Connection with External Time Recording Systems

Release 4.6C

SAP ™

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Icons

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⚠	Caution
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Contents

Connection with External Time Recording Systems

Use

This function allows you to upload personnel time events recorded at a time recording system to *R/3 Time Management* (PT). The personnel time events are then processed further in *R/3 Time Management*, so that recorded times can be monetarily valuated at the end of the process in *R/3 Payroll Accounting* (PY), ultimately resulting in salary and wages payments for employees.

Time recording systems are connected to the *R/3 Time Management* component via the *Plant Data Collection: Employee Times and Expenditures (HR-PDC)* interface. HR-PDC is a certified interface, that is, providers of time recording systems can earn certification for their software to communicate with *R/3 Time Management*.

Release 4.5A includes two versions of the interface. The old interface is connected via Communication Channel 1 (CC1).

:

1. Transceiver-Based Transfer [Ext.] (as of R/3 System Release 3.0)

2. BAPI-based transfer (as of Release 4.5A)

The following information deals specifically with the version based on BAPI technology.

Integration

Via HR-PDC, both personnel time events and employee expenditures (external wage types, cafeteria or service station data) can be uploaded to *R/3 Time Management*.

Two variants of the business process are available:

1. Recording Absence Times [Page 8] , including the following modules

    a) Clock-in/Clock-out Time

    b) Clock-in or Clock-out Entry

    c) Different Payment
        (in addition to Clock-in/Clock-out Time or Clock-in or Clock-out Entry

    d) Cost Assignment

    e) Additional Time Event Types

2. Employee Expenditures [Page 26] (can be implemented separately)

    The certification process for time recording systems takes place in modules. At least one of the modules detailed here must be certified.

Connection with External Time Recording Systems
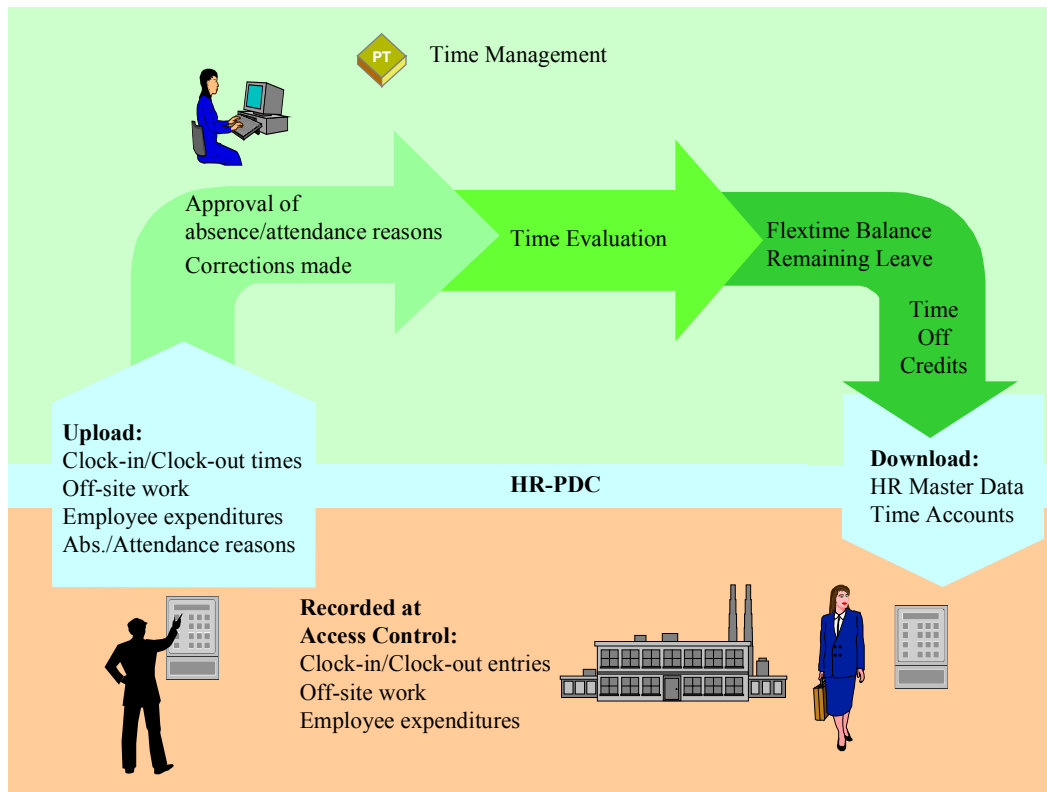
Prerequisites

The Customizing steps described in the *Personnel Time Events* section of the Implementation Guide (IMG) for *Personnel Time Management* (PT) should be carried out.

The time event types are permitted depend upon the modules implemented in your system, as follows:

Time Event Type	Function	Modules
P01	Clock-in or Clock-out Entry	Clock-in or Clock-out Entry
P02	Start or end of off break	Clock-in or Clock-out Entry
P03	Start or end of off-site work	Clock-in or Clock-out Entry
P04	Start or end of off-site work at home	Clock-in or Clock-out Entry
P05	Interim posting	Clock-in or Clock-out Entry, Clock-in/Clock-out Time, Additional Time Event Types
P10	Clock-in	Clock-in/Clock-out Time

P11	Change	Clock-in or Clock-out Entry, Clock-in/Clock-out Time, Different Payment, Cost Assignment
P15	Start of break	Clock-in/Clock-out Time
P20	Clock-out	Clock-in/Clock-out Time
P25	End of break	Clock-in/Clock-out Time
P30	Start of off-site work	Clock-in/Clock-out Time
P35	Start of off-site work at home	Clock-in/Clock-out Time
P40	End of off-site work	Clock-in/Clock-out Time
P45	End of off-site work at home	Clock-in/Clock-out Time
P50	Employee expenditures (external wage type)	Employee expenditures
P60	Information posting	Clock-in or clockout, clock-in/clock-out times

Processing Personnel Time Events

Use

This function allows you to process personnel time events recorded at a time recording system in *SAP Time Management* (PT).

Integration

SAP System Functions

- Managing HR master data records

- Forming pairs to determine payment-relevant time periods

- Determining time balances

External System Functions

- Recording time events

- Displaying information for employees at recording terminals

- Checking data against master data from the SAP System

Data Flow
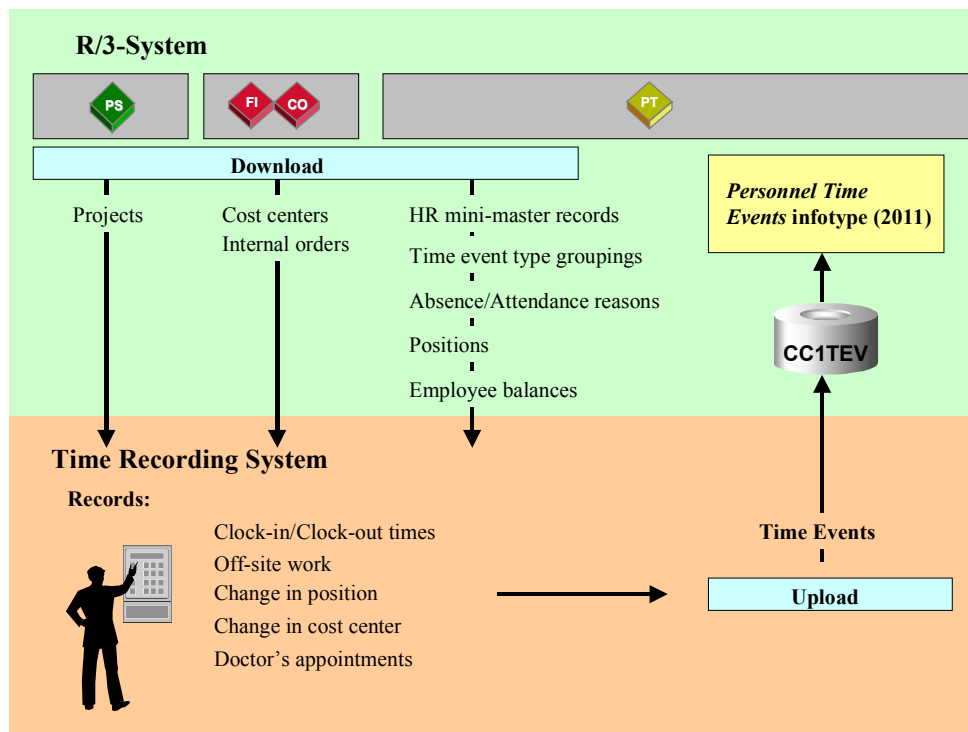
Data is sent from the SAP System to the time recording system to be checked or to be displayed for employees.

> Providing external time recording systems with data from the SAP System is called a "**download**."

Providing time recording systems with permitted cost centers, internal orders and customer orders occurs in *SAP Controlling* (CO).

Providing time recording systems with permitted projects occurs in *SAP Project System* (PS).

The other data is downloaded from *SAP Time Management* (PT) to the time recording system.

In external time recording systems, the time events (such as clock-in/clock-out times) are recorded and then checked against the data downloaded from the SAP System.

The data recorded is then uploaded to *SAP Time Management* in the Time Events [Ext.] infotype (2011). The time events can be processed further to determine attendance durations.

> Providing the SAP System with data from external time recording systems is called an "**upload**."

Prerequisites

Clock-in/Clock-out Time Module

This module is implemented if you need employees to specifically enter a time event type at the time recording terminal.

> When clocking-in, employees must swipe their time ID card at the time recording terminal as well as press the clock-in button.

Clock-in or Clock-out Entry Module

This module is implemented if you want the time event type entered to be based on the employee's existing absence or attendance status at that particular moment.

> When clocking-in, employees must swipe their time ID card at the time recording terminal. If the employee's existing status is "absent," then this entry is automatically recorded as "clock-in."

Different Payment Module

This module is implemented only if you want employees to enter an different, or alternative, payment at the time recording terminal.

Processing Personnel Time Events

When clocking-in, employees enter the position for which they will perform tasks in the following hours. After the upload, employees are assigned the payscale of this alternative position.

Process Flow for the Business Process: Processing Personnel Time Events

Purpose

The business process "Connecting Personnel Time Events" is described here in more detail.

Prerequisites

The Time Recording Info [Ext.] infotype (0050) must be maintained for employees who are permitted to record information at an external time recording system.

Process Flow

The following graphic displays the business object along with the interface types and methods that are required for external time recording systems to communicate with the SAP R/3 System.
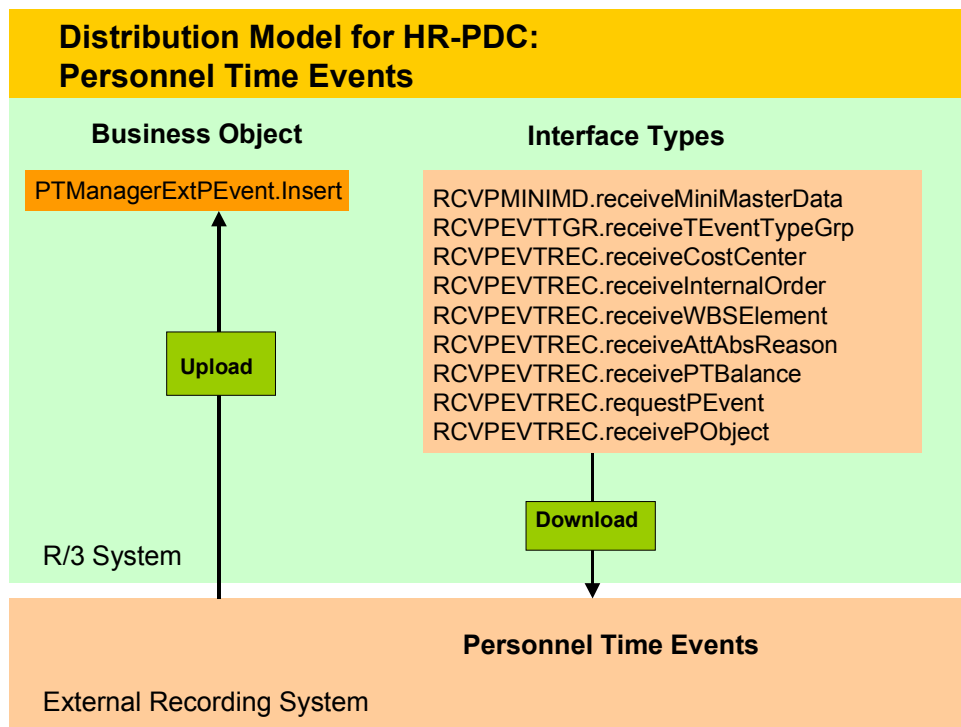
Distribution Model for HR-PDC: Personnel Time Events

Business Object

Interface Types

PTManagerExtPEvent.Insert

RCVPMINIMD.receiveMiniMasterData
RCVPEVTTGR.receiveTEventTypeGrp
RCVPEVTREC.receiveCostCenter
RCVPEVTREC.receiveInternalOrder
RCVPEVTREC.receiveWBSElement
RCVPEVTREC.receiveAttAbsReason
RCVPEVTREC.receivePTBalance
RCVPEVTREC.requestPEvent
RCVPEVTREC.receivePObject

Upload

Download

R/3 System

Personnel Time Events

External Recording System

- Downloading HR Mini-Master Records [Page 30] (PT)

- Downloading Time Event Type Groupings [Page 32] (PT)

- Downloading Employee Balances [Page 16] (PT)

- Downloading Absence/Attendance Reasons [Page 17] (PT)

- Downloading Positions [Page 19] (PT)

- Downloading Cost Centers [Page 20] (CO)

Process Flow for the Business Process: Processing Personnel Time Events

- Downloading Internal Orders [Page 22] (CO)

- Downloading Projects [Page 23] (PS)

- Uploading Personnel Time Events [Page 24]

Download HR Mini-Master Records

Use

Downloading a HR mini-master record is necessary for processing both time events and employee expenditures.

The HR mini-master record is required for checking employee data in the time recording system

Prerequisites

You have to create a *Time Recording Info. (Information)* infotype (0050) for every employee whose data you want to download in the time recording system.

The download takes place for the valid period specified in the report **RPTCC101** (*HR-PDC: Download HR Mini-Master*).

> Keep in mind that the HR mini-master record is downloaded regardless of the employee's status (check the *Actions* infotype (0000)). In the *Leaving* event, the system defaults to the *Time Recording Info.* infotype (0050) so that you can delimit the data accordingly.
>
> In this way, you can stipulate that a particular employee who left the company is still granted access authorization.

A minimum of one record is downloaded for each employee. If any relevant employee master data changes in this period, then a number of records are downloaded with corresponding limited valid periods.

> For example, you download HR master data records for four days on January 1, 1998, at 1:30 a.m.
>
> The following data is downloaded for each selected employee, according to the validity of the *Time Recording Info.* infotype (0050) and depending on changes made to that employee's master data:
>
> - Master data record, valid from January 1, 1998, to January 4, 1998
>
> - Master data record, valid from January 2, 1998, to January 4, 1998, if the employee's *Time Recording Info.* infotype (0050) did not exist before January 2, 1998
>
> - Master data record valid from January 1, 1998, to January 1, 1998; and an additional master data record, valid from January 2, 1998, to January 4, 1998, if the employee's off-site work authorization changes on January 2, 1998.

Procedure

Run report RPTCC101 (*HR-PDC: Download HR Mini-Master Record*).

Download HR Mini-Master Records

Downloading the HR mini-master record can also be scheduled periodically as a batch job. Schedule the report **RPTCC101** in the Customizing section of either *Personnel Time Events* or *Employee Expenditures* in the Implementation Guide (IMG) for **Personnel Time Management**.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPMINIMD (Receiver for HR Mini-Master)

Method

receiveMiniMasterData

Message Type

HRCC1DNPERSO (CC1: *Download HR Mini-Master)*

Downloading Time Event Type Groupings

Use

Downloading time event type groups is required for processing both time events and employee expenditures.

You can group together time event types in time event type groupings. These groupings must be created for in order for various checks to be carried out at the time recording system. Employees can only make entries for these time event types.

Prerequisites

In the Customizing section for *Personnel Time Management* in the Implementation Guide (IMG), the time event type groupings must be defined in the *Set time event type groupings* step.

Procedure

Run report RPTCC105 (*HR-PDC: Download Time Event Type Groupings*).

> Downloading the time event type groupings can also be scheduled periodically as batch jobs. Schedule report RPTCC105 from the Customizing steps in either *Personnel Time Events* or *Employee Expenditures* section in the Implementation Guide (IMG) for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTTGR

Method

receiveTimeEventTypeGrp

Message Type

HRCC1DNTEVGR

Downloading Employee Balances

Use

Balances can be called up by employees at the time recording terminal. In this way, employees can view their flextime balances and leave entitlement.

Prerequisites

The employee balances that should be displayed for each employee group must be defined in the Customizing section for *Personnel Time Management* in the Implementation Guide (IMG). To do so, carry out the *Set the data to be displayed at the terminal* step.

Procedure

Run report RPTCC102 (*HR-PDC: Download Employee Balances*) by choosing *Human resources* → *Time Management* → *Administration* → *Environment* → *Subsystem connection* → *Time events* → *Balances*.

Downloading the employee balances can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs* → *Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receivePTBalance

Message Type

HRCC1DNBALAN

Downloading Absence/Attendance Reasons

Use

Employees can enter their absence and attendance reasons directly at the terminal if the configuration of your time recording system supports this function. In this way, employees can enter a doctor's appointment or flextime in lieu with their clock-in/clock-out entry, for example.

An absence or attendance reason can be entered with both clock-in (P10) and clock-out (P20) time events.

The absence or attendance reasons entered by the employees are checked by the time recording system.

Based on the absence or attendance reason entered by the employee, the system generates a partial-day absence or attendance record for the current day, or a full-day record for the previous or subsequent workday.

Prerequisites

The following Customizing steps in the *Personnel Time Management* section of the Implementation Guide (IMG) must be carried out:

- *Set groupings for absence/attendance reasons at the subsystem*

- *Maintain absence/attendance reasons*

Procedure

Run report RPTCC103 (*HR-PDC: Download Attendance/Absence Reasons*) by choosing *Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Attendance/absence*.

> Downloading absence and attendance reasons can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receiveAttAbsReason

Message Type

HRCC1DNATTAB

Downloading Absence/Attendance Reasons

Downloading Objects

Use

Employees can enter a different payment than that which is specified in their *Basic Pay* infotype (0008) at the time recording terminal.

The time recording system checks if the objects (such as positions) recorded by the employees exist in the R/3 System.

Prerequisites

Only objects (such as positions) that are already saved in the table T528B can be entered.

Procedure

Run report RPTCC110 (*HR-PDC: Download Objects*) by choosing *Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Objects*.

> Downloading objects can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receivePObject

Message Type

HRCC1DNOBJID

Downloading Permitted Cost Centers

Use

By downloading the permitted cost centers, you provide the time recording system with a selection of possible entries as well as the capability of checking the data entered by employees.

The download occurs for a pre-defined valid duration.

Procedure

Run report RPTCC107 (*HR-PDC: Download Cost Centers*) by choosing *Human resources →
Time management → Administration → Environment → Subsystem connection → Time events
→ Cost centers*.

Downloading the permitted cost centers can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

By selecting the *Cost Center Group* and the *Logical System* in report RPTCC107, you can specify that only certain cost centers are downloaded to the various time recording systems.

To do so, enter in the system the applicable cost center groups from which you want a download to take place.

Choose *Accounting → Controlling → Cost centers → Cost center groups → Create*.

Enter the cost center group with semantic reference to the Plant Data Collection (PDC) groups so that you can see an overview during the download.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receiveCostCenter

Message Type

RCC1DNCOSTC

Downloading Permitted Internal Orders

Use

By downloading the permitted internal orders, you provide the time recording system with a selection of possible entries as well as the capability of checking the data entered by employees.

Procedure

Run report RPTCC111 (*HR-PDC: Download Internal Orders*) by choosing *Human Resources → Time management → Administration → Environment → Subsystem connection → Time events → Internal orders*.

> Downloading permitted internal orders can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

> By selecting the *Internal Order Group* and the *Logical System* in report RPTCC111, you can specify that only certain internal orders are downloaded to the various time recording systems.
>
> To do so, enter in the system the applicable internal order groups from which you want a download to take place.
>
> Choose *Accounting → Controlling → Internal orders → Master data → Internal order groups → Create*
>
> Enter the internal order groups with semantic reference to the Plant Data Collection (PDC) groups so that you can see an overview during the download.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receiveInternalOrder

Message Type

HRCC1DNINORD

Downloading Permitted Projects

Use

By downloading permitted projects from the *Project System* (PS), employees can assign their working times directly to the applicable project at the time recording terminal.

The data entered in the time recording terminal by the employees is checked in the time recording system.

Procedure

Run report RPTCC108 (*HR-PDC: Download Work Breakdown Schedule Elements*) by choosing *Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Projects*.

> Downloading permitted projects can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC

Method

receiveWBSElement

Message Type

HRCC1DNWBSEL

Uploading Personnel Time Events

Use

Uploading personnel time events enables all of the time events entered in the time recording system to be uploaded to *R/3 Time Management* (PT).

The personnel time events uploaded to the R/3 System are stored in the table CC1TEV. These time events can be processed using the report SAPCDT45. The time events can then be displayed and changed manually in the Time Events [Ext.] infotype (2011).

Procedure

Uploading personnel time events occurs in two steps:

1. Downloading the upload request from *R/3 Time Management* to the time recording system.

    Run report RPTCC106 (*HR-PDC: Download Upload Request for Time Events*) by choosing *Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Upload request for time events*.

2. Uploading the time events entered from the time recording system in *R/3 Time Management*.

    The upload is started from each time recording system.

    Downloading the upload requests can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC to download the upload request

Business Object

BUS7014 Manager for External Personnel Time Event for the Upload

Methods

* requestPEvent (Download the Upload Request)
* PTManagerExtPEvent.Insert (Upload)

Message Type

* RCVPEVTREC to Download the Upload Request
* HRCC1UPTEVEN for the Upload

Processing Employee Expenditures

Use

This function allows you to process employee expenditures recorded at an external recording system in *SAP Time Management* (PT).

Cafeteria and service station data are both considered employee expenditures.

Integration

SAP System Functions

- Managing HR master data records

- Generating primary wage types for *SAP Payroll* (PY).

- Storing employee expenditures in the *EE Remuneration Info* (2010) or *Additional Payment* infotypes (0015) infotypes.

External Systems Functions

- Processing employee expenditures

- Displaying information for employees at recording terminals

- Validating data against master data from the SAP System

Data Flow
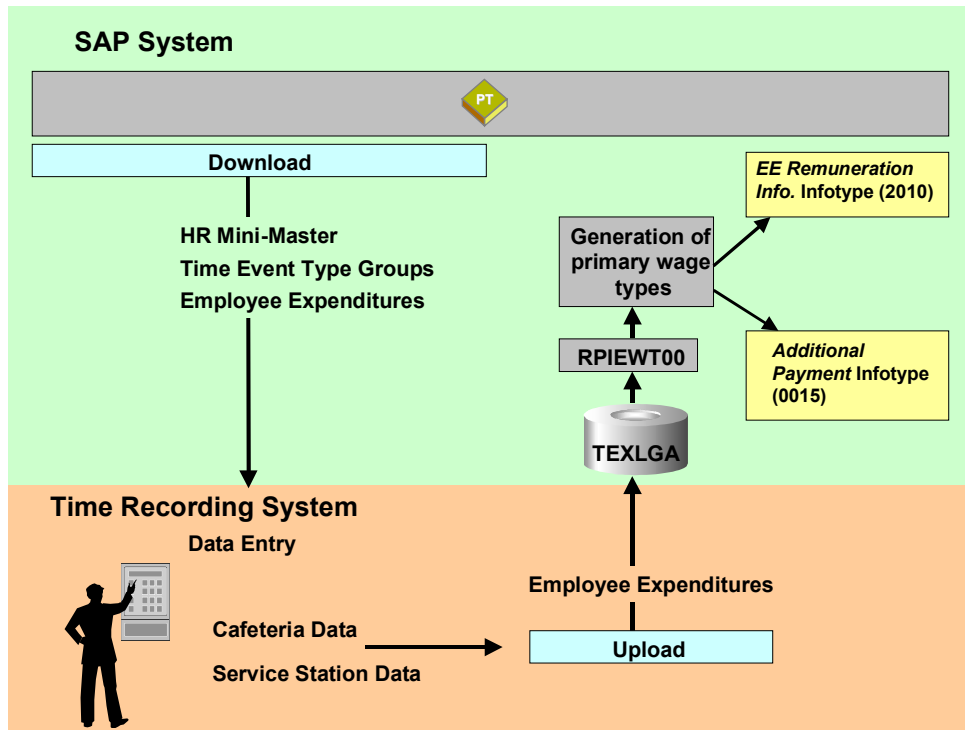
Data is sent from the SAP System to the external time recording system to be checked or to be displayed for employees.

➡

> Providing external time recording systems with data from the SAP System is called a "**download**."

The data is downloaded from *SAP Time Management* (PT) to the time recording system.

Employee expenditures are recorded in external time recording systems and then checked against the data downloaded from the SAP System.

The data recorded is then uploaded to *SAP Time Management* from the external recording system and stored in the table TEXLGA. Primary wage types for use in *SAP Payroll* are generated from the employee expenditures stored in this table. Data records are then created with these primary wage types in the EE Remuneration Info. [Ext.] (2010) *or* Additional Payment [Ext.] (0015) infotypes.

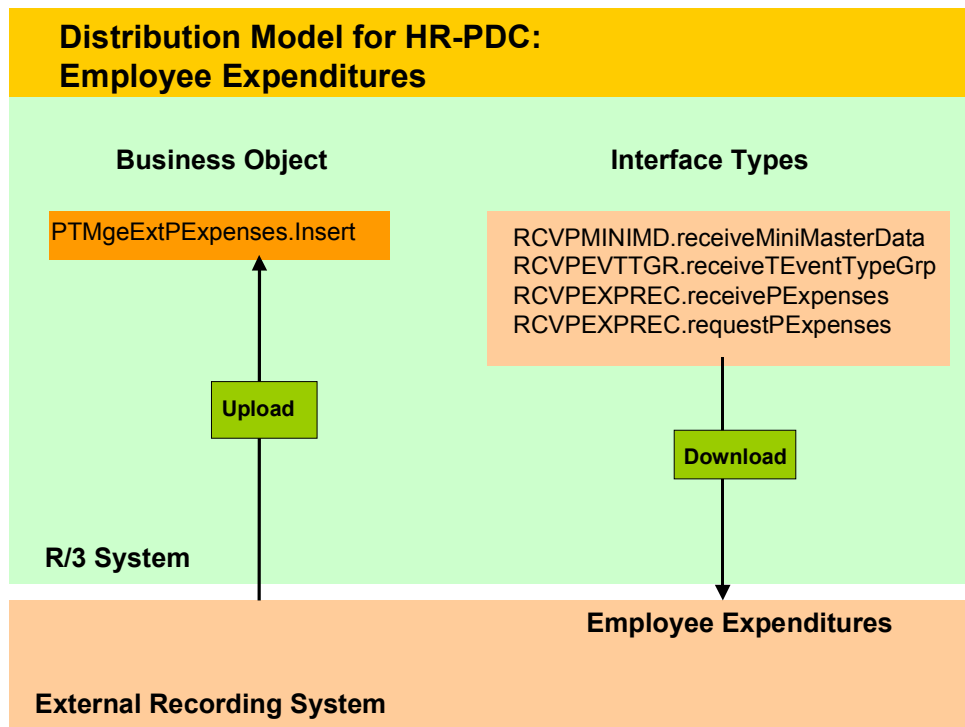# Process Flow for the Business Process: Processing Employee Expenditures

Purpose

The business process "Processing Employee Expenditures" is described here in more detail.

Prerequisites

The Time Recording Info. [Ext.] infotype (0050) should be maintained for employees who are going to record their expenditures at an external time recording system.

Process Flow

The following graphic displays the business object along with the interface types and methods that are required for the external time recording system to communicate with the SAP R/3 System.

Distribution Model for HR-PDC: Employee Expenditures

Business Object

PTMgeExtPExpenses.Insert

Upload

R/3 System

Interface Types

RCVPMINIMD.receiveMiniMasterData
RCVPEVTTGR.receiveTEventTypeGrp
RCVPEXPREC.receivePExpenses
RCVPEXPREC.requestPExpenses

Download

Employee Expenditures

External Recording System

- Downloading HR Mini-Master Records [Page 30] (PT)

- Downloading Time Event Type Groupings [Page 32] (PT)

- Downloading Employee Expenditures [Page 33] (PT)

- Uploading Employee Expenditures [Page 34]

Download HR Mini-Master Records

Use

Downloading a HR mini-master record is necessary for processing both time events and employee expenditures.

The HR mini-master record is required for checking employee data in the time recording system

Prerequisites

You have to create a *Time Recording Info. (Information)* infotype (0050) for every employee whose data you want to download in the time recording system.

The download takes place for the valid period specified in the report **RPTCC101** (*HR-PDC: Download HR Mini-Master*).

> Keep in mind that the HR mini-master record is downloaded regardless of the employee's status (check the *Actions* infotype (0000)). In the *Leaving* event, the system defaults to the *Time Recording Info.* infotype (0050) so that you can delimit the data accordingly.
>
> In this way, you can stipulate that a particular employee who left the company is still granted access authorization.

A minimum of one record is downloaded for each employee. If any relevant employee master data changes in this period, then a number of records are downloaded with corresponding limited valid periods.

> For example, you download HR master data records for four days on January 1, 1998, at 1:30 a.m.
>
> The following data is downloaded for each selected employee, according to the validity of the *Time Recording Info.* infotype (0050) and depending on changes made to that employee's master data:
>
> - Master data record, valid from January 1, 1998, to January 4, 1998
>
> - Master data record, valid from January 2, 1998, to January 4, 1998, if the employee's *Time Recording Info.* infotype (0050) did not exist before January 2, 1998
>
> - Master data record valid from January 1, 1998, to January 1, 1998; and an additional master data record, valid from January 2, 1998, to January 4, 1998, if the employee's off-site work authorization changes on January 2, 1998.

Procedure

Run report RPTCC101 (*HR-PDC: Download HR Mini-Master Record*).

Downloading the HR mini-master record can also be scheduled periodically as a batch job. Schedule the report **RPTCC101** in the Customizing section of either *Personnel Time Events* or *Employee Expenditures* in the Implementation Guide (IMG) for **Personnel Time Management**.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPMINIMD (Receiver for HR Mini-Master)

Method

receiveMiniMasterData

Message Type

HRCC1DNPERSO (CC1: *Download HR Mini-Master)*

Downloading Time Event Type Groupings

Use

Downloading time event type groups is required for processing both time events and employee expenditures.

You can group together time event types in time event type groupings. These groupings must be created for in order for various checks to be carried out at the time recording system. Employees can only make entries for these time event types.

Prerequisites

In the Customizing section for *Personnel Time Management* in the Implementation Guide (IMG), the time event type groupings must be defined in the *Set time event type groupings* step.

Procedure

Run report RPTCC105 (*HR-PDC: Download Time Event Type Groupings*).

> Downloading the time event type groupings can also be scheduled periodically as batch jobs. Schedule report RPTCC105 from the Customizing steps in either *Personnel Time Events* or *Employee Expenditures* section in the Implementation Guide (IMG) for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTTGR

Method

receiveTimeEventTypeGrp

Message Type

HRCC1DNTEVGR

Downloading Permitted Employee Expenditures

Use

By downloading the permitted employee expenditures (external wage types), employees can record their own expenditures (cafeteria or service station data) at a recording terminal.

The data entered in the time recording terminal by the employees is checked in the time recording system.

Prerequisites

The following Customizing steps in the *Personnel Time Management* section of the Implementation Guide (IMG) must be carried out:

- *Set groupings for employee expenditures at the subsystem*

- *Maintain wage types*

Procedure

Run report RPTCC104 (*HR-PDC: Download Employee Expenditures*) by choosing *Human resources* → *Time management* → *Administration* → *Environment* → *Subsystem connection* → *Employee expenditures* → *Permitted expenditures*.

> Downloading permitted employee expenditures can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs* → *Download* step in the *Personnel Time Events* section of the Implementation Guide (IMG) for *Personnel Time Management*.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEXPREC

Method

receivePExpenses

Message Type

HRCC1DNEXTWT

Upload Employee Expenditures

Use

Uploading employee expenditures enables all of the employee expenditures entered in external recording systems to be uploaded to *SAP Time Management* (PT).

The employee expenditures uploaded to the SAP System are stored in the table TEXLGA. These employee expenditures can be processed using the report **RPIEWT00** (Create Batch Input Session for Employee Expenditures). The report generates primary wage types from the employee expenditures that can be processed further in *SAP Payroll* (PY). Data records are then created with these primary wage types in the EE Remuneration Info [Ext.] (2010) or Additional Payment [Ext.] (0015) infotypes.

Procedure

Uploading employee expenditures takes place in two steps:

1. The upload request is downloaded from *SAP Time Management* to the external recording system.

   To do so, run report **RPTCC109** (*HR-PDC: Download Upload Request for Employee Expenditures*).

2. The employee expenditures entered from external recording systems are uploaded to *SAP Time Management*.

   The upload is started from each external recording system.

   Downloading the upload requests can also be scheduled periodically as batch jobs. To do so, carry out the *Set up background jobs → Download* step in the *Personnel Time Events* section of the Implementation Guide (IMG) for **Personnel Time Management**.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC to download the upload request

Business Object

BUS7015 Manager for Expenditures to be Calculated

Methods

- requestPExpenses (Download the Upload Request)
- PTMgrExtPExpenses.Insert (Upload)

Message Type

- HRCC1REQUPEXTWT (Download the Upload Request)

- HRCC1UPEXTWT (Upload)