

HR310

Time Evaluation

COURSE OUTLINE

Course Version: 10

Course Duration:

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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	<i>Example text</i>
Window title	<i>Example text</i>

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Data Manager
- Tester
- Application Consultant
- Support Consultant
- Data Consultant
- Super / Key / Power User

Lesson 1: Business Overview of Time Evaluation

Lesson Objectives

After completing this lesson, you will be able to:

- Describe time evaluation and its different uses
- Describe how time evaluation is integrated in human resources business processes
- Explain the difference between time recording with and without clock times and the two philosophies of time recording

Lesson 2: Prerequisites for Evaluating TimeData

Lesson Objectives

After completing this lesson, you will be able to:

- List the employee master data you require for time evaluation
- Illustrate the SAP ERP technique for determining a workday
- Explain the significance of the time management status for time evaluation

Lesson 3: Using Time Recording Systems

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the distribution of tasks between the time recording system and SAP ERP
- Name the infotypes required for processing time postings
- Explain the formation of time pairs from the time postings

Lesson 4: Concept of the Time Evaluation Driver RPTIME00

Lesson Objectives

After completing this lesson, you will be able to:

- Run time evaluation
- Name the periods over which time and labor data can be evaluated

- Describe the data required by time evaluation as input
- Find out about the results of time evaluation

Lesson 1: Time Evaluation Messages

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the significance of messages for Time Management
- Create customer-specific messages
- Structure message processing in the Time Manager's Workplace

Lesson 1: Customizing Time Evaluation

Lesson Objectives

After completing this lesson, you will be able to:

- Adjust the time evaluation process
- Describe the special Customizing features of time evaluation
- Explain the interaction between tables, schemas, and personnel calculation rules
- Edit time evaluation schemas and personnel calculation rules
- Explain the significance of the time type for time evaluation

Lesson 2: Data Collection in Time Evaluation

Lesson Objectives

After completing this lesson, you will be able to:

- Name the functions that are used to import employees' planned specifications and their infotypes
- Describe how the internal tables in time evaluation work
- Describe data collection in time evaluation schema TM00

Lesson 3: Operations as Tools of Time Evaluation

Lesson Objectives

After completing this lesson, you will be able to:

- List the principal operations, and describe what they do
- Find detailed information about individual operations

Lesson 4: Creating a Personnel Calculation Rule

Lesson Objectives

After completing this lesson, you will be able to:

- Create a personnel calculation rule

Lesson 1: Structure of the TM00 Schema

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the three main sections in the TM00 schema
- Name the processing blocks in day processing
- Describe the significance of initialization in the schema

Lesson 2: Providing and Checking Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Provide recorded time data for time evaluation
- Run error checks

Lesson 3: Determining Planned Working Times

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how planned working times are determined
- Explain how time types are determined
- Process breaks
- Reduce absences

Lesson 4: Determining Overtime

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the various options you have for approving overtime
- Describe the process of determining overtime
- Describe how the overtime determined is used

Lesson 5: Selecting Time Wage Types

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the method of using employee and day groupings to represent your different collective agreement provisions and company agreements
- Describe the technical process of time wage type selection
- Represent contractual provisions in a time wage type selection rule

Lesson 6: Compensating Overtime Wage Types

Lesson Objectives

After completing this lesson, you will be able to:

- Make overtime hours available for remuneration or compensation with time off
- Explain the data flow of time wage types and balances during time evaluation

Lesson 7: Managing Time Accounts

Lesson Objectives

After completing this lesson, you will be able to:

- Group time types as employees' time accounts
- Transfer times to time accounts, wage types, or quotas
- Check value limits for time balances and specify appropriate system responses

Lesson 8: Accruing Absence Quotas

Lesson Objectives

After completing this lesson, you will be able to:

- Accrue absence entitlements automatically
- Make manual changes to absence entitlements that were accrued automatically
- Find information about employees' absence entitlements

Lesson 1: Special Solutions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe solutions to the special business tasks presented
- Incorporate the solutions in your own personnel calculation schema

Lesson 2: Alternative Time Evaluation Schemas

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the special features of the TM01 and TM04 schemas
- Process two different time recording methods in one schema

Lesson 1: Integration with Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how time evaluation results are transferred to payroll
- Explain the trigger for retroactive accounting without gaps
- Describe how time data is processed in SAP Payroll

Lesson 1: Appendix

Lesson Objectives

After completing this lesson, you will be able to:

- View additional information that supports the learning content