Configuration Variants for Time Recording

Two different forms of time recording are common in business practice:

❑ time recording of deviations

❑ time recording of attendance

Hybrid or special forms, however, often occur which differ from the "pure" time recording types mentioned above.
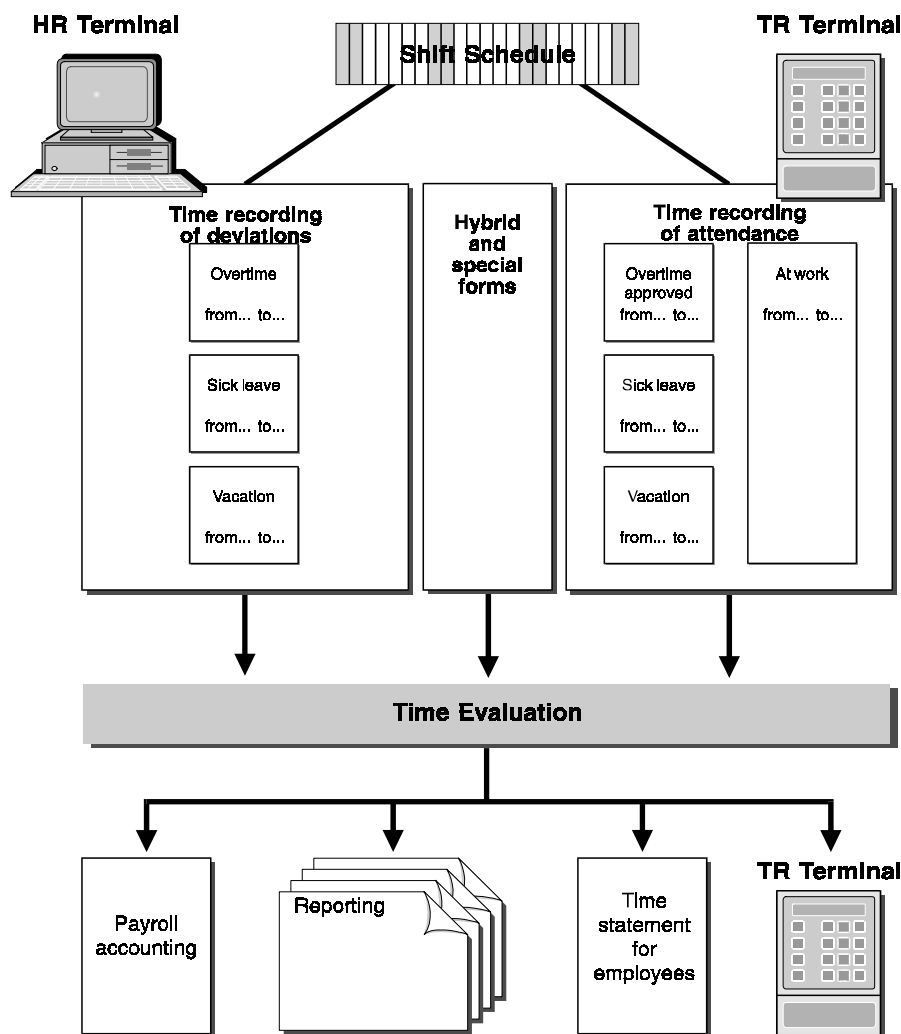

Figure 5-1: Configuration variants for time recording

Time Recording of Deviations

Here you define the planned course of work in the form of a shift schedule and assume that the employee affected will normally work according to these preset values.

If no deviations from this schedule arise, you need not make any further data entries, thus reducing entries, whether they are manual or automatic, to an absolute minimum.

Deviations from the shift schedule are either slight differences of a few minutes, which you may not want to record in the system at all, or relevant deviations such as:

❑ absence, e.g. vacation, work incapacity, days off stipulated by collective agreement

❑ special work attendance, e.g. job errand, seminar

❑ on-call duty

❑ overtime

❑ work time substitution

In general, you have the following data entry options at your disposal for recording such person-related data:

❑ data entry of some factual situations on a single record screen

❑ data entry of similar data per person or for several persons utilizing fast entry screens (e.g. overtime for entire cost centers)

❑ data entry via special recording screens (e.g. absence calendar).

Time Recording of Attendance

As a result of the ever-increasing flexibility of work time, flexitime, and self-determination of working hours by the employee, a shift schedule may often only provide the work time frame and serve as a basis for the valuation of absences.

In attendance time recording you therefore enter, in additions to deviations from the schedule, the employee's work attendance times as well.

This data entry work can be performed either by hand via screens designed for fast entry or by utilizing a front-end time data recording system.

Plant Data Collection   Recording time and quantity data associated with work orders is ideally accomplished integrated with the attendance time recording system.

This secondary cost data recorded by means of account assignment of attendance times via cost centers, orders, or projects is passed directly or at

specified points in time to CO (cost accounting) and/or the logistics system, or to third-party systems.

For the sake of data security or privacy, such can be made anonymous by utilizing a data compression procedure.

Other Time Recording Variants

Naturally there are numerous hybrid and special forms somewhere between these two "pure" forms of time recording. The flexible, table-driven organization of time evaluation permits you to represent different variants at any time for various employees and/or employee groups. As examples we have listed just a few forms supported by **Time Management**:

❑ Time recording of deviations on normal work days and complete attendance time recording on days on which the employee does not work exactly according to shift schedule.

❑ Time recording with subsequent manual data entry of order and/or cost centers - cost allocation - and direct posting to Cost Accounting (CO) or to **Material Management** (PM/PP) or to third-party systems.

❑ In many cases, payroll accounting is still based on data recording of actual attendance times by means of time cards, which is later supplemented manually with absence times. Another common practice is that time data is summed up and evaluated in written form. During this process, the attendance and absence times are linked to wage types as preparation for payroll accounting.

Hybrid variant

Follow-up cost data recording

Manual time processing

What kind of time recording do we offer you?

❑ Time recording of deviations

❑ Time recording of attendance

❑ Hybrid or special forms