Maintaining Data in the System

Basic features of data maintenance

Infotypes

The different factual situations that you can record within the framework of time management are classified according to their meaning and purpose into different infotypes. The figure below gives you an overview of the various information types. The applicational examples show some of the typical data recorded.

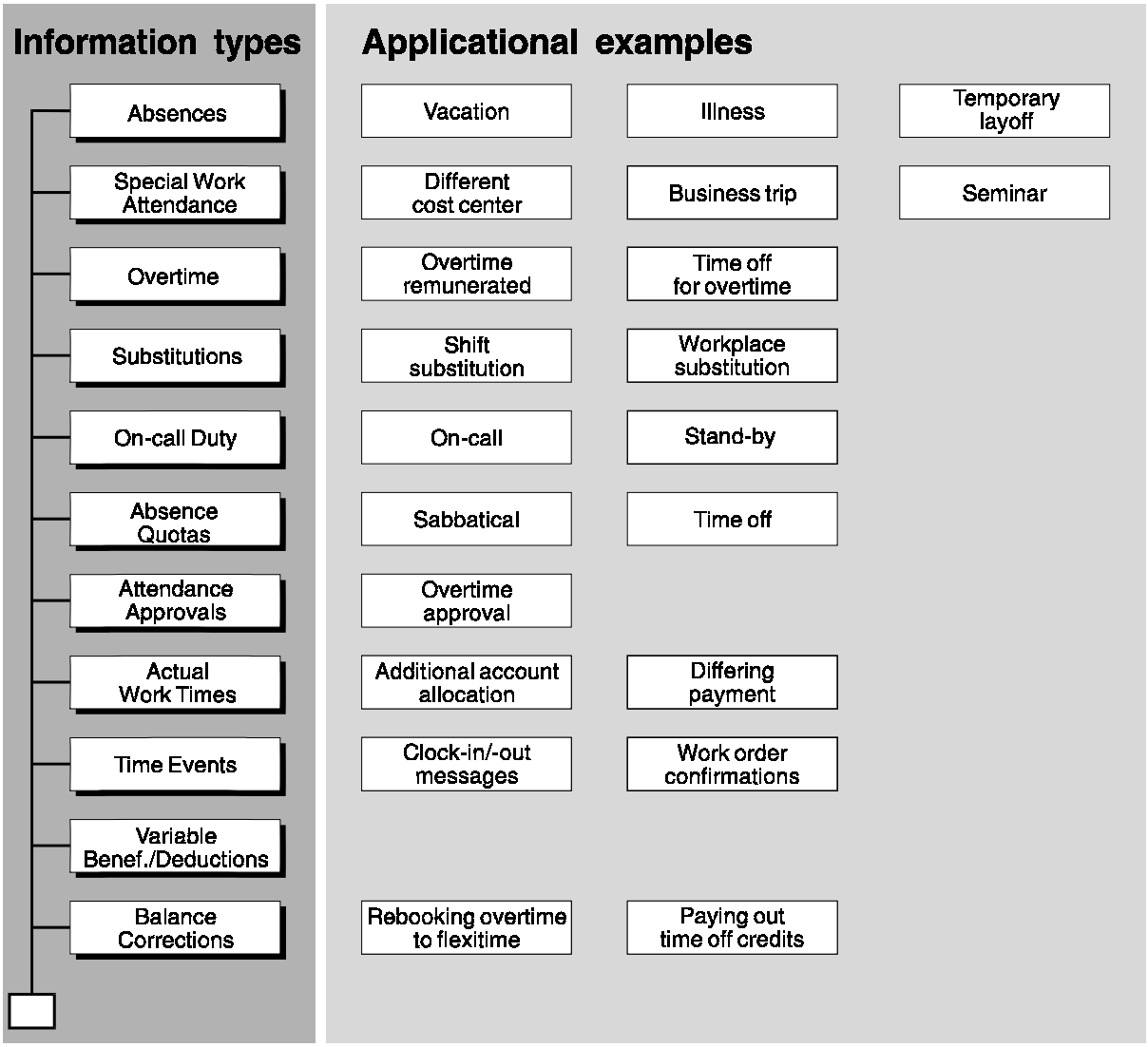

Figure 8-1: Time data organization

Recording facts

When you enter time-related data, we generally support you in entering the actual facts involved. Valuation of these factual situations can then be performed by the system itself.

If you want to enter an employee absence, all you have to do is specify the begin and end dates of the absence along with the respective absence type (e.g. vacation). The system computes the number of absence days and hours based on the shift schedule that you have assigned to the employee.

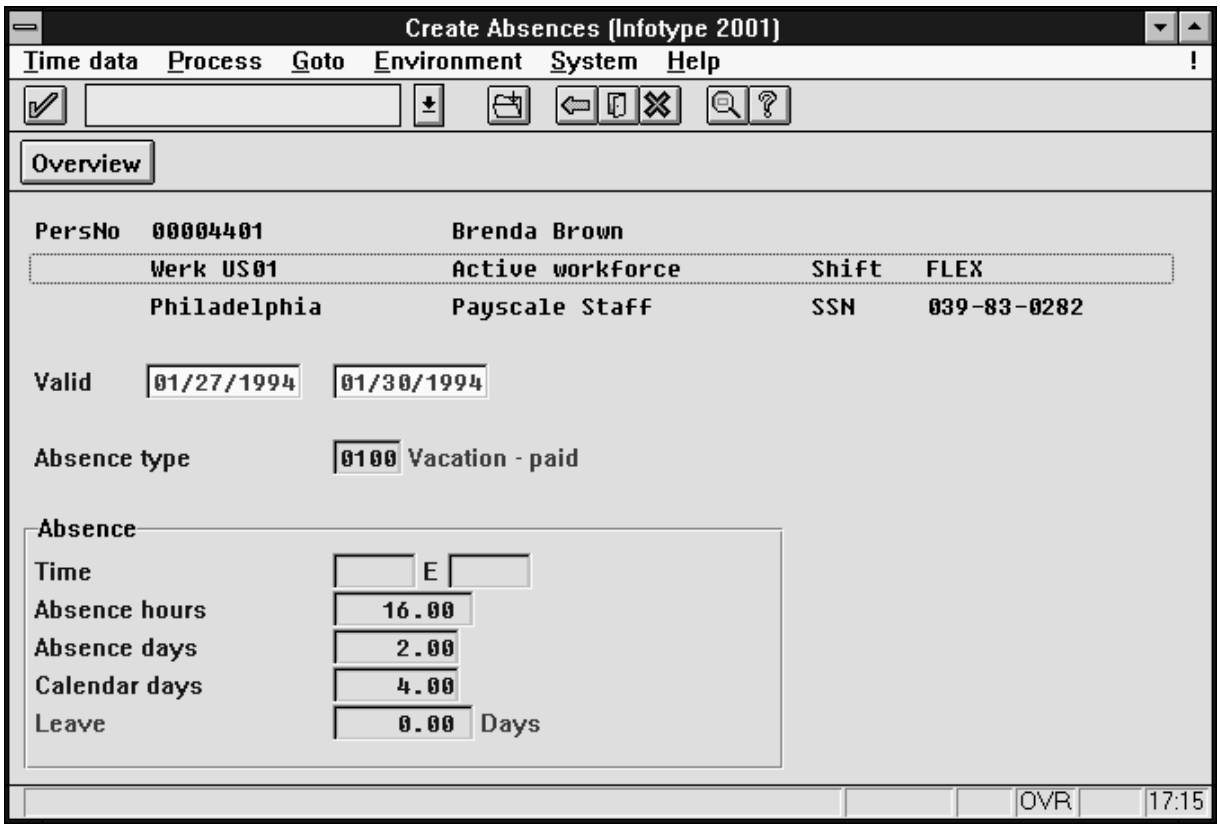

Figure 8-2: Absence screen "Vacation"

Valuation by the system

The system automatically deducts from the employee's leave entitlement for an absence that you have identified as "Vacation". Table controls allow you to manage vacation taken for individual employee groups separately in hours or in days. You also determine under which conditions a day is counted as a vacation day. Neither the forfeiture of leave entitlement on a specified date nor different treatment of individual leave types are any problem for **Time Management**.

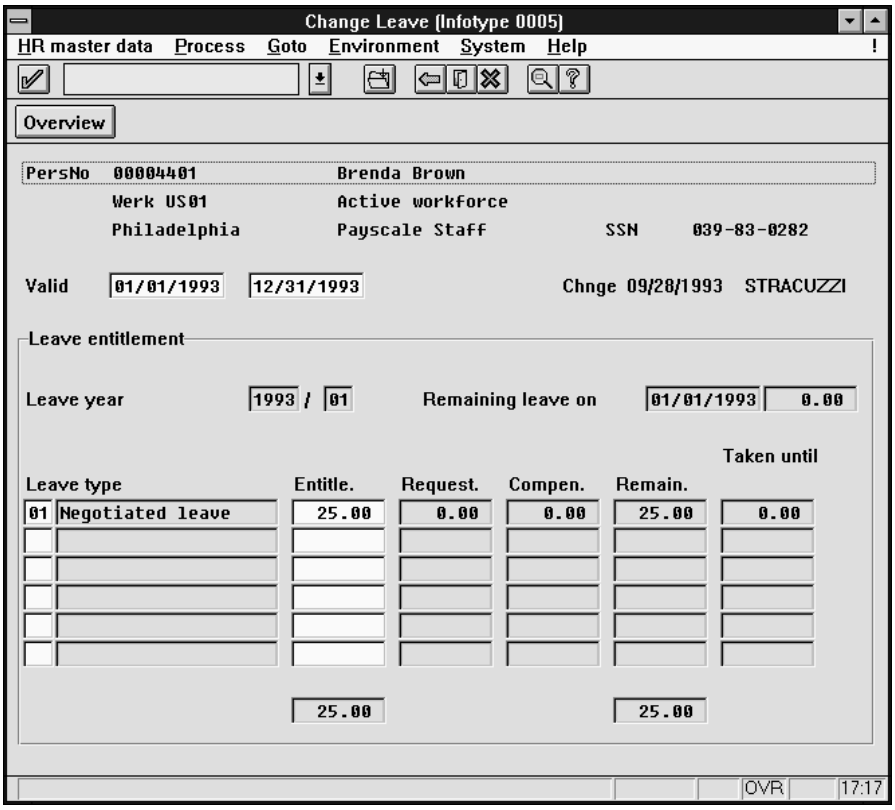

Figure 8-3: Vacation status

User-defined key designators

To record an employee illness, you only have to enter the begin and end dates. The absence code you enter triggers the appearance of a data entry screen specifically designed for this type of absence.

All absence types and other key designators can of course be given whatever names you wish.

Data consistency checks

Your entries are directly checked for consistency when you make them. Such checks are also stored in part in parameter tables, so that you yourself can modify our standard settings. For example, if you do not want a work incapacity record that collides with an existing vacation record to interrupt automatically the vacation (with an appropriate message to the data entry operator), you can easily prevent this. Instead, the system can reject such an entry with a corresponding error message.

By linking absences to one another you can represent their interdependency. As a result, the system alone can control sick pay handling.

Valuation options

In the case of overtime and/or overtime approvals, you also specify the type of compensation by only indicating a clearing key. If you choose to compensate overtime by giving the employee time off, the system manages an overtime balance, which in turn is automatically deducted if the employee is absent. Alternatively, the system can compute the wage types that would be transferred to payroll accounting.

Decentralized data maintenance

The list of companies using **Time Management** includes large as well as medium-sized enterprises. The organization of data maintenance in such firms is accordingly different. In addition to centralized data maintenance, we also offer you the option of decentralized maintenance on site performed by so-called 'time data agents'. The assignment of employees to time data agents can be either via organizational units (cost center, department) or independent of your form of business organization through direct assignment of employees to a particular time data agent.

Data security

In addition to principle assignment of employees to time data agents, you can assign individual infotypes to the agent via authorizations.

This allows the person responsible for time data to maintain time management facts on site, while the personnel clerk controls the organizational data centrally.

Two-person control principle

The so-called 'two-person data control principle' is also available. This means the time data agent enters data that remains locked until another authorized user releases it.

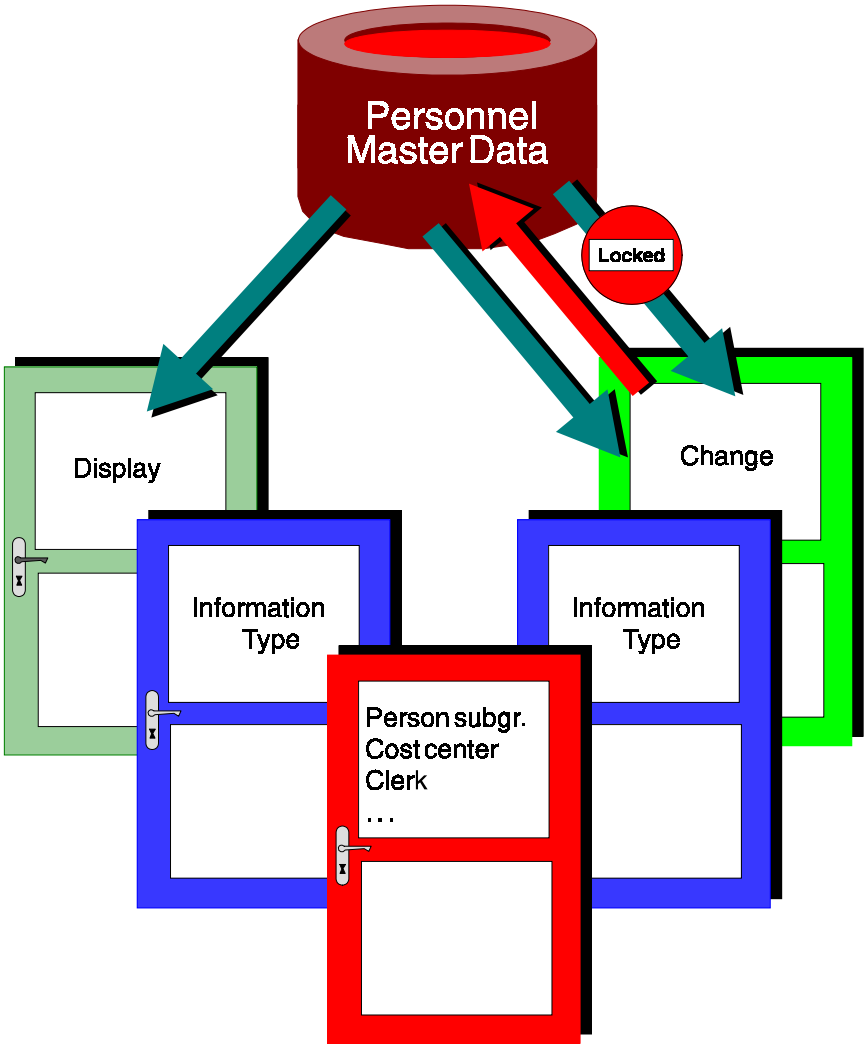

Figure 8-4: Data security scheme

The possibility of configuring menu navigation differently for each user group resolves the most significant problem posed by decentralized data maintenance: Users are shown exactly that part of the system they need to work with.

Menus customized to user needs

Data entry variants

One or more single record screens are available for each of our information types in order to enter an individual time-related fact. Such screens show you all the information either that you have entered on a situation or that the system has calculated from your entries.

Single record screen

Fast entry screens help you to enter several similar factual situations for one employee.

Fast entry per person

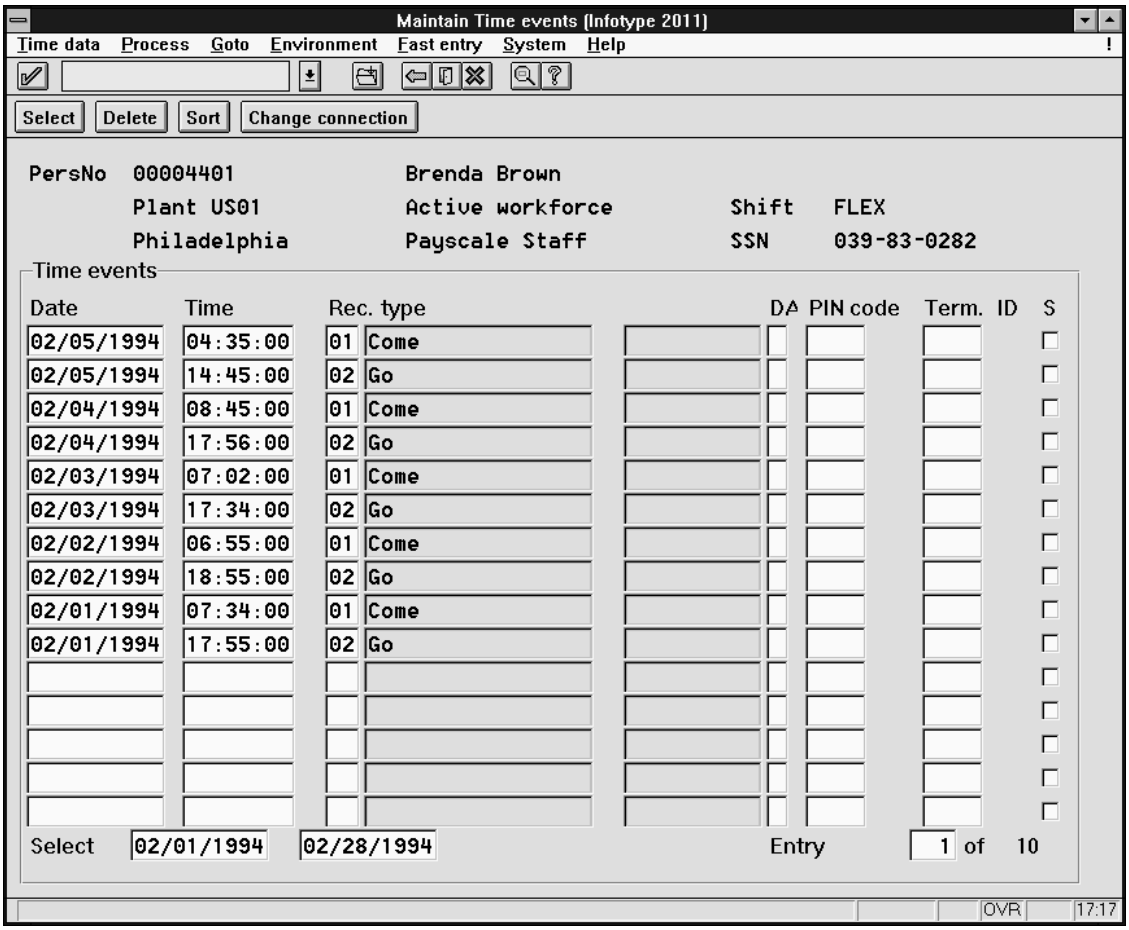

Figure 8-5: Example of fast entry of person-related data

Combined data entry

Special data entry screens offer you other options for recording methods for one employee. For example, you have the possibility of maintaining absences and also special attendances (e.g. short errands, business trips) in an annual calendar utilizing codes.

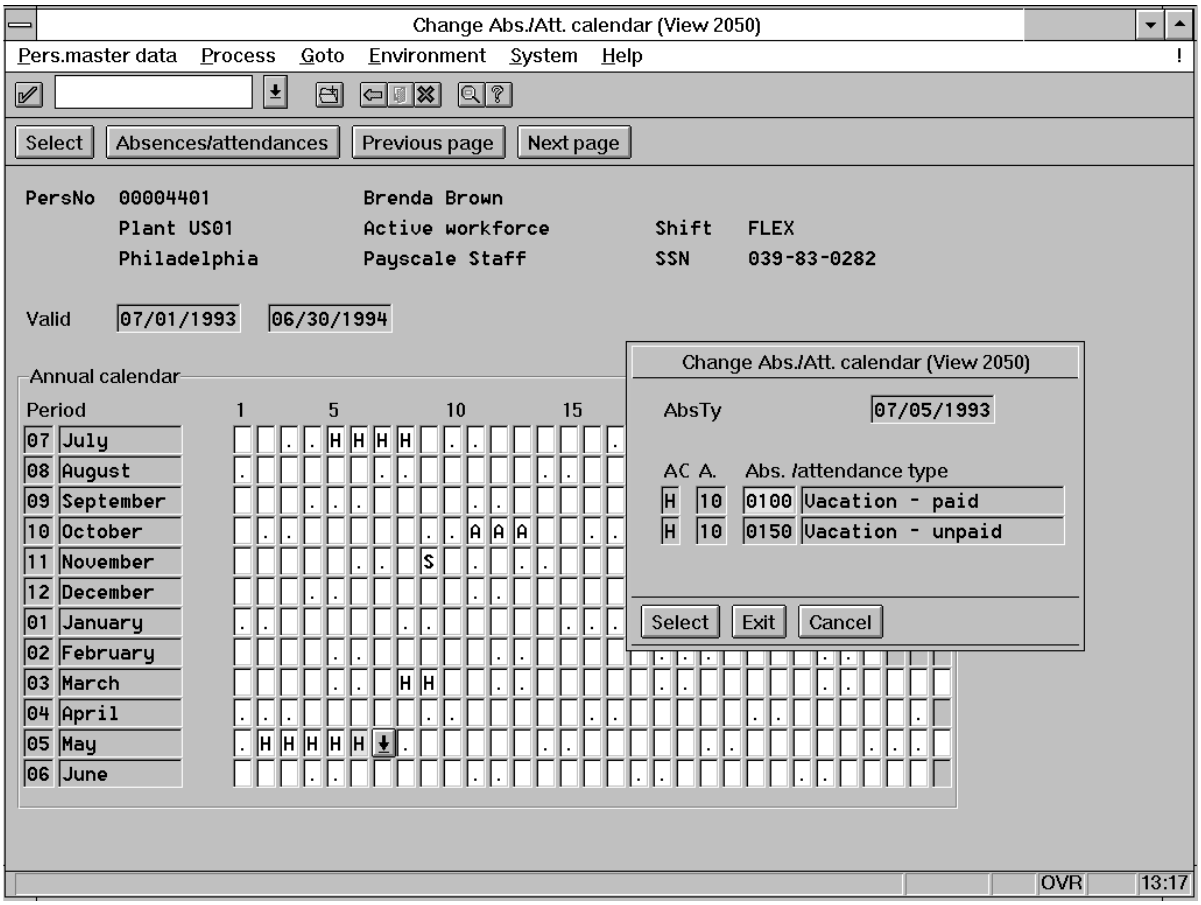

Figure:8-6 Annual calendar for data maintenance

On the next level your maintenance options are extended to include day program substitutions. Here you are also able to maintain every type of time data pertaining to an employee. In this case we implement the functionality of windowing technology and/or of screen switching via function keys or via mouse, that is, if you are using PCs or X-Terminals with graphics functionality as front-end systems.

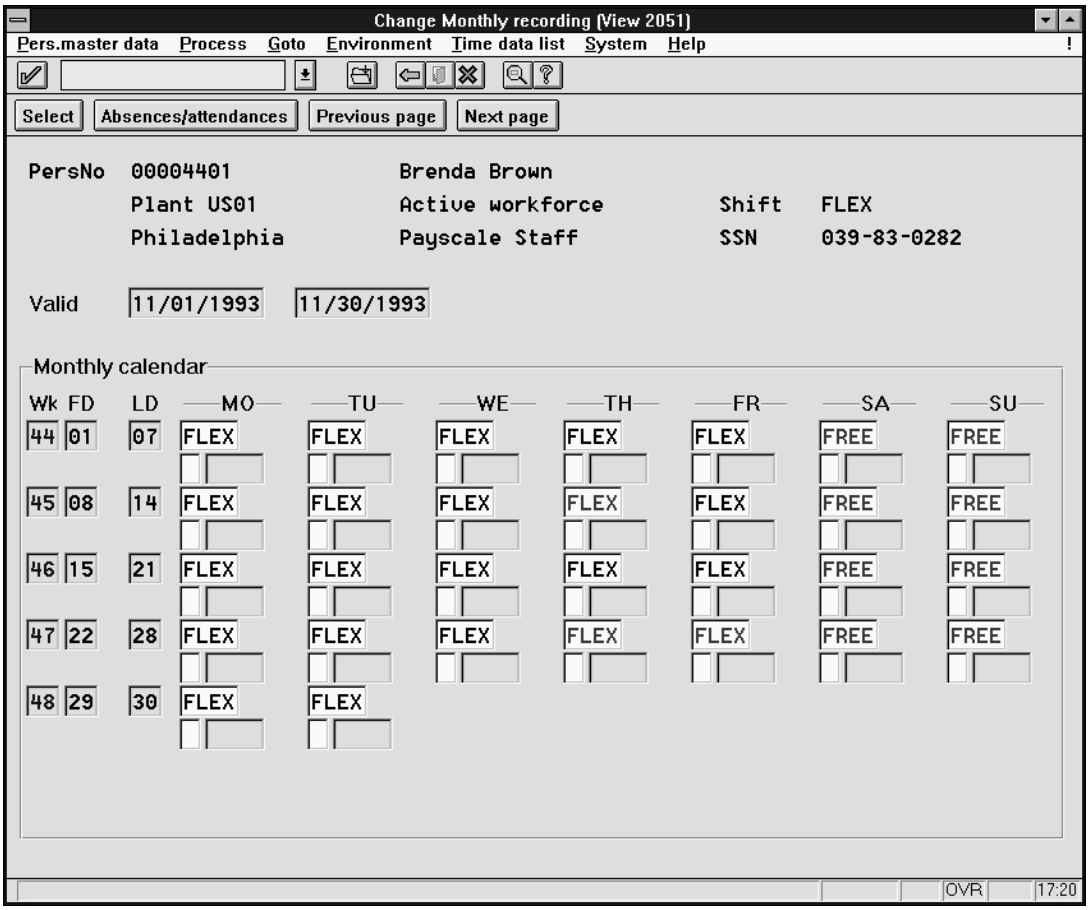

Figure:8-7 Maintenance screen for several weeks

Recording mass data

Surely you often face the problem of having to enter the same or similar data for an entire organizational unit, a cost center or a department.

... for more than one employee

To begin with, HR **Time Management** offers you multiple record data entry and maintenance screens especially designed for all situations that you can also process on single record screens or person-related fast entry screens.

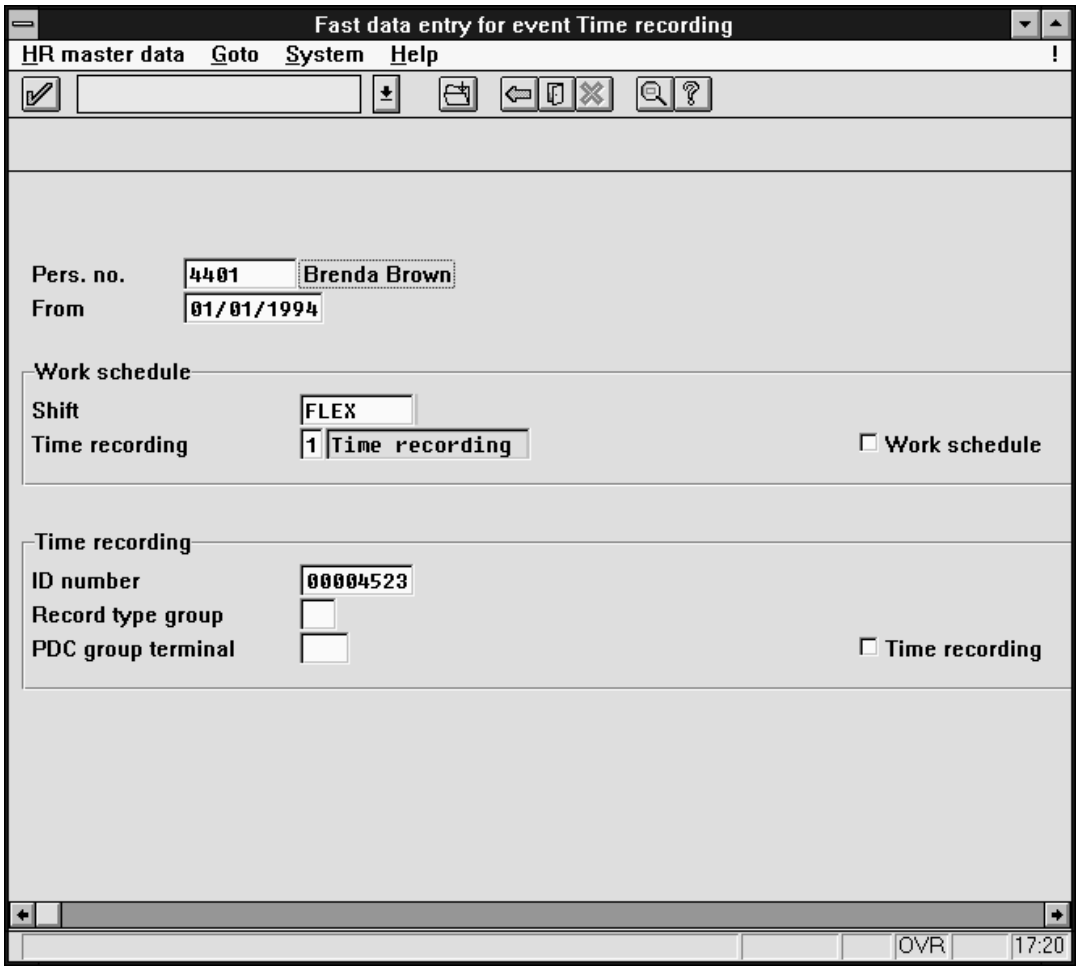

Figure 8-8: Example of fast data entry for one person

The preselection function allows you to suggest the employees from the organizational unit you wish. You then have the option of adding or deleting individual employee names.

... with employee selection

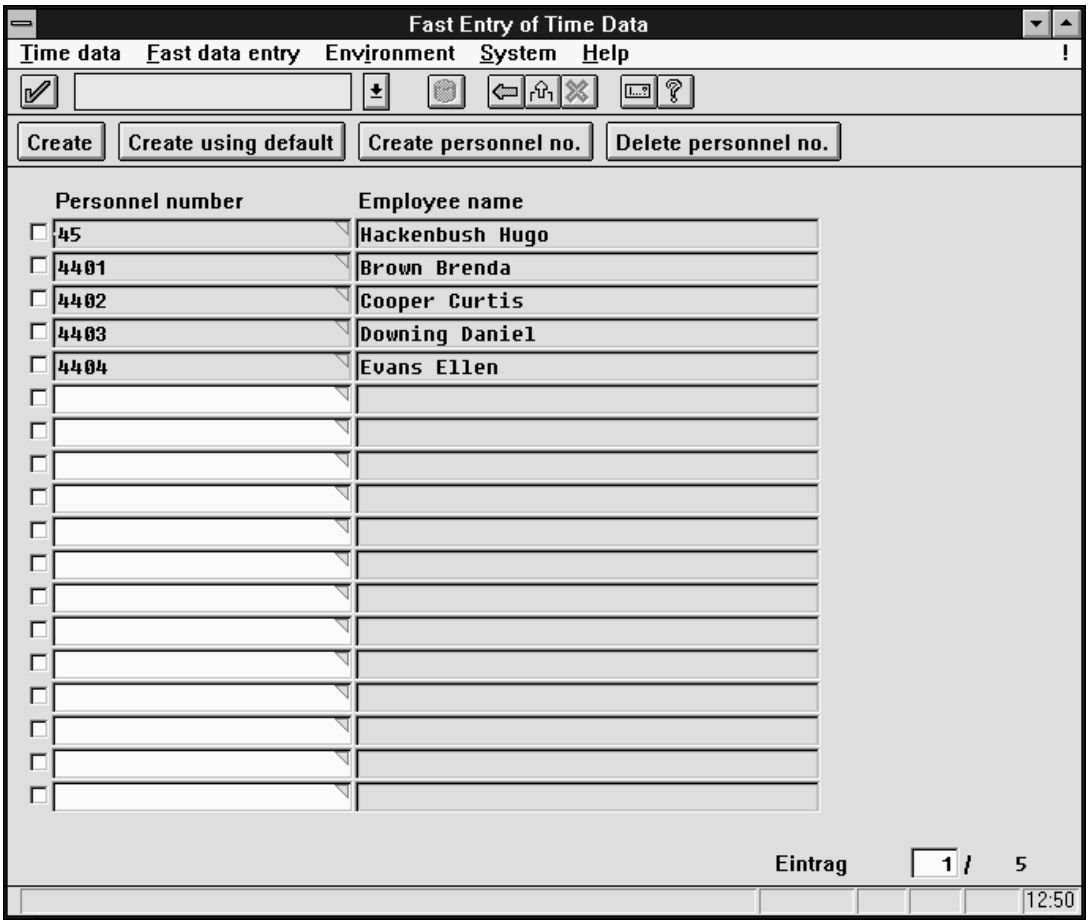

Figure 8-9: Preselection of employees

Because you can also specify the values to be entered as defaults, you are able to complete this mass data entry with minimum effort and high flexibility.

... with default values

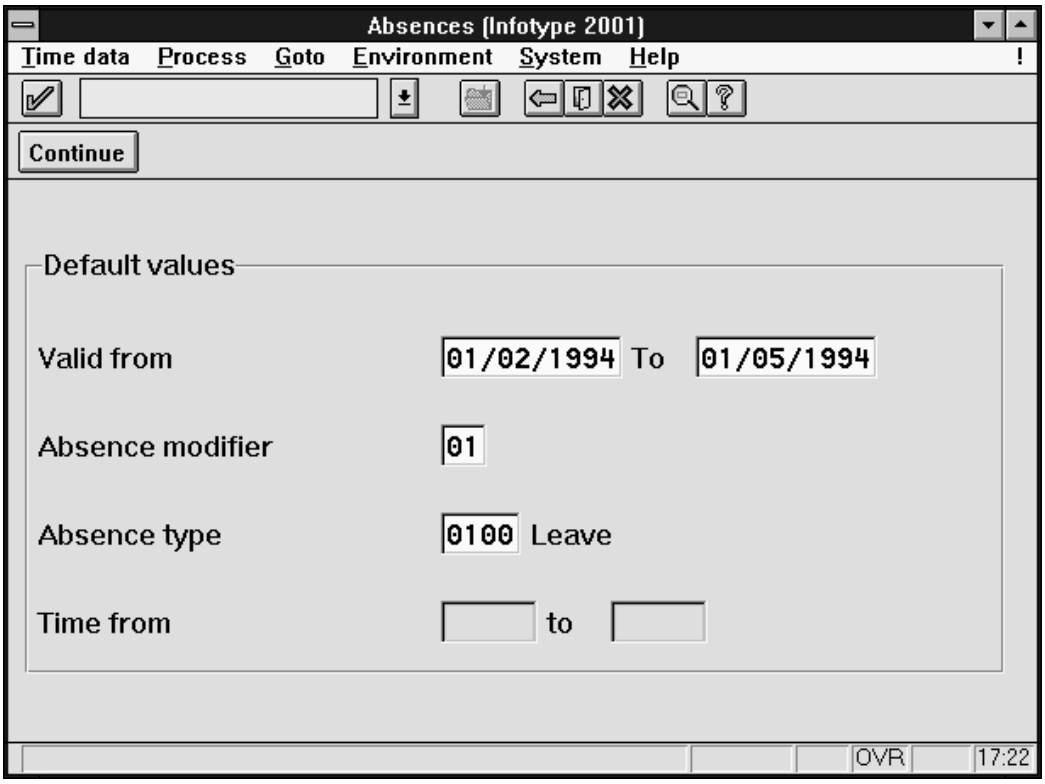

Figure 8-10: Default values

Preselection and default values enable you to obtain the values with a minimum of entries. Storage takes place through individual records for each person. Data recorded in this way can be changed or supplemented at any time using normal input options.

The appearance of every data entry screen can be modified utilizing the most up-to-date tools and via table control. During the development of the fast entry screens, which usually only show a subset of the fields available, great importance was attached to making user-defined modifications easy to perform.

Distributing work attendance times to cost objects

A special data entry option is offered to you in the form of follow-up manual recording of work order, project, and/or cost center information for posting attendance times to subsystems.

Starting with the attendance times the system shows you on screen, you can distribute these times to the respective cost centers or cost objects you select.

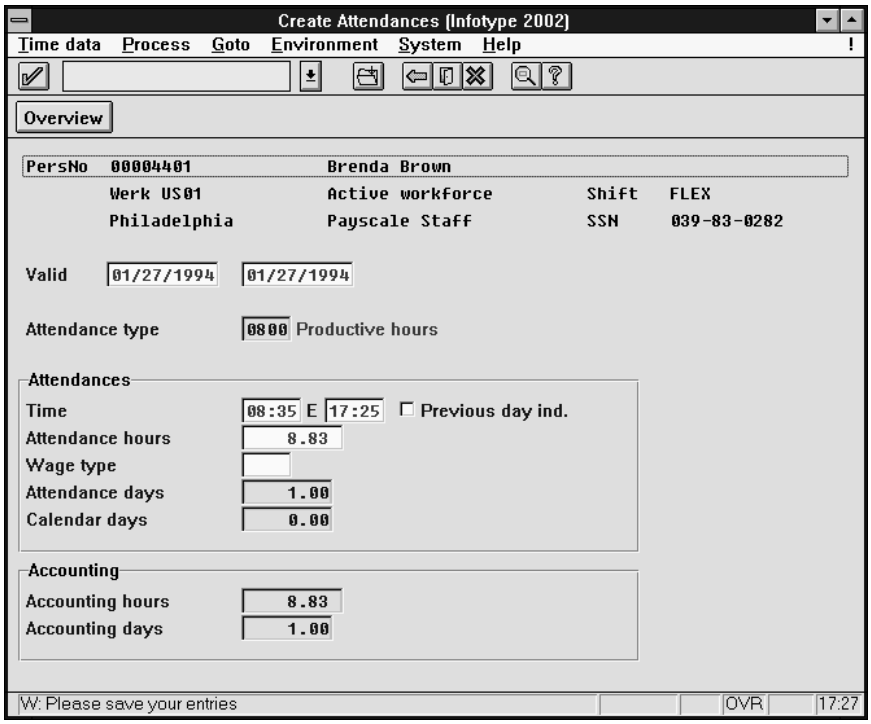

Figure 8-11: Recording cost centers / cost objects

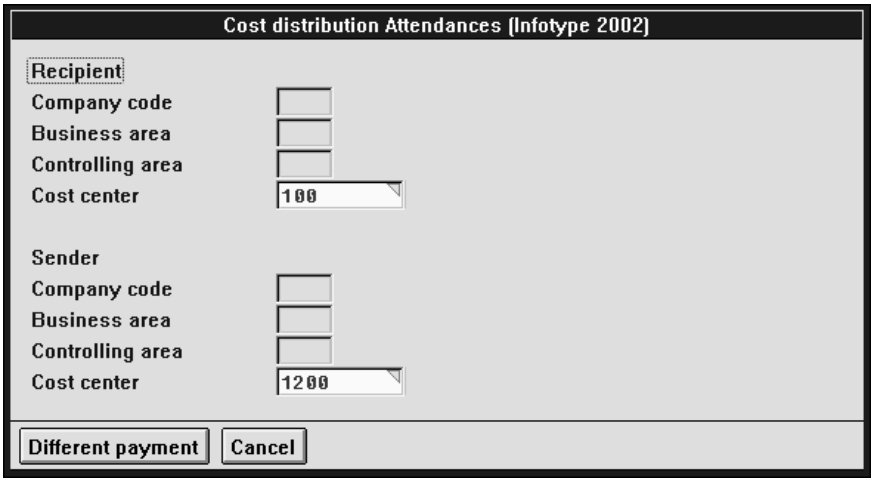

Figure 8-12: Cost Distribution

HR Time Management posts these times for you directly or at specified points in time (then cumulated) to the appropriate subsystem.

As in every data entry screen, here you can also change already posted or accounted data in the original record. Only the changes made are then transferred to the relevant subsystem.

What kind of features do we offer you to maintain Time Management data?

- ❑ Single record maintenance
- ❑ Multiple record maintenance
- ❑ Reord maintenance for more than one person