



# Advanced Time Administrator Guidelines





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# Absence Reports



## Absence Reports

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Transaction Code	Name of Report	Description
ZREP105	Management Absence Report	The purpose of this report is to return every incidence of absence that occurred within the specified report period. Absences are recorded by creating an absence Infotype with the start date and end date of the absence. It is recommended that this report is run for a particular period of time rather than a single key date.
ZREP102	Employee Analysis	The report outputs key PA master data which can be easily manipulated to provide meaningful information for the business. Whilst a number of pre-defined layouts are available for ZREP102, user-specific layouts are also possible.



**Management Information - Absence Report**

Further selections Search helps Sort order Org. structure

Period

Today  Current month  Current year  
 Up to today  From today  
 Other period

Data Selection Period  To   
Person selection period  To

Selection

Personnel Number	<input type="text"/>	
Employment status	3	
Company Code	101	
Personnel area	<input type="text"/>	
Employee group	= 3	
Employee subgroup	<input type="text"/>	
Payroll area	<input type="text"/>	
Cost center	<input type="text"/>	
Organizational unit	<input type="text"/>	
Job	<input type="text"/>	

**Period:**

Select the reporting period or select other period and enter a date range

**Selection:**

Enter a personnel number or and org unit

Company code = 101

Continued on next slide



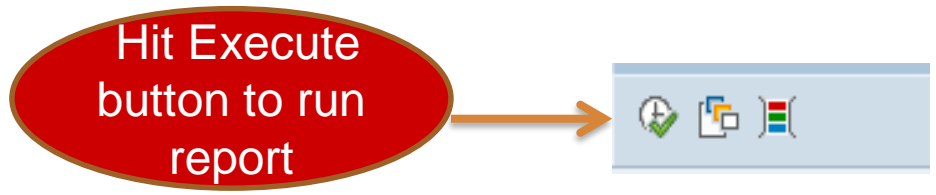
Condense Consecutive Day Absences

Condense Consecutive Absences

Additional Selections

High Level Discipline	<input type="checkbox"/>	
Job Code	<input type="text"/>	
Pay Scale Group	<input type="text"/>	
Absence types	<input type="checkbox"/>	
Payment Band	<input type="checkbox"/>	
PRSI Class	<input type="checkbox"/>	
Geographic Area	<input type="text"/>	
Directorate/Local Rep 1	<input type="text"/>	
Hosp/LHO/Network	<input type="text"/>	
DOHC Code	<input type="text"/>	to <input type="text"/>
Division	<input type="checkbox"/>	to <input type="text"/>

Enter absence type e.g. 0345 parental Leave  
If you want to enter multiple selection click on the box circled above and enter multiple absences codes e.g. 0200 certified SL & 0205 self certified SL





Further selections | Search helps | Sort order | Org. structure

**Key date**

Today  
 Other keydate  
 Key Date:

**Selection**

Personnel Number:   
 Employment status:  0  
 Company Code:   
 Personnel area:   
 Employee group:   
 Payroll area:   
 Cost center:   
 Organizational unit:   
 Position:  99999999

**Mail Merge Option**

Permanent Residence  
 Work Address  
 Forwarding Address will be used if Available

**Additional Selection Options**

Staff Category(High Lvl Ds):   
 Directorate/Local Rep 1:   
 Hosp/LHO/Network:   
 DOHC Cost Centre:   
 Job Code:   
 Pay Scale Group:

**Layout Options**

**Key Date:**

The run can be ran from today of another specific key date

**Selection:**

Enter a personnel Number or Org unit

Company Code = 101

**Mail Merge Option:**

This section allows the user to define the address type e.g. Permanent Residence or Work Address using the 'Mail Merge Layout' to facilitate sending written correspondence to an employee.

**Additional Selection:**

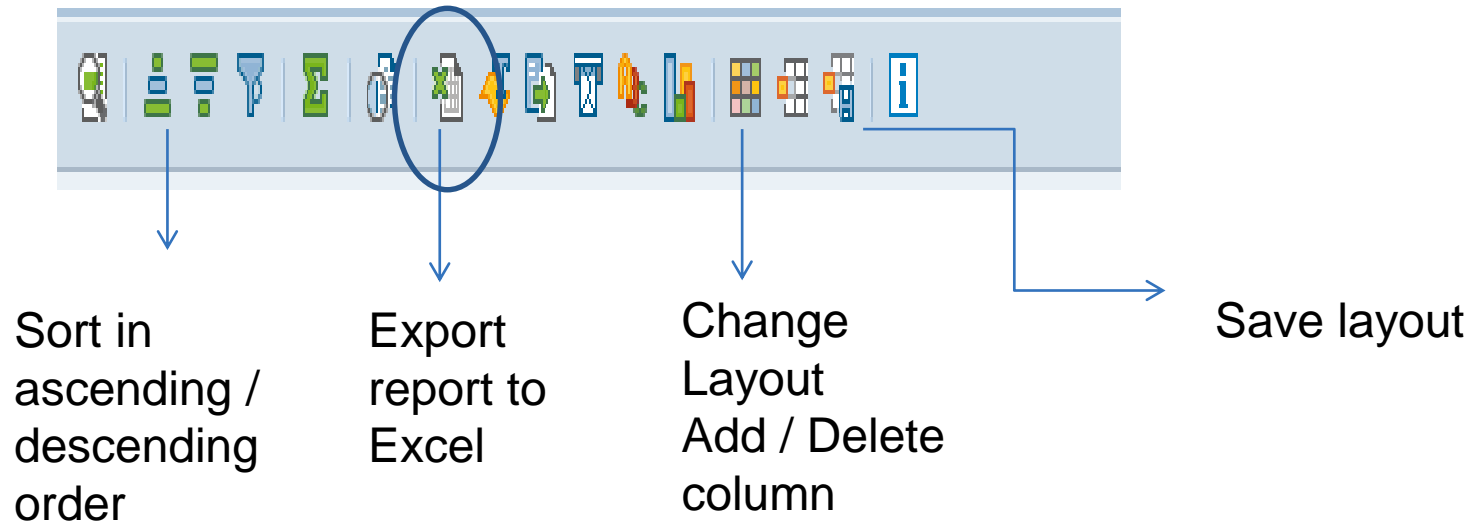
If you want to narrow down your output you can select staff category e.g. Nursing or you can select a job code e.g. 0609 Clerical Officer

Execute →



## Report Layout & Exporting to Excel

Once the report has run and output you can change the layout by adding or deleting columns, you can save and set the layout to the default layout.



***Once you have your required output, you can export your report by clicking on the excel icon***



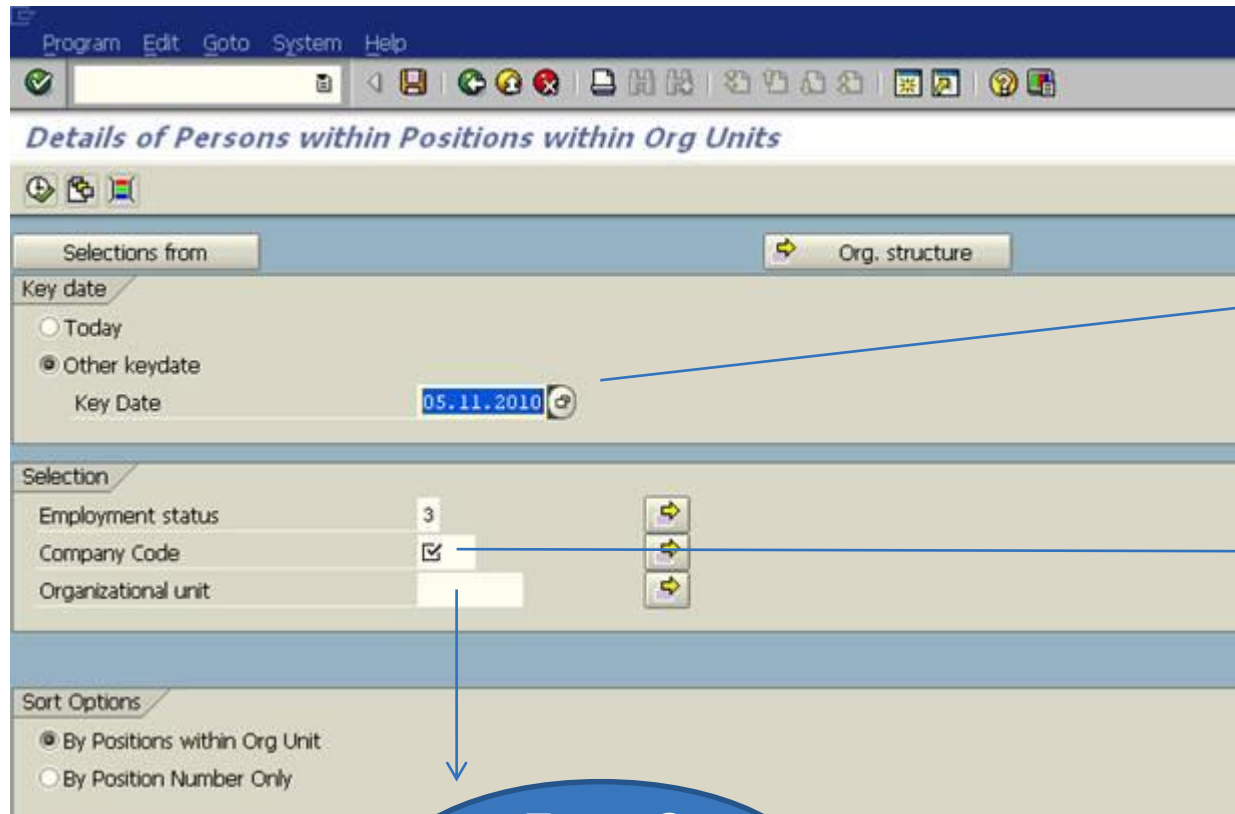
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# Advanced Time Administrator User Guidelines on Organisational Management (OM) Reports



# ADVANCED TIME ADMINISTRATOR GUIDELINES ON OM REPORTS

Transaction Code	Name of Report	Description
ZREP25	Details of Persons within Positions within Org Units	Used for managing movements & headcount, as it contains employee information related to positions in an organisation unit.
ZOM_ANALYSIS	Organisation Analysis Report	Used to provide information on occupancy/movement/redeployment/suppression of posts by outputting information contained in the Position Classification infotype (IT9001).



1. Date Selection: Today or Key Date

2. Enter Co Code-101

3. Enter Org Unit Number(s)

4. Hit Execute button to run report





### Organisation Analysis Report

Reporting Period

Key Reporting Date: 26.11.2020

Selections

Organisation Unit		to		[icon]
Position		to		[icon]
Position classification		to		[icon]
Position Subcategory		to		[icon]
Authorisation Code		to		[icon]
Job				[icon]

Additional Selections

Company Code	101	[icon]		
Cost Centre		to		[icon]
Personnel Area		to		[icon]
Sub Directorate/Local Reports		to		[icon]

Output Options

All positions  
 Vacant Positions Only  
 Obsolete Positions Only

ALV Variant

**Report period:** Enter a key date

**Selection:** Enter Org Unit number or you can check the status of a position by entering the position number

You can choose the output you want i.e. all positions or vacant positions

**Hit Execute button to run report**





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# 602s & 604s



## What is a 602?

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***A 602 is used to create:***

A Daily Work Schedule (DWS)

**(A DWS defines the daily shift pattern an EE works, it includes night duty hours, unsocial hours & unpaid breaks)**

A Work Schedule Rule (WSR)

**(A WSR is a combination of DWS's to make up an Employee's work pattern)**

# Daily Work Schedule



## A 602 is used to create a Daily Work Schedule

Highlighted fields are mandatory

										HPSA USE ONLY						
DWS Start Time (Time Format)	DWS End Time (Time Format)	Total Hours hours for DWS (Including break)	Start of First Unpaid break	End of First Unpaid break	Start of Second Unpaid break	End of Second Unpaid break	DWS class	DWS Reference	Area (Please select)	Existing Break - If Y please give code	Total Paid Hours (less break) h:mm	Total Paid Hours (less break) decimal	BD Number	National Team Reference		
08:00	21:00	13:00	11:00	11:30	18:00	18:30	1	DWS1	Midlands	Y- B001				D001		
10:00	18:00	08:00	13:00	14:00			1	DWS2	MidWest	Y-B002				E35B		
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				
		00:00									00:00	0.00				



# Work Schedule Rule

## A 602 is used to create a Work Schedule Rule

Highlighted fields are mandatory

[DWS List](#) Please check Daily Work Schedule link for codes

Week No.									5/5 or 5/7 roster	Weekly hours (decimal format)	Area (Please select)	Personnel Number (if known)	HPSA USE ONLY		
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	WSR text					BD number	National Team Reference	
1	DWS2	DWS2	DWS2	DWS2	DWS2	REST	REST	5/5	35	Midlands		LGH 35.0 5/5		NP18 WK1	Example
1	F724	F724	F724	F724	F724	F724	F724	5/5	36.24	MidWest	53000000	Flex Roster 36.24 5/5		F724 5/5	Example
1	F724	F724	F724	F724	F724	F724	F724	5/7	36.24	Dublin North East		Flex Roster 36.24 5/7		F724 5/7	Example



## What is a 604?

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This Form is completed if the Business requires:

- A new Employee Selection (ESID) and require DWS, Org units and profiles to be assigned to it
- A change or amendment to an existing ESID





## Time Profile:

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- This is what the SAP User is assigned to for Time Input on PTMW (Time Manager's Workplace)
- The SAP Security Team will give a user access to a Time Profile
- ESIDs (Employee Selection ID) are attached to a Time Profile in order for them to appear in PTMW
- The list can also be seen in Transaction Code: **ZTMW\_ESID**, (see details below on this transaction)
- A Profile is created with a code and a name, each agency has different naming conventions



## ESID - Employee Selection ID

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- This is an area/office/ward in which an employee works
- This list that appears on the left of the screen in PTMW is the list of ESIDs assigned to a Time Profile, click on in PTMW to show all ESIDs assigned
- To find out what Time Profile an ESID is assigned to, go to Transaction Code: **ZTMW\_ESID** (see details below on this transaction)
- Org Units are assigned to ESIDs in order for employees to appear in the ESID in PTMW
- DWS Codes are assigned to ESIDs for time entry in PTMW
- Each area has a different naming convention for ESIDs
- Every ESID is created with a Code which starts with a Z (for all areas), and a name, which is the name of the area/ward/office ESID Code: ZSE CHO5 WXMHMILLVIEW , ESID Name: Wx MHS Millview House
- ESIDs appear in TMWP in an alphabetical list, and only the name of the ESID will appear, not the code
- An ESID can be assigned to more than one Time Profile



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# Weblog



## What is the Weblog?

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HPSA Helpdesk provide first level support to SAP HR & Payroll end users. Requests for system support from HPSA must come through the HPSA Helpdesk.

SAP HR & Payroll end users must log a call on the HPSA Weblog <http://sapccc.hse.ie/weblog> if they require system support. Once a call is logged it is initially reviewed by the HPSA Helpdesk team. Calls may be escalated to 2nd level support and assigned to a team member in the relevant HPSA Functional area.



## How to register for the weblog

Go to the SAP WEBLOG website at  
<http://sapccc.hse.ie/weblog/>

You can also find the SAP WEBLOG on your Citrix  
Storefront Dashboard:





## Step 1

**Customer Log In**

Username:

Password:

[Logon](#)

[No Account? - Register Here](#)

[Forgot Password?](#)

[Download SAP Access and Training Request Form Here](#)

## Step 2

[No Account? - Register Here](#)

## Step 3

A popup screen appears

**Register for HPSA Weblog**

SAP HR Logon Name

Work Email Address

[Register](#)

[Close](#)

Enter your SAP Logon ID and your HSE email address:

SAP HR Logon Name

Work Email Address

[Register](#)

## Step 4

Click on **REGISTER**



## Step 5

Fill in all fields marked with a **red asterisk**. Enter a valid Phone Number and the department you work in.

**Registration Form - New User Account**

\* Mandatory

Username:

Email Address:  \*

First Name:  \*

Last Name:  \*

Phone Number:  \*

Mobile Number:

Department:  \*

Work Location:  \*

Health Area:  \*

Password:  \*

Confirm Password:  \*

## Step 6

For the Health area click on the drop down and select the CHO/Hospital group/HSE area you work in.

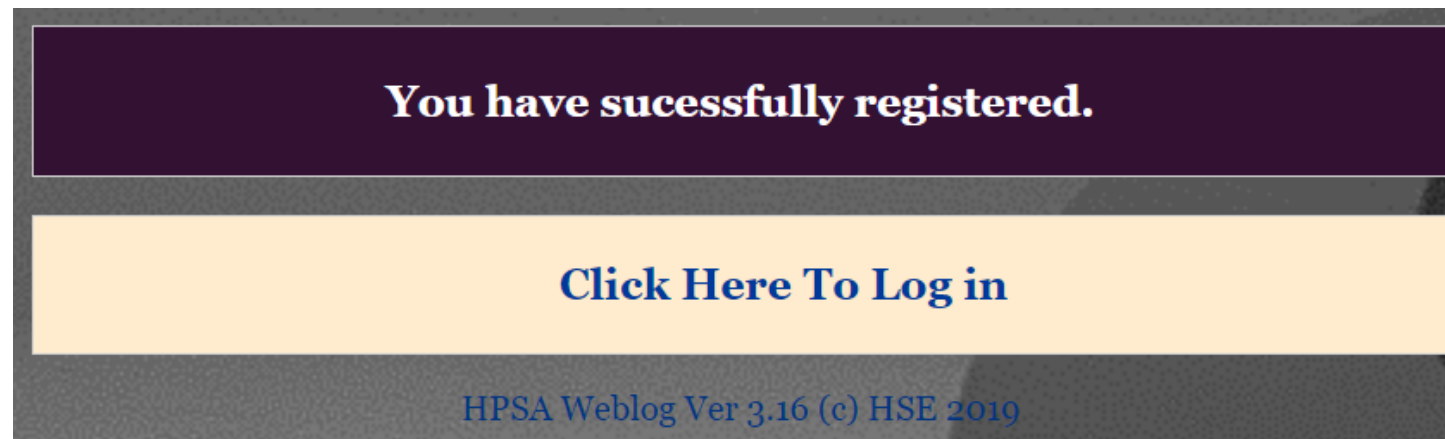
Select Health Area \*

- Childrens HG
- CHO1
- CHO2
- CHO3
- CHO4
- CHO5
- CHO6
- CHO7
- CHO8
- CHO9
- Corporate
- Crumlin OCH
- Dublin Midlands HG
- HBS CRM
- HBS Estates
- HBS Finance
- HBS HPSA
- HBS NISRP
- HBS NPM

Select Health Area \*



### Step 7



If you have any issues self-registering please email  
**[saphr.techncial@hse.ie](mailto:saphr.techncial@hse.ie)**





# Homescreen

The screenshot shows a web browser window titled "SAP CoE - HPSA Helpdesk - Management". The page features a blue header with the HSE logo and the text "Heilfürsorge an Seirbhíre Sláinte Health Service Executive". Below the header is a dark blue navigation bar with the text "SAP CoE Weblog" and a menu with "Home", "My Links", "Support", and "Info". A user status bar indicates "Catherine Dennigan (NISRP) is Logged on". The main content area has a teal background and a central "Support Desk" widget. This widget displays a table of support metrics:

Support Desk	
Issues Owned	0
Issues Assigned	0
Issues Tagged-on	0
Logged Today	3

At the bottom of the page, there is a footer with the text "HPSA Weblog Ver 3.2 (c) HSE 2021" and a "Log Off" link.

Cre



To create or view a call on the Weblog, click on “My Links” and then click “My SE Project Support Calls”

You will be directed to the following screen

To log a call click:

**Log New Call**

To view calls you have logged click:

**Opened by You**



## How to Log a Call



**Create New Support Call**

<b>Area of Origin:</b> * Required	<b>User Details:</b> In Weblog
HBS NISRP	Name: Mary Bergin (NISRP) Email: marys.bergin@hse.ie
<b>Title:</b> *Enter a brief title for the call in the field below (Max: 50 characters)	
<b>Description:</b> * Please provide a detailed description below for this call	

Cancel Create Call

Complete the  
“Title” box with the  
title of your query

Fill in the  
“Description” box  
with your query

Click “Create  
Call”

## To attach files



Support Desk Area

Edit Tagging **Files** Emails User Details Options

Support Call: 2942 Current Status: **Converted to PI**

Logged By: **Mary Bergin (NiSRP)** Module: **Master Data**

Area of Origin: **HBS NISRP** HPSA PI: **12186**

All Uploaded Files

[No Available Files](#)

If you need to attach a document: Click on **“files”** Click **“Upload Files”** and attach your document

**Edit Business Call 2942**

Module: *\* Required* Assign to: *\* Required*

Master Data

Add an Update:

To Edit a call you will click on **“Edit”** at the top of the screen. Fill in any details you have and click **“Save”**

# Email Confirmation



From: SAP HR Support <saphr.support@hse.ie>  
To: Bergin, Mary S.  
Cc:  
Subject: WEBLOG: Support Call SD3046 Created. Title: 602

You will receive a confirmation email when you log the call

Thank you for submitting your Support Call to the help desk.  
You can view the Support call at <http://sapccc.hse.ie/weblog/pgls/pglscalldetails.asp?id=3046>

## SUPPORT CALL DETAILS

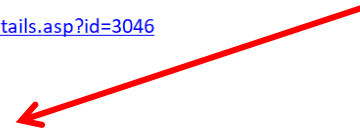
-----  
ID: 3046  
Date: 7/12/2020 4:55:13 PM  
Title: 602

## DESCRIPTION

-----  
Hi Sandra,  
  
Please find attached 602 for your attention.

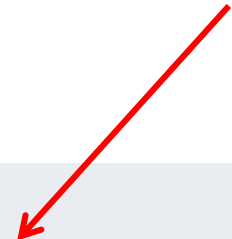
Thank you  
Mary

NOTES



When the call is updated you will receive an email

From: SAP HR Support <saphr.support@hse.ie>  
To: Bergin, Mary S.  
Cc:  
Subject: WEBLOG: Support Call SD3026 Assigned. Title: EE [REDACTED] 0701050 [REDACTED] per outside CE



**The following Support Call has been assigned to you.**  
You can view the call at: <http://sapccc.hse.ie/weblog/pgls/pglscalldetails.asp?id=3026>

## SUPPORT CALL DETAILS

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ID: 3026  
Date: 4/12/2020 9:16:38 AM  
Title: EE [REDACTED] 0701050 [REDACTED] per outside CE



Request Closure

If your issue has been fixed you will receive an email requesting closure of the call.

Close Call

If you are happy it is resolved you can click close call

### **Solution:**

Hi Mary,

Clusters have been deleted and error messages removed from ZTMERRS.

Regards,  
Brian

If you are not happy with the solution you can edit the call and reassign it instead of closing the call