	BUSINESS PROCESS PROCEDURE		
Office of Administration Office for Information Technology Bureau of Integrated Enterprise System (IES)			
	Title:	Display Time Data	
	Process:	Display Time Data – Display Planned Working Time	
	T-Code:	PA51	
File Name:	PA51-0007.doc	Release:	R/3 4.6C
BPP Control Number:	BT0021	Responsibility:	Jason Thomas

External References

Links to External Documents	
External Reference	**Links**
Process Diagram	..\Visios-Time\2.1.01 Basic Work Scheduling v6.bmp
Standard Operating Procedures	
Job Aids	
Reference Materials	
Version Number	**Change Description**
1.0	Original Documentation

Overview

Trigger(s):

A user wants to view a work schedule rule, time management status, working week or additional time identification for an employee.

Business Process Description Overview
This is a view only screen that would be used to view work schedule data input for one employee. This screen displays an employee's work schedule rule which defines work hours, meal times and days off. It also includes a time management status field which determines how regular hours are populated, automatically or based on user input. The working week field describes the beginning of the week for overtime calculation. The additional time field determines if the full functionality of time evaluation occurs for the employee. Also displayed are the employee's daily, weekly, monthly and annual work hours. Employees are assigned to a work schedule during the appointment transaction.

Input	Comments
A need arises to view/audit an employee's work schedule data.	
Steps	**Details**
1. The record is reviewed/audited.	
2. The review/audit of the record is completed.	If errors, missing information, or questionable information is discovered, follow-up will need to occur.

Output	Comments
N/A	
Steps	**Details**
1. N/A	

Tips and Tricks

- If the Infotype does not appear on the list when using the possible entries icon on the Direct Selection of the Infotype, right click on the Restrictions tab, click on Restrictions, change Maximum No. of Hits to 5000, and click the enter icon ✔.

- Several infotypes can be accessed through the transaction. Click on one of the tabs on the screen Working times Time quotas Time management data Special absences , or use the direct selection of the infotype at the bottom of the screen.

- If the number or value is unknown, click on the possible entries icon 🔲 in the field to access the search feature.

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- To select data from a list of available data, use the overview icon 🔏 or Shift + F8, click on the line of data to review, and then click on the choose icon `Choose` or F2.

- To view data for an entire month or year, click on the month icon 🗓 Month or Ctrl + F11 or year icon 🗓 Year Ctrl + F12.

- To view dates immediately before or after the period selected, the previous screen or next screen icons 🔼 or Shift + F6, 🔽 or Shift + F7 can be used. If there are no other records to view, these icons will be shaded.

- To view the details of the employee's work schedule while reviewing the data, click on the personal work schedule icon 🗓 Personal work schedule or Ctrl + F7, and then click on the display button.

- If there is text attached to the infotype, a Display Text icon 🔖 appears to the right of the date the infotype was last changed. Double click the icon to view the text.
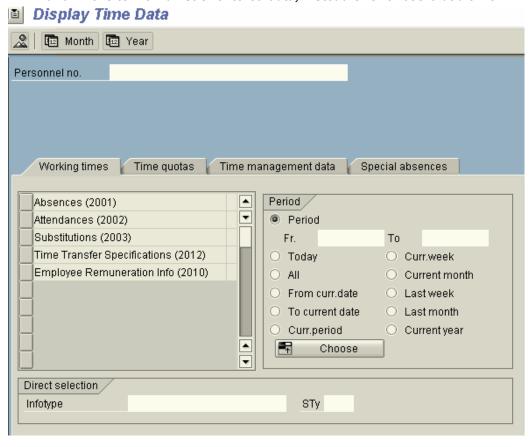

Procedure Steps

1.1   Access transaction by:

Via Menus	Human Resources → Time Management → Administration → Time Data → Display
Via Transaction Code	PA51

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1.2 ***On screen "Display Time Data" enter information in the fields as specified in the below table. After entering the selections, click the Display icon 🔍 or F7 to process the request. See Tips and Tricks to view a list of entered data, instead of one record at a time.***
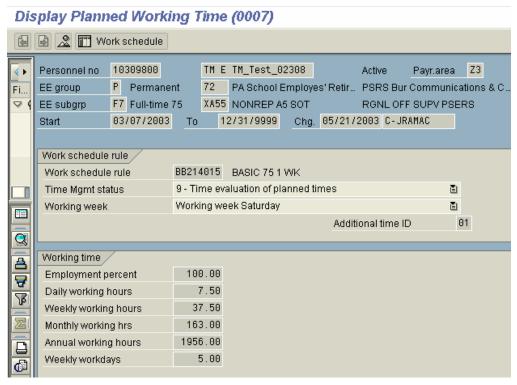

Field Name	Description	R/O/D/N	User Action and Values	Comments
Personnel no.	Employee's unique personnel number.	R	Enter the personnel number of the employee.	
List of Infotypes	Text name of infotypes.	O/R	Click on the tab Time management data and click on the column before the infotype text to select the infotype **Planned Working Time**, or directly select the infotype as described below.	
Period	The period of time for which time is to be displayed.	R	Select one of the radio buttons. If Period is selected, enter the Fr. (From) and To dates to be included.	Default is period, with no dates entered. See Tips and Tricks for information on selecting a specific record from a list.
Infotype	Screen with related data.	O/R	Directly select the infotype **Planned Working Time** by typing the words, typing the infotype number **0007** or highlighting the name as described above.	
STy	Not used.	N	Do not use.	

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R = Required, O = Optional, D = Display, N = Not Required

1.3   On screen "Display Planned Working Time" review the information available to view/audit the record. No data can be entered on this view.

Field Name	Description	R/O/D/N	User Action and Values	Comments
Work Schedule Rule	Code equaling working times plus break times and holiday schedule.	D		
Time Management Status	Determines how time is processed through time evaluation.	D	Valid Values are: 1-Time evaluation of actual times (positive time). 7-Time evaluation of actual times w/full pay (quasi-positive time). 9-Time evaluation of planned times (negative time). 0-No time evaluation	
Working Week	A sequence of days that repeat and are used to define what day of the week time evaluation should use to start accumulating hours for overtime.	D		
Additional time ID	Used in Time Evaluation to determine which evaluation schema to use.	D	Valid Values are: 01-Partial time evaluation Blank-Full functionality of time evaluation	
Employment Percent worked	The percentage of time relative to the work schedule.	D	This will always be 100%.	
Daily working	Average number of hours worked per	D		

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hours	day.			
Weekly working hours	Average number of hours worked per week.	D		
Monthly working hours	Average number of hours worked per month.	D		
Annual working hours	Average number of hours worked annually.	D		
Weekly workdays	Average number of days worked per week.	D	This will always be 5.00.	

R = Required, O = Optional, D = Display, N = Not Required

Cross Functional Dependencies:

Team	Dependent tasks
N/A	

Workflow Requirements:

Trigger	Approval	Response
N/A		