

Creating a Substitution from Team View

Issued 9/8/06

If the need should arise to place multiple employees on the same work schedule, this can be accomplished from the Team View.

To create a substitution from the Team View, select the Team View button. From the employee list, click on the first employee and hold the Control button down while selecting the remaining employees. Click on the double arrows. The employees selected will be displayed on the Time Data: Team View tab.

The screenshot displays the SAP Time Data Maintenance Team View interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Utilities', 'Settings', 'Environment', 'System', and 'Help'. The main window title is 'Time Data Maintenance Team View'. Below the title bar, there are tabs for 'Multi-day view', 'Multi-person view', 'One-day view', and 'Team View', with 'Team View' being the active tab. On the left side, there is a calendar view for August 2006, with a date range from 32 to 40. Below the calendar is a list of employees with columns for 'negative em...', 'First Name', and 'Pers.N.'. The following employees are listed and highlighted with a yellow background:

negative em...	First Name	Pers.N...
0123	Adams Marie	
	Baker Kelly	
	Barber Joe	
	Booth Henry	
	Bush Joan	
	Polk Fred	
	Ryder Chris	

An arrow points from the highlighted employee list to the 'IDs for Ti...' table on the right. This table shows the work schedule for the selected employees across several days in August 2006:

IDs for Ti...	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A...	Fr, 11. Aug	Sa, 12. A...	Su, 13. A...
0012								
0013	Marie Adams	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0014	Kelly Baker	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0015	Joe Barber	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0016	Henry Booth	OFF	10DY	10DY	10DY	10DY	OFF	OFF
0018	Joan Bush	9DAY	9DAY	9DAY	9DAY	OFF	OFF	OFF
0019	Fred Polk	10DY	10DY	10DY	10DY	OFF	OFF	OFF
0020	Chris Ryder	9DAY	9DAY	9DAY	9DAY	NORM	OFF	OFF

Time data Maintenance Team View

Multi-day view Multi-person view One-day view Team View

Time Data: Team View

IDs for Ti...	Name	7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A...	Fr, 11. Aug	Sa, 12. A...	Su, 13. A...
0013	Marie Adams	NO...	NORM	NORM	NORM	NORM	OFF	OFF
0014	Kelly Baker	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0015	Joe Barber	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0016	Henry Booth	OFF	10DY	10DY	10DY	10DY	OFF	OFF
0018	Joan Bush	9DAY	9DAY	9DAY	9DAY	OFF	OFF	OFF
0019	Fred Polk	10DY	10DY	10DY	10DY	OFF	OFF	OFF
0020	Chris Ryder	9DAY	9DAY	9DAY	9DAY	NORM	OFF	OFF
0021								
0022								
0035								
0036								
0037								
0038								
0039								
0044								
0045								
0046								
0047								
0048								
0051								
0052								
0053								
0054								
0055								
0056								
0057								
0058								
0059								
0060								

In this scenario, to select the employees' work schedules, click and drag from Monday of the first employee through Friday of the last employee. This will highlight the work week.

Time data Edit Goto Utilities Settings Environment System Help SAP

Time Data Maintenance Team View

Multi-day view Multi-person view One-day view Team View

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MO	7	14	21	28	4	11	18	25	2	9
TU	8	15	22	29	5	12	19	26	3	
WE	9	16	23	30	6	13	20	27	4	
TH	10	17	24	31	7	14	21	28	5	
FR	11	18	25	1	8	15	22	29	6	
SA	12	19	26	2	9	16	23	30	7	
SU	13	20	27	3	10	17	24	31	8	

negative em... First Name Pers.N...

Adams	Marie
Baker	Kelly
Barber	Joe
Booth	Henry
Bush	Joan
Polk	Fred
Ryder	Chris

Time Data: Team View

IDs for Tl...

	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A..	Fr, 11. Aug	Sa, 12. A...	Su, 13. A...
7.5D	Marie Adams	NO...	NORM	NORM	NORM	NORM	OFF	OFF
7.5D	Kelly Baker	NORM	NORM	NORM	NORM	NORM	OFF	OFF
7AFT	Joe Barber	NORM	NORM	NORM	NORM	NORM	OFF	OFF
7DAY	Henry Booth	OFF	10DY	10DY	10DY	10DY	OFF	OFF
8.33	Joan Bush	9DAY	9DAY	9DAY	9DAY	OFF	OFF	OFF
8.5D	Fred Polk	10DY	10DY	10DY	10DY	OFF	OFF	OFF
8.5D	Chris Ryder	9DAY	9DAY	9DAY	9DAY	NORM	OFF	OFF
8AFT								
8DAY								
8DY1								
8HR								
8NIT								
8NT1								
9.5D								
9.5D								
9.5D								
9AFT								
9DAY								
9NIT								
DBL1								
DBL2								
DBL3								
DBLA								
DBLB								
FMLB								
HALF								
LA								
LAFM								
LALB								
LALM								

In the column IDs for Time Data, find the daily work schedule for the substitution you want to create. In this example we will use 8NIT.

Time Data: Team View

ID	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A..	Fr, 11. Aug	Sa, 12. A..	Su, 13. A..
7.5H	Marie Adams	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7.5DY	Kelly Baker	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7AFT	Joe Barber	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7DAY	Henry Booth	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
8.33	Joan Bush	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
8.5D	Fred Polk	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
8.5DY	Chris Ryder	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF

When you double click on the daily work schedule, it will appear on each employee under the Time Data: Team View tab. Save your entries.

Should this work schedule be invalid for your agency, you will receive this message: “W: Time entry (XXX) invalid, previous time entry used”, and no substitution will be made.

When creating a substitution from the Team View, pay attention to existing absence or attendance entries.

The screenshot shows the SAP Time Data Maintenance Team View interface. On the left, there is a calendar for August 2006. The main area displays a table of employee attendance data for the week of August 7th to 13th, 2006. The table has columns for each day and rows for employees. Two cells are circled in red: Marie Adams' status on Tuesday, August 8th (NORM), and Joan Bush' status on Thursday, August 10th (LA).

ID	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A..	Fr, 11. Aug	Sa, 12. A..	Su, 13. A..
0012	Marie Adams	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0014	Kelly Baker	NORM	NORM	LA	NORM	NORM	OFF	OFF
0015	Joe Barber	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0016	Henry Booth	OFF	10DY	10DY	10DY	10DY	OFF	OFF
0018	Joan Bush	9DAY	9DAY	9DAY	LA	OFF	OFF	OFF
0019	Fred Polk	10DY	10DY	10DY	10DY	OFF	OFF	OFF
0020	Chris Ryder	9DAY	9DAY	9DAY	9DAY	NORM	OFF	OFF

Time data Edit Goto Utilities Settings Environment System Help

Time Data Maintenance Team View

Multi-day view Multi-person view One-day view Team View

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...	28	29	30	31	32	33	34	35	36	3
MO	10	17	24	31	7	14	21	28	4	1
TU	11	18	25	1	8	15	22	29	5	1
WE	12	19	26	2	9	16	23	30	6	1
TH	13	20	27	3	10	17	24	31	7	1
FR	14	21	28	4	11	18	25	1	8	1
SA	15	22	29	5	12	19	26	2	9	1
SU	16	23	30	6	13	20	27	3	10	1

negative em... First Name Pers.N...

- 0123
 - Adams Marie
 - Baker Kelly
 - Barber Joe
 - Booth Henry
 - Bush Joan
 - Polk Fred
 - Ryder Chris

Time Data: Team View

IDs for Ti...	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A...	Fr, 11. Aug	Sa, 12. A...	Su, 13. A...
0012	Marie Adams	NO...	NORM	NORM	NORM	NORM	OFF	OFF
0014	Kelly Baker	NORM	NORM	LA	NORM	NORM	OFF	OFF
0015	Joe Barber	NORM	NORM	NORM	NORM	NORM	OFF	OFF
0016	Henry Booth	OFF	10DY	10DY	10DY	10DY	OFF	OFF
0018	Joan Bush	9DAY	9DAY	9DAY	LA	OFF	OFF	OFF
0019	Fred Polk	10DY	10DY	10DY	10DY	OFF	OFF	OFF
0020	Chris Ryder	9DAY	9DAY	9DAY	9DAY	NORM	OFF	OFF
0021								
0022								
0035								
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0046								
0047								
0048								
0051								
0052								
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0059								
0060								

As you can see, when you select the employees and work days that you want to create the substitution for, it will include the days with existing entries.

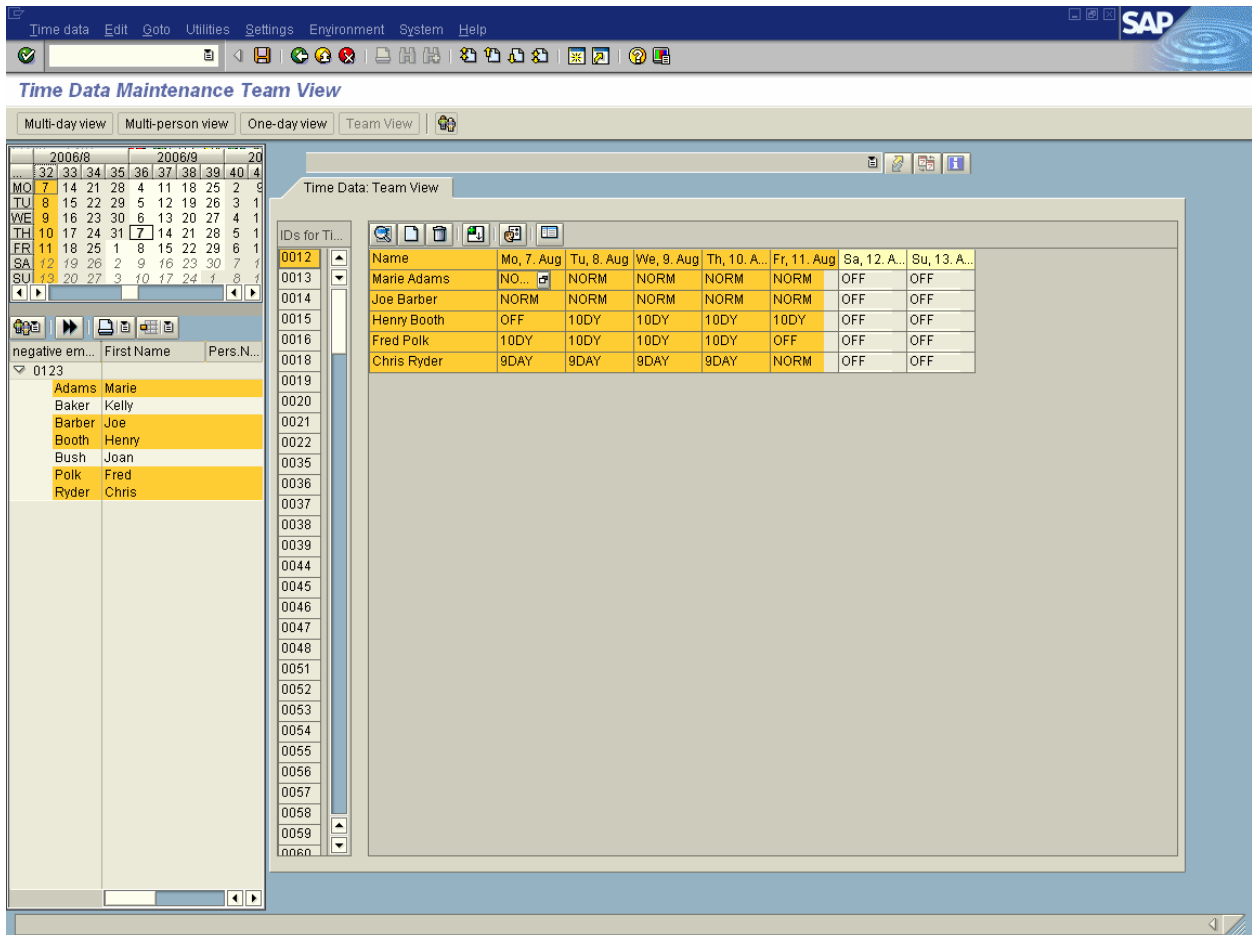
Time data Maintenance Team View

Multi-day view Multi-person view One-day view Team View

Time Data: Team View

IDs for Ti...	Name	Mo, 7. Aug	Tu, 8. Aug	We, 9. Aug	Th, 10. A...	Fr, 11. Aug	Sa, 12. A...	Su, 13. A...
6AFT	Marie Adams	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7.5A	Kelly Baker	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7.5D	Joe Barber	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7.5H	Henry Booth	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
75DY	Joan Bush	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7AFT	Fred Polk	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
7DAY	Chris Ryder	8NIT	8NIT	8NIT	8NIT	8NIT	OFF	OFF
8.33								
8.5D								
85DY								
8AFT								
8DAY								
8DY1								
8HR								
8NIT								
8NT1								
9.5D								
95DY								
9AFT								
9DAY								
9NIT								
DBL1								
DBL2								
DBL3								
DBLA								
DBLB								
FMLB								
HALF								

When the substitution is created, the absence entries are deleted, or overridden with the new daily work schedule.



To deselect the employees with existing absence entries, hold the Control Key down and deselect the employee from the employee list on the left. Employees with absences can then be addressed individually.