	Title: Organization/Area: EUP Category:	BUSINESS PROCESS PROCEDURE Time Administration: Attendance Data: Calendar View Human Resources/ PT90_ATT	
	File Name:	HR_TM_PT90_ATT Report - Attendance Data Calendar View	Release:
Responsibility:	Time Keeper, Department Head/Supervisor	Status:	


Overview

The *Attendance/Absence Data: Calendar View* allows an employee, timekeeper or supervisor to review an employee's absences and/or attendances for a time period.

Trigger:

An employee, timekeeper, or supervisor wants to view an employee's absences and/or attendances.

Tips and Tricks

- Select a day with an entry in the calendar, followed by selecting  (**Choose**), to advance to the detailed display of the attendance/absence entry.


Procedural Steps

1.1 Access transaction by:

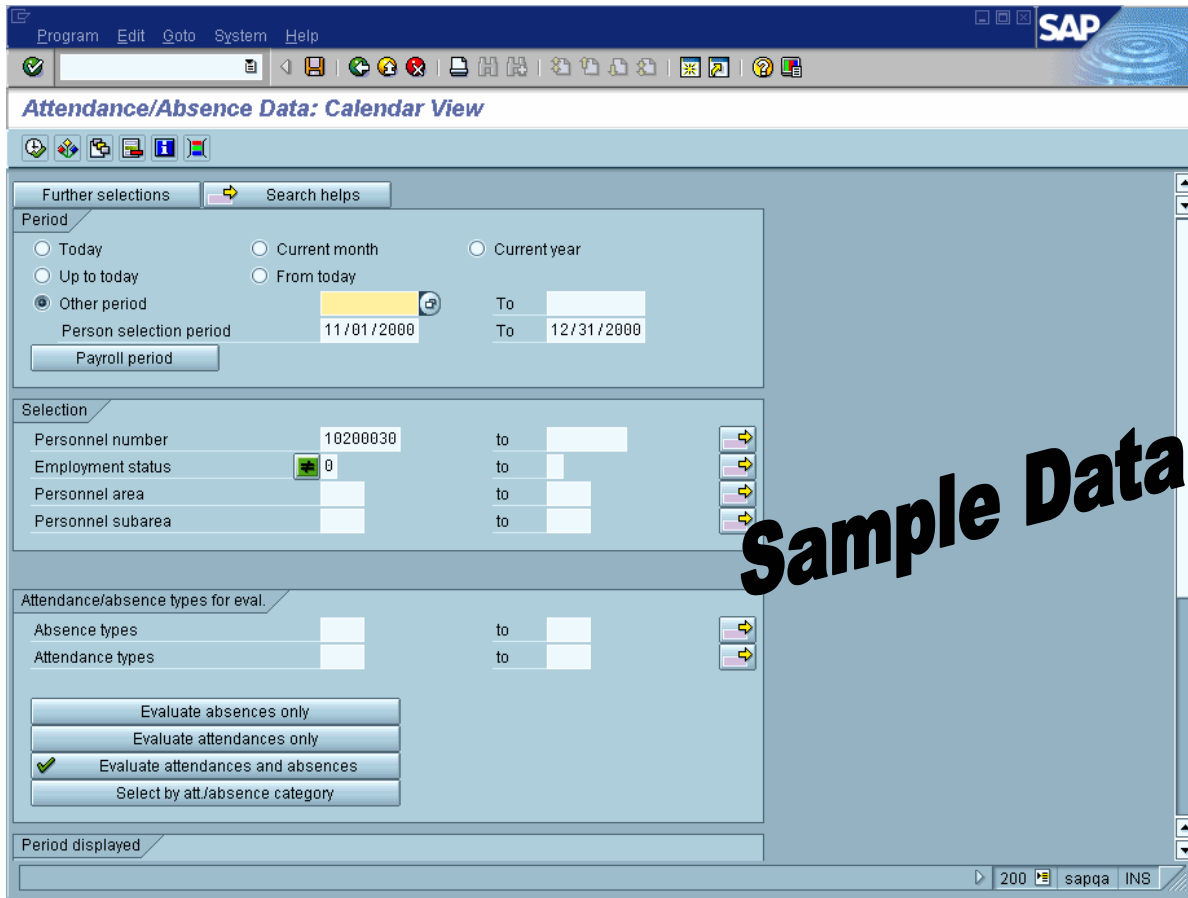
Via Menus	Human Resources → Time Management → Administration → Information System → Report Selection → Attendance → Attendance Data: Calendar View
Via Transaction Code	PT90_ATT

The selection screen will be displayed. There are two screen shots below because the selection options encompass more than one screen image of information.

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1.2. On the *Attendance/Absence Data: Calendar View* screen, enter information in the fields as specified in the table below:



Attendance/Absence Data: Calendar View

Further selections Search helps

Period

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

Person selection period 11/01/2000 To 12/31/2000

Payroll period

Selection

Personnel number 10200030 to

Employment status 0 to

Personnel area to

Personnel subarea to

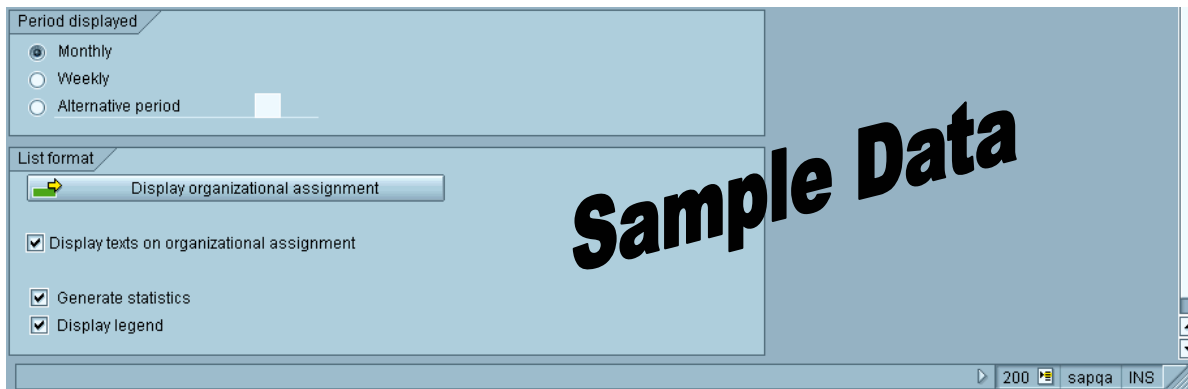
Attendance/absence types for eval.

Absence types to

Attendance types to

Period displayed

200 sapqa INS



Period displayed


Monthly
 Weekly
 Alternative period

List format

Display texts on organizational assignment
 Generate statistics
 Display legend


200 sapqa INS

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Field Name	Description	R/O/C	User Action and Values
Period	Refers to the time frame in which attendances/absences are to be displayed.	R	Select the appropriate period for the attendance/absence calendar to be displayed/printed.
Payroll period	Allows entry of the current payroll period or another payroll period	O	Selecting this icon will change the period display to cover payroll periods
One or more of the following four selection criteria must be entered.			
Personnel Number	The employee's identification number.	R/C	The time statement may be selected by one personnel number or a range of personnel numbers. This is the most commonly used selection.
Employment Status	Status of the employee in IRIS	R/C	Options are <ul style="list-style-type: none"> • 0 – Withdrawn (terminated or retired) • 1 – Inactive (leave without pay) • 3 – Active Default is "unequal to 0."
Personnel Area	IRIS equivalent of Major organization unit (MOU)	R/C	
Personnel Subarea	IRIS equivalent of budget entity	R/C	
Attendance/absence types for evaluation			
Absence Types	Time types for recording/displaying absence hours (e.g. sick leave)	O	Leave blank to select all attendance types
Attendance Types	Time types for recording/displaying work hours (e.g. regular work hours)	O	Leave blank to select all attendance types

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Evaluate attendances only; evaluate absences only; Evaluate attendances and absences; Select by attendance/absence category	Allows selection of displayed data in the calendar: attendances only, absences only, both, or individual attendance/absence types	R	Default is to evaluate attendances. Normally will select "Evaluate attendances and absences."
Period displayed	Select by clicking the radio button for period to be displayed	R	Default is monthly. Other options are weekly and other period, which you define by selecting from the drop-down list.
List format options			
Display organization assignment	Click on this option to identify information to be included in report header	O	Default is Personnel Area and Personnel Subarea. Suggested are: Organization unit, Payroll area, Job and Position
Display texts on organization assignments	Provides text for organization unit, position, and job	O	Default is to display text. Otherwise only the 8-digit object identification number for the organization assignments are displayed
Generate statistics	Displays statistics for the time period for each attendance/absence type used by the employee(s)	O	Default is display statistics.
Display legend	Identifies the codes used in the calendar display	O	Default is to display legend. Identifies the absence/attendance types displayed on the calendar.

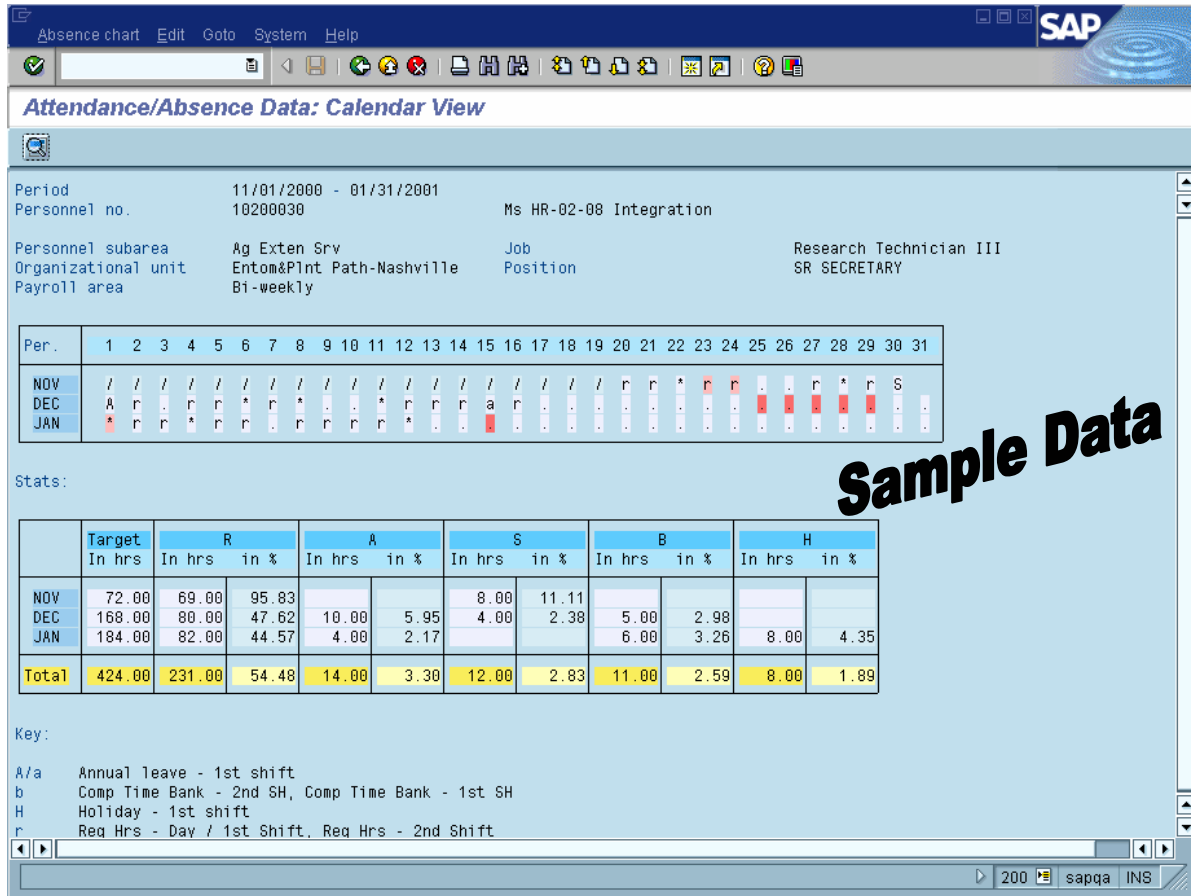
Legend: R = Required, O = Optional, and C = Conditional

After all required values have been entered, select  (Execute) to continue.

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1.3 **Attendance/Absence Data: Calendar View;** the following screen shot provides a display of the attendance/absence data calendar. The display is for the period November 1, 2000 through January 31, 2001.



Attendance/Absence Data: Calendar View

Period: 11/01/2000 - 01/31/2001
 Personnel no.: 10200030
 Ms HR-02-08 Integration
 Personnel subarea: Ag Exten Srv
 Organizational unit: Entom&Plnt Path-Nashville
 Job: Research Technician III
 Payroll area: B1-weekly
 Position: SR SECRETARY

Per.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
NOV	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
DEC	A	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	
JAN	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	r	

Stats:

	Target	R		A		S		B		H	
	In hrs	In hrs	in %	In hrs	in %	In hrs	in %	In hrs	in %	In hrs	in %
NOV	72.00	69.00	95.83			8.00	11.11				
DEC	168.00	80.00	47.62	10.00	5.95	4.00	2.38	5.00	2.98		
JAN	184.00	82.00	44.57	4.00	2.17			6.00	3.26	8.00	4.35
Total	424.00	231.00	54.48	14.00	3.30	12.00	2.83	11.00	2.59	8.00	1.89

Key:
 A/a Annual leave - 1st shift
 b Comp Time Bank - 2nd SH, Comp Time Bank - 1st SH
 H Holiday - 1st shift
 r Reg Hrs - Day / 1st Shift, Reg Hrs - 2nd Shift

The information displayed above is specific to the individual employee. Only those attendance or absence types utilized by the individual employee will be displayed.

To print the *Attendance/Absence Data: Calendar View*, follow the menu path: **Absence Chart** → **Print**.

To download/save the *Attendance/Absence Data: Calendar View*, follow the menu path: **Absence Chart** → **Save to PC file**.

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