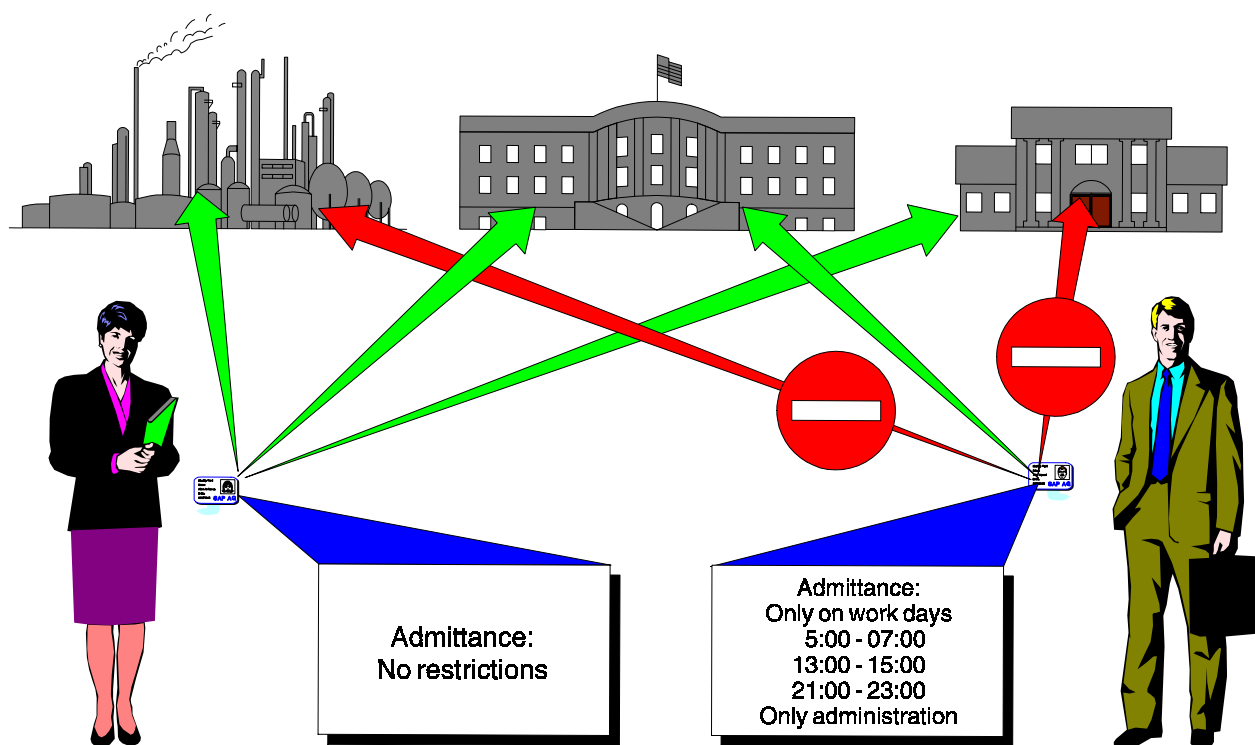


## Admittance Control in Time Management

When a time recording system is linked to the SAP HR system, admittance control inevitably becomes an issue. To deal with this, you can assign each person in the HR system to a group so that admittance control can be carried out for both specified locations and times.



**Figure 7-1: Admittance control**

The following paragraphs offer a brief description of the principle behind a link to an admittance control system, which as a rule is configured as an integrated time recording and admittance control system.

## Access parameters

- ❑ Maintenance of a person's access parameters in HR Personnel Administration.

In HR **Personnel Administration** you can assign - in addition to the other data important to time recording (ID card, etc.) - the following data relevant to admittance control for each person:

- Terminal admittance/PDC group

In this field each person is assigned to a group for admittance authorization to certain locations. Depending on the TR hardware supplier, the HR system passes on either this group directly or a terminal admittance determined from this grouping to the TR system.

- Time profile

If your company restricts admittance on a time basis, you can make use of a time profile as an additional employee grouping. This permits you to limit admittance for certain person groups to specified times. You also have the option of linking this restriction to the employee's shift schedule, but this is not recommended because it may reduce manpower planning flexibility.

In the master data used within HR Time Management you therefore only assign your employees to groups.

- ❑ These assignments are placed in the mini-master record that is transferred to the TR system.
- ❑ The TR system can then carry out admittance control based on these assignments.

The assignment of admittance parameters to each person is also possible in the admittance control system itself. In this case, the fields mentioned above need not be maintained in HR, nor be transferred to the sub-system.

What kind of Admittance Control does the Time Management System offer you?

- ❑ Terminal admittance
- ❑ Admittance on a time basis