



SAP SuccessFactors

Time Management

2H 2024 Release Briefing

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SuccessFactors Experience: Since 2019

Isabella has 5 years experience in HCM area as an Implementation Consultant. She holds an associate certification in Employee Central in SAP SuccessFactors.

Isabella has specialized knowledge within Employee Central and Time Off.

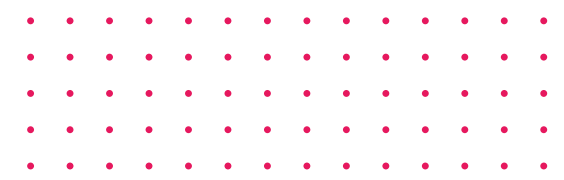


Agenda

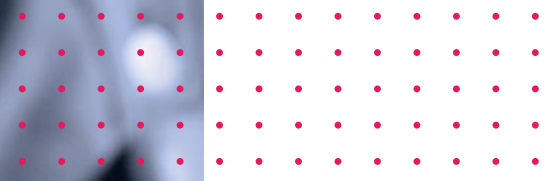
SAP SuccessFactors Time Management

- Most Important Topics
- Other Release Features
- Deep Dive Topic
- Product Road Map





Most Important Topics



My Calendar UI as Employee Self-Service

- There is now a monthly calendar UI that employees can use to get an overview of their planned working times, including temporary changes and holidays.
- Before this enhancement, it was not possible for employees to get a monthly overview of their planned working times in a single calendar view.

Configuration Requirements

You've enabled the View My Calendar quick card under Manage Home Page.

Type: New

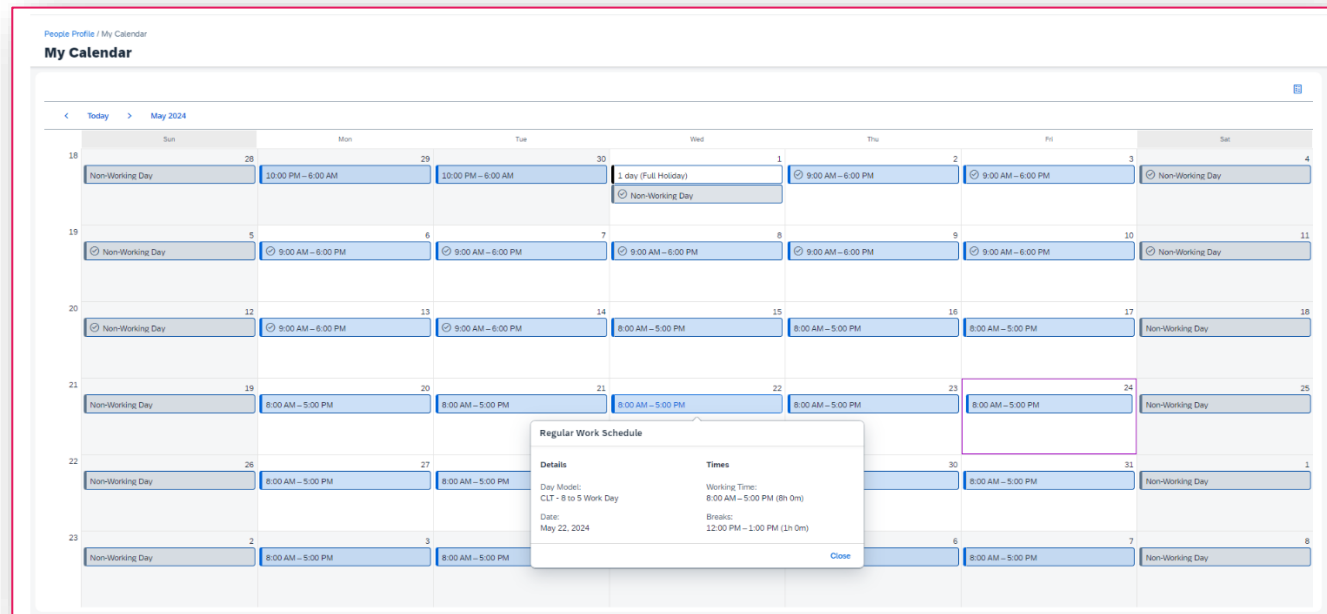
Lifecycle: General Availability

Enablement: Customer configured

Role-Based Permission Prerequisites

You have the **Access My Calendar UI** in Self-Service permission under Time Management User Permissions.

You have the **View Planned Working Time** permission under Time Management User Permissions.



The level of impact is Medium. This enhancement makes it so that employees can get an overview of their working times easily.

Changes to the Earliest Possible Recalculation Date

Type: Changed

Lifecycle: General Availability

Enablement: Automatically on

- The earliest possible recalculation date is now regularly updated by the system and can never be more than 84 months, that is, 7 years into the past.
- There are two different ways of automatically updating the earliest recalculation date. You define this by using the new **Recalculation Period Type** field on the **Time Management Configuration** object. This new mandatory field has the following possible values:
 - Constant Period: Keeps the recalculation date constantly at a certain number of months in the past, for example, the past 24 months. In this case, the recalculation date is updated daily.
 - Increasing Period: Keeps the recalculation date a fixed date, for example, the start date of the current financial year, and is updated only after a defined number of months.

The level of impact is High. This change is to prevent performance issues and provide a more flexible and automated setting of the earliest possible recalculation date.

Temporary Holiday Calendar

You can now make temporary changes to an employee's holiday calendar based on the business requirements and replicate this information to an SAP payroll system.

The Temporary Time Information object has a new field Category that allows you to select either a work schedule or a holiday calendar.

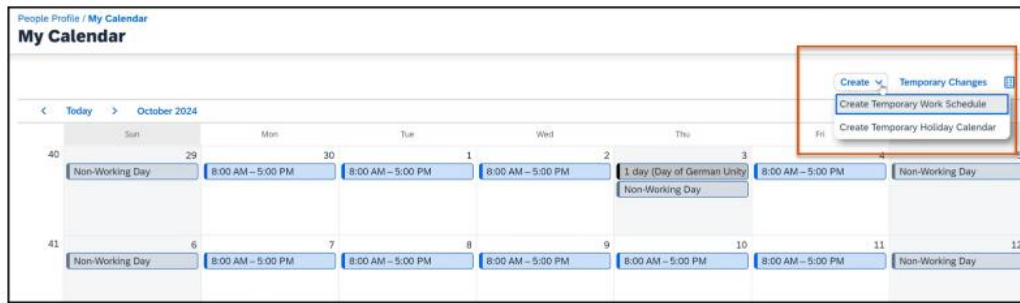
Type: New

Lifecycle: General Availability

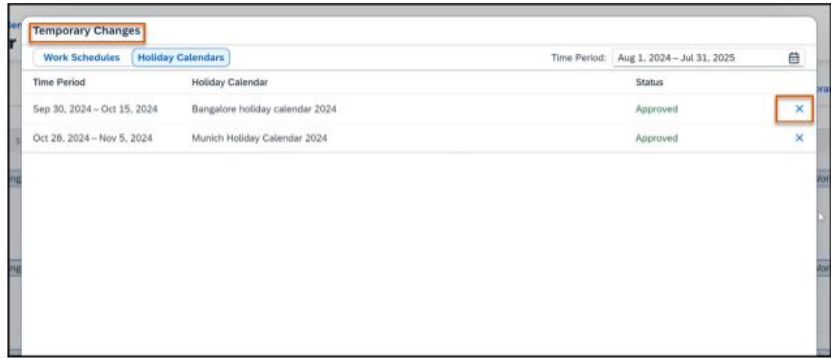
Enablement: Customer configured

Employees can now make temporary changes to their holiday calendar based on the business needs. For example, you're an employee traveling from your office in Berlin to your office in Bangalore for 20 days. During this period, you can create a temporary holiday calendar such that the local holidays of Bangalore if any, become applicable to you during this period.

The temporary time information object with the new Category field.



The employee self-service user interface through which you can create a temporary holiday calendar.



Time Period	Holiday Calendar	Status
Sep 30, 2024 - Oct 15, 2024	Bangalore holiday calendar 2024	Approved
Oct 28, 2024 - Nov 5, 2024	Munich Holiday Calendar 2024	Approved

The level of impact is Low. There are regulatory requirements that mandate consideration of public holidays in an employee's current work location. This enhancement make this possible.

Create Temporary Work Schedule Employee Self-Service UI

Employees can now adjust their work hours or days for a specified period, typically due to personal circumstances, family obligations, health issues, or for other reasons.

This enhancement is to allow easy changes to the planned shifts of employees using an intuitive user interface designed for employee self-service usage. For example, employees want to change the working time for Fridays from full working day to half working day or want to make Fridays non-working days.

Type: New

Lifecycle: General Availability

Enablement: Automatically on

Employees can now make this change for themselves. The temporary changes are sent to managers for approval if a workflow is configured.

Day	Date	Category*	Start Time*	End Time*	Breaks	Duration
1	Wednesday, Jul 31	Planned Hours	8:00 AM	5:00 PM	3 breaks (1 hr 15 min)	8h 0m
2	Thursday, Aug 1	Planned Hours	8:00 AM	5:00 PM	3 breaks (1 hr 15 min)	8h 0m
3	Friday, Aug 2	Non-Working Day			Define Breaks	
4	Saturday, Aug 3	Non-Working Day			Define Breaks	
5	Sunday, Aug 4	Planned Hours	8:00 AM	5:00 PM	3 breaks (1 hr 15 min)	8h 0m
6	Monday, Aug 5	Planned Hours	8:00 AM	5:00 PM	3 breaks (1 hr 15 min)	8h 0m
7	Tuesday, Aug 6	Planned Hours	8:00 AM	5:00 PM	3 breaks (1 hr 15 min)	8h 0m

The level of impact is High. The feature is designed to offer flexibility within the workplace, enabling employees to maintain their work-life balance without compromising productivity.

Time Sheet Approval Center (1/2)

Time Sheet Approval Center provides a single comprehensive overview for managers to view important contextual information and perform mass approval of their employees' time sheet requests, in an easy and efficient manner.

The level of impact is High.

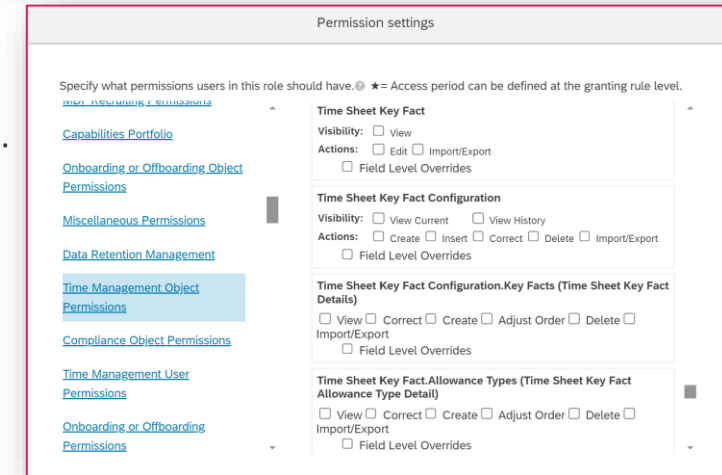
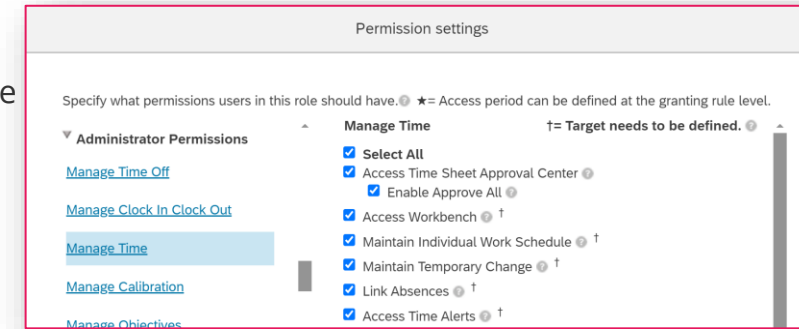
Using the Time Sheet Approval Center page, a manager or an approver can perform the following actions:

- Select multiple time sheets and send them for approval with a single operation.
- Approve all the time sheets submitted by their employees with a single operation using the Approve All button.
- Take a decision to approve or decline a single time sheet.
- When an employee is blocked from submitting the time sheet due to a pending single attendance record approval request, action can be taken directly from this page to approve the request and unblock the employee.
- Navigate to the Time Sheet user interface or Time Workbench of the employee to get further information.
- Review alerts or amendments that are associated with time sheets. Take the necessary action by navigating to either the Time Sheet or the Time Admin Workbench.
- To use this function additional Permissions and Key Fact Configuration is needed.

Type: New

Lifecycle: General Availability

Enablement: Automatically on



Time Sheet Approval Center (2/2)

- Configuration Requirements: Have a license for SAP SuccessFactors Time Tracking.

The Approve button at the top-right corner becomes 'Approve All' only if you have the required permissions and you select the check box on the top-left corner to select all the time sheets.

You can perform approval of individual time sheets by clicking Approve on the row for the relevant time sheet.

Type: New

Lifecycle: General Availability

Enablement: Automatically on

Time Sheet Approval Center

To Be Reviewed (11)

The time sheets with pending related approvals can't be approved until all the related approvals are completed.

The time sheets with associated alerts or amendments must be approved individually. Mass approval isn't applicable for these time sheets.

<input checked="" type="checkbox"/>	Employee	Period	Status	Planned	Recorded	Absences	Difference	Key Facts	Alerts	Related Approvals
<input checked="" type="checkbox"/>	[Profile]	Mar 11, 2024 – Mar 17, 2024	To Be Submitted	40:00 hrs	0:00 hrs	-40:00 hrs	0:00 hrs	2:30 hrs Overtime 1.5 Monthly Premium Missed Punch	0	OverTime Count
<input checked="" type="checkbox"/>	[Profile]	Mar 11, 2024 – Mar 17, 2024	To Be Submitted	40:00 hrs	29:00 hrs	3:00 hrs	-8:00 hrs	-32:00 hrs Allowance Working Time	0, 1/1	Approve
<input checked="" type="checkbox"/>	[Profile]	Mar 11, 2024 – Mar 17, 2024	To Be Submitted	40:00 hrs	24:00 hrs	8:00 hrs	-8:00 hrs	0:00 hrs Allowance Entries Overtime Summary Working Account Balance	0:00 hrs	0:00 hrs Time Off In Lieu Unpaid Time Event Key Fact
<input checked="" type="checkbox"/>	[Profile]	Mar 11, 2024 – Mar 12, 2024	To Be Approved	16:00 hrs	10:00 hrs	8:00 hrs	2:00 hrs	6:00 hrs Overtime 1.5 Monthly Premium Missed Punch	1	OverTime Count
<input checked="" type="checkbox"/>	[Profile]	Mar 4, 2024 – Mar 10, 2024	To Be Approved	40:00 hrs	41:00 hrs	8:00 hrs	9:00 hrs	6:00 hrs Overtime 1.5 Monthly Premium Missed Punch	2	OverTime Count
<input checked="" type="checkbox"/>	[Profile]	Mar 4, 2024 – Mar 10, 2024	To Be Approved	40:00 hrs	29:45 hrs	16:00 hrs	5:45 hrs	5:45 hrs Overtime 1.5 Monthly Premium Missed Punch	3	OverTime Count
<input checked="" type="checkbox"/>	[Profile]	Feb 26, 2024 – Mar 3, 2024	To Be Submitted Amended	40:00 hrs	9:00 hrs	-31:00 hrs			0, 2/2	Approve
<input checked="" type="checkbox"/>	[Profile]	Feb 26, 2024 – Mar 3, 2024	To Be Submitted	40:00 hrs	26:15 hrs	8:00 hrs	-5:45 hrs		0, 3	Approve

To Be Reviewed (2)

<input type="checkbox"/>	Employee	Period	Status	Planned	Recorded	Absences	Difference	Key Facts	Alerts	Related Approvals
<input type="checkbox"/>	Geoff James Hill	23 Sept 2024 – 29 Sept 2024	To Be Submitted	40:00 hrs	24:00 hrs		-16:00 hrs			Approve
<input type="checkbox"/>	Juliet Wood	7 Oct 2024 – 13 Oct 2024	To Be Approved	40:00 hrs	40:00 hrs		0:00 hrs			Approve

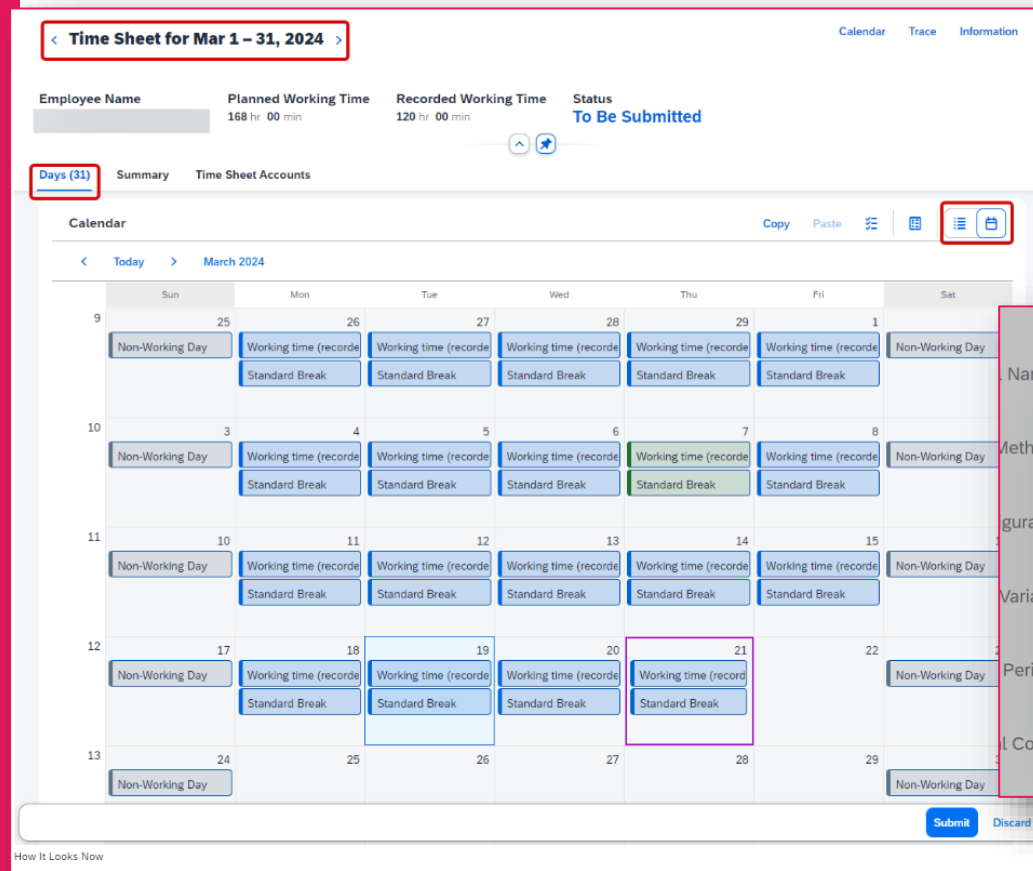
- Approve with Comment
- Decline
- Open Time Sheet
- Open Time Workbench
- Open Review Periodic Time Account Updates

The level of impact is High.



Monthly Time Sheets

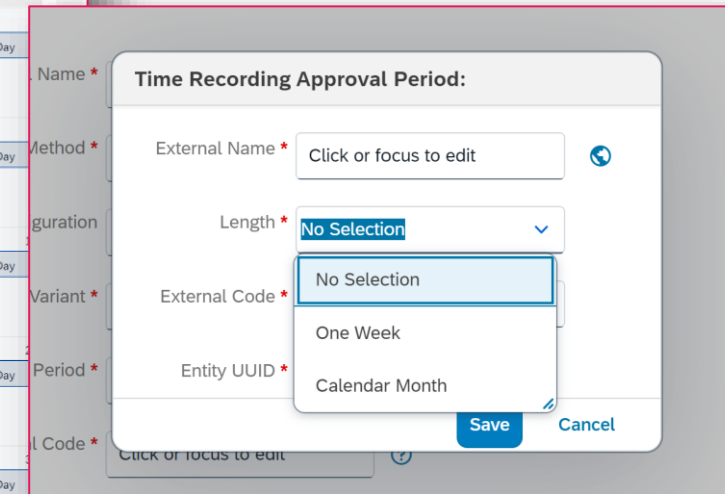
- It's now possible to create Time sheet with Monthly approval period.
- The default view for such monthly time sheets is the new calendar view. However, you can switch between the calendar and the list view.
- General availability



Type: New

Lifecycle: General Availability

Enablement: Automatically on



Now all Time Tracking customers can use this feature without having to contact Product Support. This view shows all relevant time entries (absences, working types, on-calls, and even allowances) in a calendar month, including the employee's full pay period.

Additional features enabled:

- You can filter for working times, on-call times, allowances, or absences. In the calendar view, the number of items in a calendar day is limited to either 2 or 3 items. As a result, many items are hidden. The filter helps you to fill in your time sheet completely. Holidays and non-working days are not affected by this filter.
- All days of the currently selected time sheet have a white background.
- You can now use the copy feature to copy entire weeks in your time sheet.

The level of impact is High.



Business Rules in Time Valuation

- It's now possible to use Business Rules in Time Valuation.
- This brings different level of flexibility in configuration.
- Two main scenarios
 - Decision by business rule
 - Calculation by business rule

You can add a decision business rule and a calculation business rule to a time valuation.

This helps to simplify your configuration and reduces the amount of time recording profiles if you for example have some valuation rules different for part time employees and full time employees.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

Time Valuation: Test BRI Decision 1 (BRI_DEC_1)

External Name * Test BRI Decision 1

Valuation Type * Decision by Business Rule

Message Text Test

Message Type Alert and Warning

Time Type Group Above BRI TTG A (BRI_TTG_A)

Time Type Group Below BRI TTG B (BRI_TTG_B)

Valuation Method Valuate Per Day

Message Flag Raise Message on Time Type Group Above

Decision Rule TEST_BRI_DEC_1 (TEST_BRI_DEC_1)

Input Time Type Group

Time.Type.Group	Reverse Sign	Factor	External.Code	(1) More
Recorded and Generated Working Time (WT-ALL)	No	1	1	Details

External Code * BRI_DEC_1

Entity UUID * 3D723CF444B14C9E9C1465486F943D48

Comment

Variables

If

Request.Job Information.FTE < 1

Then

Set Result.Decision to be equal to Use Time Type Group Above

Else

Set Result.Decision to be equal to Use Time Type Group Below

Decision rule

Time Valuation: Test BRI Calculation 1 (BRI_CALC_1)

External Name * Test BRI Calculation 1

Valuation Type * Calculation by Business Rule

Time Type Group Above BRI TTG A (BRI_TTG_A)

Valuation Method Valuate Per Day

Calculation Rule TEST_BRI_CALC_1 (TEST_BRI_CALC_1)

Input Time Type Group

Time.Type.Group	Reverse Sign	Factor	External.Code	(1) More
Scheduled Working Time (WT-SCHED)	No	1	1	Details

External Code * BRI_CALC_1

Entity UUID * 6BA156FB13024909982059649D5FE949

Comment

Variables

If

This rule is always true
To add an expression please uncheck the Always True checkbox.

Then

Set Result.Minutes of time data to be generated to be equal to Multiply()

Value: Request.Sum of input groups in minutes

Factor: Request.Job Information.FTE

Calculation rule

The level of impact is High.

Visualization of alerts and errors in time sheet on the respective day

- Validations are now displayed right next to the row for the message it relates to.
- “Old” message is still available below – displayed and then hidden.

Time sheet alerts and errors are up to now only shown in a little pop-up in the footer bar, so employees did not see on which exact day the alert or error has been created for.

Now you see the alerts and errors directly on day level in the weekly list overview of the time sheet. Employees see now on a glance on which day alerts or errors do exist and they can directly navigate to this day via clicking on the message.

Type: New

Lifecycle: General Availability

Enablement: Automatically on

Time Sheet for 7–13 Oct 2024

Employee Name: Pam Dornbach
Planned Working Time: 40 hr 00 min
Recorded Working Time: 46 hr 30 min
Status: Approved

Day	Planned Time	Recorded Time	Recordings
Thursday 10 Oct	8 hr 00 min	8 hr 30 min	3
Friday 11 Oct	8 hr 00 min	12 hr 00 min	3
⚠ Please note that you have recorded more than 10hrs of working in a day. The policy mandates Manager to be alerted.			
Saturday 12 Oct	0 hr 00 min	0 hr 00 min	
Sunday 13 Oct	0 hr 00 min	0 hr 00 min	

Summary

Planned Working Time: 08:00 - 17:00
Planned Breaks: 10:00 - 10:15, 12:30 - 13:15
Day Model: CLT - 08:00 - 17:00 w/ Breaks
Recorded Working Time: 12 hr 00 min

Recordings

Working Times (3) [Record]

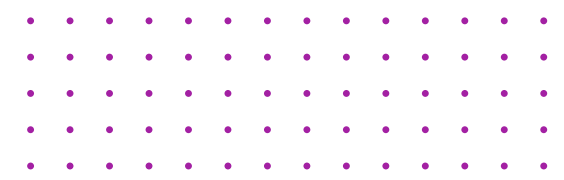
- Working Time 08:00 - 21:00 [X]
- Additional Break 10:00 - 10:15 [X]
- Additional Break 12:30 - 13:15 [X]

Absences (0) [Create]

The level of impact is Medium.



Other Release Features



Sync Upcoming Time Off to Microsoft Teams Calendar

With the integration of SAP SuccessFactors and Microsoft 365, two new quick actions, Sync Absences to Calendar and Sync Holidays to Calendar, are available for users in Microsoft Teams.

The level of impact is Medium. This feature provides an easy way to view upcoming time off and streamlines the process of managing schedules in everyday business social scenarios.

- These quick actions allow users to view details about their upcoming time off for the next 12 months and sync the events to the Microsoft Teams calendar. Users can trigger these actions using any of the following ways:
 - Choose the corresponding entries from the quick action list or send commands.
 - Select the corresponding buttons in the Quick Actions section on the Home tab.
 - Send plain-text requests if the AI-Assisted Microsoft Teams App Chat feature is properly configured.
- **Configuration Requirements**
 - You've enabled the SAP SuccessFactors app for Microsoft Teams.
 - You've installed the latest SAP SuccessFactors app for users.
 - You have an Employee Central license.
 - Time Off is enabled and properly configured.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

Access Time Forms Using Deep Link

Type: Changed

Lifecycle: General Availability

Enablement: Customer configured

- You can now use the deep links [/sf/timeForms#/essScreen](#) and [/sf/timeForms](#) to access the Time Forms Employee Self-Service page and the Time Forms Admin Workbench page.

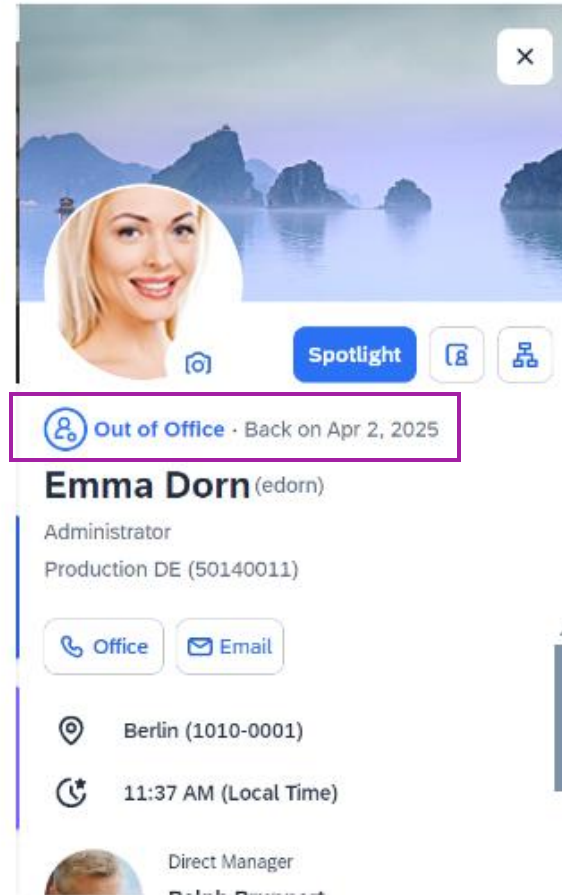
The level of impact is Low. This enhancement improves usability by providing an easier and quicker way to access the Time Forms Employee Self-Service page and the Time Forms Admin Workbench page.

Enhancements to Out of Office Indicator on the Latest People Profile and Org Chart

The enhancements are as follows:

- In both the latest People Profile and the org chart, out-of-office information is now supported for leaves of absence (LOAs) in Time Off for Leave of Absence Only instances.
- In the latest People Profile, "Back on" information is now also determined for LOAs in both Time Off and Time Off for Leave of Absence Only. This doesn't apply to the latest org chart because that doesn't generally show "Back on" information.

The level of impact is low. Enhancements to the out-of-office indicator in the latest People Profile.



Type: New

Lifecycle: General Availability

Enablement: Customer configured

Deprecation of Accrual Posting Method "Classic"

Type: Changed

Lifecycle: Deprecated

Enablement: Automatically on

Deprecation Details

This change was made because No Recalculation Postings has these advantages over the Classic accrual recalculation posting method:

- Less data volume, especially for daily accruals.
- There are no longer any issues if you have duplicate accruals. If you use the No Recalculation Postings method, duplicate accrual postings are cleaned up automatically.
- If the accrual posting method is changed during recalculation, the date change is considered as well. The Classic method only considers quantity changes.

The Accrual Recalculation Posting Method Classic will be removed from the Time Account Type with the 1H 2025 release and all Time Account Types will be migrated to No Recalculation Postings.

The level of impact is Low. The Accrual Recalculation Posting Method Classic will reach the End of Development in May 2025 and will reach the End of Maintenance and be Deleted in December 2025.

Planned Working Time Reporting Configuration and Reporting of Future Data

This enhancements to the Time Management Configuration object is to provide you with the flexibility of generating planned working time data for custom duration not only in the past but also in the future.

The Time Management Configuration object, has two new fields, **Generate Planned Working Time Data for Past Period (in months)** and **Generate Planned Working Time Data for Future Period (in months)**.

These fields allow you to generate planned working time data in the past for up to 12 months and in the future for a period of up to three months respectively.

These configuration periods are effective from the current date and this period will move subsequently to the next day as each day passes by or in other words it is a rolling period.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

Search for actions or people

Back to Admin Center

Manage Data

Search: Time Management Co... TIME_CONFIGURATIO... Include Inactive Records: No Create New: No Selection

Time Management Configuration: TIME_CONFIGURATION (TIME_CONFIGURATION) Take Action

Enable Recalculation *	Yes ⓘ
Earliest Possible Recalculation Date	03/14/2022 ⓘ
Recalculation Period Type	Constant Period ⓘ
Maximum Recalculation Period in Months	36 ⓘ
Next update of "Earliest Possible Recalculation Date" on	03/15/2025 ⓘ
Next value of "Earliest Possible Recalculation Date"	03/15/2022 ⓘ
Schedule Immediate Recalculation	Never ⓘ
Process Job Information rules execution during Employee Time Leave of Absence Import	No Selection ⓘ
Check the page permission in the team absence calendar	No ⓘ
External Code *	TIME_CONFIGURATION ⓘ
createdBy	System System ⓘ
createdDate	03/03/2022 02:00:15 UTC+2:00 ⓘ
lastModifiedBy	System System ⓘ
lastModifiedDate	06/28/2024 04:41:43 UTC+2:00 ⓘ
Entity UUID *	249FDC30A5DA44886915A240D74F0295A ⓘ
Allow employees to download the calendar file for Time Off	Yes ⓘ
Absence Reallocation Enabled	No ⓘ
Enable full purge import for time accounts	No ⓘ
Generate Planned Working Time Data for Past Period (in months)	0 ⓘ
Generate Planned Working Time Data for Future Period (in months)	0 ⓘ

The level of impact is low. This enhancement is to give you the flexibility to generate planned working time data for custom periods in the past and in the future.

Deprecation of Time Type Configuration for Short-Term Disability USA

Type: Changed

Lifecycle: Deprecated

Enablement: Automatically on

Deprecation Details

SAP is replacing the old time type configuration for short-term disability USA with the new configuration based on an absence pay scheme and absence pay policy.

Instead of creating one time type for each absence pay policy, you can now associate a time type with an absence pay scheme, and then assign both to the absence pay policy. This absence pay policy is then assigned to the relevant employee in the Job Information. The new process reduces the effort of creating one time type for each absence pay policy.

The level of impact is Low. The time type configuration for short-term disability USA will reach end of maintenance on May 1, 2024 and will also be deleted on December 1, 2024.

Short-Term Disability USA - No Limit for Number of Linked Absences

Type: Changed

Lifecycle: General Availability

Enablement: Customer configured

- When linking absences for short-term disability USA, there is no longer a restriction of ten absences for each group. You can now link more than ten absences.
- **Configuration Requirements**
 - You must be using SAP SuccessFactors Employee Central Time Off. You must also have configured an absence pay policy and absence pay scheme and assigned them to the Job Information of the relevant employees.

The level of impact is Low. This restriction allows more flexibility with the number of linked absences for short-term disability USA.

More Notification Cards Available in Microsoft Teams

With the integration of SAP SuccessFactors and Microsoft 365, more notification cards are available to remind users of their HR tasks in Microsoft Teams.

In Teams, the SAP SuccessFactors app now can send following cards by respecting the same rules from Home Page to prompt users to complete relevant tasks:

Time Management:

- Time Account Payout (initial approval): approve pending time account requests to cash out the leave balance of the employee.
- Time Account Purchase (initial approval): approve pending time account requests, providing the employee with additional leave in exchange for a portion of their compensation.

Time Tracking:

- Time Event: approve requested time events, such as clock-in, clock-out, and break.
- Time Recording: approve pending attendance requests that require single record approval.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

The level of impact is Low. These cards offer users prompt notifications of tasks they need to complete in the SAP SuccessFactors system in everyday business social scenarios.

Time Management Field Help Moved to Help Portal

SAP has moved long strings of field help from Time Management objects to SAP Help Portal for a better experience. We link to the SAP Help Portal help from the field help.

The **SAP Help Portal** is a more permanent, logical place for detailed examples and explanations. In the SAP Help Portal, administrators can read the help in context of the overall task, view graphics, and follow links to related information.

To preserve the connection between the fields below and the SAP Help Portal, their field help includes a link to an SAP Help Portal page that can assist administrators with the Time Management object.

- Time Valuation Valuation Method
- Time Valuation Valuation Type
- Time Valuation Time Type Group Above
- Time Valuation Time Type Group Below
- Time Recording Profile Time Recording Calendar
- Time Recording Profile Prevent Generation of Breaks
- Time Recording Calendar Processing User
- Absence Counting Configuration Absence Counting Rule
- Absence Counting Configuration Holidays Selection
- Absence Counting Configuration Planned Working Time Selection
- Absence Counting Configuration Weekdays Selection
- Employee Time Sheet Stored in Time Recording
- Time Recording Admissibility Past Weeks for Weekly Time Sheets

Type: New

Lifecycle: General Availability

Enablement: Automatically on

The screenshot shows the SAP Admin Center interface for 'Manage Data' in the 'Time Valuation' object. The 'Valuation Type' field is highlighted, and a field help popup is displayed. The popup contains the following text: 'The valuation type is the key value to define when creating a time valuation. For more information, see Valuation Type'. A red arrow points from the field help text to the 'Valuation Type' field in the form. The background shows the 'Manage Data' page with search filters and a list of data entries.

The level of impact is Low. This was done to improve the information experience of our administrators.

Time Statement

- It is now possible to generate Time Statements using templates based on Time Management data stored in the system.

Configuration Requirements

- Time Tracking is enabled and set up in the system.
- Document Generation is enabled and set up in the system.
- The new Time Statement Configuration object is configured in the system.

The level of impact is Medium.

Time Statement



Employee Name	Stanley Smith	Remaining Vacation	2
Employee Id	US0005	Daily Working Hours	8
Manager Name	Jordan Robinson	Weekly Working Hours	40
Department	Human Resources USA Demo	Overtime Indicator	Payout
Cost Center	HR Services(US)	Period	06/10/2024-06/30/2024

Day Overview

CW	Day	Date	Description	Start Time	End Time	Recorded Hours	Absence Hours	Break Hours	Planned Hours	Overtime Hours
24	Mon	06/10/2024	Working Time	08:00	17:00	09:00	-	-	8:00	-
24	Mon	06/10/2024	Scheduled Break	12:00	13:00	-	-	01:00	-	-
24	Tue	06/11/2024	Working Time	08:00	19:00	11:00	-	-	8:00	4.0
24	Tue	06/11/2024	Scheduled Break	12:00	13:00	-	-	01:00	-	-
24	Tue	06/11/2024	On-Call Duty (On-Site Service)	22:00	23:30	01:30	-	-	-	-
24	Wed	06/12/2024	Working Time	12:00	18:00	06:00	-	-	8:00	-
24	Thu	06/13/2024	Working Time	08:00	17:00	09:00	-	-	8:00	1.0
24	Thu	06/13/2024	Scheduled Break	12:00	12:30	-	-	00:30	-	-
24	Fri	06/14/2024	Working Time	08:00	19:00	11:00	-	-	8:00	6.0
24	Fri	06/14/2024	On-Call Duty (On-Site Service)	22:00	23:30	01:30	-	-	-	-
24	Sat	06/15/2024	NON_WORKING_DAY	-	-	-	-	-	0:00	-
-	-	-	Weekly Total for 06/09/2024 - 06/15/2024	-	-	49:00	00:00	-	40:00	00:00
24	Sun	06/16/2024	Working Time	09:00	11:30	02:30	-	-	0:00	5.0
25	Sat	06/22/2024	NON_WORKING_DAY	-	-	-	-	-	0:00	-
-	-	-	Weekly Total for 06/16/2024 - 06/22/2024	-	-	02:30	00:00	-	40:00	00:00
25	Sun	06/23/2024	NON_WORKING_DAY	-	-	-	-	-	0:00	-
26	Sat	06/29/2024	NON_WORKING_DAY	-	-	-	-	-	0:00	-
-	-	-	Weekly Total for 06/23/2024 - 06/29/2024	-	-	00:00	00:00	-	40:00	00:00
26	Sun	06/30/2024	NON_WORKING_DAY	-	-	-	-	-	0:00	-
-	-	-	Weekly Total for 06/29/2024 - 06/30/2024	-	-	00:00	00:00	-	00:00	00:00
-	-	-	Total for 06/10/2024 - 06/30/2024	-	-	51:30	00:00	-	120:00	00:00

Type: New

Lifecycle: General Availability

Enablement: Customer configured

With the Time Statements employee self-service (ESS) scenario, an employee can perform the following tasks:

- Generate and preview the template**
- Download and email the statements in PDF format**

This enhancement is to support employees in viewing, sending, and generating Time Statements. Statements contain details of their recorded times, absences, and time valuation results, such as overtime hours and premiums, for a selected week or month.

Conditional Custom Fields in Mobile Time Sheet and Custom Fields for Allowances in Mobile Time Sheet

- Conditional custom fields and custom fields for Allowances are now available in Mobile Timesheet.

This change is more a “bug” fixing and making Web and mobile applications work the same way. It's possible now to have Allowances custom fields as well as conditional fields in Mobile Timesheet. For example, you can have Cost Center field available for only certain Legal Entity and this will be respected in Mobile App.

Type: New

Lifecycle: General Availability

Enablement: Automatically on

6:21

X New Recording Save

Jun 18, 2024

Category Working Times >

Time Type Overtime >

Duration 0:30

Cost Center Select >

Reason for Overtime

Enter text here

Cancel New Recording Save

Time Type Travel (Kilometer) >

Allowance Value None

Cost Center None >

Created By User

Legal Entity None >

Project None >

Business Unit None >

Location None >

The level of impact is Medium.

Weekly and Monthly Payroll Time Containers in a Monthly Time Sheet

Time Type Group: OT Monthly (OT_MONTHLY)

External Name *	OT Monthly
Time Category *	Calculated Time
Base Unit *	Month
Number of Base Units *	1
Reference Date *	01/01/2024
Time Container Period Result Type	Split by Day
Time Pay Type *	Yes
UI Component *	No
Valuation Result Category	No Selection
Time Collector Type *	No
Time Container Type *	Yes
Period Result *	Yes
Comment	
External Code *	OT_MONTHLY
Entity UUID *	2C0A1EFF5F9648C0B0036D9255D88A0A

Type: New

Lifecycle: General Availability

Enablement: Customer configured

For monthly time sheets, you can now create time type groups that are time container types and time pay types, that is, they generate payroll results. Previously, a time type group could only be a time container type or a time pay type. This example shows a monthly time container, but you can also create weekly time containers.

The new Time Container Period Result Type field is read-only and clarifies that previous flexible period calculations produced an aggregated value at the end of the period. This behavior differs from monthly and weekly payroll time containers, which generate daily payroll results.

The level of impact is Low.

Approved Values During Time Sheet Amendment on the Time Sheet UI

Previous time valuation results are now visible in Time Valuations results section.

We can now show previous values of time valuation results, on call times, allowances and time account balances in the Summary and Time Sheet Account tabs on the Time Sheet UI from the already approved time sheet during time sheet amendment.

Users and approvers can compare the previous results with the current results and understand the pay-relevant consequences of changes made to an approved time sheet.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

Summary	
Time Valuation Results	Absences
Regular Overtime MonSat: 2 hr 00 min Previously: -	Sick Leave: 8 hr 00 min

The level of impact is Low.

Valuation Period Results on the Time Sheet UI

The new Valuation Period Results tab shows time valuation results from flexible periods on the Time Sheet UI. You can see the name of the time type group, the period of the time valuation result, and the aggregated result for the time type group in that period.

You can now view time valuation results from flexible periods on the Time Sheet UI.

Flexible periods in time valuations allow you to process data from time valuations for a configurable period (1 to 12 months or 1, 2, or 4 weeks) based on daily time container results from that specific period. These calculated flexible period results are now shown on the new Valuation Period Results tab on the Time Sheet UI.

Configuration Requirements

- **setting up flexible periods**
- **set UI Component,**
- **Time Container Type Period Result set to Yes in the relevant time type groups.**

Type: New

Lifecycle: General Availability

Enablement: Automatically on

The screenshot displays the 'Time Sheet for Aug 4 - 10, 2024' interface. At the top, it shows the employee's name, planned working time (37 hr 30 min), recorded working time (11 hr 15 min), and status (To Be Submitted). Below this, there are tabs for 'Days (7)', 'Summary', 'Time Sheet Accounts', 'Valuation Period Results', and 'Time Collectors'. The 'Valuation Period Results' tab is active, showing a table with the following data:

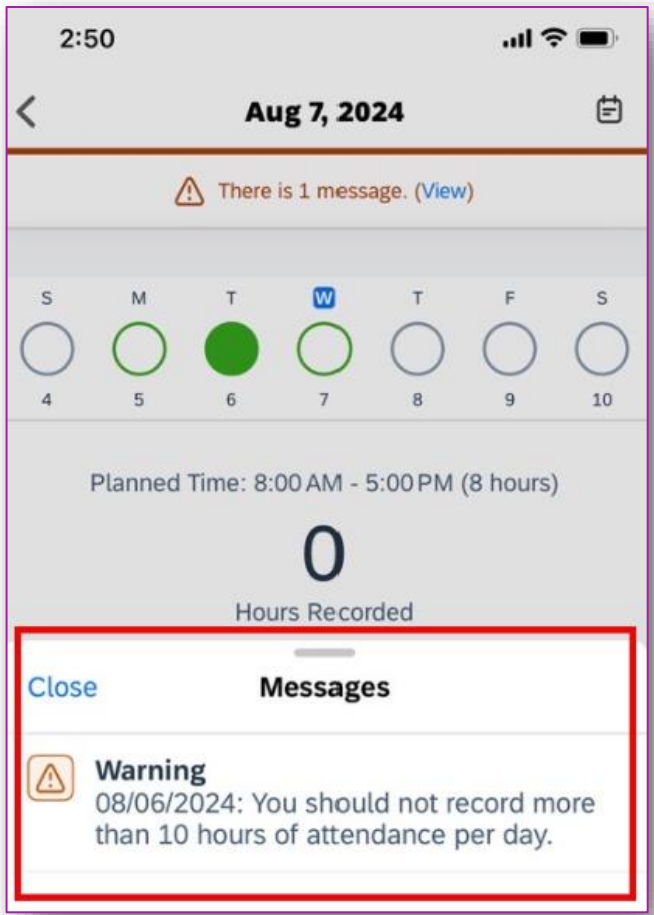
Name	Time Period	Value
Working Time per Week	Aug 5 - 11, 2024	11 hr 15 min
Working Time per Month	Aug 1 - 31, 2024	66 hr 15 min
Bi-weekly working time starting Wednesday	Jul 31 - Aug 13, 2024	20 hr 30 min
Working Time per Week	Jul 29 - Aug 4, 2024	11 hr 15 min

The level of impact is Low.

Supporting Information and Warning Messages in Mobile Time Sheet

Warning messages are now displayed and available in mobile timesheet app.

The level of impact is Medium.



- Type: New
- Lifecycle: General Availability
- Enablement: Automatically on

Warning messages are now supported in **Mobile Timesheet**.

Previously system was respecting validations and errors, but messages were not displayed – currently system behavior between Web and Mobile is much closer.

Split and Delimit for Temporary Changes of Work Schedule and Holiday Calendar

The split and delimit feature allows the creation of a temporary change in a time duration where another temporary change already exists, either fully or partially overlapping, while giving priority to the new temporary change and overwriting the existing one for the overlapping time period.

The level of impact is Medium.

You can choose whether split and delimit is to be applied for temporary time information.

If you choose Yes, the existing temporary time information is either split, and the new temporary time information is inserted in between, or the existing temporary time information is delimited such that no concurrence exists. If the time frame of the existing temporary time information falls within the range of the new temporary time information being inserted, then the existing temporary time information is inactivated.

Workflows are supported with split and delimit. The split and delimit operation is only performed after the workflow status changes from pending to approved.

Partial overlaps are also not possible. You'll encounter an error asking you to first delete the already existing temporary time information.

Type: New

Lifecycle: General Availability

Enablement: Customer configured

Time Management Collision Resolution: TIME_COLLISION_RESOLUTION (TIME_COLLISION_RESOLUTION)

Control Absence Take Rule Execution * ?

Entity UUID *

Allow Split and Delimit for Temporary Time Information ?

Collision Resolution Items

Incoming Grouping * +

Existing Grouping Selection Method * ?

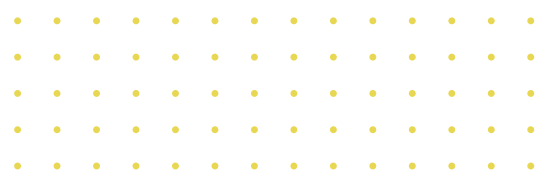
Brief description
You can choose if *split and delimit* is to be applied for *temporary time information*. If you choose "Yes", the existing *temporary time information* is either split and the new *temporary time information* is inserted in between, or the existing *temporary time information* is delimited such that no concurrence exists. If the time frame of the existing *temporary time information* falls within the range of the new *temporary time information* being inserted, then the existing *temporary time information* is *deactivated*.

If you choose No, the split and delimit is not applied and if a collision occurs between the temporary time information objects, an error message is displayed.

Entity UUID * (1) More
[Details](#)



Deep Dive Topic



Time Sheet Approval Center

Time Sheet Approval Center provides a single comprehensive overview for managers to view important contextual information and perform mass approval of their employees' time sheet requests, in an easy and efficient manner.

Functionality from this release becomes available to all clients.

General overview on timesheets and easy “approve all” platform with summary and key fact valuations configurable per each Time Recording Profile.

Type: New

Lifecycle: General Availability

Enablement: Automatically on

Time Sheet Approval Center

The time sheets with pending related approvals can't be approved until all the related approvals are completed.

The time sheets with associated alerts or amendments must be approved individually. Mass approval isn't applicable for these time sheets.

Employee	Period	Status	Planned	Recorded	Absences	Difference	Key Facts	Alerts	Related Approvals			
	Jun 24, 2024 – Jun 30, 2024	To Be Approved Amended	40:00 hrs	26:30 hrs		-13:30 hrs	Allowances Previously: 3:00 hrs	3:30 hrs Premium Overtime Previously: 1:45 hrs	-13:30 hrs Working Time Previously: -32:00 hrs	2:30 hrs OT Previously: -	Approve	
	Jun 24, 2024 – Jun 30, 2024	To Be Submitted	45:00 hrs	34:00 hrs	18:00 hrs	7:00 hrs	Allowances 8:00 hrs	1:00 hrs Over Time	-12:00 hrs Working Time Account		2 Alerts 1/1 Approvals	Approve
	Jul 1, 2024 – Jul 7, 2024	To Be Submitted Amended	40:00 hrs	30:10 hrs Previously: 20:10 hrs	11:30 hrs	1:40 hrs	Allowances	1:45 hrs Premium Overtime Previously: -	-9:50 hrs Working Time Previously: -19:50 hrs	6:10 hrs OT Previously: 4:10 hrs	0/2 Approvals	Approve
	Jul 15, 2024 – Jul 21, 2024	To Be Approved Amended	40:00 hrs	27:00 hrs Previously: 18:00 hrs		-13:00 hrs	Allowances 3:00 hrs	5:15 hrs Premium Overtime Previously: 3:30 hrs	-13:00 hrs Working Time Previously: -22:00 hrs	3:00 hrs OT Previously: 2:00 hrs		Approve
	Jul 15, 2024 – Jul 21, 2024	To Be Submitted Amended	37:30 hrs	16:30 hrs Previously: 9:00 hrs		-21:00 hrs	Allowances Yes Previously: 3:00 hrs	- Over Time	- Working Time Account			Approve
	Aug 5, 2024 – Aug 11, 2024	To Be Submitted	40:00 hrs	35:00 hrs Previously: 25:00 hrs		-5:00 hrs	Allowances	7:00 hrs Premium Overtime	-5:00 hrs Working Time	3:00 hrs OT		Approve

The level of impact is High.

Time Sheet Approval Center

Time Sheet Approval Center provides a single comprehensive overview for managers to view important contextual information and perform mass approval of their employees' time sheet requests, in an easy and efficient manner.

The level of impact is High.

Key Facts available in dashboard are created via config Key Fact object assigned to Time Recording Profile.

It's possible to use:

- **Allowance Type**
- **Time Type Group**
- **Unpaired Time Events**
- **TOIL Account**
- **WTB Account**

Type: New

Lifecycle: General Availability

Enablement: Automatically on

Time Recording Profile: Clocktime Regular (CLT_REG)

External Name * Clocktime Regular

Time Recording Approval Period * Start on Monday (Mon...)

Time Recording Variant * Clock Times

Entity UUID * F7D45B7E8D3D4AA8A14FFA151F1827E7

Time Recording Method * Positive

Time Recording Submission Configuration No Selection

Time Recording Calendar No Selection

Workflow Configuration No Selection

External Code * CLT_REG

Status * Active

Instructional Text For Time Sheet

Prevent Generation of Breaks No Selection

Time Sheet Key Fact Configuration No Selection

Time Sheet Key Fact Configuration:

External Code * KF_01

External Name * Key Fact SWE

Effective Start Date * 01/10/2024

Key Facts

Key Fact * No Selection

Save Cancel

Time Sheet Key Fact Configuration:

Time Sheet Key Fact:

External Code * KF-1

External Name * Group 1

Key Fact Type * No Selection

- No Selection
- Allowance Type
- Time Type Group
- Unpaired Time Event
- Time Off In Lieu Account
- Working Time Account

Save Cancel

Time Sheet Approval Center

Time Sheet Approval Center provides a single comprehensive overview for managers to view important contextual information and perform mass approval of their employees' time sheet requests, in an easy and efficient manner.

If you amend a time sheet that was already approved, you can now see the values which were recorded before the amendment was made along with the current value.

You can see the previous values for Record Working Time and also for Key Facts that include Time Type Group and Allowance

Type: New

Lifecycle: General Availability

Enablement: Automatically on

The screenshot shows a list of time sheet requests for various employees. Each row includes the employee's name, a period (e.g., Aug 5, 2024 - Aug 11, 2024), a status (Approved, To Be Approved, To Be Submitted), and various metrics like hours and allowances. An 'Alerts' pop-up window is overlaid on the right side, containing the following messages:

- 07/28/2024: There are unpaid times outside flexible bandwidth. Please review Jul 28, 2024
- An error occurred while creating the external time data for 25 from 2024-07-23T09:00:00 to 2024-07-2... More Jul 23, 2024
- An error occurred while creating the external time data for 25 from 2024-07-23T11:00:00 to 2024-07-2... More Jul 23, 2024

The screenshot shows a table titled 'To Be Reviewed (27)'. A red dashed box highlights a row for an employee with the following data:

Employee	Period	Status	Planned	Recorded	Absences	Difference	Key Facts	Alerts	Related Approvals
[Employee]	Jun 17, 2024 - Jun 23, 2024	To Be Submitted	40:00 hrs	0:00 hrs			Working Time -- OT		Approve
[Employee]	Jun 24, 2024 - Jun 30, 2024	To Be Approved / Amended	40:00 hrs	26:30 hrs			Working Time 3:30 hrs OT 2:30 hrs Previously: -32:00 hrs Previously: --		Approve
[Employee]	Jun 24, 2024 - Jun 30, 2024	To Be Submitted	40:00 hrs	0:00 hrs			Allowances Premium Overtime Working Time OT		Approve
[Employee]	Jul 1, 2024 - Jul 7, 2024	To Be Submitted / Amended	40:00 hrs	30:10 hrs Previously: 29:10 hrs	11:30 hrs	1:40 hrs	8:00 hrs Allowances 1:45 hrs Premium Overtime Previously: --	-9:50 hrs Working Time OT 6:10 hrs Previously: -19:50 hrs Previously: 4:10 hrs	0/2 Approve
[Employee]	Jul 1, 2024 - Jul 7, 2024	To Be Submitted	42:30 hrs	0:00 hrs		-42:30 hrs	Allowances Over Time Working Time Account		Approve

The level of impact is High.



Time Sheet Approval Center

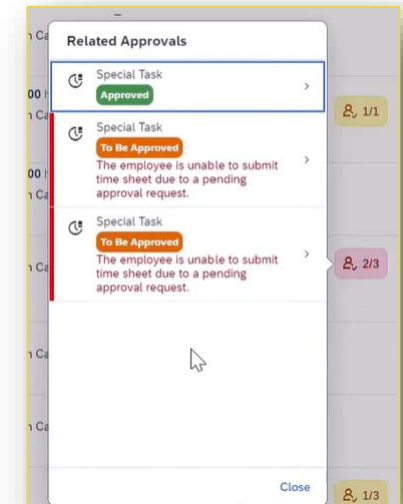
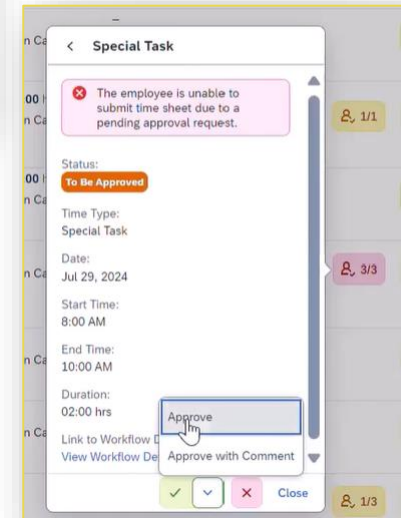
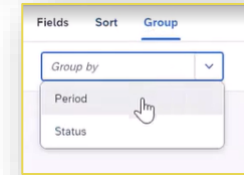
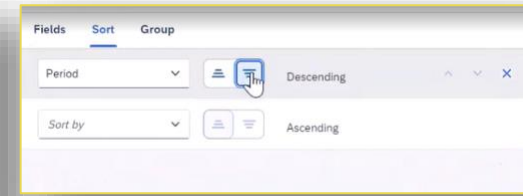
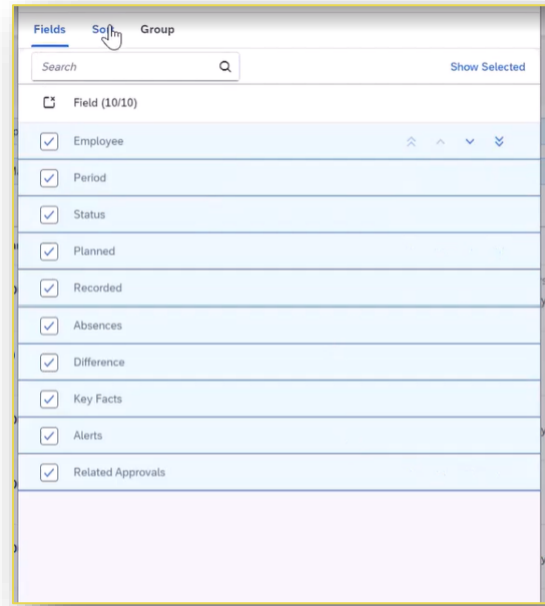
Time Sheet Approval Center provides a single comprehensive overview for managers to view important contextual information and perform mass approval of their employees' time sheet requests, in an easy and efficient manner.

Fields can be sorted or Grouped in a way to display necessary information related to Approvals. Once request is approved its removed from the list.

Type: New

Lifecycle: General Availability

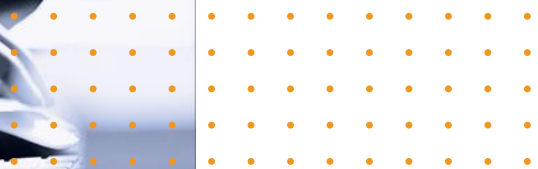
Enablement: Automatically on



The level of impact is High.



Product Road Map



Product Road Map

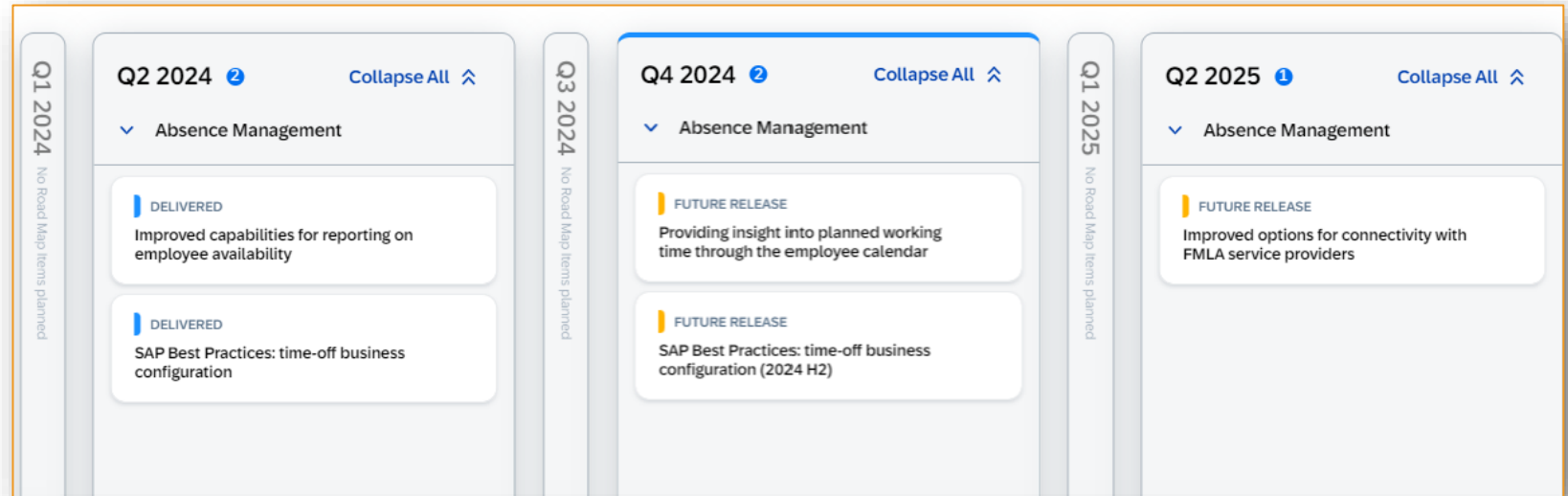
<https://roadmaps.sap.com/board?PRODUCT=089E017A62AB1EDA94C15F5EDB3320E1&range=CURRENT-LAST#Q4%202024>

The screenshot displays a product road map for Q2 2025. At the top, it shows 'Q2 2025' with a '56' badge and a 'Collapse All' button with an upward arrow. Below this, there are two main sections: 'Absence Management' and 'Attendance Management', each with a downward arrow. Under 'Absence Management', there is a 'FUTURE RELEASE' card with the text 'Improved options for connectivity with FMLA service providers'. Under 'Attendance Management', there are two 'FUTURE RELEASE' cards: one with 'Attendance time accounts' and another with 'Automated payout at the end of a period'.

Product Road Map

Absences management:

- Reporting improvements
- Planned working time adjustments
- SAP Best Practices add-ons



Planned for Q2 2025

Improved options for connectivity with FMLA service providers

Products: SAP SuccessFactors Employee Central, SAP SuccessFactors

Focus Topics: Integration

Business Capabilities: Absence Management

Overview

New options to streamline communication with Family and Medical Leave Act (FMLA) service providers, which will facilitate:

- Absence classification in the time-off feature for SAP SuccessFactors Employee Central to facilitate FMLA-related leave deductions
- New inbound integration option for third-party FMLA service providers to communicate absence-related information to the time-off feature for SAP SuccessFactors Employee Central

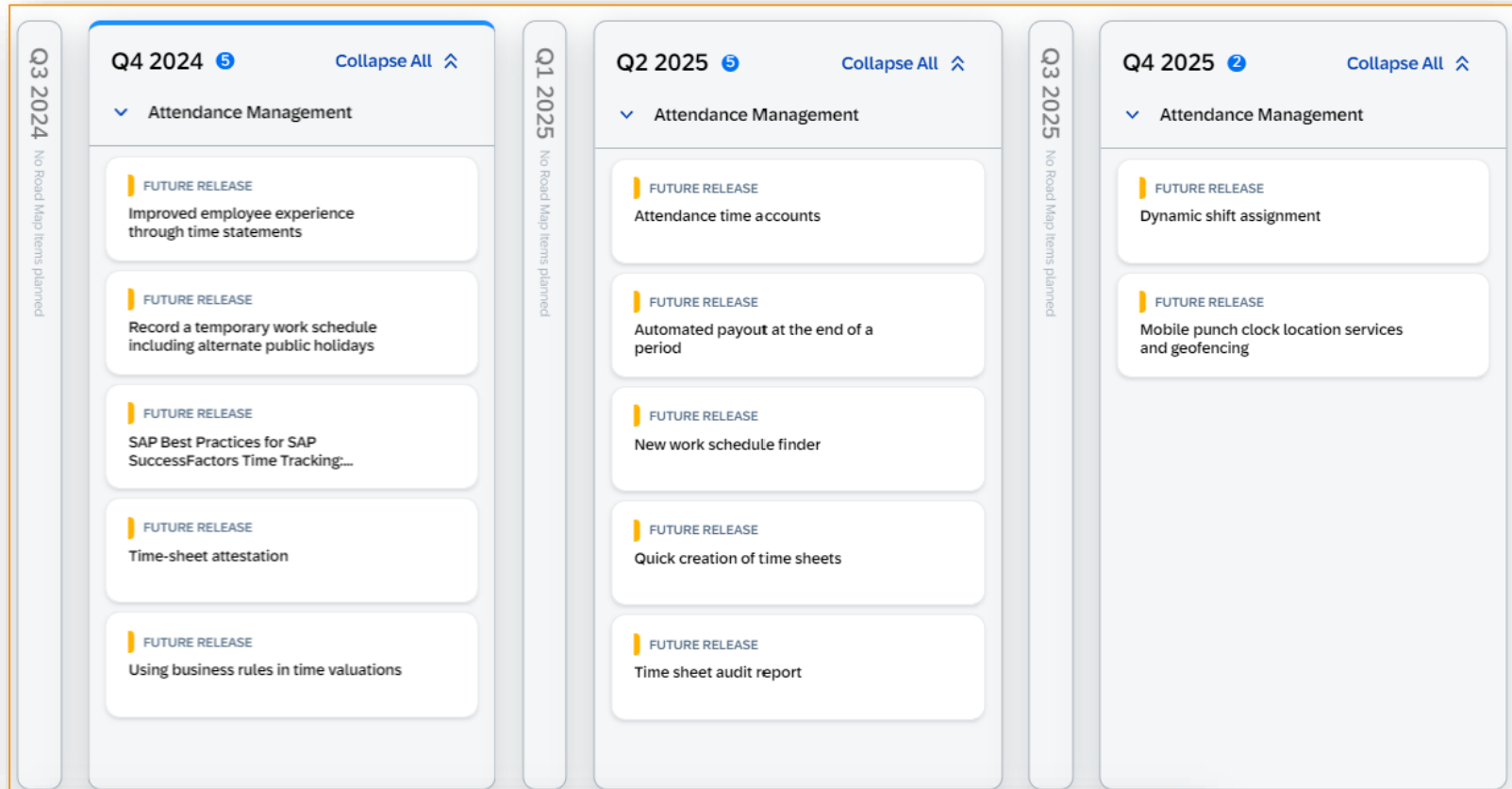
Benefits

- Improves efficiency for HR administrations
- Provides new options for customers to automate FMLA-related absences if customers have outsourced their FMLA case handling to external service providers

Product Road Map

Attendance management:

- Work schedule finder
- Advanced temporary schedules
- Attendance time accounts
- Dynamic shifts



Planned for Q4 2025

Dynamic shift assignment

Products: SAP SuccessFactors Time Tracking, SAP SuccessFactors

Business Capabilities: Attendance Management

Overview

Ability to automatically detect and assign the right shift for an employee based on their clock-in activity, helping organizations without shift-planning tools to reward employees with the appropriate payments and allowances related to their shifts

Benefits

- Assures accurate time valuations and payments for employees
- Simplifies administration, as it frees organizations from having to have shift-planning tools while still assuring accurate shift assignment for payroll-related activities



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