

S4HR31

Time Management in SAP HCM for S/4HANA

COURSE OUTLINE

Course Version: 2412

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: Introducing Time Evaluation: A Business Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Describe time evaluation, its uses, integration in HR processes, and differences in time recording philosophies.

Lesson 2: Describing SAP Human Capital Management for SAP S/4HANA

Lesson Objectives

After completing this lesson, you will be able to:

- Describe SAP Human Capital Management for SAP S/4HANA.

Lesson 3: Defining the Prerequisites for Evaluating Time Data

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the employee master data required for time evaluation, workday determination, and time management status significance.

Lesson 4: Using Time Recording Systems

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the task distribution between the time recording system and SAP ERP, the required infotypes, and the formation of time pairs.

Lesson 5: Examining the Time Evaluation Driver RPTIME00

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the process of running time evaluation, including time evaluation periods, input data requirements, and resulting outputs.

Lesson 1: Introducing Time Evaluation Messages

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the significance and creation of customer-specific messages for Time Management as well as structure processing in the Time Manager's Workplace.

Lesson 1: Customizing Time Evaluation

Lesson Objectives

After completing this lesson, you will be able to:

- Explain time evaluation features, time type significance, and how to adjust the time evaluation process.

Lesson 2: Analyzing 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.

Lesson 3: Analyzing 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.

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: Outlining the 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, the processing blocks in day processing, and 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 and 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.

Lesson 4: Determining Overtime

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the various options you have for approving overtime.

Lesson 5: Selecting Time Wage Types

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the technical process of time wage type selection and the use of employee and day groupings to represent agreement provisions.

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.

Lesson 7: Managing Time Accounts

Lesson Objectives

After completing this lesson, you will be able to:

- Manage employee time accounts by grouping time types, transferring times, checking value limits for time balances, and specifying appropriate system responses.

Lesson 8: Accruing Absence Quotas

Lesson Objectives

After completing this lesson, you will be able to:

- Manage absence entitlements: automatic accrual, manual adjustments, and the retrieval of employee information.

Lesson 1: Considering Special Solutions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe solutions to the special business tasks presented.

Lesson 2: Examining Alternative Time Evaluation Schemas

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the features of TM01 and TM04 schemas and how to process two different time recording methods in one schema.

Lesson 3: Examining Integration with Payroll

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the transfer of time evaluation results and the processing of time data in SAP Payroll.

Lesson 4: Appendix

Lesson Objectives

After completing this lesson, you will be able to:

- View additional information that supports the learning content.