Connection with External Time Recording Systems

Release 4.6C
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<thead>
<tr>
<th>Icon</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1" alt="Caution" /></td>
<td>Caution</td>
</tr>
<tr>
<td><img src="image2" alt="Example" /></td>
<td>Example</td>
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<td><img src="image3" alt="Note" /></td>
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<td><img src="image4" alt="Recommendation" /></td>
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<td><img src="image6" alt="Tip" /></td>
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Connection with External Time Recording Systems

Use

This function allows you to upload personnel time events recorded at a time recording system to R/3 Time Management (PT). The personnel time events are then processed further in R/3 Time Management, so that recorded times can be monetarily valuated at the end of the process in R/3 Payroll Accounting (PY), ultimately resulting in salary and wages payments for employees.

Time recording systems are connected to the R/3 Time Management component via the Plant Data Collection: Employee Times and Expenditures (HR-PDC) interface. HR-PDC is a certified interface, that is, providers of time recording systems can earn certification for their software to communicate with R/3 Time Management.

Release 4.5A includes two versions of the interface. The old interface is connected via Communication Channel 1 (CC1).

1. Transceiver-Based Transfer [Ext.] (as of R/3 System Release 3.0)
2. BAPI-based transfer (as of Release 4.5A)

The following information deals specifically with the version based on BAPI technology.

Integration

Via HR-PDC, both personnel time events and employee expenditures (external wage types, cafeteria or service station data) can be uploaded to R/3 Time Management.

Two variants of the business process are available:

1. Recording Absence Times [Page 8], including the following modules
   a) Clock-in/Clock-out Time
   b) Clock-in or Clock-out Entry
   c) Different Payment
      (in addition to Clock-in/Clock-out Time or Clock-in or Clock-out Entry
   d) Cost Assignment
   e) Additional Time Event Types
2. Employee Expenditures [Page 26] (can be implemented separately)

The certification process for time recording systems takes place in modules. At least one of the modules detailed here must be certified.
Prerequisites

The Customizing steps described in the Personnel Time Events section of the Implementation Guide (IMG) for Personnel Time Management (PT) should be carried out.

The time event types are permitted depend upon the modules implemented in your system, as follows:

<table>
<thead>
<tr>
<th>Time Event Type</th>
<th>Function</th>
<th>Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>P01</td>
<td>Clock-in or Clock-out Entry</td>
<td>Clock-in or Clock-out Entry</td>
</tr>
<tr>
<td>P02</td>
<td>Start or end of off break</td>
<td>Clock-in or Clock-out Entry</td>
</tr>
<tr>
<td>P03</td>
<td>Start or end of off-site work</td>
<td>Clock-in or Clock-out Entry</td>
</tr>
<tr>
<td>P04</td>
<td>Start or end of off-site work at home</td>
<td>Clock-in or Clock-out Entry</td>
</tr>
<tr>
<td>P05</td>
<td>Interim posting</td>
<td>Clock-in or Clock-out Entry, Clock-in/Clock-out Time, Additional Time Event Types</td>
</tr>
<tr>
<td>P10</td>
<td>Clock-in</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Additional Information</td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>P11</td>
<td>Change</td>
<td>Clock-in or Clock-out Entry, Clock-in/Clock-out Time, Different Payment, Cost Assignment</td>
</tr>
<tr>
<td>P15</td>
<td>Start of break</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P20</td>
<td>Clock-out</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P25</td>
<td>End of break</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P30</td>
<td>Start of off-site work</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P35</td>
<td>Start of off-site work at home</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P40</td>
<td>End of off-site work</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P45</td>
<td>End of off-site work at home</td>
<td>Clock-in/Clock-out Time</td>
</tr>
<tr>
<td>P50</td>
<td>Employee expenditures (external wage type)</td>
<td>Employee expenditures</td>
</tr>
<tr>
<td>P60</td>
<td>Information posting</td>
<td>Clock-in or clockout, clock-in/clock-out times</td>
</tr>
</tbody>
</table>
Processing Personnel Time Events

Use
This function allows you to process personnel time events recorded at a time recording system in SAP Time Management (PT).

Integration

SAP System Functions
- Managing HR master data records
- Forming pairs to determine payment-relevant time periods
- Determining time balances

External System Functions
- Recording time events
- Displaying information for employees at recording terminals
- Checking data against master data from the SAP System

Data Flow

![Data Flow Diagram](Diagram.png)
Data is sent from the SAP System to the time recording system to be checked or to be displayed for employees.

Providing external time recording systems with data from the SAP System is called a "download."

Providing time recording systems with permitted cost centers, internal orders and customer orders occurs in SAP Controlling (CO).

Providing time recording systems with permitted projects occurs in SAP Project System (PS). The other data is downloaded from SAP Time Management (PT) to the time recording system.

In external time recording systems, the time events (such as clock-in/clock-out times) are recorded and then checked against the data downloaded from the SAP System.

The data recorded is then uploaded to SAP Time Management in the Time Events [Ext.] infotype (2011). The time events can be processed further to determine attendance durations.

Providing the SAP System with data from external time recording systems is called an "upload."

Prerequisites

Clock-in/Clock-out Time Module

This module is implemented if you need employees to specifically enter a time event type at the time recording terminal.

When clocking-in, employees must swipe their time ID card at the time recording terminal as well as press the clock-in button.

Clock-in or Clock-out Entry Module

This module is implemented if you want the time event type entered to be based on the employee’s existing absence or attendance status at that particular moment.

When clocking-in, employees must swipe their time ID card at the time recording terminal. If the employee’s existing status is "absent," then this entry is automatically recorded as "clock-in."

Different Payment Module

This module is implemented only if you want employees to enter an different, or alternative, payment at the time recording terminal.
When clocking-in, employees enter the position for which they will perform tasks in the following hours. After the upload, employees are assigned the payscale of this alternative position.

Purpose
The business process “Connecting Personnel Time Events” is described here in more detail.

Prerequisites
The Time Recording Info [Ext.] infotype (0050) must be maintained for employees who are permitted to record information at an external time recording system.

Process Flow
The following graphic displays the business object along with the interface types and methods that are required for external time recording systems to communicate with the SAP R/3 System.

- Downloading HR Mini-Master Records [Page 30] (PT)
- Downloading Time Event Type Groupings [Page 32] (PT)
- Downloading Employee Balances [Page 16] (PT)
- Downloading Absence/Attendance Reasons [Page 17] (PT)
- Downloading Positions [Page 19] (PT)
- Downloading Cost Centers [Page 20] (CO)
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- [Downloading Internal Orders [Page 22]](Page 22) (CO)
- [Downloading Projects [Page 23]](Page 23) (PS)
- [Uploading Personnel Time Events [Page 24]](Page 24)
Download HR Mini-Master Records

Use

Downloading a HR mini-master record is necessary for processing both time events and employee expenditures.

The HR mini-master record is required for checking employee data in the time recording system

Prerequisites

You have to create a Time Recording Info. (Information) infotype (0050) for every employee whose data you want to download in the time recording system.

The download takes place for the valid period specified in the report RPTCC101 (HR-PDC: Download HR Mini-Master).

Keep in mind that the HR mini-master record is downloaded regardless of the employee’s status (check the Actions infotype (0000)). In the Leaving event, the system defaults to the Time Recording Info. infotype (0050) so that you can delimit the data accordingly.

In this way, you can stipulate that a particular employee who left the company is still granted access authorization.

A minimum of one record is downloaded for each employee. If any relevant employee master data changes in this period, then a number of records are downloaded with corresponding limited valid periods.

For example, you download HR master data records for four days on January 1, 1998, at 1:30 a.m.

The following data is downloaded for each selected employee, according to the validity of the Time Recording Info. infotype (0050) and depending on changes made to that employee’s master data:

- Master data record, valid from January 1, 1998, to January 4, 1998
- Master data record, valid from January 2, 1998, to January 4, 1998, if the employee’s Time Recording Info. infotype (0050) did not exist before January 2, 1998

Procedure

Run report RPTCC101 (HR-PDC: Download HR Mini-Master Record).
Connection with External Time Recording Systems

Download HR Mini-Master Records

Downloading the HR mini-master record can also be scheduled periodically as a batch job. Schedule the report RPTCC101 in the Customizing section of either Personnel Time Events or Employee Expenditures in the Implementation Guide (IMG) for Personnel Time Management.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPMINIMD (Receiver for HR Mini-Master)

Method
receiveMiniMasterData

Message Type
HRCC1DNPERSO (CC1: Download HR Mini-Master)
Downloading Time Event Type Groupings

Use

Downloading time event type groups is required for processing both time events and employee expenditures.

You can group together time event types in time event type groupings. These groupings must be created for in order for various checks to be carried out at the time recording system. Employees can only make entries for these time event types.

Prerequisites

In the Customizing section for Personnel Time Management in the Implementation Guide (IMG), the time event type groupings must be defined in the Set time event type groupings step.

Procedure

Run report RPTCC105 (HR-PDC: Download Time Event Type Groupings).

Downloading the time event type groupings can also be scheduled periodically as batch jobs. Schedule report RPTCC105 from the Customizing steps in either Personnel Time Events or Employee Expenditures section in the Implementation Guide (IMG) for Personnel Time Management.

Interfaces

Export via this BAPI is asynchronous.

Interface Type
RCVPEVTTGR

Method
receiveTimeEventTypeGrp

Message Type
HRCC1DNTEVGR
Downloading Employee Balances

Use

Balances can be called up by employees at the time recording terminal. In this way, employees can view their flextime balances and leave entitlement.

Prerequisites

The employee balances that should be displayed for each employee group must be defined in the Customizing section for Personnel Time Management in the Implementation Guide (IMG). To do so, carry out the Set the data to be displayed at the terminal step.

Procedure

Run report RPTCC102 (HR-PDC: Download Employee Balances) by choosing Human resources → Time Management → Administration → Environment → Subsystem connection → Time events → Balances.

Downloading the employee balances can also be scheduled periodically as batch jobs. To do so, perform the Set Up Background Jobs → Download step in the Personnel Time Events section of the IMG for Personnel Time Management.

Interfaces

Export via this BAPI is asynchronous.

Interface Type
RCVPEVTREC

Method
receivePTBalance

Message Type
HRCC1DNBALAN
Downloading Absence/Attendance Reasons

Use
Employees can enter their absence and attendance reasons directly at the terminal if the configuration of your time recording system supports this function. In this way, employees can enter a doctor’s appointment or flextime in lieu with their clock-in/clock-out entry, for example.

An absence or attendance reason can be entered with both clock-in (P10) and clock-out (P20) time events.

The absence or attendance reasons entered by the employees are checked by the time recording system.

Based on the absence or attendance reason entered by the employee, the system generates a partial-day absence or attendance record for the current day, or a full-day record for the previous or subsequent workday.

Prerequisites
The following Customizing steps in the Personnel Time Management section of the Implementation Guide (IMG) must be carried out:

- Set groupings for absence/attendance reasons at the subsystem
- Maintain absence/attendance reasons

Procedure
Run report RPTCC103 (HR-PDC: Download Attendance/Absence Reasons) by choosing Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Attendance/absence.

Downloading absence and attendance reasons can also be scheduled periodically as batch jobs. To do so, perform the Set Up Background Jobs → Download step in the Personnel Time Events section of the IMG for Personnel Time Management.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPEVTREC

Method
receiveAttAbsReason

Message Type
HRCC1DNATTAB
**Downloading Objects**

**Use**

Employees can enter a different payment than that which is specified in their *Basic Pay* infotype (0008) at the time recording terminal.

The time recording system checks if the objects (such as positions) recorded by the employees exist in the R/3 System.

**Prerequisites**

Only objects (such as positions) that are already saved in the table T528B can be entered.

**Procedure**

Run report RPTCC110 (*HR-PDC: Download Objects*) by choosing *Human resources* → *Time management* → *Administration* → *Environment* → *Subsystem connection* → *Time events* → *Objects*.

Downloading objects can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs* → *Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

**Interfaces**

Export via this BAPI is asynchronous.

**Interface Type**

RCVPEVTREC

**Method**

receivePObj

**Message Type**

HRCC1DNOBJID
Downloading Permitted Cost Centers

Use
By downloading the permitted cost centers, you provide the time recording system with a selection of possible entries as well as the capability of checking the data entered by employees. The download occurs for a pre-defined valid duration.

Procedure
Run report RPTCC107 (HR-PDC: Download Cost Centers) by choosing Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Cost centers.

Downloading the permitted cost centers can also be scheduled periodically as batch jobs. To do so, perform the Set Up Background Jobs → Download step in the Personnel Time Events section of the IMG for Personnel Time Management.

By selecting the Cost Center Group and the Logical System in report RPTCC107, you can specify that only certain cost centers are downloaded to the various time recording systems.

To do so, enter in the system the applicable cost center groups from which you want a download to take place.

Choose Accounting → Controlling → Cost centers → Cost center groups → Create.

Enter the cost center group with semantic reference to the Plant Data Collection (PDC) groups so that you can see an overview during the download.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPEVTREC

Method
receiveCostCenter

Message Type
RCC1DNCCOSTC
SAP AG

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Downloading Permitted Cost Centers

April 2001
Downloading Permitted Internal Orders

Use
By downloading the permitted internal orders, you provide the time recording system with a selection of possible entries as well as the capability of checking the data entered by employees.

Procedure
Run report RPTCC111 (HR-PDC: Download Internal Orders) by choosing Human Resources → Time management → Administration → Environment → Subsystem connection → Time events → Internal orders.

Downloading permitted internal orders can also be scheduled periodically as batch jobs. To do so, perform the Set Up Background Jobs → Download step in the Personnel Time Events section of the IMG for Personnel Time Management.

By selecting the Internal Order Group and the Logical System in report RPTCC111, you can specify that only certain internal orders are downloaded to the various time recording systems.

To do so, enter in the system the applicable internal order groups from which you want a download to take place.

Choose Accounting → Controlling → Internal orders → Master data → Internal order groups → Create

Enter the internal order groups with semantic reference to the Plant Data Collection (PDC) groups so that you can see an overview during the download.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPEVTREC

Method
receiveInternalOrder

Message Type
HRCC1DNINORD
**Downloading Permitted Projects**

**Use**

By downloading permitted projects from the *Project System* (PS), employees can assign their working times directly to the applicable project at the time recording terminal.

The data entered in the time recording terminal by the employees is checked in the time recording system.

**Procedure**

Run report RPTCC108 (*HR-PDC: Download Work Breakdown Schedule Elements*) by choosing *Human resources* → *Time management* → *Administration* → *Environment* → *Subsystem connection* → *Time events* → *Projects*.

> Downloading permitted projects can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs* → *Download* step in the *Personnel Time Events* section of the IMG for *Personnel Time Management*.

**Interfaces**

Export via this BAPI is asynchronous.

**Interface Type**

RCVPEVTREC

**Method**

receiveWBSElement

**Message Type**

HRCC1DNWBSEL
Uploading Personnel Time Events

Use
Uploading personnel time events enables all of the time events entered in the time recording system to be uploaded to R/3 Time Management (PT).

The personnel time events uploaded to the R/3 System are stored in the table CC1TEV. These time events can be processed using the report SAPCDT45. The time events can then be displayed and changed manually in the Time Events [Ext] infotype (2011).

Procedure
Uploading personnel time events occurs in two steps:

1. Downloading the upload request from R/3 Time Management to the time recording system.
   Run report RPTCC106 (HR-PDC: Download Upload Request for Time Events) by choosing Human resources → Time management → Administration → Environment → Subsystem connection → Time events → Upload request for time events.

2. Uploading the time events entered from the time recording system in R/3 Time Management.
   The upload is started from each time recording system.
   
   Downloading the upload requests can also be scheduled periodically as batch jobs.
   To do so, perform the Set Up Background Jobs → Download step in the Personnel Time Events section of the IMG for Personnel Time Management.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPEVTREC to download the upload request

Business Object
BUS7014 Manager for External Personnel Time Event for the Upload

Methods
- requestPEvent (Download the Upload Request)
- PTManagerExtPEvent.Insert (Upload)

Message Type
- RCVPEVTREC to Download the Upload Request
- HRCC1UPTEVEN for the Upload
Processing Employee Expenditures

Use
This function allows you to process employee expenditures recorded at an external recording system in SAP Time Management (PT).
Cafeteria and service station data are both considered employee expenditures.

Integration

SAP System Functions
- Managing HR master data records
- Generating primary wage types for SAP Payroll (PY).
- Storing employee expenditures in the EE Remuneration Info (2010) or Additional Payment infotypes (0015) infotypes.

External Systems Functions
- Processing employee expenditures
- Displaying information for employees at recording terminals
- Validating data against master data from the SAP System
Data is sent from the SAP System to the external time recording system to be checked or to be displayed for employees.

Providing external time recording systems with data from the SAP System is called a “download.”

The data is downloaded from SAP Time Management (PT) to the time recording system. Employee expenditures are recorded in external time recording systems and then checked against the data downloaded from the SAP System.

The data recorded is then uploaded to SAP Time Management from the external recording system and stored in the table TEXLGA. Primary wage types for use in SAP Payroll are generated from the employee expenditures stored in this table. Data records are then created with these primary wage types in the EE Remuneration Info. [Ext.] (2010) or Additional Payment [Ext.] (0015) infotypes.
Process Flow for the Business Process: Processing Employee Expenditures

Purpose
The business process “Processing Employee Expenditures” is described here in more detail.

Prerequisites
The Time Recording Info. [Ext.] infotype (0050) should be maintained for employees who are going to record their expenditures at an external time recording system.

Process Flow
The following graphic displays the business object along with the interface types and methods that are required for the external time recording system to communicate with the SAP R/3 System.

- Downloading HR Mini-Master Records [Page 30] (PT)
- Downloading Time Event Type Groupings [Page 32] (PT)
- Downloading Employee Expenditures [Page 33] (PT)
- Uploading Employee Expenditures [Page 34]
Download HR Mini-Master Records

Use

Downloading a HR mini-master record is necessary for processing both time events and employee expenditures.

The HR mini-master record is required for checking employee data in the time recording system.

Prerequisites

You have to create a Time Recording Info. (Information) infotype (0050) for every employee whose data you want to download in the time recording system.

The download takes place for the valid period specified in the report RPTCC101 (HR-PDC: Download HR Mini-Master).

Keep in mind that the HR mini-master record is downloaded regardless of the employee’s status (check the Actions infotype (0000)). In the Leaving event, the system defaults to the Time Recording Info. infotype (0050) so that you can delimit the data accordingly.

In this way, you can stipulate that a particular employee who left the company is still granted access authorization.

A minimum of one record is downloaded for each employee. If any relevant employee master data changes in this period, then a number of records are downloaded with corresponding limited valid periods.

For example, you download HR master data records for four days on January 1, 1998, at 1:30 a.m.

The following data is downloaded for each selected employee, according to the validity of the Time Recording Info. infotype (0050) and depending on changes made to that employee’s master data:

- Master data record, valid from January 1, 1998, to January 4, 1998
- Master data record, valid from January 2, 1998, to January 4, 1998, if the employee’s Time Recording Info. infotype (0050) did not exist before January 2, 1998

Procedure

Run report RPTCC101 (HR-PDC: Download HR Mini-Master Record).
Downloading the HR mini-master record can also be scheduled periodically as a batch job. Schedule the report **RPTCC101** in the Customizing section of either **Personnel Time Events** or **Employee Expenditures** in the Implementation Guide (IMG) for **Personnel Time Management**.

**Interfaces**

Export via this BAPI is asynchronous.

**Interface Type**

RCVPMINIMD (Receiver for HR Mini-Master)

**Method**

receiveMiniMasterData

**Message Type**

HRCC1DPERSO (CC1: *Download HR Mini-Master*)
Downloading Time Event Type Groupings

Use
Downloading time event type groups is required for processing both time events and employee expenditures.

You can group together time event types in time event type groupings. These groupings must be created for in order for various checks to be carried out at the time recording system. Employees can only make entries for these time event types.

Prerequisites
In the Customizing section for Personnel Time Management in the Implementation Guide (IMG), the time event type groupings must be defined in the Set time event type groupings step.

Procedure
Run report RPTCC105 (HR-PDC: Download Time Event Type Groupings).

Downloading the time event type groupings can also be scheduled periodically as batch jobs. Schedule report RPTCC105 from the Customizing steps in either Personnel Time Events or Employee Expenditures section in the Implementation Guide (IMG) for Personnel Time Management.

Interfaces
Export via this BAPI is asynchronous.

Interface Type
RCVPEVTTR

Method
receiveTimeEventTypeGrp

Message Type
HRCC1DNTETVGR
**Downloading Permitted Employee Expenditures**

**Use**

By downloading the permitted employee expenditures (external wage types), employees can record their own expenditures (cafeteria or service station data) at a recording terminal.

The data entered in the time recording terminal by the employees is checked in the time recording system.

**Prerequisites**

The following Customizing steps in the *Personnel Time Management* section of the Implementation Guide (IMG) must be carried out:

- Set groupings for employee expenditures at the subsystem
- Maintain wage types

**Procedure**

Run report RPTCC104 (*HR-PDC: Download Employee Expenditures*) by choosing Human resources → Time management → Administration → Environment → Subsystem connection → Employee expenditures → Permitted expenditures.

- Downloading permitted employee expenditures can also be scheduled periodically as batch jobs. To do so, perform the *Set Up Background Jobs → Download* step in the *Personnel Time Events* section of the Implementation Guide (IMG) for *Personnel Time Management*.

**Interfaces**

Export via this BAPI is asynchronous.

**Interface Type**

RCVPEXPREC

**Method**

receivePExpenses

**Message Type**

HRCC1DNEXTWT
Upload Employee Expenditures

Use

Uploading employee expenditures enables all of the employee expenditures entered in external
recording systems to be uploaded to SAP Time Management (PT).

The employee expenditures uploaded to the SAP System are stored in the table TEXLGA. These
employee expenditures can be processed using the report RPIEWT00 (Create Batch Input
Session for Employee Expenditures). The report generates primary wage types from the
employee expenditures that can be processed further in SAP Payroll (PY). Data records are then
created with these primary wage types in the EE Remuneration Info [Ext.] (2010) or Additional
Payment [Ext.] (0015) infotypes.

Procedure

Uploading employee expenditures takes place in two steps:

1. The upload request is downloaded from SAP Time Management to the external
recording system.
   
   To do so, run report RPTCC109 (HR-PDC: Download Upload Request for Employee
   Expenditures).

2. The employee expenditures entered from external recording systems are uploaded to
   SAP Time Management.
   
   The upload is started from each external recording system.

   Downloading the upload requests can also be scheduled periodically as batch jobs.
   To do so, carry out the Set up background jobs → Download step in the Personnel
   Time Events section of the Implementation Guide (IMG) for Personnel Time
   Management.

Interfaces

Export via this BAPI is asynchronous.

Interface Type

RCVPEVTREC to download the upload request

Business Object

BUS7015 Manager for Expenditures to be Calculated

Methods

- requestPExpenses (Download the Upload Request)
- PTMgrExtPExpenses.Insert (Upload)
Message Type

- HRCC1REQUPEXTWT (Download the Upload Request)
- HRCC1UPEXTWT (Upload)