

Personnel Administration as a Foundation

The employees at your company are the focal point of time management. Naturally, certain master data must be kept for each of them. This data is stored within the same personnel administration system that also forms the basis for other HR components, for example payroll accounting or personnel planning. You thus have the full functionality offered by Personnel Administration. Some of these functions, just to name a few, are reporting, access authorization protection, and the archiving capability.

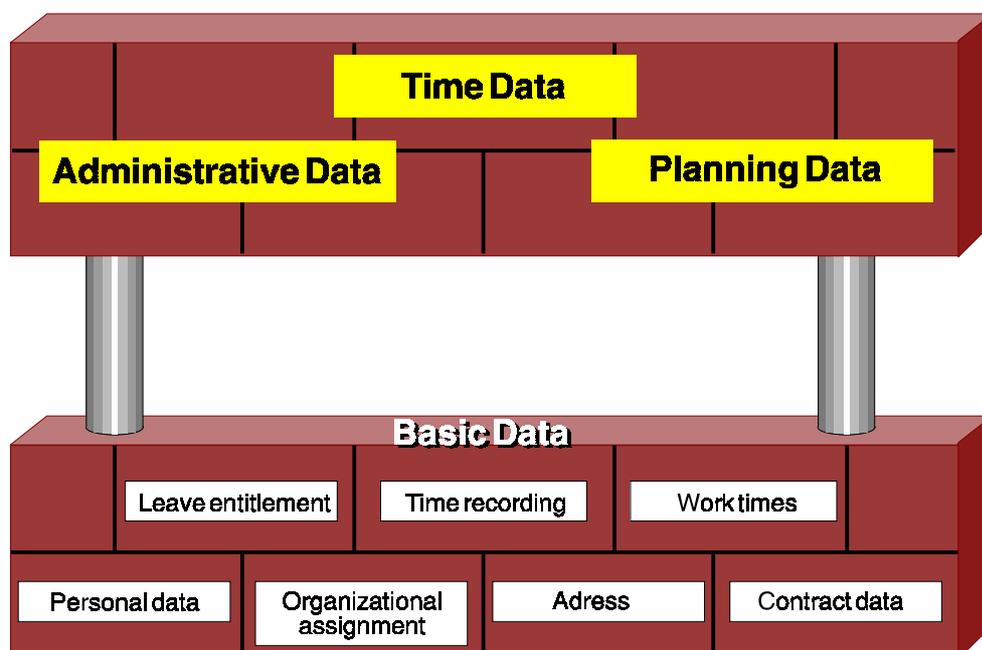


Figure 3-1: Personnel Administration as the foundation for Time Management

Important information that you store for each employee as master data:

- Name and address of employees
- Organizational assignment (plant, cost center, personnel clerk, etc.)
- Work times (i.e. definition of time management master data, such as shift schedule, type of time data collection, special features for part-time workers and general time parameters)
- Time recording (i.e. values for a front-end time recording system, such as ID number, errand authorization, time- and area-related access or admittance control groups)
- Leave entitlement

If you want to store other data pertaining to employees, you can extend the master data step-by-step until you have a complete personnel administration system. This is possible because of the modular construction of Personnel Administration using information types that are largely independent of one another.

What kind of master data do you need to use Time Management?

Only limited data like Personnel Data , Work Times, Organizational assignment and leave entitlement.