

# PPA Meeting

June 28, 2010

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# New Report Variants

- ***Employee Basic Pay IT08 (ZHR\_RPTPAIT08)***

- SWV BSAL<2500

- ***Wage Type Reporter (PC00\_M99\_CWTR)***

- SWV TEMPLAYOFF

- SWV HRS PT 1\*

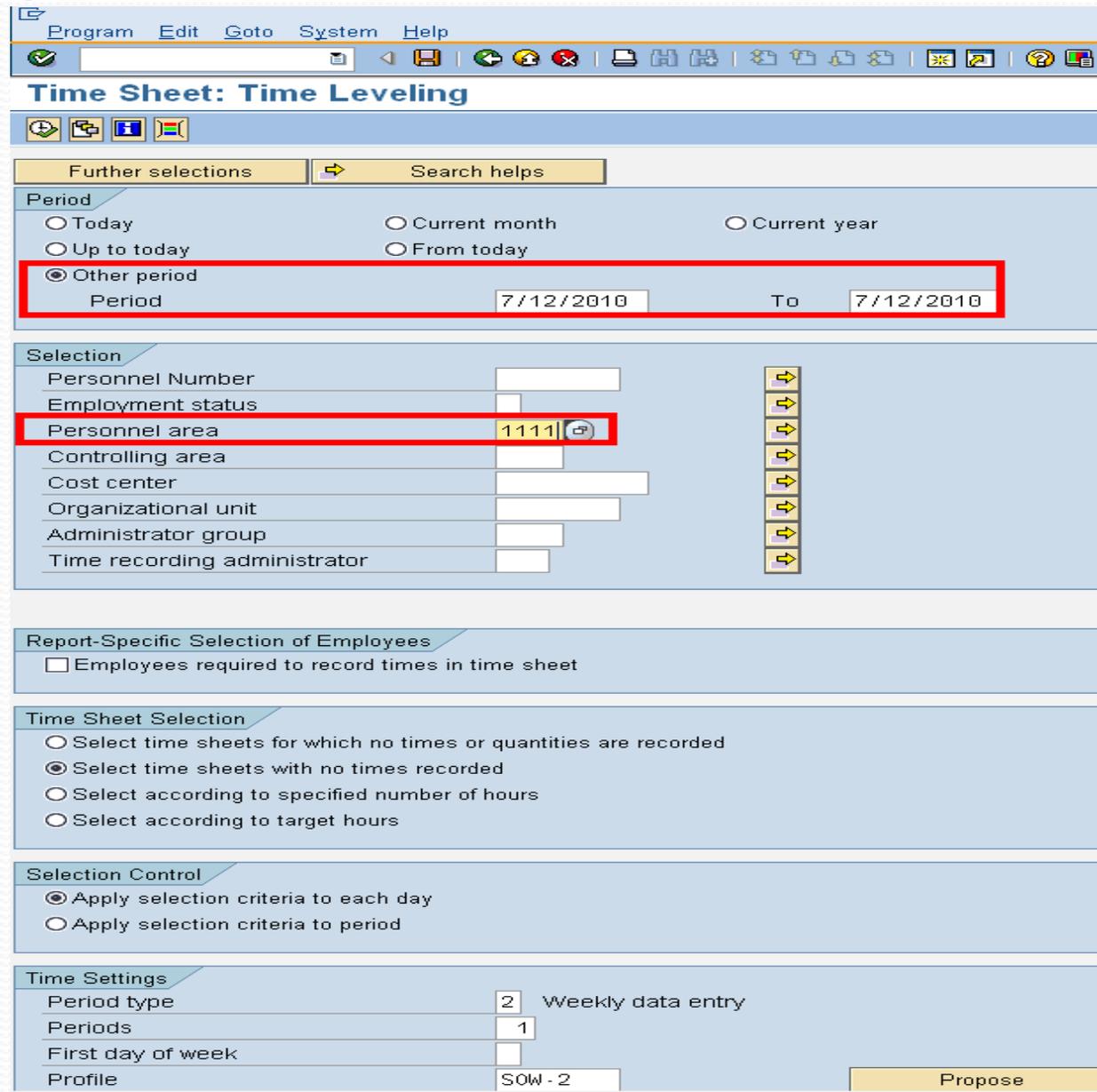
- SWV HRS PT2\*



\*- SWV updated

# Time Leveling- CATC

- Use to identify the number of scheduled hours for employees.
- Fields to complete:
  - Other Period
  - Personnel Area
- Click  (Execute) to generate the report



The screenshot shows the CATC Time Sheet: Time Leveling application interface. The title bar reads "Time Sheet: Time Leveling". The menu bar includes "Program", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and execution. The main interface is divided into several sections:

- Further selections** and **Search helps** buttons.
- Period** section: Radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", "Current year". The "Other period" option is selected, and the date range is set to "7/12/2010" to "7/12/2010".
- Selection** section: A list of fields with input boxes and dropdown arrows. The "Personnel area" field is highlighted with a red box and contains the value "1111".
- Report-Specific Selection of Employees** section: A checkbox for "Employees required to record times in time sheet" is unchecked.
- Time Sheet Selection** section: Radio buttons for "Select time sheets for which no times or quantities are recorded", "Select time sheets with no times recorded", "Select according to specified number of hours", and "Select according to target hours". The "Select time sheets with no times recorded" option is selected.
- Selection Control** section: Radio buttons for "Apply selection criteria to each day" and "Apply selection criteria to period". The "Apply selection criteria to each day" option is selected.
- Time Settings** section: Fields for "Period type" (set to 2, Weekly data entry), "Periods" (set to 1), "First day of week" (empty), and "Profile" (set to SOW - 2). A "Propose" button is located at the bottom right.

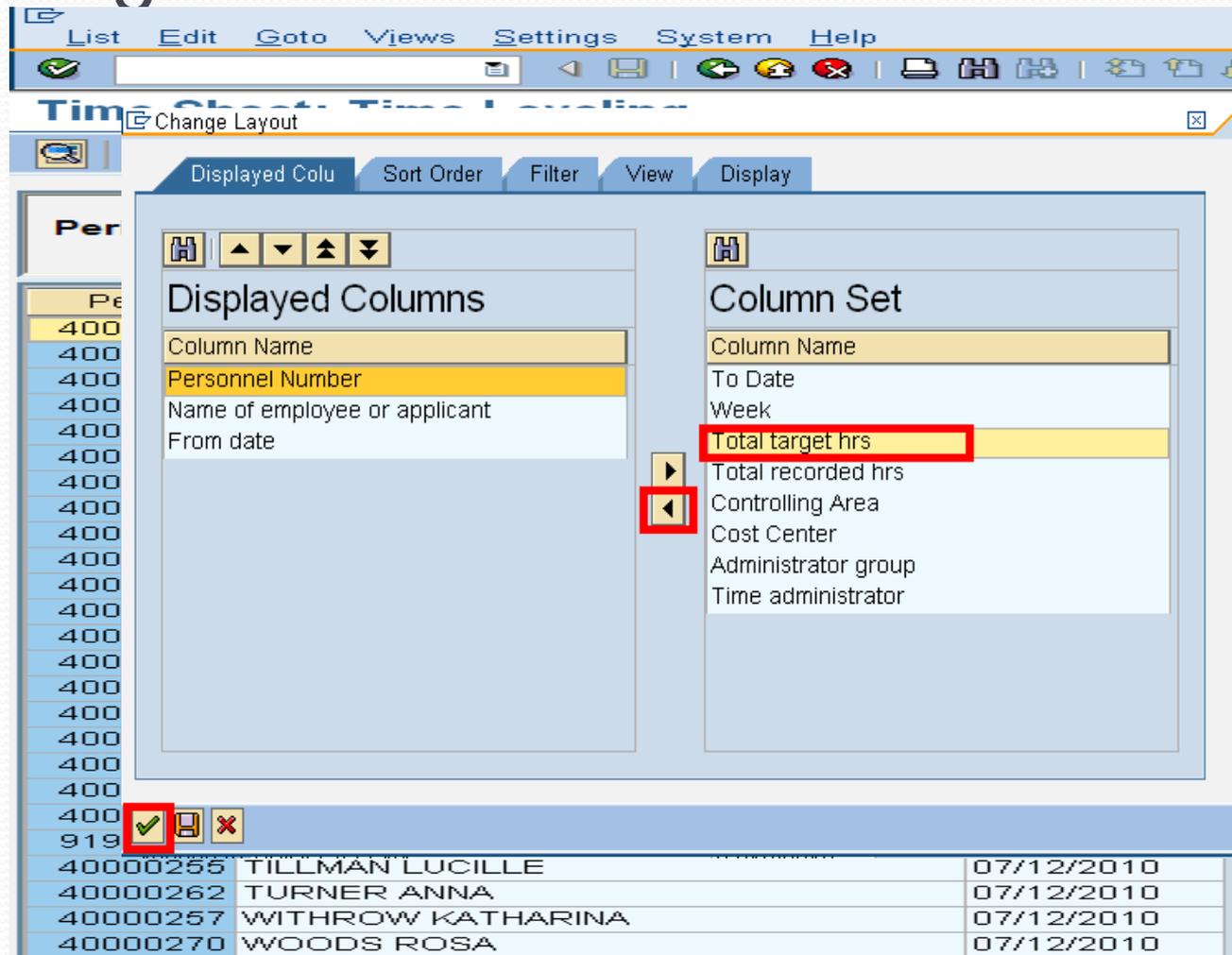
# Time Leveling- CATC

The report results display

Click  (Change Layout)

Add **Total target hrs.** to the **Displayed Columns**

Click  (transfer)



The screenshot shows the 'Time Sheet: Time Leveling' application window. The 'Change Layout' dialog box is open, displaying two columns: 'Displayed Columns' and 'Column Set'. The 'Column Set' column contains a list of columns, with 'Total target hrs' highlighted in yellow and enclosed in a red box. The 'Displayed Columns' column contains a list of columns, with 'Personnel Number' highlighted in yellow. The 'Transfer' button (a green checkmark in a box) is highlighted in red at the bottom of the dialog box. The background shows a table with columns for Personnel Number, Name of employee or applicant, and From date.

Personnel Number	Name of employee or applicant	From date
40000255	TILLMAN LUCILLE	07/12/2010
40000262	TURNER ANNA	07/12/2010
40000257	WITHROW KATHARINA	07/12/2010
40000270	WOODS ROSA	07/12/2010



# Fast Entry of Time Data-PA71

- Used to enter absences for specified dates for multiple employees
- Hours are based on the employee's work schedule
  - **NOT** to be used for employees on a 24 x 7 work schedule
- Information entered can be verified by running ***PT64- Absence List***

# Fast Entry of Time Data

- Select Absences
- Enter DATE of Temp. Layoff
- Enter Absence type
- Select **Preselect using report**
- Click **Create**

**Fast Entry of Time Data**

with proposal

Fast entry of time data

Absences

Absence Quotas

Employee Remuneration Info

Period

Period

From 7/12/2010 To

Today  Curr. week

All  Current month

From curr. date  Last week

To Current Date  Last month

Current Period  Current Year

Choose

Direct selection

Infotype Absences STy 9397 LWOP Temp Layoff

Enter Personnel Numbers

Enter in fast entry screen

Manual preselection

Preselect using report

Preselection w. ad hoc query

Save Option

Save records directly

Create batch input session

Maintain/Lock/Unlock/Delete

Locked records only

# Fast Entry of Time Data- option 1

Fields to complete:

- Other Period
- Personnel Number
- Personnel Area\*
- Work schedule rule

Click  (Execute)

**Note:**  
Click **Further Selection**  
to add Personnel Area

The screenshot shows a software window titled "Personnel Number Selection for Fast Data Entry". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there are four tabs: "Further selections", "Search helps", "Sort order", and "Org. structure". The "Further selections" tab is active, showing a "Period" section with radio buttons for "Today", "Up to today", "Other period" (selected), "Current month", "From today", and "Current year". There are input fields for "Period" and "To". Below this is a "Selection" section with input fields for "Personnel Number", "Employment status" (with a dropdown arrow), and "Time recording administrator". At the bottom is an "Additional data" section with a table of fields and their corresponding "to" fields, each with a dropdown arrow.

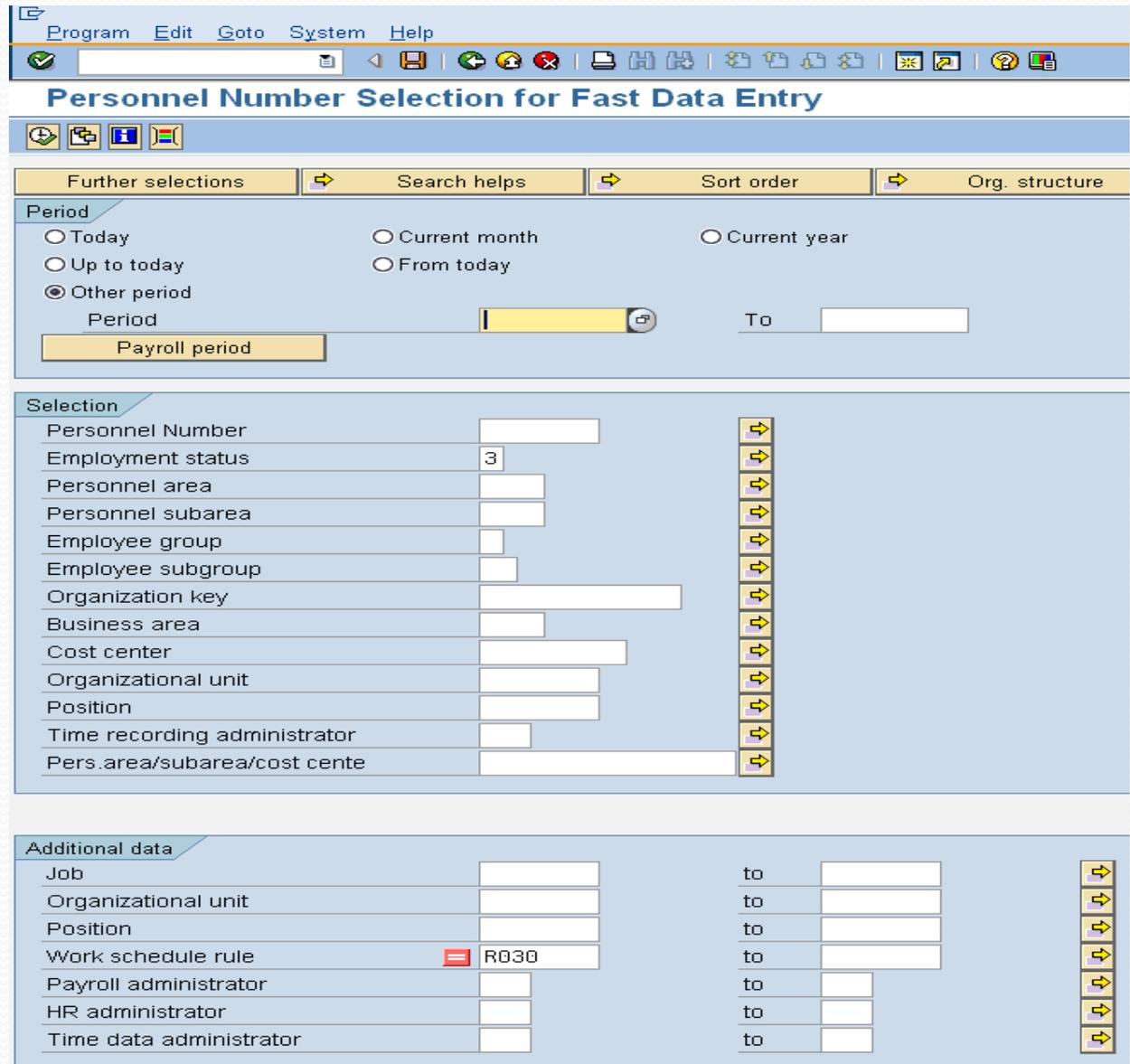
Field	Value	to	Value
Job		to	
Organizational unit		to	
Position		to	
Work schedule rule		to	
Payroll administrator		to	
HR administrator		to	
Time data administrator		to	

# Fast Entry of Time Data- option 2

Click  (Get Variant)

Select **SWV TEMP LAYOF**

Complete the selection criteria screen.



The screenshot shows a software window titled "Personnel Number Selection for Fast Data Entry". The window has a menu bar with "Program", "Edit", "Goto", "System", and "Help". Below the menu bar is a toolbar with various icons. The main area is divided into several sections:

- Further selections**: Includes "Search helps", "Sort order", and "Org. structure" buttons.
- Period**: Contains radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year". There are also input fields for "Period" and "To" with a "Payroll period" button.
- Selection**: A list of criteria with input fields and dropdown arrows:
  - Personnel Number
  - Employment status: 3
  - Personnel area
  - Personnel subarea
  - Employee group
  - Employee subgroup
  - Organization key
  - Business area
  - Cost center
  - Organizational unit
  - Position
  - Time recording administrator
  - Pers.area/subarea/cost cente
- Additional data**: A list of criteria with input fields and dropdown arrows:
  - Job
  - Organizational unit
  - Position
  - Work schedule rule: R030
  - Payroll administrator
  - HR administrator
  - Time data administrator

# Fast Entry of Time Data

- Verify number of employees

- Click **Create**

## Note:

Refer to User Procedure *Fast Entry of Time Data on the OLQR*, if you need to add/delete Personnel Numbers

Time data Edit Goto Extras System Help

Fast Entry of Time Data

with proposal

Personnel no. selection

Personnel Number	Name of employee or applicant
50000000	OSS JASON
40000095	Doe 40000095 Jane
40000096	Doe 40000096 Jane
40000097	Doe 40000097 Jane
40000098	Doe 40000098 Jane
40000099	Doe 40000099 Jane
40000100	Doe 40000100 John
40000101	Doe 40000101 John
40000102	Doe 40000102 John
40000103	Doe 40000103 John
40000104	Doe 40000104 John
40000176	WELLS JANA
40000178	BOWEN CAROL
40000190	JANWAY RACHEL
40000230	ZAJK KLEMENTHA
40000348	KINGSLEY DANA
40000434	SHARPE BRITTANY

Entry 1 of 30

# Fast Entry of Time Data

## Click Save

- If **more** than 20 employees
  - Click **Other personnel Numbers**
- Click save until all personnel numbers have been saved.

Personnel number	Type	Start	End	From	To	L	O
05000000 CROSS JASON	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000095 Doe 40000095 Jan	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000096 Doe 40000096 Jan	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000097 Doe 40000097 Jan	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000098 Doe 40000098 Jan	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000099 Doe 40000099 Jan	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000100 Doe 40000100 Joh	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000101 Doe 40000101 Joh	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000102 Doe 40000102 Joh	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000103 Doe 40000103 Joh	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000104 Doe 40000104 Joh	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000176 WELLS JANA	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000178 BOWEN CAROL	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I
40000190 JANWAY RACHEL	9397			07/12/2010	07/12/2010	<input type="checkbox"/>	I

# Absence Data overview –PT64

## Attendance/Absence Data: Overview

The screenshot shows a web application interface for 'Attendance/Absence Data: Overview'. It features several sections for data selection and display options.

**Further selections** | **Search helps** | **Org. structure**

**Period**

Today       Current month       Current year  
 Up to today       From today

Other period

Data Selection Period: 07/01/2010 To: 07/15/2010  
Person selection period: [ ] To: [ ]  
Payroll period: [ ]

**Selection**

Personnel Number: [ ]  
Employment status: [ ]  
Personnel area: 3000  
Personnel subarea: [ ]

**Attendance/absence types for eval.**

Absence type: 9397 to: [ ]

Evaluate absences only  
 Evaluate attendances only  
 Evaluate attendances/absences  
 Select by att./absence category

**Data format**

Grouping by org. assignment

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

**Data to display**

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

**Classification of data in initial list by**

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

Fields to complete:

- Other Period
- Personnel numbers
- Personnel Area
- Absence Type
- Org. assignment-  
Employee-  
Attendance/  
Absence types

Click **Execute**

# Absence Data overview –PT64

Attendance/Absence Data: Overview

Period: 07/01/2010 - 07/15/2010

PA	Subarea	Pers.No.	Employee/app.name	A/AType	Att./abs. type text	Hrs	Plnd hrs	Hrs/plnd	Days	Plan.days	Days/plnd	No.records
Σ	Σ	****	****	****	****	255.00	4,200.00	6.07 %	19.00	308.00	6.17 %	19
3000	Σ	****	****	****	****	255.00	3,200.00	7.97 %	19.00	213.00	8.92 %	19
3000	0001	****	****	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1
3000	0001	05000000	CROSS JASON	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1
3000	0001	05000000	CROSS JASON	9397	LWOP Temp Layoff	8.00		10.00 %	1.00		10.00 %	1
3000	0002	****	****	****	****	72.00	840.00	8.57 %	7.00	75.00	9.33 %	7
3000	0002	40000095	Jane Doe 40000095	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1
3000	0002	40000095	Jane Doe 40000095	9397	LWOP Temp Layoff	8.00		10.00 %	1.00		10.00 %	1
3000	0002	40000096	Jane Doe 40000096	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1
3000	0002	40000096	Jane Doe 40000096	9397	LWOP Temp Layoff	8.00		10.00 %	1.00		10.00 %	1
3000	0002	40000097	Jane Doe 40000097	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1
3000	0002	40000097	Jane Doe 40000097	9397	LWOP Temp Layoff	8.00		10.00 %	1.00		10.00 %	1
3000	0002	40000098	Jane Doe 40000098	****	****	8.00	80.00	10.00 %	1.00	10.00	10.00 %	1