

Personal Calendar



Applies to:

SAP-HCM. For more information, visit the [Enterprise Resource Planning homepage](#).

Summary

This document would be helpful in viewing attendance/absence data in SAP for a particular year.

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Personal Calendar

An employee's attendance and absence data can be viewed in a number of ways. For instance,

1. Using the Personal Calendar
2. Using Transaction PT90
3. Using Transaction PT91
4. Using Transaction PA51

Personal Calendar can also be used to change/update Absence/Attendance data. This can be done using transaction PA61 (Maintain Time Data).

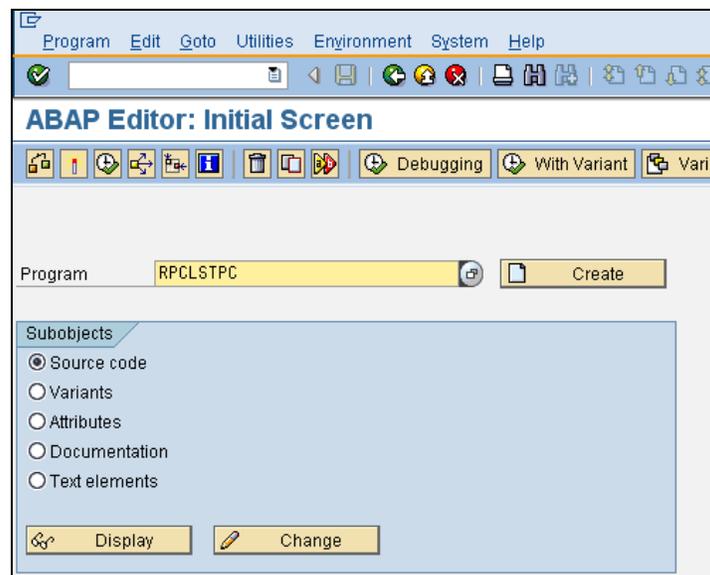
Some of these are discussed in detail in the following sections.

Viewing Absence / Attendance Data

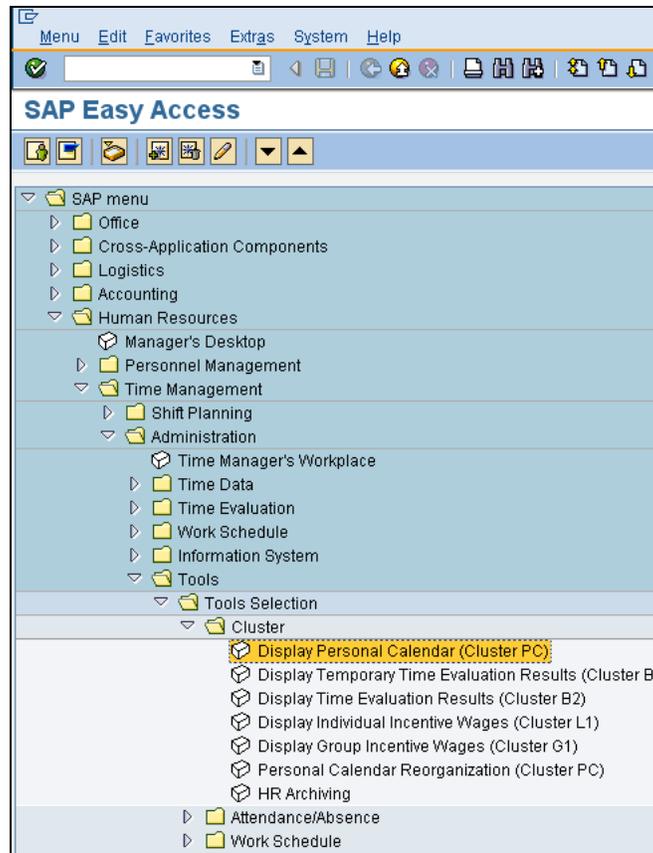
1. Using the Personal Calendar

An employee's **Personal Calendar** can be accessed in two ways:

1. Logon to SAP. Go to transaction SE38. Enter program name as **RPCLSTPC**. Click on Execute.



- Logon to SAP. Go to SAP Menu > Human Resources > Time Management > Administration > Tools > Tools Selection > Cluster. Double click on **Display Personal Calendar (Cluster PC)**.



The following screen will appear:

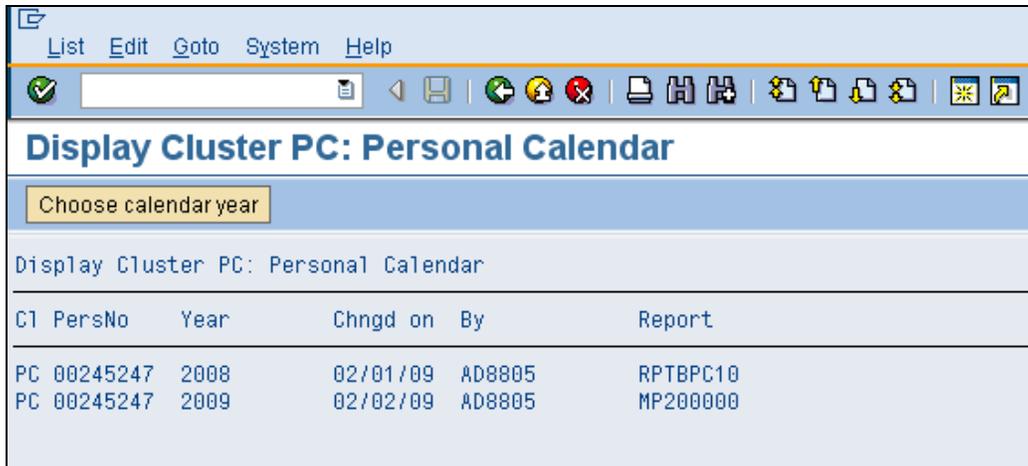
The screenshot shows the 'Display Cluster PC: Personal Calendar' screen. It features a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains a form with the following fields and controls:

- 'Personnel no.' field with a yellow background.
- 'Complex selection' field.
- 'Calendar year' field with the value '2009'.
- 'to' fields for date selection.
- 'List' checkbox, which is checked.
- Navigation arrows (left and right) for the 'to' fields.

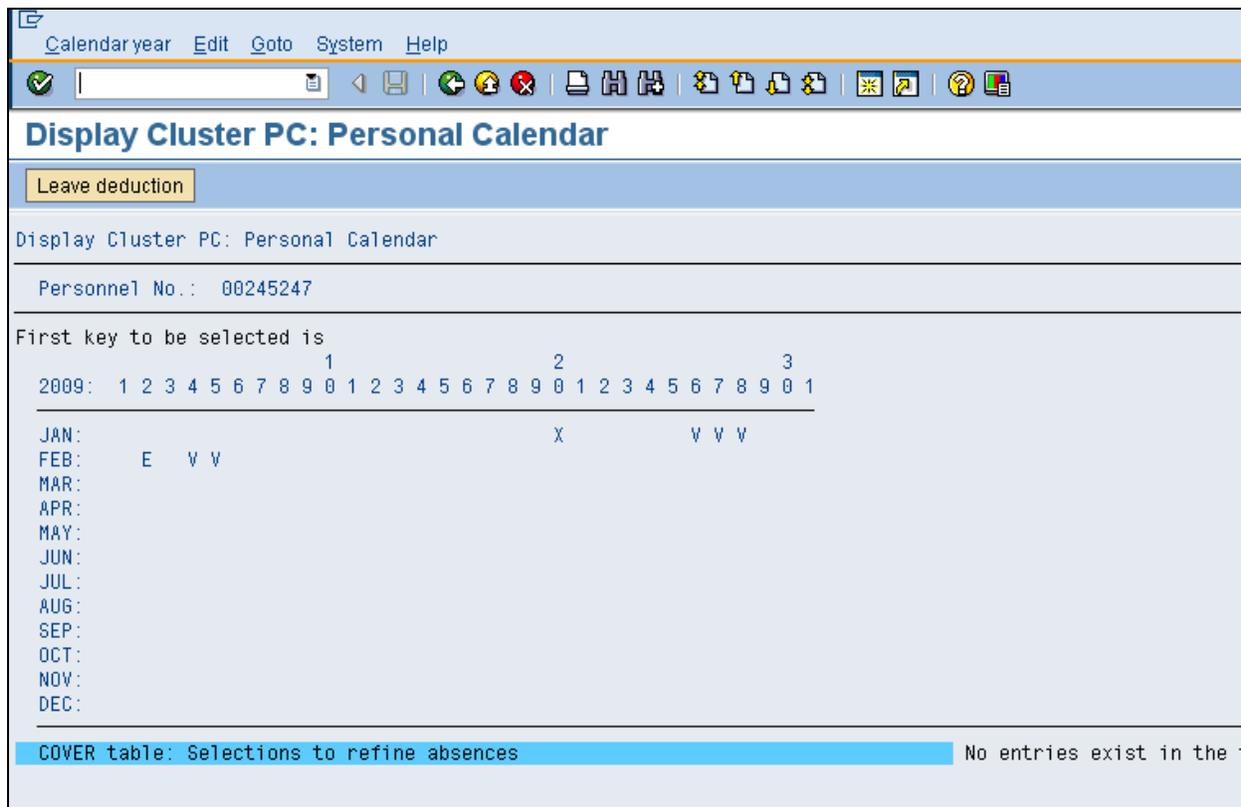
Enter the **Personnel no.** for whom you want to fetch data. Also specify the **Calendar year** (a range can also be specified).

Click on execute. 

The following screen will appear:



A record for each year appears on the output. On double – clicking any of the records, the following screen appears where Attendance / Absence Data for each Leave Type / Month / Day can be viewed.



Here, Days are displayed along the columns and Months are displayed as Rows.

The symbols E, V and X denote absences / attendances for the employee for a particular day of a month.

Leave deduction

The above screen has a **Leave Deduction Tab** at the top left corner of the screen. Upon clicking this tab, the following screen will appear:

The screenshot shows a SAP Personal Calendar window titled "Display Cluster PC Table PURL of DB PCL1". The window includes a menu bar with "List", "System", and "Help". Below the menu bar is a toolbar with various icons. The main content area displays the following information:

Display Cluster PC Table PURL of DB PCL1

Personnel no.: 00245247
Leave records for following calendar yr: 2009

Date	Time	Year/Obj ID	Leave type	Number
01/20/09	-	2008 / 01	02 Excused PDO	8.00000
01/26/09	-	2008 / 01	01 Vacation	8.00000
01/27/09	-	2008 / 01	01 Vacation	8.00000
01/28/09	-	2008 / 01	01 Vacation	8.00000
02/04/09	-	2009 / 01	01 Vacation	8.00000
02/05/09	-	2009 / 01	01 Vacation	8.00000

Here, leave data for the employee for the whole year is displayed along with Date, Number and Leave Type.

2. Using Transaction PT90

Go to transaction PT90. The following screen will appear:

The screenshot displays the SAP PT90 transaction interface, titled "Attendance/Absence Data: Calendar View". The interface is organized into several sections:

- Menu and Toolbar:** Includes "Program", "Edit", "Goto", "System", and "Help" menus, along with a standard SAP toolbar with icons for navigation and help.
- Buttons:** "Further selections", "Search helps", and "Org. structure" buttons are located at the top.
- Period Selection:**
 - Radio buttons for "Today", "Up to today", "Other period", "Current month", "From today", and "Current year" (selected).
 - Input fields for "Data Selection Period" and "Person selection period", each with a "To" field.
 - A "Payroll period" button.
- Selection Criteria:**
 - Fields for "Personnel Number", "Employment status" (with a dropdown arrow), "Personnel area", and "Personnel subarea".
- Attendance/Absence Types for Eval.:**
 - Fields for "Absence types" and "to" with a dropdown arrow.
 - A list of evaluation options: "Evaluate absences only" (checked), "Evaluate attendances only", "Evaluate attendances and absences", and "Select by att./absence category".
- Period displayed:**
 - Radio buttons for "Calendar View" (selected), "Monthly", "Weekly", and "Alternative period".
 - A checkbox for "Display Legend" (checked).
 - Radio buttons for "List View" and a checkbox for "Only days containing data" (checked).
- List format:**
 - A button for "Display organizational assignment" (checked).
 - A checkbox for "Display texts on organizational assignment" (checked).

Date	Day	Week	AC	AttAbsTxt	Prev. day	Publ.Ho1.	Inactive
01/20/2009	Tuesday	4	X	EWP/PDO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/26/2009	Monday	5	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/27/2009	Tuesday	5	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
01/28/2009	Wednesday	5	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/04/2009	Wednesday	6	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02/05/2009	Thursday	6	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List Format

Two checkboxes are available in this section.

- a) **Display Texts on Organizational Assignment:** This can be used if the user wants Organizational Assignment text to be displayed on the output screen.
- b) **Generate Statistics:** Checking this will produce an extra section on the output screen which is discussed in detail in the following section.

The Output Screen

The output screen (when selected with Calendar>Monthly option) will look like the following:

Month	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
JAN	X	V	V	V	.	.
FEB	.	E	.	.	V	V
MAR
APR
MAY
JUN
JUL
AUG
SEP
OCT
NOV
DEC

Stats:

	Target	V		X		E	
	In hrs	In hrs	in %	In hrs	in %	In hrs	in %
JAN	176.00	24.00	13.64	8.00	4.55		
FEB	160.00	16.00	10.00			8.00	5.00
MAR	176.00						
APR	176.00						
MAY	168.00						
JUN	176.00						
JUL	184.00						
AUG	168.00						
SEP	176.00						
OCT	176.00						
NOV	168.00						
DEC	184.00						
Total	2088.00	40.00	1.92	8.00	0.38	8.00	0.38

Key:

- E Excess Hrs Applicable Rt
- V Vacation
- X EWP/PDO

In the first table, absences / attendances are marked with various symbols, the legend for which is given at the end of the screen. For instance, 'V' in the table stands for Vacation Hours. The days marked in red are holidays such as 4th July (Independence Day), 25th December (X-Mas), etc.

The second table i.e. the Stats section appears only when the 'Generate Statistics' option is selected on the selection screen. This table shows the total number of working hours in a month, hours for each absence/attendance type and the corresponding percentages. For instance, in the above screenshot, the total scheduled hours for the employee for the month of January are 176. For the same month, the employee has 24 Vacation Hours. The total percentage of vacation hours with respect to the total hours is $24/176 \times 100 = 13.64$. In similar fashion, the totals for the whole year appear at the end of the table.

3. Using Transaction PT91

This transaction enables us to view time data for multiple employees in the same table.

The parameter screen is shown below:

The screenshot shows the SAP PT91 transaction parameter screen. The title bar reads "Attendances/Absences: Multiple Employee View". The interface includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar with various icons. Below the title bar, there are three buttons: "Further selections", "Search helps", and "Org. structure". The "Key date" section has radio buttons for "Today" (selected) and "Other keydate", with a date input field. The "Selection" section contains input fields for "Personnel Number", "Employment status" (with a dropdown arrow), "Personnel area", and "Personnel subarea". The "Attendance/absence types for eval." section has input fields for "Absence types" and "to", with a dropdown arrow. Below this, there is a list of evaluation options: "Evaluate absences only" (checked), "Evaluate attendances only", "Evaluate attendances and absences", and "Select by att./absence category".

Key Date Section: The user has the option of entering the time period for which he/she wants to view data. A limitation of this transaction is that data for only *a month* can be viewed at a time. The Key date determines the month for which data will be displayed. For instance, if the report is run for 01/01/2009 or 01/20/2009, data for January 2009 will be displayed on the output list.

Selection Section: Personnel Number, etc for which the user wants to view data can be specified here. The user can specify multiple PERNRs

Attendance / Absence types for eval. Section: The user can select whether he/she wants to view data only for attendances, only for absences or both. If the user wants data only for a specific attendance / absence type, then that too can be mentioned here.

Clicking on execute (F8) will generate the following screen.

Attendances/Absences: Multiple Employee View

Period: 01/01/2009 - 01/31/2009
 No. of Employees: 2

Pers.No.	Name	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
	Data hidden intentionally.																				X						V	V	V	V		

In the above screen, we can see attendance / absence data for two employees in the same table.

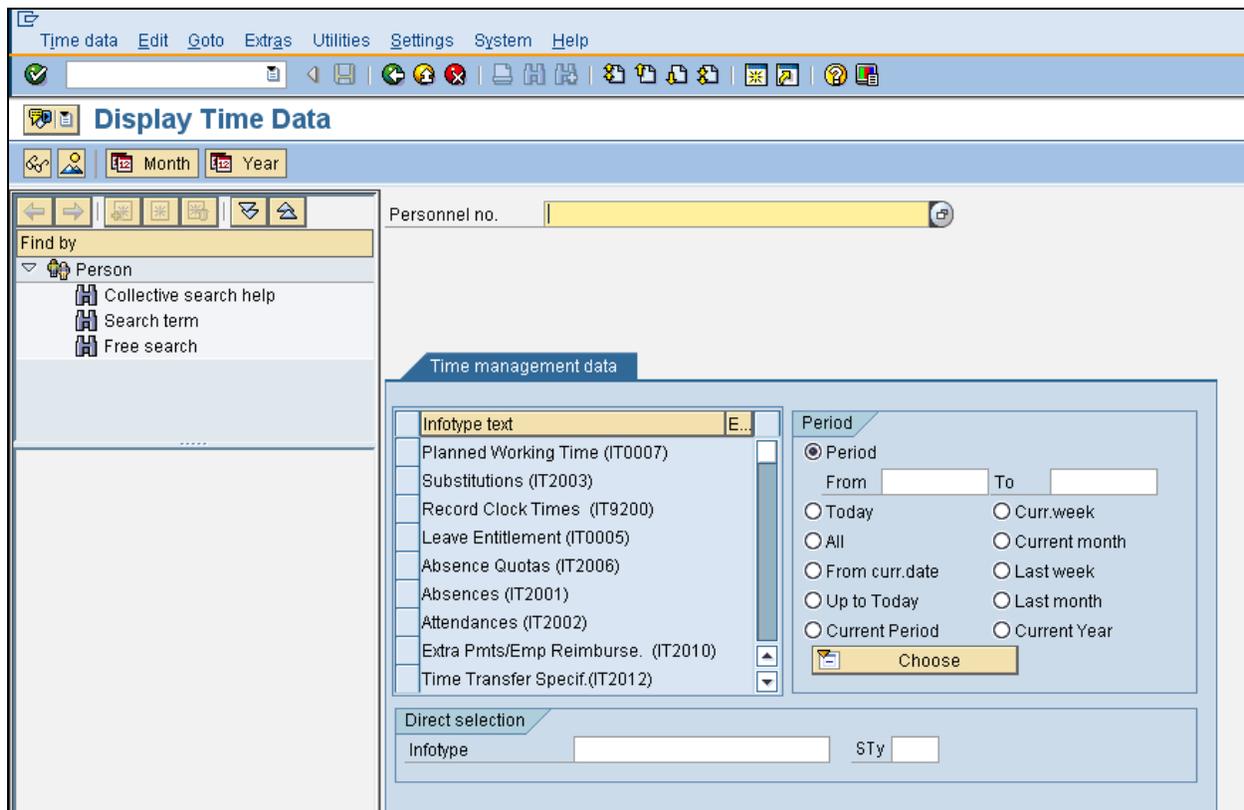
To view details for a PERNR for a specific day, double click on that cell. A pop up will open up displaying data in the following manner:

Select a day for detailed information.

Date	Day	Week	A/A cat.	Att./abs. type text	Prev. day	Publ. Hol.	Inact
01/28/2009	Wednesday	5	V	Vacation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Using Transaction PA51

Go to transaction PA51. The following screen will appear:



Enter the Personnel Number for which you want to view data. Using this transaction, the user can view monthly data as well as yearly data.

To view monthly data:

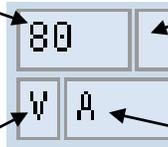
Click on . The following screen will appear:

Monthly calendar		FD	LD	Sunday	Monday	Tuesday	Wednes...	Thursday	Friday	Saturday
01 -	03							80	80	OFF
04 -	10	OFF		80	80	80	80	80	80	OFF
11 -	17	OFF		80	80	80	80	80	80	OFF
18 -	24	OFF		80	80	80	80	80	80	OFF
25 -	31	OFF		80	80	80	80	80	80	OFF

A lot of information is available on this screen, some of which is described below

Daily Work Schedule

Daily Work Schedule Variant



Absence/attendance category

Indicator for time infotypes

Clicking on an absence / attendance record will display the details for that record.

To view Yearly data

Click on  Year. The following screen will appear:

Annual calendar		1	5	10	15	20	25	30
01	January	
02	February	.	E	V	V	.	.	.
03	March
04	April
05	May
06	June
07	July
08	August
09	September
10	October
11	November
12	December

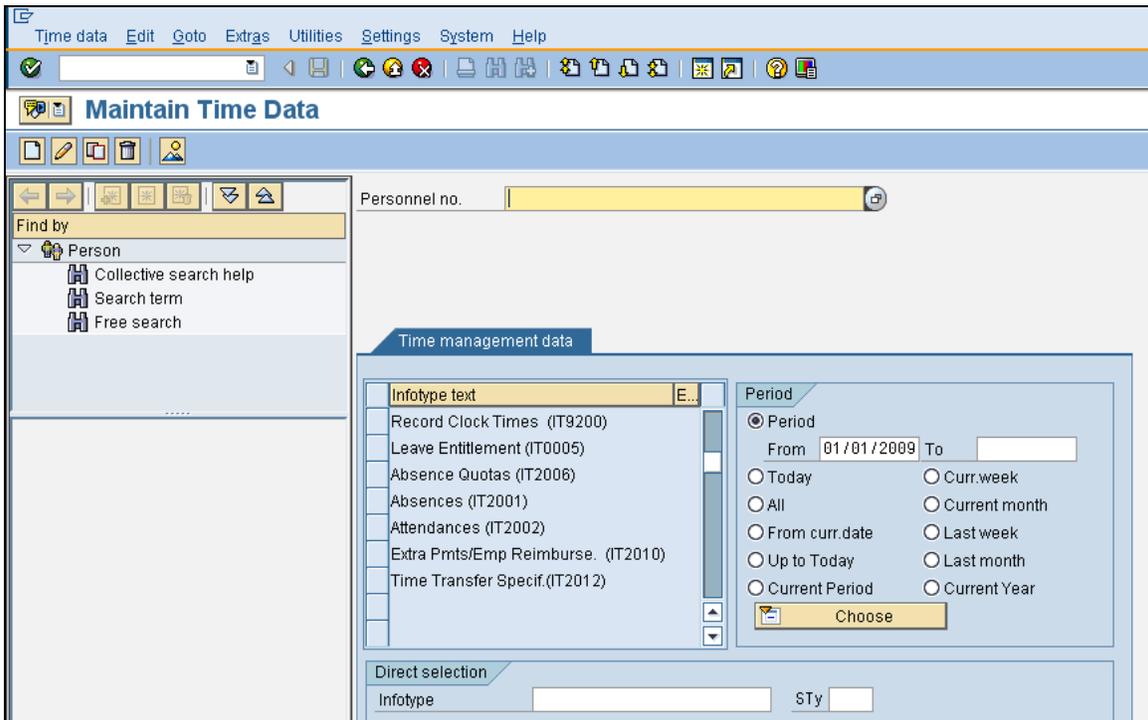
The dots indicate non-working days (Saturdays and Sundays).

To view the details for any absence/ attendance, double click on that particular record.

Maintaining Absence / Attendance Data

Using Transaction PA61

Go to transaction PA61. The following screen will appear:



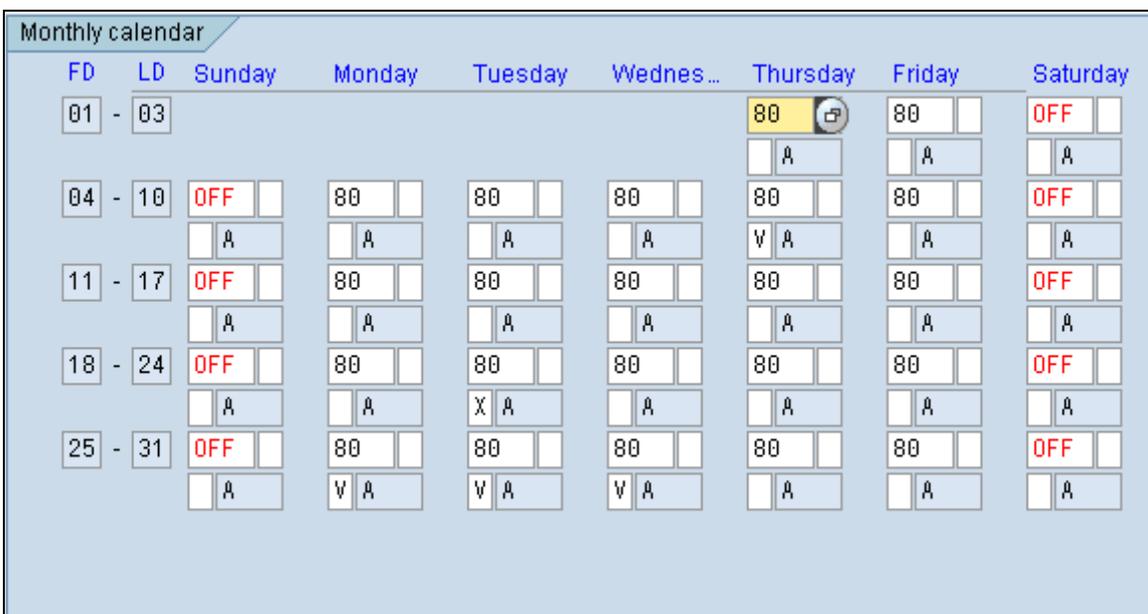
Specify the Personnel Number for whom you want to maintain data. Also select the period for which the data setup is to be done.

Maintaining Data Using the Monthly Calendar:



Specify 'Monthly Calendar' in the Infotype field on the selection screen. Click on Change.

The following screen will appear:



The fields in white are editable. To create a new attendance/absence, simply specify the absence/attendance category. For instance, to create a Vacation on Monday (19th January 2009) in the above screen, specify 'V' as shown below:

80	
V	A

Press Ctrl+S. A dialog box will open up:

Att./Abs. Types			
AC	PS	Att./...	A/A type text
V	14	VACT	Vacation
V	14	VACB	Vacation Res Hrs Buy 4DW
V	14	VSDD	Vacation Sub denied dis

Buttons: Choose (with green checkmark icon), X (with red X icon)

Double click on the absence/attendance type that you want to create (For instance VAC1). A vacation has been created for the said date.

Key Learning

The above transactions were extremely helpful during the course of data setup as well as data identification for a number of ABAP/Crystal reports. They also helped to cut down on a lot of effort spent in data identification, setup and testing.

Effort saved in Data Setup:

For instance, if 10 vacations are to be added for an employee for different dates, this can be done in 2 ways.

1. The conventional method would be to setup data using transaction PA30. This would require each Time Type to be added independently. Taking an average of 1 minute to add a single Time Type, the whole process would require 10 mins.
2. By using transaction PA61, all the 10 Time Types can be added in a single go. A maximum of 2 to 3 minutes would be required for this activity.

Hence, the second method is more efficient.

Effort saved in data identification and testing:

Data Identification and Testing sometimes requires the user to view large amounts of data simultaneously.

For instance, if Time Types for a particular employee are to be viewed for a whole year, the following methods can be used.

1. Using transaction SE16 and using info types PA2001 and PA2002. A complex selection criterion would be required to pull out data using this transaction. Also, it is difficult to sort out data returned by this method.
2. Using transaction(s) PT90, PT91, PA51 or Personal Calendar, data can be fetched using a relatively simpler selection criterion. Moreover, data fetched using these transactions is better in terms of readability as it is presented in a tabular form.

Related Content

[ERP Human Capital Management](#)

[Frequently Used Tables](#)

[SAP HR Tables](#)

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