Personal Calendar

© 2010 SAP AG

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.

Authors: Jasreman Ghuman, Drona Gupta

Company: Infosys Technologies Limited

Created on: 11 October 2010

Author Bio

The author is working as a Technical Analyst in Infosys Technologies Limited.

The author is working as a Senior System Engineer in Infosys Technologies Limited.

Table of Contents

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).
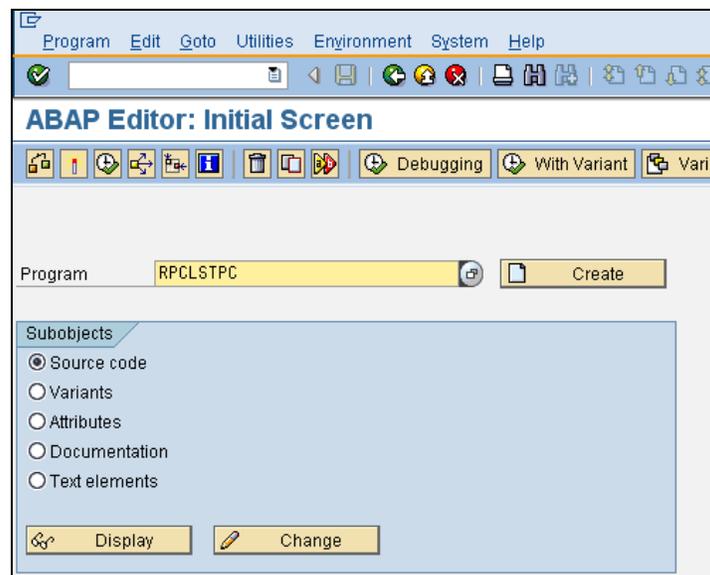
Some of these are discussed in detail in the following sections.
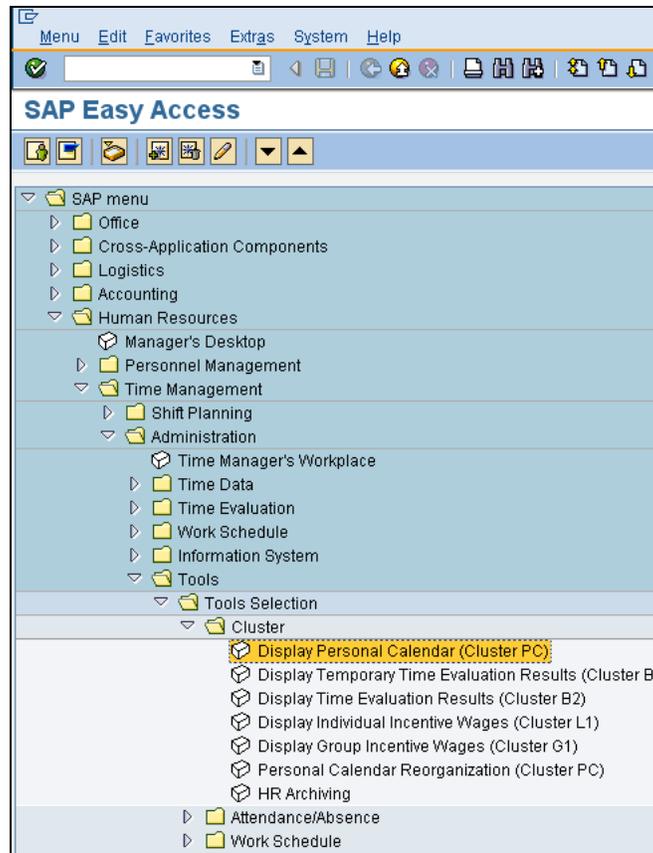
Viewing Absence / Attendance Data

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.

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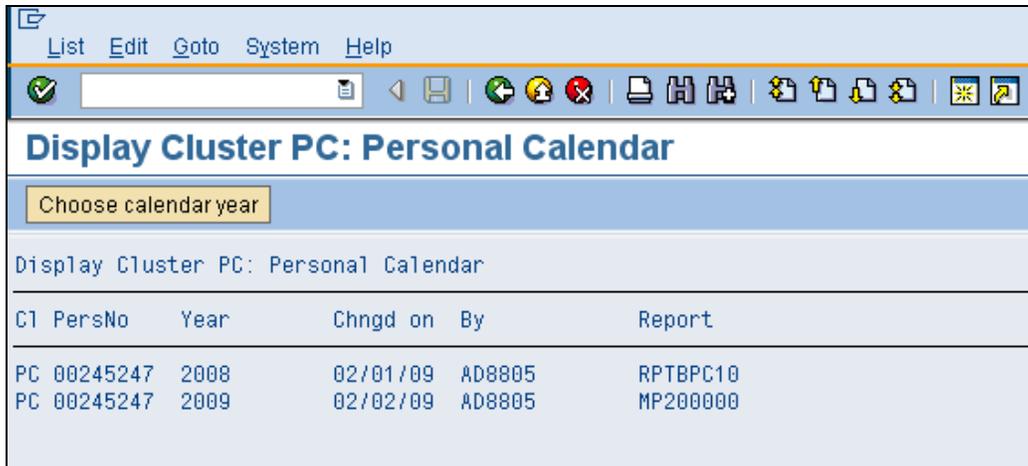

The following screen will appear:

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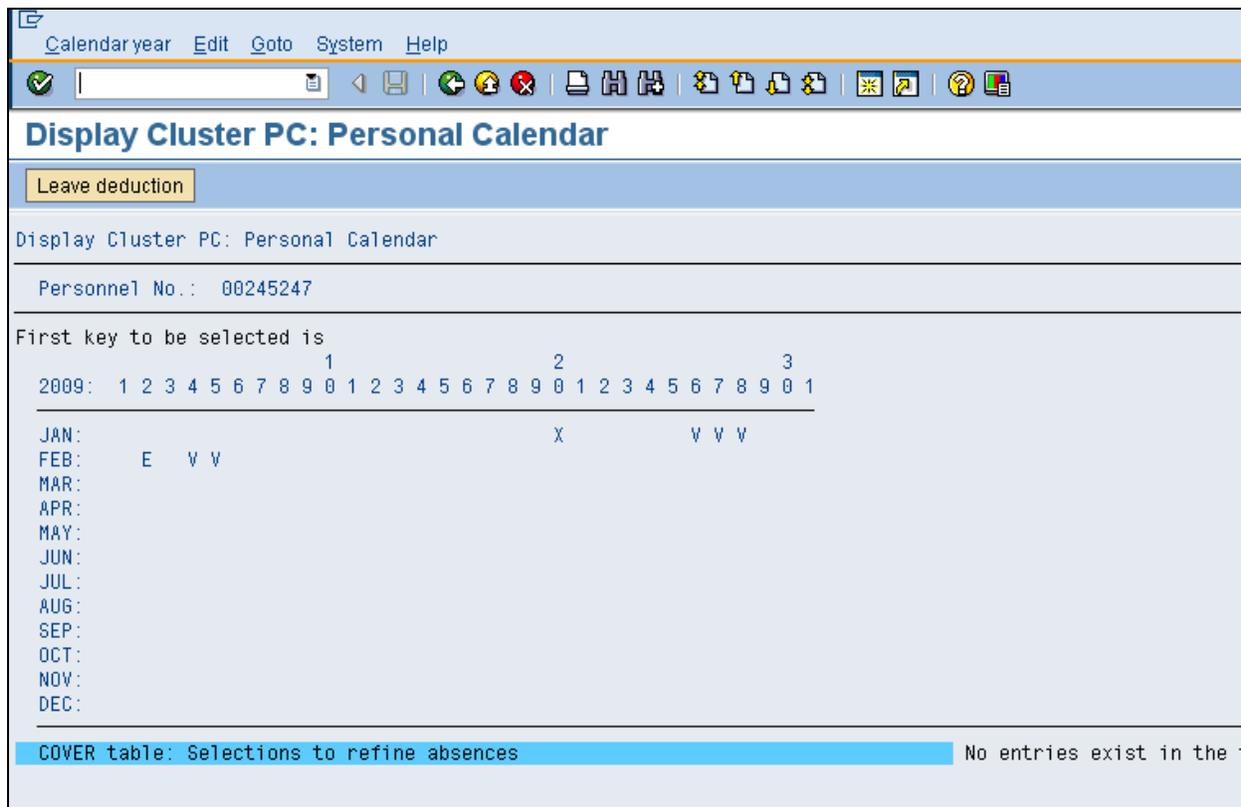
Here, Days are displayed along the columns and Months are displayed as Rows.

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:

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 screen contains 5 sections, namely,

- **Period**: The user may select the time period for which he/she wants to view data for.

- **Selection**: Personnel Number, Employment Status, etc can be specified as selection criteria here.

- **Attendance/absence types for eval**.: 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.

- **Period Displayed**:

    a) Calendar View, as is obvious from the name displays data in a calendar format. There are further options available here.

        i) Monthly

            Data is displayed in the following fashion.

        ii) Weekly

            Data is displayed in the following manner.

        iii) Alternative Period

            The user can use this option to display data in a user defined format. For instance, on a semi-monthly basis.

    b) List view radio button is used to display data in a tabular format. This is shown in the following screenshot:

Date	Day	Week	AC	AttAbsTxt	Prev. day	Publ.Hol.	Inactive
01/20/2009	Tuesday	4	X	EWP/PDO	☐	☐	☐
01/26/2009	Monday	5	V	Vacation	☐	☐	☐
01/27/2009	Tuesday	5	V	Vacation	☐	☐	☐
01/28/2009	Wednesday	5	V	Vacation	☐	☐	☐
02/04/2009	Wednesday	6	V	Vacation	☐	☐	☐
02/05/2009	Thursday	6	V	Vacation	☐	☐	☐

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 In hrs	V In hrs	V in %	X In hrs	X in %	E In hrs	E 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*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:

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.

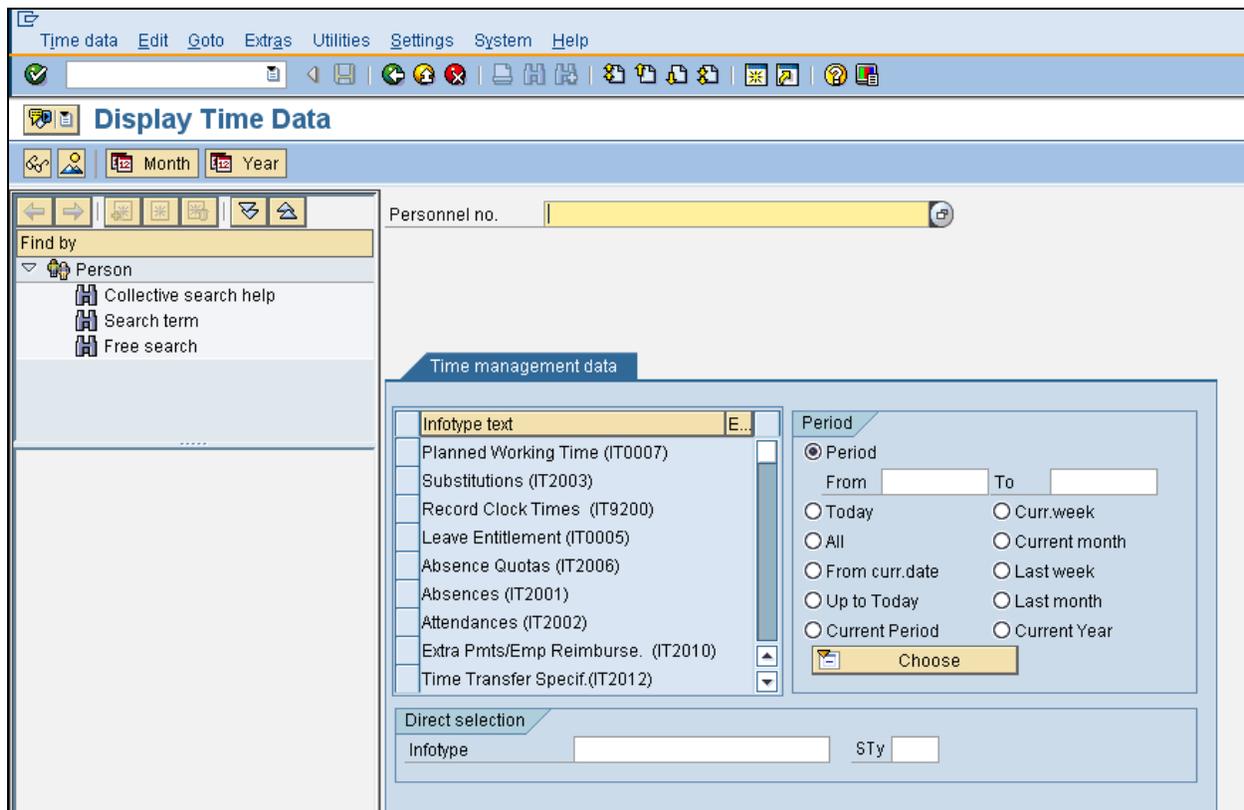In the above screen, we can see attendance / absence data for two employees in the same table.

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:

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.
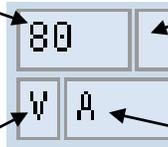
To view monthly data:

Click on [Month]. The following screen will appear:

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

Daily Work Schedule ───→ Daily Work Schedule Variant ←───

```
┌──────────┬──────┐
│   80     │      │
├──────┬───┴──────┤
│  V   │   A      │
└──────┴──────────┘
```

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								
Month	1	5	10	15	20	25	30	
01 January	. .		. .	. .	X	. . V V V	.	
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

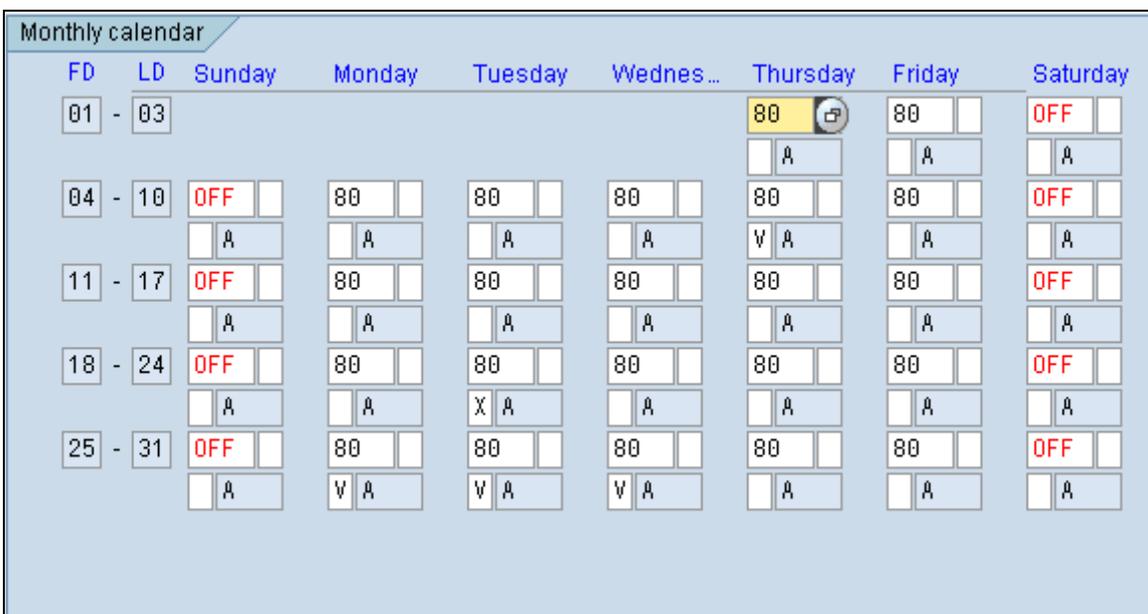Go to transaction PA61. The following screen will appear:
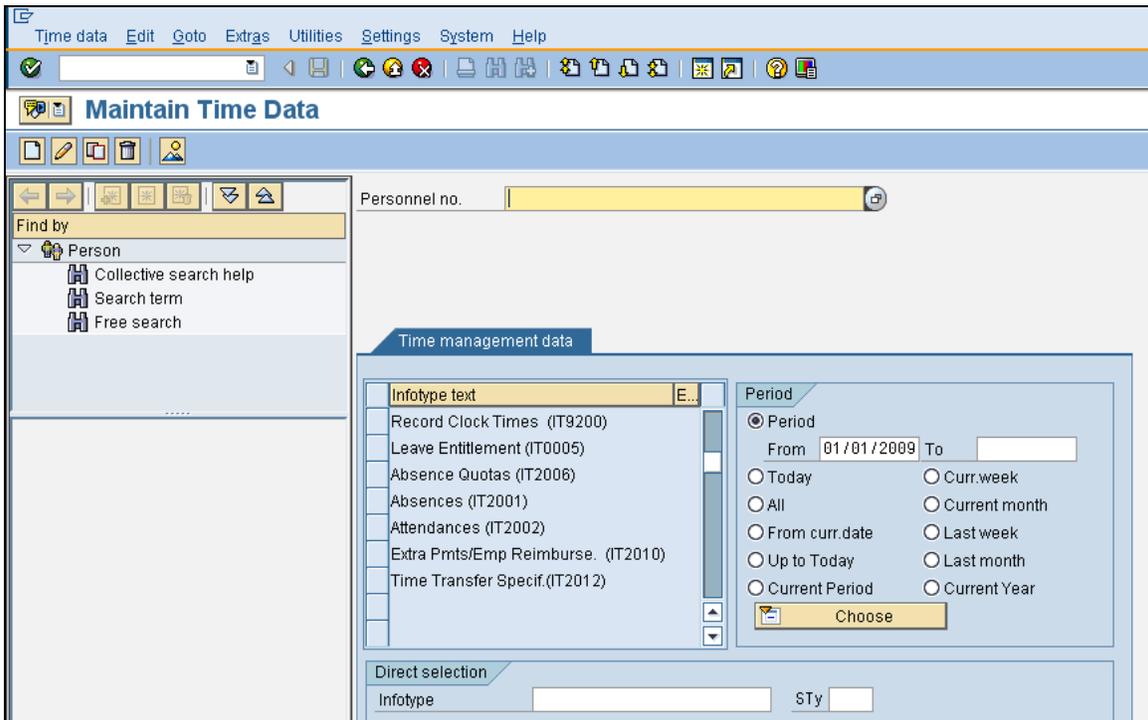
Specify the Personnel Number for whom you want to maintain data. Also select the period for which the data setup is to be done.
Maintaining Data Using the Monthly Calendar:

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:

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

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.

SAP COMMUNITY NETWORK **SDN -** sdn.sap.com | **BPX -** bpx.sap.com | **BOC** - boc.sap.com | **UAC** - uac.sap.com

© 2010 SAP AG 16

Related Content

[ERP Human Capital Management](#)

[Frequently Used Tables](#)

[SAP HR Tables](#)

Disclaimer and Liability Notice

This document may discuss sample coding or other information that does not include SAP official interfaces and therefore is not supported by SAP. Changes made based on this information are not supported and can be overwritten during an upgrade.

SAP will not be held liable for any damages caused by using or misusing the information, code or methods suggested in this document, and anyone using these methods does so at his/her own risk.

SAP offers no guarantees and assumes no responsibility or liability of any type with respect to the content of this technical article or code sample, including any liability resulting from incompatibility between the content within this document and the materials and services offered by SAP. You agree that you will not hold, or seek to hold, SAP responsible or liable with respect to the content of this document.