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| Test Script  SAP SuccessFactors HCM Core  April 2018  English | Customer |
| Record Working Time  ID: 15S |

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Document History

| **Revision** | **Change Date** | **Description** |
| --- | --- | --- |
|  |  |  |

# Purpose

## Purpose of the Document

This document provides a detailed procedure for testing the scope item Record Working Time after solution deployment, reflecting the predefined scope of the solution. Each process step is covered in its own section, providing the system interactions (i.e. test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly (see column Test Step). Customer-project-specific steps must be added.

Note for the customer project team: Instructions for the customer project team are mentioned between brackets and should be removed before hand-over to project testers. The appendix is included for internal reference, in particular to support A2O, and should also be deleted before hand-over to the customer, unless deemed helpful to explain the larger context.

## Purpose of Record Working Time

~~The scope item described in this test script is relevant only in case your company has implemented the Time Off module and additionally the Payroll Time Sheet module from Upgrade Center in the SAP SuccessFactors Employee Central Instance has been implemented.~~

This document describes the recording of working time. The employee records his or her working time in time sheets. For each workweek, a time sheet is provided. When time recording is completed for a week, the employee sends the appropriate time sheet to his or her line manager for approval. The time sheet calculates individual employee time valuation result entries, one for each relevant *time pay type* and collects them in a single time valuation result, that is relevant for payroll.

~~Depending on the Time Profile and Time Recording Profile maintained in the employee’s master data record, he or she The employee can perform either~~ **~~positive recording~~** ~~or~~ **~~overtime recording~~**~~. Positive recording means, that the employee records all the attendance time, as well as overtime, plus on-call time and allowances, if appropriate. Overtime recording means, that the employee records only the time he/she worked in addition to the planned working time, plus on-call time and allowances, if appropriate.~~

~~🡪~~

**Positive or Overtime Recording:** The employee can perform either positive recording or overtime recording. Positive recording means, that the employee records all the attendance time, as well as overtime, plus on-call time and allowances, if appropriate. Overtime recording means, that the employee records only the time he/she worked in addition to the planned working time, plus on-call time and allowances, if appropriate. A special form of positive recording is the option to record *working time only* which is an option for hourly wage earners.

~~The~~

~~🡪~~

**Duration- or Clocktime-based time recording:** The employee can perform either a duration-based time recording or a clock-time-based time recording. Duration-based time recording means the employee enters the duration he or she worked, e.g. 8 hours. Clock-time-based time recording means the employee enters the start and end time he or she worked, e.g. 8am until 4pm.

~~Depending on the combination of Time Profile, Time Recording Profile and Overtime Compensation Variant maintained for the employee, the additional time he or she has worked with respect to the work schedule (meaning~~ **~~overtime~~**~~) can be compensated either as Payout or as Time Off in Lieu, or as a combination of both, or can be credited to a Working Time Account.~~

**~~🡪~~**

**Overtime Compensation:** Additional time the employee has worked with respect to the work schedule (meaning overtime) can be compensated either as Payout or as Time Off in Lieu, or as a combination of both, or can be credited to a Working Time Account.

Depending on the Time Recording Admissibility maintained for the employee, the employee can record time a number of weeks into the past, for example, 4 weeks back, and amend already approved time sheets. The amendment needs to be approved again by the line manager in order to be persisted in the system.

~~ Note~~

~~This document is, unless otherwise specified, valid for all countries in scope of this SAP Best Practices solution, with country-specific details also being described.   
In the following, we will use the two-letter code for the countries, as follows:~~

* ~~AE – United Arab Emirates~~
* ~~AU – Australia~~
* ~~DE – Germany~~
* ~~FR – France~~
* ~~GB – United Kingdom~~
* ~~SA – Kingdom of Saudi Arabia~~
* ~~US – United States~~

# Prerequisites

This section summarizes all prerequisites needed to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

## Configuration

~~Please ensure to follow the correct installation sequence of building blocks as specified in the Prerequisite Matrix.~~

In order to use the Time Sheet functionality you have implemented the Payroll Time Sheet module from Upgrade Center in the SAP SuccessFactors Employee Central Instance. Additionally it is indispensable that the Time Off module has already been implemented, since it is a prerequisite for Payroll Time Sheet.

## System Access

The test should be conducted with the following system and users:

|  | Type of Data | Details |
| --- | --- | --- |
| System | SAP SuccessFactors Employee Central | <Provide details on how to access system, e.g. system client or URL> |
| Standard User | Employee | <Provide Standard User Id and Password for test, if applicable> |
| Standard User | Line Manager | <Provide Standard User Id and Password for test, if applicable> |

 Note

In the following, we will use the following abbreviations for the systems:

* SAP SuccessFactors Employee Central will be referenced as Employee Central
* As the customer might also consider integration to SAP SuccessFactors Employee Central Payroll, this system will be referenced as Employee Central Payroll

## Roles

For non-standard users, the following roles must be assigned in Employee Central to the system user(s) testing this scenario.

| Business Role | Permission Role | Process Step | Sample data |
| --- | --- | --- | --- |
| Employee | SAP BestPractices Payroll Time sheet Employee Self-Service (EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purposes, you can log in as Super Admin and use the Proxy Now option to proxy as the manager role. |
| Line Manager   Note  The line manager is maintained in field Supervisor in the Job Information block of the employee. The Job Information block is located in the Employment Information section > Job Information subsection. | SAP BestPractices Payroll Time sheet Manager (EC) | Refer to chapter Overview Table | Test user: <userid>; Password: <password>  For testing purposes, you can log in as Super Admin and use the Proxy Now option to proxy as the manager role. |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company and includes the company, cost center and location in the system. The master data reflects employee specific data.

## Business Conditions

Before this scope item can be tested, the following business conditions must be met.

|  | Business Condition | Comment |
| --- | --- | --- |
| 1 | The Time Off module has already been implemented in the instance since this is a prerequisite for using the Payroll Time Sheet content. |  |
| 2 | Employees must have been hired (or rehired) and already exist in the system. | In case the Core content has been deployed with the SAP Best Practices, you can refer to the appropriate process step in test script of scope item Add New Employee / Rehire (FJ0). |
| 3 | One administrator user with the complete access to all employee views and fields must exist. | Permission Role *SAP BestPractices Super Admin* can be used as reference. |

### Function *Time Off in Lieu*

In case time account type Time Off in Lieu should be considered for an employee, the following conditions need to be fulfilled:

* the time profile of the employee has a time account type for Time Off in Lieu assigned
* the time recording profile of the employee considers Time Off in Lieu in time valuation
* the Default Overtime Compensation Variant assigned to the employee is either Payout and Time Off or Time Off.

### Function *Working Time Account*

In case time account type Working Time Account should be considered for an employee, the following conditions need to be fulfilled:

* the time profile of the employee has a time account type for Working Time Accounts assigned
* the time recording profile of the employee considers Working Time Accounts in time valuation
* the Default Overtime Compensation Variant assigned to the employee is either Payout and Time Off or Payout.

## Preliminary Steps

### Maintaining *Time Profile*

In order to execute the process steps as described, Time Profiles need to be created or adapted to match the employee’s Time Recording Profile. Details about Time Configuration combinations can be found in the Payroll TimeSheet QuickGuide, in chapter Time Configuration Overview.

~~The use cases we describe in the following process steps are based on the Time Profile examples described in the mentioned~~ *~~Payroll TimeSheet QuickGuide~~*~~.~~

The use cases we describe in the following process steps are based on the Time Configuration combinations described in the *Payroll TimeSheet QuickGuide*.

### Maintaining Employee *Time Sheet* Fields

Use

In order to execute the process steps as described, the following fields must be filled in the employee’s master data record in the Time Off Information block of the Job Information subsection:

* Time Recording Profile
* Time Recording Admissibility
* Default Overtime Compensation Variant
* Time Recording Variant
* Time Profile (if not already maintained after Implementation of Time Off)
* Holiday Calendar Code (if not already maintained after Implementation of Time Off)
* Work Schedule (if not already maintained after Implementation of Time Off)

~~In case you have missed to maintain this information or the maintained information is incorrect, the procedure for maintaining the three above-mentioned fields is described below:~~

In order to maintain the Time Sheet fields or in case you have missed to maintain the Time Off fields or the maintained information is incorrect, the procedure for maintaining the above-mentioned fields is described below:

Procedure

1. Log on to Employee Central as HR Administrator.
2. In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to maintain. Choose in the list of employees matching the search criteria the appropriate employee. You are directed to the Employee Files page in which the profile of the selected employee is displayed.
3. Go to the Employment Information section and there scroll to the Job Information subsection. Select the Clock (History) icon next to the Job Information block.
4. In the Change History part on the left side of the upcoming Job Information Changes dialog box, select the appropriate New Hire record and choose the Edit button.
5. In the Edit History of Job Information on <hire date> dialog box, make sure that in the When would you like your changes to take effect? field the employee’s hiring date is displayed.
6. Scroll to the Time Off Information block and make the following entries:

| Field Name | User Action and Values | Additional Information |
| --- | --- | --- |
| Time Profile | ~~select from drop-down: for example:~~  ~~Time Profile <Country>~~  ~~or~~  ~~Generic Profile <Country>~~  ~~select a valid Time Profile from drop-down.~~  adapt if appropriate | Time Profiles must have been adapted during Time Sheet configuration. |
| Holiday Calendar Code | ~~select a valid Holiday Calendar from drop-down.~~  adapt if appropriate |  |
| Work Schedule | ~~select a valid Work Schedule from drop-down~~  adapt if appropriate | The Work Schedule needs to fit to your Time Profile and Time Recording Profile, choose between a Work schedule for a Duration profile or a Clock Time profile. |
| Time Recording Profile | select from drop-down; for example:  DUR - Positive (XX) – Reg. Time | Depending on the Time Profile and Time Recording Profile maintained in the employee’s master data record, he or she can perform either positive recording or overtime recording or can record working hours only. |
| Time Recording Admissibility | select from drop-down, either:  4 Past Weeks / Amendments Allowed (4WK\_AMEND\_YES)  or  4 Past Weeks / No Amendments Allowed (4WK\_AMEND\_NO) | Depending on the Time Recording Admissibility maintained for the employee, he/she can record time a number of weeks into the past, for example, 4 weeks back, and amend already approved time sheets. |
| Time Recording Variant | select from drop-down, either:  Duration  or:  Clock Times | The Time Recording Variant needs to fit to your Time Recording Profile, choose between a variant for a Duration profile or a Clock Time profile. |
| Default Overtime Compensation Variant | select from drop-down, either:  Payout  or  Payout and Time Off  or  Time Off | Depending on the combination of Time Profile, Time Recording Profile and Overtime Compensation Variant maintained for the employee, the additional time he or she has worked with respect to the work schedule (meaning overtime) will be compensated either as payout or as Time Off in Lieu, or as a combination of both, or will be credited to a working time account. |

 Note

For further possible field values please refer to the Time Sheet workbook and the Payroll TimeSheet quick guide.

1. When done, choose the Save button. The data is saved and is visible in the employee’s Job Information subsection of the Employment Information section.

 Note

In case the Time Off Information data should be valid only starting an effective date, other than the hiring date of the employee, proceed as follows:

* On the Employee Files page of the selected employee, choose the ~~Take~~ Actions button located in the top right corner of the screen and from the value list, which appears, select Change Job and Compensation Info.
* In the upcoming Change Job and Compensation Info dialog box, flag in the ~~You May Also Change~~ Choose what you want to change block the Job Information check box.
* In the When would you like your changes to take effect? field, select the validity start date from calendar help. The Event field, and several blocks related to job information are displayed. Choose for the Event field value Data Change.
* Once you enter the Event, the Event Reason can be selected. Select value Data Change.
* Scroll to the Time Off Information block, enter the required information, and choose the Save button. The data is saved and is visible in the employee’s Job Information subsection of the Employment Information section.

Result

The fields related to time recording have been maintained for the employee.

### ~~Maintaining~~ *~~Balances~~* ~~for Absences~~

~~Use~~

~~During the recording of working time it is possible to use the function~~ *~~Record Absences~~*~~. In order to use this functionality as described in the following test steps, a Time Account for Absences needs to be created for the employee.~~

~~In case you have missed to maintain this information or the maintained information is incorrect, the procedure is described below:~~

~~Procedure~~

1. ~~Log on to Employee Central as HR Administrator.~~
2. ~~In the Search for actions or people box, in the top right corner of the screen, enter the name (or name parts) of the employee whose data you want to maintain. Choose in the list of employees matching the search criteria the appropriate employee. You are directed to the Employee Files page in which the profile of the selected employee is displayed.~~
3. ~~Go to the Time Off section. Select the Administer Time link.~~
4. ~~In the Time Information for <employee name> screen, go to the Time Accounts section.~~
5. ~~Select the button for the time account you want to add a balance for, e.g. Absences <year>.~~
6. ~~On the bottom of the page select the + Add Manual Adjustment button.~~
7. ~~In the upcoming Manual Adjustments dialog box, the Time Account you selected previously is defaulted.~~
8. ~~Select a Posting Date, when the balance should start, e.g. Jan 1 <year>.~~
9. ~~Select radio button Add.~~
10. ~~In field Amount in days enter the number of days.~~
11. ~~Choose the Save button.~~

~~Result~~

~~A Time Account for Absences has been added.~~

~~ Note~~

~~For more information refer to the test script of scope item Request and Manage Time Off (FJ7).~~

### ~~Function~~ *~~Time Off in Lieu~~*

~~In case your company wants to use the time account type Time Off in Lieu, the following conditions need to be fulfilled:~~

* ~~the time profile of the employee has a time account type for Time Off in Lieu assigned~~
* ~~the time recording profile of the employee considers Time Off in Lieu in time valuation~~
* ~~the Default Overtime Compensation Variant assigned to the employee is either Payout and Time Off or Time Off.~~

### ~~Function~~ *~~Working Time Account~~*

~~In case your company wants to use the time account type Working Time Account, the following conditions need to be fulfilled:~~

* ~~the time profile of the employee has a time account type for Working Time Accounts assigned~~
* ~~the time recording profile of the employee considers Working Time Accounts in time valuation~~
* ~~the Default Overtime Compensation Variant assigned to the employee is either Payout and Time Off or Payout.~~

# Overview Table

The scope item Record Working Time consists of several process steps provided in the table below.

 Note

Some of the process steps can be executed using the Mobile App. These process steps are mentioned accordingly, for details see the Transaction Code column of below table. The procedure of executing these process steps using Mobile App is sketched the Appendix of this document.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Process Step | UI Type | Business Condition | Business Role | **Transaction Code** | Expected Results |
| **Record my Working Time** | Employee Central UI |  | Employee | Company Instance URL | The working time for a specific day or week has been recorded and submitted to the line manager for approval. |
| **Process Time Sheets** | Employee Central UI |  | Line Manager | Company Instance URL or Mobile App | The time sheets submitted by the direct reports have been approved. The status of the time sheet in the employee files has turned automatically to Approved. |
| **View my Time Sheet Status (Optional)** | Employee Central UI |  | Employee | Company Instance URL | The status of the own time sheets has been viewed by the employee. |
| **Make Amendments to my Time Sheet (Optional)** | Employee Central UI | Amendments to recorded working time are needed. | Employee | Company Instance URL or Mobile App | Amendments to already approved time sheets have been performed and sent to the line manager for approval. |
| **Process Time Sheet Amendments (Optional)** | Employee Central UI |  | Line Manager | Company Instance URL or Mobile App | The amendments to time sheets submitted by the direct reports have been approved. The status of the time sheet in the employee files has turned automatically to Approved. |

# Testing the Process Steps

This section describes test procedures for each process step that belongs to this scope item.

The test should take 40 minutes.

## Recording my Working Time

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Employee | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The employee records his or her working time.

Depending on the value maintained in the employee’s employment information for the Time Recording Variant field, the employee will record either the number of hours or the clock times he or she has worked. Depending on the combination of time profile and time recording profile maintained for the employee, the employee will record either both attendances and deviations from his/her work schedule (meaning positive recording), or only overtime. In addition, he or she can record on-call times and allowances, if available in his/her time profile.

Depending on the combination of time profile, time recording profile and overtime compensation variant maintained for the employee, the hours he or she worked additionally with respect to the work schedule will be compensated either as payout, or as Time Off in Lieu, or as a combination of both, or will be credited to a working time account.

 Recommendation

In this SAP Best Practices we don’t deliver preconfigured Time Profiles for Time Sheets. In order to create duration-based or clock-time-based profiles please refer to the Payroll TimeSheet QuickGuide, where in chapter Time Configuration Overview a description on how to create your time profile as per your requirements can be found.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as employee. | The Home page is displayed. |  |
| 2 | **Go to Time Sheet** **Screen** | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen select the Time Off section. In the Time Sheet block select the Go to Time Sheet link.  Option 2: If configured, on your Home page go to the MyInfo section and choose the TimeSheet tile. | The TimeSheet ~~for <Employee>~~ screen is displayed, containing the time sheet for the current week. Each column of the table corresponds to a day of the week. Per default, today’s date is marked with a frame. An asterisk marks the public holidays.  In case of a positive time recording profile, below each date the number of working hours or working clock times per day are defaulted based on the value of field Work Schedule maintained in the employee master data record, for example 8:00 (for duration) or 08:00-17:00 (for clock time).  In case the employee is absent during the particular workweek, for example due to annual leave, the dates of the appropriate days are marked as such with a chart in the calendar. To view details on the absence, hover the mouse over the Chart. In the Total part on the right side of the time sheet, the paid holidays are shown in hours, if existing (not valid in case the Time Recording Profile does not consider overtime and only pure working hours are recorded).  In case of an overtime recording profile, if the employee is absent during the particular workweek, for example due to annual leave, the dates of the appropriate days are greyed out. |  |
| 3 | **Select Day for Time Recording** | Left-mouse click on a date in the time sheet for which you want to record your working time. Expand the DETAILS link below the table. | The DETAILS section of the screen is expanded. Depending on your time profile, this section may contain up to four subsections: Allocated Hours, Add On-Call Time, Add Allowances and Add Absence.  Proceed with one of the three options described below. |  |

**Option 1:** in case you perform positive time recording and have time recording variant Duration:

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | **Record Working Time for Particular Day** | In the Allocated Hours subsection, record the number of hours you have worked. Select for each activity the appropriate time type.  Note  As example, we consider time type Working Time. If appropriate, proceed in a similar way for other time types, too, which are selectable based on the time profile assigned to you. | Time Type: select from drop-down, for example Working Time | You can also record the worked hours directly in the entry field below the date. In this case, in the Allocated Hours subsection of the DETAILS section, time type Working Time and duration value are defaulted based on the value entered. | Upon entering the duration (no matter if via the DETAILS section or directly in the entry field below the date), a chart in the calendar shows up automatically, representing the entered hours and possibly minutes. To view details, hover the mouse over the chart.  Depending on the combination of time profile and time recording profile assigned to the employee, the following values are shown in the Total part on the right side of the time sheet:  **Use case 1 / Time recording profile considers overtime with different factors**:  The Time Recording Profile considers overtime that is valuated with different factors. In this situation, the following data is visible:  Overtime: In case you enter a number of hours, which exceeds the maximum admissible number of hours per day captured by your work schedule, the worked overtime is valuated automatically based on your assigned time recording profile. Additionally, the overtime calculation factors (e.g. 1,5 or 2.0) are visible. They depend on the time recording profile assigned to the employee. Using this, the overtime hours are calculated with a different factor and will be considered as such in payroll.  Regular Time (in hours): is updated automatically.  **Use case 2 / Time recording profile considers overtime with Working Time Account**:  The Time Profile has a time account type for working time account assigned and the Time Recording Profile considers working time accounts in time valuation. In this situation, the following data is visible:  Working Time Accounts: The number of hours your Working Time Account will be credited with for the specified week.  Working Time Account Balance: The balance on your working time account. This may differ to the field Working Time Account since it includes future absences.  **Use case 3 / Time recording profile considers Working Hours Only:**  The Time Recording Profile does not consider overtime, only pure working hours are recorded. In this situation, the following data is visible:  Regular Time (in hours): is updated automatically.  **Use case 4 / Time recording profile considers overtime with Time Account *Time Off in Lieu*:**  The Time Profile has a time account type Time Off in Lieu assigned and the Time Recording Profile considers Time Off in Lieu in time valuation. In this situation, the following data is visible:  Overtime: In case you enter a number of hours, which exceeds the maximum admissible number of hours per day captured by your work schedule, the worked overtime is valuated automatically based on your assigned time recording profile. Additionally, the overtime calculation factors (e.g. 1,5 or 2.0) are visible. They depend on the time recording profile assigned to the employee. Using this, the overtime hours are calculated with a different factor and will be considered as such in payroll.  Regular Time (in hours): is updated automatically.   Note  **Error Message for Threshold Value:**  If configured in the instance, an error message occurs in case you record more than 10 working hours per day (the system compares with the employees’ work schedule).  For this the employee’s Time Recording Profile needs to include a Time Valuation that contains an appropriate Time Type Group.  New Time Type Groups are configured for you to enhance your Time Valuation. The threshold value of 10 hours can be adapted if needed.  For more information please refer to the Time Sheet workbook. |  |
| Duration: enter number of hours (and minutes, if appropriate) worked; format h:mm is predefined |
| Cost Center: select from drop-down, if appropriate |  |  |
| Record on-call time, if available for you and if appropriate. For this select the ⊕ Add On-Call Time button and enter data as appropriate. | Time Type: select from drop-down, for example On-Call Duty (Remote Service) |  |  |
| Duration: enter number of hours (and minutes, if appropriate) worked; format h:mm is predefined |  | Upon entering the duration, an Information  icon On-Call Time Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |
| Cost Center: select from drop-down, if appropriate |  |  |
| Record allowances, if available for you and if appropriate. For this select the ⊕ Add Allowances button and enter data as appropriate. | Allowance Type: select from drop-down, for example Nightshift Allowance |  |  |
| Duration: enter number of hours worked (and minutes, if appropriate); format h:mm is predefined |  | Upon entering the duration, an Information  icon Allowances Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |
| Optionally you can record absences.  Select the ⊕ Add Absence button and enter data in the upcoming New Absence dialog box as appropriate. When done, choose Submit.   Note  This functionality is available for the case that during your time recording of the current week you encounter the need to create a new absence.  In case the Time Off content has been deployed with the SAP Best Practices, for more details regarding recording absences you can refer to test script of scope item *Request and Manage Time Off (FJ7)*. |  | Before adding an absence, you should submit your entered working times or save a draft. | After entering your new absence, you are redirected to the Time Sheet. To view details on your entered absence, hover the mouse over the chart of the appropriate day.  ~~The absence is displayed in the Total part on the right side of the time sheet (not valid in case the Time Recording Profile does not consider overtime and only pure working hours are recorded).~~ |
| 5 | **Record Working Time for Each Day** | Record your working time for each working day of the week. | Proceed as described in test step # 4. |  | Working time for the whole week has been recorded. The time sheet is ready to be sent to the manager. |  |
| 6 | **Submit Time Sheet** | Choose the Submit button.   Note  If needed, you can also save a draft of the time sheet and continue recording later. |  |  | The Submit Time Sheet dialog box is displayed, asking you if you want to submit the time sheet for the calendar week.  Depending on the combination of time profile and time recording profile assigned to the employee, the following use cases can occur (see test step #4)  **Use case 1 / Overtime with different factors**:  The Time Recording Profile considers overtime. In this situation, the following data is visible:   * the enumeration of the recorded Total Hours * Number of overtime-worked hours and the corresponding factor they are calculated with (if any) * Regular Time * ~~Absences (if any)~~ * On-Call Time (if any) * Allowances (if any)   **Use case 2 / Overtime with Working Time Account**:  The Time Recording Profile considers working time accounts. In this situation, the following data is visible:   * the enumeration of the recorded Total Hours * Working Time Accounts * Regular Time * ~~Absences (if any)~~ * On-Call Time (if any) * Allowances (if any)   **Use case 3 / Working Hours Only:**  The Time Recording Profile does not consider overtime, only pure working hours are recorded. The following data is visible:   * the enumeration of the recorded Total Hours * On-Call Time (if any) * Allowances (if any)   **Use case 4 / Overtime with Time Account *Time Off in Lieu*:**  The Time Recording Profile considers Time Off in Lieu. In this situation, the following data is visible:   * the enumeration of the recorded Total Hours * numbers of hours the Time Off in Lieu Account will be credited with for the specified week * Regular Time * On-Call Time (if any) * Allowances (if any) |  |
| 7 | **Confirm your Choice** | In the Submit Time Sheet dialog box enter a comment to the approver if appropriate, and choose the Submit button. |  |  | A system message is generated about the successful submission of your time sheet.  The Status of your time sheet turns automatically to To be approved and is awaiting approval from your line manager.  ~~Depending on the combination of time profile and time recording profile assigned to the employee, the following use cases can occur (see test step #4)~~  **Use case Working Time Account**  In case you are entitled to a Working Time Account, the appropriate number of hours is added to your Working Time Account. You can view details on this via My Employee File → Time Off.  **Use case Time Account *Time Off in Lieu:***  In case you are entitled to Time Off in Lieu, the appropriate number of hours is added to your Time Off in Lieu time account as soon as the manager approved the Time Sheet. You can view details on this via My Employee File → Time Off . |  |
| 8 | **Record Working Time for Each Workweek** | Repeat test steps # 3 to # 7 for every workweek for which you want to record your working time. To select the week of interest choose the Previous Time Sheet or Next Time Sheet icon. Submit the time sheet. |  | Caution  Depending on the Time Recording Admissibility maintained for you, you can record working time, for example, 4 weeks back. In case you want to record working time for a week that lies more than 4 weeks in the past, you will get an appropriate caution message and the time sheet for that week is not editable. |  |  |

**Option 2:** in case you perform **positive time recording** and have time recording variant Clock Time:

| Test Step # | Test Step Name | Instruction | User Entries: Field Name: User Action and Value | Additional information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | **Record Working Time for Particular Day** | In the Allocated Hours subsection, record the clock times you have worked. Select for each activity the appropriate time type.  Note  As example, we consider time type Working Time. If appropriate, proceed in a similar way for other time types, too, which are selectable based on the time profile assigned to you. | Time Type: select from drop-down, for example Working Time | You can also record the clock times directly in the entry field below the date by selecting the link with the planned start and end times ~~Take over planned working time~~ ~~with the planned working time~~, for example 08.00 – 17:00. In this case, in the Allocated Hours subsection of the DETAILS section, the time types Working Time and Scheduled Break(s) are defaulted. |  |  |
| Start Time: enter clock time when you have started to work |  |  |  |
| End Time: enter clock time when you have finished to work |  | The read-only field Duration is filled automatically with the appropriate value (difference between end time and start time).  The clock times of the scheduled breaks (if configured in the instance) are inserted automatically in the Allocated Hours subsection. Depending on the number of breaks configured, several records of time type Scheduled Break will be displayed.  A Chart in the calendar shows up automatically, representing the entered hours and possibly minutes. To view details, hover the mouse over the Chart.  In the Total part on the right side of the time sheet, the Regular Time (in hours) is updated automatically. Note that the scheduled breaks are not considered in this evaluation.  In case you have entered clock times, which exceed your daily work schedule, the worked Overtime (in hours) is valuated automatically based on your assigned time recording profile, and is visible in the Total part on the right side of the time sheet. Depending on the time recording profile assigned to you, the overtime hours are calculated with a different factor and will be considered as such in payroll.   Note  **Error Message for Threshold Value:**  If configured in the instance, an error message occurs in case you record more than 10 hours per day (the system compares with the employees’ work schedule).  For this the employee’s Time Recording Profile needs to include a Time Valuation that contains an appropriate Time Type Group.  New Time Type Groups are configured for you to enhance your Time Valuation. The threshold value of 10 hours can be adapted if needed.  For more information please refer to the Time Sheet workbook. |  |
| If appropriate, enter the cost center to which the working time should be allocated. For this, select the Details link next to time type, e.g. Working Time, and in the upcoming Details dialog box select ~~for Cost Center field~~ a value from the drop-down for the Cost Center field, then choose the Done button. |  |  |  |
| Record on-call time, if available for you and if appropriate. For this select the ⊕ Add On-Call Time button and enter data as appropriate. | Time Type: select from drop-down, for example On-Call Duty (Remote Service) |  |  |  |
| Start Time: enter start clock time |  |  |  |
| End Time: enter end clock time |  | The read-only field Duration is automatically filled with the appropriate value (difference between end time and start time).  An Information  icon On-Call Time Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |  |
| If appropriate, enter the cost center to which the working time should be allocated. For this, select the Details link next to time type, e.g. Working Time, and in the upcoming Details dialog box select ~~for Cost Center field~~ a value from the drop-down for the Cost Center field, then choose the Done button. |  |  |  |
| Record allowances, if available for you and if appropriate. For this select the ⊕ Add Allowances button and enter data as appropriate. | Allowance Type: select from drop-down, for example Night Shift Allowance |  |  |  |
| Duration: enter number of hours worked (and minutes, if appropriate); format h:mm is predefined |  | Upon entering the duration, an Information  icon Allowance(s) Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |  |
| Record absences, if necessary. For this select the ⊕ Add Absence button and enter data in the upcoming New Absence dialog box as appropriate. When done, choose Submit.   Note  This functionality is available for the case that during your time recording of the current week you encounter the need to create a new absence.  In case the Time Off content has been deployed with the SAP Best Practices, for more details regarding recording absences you can refer to test script of scope item *Request and Manage Time Off (FJ7)*. |  | Note  Before adding an absence, you should save your entered overtime as a draft. | After entering your new absence, you are redirected to the Time Sheet. To view details on your entered absence, hover the mouse over the chart of the appropriate day. |  |
| 5 | **Record Working Time for Each Day** | Record your working time for each working day of the week. | Proceed as described in test step # 4. |  | Working time for the whole week has been recorded. The time sheet is ready to be sent to the manager. |  |
| 6 | **Submit Time Sheet** | Choose the Submit button.   Note  If needed, you can also save a draft of the time sheet and continue recording later. |  |  | The Submit Time Sheet dialog box is displayed, asking you if you want to submit the time sheet for the calendar week.  The dialog box contains the following data:   * the enumeration of the recorded Total Hours * Number of overtime-worked hours and the corresponding factor they are calculated with (if any) * Regular Time * ~~Absences (if any)~~ * On-Call Time (if any) * Allowances (if any).   **Use case *Time Off in Lieu*** :  In case you are entitled to Time Off in Lieu, the dialog box contains additionally the number of hours your **Time Off in Lieu** account will be credited with for the specified week.  **Use case *Working Time Account*** :  In case you are entitled to a Working Time Account, the dialog box contains additionally the number of hours your Working Time account will be credited with for the specified week.  ~~Caution~~  ~~This information is available only if the following conditions are fulfilled:~~   * ~~the time profile of the employee has a time account type for Time Off in Lieu assigned,~~ * ~~an appropriate time recording profile, which considers Time Off in Lieu in time valuation, has been maintained for the employee,~~ * ~~the Default Overtime Compensation Variant assigned to the employee is either Payout and Time Off or Time Off.~~ |  |
| 7 | **Confirm your Choice** | In the Submit Time Sheet dialog box enter a comment to the approver if appropriate, and choose the Submit button. |  |  | A system message is generated about the successful submission of your time sheet.  The Status of your time sheet turns automatically to To be approved and is awaiting approval from your line manager.  **Use Case *Time Off in Lieu*** : In case you are entitled to Time Off in Lieu, the appropriate number of hours is added to your Time Off in Lieu time account as soon as the manager approved the Time Sheet. You can view details on this via My Employee File → Time Off.  **Use Case *Working Time Account:*** In case you are entitled to a Working Time Account, the appropriate number of hours is added to your Working Time Account. You can view details on this via My Employee File → Time Off. |  |
| 8 | **Record Working Time for Each Workweek** | Repeat test steps # 3 to # 7 for every workweek for which you want to record your working time. To select the week of interest choose the Previous Time Sheet or Next Time Sheet icon. Submit the time sheet. |  | Caution  Depending on the Time Recording Admissibility maintained for you, you can record working time, for example, 4 weeks back. In case you want to record working time for a week that lies more than 4 weeks in the past, you will get an appropriate caution message and the time sheet for that week is not editable. |  |  |

**Option 3:** in case you perform overtime recording (duration-based or clock-time-based)

Note

In case you have not worked additional time with respect to your work schedule, you don’t need to fill the time sheet. Instead, you can submit the time sheet empty. With other words, skip test steps # 4 and # 5 and proceed directly with test step # 6.

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 4 | **Record Overtime Worked for Particular Day** | In the Allocated Hours subsection, record only the overtime you have worked with respect to your work schedule. Select in the Time Type field value Overtime from drop-down. Maintain the duration or clock time, depending on your time recording variant, and the cost center, if appropriate.  Note  In case of time recording variant Duration, you can record the worked overtime hours directly in the entry field below the date. In this case, in the Allocated Hours subsection of the DETAILS section, time type Overtime and duration value are defaulted based on the value entered.  Note  In case of time recording variant *Clock Time* and recorded overtime hours that exceed a special number of hours, in the Allocated Hours subsection of the DETAILS section, time type(s) Scheduled Break(s) are defaulted based on the configured breaks in the time profile.  Note  Depending on the time profile assigned to you, other overtime-relevant time types could be available, too, like for example Business Travel. If appropriate, proceed in a similar way for these time types. | A chart in the calendar shows up automatically, representing the entered hours and possibly minutes. To view details, hover the mouse over the chart.  In case of clock-time based recording, the read-only field Duration is automatically filled with the appropriate value (difference between end time and start time).  In the Total part on the right side of the time sheet, only the overtime hours are displayed. Depending on the Time Recording Profile assigned to the employee, the overtime hours are calculated with a different factor and will be considered as such in payroll.  Note  **Error Message for Threshold Value:**  If configured in the instance, an error message occurs in case you record more than 10 overtime hours per day (the system compares with the employees’ work schedule).  For this the employee’s Time Recording Profile needs to include a Time Valuation that contains an appropriate Time Type Group.  New Time Type Groups are configured for you to enhance your Time Valuation. The threshold value of 10 hours can be adapted if needed.  For more information please refer to the Time Sheet workbook. |  |
| Record on-call time, if available for you and if appropriate. For this select the ⊕ Add On-Call Time button and enter data as appropriate. | Upon entering the duration, an Information  icon On-Call Time Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |
| Record allowances, if available for you and if appropriate. For this select the ⊕ Add Allowances button and enter data as appropriate. | Upon entering the duration, an Information  icon Allowances Recorded is displayed in the Total part on the right side of the time sheet. To view the information, hover the mouse over the  icon. |
| Optionally you can record absences.  Select the ⊕ Add Absence button and enter data in the upcoming New Absence dialog box as appropriate. When done, choose Submit.   Note  Before adding an absence, you should save your entered overtime as a draft.   Note  This functionality is available for the case that during your time recording of the current week you encounter the need to create a new absence.  In case the Time Off content has been deployed with the SAP Best Practices, for more details regarding recording absences you can refer to test script of scope item *Request and Manage Time Off (FJ7)*. | After entering your new absence, you are redirected to the Time Sheet. Details on your entered absence are shown in the Absences part of the DETAILS section. |
| 5 | **Record Overtime Worked for Each Day** | Record the overtime you have worked with respect to your work schedule for each working day of the week. Proceed as described in test step # 4. | Overtime worked for the whole week has been recorded. The time sheet is ready to be sent to the manager. |  |
| 6 | **Submit Time Sheet** | Choose the Submit button.   Note  If needed, you can also save a draft of the time sheet and continue recording later. | The Submit Time Sheet dialog box is displayed, asking you if you want to submit the time sheet for the calendar week.  In case you have worked overtime the dialog box contains the following data:   * the recorded Total of Overtime Hours * ~~the number of hours with Overtime Base Pay~~ * ~~the corresponding factor for the overtime working hours are shown additionally depending on the configuration~~ * the number of overtime-worked hours and the corresponding factor they are calculated with (if any) * ~~the number of hours with overtime calculation factors~~ * ~~Absences (if any)~~ * On-Call Time (if any) * Allowances (if any)   **Use case *Time Off in Lieu***:  In case you are entitled to Time Off in Lieu, the dialog box contains additionally the number of hours your **Time Off in Lieu** account will be credited with for the specified week.  **Use case *Working Time Account***  In case you are entitled to a Working Time Account, the dialog box contains additionally the number of hours your Working Time account will be credited with for the specified week. |  |
| 7 | **Confirm your Choice** | In the Submit Time Sheet dialog box enter a comment to the approver if appropriate, and choose the Submit button. | A system message is generated about the successful submission of your time sheet.  The Status of your time sheet turns automatically to To be approved and is awaiting approval from your line manager.  **Use Case *Time Off in Lieu***: In case you are entitled to Time Off in Lieu, the appropriate number of hours is added to your Time Off in Lieu time account as soon as the manager approved the Time Sheet. You can view details on this via My Employee File → Time Off.  **Use Case *Working Time Account:*** In case you are entitled to a Working Time Account, the appropriate number of hours is added to your Working Time Account. You can view details on this via My Employee File → Time Off. |  |
| 8 | **Record Working Time for Each Workweek** | Repeat test steps # 3 to # 7 for every workweek for which you want to record your working time. To select the week of interest choose the Previous Time Sheet  or Next Time Sheet icon. Submit the time sheet.   Caution  Depending on the Time Recording Admissibility maintained for you, you can record working time, for example, 4 weeks back. In case you want to record working time for a week that lies more than 4 weeks in the past, you will get an appropriate caution message and the time sheet for that week is not editable. |  |  |

 Note

The HR Administrator can record the working time for the employee on behalf of the employee, too. The procedure is similar.

 Note

In case email is configured and the email address of the employee’s line manager is maintained in the system, he or she receives an automatic email about the workflow item needing his or her attention.

 Note

If required, you can also withdraw a submitted time sheet, by selecting the Withdraw button. In this case, you need to submit your time sheet again to your manager for approval.

## Processing Time Sheets

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Line Manager | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager processes the time sheets submitted by his or her direct reports.

He or she has the option to process a single time sheet request, or to mass approve several time sheet requests at once. The latter is especially helpful if the Line Manager has several time sheet requests to be approved in his or her to-do list.

 Note

The number of workflow requests, that can be approved at one time, is limited to 100.

 Note

Mass rejection and mass delegation of time sheet requests are not possible. To decline or delegate a time sheet request, you need to go into the ~~detailed~~ single request. For details see Option 2 in the Procedure below.

Prerequisites

The time sheet request must have been submitted by the employee and sent for approval to his or her line manager.

Procedure

Option 1: Single Approval of Time Sheet Requests

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as line manager. |  | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand choose the Approve Requests tile. |  | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. |  |
| 3 | **Select Time Sheet Request** | In the Approve Requests dialog box, choose the < Employee Time Sheet for <Employee Name> link.   Note  In case there are several time sheet requests submitted by this employee, pay attention to the displayed high level details (for example to the period, the planned and the recorded working time) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time sheet. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Employee Time Sheet section contains the detailed time sheet entries. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as ~~administrative~~ Activity details to the request initiation. |  |
| 4 | **Review Time Sheet** | Review details to the recorded working time in section Time Valuation Result. If needed, you can enter a note to this time sheet in the Comment section. |  |  |  |
| 5 | **Approve Time Sheet** | If everything is fine, choose the Approvebutton to approve the time sheet. | Note  You may also decline the time sheet. In this case, it is recommended to add a comment explaining your decision before choosing the Decline button. The employee can then adapt the time sheet and resubmit it for approval.  You may also pass the request to someone else to approve. For this choose the Delegate link ~~located~~~~next to the Decline button~~, In the upcoming Delegate~~Workflow~~ Request window select ~~from the drop-down~~ the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the approval of the workflow. You are directed to your Home page.  In the employee’s Employee Files, the status of the time sheet turned Approved. |  |

Option 2: Mass Approval of Time Sheet Requests

| Test Step # | Test Step Name | | Instruction | | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as line manager. | | The Homepage is displayed. | |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand choose the Approve Requests tile. | | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. | |  |
| 3 | **Go to My Workflow Requests Screen** | Select the Go to Workflow Requests link located at the bottom right of the Approve Requests dialog box. | | The My Workflow Requests (#) screen is displayed. If appropriate, choose More, to have the complete list of requests. | |  |
| 4 | **Filter for Time Off Requests** | To filter the requests, select the Filter  icon. | | Several fields, which can be used as filter criteria, like for example Request Type or Initiated By ~~initiator~~, ~~types of organizational units, etc.,~~ are displayed on top of the My Workflow Requests (#) screen. | |  |
| To filter for time sheet requests, select for field Request Type value Change Generic Object Actions and for field Object select value Employee Time Sheet. Then choose the Go button.   Note  The field Object comes up as soon as you select a value for field Request Type. | | Time Sheet Requests to be approved are listed.  For each time sheet request in the list, the name of the ~~requesting~~ employee, the working time period and the initiator are displayed. | |
| 5 | **Sort Requests (Optional)** | To sort the requests, select the Sort  icon. In the menu that expands, you have the following options:   * Sort by the date you have received the request: this is the default sorting for the workflow list; * Sort by the date the request has been initiated; * Sort by the date the content of the request becomes effective. * In addition, you can choose to display the requests in ascending or descending order.   Check the appropriate radio-buttons and choose Apply. | | The requests you need to approve are listed as per the sort criteria you have selected. | |  |
| 6 | **Select Time Sheet Requests to be approved** | Flag the checkboxes on the very left of all ~~Time Sheet Requests~~ Employee Time Sheet for <employee name> links you want to approve, for example, those of a special period.   Note  In case there are only time sheet requests in your list and you want to approve all of them at once, you can flag the Select <#> out of <#> requests checkbox on the top left of the list of requests. | | The number of selected requests is displayed on the top right of the list of requests in the Approve button. | |  |
| 7 | **Mass Approve Time Sheet Requests** | Select the Approve (<#>) button ~~next to the <#> requests selected~~ on the top right of the list of requests. | | All ~~the~~ selected time sheet requests will be approved ~~in one go~~ at once. As the workflows will be approved asynchronously, it may take a while until they are all approved. An appropriate message is generated by the system. The number of requests of type Change Generic Object Actions you still need to approve has decreased accordingly.  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. | |  |

 Note

**Use Case *Time Off in Lieu*** : In case of entitlement to Time Off in Lieu, the appropriate number of hours is added to the employee’s Time Off in Lieu time account as soon as the manager approved the Time Sheet. Details can be seen via My Employee File → Time Off. Now the employee can request time off in lieu. The procedure is similar to the description of process step *Requestig Time Off* in test script of scope item *Request and Manage Time Off (FJ7)*.

 Note

**Use Case *Working Time Account:*** In case of entitlement to Working Time Accounts, the appropriate number of hours is added to the employee’s Working Time Account as soon as the manager approved the Time Sheet. Details can be seen via My Employee File → Time Off. Now the employee can request time off from his Working Time Account. The procedure is similar to the description of process step *Requestig Time Off* in test script of scope item *Request and Manage Time Off (FJ7).*

 Caution

**In case integration with SAP SuccessFactors Employee Central Payroll is in place**, the working time recorded by the employee is replicated to SAP SuccessFactors Employee Central Payroll. In order to check the correctness of the replicated data, proceed as described in test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O).

## Viewing my Time Sheet Status (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Employee | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Employee checks the status of his or her time sheets.

 Note

This process step can be carried out at any time during the process.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as employee. | The Homepage is displayed. |  |
| 2 | **Go to Time Sheet Screen** | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen select the Time Off section. In the Time Off block select the Go to Time Sheet link.  Option 2: if configured, on your Home page go to the MyInfo section and choose the TimeSheet tile. | The TimeSheet screen is displayed, containing the time sheet for the current week. |  |
| 3 | **Check Status of Time Sheets** | In the right part of the time sheet, below Total, review the Status having value Approved. Choose the Previous Time Sheet  or Next Time Sheet  icon to view the status of the time sheets of other workweeks. | The status can be:   * To be submitted – you have saved a draft and have not yet submitted the time sheet * To be approved – you have submitted the time sheet, but it is pending approval * Approved – the time sheet has already been approved    Note  In case the time sheet request has been declined the status will be Declined by approver. |  |

## Making Amendments to my Time Sheet (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Employee | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The employee makes amendments to his or her already approved time sheet. This is required only in case the employee has realized that he or she missed to maintain some data in the time sheet, or maintained it in a wrong manner.

Prerequisites

To be able to make amendments to an approved time sheet for a week lying, for example 4 weeks, in the past, value 4 Past Weeks/Amendments Allowed must have been maintained in field Time Recording Admissibility of the employee.

Procedure

| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as employee. | The Home page is displayed. |  |
| 2 | **Go to Time Sheet** **Screen** | Option 1: On the Home page select from the Home drop-down MyEmployeeFile. On the My Employee File screen select the Time Off section. In the Time Off block select the Go to Time Sheet link.  Option 2: if configured, on your Home page go to the MyInfo section and choose the TimeSheet tile. | The TimeSheet ~~for <Employee~~> screen is displayed, containing the time sheet for the current week. |  |
| 3 | **Select Date for Amending Working Time** | Left-mouse click on the date in the time sheet for which you want to amend your recorded time. Expand the DETAILS link below the table. | The DETAILS section of the screen is expanded. Depending on your time profile, this section may contain up to four subsections: Allocated Hours, Add On-Call Time, Add Allowances and Add Absence. |  |
| 4 | **Amend Recorded Working Time for Particular Day** | Chose the Make Amendment button. Make amendments in the recorded time types as appropriate.  In case of duration-based time recording, you can update the number of worked hours directly in the entry field below the date.  In case of clock-time based time recording, adapt the start time or end time of time type Working Time in the DETAILS section.  In case of overtime recording, you can enter or update the number of worked overtime hours directly in the entry field below the date. |  |  |
| 5 | **Resubmit Time Sheet** | When done, choose the Resubmit button. | The Submit Time Sheet dialog box is displayed, asking you if you want to submit the time sheet for the calendar week. The dialog box contains also a detailed enumeration of the time types recorded. |  |
| 6 | **Confirm your Choice** | In the Submit Time Sheet dialog box enter a comment to the approver if appropriate, and choose the Submit button. | A system message is generated about successful submission of your time sheet.  The Status of your time sheet turns automatically from Draft amendment to Amendment to be approved and is awaiting approval from your line manager.  **Use Case *Time Off in Lieu*** :  In case you are entitled to Time Off in Lieu, ~~the Time Sheet – Amendment screen is displayed directly, and no Make Amendment button is available.~~ after resubmitting the amended Time Sheet your Time Off in Lieu time account will be updated accordingly as soon as the manager approved the Time Sheet by either adding earned hours or reducing existing earned hours, depending on the amendment made. You can view details on this via My Employee File → Time Off.  **Use Case *Working Time Account*** In case you are entitled to a Working Time Account, ~~the Time Sheet – Amendment screen is displayed directly, and no Make Amendment button is available.~~ after resubmitting the amended Time Sheet your Working Time Account will be updated accordingly as soon as the manager approved the Time Sheet by either adding earned hours or reducing existing earned hours, depending on the amendment made. You can view details on this via My Employee File → Time Off. |  |
| 7 | **Amend Recorded Working Time for Each Workweek** | Repeat test steps # 3 to # 6 for every workweek, in which you want to amend your recorded working time. To arrive to the week of interest choose the Previous Time Sheet  or Next Time Sheet  icon. Submit the time sheet.   Note  You can make amendments to at most 4 weeks in the past from the current workweek. |  |  |

 Note

In case email is configured and the email address of the employee’s line manager is maintained in the system, he or she receives an automatic email about the workflow item needing his or her attention.

## Processing Time Sheet Amendments (Optional)

Test Administration

Customer project: Fill in the project-specific parts (between <brackets>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Test Case ID | <X.XX> | Tester Name | <name> | Testing Date | <date> |
| Business Role(s) | Line Manager | | | | |
| Responsibility | <State Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | <duration> |

Purpose

The Line Manager processes the time sheet amendments submitted by his or her direct reports.

He or she has the option to process a single time sheet request, or to mass approve several time sheet requests at once. The latter is especially helpful if the Line Manager has several time sheet requests to be approved in his or her to-do list.

 Note

The number of workflow requests, that can be approved at one time, is limited to 100.

 Note

Mass rejection and mass delegation of time sheet requests are not possible. To decline or delegate a time sheet request, you need to go into the ~~detailed~~ single request. For details see Option 2 in the Procedure below.

Prerequisites

The time sheet request must have been submitted by the employee and sent for approval to his or her line manager.

Procedure

Option 1: Single Approval of Time Sheet Requests

| Test Step # | Test Step Name | Instruction | Additional Information | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as line manager. |  | The Homepage is displayed. |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand choose the Approve Requests tile. |  | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. |  |
| 3 | **Select Time Sheet Request** | In the Approve Requests dialog box, choose the <Employee Time Sheet for <Employee Name> link.   Note  In case there are several time sheet requests submitted by this employee, pay attention to the displayed high level details (for example to the period, the planned and the recorded working time) to choose the correct request. |  | The EmployeeFiles > Workflow Details screen is displayed containing details to the employee’s time sheet. The screen is divided in several sections:   * The Do you approve this request? section contains a short overview of the request, its initiator, and the workflow participants. * The Employee Time Sheet section contains the detailed time sheet entries. * In the Comment section, you can post your remarks to the employee’s request. * On the right part of the screen a short profile of the requesting employee is given, as well as ~~administrative~~ Activity details to the request initiation. |  |
| 4 | **Review Time Sheet** | Review details to the recorded working time in section Time Valuation Result. If needed, you can enter a note to this time sheet in the Comment section. |  |  |  |
| 5 | **Approve Time Sheet** | If everything is fine, choose the Approvebutton to approve the Time Off request. | Note  You may also decline the time sheet. In this case, it is recommended to add a comment explaining your decision before choosing the Decline button. The employee can then adapt the time sheet and resubmit it for approval.  You may also pass the request to someone else to approve. For this choose the Delegate link ~~located~~~~next to the Decline button~~, In the upcoming Delegate~~Workflow~~ Request window select ~~from the drop-down~~ the person to whom you want to delegate the request, and choose the Send button. | The system generates a message about the approval of the workflow. You are directed to your Home page.  In the employee’s Employee Files, the status of the time sheet turned Approved. |  |

Option 2: Mass Approval of Time Sheet Requests

| Test Step # | Test Step Name | | Instruction | | Expected Result | Pass / Fail / Comment |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | **Log on** | Log on to Employee Central as line manager. | | The Homepage is displayed. | |  |
| 2 | Access Requests Tile | On the Home page, go to theTo Dosectionand choose the Approve Requests tile. | | The Approve Requests dialog box is displayed, containing a list of all the requests you need to approve. For each request, high level details are given, which depend on the request type. | |  |
| 3 | **Go to My Workflow Requests Screen** | Select the Go to Workflow Requests link located at the bottom right of the Approve Requests dialog box. | | The My Workflow Requests (#) screen is displayed. If appropriate, choose More, to have the complete list of requests. | |  |
| 4 | **Filter for Time Off Requests** | To filter the requests, select the Filter  icon. | | Several fields, which can be used as filter criteria, like for example Request Type or Initiated By ~~initiator~~, ~~types of organizational units, etc.,~~ are displayed on top of the My Workflow Requests (#) screen. | |  |
| To filter for time sheet requests, select for field Request Type value Change Generic Object Actions and for field Object select value Employee Time Sheet and choose the Go button.   Note  The field Object comes up as soon as you select a value for field Request Type. | | Time Sheet Requests to be approved are listed.  For each time sheet request in the list, the name of the ~~requesting~~ employee, the working time period and the initiator are displayed. | |
| 5 | **Sort Requests (Optional)** | To sort the requests, select the Sort  icon. In the menu that expands, you have the following options:   * Sort by the date you have received the request: this is the default sorting for the workflow list; * Sort by the date the request has been initiated; * Sort by the date the content of the request becomes effective.   In addition, you can choose to display the requests in ascending or descending order.  Check the appropriate radio-buttons and choose Apply. | | The requests you need to approve are listed as per the sort criteria you have selected. | |  |
| 6 | **Select Time Sheet Requests to be approved** | Flag the checkboxes on the very left of all ~~Time Sheet Requests~~ Employee Time Sheet for <employee name> links you want to approve, for example, those of a special period.   Note  In case there are only time sheet requests in your list and you want to approve all of them at once, you can flag the Select <#> out of <#> requests checkbox on the top left of the list of requests. | | The number of selected requests is displayed on the top right of the list of requests in the Approve button.. | |  |
| 7 | **Mass Approve Time Sheet Requests** | Select the Approve (<#>) button ~~next to the <#> requests selected~~ on the top right of the list of requests. | | All ~~the~~ selected time sheet requests will be approved ~~in one go~~ at once. As the workflows will be approved asynchronously, it may take a while until they are all approved. An appropriate message is generated by the system. The number of requests of type Change Generic Object Actions you still need to approve has decreased accordingly.  If appropriate, you can remove the filter and process other requests as per your requirement. Once there is no request left for you to approve, the My Workflow Requests (#) screen will have no entry anymore and the Approve Requests tile will no longer be visible in the To Dosection of your Home page. | |  |

 Note

**Use Case *Time Off in Lieu*** : In case of entitlement to Time Off in Lieu, the appropriate number of hours is ~~added to~~ updated in the employee’s Time Off in Lieu time account as soon as the manager approved the Time Sheet. Details can be seen via My Employee File → Time Off. Now the employee can request time off in lieu. The procedure is similar to the description of process step *Requestig Time Off* in test script of scope item *Request and Manage Time Off (FJ7),* which is relevant in case the Time Off content has been deployed with the SAP Best Practices*.*

 Note

**Use Case *Working Time Account***: In case of entitlement to Working Time Accounts, the appropriate number of hours is ~~added to~~ updated in the employee’s Working Time Account as soon as the manager approved the Time Sheet. Details can be seen via My Employee File → Time Off. Now the employee can request time off ~~in lieu~~ from his Working Time Account. The procedure is similar to the description of process step *Requestig Time Off* in test script of scope item *Request and Manage Time Off (FJ7),* which is relevant in case the Time Off content has been deployed with the SAP Best Practices*.*

 Caution

**In case integration with SAP SuccessFactors Employee Central Payroll is in place**, the amendments made by the employee on his or her recorded working time are replicated to SAP SuccessFactors Employee Central Payroll. In order to check the correctness of the replicated data, proceed as described in test script of scope item Integration with SAP SuccessFactors Employee Central Payroll (15O).

# Appendix

## Executing Process Steps using Mobile App

As mentioned in chapter Overview Table, several process steps can be executed via mobile device. For this, the SAP SuccessFactors Mobile application must have been activated on the mobile devices of the persons executing these steps.

 Recommendation

For details on activating the SAP SuccessFactors Mobile application, refer to the Read Me document.

In the following, the procedure for executing the process steps using mobile devices are given.

### Recording Working Times

Purpose

If the SAP SuccessFactors Mobile application has been activated on the mobile devices of the employees, they can record their working time also on their mobile devices. Instead of recording their time sheet on the company instance website, they can do so on their mobile devices.

To record Working Times on mobile devices, the following users can activate the SAP SuccessFactors Mobile application:

* employees

Procedure

1. Open the SAP SuccessFactors mobile app and log on by tapping the corresponding user name.
2. Tab on Time Sheet, select the appropriate working day, select New Recording and enter your working time.
3. Then choose Add.
4. Repeat the recording for all days of the current work week.
5. Then choose Preview Time Sheet.
6. Review your recorded times for the current work week. Then choose Submit.

### Processing Time Sheet Requests

Purpose

If the SAP SuccessFactors Mobile application has been activated on the mobile devices of the approvers of requests, they receive the requests also on their mobile devices. Instead of approving/rejecting the requests on the company instance website, they can do so on their mobile devices.

To process Time Sheet Requests on mobile devices, the following users can activate the SAP SuccessFactors Mobile application:

* line manager

Procedure

1. Open the SAP SuccessFactors mobile app and log on by tapping the corresponding user name.
2. Tap on To-Do and under Approve Requests select the appropriate request you need to process.
3. On the Details screen, review the request, and if satisfied, choose Approve.

 Note

If required, you can also decline or delegate the request. In these cases, it is recommended to add a comment explaining your decision. Then choose Decline or Delegate at the bottom of the page.

## Process Chains

The process to be tested in this test case is part of a chain of integrated processes.

### Preceding Processes

You may first have completed the following business processes and conditions before you start with the test steps:

| Process | Business Condition |
| --- | --- |
| Add New Employee / Rehire (FJ0) | Employees must have been hired (or rehired) and already exist in the system. |

### Succeeding Processes

After completing the activities in this test case, you can continue testing the following business processes:

| Process | Business Condition |
| --- | --- |
| Request and Manage Time Off (FJ7) (Optional) | Your company has implemented the Time Off module from Upgrade Center in the SAP SuccessFactors Employee Central Instance.  ~~The employee can request Time Off as compensation of additional hours he or she worked with respect to the work schedule in the following situations:~~  **Function *Time Off in Lieu*** : In case the employee is entitled to Time Off in Lieu, additional hours he or she worked with respect to his/her work schedule can be added to his/her Time Off in Lieu time account. As soon as the manager approved the Time Sheet, the employee can request Time off from this *Time Off in Lieu* time account.  ~~Situation 1: the time profile assigned to the employee has a time account type for Time Off in Lieu assigned and the default overtime compensation variant is either Time Off or Payout and Time Off. In this case the employee can request Time Off in Lieu.~~  **Function *Working Time Account*** :  In case the employee is entitled to a Working Time Account, additional hours he or she worked with respect to his/her work schedule can be added to his/her Working Time Account time account. As soon as the manager approved the Time Sheet, the employee can request Time off from this Working Time Account time account.  ~~Situation 2: the time profile has a time account type for working time accounts assigned and the time recording profile considers working time accounts in time valuation. In this case the employee can request Time Off from his or her working time account.~~ |
| Integration with SAP SuccessFactors Employee Central Payroll (15O) (Optional) | **In case integration with SAP SuccessFactors Employee Central Payroll is in place**, the recorded working time is transferred from SAP SuccessFactors Employee Central to SAP SuccessFactors Employee Central Payroll and can be checked there for correctness. |

Typographic Conventions

| **Type Style** | **Description** |
| --- | --- |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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