



## **Solution Summary**

The Time Management solution in SAP has been used successfully over the years by many customers from a wide range of industry sectors. The time management solution is used to aid recording of employee's time data using standard functions such as Cross-Application Time Sheets (CATS), Time Managers Workplace (TMW) and Employee Self Service (ESS). The Time solution can be administered directly by a set of Time Administrators or via an interface with a third party time recording system (for clocking in and out).

The records created through these administration steps are then evaluated through payroll and time evaluation. The information to be evaluated may come in many forms – Working Time Regulations, Attendances, Absences and Substitutions, Overtime Calculations and Pro Rata Rules.

The time information is also used in other processes such as Capacity Planning, Training and Events Management, Cost Assignment and Activity Allocation.

Due to the number of areas that can be evaluated, it is imperative that the employees working time is recorded accurately. The central component in SAP HR Time Management is the work schedule. Infotype 0007 (Planned Working Time) is used to record the employees standard shift pattern by assigning them to a work schedule. For relatively small employers, this is not an issue and a relatively small number of work schedules need to be created, however in large and primarily public sector and service organisations there are large numbers of differing working patterns that need to be created as work schedules in SAP.

This brings a challenge to the standard SAP solution – In order to accurately capture and evaluate time data, an individual work schedule needs to be created for each instance of a different working pattern. With this requirement comes a large maintenance overhead, mainly due to the fact that work patterns in SAP are defined as configuration items. There are scenarios where an employer may have thousands of different work patterns and searching for the correct work schedule when linking it to an employee can become challenging.

The solution that is described in this document provides customers with a utility that enables the use of exact work patterns in SAP Payroll and Time Evaluation without the need to configure individual Work Schedule Rules for each work pattern for use on Infotype 0007 (Planned Working Time).

One of the key benefits of this solution is that for the purposes of Payroll and Time Evaluation, standard SAP Substitution functionality is used.

This Solution is provided as a Project or Customer Solution.

## Technical Summary

The solution provides a front end (Customer Infotype) where accurate work pattern information can be stored, along with a method of creating substitution records that can be used in payroll and time evaluation. This is delivered by the following:

- A new Customer Infotype to record an employee's actual work pattern for a given period.
  - The Infotype-Subtype allows the option to enter a rolling pattern of up to 4 weeks.
- A program to generate substitution records for a selected time frame up to the end of the calendar year.
- A program to generate substitution records for the subsequent year/s.

These 3 pieces of functionality will be delivered by an individual transport that should be loaded onto the customer's development system. In the future it is proposed that a BC Set will be created to achieve the same goal.

### **Note:**

The implementation of this solution does not mean that Infotype 0007 becomes redundant. Infotype 0007 should still be populated and is a prerequisite for the solution to operate correctly.

## **An example of the populated Customer Infotype:**

PersNo	90000084	Mr Flex Test				
		Active employee		GB Template		
		Management		UK Subsidiary		
Start	01.05.2005	End	31.07.2005	Chng	27.07.2005	I023606
Substitution type	02	Shift substitution		Subtype	WK1	
Weekly contract hrs	35.00			Entered work hrs	38.50	

  

Individual Working Time							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	08:00	08:00	08:00	08:00	08:00	12:00	00:00
End Time	12:00	16:00	17:00	16:00	17:00	16:00	00:00
Unpaid Break/Split							
Start of break	10:00	10:00	10:00	10:00	10:00	14:00	00:00
End of break	10:15	10:15	10:15	10:15	10:15	14:15	00:00
Unpaid Break/Split							
Start of break	00:00	13:00	13:00	13:00	13:00	00:00	00:00
End of break	00:00	13:30	13:30	13:30	13:30	00:00	00:00
Total Daily Hours	3.75	7.25	8.25	7.25	8.25	3.75	
Total Daily Breaks	0.25	0.75	0.75	0.75	0.75	0.25	

The above record will be valid from 01.05.2005 – 31.07.2005. The weekly hours from the employees Infotype 0007 (Planned Working Time) record are 35 hours. Based on the hours and breaks entered into this record, the employees actual time for time evaluation and payroll will be 38.50 hours per week based on the pattern defined.