



SAP SuccessFactors 

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SAP Best Practices for SAP SuccessFactors Time Tracking

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Manage Time Tracking: Test Script

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1 Manage Time Tracking

This guide describes the detailed procedure for testing the business process **Manage Time Tracking** after activation of this SAP Best Practices for SAP SuccessFactors Employee Central solution.

This business process describes 7 Time Tracking features. All of them come with the new Time Tracking product. Time Tracking is an extended version of SAP's current EC Time Sheet and Time Valuation, and new features will only be available in Time Tracking.

1. Single Record Approval

Single Record Approval supports the time tracking of a single record and its approval. With that the single approval of attendances like a training, a planned overtime or a planned home office are possible. With this SAP Best Practices solution, we deliver the time type **Training (pre-approval required)** as an example which can be adapted or enhanced.

This guide provides a test procedure in which the employee plans a training in a future week and records the training hours in advance. The employee submits only this single record for approval without submitting the whole Time Sheet, to document the pre-approval by the line manager in the system.

2. Clock In Clock Out

Clock in Clock Out helps tracking the employees' time when they use the swipe machine or any external time tracking service like a terminal, a mobile app and so on. It automatically records and calculates the duration of time events in the SAP SuccessFactors Time Sheet.

Clock In Clock Out integrates the external time events coming from the Time Tracking Services to the Time Sheet. This is done through time event pairing. This time pairing is done in the Time Event Processing Application. Here, input checks are performed and time events that could not be paired in the Admin Alert UI are highlighted.

A successful paired time pair either with category *Attendance* or *Break* is then sent to the Time Sheet. Once in the Time Sheet, the time valuation processes these records just as any other time record in the Time Sheet.

This guide provides a test procedure in which a *Clock In* Event has been recorded, but the **Clock Out Event is missing**. The CICO Administrator repairs the pairing in the *Admin UI* and the Manager approves the *Clock Out*. Afterwards the CICO Administrator checks the pairing, and the employee checks his or her Time Sheet.

3. Late Comer Detection

The feature *Late Comer Detection* allows to monitor employees who clocked in (or recorded any other attendance) after the start of the planned working time, and to raise alerts on this.

This guide provides a test procedure in which an employee clocks in **late for 3 times**. Then the Time Administrator monitors the created Alerts. Afterwards the Employee clocks in late for a 4th time. In a last step, the Line Manager reviews the new Alert and decides on follow-up measures.

4. Rest Period Violation Detection

The feature *Rest Period Violation Detection* allows to monitor employees who recorded times between which the **Rest Period is less than 11 hours**, and to raise alerts on this.

This guide provides a test procedure in which an employee records times for 2 consecutive days. The Rest Period between these 2 days is less than 11 hours. Then the Line Manager monitors the created Alerts. In a last step, the Line Manager decides on follow-up measures.

5. Yearly Overtime Violation Detection

The feature *Yearly Overtime Violation Detection* allows to monitor employees who recorded more than 210 and 220 overtime hours in a year, and to raise alerts on this.

This guide provides a test procedure in which an employee records working time over a period of 2 weeks. The high amount of overtime hours causes the threshold values to be exceeded. Then the Line Manager monitors the created Alerts. In a last step, the Line Manager decides on follow-up measures.

6. Cross-Midnight Attendance (Germany only)

A cross-midnight shift is defined as one that starts on one calendar day at 8 PM (the earliest) and ends on the next calendar day at 6 AM (the latest). For example, a shift starts at 10:00 PM on Monday and ends at 5:00 AM on Tuesday. Working hours of the employee during his or her cross-midnight shift are treated differently from a payment point of view and from a tax point of view.

This guide provides a test procedure with 3 scenarios of **night shift bookings and its calculation**:

- Scenario 1 – Nightshift On Weekdays
- Scenario 2 – Saturday Shift
- Scenario 3 – Work on Sundays

7. Overtime Recording (South Africa only)

For South Africa, overtime recording is available. The time valuation results for recorded overtime vary, depending on the shift being on a weekday, a Saturday, a Sunday, or a Holiday. For cross-midnight shifts the time valuation results vary, depending on when the shift starts and ends: on a weekday, a Saturday, a Sunday, or a Holiday.

This guide provides a test procedure with 2 scenarios of **overtime recording**, both of them with sub-scenarios for several kinds of shifts:

- Scenario 1 – Normal Shifts
- Scenario 2 – Cross-Midnight Attendance

📘 Note

The Reimagined Home Page (Latest Home Page) will be pushed to all customer instances that are not already migrated. For more details, check the [Migration to Reimagined Home Page](#) post in the *SAP SuccessFactors Community*.

All home page activities described in this guide are based on the new UI experience.

2 Prerequisites

Following the next steps you will learn about the necessary prerequisites to conduct the test procedures in this guide:

- [System Access \[page 6\]](#)
- [Roles \[page 6\]](#)
- [Requirements \[page 7\]](#)
- [Business Conditions \[page 8\]](#)

2.1 System Access

The test should be conducted with the following system and users:

Type of Data	Name	Details
System	SAP SuccessFactors Employee Central	<Provide details on how to access system, e.g., system client or URL>
Standard User	Employee	<Provide Standard User Id and Password for test, if applicable>
Standard User	Line Manager	<Provide Standard User Id and Password for test, if applicable>
Standard User	Time Administrator	<Provide Standard User Id and Password for test, if applicable>
Standard User	CICO Administrator	<Provide Standard User Id and Password for test, if applicable>
Standard User	HR Administrator	<Provide Standard User Id and Password for test, if applicable>

2.2 Roles

For non-standard users, the following roles must be assigned in Employee Central to the system user(s) testing this scenario.

Business Role	Permission Role	Sample data
Employee	SFCC Employee on Self	For testing purposes, you can log on as Super Admin and use the Proxy Now option to proxy as the user.
Line Manager	SFCC Manager on Team	For testing purposes, you can log on as Super Admin and use the Proxy Now option to proxy as the user.
Time Administrator	SFCC Super Admin (Time Sheet)	For testing purposes, you can log on as Super Admin and use the Proxy Now option to proxy as the user.
CICO Administrator	SFCC Admin (CICO)	For testing purposes, you can log on as Super Admin and use the Proxy Now option to proxy as the user.
HR Administrator	Make sure permissions to maintain the Time Information fields have been granted to the user, e.g. from role: SFCC Super Admin (Time Sheet)	For testing purposes, you can log on as Super Admin and use the Proxy Now option to proxy as the user.

2.3 Requirements

Ensure you have enabled SAP SuccessFactors Time Sheet, the new Time Sheet UI, and SAP SuccessFactors Time Tracking.

Requirements	Comment
Time Sheet and Time Off module	To use the Time Tracking functionality, you have implemented the Time Sheet module from Upgrade Center in your SAP SuccessFactors Employee Central Instance. Additionally, the SAP Best Practices for Time Sheet needs to be implemented from Upgrade Center. Also, it is indispensable that the Time Off module has already been implemented, since it is a prerequisite for Time Sheet. But it does not necessarily have to be the <i>SAP Best Practices for Time Off</i> module, that is implemented.
New Time Sheet UI	To use the Time Tracking functionality, you have implemented the New Time Sheet UI module from Upgrade Center in your SAP SuccessFactors Employee Central Instance. For more information refer to Configuration Guide Setup Time Tracking .
SAP SuccessFactors Time Tracking	SAP SuccessFactors Time Tracking has been enabled in Provisioning.

2.4 Business Conditions

Before you can test this process, the following business conditions must be met.

Business Condition	Comment
One administrator user with complete access to all employee views and fields must exist.	
Employees must have been hired (or rehired) and already exist in the system.	If the <i>Core</i> content has been deployed with the <i>SAP Best Practices</i> , for hiring or rehiring refer to the appropriate test procedures the Testscript for Manage Hire/Rehire .
Maintenance of Time Profiles	<p>In this <i>SAP Best Practices for Time Tracking</i> solution, we do not deliver preconfigured Time Profiles for Time Sheet.</p> <p>In case you implemented <i>SAP Best Practices for Time Off</i>, you will already have automatically installed Time Profiles. These might need to be adapted for Time Tracking.</p> <p>In case you didn't implement <i>SAP Best Practices for Time Off</i>, but use your own Time Profiles, these might also need an adaption to work for Time Tracking.</p> <p>The use cases in the following procedures are based on duration-based or clock-time-based Time Profiles, which are described in the Time Configuration Overview of the Configuration Guide for Time Sheet.</p> <p>More information about the necessary Time Information field values for each use case can be found in section <i>Preliminary Steps</i> and in the <i>Prerequisites</i> section of each test procedure.</p>
Maintenance of Employee Time Sheet Fields	<p>To execute the following test procedures as described, the Time Sheet fields must be filled in the employee's master data record in the <i>Time Information</i> block of the <i>Job Information</i> subsection.</p> <p>Maintenance can be done via Employee Files > Employment Information > Job Information > Time Information.</p> <p>For more information about the necessary Time Information field values, refer to Configure Employee [page 9] and to the <i>Prerequisites</i> part of each of the <i>Test Procedures</i>.</p>
Email configuration for approvers	<p>To ensure that the workflow approver (Line Manager) receives an automatic email about the workflow item, email needs to be configured in the system and the email address of the approver has to be maintained in his/her contact information.</p> <p>Maintenance can be done via Employee Files > Personal Information > Contact Information.</p>

3 Preliminary Steps

Following the next steps you will learn about the preliminary steps necessary or optional to conduct the test procedures in this guide:

- [Configure Employee \[page 9\]](#)
- [Delegate Workflows \(Optional\) \[page 12\]](#)
- [Install Mobile App \(Optional\) \[page 13\]](#)

3.1 Configure Employee

Use

To execute the process steps as described, the *Time Information* fields must be filled in the employee's master data record.

In case you have missed to maintain the fields for your employee, or the maintained information is incorrect, the procedure for the maintenance is described below.

Note

In this SAP Best Practices for Time Tracking, we do not deliver preconfigured Time Profiles for Time Sheet.

- In case you implemented the *SAP Best Practices for Time Off*, you will already have automatically installed Time Profiles. These might need to be adapted for Time Tracking.
- In case you didn't implement the *SAP Best Practices for Time Off* but use your own Time Profiles these might also need an adaption to work for Time Tracking.
- The use cases in the following procedures are based on duration-based or clock-time-based Time Profiles. For more information on Time Profiles, refer to the [Time Configuration Overview](#) in the Configuration Guide for Time Sheet.
- For more information about the necessary Time Information field values, refer to the *Prerequisites* part of each of the *Test Procedures*.
- For more information about possible field values refer to the [Workbook for Time Sheet](#).

Procedure

OPTION 1: Adapt the New Hire record:

1. Log on to *Employee Central* as *HR Administrator*.
2. In the *Search for actions or people* text box, located in the top right corner of the screen, enter the name or name parts of the employee whose data you want to maintain. Choose in the list of employees matching

the search criteria the appropriate employee. You are directed to the [Employee Files](#) page, in which the profile of the selected employee is displayed.

3. In the [Employment Information](#) section go to the [Job Information](#) subsection. The Time Information fields can be shown by choosing [Show More](#).
4. Select the [History](#) icon.
5. In the [Change History](#) part on the left side of the upcoming [Job Information Changes](#) dialog box, select the [New Hire](#) record, and choose [Edit](#).
6. In the [Edit History of Job Information on <hire date>](#) dialog box, make sure that in the [When would you like your changes to take effect?](#) field, the employee's hiring date is displayed.
7. Scroll to the [Time Information](#) block and make the following entries:

Field	Instruction	Possible Field Values
Work Schedule	The Work Schedule needs to fit to your Time Profile and Time Recording Profile. Choose between a Work Schedule for a Duration profile or a Clock Time profile	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.
Holiday Calendar	Holiday Calendars must have been created or adapted.	Choose a calendar fitting to your employee's country/region.
Time Profile	Time Profiles must have been created or adapted.	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.
Time Recording Profile	Depending on the Time Profile and Time Recording Profile maintained in the employee's master data record, he or she can perform either positive recording or overtime recording or can record working hours only.	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.
Time Recording Admissibility	Depending on the Time Recording Admissibility maintained for the employee, he/she can record time a number of weeks into the past, for example, 4 weeks back, and amend already approved Time Sheets.	<ul style="list-style-type: none"> • Past Weeks / Amendments Allowed (4WK_AMEND_YES) • 4 Past Weeks / No Amendments Allowed (4WK_AMEND_NO)
Time Recording Variant	The Time Recording Variant needs to fit to your Time Recording Profile. Choose between a variant for a Duration profile or a Clock Time profile.	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.

Field	Instruction	Possible Field Values
Default Overtime Compensation Variant	Depending on the combination of Time Profile, Time Recording Profile and Default Overtime Compensation Variant maintained for the employee, the additional time he or she has worked with respect to the work schedule (meaning overtime) will be compensated either as payout or as Time Off in Lieu, or as a combination of both, or will be credited to a working time account.	<ul style="list-style-type: none"> • Payout • Payout and Time Off • Time Off
Dynamic Break Config	This field is relevant for Cross-Midnight Attendance Time Recording .	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.
Clock In Clock Out Group	This field is relevant for Clock In Clock Out in Time Tracking .	More information about the necessary field values for each process described in this document can be found in the respective chapters in the <i>Prerequisites</i> part.

- When done, choose [Save](#).
- The data is saved and is visible in the employee's [Job Information](#) block.

OPTION 2: Change Time Information on a specific date

In case the **Time Information** fields should be valid starting on a specific effective date, other than the hiring date of the employee, proceed as follows:

- On the [Employee Files](#) page of the selected employee, choose [Actions](#) located in the top right corner of the screen and from the value list, which appears, select [Change Job and Compensation Info](#).
- In the upcoming [Change Job and Compensation Info](#) dialog box, flag in the [Choose what you want to change](#) block the [Job Information](#) check box.
- In the [When would you like your changes to take effect?](#) field, select the validity start date from calendar help. Several blocks related to job information are displayed.
- Scroll to the [Time Information](#) block, enter the required information, and choose [Save](#).
- The data is saved and is visible in the employee's [Job Information](#) subsection of the [Employment Information](#) section.

3.2 Delegate Workflows (Optional)

Use

With delegation an option is enabled, that allows approvers to forward their workflow to another user in the company that can approve or decline in lieu of the initial approver. There are two options of delegating workflows:

- manual delegation of a particular workflow request right from the [Workflow Details](#) page, and
- with help of the *Auto Delegation* feature, a delegatee can be selected for all workflows. This feature is especially helpful, in case the initial approver is absent for a longer period, for example due to annual leave.

Note

When the auto delegation is enabled for a user, this will not change the system behavior when the workflow is triggered. The request confirmation screen will still show the original approver.

Both options are described below. Note, that the approver can, but need not execute this step!

Note

Delegation of workflows can be useful for roles that need to approve requests. For the list of roles refer to the *Overview Table*.

Procedure

OPTION 1: MANUAL DELEGATION OF WORKFLOWS

1. Log on to the *Employee Central* instance with the appropriate role. The [Home](#) page is displayed.
2. In the [Approvals](#) section, choose the appropriate request card.

Note

In case there are several requests of the same category for you to approve, the [View All](#) link will be displayed on the appropriate request card. Choose that link; a dialog box containing the cards for each request displays. Choose the appropriate request card.

The [Workflow Details](#) screen is displayed, containing the detailed request.

3. Choose [Delegate](#). The [Delegate Request](#) dialog box is displayed.
4. Enter in the search field the name (or name parts) of the employee to whom you want to delegate this particular request. The autocomplete functionality suggests a list of employees matching your search criteria.

5. Select the appropriate employee from the result list and choose [Send](#). A message displays in the dialog box, in which you are informed, that the request is going to be delegated and the request initiator will be notified.
6. To confirm your choice, choose [Delegate](#).

Result

The request has been delegated. When the delegatee logs into the instance, the workflow request will display in the [Approvals](#) section on their [Home](#) page. When choosing the link to the detailed request, the delegatee gets to know that the initial approver has asked them to approve the request. The delegatee has the option of refusing delegation; for this they need to choose [Decline Delegation](#) in the respective workflow request.

OPTION 2: AUTO-DELEGATION OF WORKFLOWS

1. Log on to the *Employee Central* instance with the appropriate role. The [Home](#) page is displayed.
2. In the [Quick Actions](#) section, choose the [Delegate My Workflows](#) card.
3. In the upcoming [Delegate My Workflows](#) dialog box, turn the [Auto-Delegation](#) on by moving the [slider](#) button to the right. All fields in the dialog box become editable.
4. In the [Delegatee](#) search field, enter the name (or name parts) of the employee to whom you want to delegate your workflows. The autocomplete functionality suggests a list of employees matching your search criteria. Select the appropriate employee from the result list.

Note

You can also specify the period in which the delegatee should process the workflows on your behalf. For this, enter a [Start Date and Time](#) and an [End Date and Time](#). Pay attention, that the [Start Date and Time](#) cannot be in the past! If you leave these fields empty, the delegation becomes active immediately and will stay active till you turn it off.

5. Choose [Save](#).

Result

The delegation settings have been saved. When the delegatee logs into the instance, in the [For You Today](#) section on the [Home](#) page, the [Upcoming Delegation](#) card is displayed. From this card, the delegatee gets to know that a colleague is delegating workflows to them. Upon taking note of this, the delegatee can choose [Mark as Read](#), which makes the [Upcoming Delegation](#) card disappear from the screen. The delegatee has the option of refusing delegation; for this they need to choose [Decline Delegation](#) in the respective workflow request.

Note

Once you want to remove the auto-delegation of your workflow requests, move in the [Delegate My Workflows](#) dialog box the [Auto-Delegation](#) slider button to the left and choose [Save](#).

3.3 Install Mobile App (Optional)

Before mobile related process steps can be executed, you first need to install and activate the SAP SuccessFactors Mobile App on your mobile device. Afterwards there are four ways to activate the SAP SuccessFactors Mobile App on mobile devices. This document describes the Activation via QR Code only. For the other ways and for more deployment information on how to set up the Mobile application, refer to the [Mobile Deployment Guide](#) available on the SAP Help Portal for SAP SuccessFactors Mobile.

To install and activate the SAP SuccessFactors Mobile application using the QR code proceed as follows:

1. Load the Mobile App *SuccessFactors* from your App Store to your mobile device.
2. Open the App.
3. Tap *Add* in the upper left corner.
4. Tap *Logon with QR Code*.
5. Go to the instance logon screen on your desktop.
6. Click *Activate Mobile App Using QR Code*.
7. Scan the QR Code with your Mobile device.
8. Once the QR Code is validated, the User License screen appears on your mobile device. Read the End User License Agreement (EULA) and make the appropriate selections on the mobile device to accept the User License Agreement.
9. The user, who needs to execute the first process steps on the mobile, logs on to the Mobile App with userID and password.
10. The SAP SuccessFactors mobile application is now activated. The corresponding user profile is added.

Note

For testing purpose, you can use one mobile device for different business roles involved in this process. To realize this, repeat steps 3-9 with different users to get all user profiles listed in your *SuccessFactors* App.

In this case you need to set the *More Profiles* settings for the first user:

1. Logon with the userID of the first role.
2. Go to *More* → *Profile*.
3. In the Header on the right tap on the *Settings* icon.
4. Enable *More Profiles*.

Note

The description in this process is based on the use of the Mobile App on iPhone.

The *SuccessFactors* App also supports iPad usage. Additionally the Android platform is supported. Be aware that the interfaces may slightly differ.

Note

For more information refer to the Configuration Guide for Employee Central Core, chapter [Enable Mobile Features of SAP SuccessFactors App](#).

4 Overview Table

This guide consists of several process steps provided in the table below:

Process Step	Business Role	Access to Instance	Expected Results
Feature Single Record Approval [page 18]			
Submit Single Attendance Request [page 19]	Employee	Company Instance URL	The Working Time Type <i>Training (pre-approval required)</i> has been submitted to the Manager for approval.
Approve Single Attendance Request [page 21]	Line Manager	Company Instance URL or Mobile App	The Attendance Request has been approved by the line manager.
View Request Status and Submit Time Sheet [page 23]	Employee	Company Instance URL	The Request Status of the Training Request has been reviewed by the employee, working time for the whole week has been recorded and the Time Sheet has been submitted to the Line Manager.
Feature Clock In Clock Out [page 25]			
Self Clock In [page 29]	Employee	process step outside software	A <i>Clock In</i> record has been created.
Clock In on Behalf of Employee [page 32]	CICO Administrator	Company Instance URL	A <i>Clock In</i> record for the respective employee has been created by the CICO administrator.
Carry Out Work [page 35]	Employee	process step outside software	The employee's workday has ended.
Monitor Not Paired Time Event and Create Clock Out Event [page 36]	CICO Administrator	Company Instance URL	The missing <i>Clock Out</i> record for the respective employee has been created. A Workflow is triggered and sent to the Line Manager.
Approve Clock Out Event [page 39]	Line Manager	Company Instance URL or Mobile App	The Approval of the Time Event <i>Clock Out</i> has taken place.
Pair Time Events [page 41]	Background	---	The Time Event pairing for the Time Events <i>Clock In</i> and <i>Clock Out</i> has taken place in the <i>Time Event Processing Application</i> and the Time Events have been uploaded to the Admin UI.

Process Step	Business Role	Access to Instance	Expected Results
Monitor Time Event Pair [page 42]	CICO Administrator	Company Instance URL	Both Time Event Types, <i>Clock In</i> and <i>Clock Out</i> have Pairing Status Paired. The successfully paired time pair with category <i>Attendance</i> is sent to the employee's Time Sheet.
View Time Sheet (Optional) [page 43]	Employee	Company Instance URL or Mobile App	The successfully paired working time pair has been reviewed.
Feature Late Comer Detection [page 45]			
Record Working Time [page 47]	Employee	Company Instance URL or clock in terminal or any other kind of access control option	Working Time for Monday, Tuesday and Wednesday has been recorded. The Warning Messages <i>You clocked in too late today</i> for the workdays are displayed.
Monitor Alerts of Type Time Valuation [page 50]	Time Administrator	Company Instance URL	The employee's late coming has been reviewed in the Admin UI.
Record Working Time [page 51]	Employee	Company Instance URL or clock in terminal or any other kind of access control option	Working Time for Thursday has been recorded. The Warning Message <i>You clocked in too late today</i> is displayed. An additional Warning Message <i>You have clocked in late more than 3 times this month. Your manager will be informed.</i> is displayed.
Monitor Alerts of Type Time Collector [page 52]	Line Manager	Company Instance URL	The employee's late coming has been reviewed in the Admin Alerts UI.
Decide On Follow-Up Measures [page 54]	Line Manager	process step outside software	A conversation on the further course of action has been taken place between Line Manager and Employee.
Feature Rest Period Violation Detection [page 55]			
Record Working Time [page 56]	Employee	Company Instance URL or clock in terminal or any other kind of access control option	Working Time for Monday and Tuesday has been recorded. The Rest Period minimum of 11 hours was not reached.
Monitor Rest Period Violation Alerts [page 59]	Line Manager	Company Instance URL	The alerts for Rest Period Violations in the Admin Alerts UI have been monitored.
Decide On Follow-Up Measures [page 60]	Line Manager	process step outside software	A conversation on the further course of action has been taken place between Line Manager and Employee.
Feature Yearly Overtime Violation Detection [page 61]			

Process Step	Business Role	Access to Instance	Expected Results
Record Working Time [page 62]	Employee	Company Instance URL or clock in terminal or any other kind of access control option	Working Time for 2 weeks has been recorded. Messages are displayed as soon as the thresholds of 210 hours and 220 hours of Overtime are exceeded.
Monitor Yearly Overtime Violation Alert [page 71]	Line Manager	Company Instance URL	The alerts for yearly Overtime violations in the Admin Alerts UI have been monitored.
Decide On Follow-Up Measures [page 73]	Line Manager	process step outside software	A conversation on the further course of action has been taken place between Line Manager and Employee.
Feature Cross-Midnight Attendance (Germany only) [page 73]			
Scenario 1 – Nightshift On Week-days [page 77]	Employee	Company Instance URL	Working time for a whole week has been recorded. A preview of the Time Valuation Results for the whole week is shown.
Scenario 2 – Saturday Shift [page 81]	Employee	Company Instance URL	Working Time for a Friday night shift day has been recorded. A preview of the Time Valuation Results for Friday is shown.
Scenario 3 – Work on Sundays [page 84]	Employee	Company Instance URL	Working Time for a Saturday night shift has been recorded. A preview of the Time Valuation Results for Saturday is shown.
Feature Overtime Recording (South Africa only) [page 88]			
Scenario 1 – Normal Shifts [page 92]	Employee	Company Instance URL	Overtime for normal shifts has been recorded. Scenarios for different weekdays and holidays are available. Previews of the different Time Valuation Results are shown.
Scenario 2 – Cross-Midnight Attendance [page 100]	Employee	Company Instance URL	Overtime for cross-midnight shifts has been recorded. Scenarios for different weekdays and holidays are available. Previews of the different Time Valuation Results are shown.

5 Test Procedures

Following the next steps you will conduct the test procedures in this guide:

- [Single Record Approval \[page 18\]](#)
- [Clock In Clock Out \[page 25\]](#)
- [Late Comer Detection \[page 45\]](#)
- [Rest Period Violation Detection \[page 55\]](#)
- [Yearly Overtime Violation Detection \[page 61\]](#)
- [Cross-Midnight Attendance \(Germany only\) \[page 73\]](#)
- [Overtime Recording \(South Africa only\) \[page 88\]](#)

5.1 Single Record Approval

Purpose

This process describes an employee who submits a single attendance request, the manager who approves his/her request and in a last step the employee who records the rest of his/her working time for that week and submits the whole Time Sheet.

Single Record Approval in general works for all time evaluations which count the working hours of an employee. That means it works for Time Recording Profiles with Positive Time Recording with Duration or Clock Time Profiles, as well as for Overtime Profiles. In this SAP Best Practices, we deliver time type **Training (pre-approval required)** which relates to positive time recording.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Duration**.

Positive Time Recording with variant Clock Time is also possible but not in focus of this process.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Duration profile.	Example: 8:00 Hours Mon-Fri (5D8H_FFFFF00)

Field	Instruction	Field Values
<i>Time Profile</i>	Choose a Time Profile for Duration .	Example: Generic Profile 2 (DEU) (DEU_Generic_Profile2)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Duration .	Example: DUR - Positive (XX) - Reg. Time, OT1.5 (Mon-Sat), OT1.75 (Sun), OT2.0 (> 6h/week or 2h/day) (DUR-POS-XX-REGTM_OT1.5_OT1.75_OT2.0)
<i>Time Recording Variant</i>	Choose Time Recording Variant Duration .	Duration

Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

5.1.1 Submit Single Attendance Request

Purpose

This process describes an employee recording his or her working hours for a special Time Type, in our example *Training (pre-approval required)*.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.

Step #	Test Step Name	Instruction	Expected Result
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, from the <i>Home</i> dropdown, select <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview</i> pane on the left the <i>Daily Time Recording</i> pane on the right
<p><i>Time Sheet Overview</i> pane:</p> <ul style="list-style-type: none"> On top of the <i>Time Sheet Overview</i> pane the Planned Working Time per week, the Recorded Working Time per week and the Approval Status are shown. In the middle of the <i>Time Sheet Overview</i> pane the weekdays of the current week are listed. Each day shows the number of the <i>Planned Time</i> per day and the <i>Recorded Time</i> per day. The planned time is based on the value of field <i>Work Schedule</i> maintained in the employee master data record, in our example <i>08 hr 00 min</i>. <p><i>Daily Time Recording</i> pane:</p> <ul style="list-style-type: none"> The <i>Daily Time Recording</i> pane contains 2 subsections: <i>Working Times</i> and <i>Time Events</i>. The shown subsections depend on the time recording profile. <p>Possible Approval Statuses:</p> <ul style="list-style-type: none"> <i>To be submitted</i> – you have saved a draft and have not yet submitted the Time Sheet. <i>To be approved</i> – you have submitted the Time Sheet, but it is pending approval. <i>Approved</i> – the Time Sheet has already been approved. <i>Declined by approver</i> – the Time Sheet request has been declined 			
3	Select Day for Time Recording	<p>In the <i>Time Sheet Overview</i> pane choose the day for which you want to record your Training.</p> <p>In our example we choose tomorrow's date.</p>	<p>The chosen day is shown in the <i>Daily Time Recording</i> pane.</p>
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>You can also use the <i>Calendar</i> button to choose the correct day. A calendar pop-up opens. Here the current and the upcoming month is shown and a color-code indicates the status for each day.</p> </div>			

Step #	Test Step Name	Instruction	Expected Result
4	Record Training	<p>In the <i>Daily Time Recording</i> pane choose <i>Record</i> next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: select Training (pre-approval required) from dropdown</p> <hr/> <p><i>Duration</i>: enter number of hours (and minutes, if appropriate); format h:mm is pre-defined, for example 04:00</p> <hr/> <p><i>Cost Center</i>: select from the dropdown, if appropriate</p>	<p>The option to change the Time Type occurs.</p> <hr/> <p>The Training has been entered.</p>
5	Save Training	Choose <i>Save</i> .	<p>The Training has been saved and automatically been submitted to the Manager for approval.</p>

Note

Before you can submit the Time Sheet for the whole week, you need to submit the single record for approval first and additionally, it needs to be approved.

5.1.2 Approve Single Attendance Request

Purpose

The generated workflow needs to be processed. The Line Manager processes the single record with Time Type *Training (pre-approval required)* which has been sent for approval by the employee..

Prerequisite

The Time Sheet request for the single record with Time Type *Training (pre-approval required)* must have been submitted by the employee and sent for approval to his or her line manager.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to <i>Employee Central</i> as <i>Line Manager</i> .	The <i>Home</i> page is displayed.
2	Access Request	<p>On the <i>Home</i> page, in the <i>Approvals</i> section, on the <i>Create Attendance Request</i> card, choose the <i>Review and Approve</i> link.</p> <div data-bbox="416 669 879 860" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Note</p> <p>In case of more than one approval, first choose the <i>View All</i> button. A popup will occur showing all Approval cards.</p> </div> <div data-bbox="416 875 879 1095" style="border: 1px solid #ccc; padding: 5px;"> <p>Note</p> <p>You may choose <i>Approve with/without comments</i> next to the request in case you are sure to approve the right one without checking the details.</p> </div>	<p>The <i>Employee Files > Workflow Details</i> screen is displayed containing details to the employee's Attendance Request. The screen is divided into several sections:</p> <ul style="list-style-type: none"> • The <i>Do you approve this request?</i> section contains a short overview of the request, its initiator, and the workflow participants. • The <i>Attendance Request</i> section contains the details of the Training. • In the <i>Comment</i> section, you can post your remarks to the employee's request. • On the right part of the screen a short profile of the requesting employee is given. <div data-bbox="943 1055 1398 1279" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>By choosing the <i><employee name></i> link, you can directly open his/her employee file. Choose the browser <i>Back</i> to go back to the <i>Workflow Details</i> screen.</p> </div> <ul style="list-style-type: none"> • In the <i>Activity</i> section details to the request initiation are shown.
3	Review Attendance Request	Review details of the recorded Attendance Request in section <i>Attendance Request</i> . If needed, you can enter a note to this request in the <i>Comment</i> section.	The Attendance Request has been reviewed.

Step #	Test Step Name	Instruction	Expected Result
4	Approve Attendance Request	<p>If everything is fine, choose Approve to approve the Attendance Request.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>Decline: You may also decline the Attendance Request. In this case, it is recommended to add a comment explaining your decision. The new approval status will be <i>rejected</i>. The employee can then adapt the Attendance Request and resubmit it for approval or delete it.</p> <p>Delegate: You may also delegate the Attendance Request to another user in the company. In this case search for an appropriate colleague and choose Send. It is recommended to add a comment. For more information, refer to chapter in this test script.</p> </div>	<p>The Attendance Request has been approved by the line manager.</p> <p>The system generates a message about the approval of the workflow. You are redirected to your Home page.</p> <p>In the employee's Time Sheet, the status of the Attendance Request for this single training record turned <i>Approved</i>.</p>

5.1.3 View Request Status and Submit Time Sheet

Purpose

The Employee views the status of his or her Attendance Request for the single training record, records the Working Time for the whole week and submits the Time Sheet for Approval.

Prerequisite

The Time Sheet request for the single record with Time Type [Training \(pre-approval required\)](#) must have been approved by the Line Manager.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the Time Sheet block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	The <i>Time Sheet</i> screen is displayed, containing the Time Sheet for the current week.
3	Select Day for Time Recording	Choose the day in the Time Sheet for which the Training/Attendance Request has been recorded and sent for approval. You can select it either in the <i>Calendar pane</i> or in the <i>Time Sheet Overview pane</i> .	The chosen day is shown in the <i>Daily Time Recording pane</i> .
4	Check Status of Training/Attendance Request	Check the status of your Attendance Request. It can be found in the <i>Daily Time Recording pane</i> on the right.	The Training/Attendance request has status <i>Approved</i> .

Note

Possible status:

To be submitted: you have saved a draft and have not yet submitted the Training/Attendance request.

To be approved: you have submitted the Training/Attendance request, but its approval is pending.

Approved: the Training/Attendance request has already been approved.

Declined by approver: the Training/Attendance request has been declined.

Step #	Test Step Name	Instruction	Expected Result
5	Record Working Time for Each Day	Record your working time for each working day of the week in which your Training/Attendance Request has been recorded.	Working time for the whole week has been recorded. The Time Sheet is ready to be sent to the manager.
<div style="background-color: #f0f0f0; padding: 10px; border-left: 2px solid #0070c0;"> <p>Note</p> <p>This process step can be carried out at any time during the process. The Employee can record his or her Working Time also while the single Attendance Request is not yet approved.</p> </div>			
6	Submit Time Sheet	In the <i>Time Sheet Overview pane</i> choose Submit .	The <i>Submit Time Sheet</i> window is displayed.
7	Confirm to Submit Time Sheet	In the <i>Submit Time Sheet</i> window review the data. Additionally, you may choose to add a Comment. Choose Submit .	A system message is generated about the successful submission of your Time Sheet. The Status of your Time Sheet automatically turns to <i>To be approved</i> and is awaiting approval from your line manager. The Request Status for the Training Request has been reviewed by the employee, working time for the whole week has been recorded and the Time Sheet has been submitted to the Line Manager.

Note

The Line Manager can now process the Workflow that has been created by the employee submitting the Time Sheet. For more information on how to process and approve Time Sheets refer to [Process Time Sheets](#) in test script *Record Working Time*.

5.2 Clock In Clock Out

Purpose

This process describes how to deal with a missing Clock Out event:

1. In the first step the Clock In process takes place. It is done by an **Employee** or the **CICO Administrator**.
2. In the second step the **Employee** carries out the daily work and forgets to clock out.
3. In the third step the **CICO Administrator** monitors inconsistent time event pairs in the Admin UI. He/she finds the missing Clock Out time event and creates it in the Admin UI. The creation is done with reason *Forgot to punch*. This reason triggers a Workflow to the Line Manager.

4. In the forth step the **Manager** approves the Clock Out time event.
5. In the fifth step the automatic pairing of both time events, the Clock In and the Clock Out, takes place.
6. In the sixth step the **CICO Administrator** monitors the time event pairs again, which are now paired.
7. In the seventh step the **Employee** views the time pairs in the Time Sheet.

📘 Note

In this process the Employee forgets to clock out. The process is also conceivable with a **missing Clock In event**, or if the Employee forgets both, to clock in and to clock out for that day.

📘 Note

In this process the CICO Administrator uses reason **Forgot to Punch** when creating the Clock Out. Only this reason leads to the Workflow that will be going to the Manager in order to accept the manual creation of the Clock Out event. Other reasons or a Clock In Time Event do not trigger the Workflow.

📘 Note

Location Capturing for Clock In Clock Out

With this SAP Best Practices for Time Tracking solution, we deliver preconfigured content for Location Capturing for Clock In Clock Out. With this, you have the opportunity to verify if employees have performed their work from home at their home address or from a different address. This might be interesting for taxation reasons.

For more information refer to the Configuration Guide *Setup Clock In Clock Out*, chapter [Enabling Location Tracking](#).

If you enable the Location Capturing in your Clock In Clock Out group, when clocking in via mobile, the employees will first be asked to give their consent for the location tracking. If they give their consent, the employees' GPS coordinates will be transferred. This location information will then be shown in the Time Event Details in the employees' Time Sheets. Additionally, the location information will occur in the Admin UI (Manage Clock In Clock Out) in the Information icon in the Entry Type field.

A use case is not part of this test procedure.

Requirements

Requirements	Comment
Hardware	Any kind of hardware to identify an employee for access control and combine this with an employee's time recording, for example, time recording terminals, web clocks on PCs, mobile devices and so on.
Clock In Clock Out Group	The field Clock In Clock Out Group has been added to the employee's Time Information fields.
Employees replicated	The Employees have been replicated to the CICO Terminal Software via an automated job scheduled in Provisioning.

Note

In this SAP Best Practices, we assume that the customer has his/her own access control hardware, and that the terminal configuration is done. This SAP Best Practices solution delivers only the CICO group and the derivation rules for the time event pairing.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: Flex 6:00-19:00 (Flex_6AMto7PM)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Night Shift Employees (CLT_NS_TP)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT - Positive Flex (DEU) with WTA (CLT_POSITIVE_FLEX_DEU)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times
<i>Clock In Clock Out Group</i>	Choose the Clock In Clock Out Group.	Example: Employee Group 1 (SFCC_EG1)

Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

5.2.1 Clock In

Following the next 2 steps, working time for the employee will be entered. You can execute either the one or the other:

- In [Self Clock In \[page 29\]](#), the employee enters his/her Clock In working time by using the Time Sheet in his/her SAP SuccessFactors Employee Central instance. He/she uses the instance because the terminal he/she normally uses, does not work.
- In [Clock In on Behalf of Employee \[page 32\]](#), the CICO Administrator enters Clock In working time on behalf of an employee.

Note

Rounding of Clock-Time-based Time Recording:

With this SAP Best Practices for Time Tracking solution, we deliver optional rules to round Clock Times. One rule for *Clock In Clock Out* and one for *Time Tracking*. If you enable one of these rules, the employees' clock times will be rounded automatically if they clock in or clock out. The solution supports the 7-minute rule: in the first 7 minutes of a 15-minute interval the rule rounds the time back, and in the next seven minutes the rule rounds the time forward.

Start time	Rounded time
07:53 – 08:07	08:00
08:08 – 08:22	08:15
08:23 – 08:37	08:30
08:38 – 08:52	08:45
08:53 – 09:07	09:00

To test this feature you can use chapter [Self Clock In \[page 29\]](#) or [Clock In on Behalf of Employee \[page 32\]](#). Ensure the following:

- Do **not** clock in exactly to the quarters of the hour, such as 8:00, 8:15, 8:30 or 8:45.
- Create a *Clock In* and a *Clock Out* event to ensure the pairing. Only after pairing the rounded Time Events will be shown in the Time Sheet.
- Use chapter [View Time Sheet \(Optional\) \[page 43\]](#) to check the rounding.

For more information refer to:

- Configuration Guide **Setup Clock In Clock Out**, chapter [Clock In Clock Out Rounding](#) or
- Configuration Guide **Setup Time Tracking**, chapter [Rounding in Time Tracking](#).

5.2.1.1 Self Clock In

Purpose

In this process step, the employee enters his/her Clock In working time by using the Time Sheet in his/her SAP SuccessFactors Employee Central instance. He/she uses the instance because the terminal he/she normally uses, does not work.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as Employee.	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, from the <i>Home</i> dropdown, select <i>My Employee File</i>. On the My Employee File screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>Clock Time</i> card. In the upcoming <i>Clock Time</i> popup choose the <i>View Timesheet</i> link.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none">• the <i>Time Sheet Overview pane</i> on the left• the <i>Daily Time Recording pane</i> on the right

Time Sheet Overview pane:

- On top of the *Time Sheet Overview pane* the Planned Working Time per week, the Recorded Working Time per week and the Approval Status are shown.
- In the middle of the *Time Sheet Overview pane* the weekdays of the current week are listed. Each day shows the number of the *Planned Time* per day and the *Recorded Time* per day. The planned time is based on the value of field *Work Schedule* maintained in the employee master data record, in our example *08 hr 00 min*.

Daily Time Recording pane:

- The *Daily Time Recording pane* contains 2 subsections: *Working Times* and *Time Events*. The shown subsections depend on the time recording profile.

Possible Approval Statuses:

- *To be submitted* – you have saved a draft and have not yet submitted the Time Sheet.
- *To be approved* – you have submitted the Time Sheet, but it is pending approval.
- *Approved* – the Time Sheet has already been approved.
- *Declined by approver* – the Time Sheet request has been declined

Step #	Test Step Name	Instruction	Expected Result
3	Select Day for Time Recording	<p>In the <i>Time Sheet Overview pane</i> choose the day for which you want to record your Working Time.</p> <p>In our example we choose yesterday's date.</p> <div data-bbox="424 539 903 797" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>You can also use the <i>Calendar</i> button to choose the correct day. A calendar pop-up opens. Here the current and the upcoming month is shown and a color-code indicates the status for each day.</p> </div>	<p>The chosen day is shown in the <i>Daily Time Recording pane</i>.</p> <div data-bbox="922 506 1398 864" style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>Time Recording Admissibility: Depending on the <i>Time Recording Admissibility</i> maintained for you, you can record working time, for example, 4 weeks back. In case you want to record working time for a week that lies more than 4 weeks in the past, you will get an appropriate information message and the time sheet for that week is not editable.</p> </div>
4	Create Time Event	In the <i>Daily Time Recording Pane</i> choose the <i>Create</i> button next to <i>Time Events</i> .	The window <i>Create Time Event for <date></i> occurs.

Step #	Test Step Name	Instruction	Expected Result
		<p data-bbox="421 398 643 421">Enter <i>Time Event</i> data:</p> <p data-bbox="421 445 887 577"><i>Time</i>: open the picker by selecting the clock icon. A simplified clock will come up to help you choose the correct Clock In time. Choose 8:00 AM. When done choose OK.</p> <div data-bbox="421 600 903 752"> <p data-bbox="445 613 544 645">📌 Note</p> <p data-bbox="445 667 863 725">The Hours format depends on the employee's country.</p> </div> <p data-bbox="421 775 788 797"><i>Time Event Type</i>: choose Clock In.</p> <div data-bbox="421 819 903 972"> <p data-bbox="445 833 544 864">📌 Note</p> <p data-bbox="445 887 815 945">You may also add a break. In this case choose Time Event Type Break.</p> </div> <p data-bbox="421 999 756 1057"><i>Reason</i>: choose Terminal not functioning.</p> <p data-bbox="421 1084 839 1106"><i>Comment</i>: enter a comment if appropriate.</p> <div data-bbox="421 1151 903 1688"> <p data-bbox="445 1164 544 1196">📌 Note</p> <p data-bbox="445 1218 683 1240">Rounding Clock Times:</p> <p data-bbox="445 1267 847 1397">If the optional 7-minute-rule for rounding clock times has been enabled in your instance and you want to test this rule, proceed as follows:</p> <ol data-bbox="456 1424 879 1666" style="list-style-type: none"> <li data-bbox="456 1424 879 1518">1. Do not clock in exactly to the quarters of the hour, such as 8:00, 8:15, 8:30 or 8:45. <li data-bbox="456 1532 879 1590">2. Create a <i>Clock In</i> and a <i>Clock Out</i> event to ensure the pairing. <li data-bbox="456 1603 879 1666">3. Check the rounding in chapter View Time Sheet (Optional) [page 43]. </div>	<p data-bbox="919 398 1254 421">Time Event data has been entered.</p> <div data-bbox="919 443 1402 658"> <p data-bbox="943 456 1042 488">📌 Note</p> <p data-bbox="943 510 1370 640">You may also create the Time Event data by choosing the <i>Recordings</i> subsection and using the <i>Record</i> button next to <i>Working Times</i>.</p> </div>

Step #	Test Step Name	Instruction	Expected Result
5	Submit Time Event	Choose <i>Submit</i>	A message that the Time Event has been created occurs.

Note

Quick Self Clock In via Instance:

There is an option for a quick Clock In recording done by the employee: Choose the *Clock Time* card in the instance. In the upcoming *Clock Time* popup, choose the *Clock Time* button and then choose between *Clock In*, *Clock Out* and *Break* to immediately create the appropriate Time Event with the current time.

Note

Self Clock In via External Service:

The *Clock In* recording normally takes place by the employee who enters his/her Clock In working time by using a swipe machine or any external time tracking service like a terminal or a mobile application.

5.2.1.2 Clock In on Behalf of Employee

Purpose

This process describes a CICO Administrator entering *Clock In* working time on behalf of an employee.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>CICO Administrator</i> .	The <i>Home</i> page is displayed.

Step #	Test Step Name	Instruction	Expected Result
2	Go to <i>Manage Clock In Clock Out Page</i>	Type Manage Clock In Clock Out in the <i>Search for actions and people box</i> in the header bar and select the feature from the list.	The <i>Manage Clock In Clock Out</i> page is displayed. In the Admin UI the view can be filtered on <i>Validation Status, Pairing Status, Employees, Date</i> and <i>Time</i> . In addition, you can adapt the filter and add the fields <i>Approval Status</i> and <i>Time Event Type</i> . Or you can unselect fields that shall not be used in the search.
3	Create <i>Time Event</i>	Choose <i>Create</i> in the middle of the screen.	The window <i>Create Time Event</i> occurs.

Step #	Test Step Name	Instruction	Expected Result
		<p>Enter Time Event data:</p> <p><i>Employee</i>: choose the employee for whom you need to create the <i>Clock In</i> data.</p> <p><i>Time Event Type</i>: choose Clock In (P10)</p> <p><i>Date and Time</i>: open the picker by selecting the calendar icon</p> <ul style="list-style-type: none"> in the calendar view on the left choose a date, in our example <i>yesterday</i> in the <i>Hours</i> view on the right choose a time, in our example, 8:00 AM <div data-bbox="480 824 1043 976" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>The Hours format depends on the employee's country.</p> </div> <ul style="list-style-type: none"> choose <i>OK</i> <p><i>Time Offset</i>: defaults to your present time, leave as is or adapt as appropriate</p> <div data-bbox="432 1122 1043 1305" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>The Time Offset is an amount of time subtracted from or added to the Coordinated Universal Time (UTC) time to get the current civil time.</p> </div> <p><i>Reason</i>: choose Terminal not functioning</p> <p><i>Comment</i>: enter a comment if appropriate</p>	
		<div data-bbox="432 1429 1043 1648" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>The fields <i>Reason</i> and <i>Comment</i> are only shown in case you defined it during configuration. You can also define whether they are mandatory or not. For more information refer to the Configuration Guide Setup Clock In Clock Out.</p> </div>	
		<div data-bbox="432 1671 1043 1765" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>Rounding Clock Times:</p> </div>	The fields for the Time Event have been filled.

Step #	Test Step Name	Instruction	Expected Result
		<p>If the optional 7-minute-rule for rounding clock times has been enabled in your instance and you want to test this rule, proceed as follows:</p> <ol style="list-style-type: none"> 1. Do not clock in exactly to the quarters of the hour, such as 8:00, 8:15, 8:30 or 8:45. 2. Create a <i>Clock In</i> and a <i>Clock Out</i> event to ensure the pairing. 3. Check the rounding in chapter View Time Sheet (Optional) [page 43] 	
4	Save <i>Time Event</i>	Choose <i>Create</i> .	<p>A <i>Clock In</i> record for the respective employee has been created by the CICO Administrator and is shown in the <i>Items</i> list.</p> <p>As a result you see this record with Pairing Status <i>Not Paired</i> and Approval Status <i>Approved</i>.</p>

Note

In case you choose as reason *Forgot to punch* a workflow to the employee's Line Manager will be triggered.

Note

This process can also be executed by the employee's Line Manager. The process for *Clock In on Behalf of Employee* processed by the Line Manager is similar to the process described above for the CICO Administrator.

5.2.2 Carry Out Work

Purpose

The employee works his/her planned working hours during the workday and carries out his/her tasks.

At the end of the workday the employee forgets to Clock Out.

Procedure

This process step takes place outside the software.

Result

The employee's workday has ended.

The *Clock Out* Time Event has not been created.

The CICO Administrator gets an Overdue information when after 18 hours no pairing has taken place.

Note

The CICO Administrator receives the Overdue information in the Admin UI. Find more information in the next process step where we navigate to the [Manage Clock In Clock Out](#) page.

5.2.3 Monitor Not Paired Time Event and Create Clock Out Event

Purpose

In case the Time Event Pairing has been successful nothing has to be done. But in case the Time Event Pairing was unsuccessful, for example because of incompleteness, the CICO Administrator needs to create the missing time event type to complete the pairing. The Admin UI supports the CICO Administrator in finding incomplete Time Event pairs and correcting them.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>CICO Administrator</i> .	The <i>Home</i> page is displayed.
2	Go to Manage Clock In Clock Out Page	Type Manage Clock In Clock Out in the <i>Search for actions and people box</i> in the header bar and select the feature from the list.	The <i>Manage Clock In Clock Out</i> page is displayed. In the Admin UI the view can be filtered on <i>Validation Status</i> , <i>Pairing Status</i> , <i>Employees</i> , <i>Date</i> and <i>Time</i> . In addition, you can adapt the filter and add the fields <i>Approval Status</i> and <i>Time Event Type</i> . Or you can unselect fields that shall not be used in the search.
3	Select Status	Use the <i>Pairing Status</i> field to select employees with unpaired Time Event Types. <i>Pairing Status</i> : choose Not Paired	The <i>Pairing Status</i> has been selected.

Step #	Test Step Name	Instruction	Expected Result
4	Choose Go	Choose Go .	Time Event Types with an unsuccessful Pairing Status are shown. <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>The Time Event Types with unsuccessful Pairing Status only show up when after 18 hours no pairing has taken place.</p> </div>
5	Review Unsuccessful Pairs	Review the Time Event Type Clock In (P10) for yesterday's date.	You see this record with Pairing Status Not Paired and Approval Status Approved . <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>By choosing the Information sign in column Error Details you can review the number of hours how long the time event has not been paired. You might need to add the Error Details column via the Settings button.</p> </div>
6	Contact Employee	Get in contact with the employee who probably forgot to create the Time Event Type Clock Out (P20) .	The Employee confirms that he/she forgot to create the Time Event Type Clock Out (P20) . Now the CICO Administrator needs to create a time event type Clock Out to complete the pairing.
7	Create missing Time Event	Choose Create to create a Time Event. <hr/> <i>Employee:</i> choose the employee for whom you need to create the Clock Out data <hr/> <i>Time Event Type:</i> choose Clock Out (P20)	The window Create Time Event occurs. The fields for the missing Time Event have been filled.

Step #	Test Step Name	Instruction	Expected Result
		<p><i>Date and Time</i>: open the picker by selecting the calendar icon</p> <ul style="list-style-type: none"> in the calendar view on the left choose the same date than during <i>Clock In</i> creation, in our example <i>yesterday</i> in the Hours view on the right choose a time after the Clock In time, in our example, 04:25 PM <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>The Hours format depend on the employee's country.</p> </div> <ul style="list-style-type: none"> choose <i>OK</i> 	
		<p><i>Time Offset</i>: defaults to your present time, leave as is or adapt as appropriate.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>The Time Offset is an amount of time subtracted from or added to the Coordinated Universal Time (UTC) time to get the current civil time.</p> </div>	
		<p><i>Reason</i>: choose Forgot to punch</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>Note</p> <p>Only this reason leads to the Workflow that will be going to the Line Manager in order to accept the manual creation of the Clock Out event.</p> </div>	
		<p><i>Comment</i>: enter a comment if appropriate</p>	
8	Save Time Event	Choose <i>Create</i> .	<p>The missing Clock Out record for the respective employee has been created.</p> <p>As a result you see this record with Pairing Status <i>Not Paired</i> and Approval Status <i>Pending</i>.</p> <p>The Clock In record with Pairing Status <i>Not Paired</i> and Approval Status <i>Approved</i> is shown below the Clock Out record.</p>

ⓘ Note

The Employee may also have forgotten to Clock In. In this case the CICO Administrator can also create a Clock In Time Event on behalf of the Employee. This does not lead to a Workflow as long as reason *Terminal not functioning* is chosen.

ⓘ Note

The Employee may also have made a mistake when creating the Clock In. In this case the CICO Administrator can delete the existing Time Event Type.

5.2.4 Approve Clock Out Event

Purpose

The Manager approves the Clock Out Time Event Type for the employee, triggered by the CICO Administrator.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to <i>Employee Central</i> as Manager.	The <i>Home</i> page is displayed.

Step #	Test Step Name	Instruction	Expected Result
2	Access Request	<p>On the Home page, in the <i>Approvals</i> section on the <i>Create Manual Time Event</i> card choose <i>Review and Approve</i>.</p> <div data-bbox="424 535 801 763" style="background-color: #f0f0f0; padding: 5px;"> <p>Note</p> <p>In case of more than one approval first choose the <i>View All</i> button. A popup will occur showing all Approval cards.</p> </div> <div data-bbox="424 777 801 1068" style="background-color: #f0f0f0; padding: 5px;"> <p>Note</p> <p>You may choose <i>Approve with/without comments</i> or <i>Decline with/without comments</i> next to the request in case you are sure to approve/decline the right one without checking the details.</p> </div>	<p>The <i>Employee Files > Workflow Details</i> screen is displayed containing details to the request. The screen is divided into several sections:</p> <ul style="list-style-type: none"> The <i>Do you approve this request?</i> section contains a short overview of the request, its initiator, and the workflow participant(s). In the <i>Manual Time Event</i> section you will find details to the time event like: <ul style="list-style-type: none"> Data Operation: Create User, Date, Time Time Event Type Code: Clock Out (P20) Pairing Status: Not Paired Validation Status: Success Entry Type: Manual Reason: Forgot to punch Comment: if entered during request creation Time Event ID: automatically created In the <i>Comment</i> section, you can post your remarks to the request. In the <i><Employee name></i> section a short profile of the employee is given. <div data-bbox="863 1124 1394 1352" style="background-color: #f0f0f0; padding: 5px;"> <p>Note</p> <p>By choosing the <i><employee name></i> link, you can directly open his/her employee file. Choose the browser <i>Back</i> to go back to the <i>Workflow Details</i> screen.</p> </div> <ul style="list-style-type: none"> In the <i>Activity</i> section administrative details to the request initiation are given.
3	Review Changed Information	Review the details in the <i>Manual Time Event</i> section.	The data for the Manual Time Event has been reviewed and is ready for approval.

Step #	Test Step Name	Instruction	Expected Result
4	Approve Request	<p>If everything is fine, choose Approve to approve the Manual Creation of this Time Event.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>If required, you can also decline the request. In this case, it is recommended to add a comment explaining your decision. The CICO Administrator will see Approval Status Declined in the Manage Clock In Clock Out page. Then a new Clock Out Event needs to be created.</p> </div>	<p>The system generates a message about the successful approval of the workflow.</p> <p>The Approval of Time Event Clock Out has taken place.</p> <p>You are redirected to your Home page.</p>

5.2.5 Pair Time Events

Purpose

The pairing of Time Events takes place in the *Time Event Processing Application*.

Procedure

This is an automated step, and no manual execution is required.

Result

The Time Event pairing for the Time Events *Clock In* and *Clock Out* has taken place in the *Time Event Processing Application* and the Time Events have been uploaded to the Admin UI.

5.2.6 Monitor Time Event Pair

Purpose

The CICO Administrator monitors the time event pair after the manager approved the Workflow of the Clock Out time event type.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>CICO Administrator</i> .	The <i>Home</i> page is displayed.
2	Go to <i>Manage Clock In Clock Out Page</i>	Type Manage Clock In Clock Out in the <i>Search for actions and people box</i> in the header bar and select the feature from the list.	The <i>Manage Clock In Clock Out</i> page is displayed. In the Admin UI the view can be filtered on <i>Validation Status, Pairing Status, Employees, Date</i> and <i>Time</i> . In addition, you can adapt the filter and add the fields <i>Approval Status</i> and <i>Time Event Type</i> . Or you can unselect fields that shall not be used in the search.
3	Select Status	Use the <i>Pairing Status</i> field and choose Paired to select the paired Time Event Types.	The Pairing Status has been chosen.
4	Choose Go	Choose <i>Go</i> .	Time Event Types with successful Pairing Status are shown.
5	Review <i>Clock In Time Event Type</i>	Review the Time Event Type <i>Clock In (P10)</i> for yesterday's date.	Notice that the Pairing Status has changed from <i>Not Paired</i> to <i>Paired</i> . Notice that the Approval Status has not been changed. It is still <i>Approved</i> . Notice that the <i>Error Details</i> with the information for how many hours the time event has not been paired, are gone. You might need to add the <i>Error Details</i> column via the <i>Settings</i> button.

Step #	Test Step Name	Instruction	Expected Result
6	Review <i>Clock Out</i> Time Event Type	Review the newly created Time Event Type <i>Clock Out (P20)</i> for yesterday's date.	<p>Notice that the Pairing Status has changed from <i>Not Paired</i> to <i>Paired</i>.</p> <p>Notice that the Approval Status has changed from <i>Pending</i> to <i>Approved</i>.</p> <p>Both Time Event Types, <i>Clock In</i> and <i>Clock Out</i> have Pairing Status <i>Paired</i>.</p> <p>The successfully paired time pair with category <i>Attendance</i> is sent to the employee's Time Sheet.</p>

5.2.7 View Time Sheet (Optional)

Purpose

The employee reviews the successfully paired time pair in his/her Time Sheet.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to <i>Time Sheet</i>	<p><u>Option 1:</u> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> In section <i>Quick Actions</i> choose the <i>Clock Time</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview pane</i> on the left the <i>Daily Time Recording pane</i> on the right
3	Select Day with recorded Time Pair	Choose the day (yesterday) in the Time Sheet for which the Time Pair has been recorded.	The chosen day is shown in the <i>Daily Time Recording pane</i> on the right.

Step #	Test Step Name	Instruction	Expected Result
4	Review Working Time	<p>Expand and review the <i>Working Time</i> entry. It can be found in the <i>Daily Time Recording pane</i> on the right:</p> <ul style="list-style-type: none"> • Time Type: <i>Working Time</i> • Start Time: check the time your working time has started, in our example, <i>8:00 AM</i> • End Time: check the time your working time has ended, in our example, <i>4:25 PM</i> • Duration: the hours have been calculated automatically, in our Details example, <i>08:25</i> 	The <i>Working Time</i> , shown as <i>Start Time</i> and <i>End Time</i> has been created in the <i>Admin UI</i> and is shown in the employee's Time Sheet.
5	Review Paired Time Events	<p>Below the Working Time review the <i>Paired Time Events</i>:</p> <ul style="list-style-type: none"> • 8:00 AM Clock In • 4:25 PM Clock Out <p>Hover over the person sign. You see that both Time Events are a <i>Manually Created Time Event</i>.</p> <p>Choose either the Clock In or the Clock Out entry. The <i>Time Event Details</i> pop-up shows up. It contains:</p> <ul style="list-style-type: none"> • Time Event Type: Clock In / Clock Out • Date: yesterday • Time: Clock in time / Clock out time • Approval Status: Approved • Reason: Terminal not functioning / Forgot to punch • Comment: if entered during request creation • Pairing Status: Paired • Entry Type: Manual 	<p>The Paired Time Events and its details have been reviewed.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>Rounding Clock Times:</p> <p>The <i>Paired Time Events</i> have been rounded in Time Type <i>Working Time</i> to the quarters of the hour, if:</p> <ul style="list-style-type: none"> • the optional 7-minute-rule for rounding clock times has been enabled in your instance • you recorded times via Self Clock In [page 29] or Clock In on Behalf [page 32] • you clocked in and clocked out to ensure the pairing <p>Compare <i>Paired Time Events</i>, e.g.</p> <ul style="list-style-type: none"> • 8:03 AM Clock In • 4:31 PM Clock Out <p>with Time Type <i>Working Time</i>, e.g.</p> <ul style="list-style-type: none"> • Start Time: 8:00 AM • End Time: 4:30 PM </div>

Step #	Test Step Name	Instruction	Expected Result
6	Review Scheduled Break	<p>Expand and review the <i>Scheduled Break</i> entry. It can be found in the Daily Time Recording pane on the right:</p> <ul style="list-style-type: none"> Time Type: <i>Scheduled Break</i> <i>2:00 PM</i> End Time: check the time your break has ended, in our example <i>2:30 PM</i> <i>Start Time: check the time your break has started, in our example</i> Duration: the time for breaks has been calculated automatically, in our example <i>00:30</i> minutes 	<p>The employee has reviewed the successfully paired working time pair in his/her Time Sheet.</p> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Note</p> <p>The Time Type <i>Scheduled Break</i> has been generated automatically as per dynamic break rules. The <i>Scheduled Break</i> has been created in the <i>Admin UI</i> and is shown in the employee's Time Sheet with <i>Start Time</i> and <i>End Time</i>.</p> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Note</p> <p>Start Time: check the time your break has started, in our example The Paired Time Events can also be reviewed in section <i>Time Events</i> below section <i>Recordings</i>.</p> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <p>Note</p> <p>In the Time Sheet you may also check your <i>Time Valuation Results</i> on the bottom of the <i>Time Sheet Overview pane</i>.</p> </div> <div style="background-color: #f0f0f0; padding: 5px;"> <p>Note</p> <p>In case you have recorded your working time for each working day of the week, you may also <i>Submit</i> your Time Sheet for approval to your Line Manager. For more information refer to the testscript <i>Record Working Time</i>.</p> </div>

5.3 Late Comer Detection

Purpose

This process describes how to detect Late Comers:

1. In the first step an **Employee** clocks in late. After clocking in late 3 times in a month, an Alert is sent to the Admin UI.
2. In the second step the **Time Administrator** monitors Alerts in the Admin UI and reacts on it.
3. In the third step the **Employee** clocks in late for the 4th time in the same month, which triggers a different Alert in the Admin UI.

4. In the fourth step the employee's **Line Manager** reviews this alert in the Admin UI.
5. The last step takes place out of the instance when the **Line Manager** decides on Follow-up measures how to react on the late coming of the employee. The reactions may vary depending on the company's rules and guidelines. Examples are: Employee conversation, Salary deduction, Vacation deduction or others.

Note

To record his or her working time, the employee can use the instance or can clock in via a terminal or any other kind of access control options. In this process we describe the use of the instance.

Note

In this process, the Time Administrator reviews the Alerts in step 2, while the Line Manager reviews the Alerts in step 4. Actually, both roles can review both Alerts.

Note

In this SAP Best Practices solution, we provide the Alert after 3 times of late coming. This threshold can be adapted to your needs in the Time Valuation.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: CLT 08:00 - 17:00 Mon-Fri No Break (PER_CLT_8000_1700_Mon_Fri_No_Break)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Profile (DEU) (DEU_CLT_Time_Profile)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT - Detect Late Comers (CLT_POS_LATE_DETECTION)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times

Field	Instruction	Field Values
<i>Clock In Clock Out Group</i> (optional)	Choose the Clock In Clock Out Group.	Example: Employee Group 1 (SFCC_EG1)

Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

5.3.1 Record Working Time

Purpose

This process describes how the employee records his or her Working Time for 3 days. Every day the employee clocks in late and receives warning messages.

In this process we describe an employee using the Time Sheet to record Working Times. Instead, also a Self Clock-In via a terminal is possible.

Note

Grace Period Rounding

With this SAP Best Practices for Time Tracking solution, we deliver an optional rule to round start and end times of the employee's planned working time. This rule allows a tolerance time at the beginning and at the end of the working day, when working time is recorded 5 minutes earlier or later. The rule is attached to a sample work schedule.

You can test this feature in Test Step 4 *Record Working Time*. Ensure the following:

- The Work Schedule **CLT 08:00 - 17:00 with breaks RD (CLT_0800_1700RD)** is assigned to your employee.
- Do not record times in exactly according to the Work Schedule, such as 8:00 AM and 5:00 PM. Instead record working time for e.g. 7:54 Start time and 4:55 End time.

For more information refer to the [Workbook Time Tracking](#), which can be found in the Workbook section.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p>Option 1: On the Home page, from the Home dropdown select <i>My Employee File</i>. On the My Employee File screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p>Option 2: On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed.</p> <div data-bbox="1002 636 1398 826" style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>Note</p> <p>For more information on the Time Sheet UI refer to the testscript Record Working Time.</p> </div>
3	Select Day for Time Recording	<p>In the Time Sheet choose the day for which you want to record your Working Time. You can either select it in the Time Sheet Overview pane on the left or by choosing the <i>Calendar</i> button.</p> <p>In the example we choose <i>Monday</i> of the current week.</p>	The chosen day is shown in the Daily Time Recording pane on the right.
4	Record Working Time for Monday	<p>In the daily time recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type:</i> leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time:</i> enter a time that is later than the normal shift start; format h:mm AM/PM is predefined, e.g., 08:15 AM</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Monday has been entered.</p>

Step #	Test Step Name	Instruction	Expected Result
		<p><i>End Time</i>: enter the time your shift has ended; format h:mm AM/PM is predefined, e.g., 05:00 PM</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>Grace Period Rounding</p> <p>If the employee has the Grace Rounding Work Schedule assigned and you want to test the Grace Rounding rule, proceed as follows:</p> <ol style="list-style-type: none"> 1. Don't record times exactly according to the Work Schedule, such as 8:00 AM or 5:00 PM. Instead, record working time for e.g. <i>Start Time</i> 7:54 AM and <i>End Time</i> 4:55 PM. 2. You will immediately see the end time rounded to 5:00, because it is within the 5-minutes interval. The start time will not be rounded because it is outside the 5 minutes interval. 3. The information <i>The original entry was rounded</i> is shown. </div> <p><i>Duration</i>: the hours will be calculated automatically, e.g., 08:45</p>	
5	Save Working Time for Monday	Choose <i>Save</i> .	<p>Working Time for Monday has been saved.</p> <p>A Warning Message <i>You clocked in too late today</i> is shown.</p>
6	Record Working Time for 2 more days	<p>Repeat steps 3 - 5 for two more working days.</p> <p>In the example we choose <i>Tuesday</i> and <i>Wednesday</i> of the current week.</p> <p>For both days, choose a <i>Start Time</i> that is later than the normal shift starts.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>In this process we enter late clock in times on three consecutive days. In fact, to trigger the warning messages, the late clock in times only need to be sometime within the same month.</p> </div>	<p>Working Time for Tuesday and Wednesday has been recorded.</p> <p>The Warning Messages for all 3 days <i>You clocked in too late today</i> are shown.</p>
7	Close the Warnings	Choose <i>Close</i> to close the Warning Messages.	A red <i>Warning</i> icon in the lower left corner is displayed.

Step #	Test Step Name	Instruction	Expected Result
8	Check the Warnings	Choose the red <i>Warning</i> icon in the lower left corner.	The 3 Warning Messages <i>You clocked in too late today</i> for the 3 workdays are displayed.

5.3.2 Monitor Alerts of Type Time Valuation

Purpose

This process describes the Time Administrator monitoring Late Comers with Time Type Group *Time Valuation* in the Admin Alerts UI.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Time Administrator</i> .	The <i>Home</i> page is displayed.
2	Go to Admin Alerts Page	On the <i>Home</i> page, go to the <i>Quick Actions</i> section and choose the <i>Admin Alerts</i> card.	The <i>Admin Alerts</i> page is displayed. This is the Admin Alerts UI for Administrators and Managers.
3	Select Admin Alert Type	In the <i>Admin Alert Type</i> dropdown choose <i>Time Valuation</i> .	The Admin Alerts for type <i>Time Valuation</i> are shown.
4	Show Options	In the column header select the <i>Time Type Group Code</i> column.	The options <i>Sort</i> , <i>Filter</i> , <i>Group</i> , and <i>Columns</i> are displayed.
5	Filter for Late Comers	Choose <i>Filter</i> .	The window <i>Filter</i> is shown.
6	Choose value for Late Comers	In field <i>Value</i> type LATECHECK . The field is case-sensitive.	The <i>Time Type Group Code</i> has been entered.

Step #	Test Step Name	Instruction	Expected Result
7	Choose OK	Choose <i>OK</i> .	The Alerts table contains only entries with Late Comer data. <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>The column <i>Value</i> shows the minutes, the employee has been late.</p> <p>The column <i>Message</i> shows the message, the employee received when he or she created the Time Sheet entry.</p> </div>
8	Go to Time Sheet	Choose the latest entry in the list.	The Time Sheet of the current week for the employee is shown in a new tab. The 3 Warning Messages <i>You clocked in too late today</i> are shown.
9	Review Time Sheet	Review the employee's Time Sheet.	The Working Time for the affected days has been reviewed.
10	Close Time Sheet	Close the employee's Time Sheet by closing the tab.	The tab with the Admin Alerts for type <i>Time Valuation</i> is shown. The Time Administrator has monitored the alerts for Late Comers in the Admin UI and can react on it.

5.3.3 Record Working Time

Purpose

This process describes how the employee records his or her Working Time for a 4th day. The employee clocks in late again and receives a Warning Message.

Note

In this process we describe an employee using the Time Sheet to record Working Times. Instead, also a Self Clock-In via a terminal is possible.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, from the Home dropdown select <i>My Employee File</i>. On the My Employee File screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed.</p> <p>The 3 Warning Messages <i>You clocked in too late today</i> for the 3 workdays the employee already recorded are shown.</p>
3	Select Day for Time Recording	<p>In the Time Sheet choose the day for which you want to record your Working Time. You can either select it in the Time Sheet Overview pane on the left or by choosing the <i>Calendar</i> button.</p> <p>In the example we choose <i>Thursday</i> of the current week.</p>	The chosen day is shown in the Daily Time Recording pane on the right.
4	Record Working Time for Thursday	<p>In the daily time recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <p><i>Time Type:</i> leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time:</i> enter a time that is later than the normal shift start; format h:mm AM/PM is predefined, e.g., 08:30 AM</p> <hr/> <p><i>End Time:</i> enter the time your shift has ended; format h:mm AM/PM is predefined, e.g., 05:45 PM</p> <hr/> <p><i>Duration:</i> the hours will be calculated automatically, e.g., 09:15</p>	<p>The option to change the Time Type occurs.</p> <p>Working Time for Thursday has been entered.</p>
5	Save Working Time for Thursday	Choose <i>Save</i> .	<p>Working Time for Thursday has been recorded.</p> <p>A forth Warning Message <i>You clocked in too late today</i> is displayed.</p> <p>An additional Warning Message <i>You have clocked in late more than 3 times this month. Your manager will be informed.</i> is displayed.</p>

5.3.4 Monitor Alerts of Type Time Collector

Purpose

This process describes the Line Manager monitoring Late comers with Time Type Group *Time Collector* in the Admin Alerts UI.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Line Manager</i> .	The <i>Home</i> page is displayed.
2	Go to Admin Alerts Page	On the <i>Home</i> page, go to the <i>Quick Actions</i> section and choose the <i>Admin Alerts</i> card.	The <i>Admin Alerts</i> page is displayed. This is the Admin Alerts UI for Administrators and Managers.
3	Select Admin Alert Type	In the <i>Admin Alert Type</i> dropdown choose <i>Time Collector</i> .	The Admin Alerts for type <i>Time Collector</i> are displayed.
4	Show Options	In the column header select the <i>Time Valuation Code</i> column.	The options <i>Sort</i> , <i>Filter</i> , <i>Group</i> , and <i>Columns</i> are displayed.
5	Filter for Late comers	Choose <i>Filter</i> .	The window <i>Define Filters</i> is displayed.
6	Choose value for Late comers	In field <i>Value</i> type COUNTALERTMON .	The <i>Time Valuation Code</i> has been entered.

Step #	Test Step Name	Instruction	Expected Result
7	Choose OK	Choose <i>OK</i> .	<p>The Alerts table contains only entries with data of employees who have been more than 3 times late per month.</p> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc;"> <p>Note</p> <p>The column <i>Date</i> shows the date, the employee was late for the 4th time.</p> <p>The column <i>Value</i> shows the number, how often the employee has been late for the 4th time.</p> <p>The column <i>Message</i> shows the message(s), the employee received when he or she created the Time Sheet entry.</p> </div> <div style="background-color: #f0f0f0; padding: 10px; border: 1px solid #ccc; margin-top: 10px;"> <p>Note</p> <p>Additional late coming days do only lead to an additional Warning Message <i>You clocked in too late today</i>. There will be no additional entry in the Admin Alerts list. This means, there is only one entry per month per employee.</p> </div>
8	Go to Time Sheet	Choose the latest list entry.	<p>The Time Sheet of the current week for the employee is displayed in a new tab.</p> <p>The 4 Warning Messages <i>You clocked in too late today</i> are shown.</p> <p>The additional Warning Message <i>You have clocked in late more than 3 times this month. Your manager will be informed.</i> is shown.</p>
9	Review Time Sheet	Review the employee's Time Sheet.	The Working Time for the affected days has been reviewed.
10	Close Time Sheet	Close the employee's Time Sheet by closing the tab.	<p>The tab with the Admin Alerts for type <i>Time Collector</i> is shown.</p> <p>The Line Manager has monitored the alerts for Late Comers in the Admin UI and can react on it.</p>

5.3.5 Decide On Follow-Up Measures

Purpose

Depending on the company's rules and guidelines the Line Manager decides on Follow-up measures how to react on the late coming of the employee. These may vary from company to company. Examples are:

- Conversation with the Employee
- Salary deduction
- Vacation deduction

In this process the Line Manager seeks the conversation with the employee.

Procedure

This process step takes place outside the software.

Result

Line Manager and Employee had a conversation about how to proceed.

5.4 Rest Period Violation Detection

Purpose

This process describes how to detect Rest Period Violations:

1. In the first step an **Employee** records working time. Between end of work on day 1 and start of work on day 2 the Rest Period is less than 11 hours. This sends an Alert to the Admin Alert UI.
2. In the second step the **Line Manager** monitors the Rest Period Violation in the Admin Alert UI.
3. The last step takes place outside the instance when the **Line Manager** decides on Follow-up measures how to react on the Rest Period Violation of the employee.

ⓘ Note

To record his or her working time, the employee can use the instance or can clock in via a terminal or any other kind of access control options. In this process we describe the use of the instance.

ⓘ Note

In this process, the Line Manager reviews the Alerts. Actually, both the Line Manager and the Time Administrator can review the Alerts.

ⓘ Note

In this SAP Best Practices solution, we provide the Alert if the 11 hours (660 minutes) rest period is not respected. This threshold can be adapted to your needs in the Time Valuation.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: CLT 08:00 - 17:00 Mon-Fri No Break & Flex Window (PER_CLT_8000_1700_Mon_Fri_No_Break_FLEX)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Profile (DEU) (DEU_CLT_Time_Profile)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT - Positive(XX) - Check Minimum Rest Period (CLT_XX_RESTPERIOD)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times
<i>Clock In Clock Out Group</i> (optional, only necessary in case CICO is used)	Choose the Clock In Clock Out Group.	Example: Employee Group 1 (SFCC_EG1)

ⓘ Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

5.4.1 Record Working Time

Purpose

This process describes how the employee records his or her Working Time for 2 executive days. Between the end of the first day and the beginning of the second day the Rest Period is less than 11 hours.

In this process we describe an employee using the Time Sheet to record Working Times. Instead, also a Self Clock-In via a terminal is possible.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the Home page, from the Home dropdown select <i>My Employee File</i>. On the My Employee File screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>For more information on the Time Sheet UI refer to the testscript Record Working Time.</p> </div>
3	Select Day for Time Recording	<p>In the Time Sheet choose the day for which you want to record your Working Time. You can either select it in the Time Sheet Overview pane on the left or by choosing the <i>Calendar</i> button.</p> <p>In the example we choose <i>Monday</i> of the current week.</p>	The chosen day is shown in the Daily Time Recording pane on the right.
4	Record Working Time for Monday	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type:</i> leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time:</i> enter the time the shift has started, in the example we choose 08:00 AM</p> <hr/> <p><i>End Time:</i> enter the time the shift has ended, in the example we choose 05:00 PM</p> <hr/> <p><i>Duration:</i> the hours will be calculated automatically, in the example 09:00</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Monday has been entered.</p>

Step #	Test Step Name	Instruction	Expected Result
5	Save Working Time for Monday	<p>Choose <i>Save</i>.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> is displayed. In this case 8 hr 30 min because of the deducted breaks.</p> </div>	Working Time and Scheduled Breaks for Monday have been saved.
6	Select Day for Time Recording	<p>Choose the next day in the Time Sheet to record Working Time.</p> <p>In the example we choose <i>Tuesday</i> of the current week.</p>	The chosen day is shown in the Daily Time Recording pane on the right.
7	Record Working Time for Tuesday	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time</i>: enter the time the shift has started, in the example we choose 01:00 AM</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>The Rest Period has only been 8 hours.</p> </div> <hr/> <p><i>End Time</i>: enter the time the shift has ended, in the example we choose 09:00 AM</p> <hr/> <p><i>Duration</i>: the hours will be calculated automatically, in the example 08:00</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Tuesday has been entered.</p>
8	Save Working Time for Tuesday	<p>Choose <i>Save</i>.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> is displayed. In this case 7 hr 30 min is calculated because of the deducted breaks.</p> </div>	<p>Working Time and Scheduled Breaks for Tuesday have been saved.</p> <p>The Rest Period minimum of 11 hours was not reached.</p>

5.4.2 Monitor Rest Period Violation Alerts

Purpose

This process describes the Line Manager monitoring the Rest Period Violations in the Admin Alerts UI.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Line Manager</i> .	The <i>Home</i> page is displayed.
2	Go to Admin Alerts Page	On the <i>Home</i> page, go to the <i>Quick Actions</i> section and choose the <i>Admin Alerts</i> card.	The <i>Admin Alerts</i> page is displayed. This is the Admin Alerts UI for Administrators and Managers.
3	Select Admin Alert Type	In the <i>Admin Alert Type</i> dropdown choose <i>Time Valuation</i> .	The Admin Alerts for type <i>Time Valuation</i> are shown.
4	Show Options	In the column header select the <i>Time Type Group Code</i> column.	The options <i>Sort</i> , <i>Filter</i> , <i>Group</i> , and <i>Columns</i> are displayed.
5	Filter for Rest Period Violations	Choose <i>Filter</i> .	The <i>Filter</i> window is shown.
6	Choose value for Rest Period Violations	In the <i>Time Type Group Code</i> field type RESTTIME_VIOLATION . The field is case-sensitive.	The <i>Time Type Group Code</i> has been entered.
7	Choose OK	Choose <i>OK</i> .	The Alerts table contains only entries with Rest Period Violations.

Note

The column *Value* shows the minutes the employee has rested, in the example *480*. Since 660 minutes (11 hours) is the threshold for resting, the highest value shown here can be 659.

The information shown in column *Message* is only available in the Admin Alerts UI. It is not visible for the employee when he or she creates the Time Sheet entry.

Step #	Test Step Name	Instruction	Expected Result
8	Go to Time Sheet	Choose the latest entry in the list.	The Time Sheet of the current week is shown in a new tab.
9	Review Time Sheet	Review the employee's Time Sheet.	The Working Time for the affected days has been reviewed.
10	Close Time Sheet	Close the employee's Time Sheet by closing the tab.	The Admin Alerts tab with type <i>Time Valuation</i> is shown. The Line Manager has monitored the alerts for Rest Period Violations in the Admin Alerts UI and can react on it.

5.4.3 Decide On Follow-Up Measures

Purpose

Depending on the company's rules and guidelines the Line Manager decides on Follow-up measures how to react on the Rest Period Violation of the employee. These may vary from company to company. Examples are:

- Send an alert to the Employee
- Conversation with the Employee

In this process the Line Manager seeks the conversation with the employee.

Procedure

This process step takes place outside the software.

Result

Line Manager and Employee had a conversation about how to proceed.

5.5 Yearly Overtime Violation Detection

Purpose

This process describes how to detect Violations of yearly Overtime:

1. In the first step an **Employee** records working time with a high amount of overtime hours. This causes the threshold values to be exceeded. Corresponding messages are displayed and alerts are sent to the Admin Alert UI.
2. In the second step the **Line Manager** monitors the Overtime Violation in the Admin Alert UI.
3. The last step takes place outside the instance, when the **Line Manager** decides on Follow-up measures how to react on the Overtime Violation of the employee.

ⓘ Note

To record his or her working time, the employee can use the instance or can clock in via a terminal or any other kind of access control options. In this process we describe the use of the instance.

ⓘ Note

In this process, the Line Manager reviews the Alerts. Actually, both the Line Manager and the Time Administrator can review the Alerts.

ⓘ Note

In this SAP Best Practices solution, we provide the Alerts if a limit of 210 hours and 220 hours of Overtime per year is breached. This threshold can be adapted to your needs in the Time Valuation.

ⓘ Note

In this guide, the Employee records working time within a period of 2 consecutive weeks. In fact, to cross the thresholds of 210 and 220 Overtime hours per year, the days with the overtime hours can be distributed over the entire calendar year.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: 08:00 - 17:00 Mon-Fri (PER_CLT_5D8HFFFFFF00)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Profile (DEU) (DEU_CLT_Time_Profile)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT - Positive (XX)- Overtime and Overtime Limit (220) (CLT-POS-XX_REGTM_DY_OT220)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times
<i>Clock In Clock Out Group</i> (optional, only necessary in case CICO is used)	Choose the Clock In Clock Out Group.	Example: Employee Group 1 (SFCC_EG1)

📘 Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

5.5.1 Record Working Time

Purpose

This process describes how the employee records his or her Working Time over a timeframe of 2 consecutive weeks. This Best Practices solution provides 2 thresholds: the first one is reached as soon as more than 210 overtime hours per year have been recorded. The second one is reached as soon as 220 overtime hours per year have been recorded. To receive the 2 different messages the Employee will first record 210 overtime hours, and then additional 10 overtime hours.

In this process we describe an employee using the Time Sheet to record Working Times. Instead, also a Self Clock-In via a terminal is possible.

Note

Make sure that no times have been recorded for the current calendar year for the Employee. In the used Time Type Group, this Best Practices solution uses January 1st as reference date for the calculation over 12 months. You can adapt this to the customer's needs, e.g. to start on February 1st and to run over 6 months only.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the Home page, from the Home dropdown select <i>My Employee File</i>. On the My Employee File screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>View My Time Sheet</i> card.</p>	The <i>Time Sheet</i> for the current week is displayed.
3	Select Day for Time Recording	<p>In the Time Sheet choose the day for which you want to record your Working Time. You can either select it in the Time Sheet Overview pane on the left or by choosing the <i>Calendar</i> button.</p> <p>In the example we choose <i>Monday</i> of the current week.</p>	The chosen day is shown in the Daily Time Recording pane on the right.
4	Record Working Time for Monday	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <p><i>Time Type:</i> leave as is, Working Time is proposed</p> <p><i>Start Time:</i> enter the time the shift has started, in the example we choose 08:00 AM</p>	<p>The option to change the Time Type is displayed.</p> <p>Working Time for Monday has been entered.</p>

Note

For more information on the Time Sheet UI refer to the testscript [Record Working Time](#).

Step #	Test Step Name	Instruction	Expected Result
		<p><i>End Time</i>: enter the time the shift has ended, in the example we choose 07:15 AM</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>This is apparently not a feasible working time duration. We select these times to test the threshold of 210 and 220 overtime hours within 2 weeks of time recording.</p> </div> <p><i>Duration</i>: the hours will be calculated automatically, in the example 23:15</p>	
5	Save Working Time for Monday	Choose <i>Save</i> .	<p>Working Time and Scheduled Breaks for Monday have been saved.</p> <p>In the <i>Recorded Time</i> column, only 22 hr 00 min are displayed, due to the automatically deducted breaks.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the whole week is displayed. In this case 22 hr 00 min.</p> <p>In the <i>Summary</i> block only 14 hr 00 min are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (22 hours) minus Planned Time (8 hours) calculation. They are added into the time valuation account to calculate the threshold.</p>
6	Record Working Time for Tuesday to Friday	<p>Repeat steps 3 - 5 for 4 more working days.</p> <p>In the example we choose Tuesday, Wednesday, Thursday and Friday of the current week.</p>	<p>Working Time and Scheduled Breaks for Monday to Friday have been saved.</p> <p>In the <i>Recorded Time</i> column, 22 hr 00 min are displayed for each of the 5 days, due to the automatically deducted breaks.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the whole week is displayed. Now it sums up to 110 hr 00 min.</p> <p>In the <i>Summary</i> block now 70 hr 00 min are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (110 hours) minus Planned Time (40 hours) calculation.</p>
7	Select Day for Time Recording	In the Time Sheet choose <i>Saturday</i> of the current week.	The chosen day is shown in the Daily Time Recording pane on the right.

Step #	Test Step Name	Instruction	Expected Result
8	Record Working Time for Saturday	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time</i>: enter the time the shift has started, in the example we choose 08:00 AM</p> <hr/> <p><i>End Time</i>: enter the time the shift has ended, in the example we choose 06:00 AM</p> <hr/> <p><i>Duration</i>: the hours will be calculated automatically, in the example 22:00</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Saturday has been entered.</p>
9	Save Working Time for Saturday	Choose <i>Save</i> .	<p>Working Time for Saturday has been saved. There are no Scheduled Breaks for Saturdays.</p> <p>In the <i>Recorded Time</i> column, the full duration of <i>22 hr 00 min</i> is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the whole week is displayed. Now it sums up to 132 hr 00 min.</p> <p>In the <i>Summary</i> block now <i>92 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (132 hours) minus Planned Time (40 hours) calculation.</p>

Step #	Test Step Name	Instruction	Expected Result
10	Record Working Time for Sunday	Repeat steps 7 - 9 for Sunday.	<p>Working Time for Sunday has been saved. There are no Scheduled Breaks for Sundays.</p> <p>In the <i>Recorded Time</i> column, the full duration of <i>22 hr 00 min</i> is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the whole week is displayed. Now it sums up to 154 hr 00 min.</p> <p>In the <i>Summary</i> block now <i>114 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (154 hours) minus Planned Time (40 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>We still haven't reached the threshold of 210 or 220 overtime hours, so we'll record Working Time for another week.</p> </div>
11	Go to Time Sheet of the second week	On top of the page choose the <i>Next Time Sheet</i> arrow to the right of <i>Time Sheet for <week></i> .	The <i>Time Sheet</i> for the second week is displayed.
12	Select Day for Time Recording	In the Time Sheet of the second week choose <i>Monday</i> .	The chosen day is shown in the Daily Time Recording pane on the right.
13	Record Working Time for Monday of the second week	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time</i>: enter the time the shift has started, in the example we choose 08:00 AM</p> <hr/> <p><i>End Time</i>: enter the time the shift has ended, in the example we choose 07:15 AM</p> <hr/> <p><i>Duration</i>: the hours will be calculated automatically, in the example 23:15</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Monday of the second week has been entered.</p>

Step #	Test Step Name	Instruction	Expected Result
14	Save Working Time for Monday of the second week	Choose <i>Save</i> .	<p>Working Time and Scheduled Breaks for Monday of the second week have been saved.</p> <p>In the <i>Recorded Time</i> column, only <i>22 hr 00 min</i> are displayed, due to the automatically deducted breaks.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the second week is displayed. In this case 22 hr 00 min.</p> <p>In the <i>Summary</i> block only <i>14 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (22 hours) minus Planned Time (8 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>There is no calculation which sums up the second week's overtime and the first week's overtime. To reach the threshold of 210 overtime hours, we'll need to record another 96 hours of overtime in the second week. To reach the threshold of 220 overtime hours, we'll need to record another 106 hours of overtime.</p> </div>
15	Record Working Time for Tuesday to Friday of the second week	<p>Repeat steps 12 - 14 for 4 more working days.</p> <p>In the example we choose Tuesday, Wednesday, Thursday and Friday of the current week, which is the second week.</p>	<p>Working Time and Scheduled Breaks for Monday to Friday of the second week have been saved.</p> <p>In the <i>Recorded Time</i> column, <i>22 hr 00 min</i> are displayed for each of the 5 days, due to the automatically deducted breaks.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the whole week is displayed. Now it sums up to 110 hr 00 min.</p> <p>In the <i>Summary</i> block now <i>70 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (110 hours) minus Planned Time (40 hours) calculation.</p>
16	Select Day for Time Recording	In the Time Sheet choose <i>Saturday</i> of the second week.	The chosen day is shown in the Daily Time Recording pane on the right.

Step #	Test Step Name	Instruction	Expected Result
17	Record Working Time for Saturday of the second week	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time</i>: enter the time the shift has started, in the example we choose 08:00 AM</p> <hr/> <p><i>End Time</i>: enter the time the shift has ended, in the example we choose 06:00 AM</p> <hr/> <p><i>Duration</i>: the hours will be calculated automatically, in the example 22:00</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Saturday has been entered.</p>
18	Save Working Time for Saturday of the second week	Choose <i>Save</i> .	<p>Working Time for Saturday has been saved. There are no Scheduled Breaks for Saturdays.</p> <p>In the <i>Recorded Time</i> column, the full duration of <i>22 hr 00 min</i> is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the second week is displayed. Now it sums up to 132 hr 00 min.</p> <p>In the <i>Summary</i> block now <i>92 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (132 hours) minus Planned Time (40 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>To reach the threshold of 210 overtime hours, 96 hours of overtime in the second week are necessary. So only 4 more hours are needed.</p> </div>
19	Select Day for Time Recording	In the Time Sheet choose <i>Sunday</i> of the second week.	The chosen day is shown in the Daily Time Recording pane on the right.
20	Record Working Time for Sunday of the second week	<p>In the Daily Time Recording pane choose the <i>Record</i> button next to <i>Working Times</i>.</p> <hr/> <p><i>Time Type</i>: leave as is, Working Time is proposed</p> <hr/> <p><i>Start Time</i>: enter the time the shift has started, in the example we choose 08:00 AM</p> <hr/> <p><i>End Time</i>: enter the time the shift has ended, in the example we choose 12:00 PM</p>	<p>The option to change the Time Type is displayed.</p> <hr/> <p>Working Time for Sunday has been entered.</p>

Step #	Test Step Name	Instruction	Expected Result
		<i>Duration:</i> the hours will be calculated automatically, in the example 04:00	
21	Save Working Time for Sunday of the second week	Choose <i>Save</i> .	<p>Working Time for Sunday has been saved. There are no Scheduled Breaks for Sundays.</p> <p>In the <i>Recorded Time</i> column, the full duration of <i>4 hr 00 min</i> is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the second week is displayed. Now it sums up to 136 hr 00 min.</p> <p>In the <i>Summary</i> block now <i>96 hr 00 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (136 hours) minus Planned Time (40 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>We now reached the threshold of 96 overtime hours in the second week, which adds up to 210 overtime hours. To exceed the threshold, we only need 1 minute more.</p> </div>
22	Select Day for Time Recording	In the Time Sheet choose again <i>Sunday</i> of the second week.	The chosen day is shown in the Daily Time Recording pane on the right.
23	Change Working Time for Sunday of the second week	<p>In the Daily Time Recording pane expand the <i>Working Time</i> and make the following change:</p> <hr/> <p><i>End Time:</i> change the time the shift has ended, in the example we choose 12:01 PM</p> <hr/> <p><i>Duration:</i> the hours will be calculated automatically, in the example 04:01</p>	The changed Working Time for Sunday has been entered.

Step #	Test Step Name	Instruction	Expected Result
24	Save changed Working Time for Sunday of the second week	Choose <i>Save</i> .	<p>The changed Working Time for Sunday has been saved.</p> <p>In the <i>Recorded Time</i> column, the full duration of <i>4 hr 01 min</i> is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the second week is displayed. Now it sums up to 136 hr 01 min.</p> <p>In the <i>Summary</i> block now <i>96 hr 01 min</i> are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (136 hr 01 min) minus Planned Time (40 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>We now exceeded the threshold of 96 overtime hours in the second week by 1 minute. This exceeds the necessary 210 overtime hours.</p> </div>
25	Review the first Message	Refresh the page to receive the Message.	<p>The Message <MM/DD/YYYY>: You have recorded more than 210 hours of overtime this year is displayed.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>The date displayed is the day where the threshold got crossed first.</p> </div> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>We now exceeded the threshold of 96 overtime hours in the second week, which exceeds the necessary 210 overtime hours. To exceed the 2. threshold of 220 overtime hours, we need 10 hours more.</p> </div>
26	Close the Message	Close the Message.	The Message has been closed.
27	Select Day for Time Recording	In the Time Sheet choose again <i>Sunday</i> of the second week.	The chosen day is shown in the Daily Time Recording pane on the right.
28	Change Working Time for	In the Daily Time Recording pane expand the <i>Working Time</i> and make the following change:	The changed Working Time for Sunday has been entered.

Step #	Test Step Name	Instruction	Expected Result
	Sunday of the second week	<p><i>End Time</i>: change the time the shift has ended, in the example we choose 10:01 PM</p> <hr/> <p><i>Duration</i>: the hours will be calculated automatically, in the example 14:01</p>	
29	Save changed Working Time for Sunday of the second week	Choose <i>Save</i> .	<p>The changed Working Time for Sunday has been saved.</p> <p>In the <i>Recorded Time</i> column, the full duration of 14 hr 01 min is displayed, because no breaks are deducted.</p> <p>In the upper part of the Daily Time Recording pane the <i>Recorded Working Time</i> for the second week is displayed. Now it sums up to 146 hr 01 min.</p> <p>In the <i>Summary</i> block now 106 hr 01 min are displayed under <i>Weekly Overtime For 220 Check</i>. These overtime hours result from the Recorded Working Time (146 hr 01 min) minus Planned Time (40 hours) calculation.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>We now exceeded the threshold of 106 overtime hours in the second week by 1 minute. This exceeds the necessary 220 overtime hours to receive the 2. Message.</p> </div>
30	Review the second Message	Refresh the page to receive the 2. Message.	<p>2 Messages are displayed. Additionally, the Message <MM/DD/YYYY>: You have recorded more than 220 hours of overtime this year is displayed.</p> <p>Close the Time Sheet.</p>

5.5.2 Monitor Yearly Overtime Violation Alert

Purpose

This process describes the Line Manager monitoring the yearly Overtime Violations in the Admin Alerts UI.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Line Manager</i> .	The <i>Home</i> page is displayed.
2	Go to Admin Alerts Page	On the <i>Home</i> page, go to the <i>Quick Actions</i> section and choose the <i>View Admin Alerts</i> card.	The <i>Admin Alerts</i> page is displayed. This is the Admin Alerts UI for Administrators and Managers.
3	Select Admin Alert Type	In the <i>Admin Alert Type</i> dropdown choose <i>Time Valuation</i> .	The Admin Alerts for type <i>Time Valuation</i> are shown.
4	Show Options	In the column header select the <i>Time Type Group Code</i> column.	The options <i>Sort</i> , <i>Filter</i> , <i>Group</i> , and <i>Columns</i> are displayed.
5	Filter for Overtime Violations	Choose <i>Filter</i> .	The <i>Filter</i> window is shown.
6	Choose value for Overtime Violations	In the <i>Time Type Group Code</i> field type OT_CO_* . The field is case-sensitive.	The <i>Time Type Group Code</i> has been entered.
7	Choose OK	Choose <i>OK</i> .	The Alerts table contains only entries with Overtime Violations.
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>The column <i>Value</i> shows the overtime minutes, in the example <i>1</i> for OT_CO_220.</p> <p>Since we recorded 10 more hours to exceed the threshold of 210 hours, the Overtime in minutes for OT_CO_210 is <i>601</i>.</p> </div>			
8	Go to Time Sheet	Choose the latest entry in the list.	The Time Sheet of the current week is shown in a new tab.
9	Review Time Sheet	Review the employee's Time Sheet.	The Working Time for the affected days has been reviewed.
10	Close Time Sheet	Close the employee's Time Sheet by closing the tab.	The Admin Alerts tab with type <i>Time Valuation</i> is shown. The Line Manager has monitored the alerts for yearly Overtime Violations in the Admin Alerts UI and can react on it.

5.5.3 Decide On Follow-Up Measures

Purpose

Depending on the company's rules and guidelines the Line Manager decides on Follow-up measures how to react on the yearly Overtime violation of the employee. These may vary from company to company. Examples are:

- Send an alert to the Employee
- Conversation with the Employee

In this process the Line Manager seeks the conversation with the employee.

Procedure

This process step takes place outside the software.

Result

Line Manager and Employee had a conversation about how to proceed.

5.6 Cross-Midnight Attendance (Germany only)

Purpose

In this process, the cross-midnight time booking of the employee's attendance and its calculation is described. We describe 3 scenarios:

- Scenario 1 – Nightshift On Weekdays
- Scenario 2 – Saturday Shift
- Scenario 3 – Work on Sundays

Note

This process is only relevant for country **Germany**.

For more information refer to the [Workbook Time Tracking for Germany](#), which can be found in the Workbook section.

Note

To record his or her working time, the employee can use the instance or can clock in via a terminal or any other kind of access control options. In this process we describe the use of the instance.

Prerequisites

This process focusses on **Positive Time Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: Night Shift WS DE (NS_WS_DE)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Profile (DEU) (DEU_CLT_Time_Profile)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT Night Shift Premium (Tax and Tax Free) DE (NS_DE_TRP)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times
<i>Dynamic Break Config</i>	Choose the Dynamic Break Config.	Example: Dynamic Break Partial (DEU) (SFCC_CLT_DYN_BREAK_DEU)
<i>Clock In Clock Out Group</i> (optional)	Choose the Clock In Clock Out Group.	Example: Employee Group 1 (SFCC_EG1)

Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

Time Valuation Calculation Overview

With Time Recording Profile **NS_DE_TRP** this SAP Best Practices solution delivers the following configuration. Find out which Time Valuation Calculation is used in which scenario:

Time Valuation	Weekday	Time Valuation Calculation	Core Night fulfilled	Used in Scenario
Nightshift on Weekdays				
1.1	Mon – Fri	Current day only Times recorded between 08:00 PM and 00:00 AM receive a premium of 25% taxfree.		Scenario 1
1.2	Mon – Fri	Next day only Times recorded between 00:00 AM and 04:00 AM receive a premium of 25% taxfree. Condition: The employee has no recorded time before midnight in that shift	No	
1.3	Mon – Fri	Current day and next day Times recorded between 00:00 AM and 04:00 AM receive a premium of 40% taxfree. Condition: The employee has recorded time before midnight in that shift	Yes	Scenario 1
1.4	Mon – Fri	Next day only Times recorded between 04:00 AM and 06:00 AM receive a premium of 25% taxfree.		Scenario 1
Saturday Shift				
2.1	Sat – Sun	Saturday only Times recorded between 08:00 PM and 00:00 AM receive a premium of 25% taxfree.		Scenario 2
2.2	Sat – Sun	Sunday only Times recorded between 00:00 AM and 04:00 AM receive a premium of 75%. Condition: The employee has no recorded time before midnight (on Saturday)	No	

Time Valuation	Weekday	Time Valuation Calculation	Core Night fulfilled	Used in Scenario
2.3	Sat – Sun	Saturday and Sunday Times recorded between 00:00 AM and 04:00 AM receive a premium of 90% taxfree. Condition: The employee has recorded time before midnight (on Saturday)	Yes	Scenario 2
2.4	Sat – Sun	Sunday only Times recorded between 04:00 AM and 06:00 AM receive a premium of 75% taxfree.		Scenario 2
Work on Sundays				
3.1	Sun – Mon	Sunday only Times recorded between 00:00 AM and 08:00 PM receive a premium of 50% taxfree.		
3.2	Sun – Mon	Sunday only Times recorded between 08:00 PM and 00:00 AM receive a premium of 75% taxfree.		Scenario 3
3.3	Sun – Mon	Monday only Times recorded between 00:00 AM and 04:00 AM receive a premium of 75% taxfree. Condition: The employee has no recorded time before midnight (on Sunday)	No	
3.4	Sun – Mon	Sunday and Monday Times recorded between 00:00 AM and 04:00 AM receive a premium of 90% taxfree. Condition: The employee has recorded time before midnight (on Sunday)	Yes	Scenario 3
3.5	Sun – Mon	Monday only Times recorded between 04:00 AM and 06:00 AM receive a premium of 25% taxfree.		Scenario 3

5.6.1 Scenario 1 – Nightshift On Weekdays

Purpose

In Scenario 1 the employee records working times as nightshifts on weekdays for one week. He/she records time between 10 PM and 5 AM from Monday through Friday.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview</i> pane on the left the <i>Daily Time Recording</i> pane on the right <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>To view the calendar choose the <i>Calendar</i> button on the top right.</p> </div> <p>Since our process describes a positive and clock-time based time recording profile, in the <i>Daily Time Recording</i> pane the <i>Planned Time</i> is shown as a number of working hours per day, for example <i>6 hr 30 min</i>. This is based on the value of field <i>Work Schedule</i> maintained in the employee master data record.</p> <p>In case of existing records this is shown in column <i>Recordings</i>. Each business fact has its own icon: attendance recordings, allowances, on calls or absences.</p> <p>On top of the pane the <i>Planned Working Time</i> per week, the <i>Recorded Working Time</i> per week and the <i>Status</i> are shown.</p>
3	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Monday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.

Step #	Test Step Name	Instruction	Expected Result
4	Record Working Time for Monday	In the <i>Daily Time Recording</i> pane choose the <i>Apply Planned Time</i> button on top of the pane.	<p>The system automatically creates two <i>Time Types</i>:</p> <ol style="list-style-type: none"> Working Time with <i>Start Time 10:00 PM</i> and <i>End Time 5:00 AM</i> and <i>Duration 07:00</i>. Scheduled Break with <i>Start Time 4:00 AM</i> and <i>End Time 4:30 AM</i> and <i>Duration 00:30</i>. Since the time represents the next day, <i>+1 day</i> is shown. <p>The system automatically saved the data.</p> <p>Working Time for the specific day has been recorded.</p>
5	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Monday.	<ul style="list-style-type: none"> DE Mon-Fri 20:00 - 00:00 Night-premium (25% taxfree): 2 hr 00 min DE Core Night Mon-Fri 0:00 - 4:00 Night-Premium (40% taxfree): 4 hr 00 min DE Mon-Fri 4:00-6:00 Night-premium (25% tax-free): 0 hr 30 min Net working time w/o breaks NS DE: 6 hr 30 min Aggregate Night-premium (25% taxfree): 2 hr 30 min Aggregate Night-premium (40% taxfree): 4 hr 00 min <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>The Aggregate Time Valuations are used for Payroll.</p> </div>
6	Select Day for Time Recording	<p>Record your working time manually for a second working day of the week.</p> <p>In the <i>Time Sheet Overview</i> pane, select Tuesday of the current week.</p>	The chosen day is shown in the <i>Daily Time Recording</i> pane.
7	Record Working Time for Tuesday	<p>In the <i>Daily Time Recording</i> pane, choose <i>Record</i> next to <i>Working Times</i>.</p> <p>Fill the following fields:</p> <hr/> <p><i>Time Type</i>: defaults to Working Time, leave as is</p> <hr/> <p><i>Start Time</i>: choose Open Picker to enter the time your shift has started; select 10:00 PM</p>	Working Time has been entered.

Step #	Test Step Name	Instruction	Expected Result
		<p><i>End Time:</i> choose Open Picker to enter the time your shift has ended; select 5:00 AM</p> <p>Since the time represents the next day, <i>+1 day</i> is shown.</p> <hr/> <p><i>Duration:</i> the hours will be calculated automatically, in our example, 07:00</p>	
8	Save your Working Time	Choose <i>Save</i> .	<p>Working Time has been recorded.</p> <p><i>Time Type Scheduled Break</i> will be generated automatically as per dynamic break rules. The break will be shown as soon as you save the <i>Working Times</i> record.</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>You can also add a manual break. To record this use <i>Time Type Scheduled Break</i> or Additional Break.</p> </div> <p>As a result, the following <i>Time Types</i> will be shown:</p> <ol style="list-style-type: none"> Working Time with <i>Start Time 10:00 PM</i> and <i>End Time 5:00 AM</i> and <i>Duration 07:00</i>. Scheduled Break with <i>Start Time 4:00 AM</i> and <i>End Time 4:30 AM</i> and <i>Duration 00:30</i>. <p>Since Working Time and Scheduled Break represent the next day, <i>+ 1 day</i> is shown.</p>
9	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Monday and Tuesday.	<ul style="list-style-type: none"> DE Mon-Fri 20:00 - 00:00 Night-premium (25% taxfree): 4 hr 00 min DE Core Night Mon-Fri 0:00 - 4:00 Night-Premium (40% taxfree): 8 hr 00 min DE Mon-Fri 4:00-6:00 Night-premium (25% tax-free): 1 hr 00 min Net working time w/o breaks NS DE: 13 hr 00 min Aggregate Night-premium (25% taxfree): 5 hr 00 min Aggregate Night-premium (40% taxfree): 8 hr 00 min

Step #	Test Step Name	Instruction	Expected Result
10	Record Working Time for Each Day	<p>Record your working time for the rest of the week.</p> <p>In the <i>Time Sheet Overview</i> pane, select Wednesday of the current week.</p> <p>Proceed as described in test step #4.</p> <p>Repeat step #4 for Thursday and Friday.</p>	<p>Working time for the whole week has been recorded.</p> <p>The Time Sheet is ready to be sent to the manager.</p>
11	Review Time Valuation Results	<p>In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the week.</p>	<ul style="list-style-type: none"> • DE Mon-Fri 20:00 - 00:00 Night-premium (25% taxfree): 10 hr 00 min • DE Core Night Mon-Fri 0:00 - 4:00 Night-Premium (40% taxfree): 20 hr 00 min • DE Mon-Fri 4:00-6:00 Night-premium (25% tax-free): 2 hr 30 min • Net working time w/o breaks NS DE: 32 hr 30 min • Aggregate Night-premium (25% taxfree): 12 hr 30 min • Aggregate Night-premium (40% taxfree): 20 hr 00 min
12	Submit Time Sheet	<p>On top of the <i>Time Sheet Overview</i> pane choose <i>Submit</i>.</p>	<p>The <i>Submit Time Sheet</i> window is displayed.</p>
13	Confirm to Submit Time Sheet	<p>In the <i>Submit Time Sheet</i> window review the data.</p> <p>Additionally, you may choose to add a Comment.</p> <p>Choose <i>Submit</i>.</p>	<p>A system message is generated about the successful submission of your Time Sheet. The Status of your Time Sheet turns automatically to <i>To be approved</i> and is awaiting approval from your line manager.</p> <p>The Time Sheet for a whole week has been submitted by the employee and is waiting for approval by the line manager.</p>

Time Valuation Calculation for Scenario 1

The following Time Valuation is used to calculate the records. It refers to table **Time Valuation Calculation Overview** in section [Cross-Midnight Attendance \(Germany only\) \[page 73\]](#).

Time Valuation	Weekday	Time Valuation Calculation	Hours per day	Hours per week
1.1	Mon – Fri	Current day only	2 hours per day	10 hours
	Nightshift on Week-days	Times recorded between 08:00 PM and 00:00 AM receive a premium of 25% taxfree.		
1.3	Mon – Fri	Current day and next day	4 hours per day	20 hours
	Nightshift on Week-days	Times recorded between 00:00 AM and 04:00 AM receive a premium of 40% taxfree. Condition: The employee has recorded time before midnight in that shift		
1.4	Mon – Fri	Next day only	30 minutes per day	2 hours 30 min.
	Nightshift on Week-days	Times recorded between 04:00 AM and 06:00 AM receive a premium of 25% taxfree.	since there was a break generated after 6 hours of work	

5.6.2 Scenario 2 – Saturday Shift

Purpose

In Scenario 2 the employee records working time starting Saturday evening at 10:00 PM and ending Sunday morning at 05:00 AM.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.

Step #	Test Step Name	Instruction	Expected Result
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview</i> pane on the left the <i>Daily Time Recording</i> pane on the right <div style="border: 1px solid #0070C0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>To view the calendar choose the <i>Calendar</i> button on the top right.</p> </div> <p>Since our process describes a positive and clock-time based time recording profile, in the <i>Daily Time Recording</i> pane the <i>Planned Time</i> is shown as a number of working hours per day, for example <i>6 hr 30 min</i>. This is based on the value of field <i>Work Schedule</i> maintained in the employee master data record.</p> <p>In case of existing records this is shown in column <i>Recordings</i>. Each business fact has its own icon: attendance recordings, allowances, on calls or absences.</p> <p>On top of the pane the <i>Planned Working Time</i> per week, the <i>Recorded Working Time</i> per week, and the <i>Status</i> are shown.</p>
3	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Saturday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
4	Record Working Time for Saturday	<p>In the daily time recording pane choose <i>Record</i> next to <i>Working Times</i>.</p> <p>Fill the following fields:</p> <hr/> <p><i>Time Type:</i> defaults to Working Time, leave as is</p> <hr/> <p><i>Start Time:</i> choose Open Picker to enter the time your shift has started; select 10:00 PM</p> <hr/> <p><i>End Time:</i> choose Open Picker to enter the time your shift has ended; select 5:00 AM</p> <p>Since the time represents the next day, <i>+1 day</i> is shown.</p>	Working Time has been entered.

Step #	Test Step Name	Instruction	Expected Result
		<i>Duration</i> : the hours will be calculated automatically, for example, 07:00	
5	Save your Working Time	Choose <i>Save</i> .	<p>Working Time has been recorded.</p> <p><i>Time Type Scheduled Break</i> will be generated automatically as per dynamic break rules. The break will be shown as soon as you save the <i>Working Times</i> record.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>You can also add a manual break. To record this use <i>Time Type Scheduled Break</i> or Additional Break.</p> </div> <p>As a result, the following <i>Time Types</i> will be shown:</p> <ol style="list-style-type: none"> Working Time with <i>Start Time 10:00 PM</i> and <i>End Time 5:00 AM</i> and <i>Duration 07:00</i>. Scheduled Break with <i>Start Time 4:00 AM</i> and <i>End Time 4:30 AM</i> and <i>Duration 00:30</i>. <p>Since Working Time and Scheduled Break represent the next day, <i>+ 1 day</i> is shown.</p>
6	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Saturday.	<ul style="list-style-type: none"> DE Sat 20:00 - 0:00 Night-premium (25% taxfree): 2 hr 00 min DE Core Night Sat-Sun 00:00 to 4:00 Night-Premium (90% taxfree): 4 hr 00 min DE Sat-Sun 04:00 - 06:00 Night-premium (75% taxfree): 0 hr 30 min Net working time w/o breaks NS DE: 6 hr 30 min Aggregate Night-premium (25% taxfree): 2 hr 00 min Aggregate Sundaynight-premium (75% taxfree): 0 hr 30 min Aggregate Sunday-premium (90% taxfree): 4 hr 00 min <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px;"> <p>Note</p> <p>The Aggregate Time Valuations are used for Payroll.</p> </div>
7	Submit Time Sheet	On top of the <i>Time Sheet Overview</i> pane choose <i>Submit</i> .	The <i>Submit Time Sheet</i> window is displayed.

Step #	Test Step Name	Instruction	Expected Result
8	Confirm to Submit Time Sheet	<p>In the <i>Submit Time Sheet</i> window review the data.</p> <p>Additionally, you may choose to add a Comment.</p> <p>Choose <i>Submit</i>.</p>	<p>A system message is generated about the successful submission of your Time Sheet. The Status of your Time Sheet turns automatically to <i>To be approved</i> and is awaiting approval from your line manager</p> <p>The Time Sheet for a Saturday has been submitted by the employee and is waiting for approval by the line manager.</p>

Time Valuation Calculation for Scenario 2

The following Time Valuation is used to calculate the records. It refers to table **Time Valuation Calculation Overview** in section [Cross-Midnight Attendance \(Germany only\) \[page 73\]](#)

Time Valuation	Weekday	Time Valuation Calculation	Hours per day
2.1	Sat – Sun Saturday Shift	<p>Saturday only</p> <p>Times recorded between 08:00 PM and 00:00 AM receive a premium of 25% taxfree.</p>	2 hours
2.3	Sat – Sun Saturday Shift	<p>Saturday and Sunday</p> <p>Times recorded between 00:00 AM and 04:00 AM receive a premium of 90% taxfree.</p> <p>Condition: The employee has recorded time before midnight in that shift</p>	4 hours
2.4	Sat – Sun Saturday Shift	<p>Sunday only</p> <p>Times recorded between 04:00 AM and 06:00 AM receive a premium of 75% taxfree.</p>	30 minutes since there was a break generated after 6 hours of work

5.6.3 Scenario 3 – Work on Sundays

Purpose

In Scenario 3 the employee records working times starting Sunday evening at 10:00 PM and ending Monday morning at 05:00 AM.

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link.</p> <p><u>Option 2:</u> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card.</p>	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview</i> pane on the left the <i>Daily Time Recording</i> pane on the right
			<p>Note</p> <p>To view the calendar choose the <i>Calendar</i> button on the top right.</p>
			<p>Since our process describes a positive and clock-time based time recording profile, in the <i>Daily Time Recording</i> pane the <i>Planned Time</i> is shown as a number of working hours per day, for example <i>6 hr 30 min</i>. This is based on the value of field <i>Work Schedule</i> maintained in the employee master data record.</p> <p>In case of existing records this is shown in column <i>Recordings</i>. Each business fact has its own icon: attendance recordings, allowances, on calls or absences.</p> <p>On top of the pane the <i>Planned Working Time</i> per week, the <i>Recorded Working Time</i> per week and the <i>Status</i> are shown.</p>
3	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Sunday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
4	Record Working Time for Sunday	<p>In the daily time recording pane choose <i>Record</i> next to <i>Working Times</i>.</p> <p>Fill the following fields:</p> <hr/> <p><i>Time Type:</i> defaults to Working Time, leave as is</p> <hr/> <p><i>Start Time:</i> choose Open Picker to enter the time your shift has started; select 10:00 PM</p>	Working Time has been entered.

Step #	Test Step Name	Instruction	Expected Result
		<p><i>End Time:</i> choose Open Picker to enter the time your shift has ended; select 5:00 AM</p> <p>Since the time represents the next day, <i>+1 day</i> is shown.</p> <hr/> <p><i>Duration:</i> the hours will be calculated automatically, for example, 07:00</p>	
5	Save your Working Time	Choose <i>Save</i> .	<p>Working Time has been recorded.</p> <p><i>Time Type Scheduled Break</i> will be generated automatically as per dynamic break rules. The break will be shown as soon as you save the <i>Working Times</i> record.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>You can also add a manual break. To record this use <i>Time Type Scheduled Break</i> or Additional Break.</p> </div> <p>As a result, the following <i>Time Types</i> will be shown:</p> <ol style="list-style-type: none"> Working Time with <i>Start Time 10:00 PM</i> and <i>End Time 5:00 AM</i> and <i>Duration 07:00</i>. Scheduled Break with <i>Start Time 4:00 AM</i> and <i>End Time 4:30 AM</i> and <i>Duration 00:30</i>. <p>Since Working Time and Scheduled Break represent the next day, <i>+ 1 day</i> is shown.</p>

Step #	Test Step Name	Instruction	Expected Result
6	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Sunday.	<ul style="list-style-type: none"> DE Sunday 20:00 - 0:00 Sunday night-premium (75% taxfree): 2 hr 00 min DE Sund-Mon Core Night 00:00 to 4:00 Sundaynight-premium (90% taxfree): 4 hr 00 min DE Sat-Sun 04:00 - 06:00 Night-premium (25% taxfree): 0 hr 30 min Net working time w/o breaks NS DE: 6 hr 30 min Aggregate Night-premium (25% taxfree): 0 hr 30 min Aggregate Sundaynight-premium (75% tax-free): 2 hr 00 min Aggregate Sunday-premium (90% taxfree): 4 hr 00 min <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>The Aggregate Time Valuations are used for Payroll.</p> </div>
7	Submit Time Sheet	On top of the <i>Time Sheet Overview</i> pane choose <i>Submit</i> .	The <i>Submit Time Sheet</i> window is displayed.
8	Confirm to Submit Time Sheet	In the <i>Submit Time Sheet</i> window review the data. Additionally, you may choose to add a Comment. Choose <i>Submit</i> .	<p>A system message is generated about the successful submission of your Time Sheet. The Status of your Time Sheet turns automatically to <i>To be approved</i> and is awaiting approval from your line manager</p> <p>The Time Sheet for a Sunday has been submitted by the employee and is waiting for approval by the line manager.</p>

Time Valuation Calculation for Scenario 3

The following Time Valuation is used to calculate the records. It refers to table **Time Valuation Calculation Overview** in section [Cross-Midnight Attendance \(Germany only\) \[page 73\]](#).

Time Valuation	Weekday	Time Valuation Calculation	Hours per day
3.2	Sun – Mon work on sun- days	Sunday only Times recorded between 08:00 PM and 00:00 AM receive a premium of 75% taxfree.	2 hours
3.4	Sun – Mon work on sun- days	Sunday and Monday Times recorded between 00:00 AM and 04:00 AM receive a premium of 90% taxfree. Condition: The employee has recorded time before midnight in that shift	4 hours
3.5	Sun – Mon work on sun- days	Monday only Times recorded between 04:00 AM and 06:00 AM receive a premium of 25% taxfree.	30 minutes since there was a break generated after 6 hours of work

5.7 Overtime Recording (South Africa only)

Purpose

In this process, the employee's overtime booking and its calculation is described. We describe 2 scenarios:

- Scenario 1 – Normal Shifts
- Scenario 2 – Cross-Midnight Attendance

📘 Note

This process is only relevant for country **South Africa**.

For more information refer to the [Workbook Time Tracking for South Africa](#), which can be found in the Workbook section.

Prerequisites 1

This process focusses on **Overtime Recording** together with Time Recording variant **Clock Times**.

Configure your test employee according to the following table:

Field	Instruction	Field Values
<i>Work Schedule</i>	Choose a Work Schedule for a Clock Times profile.	Example: CLT 08:00 - 17:00 Mon-Fri No Break (PER_CLT_8000_1700_Mon_Fri_No_Break)
<i>Time Profile</i>	Choose a Time Profile for Clock Times.	Example: CLT Profile (ZAF)(CLT_Profile_ZAF)
<i>Time Recording Profile</i>	Choose a Time Recording Profile for Clock Times.	Example: CLT - Overtime (ZAF) (CLT_OT_ZAF)
<i>Time Recording Variant</i>	Choose Time Recording Variant Clock Times.	Clock Times

Note

More information on how to maintain the fields can be found in chapter [Configure Employee \[page 9\]](#).

Prerequisites 2

Holidays for South Africa must have been added to the instance. For testing, choose a holiday that fits to the sub-scenario in the procedure. The following list shows the usual public holidays in South Africa:

- January 1st
- March 21st
- April 27th
- May 1st
- June 16th
- August 9th
- September 24th
- December 16th
- December 25th
- December 26th

If you need another Holiday for testing purposes, you can create it using the following steps:

Manage Data → Search field 1: **Holiday Calendar** → Search field 2: **Holiday South Africa (ZAF_HOLIDAY)** → Take Action → Make Correction → scroll to the end of the list → add a new *Date of Holiday* → select a relevant *Holiday* → select a relevant *Holiday Category* → choose *Save*.

Time Valuation Calculation Overview

With Time Recording Profile **CLT_OT_ZAF** this SAP Best Practices solution delivers the following configuration. Find out which Time Valuation Calculation is used in which scenario:

Scenario	Sub-Scenario	Overtime on a	Time Valuation Calculation
Normal Shifts			
1	1	Weekday	12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x
1	2	Saturday	12 am - 12 pm: 1.5x 12 pm - 12 am: 2x
1	3	Sunday	12 am - 12 pm: 2x 12 pm - 12 am: 2x
1	4	Public Holiday	12 am - 12 pm: 2x 12 pm - 12 am: 2x
1	5	Holiday on a Saturday	12 am - 12 pm: 2x 12 pm - 12 am: 2x
1	6	Holiday on a Sunday	12 am - 12 pm: 2x 12 pm - 12 am: 2x
Cross-Midnight Attendance			
2	1	Normal weekday - normal weekday	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x Next day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x
2	2	Friday - Saturday AM	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x Next day: 12am - 12 pm: 1.5x

Scenario	Sub-Scenario	Overtime on a	Time Valuation Calculation
2	3	Friday - Saturday PM	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x Next day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 2x
2	4	Saturday - Sunday	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 2x Next day: whole day (Sunday): 2x
2	5	Sunday - Monday	First day: whole day (Sunday): 2x Next day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x
2	6	Holiday - non-Holiday	First day: whole day (Holiday): 2x Next day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x
2	7	Normal day - Holiday	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x Next day: whole day (Holiday): 2x
2	8	Holiday - Holiday	First day: whole day (Holiday): 2x Next day: whole day (Holiday): 2x

Scenario	Sub-Scenario	Overtime on a	Time Valuation Calculation
2	9	Holiday - Holiday on a Saturday	First day: whole day (Holiday): 2x Next day: whole day (Holiday): 2x
2	10	Normal day - Holiday on a Saturday	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 1.5x Next day: whole day (Holiday): 2x
2	11	Saturday - Holiday on a Sunday	First day: 12 am - 12 pm: 1.5x 12 pm - 12 am: 2x Next day: whole day (Holiday): 2x
2	12	Sunday - Holiday on a Monday	First day: whole day (Sunday): 2x Next day: whole day (Holiday): 2x

5.7.1 Scenario 1 – Normal Shifts

Purpose

In Scenario 1 the employee records overtime in a normal shift.

The test covers 6 examples:

- Sub-Scenario 1: Overtime on a weekday
- Sub-Scenario 2: Overtime on a Saturday
- Sub-Scenario 3: Overtime on a Sunday
- Sub-Scenario 4: Overtime on a Holiday that falls on a weekday

- Sub-Scenario 5: Overtime on a Holiday that falls on a Saturday
- Sub-Scenario 6: Overtime on a Holiday that falls on a Sunday

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u></p> <ul style="list-style-type: none"> • On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. • On the <i>My Employee File</i> screen select the <i>Time Management</i> section. • In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link. <p><u>Option 2:</u></p> <ul style="list-style-type: none"> • On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card. 	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> • the <i>Time Sheet Overview</i> pane on the left • the <i>Daily Time Recording</i> pane on the right <div style="background-color: #f0f0f0; padding: 5px; border: 1px solid #ccc;"> <p>Note</p> <p>To view the calendar, choose the <i>Calendar</i> button on the top right.</p> </div> <p>Since our process describes an overtime and clock-time based time recording profile, in the <i>Time Sheet Overview</i> pane the <i>Planned Time</i> is shown as a number of working hours per day, for example <i>9 hr 00 min</i>. This is based on the value of field <i>Work Schedule</i> maintained in the employee master data record.</p> <p>In case of existing records this is shown in column <i>Recordings</i>. Each business fact has its own icon: attendance recordings, allowances, on calls or absences.</p> <p>On top of the pane the <i>Planned Working Time</i> per week, the <i>Recorded Overtime</i> per week and the <i>Status</i> are shown.</p>
Sub-Scenario 1: Overtime on a weekday			
3	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Monday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
4	Record Overtime for Monday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.

Step #	Test Step Name	Instruction	Expected Result
5	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 5:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 6:00 PM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 01:00</p>	Overtime for Monday has been entered.
6	Save Overtime for Monday	Choose Save .	<p>Overtime for Monday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 01 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Monday is shown.</p>
7	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Monday.	<p>The following Time Valuation Result is shown:</p> <p>Overtime (Working Day 1.5): 1 hr 00 min</p> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>The aggregated Time Valuations are used for Payroll.</p> </div>
8	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
9	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.
Sub-Scenario 2: Overtime on a Saturday			
10	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Saturday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
11	Record Overtime for Saturday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>

Step #	Test Step Name	Instruction	Expected Result				
12	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 6:00 AM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 4:00 PM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 10:00</p>	Overtime for Saturday has been entered.				
13	Save Overtime for Saturday	Choose Save .	<p>Overtime for Saturday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 10 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Saturday is shown.</p>				
14	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Saturday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Overtime Saturday @1.5:</td> <td>6 hr 00 min</td> </tr> <tr> <td>Overtime Sunday @2.0:</td> <td>4 hr 00 min</td> </tr> </table>	Overtime Saturday @1.5:	6 hr 00 min	Overtime Sunday @2.0:	4 hr 00 min
Overtime Saturday @1.5:	6 hr 00 min						
Overtime Sunday @2.0:	4 hr 00 min						
15	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
16	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				
Sub-Scenario 3: Overtime on a Sunday							
17	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Sunday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
18	Record Overtime for Sunday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>				

Step #	Test Step Name	Instruction	Expected Result
19	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 12:00 AM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 9:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 09:00</p>	Overtime for Sunday has been entered.
20	Save Overtime for Sunday	Choose Save .	<p>Overtime for Sunday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 09 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Sunday is shown.</p>
21	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Sunday.	<p>The following Time Valuation Result is shown:</p> <hr/> <p>Overtime Sunday (2.0): 9 hr 00 min</p> <hr/>
22	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
23	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.

Sub-Scenario 4: Overtime on a Holiday that falls on a weekday

24	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
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Note

A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a holiday that falls on a normal weekday.

Step #	Test Step Name	Instruction	Expected Result
25	Record Overtime for the Holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.
26	Record Overtime Details	Fill the following fields: <i>Time Type</i> : defaults to Overtime , leave as is. <i>Start Time</i> : choose Open Picker to enter the time your overtime has started; select 10:00 AM <i>End Time</i> : choose Open Picker to enter the time your overtime has ended; select 2:00 PM <i>Duration</i> : the hours will be calculated automatically, in the example, 04:00	Overtime for the holiday has been entered.
27	Save Overtime for the Holiday	Choose <i>Save</i> .	Overtime for the holiday has been saved. On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 04 hr 00 min. In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.
28	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	The following Time Valuation Result is shown: Public Holiday Overtime (2.0): 4 hr 00 min
29	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
30	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.

Sub-Scenario 5: Overtime on a Holiday that falls on a Saturday

Step #	Test Step Name	Instruction	Expected Result		
31	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.		
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a holiday that falls on a Saturday.</p> </div>					
32	Record Overtime for the Holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.		
33	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 AM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 2:00 PM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 04:00</p>	Overtime for the holiday has been entered.		
34	Save Overtime for the Holiday	Choose <i>Save</i> .	<p>Overtime for the holiday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 04 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.</p>		
35	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	<p>The following Time Valuation Result is shown:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Public Holiday Overtime (2.0):</td> <td style="padding: 5px; text-align: right;">4 hr 00 min</td> </tr> </table>	Public Holiday Overtime (2.0):	4 hr 00 min
Public Holiday Overtime (2.0):	4 hr 00 min				
36	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.		

Step #	Test Step Name	Instruction	Expected Result
37	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.
Sub-Scenario 6: Overtime on a Holiday that falls on a Sunday			
38	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a holiday that falls on a Sunday.</p> </div>			
39	Record Overtime for the Holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.
40	Record Overtime Details	Fill the following fields: <i>Time Type</i> : defaults to Overtime , leave as is. <i>Start Time</i> : choose Open Picker to enter the time your overtime has started; select 10:00 AM <i>End Time</i> : choose Open Picker to enter the time your overtime has ended; select 2:00 PM <i>Duration</i> : the hours will be calculated automatically, in the example, 04:00	Overtime for the holiday has been entered.
41	Save Overtime for the Holiday	Choose <i>Save</i> .	Overtime for the holiday has been saved. On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 04 hr 00 min. In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.
42	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	The following Time Valuation Result is shown: Public Holiday Overtime 4 hr 00 min (2.0):

Step #	Test Step Name	Instruction	Expected Result
43	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
44	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.

5.7.2 Scenario 2 – Cross-Midnight Attendance

Purpose

In Scenario 2 the employee records overtime in a cross-midnight shift.

The test covers 12 examples:

- Sub-Scenario 1: Cross-midnight overtime from a normal weekday to a normal weekday
- Sub-Scenario 2: Cross-midnight overtime from Friday to Saturday AM
- Sub-Scenario 3: Cross-midnight overtime from Friday to Saturday PM
- Sub-Scenario 4: Cross-midnight overtime from Saturday to Sunday
- Sub-Scenario 5: Cross-midnight overtime from Sunday to Monday
- Sub-Scenario 6: Cross-midnight overtime from a holiday to a normal weekday
- Sub-Scenario 7: Cross-midnight overtime from a normal weekday to a holiday
- Sub-Scenario 8: Cross-midnight overtime from a holiday to a holiday
- Sub-Scenario 9: Cross-midnight overtime from a holiday to a holiday on a Saturday
- Sub-Scenario 10: Cross-midnight overtime from a normal weekday to a holiday on a Saturday
- Sub-Scenario 11: Cross-midnight overtime from a Saturday to a holiday on a Sunday
- Sub-Scenario 12: Cross-midnight overtime from a Sunday to a holiday on a Monday

Procedure

Step #	Test Step Name	Instruction	Expected Result
1	Log on	Log on to Employee Central as <i>Employee</i> .	The <i>Home</i> page is displayed.
2	Go to Time Sheet	<p><u>Option 1:</u></p> <ul style="list-style-type: none"> On the <i>Home</i> page, select from the <i>Home</i> dropdown <i>My Employee File</i>. On the <i>My Employee File</i> screen select the <i>Time Management</i> section. In the <i>Time Sheet</i> block select the <i>Go to Time Sheet</i> link. <p><u>Option 2:</u></p> <ul style="list-style-type: none"> On the <i>Home</i> page in section <i>Quick Actions</i> choose the <i>My Time Sheet</i> card. 	<p>The <i>Time Sheet</i> for the current week is displayed. It consists of 2 panes:</p> <ul style="list-style-type: none"> the <i>Time Sheet Overview</i> pane on the left the <i>Daily Time Recording</i> pane on the right <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p>Note</p> <p>To view the calendar choose the <i>Calendar</i> button on the top right.</p> </div> <p>Since our process describes an overtime and clock-time based time recording profile, in the <i>Time Sheet Overview</i> pane the <i>Planned Time</i> is shown as a number of working hours per day, for example <i>9 hr 00 min</i>. This is based on the value of field <i>Work Schedule</i> maintained in the employee master data record.</p> <p>In case of existing records this is shown in column <i>Recordings</i>. Each business fact has its own icon: attendance recordings, allowances, on calls or absences.</p> <p>On top of the pane the <i>Planned Working Time</i> per week, the <i>Recorded Overtime</i> per week and the <i>Status</i> are shown.</p>
Sub-Scenario 1: Cross-midnight overtime from a normal weekday to a normal weekday			
3	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Monday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
4	Record Overtime for Monday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.

Step #	Test Step Name	Instruction	Expected Result
5	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 2:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 04:00</p>	<p>Overtime for Monday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>
6	Save Overtime for Monday	Choose Save .	<p>Overtime for Monday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 04 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Monday is shown.</p>
7	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Monday.	<p>The following Time Valuation Results are shown:</p> <hr/> <p>Overtime (Working Day 1.5): 2 hr 00 min</p> <hr/> <p>Overtime Next Day excluding Sat and Sun @1.5: 2 hr 00 min</p> <hr/> <div style="border: 1px solid #ccc; background-color: #f0f0f0; padding: 10px;"> <p>Note</p> <p>The aggregated Time Valuations are used for Payroll.</p> </div>
8	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
9	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.
Sub-Scenario 2: Cross-midnight overtime from Friday to Saturday AM			
10	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Friday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
11	Record Overtime for Friday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>

Step #	Test Step Name	Instruction	Expected Result				
12	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 8:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 10:00</p>	<p>Overtime for Friday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
13	Save Overtime for Friday	Choose Save .	<p>Overtime for Friday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 10 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Friday is shown.</p>				
14	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Friday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Overtime (Working Day 1.5):</td> <td>2 hr 00 min</td> </tr> <tr> <td>Fri- Sat Next Day @1.5:</td> <td>8 hr 00 min</td> </tr> </table>	Overtime (Working Day 1.5):	2 hr 00 min	Fri- Sat Next Day @1.5:	8 hr 00 min
Overtime (Working Day 1.5):	2 hr 00 min						
Fri- Sat Next Day @1.5:	8 hr 00 min						
15	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
16	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to Overtime to delete the working time.	The record has been deleted.				
Sub-Scenario 3: Cross-midnight overtime from Friday to Saturday PM							
17	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Friday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
18	Record Overtime for Friday	In the <i>Daily Time Recording</i> pane choose the Record button next to Working Times .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>				

Step #	Test Step Name	Instruction	Expected Result						
19	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 2:00 PM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 16:00</p>	<p>Overtime for Friday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>						
20	Save Overtime for Friday	Choose Save .	<p>Overtime for Friday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 16 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Friday is shown.</p>						
21	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Friday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Overtime (Working Day 1.5):</td> <td>2 hr 00 min</td> </tr> <tr> <td>Fri- Sat Next Day @1.5:</td> <td>12 hr 00 min</td> </tr> <tr> <td>Fri- Sat Next Day @2.0:</td> <td>2 hr 00 min</td> </tr> </table>	Overtime (Working Day 1.5):	2 hr 00 min	Fri- Sat Next Day @1.5:	12 hr 00 min	Fri- Sat Next Day @2.0:	2 hr 00 min
Overtime (Working Day 1.5):	2 hr 00 min								
Fri- Sat Next Day @1.5:	12 hr 00 min								
Fri- Sat Next Day @2.0:	2 hr 00 min								
22	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.						
23	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.						
Sub-Scenario 4: Cross-midnight overtime from Saturday to Sunday									
24	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Saturday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.						
25	Record Overtime for Saturday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>						

Step #	Test Step Name	Instruction	Expected Result				
26	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 4:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 06:00</p>	<p>Overtime for Saturday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
27	Save Overtime for Saturday	Choose Save .	<p>Overtime for Saturday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 6 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Saturday is shown.</p>				
28	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Saturday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Overtime Saturday @2.0:</td> <td>2 hr 00 min</td> </tr> <tr> <td>Overtime Sunday Next Day (2.0):</td> <td>4 hr 00 min</td> </tr> </table>	Overtime Saturday @2.0:	2 hr 00 min	Overtime Sunday Next Day (2.0):	4 hr 00 min
Overtime Saturday @2.0:	2 hr 00 min						
Overtime Sunday Next Day (2.0):	4 hr 00 min						
29	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
30	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				
Sub-Scenario 5: Cross-midnight overtime from Sunday to Monday							
31	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select Sunday of the current week.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
32	Record Overtime for Sunday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	<p>The option to change the Time Type occurs.</p> <p>Overtime is defaulted.</p>				

Step #	Test Step Name	Instruction	Expected Result				
33	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 4:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 06:00</p>	<p>Overtime for Sunday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
34	Save Overtime for Sunday	Choose Save .	<p>Overtime for Sunday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 6 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for Sunday is shown.</p>				
35	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for Sunday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Overtime Monday Next Day @1.5:</td> <td>4 hr 00 min</td> </tr> <tr> <td>Overtime Sunday (2.0):</td> <td>2 hr 00 min</td> </tr> </table>	Overtime Monday Next Day @1.5:	4 hr 00 min	Overtime Sunday (2.0):	2 hr 00 min
Overtime Monday Next Day @1.5:	4 hr 00 min						
Overtime Sunday (2.0):	2 hr 00 min						
36	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
37	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				

Sub-Scenario 6: Cross-midnight overtime from a holiday to a normal weekday

38	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
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Note

A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a holiday that is followed by a normal weekday.

Step #	Test Step Name	Instruction	Expected Result
39	Record Overtime for the Holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.
40	Record Overtime Details	Fill the following fields: <i>Time Type</i> : defaults to Overtime , leave as is. <i>Start Time</i> : choose Open Picker to enter the time your overtime has started; select 10:00 PM <i>End Time</i> : choose Open Picker to enter the time your overtime has ended; select 2:00 AM <i>Duration</i> : the hours will be calculated automatically, in the example, 04:00	Overtime for the holiday has been entered. Since the end time represents the next day, +1 day is shown.
41	Save Overtime for the Holiday	Choose <i>Save</i> .	Overtime for the holiday has been saved. On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min. In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.
42	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	The following Time Valuation Results are shown: Overtime Next Day excluding Sat and Sun @1.5: 2 hr 00 min <hr/> Public Holiday Overtime (2.0): 2 hr 00 min
43	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
44	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.

Sub-Scenario 7: Cross-midnight overtime from a normal weekday to a holiday

Step #	Test Step Name	Instruction	Expected Result				
45	Select Day for Time Recording	<p>In the <i>Time Sheet Overview</i> pane, select the weekday that is followed by a holiday.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-top: 10px;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose the weekday that is followed by your chosen holiday.</p> </div>	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
46	Record Overtime for the weekday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.				
47	Record Overtime Details	<p>Fill the following fields:</p> <p>Time Type: defaults to Overtime, leave as is.</p> <p>Start Time: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p>End Time: choose Open Picker to enter the time your overtime has ended; select 2:00 AM</p> <p>Duration: the hours will be calculated automatically, in the example, 04:00</p>	<p>Overtime for the weekday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
48	Save Overtime for the weekday	Choose Save .	<p>Overtime for the weekday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.</p>				
49	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the weekday.	<p>The following Time Valuation Results are shown:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Holiday Overtime Next Day @2.0:</td> <td style="text-align: right; padding: 2px;">2 hr 00 min</td> </tr> <tr> <td style="padding: 2px;">Overtime (Working Day 1.5):</td> <td style="text-align: right; padding: 2px;">2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Overtime (Working Day 1.5):	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Overtime (Working Day 1.5):	2 hr 00 min						
50	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				

Step #	Test Step Name	Instruction	Expected Result
51	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.
Sub-Scenario 8: Cross-midnight overtime from a holiday to a holiday			
52	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday that is followed by a holiday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
		<p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose the holiday that is followed by a holiday.</p>	
53	Record Overtime for the holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.
54	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 2:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 04:00</p>	<p>Overtime for the holiday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>
55	Save Overtime for the holiday	Choose <i>Save</i> .	<p>Overtime for the holiday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.</p>

Step #	Test Step Name	Instruction	Expected Result				
56	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	The following Time Valuation Results are shown: <table border="1"> <tr> <td>Holiday Overtime Next Day @2.0:</td> <td>2 hr 00 min</td> </tr> <tr> <td>Public Holiday Overtime (2.0):</td> <td>2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Public Holiday Overtime (2.0):	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Public Holiday Overtime (2.0):	2 hr 00 min						
57	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
58	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				
Sub-Scenario 9: Cross-midnight overtime from a holiday to a holiday on a Saturday							
59	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the holiday that is followed by a holiday. The second holiday is on a Saturday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose the holiday that is followed by a holiday on a Saturday.</p> </div>							
60	Record Overtime for the holiday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.				
61	Record Overtime Details	Fill the following fields: <i>Time Type</i> : defaults to Overtime , leave as is. <i>Start Time</i> : choose Open Picker to enter the time your overtime has started; select 10:00 PM <i>End Time</i> : choose Open Picker to enter the time your overtime has ended; select 2:00 AM <i>Duration</i> : the hours will be calculated automatically, in the example, 04:00	Overtime for the holiday has been entered. Since the end time represents the next day, +1 day is shown.				

Step #	Test Step Name	Instruction	Expected Result				
62	Save Overtime for the holiday	Choose <i>Save</i> .	Overtime for the holiday has been saved. On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min. In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the holiday is shown.				
63	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the holiday.	The following Time Valuation Results are shown: <table border="1"> <tr> <td>Holiday Overtime Next Day @2.0:</td> <td>2 hr 00 min</td> </tr> <tr> <td>Public Holiday Overtime (2.0):</td> <td>2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Public Holiday Overtime (2.0):	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Public Holiday Overtime (2.0):	2 hr 00 min						
64	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
65	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				
Sub-Scenario 10: Cross-midnight overtime from a normal weekday to a holiday on a Saturday							
66	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the weekday that is followed by a holiday. The holiday is on a Saturday. Hence, the weekday is a Friday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a weekday that is followed by a holiday on a Saturday.</p> </div>							
67	Record Overtime for Friday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.				

Step #	Test Step Name	Instruction	Expected Result				
68	Record Overtime Details	<p>Fill the following fields:</p> <p><i>Time Type</i>: defaults to Overtime, leave as is.</p> <p><i>Start Time</i>: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p><i>End Time</i>: choose Open Picker to enter the time your overtime has ended; select 2:00 AM</p> <p><i>Duration</i>: the hours will be calculated automatically, in the example, 04:00</p>	<p>Overtime for the Friday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
69	Save Overtime for Friday	Choose Save .	<p>Overtime for the Friday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the Friday is shown.</p>				
70	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the Friday.	<p>The following Time Valuation Results are shown:</p> <table border="1"> <tr> <td>Holiday Overtime Next Day @2.0:</td> <td>2 hr 00 min</td> </tr> <tr> <td>Overtime (Working Day 1.5):</td> <td>2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Overtime (Working Day 1.5):	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Overtime (Working Day 1.5):	2 hr 00 min						
71	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
72	Delete the record	In the <i>Daily Time Recording</i> pane choose the x button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				

Sub-Scenario 11: Cross-midnight overtime from a Saturday to a holiday on a Sunday

Step #	Test Step Name	Instruction	Expected Result				
73	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the Saturday that is followed by a holiday. Hence, the holiday is a Sunday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a Saturday that is followed by a holiday on a Sunday.</p> </div>							
74	Record Overtime for Saturday	In the <i>Daily Time Recording</i> pane choose the Record button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.				
75	Record Overtime Details	<p>Fill the following fields:</p> <p>Time Type: defaults to Overtime, leave as is.</p> <p>Start Time: choose Open Picker to enter the time your overtime has started; select 10:00 PM</p> <p>End Time: choose Open Picker to enter the time your overtime has ended; select 2:00 AM</p> <p>Duration: the hours will be calculated automatically, in the example, 04:00</p>	<p>Overtime for the Saturday has been entered.</p> <p>Since the end time represents the next day, +1 day is shown.</p>				
76	Save Overtime for Saturday	Choose Save .	<p>Overtime for the Saturday has been saved.</p> <p>On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min.</p> <p>In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the Saturday is shown.</p>				
77	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the Saturday.	<p>The following Time Valuation Results are shown:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Holiday Overtime Next Day @2.0:</td> <td style="padding: 2px; text-align: right;">2 hr 00 min</td> </tr> <tr> <td style="padding: 2px;">Overtime Saturday @2.0:</td> <td style="padding: 2px; text-align: right;">2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Overtime Saturday @2.0:	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Overtime Saturday @2.0:	2 hr 00 min						

Step #	Test Step Name	Instruction	Expected Result
78	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
79	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.
Sub-Scenario 12: Cross-midnight overtime from a Sunday to a holiday on a Monday			
80	Select Day for Time Recording	In the <i>Time Sheet Overview</i> pane, select the Sunday that is followed by a holiday. Hence, the holiday is a Monday.	The chosen day is shown in the <i>Daily Time Recording</i> pane.
<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin: 10px 0;"> <p>Note</p> <p>A list of South African holidays is available on top of this page. You can choose a holiday in the future or a holiday in the past 4 weeks. For testing, make sure to choose a Sunday that is followed by a holiday.</p> </div>			
81	Record Overtime for Sunday	In the <i>Daily Time Recording</i> pane choose the <i>Record</i> button next to <i>Working Times</i> .	The option to change the Time Type occurs. Overtime is defaulted.
82	Record Overtime Details	Fill the following fields: <i>Time Type</i> : defaults to Overtime , leave as is. <i>Start Time</i> : choose Open Picker to enter the time your overtime has started; select 10:00 PM <i>End Time</i> : choose Open Picker to enter the time your overtime has ended; select 2:00 AM <i>Duration</i> : the hours will be calculated automatically, in the example, 04:00	Overtime for the Sunday has been entered. Since the end time represents the next day, +1 day is shown.
83	Save Overtime for Sunday	Choose <i>Save</i> .	Overtime for the Sunday has been saved. On top of the <i>Time Sheet Overview</i> pane the Recorded Overtime per week has changed to 4 hr 00 min. In the middle of the <i>Time Sheet Overview</i> pane in column <i>Recordings</i> 1 record for the Sunday is shown.

Step #	Test Step Name	Instruction	Expected Result				
84	Review Time Valuation Results	In the <i>Summary</i> section of the <i>Time Sheet Overview</i> pane review the preview of your <i>Time Valuation Results</i> for the Sunday.	The following Time Valuation Results are shown: <table border="1"> <tr> <td>Holiday Overtime Next Day @2.0:</td> <td>2 hr 00 min</td> </tr> <tr> <td>Overtime Sunday @2.0:</td> <td>2 hr 00 min</td> </tr> </table>	Holiday Overtime Next Day @2.0:	2 hr 00 min	Overtime Sunday @2.0:	2 hr 00 min
Holiday Overtime Next Day @2.0:	2 hr 00 min						
Overtime Sunday @2.0:	2 hr 00 min						
85	Select Day for Deletion	In the <i>Time Sheet Overview</i> pane, select the previously entered record.	The chosen day is shown in the <i>Daily Time Recording</i> pane.				
86	Delete the record	In the <i>Daily Time Recording</i> pane choose the <i>x</i> button next to <i>Overtime</i> to delete the working time.	The record has been deleted.				

6 Test Procedures on Mobile Device (Optional)

Following the next steps you will learn about the steps that can be performed on your Mobile Device.

For this, the App must be installed and activated on the mobile devices of the people who execute these steps. More information can be found in chapter [Install Mobile App \(Optional\) \[page 13\]](#).

For details on using Employee Central Time Sheet with the SAP SuccessFactors Mobile application, refer to the product documentation guide **Using Employee Central Time Management** in the [SAP Help Portal](#) chapters **Mobile Time Sheet for iPhone/Android Users**.

6.1 Approve Single Attendance Requests (Optional)

Use

The approvers of requests, like Line Managers receive the requests on their mobile devices. They can approve/reject the requests on their mobile devices.

This test step refers to chapter [Approve Single Attendance Request \[page 21\]](#).

Role

For this process, the following user should be prepared before you perform the process steps:

- Line Manager

Procedure

1. Open the **SuccessFactors** App and log on by tapping the corresponding username.
2. Tap on *To-Do* and under *Approve Requests* select the appropriate request you need to process.
3. On the *Request Details* screen, review the request.
4. If satisfied, tap *Approve*.

5. If not satisfied, send the request back for further details. In this case, it is recommended to add a comment explaining your decision. Then tap [Decline](#). The request initiator can then either adapt the change request and resubmit it for approval or cancel it.
6. If appropriate, you can also delegate the request. In this case tap [Delegate](#) and select the person to whom you want to delegate it to.

6.2 View Time Sheet (Optional)

Use

The Employee reviews the successfully paired time pair in his/her Time Sheet on the mobile device.

This test step refers to chapter [View Time Sheet \(Optional\) \[page 43\]](#).

Role

For this process, the following user should be prepared before you perform the process steps:

- Employee

Procedure

1. Open the **SuccessFactors** App and log on by tapping the corresponding username.
2. Tap on [Time Sheet](#).
3. The current work week is shown. You may change the week by selecting [Week List](#) in the upper right corner or by sliding the days to the left or right.
4. Tap on a weekday with recorded working times.
5. The weekday is shown.
6. Tap on a [Working Time](#).
7. The [Recording Details](#) are shown. In the lower part the [Paired Time Events](#) are shown.
8. Tap on the [Clock In](#) or the [Clock Out](#) event.
9. On the [Time Event Details](#) page review the [Status](#) (for example **Paired** for the selected event).

Note

Instead of step 6, on the weekdays page, you may also tap on [Show Time Events](#) to jump to all [Time Events](#), and to dig from here into the [Time Event Details](#).

7 Process Integration

Following the next steps you will learn about processes that may precede or succeed this guide.

- [Preceding Processes \[page 118\]](#)
- [Succeeding Processes \[page 118\]](#)

7.1 Preceding Processes

The process tested in this guide is part of a chain of integrated processes.

In the assumption that the Employee Central related content in your instance has been deployed with the SAP Best Practices, the following processes can precede this process.

Process	Business Condition
In case the Core content has been deployed: Manage Hire/Rehire	Employees must have been hired or rehired and already exist in the system.
Since Time Sheet needs to be deployed to use the Time Tracking functionality: Record Working Time	Employees have recorded their working times.

Note

The Time Sheet processes can take place in parallel to Time Tracking or you can run Time Sheet as preceding or succeeding processes.

7.2 Succeeding Processes

The process tested in this guide is part of a chain of integrated processes.

In the assumption that the Employee Central related content in your instance has been deployed with the SAP Best Practices solution, after completing the activities in this test script, you can continue testing the following business processes.

Process	Business Condition
In case the Time Off content has been deployed: Manage Time-Off (Optional)	Employees must have been hired or rehired and already exist in the system.
Since Time Sheet needs to be deployed to use the Time Tracking functionality: Record Working Time	Employees have recorded their working times.

Note



The Time Sheet processes can take place in parallel to Time Tracking or you can run Time Sheet as preceding or succeeding processes.

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