**SAP HR – General : Interview Questions**

**1. Which are the sub-modules in SAP HR?**

Following are the modules in SAP-HR --

-Recruitment -Personnel Administration

-Organization Management

-Personnel Development

-Training and Event Management

-Compensation Management

-Personnel Time Management

-Payroll

-MSS - Manager Self Service

-ESS - Employee Self Service

**2. Describe the various structures in SAP - HR?**

Structures are required to represent statutory, regional, and organizational conditions in an organization. Following are three structures in SAP HR.

--Enterprise Structure - gives Information about the location of work on an employee. It comprises of Client, Company Code, Personnel Area, and Personnel Subarea

--Personnel Structure - gives information about the employees job function. It comprises of Employee Group and Employee Subgroup

--Organizational Structure - gives relations between employee and his corresponding departments or business unit. It comprises of organizational plan, which includes Job, position, organizational unit etc.

**3. What is an Infotype?**

Individual Information such as last name, first name, DOB etc is defined in data fields. Data fields are grouped into information units according to their content, these information units are called Infotypes. Infotypes have names and 4 digit keys.

For Ex. Infotype 0002 is for Personal Data, which stores Employees Full Name, Date of Birth, etc.

An Infotype can have a sub-type.

Infotypes are classified as follows

1000 - 1999 == OM related

2000 - 2999 == Time related

9000 and above Customer Specific

**4. What Time Constraint 1 on an Infotype ?**

Infotype with Time Constraint 1(TC 1) must be unique, i.e. only one valid record can exist for a given period. There can be no gaps between the records. When we add a new record to an Infotype with TC1, the system delimits the overlapping record on the key date and adds new record

**5. How can you maintain information for an Infotype?**

To maintain information in an Infotype you could use -

PA30 - Personal Administration Maintenance

PA40 - Personal Actions

Alternatively, Fast Entry Screen.

**6. Which Personal Actions have you performed on an employee?**

Hire

Change Organizational Unit/Position

Change of Pay

Transfer

Terminate

Retirement

etc.

**7. Where are payroll results stored?**

Payroll results are store in PCL2 cluster, which can be accessed using the transaction pc\_payresult

**8. What is Matchcode W?**

Match Code W provides a list of all personnel numbers in the selected payroll area that have been rejected by the payroll run because of incorrect data. This means that the payroll has not run for them successfully. Personnel numbers are also included in Matchcode W if personnel data is changed in the correction phase of the payroll run.

**9. List the Time Related Infotypes that you have used?**

2001 - Absences

2002 - Attenances

2003 - Substitutions

2007- Time Quotas

0007- Personnel Work Schedule

**10. How would record time in your SAP HR system?**

We can record time using one of the following methods

-Online by time administrators

-Separate time recording systems

-Cross-Application Time Sheet (CATS)

-Employee Self-Service (ESS) applications

-Customer systems with an interface to the R/3 System

## PERSONNEL ACTIONS& HIRING ACTION

1.What are info types ?

Infotypes, known as information types are units of human resources information formed by grouping related data fields together. These are represented in the sap hr system by a unique 4 digit number eg. Personal Data (0002), Address (0006) etc. All customer infotypes fall in the number range from 9000 to 9999. The fields in the infotype would vary based on the country grouping for eg. if any employee belongs to country grouping 10 then he would have the SSN no field in the Personal Data infotype which would not be seen in same infotype for country grouping 99.

|  |  |
| --- | --- |
| **Infotype no** | **SAP HR sub module** |
| 0000-0999 | Personal Administration (HR Master Data) |
| 1000-1999 | PD Infotypes ( OM etc) |
| 2000-2999 | Time Infotypes |
| 4000-4999 | Recruitment Infotypes |

2.What are personnel actions? What is the transaction for executing personnel actions?

**Personnel Actions are the events of an employee's employment history within the organization beginning from hiring an employee to termination of the employee.Each of these events need specific information to be captured. This is achieved in sap hr by grouping together infotypes called as infogroup which appear one after another in sequence to capture/change information in the infotypes whenever the personnel action is executed. Personnel Actions are executed by transaction pa40.**

3.What are the important info types for a hiring action?  
  
The important infotypes for executing a hiring action are.

|  |  |
| --- | --- |
| **Infotype Number** | **Hiring Action Sequence** |
| 0000 | Actions |
| 0001 | Organizational Assignment |
| 0002 | Personal Data |
| 0003 | Payroll Status ( automatically maintained by sap) |
| 0006 | Address |
| 0007 | Planned Working Time |
| 0008 | Basic Pay |
| 0009 | Bank Details |
| 0016 | Contract Elements |
| 0041 | Date Specifications |
| 2006 | annual leave & sick leave |

Note ->0003- Payroll Status ( this is automatically maintained by the sap system and not required to be maintained in the info group for hiring)  
Note ->0007-Planned Working Time should always be maintained before infotype 0008 Basic Pay)  
Note-> It is the hiring action that allows you to assign an employee to the hr structures.

## IMG & PROJECT IMG

4.5. 6 What is IMG? What is its importance? What are the functions you can execute using IMG?   
What is customizing? What does customizing support?  
How do you create a Project IMG? What are project views?

IMG means the implementation guide. The configurators would customize the sap hr system as per the customer requirements in the img. In the img you can create project img’s which limit the customizing nodes to the requirement of the projects and for each project img you can create multiple views like MM,SD,HR etc to get more specific. To go to the implementation guide or img from the sap easy access menu ,you have to enter transaction spro in the command line.

## ENTERPRISE & PERSONNEL STRUCTURE

5.What is an enterprise structure?

The enterprise structure is one of the HR structures. The HR enterprise structure composition depends upon the hr administrative, time and payroll functions for that company. It comprises the client, company code, personal area, personnel subarea and the organization key. The hiring action assign an employee via infotype 0001- Organizational Assignment to the enterprise structure. The enterprise structure is the enterprise perspective of an employee.

6.What is a personnel structure?

The organizational personnel structure describes how the employee is positioned in the organization. This is an individual perspective of an employee in an organization. It comprises of the employee group, the employee sub group and the organization plan (org unit, position, job) for that employee. The hiring action assigns an employee via infotype 0001- Organizational Assignment to the personnel structure.

7.What is the highest level of the enterprise structure?  
The client is the highest level of the enterprise structure.  
8.What is company code? Is it defined in HR? If not where is it defined?

The company code is an organization unit(this is different from the hr organization unit. Different modules like SD, MM, etc have their own organization structures with their own organization units) which has its own balance sheet and profit and loss account and is defined in the FI module.

9.What are personnel areas and its functions?

Personnel (( Please note the spelling -> its Personnel (group of people)and not Personal(Individual)) Area is the sub division (understand these two words) of the company code and can represent a functional area or geographical location.These play a very important role in the time and payroll configurations. Each personnel area is unique to a company code (mark these words) and is represented by a 4 character code.

10.What are personnel sub areas and its functions?

The further divisions (understand this word) of a personnel area are defined as personnel subareas. The functions are similar to the personnel area. Each personnel subarea too is unique to a personal area (mark these words) and is represented by a 4 character code.

Hi everyone, i would be continuing with the answers to the rest of the questions as an when i get the time and try to keep this going till completion.

11.How is an employee in the HR Master data linked to a company to which he belongs?

"EMPLOYEE--->PERSONNEL AREA--->COMPANY CODE--->COUNTRY GROUPING-->CLIENT"

12.Can a personnel area be assigned to many company codes?

No. A Personnel Area can be only assigned to one company code. Many personnel areas can be assigned to the same company code but the vice versa is not true.

13.What are the indicators defined by personnel sub areas?

The indicators are all personnel sub area groupings for hr, time, payroll which are very critical to the sap hr implementation. They are also used tolimit HR authorizations.

14.How do you categorize the employee groups?

Employee groups are categorized based on employee/staff regulations of work and pay such as  
1. Active  
2. Retiree/Pensioner ….. and so on.  
These are also used to limit HR authorizations.

15.What are employee subgroups and what are the indicators set up using employee subgroups?

Further division of the employee groups are called the employee subgroups such as under employee group 1-Active you could have employee subgroups such as AA–Hourly wage earner, AH–Salaried Employee …. And so on.The indicators are all employee sub area groupings for hr, time, payroll which are very critical to the sap hr implementation. They are also used to limit HR authorizations.

16.Employee groups are two character and employee subgroup are two character representations in the IMG. Do you support this statement?

False. Employee groups are one character and employee subgroups are two character representations.

17.In the HR Master data where are planned working times for an employee seen?  
IT 0007- Planned Working Time using transaction pa51 – Display time data

18.Do I need to give country assignment to personnel sub areas in customizing? If true support the statement and if not what’s true?

No. You do not need to give country assignment to personnel sub areas. You need to give country assignments to the employee subgroups on assigning to employee groups in the enterprise structure.

## HR MASTER DATA & ORGANIZATION MANAGEMENT

19.What are the various objects in an organizational plan?.  
  
1. Tasks  
2. Job   
3. Position   
4. Organizational unit   
5. Cost Center etc  
  
How does any company use an organizational plan?

The company organization structure and reporting structure is represented through the organization plan. The active plan version is the current plan version and the other plan versions are considered as various planning stages.Used for manpower planning. Normally plan version"01" is always made the active plan version.

12.How do you integrate OM and PA? If integration is active what happens when a position is entered in IT 0000.? What else does the system default? Can these values be changed? What is this called?

Integration of OM and PA is possible through the integration switch setting in table T770S which is PLOGI ORGA 1. If the integration is active and the position is entered in IT0000 during a hiring action , than in IT0001 the following are automatically defaulted

Percentage  
Job Key  
Org. Unit.  
These values are greyed out and cannot be changed. This is called account assignment.  
  
  
13.Are cost center assignments hierarchical? Where do you assign these in OM?

Cost center assignments are hierarchical. You assign these in the account assignment for OM objects. If your org unit in the lower hierarchy does not have a cost center assignment , than it will be assigned the cost center of the upper hierarchical org unit till one is found. For a position, if the cost center is not assigned, it will be assigned the cost center of the org unit to which the position belongs and if not found here, than it will be assigned the cost centre of the upper hierarchical org unit till one is found. These assignments can be overridden by the cost distribution (IT 0027).

14.What are attributes of objects? Is vacancy a common attribute for all objects?

Attributes of an object are the properties of the object by which it is described. The OM objects have some common attributes like Description, Relationship, Account Assignment , Work Schedule etc and some unique attributes like Vacancy assignment which is only for the OM object position.

15.What are the other additional organizational assignments?

The other additional organizational assignments are assigning the employee to administrators in org assignment infotype 0001.

16..Name the three administrators? How do you default these in IT0001?.  
  
The three administrators are   
1.Personnel Administrator  
2.Payroll Administrator  
3.Time Administrator

Besides these the employee can also be assigned to

4.Group Administrator  
5.A Supervisor  
  
These are defaulted through the feature PINCH.

17.What is organizational key? How many characters does it constitute? How can it be defined? What is it mainly used for?

An Organization key is a 14 character code that could be formed by the combination of parts/whole of certain field values in the org assignment infotype (0001) eg employee group, subgroup, personnel area, sub area, org unit etc. It is used for authorizations.

18.What are employee attributes and how are they classified?

The employee attributes are all the information pertaining to that employee. They are typically classified according to the HR structures to which the employee belongs such as organization structure, pay structure, and are stored in form of well defined and related information called infotypes.

## FEATURES

19.What are features? What is the transaction for features?

Features are objects those that default values by quering different enterprise, personnel or data structure fields. The transaction code for features are pe03.

20.What are the features to default and in which info type ?  
1. Work Schedule Rule   
2. Pay Scale Data   
3. Wage Type Model   
4. Administrator groups

|  |  |
| --- | --- |
| Work Schedule Rule | SCHKZ - IT0007 |
| Pay Scale Data | TARIF - IT0008 |
| Wage Type Model | LGMST - IT0008 |
| Administrator groups | PINCH - IT0001 |

21. Number Range Intervals NUMKR( which infotype??You try and answer this one)  
  
22. What is ABKRS?  
ABKRS is the feature that defaults payroll area  
  
23. What are the two ways of maintaining features?)

The two ways of maintaining features are use using the table method or the tree method.The experienced sap hr consultants prefer the table method of configuring a feature whereas those who worked on 4.6 and later prefer the tree method.

24.What is the infotype to store personal data for an employee?

Infotype 0002 – Personal Data is used to store personal information of an employee. In some countries you could use infotype 0077- Additional Personal Data.

25.Where are the default values for working hours per period taken from in IT 0008? 

Taken from Infotype 0007- Planned Working Time. (Try and answer from which field???)

26.Maintaining a feature or its structure

In the Development(DEV) Client, use transaction PE03 to change a feature's decision table. You can use either a tree structure view or a table view. For a beginner the first one is easier to understand.

A feature provides a return value based on the decision tree using the values at the time of execution. It is similar to a PCR (or a payroll calc rule) or a decision table which many people would be familiar with.

A feature uses a data structure which is populated by the program before calling the feature. A feature may use all or some of the fields in its structure. You can see which fields can be used when you go to change/maintain a feature and then navigate to the structure. The feature / structure screen shows the usable fields highlighted. If you need to use a field not used currently, then highlight or select it. Then save it and regenerate. Then the feature's decision table can be changed to use the new field/s. The same applies if you want to use a different structure. The program that uses or calls the feature will fill the new structure, provided the data is available in the program / module / function / routine.

After changing the decision table and saving it in a transport, generate the feature. Generating the feature is required when you change it manually. Then move the transport to Quality Assurance(QA) or User Acceptance(UAT), Production and other clients. Moving transports to another system/client will automatically result in generating the feature in the target client. In older SAP versions like R/3 3.0 it was required to generate after transport.

In Test or Prod system, sometimes the feature may not have been generated; this will result in incorrect processing. This can be corrected by re-generating the feature in the relevant client.

Some features use another feature. This is indicated in the function part having 'FLDID=xxxx'; here xxx would be the secondary feature being called by the primary feature. With such features, it is possible that the subfeature is copied from client 000 when the main feature is generated. If you wish to force the feature to use the one from the config client, a trick is to change the one in the config client with an insignificant change, save it and then regenerate the main feature.

Feature is a client dependent object though it generates a program and client dependent customizing transports (not workbench transports) are used. For example, if you have a Development System with separate Dev clients for different companies, then it needs to be maintained in the development client for that company.

One development system is used for Company A client 100 and Company B client 110. Then the features need to be separately maintained in the relevant system and transported to the corresponding QA & Prod clients. In many customer installations, there are multiple clients for a Development system - e.g., 010 for Dev (ABAP objects), 100 for config, 200 for Dev Test. If you have separate client for employee/org data, then in the Test client you need to copy the transport from the conifig client with SCC1 transaction, then generate the feature.

Generating a feature will result in generating a subroutine pool member. This subroutine is called by the calling program in real time. For example, LGMST feature will result in /1PAPA/FEATnnnLGMST, where nnn is the system client number.

## PAYROLL

26.Why is employee subgroup grouping for pcr significant for payroll?  
27.What does collective agreement provision determine? How do you depict different payments in the system?  
28.What does employee subgroup grouping for CAP allow you to assign?

The Personnel Calculation rule allows one wage type to be processed in different ways in payroll and these different ways are through the ESG for PCR and ESG for CAP. The ESG for PCR classifies which employees are to be paid on an hourly or monthly basis. The ESG for CAP further classifies these employees based on their Collective Agreement Provision as industrial workers or salaried workers (based on their worker/union agreements.)Try and understand the esg grouping for pcr and esg grouping for cap and how basic pay infotype behaves for these hourly, periodic and monthly agreements.

29.What is payscale type and payscale area?

These are used to assign the collective agreement types and areas to an employee via infotype 0008- Basic Pay. For example, payscale type “01” -> Metal Industry and payscale area “01” -> North Region

30.You assign payscale types and areas to which object  
1. Company code   
2. Payroll area   
3. Employee subgroup   
4. Personnel subarea

You assign payscale types and areas to personnel subareas under the node in the IMG, Check Assignment of Pay Scale Structure to Enterprise Structure

31.What are wage types? How wage types are broadly classified?  
32.How do you set up wage types?  
33.What are slash wage types?  
34.Why are wage type groups used? Give some examples of wage type groups.  
35.What is transaction PU95?  
36.Where in the IMG do I ensure that the wage types are associated with the enterprise and personnel structure.?  
37.Where are all wage types stored?  
38.Are all wage types permissible for all infotypes? If Yes or NO support statement?   
39.What are the wage type characteristics that can be defined?  
40.How do you valuate wage types? Where do you configure this in the IMG?  
41.What are module name and module variant?  
42.Explain significance of TARIF , SUMME and PRZNT in regards to indirect valuation?

Wage types are payroll objects used to store payroll components which include the amount, number and rate. SAP has standard model wage types for different country versions and depending upon your payroll implementation you should copy model wage types from the correct country versions only.

The wage types are broadly classified into primary/dialog and secondary/technical or slash wage types. Dialog wage types are those in which you can store values in the wage types through the permissible payroll infotypes. The technical or slash wage types are those wage types that are create during the payroll run only eg /101 – Total gross amount, /550 – Statutory Net, /559 – Bank Details.

Wage types are permitted to be stored in payroll infotypes only if these are added to the wage type groups. Eg Basic Pay IT0008 has wage type group 0008. Please note that not always do Infotype no = wage type group.

Transaction pu95 is used to edit wage type groups. You need to assign the wage types to the respective employee sub group groupings and personnel subarea groupings wherever configuration permits for the wage types to be associated with the enterprise and personnel structure. All wage types are not permissible for all infotypes( refer wage type groups concept).

The wage type characteristics are attributes of the wage type as to what is permissible and not permissible, what are the maximum and minimum value limits , what are the units permissible, whether they are to be valuated directly ( values entered) or indirectly ( values as a reference to other wage type values).

You valuate wage types directly or using indirect valuation. You configure these in the wage type characteristics and the corresponding indirect valuation tables where the corresponding wage types from where the indirect values are figured out(these need to exist). Module names are names given to different types of modules that valuate wage types according to certain criteria eg TARIF, PRZNT etc. Variations in the module valuation process are further provided by the specific module variants. For eg for TARIF module the variants could be A, B, C and D. TARIF provides valuation according to payscale group or/and level, SUMME & PRZNT are valuation using the basic pay(IT0008)wage types . The 'SUMME' module corresponds to the 'PRZNT' module except that the value of the wage type to be valuated indirectly is always the entire basic pay.   
  
43.Briefly explain the two different ways to perform pay increase? In dynamic pay increase what are variants A, G, D, E, T , C and R?  
The two ways are   
1.Simple pay scale increase using report RPU51000 which increases the wage types in customizing   
2. Standard pay scale increase where the wage types entered in IT0008 can be automatically increased and the history of the wage types in IT0008 are also updated.

|  |  |
| --- | --- |
| Variant A | Increases a wage type in IT0008 to an absolute amount |
| Variant G | Increase total pay in IT0008 to an absolute amount |
| Variant D | Increase by a difference by value or percentage. |
| Variant E | Valuate according to another pay scale group |
| Variant T | Add a new wage type to IT0008 |
| Variant C | Delimit an existing wage type in IT0008 |
| Variant R | Replace one wage type by another in IT0008 |

Only one variant can be defined for a wage type. You need to maintain table V\_T510D in the customizing and run the program RPITRF00 to carry out the standard pay scale increase.  
  
Make sure that you test your configuration and the execution of the report RPITRF00 only in the test system, run payroll test cases and take user acceptance before transporting these changes to the Production. It is highly recommended that you always do this in the supervision of a senior consultant with good sap payroll experience.

## 

## INFOTYPE ATTRIBUTES

Hello once again.Moving to the next question on infotype attributes.   
44.What are the info type attributes?   
The attributes of the infotype are 

1. The Text describing the infotype
2. The fields that make up the infotype
3. The subtype for the infotype whether mandatory when creating the infotype
4. The time constraint for the infotype
5. The retroactive accounting triggers for time and payroll
6. Entries in the payroll past are permissible or not
7. Org assignment(IT0001) check for the employee required or not.
8. Date settings for creation and selection of the infotype e.g. the infotype should always be created with end date equal to 31.12.9999.
9. Technical details of the infotype such as single screen no, list screen no, activate list entry or not, the dialog module, structure and consultant database table connected to the infotype and something which we do not notice and that’s the field Applicant (database)TAB which contains the name of a database table for an applicant infotype.
10. Infotype views
11. Country assignment/assignments of infotype

These are all defined as per requirements in the standard infotypes provided by SAP but when you are defining custom infotypes in the 9000-9999 series range you need to make sure you correctly define the attributes required for the custom infotype.

Before we end for now just checking on whether have we all made our New Year Resolutions??? Any resolution for SAP????

I was watching an advertisement of a sitcom and there an very emotional and an upset mom was asking her teenage son and I quote “Do you really care for me?,do you love me son? The son replied with all innocence on his face and truth in his eyes and I quote again “ Of course mom, is that a question to ask, I do love you ,I do love your credit card” So would your SAP resolution be something like I love to work on sap and would continue doing so because ……… ( don’t expect me to fill in the rest, its your resolution folks).

Welcome back. My sap resolution is to finish answering the questions at the earliest and this is forced since the coffee bills are beating the food bills at home.Lets now understand something about the sap front end and what dynpro's is all about.

**47.What is DYNPRO ?**  
In the SAP HR module, 

1. You execute a transaction by either entering a transaction code or by selecting a branch from the SAP Easy Access tree for e.g.take the transaction pa20- Display HR Master Data.
2. Then you select the infotype and click display to view the infotype. Each Screen in the sap hr module is typically made up of a screen which is identified by a unique screen i.e. 2000 and contain screen fields

.A screen program is called as a module pool program. 

* Eg infotype 0001 – Organizational Assignment screen is the module program MP000100.
* Your transaction pa20 and selection of infotype 0001 is to display specific data for an employee. In this process this module program is connected to the back end database through a corresponding data structure PA0001 by this program and the data is read into the screen fields.
* This is only possible provided the user authorization to access data is determined \*The GUI status for this is maintained as display where there are controls maintained at screen level to make sure that changes to this infotype are not allowed.You can see this when you go to the infotype 0001 in the display mode and press the key F1 and then read the technical information where the information is mainly broken into three parts.

1. .Screen Data – Where the module pool program MP000100 and screen number 2000 is seen
2. GUI status – You see the module pool program MP000100 and the status DIS (Display)
3. Field Data – Information on the data base field on which you pressed the key F1.

In case of the transaction pa30, the data entered in the fields would first be checked by system controls like data type, length, user access etc and than on save would the data be transferred from the screen to the database through the data structure connected to the screen. The technical information would read

1. Screen Data – Where the module pool program MP000100 and screen number 2000 is seen
2. GUI status – You see the module pool program MP000100 and the status MOD (Modify which means create or change)
3. Field Data – Information on the data base field on which you pressed the key F1.

Looking at the above we can now conclude that the sap screen, the interface programs and controls of data flow from the screen to the database through the appropriate data structure and vice versa could be called a dynpro. In case of creation of custom infotypes , you will notice that the dynpro is a component of an ABAP program that is created using the screen painter of the ABAP Workbench.

61.What naming conventions are the info types subject to?  
62.Where are the info types relevant to retroactive accounting for payroll and time management defined?   
63.What are the significance of field triggers in retroactive accounting?  
  
Infotypes are defined by 4 digit numbers and follow the following naming convention

|  |  |
| --- | --- |
| 0000-0999 | PA Infotypes |
| 1000-1999 | PD infotypes ( which includes OM) |
| 2000-2999 | Time Infotypes |
| 4000-4999 | Recruitment Infotypes |
| 9000-9999 | Customer defined infotypes |

So whenever you are searching for a customer defined infotype make sure your search is restricted between 9000 -9999.The infotypes relevant to retroactive accounting for payroll and time infotypes are defined in the  
IMG . Personnel Administration-->Customizing Procedures-->Infotypes-->Define fields relevant for retroactive accounting--> Retroactive accounting relevance for payroll and time per IT

Under this node you define for each infotype the following:-  
1.Check if no organizational assignment exists for the employee in IT0001-Organizational Assignment and throw an error, warning or no message.

2.Maintenance of this infotype is permissible, permissible with warning, or not permissible after the employee has left the organization (employee in inactive status).

3.Entries in payroll past are permissible, not permissible or check for entries in the payroll past are infotype specific.

4.Infotype is not relevant for retroactive accounting, change in the infotype triggers retroactive accounting or retroactive accounting is field-dependent according to table T588G where the fields whose change in values should trigger retroactive accounting are defined. Hence you can see the significance of field triggers in retroactive accounting where retroactive accounting for a given infotype can be restricted to changes in the past to certain fields of the infotype.

64.What do you need to do in the IMG to specify certain info types for certain countries only?   
  
**SPRO-->Personnel Administration-->Customizing Procedures--> Assign infotypes to countries**

**65.Where can you store a passport photo of an employee? Where do you do the settings in the IMG?**  
You can store passport photos of your employees in the infotype header in infotype Header Definition view (T588J).In the System Table view T77S0),determine the document type with which you want to enter the passport photos in the optical archive. The settings can be done at   
**SPRO--> Personnel Administration--> Customizing User Interfaces--> Change Screen Header**   
Again folks do not try this on your own but under the guidance of an senior HR consultant and test this thoroughly in your test systems before moving to the live system.

## TCLAS-THE CONCEPT

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| --- | --- |
| TCLAS=A | Transaction Class for Master Data (Personnel Administration) |
| TCLAS=B | Transaction class for Applicant Data (Recruitment) |

66.What is TCLAS = A and TCLAS = B?  
  
This transaction class has confused a lot of functional consultants and you just need to understand that whenever you write a dynamic action, if you are writing one for Master data then use TCLAS=A and if for Recruitment use TCLAS= B before you begin writing the code for the dynamic action. Let us compare the Personnel Administration(PA) infotypes and Recruitment Infotypes.

|  |  |  |
| --- | --- | --- |
| <PA> | IT0000 | Personnel Actions |
| <PA> | IT0001 | Organizational Assignment |
| <PA> | IT0002 | Personal Data…and so on |
| <Recruitment> | IT4000 | Personnel Actions |
| <Recruitment> | IT0001 | Organizational Assignment |
| <Recruitment> | IT0002 | Personal Data…and so on |

If you can see above both the personnel administration and the recruitment modules use a lot of the similar infotypes to store data . You can verify this by going to the PA infotype through pa20 , choosing IT0001 and choosing any field and that press key <F1> to view technical details and you dothe same when you go to display applicant master data under transaction data through pb20 where you choose any applicant , select and view infotype Organizational Assignment (IT0001) and than press key<F1> to view technical details.

In both the cases you will see the same tech specs for IT0001 of Personnel Administration and IT0001 for Recruitment. So how should your dynamic action, BADI or any program know which infotype 0001 to choose , whether Personnel Administration or Recruitment. That is where TCLAS comes in use.

When you choose TCLAS= A you are referring to all infotype tables PA0001, PA0002 ,… PA\*  
And when you choose TCAS = B you are referring to all infotypes tables PB0001,PB0002,… PB\*

Now my friends I am sure you folks will never forget what TCLAS is all about. Sometimes when lost in deep thought, it helps scratching you head)might activate your grey cells)

**Q 68.What are infotype menus or info menus? Are they user group dependable?.  
Q 69.What setting do i need to make for a SAP user to see that he has the relevant infotype menus?**  
Infotype menus are menus that you see when you 

* Display HR Master Data (transaction pa20)
* Maintain HR Master Data (transaction pa30)

Infotype menus are user group dependable and you can have different infotype menus for different user groups.To make sure that a user is able to see the appropriate infotype menu you need to make sure that in the user parameters of the sap hr user (use transaction su3), you maintain the user parameter UGR=<usergroup value>. Typically in most of the implementations you may see that the UGR = <usergroup value>=<country grouping value>, however there is no hard and fast rule for that states that this applies everywhere.

There are four steps that you need to understand here   
**Step 1:** Here you need to assign the define the infotype menus for different user groups. The node for this is:-  
***Personnel Administration--> Customizing Procedures--> Infotype Menus-->User*group dependency on menus and info groups**   
**Step 2:** Here you need to assign the infotypes to the infotype menus for different user groups. The node for this is  :  
***Personnel Administration--Customizing Procedures-->Infotype Menus-->Infotype menu***

**Step 3:** The Main infotype menu’s are defined and assigned to a reference user group. A reference user group is that UGR parameter value that should be referenced or considered if UGR is not maintained for the sap hr user.

***Personnel Administration-->Customizing Procedures-->Infotype Menus-->Determine choice of infotype menus-->User group dependency on menus and info groups*.** Here the Main Infotype menu 01-Personnel Administration would be used to assign the infotype menus for Display/Maintain HR Master Data.

**Step 4:** In this step you would assign the infotype menus defined by you to the main menu for a particular user group. In order to define which infotype menus would you choose for the display/maintain HR master data you need to assign those infotype menus to the main menu 01-Personnel Administration.

This is done under the node :-  
**Personnel Administration-->Customizing Procedures-->Infotype Menus-->Determine choice of infotype menus-->Infotype menus**

To make it more simpler, the sap user 1 may see different infotypes in display /maintain master data than sap user 2, or to simplify it further lets consider we are having a global implementation and for countries like Germany( country grouping/user group value 01) and USA (country grouping/user group value 10). We could have same/different infotype menus with ame/different infotypes required to be accessed and maintained by a sap hr user in Germany than a sap hr user from USA. In this we will assign UGR=01 to the sap hr user from Germany and UGR=10 to the sap hr user from USA.

As functional hr consultants, whenever sap hr roles and authorizations are assigned to sap hr super users, coordinate with the basis team to ensure these parameters are assigned before you ask the super users to start testing or go live in production. You could make a mention of this in the sap hr user manual and train the sap hr users on setting the user group parameters.

Attendance Module

Where will you record Times?

You can use a variety of systems and methods to record employee times in SAP R/3 Time Management. Following are few commonly used methods

* Time recording systems-Swipe in & swipe out system
* Online time recording systems by time administrators
* Cross-Application Time Sheet (CATS)
* Employee Self-Service (ESS) or Manager Self-Service (MSS)
* Touch screen systems
* Third party system/No Sap (Legacy) systems through a interface to the R/3 System
* Online time recording systems by employees

How is Time managment and payroll is integrated?

TM MGMT and Payroll are integrated in ways are time data is collected from the info type 0007 and these hours are taken in basic as Number of hours worked  or utilizwed, and even with time evaluation and last with schemas integration.

X000 schema carries xt00 and these data can be transfered between other modlues.

In TM, if group of employees get 10 days of annual leave, what will be the time evaluation status?

TIME evaluation shows the exact details maintained over to the employee through his 2006 and 2001. if they are all allowed to take leave it shows leave as paid or unpaid depending on the configuration done by the consultant for these situation. in

processing time data in payroll or even Time evaluation ( Valuation of absences ) also.

What is Attendance & Absences Quota?

**Absence Quota:** An employee's entitlement to a certain absence. The quota has a limited validity period, and is reduced by each recorded absence.

**Attendance Quota:** Determines an employee's time-restricted entitlement to certain attendances. One such example is overtime approval. Recording an attendance of this type reduces an employee's entitlement

What is the Feature to default Quota type?

QUOMO

Report to generate Absence Quota?

RPTQTA00

What is the infotype for absence Quota?

2006

What is Absence Quota Type Group?

The absence quota group infotype(IT3355) comprises a field, Absence Quota Group, that is queried directly to determine which quota type selection rule group is used for the generation of absence quotas.

This infotype allows you to assign a quota type selection rule group directly on employee level when the feature QUOMO does not evaluate the fields you need to evaluate for your business case.

What is a Quota Correction Infotype and what is its significance?

This Infotype (IT 2013) is to change absence entitlements that are generated by time evaluation.

What is a Time Quota Compensation infotype?

Time Quota Compensatin Infotype (IT 0416) allows a financial remuneration of absence entitlements that have not been deducted by absences.

How do you configure Absence Quota?

Steps:

1. Define the absence type
2. Define the absence quota type
3. Define the generation rule

<http://www.sapfunctional.com/HCM/Absence/Page5.htm>

Steps in detail:

1. **Define the absence type**
   1. Group personnel subareas for attendances and absences (V\_001P\_D)
   2. Define absence type (V\_T554S)
2. **Define the absence quota type**
   1. Group employee subgroups for time quotas (V\_503\_E)
   2. Group personnel subareas for time quotas (V\_001P\_I)
   3. Define absence quota type (V\_T556A)
   4. Define deduction rule for absence quotas (V\_556R\_B)
   5. Define and assign the deduction/counting rules
   6. Define counting rule and assign deduction rule to it (T556C)
   7. Assign counting rule to an absence type (V\_554S\_Q)
3. **Define the generation rule**
   1. Permit quota generation without time evaluation (V\_556A\_B)
   2. Specify rule groups for quota type selection (Feature QUOMO)
   3. Set personnel subarea groupings for time recording (V\_001P\_H)
   4. Base entitlement (V\_T559E)
   5. Validity interval of absence quota type (T559V)
   6. Deduction interval of absence quota type (V\_T559D)
   7. Define rules for reducing quota entitlements (T559M)
   8. Define rounding rule (V\_T559R)

What is a Time Recording?

Time recording is recording of Employee related times. We use Absence(IT2001), Attendance(IT2002), Time Events(2011), substutions(2003) etc..

How can you make changes to the time balances that have been calculated in the time evaluation?

Time transfers Infotype(IT 2012) allows you to make changes to the time balances that have been calculated in time evaluation. This means that in exceptional cases you can change the results of time evaluation.

How is an Overtime Infotype used?

Overtime(IT 2005) is used to enter hours worked in addition to the employee’s planned working time specified in a Daily work schedule.

What is Substitutions?

A substitution is employee working time that deviates from planned working time and/or is paid at a different rate because the employee works at an alternative position. Substitutions allow short-term deviations to personal work schedules, as well as different payment for an employee, to be recorded in the system. Substitutions can be set up regardless of whether the absent person is actually being replaced or substituted for temporarily.

What is Availability?

Description of when a service employee is or is not available.The resource planner uses availability as background information when scheduling a service employee.

What are Attendance & Absence Types?

Grouping together of employees' scheduled attendances and actual attendances according to the reason for the attenance. Attendances canalso be grouped for other personnel-related reasons, such as for employee time accounts and for valuation of personnel times.

How do we record a Overtime?

Overtime approvals can restrict the amount and the exact point in time when working time is recognized as "overtime." The type and amount of overtime compensation also depends upon this criteria. The normal working time of an employee is used to determine overtime. Normal working time can also be calculated according to the specific time periods used to perform weekly or monthly overtime calculation analyses.

What is Attendance & Absences Counting Rule?

Att Counting Rule:

Statement that determines deduction days/hours and payroll days/hours from attendance days/hours. An attendance counting rule is made up of several attendance counting rule items. \*-- Sree

What is the difference among work schedule, daily work schedule and work schedule rule?

Work schedule: The work schedule define an organisation works timetable, and contains information on working and

break times for group of employees.

Daily Work Schedule: It defines the start and end of working time of the day.

Work Schedule Rule: WSR defines the period work schedule in more details. The Employee Subgroup, Personnel Subarea for workschedules and Public Holiday calener are taken into account.

What is counting rules?

Counting Rule for Abs/Attn. - Specifies conditions that must be fulfilled for counting rule to be chosen, and specifications that

decide how the attendances/absence are counted to determine the payroll days or hour.

What is time quotas?

Time Quotas. - It is related to absence and attendance.It is required at the time of grouping of 'Employee subgroup for Time

quota' and 'Personnel Subarea for Time quota'.

Is absence/attendence quotas are part of time quotas?

Yes.

What is TMW & what are its functions?

Time Manager's Workplace is the option for time administrators to enter the time datas, it is mainly for maintaining the time events in decentralized. Using intutive ID they will enter the time events and also absences, OT.

What is Rounding Rule?

It is a rule to round the absence and attendance hours which will be attached to Counting Rule and then assign to Deduction Rule.

What is Quota deduction?

Quota deduction is the deduction of employee's absence from the entitlement for any base period.

What is Quota Compensation?

Quota Compensation is how the quota is compensated either by off or by encashement.

What is a shift group?

The Shift Group infotype (1039) is only used for organizational units and is required if you want to implement the SAP Shift Planning component. This infotype enables you to assign a shift group to an organizational unit.

What is a shift planning Requirements?

A shift plan determines the number and type of requirements that need to be covered. These requirements are then matched to available human resources.

A requirement is defined by assigning it a requirements type and a requirements record.

A requirement in Shift Planning is structured as following:

* Requirements
* Requirement type
* Requirement records
* Extended Requirement records.

What is a shift Planning? Steps involved in configuration of Shift Planning?

1. Create Profile in V\_T77EP - Create new profile by copying standard profile: SAP\_000001 or SAP\_000005 .
2. Define substitution type - IMG->Time management ->Shift Planning ->Integration->Define substitution type. Table: V\_T556
3. Specify Shift Group - IMG->Time management ->Shift Planning ->Specify shift group. Table Name: V\_T77DB

Copy the standard group ie STANDARD and create a new shift group

1. Assign shift group to an organizational Unit

Use T code PP02 to assign new shift group to organizational units.

1. Specify Factory Calendar

In this step, we can specify which factory calendar is to be used for Shift Planning.

IMG->Time management ->Shift Planning -> Specify Factory Calendar.

Indicator for Shifts in Shift Plan (V\_T77ER)

1. Assign your PS. Grouping for substitution to Personnel area and Personnel subarea.

Table :V\_001P\_E

1. Set Defaults for Substitution Types

Feature VTART

<http://scn.sap.com/blogs/santoshmohanty/2013/04/05/shift-planning-configuration-details>

What is a time status?

Time management status is the link between time management and payroll. It determines how an employee's time data should be evaluated in payroll (whether an employee participates in time evaluation, and if participates, which form).

What is the feature to default Time management Staus?

The TMSTA feature is used to create the default value for the Time Management status in the Planned Working Time Infotype (0007).

What are different time management statuses?

The following are possible values of TMSTA feature:

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

What are different Time Schemas used based on Time Management Statuses?

TM00 Time Evaluation with Personnel Time Events -TMSTA = 1

TM01 Time Evaluation for Work Schedule Deviations - TMSTA = 9

TM02 Time Evaluation for External Services Management -TMSTA = 8

TM04 Time Evaluation Without Clock Times -TMSTA = 1

What is Personnel Time Events?

Personnel Time Events is a subcomponent of Time Management which enables you to connect external time recording systems to SAP Time Management.

Time recording systems are connected to the Time Management component via the Plant Data Collection: Employee Times and Expenditures (HR PDC) interface.

What is the time status for Positive time Management and negative time management?

Positive Time Management is when an employee has to "Clock-in and Clock-out" each day. There must be a time entry or absence entry for every scheduled work day. Eg. Hourly employees usually use positive time recording.

Negative Time Management is when an employee only has to record absences or "variations" to the work schedule - works overtime, works other than regular scheduled hours, funeral leave, etc. Eg. Salaried employees usually use negative time recording.

What is Positive Time Recording?

1. Records the attendance time of the employee

2. Records the deviation times of the employee

3. Valid attendances include: Training, Business Trips, Seminars, Overtime.

4. Attendances & deviations can be entered either:

- Front end system

- Manually.

In Positive Time Management we have two types of recordings:

* With Clock times - Complete time recording is captured
* Without Clock times - Only Number of hours worked is captured

What is Negative Time Recording ?

1. Records time deviations to Planned Working Time

2. Valid deviations include: Absences, Special Absences, On Call Duty, Overtime, Substitutions, Time off in lieu

3. Deviations are manually entered according to type & duration

What is a Work Schedule?

Work schedules are shift schedules which must be generated for all employees, even those with a set working time (salaried employees) or flextime. Following need to be defined:

◊Holiday calendar/grouping of public holiday classes

◊Daily work schedules,

◊Period work schedules

◊Work schedule rules.

What is a Day Type?

An indicator that a certain calendar day is payment-relevant, that is, an employee is paid for working that day. An employee's scheduled attendance can differ from the employee's daily work schedule.

Example: Day type "0" or "blank" indicates a paid workday and day type "1" indicates days that are paid but no work is performed. Therefore, public holidays are assigned the day type "1."

◊0 Work/paid

◊1 O/pd Off/paid

◊2 O/upd Off/unpaid

◊3 O/sp Off/special day

◊4 Spc D Special Day

By entering the planned working time, the system calculates the planned hours for one day, taking the break schedule into consideration.

How do you generate Work Schedules?

* Create Work Schedule (transaction PT01)
* Change Work Schedule (transaction PT02)
* Display Work Schedule (Transaction PT03)

use the RPTSHF00 report (Generate Work Schedules) to generate work schedules en masse in the background.

|  |  |
| --- | --- |
| What are Daily Work Schedules? |  |

The daily work schedule represents the actual working time for a particular employee on a given day.

What is aPeriod Work Schedule?

A period work schedule is made up of a sequence of daily work schedules over a defined period.

|  |  |
| --- | --- |
| Daily Work Schedule  Start and End of Working Time  Break Times  Planned Hours | 8:00 a.m. to 5:00 p.m.  Breaks: 9:45 a.m. to 10:00 a.m. and 12:00 to 1:00 p.m.  7.5 hours per day |
| Daily Work Schedule (for days off)  Planned Hours | Day Off  0.0 hours per day |
| Period Work Schedules    Flextime, Saturday and Sunday Off | Daily work schedules for one week  MO TU WE TH FR SA SU  FLEX FLEX FLEX FLEX FLEX OFF OFF |
| Work Schedule | Period work schedule based on the public holiday calendar |
| Personal Work Schedules | Work schedules for individual employees include data from Absences (2001), Attendances (2002) and Substitutions (2003). |

How do you define work schedules?

1. define Public Holiday Classes
   1. define Public Holidays
   2. define Holiday Calendar
2. define daily work schedule and break rules
   1. set group personnel subareas for daily work schedule and work schedule
   2. define break schedules
   3. define Daily work schedules
3. define period work schedules
4. define work schedules
   1. define Grouping for employee subgroup and the public holiday calendar for the table of Work Schedule Rules.
   2. Set Work Schedule Rules and Work Schedules
5. generate work schedules

<http://www.saphrcon.com/configuration/tm-configurationsimple-introduction-of-time-evaluation-schema>

What are Work Schedule Rules?

A work schedule rule is a precise description of the work schedule that specifies the working times of a group of employees.

A work schedule rule is assigned a period work schedule, which in turn is made up of daily work schedules. Rotating shifts are set up by assigning a period work schedule to several work schedule rules.

Work schedules are not stored all at once, but stored for each month. The work schedule is created regardless of the length of the period work schedule and is not person-specific.

What is a Substitution in TM?

A substitution is employee working time that deviates from planned working time and/or is paid at a different rate because the employee works at an alternative position.

Substitutions allow short-term deviations to personal work schedules, as well as different payment for an employee, to be recorded in the system.

Substitutions can be set up regardless of whether the absent person is actually being replaced or substituted for temporarily.

What is an Availability in time management?

Description of when a service employee is available or not. The resource planner uses availability as background information when scheduling a service employee.

What is a Rounding Rule?

It is a rule to round the absence and attendance hours which will be attached to Counting Rule and then assigned to Deduction Rule.

What is a Quota Deduction ?

Quota deduction is the deduction of employee's absence from the entitlement for any base period.

What is a Quota Compensation ?

Quota Compensation is how the quota is compensated: either by giving comp-off or by encashment.

What are collision checks?

When you enter a new record, the system carries out a check to ensure that there are no existing records for that particular employee and time period.

Collision checks are defined when you customize the system, for subtypes rather than infotypes. This means you can also control collisions between two different attendance or absence types.

What are different reaction indicators for Collitions?

* N/blank – Nothing will get displayed, system will create a new record.
* W - The collision is displayed but no records are changed. The new record can be created, but a warning message is issued.
* E - The collision is displayed but no records are changed. The system does not allow you to create the new record, and displays an error message.
* A - The system displays the collision and changes the old record. The new record is created, but a warning message is displayed.

Explain CATS?

The Cross-Application Time Sheet (CATS) is a cross-application tool for recording working times and tasks. It enables you to control all business processes concerning your employees’ tasks – from paying the employees, through monitoring the progress of a project, to creating invoices.

What are the different user interfaces available in CATS?

1. CATS Classic
2. CATS Regular
3. CATS Notebook / Mobile Time Sheet (MTS)
4. CATS for service providers

CATS classic is the original user interface of the Cross-Application Time Sheet in the SAP back-end system. It is particularly suited to users who also use the system to complete other tasks.

CATS regular offers a similar data entry screen and comparable features to CATS classic. However, this user interface has been optimized for use as an Employee Self-Service (ESS) application in a Web browser.

CATS notebook is designed for use with notebooks, and is particularly suited to employees who have to travel a lot and cannot always have a connection to the SAP system to record their working times.

CATS for service providers provides an alternative to the data entry screen that is available with CATS classic, CATS regular, and the MTS. The data entry screen for CATS for service providers is based on recording billable services, and therefore does not resemble a traditional paper timesheet. CATS for service providers enables you to specify basic data that is valid for more than one day.

What is the transaction code for entering cats?

CATS Classic Tcode is CAT2.

Where does the time sheet data gets saved?

system saves time sheet data to the CATSDB database table for the time sheet

What are different processing statuses for time sheet data?

The system assigns a processing status to every record written to the CATSDB database table for the Time Sheet.

|  |  |
| --- | --- |
| 10 | In process |
| 20 | Released for approval |
| 30 | Approved |
| 40 | Approval denied |
| 50 | Changed after approval |
| 60 | Cancelled |

What are different interface tables used by CATS for HR?

interface tables (PTEX2000, PTEX2010, and PTEXDIR)

What is the report used to transfer data from CATS interface tables to HR infotypes?

RPTEXTPT – Report transfers only to HR.

RCATSTAL – Report transfers data to all components.

What is time Evaluation?

The Time Evaluation component valuates employees’ working times. Time evaluation calculates planned times and overtime, administrates time accounts and forms wage types, updates time quotas, and is used to check working time specifications.

What are different Time Evaluation Schemas?

**Schema TM00: Time evaluation using time events**

Schema TM00 is primarily used to evaluate the time data of employees who have recorded their actual times at time recording terminals or PDC systems, or in the Time Events infotype (2011).

**Schema TM01 - Time evaluation for exceptions to the work schedule**

Schema TM01 has been developed to evaluate the time data of employees for whom only exceptions to the work schedule are recorded. It evaluates time data that has been entered as clock times.

**Schema TM02 - Time evaluation for external services processing**

Schema TM02 is used to evaluate time data of persons who provide external services. For a description of schema TM02, refer to Concepts and Technical Fundamentals of Integration in Time Management in the section entitled Integration with Logistics - External Services.

**Schema TM04 - Time evaluation for data recorded in hours**

Schema TM04 is primarily used to evaluate time data that has been entered online, either in hours or as clock times. It evaluates the time data of employees who enter only exceptions to the work schedule and of those who record their actual times.

**Schema TC00: Wage type generation (international)**

Schema TC00 is the time evaluation schema of payroll and a subschema of schema xT00 (time data processing in payroll). It is called by the payroll driver RPCALCx0 during the payroll run. Schema TC00 is used for day processing of time data.

Which characteristics does a day with day type 1 have?

What are day types? How many day types exist? What are they? Where do you configure them?

Transaction code for personnel calculation rules?

Rules can be created, modified and viewed using Transaction PE02.

What is the report used to check the results of Time Evaluation?

RPCLSTB2

What is the report used to display Time Recording data?

RPCLSTB1

What is the interface table which data from the time events are transferred?

CC1TEV

Where are the time events stored?

Time events are stored in the transparent table TEVEN.

What does a Time evaluation driver do?

Time evaluation driver RPTIME00 concept:

* 1. Select employees and evaluation period
  2. provide data
  3. check data for errors
  4. classify times
  5. select time wage types
  6. Compensate time wage types
  7. Manage time accounts
  8. update results

Where is the time evaluation results stored?

The results are stored in file PCL2 in Cluster B2 according to the day being Evaluated and the period.

**Time Management Transaction Codes**

|  |  |
| --- | --- |
| PT50 | Quota Overview |
| PT40 | Time Management Pool |
| PA61/PA51 | Maintain/display time data |
| PA62 | Maintain additional time data |
| PT69 | For multiple persons and infotypes |
| PA70 | Fast entry of master data |
| PA71 | Fast entry of time data) |
| PT 60 | Time Evaluation Driver |
| PE01 | Personnel calculation schemas |
| PE02 | Personnel calculation rules |
| PE03 | Features |
| PE04 | Functions and operations |
| PT80 | Sub-system Connection |
| SCAL | Create \ View Public Holiday & Public Holiday Calendar |
| PT01 | Generate Work Schedule |
| PT02 | Change Work Schedule |
| PT03 | Display Work Schedule |

**Time Management Reports**

General Reports

RPTIME00 - Time evaluation driver

RPTIME01 - Time evaluation driver for concurrent employment

RPTEDT00 - Time statement form to present time accounts and time wage types

Work Schedule

RPTPSH10 - Personal Work Schedules

RPTDSH20 - Daily Work Schedules

Attendance

RPTABS20 - Attendance/Absence Data: Overview

RPTABS50 - Attendance/Absence Data: Calendar View

RPTABS60 - Attendance/Absence Data: Multiple Employee View

RPTEAB00 - Attendance Check

RPTLEA40 - Attendances/Absences Overview Graphic

Absence

RPTABS20 - Attendance/Absence Data: Overview

RPTABS50 - Attendance/Absence Data: Calendar View

RPTABS60 - Attendance/Absence Data: Multiple Employee View

RPTLEA40 - Attendances/Absences Overview Graphic

Time Accounts

RPTBAL00 - Cumulated Time Evaluation Results: Time Balances and Time Wage Types

RPTDOW00 - Time Accounts

RPTQTA10 - Displaying Absence Quota Information

RPTERL00 - Displaying Time Evaluation Messages

RPTCMP00 - Time Leveling

RPTEDT00 - The Time Statement

Display cluster information

RPCLSTPC - Display personnel. Calendar

RPCLSTB1 - Temporary time evaluation results

RPCLSTB2 - Time evaluation results

Generate Work Schedules

RPTSHF00 - Generate Work Schedules in the background.

Generate Absence Quota

RPTQTA00 - Generate absence quota

**Schemas**

Schemas

|  |  |  |
| --- | --- | --- |
| TM00 |  | Time Evaluation with Personnel Time Events |
| TM01 |  | Time Evaluation for Work Schedule Deviations |
| TM02 |  | Time Evaluation for External Services Management |
| TM04 |  | Time Evaluation Without Clock Times |

Functions

|  |  |  |
| --- | --- | --- |
| A2003 |  | Process Work Center Substitutions |
| ACTIO |  | Rule-controlled execution of an action |
| ADJAB |  | ADJAB |
| BDAY |  | Initiate Block in Day Processing |
| BEND |  | Processing Block After Day Processing |
| BINI |  | Initiate Processing Block |
| BLOCK |  | Log Structure |
| BREAK |  | Set Break Point |
| CHECK |  | General checks before evaluations/Determine status |
| COLLI |  | Collision Check for Multiple Pers. Assignments |
| COM |  | Comment lines in a schema |
| COPY |  | Copies front-end subschema |
| CUMBT |  | Cumulate Interim Results |
| DAYMO |  | Set Selection of Time Wage Types for Day Grouping |
| DEFTP |  | Determine Planned Working Time Pairs |
| DKG |  | Reduced Hours Infotype (0049) |
| DODMO |  | Set Selection Rule Group for Time Wage Types |
| DPTOL |  | Daily Work Schedule Tolerances |
| DYNBR |  | Set Dynamic Breaks |
| DYNWS |  | Dynamic Daily Work Schedule Assignment: Planned/Actual Overlap |
| EDAY |  | Exit Block in Day Processing |
| EEND |  | Processing Block After Day Processing |
| EINI |  | Exit Initialization of Processing Block |
| ELSE |  | Perform a Function If a Condition Does Not Apply |
| ENDIF |  | End Function of a Condition |
| EXPRT |  | Export Results of Payroll |
| GOT |  | Generation of Overtime Time Pairs |
| GOU |  | Generation of Overtime Time Pairs without Quota Deduction |
| GWT |  | Generate Wage Types from Time Pairs |
| IF |  | Execute Function If a Condition Is Fulfilled |
| KNTAG |  | Fill KNTAG String for Core Night Work |
| LIMIT |  | Value Limits for Time Balances |
| MMSRV |  | Set Switch for External Services Accounting |
| MOD |  | Set Groupings |
| OPTT |  | Set Program Parameters |
| P2000 |  | Import Daily Work Schedule/Create Time Pairs from Daily WS |
| P2001 |  | Import Absences to Table TIP |
| P2002 |  | Import Attendances to Table TIP |
| P2004 |  | Import Availability Data to Table TIP |
| P2005 |  | Import Overtime Data to Table TIP |
| P2006 |  | Process Absence Quotas |
| P2007 |  | Request Personnel Calculation Rule via ANWKONTI |
| P2011 |  | Import Daily WS/Enter Recorded Time Pairs in TIP |
| P2012 |  | Process Time Transfer Specifications |
| P2013 |  | Processing of Quota Corrections |
| PBRKS |  | Process Break Specifications |
| PDB |  | Process Daily Balances Table TES |
| PERT |  | Process Error Table PERT |
| PMB |  | Process Daily Balances Table SALDO |
| POVT |  | Process Table ZML (Overtime Wage Types) |
| PRINT |  | Print Request |
| PROTO |  | Processing Log |
| PTIP |  | Process Time Data Table TIP |
| PTIPA |  | Process Time Data Table TIP if Absence Exists |
| PZL |  | Processing Time Wage Type Table ZL |
| QUOTA |  | Generate Absence Quotas |
| RTIP |  | Read Pairs Table TIP |
| RTIPA |  | Read Pairs Table TIP if Absence Exists |
| SORT |  | Sort internal tables |
| TIMTP |  | Assign Time Types to Time Pairs |
| TYPES |  | Assign Processing Type and Time Type |

Operations

|  |  |  |
| --- | --- | --- |
| ADDDB |  | Cumulate in day balance table |
| ADDMB |  | Cumulate in monthly balance table |
| ADDOT |  | Transfer to Table ZMO |
| ADDVS |  | Cumulate in variable balances table |
| ADDZL |  | Cumulate in Time Wage Types Table |
| ALLDT |  | Check 24-Hour Coverage from Start of Period |
| BITQU |  | Generate Batch Input Session for Attendance Quotas |
| BREAK |  | Set a break point |
| COLER |  | Transfer to error table |
| COLOP |  | Transfer data to internal table TOP |
| COLPA |  | Transfer to pair table |
| COLTQ |  | Increase amount of quota taken |
| COMOT |  | Overtime Pairs Analysis |
| DAYPG |  | Replace Daily Work Schedule |
| DELIM |  | Delimit Time Pair |
| DYNDP |  | Dynamic Daily Work Schedule Assignment |
| FILLP |  | Change Time Pair Information |
| FILLW |  | Fill Wage Type Data |
| GCY |  | Branch to Other Personnel Calculation Rule |
| GENOT |  | Generate Time Pairs for Overtime |
| GENOW |  | Generate Wage Type in ZML |
| GENTG |  | Generate a TIP Entry |
| GENTP |  | Split TIP Entry |
| GENTW |  | Generate Wage Types |
| GOTC |  | Request Internal Recalculation Run for Time Evaluation |
| HRS |  | Edit Number of Hours Field |
| INSLR |  | Insert locked records in table TIP |
| INSTP |  | Correctly Set Up Pair |
| LDPAY |  | Query End of Continued Pay |
| LEAVE |  | Exit Processing of Personnel Calculation Rule |
| MESSG |  | Message Output |
| MNPAS |  | Determine Main Personnel Assignment |
| MODIF |  | Set Groupings |
| NEXTR |  | Process a continuation line |
| OUTAL |  | Provide Data for Different Payment |
| OUTAQ |  | Retrieve Information From Absence Quotas |
| OUTER |  | Error information |
| OUTOT |  | Provide Data on Overtime Wage Types |
| OUTPQ |  | Retrieve Information from Attendance Quotas |
| OUTTI |  | Retrieve fields from the "Time Recording" infotype |
| OUTTP |  | Providing Time Pair Data |
| OUTWP |  | Providing Work Center Data |
| OUTZL |  | Provide information from time wage types |
| PAYTP |  | Setting Employee Subgroup Grouping for Personnel Calculation Rule |
| PCY |  | Go to a Personnel Calculation Subrule |
| PLOOP |  | Nth Execution of Command Sequence |
| PPINC |  | Process Attendance/Absence Reasons (PIN codes) |
| R555D |  | Read Abs./Attendance Reasons for Subsystem |
| RETCD |  | Query return code |
| RJCT |  | RJCT: Rejection of employee |
| RNDOT |  | Round Time Pairs |
| ROUND |  | Round Clock Times or Number of Hours Field |
| SCOND |  | Set Validity of Condition (IF ... EIF) |
| SORTP |  | Sort Daily Input Table TIP |
| SUBST |  | Substitutions |
| SUM |  | Cumulation of a Time Type Over a Particular Period |
| TABLE |  | Prepare Access to Table Fields |
| TEXIT |  | Exit Schema Processing |
| TFLAG |  | Change Status Data of a Day |
| TIMAP |  | Have the Infotypes Imported by Time Evaluation Been Checked? |
| TIPOS |  | Determine relative position of a time pair |
| TKUZR |  | Query Reduced Working Hours(RWH)Period |
| TMBRE |  | Generate break time |
| TSNDB |  | Determine Time Type and Add to TES (Student Nurses) |
| TSNDC |  | Decision Operation for Time Statement for Student Nurses |
| TSORT |  | Sort Internal Tables |
| UPDLE |  | Absence Quota Accrual |
| UPDTQ |  | Accrue Absence Quota |
| VALEN |  | Length of variable key |
| VAOFF |  | Offsetting Variable Key |
| VARAB |  | Provide Information on Absences |
| VARPR |  | Provide Data on Current Attendance |
| VARST |  | Provide General Fields |
| VSTRG |  | Provide Strings in Variable Key |
| VWTCL |  | Provide Processing Class of Wage Type |

Schema Commands

|  |  |
| --- | --- |
| Line Command | Description |
| D | Deletes a line |
| I | Inserts a line |
| M | Moves a line |
| C | Copies a line |
| DD | Indicates the start of a block to be deleted |
| DD | Indicates the end of a block to be deleted |
| CC | Indicates the start of a block to be copied |
| CC | Indicates the end of a block to be copied |
| MM | Indicates the start of a block to be moved |
| MM | Indicates the end of a block to be moved |