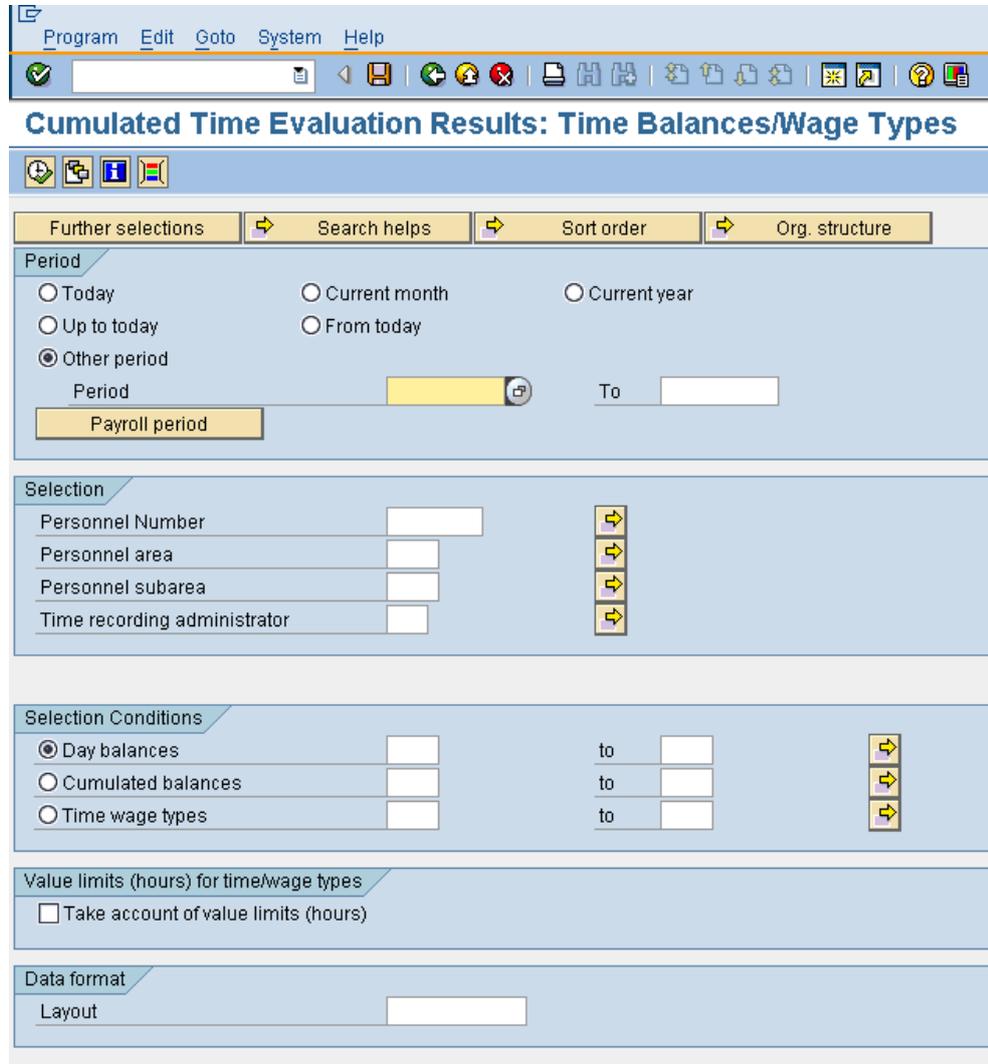
Instruction

Complete the following instructions:

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

**Cumulated
Time
Evaluation
Results**

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



The screenshot shows a software window titled "Cumulated Time Evaluation Results: Time Balances/Wage Types". It features a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the toolbar are four tabs: "Further selections", "Search helps", "Sort order", and "Org. structure". The "Further selections" tab is active and contains several sections:

- Period:** Radio buttons for "Today", "Up to today", "Other period" (selected), "Current month", "From today", and "Current year". Below "Other period" are "Period" and "To" input fields and a "Payroll period" button.
- Selection:** Input fields for "Personnel Number", "Personnel area", "Personnel subarea", and "Time recording administrator", each with a "Possible Entries" button to its right.
- Selection Conditions:** Radio buttons for "Day balances" (selected), "Cumulated balances", and "Time wage types". Each has "to" input fields and a "Possible Entries" button.
- Value limits (hours) for time/wage types:** A checkbox for "Take account of value limits (hours)".
- Data format:** A "Layout" input field.



Instruction

Complete the following instructions:

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

Personnel Area

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

Personnel Area (2) 44 Entries found			
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 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 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
4110	Autopax ECEL	4000	16
4120	Autopax ECPE	4000	16



Instruction

Complete the following instructions:

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 Time Evaluation Results: Time Balances/Wage Type





Period

Today
 Current month
 Current year
 Up to today
 From today
 Other period
 Period To

Selection

Personnel Number 
 Personnel area 
 Personnel subarea 
 Time recording administrator 

Selection Conditions

Day balances to 
 Cumulated balances to 
 Time wage types to 

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

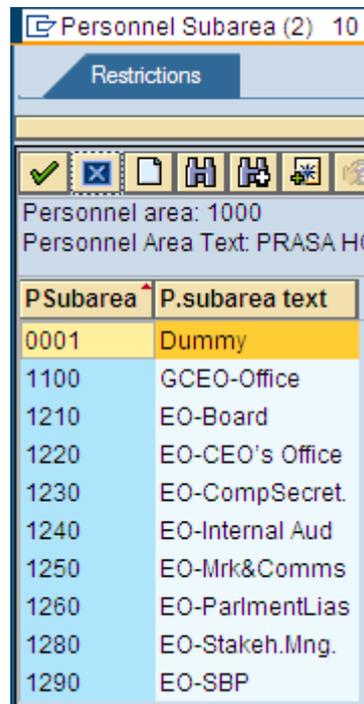
Layout

**Instruction****Complete the following instructions:**

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

Personnel Subarea

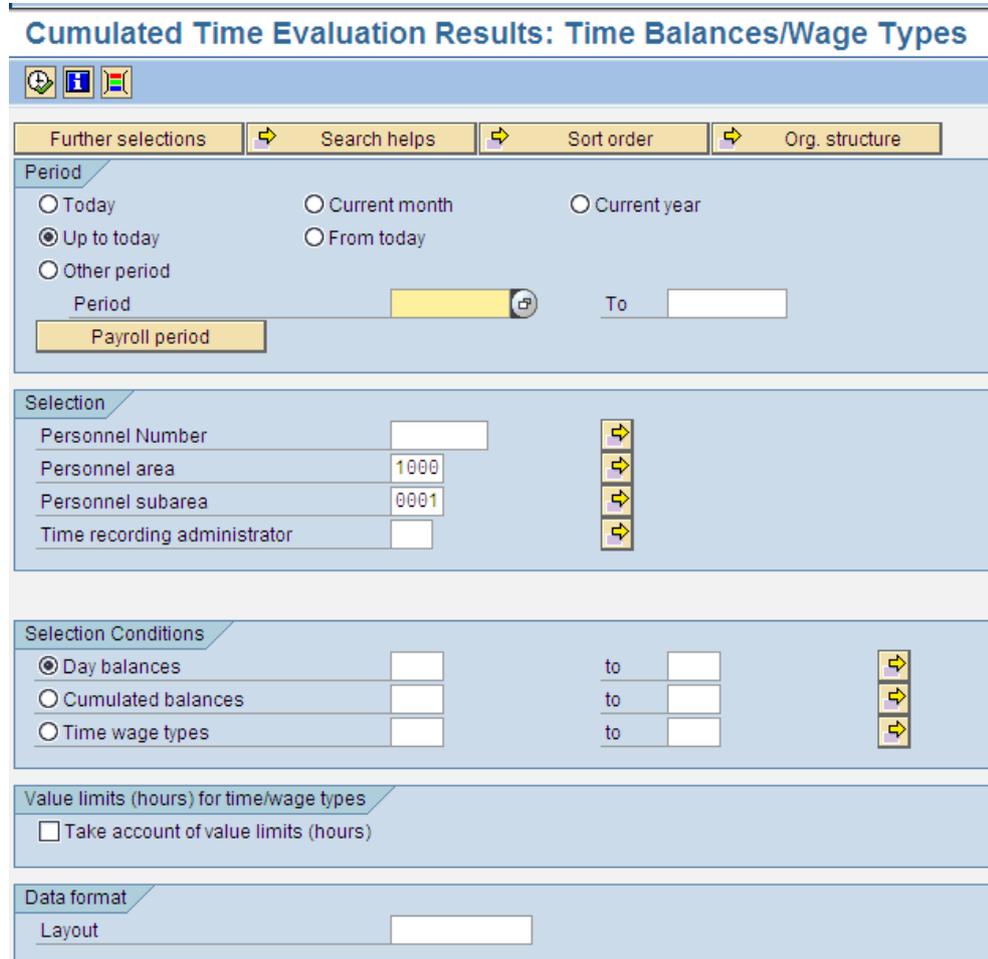
The **Personnel Subarea** dialog box is displayed.

**Instruction****Complete the following instructions:**

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

**Cumulated
Time
Evaluation
Results**

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




Instruction

Complete the following instructions:

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



Take Note

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.



Instruction

Complete the following instructions:

Button/Field	Description
	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 

Variant Name

Meaning

Only for Background Processing
 Protect Variant
 Only Display in Catalog
 System Variant (Automatic Transport)

Scrn Assignm.

Created	Selection Scrms
<input checked="" type="checkbox"/>	1000






Objects for selection screen

Selection Scrms	Field name	Type	Protect field	Hide field	Hide field BIS	Save field without values	Switch GPA off
1,000	start	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	end	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of in-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	End of for-period	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Payday	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	Payroll Area	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	r0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	r1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	PYABRP0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	PYABRJ0	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	p1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	PYABRJ1	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1,000	In-period view	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Instruction

Complete the following instructions:

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
Time
Evaluation
Results**

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

Cumulated Time Evaluation Results: Time Balances/Wage Ty

Further selections
Search helps
Sort order
Org. structure

Period

Today Current month Current year
 Up to today From today
 Other period

Period To

Selection

Personnel Number	<input style="width: 100%;" type="text"/>		<input type="button" value="↕"/>
Personnel area	<input style="width: 100%;" type="text" value="1000"/>		<input type="button" value="↕"/>
Personnel subarea	<input style="width: 100%;" type="text" value="0001"/>		<input type="button" value="↕"/>
Time recording administrator	<input style="width: 100%;" type="text"/>		<input type="button" value="↕"/>

Selection Conditions

<input checked="" type="radio"/> Day balances	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	<input type="button" value="↕"/>
<input type="radio"/> Cumulated balances	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	<input type="button" value="↕"/>
<input type="radio"/> Time wage types	<input style="width: 100%;" type="text"/>	to	<input style="width: 100%;" type="text"/>	<input type="button" value="↕"/>

Value limits (hours) for time/wage types

Take account of value limits (hours)

Data format

Layout

Variant DEFAULT saved



System Result

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

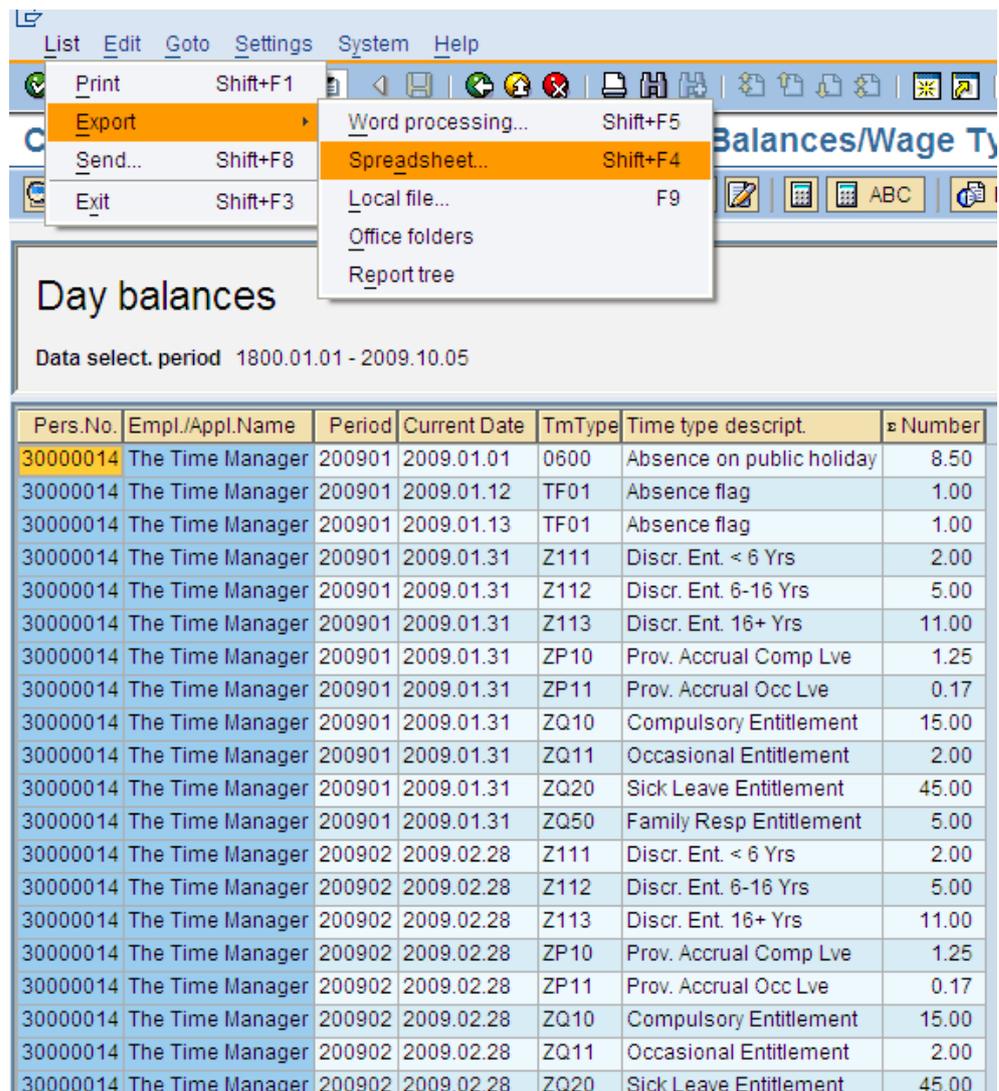


Take Note

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.



The screenshot shows the 'Balances/Wage Types' application window. The 'Export' menu is open, with 'Spreadsheet...' selected. The main window displays 'Day balances' for the period 1800.01.01 - 2009.10.05. Below the header is a table with the following data:

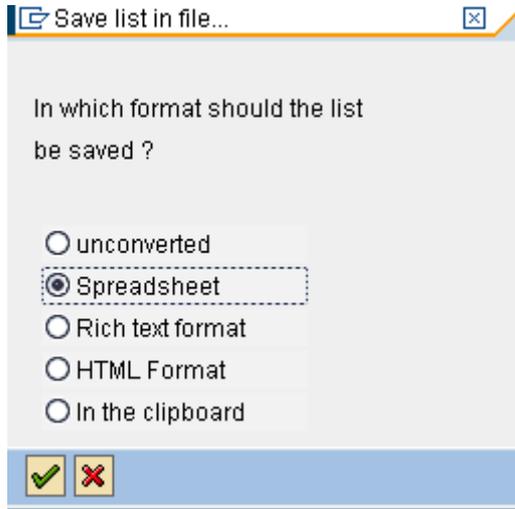
Pers.No.	Empl./Appl.Name	Period	Current Date	TmType	Time type descript.	z Number
30000014	The Time Manager	200901	2009.01.01	0600	Absence on public holiday	8.50
30000014	The Time Manager	200901	2009.01.12	TF01	Absence flag	1.00
30000014	The Time Manager	200901	2009.01.13	TF01	Absence flag	1.00
30000014	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
30000014	The Time Manager	200902	2009.02.28	ZQ11	Occasional Entitlement	2.00
30000014	The Time Manager	200902	2009.02.28	ZQ20	Sick Leave Entitlement	45.00



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

Select File Format

The **Select File Format** dialog box displayed.



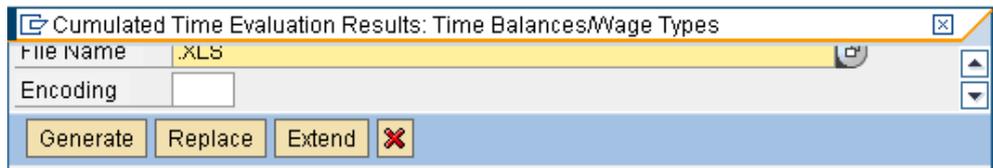
Instruction

Complete the following instructions:

Button/Field	Description
	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.



Instruction

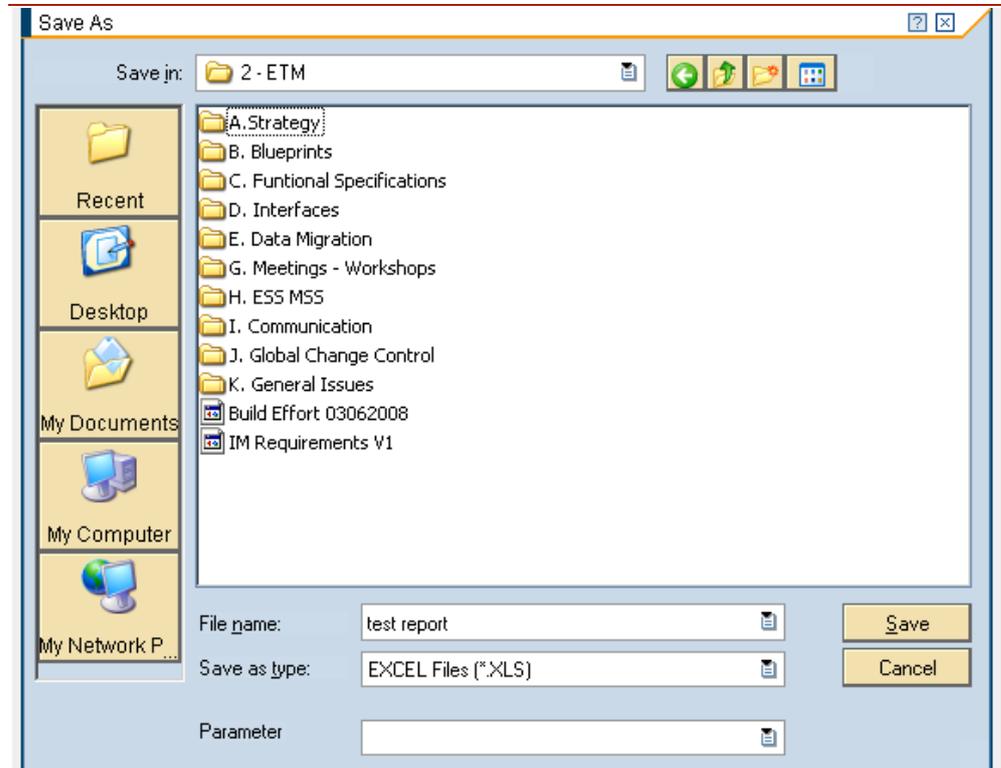
Complete the following instructions:

Button/Field	Description
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Click on the **Selection** button to indicate the area where the data must be saved.

The following screen is displayed:



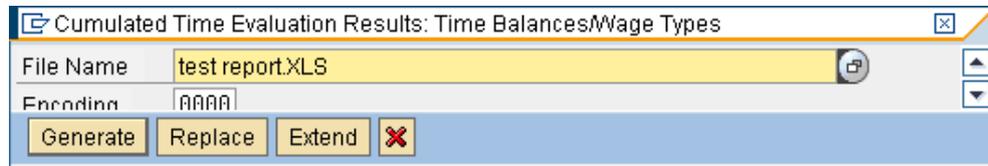
Instruction

Complete the following instructions:

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

**SAP Custom –
Save File As**

The following screen is displayed:



Instruction

Complete the following instructions:

Button/Field	<i>Description</i>
	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 T

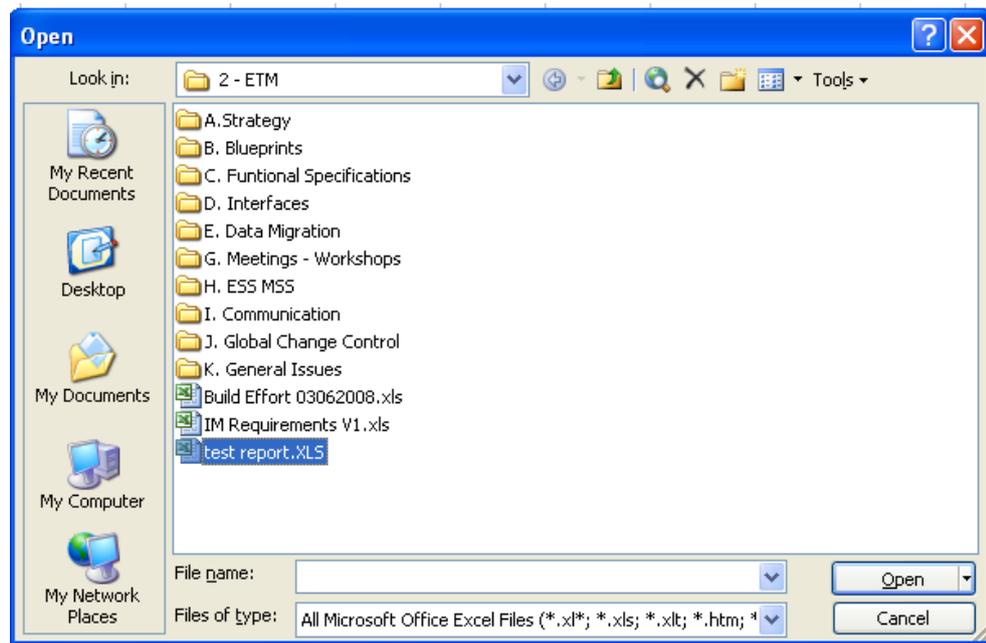
Day balances

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

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:



Consolidation

- 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 ***

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