



# HR306: Configuration of Time Recording

## Course 9063 – 40 Hours

### On Completion, Delegates will be able to

- Gain an overview of time management with and without time evaluation (negative and positive time management).
- Understand the fundamentals of time management without time evaluation (negative time management).
- Formulate the basis for time evaluation (positive time management).
- Examine customizing for time data recording, including quota accrual

### Who Should Attend

- Application Consultant
- Data Consultant / Manager
- Business Process Owner / Team Lead / Power User

### Prerequisites

#### Essential

- Course 8043- HR050 Business Processes in Human Capital Management

#### Recommended

- Course 8158- HR305 Master Data Configuration

### Course Contents

- Time Recording
  - Identifying the Foundations of Time Management
  - Identifying the Roles in Time Management
  - Evaluating Time Recording Options
- Enterprise Structure and Groupings
  - Outlining Structures in HCM
- Work Schedule
  - Identifying Public Holiday Calendars
  - Defining Work Schedule Levels and Groupings
  - Creating Break Schedules
  - Creating Daily Work Schedules
  - Setting Up Period Work Schedules
  - Identifying Day Types and Selection Rules
  - Creating Work Schedule Rules
  - Generating Work Schedules



- Part-Time Workforce
  - Setting Up Part-Time Work Schedules
- Time Data Recording and Administration
  - Setting Up Attendance and Absence Types
  - Outlining the Set Up of Additional Time Infotypes
  - Determining System Reactions to Colliding Time Infotypes
- Attendance and Absence Counting
  - Defining Counting Rules for Attendances and Absences
  - Assigning Counting Rules to Absence Types
  - Utilizing Daily Work Schedule Variants to Count Absences
- Attendance and Absence Quotas
  - Setting Up Attendance and Absence Quotas
  - Assigning Quota Deduction Rules
  - Determining Default Values to Grant Absence Entitlements
  - Setting Up Quota Type Selection Rule Groups
  - Defining Base Entitlements
  - Setting Up Validity and Deduction Intervals
  - Setting Up Reduction Rules
  - Creating Rounding Rules
  - Setting Up Generation Rules
  - Generating Absence Entitlements
  - Outlining Quota Entitlements
- Time Manager's Workplace Functionality
  - Identifying the Functionality of Time Manager's Workplace (TMW)
  - Creating Time Data IDs
  - Setting Up TMW Administrator Profiles
  - Creating Employee Selections in TMW
- Cross-Application Time Sheets (CATS)
  - Outlining the Process Flow of CATS
  - Outlining the CATS Mini Master Data Record
  - Setting Up CATS Data Entry Profiles
  - Recording Time Data in the Cross-Application Time Sheet (CATS)
  - Identifying Elements of CATS
- Case Study: Configure Time Data Recording
  - Configuring Time Data