Training Agenda

- **Introduction – Time management infotypes**

- **Holiday Calendar**

- **Time Mgt - Groupings**

- **Work Schedule**

- **Time Recording Methods**

- **Absence Infotype**

- **Absence Quota Generation Rules**

- **CATS**

Time Management Infotypes

IT 0007 (Planned Working time)

- IT 0050 (Time Recording Info)

- IT 0416 (Time Quota

  Compensation)

- IT 2001 (Absences)

- IT 2002 (Attendances)

- IT 2003 (Substitutions)

- IT 2004 (Availability)

- IT 2005 (Overtime)

- IT 2007 (Attendance Quota)

- IT 2010(Employee Remuneration)

- IT 2011 (Time Events)

- IT 2012 (Time Transfer
  Specifications)
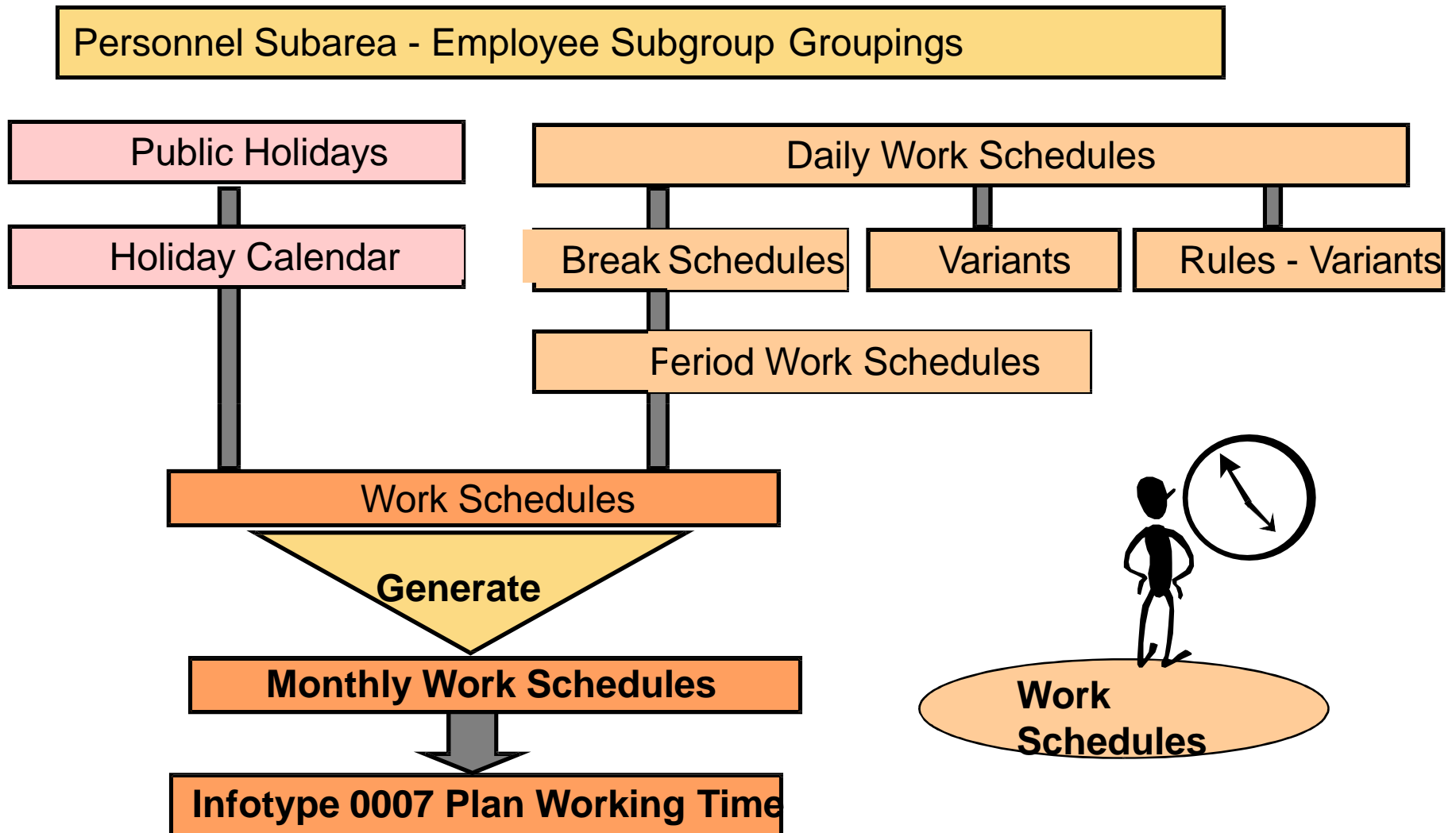
- IT 2013 (Quota Correction)

Infotype Maintenance-Transactions

- PA30
- PA20 - Dispaly
- PA61
- PA51
- PA71

IMG Customizing Steps

Personnel Subarea - Employee Subgroup Groupings

Public Holidays

Holiday Calendar

Daily Work Schedules

Break Schedules

Variants

Rules - Variants

Feriod Work Schedules

Work Schedules

Generate

Monthly Work Schedules

Infotype 0007 Plan Working Time

Work Schedules

Capgemini

(Work Schedule)

- The Daily work schedule specifies the working times and breaks

- A period work schedule is a fixed pattern of daily work schedules

- A work schedule rule links the following elements:

  - Public Holiday calendar

  - Period work schedule

  - Daily work schedule

  - Work break schedule

  - Personnel subarea grouping

  - Employee subgroup grouping

- The work schedule rule can be defaulted on infotype 0007

Holiday Calendar

- Public Holiday Class (Blank – No holiday, 1 – Public day)

- Create a Holiday Ⓞ   Assign to Holiday calendar

- T-code - SCAL

Public Holiday Calendar

- SAP has two calendars used by the HR module

  - Public Holiday Calendar

  - Factory Calendar

- SAP provides standard Public Holiday calendars for most countries.

- All calendars are customizable in SAP

- SAP Calendars are not client-specific

- Used in many areas e.g. logistics and HR
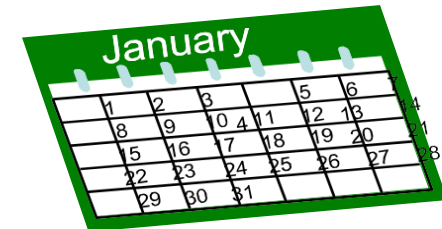
Public Holidays

Public Holiday Class Blank   -   Working day

Public Holiday Class 1   -   Full day Public Holiday

Public Holiday Class 2   -   Half a day Public Holiday

Public Holiday Class 3 - 9   -   Customer Specific

Public Holiday Calendar

- The Holiday Calendar will have the list of holidays. Holidays should also be configured as Full Day Public Holiday and Half a Day Public Holiday

- Holidays may be Fixed (Fixed date), Movable (varies from year to year) and can also be configured as distance from Easter

Time Management Groupings

- SAP provides the following groupings in Time recording

  - Personnel Subarea Groupings

  - Employee Subgroup Groupings

- Groupings allow the user to, for example

  - Define different work schedules for groups of employee's

  - Assign different rules for deviations to planned working time

  - Permit only certain attendance's and absences to be posted for certain groups of employee's

Define Personnel Subarea Groupings

Personnel Subarea grouping for Work Schedules **01**

A

B

Daily Work schedules:

Norm (8H)
Norm (10H)
Executives (9H) Early
Late
Nig ht
Off

Personnel Subarea grouping for Work Daily Schedules **01**

- **Normal (8H)**
- **Executives (9H)**
- **Early**
- **Late**
- **Night**
- **Off**

Personnel Subarea grouping for Work Schedules **02**

C

Personnel Subarea grouping for Work Daily Schedules **02**

- **Normal (10H)**
- **Early**
- **Late**
- **Night**
- **Off**
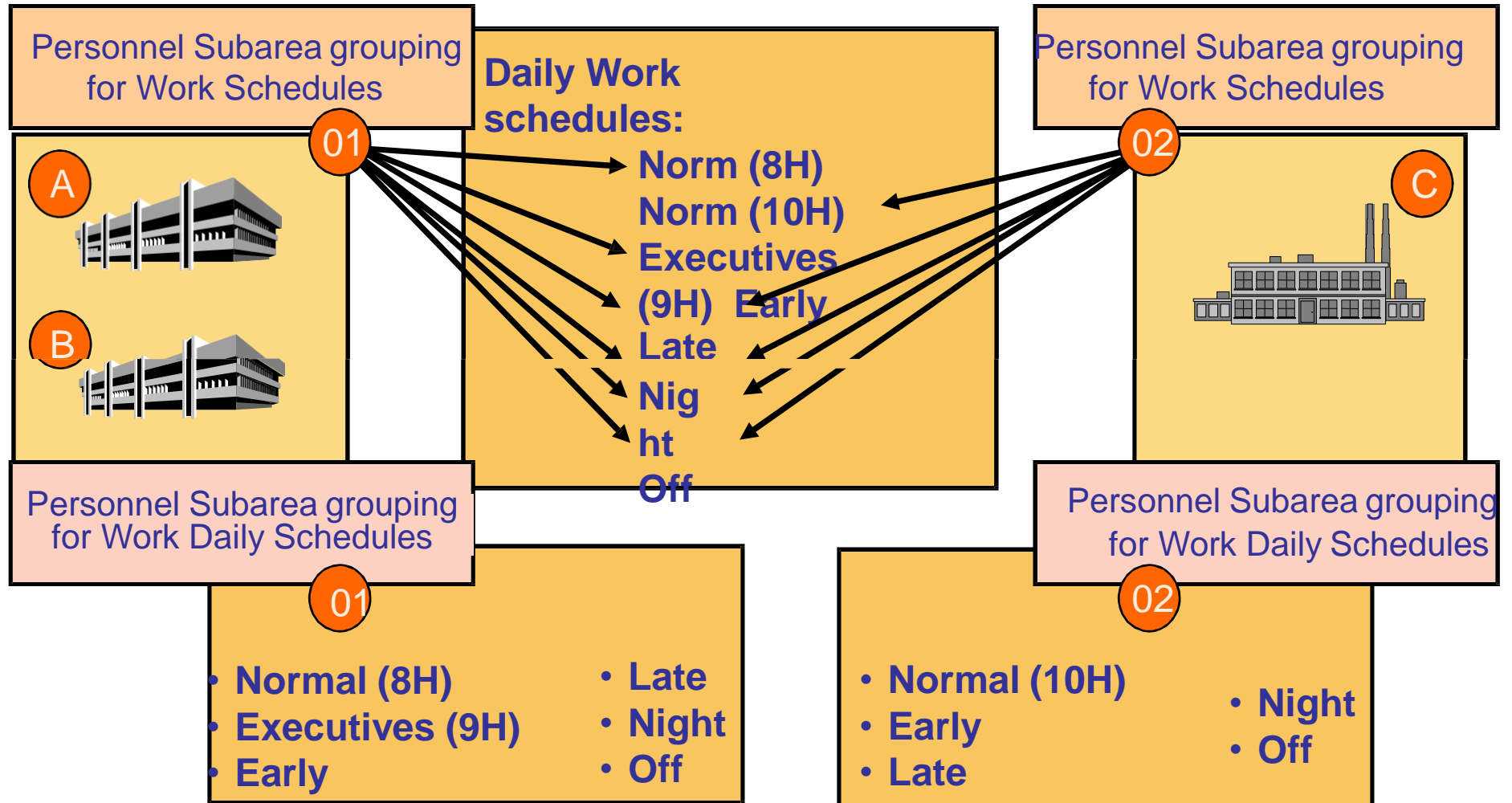
Personnel Subarea

All The Personnel Subareas which share the same Work Schedule will be grouped together

Factory   Maintenance

01   01

Factory and Maintenance Department grouped as 01 as they work in shifts and they share the same working times

Marketing   Administration

02   02

Marketing & Admn Department grouped as 02 as they share the same working times

Capgemini

Personnel Subarea Grouping

- For Work schedule

- For Daily Work Schedule

- View: V_001P_ALL

Employee Subgroup Grouping

All The Employee Subgroups which share the same Work Schedule will be grouped together

Salaried	Trainees	Hourly wage earners
1	1	2
Salaried Staff and Trainees share the same work schedules and are grouped as 1		Hourly Wage earners work different times and are grouped as 2

Employee Sub-Group Grouping

- View : V_503_ALL

Daily Work Schedules

- How an employee works during a day

- What is the timing

- How much late coming or early going is tolerated

- When does he have break

- In case of flextime – Specify planned, Normal and core times

Daily work schedule variant

- Definition : V_T550X

- Assignment : V_T550A

- 3 conditions for selection of variant

- #Holiday Class for the day

- #Holiday class for the next day

- #Weekday

- You can have many variant for a DWS. When all above conditions meet, specific variant will be selected.

Rule for Daily Work Schedule Variant

Rule	No	Hol. Class Curr Day	Hol.Cl Next Day	Day of Week	Variant
		b 1 2 3 4 5 6 7	b 1 2 3 4 5 6 7	1 2 3 4 5 6	

Rules to determe variant for monthly WS rule generation

Rule	No	Holiday cla_	HolClNextD_	Day	Variant
IN	01	X.	. X	. . . . X . .	A
IN	02	X.	. X . . . .|	XXXX	B

X – True	. - Not True

Daily Work Schedule - Shifts

| Early Shift | | If the employee works in 3 shifts there would be 3 Daily Work Schedules | | | |

| | EAR | | | | |
| L | | 0 1 | 08:00 | To | 16:0 0 |

Personnel Subarea Grouping

| Middle Shift | MIDD | | | | |

| Personnel Subarea Grouping | | 0 | 16:0 0 | To | 24:0 0 |

| 1 Night Shift | NIG H | | | | |

| Personnel Subarea Grouping | | 0 1 | 0:0 0 | To | 08:0 0 |

Period Work Schedule

Period Work Schedule is a pattern of daily work schedule which the employee will be working

In this example, the employee works from 9:00 to 17:00. Name of the Daily Work Schedule is 6DAY

			1	2	3	4	5	6	7
01	6DAY	001	6DAY	6DAY	6DAY	6DAY	6DAY	6DAY	OFF

Weekly off

For Weekly off there should be a separate Daily Work Schedule in which the option "No planned working hours is to be checked"

| OFF | Weekly Off |

| Checkbox | No Planned Working Hours |

No timings need to be entered in this Daily Work Schedule as it is meant for an OFF day

Period Work Schedule – Rotating Shift

The Employee works in three shifts namely EARL, MIDD and
NIGH – There would be a rotating pattern

			1	2	3	4	5	6	7
01	ROTA	001	EARL	EARL	EARL	EARL	EARL	OFF	OFF
01	ROTA	002	MIDD	MIDD	MIDD	MIDD	MIDD	OFF	OFF
01	ROTA	003	NIGH	NIGH	NIGH	NIGH	NIGH	OFF	OFF

When the Work Schedule is generated this pattern would be repeated over a period specified

Period Work Schedule – Rotating Shift – Change of Shift

Here the Daily Working times is changing every two days. Hence the full cycle ending with Night Shift has to be specified. 001 to 006 denote the week numbers.

			1	2 5	3	4		6	7
01	ROTA	001	EARL	EARL	MIDD	MIDD	NIGH	OFF	OFF
01	ROTA	002	NIGH	EARL	EARL	MIDD	MIDD	OFF	OFF
01	ROTA	003	NIGH	NIGH	EARL	EARL	MIDD	OFF	OFF
01	ROTA	004	MIDD	NIGH	NIGH	EARL	EARL	OFF	OFF
01	ROTA	005	MIDD	MIDD	NIGH	NIGH	EARL	OFF	OFF
01	ROTA	006	EARL	MIDD	MIDD	NIGH	NIGH	OFF	OFF

Public Holiday Calendar attached to

The public holiday calendar has to be attached to each Personnel Subarea which would be bound by these holidays

Personnel Area	Personnel Subarea	PH Cal
CHEN	ADMN	IN
CHEN	ACCT	IN
CHEN	PROD	ZN

Day Types

Day types are meant for public holiday classes. Whether the employee will Work on Public Holidays and whether he will be paid or not

Day Types	Work/Paid
Blank	Off/Paid
1	Off/Unpaid
2	Off/Special
3	Days

Day Type Rule

Day Type Rule specifies the Day Type for Public Holiday Classes

	Weekday	Saturday	Sunday
	b 1 2 3 4 5 6 7 8 9	b 1 2 3 4 5 6 7 8 9	b 1 2 3 4 5 6 7 8 9

Definition Rules for Day Types

Rule	D.ty.wkdy.	D.typ.Sat.	D.typ.Sun.
01	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1	1 1 1 1 1 1 1 1 1

On Working day the employee has to Work to get paid, on Full Day Public Holiday Day Type is 1 – Off and paid. This rule will be referred in Work Schedule Rule. In this example, the same rule is applicable for Weekday, Saturday and Sunday

Work Schedule Rule - Continued

Working hours entered in Work Schedule Rule will be defaulted in Infotype 0007 when Work Schedule Rule name is entered

Daily	8	Annual	1920
Weekly	40		
Monthly	160		
No. of workdays in a week	5		

Work Schedule Rule - Continued

The Period Work Schedule, Starting point, Reference day and day type rule will also be referred in Work Schedule Rule

Period Work Schedule	NORM
Reference Date	01.01.1990
Starting point	001
Day type Rule	01

Generate Work Schedules

The Work Schedule has to be generated and only then it can be attached to an employee in Infotype 0007

ESG Grouping | 9

PSA Grouping | 4 0

Holiday Calendar | I N

Work Schedule Rule | General

From | 12/20 06

period To | 01/20 08

period

|

Batch Method

Generation of Work Schedules

Work schedule for

Employee subgroup grouping	1	to	2
Holiday calendar ID	ZI	to	
Personnel subarea grouping	40	to	
Work schedule rule	GENERAL	to	

Output options

Calendar month from (MMYYYY)	112011
to (MMYYYY)	012013
Name of batch input session	RPTSHF00
BTCI = ' '/online = 'A' or 'E'	E

Infotype 0007

The Work Schedule generated is to be attached to an employee in Infotype 0007

Pers.No.	2		Name	Arun Kumar	
Pers.area	IN03	IN Model comp – Karnata			
EE subgrp	ZZ	.2	WS rule	GENERAL	General
Start	01.01.2010	To	31.12.9999	Chg. 05.06.2012	51395800

Work schedule rule

Work schedule rule	GENERAL	General
Time Mgmt status	1 1 - Time evaluation of actual times	
☐ Part-time employee		

Working time

Employment percent	100,00
Daily working hours	8,00
Weekly working hours	40,00
Monthly working hrs	192,00
Annual working hours	2496,00
Weekly workdays	6,00

Capgemini

What does Time Management Status specify? And what are the possible values?

- Time Management Status specifies whether an employee participates in Time Evaluation

- Possible values of TMS are:

- 0 -- No Time Evaluation

- 1 -- Time Evaluation, Actual Times

- 2 -- Time Evaluation, PDC

- 7 -- Time Evaluation without Payroll Integration

- 8 -- External Services

- 9 -- Time Evaluation, Planned Times

Link between IT 0007 & IT 0008

Infotype 0007

Working time	
Employment percent	100.00
Daily working hours	8.00
Weekly working hours	40.00
Monthly working hrs	173.33
Annual working hours	2080.00
Weekly workdays	5.00

Infotype 0008

Cap.util.lvl	100.00	
WkHrs/period	80.00	Bi-weekly
Next inc.		
Ann.salary	195,650.00	USD

Change View "System Table": Overview

New entries | Documentation

Group	Sem.abbr.	Value abbr	Description
PCOMP	BPDF1	X	Default Value IT0008 (BSGRD / DIVGV) from IT0007
PCOMP	BPDF2		Proposal IT0008 (TRFxx) from IT1005
PCOMP	BPIVT	S	Basic Pay: Set Indirect Valuation Period
PCOMP	BPWM1		Default Value IT0008 - Wage Type Model
PCOMP	CPATH	PERSCM2	Evaluation path for comp. manager

it will copy entries from 0007 to 0008 if this entry is made in T77S0 and if feature **DFINF** is set.

Time Recording Methods

Positive Time Recording	Negative Time Recording

Time Recording : Negative

- Records time deviations to planned working time

- Valid deviations include:

  - Absences

  - Special absences

  - On call duty

  - Overtime

  - Substitutions

  - Time off in lieu

- Deviations are manually entered according to type and duration

Time Recording : Positive

- Records the attendance times of an employee

- Records the deviation times of an employee

- Valid attendance's include:

  - Training

  - Business trip

  - Seminar

  - Overtime

- Attendance's and deviations can be entered either:

  - Front-end system

  - Manually

Time Recording : Method
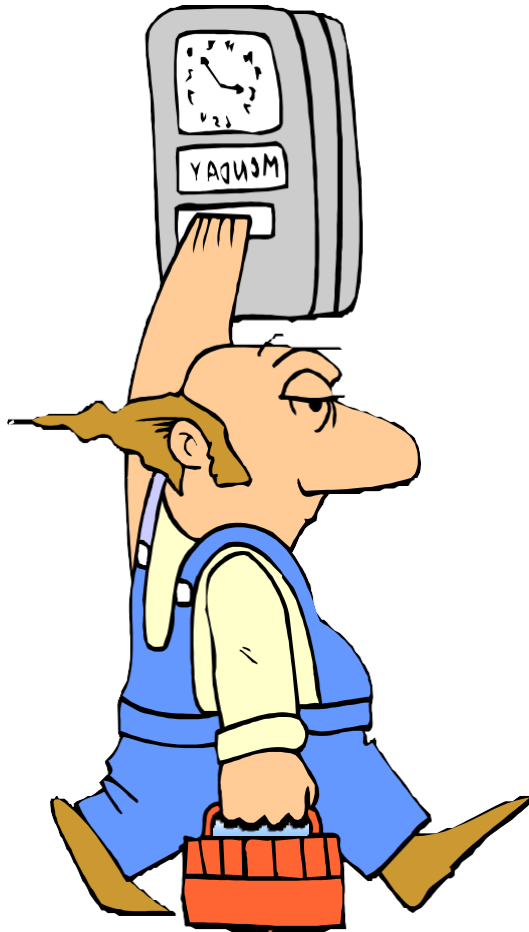
- Time sheet entry using ESS
  - Employee enters time sheets using ESS

- Electronic data capture
  - Employee use machines to punch a card
  - Employee swipes a card at a time terminal

- Importable file formats
  - Time admin submits data in importable file format

Time Recording in Time Management

- Time recording in time management

  - Allows the entry of employee time data

    - Manually

    - Automatically

  - Allows data to be entered as clock times

  - Allows data to be entered as hours

- Time data is entered in time recording infotypes

  - Time recording infotype range 2000 - 2999

Absences / Attendances

Absences		Attendance / Absence Quotas		Leave Entitlement	
	2001				
Attendance's			2007 / 2006		0005
	2002				
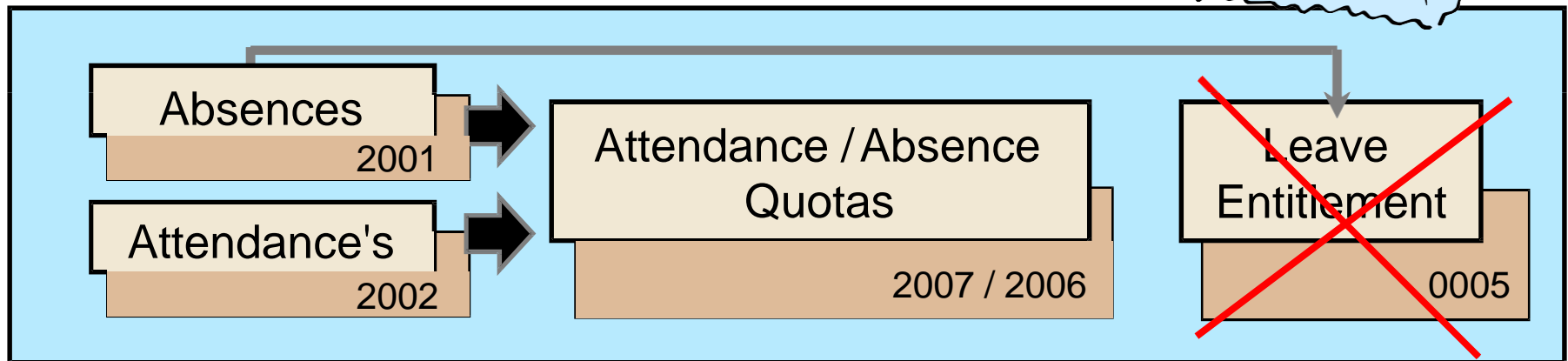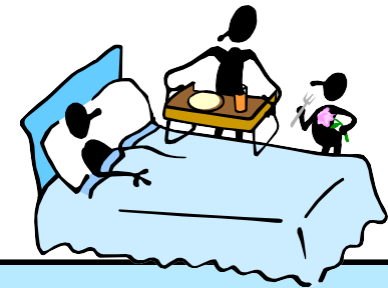
SAP Time and Payroll Integration with External Time Devices

MANUFACTURING PLANT System

SAP

Time Recording Terminals

Clock serve

Secured FTP Server

LSMW

Master Data

SAP

T & Payro
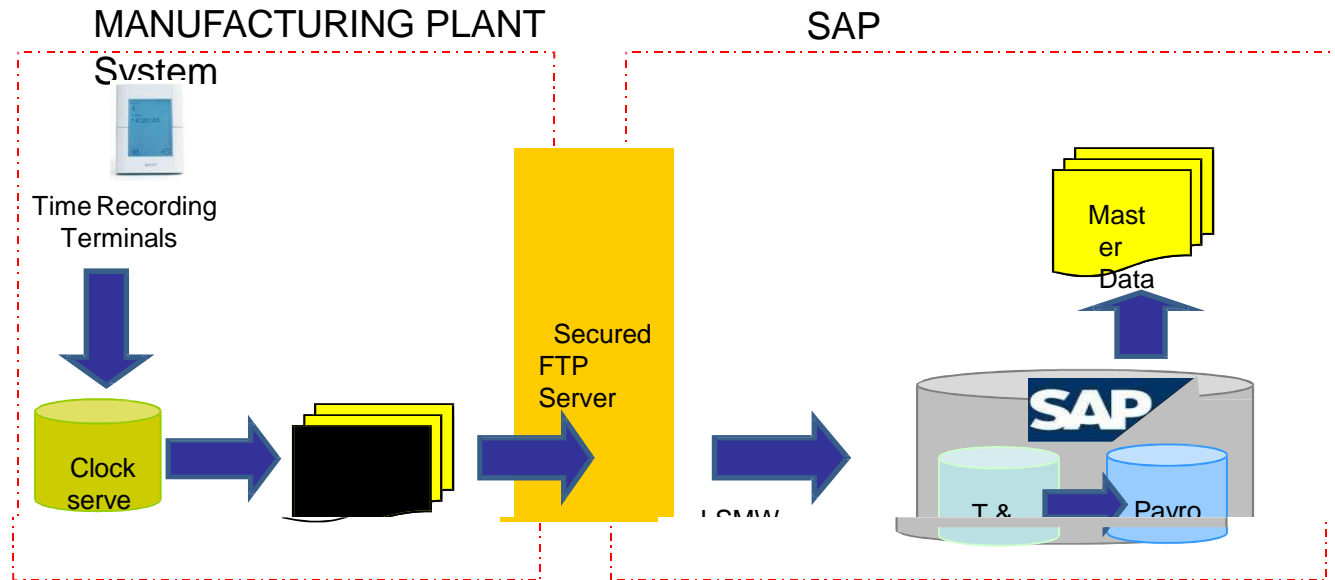
- Time recording terminals will capture the time data and record it on clock server
- Time data input file will be generated from clock servers and placed on the FTP server
- Time Data will be loaded to SAP using SAP PI/LSMW/BDC for time evaluation
- SAP payroll engine will use SAP time data to generate pay checks

Capgemini

SAP Payroll Integration with External Time Systems
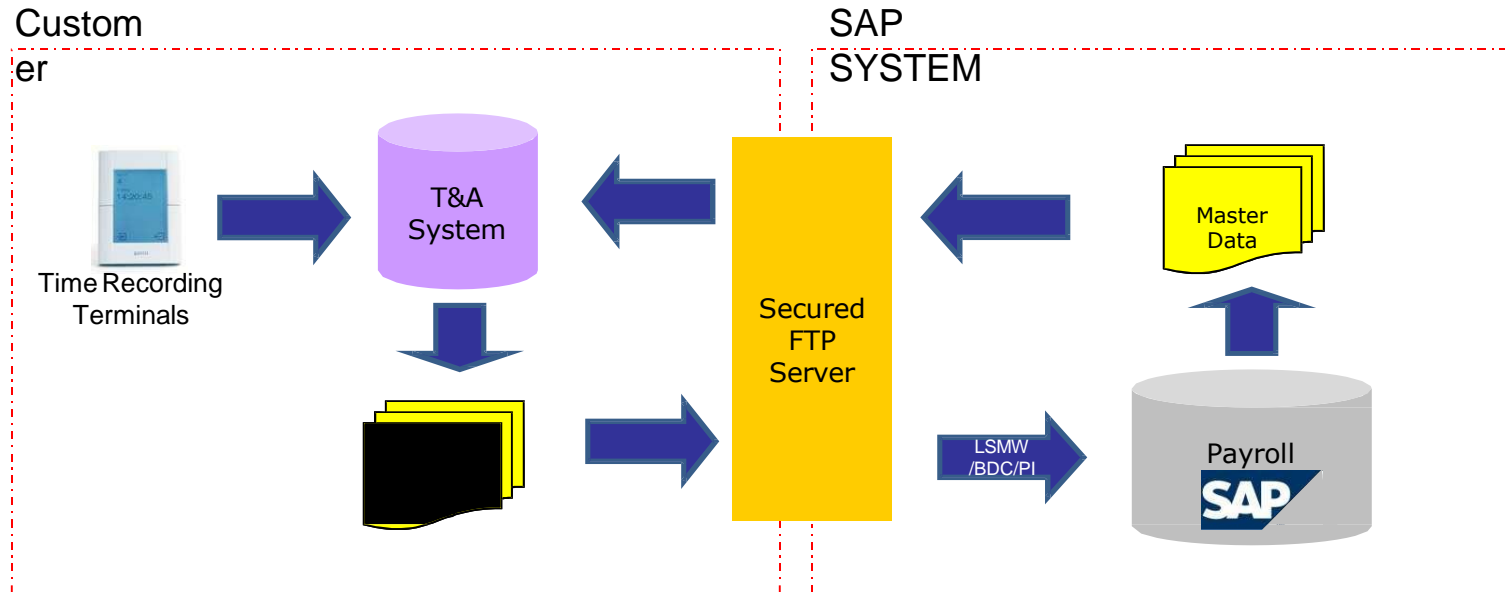
- Master data will be maintained in SAP and sent to FTP Server for loading into T&A system
- Time Recording Terminals will capture the time data and T&A System will do the validation and evaluation
- Consolidated data from T&A system will be loaded to FTP Server
- Time Data will be loaded to SAP using SAP PI/LSMW/BDC for Payroll processing
- SAP to SAP integration will be through RFCs

Absence Management & Quota Accrual

Absence / Attendance Configuration Elements

Entry Screens and Time constraint classes

Absence/Attendance Counting

Personnel Subarea

Absences / attendances TYPES

Indicators for the personal

QUOTAS

Quota type 99

Quota type 01-98

Leave Entitlement 0005

Quotas 2006/2007
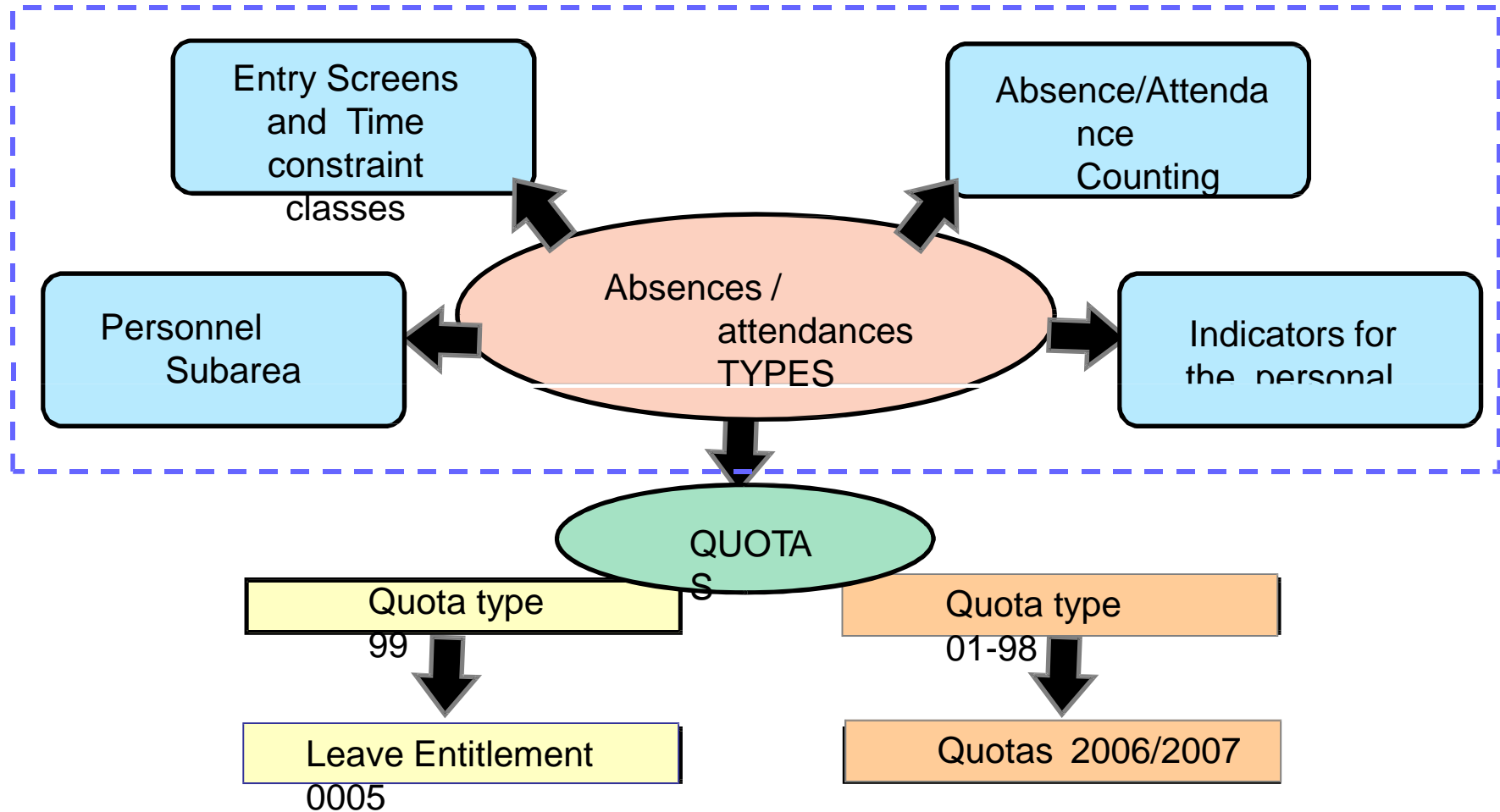
Absence IT 2001
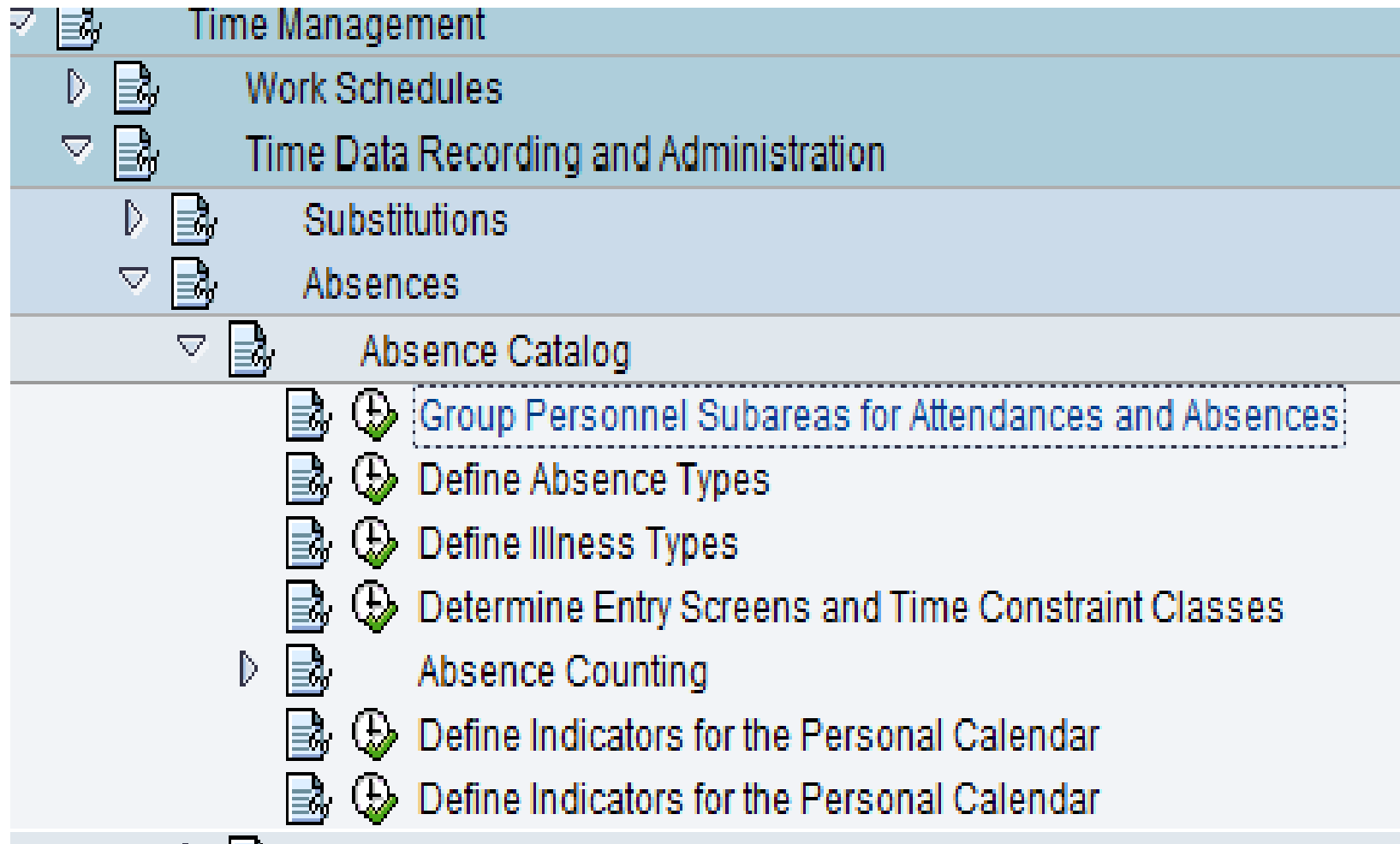
Grouping of PA- PSA for Absence

Change View "Personnel Subarea Grouping for Absence/Attendance Types":

Personnel area	Personnel Area Text	Personnel s...	Pers. subarea text	P...
IN01	IN Model comp - Andhra Pradesh	0001	Administration	40
IN01	IN Model comp - Andhra Pradesh	0002	Human Resources	40
IN01	IN Model comp - Andhra Pradesh	0003	Production	40
IN02	IN Model comp - Gujarat	0001	Administration	40
IN02	IN Model comp - Gujarat	0002	Human Resources	40
IN02	IN Model comp - Gujarat	0003	Production	40
IN03	IN Model comp - Karnataka	0001	Administration	40
IN03	IN Model comp - Karnataka	0002	Human Resources	40
IN03	IN Model comp - Karnataka	0003	Production	40

Define Absence Type

Change View "Absence: Input Checks": Details

New Entries | Delimit

PS grouping   40
A/A type text   MYL   My Leave

Periods

	Start	End
>	01.01.1990	31.12.9999

Absence: Input Checks

First day is day off   E   Minimum duration   001
Last day is day off   E   Maximum duration   002
Non-working period   E   Unit   R   Payroll days

☑ Second date required

Entry Screen and Time Const. Classes

Entry Screen for IT 2001

- The following screens are currently available:
  Absences:
    - 2000 Absences (general)
    - 2001 Quota deduction

Absence Counting

Absence Counting
- Define Counting Classes for the Period Work Schedule
- Rules for Absence Counting (New)
  - Group Employee Subgroups for Time Quotas
  - Group Personnel Subareas for Time Quotas
  - Define Rules for Rounding Counted Absences
  - Define Counting Rules
- Rules for Absence Counting (Old)
- Assign Counting Rules to Absence Types

Define Rules for Absence Counting

Configuration:

Group employee subgroups for time quotas **1**

Group personnel subareas for time quotas **2**

Define rules for rounding counted absences **3**

Assign counting rules to absence types **5**

Define counting rules **4**
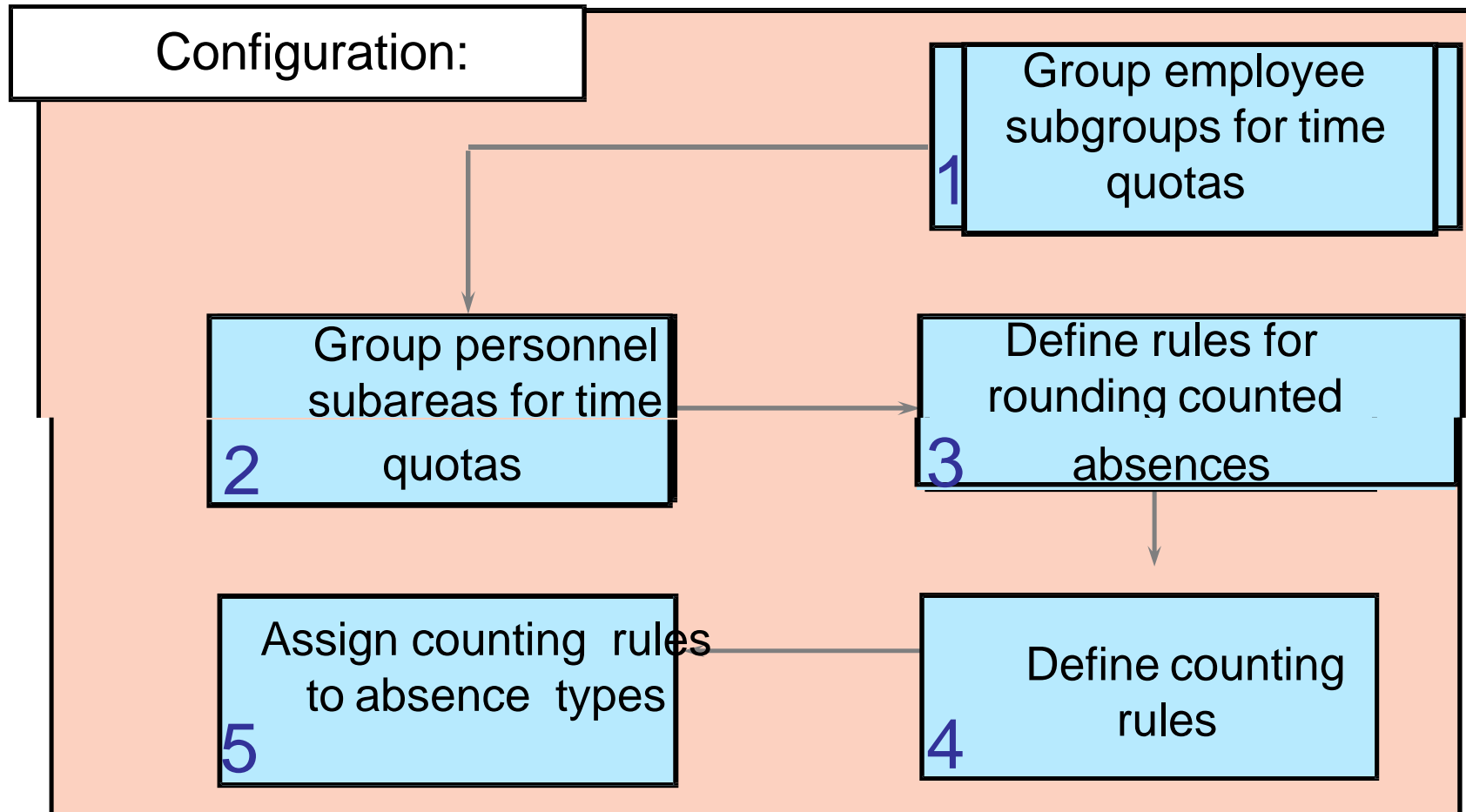
Counting Class for PWS

Change View "Period Work Schedule Valuation": Overview

Expand <-> Collapse   New Entries   Delimit

Grpg	Period WS	Description	Start Date	End Date	Cntg class
37	TMAN	Early Shift	01.01.1990	31.12.9999	1
37	TNOI	Night Shift	01.01.1990	31.12.9999	1
37	TTAR	Late Shift	01.01.1990	31.12.9999	1
40	NORM	Normal Schedule	01.01.1990	31.12.9999	1
41	3SFT	3 Shift	01.01.1900	31.12.9999	1
41	E2SA	Normal Ev 2nd Sat.	01.01.1900	31.12.9999	1
41	EVSA	Normal	01.01.1900	31.12.9999	1
41	FLEX	Flex Ev 2nd Sat.	01.01.1900	31.12.9999	1
42	3SFT	3 Shifts, 8 Hrs	01.01.1900	31.12.9999	2
42	5HAL	5.5 days a week	01.01.1900	31.12.9999	1
42	5NOR	5 days a week	01.01.1900	31.12.9999	1
44	FI02	Test PT / 2 WD	01.01.1998	01.01.9999	
44	FI15	FI TAM 15	01.01.1998	01.01.9999	

Determine Work Area: Entry

Field Name	Work Area
Country Grouping	40

✓ | Further select cond. | Append | 🗐 | ✗

Define Illness Types
Determine Entry Screens and Time Constra...
Absence Counting
Define Counting Classes for the Period V...
Rules for Absence Counting (New)
Group Employee Subgroups for Time
Group Personnel Subareas for Time

Change View "Employee Subgroup Grouping for Time Quotas": Overvie

EE group	Name of employee grp	Employee	Name of EE subgroup	ESG Time qu...
1	Active	N1		1
1	Active	N2		1
1	Active	N3		1
1	Active	N4		1
1	Active	N5		1
1	Active	N6		1
V	E1	ZY	.1	9
V	E1	ZZ	.2	9
W	E2	ZY	.1	9
W	E2	ZZ	.2	9
X	E3	ZY	.1	9
X	E3	ZZ	.2	9
Y	E4	ZY	.1	9
Y	E4	ZZ	.2	9
Z	E5	ZY	.1	9
Z	E5	ZZ	.2	9

PA PSA Grouping

Change View "Personnel Subarea Grouping for Time Quota Type": Overview

Personnel area	Personnel Area Text	Personnel subarea	Pers. subarea t...	P...
IN01	IN Model comp - Andhra Pradesh	0001	Administration	40
IN01	IN Model comp - Andhra Pradesh	0002	Human Resource	40
IN01	IN Model comp - Andhra Pradesh	0003	Production	40
IN02	IN Model comp - Gujarat	0001	Administration	40
IN02	IN Model comp - Gujarat	0002	Human Resource	40
IN02	IN Model comp - Gujarat	0003	Production	40
IN03	IN Model comp - Karnataka	0001	Administration	40
IN03	IN Model comp - Karnataka	0002	Human Resource	40
IN03	IN Model comp - Karnataka	0003	Production	40
IN04	IN Model comp - Kerala	0001	Administration	40
IN04	IN Model comp - Kerala	0002	Human Resource	40
IN04	IN Model comp - Kerala	0003	Production	40
IN05	IN Model comp - Madhya Pradesh	0001	Administration	40
IN05	IN Model comp - Madhya Pradesh	0002	Human Resource	40
IN05	IN Model comp - Madhya Pradesh	0003	Production	40
IN06	IN Model comp - Maharashtra	0001	Administration	40
IN06	IN Model comp - Maharashtra	0002	Human Resource	40

Rounding Rule

Change View "Rounding Rule": Overview

New Entries

RoRul	Name	No.	Lower limit	Incl.	Upper limit	Incl.	Target value	Roll.
		002	35,00000	☑	9.999,00000	☐	1,00000	☐
01	Round up or down c	001	0,50000	☑	1,50000	☐	1,00000	☑
02	Round percentage C	001		☐	0,25000	☐		☐
02	Round percentage C	002	0,25000	☑	0,75000	☐	0,50000	☐
02	Round percentage C	003	0,75000	☑	99.999,99999	☑	1,00000	☐
03	Not whole or half nu	001		☐	1,00000	☐	0,50000	☑
04	Round to 2 decimal	001	0,00500	☑	0,01500	☐	0,01000	☑
05		001	0,00005	☑	0,00015	☐	0,00010	☑
13	Australia	001		☑		☑		☐
17	VE-Rounding total e	001		☐	1,00000	☐	1,00000	☑

Rounding Rule

- Quotas can be rounded for which we can specify the conditions for rounding in a rounding rule

- The lower limit and upper limit can be specified along with the target value for rounding.

- We can either include or exclude the lower or upper limit for the purpose of rounding

- If we select checkbox "Roll" the target value would be rolled for subsequent intervals

Counting Rule

- **Applicability of Rule**
  - Condition for Current Day
    - Weekday
    - Holiday Class
  - Condition For Work Schedule
    - Counting class for PWS
    - DWS Class
    - Condition for planned hours
  - Condition for absence/ Attendance

- **Counting**

- **Deduction Rule**

Counting Rule

- We assign a deduction rule in a counting rule

- Counting rule will specify the conditions for counting an absence

Counting Rule	10 1
Sequence Number	00 1

Counting Rule Contd…

- Checkboxes for Monday to Sunday would be available and these have to be checked if the leave is to be counted on these days

- Counting Classes can be attached to Period Work Schedules which can be queried in the counting rule

- DWS class given in the Daily Work Schedule can be queried in the Counting rule. Only absences for those employees who belong to the selected category would be counted using this rule. If one rule is not satisfied system will process the sub-rules sequentially

- The Holiday Classes blank to 9 can be queried and counted if required

- The Day types can be queried in the counting rule

- Less than one day and one day options are available in the counting rule

- Planned hours =0 and Planned hours > 0 options can also be used for counting

- System will count the leave only if all the selected conditions are satisfied

Counting Rule Contd...

- Rounding can also be done during counting.

- Whether to Count first or Round first radio button option to be selected

- The Deduction rule framed earlier has to be referred in counting rule either in within entitlement or over entitlement field.

Within entitlement	10
	0
Over entitlement	

Counting Rule

ESG Time quota types	9
PS Grpg Tm Quota Typ	40
Counting rule	020 My Leave - Counting Rule
Sequential no.	001

Applicability of rule

Conditions for current day

Weekday

- [x] Monday
- [x] Tuesday
- [x] Wednesday
- [x] Thursday
- [x] Friday
- [x] Saturday
- [ ] Sunday

Holiday class

- [x] Not a public holiday
- [ ] Holiday class 1 - public hol.
- [ ] Holiday class 2 - public hol.
- [ ] Holiday class 3 - public hol.
- [ ] Holiday class 4 - public hol.
- [ ] Holiday class 5 - public hol.
- [ ] Holiday class 6 - public hol.
- [ ] Holiday class 7 - public hol.
- [ ] Holiday class 8 - public hol.
- [ ] Holiday class 9 - public hol.

Day type

- [x] Work acc. to work schedule
- [ ] Day type 1: Day off
- [ ] Day type 2: Day off
- [ ] Day type 3: Day off
- [ ] Day type 4: Day off
- [ ] Day type 5: Day off
- [ ] Day type 6: Day off
- [ ] Day type 7: Day off
- [ ] Day type 8: Day off
- [ ] Day type 9: Day off

Counting Rule Cont.

Conditions for work schedule

Counting class for period work schedule

- ☐ Counting class 0
- ☑ Counting class 1
- ☐ Counting class 2
- ☐ Counting class 3
- ☐ Counting class 4
- ☐ Counting class 5
- ☐ Counting class 6
- ☐ Counting class 7
- ☐ Counting class 8
- ☐ Counting class 9

Daily work schedule class

- ☐ Daily work schedule class 0
- ☑ Daily work schedule class 1
- ☐ Daily work schedule class 2
- ☐ Daily work schedule class 3
- ☐ Daily work schedule class 4
- ☐ Daily work schedule class 5
- ☐ Daily work schedule class 6
- ☐ Daily work schedule class 7
- ☐ Daily work schedule class 8
- ☐ Daily work schedule class 9

Condition for planned hours

- ☐ Planned hours = 0
- ☑ Planned hours > 0

Condition for absence/attendance

- ☐ < 1 day
- ☑ Full-day

Counting

Hours

Quota multiplier	____ %
Rounding rule	____

- ◉ Multiply first
- ○ Round first

Days

Quota multiplier	100,00 %
Rounding rule	____

- ◉ Multiply first
- ○ Round first

Capgemini

Counting Rule Cont..

Define Counting Rules

Deduction Rule

Deduction Rule

- Deduction rule Specifies the Deduction of Quotas ,the sequence in which they have to be deducted and also the priority of deduction

- There may be more than one quota for the same absence type. The order of deduction of these quotas have to be specified

- The priorities can be Quota types, Validity from date, Validity to date, deduction from date and deduction to date.

- The Validity interval is the period for which quota has accrued. The Deduction interval is the period in which the quota can be used.

Deduction Rule - continued

Priority 1	Quota type	
Priority 2	Validity from	The priorities of Validity and Deduction can be ascending or descending
Priority 3	Validity to	
Priority 4	Deduction from	Whether the quotas would be in Days or Hours would also be specified in a Deduction rule
Priority 5	Deduction to	

Assign counting rule to absence types

Assign Counting Rule to Absence

Assign Counting Rule to Absence Types

- The Counting rule has to be assigned to the absence type for which the quota is created.

- This step will connect the quota and absence.

- The checkbox for deduction of quota has to be activated so that the quota would be reduced if the absence is recorded

- The Checkbox for deduction over interval end can be selected if the leave starting from deduction end date and extending beyond that date is to be allowed or not

Reaction to Overlapping Time Infotype

Time Data Recording and Administration
- Substitutions
- Absences
- Attendances/Actual Working Times
- Overtime
- Availability
- Managing Time Accounts Using Attendance/Absence Quotas
- Specify System Reaction to Overlapping Time Infotypes
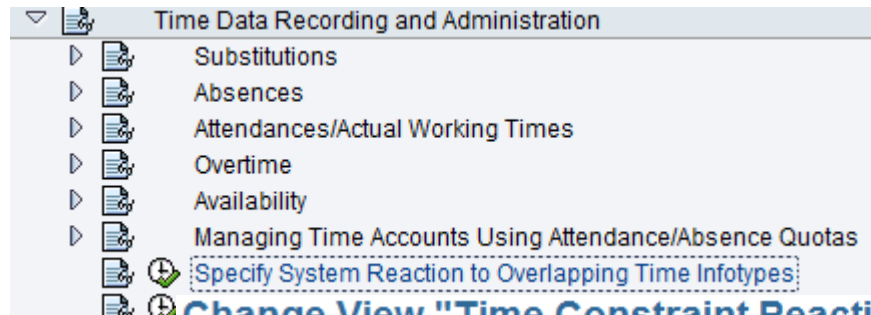
Change View "Time Constraint Reaction for Time Management Infotypes"

Infotype	Infotype text	Time con. class
2001	Absences	01
2001	Abser...	
2001	Abser...	
2001	Abser...	

Infotype   2001
Time con. class   01

Reaction when there is an overlap with existing infotype records

Infotype	Infotype text	Time cstr. class	Reaction indicator
2001	Absences	01	A
2001	Absences	02	E
2001	Absences	03	A
2001	Absences	04	A
2001	Absences	05	E
2001	Absences	06	A
2001	Absences	07	A
2001	Absences	08	E
2001	Absences	09	E

Attendance IT 2002

Define Attendance

Attendance : Entry Screen

2050 – Quota Deduction
2051 – No Quota Deduction

Attendance IT 2002

Time Account : Absence Quota

Managing Time Accounts Using Attendance/Absence Quotas
- Setting Groupings for Time Quotas
  - Group Employee Subgroups for Time Quotas
  - Group Personnel Subareas for Time Quotas
- Time Quota Types
  - Create Number Range Intervals
  - Define Absence Quota Types
  - Define Absence Quota Types and Indicate Leave
  - Define Absence Quota Types and Indicate Leave
  - Define Attendance Quota Types
- Calculating Absence Entitlements
- Quota Deduction Using Attendances/Absences
- Processing Absence Quotas in Payroll
- Quota Overview
- Managing Leave Using Leave Entitlement Infotype (0005)

Define Absence Quota Type

Permit Quota Generation

For quota types that will be manually accrued and created, check "No generation." For quota types that will be automatically accrued (by time evaluation or the generation program), check "Increase" or "Replace." If "increase" is selected, each accrual amount transferred will add to the existing entitlement. "Replace" will overwrite the existing entitlement when accruals are transferred.
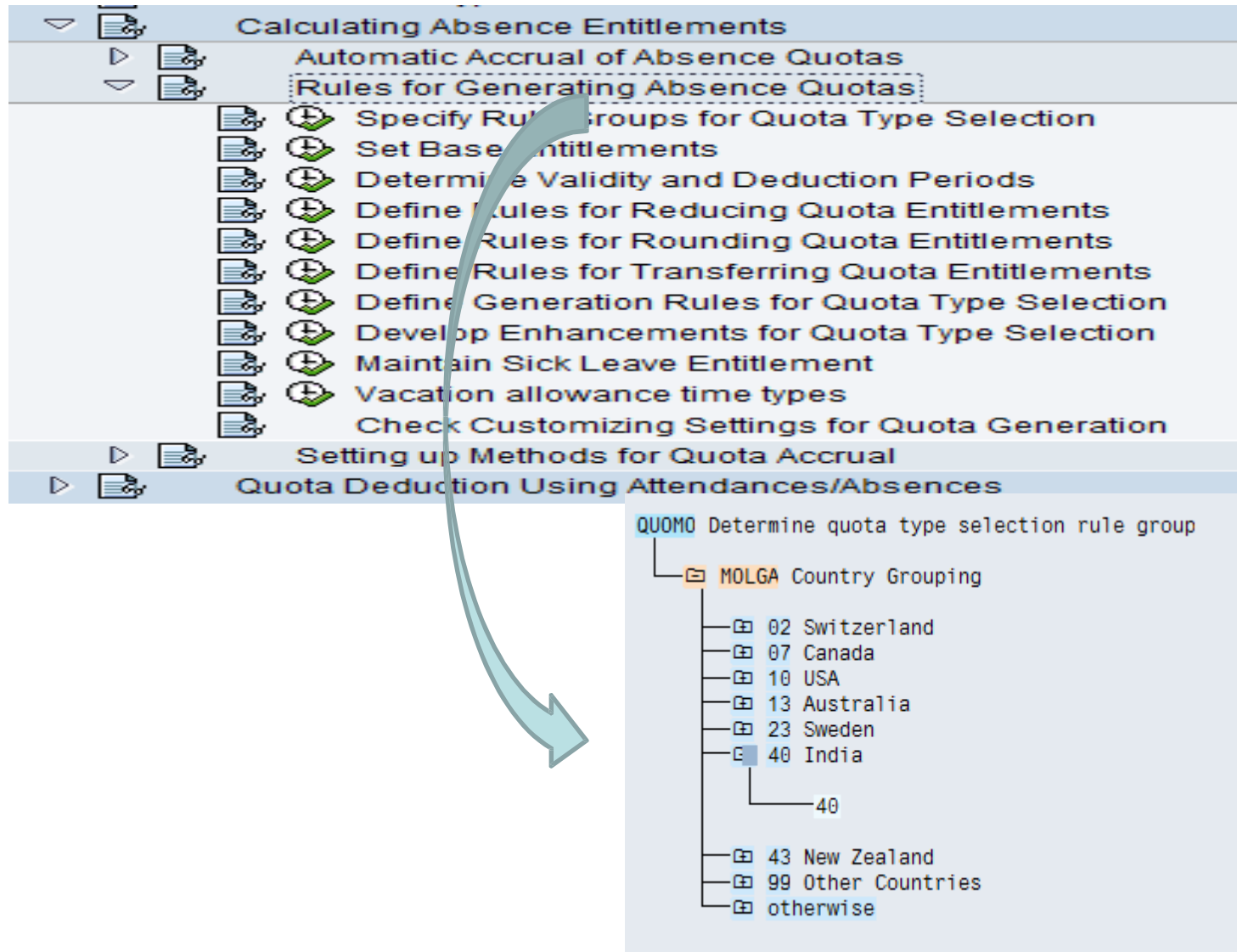
Generation Rule

Generate Rule incorporates

- Base Entitlements

- Reduction Rule

- Rounding Rule

- Based on Challenge percentage of employee different generation rules can be framed

- Based on date of entry, different generation rules can be framed

- The maximum entitlement can be restricted in the generation rule

Rules For Generating Absence Quota

Base Entitlement

Based on seniority - 1

Based on seniority - 2

Based on seniority - 3

ES grpg for time quotas	1		
PS grpg for time quotas	10		
PS grpg for time recording	01		

	Start	End
>	01/01/1900	/31/9999

Absence quota type	20	ABC vacation
Rule for base entitlement	001	
Sequential number	003	

Base entitlement

Seniority	007	–	999	Years
Age		–		

Entitlement

Constant	200.00000	Hours
Day balance		
Period balance		

related to period
- ◉ Calendar year
- ○ Accrual period
- ○ Time evaluation period
- ○ Payroll period
- ○ Other period
- ○ Rel. to date type
- Lngth

It defines the constant amount for the quota based on seniority. In the first screen, that the Sequential Number is 001, the Seniority is 000-003 years, and the Constant is 80.00 hours. In the second screen, the Sequential Number is 002, the Seniority is 004-006 years, and the Constant is 120.00 hours. In the third screen, the Sequential Number is 003, the Seniority is 007-999 years, and the Constant is 200.00 hours.

In the Related to period section, the period is set to Calendar year. This means that the constant entitlement amounts are for the calendar year, ie. 200 hours per year.

Validity Interval and Deduction Interval

Validity Interval

- Validity Interval is the period for which the quota is to be accrued.

- We may specify validity interval as start of calendar year to end of calendar year or alternatively, other periods can also be specified as validity interval.

- While giving the validity interval, the quota type selection rule group will also be specified.

Deduction Interval

- Deduction interval is the period in which quota can be used.

- Different quotas can have different deduction intervals

Deduction Periods

Change View "Validity/Deduction Interval for Absence Quotas": Overview

New Entries
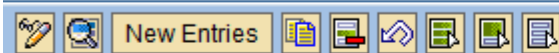
ES grouping	PS Grouping	Absence quota type	Quota text
9	40	01	Casual Leave
9	40	02	Privilege Leave
9	40	03	My Leave

ESG Time quota types   9
PS Grpg Tm Quota Typ   40

Absence quota type   01   Casual Leave

Deduction interval

Deduction from
- ⦿ Start of validity interval
- ○ End of validity interval

Relative position

No deduction before

Deduction to
- ○ Start of validity interval
- ⦿ End of validity interval

Relative position

No deduction after

Determine Validity and Deduction Periods

Change View "Validity/Deduction Interval for Absence Quotas": Deta

New Entries

ESG Time quota types   9
PS Grpg Tm Quota Typ   40

Absence quota type   02   Privilege Leave

Validity interval

Valid from	Valid to
● Calendar year	● Calendar year
○ Time evaluation period	○ Time evaluation period
○ Payroll period	○ Payroll period
○ Accrual period	○ Accrual period
○ Base period	○ Base period
○ Transfer time	○ Transfer time
○ Other period	○ Other period
○ Date type	○ Date type
● Start ○ End	○ Start ● End
Relative position	Relative position

Deduction interval

Deduction from	Deduction to
● Start of validity interval	○ Start of validity interval
○ End of validity interval	● End of validity interval
Relative position	Relative position

Reduction Rule

Change View "Reduction Rules for Absence Quota Generation": Details

New Entries

| Reduction rule | 01 | Employment pct. based on planned working time |

Reduction rule for part-time employees

Basic data
- ○ No reduction
- ◉ Employment pct. from Plnd Working Time infotype
- ○ Capacity util. level from Basic Pay infotype
- ○ Weekly workdays

Key date for determining part-time data
- ◉ Day by day in accrual period
- ○ Start of accrual period
- ○ End of accrual period
- ○ Day by day in base period
- ○ Start of base period
- ○ End of base period

Reduction rule for inactive days

Reference period
- ◉ Accrual period
- ○ Base period

Pct. of inactive calendar days [   ] %

To percentage	From percentage
◉ No reduction	◉ No reduction
○ Proportionate reduction	○ Proportionate reduction
○ Complete reduction	○ Complete reduction

Reduction Rule

- Quota can be reduced proportionately for part-time employees based on part-time percentage in Infotype 0007

- Quota can be reduced proportionately for employees based on Capacity Utilisation percentage in Infotype 0008

- For employees who join or leave in the middle of the year, based on inactivity, quotas can be reduced

Generation
Rule

Generation Rule

Generate Rule incorporates

• Base Entitlements

• Reduction Rule

• Rounding Rule

• Based on Challenge percentage of employee different generation rules can be framed

• Based on date of entry, different generation rules can be framed

• The maximum entitlement can be restricted in the generation rule

Default of Quotas

Default of Quotas

- QUOMO feature defaults quotas based on Quota Type Selection Rule Group

- The Generation Rule and Validity periods would refer the Quota Type

  Selection Rule Group

- Based on the Quota Type Selection Rule Group QUOMO will default the quotas if report

   RPTQTA00 is run or when Infotype 2006 is created

Quota Generation Rule

Change View "Selection rules": Overview

ESG	PSG	PSG	Quota grp	Rule	Name of rule	AbQuotaTyp	Quota text	Start Date	End Date
1	01	01	01	002	Time off from overtime	02	Time-off entitl. from PDC	01.01.1990	31.12.9999
1	01	01	01	010	Default values for leave	10	Standard leave	01.01.1990	31.12.9999
1	01	01	01	011	Default values for leave	11	Challenged EE leave	01.01.1990	31.12.9999
1	01	01	01	012	Default values for educatio	12	Educational leave	01.01.1990	31.12.9999
1	01	01	02	001	Rolling quotas (MTV Chem	06	Autom. overtime comp.	01.01.1990	31.12.9999
1	01	01	03	030	RWH Day	30	RWT day (public sector)	01.01.1900	31.12.9999
1	02	01	01	001	Default values for leave	10	Holiday CH	01.01.1990	31.12.9999
1	02	01	09	001	RWH Rule for T5C20	11	Reduced Working Hours CH	01.01.1900	31.12.9999
1	03	01	01	001	Default values for leave	12	Negotiated leave	01.01.1990	31.12.9999
1	05	01	01	002	Default Values for Leave (I	02	Leave (Using Quota)	01.01.1990	31.12.9999

Dialog Structure
- Selection rules
- Quota types
- Base entitlement
- Validity/deduction interv
- Validity period for defau
- Reduction rules
- Reduction indicators fo
- Rounding rules

Applicability

Applicability cont..

Earliest accrual date: corresponds to a date on Infotype 0019 – Monitoring of Dates. For example, if the employee's accrual should not start until after they complete a probationary period of time, you can specify the date/deadline type from IT0019 here.

•Entry date: Specify a period of time for which the rule should be applicable based on the employee's entry date. Keep in mind that this date is derived from the entry date on IT0000. (See section in this document on Feature HDATE for more details). If entry date is not relevant, leave the fields blank or use a greater period for the entry date (01/01/1800 - 2/31/9999, for example).

•Challenge Group/Degree of challenge: specify details on the employee's disability, if applicable.

Accrual Period

In the Accrual Period section, select one of the following options:

•Daily: Entitlements are calculated daily. This means the base entitlement for the year is divided by 365 to calculate the daily accrual.

•Month: Period from first day to last day of the month. This means the base entitlement for the year is divided by 12 to calculate the monthly accrual, and the accrual takes place at the *end of the month.*

•Calendar Year: Period of one year, from 01/01/XX to 12/31/XX. This means the base entitlement for the year is accrued at the *end of the calendar year.*

Accrual Period Cont ..

•Time evaluation period: Period determined in time evaluation, defined in the Determine time evaluation period step in the IMG. The accrual takes place at the *end of the time evaluation period.*

•Payroll period: Period determined in payroll; valid payroll period of the day to be evaluated of the payroll area of the employee to be evaluated. The accrual takes place at the *end of the payroll period.*

•Other period: Individually specified period; period parameters are defined in the Define period parameters step in the IMG. This period is particularly useful if you have irregular accrual periods that may begin in the middle of the month. The accrual takes place at the *end of the period.*

•Rel. to date type: Period is defined in relation to a date type from the Date Specifications Infotype (0041). You determine the accrual period using the length field (for example, the date the employee joined the company, with a period of one month.)

Base Entitlement

Base Entitlement Cont.

Base Entitlement Cont.

If the quota is based on seniority, you must choose one of the following options:

For exact day: This option will use the employee's entry date from IT0000 as the key date for determining seniority. This means any change in the employee's seniority is taken into account within the accrual period.

Start/End of accrual period: This option will use the employee's entry date from IT0000 as the key date for determining seniority. This means any change in the employee's seniority is taken into account at the start of the next accrual period.

Start/End of base period: This option will use the employee's entry date from IT0000 as the key date for determining seniority. This means any change in the employee's seniority is taken into account at the start of the next base period.

Date Type: This option will use a specified date on the employee's IT0041 record as the key date for determining seniority. This means any change in the employee's seniority is taken into account on the date specified in the date type, with the current year.

Quota entitlements based on age are handled in a very similar manner – thesame fields apply as with seniority.

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Accrual Entitlement

Applicability	Accrual period	Base entitl.	**Accrual entitl.**	Transfer time	Total entitl.

Calculated pro rata according to accrual period

◉ Pro rata calculation
○ No pro rata calculation

Multiplication with time balance

◉ No multiplication
○ Day balance   [ ]
○ Period balance   [ ]

Reduction, rounding, max. entitlement

Reduction rule   [03]   Reduce by inactiv   Reduction quota   [ ]
Rounding rule   [ ]
Max.entitlement   [ ]   Days   Maximum exceeded   [ ]

- 105
–

Accrual Entitlement Cont..

Pro rata calculation means in order to determine the appropriate entitlement based on the period, the accrual period is compared with the base period of the quota type currently being processed, and a proportionate accrual entitlement is determined. It means the total base entitlement of the quota type currently being processed is always used as the basis for the accrual entitlement.

You can also choose to multiply the accrual by a time balance. If you want to generate the accrual entitlements on the basis of accountable attendance times, enter either a day balance or period balance in the Multiplication by time balance section.

You can use alternative quotas to manage the capping differences that result from deduction or from the maximum entitlement being exceeded. Determine whether you want to store the capping differences and assign the applicable quota types.

Total Entitlement

| Applicability | Accrual period | Base entitl. | Accrual entitl. | Transfer time | Total entitl. |

Rounding rule   `04`   Round to 2 decimal places

Max. entitl.   Days

The maximum entitlement specifies the maximum amount that can be transferred to a quota type.

For example, if an employee accrues 7 hours during an accrual period based on their time worked, and this field is set to 6 hours, only 6 hours can be transferred to the quota.

Validity period for default value

Change View "Validity period for default values": Details

New Entries

Dialog Structure	
Selection rules	
Quota types	
Base entitlement	
Validity/deduction interv	
Validity period for defau	
Reduction rules	
Reduction indicators fo	
Rounding rules	

ES grpg for time quotas   9
PS grpg for time quotas   40

Quota type sel. grp.   40

Display folder contents

Valid from date

- ◉ Calendar year
- ○ Time evaluation period
- ○ Payroll period
- ○ Other period
- ○ Date type

◉ Start   ○ End

Rel. position

Valid to date

- ◉ Calendar year
- ○ Time evaluation period
- ○ Payroll period
- ○ Other period
- ○ Date type

◉ Start   ○ End

Rel. position

RPTQTA00 – Quota Generation

Generate Absence Quotas

Further selections	➡	Search helps

Period

- ○ Today
- ○ Up to today
- ● Other period
- ○ Current month
- ○ From today
- ○ Current year

| Data Selection Period | 01.01.2012 | To | 31.12.2012 |
| Person selection period | | To | |

Selection

| Personnel Number | 3 | ➡ |
| Time recording administrator | | ➡ |

Quotas to be generated

| Quota type | | to | | ➡ |

Generation type

Batch input	✔ Direct	By record	Test run

- ○ Display screens
- ○ Do not display screens
- ● Display errors only

Output options

- ● Display all quota records
- ○ Display only new quota records

CATS (Cross Application Time Sheet)

CATS BASICS

- CATS = Cross-Application Time Sheet

- Time capture and data transfer tool

- Additional functionality for Payroll and FI/CO

- CATS uses the SAP Human Resources authorization concept

- CATS may be updated via transaction code CAT2 or via a company intranet Web site

- Data entry in CATS may be done by individual employee or by

- defined groups of employees

- CATS may be used as the time transfer tool to update Human

- Resources with hours worked by employee

Benefits of Using CATS for Time Sheets

- Several advantages to both employee and employer are easily identifiable.

Employee	Employer
Time entry at any time, anywhere	Decentralized time recording
Fewer administrative steps	Reduction in administrative work
Ease of use	Standard Web browser

SAP Provides 4 Solutions

- **CATS Classic**
  - For HR / Time Administrator for multiple EE entry.

- **CATS Regular****
  - Can be used through web browser in ESS application
  - Extensively Used

- **CATS Notebook**
  - Good for marketing employees, whom internet is not accessible all times.

- **CATS for service Providers**
  - For temporary contract EE .
  - Offer with to specify basic data that is valid for more than a day.

CATS – Initial Screen & Data Entry View

Using CATS Data: *Updating HR*

Attendances/Absences (Infotypes 2001/2002)

- CATS feeds HR actual hours attended or absent

- CATS validates absences with absence quotas

- Payroll uses Infotype 2001/2002 data during processing

Substitutions (Infotype 2003)

- Position option may be used to assign payment for the work

- according to the specifications of a different position

Employee Remuneration Infotype 2010)

- One-time earnings/deductions may be passed from CATS to HR

- Used to process manually – calculated wages or bonuses

Work Tax Area (Infotype 0208)

- CATS allows a work tax area to default area in Infotype 0208.

Transferring CATS Data using CAT6

SAP transactions

- CAC1 : Maintain profiles

- CAC2 : Fields assignments

- CAT2 : Use the Cross Application Time Sheet

- CAPS : Approve Time Entries

- CATA : Transfer All time entries

- CADO : Report on Time Entries