

Entering Unpaid Leave Absences

PA30 - Maintain HR Master Data

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Section 1 – Introduction to Entering Unpaid Leave Absences

- All Absences are recorded in SAP '**PA30 – Maintain HR Master Data**' app.
- **No authorisation is required for absences** on SAP and once input will update SAP immediately.
- All inputting must be completed by the **7th working day** in order for any relevant pay adjustments to be made that month. Please see SchoolsNet for deadline dates.
- An 'Inputters' absence must be recorded by another 'Inputter' at the school or the 'Authoriser'.
- Unpaid Leave can be added in advance of the current month/period.

This guidance applies to the recording of the unpaid absence types listed below:

Absence Type	Description
0302	Parental Leave
0398	Unauthorised Abs-Part Day
0401	Unauthorised Abs > = 1 Day
0399	Unpaid Leave – Part Day
0400	Unpaid Leave > = 1 Day
0410	Jury Service

If any of the above absences are entered on an employee's record, they will **deduct a monetary value from their pay**.

Jury Service - This absence is unpaid, but a form will be provided by the court for the member of staff to claim back their loss of earnings. Complete the Certificate of Loss of Earnings or Benefit form with the number of days worked per week and the times worked each day, including details of whether the employee is required to return to work if not needed at the Court. The Original Certificate of Loss of Earnings or Benefit form is to be sent to traded@derbyshire.gov.uk. HR Services will complete the remainder of the form and return to employee. The school is then required to input Jury Service into PA30 using wage type **0410** for dates that the employee is absent and attending court.

Other Unpaid Leave absences entered by HR Services

Unpaid Leave for 1 month or more – If one of your employee's are on Unpaid Leave for 1 month or more, please complete the Adjustments form and email to traded@derbyshire.gov.uk. The original must also be sent to HR Services.

Industrial Action – If one of your employee's is absent due to Industrial Action, please complete the template which will be issued to the Headteacher via email each time a strike occurs, this will also be available on SchoolsNet.

The template should be completed for all absent employees, ensuring that 'hours lost' are recorded for part time employees, reflecting the number of hours they would have worked on that day. Once complete it should be returned via email to traded@derbyshire.gov.uk for input by HR Services.

To enable payroll to run the SAP system requires a working pattern for each employee, these are called work schedules. DCC do not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern. There are two 'dummy' schedules currently set up within SAP based on an employee's nominal hours: 37hour employees or 32.50-hour employees.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee. Both schedules cover a 5-day week (Monday to Friday) and as a result, **daily working hours will always be a 1/5 of an employee's contracted hours.**

To enable the correct deduction for unpaid leave a change to the 'dummy' work schedule will be required **where an employee works greater than 1/5 of their contracted hours.** To do this, you will need to **create a substitution** for the day the unpaid leave relates to before any unpaid leave can be input.

- Any new Unpaid Leave absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee's other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

Section 1.2 – Types of Unpaid Leave Entries

The table below indicates when a substitution is required, and guidance is given for inputting the different types of Unpaid Leave.

Full Day = If a full-time employee is absent on any type of Unpaid Leave (as listed above) for the whole working day or a part time employee who is absent on one day for 1/5th, or greater than 1/5th of their total contracted hours.

Part Day = If a full-time employee is absent on any type of Unpaid Leave (as listed above) for part of their working day or a part time employee is absent for less than 1/5th of their total contracted hours on any type of Unpaid Leave on one day.

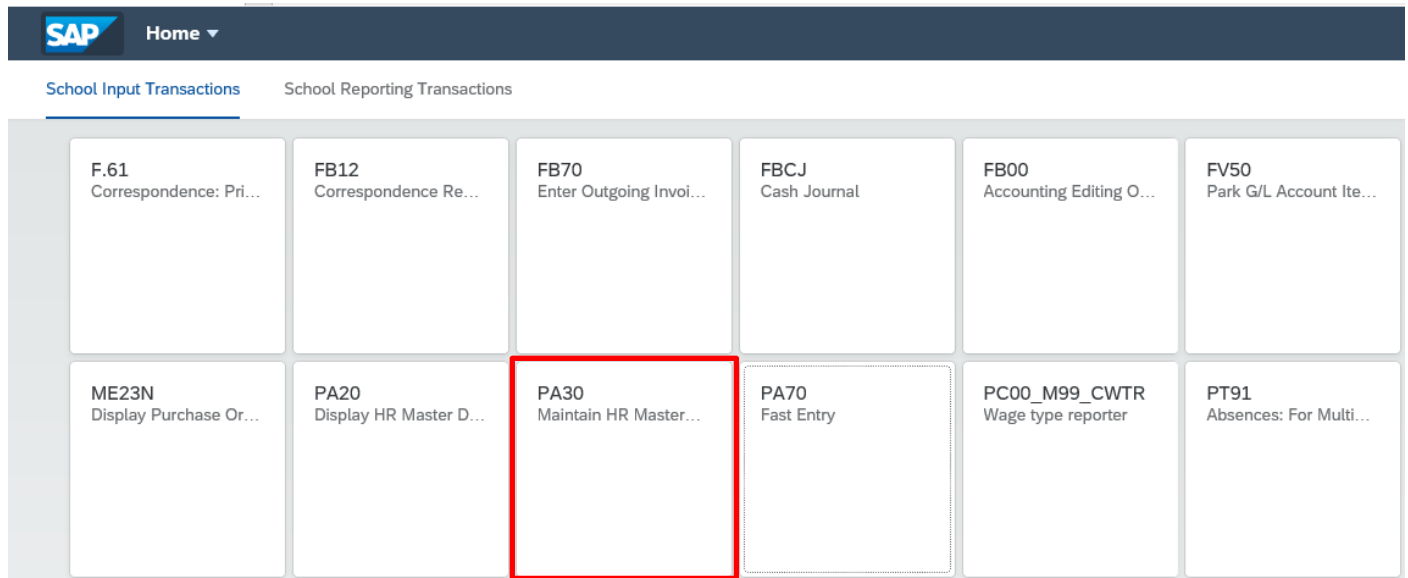
Type of employee	Full or Part Day	Substitutions	Absences	Absence Types
Full Time	Full Day	Not Required.	Required – no times required.	0400
Full Time	Part Day	Not Required.	Enter total hours lost of the unpaid absence.	0399
Part Time	Full Day (Where hours lost are equal to 1/5th of their contracted hours)	Not Required	Required – no times required.	0400
Part Time	Part Day (Where hours lost are less than 1/5th of their contracted hours)	Not Required	Enter total hours lost of the unpaid absence.	0399
Part Time	Full Day (Where hours lost are greater than 1/5 of their contracted hours)	Required. Start and end times of working day to equal hours lost.	Required – no times required but check Unpaid Leave hours lost match 'Absence Hours'.	0400

Section - 2 Overview of existing Absences

Log into SAP

- This loads the Fiori Dashboard

Click on the **PA30 – Maintain HR Master Data** app



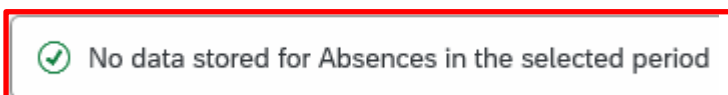
You will now be in the **PA30 Maintain HR Master Data** screen.

- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Absences’ to highlight the line.
- Click the ‘All’ radio button.
- Click ‘Overview’.

The screenshot shows the SAP 'Maintain HR Master Data' interface. The top navigation bar includes buttons for 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', and 'Overview' (highlighted with a red box). The employee details for Mr Jordan James (Personnel No. 71104894) are displayed. The 'Time Data Menu' tab is selected, and the 'Absences' radio button is selected. The 'All' radio button is also selected. The 'Overview' button is highlighted in the top navigation bar.

Personnel num...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Lear
71104898	Mrs Beverley Bonnet	Teaching & Lear
71104899	Mr Matthew Paint	Teaching & Lear
71104900	Mr Matthew Paint	Mid Day Superv
71104901	Mrs Goldy Locks	Mid Day Superv
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relie
71104904	Miss Carrie Cupboard	Caretaker
71104905	Ms Millie Marshall	Technician

If there is no data stored, you will see a notification message on the bottom left of the screen.



If data exists, you will see an 'Overview' of all absences, you can use this to determine and review which data has already been input.

- Click '**Back**' arrow on top menu bar to return to the previous screen.

The screenshot shows the SAP 'List Absences' interface. At the top left, a blue header bar contains a back arrow icon (highlighted with a red box) and the SAP logo. Below the header, there are navigation buttons: 'Menu', 'Create', 'Change', 'Copy', 'Delete', and 'Lock/unlock'. The main area is divided into several sections:

- Find by:** A search filter section with 'Person' selected, showing options for 'Collective Search Help', 'Search Term', and 'Free search'.
- Person Details:** Fields for 'Pers. No.' (71104894), 'Pers. Assgn.' (Teacher / 50264535), 'Name' (Mr Jordan James), 'Pers. area' (CAYA Childrens Services), 'Cost Ctr.' (CIP1234 Anyt), 'EE subgrp.' (TC Teachers), 'WS rule' (DM3250SC SCH), 'Choose' (01.01.1800), 'To' (31.12.9999), and 'STy.'.
- Absences Table:** A table with columns 'Start Date', 'End Date', 'Abs...', 'Att./abs. type text', 'From', and 'To'. One record is visible, highlighted with a red box: Start Date: 02.02.2024, End Date: 02.02.2024, Abs.: 0407, Att./abs. type text: TradeUnionTimeOff (TUTO).

Section 3 – How to view an employee’s Contracted Hours

- From the Fiori Dashboard click on the ‘PA30 – Maintain HR Master Data’ app
- Select the employee by ‘double clicking’ so that their details appear in the right-hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Time Transfer Specifications’ to highlight the line.
- Enter ‘ZCTR’ in the ‘Sty’ field.
- Click ‘Display’ on top menu bar

The screenshot shows the SAP Fiori 'Maintain HR Master Data' application. The top navigation bar includes 'SAP' and 'Maintain HR Master Data'. Below this is a menu bar with buttons for 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', 'Overview', and 'Services for Object'. The main interface is divided into several sections:

- Find by:** A search area with options for 'Person', 'Collective Search Help', and 'Search Term'.
- Hit list:** A table listing employees. The first row, '71104894 Mr Jordan James Teacher', is highlighted with a red box.
- Personnel Details:** Fields for 'Personnel No.: 71104894', 'Name: Mr Jordan James', 'EE group: C Schools', 'EE subgroup: TC Teachers', 'Pers. Assgn: Teacher / 50264535', 'Pers. area: CAYA Childrens Services', and 'Cost Center: CIP1234 Anytown F'.
- Time Data Menu:** A tabbed interface with 'Time Data Menu' selected. It contains a list of infotypes with radio buttons. 'Time Transfer Specifications' is selected and highlighted with a red box. Other options include 'Absences', 'Absence Scheme Override', 'Attendances', 'Employee Remuneration Info', 'Substitutions', 'Availability', 'Planned Working Time', 'Absence Quotas', and 'Quota Corrections'. A 'Period' section on the right has 'All' selected and highlighted with a red box, along with a 'Choose' button.
- Direct selection:** A field for 'Infotype:' and a 'Sty:' field containing 'ZCTR', both highlighted with red boxes.

The following screen is displayed with the contracted hours of the chosen employee.

The screenshot shows the SAP 'Display Time Transfer Specifications' interface. The 'Time transfer specification' section is highlighted with a red box, showing the following details:

- Time transfer type: ZCTR
- Number of hours: 32.50 Hours

Other visible details include:

- Pers. No.: 71104894
- Pers. Assgn: Teacher / 50264535
- Name: Mr Jordan James
- Pers. area: CAYA Childrens Services
- Cost Ctr: CIP1234 Anytown Primary
- EE subgrp: TC Teachers
- WS rule: DM3250SC SCH STD 32.5 Hrs
- Start: 01.01.2024
- To: 31.12.9999
- Chg.: 15.02.2024 71025247

The minutes are shown as a decimal so 32.50 hours is 32 ½ hours. See table below for minutes to decimal convertor.

Minute	Decimal
5	0.08
10	0.17
15	0.25
20	0.33
25	0.42
30	0.50
35	0.58
40	0.67
45	0.75
50	0.83
55	0.92
60	1.00

- Click '**Back**' arrow on top menu bar to return to the previous screen.

Section 4 - Absence - Inputting Unpaid Leave for a Full Time employee with a Full Day Unpaid Absence

If a Full-Time employee is absent for a Full Day's unpaid leave, a substitution does not need to be created. You can enter the whole day of the absence into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absence.

The following guidance is for **Unpaid Leave – Absence Type 0400**, but can also be used for the following types:

- Unauthorised Absence – Absence Type 0401
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410

If the unpaid absence is for more than one day, providing it is for whole days this can be entered as a block entry, please see page 15 of this guide.

- **Always check the overview screen** before entering an absence for an employee. Please see page 5 of this guide.
- If there is no existing absence for the employee, then create a new absence record.

- From the Fiori Dashboard click on the 'PA30 – **Maintain HR Master Data**' app
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the '**Time Data Menu**' tab.
- Select the radio button to the left of '**Absences**' to **highlight the line**.
- Click '**Create**' on top menu bar

The screenshot shows the SAP Fiori 'Maintain HR Master Data' application. At the top, there is a navigation bar with the SAP logo and the title 'Maintain HR Master Data'. Below this is a menu bar with buttons for 'Menu', 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', 'Overview', and 'Services for Object'. The 'Create' button is highlighted with a red box. Below the menu bar is a search area with 'Find by' options: 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. A 'Hit list' table is visible on the left, listing personnel numbers and names. The row for '71104894 Mr Jordan James' is highlighted with a red box. To the right of the hit list is a form for 'Personnel No.: 71104894' and 'Name: Mr Jordan James'. Below this are fields for 'EE group: C Schools' and 'EE subgroup: TC Teachers'. Further right are fields for 'Pers. Assgn: Teacher / 50264535', 'Pers. area: CAYA Childrens Services', and 'Cost Center: CIP1234 Anytown Primary'. Below the form is a tabbed interface with tabs for 'Personal Data', 'Work Contract Data', 'Payroll Data', 'Time Data Menu', and 'Travel Benefits Data'. The 'Time Data Menu' tab is selected and highlighted with a red box. Below the tabs is a list of infotypes with radio buttons. The 'Absences' radio button is selected and highlighted with a red box. To the right of the infotype list is a 'Period' selection area with radio buttons for 'Period', 'Today', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Current Year'. The 'All' radio button is selected and highlighted with a red box. Below the 'Period' selection area is a 'Choose' button. At the bottom of the interface is a 'Direct selection' section with fields for 'Infotype: Absences' and 'STy: '.

- A drop down list box will appear – click on the grey square next to the required the absence type that you want to create. **0400 – Unpaid Leave > = 1 Day**.
- Click on the **green tick icon** on the bottom right of the pop up box to confirm your selection

Subtypes for infotype "Absences" (1) ✕

> Restrictions

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P...	A/AType	Att./abs. type text
<input type="checkbox"/>	09 0203	Medical Appointments
<input type="checkbox"/>	09 0219	Self Isolation
<input type="checkbox"/>	09 0251	Antenatal Paternity Leave
<input type="checkbox"/>	09 0252	Paternity Leave – In Days
<input type="checkbox"/>	09 0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09 0300	Maternity Leave
<input type="checkbox"/>	09 0301	Adoption Leave
<input type="checkbox"/>	09 0302	Parental Leave (unpaid)
<input type="checkbox"/>	09 0303	Time Off for Dependants
<input type="checkbox"/>	09 0304	Shared Parental Leave
<input type="checkbox"/>	09 0398	Unauthorised Abs-Part Day
<input type="checkbox"/>	09 0399	Unpaid Leave - Part Day
<input checked="" type="checkbox"/>	09 0400	Unpaid Leave > = 1 Day
<input type="checkbox"/>	09 0401	Unauthorised Abs> = 1 Day
<input type="checkbox"/>	09 0402	Suspension

45 Entries found

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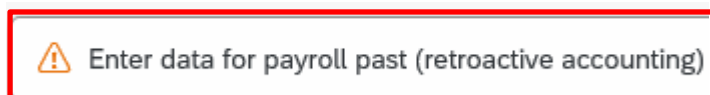
- Enter the single date of the unpaid absence in the ‘**Start**’ and ‘**To**’ fields.
- Press ‘**Enter**’ on your keyboard

You will see on the screen shot below that the ‘**absence days**’ has defaulted to **1.00**. Please also check the **total number of absence hours lost**. If the total is not correct, please contact the Budget Manager Support Team.

Click ‘**Save**’ in the bottom right of the screen to save your entry


The screenshot shows the SAP 'Create Absences' interface. At the top, there's a navigation bar with 'SAP' and 'Create Absences'. Below it, a menu bar includes 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form area is divided into sections: 'Absence' and 'Payroll'.
In the 'Absence' section, the 'Absence type' is set to '0400' (Unpaid Leave >= 1 Day). The 'Absence hours' field is '6.50', 'Absence days' is '1.00', and 'Calendar days' is '1.00'. The 'Full-day' checkbox is checked. The 'Start' and 'To' dates are both '16.02.2024'.
In the 'Payroll' section, 'Payroll hours' is '6.50' and 'Payroll days' is '1.00'.
At the bottom right of the screen, there is a blue 'Save' button highlighted with a red box.

- You may receive a warning message at this point in the bottom left hand corner of the screen:-



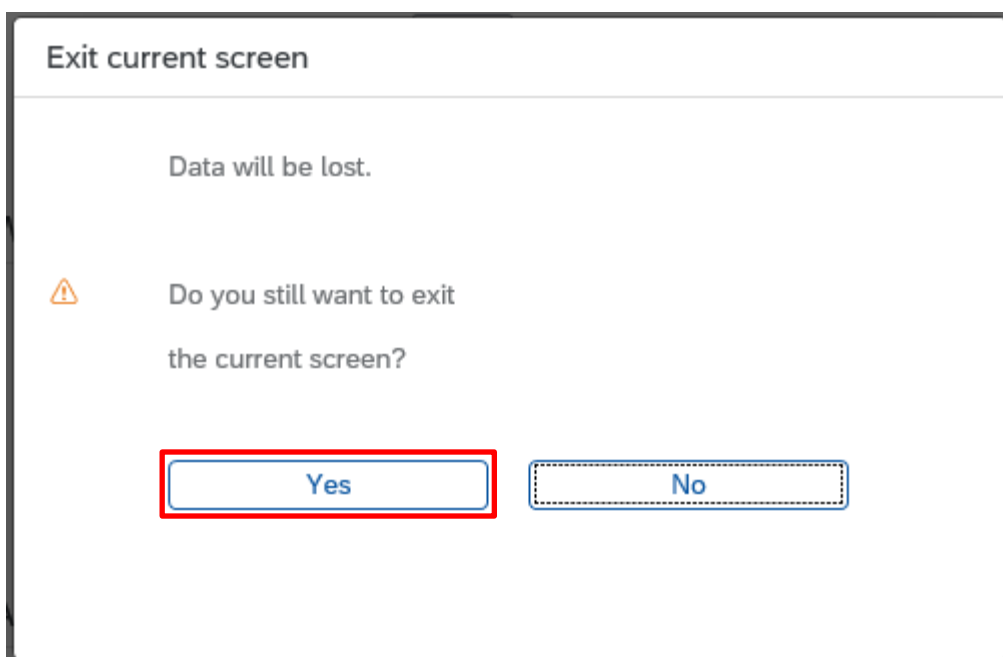
- All warning messages are addressed by pressing **Enter** on the keyboard', please take note of the message and action accordingly (See page 58 of this guide for system messages).
- The new Unpaid Leave absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee's other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record (or as per the message below).

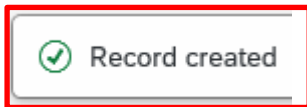
 Infotype 0001 does not exist or is incomplete for

- Click '**Back**' arrow on top menu bar
- A pop-up box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click '**Yes**' button



- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'.



- Click '**Back**' arrow on to menu bar to return to the previous screen or '**Exit**' to return to the Fiori Dashboard page.
- **If you have an employee who holds more than one job at your school, after entering an Unpaid Leave absence, please check using the 'overview' method that the absence is recorded in each record correctly**

Section 5 - Inputting Unpaid Leave for a Full Time employee with more than one Full Day's Unpaid Absence

If a Full Time employee is absent for more than one Full Day's unpaid leave absence, a substitution does not need to be created. You can enter the whole period of the absence into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absences.

The following guidance is for **Unpaid Leave – Absence Type 0400**, but can also be used for the following types:

- Unauthorised Absence – Absence Type 0401
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410

If the unpaid absence is for more than one day, providing it is whole days this can be **entered as a block entry**.

- **Always check the overview screen** before entering an absence for an employee. Please see page 5 of this guide
- If there is no existing absence for the employee then create a new absence record.

- From the Fiori Dashboard click on 'PA30 – **Maintain HR Master Data**' app
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the **'Time Data Menu'** tab.
- Select the radio button to the left of **'Absences'** to highlight the line.
- Click **'Create'**.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain HR Master Data'. Below this is a menu bar with buttons for 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', 'Overview', and 'Services for Object'. The 'Create' button is highlighted with a red box. Below the menu bar, there are navigation icons and a search area. The main area is divided into several sections. On the left, there is a 'Find by' section with options for 'Person', 'Collective Search Help', 'Search Term', and 'Free search'. Below this is a 'Hit list' table with columns for 'Personnel ...', 'Name', and 'Position name'. The first row of the table is highlighted with a red box: 71104894, Mr Jordan James, Teacher. To the right of the table, there are input fields for 'Personnel No.: 71104894', 'Name: Mr Jordan James', 'EE group: C Schools', 'EE subgroup: TC Teachers', 'Pers. Assgn: Teacher / 50264535', 'Pers. area: CAYA Childrens Services', and 'Cost Center: CIP1234 Anytown Primary'. Below these fields, there are tabs for 'Personal Data', 'Work Contract Data', 'Payroll Data', 'Time Data Menu', and 'Travel Benefits Data'. The 'Time Data Menu' tab is highlighted with a red box. Below the tabs, there is a list of radio buttons for 'Infotype Text' and 'Status'. The 'Absences' radio button is selected and highlighted with a red box. Below this list, there is a 'Period' section with radio buttons for 'Period', 'Today', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', and 'Last Month'. The 'All' radio button is selected and highlighted with a red box. Below the 'Period' section, there is a 'Choose' button. At the bottom, there is a 'Direct selection' section with input fields for 'Infotype: Absences' and 'STy:'. The 'Infotype' field is highlighted with a red box.

- A drop down list box will appear – click on the grey square next to the required the absence type that you want to create. **0400 – Unpaid Leave > = 1 Day**.
- Click on the **green tick icon** on the bottom right of the pop up box to confirm your selection

Subtypes for infotype "Absences" (1) ✕

> Restrictions

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P...	A/AType	Att./abs. type text	
<input type="checkbox"/>	09	0203	Medical Appointments
<input type="checkbox"/>	09	0219	Self Isolation
<input type="checkbox"/>	09	0251	Antenatal Paternity Leave
<input type="checkbox"/>	09	0252	Paternity Leave – In Days
<input type="checkbox"/>	09	0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09	0300	Maternity Leave
<input type="checkbox"/>	09	0301	Adoption Leave
<input type="checkbox"/>	09	0302	Parental Leave (unpaid)
<input type="checkbox"/>	09	0303	Time Off for Dependants
<input type="checkbox"/>	09	0304	Shared Parental Leave
<input type="checkbox"/>	09	0398	Unauthorised Abs-Part Day
<input checked="" type="checkbox"/>	09	0400	Unpaid Leave > = 1 Day
<input type="checkbox"/>	09	0401	Unauthorised Abs> = 1 Day
<input type="checkbox"/>	09	0402	Suspension

45 Entries found

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- Enter the **start and end dates** as necessary, using the format DD.MM.YYYY.
- Press **‘Enter’**.

You will see on the screenshot below that the absence days’ are now 4 days. If you have entered the absence as a block for more than one day, **the absence days should be the total working days lost and the absence hours should be the total number of absence hours lost.** If the total is not correct, please contact the Budget Manager Support Team.

- Click **‘Save’** in bottom right of screen to save the entry

Pers. No.:	71104894	Pers.Assgn:	Teacher / 50264535
Pers.No.:	71104894	Name:	Mr Jordan James
Pers.area:	CAYA Childrens Services	Cost Ctr:	CIP1234 Anyt
E subgrp:	TC Teachers	WS rule:	DM3250SC SCH
* Start:	05.02.2024	* To:	08.02.2024

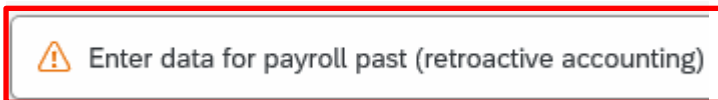
Absence type:	0400	Unpaid Leave > = 1 Day
Time:		<input type="checkbox"/> Prev.day
Absence hours:	26.00	<input checked="" type="checkbox"/> Full-day
Absence days:	4.00	
Calendar days:	4.00	

Payroll hours:	26.00
Payroll days:	4.00

< >

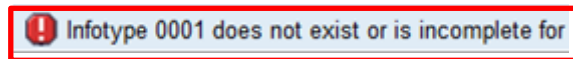
Save Cancel

You may receive a warning message at this point in the bottom left hand corner of the screen:-



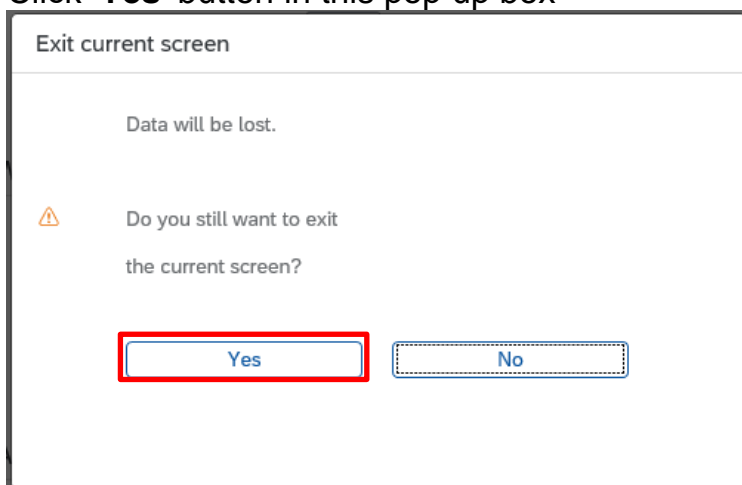
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly (see page 58 of this guide for system messages).
- The new Unpaid Leave absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee's other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record (or as per the message below).

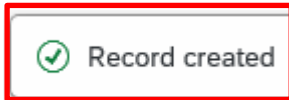


- Click '**Back**'.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click '**Yes**' button in this pop up box



- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'.



- Click on '**Back**' arrow on top menu bar to return previous screen.
- **If you have an employee who holds more than one job at your school**, after entering an Unpaid Leave absence, **please check using the 'overview' method that the absence is recorded in each record correctly.**

Section 6 - Inputting Unpaid Leave for a Full Time Employee with a Part Day Unpaid Absence

If a Full Time Employee is absent for a Part Day's unpaid leave absence, a substitution does not need to be created. You can enter the part day absence into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absences.

The following guidance is for **Unpaid Absence – Absence Type 0399**, but can also be used for the following types:

- Unauthorised Absence – Absence Type 0398
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410

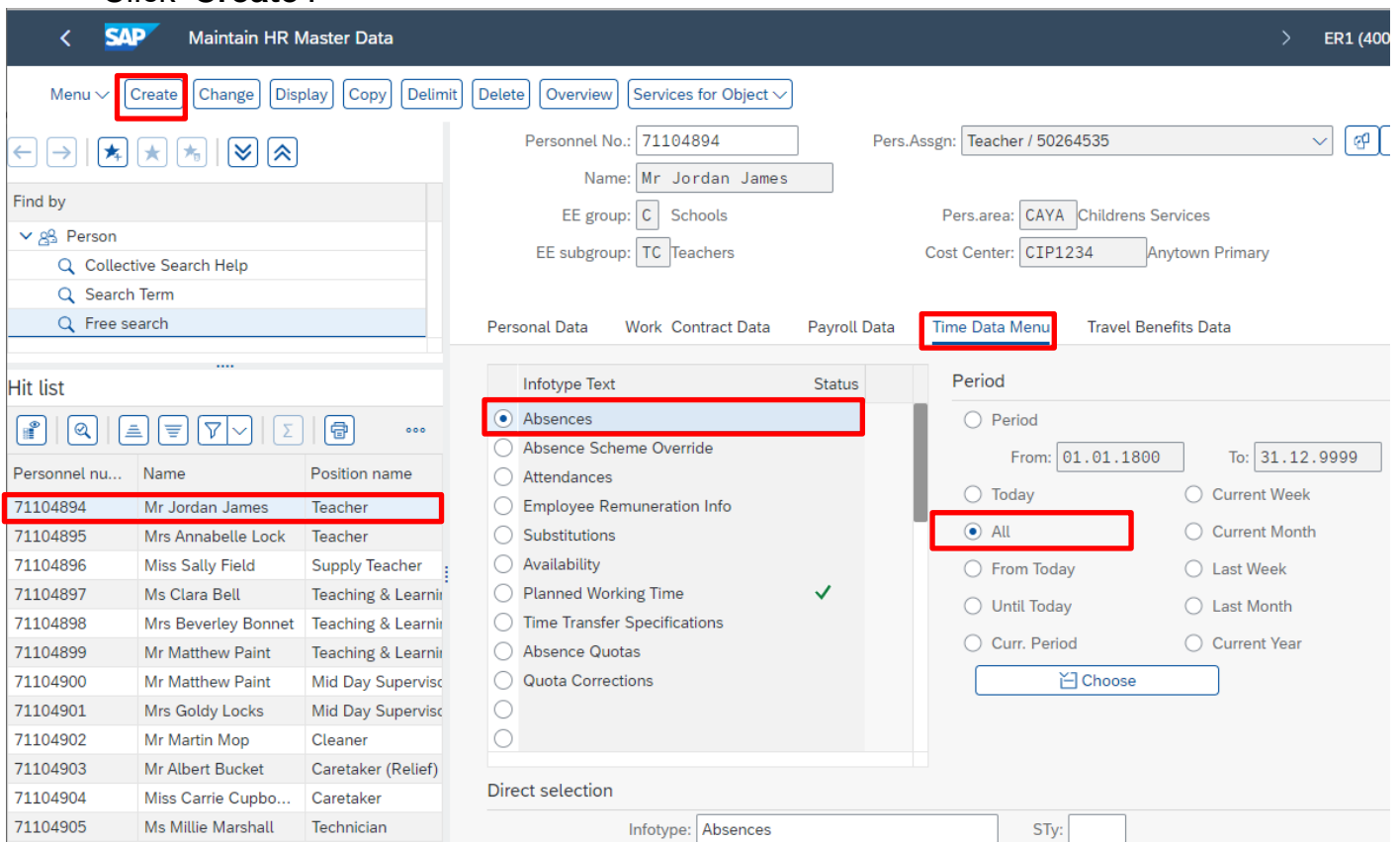
If a Full Time Employee has two consecutive Part Days off as Unpaid Leave, **a new entry will be required for each entry**. These 'Part Days' cannot be entered as a block entry.

- **Always check the overview screen** before entering an absence for an employee. Please see page 5 of this guide
- If there is no existing absence for the employee then create a new absence record.

- From the Fiori Dashboard click on 'PA30 – Maintain HR Master Data' app



- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the 'Time Data Menu' tab.
- Select the radio button to the left of 'Absences' to highlight the line.
- Click 'Create'.



Personnel No.: 71104894 Pers.Assgn: Teacher / 50264535
Name: Mr Jordan James
EE group: C Schools Pers.area: CAYA Childrens Services
EE subgroup: TC Teachers Cost Center: CIP1234 Anytown Primary

Personal Data Work Contract Data Payroll Data **Time Data Menu** Travel Benefits Data

Infotype Text	Status
<input checked="" type="radio"/> Absences	
<input type="radio"/> Absence Scheme Override	
<input type="radio"/> Attendances	
<input type="radio"/> Employee Remuneration Info	
<input type="radio"/> Substitutions	
<input type="radio"/> Availability	
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Time Transfer Specifications	
<input type="radio"/> Absence Quotas	
<input type="radio"/> Quota Corrections	

Period

Period
From: 01.01.1800 To: 31.12.9999

Today Current Week

All Current Month

From Today Last Week

Until Today Last Month

Curr. Period Current Year

Direct selection

Infotype: Absences STy:

Personnel nu...	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching & Learni
71104898	Mrs Beverley Bonnet	Teaching & Learni
71104899	Mr Matthew Paint	Teaching & Learni
71104900	Mr Matthew Paint	Mid Day Supervisc
71104901	Mrs Goldy Locks	Mid Day Supervisc
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker (Relief)
71104904	Miss Carrie Cupbo...	Caretaker
71104905	Ms Millie Marshall	Technician

- A drop down list box will appear – ‘double click’ on the sickness absence type that you want to create. **0399 – Unpaid Leave – Part Day.**
- Click on the green tick icon in the bottom right of the pop up box to confirm selection

Subtypes for infotype "Absences" (1) ✕

> Restrictions

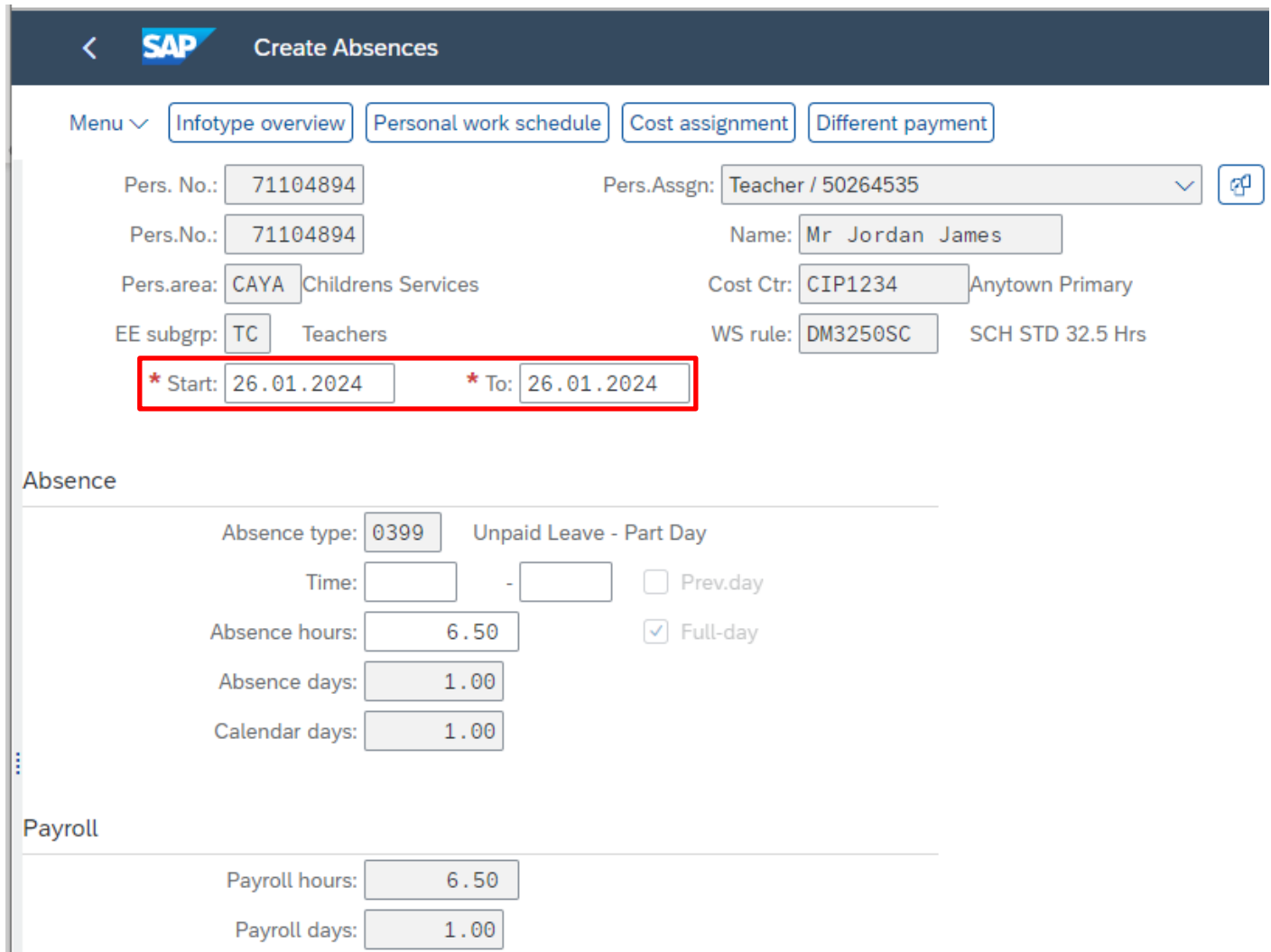
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P...	A/AType	Att./abs. type text
<input type="checkbox"/>	09 0203	Medical Appointments
<input type="checkbox"/>	09 0219	Self Isolation
<input type="checkbox"/>	09 0251	Antenatal Paternity Leave
<input type="checkbox"/>	09 0252	Paternity Leave – In Days
<input type="checkbox"/>	09 0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09 0300	Maternity Leave
<input type="checkbox"/>	09 0301	Adoption Leave
<input type="checkbox"/>	09 0302	Parental Leave (unpaid)
<input type="checkbox"/>	09 0303	Time Off for Dependants
<input type="checkbox"/>	09 0304	Shared Parental Leave
<input type="checkbox"/>	09 0398	Unauthorised Abs-Part Day
<input checked="" type="checkbox"/>	09 0399	Unpaid Leave - Part Day
<input type="checkbox"/>	09 0400	Unpaid Leave > = 1 Day
<input type="checkbox"/>	09 0401	Unauthorised Abs> = 1 Day
<input type="checkbox"/>	09 0402	Suspension

45 Entries found

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- Enter the single date of the unpaid absence in the ‘**Start**’ and ‘**To**’ fields.
- Press ‘**Enter**’.



The screenshot shows the SAP 'Create Absences' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'Create Absences'. Below this is a 'Menu' section with four tabs: 'Infotype overview' (selected), 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form area contains several input fields and dropdown menus. On the left side, there are fields for 'Pers. No.' (71104894), 'Pers.No.' (71104894), 'Pers.area' (CAYA Childrens Services), and 'EE subgrp' (TC Teachers). On the right side, there are fields for 'Pers.Assgn' (Teacher / 50264535), 'Name' (Mr Jordan James), 'Cost Ctr' (CIP1234 Anytown Primary), and 'WS rule' (DM3250SC SCH STD 32.5 Hrs). A red box highlights the '* Start' and '* To' fields, both containing the date '26.01.2024'. Below the main form, there are three sections: 'Absence', 'Payroll', and 'Absence type'. The 'Absence' section includes 'Absence type' (0399 Unpaid Leave - Part Day), 'Time' (empty), 'Absence hours' (6.50), 'Absence days' (1.00), and 'Calendar days' (1.00). The 'Payroll' section includes 'Payroll hours' (6.50) and 'Payroll days' (1.00). The 'Absence type' section includes 'Unpaid Leave - Part Day' and 'Unpaid Leave - Full Day' (checked).

The absence days are 1 and the calendar days are 1.

If required, for individual **part single day** entries you can overtype the ‘Absence Hours’ (in the format HH.DD) to record a set period of hours that is less than the automatically calculated maximum for the day. **When entering a part day absence it is the amount of hours lost that needs to be recorded**, rather than actual times.

- Enter the total number of hours lost due to Unpaid Leave in '**Absence hours**'
In this example: 1.00
- Press '**Enter**'.
- Click '**Save**' button in bottom right of screen
- Please check the **total number of absence hours lost** after saving. If the total is not correct, please contact the Budget Manager Support Team

SAP Create Absences

Menu ▾ Infotype overview Personal work schedule Cost assignment Different payment

Pers. No.: 71104894 Pers. Assgn: Teacher / 50264535

Pers.No.: 71104894 Name: Mr Jordan James

Pers.area: CAYA Childrens Services Cost Ctr: CIP1234 Anytown Primary

EE subgrp: TC Teachers WS rule: DM3250SC SCH STD 32.5 Hrs

* Start: 26.01.2024 * To: 26.01.2024

Absence

Absence type: 0399 Unpaid Leave - Part Day

Time: 09:00 - 10:00 Prev.day

Absence hours: 1.00 Full-day

Absence days: 0.15

Calendar days: 0.00

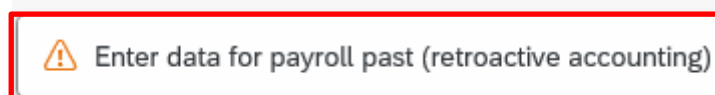
Payroll

Payroll hours: 1.00

Payroll days: 0.15


Save Cancel

You may receive a warning message at this point in the bottom left hand corner of the screen:



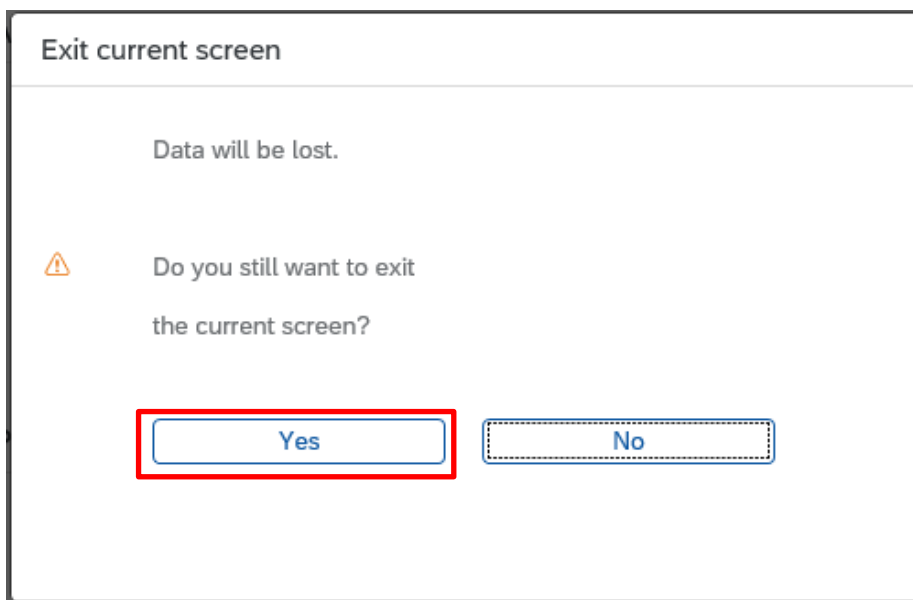
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly (see page 58 of this guide for system messages).
- The new Unpaid Leave absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee's other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

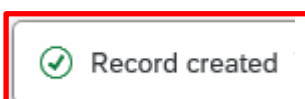
 No authorization to maintain Absences 0399 exists

- Click '**Back**' arrow on top menu bar
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click '**Yes**' button on this pop up box



- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'.



- Click '**Back**' arrow on top menu bar or '**Exit**' to return to the Fiori Dashboard page.
- **If you have an employee who holds more than one job at your school, after entering an Unpaid Leave absence, please check using the 'overview' method that the absence is recorded in each record correctly.**

Section 7 – Inputting Unpaid Leave for a Part Time employee with hours lost equal to 1/5th of contracted hours

To enable payroll to run the SAP system requires a working pattern for each employee, these are called work schedules. DCC do not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern. There are two 'dummy' schedules currently set up within SAP based on an employee's nominal hours:

- 37 hour employees.
- 32.50 hour employees.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee. Both schedules cover a 5 day week (Monday to Friday) and as a result, daily working hours will always be a 1/5 of an employee's contracted hours.

If a Part Time Employee is absent on Unpaid Leave and their hours lost, equal 1/5th of the contracted hours then a **substitution does not need to be created**. You can enter the whole period of the absence into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absences. The absence will always be entered under **Absence Type 0400 Unpaid Leave > = 1 Day**.

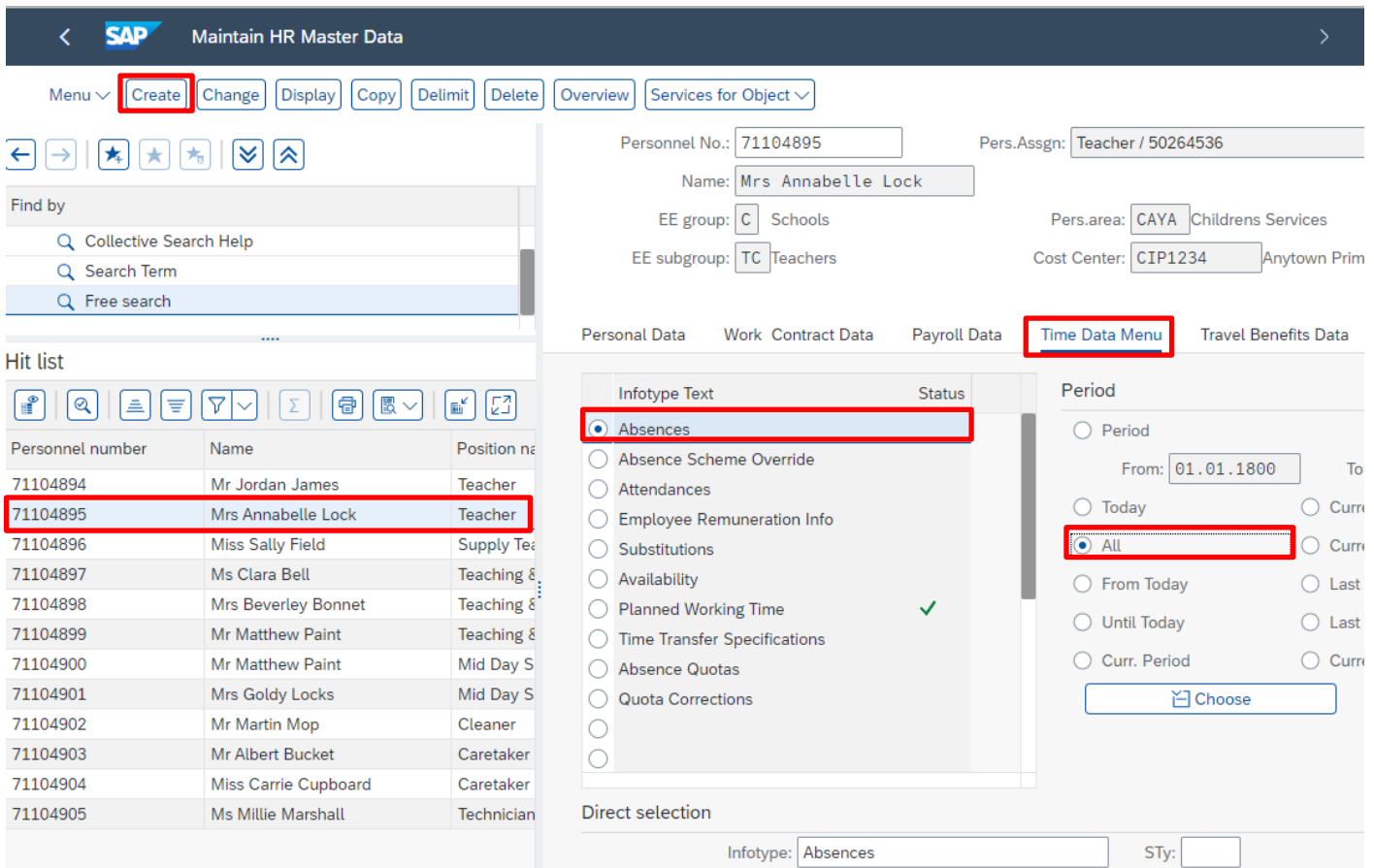
The following guidance is for **Unpaid Absence – Absence Type 0400**, but can also be used for the following types:

- Unauthorised Absence – Absence Type 0401
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410
- If the unpaid absence is for more than one day, providing each day's absence is equal to 1/5th of the contracted hours this can be entered as a block entry.
- To **check an employee's contracted hours** please see page 8 of this guide
- **Always check the overview screen** before entering an absence for an employee. Please see page 5 of this guide.
- If there is no existing absence for the employee then create a new absence record.

- From the Fiori Dashboard click on **'PA30 – Maintain HR Master Data' app**



- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the **'Time Data Menu'** tab.
- Select the radio button to the left of **'Absences'** to highlight the line.
- Click **'Create'**.



Menu **Create** Change Display Copy Delimit Delete Overview Services for Object ▾

Personnel No.: 71104895 Pers. Assign: Teacher / 50264536
Name: Mrs Annabelle Lock
EE group: C Schools Pers. area: CAYA Childrens Services
EE subgroup: TC Teachers Cost Center: CIP1234 Anytown Prim

Personal Data Work Contract Data Payroll Data **Time Data Menu** Travel Benefits Data

Infotype Text	Status	Period
<input checked="" type="radio"/> Absences		<input type="radio"/> Period From: 01.01.1800 To
<input type="radio"/> Absence Scheme Override		<input type="radio"/> Today <input type="radio"/> Curr
<input type="radio"/> Attendances		<input checked="" type="radio"/> All <input type="radio"/> Curr
<input type="radio"/> Employee Remuneration Info		<input type="radio"/> From Today <input type="radio"/> Last
<input type="radio"/> Substitutions		<input type="radio"/> Until Today <input type="radio"/> Last
<input type="radio"/> Availability		<input type="radio"/> Curr. Period <input type="radio"/> Curr
<input type="radio"/> Planned Working Time	✓	<input type="button" value="Choose"/>
<input type="radio"/> Time Transfer Specifications		
<input type="radio"/> Absence Quotas		
<input type="radio"/> Quota Corrections		

Hit list





Personnel number	Name	Position name
71104894	Mr Jordan James	Teacher
71104895	Mrs Annabelle Lock	Teacher
71104896	Miss Sally Field	Supply Teacher
71104897	Ms Clara Bell	Teaching Assistant
71104898	Mrs Beverley Bonnet	Teaching Assistant
71104899	Mr Matthew Paint	Teaching Assistant
71104900	Mr Matthew Paint	Mid Day Supervisor
71104901	Mrs Goldy Locks	Mid Day Supervisor
71104902	Mr Martin Mop	Cleaner
71104903	Mr Albert Bucket	Caretaker
71104904	Miss Carrie Cupboard	Caretaker
71104905	Ms Millie Marshall	Technician

Direct selection
Infotype: Absences STY:

- A drop down list box will appear – ‘double click’ on the absence type that you want to create. **0400 – Unpaid Leave > = 1 Day.**
- Click on the green tick icon in the bottom right of the pop up box to confirm selection






Subtypes for infotype "Absences" (1) ✕

> Restrictions

P...	A/AType	Att./abs. type text	
<input type="checkbox"/>	09	0202	Disability Leave
<input type="checkbox"/>	09	0203	Medical Appointments
<input type="checkbox"/>	09	0219	Self Isolation
<input type="checkbox"/>	09	0251	Antenatal Paternity Leave
<input type="checkbox"/>	09	0252	Paternity Leave – In Days
<input type="checkbox"/>	09	0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09	0300	Maternity Leave
<input type="checkbox"/>	09	0301	Adoption Leave
<input type="checkbox"/>	09	0302	Parental Leave (unpaid)
<input type="checkbox"/>	09	0303	Time Off for Dependants
<input type="checkbox"/>	09	0304	Shared Parental Leave
<input type="checkbox"/>	09	0398	Unauthorised Abs-Part Day
<input type="checkbox"/>	09	0399	Unpaid Leave - Part Day
<input checked="" type="checkbox"/>	09	0400	Unpaid Leave > = 1 Day
<input type="checkbox"/>	09	0401	Unauthorised Abs> = 1 Day

45 Entries found

- Enter the start and end date of the unpaid absence in the ‘**Start**’ and ‘**To**’ fields.
- Press ‘**Enter**’.

The screenshot shows the SAP 'Create Absences' interface. At the top, there is a navigation bar with the SAP logo and the title 'Create Absences'. Below this is a menu with options: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form contains several input fields for employee information: 'Pers. No.' (71104895), 'Pers. Assgn.' (Teacher / 50264536), 'Name' (Mrs Annabelle Lock), 'Pers. area' (CAYA Childrens Services), 'Cost Ctr.' (CIP1234 Anytown Primary), 'EE subgrp.' (TC Teachers), and 'WS rule' (DM3250SC SCH STD 32.5 Hrs). The 'Start' and 'To' dates are both set to 12.02.2024 and are highlighted with a red box. Below this is the 'Absence' section, which includes 'Absence type' (0400 Unpaid Leave > = 1 Day), 'Time' (empty), 'Absence hours' (3.25, highlighted with a red box), 'Absence days' (1.00), and 'Calendar days' (1.00). There are also checkboxes for 'Prev.day' (unchecked) and 'Full-day' (checked). The 'Payroll' section at the bottom shows 'Payroll hours' (3.25) and 'Payroll days' (1.00).

You will see that the ‘**Absence hours**’ field is showing 1/5th of the weekly contracted hours for the employee in this example. **If the total is not correct, please contact the Budget Manager Support Team.**

The absence days are ‘1’ and the calendar days are ‘1’ in this example.

Or:- If the Part Time Employee has more than one days Unpaid absence, and work 1/5th of their contracted hours each day, this can be entered as a block entry providing that the absence hours are equal to the total hours lost.

The screenshot shows the SAP 'Create Absences' interface. At the top, there are navigation tabs: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form contains the following fields:

- Pers. No.: 71104895
- Pers. Assgn: Teacher / 50264536
- Name: Mrs Annabelle Lock
- Pers. area: CAYA Childrens Services
- Cost Ctr: CIP1234 Anytown Primary
- EE subgrp: TC Teachers
- WS rule: DM3250SC SCH STD 32.5 Hrs
- * Start: 31.01.2024
- * To: 01.02.2024

The 'Absence' section includes:

- Absence type: 0400 Unpaid Leave >= 1 Day
- Time: [] - [] Prev.day
- Absence hours: 6.50 Full-day
- Absence days: 2.00
- Calendar days: 2.00

The 'Payroll' section includes:

- Payroll hours: 6.50
- Payroll days: 2.00

At the bottom right, there is a blue 'Save' button and a grey 'Cancel' button. The 'Save' button is highlighted with a red box.

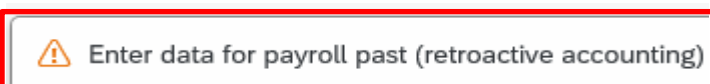
In the example above you will see that the 'Absence hours' field is showing 2/5th of the contracted hours for the total of the two days for the employee.

- If the total 'Absence hours' is not correct please contact the Budget Manager Support Team.

The absence days are '2' and the calendar days are '2' in this example.

- Click 'Save' button in bottom right of screen

You may receive a warning message at this point in the bottom left hand corner of the screen:-



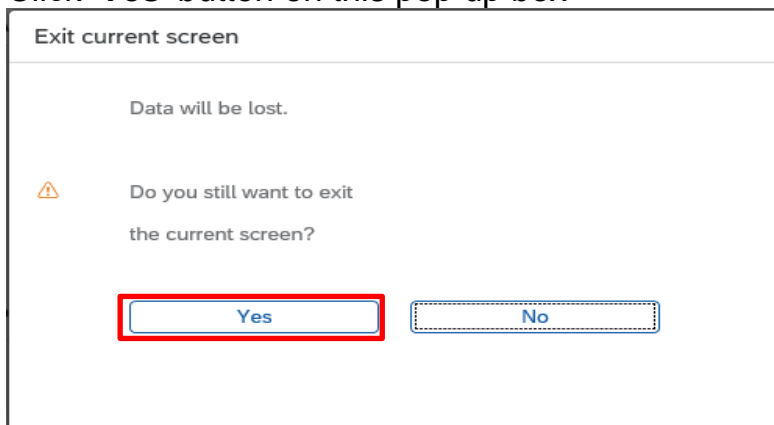
- All warning messages are addressed by pressing '**Enter**', please take note of the message and action accordingly (see page 58 of this guide for system messages).
- The new Unpaid Leave absence entered against an employee's position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee's other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record (or as per the message below).

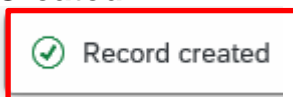


- Click '**Back**' arrow on top menu bar
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click '**Yes**' button on this pop up box



- You will see a message in the bottom left hand corner of the screen saying '**Record Created**'



- Click '**Back**' arrow on top menu bar or '**Exit**' to return to the Fiori Dashboard page.

If you have an employee who holds more than one job at your school, after entering an Unpaid Leave absence, please check using the 'overview' method that the absence is recorded in each record correctly.

Section 8 – Inputting Unpaid Leave for a Part Time employee with hours lost that are less than 1/5th of contracted hours

To enable payroll to run the SAP system requires a working pattern for each employee, these are called work schedules. DCC do not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern. There are two 'dummy' schedules currently set up within SAP based on an employee's nominal hours:

- 37 hour employees.
- 32.50 hour employees.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee. Both schedules cover a 5 day week (Monday to Friday) and as a result, daily working hours will always be a 1/5 of an employee's contracted hours.

If a Part Time Employee is absent on Unpaid Leave and their hours lost are less than 1/5th of the contracted hours then **a substitution does not need to be created**. You can enter the part day absence into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absences. The absence will always be entered under **Absence Type 0399 - Unpaid Leave Part Day**.

The following guidance is for **Unpaid Absence – Absence Type 0399** – but can also be used for the following types:

- Unauthorised Absence – Absence Type 0398
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410

If a Part Time Employee has two consecutive Part Days off as Unpaid Leave and they **work less than 1/5th of their total contracted hours per day, a new entry will be required for each entry. These 'Part Days' cannot be entered as a block entry.**

- **Always check the employee's contracted hours.**
- **Always check the overview screen** before entering an absence for an employee. Please page 5 of this guide
- If there is no existing absence for the employee then create a new absence record.

- From the Fiori Dashboard **click on 'PA30 – Maintain HR Master Data' app**
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the 'Time Data Menu' tab.
- Select the radio button to the left of 'Absences' to highlight the line.
- Click 'Create'.

The screenshot shows the SAP Fiori 'Maintain HR Master Data' application. The 'Menu' bar at the top includes a 'Create' button highlighted with a red box. The main area displays employee details for Personnel No. 71104895, Name: Mrs Annabelle Lock, EE group: C Schools, EE subgroup: TC Teachers, Pers. Assgn: Teacher / 50264536, Pers. area: CAYA Childrens Services, and Cost Center: CIP1234. The 'Time Data Menu' tab is selected and highlighted with a red box. Below the tabs, a list of infotypes is shown, with 'Absences' selected and highlighted with a red box. The 'Period' section on the right shows the 'All' radio button selected and highlighted with a red box. A 'Hit list' table on the left shows a list of employees, with the row for Mrs Annabelle Lock (Personnel number 71104895) highlighted with a red box. The 'Direct selection' section at the bottom shows 'Infotype: Absences' and 'STy: '.

Personnel number	Name
71104894	Mr Jordan James
71104895	Mrs Annabelle Lock
71104896	Miss Sally Field
71104897	Ms Clara Bell
71104898	Mrs Beverley Bonnet
71104899	Mr Matthew Paint
71104900	Mr Matthew Paint
71104901	Mrs Goldy Locks
71104902	Mr Martin Mop
71104903	Mr Albert Bucket
71104904	Miss Carrie Cupboard
71104905	Ms Millie Marshall

- A drop down list box will appear – ‘double click’ on the sickness absence type that you want to create. **0399 – Unpaid Leave – Part Day**
- Click on the green tick icon in the bottom right of the pop up box to confirm selection

Subtypes for infotype "Absences" (1) ✕

> Restrictions

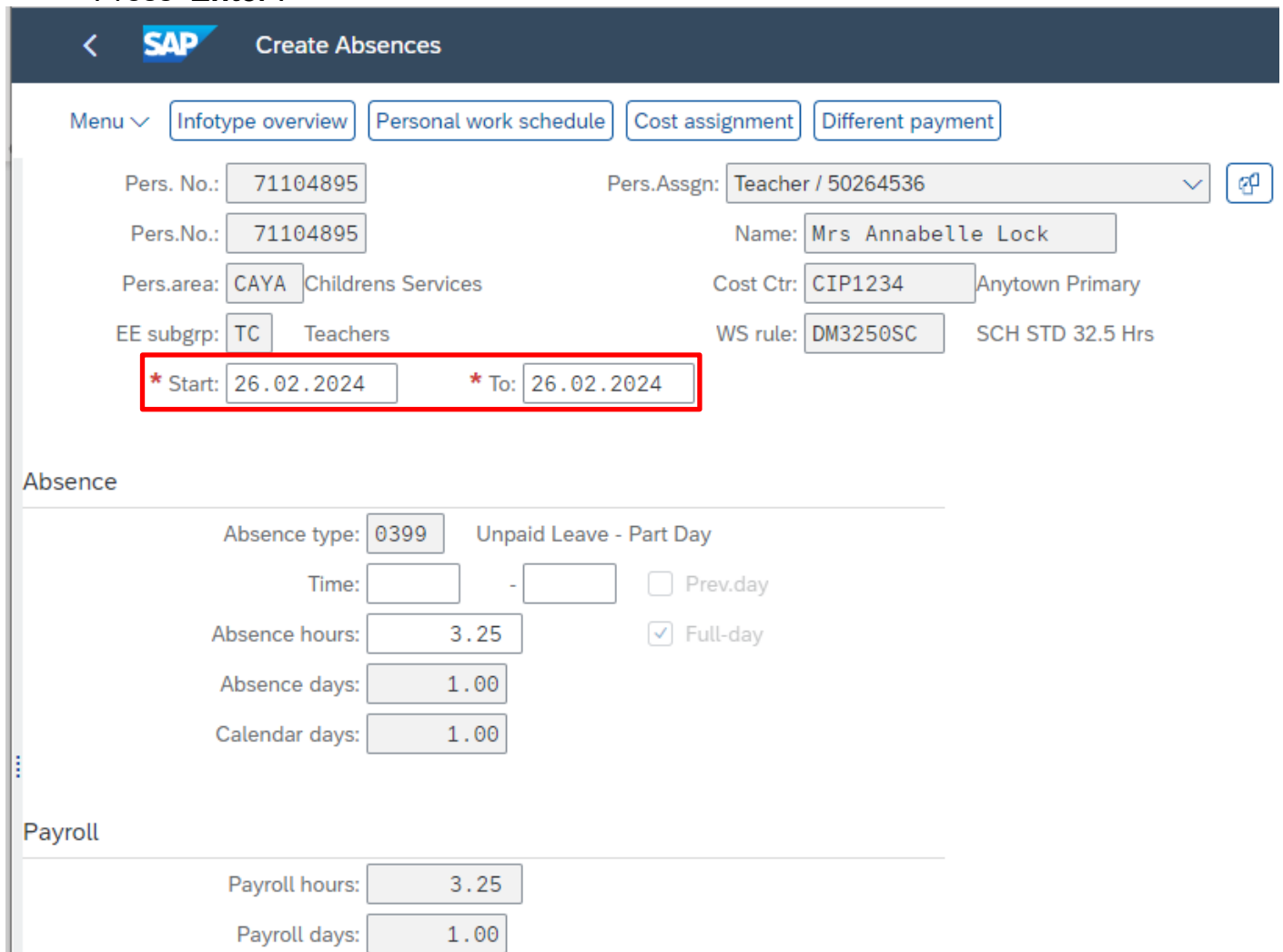
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P...	A/AType	Att./abs. type text	
<input type="checkbox"/>	09	0201	Work Related- Acc/Inj/ill
<input type="checkbox"/>	09	0202	Disability Leave
<input type="checkbox"/>	09	0203	Medical Appointments
<input type="checkbox"/>	09	0219	Self Isolation
<input type="checkbox"/>	09	0251	Antenatal Paternity Leave
<input type="checkbox"/>	09	0252	Paternity Leave – In Days
<input type="checkbox"/>	09	0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09	0300	Maternity Leave
<input type="checkbox"/>	09	0301	Adoption Leave
<input type="checkbox"/>	09	0302	Parental Leave (unpaid)
<input type="checkbox"/>	09	0303	Time Off for Dependants
<input type="checkbox"/>	09	0304	Shared Parental Leave
<input type="checkbox"/>	09	0398	Unauthorised Abs-Part Day
<input checked="" type="checkbox"/>	09	0399	Unpaid Leave - Part Day
<input type="checkbox"/>	09	0400	Unpaid Leave > = 1 Day

45 Entries found

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- Enter the single date of the unpaid absence in the ‘**Start**’ and ‘**To**’ fields.
- Press ‘**Enter**’.



The screenshot shows the SAP 'Create Absences' interface. At the top, there is a navigation bar with the SAP logo and the title 'Create Absences'. Below this is a menu with options: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form contains several input fields for employee and assignment details: 'Pers. No.' (71104895), 'Pers.Assgn.' (Teacher / 50264536), 'Name' (Mrs Annabelle Lock), 'Pers.area' (CAYA Childrens Services), 'Cost Ctr.' (CIP1234 Anytown Primary), 'EE subgrp.' (TC Teachers), and 'WS rule' (DM3250SC SCH STD 32.5 Hrs). A red box highlights the '* Start:' (26.02.2024) and '* To:' (26.02.2024) fields. Below this, the 'Absence' section shows 'Absence type:' (0399 Unpaid Leave - Part Day), 'Time:' (empty), 'Absence hours:' (3.25), 'Absence days:' (1.00), and 'Calendar days:' (1.00). There are checkboxes for 'Prev.day' (unchecked) and 'Full-day' (checked). The 'Payroll' section shows 'Payroll hours:' (3.25) and 'Payroll days:' (1.00).

You will see that the ‘**Absence hours**’ field is showing 1/5th of the contracted hours for the employee in this example. **If the total is not correct, please contact the Budget Manager Support Team.**

The absence days are ‘1’ and the calendar days are ‘1’ in this example.

- Enter the total number of hours lost due to Unpaid Leave in absence hours by overtyping the **'Absence Hours'** (in the format HH.DD) to record a set period of hours that is less than the automatically calculated maximum for the day. **When entering a part day absence it is the amount of hours lost that needs to be recorded**, rather than actual times. In this example : **1.00**

The screenshot shows the SAP 'Create Absences' interface. At the top, there are navigation tabs: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. Below these are input fields for 'Pers. No.' (71104895), 'Pers. Assgn.' (Teacher / 50264536), 'Name' (Mrs Annabelle Lock), 'Pers. area' (CAYA Childrens Services), 'Cost Ctr.' (CIP1234 Anytown Primary), 'EE subgrp.' (TC Teachers), and 'WS rule' (DM3250SC SCH STD 32.5 Hrs). There are also fields for '* Start:' (26.02.2024) and '* To:' (26.02.2024). The 'Absence' section includes 'Absence type:' (0399 Unpaid Leave - Part Day), 'Time:' (09:00 - 10:00), 'Absence hours:' (1.00), 'Absence days:' (0.31), and 'Calendar days:' (0.00). The 'Payroll' section shows 'Payroll hours:' (1.00) and 'Payroll days:' (0.31). At the bottom right, there are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.

- Press **'Enter'**.
- **If the total 'Absence hours' is not correct, please contact the Budget Manager Support Team.**
- Click **'Save'** button on bottom right of screen

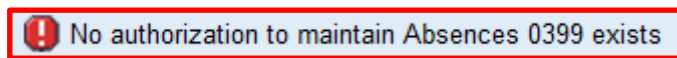
You may receive a warning message at this point in the bottom left hand corner of the

screen:-

- All warning messages are addressed by pressing **'Enter'**, please take note of the message and action accordingly (see page 58 of this guide for system messages).

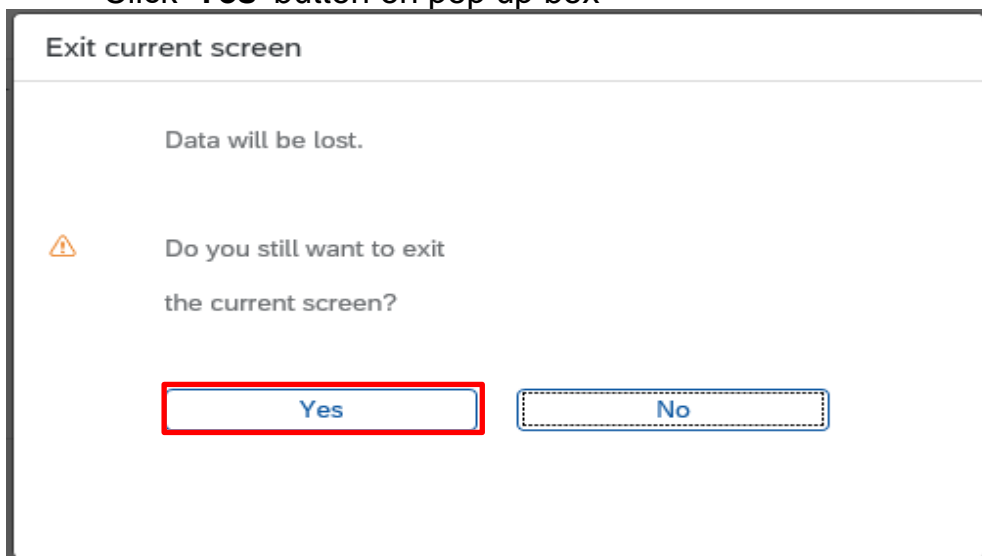
- The new Unpaid Leave absence entered against an employee’s position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee’s other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record.

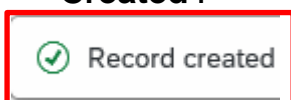


- Click **‘Back’**.
- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click **‘Yes’** button on pop up box



- You will see a message in the bottom left hand corner of the screen saying **‘Record Created’**.



- Click **‘Back’** or **‘Exit’** to return to the Fiori Dashboard.

If you have an employee who holds more than one job at your school, after entering an Unpaid Leave absence, please check using the ‘overview’ method that the absence is recorded in each record correctly.

Section 9 - Inputting Unpaid Leave for a Part Time employee with hours lost that are greater than 1/5th of contracted hours

To enable payroll to run the SAP system requires a working pattern for each employee, these are called work schedules. DCC do not hold a work schedule for every individual school employee and therefore, a 'dummy' schedule is held on the record to show the working pattern. There are two 'dummy' schedules currently set up within SAP based on an employee's nominal hours:

- 37 hour employees.
- 32.50 hour employees.

SAP is configured so that daily working hours are set to a bandwidth of 9am to 5pm for a 37 hour per week employee and 9am to 4pm for a 32 1/2 hour per week employee. Both schedules cover a 5 day week (Monday to Friday) and as a result, daily working hours will always be a 1/5 of an employee's contracted hours.

If a Part Time Employee is absent on Unpaid Leave and the hours lost are greater than 1/5th of the contracted hours, a **substitution will be required** before the absence is entered into **PA30 – Maintain HR Master Data** through the same process you would follow for entering any other absences. The absence will always be entered under **Absence Type 0400 - Unpaid Leave > = 1 day**.

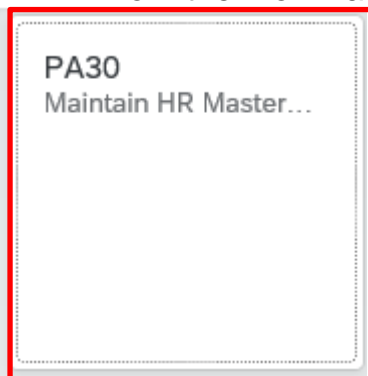
The following guidance is for **Unpaid Absence – Absence Type 0400**, but can also be used for the following types:

- Unauthorised Absence – Absence Type 0401
- Parental Leave – Absence Type 0302
- Jury Service – Absence Type 0410

- **Always check the employee's contracted hours.**

Section 9.1 - To overview existing substitutions for a Part Time employee

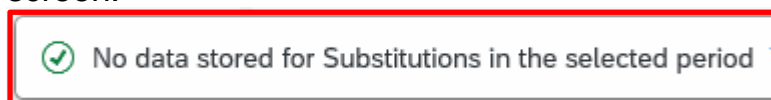
- **Always check the overview screen** before entering a substitution for an employee.
- From the Fiori Dashboard **click** on '**PA30 – Maintain HR Master Data**' app



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Substitutions’ to highlight the line.
- Click the ‘All’ radio button.
- Click ‘Overview’.

The screenshot shows the SAP 'Maintain HR Master Data' interface. The top navigation bar includes 'Menu', 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', 'Overview', and 'Services for Object'. The main area is divided into several sections: 'Find by' (Person, Collective Search Help, Search Term), 'Hit list' (table of personnel numbers and names), 'Personal Data', 'Work Contract Data', 'Payroll Data', 'Time Data Menu' (highlighted with a red box), and 'Travel Benefits Data'. The 'Time Data Menu' section contains a list of 'Infotype Text' options: Absences, Absence Scheme Override, Attendances, Employee Remuneration Info, Substitutions (selected with a radio button and highlighted with a red box), Availability, Planned Working Time, Time Transfer Specifications, Absence Quotas, and Quota Corrections. Below this list is a 'Period' section with radio buttons for 'All' (selected and highlighted with a red box), 'Today', 'From Today', 'Until Today', 'Curr. Period', 'Current Week', 'Current Month', 'Last Week', 'Last Month', and 'Current Year'. A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with 'Infotype:' set to 'Substitutions' and 'STy:' empty.

If there is no data stored, you will see a notification message on the bottom left of the screen.



- If data exists, you will see an ‘overview’ of all substitutions, you can use this to determine and review which data has already been input.

Section 10 - Inputting a substitution for a Part Time employee

- **Always check the overview screen** before entering a substitution for an employee. Please see section 9 above
- From the Fiori Dashboard click on **'PA30 – Maintain HR Master Data'** app
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the **'Time Data Menu'** tab.
- Select the radio button to the left of **'Substitutions'** to **highlight the line**.
- Click **'Create'**

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a menu bar with options: Create, Change, Display, Copy, Delimit, Delete, Overview, and Services for Object. Below this, the employee details are displayed: Personnel No.: 71104895, Pers.Assgn: Teacher / 50264536, Name: Mrs Annabelle Lock, EE group: C Schools, Pers.area: CAYA Childrens Services, EE subgroup: TC Teachers, and Cost Center: CIP1234 Anytown Primary. The 'Time Data Menu' tab is selected and highlighted with a red box. Below the tabs, there is a list of infotype text options, with 'Substitutions' selected and highlighted with a red box. To the right, the 'Period' section shows 'From: 01.01.1800' and 'To: 31.12.9999', with the 'All' radio button selected and highlighted with a red box. At the bottom, there is a 'Direct selection' section with 'Infotype: Substitutions' and 'STy:' fields.

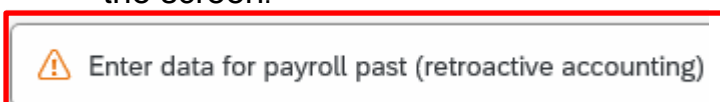
- Enter the start and end dates of unpaid leave as necessary in the **'From'** and **'To'** fields providing the hours each day are the same.
- Enter the start and end times for the employees working pattern for the day(s) they will be taking Unpaid Leave do not include breaks so that the hours keyed, match the hours lost. (Hours and minutes in the format HH:MM)

- Press 'Enter'

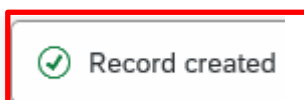
The screenshot shows the SAP 'Create Substitutions' form. Key fields are highlighted with red boxes:

- Valid:** 22.02.2024
- * To:** 22.02.2024
- * Subst. type:** 02
- Substitution hours:** 6.50
- Time:** 09:00 - 15:30
- Save** button

- You may receive a warning message at this point in the bottom left hand corner of the screen.



- All warning messages are addressed by pressing 'Enter', please take note of the message and action accordingly (see page 67 of this guide for system messages).
- Click 'Save'.
- You will see a message in the bottom left hand corner of the screen saying 'Record Created'.



- Click 'Back' arrow on top menu bar to return to the previous page.

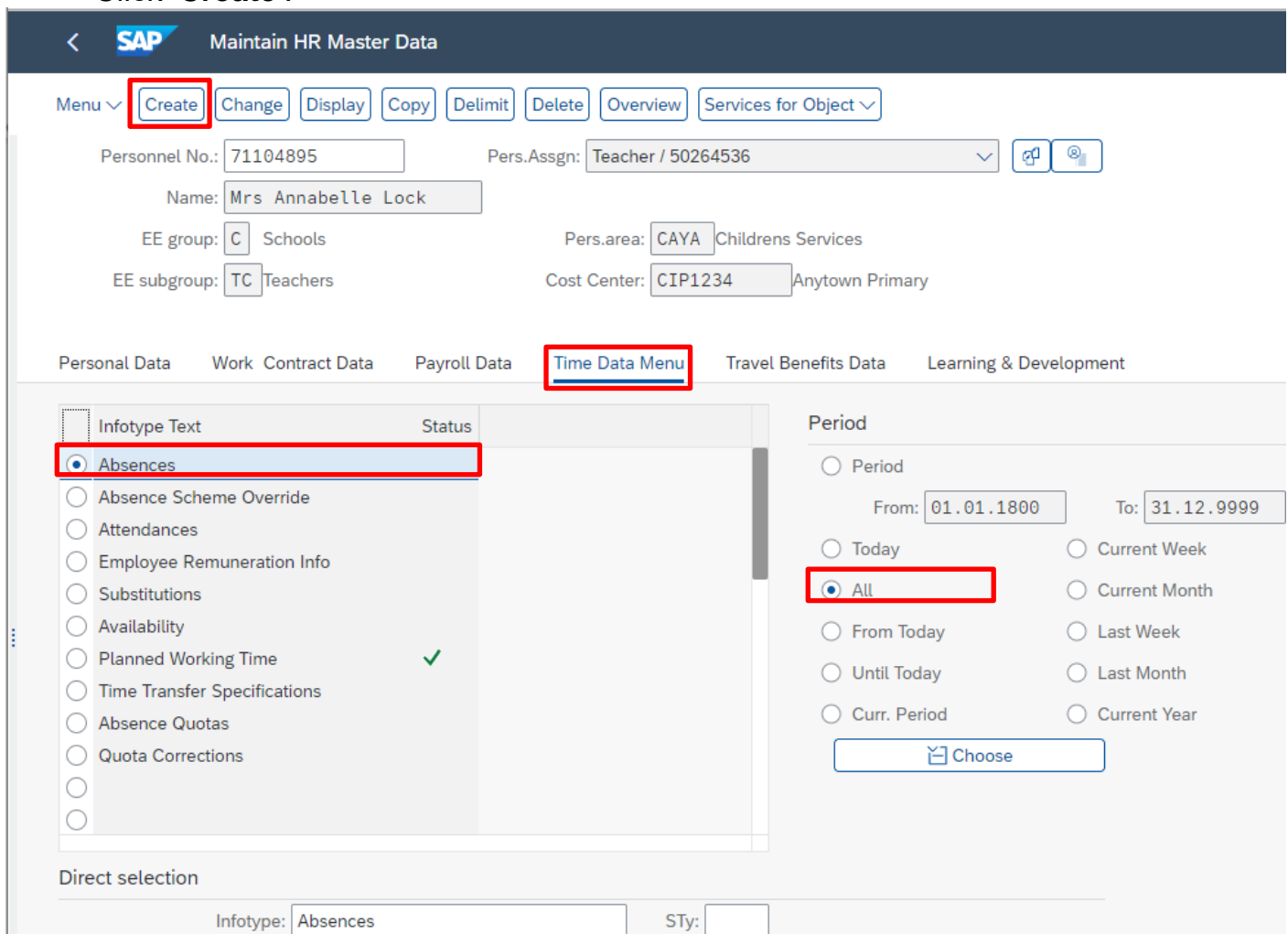
Substitutions DO NOT copy across to other records so must be entered for each position that employee has at your School if Unpaid Leave has been taken against each post held.

Section 11 - Inputting Unpaid Leave for a Part Time employee with hours lost that are greater than 1/5th of contracted hours

- **Always check the overview screen** before entering an absence for an employee. Please see page 5 of this guide
- If there is no existing absence for the employee then create a new absence record.

You will now be on the main 'Time Data Menu' tab.

- Select the radio button to the left of 'Absences' to highlight the line.
- Click 'Create'.



The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, the 'Create' button in the menu bar is highlighted with a red box. Below the menu bar, the employee details are displayed: Personnel No.: 71104895, Name: Mrs Annabelle Lock, EE group: C Schools, EE subgroup: TC Teachers, Pers.Assgn: Teacher / 50264536, Pers.area: CAYA Childrens Services, and Cost Center: CIP1234 Anytown Primary. The 'Time Data Menu' tab is selected and highlighted with a red box. In the 'Time Data Menu' section, the 'Absences' radio button is selected and highlighted with a red box. The 'Period' section shows the 'All' radio button selected and highlighted with a red box. The 'Direct selection' section at the bottom shows 'Infotype: Absences' and 'STy: '.

- A drop down list box will appear – ‘double click’ on the sickness absence type that you want to create. **0400 – Unpaid Leave >= 1 Day.**
- Click on the green tick icon in the bottom right of the pop up box to confirm selection

Subtypes for infotype "Absences" (1) ✕

> Restrictions

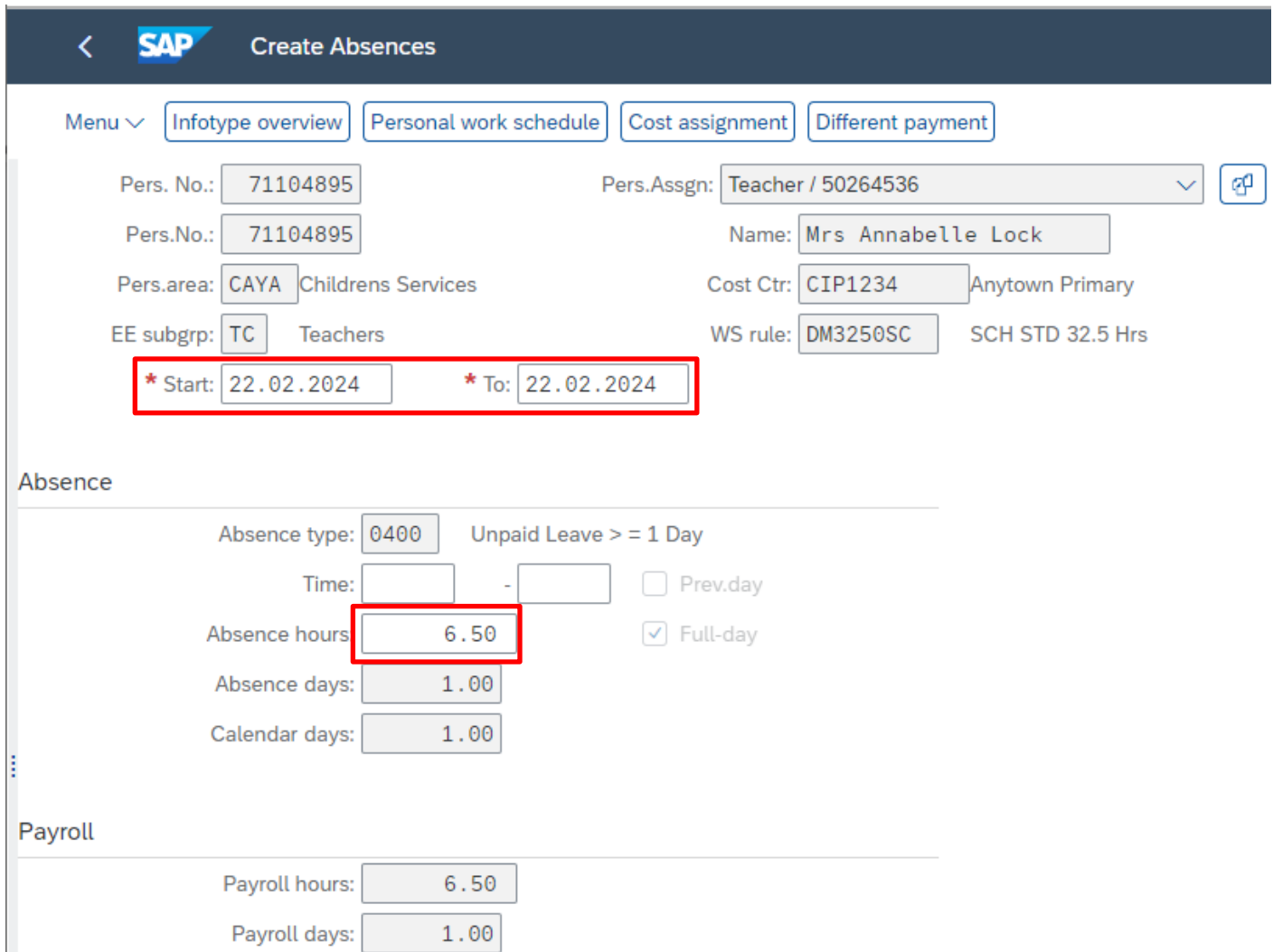
★ 🔍 🔍 🔍

P...	A/AType	Att./abs. type text
<input type="checkbox"/>	09 0252	Paternity Leave – In Days
<input type="checkbox"/>	09 0253	Paternity Leave – Full Wk
<input type="checkbox"/>	09 0300	Maternity Leave
<input type="checkbox"/>	09 0301	Adoption Leave
<input type="checkbox"/>	09 0302	Parental Leave (unpaid)
<input type="checkbox"/>	09 0303	Time Off for Dependants
<input type="checkbox"/>	09 0304	Shared Parental Leave
<input type="checkbox"/>	09 0398	Unauthorised Abs-Part Day
<input type="checkbox"/>	09 0399	Unpaid Leave - Part Day
<input checked="" type="checkbox"/>	09 0400	Unpaid Leave > = 1 Day
<input type="checkbox"/>	09 0401	Unauthorised Abs> = 1 Day
<input type="checkbox"/>	09 0402	Suspension
<input type="checkbox"/>	09 0403	Industrial Action
<input type="checkbox"/>	09 0404	Interview Leave
<input type="checkbox"/>	09 0405	Study Leave

45 Entries found

🔍 🔄 ✔ 📄 ✕

- Enter the start and end dates of the unpaid absence in the ‘**Start**’ and ‘**To**’ fields.
- Press ‘**Enter**’.



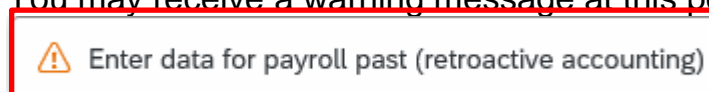
The screenshot shows the SAP 'Create Absences' interface. At the top, there are navigation tabs: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. Below these, personal data is entered: Pers. No. 71104895, Pers. Assgn: Teacher / 50264536, Name: Mrs Annabelle Lock, Pers. area: CAYA Childrens Services, Cost Ctr: CIP1234 Anytown Primary, EE subgrp: TC Teachers, and WS rule: DM3250SC SCH STD 32.5 Hrs. The start and end dates are both 22.02.2024, highlighted with a red box. The 'Absence' section shows Absence type: 0400 Unpaid Leave > = 1 Day, Time: [empty] - [empty], Absence hours: 6.50 (highlighted with a red box), Absence days: 1.00, and Calendar days: 1.00. The 'Payroll' section shows Payroll hours: 6.50 and Payroll days: 1.00.

You will see that the ‘Absence hours’ field is now showing 6.5 hours. This is because you have created a ‘Substitution’ for 9am to 3.30pm. (If you have included a break time in your substitution you can overwrite the ‘Absence Hours’ (in the format HH.DD) to record the actual working hours lost.

When entering a part day absence it is the amount of absence hours lost that needs to be recorded, rather than the actual times. Although the times are pre-populated, substitutions make it possible to override the pre-populated ‘Dummy’ work schedules with the actual working pattern.

- **If the total ‘Absence hours’ is not correct, please contact the Budget Manager Support Team.**

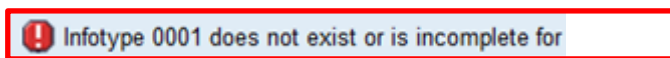
You may receive a warning message at this point in the left hand corner of the screen.



- All warning messages are addressed by pressing ‘**Enter**’, please take note of the message and action accordingly (see page 58 of this guide for system messages).
- Click ‘**Save**’ button in bottom right of screen

- The new Unpaid Leave absence entered against an employee’s position within your school will generally copy over to all the positions held by that employee at your school.
 - If the employee holds more than one position at your School, you will need to check each record for that employee and amend as necessary.
 - If the employee attended work in another position(s) the automatically copied data will need to be deleted.
 - If the employee’s other record is a **relief post**, you will need to delete the copied across Unpaid Leave absence.

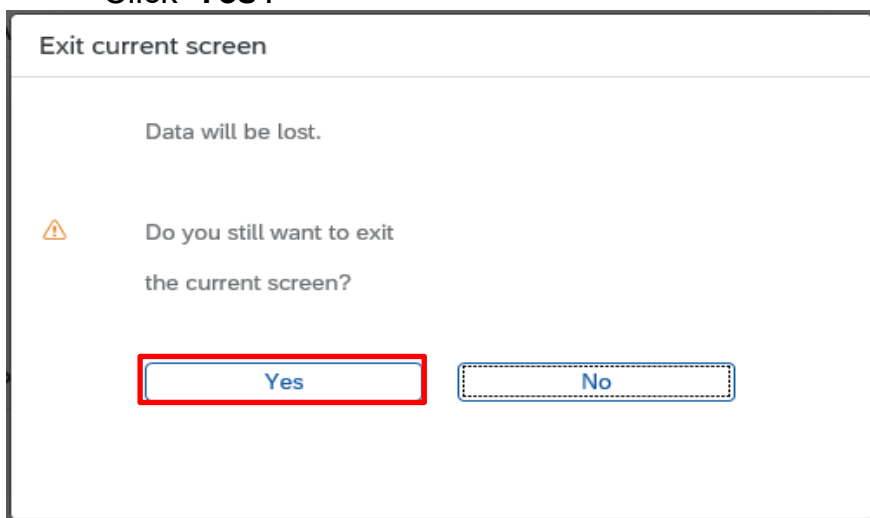
When saving if this person is employed at another school you will receive a warning message to say that you have no authorisation to maintain the record (or as per the message below).



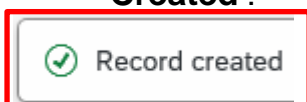
Click **‘Back’**.

- A box will appear informing you that your data will be lost if you exit. This only applies to the payroll number displayed, **not** the one you have initially input.

Click **‘Yes’**.



- You will see a message in the bottom left hand corner of the screen saying **‘Record Created’**.



- Click **‘Back’** or **‘Exit’** to return to the Fiori Dashboard.
- **If you have an employee who holds more than one job at your school, after entering an Unpaid Leave absence, please check using the ‘overview’ method that the absence is recorded in each record correctly.**
- **The hours entered in the ‘Absence hours’ will be the hours that are deducted from an employee’s pay.**

Section 12 - Amending an existing Substitution and/or Unpaid Leave Absence

Section - 12.1 Amending an existing Substitution

When amending, **only the entry on the record you have selected will be updated.**

- From the Fiori Dashboard click on the **'PA30 – Maintain HR Master Data'** app
- Select the employee by 'double clicking' so their details appear in the right hand pane.
- Select the **'Time Data Menu'** tab.
- Select the radio button to the left of **'Substitutions'** to **highlight the line.**
- Click the **'All'** radio button.
- Click **'Overview'**.

The screenshot shows the SAP 'Maintain HR Master Data' interface. At the top, there is a navigation bar with the SAP logo and the title 'Maintain HR Master Data'. Below this is a menu bar with buttons for 'Create', 'Change', 'Display', 'Copy', 'Delimit', 'Delete', 'Overview' (highlighted with a red box), and 'Services for Object'. The main area displays employee details for Personnel No. 71104895, Name Mrs Annabelle Lock, EE group C Schools, Pers. Assgn: Teacher / 50264536, Pers. area: CAYA Childrens Services, EE subgroup: TC Teachers, and Cost Center: CIP1234 Anytown Primary. Below the details is a tabbed interface with 'Time Data Menu' highlighted (red box). The 'Time Data Menu' tab shows a list of infotypes with 'Substitutions' selected (red box). To the right, the 'Period' section shows 'All' selected (red box) and a 'Choose' button. At the bottom, there is a 'Direct selection' section with 'Infotype: Substitutions' and 'STy:'.

- If data exists, you will see an ‘Overview’ of all substitutions, you can use this to determine and review which data has already been input.
- Select the radio button to the left of the substitution you want to amend to **highlight the line**.
- Click ‘**Change**’.

SAP List Substitutions

Menu ▾

Pers. No.: 71104895 Pers.Assgn: Teacher / 50264536

Pers.No.: 71104895 Name: Mrs Annabelle Lock

Pers.area: CAYA Childrens Services Cost Ctr: CIP1234 Anytown Primary

EE subgrp: TC Teachers WS rule: DM3250SC SCH STD 32.5 Hrs

Choose: 01.01.1800 To: 31.12.9999 STy.:

Substitutions

	Start Date	End Date	ST	From	To	P	Hours	Brk	Start	End	Paid
<input checked="" type="radio"/>	22.02.2024	22.02.2024	02	09:00	15:30		6.50				0.00

The following screen will be displayed with more detail

SAP Change Substitutions ER1 (40)

Menu ▾ Infotype overview Personal work schedule Cost assignment Different payment

← → | ★ ★ ★ | ⏴ ⏵

Find by
Person
Collective Search Help
Search Term

Hit list

Personnel number	Name
71104894	Mr Jordan James
71104895	Mrs Annabelle Lock
71104896	Miss Sally Field
71104897	Ms Clara Bell
71104898	Mrs Beverley Bonnet
71104899	Mr Matthew Paint
71104900	Mr Matthew Paint
71104901	Mrs Goldy Locks
71104902	Mr Martin Mop
71104903	Mr Albert Bucket
71104904	Miss Carrie Cupboard
71104905	Ms Millie Marshall

Pers. No.: 71104895 Pers.Assgn: Teacher / 50264536
Name: Mrs Annabelle Lock
Pers. No.: 71104895
Pers.area: CAYA Childrens Services Cost Ctr: CIP1234 Anytown Primary
EE subgrp: TC Teachers WS rule: DM3250SC SCH STD 32.5 Hrs
Chg: 28.02.2024 TRAIN001

* Valid: 22.02.2024 * To: 22.02.2024

* Subst. type: 02 Change in Working hours Substitution hours: 6.50

Individual working time
Time: 09:00 - 15:30 Prev. Day
Daily WS class:

Daily Work Schedule
Daily work schedule: DWS grouping: 08
Daily WS variant:

Breaks
Work break schedule:
1st break: - Paid: Unpaid:
2nd break: - Paid: Unpaid:

Work Schedule Rules
Work schedule rule: ES grouping:
Holiday Calendar ID: PS grouping:

Save

- Now **Change** the necessary information e.g. 09:00 – 15:00 instead of 09:00 -15:30.
- Press **'Enter'**. You will see that the Substitution hours have now changed from 6.50 to 6.00

SAP Change Substitutions

Menu ▾ Infotype overview Personal work schedule Cost assignment Different payment

Pers. No.: 71104895 Pers.Assgn: Teacher / 50264536

Pers.No.: 71104895 Name: Mrs Annabelle Lock

Pers.area: CAYA Childrens Services Cost Ctr: CIP1234 Anytown Primary

EE subgrp: TC Teachers WS rule: DM3250SC SCH STD 32.5 Hrs

* Valid: 21.02.2024 * To: 21.02.2024 Chg.: 27.02.2024 TRAIN001

* Subst. type: 02 Change in Working hours **Substitution hours: 6.00**

Individual working time

Time: 09:00 - 15:00 Prev. Day

Daily WS class:

Daily Work Schedule

Daily work schedule: DWS grouping: 08

Daily WS variant:

Breaks

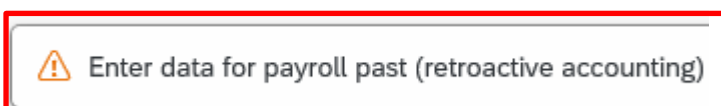
Work break schedule:

1st break: - Paid: Unpaid:

2nd break: - Paid: Unpaid:

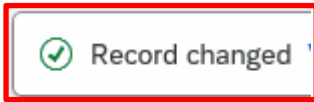
Work Schedule Rules

You may receive a warning message at this point in the bottom left hand corner of the screen.



All warning messages are addressed by pressing '**Enter**' please take note of the message and action accordingly (see page 58 of this guide for system messages).

- Click '**Save**'.
- You will see a message in the bottom left hand corner of the screen saying '**Record Changed**'.



- Please **repeat** the above steps for each record that the employee holds at your school where required.
- Click '**Back**' arrow on top menu bar or '**Exit**' to return to the Fiori Dashboard.

Section 12.2 - Amending an existing Unpaid Leave Absence

When amending, **only the entry on the record you have selected will be updated.**

- From the Fiori Dashboard click on '**PA30 – Maintain HR Master Data**' app
- Select the employee by 'double clicking' so that their details appear in the right hand pane.
- Select the '**Time Data Menu**' tab.
- Select the radio button to the left of '**Absences**' to **highlight the line.**
- Click the '**All**' radio button.
- Click '**Overview**'

SAP Maintain HR Master Data

Menu ▾ Create Change Display Copy Delimit Delete Overview Services for Object ▾

Personnel No.: Pers.Assgn:

Name:

EE group: Schools Pers.area: Childrens Services

EE subgroup: Teachers Cost Center: Anytown Prima

Personal Data Work Contract Data Payroll Data Time Data Menu Travel Benefits Data

Infotype Text	Status	Period
<input checked="" type="radio"/> Absences		<input type="radio"/> Period
<input type="radio"/> Absence Scheme Override		<input type="radio"/> From
<input type="radio"/> Attendances		<input type="radio"/> Today
<input type="radio"/> Employee Remuneration Info		<input checked="" type="radio"/> All
<input type="radio"/> Substitutions		<input type="radio"/> From To
<input type="radio"/> Availability		<input type="radio"/> Until To
<input type="radio"/> Planned Working Time	✓	<input type="radio"/> Curr. Pe
<input type="radio"/> Time Transfer Specifications		<input type="text"/>
<input type="radio"/> Absence Quotas		
<input type="radio"/> Quota Corrections		
<input type="radio"/>		
<input type="radio"/>		

Direct selection

Infotype: STy:

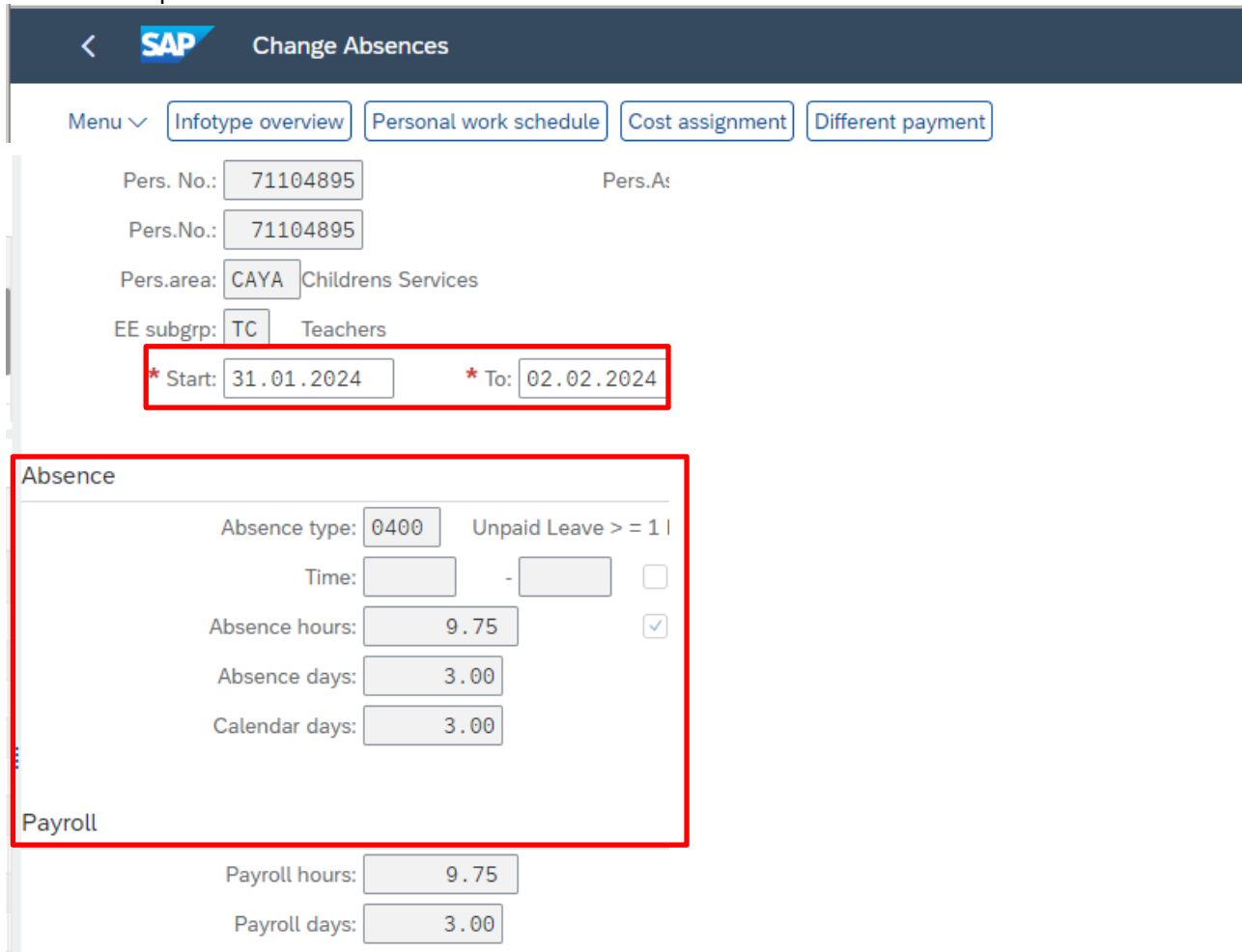
- If data exists, you will see an ‘Overview’ of all absences, you can use this to determine and review which data has already been input.
- Select the radio button to the left of the absence you want to amend to **highlight the line**.
- Click ‘**Change**’ on top menu bar

The screenshot shows the SAP 'List Absences' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'List Absences'. Below this is a menu bar with buttons for 'Create', 'Change' (highlighted with a red box), 'Copy', 'Delete', and 'Lock/unlock'. The main area contains several input fields for personal and assignment details: 'Pers. No.: 71104895', 'Pers.Assgn: Teacher / 50264536', 'Name: Mrs Annabelle Lock', 'Pers.area: CAYA Childrens Services', 'Cost Ctr: CIP1234 Anytown Primary', 'EE subgrp: TC Teachers', 'WS rule: DM3250SC SCH STD 32.5 Hrs', 'Choose: 01.01.1800', and 'To: 31.12.9999'. Below these fields is a table titled 'Absences' with columns: Start Date, End Date, Abs..., Att./abs. type text, From, To, P, Abs.days, and Hours. The table contains three rows of data, with the third row (31.01.2024 to 01.02.2024) highlighted in red. The 'Change' button in the menu bar is also highlighted in red.

	Start Date	End Date	Abs...	Att./abs. type text	From	To	P	Abs.days	Hours
<input type="radio"/>	22.02.2024	22.02.2024	0400	Unpaid Leave > = 1 Day				1.00	6.50
<input type="radio"/>	12.02.2024	12.02.2024	0400	Unpaid Leave > = 1 Day				1.00	3.25
<input checked="" type="radio"/>	31.01.2024	01.02.2024	0400	Unpaid Leave > = 1 Day				2.00	6.50

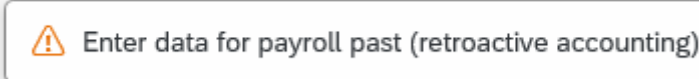
The following screen will be displayed with more detail.

- Now **Change** the necessary information e.g. amending the absence hours
- Press ‘**Enter**’.




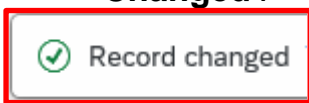
The screenshot shows the SAP 'Change Absences' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'Change Absences'. Below this is a menu with options: 'Infotype overview', 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main form contains several input fields: 'Pers. No.' (71104895), 'Pers.No.' (71104895), 'Pers.area' (CAYA Childrens Services), and 'EE subgrp' (TC Teachers). A date range is specified as '* Start: 31.01.2024' to '* To: 02.02.2024'. Below this is a section titled 'Absence' with fields for 'Absence type' (0400), 'Unpaid Leave > = 1 |', 'Time', 'Absence hours' (9.75), 'Absence days' (3.00), and 'Calendar days' (3.00). There are checkboxes for 'Time' and 'Absence hours'. Below the 'Absence' section is a 'Payroll' section with fields for 'Payroll hours' (9.75) and 'Payroll days' (3.00). A red box highlights the date range and the 'Absence' section.

You may receive a warning message at this point in the left hand corner of the screen.



All warning messages are addressed by pressing 'Enter' please take note of the message and action accordingly (see **page 58 of this guide** for system messages).

- Click 'Save'. 
- You will see a message in the bottom left hand corner of the screen saying 'Record Changed'.



- Please **repeat** the above steps for each record that the employee holds at your School where appropriate.
- Click 'Back' or 'Exit' to return to the Fiori Dashboard

Section 13 - Deleting an Unpaid Leave Absence

When Unpaid Leave is entered against an employee's position within your School the data will generally copy over to all the positions held by the employee at your school. Therefore, there are 2 instances where deleting an Unpaid Leave absence may be required:

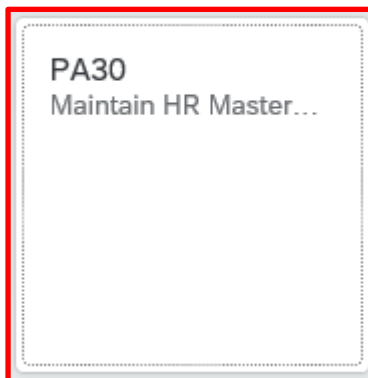
- E.g. if your employee is on Unpaid Leave on one job (e.g. a morning job) but is working in another position (e.g. an afternoon job) you will need to delete the automatically created entry on their afternoon position.
- E.g. an employee holds two positions; one that is relief and on that is contracted. You will need to delete the automatically created entry on their relief position.

CAUTION

Deleting incorrect entries is possible, however, **if the entry has already been applied on an employee's payslip then deleting the entry/entries will have an effect on the employee's pay the following month.** Unless you are deleting entries for the Unpaid Leave absence scenarios above - **please do not delete entries unless absolutely necessary. If you are unsure please contact the Budget Manager Support Team** before processing a deletion.

This will **only delete the entry** relating to the employee number that you are currently processing.

- From the Fiori Dashboard click on '**PA30 – Maintain HR Master Data**' app



- Select the employee by ‘double clicking’ so that their details appear in the right hand pane.
- Select the ‘Time Data Menu’ tab.
- Select the radio button to the left of ‘Absences’ to highlight the line.
- Click the ‘All’ radio button.
- Click ‘Overview’.

The screenshot shows the SAP 'Maintain HR Master Data' interface for employee Mr Jordan James (Personnel No. 71104894). The 'Overview' tab is selected. The 'Time Data Menu' is configured with 'Absences' selected as the infotype and 'All' as the period selection. The 'Direct selection' field is set to 'Absences'.

Personnel No.: 71104894
Name: Mr Jordan James
EE group: C Schools
EE subgroup: TC Teachers
Pers.Assgn: Teacher / 50264535
Pers.area: CAYA Childrens Services
Cost Center: CIP1234 Anytown Primary

Personal Data | Work Contract Data | Payroll Data | **Time Data Menu** | Travel Benefits Data

Infotype Text	Status
<input checked="" type="radio"/> Absences	
<input type="radio"/> Absence Scheme Override	
<input type="radio"/> Attendances	
<input type="radio"/> Employee Remuneration Info	
<input type="radio"/> Substitutions	
<input type="radio"/> Availability	
<input type="radio"/> Planned Working Time	✓
<input type="radio"/> Time Transfer Specifications	
<input type="radio"/> Absence Quotas	
<input type="radio"/> Quota Corrections	

Period

Period
From: 01.01.1800 To: 31.12.9999

Today Current Week
 All Current Month
 From Today Last Week
 Until Today Last Month
 Curr. Period Current Year

Direct selection
Infotype: Absences STY:

- If data exists, you will see an ‘overview’ of all absences, you can use this to determine and review which data has already been input.
- Select the radio button to the left of the absence you want to delete to **highlight the line**.
- Click ‘Delete’. (If you do not wish to delete any records, click on ‘Back’ arrow.)

< **SAP** List Absences

Menu ▾

Pers. No.: Pers.Assgn:

Pers.No.: Name:

Pers.area: Childrens Services Cost Ctr: Anytown Primary

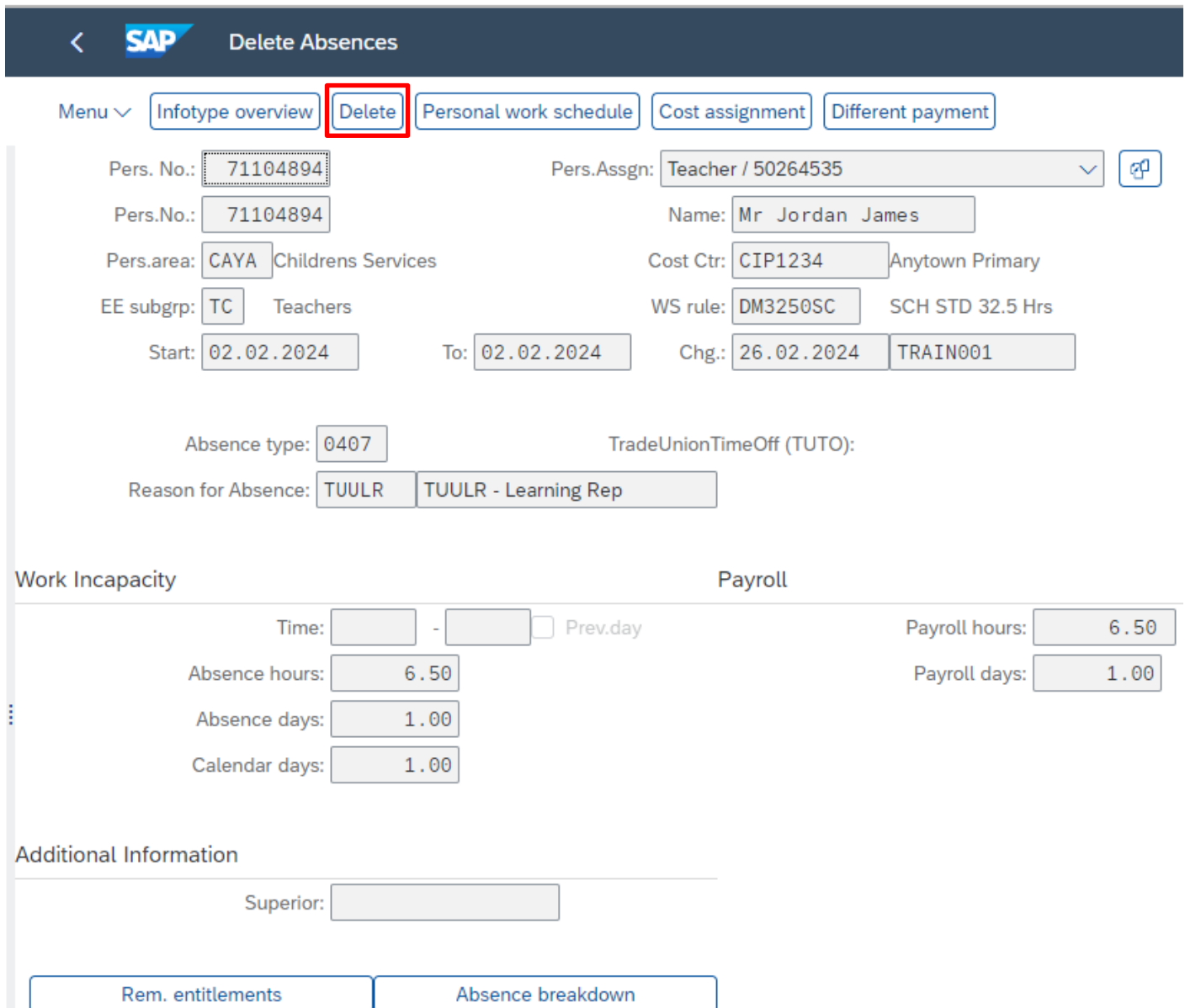
EE subgrp: Teachers WS rule: SCH STD 32.5 Hrs

Choose: To: STy.:

Absences

	Start Date	End Date	Abs...	Att./abs. type text	From	To	P	Abs.days	Hours	C
<input type="radio"/>	16.02.2024	16.02.2024	0400	Unpaid Leave > = 1 Day				1.00	6.50	
<input checked="" type="radio"/>	02.02.2024	02.02.2024	0407	TradeUnionTimeOff (TUTO)				1.00	6.50	

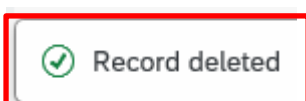
- On the following screen review the data, and click ‘Delete’ again



The screenshot shows the SAP 'Delete Absences' interface. At the top, there is a navigation bar with a back arrow, the SAP logo, and the title 'Delete Absences'. Below this is a menu bar with several options: 'Infotype overview', 'Delete' (highlighted with a red box), 'Personal work schedule', 'Cost assignment', and 'Different payment'. The main area contains various input fields for employee and absence data. Fields include 'Pers. No.' (71104894), 'Pers.No.' (71104894), 'Pers.area' (CAYA Childrens Services), 'EE subgr' (TC Teachers), 'Start' (02.02.2024), 'To' (02.02.2024), 'Chg.' (26.02.2024), 'TRAIN001', 'Absence type' (0407), 'Reason for Absence' (TUULR - Learning Rep), 'Pers.Assgn' (Teacher / 50264535), 'Name' (Mr Jordan James), 'Cost Ctr' (CIP1234 Anytown Primary), and 'WS rule' (DM3250SC SCH STD 32.5 Hrs). There is also a 'TradeUnionTimeOff (TUTO):' field. Below the main data fields, there are two sections: 'Work Incapacity' and 'Payroll'. The 'Work Incapacity' section has fields for 'Time' (with a 'Prev.day' checkbox), 'Absence hours' (6.50), 'Absence days' (1.00), and 'Calendar days' (1.00). The 'Payroll' section has fields for 'Payroll hours' (6.50) and 'Payroll days' (1.00). At the bottom, there is an 'Additional Information' section with a 'Superior:' field. Two buttons, 'Rem. entitlements' and 'Absence breakdown', are located at the bottom of the form.

You may receive a warning message at this point.

- After any/all warning messages are addressed by pressing ‘Enter’, (See **page 58 onwards of this guide** for system messages), the record will now be deleted. NB. If the entry has been applied on a previous payslip, it will have an impact on the employee’s next payslip.
- You will see the following system message:-



This will only delete the entry relating to the employee number that you are currently processing.

- You will need to **repeat** the process for other employee numbers as required.
- Click '**Back**' arrow or '**Exit**' to return to the Fiori Dashboard.

If you have an employee who holds more than one job at your school, please check using the 'overview' method that the absence is recorded in each record correctly.

Section 14 - SAP – System Messages

SAP will generate messages when information is entered.

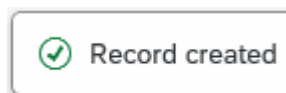
These system messages are displayed at the **bottom left of the screen**.



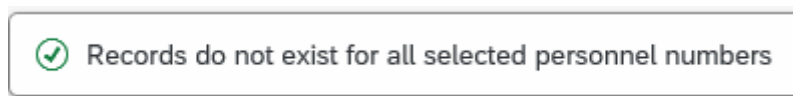
Some of the messages you may see are explained below. If you require more information about these messages or you do not know how to remove an error, please contact the Budget Manager Support Team.

Green Messages - These messages are for information.

This message is telling you the data entered has been saved.



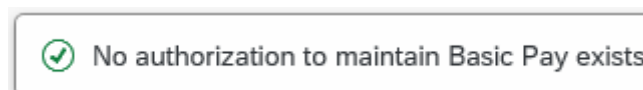
This message is telling you that data has been input for some of the staff under your cost centre, but not all of them



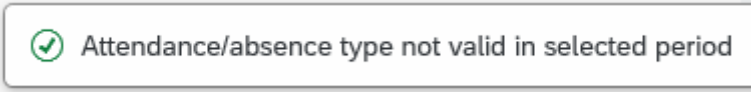
This message is informing you that the data you have changed has been saved.



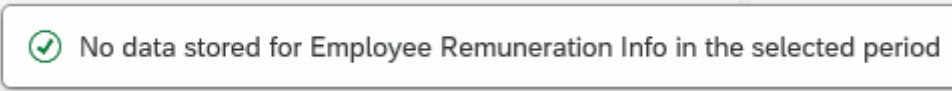
If you see this message it means you do not have access to maintain or change data in this part of the system e.g. Basic Pay.



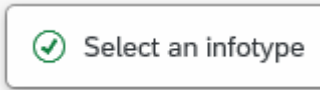
This message usually means you have clicked on the 'all' radio button before entering some data. When you click 'all' prior to creating an entry it enters the start date as 01.01.1800. This message will disappear when you change the start date of the entry.



This message will appear if you try to overview an infotype that has not got any data in it e.g. Employee Remuneration.



This message means you have tried to create/change an entry without choosing an infotype first e.g. Absences.



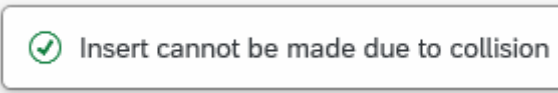
If you try to enter an absence for a period that already exists in absence data it will cause a collision and you will see the following warnings.

Record to be saved

Rea...	From	To	Start	End	IType	Infotyp.	SType	Subtype
	25.01.2021	25.01.2021			2001	Absences	0219	Self Isolation

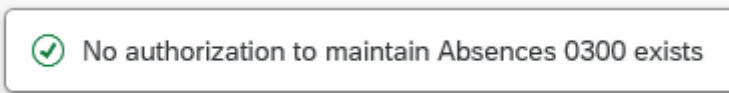
Collisions

Rea...	From	To	Start	End	IType	Infotype	SType	Subtype
	25.01.2021	01.02.2021			2001	Absences	0219	Self Isolation



If you receive these messages, the data will need to be double checked and the relevant entry will need amending.


You will see this message if you try and input maternity leave for an employee. If you need to update a maternity absence please contact HR Services




Amber messages - Warnings

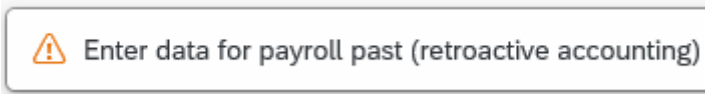
These messages are warnings/notifications; you can press ‘Enter’ on your keyboard to acknowledge and ‘go past’/accept these messages.


This message is informing you that the first or last day of the absence is a day off.



 First day 03.04.2022 of attendance/absence is a day off (att./absence type 0200)


This message is telling you that the information you are entering relates to a previous date to the current date.



 Enter data for payroll past (retroactive accounting)

This message is warning you that (from the date in the brackets) there are 31 days before the employee’s full pay sickness is due to run out.



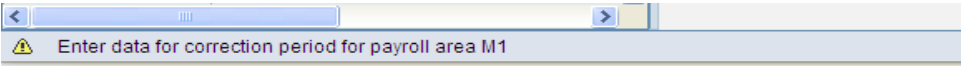
 Entitlement Used (issued on 02.06.2021): 31 entitlement days left of '100% Sickness' for 'SSP & OSP' absence


This message is warning you that the person you are saving a sickness absence for is due to go down on to half or no pay. If you see this message you will need to inform HR Services with the employee’s name and payroll number.



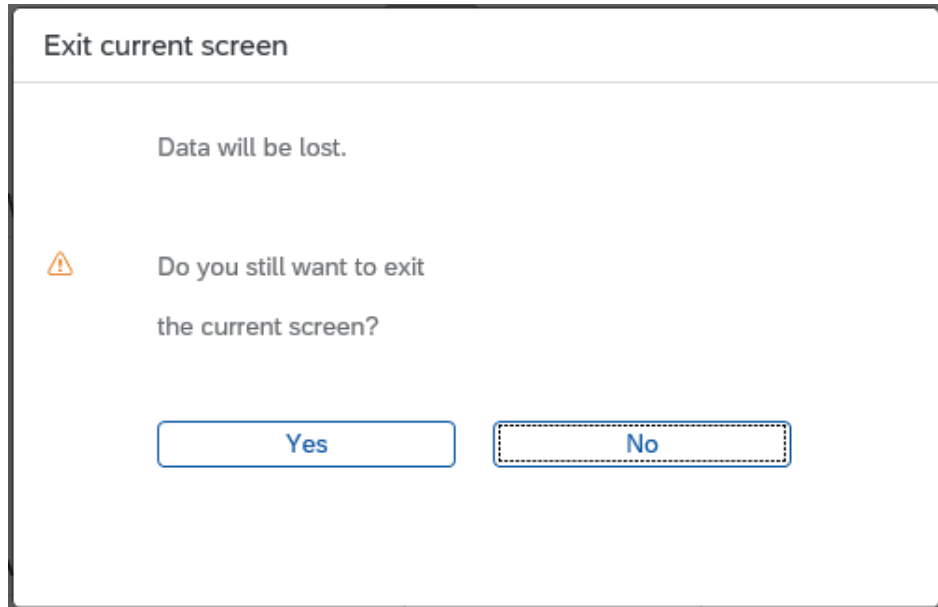
 Payment Band Changed from '100% Sickness' to ' 50% Sickness' on 08.07.2021 for 'SSP & OSP' absence

This message is informing you that you are entering data into the correct payroll area. There are currently 2 ‘payroll areas’ in the system. M1 is for Schools employees only.

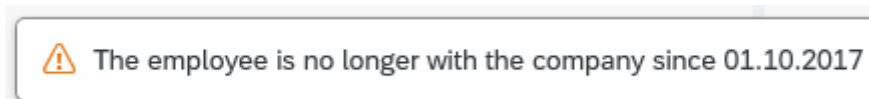


 Enter data for correction period for payroll area M1

This warning message will appear if you have entered data and pressed back or exit without saving. It is to warn you that data will be lost if you continue.



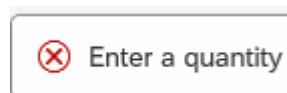
This message is warning you that the employee you are trying to input data for has left. Although this message will let you save an entry after it has shown, if the data is dated after the leaving date the system will ignore it. E.g. If supply hours are entered as 31.08.2021 and a warning shows the employee has left on 31.07.2021 the hours will **NOT** be paid.



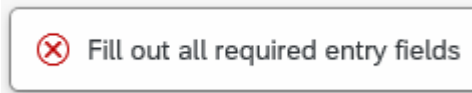
Red system Messages

Red errors are the systems way of saying there is a specific error. Red errors must be dealt with by amending the information or deleting it. The system will not let you save any other information entered after the red error, unless the red error is dealt with first.

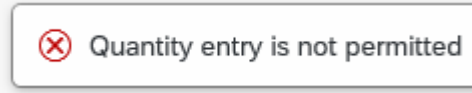
This message is telling you that you have not entered something you need to in to complete the line entry. This information will need inputting before the entry can be saved e.g. Number.



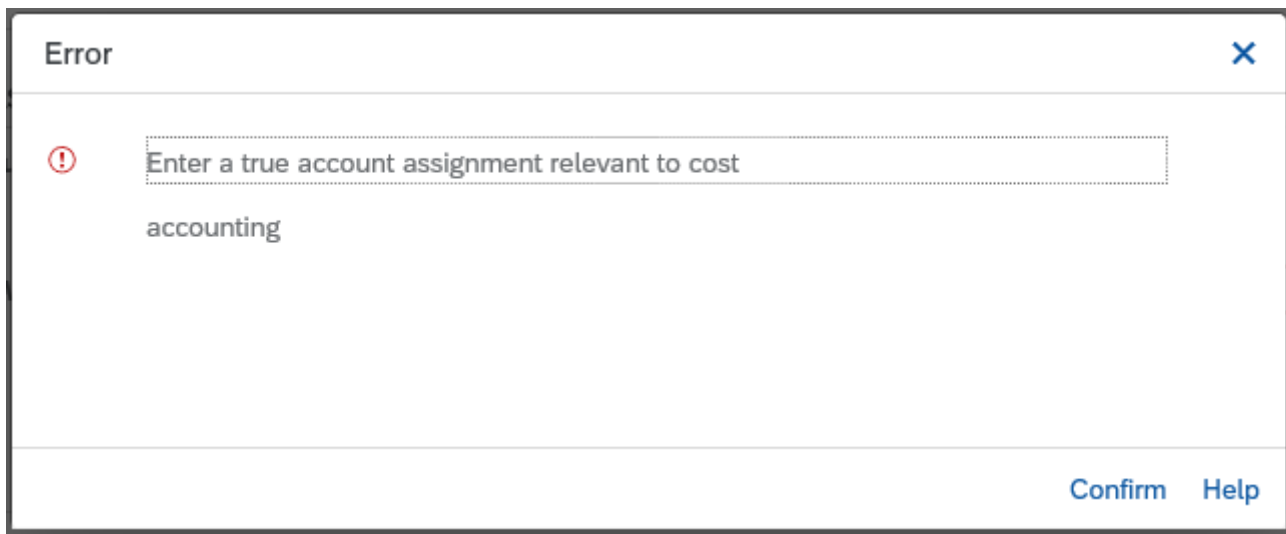
This message will appear when some information has been missed out in order for the data entry to be complete and saved.



This message means you have typed in an incorrect wage type e.g. 3026 instead of 4026 for Supply Hours.



These errors will appear when you have not put your school cost centre in when entering an event code in fast entry. You will need to enter the cost centre before saving again.



You will see a message similar to this if you input an event number in incorrectly. You will need to correct it before saving again.



A message like this one will appear if the inputter tries to unlock an entry that has been locked for authorisation by the payroll approver.



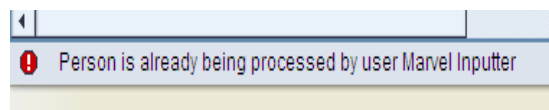
✘ No authorization to maintain Employee Remuneration Info 4100 exists

This message will appear if you are trying to enter more than 150 hours. The 150 hour limit has been applied to prevent any accidental overpayment of hours e.g. 1000 hours. If you need to enter more than 150 hours you will need to split the entry.



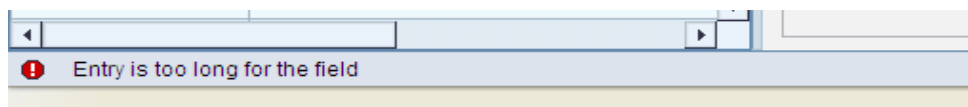
✘ Number for wage type 4026 is too high (table T511)

You will see the below message if you were in the middle of inputting and either experienced a power outage or your computer crashed. When attempting to go back into that record you may be told that you are already in the record and cannot do any inputting. You will need to contact the SAP in Schools Support Team who will be able to unlock the record for you. However, if you see the message below saying that the person is being processed by another employee that you do not recognise, please contact the Budget Manager Support Team. It could be that a member of the HR Services is updating the individuals record at the time.



! Person is already being processed by user Marvel Inputter

This message will appear if you have manually typed in an employee number in the 'Personnel No.' box and the entry has too many digits.



! Entry is too long for the field