

Configuration of Time Recording

Course Code: HR306

Duration: 5 Days

Goals

- Gain an overview of time management with and without time evaluation (negative and positive time management).
- Understand the fundamentals of time management without time evaluation (negative time management). These fundamentals, however, also form the basis for time evaluation (positive time management).
- Customizing for time data recording, including quota accrual and Time Manager's Workplace (TMW), is examined in detail.

Audience

- Project Team members
- Consultants
- Support staff

Prerequisites

Essential

- HR050 Business Processes in Human Capital Management

Recommended

- HR305 Master Data Configuration

Course Content (Details)

- Overview of time management functions and how they are integrated with other applications
- Concept of integrating external time recording systems
- Designing work schedules for mapping planned working time
- Time management infotypes
- Absences, attendances, and deduction rules
- Time quotas and their deduction rules
- Automatic structuring of absence quotas
- Time Manager's Workplace (TMW)