SAP TIME TRACKING MANUAL

→ HR & Legal Affairs

LEUPHANA
UNIVERSITÄT LÜNEBURG

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INTRODUCTION AND OBJECTIVES OF THE MANUAL

From 1 January 2024, all technical and administrative employees at Leuphana will use the SAP time recording system to record their working hours. This manual serves as a guide to this system. You will find basic information on the range of functions and the user interfaces. In addition, individual processes that you will carry out in future using the SAP time recording system are described in detail. Information on the individual processes can also be found on the intranet pages of the HR department.

CONTACT DETAILS AND SUPPORT

If you have problems with SAP time recording and cannot find the answers to your questions here, please contact us at: zeiterfassung@leuphana.de

SAP TIME TRACKING

PRINCIPLES OF WORKING TIME CALCULATION

In SAP time recording, your regular weekly working time is distributed evenly over the 5 days of the working week. This applies to both full-time and part-time employees, regardless of how many days a week you actually work. Even if you have agreed with your line manager and individually specified the days on which you actually work, your working time account is debited with one fifth of your average weekly planned working time for each day from Monday to Friday and, in return, is credited with your actual working hours on your working days.

You can see the calculation in the following example. An employee works three days a week as follows: eight hours on Mondays and Wednesdays and four hours on Fridays. This results in the following working time calculation:

Weekly working day	Planned working time in the system (in h)	Hours actually worked and recorded	Recorded undertime or overtime
Monday	4	8	+ 4
Tuesday	4	0	- 4
Wednesday	4	8	+ 4
Thursday	4	0	- 4
Friday	4	4	+- 0
Time account at the end of the week in (h)	20	20	0

Please note: SAP time recording calculates in industry minutes. To convert your working time account to hours and minutes, please use the conversion tool in Appendix B.

REGISTRATION AND LOG-IN

In the new time recording system, the start and end of working hours are booked for all employees exclusively via a web client (login on PC/laptop). The URL can be found on the intranet on the "Working hours" page.

In order to record the time you need to boot up your computer and start time recording as working time, you will be credited with 5 minutes a day for working time bookings on campus. However, this only happens if you work on site in the office. The 5 minutes are not credited when working from home.

To log in to the system, please carry out the following steps:

1. If you are not at your workstation computer on campus or in the WLAN on campus: Establish a VPN connection and select "Online research" (not "Intranet") under "Group".
   (Further information can be found on the MIZ instruction pages: https://www.leuphana.de/services/miz/it-dienste/vpn-zugang.html)
2. Go to the following link:
   https://ps1.erp.uni-hannover.de/leuphana/zeitwirtschaft?sap-theme=sap_belize

   The following image will appear:

3. Select "IDM-Leuphana" and then click on continue.

4. Log in with your Leuphana account.
5. The same steps can also be carried out on a smartphone. However, the interfaces are not adapted to the mobile devices.

COMPOSITION OF THE SURFACES

As soon as you have logged in, you will see two sections in the menu bar on the left-hand side of the time recording system:

— Bookings and receipts
— Create holiday

The Bookings and Receipts tab is divided into four sub-sections, which you can access via tabs:

The individual sub-sections of the main category "Bookings and receipts" are explained below. We will then explain the "Create holiday" section.

SECTION "BOOKINGS AND RECEIPTS"

Time tracking

By default, after logging in, you are in the "Bookings and Receipts" section and in the "Time tracking" tab. At the top left you will immediately see the "Fast entry" function. This allows you to log in and out directly at your workstation. A distinction is made between

- "come" and "go" for recording working hours in the office on campus,
- "Coming home office" and "Going home office" for time recording in the home office (both for mobile working and teleworking) and
- "leaving (with reason/office tour)" and "arriving (with reason/office tour)" when you leave the campus for an office tour.

Please note: The preset time corresponds to the time you logged into the time recording system. The time is not updated automatically if you are inactive for a longer period of time. To update the time, click on the clock symbol next to the time.

If you scroll down the page, you will find the "**Detailed entry**" function. This allows you to log in and out and enter the start and end of working hours **up to three days in retrospect**.

If, for example, you started your work before you were sitting at the computer (e.g. due to an appointment in the office), you can backdate the start of your working

time using the "Detailed recording" function. Similarly, if you have forgotten to log out of the computer but the computer is already switched off, you can subsequently record the end of your working time. You can find more information on the "Recording working time" process on page 12.

The third function available on this page is the "**Delete**" function. Here you can see all the time events booked in the last few days.

If you have made a mistake when entering the time or if there is another reason for an incorrect entry, you have the option here of deleting working times that have already been entered **retrospectively for up to three days.** Further explanations of the "Correct incorrect bookings" process can be found on page 13.

Receipt of Working Hours

You can use the "Time statement" tab to view detailed bookings for the selected month (see arrow for month selection) and download them if required. The time statement clearly lists all booked working hours as well as reduced hours and time credits. You can see when, for example, break times or unauthorised daily overtime (more than 10 hours) are capped and what your current time credit is. The traffic light system for overtime and undertime regulated in the service agreement on the regulation of working time (DV Arbeitszeit) is also displayed here.

| Zone	Time credit (in h)	Undertime (in h)
green	0 - 60	0 - 5
Yellow	>60 - 80	>5 - 10
red	>80 - 100	>10 - 40

Please note: Only "completed working days" are displayed in the time statement; current, still active bookings for the current day are not yet listed in the time statement, but are only visible on the following day.

As an employee, you can accumulate a time credit up to a maximum of 100 hours (for full-time employees, pro rata for part-time employees). If your working time account has a higher credit balance, further overtime hours will still be recorded

by the system, but will be capped at the end of the month if the overtime hours have not been compensated in the current month. The capped working hours are shown in the time statement.

Personal calendar

The personal calendar gives you an overview of attendances and absences over the entire year. The total number of home office days is also listed - a useful function for tax returns, for example.
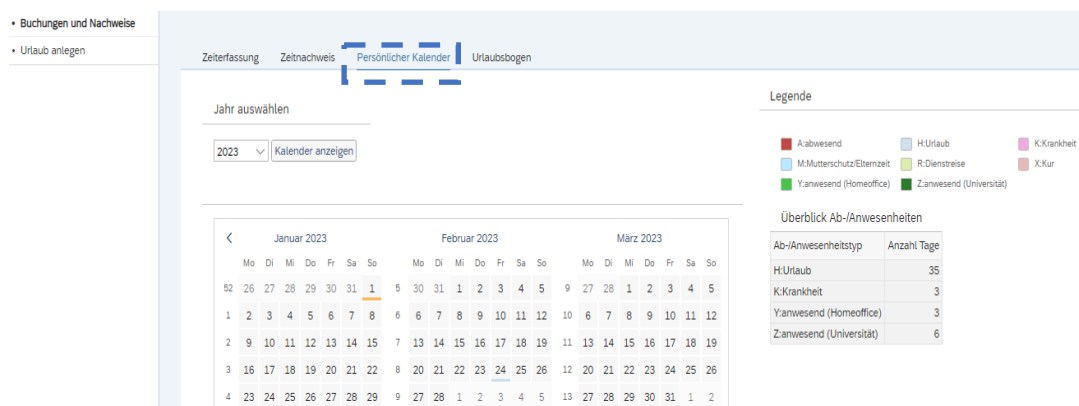
Holiday sheet

In the "Holiday sheet" tab, you will first see your regular holiday entitlement and the amount of any remaining holiday entitlement from the previous year. These two figures are not adjusted over the course of the year.

In addition, the holiday days already taken and planned for the current year are listed here. You can see at a glance how much remaining holiday is still available to you for the current year. Information on the expiry date of the holiday quota is also listed here.

SECTION "REGISTRATION OF HOLIDAYS"

Team calendar

By default, the "Team calendar" tab lists all members who belong to your organisational unit according to SAP and who also record their working time via the time recording system. If required, you can only display a selection of people.

The team calendar gives you a quick overview of your colleagues' daily attendance and absence as well as information on which of them are currently working from

home. The status is displayed in different colours to give you a quick visual overview. The status is limited to the following options:

— Planned and authorised absences
— Booking home office
— Booking Campus

You can also view your own holidays here. As soon as you have created a holiday in the system and it has been processed by SAP, it is highlighted in colour in the team calendar.

Create holiday entry

You enter your planned leave in the time recording system yourself. You first agree your desired leave with your line manager and your deputy and then enter it in the time recording system following written or verbal approval (depending on how the processes are regulated within your organisational unit). A separate application for leave to the HR department is not required in the case of holiday leave. Special leave must still be requested via urlaub@leuphana.de. More detailed explanations of the "Create leave" process can be found on page 14.

Holiday contingent

The available holiday entitlements from the current and previous year (up to 30 September) are listed in the "Holiday quota" tab. Other holiday entitlements, such as additional leave for people with a severe disability, are also listed here. This information is intended to give you an overview of your remaining holiday entitlement. Please note that the display is updated daily, i.e. the annual leave entitlement for the following year may not yet be displayed. By changing the date under "Display on", the display may change. In the lower part of the tab, you again have the option of creating your holiday via this section.

PROCESSES RELATING TO TIME TRACKING

TRACK WORKING TIME

After logging in, you will be taken directly to the start page of the time recording system where you can log in for the current time with one click.

CORRECT WORKING TIME

If your working hours began before you were able to log into the time recording system on your work computer, you have the option of retroactively recording your working hours for up to 3 calendar days. Please fill in the three mandatory fields marked with an asterisk (date, new time, booking type). The "Special feature" field must be completed if you wish to retrospectively record working time in the home office. Then click on the "Save" button.

DELETE INCORRECT BOOKINGS

If you realise that a booking was incorrect, you can delete it retroactively for up to 3 calendar days and then re-enter it via the detailed entry (see above). To do this, select the relevant entry and click on "Delete". You can then enter the correct working time using the "Detailed entry" function as described above. Any necessary working time corrections for the previous Friday can still be made on Monday during the course of the day.

You cannot make working time corrections that lie outside the subsequent recording time frame yourself. To do this, please contact zeiterfassung@leuphana.de with your specific request.

BOOK A BUSINESS TRIP

A business trip is undertaken to carry out business outside the workplace but within the place of work.

If you leave the campus due to a work shift, you must be logged into the system as present. As soon as you start the off-site visit, use the "Leave (with basic/off-site visit)" button. As soon as you have completed the tour of duty, you log in to the system as "coming (with reason/shift)". You are then still booked as "present". If your work ends directly after the tour of duty, click on "leave" immediately.

BOOK EMPLOYEE SPORT

If you take part in the employee sports programme after consultation with your line manager, please book "go" when you leave the workplace and "come" when you return to the workplace after the employee sports programme. You will be credited with one hour of working time per week for participating in the employee sports programme. Please enter this one hour of working time in the detailed entry.

VIEW TIME CREDITS AND REDUCE OVERTIME

Hours worked in excess of the individually defined weekly working hours are recognised as overtime and recorded as time credits. For detailed information on

the applicable regulations, please refer to the working time service agreement. The time recording system documents overtime in the "Time statement" tab.

In order to reduce working time credits, it is sufficient to agree with the supervisor to what extent and at what time the time credit will be reduced. A separate application or separate entry as a flexitime day in the system is not required.

If your working time account has a credit balance of more than 100 hours (for full-time employees, pro rata for part-time employees), further overtime hours will still be recorded by the system, but will be capped at the end of the month if the overtime hours have not been compensated.

VIEW UNDERTIME / VIEW WORKING TIME ACCOUNT BALANCE

Hours not worked are recognised as minus hours in the working time account. For detailed information on the applicable regulations, please refer to the working time service agreement. The time recording system documents the insufficient working hours (minus hours) in the "Time record" tab (under "Bookings and records").

REGISTER HOLIDAY

Employees are responsible for entering their own leave. Under "Create leave", you have the option of entering leave that you have agreed with your superior and your deputy yourself. The system prompts you to fill in the required fields (deputy and manager).

To select the approver, i.e. your line manager, please use the search function by surname. The approver responsible for you will then be displayed for you to select. If you have more than one supervisor, use the plus sign to add more.

The "Representative" field is a free text field. If you have a deputy, please enter the name of the person deputising for you here. If you do not have a representative, you can also enter "none" here. An entry must be made in any case.

The "New note" field is also a free text field. Here you can enter any additional information required by your line manager. Possible entries will be sent to the supervisor.

If you click on "Send", the data you have entered will first be transferred to the SAP system and posted there. As a rule, the holiday you have entered will also be stored in your working time account the next day. Both your line manager and you will also receive an automated notification by e-mail.

The system helps you to keep an eye on your personal holiday quota. If you accidentally want to create your holiday twice or enter too many holiday days, you will receive an automatic error message.

REGISTER HOLIDAY FOR THE FOLLOWING YEAR

Leave for the following year is activated from 1 December of each year. It is not possible to Register Holiday for the following year in the system before this date. You can of course discuss your holiday planning with your line manager and have it approved earlier. However, holiday periods can only be entered into the system after 1 December.
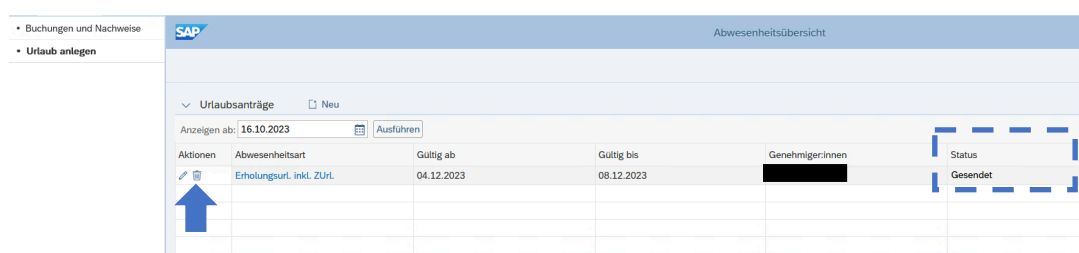
Please note: If you Register Holiday for the following year, your remaining holiday for the current year will be used up first. If you then want to Register Holiday at short notice in the current year, you will receive an error message because the system requires the current year to be taken into account first.

Example: Assume you still have 5 days of holiday entitlement in 2023. In December 2023, you plan a holiday for January with a duration of 5 days. This will completely use up your holiday entitlement for 2023.

If you spontaneously want to book an additional 2 days' holiday in December 2023, you will receive an error message as the system assumes that the holiday entitlement from 2023 has already been used up by the holiday that was already created in the future. In such a case, it is necessary to cancel the holiday in January 2024, book the desired holiday in December 2023 and then re-enter the holiday for January 2024.

CANCEL A PLANNED HOLIDAY

If you have entered your holiday as described above, the status will initially show "sent", i.e. the entry has not yet been finally processed by the system and entered in SAP. This usually happens overnight. At this stage, you have the option of cancelling the leave directly if you made a mistake when entering it. To do this, simply click on the rubbish bin symbol in the relevant line.

If the status of the entry is already marked as "approved", your Supervisor and you have already been informed by email that the leave has been finally entered in SAP. It is no longer possible to delete the entry directly. However, you can still cancel future leave yourself. To do this, please click on the "Cancel" button in the overview.

The "dustbin" symbol then appears again in front of each line that can be cancelled. If you then click on the symbol, the entries you have made will be displayed again (it is not possible to change the entries).

Click on "Send" again to send the cancellation of the holiday. There are now two entries in the overview for the leave to be cancelled, one with the status "approved" and one with the status "sent". Once the cancellation has been entered in the SAP system, both lines have disappeared from the overview. You and your line manager will receive an email notification of the cancellation.

Holidays in the past cannot be cancelled. E.g. you fall ill during a holiday and wish to have holiday days credited back to you, please find out about the procedure on the intranet and inform the HR department. Your holiday will then be corrected by your colleagues in the HR department.

PROCESSES THE SYSTEM CANNOT BE APPLIED TO:

APPLYING FOR SPECIAL FORMS OF LEAVE

Only general recreational leave is created in the system. All other special forms of leave, such as educational leave or time off work, will continue to be processed and created by colleagues in the HR department. Please refer to the intranet for information on the procedure and send an email to urlaub@leuphana.de.

ENTER BUSINESS TRIP

Working time spent on business trips is only recorded by the HR department afterwards. Please send an e-mail with all the necessary information to zeiterfassung@leuphana.de. Please put your line manager in cc.

REPORT ILLNESS

It is currently not possible to report illness via the time recording system. We would therefore ask you to use the usual method of ing illnessness via the HR department. You can find more detailed information on this on the intranet under the heading "Personnel and Legal - Illnessness Notification".

ERROR MESSAGES

WHY DOES THE SYSTEM SHOW ME AN ERROR MESSAGE ON THE START PAGE?

If the time recording system displays this error when logging in, this is due to an incorrect booking. Check the data entered so far in the overview of bookings at the bottom of the page under "Delete".

The time recording system requires a "booking in pair" in order to record working times correctly. If you book in with "come" in the morning, the system requires a "leave" booking at a later time in order to be able to calculate the time worked. Whenever this pair is not complete, this error message appears the next day.

The system processes new information via a "night job". It can therefore take up to 24 hours for the changes you have made to be saved.

WHY DO I GET AN ERROR MESSAGE WHEN I WORK WHILE ON HOLIDAY?

No bookings can be made on working days for which a holiday has been recorded in the time recording system. If you still want to log in and record your working time, an error message appears indicating that it is not possible to record working time for this day. If, for exceptional reasons, it is necessary to work on holiday days that have already been booked, this must be agreed in advance with your

line manager and the HR department. Hours worked during holiday periods can only be added by the HR department and registered holiday can only be cancelled. If you know in advance that you will have to interrupt your leave for work-related reasons, you can correct any leave entered yourself in advance as described. (see 16).

WHY ARE MY CHANGES NOT BEING UPDATED OR DISPLAYED?

An automatic process is triggered in SAP every night to process new data, which means that corrections are not immediately visible. Therefore, please check independently the next day whether the corrections made have been processed in the system. Please wait at least 2 working days before contacting the HR department. If the corrections have still not been fully processed after 2 days, please contact zeiterfassung@leuphana.de.

It is also possible that the HR department has not yet processed your request manually. This can happen, for example, in the case of business trips, illness notes, illness notes while on holiday or when updating working times. Please be patient.

WHERE CAN I VIEW MY CURRENT DAILY WORKING HOURS?

The system does not calculate any open time balances. This means that no open hours and minutes to be worked are specified for the current day. However, the system documents the start time and end time. This documentation provides an overview of how many hours still need to be worked on a given day. You can find the documentation in the "Bookings and receipts" section and in the first tab "Time recording" at the bottom of the page.

WHY ARE THE ERROR MESSAGES NOT DISPLAYED IN FULL?

The system displays error messages using pop-up windows. However, certain error messages may not always be displayed in full in the pop-up window. If you move the mouse over the error message (mouseover function), the full text appears. The error messages can also be viewed in full by manually enlarging the text section of the pop-up window with the mouse. If you receive an error message, you can fix the error message(s) in the upper section by clicking on the "pin" symbol.

WHY CAN'T I MAKE A BOOKING?

When updates are made to the system or the HR department makes changes, it can happen that bookings by employees are temporarily not possible. In this case, you will receive the error message shown above. Wait 15-30 minutes and try again.

There is a regular system time on the third Tuesday of every month from 4 pm, during which updates are carried out, among other things. Unfortunately, it is not possible to predict the exact duration. The system is not available during the system time. You will receive the error message "502 Bad Gateway" and will not be able to log in. If you are still logged in and want to make changes, the system will cancel this and you will also receive the error message 502. Once the system time is complete, the system will be available again as usual.

APPENDIX

APPENDIX A - GLOSSARY

Word	Meaning	Definition of
QSS	quick selfservice	If you have logged in directly via the "come" button, your booking will appear in the overview with the abbreviation QSS.
ESS	employee selfservice	If you add working times via the detailed entry, your booking will appear in the overview with the abbreviation ESS.
Sollz	Target time	Hours that must be worked per working day in accordance with the contractually agreed individual working hours
Istz	Actual time	Hours actually worked in one working day
Glz	Flexitime balance	Difference between target and actual time
Cape(P)	Capping pause	If you do not book your breaks yourself, the system automatically deducts break times in accordance with the Working Hours Act (30 minutes after 6 hours and a further 15 minutes after 9 hours).
Cape(S)	Capping hours	A maximum daily working time of 10 working hours may not be exceeded. Hours booked in excess of this are automatically deducted.
Night job		The system processes the new data in an automatically triggered process. This usually takes place at night, outside regular working hours and therefore outside the utilisation period. Changes are therefore not visible in the system until the following day.

APPENDIX B - CONVERSION TABLE INDUSTRY MINUTES

One industrial hour corresponds to one time hour, i.e. the number before the decimal point can be used. If you multiply the two figures after the decimal point by 0.6 from the industrial minutes, you will arrive at the normal number of minutes.
Example: 1.25 industrial hours = 1.15 time hours (25 x 0.6 = 15)

If you want to convert the normal minutes into industrial minutes, divide the minutes by 0.6.

minutes	Industry minutes	minutes	Industry minutes
1	0,02	31	0,52
2	0,03	32	0,53
3	0,05	33	0,55
4	0,07	34	0,57
5	0,08	35	0,58
6	0,10	36	0,60
7	0,12	37	0,62
8	0,13	38	0,63
9	0,15	39	0,65
10	0,17	40	0,67
11	0,18	41	0,68
12	0,20	42	0,70
13	0,22	43	0,72
14	0,23	44	0,73
15	0,25	45	0,75
16	0,27	46	0,77
17	0,28	47	0,78
18	0,30	48	0,80
19	0,32	49	0,82
20	0,33	50	0,83
21	0,35	51	0,85
22	0,37	52	0,87
23	0,38	53	0,88
24	0,40	54	0,90
25	0,42	55	0,92
26	0,43	56	0,93
27	0,45	57	0,95
28	0,47	58	0,97
29	0,48	59	0,98
30	0,50	60	1,00