HR306

Configuration of Time Recording

COURSE OUTLINE

Course Version: 15
Course Duration: 5 Day(s)

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Application Consultant
- Data Consultant
- Super / Key / Power User

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UNIT 1 Time Recording

Lesson 1: Identifying the Foundations of Time Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify time management concepts

Lesson 2: Identifying the Roles in Time Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify existing roles in time management

Lesson 3: Evaluating Time Recording Options

Lesson Objectives

After completing this lesson, you will be able to:

- Outline employee time recording options
- Record employee time data

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UNIT 2

Enterprise Structure and Groupings

Lesson 1: Outlining Structures in HCM

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the purpose of the enterprise structure
- Perform an organizational reassignment
- Review the purpose of control indicators
- Outline the purpose of grouping employees for Time Management
- Identify the set up of employee groupings

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UNIT 3 Work Schedule

Lesson 1: Identifying Public Holiday Calendars

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the set up of public holiday calendars

Lesson 2: Defining Work Schedule Levels and Groupings

Lesson Objectives

After completing this lesson, you will be able to:

- List the different work schedule levels
- Outline how personnel subarea groupings are used to determine the assignment of work schedule rules

Lesson 3: Creating Break Schedules

Lesson Objectives

After completing this lesson, you will be able to:

- Create break schedules to accommodate employees working different shifts

Lesson 4: Creating Daily Work Schedules

Lesson Objectives

After completing this lesson, you will be able to:

- Create a daily work schedule

Lesson 5: Setting Up Period Work Schedules

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a period work schedule

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Lesson 6: Identifying Day Types and Selection Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Identify day types and selection rules

Lesson 7: Creating Work Schedule Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Create work schedule rules to be assigned to employees

Lesson 8: Generating Work Schedules

Lesson Objectives

After completing this lesson, you will be able to:

- Generate work schedules to set up work hours for employees

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UNIT 4 Part-Time Workforce

Lesson 1: Setting Up Part-Time Work Schedules

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a part-time work schedule

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UNIT 5 Time Data Recording and Administration

Lesson 1: Setting Up Attendance and Absence Types

Lesson Objectives

After completing this lesson, you will be able to:

- Set up attendance and absence types

Lesson 2: Outlining the Set Up of Additional Time Infotypes

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the set up of additional time infotypes

Lesson 3: Determining System Reactions to Colliding Time Infotypes

Lesson Objectives

After completing this lesson, you will be able to:

- Determine how the system reacts when time infotypes collide

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UNIT 6 Attendance and Absence Counting

Lesson 1: Defining Counting Rules for Attendances and Absences

Lesson Objectives

After completing this lesson, you will be able to:

- Define counting rules to ensure employee attendances and absences are recorded correctly

Lesson 2: Assigning Counting Rules to Absence Types

Lesson Objectives

After completing this lesson, you will be able to:

- Assign a counting rule to an absence type

Lesson 3: Utilizing Daily Work Schedule Variants to Count Absences

Lesson Objectives

After completing this lesson, you will be able to:

- Utilize daily work schedule variants to count absences

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UNIT 7 Attendance and Absence Quotas

Lesson 1: Setting Up Attendance and Absence Quotas

Lesson Objectives

After completing this lesson, you will be able to:

- Set up quota types for an absence to ensure correct time tracking and reporting

Lesson 2: Assigning Quota Deduction Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Set up quota deduction rules to ensure quotas are updated correctly
- Assign quota deduction rules to counting rules

Lesson 3: Determining Default Values to Grant Absence Entitlements

Lesson Objectives

After completing this lesson, you will be able to:

- Determine the quota accrual process to ensure entitlements are accurate

Lesson 4: Setting Up Quota Type Selection Rule Groups

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a quota type selection rule group to allocate rules to employees

Lesson 5: Defining Base Entitlements

Lesson Objectives

After completing this lesson, you will be able to:

- Define base entitlements for employee absences

Lesson 6: Setting Up Validity and Deduction Intervals

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Lesson Objectives
After completing this lesson, you will be able to:

- Set up validity and deduction intervals

Lesson 7: Setting Up Reduction Rules

Lesson Objectives
After completing this lesson, you will be able to:

- Set up rules to control how quotas are reduced

Lesson 8: Creating Rounding Rules

Lesson Objectives
After completing this lesson, you will be able to:

- Create rounding rules to control how time is calculated

Lesson 9: Setting Up Generation Rules

Lesson Objectives
After completing this lesson, you will be able to:

- Set up work schedule generation rules

Lesson 10: Generating Absence Entitlements

Lesson Objectives
After completing this lesson, you will be able to:

- Use a report to automatically generate quotas for employees

Lesson 11: Outlining Quota Entitlements

Lesson Objectives
After completing this lesson, you will be able to:

- Outline the uses of the quota compensation infotype

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UNIT 8 Time Manager's Workplace Functionality

Lesson 1: Identifying the Functionality of Time Manager's Workplace (TMW)

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the functionality available in TMW

Lesson 2: Creating Time Data IDs

Lesson Objectives

After completing this lesson, you will be able to:

- Create time data IDs to display attendance and absence types in TMW

Lesson 3: Setting Up TMW Administrator Profiles

Lesson Objectives

After completing this lesson, you will be able to:

- Set up administrator profiles to control the display of TMW screens

Lesson 4: Creating Employee Selections in TMW

Lesson Objectives

After completing this lesson, you will be able to:

- Create a user-specific selection list for a specific group of employees

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UNIT 9 Cross-Aplication Time Sheets (CATS)

Lesson 1: Outlining the Process Flow of CATS

Lesson Objectives

After completing this lesson, you will be able to:

- Outline the process flow of CATS

Lesson 2: Outlining the CATS Mini Master Data Record

Lesson Objectives

After completing this lesson, you will be able to:

- Hire an employee who will use CATS to record time

Lesson 3: Setting Up CATS Data Entry Profiles

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a CATS data entry profile

Lesson 4: Recording Time Data in the Cross-Application Time Sheet (CATS)

Lesson Objectives

After completing this lesson, you will be able to:

- Record time data for an employee

Lesson 5: Identifying Elements of CATS

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the approval procedure

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UNIT 10

Case Study: Configure Time Data Recording

Lesson 1: Configuring Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Configure time data for an employee

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