

Roster Configuration (Payroll) in SAP ECC 6.0 – Tips & Tricks

Applies to:

SAP ECC 6.0 onwards.

Summary

Roster is an application which shows persons of reserved category against specific roster points. Roster points are serial numbers specified in the Reservation Order to facilitate calculation of the number of vacancies reserved for promotion or recruitment at a given time. These points are populated on the basis of reservation percentage which is fixed by various state and central governments. This paper deals with step-by-step configuration of roster for maintaining reservations within the organization.

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Creation of Roster

Roster is an application which shows persons of reserved category against specific roster points.

Roster Points are serial numbers specified in the Reservation Order to facilitate calculation of the number of vacancies reserved for promotion or recruitment at a given time.

These points are populated on the basis of reservation percentage which is fixed by various state and centre governments.

Before creating a reservation roster following setting in IMG are required.

- Maintaining reservation type

- Defining and assigning reservation categories for reservation types

- Defining groups

- Defining recruitment and promotion types

- Mapping reservation category to Ethnic Origin

- Mapping reservation category to challenge group

- Mapping Ex-servicemen status to military status

- Mapping action types to standard action types

- Defining time independent attributes of model roster

- Mapping time independent model roster ID to time dependent model roster ID

- Defining remarks for roster points

- Defining de-reservation reason for roster points

IMG path for incorporating the above settings is –

IMG → Payroll → Payroll India → India Public Sector → Roster

Display IMG

Existing BC Sets | BC Sets for Activity | Activated BC Sets for Activity | Release Notes | Change Log | Where Else Used

Structure

- ▶ Plant Maintenance and Customer Service
- ▶ Customer Service
- ▶ Production
- ▶ Production Planning for Process Industries
- ▶ Project System
- ▶ Personnel Management
- ▶ SAP E-Recruiting
- ▶ Time Management
- ▼ Payroll
 - ▶ Payroll: Argentina
 - ▶ Payroll: Austria
 - ▶ Payroll: Australia
 - ▶ Payroll: Belgium
 - ▶ Payroll: Brazil
 - ▶ Payroll: Canada
 - ▶ Payroll: Switzerland
 - ▶ Payroll: China
 - ▶ Payroll: Germany
 - ▶ Payroll: Denmark
 - ▶ Payroll: Spain
 - ▶ Payroll: Finland
 - ▶ Payroll: France
 - ▶ Payroll: Great Britain
 - ▶ Payroll: Hong Kong
 - ▶ Payroll: Ireland
 - ▶ Payroll: Indonesia
 - ▼ Payroll: India
 - ▶ Legacy Data Transfer
 - ▶ Basic Settings
 - ▶ Background Processing with the HR Process Workbench
 - ▶ Day Processing of Time Data
 - ▶ Absences
 - ▶ Time Quota Compensation
 - ▶ Time Wage Type Valuation
 - ▶ Factoring
 - ▶ Create Wage Types for Cost Accounting
 - ▶ Cumulation Wage Types
 - ▶ Pay Scale Groupings
 - ▶ Reporting for Posting Payroll Results to Accounting
 - ▶ Authorization Administration
 - ▼ India Public Sector
- ▼ Rosters
 - ▼ Basic Settings
 - Define Reservation Type
 - Define and Assign Reservation Categories for Reservation Types
 - Define Groups
 - Define Recruitment and Promotion Types
 - Map Reservation Category to Ethnic Origin
 - Map Reservation Category to Challenge Group
 - Map Ex-Serviceman Status to a Military Status
 - Map Action Types to Standard Action Types
 - ▶ Roster Settings
 - ▶ Roster Point Settings
- Increment Module
- ▶ Employee Self-Services (ESS)
- ▶ Payroll: Italy
- ▶ Payroll: Japan

IMG Settings

Define Reservation Types

Here you specify types of reservation applicable in organization.

There are 2 types of reservation – horizontal and vertical reservation

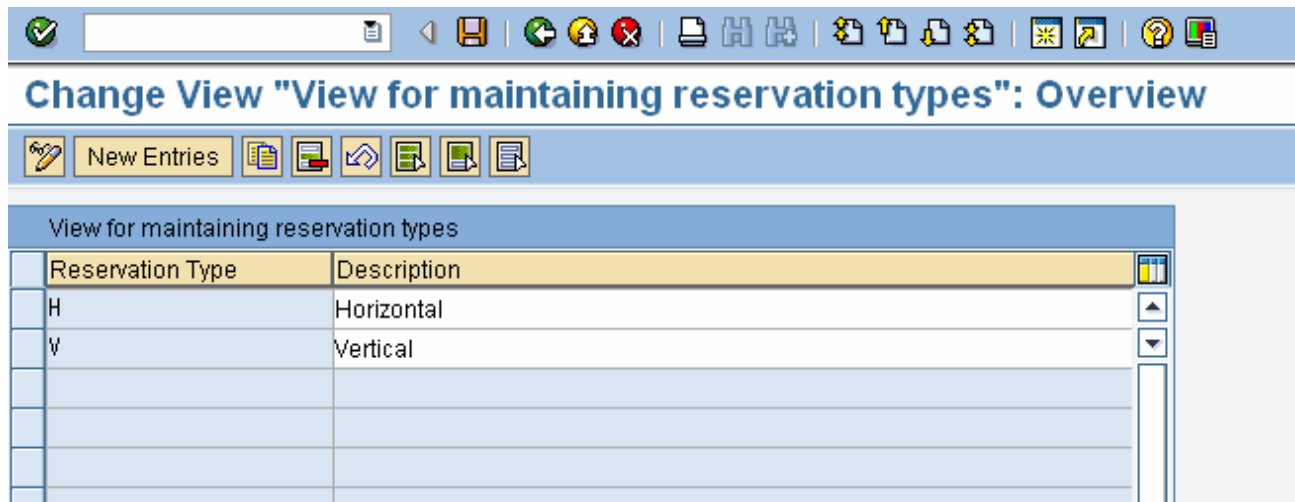
Horizontal reservation type includes categories like visually handicapped, orthopedic handicapped, hearing handicapped etc...

Vertical reservation type includes categories like Schedule caste, schedule tribe, other backward class and unreserved.

For creating reservation type, select Define Reservation Type in Basic Settings.

Click on new entries.

Specify Reservation Type and description then save.



The screenshot shows the SAP IMG interface for maintaining reservation types. The title bar reads "Change View 'View for maintaining reservation types': Overview". Below the title bar is a toolbar with icons for "New Entries", "Save", "Cancel", "Refresh", and "Print". The main area contains a table with the following data:

Reservation Type	Description
H	Horizontal
V	Vertical

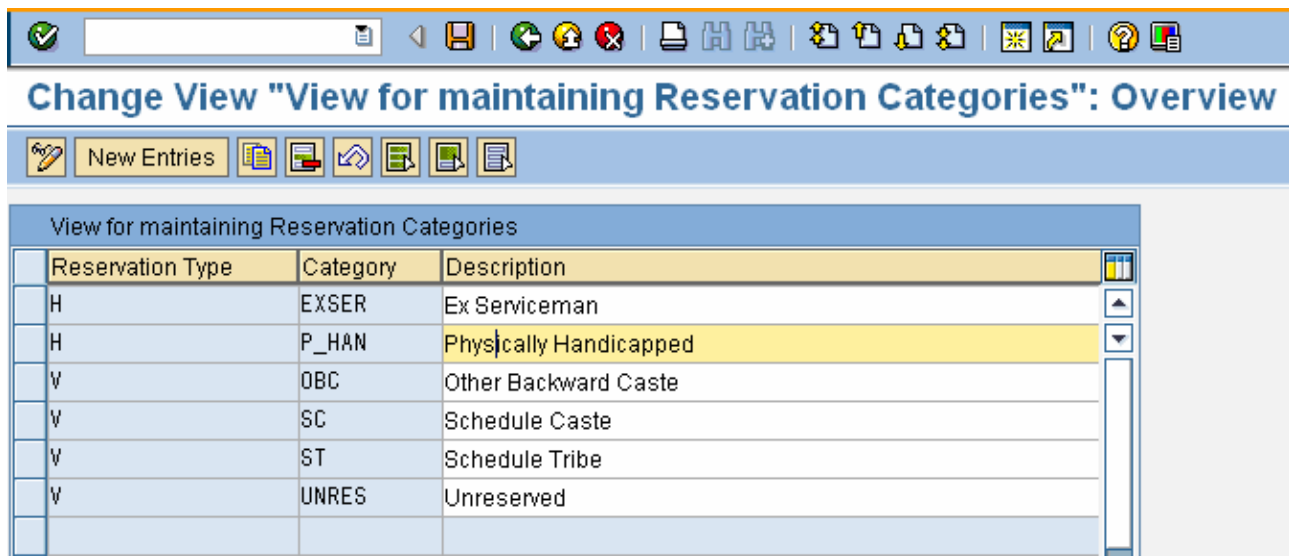
Define and Assign reservation categories for reservation types

Here you assign various reservation categories to reservation types.

For creating reservation categories, select Define and Assign Reservation categories for Reservation Type in Basic Settings.

Click on new entries.

Specify Reservation Type, Category and description then save.



Change View "View for maintaining Reservation Categories": Overview

New Entries

Reservation Type	Category	Description
H	EXSER	Ex Serviceman
H	P_HAN	Physically Handicapped
V	OBC	Other Backward Caste
V	SC	Schedule Caste
V	ST	Schedule Tribe
V	UNRES	Unreserved

Define Groups

Here you define various groups.

It entitles employee for various benefits belonging to specific group.

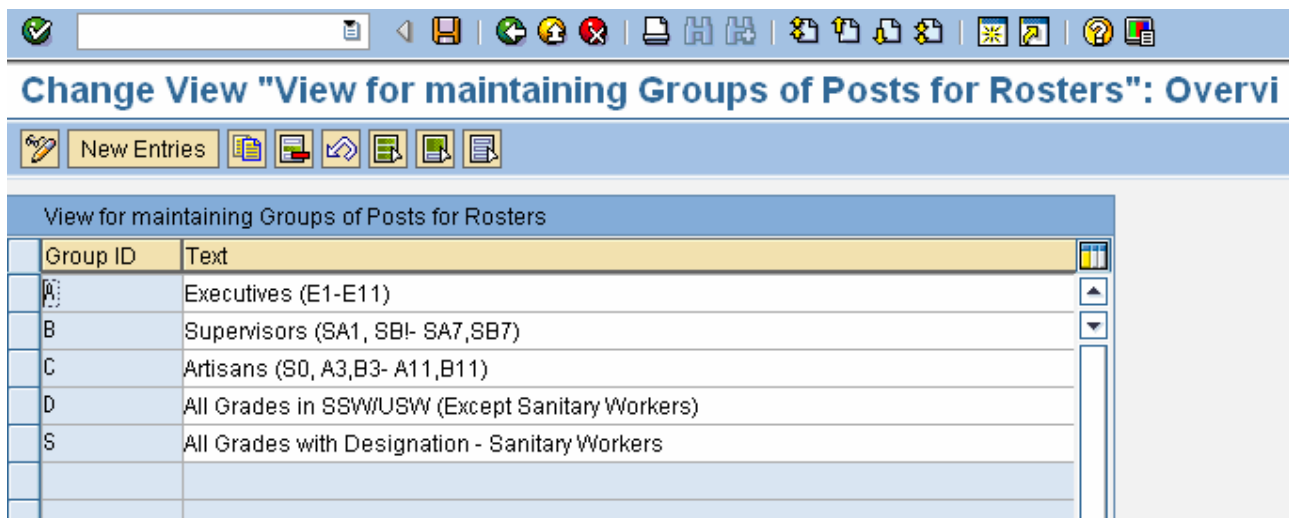
Group can be on basis of salary level, education qualification etc...

At a time five groups in a time independent roster can be created in the system.

For creating Groups, select Define Groups in Basic Settings.

Click on new entries.

Specify Group ID and Text then save.



Change View "View for maintaining Groups of Posts for Rosters": Overview

New Entries

Group ID	Text
A	Executives (E1-E11)
B	Supervisors (SA1, SB1- SA7,SB7)
C	Artisans (S0, A3,B3- A11,B11)
D	All Grades in SSWUSW (Except Sanitary Workers)
S	All Grades with Designation - Sanitary Workers

Define Recruitment and promotion types

Here various recruitment and promotion types are defined which are used by system to define the percentage of various reservation categories.

For creating recruitment and promotion types, select Define recruitment and promotion types in Basic Settings.

Click on new entries.

Specify recruitment/promotion type and description then save.

The screenshot shows the SAP SPRO transaction 'Change View View for maintaining Recruitment/Promotion types'. The table below displays the data for this view.

Recruitment/Promotion Type	Description
D	Direct Recruitment
OP	Open Competition
P	Promotion

Mapping reservation category to Ethnic Origin

Here you link reservation categories to ethnic origin and region to entitle employees for benefits based on caste.

Only reservation categories belonging to vertical reservation type are mapped here.

Ethnic origin of employees is maintained in infotype 0077 'Additional Personal Data'

Region of employees is maintained in infotype 0002 'Personal Data'.

For mapping reservation categories to ethnic origin, select Map reservation categories to ethnic origin in Basic Settings.

Click on new entries.

Select Ethnic origin, region (if applicable) and its relevant Category then save.

The screenshot shows the SAP SPRO transaction 'Change View View for maintaining categories per Ethnic Origin'. The table below displays the data for this view.

Ethnic Origin	Region	Category
OB		Other Backward Caste
SC		Schedule Caste
ST		Schedule Tribe
UR		Unreserved

Map reservation category to challenge group

Here reservation categories are mapped with challenge groups.

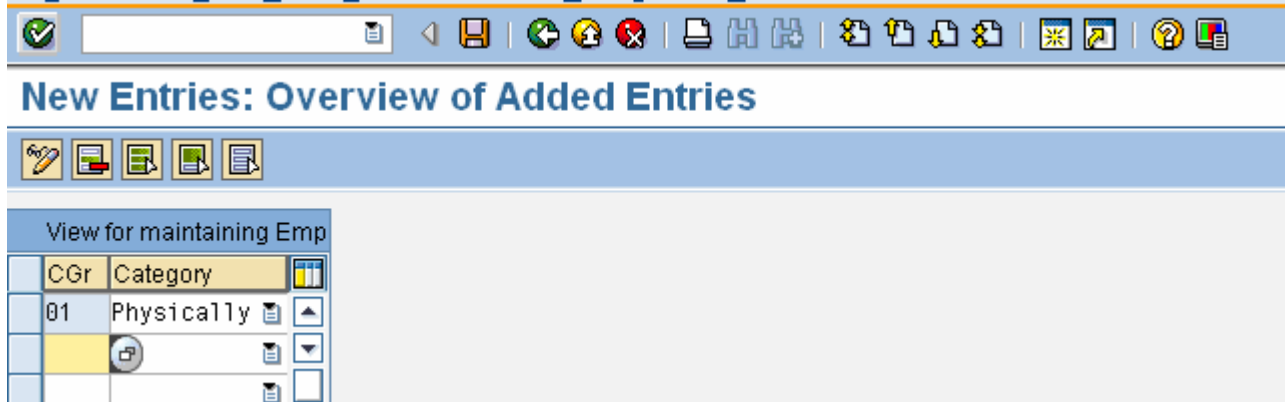
Only reservation categories belonging to horizontal reservation type are mapped here.

Challenge group of employees is maintained in infotype 0004 'Challenge'.

For mapping reservation categories to challenge group, select Map reservation categories to challenge group in Basic Settings.

Click on new entries.

Select Challenge group and its relevant Category then save.



Mapping Ex-servicemen status to military status

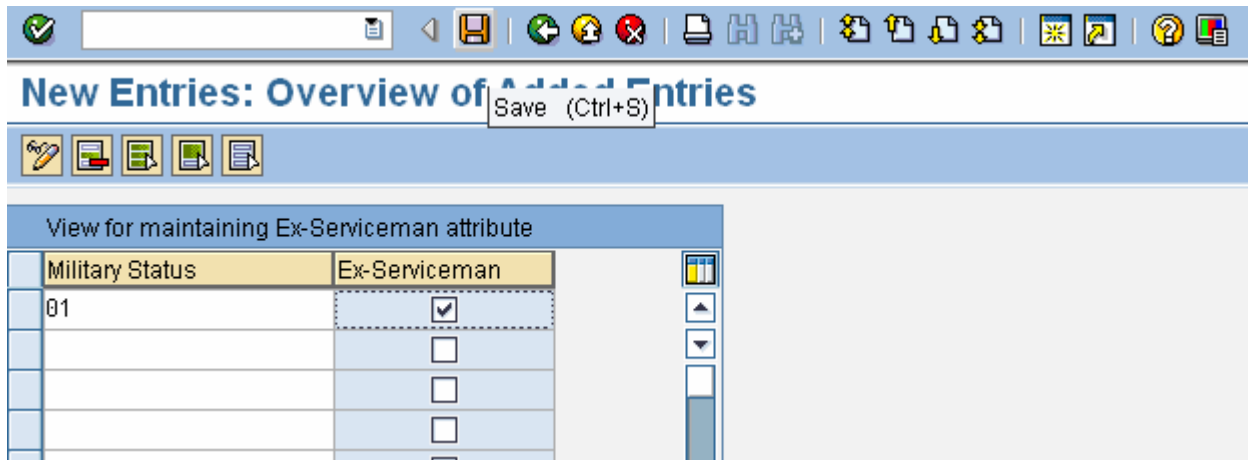
Here reservation categories are linked to military status to entitle employees for ex-serviceman benefits.

Military status of employees is maintained in infotype 0077 'Additional Personal Data'

For mapping reservation categories to military status, select Map reservation categories to military status in Basic Settings.

Click on new entries.

Select relevant Military Status and flag Ex-Serviceman then save.



Mapping action types to standard action types

Here mapping is done between standard action types and action types maintained for roster.

Action types maintained for roster are

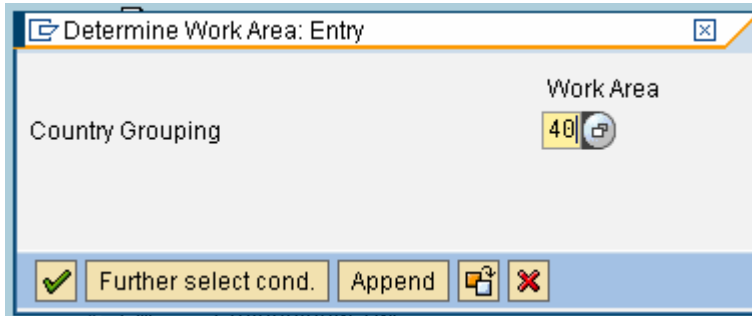
H – Hiring

D – Deputation
 R – Transfer
 T – Termination
 P – Promotion

This mapping is used for maintaining the assignment of a roster point ID with an employee ID after a personal action is executed.

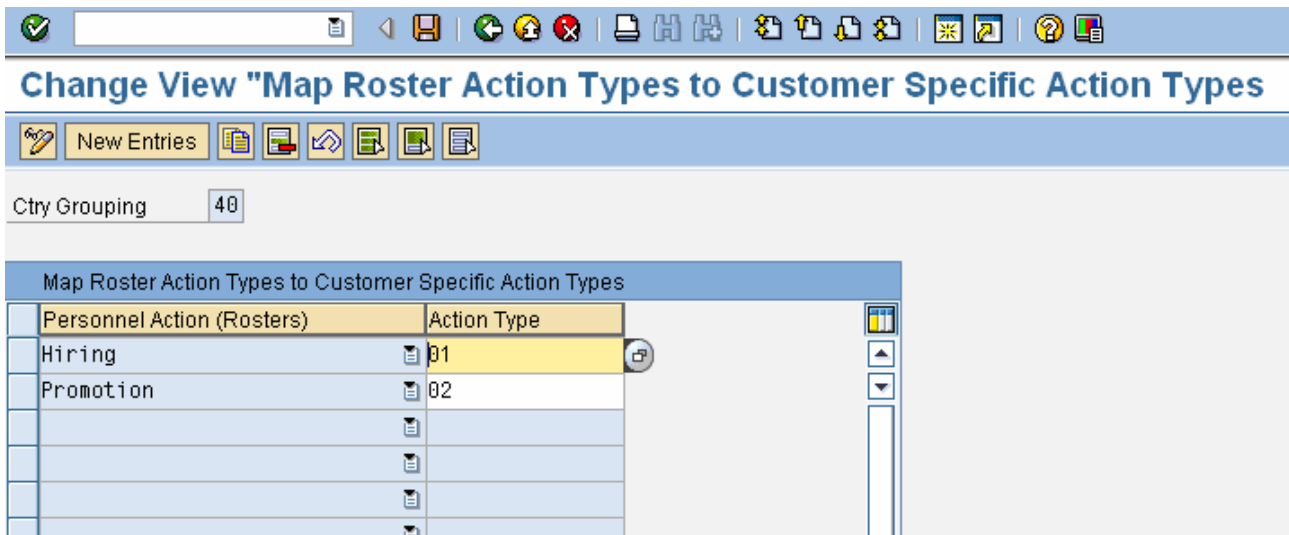
For mapping action types to standard action types, select Map action types to standard action types in Basic Settings.

Enter country grouping



Click on new entries.

Select Personnel Action (Rosters) and its relevant Action Type then save.



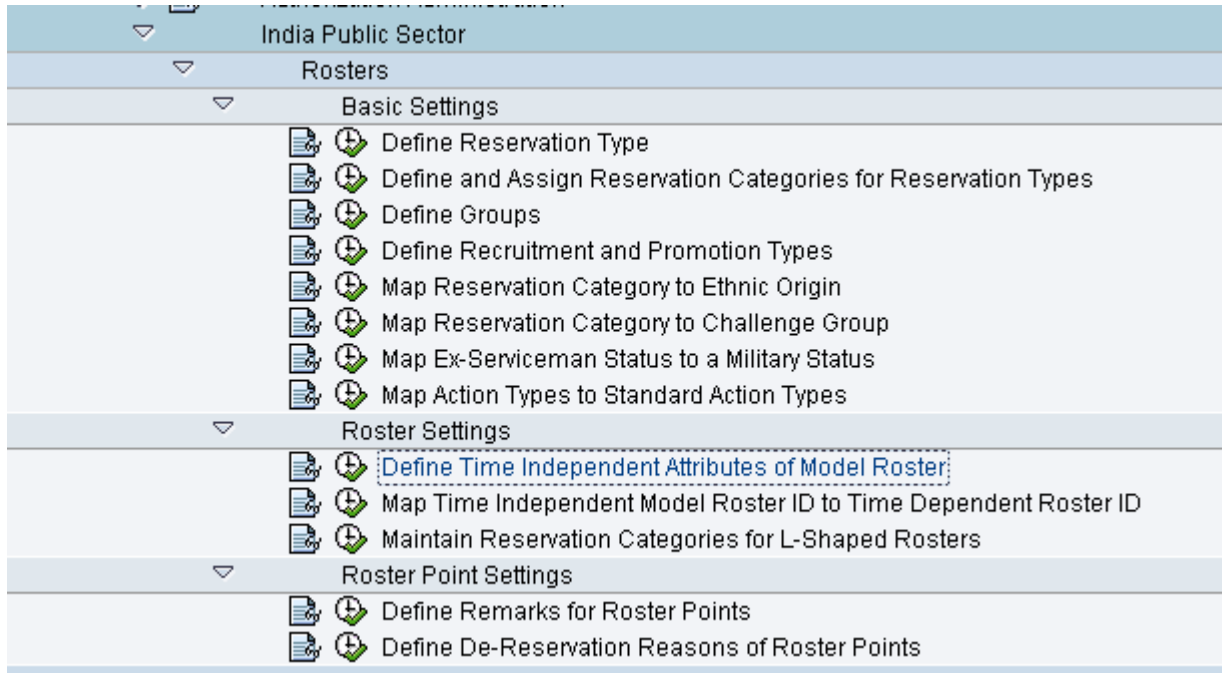
Defining time independent attributes of model roster

Here you define following attributes of a time independent roster.

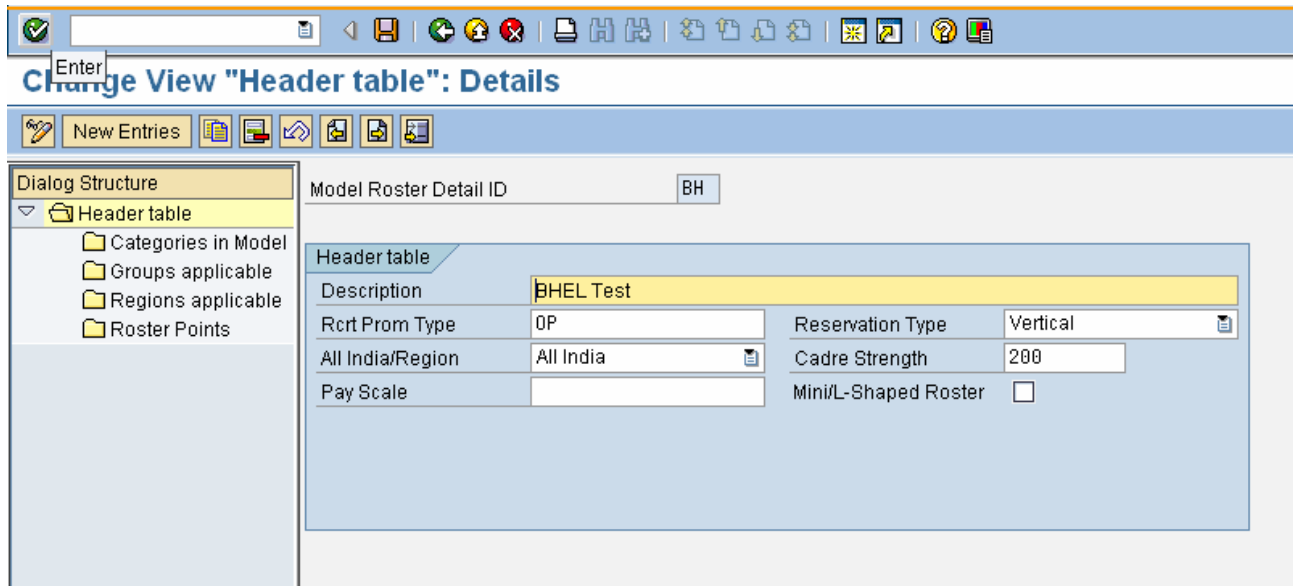
- Model Roster ID – ID of model Roster
- Recruitment/Promotion Type – Type of recruitment or promotion
- Reservation Type – Horizontal or vertical
- Region – All India or specific region
- Cadre Strength – Number of roster points to be generated

- Pay Scale information – Information related to pay scale
- Reservation Category percentage – Percentage of various categories
- Groups – Groups included in model roster
- Roster Point category – Category of individual roster points

For creating a time independent model roster, Select Define Time Independent Attributes of Model Roster in Roster Settings



Click on New Entries and Enter Roster ID, Description, Recruitment/Promotion Type, Reservation Type, Cadre Strength, pay scale and select region applicable then save.



Then click on the categories in model and enter various categories to be included in roster

The screenshot shows the SAP SPRO configuration interface for 'Change View "Categories in Model Roster": Overview'. The 'Model Ros Detail ID' is set to 'BH'. The 'Dialog Structure' tree on the left has 'Categories in Model Roster' selected. The main table displays the following data:

Category	Percentage
Schedule	15.00
Schedule	7.50

Similarly select Groups Applicable and enter various groups.

The screenshot shows the SAP SPRO configuration interface for 'Change View "Groups applicable": Overview'. The 'Model Ros Detail ID' is set to 'BH'. The 'Dialog Structure' tree on the left has 'Groups applicable' selected. The main table displays the following data:

Group ID
A
B
C
D
S

In case roster is applicable to specific regions, enter those regions.

The screenshot shows the SAP Roster Configuration (Payroll) interface. The window title is "Change View 'Regions applicable': Overview". The interface includes a toolbar at the top with various icons. Below the toolbar, there is a "Dialog Structure" tree on the left side, which is expanded to show "Regions applicable" selected. The main area displays a table with the following structure:

Regions applicable	
Region	Description

The "Model Ros Detail ID" is set to "BH".

Once you save your entries Roster Points up to specified cadre strength are generated.

In case you need to change the category of some points you can do it.

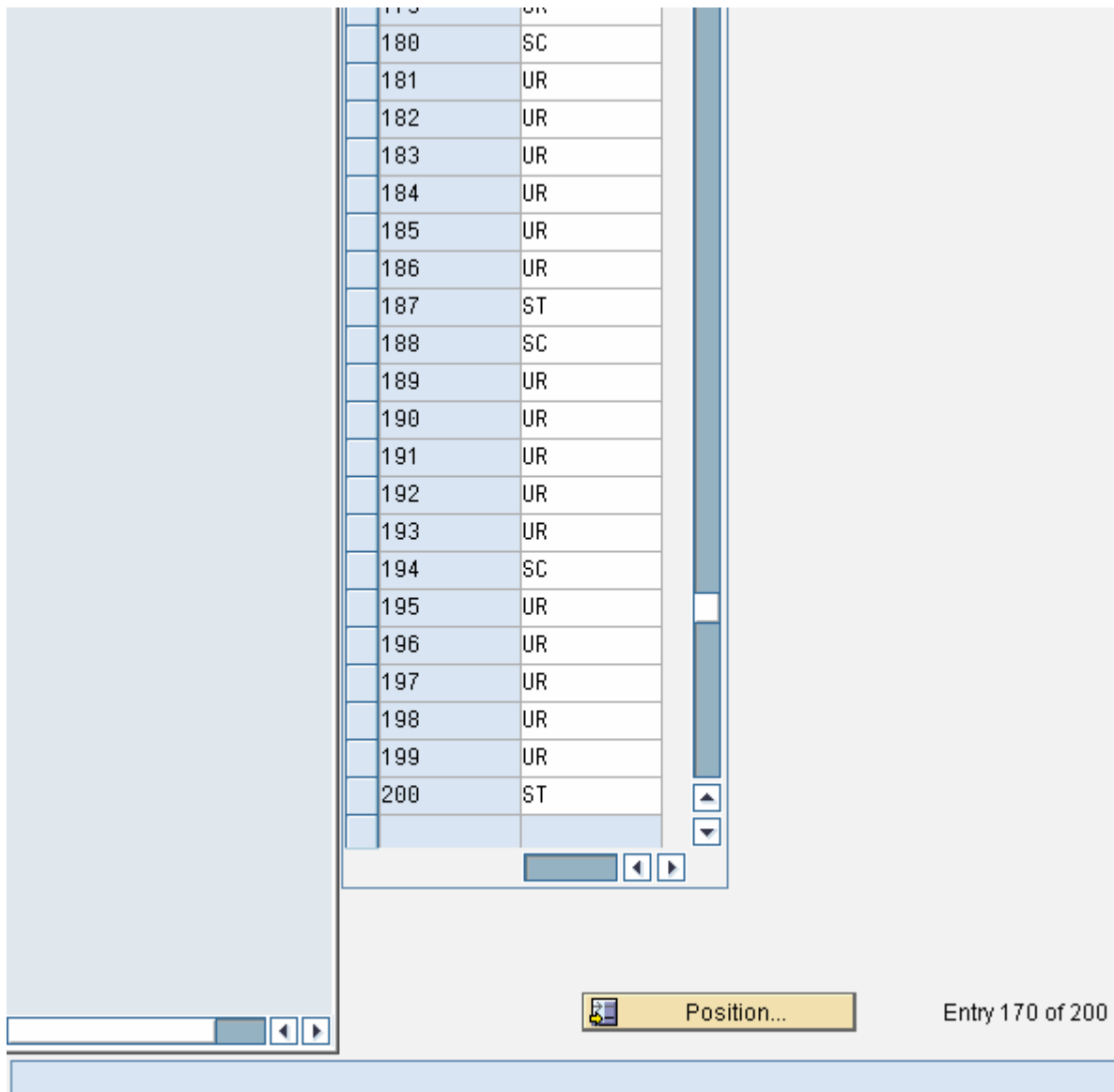
Change View "Roster Points": Overview

Model Ros Detail ID: BH

Dialog Structure

- Header table
 - Categories in Model
 - Groups applicable
 - Regions applicable
 - Roster Points**

Seq. Nr.	Category
1	UR
2	UR
3	UR
4	UR
5	UR
6	UR
7	SC
8	UR
9	UR
10	UR
11	UR
12	UR
13	UR
14	ST
15	SC
16	UR
17	UR
18	UR
19	UR
20	SC
21	UR
22	UR
23	UR
24	UR
25	UR
26	UR
27	ST
28	SC
29	UR
30	UR



Map Time Independent Model Roster ID to Time Dependent Roster ID

Here you link time independent model roster with time dependent model roster.

You can map more than one time dependent model roster with time independent model roster for different times

For mapping a time independent model roster, Select Map Time Independent Model Roster ID to Time Dependent Roster ID in Roster Settings

Select new entries

Enter time dependent Roster ID, description, select a relevant time independent Roster ID, begin date and end date for roster then save.

The screenshot shows the SAP SPRO configuration interface. At the top, there is a toolbar with various icons. Below the toolbar, the title bar reads "Change View 'Time dependent view for Model Roster': Overview". Underneath, there are buttons for "Expand <-> Collapse", "New Entries", and "Delimit". The main area displays a table titled "Time dependent view for Model Roster".

Model Roster ID	Detail ID	Start Date	End Date	Description
TE	BH	01.01.1900	31.12.9999	Test

Define Remarks for Roster Points

Here you define remarks for a roster point which provide information about the assignment of employee. They can be used while assigning employee to a roster point.

For mapping a time independent model roster, Select Map Time Independent Model Roster ID to Time Dependent Roster ID in Roster Points Settings.

The screenshot shows the SAP SPRO configuration tree. The path is: India Public Sector > Rosters > Basic Settings. The tree is expanded to show the following options:

- Define Reservation Type
- Define and Assign Reservation Categories for Reservation Types
- Define Groups
- Define Recruitment and Promotion Types
- Map Reservation Category to Ethnic Origin
- Map Reservation Category to Challenge Group
- Map Ex-Serviceman Status to a Military Status
- Map Action Types to Standard Action Types
- Roster Settings
 - Define Time Independent Attributes of Model Roster
 - Map Time Independent Model Roster ID to Time Dependent Roster ID
 - Maintain Reservation Categories for L-Shaped Rosters
- Roster Point Settings
 - Define Remarks for Roster Points
 - Define De-Reservation Reasons of Roster Points

Select new entries

Enter Remark ID and text then save.

The screenshot shows the SAP SPRO configuration interface for 'View for maintaining Remarks for Roster Points'. The title bar reads 'Change View "View for maintaining Remarks for Roster Points": Overview'. Below the title bar is a toolbar with icons for 'New Entries', 'Save', 'Back', 'Forward', 'Print', 'Help', and 'Refresh'. The main area contains a table with the following data:

Remark ID	Text
01	Deputed Out

Define De-Reservation Reasons of Roster Points

Here you define de-reservation reasons which are used in vertical reservation. It is used when assignment of an unreserved category of employee is done to reserved category roster point.

For mapping a time independent model roster, Select Map Time Independent Model Roster ID to Time Dependent Roster ID in Roster Points Settings.

Select new entries

Enter Reason ID for Dereservation and text then save.

The screenshot shows the SAP SPRO configuration interface for 'New Entries: Overview of Added Entries'. The title bar reads 'New Entries: Overview of Added Entries'. Below the title bar is a toolbar with icons for 'New Entries', 'Save', 'Back', 'Forward', 'Print', 'Help', and 'Refresh'. The main area contains a table with the following data:

Reason ID	Text
RS1	Suitable SC, ST, OBC candidate not found.

After configuring the above settings in IMG you can create roster and maintain roster points in easy access as follows

From SAP Easy Access menu browse as shown in the figure.

SAP Easy Access menu path

SAP menu → Human Resources → Payroll → India → Utilities → Rosters → Rosters Organization & Staffing

SAP Easy Access

The screenshot displays the SAP Easy Access menu structure. The 'Create Roster' option is highlighted with a yellow box. The menu path is as follows:

- SAP menu
 - Human Resources
 - Payroll
 - Asia/Pacific
 - India
 - Rosters
 - Rosters Organization & Staffing
 - Create Roster**
 - Change Roster
 - Display Roster
 - Create Roster Points for a Roster
 - List & Correct inconsistencies within a Roste

Create Roster

Select Create Roster from Rosters Organization & Staffing

Specify the validity period of the organizational object

Thereafter you see the following screen.

ROSTER_S Create


ROSTER-FRAME...				
50001796	New org unit			

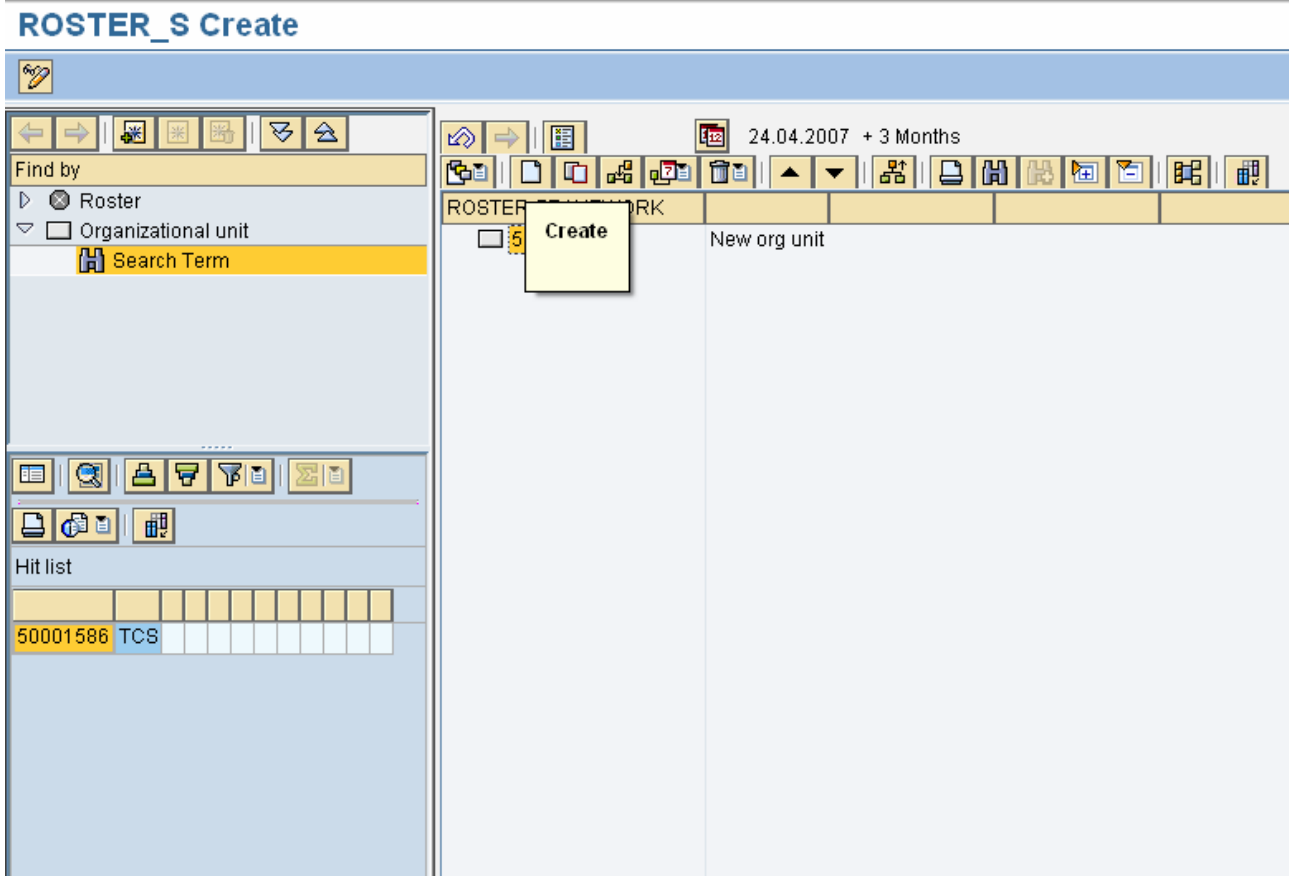
Here, you need to define the organizational structure as per to the figure below

ROSTER_S Create

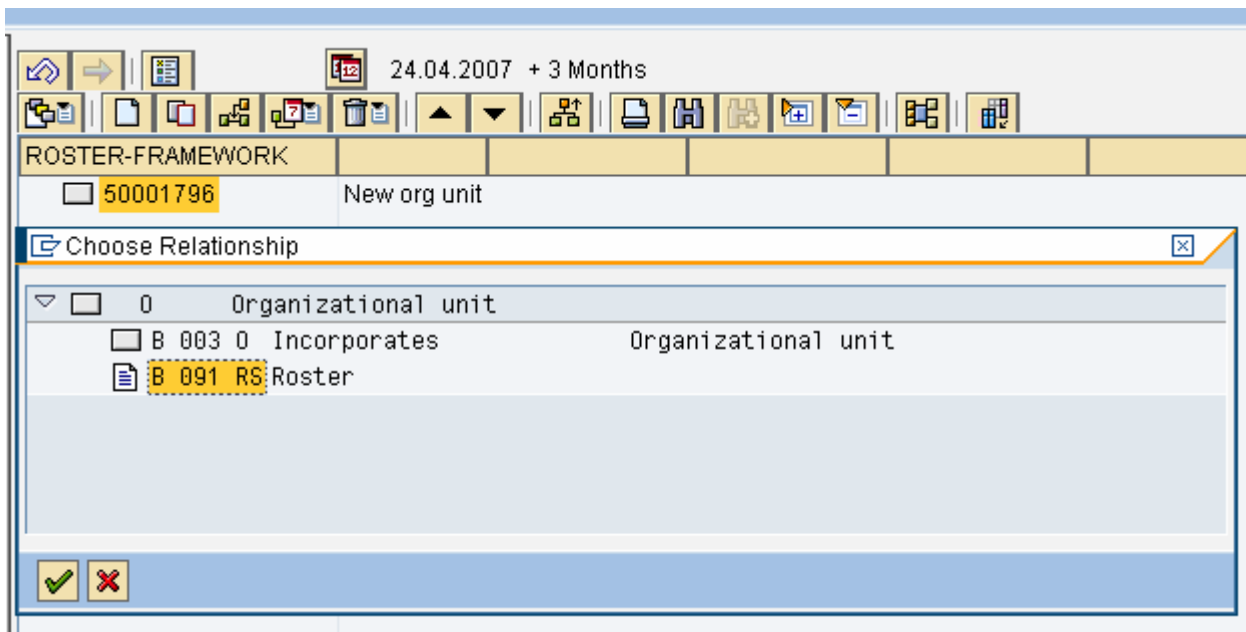
The screenshot shows the SAP ROSTER_S Create interface. The main window displays a tree view of organizational units and positions. A pop-up window titled "Evaluation Path: RRPE" is open, showing a list of organizational units and positions. The "Hit list" at the bottom left shows the number 50001586. A red circle highlights a "create" icon in the top right toolbar.

Organizational Unit	Position
0 Organizational unit	
B 003 0 Incorporates Organizational unit	
B 091 RS Roster	
B 092 RP RP	
B 093 P Person	
B 008 S Holder Position	
B 094 P Person	
B 008 S Holder Position	

For maintaining the structure select the organization unit and click create  icon



There select RS Roster

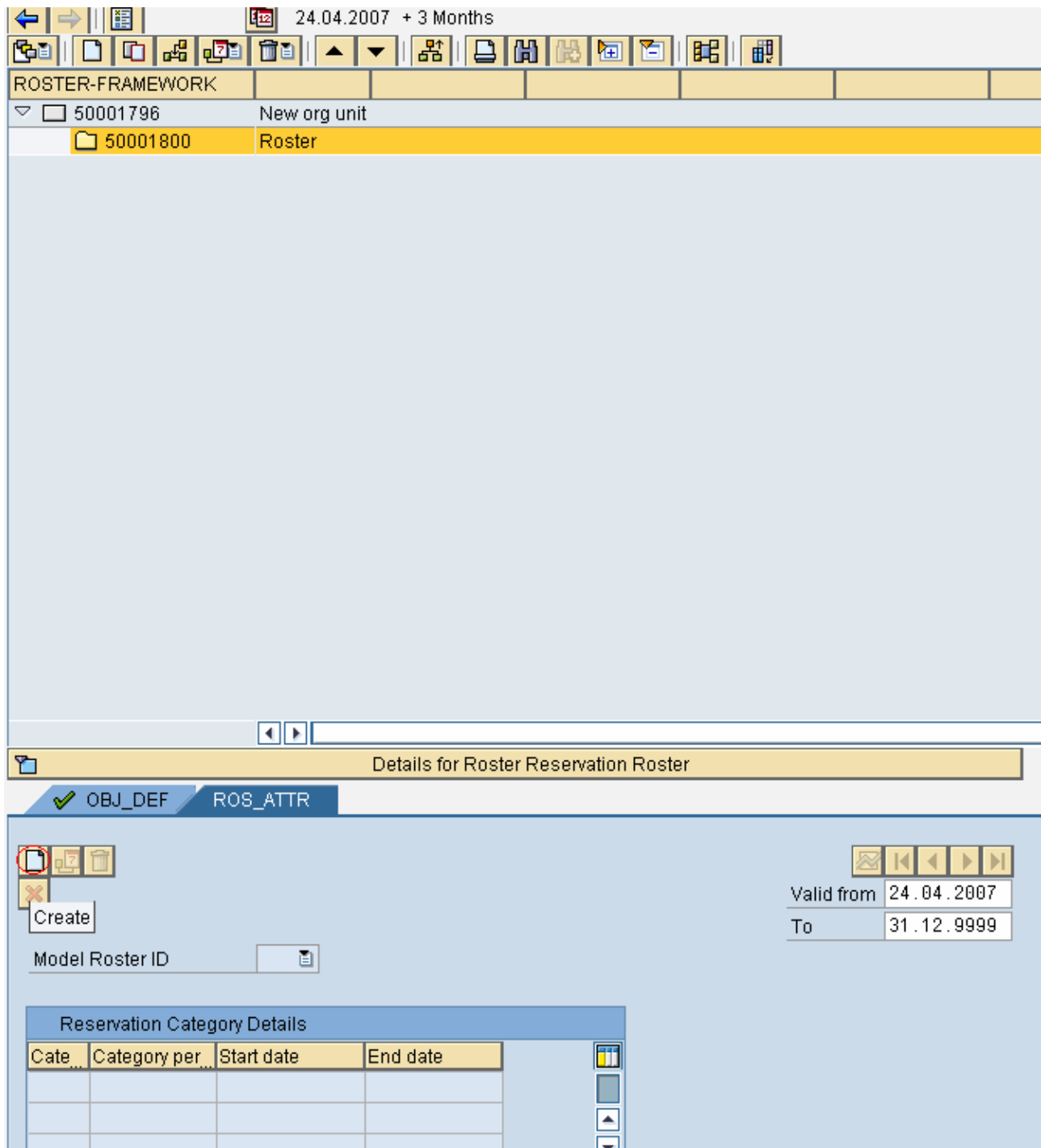


Give Roster Object Abbreviation, Name and save your entries.

The screenshot displays the SAP Roster Configuration interface. At the top, the date is set to 24.04.2007 + 3 Months. The main area shows a tree structure under 'ROSTER-FRAMEWORK' with '50001796 New org unit' expanded to show '50001800 Roster'. Below this, a 'Details for Roster Reservation Roster' window is open, showing the 'ROS_ATTR' tab. The 'ROS_ATTR' tab contains the following fields:

Language	English	Valid from	24.04.2007
Object Type	RS	To	31.12.9999
Object ID	50001800		
Object abbr.	Roster		
Name	Reservation Roster		

Create Roster Attributes by selecting the **ROS_ATTR** tab and select create  icon



Select the Model Roster ID (Created in IMG)

Valid from 24.04.2007
To 31.12.9999

Model Roster ID **TE Test**

Cate...	Category per...	Start date	End date

Save your entries.

Valid from 24.04.2007
To 31.12.9999

Model Roster ID **TE Test**

Cate...	Category per...	Start date	End date
SC	15.00	01.01.1900	31.12.9999
ST	7.50	01.01.1900	31.12.9999



Create Roster Points

Roster Points are serial numbers specified in the Reservation Order to facilitate calculation of the number of vacancies reserved for promotion or recruitment at a given time.

E.g. If the percentage of SC specified is 15%, and ST is 7.5% then in a 200 point roster every 7th roster point will be reserved for a SC candidate and every 14th position will be reserved for a ST.

To create roster point choose "Create Roster Point for a Roster" from Rosters or use transaction HRPBSIN_RSTRPT_CRT.

Create Roster Points

 	
Execute (F8)	
Roster ID	50002004
Begin Date	01.01.2001
No. of Roster Points	200
Logical File Names for output	
Details File	HR_INPS_CREATE_ROSTER
Error file	HR_INPS_CREATE_ROSTER_ERROR

After clicking on execute button the following list of roster points will be generated.

System Help

Create Roster points

App.Log

Create Roster points

Roster Poi...	Roster Point Title	Begin Date	End Date	Sequence ...	Category
50002295	UR - 1	25.04.2007	31.12.9999	1	UR
50002296	UR - 2	25.04.2007	31.12.9999	2	UR
50002297	UR - 3	25.04.2007	31.12.9999	3	UR
50002298	UR - 4	25.04.2007	31.12.9999	4	UR
50002299	UR - 5	25.04.2007	31.12.9999	5	UR
50002300	UR - 6	25.04.2007	31.12.9999	6	UR
50002301	SC - 1	25.04.2007	31.12.9999	7	SC
50002302	UR - 7	25.04.2007	31.12.9999	8	UR
50002303	UR - 8	25.04.2007	31.12.9999	9	UR
50002304	UR - 9	25.04.2007	31.12.9999	10	UR
50002305	UR - 10	25.04.2007	31.12.9999	11	UR
50002306	UR - 11	25.04.2007	31.12.9999	12	UR
50002307	UR - 12	25.04.2007	31.12.9999	13	UR
50002308	ST - 1	25.04.2007	31.12.9999	14	ST
50002309	SC - 2	25.04.2007	31.12.9999	15	SC
50002310	UR - 13	25.04.2007	31.12.9999	16	UR
50002311	UR - 14	25.04.2007	31.12.9999	17	UR
50002312	UR - 15	25.04.2007	31.12.9999	18	UR
50002313	UR - 16	25.04.2007	31.12.9999	19	UR
50002314	SC - 3	25.04.2007	31.12.9999	20	SC
50002315	UR - 17	25.04.2007	31.12.9999	21	UR
50002316	UR - 18	25.04.2007	31.12.9999	22	UR
50002317	UR - 19	25.04.2007	31.12.9999	23	UR
50002318	UR - 20	25.04.2007	31.12.9999	24	UR
50002319	UR - 21	25.04.2007	31.12.9999	25	UR
50002320	UR - 22	25.04.2007	31.12.9999	26	UR
50002321	ST - 2	25.04.2007	31.12.9999	27	ST
50002322	SC - 4	25.04.2007	31.12.9999	28	SC
50002323	UR - 23	25.04.2007	31.12.9999	29	UR
50002324	UR - 24	25.04.2007	31.12.9999	30	UR
50002325	UR - 25	25.04.2007	31.12.9999	31	UR
50002326	UR - 26	25.04.2007	31.12.9999	32	UR
50002327	UR - 27	25.04.2007	31.12.9999	33	UR
50002328	SC - 5	25.04.2007	31.12.9999	34	SC

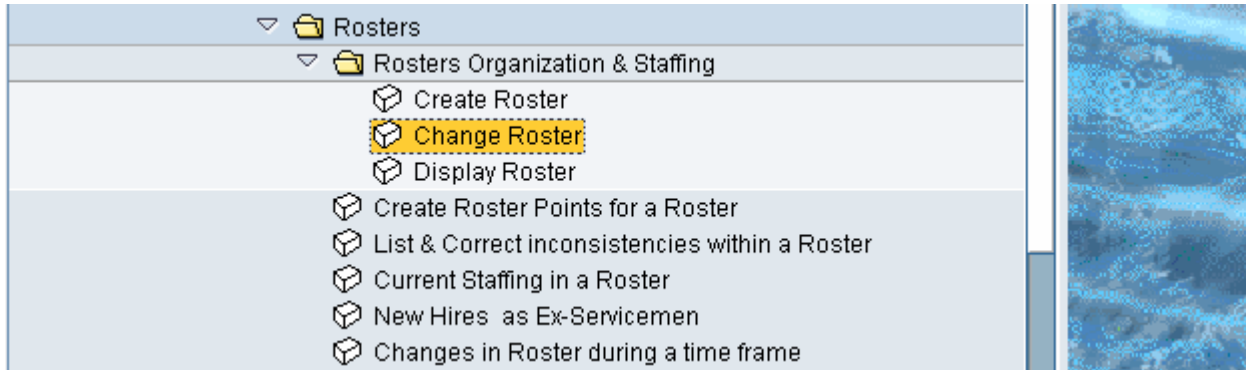
50002461	SC - 25	25.04.2007	31.12.9999	167	SC
50002462	UR - 131	25.04.2007	31.12.9999	168	UR
50002463	UR - 132	25.04.2007	31.12.9999	169	UR
50002464	UR - 133	25.04.2007	31.12.9999	170	UR
50002465	UR - 134	25.04.2007	31.12.9999	171	UR
50002466	UR - 135	25.04.2007	31.12.9999	172	UR
50002467	UR - 136	25.04.2007	31.12.9999	173	UR
50002468	ST - 13	25.04.2007	31.12.9999	174	ST
50002469	SC - 26	25.04.2007	31.12.9999	175	SC
50002470	UR - 137	25.04.2007	31.12.9999	176	UR
50002471	UR - 138	25.04.2007	31.12.9999	177	UR
50002472	UR - 139	25.04.2007	31.12.9999	178	UR
50002473	UR - 140	25.04.2007	31.12.9999	179	UR
50002474	SC - 27	25.04.2007	31.12.9999	180	SC
50002475	UR - 141	25.04.2007	31.12.9999	181	UR
50002476	UR - 142	25.04.2007	31.12.9999	182	UR
50002477	UR - 143	25.04.2007	31.12.9999	183	UR
50002478	UR - 144	25.04.2007	31.12.9999	184	UR
50002479	UR - 145	25.04.2007	31.12.9999	185	UR
50002480	UR - 146	25.04.2007	31.12.9999	186	UR
50002481	ST - 14	25.04.2007	31.12.9999	187	ST
50002482	SC - 28	25.04.2007	31.12.9999	188	SC
50002483	UR - 147	25.04.2007	31.12.9999	189	UR
50002484	UR - 148	25.04.2007	31.12.9999	190	UR
50002485	UR - 149	25.04.2007	31.12.9999	191	UR
50002486	UR - 150	25.04.2007	31.12.9999	192	UR
50002487	UR - 151	25.04.2007	31.12.9999	193	UR
50002488	SC - 29	25.04.2007	31.12.9999	194	SC
50002489	UR - 152	25.04.2007	31.12.9999	195	UR
50002490	UR - 153	25.04.2007	31.12.9999	196	UR
50002491	UR - 154	25.04.2007	31.12.9999	197	UR
50002492	UR - 155	25.04.2007	31.12.9999	198	UR
50002493	UR - 156	25.04.2007	31.12.9999	199	UR
50002494	ST - 15	25.04.2007	31.12.9999	200	ST


This same transaction (HRPBSIN_RSTRPT_CRT) can be used for adding further roster points in roster whenever required. Existing persons assigned to previous roster points will not be affected.

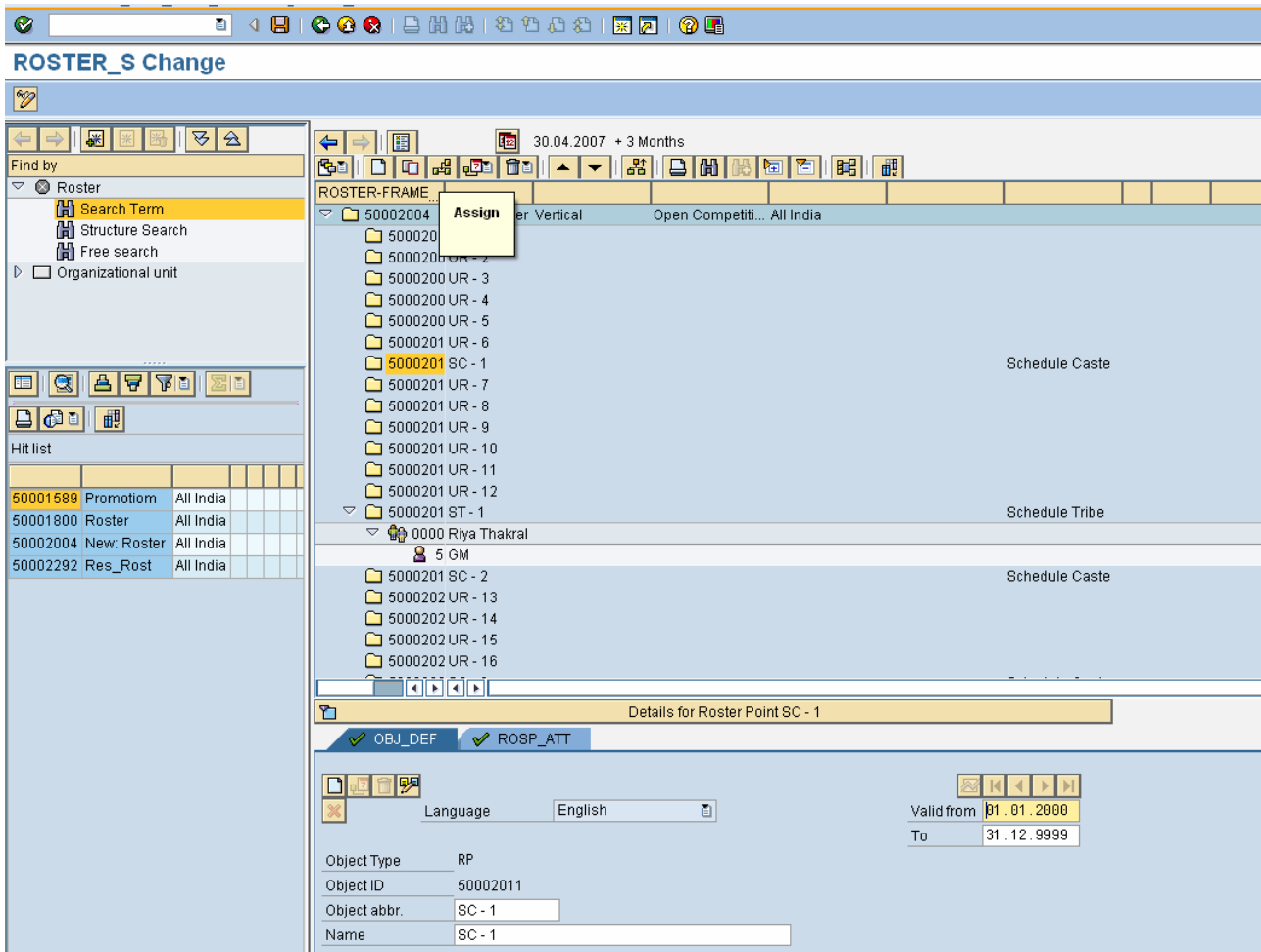
Assigning Persons to Roster Points

Persons or employee ID are assigned automatically to roster points after the execution of personnel action.

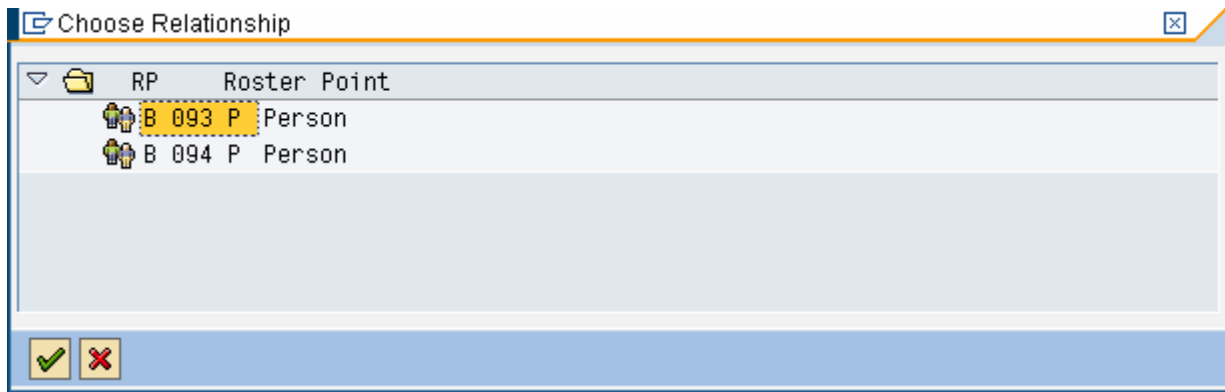
You can even assign persons to roster point manually either through transaction HRPBSIN_ROS_MNT or browse to the path below



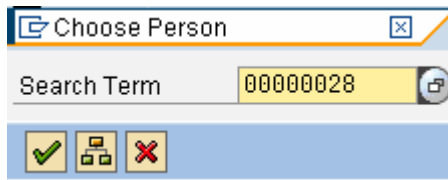
After selecting specific roster choose the roster point for which you need to assign a person and click the assign icon .



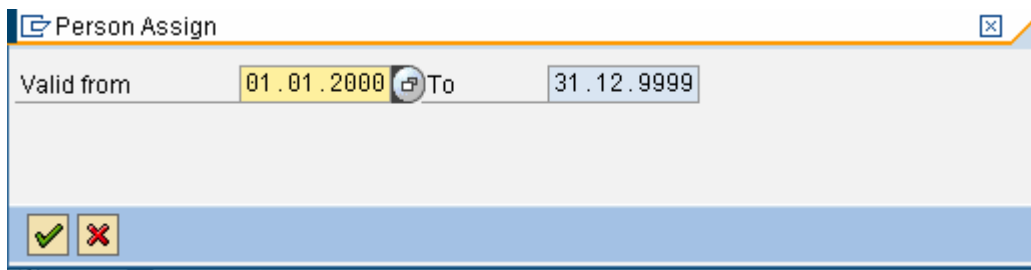
Then the following screen appears, select appropriate relation



Enter the employee ID of the person

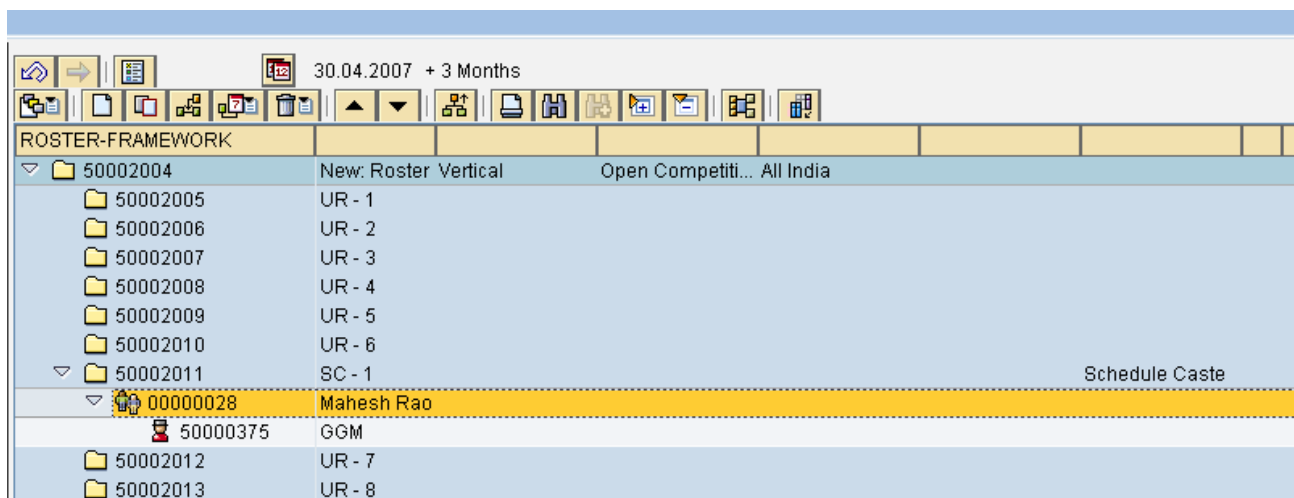


Enter the validity dates



Save your entries.

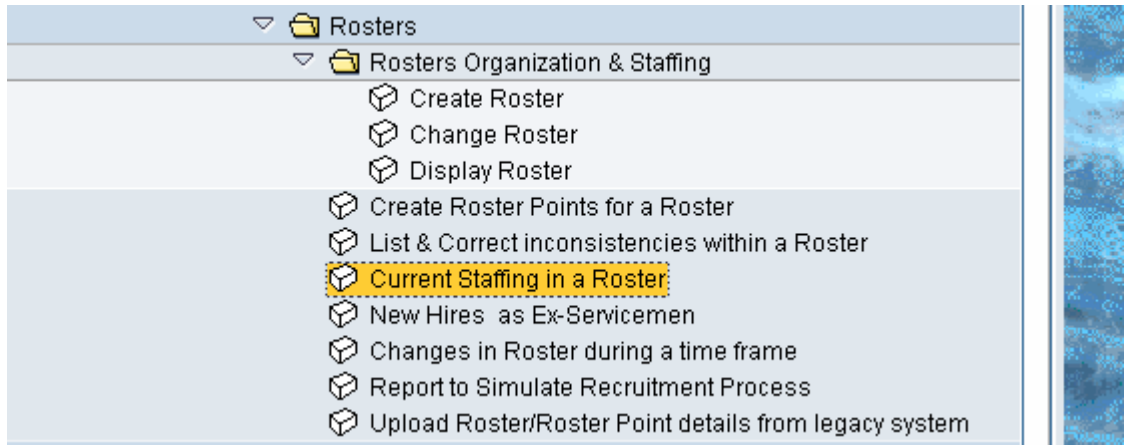
Then you can see the person and his position on that specific roster point.



This way you can create a reservation roster, assign roster points to a roster and assign employees to roster points.

Staffing Details in a Roster

To see staffing details of a roster displaying attributes of assigned and unassigned roster point along with the backlog for every reservation category go to Current Staffing in a Roster or use the transaction HRPBSIN_CUR_STAF



Here specify the Roster Object ID, reporting date, Flag backlog data if you need backlog information and choose whether you require details of assigned roster points or unassigned roster points and Execute

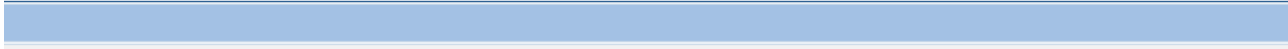
The screenshot shows the 'Current Staffing Report' dialog box in SAP. The 'Execute (F8)' button is highlighted. The dialog is divided into several sections:

- Execute (F8)**: Object Type: RS Roster; Object ID: 50002004; Reporting Date: 01.01.2007.
- Backlog Data**: Backlog Data; Backlog Date: 31.12.2006.
- Selection Mode**: Assigned Roster Points; Un-assigned Roster Points.
- Output**: Do Not Save Output To Logical Files; Save Output To Logical Files.

After executing you get the following output.



Current Staffing Report



Summary Application Log

Current Staffing - 01.01.2007 Assigned Roster Points

C...	Company Name	OrgUnit	Org. Unit Text	Roster ...	Roster Title	Rcrt ...	All/Region	Region N...	Groups Ap...	Pay Scale	SC%	ST%
		50002003	New organizational	50002004	New: Roster	OP	A	All India	A/B/C/D/S		15.00	7.50

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