

Time Manager's Workplace – Transaction code: **PTMW**

This screen is divided into 4 quadrants:

- 1) Calendar
- 2) Employee List/Time Evaluation Messages
- 3) Employee Information (multiple header choices)
- 4) Time Data and detail - 4 views are available; users can pick what works best for them:
 - Multi-Day* All time data for one employee for several days (featured).
 - Multi-Person* All time data for more than one employee for one day.
 - One-Day* All time data for one employee for one day.
 - Team* Full-day entry for multiple employees for multiple days with an option to see all entries for a day

The screenshot displays the SAP Time Data Maintenance Multi-day view for employee Josie Baker. The interface is divided into four quadrants:

- Quadrant 1 (Calendar):** Shows a calendar grid for January and February 2006. The date 01/02/2006 is highlighted.
- Quadrant 2 (Employee List):** A list of employees under 'Laura's Test' is shown, with 'Josie Baker' (Pers.No. 216 123) selected.
- Quadrant 3 (Employee Information):** Displays fields for Employee data (0001: Organizational), EE group (Full Time Salary), EE subgrp (04 Class NE), Time (026), Position (50000600), Job (00104420), and Subarea (0050 Reg/Leave2100).
- Quadrant 4 (Time Data and Detail):** Shows a table of Time Data entries and a Daily Work Schedule detail section. The table includes columns for S., W., Date, Duration, ID, ID text, F., Cost center, Reporting, Sub-Object, Function Code, and Activity Code. The detail section shows Name (Josie Baker), Substitution type, ID (OFF OFF), Date (01/01/2006 - 01/01/2006), Daily WS variant (OFF / OFF), DWS grouping (76), and Day type.

Advantages of this screen include the ability to

- post a full or partial day entry (with or without costing) to multiple employee records. Cut and copy functions are used to do this.
 - Uses: Partial day office closures, costed ZA01 entries for positive time employees, costed overtime entries, and entry of Type: LH hours for positive, 24/7 employees.
- display multiple header records affords the TA or EA the ability to view data from other critical infotypes without leaving this screen (i.e., 0001, 0007, 0008, 0027, and 2006)
- scroll through multiple weeks without having to select next (or previous) page.

- create multiple employee lists for record selection ease and segregation. These lists enable the user to switch to a new employee record from any view in PTMW.
Uses: Separate lists can be created for negative leave earning employees, positive leave earning employees with a schedule, positive leave earning employees with 24/7 schedule, positive non-leave earning hourly employees. These separate lists would aid the user when coding holidays, declared holidays, regular hours, etc.
- retrieve and process time evaluation error messages (ZT11).
- create daily substitution records (IT2003) for one or multiple employees simultaneously. Unnecessary fields have been removed from view, thus making this a lot less complicated.

Training Available:

A [PTMW script](#) is available to guide time administrators through use of this multi-function screen.

An e-learning course is being designed and should be available in LEO by August 2006.

The next few pages include screen samples of the 4 views: *Multi-Day*, *Multi-Person*, *One-Day and Team* and the *Process Error Messages* screen.

Multi-day view

Includes all time data for one employee for whatever period was selected. If your agency's timesheets are formatted to accommodate a week's activity for 1 employee, this view may be best for you.

The screenshot shows the SAP Time Data Maintenance Multi-day view for employee Josie Baker. The interface includes a menu bar at the top with options like 'Time data', 'Edit', 'Goto', 'Utilities', 'Settings', 'Environment', 'System', and 'Help'. Below the menu, there are tabs for 'Multi-day view', 'Multi-person view', 'One-day view', and 'Team View'. The main area is divided into several sections:

- Calendar:** A calendar grid showing dates from 2006/1 to 2006/2. The date 01/01/2006 is highlighted.
- Employee List:** A list of employees with their names and personnel numbers (Pers. No.). Josie Baker is highlighted with a yellow background, with a personnel number of 216.
- Time Data Table:** A table with columns: S... W..., Date, Duration, ID, ID text, F., Cost center, Reporting, Sub-Object, Function Code, and Activity Code. The table shows entries for various dates in 2006, with 'OFF' entries for 01/01/2006 and 01/07/2006, and 'NORM Normal shift' entries for other days.

Using this view, a time administrator can quickly verify whether particular entries already exist for an employee or it could be used to verify entries just completed. To move from one employee's detail to that of another, the user simply clicks on the name in their list and then uses the arrow key to move to the detail for that individual.

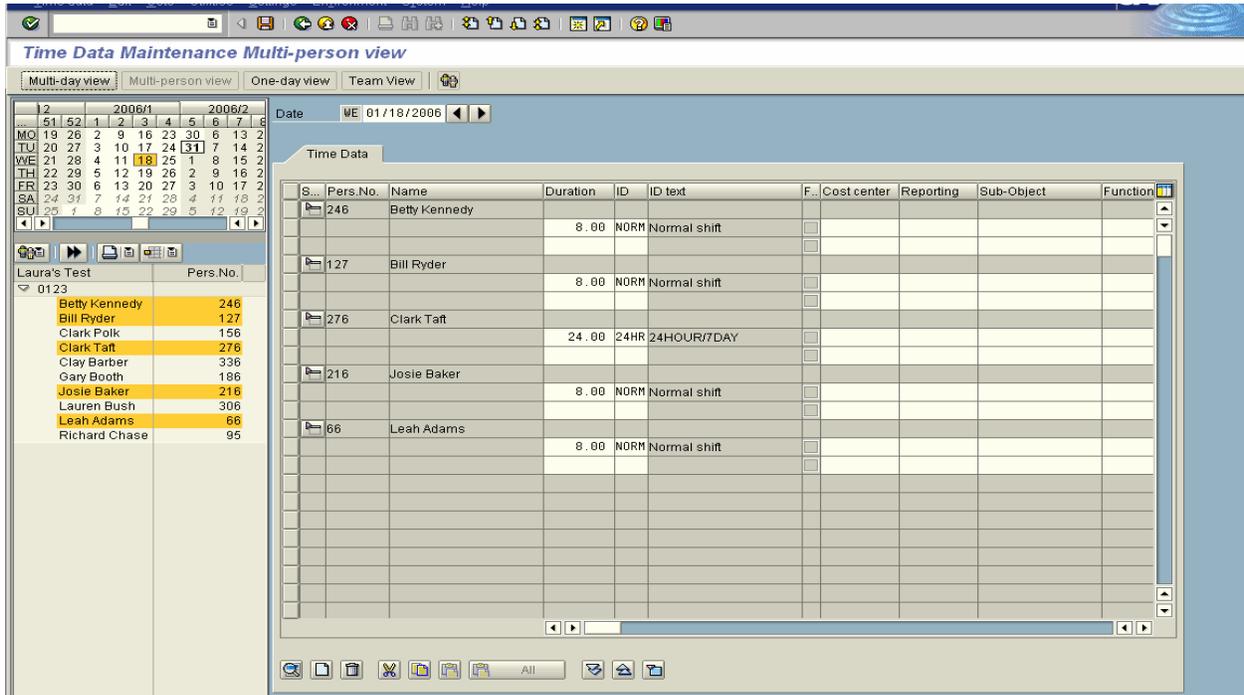
The **One-Day** view is used to see activity for one employee on one specific day.

The screenshot shows the SAP Time Data Maintenance One-day view for employee Josie Baker. The interface is similar to the Multi-day view, but the 'One-day view' tab is selected. The main area is divided into several sections:

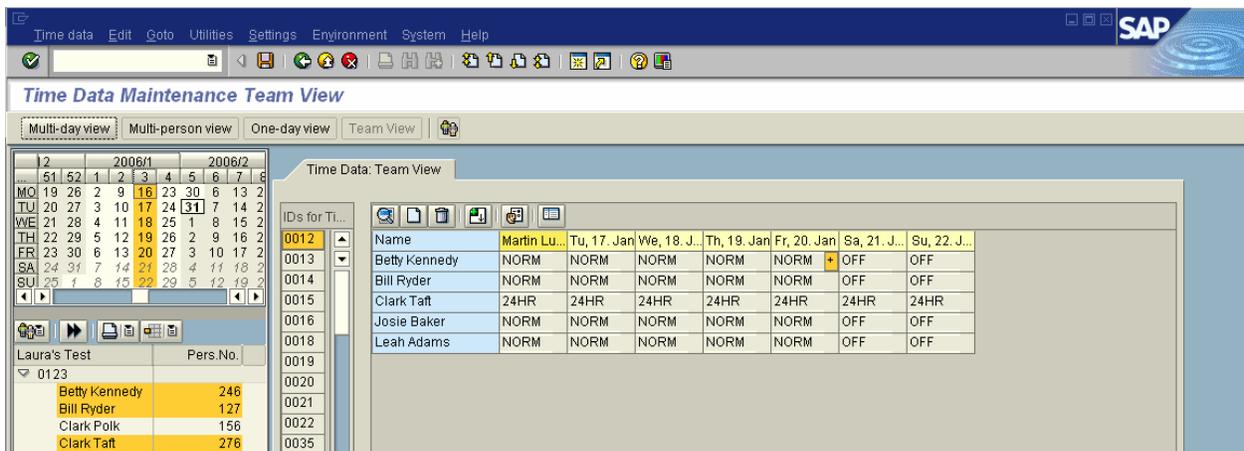
- Calendar:** A calendar grid showing dates from 2006/1 to 2006/2. The date 01/18/2006 is highlighted.
- Employee List:** A list of employees with their names and personnel numbers (Pers. No.). Josie Baker is highlighted with a yellow background, with a personnel number of 216.
- Time Data Table:** A table with columns: Duration, ID, ID text, F., Cost center, Reporting, Sub-Object, Function Code, Activity Code, and Co. The table shows a single entry for 01/18/2006 with a duration of 8.00 and ID text 'NORM Normal shift'.

The **Multi-person** view shows you all time data for one or more employees selected for one specific day. This view is used to enter one particular absence or attendance type on multiple employees from your employee list.

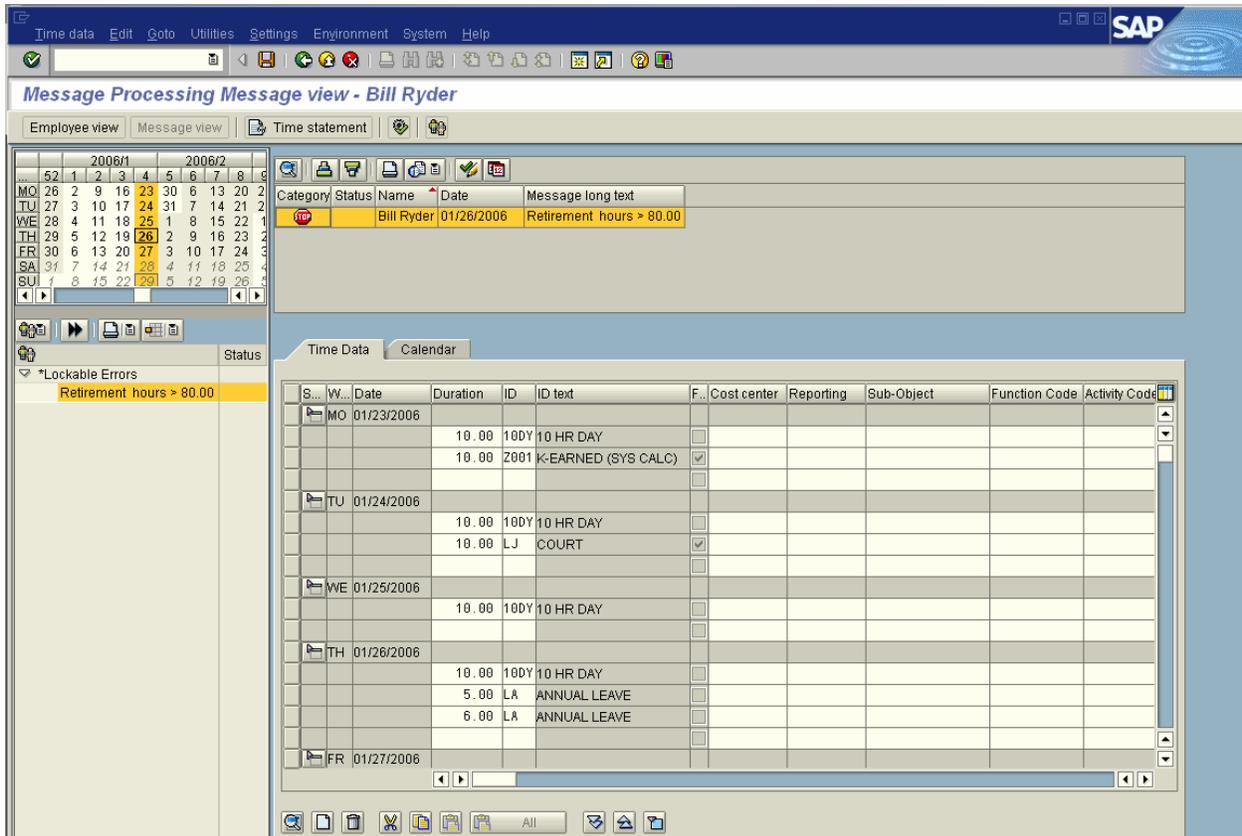
This may become your preferred view if your timesheets are set up to accommodate time activity for multiple employees for a single day.



The **Team View** displays either an employee's daily work schedule ID or absence ID, if a full-day absence exists for that date. A "+" sign displayed to the right of the ID, indicates that multiple entries exist for the date. Double clicking on the "+" sign brings up the One-day view allowing you to view all entries. Multiple employees can be chosen for viewing. Entry is possible from this view.



Finally, users are able to process time evaluation errors from any of these views. They simply locate the **GoTo** Menu option and select **Process Messages**. The employee Information quadrant displays a list of employee names, dates and any error messages that exist for employees currently selected.



The Employee List/Time Evaluation Messages quadrant displays Informational messages and Lockable errors. The Informational errors do NOT necessarily require correction. Once processed, to delete, the user clicks on the “All Messages Completed” icon to select the messages they have processed and the “Confirm Messages Completed” icon to process and effectively delete them.

The actual ZT11 errors, that must be resolved, are easily identified by the STOP sign that appears in the Category column. Don't worry if you process the message without correcting the error. When Time Evaluation runs at night, these errors (ZT11) will appear again, if unresolved.