



# **SAP Training Manual**

# SAP ESS Clock In Clock Out Request







### Document Release Note

Project : Utkarsh

#### **Document Details:**

Document ID	Version No.	Description
ZENSAR/CIDCO/HR/ESS/Clock In Clock Out Request	V0	This document describes Clock In Clock Out Corrections request raised by Employee.

#### **Document Control**

Versi	Date	Author	Reviewer	Reason for Change
on				
V0	10/11/2017	Ritesh Shetty		Initial Document

#### **Revision Details:**

Version	Action taken (add/del/change)	Preceding Page No.	New Page No.	Revision Description



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### 1. SAP ESS/MSS Portal login

Go to ESS/MSS Link: <u>http://utkarsh.cidcoindia.com:7000/irj/portal</u> Enter User ID Password

	City and Industrial Development Corporation of Maharashtra Ltd.
	User * Password *
	Log On Logon Problems? Get Support
CIDCO WE MAKE CITIES	
	Copyright © SAP AG. All Rights Reserved.



### 2. Clock In Clock Out - Navigation

a) Click on Employee Self Services

Employee Self Services	
<b>*</b>	
Leave, Salary Slips, etc.	

b) Click on <sup>1</sup> in My Services Lane





### 3. Clock In Clock Out Request Process

a) Go to Working Time tab and click on "Clock-In / Out Corrections"

Overview	king Time	Benefits and Payments	Personal Ir	nformation	Career and D	evelop
					Search for Se	rvices
Leave Request & Holidays		Leave Encashme	nt	Time S	tatement	
Create Leave Request	*	Leave Encashment	*	Time State Period Se	ement with lection	$\stackrel{\wedge}{\asymp}$
Leave Overview	$\overset{\wedge}{\Join}$			Time State Date Sele	ement with ction	$\stackrel{\wedge}{\asymp}$
Leave Balance						
Holiday Calender	$\stackrel{\wedge}{\asymp}$					
Clock-In / Out Corrections	¥					
			;			

### PART A- Creating a New Clock In request

i) Click on *New* as shown below



Save	Out Corrections	i .					
• N	Messages Balances	;					
The list of m The last eva	nessages will be updated when aluation of your time data took	n your time data is next evaluate place on Wednesday, 11.10.201	d. 7 at 11:42:49.				
	orded Working Tin	nes: Calendar View					
d Desuisu	- Marala Alaud Marala A		Annha Mana Oslandar		Delete C Direleu	1	
< Previou	MO 06 11 2017	TLL 07 11 2017	Apply View. Calendar	TH 00.11 2017	EP 10 11 2017	SA 11 11 2017	SU 12 11 2017
Timo	00:20 17:20	00:20 17:20	00:20 17:20	00:20 17:20	00:20 17:20	0ff	0ff
00.00.00	08.30 - 17.30	09.30 - 17.30	03.30 - 17.30	08.50 - 17.50	03.30 - 17.30	UII	Oli
08:00:00	09:30 Clock-in	09:30 Clock-in/-out	09:30 Clock-in/-out				
10:00:00	08.50 Clock-III	03.30 Clock-III-Odt	08.50 Clock-In-Out				
11:00:00							
12:00:00							
13:00:00							
14:00:00							
15:00:00							
16:00:00							
17:00:00	17:30 Clock-out	17:31 Clock-in/-out	17:31 Clock-in/-out				
17:00:00 Absence	17:30 Clock-out	17:31 Clock-in/-out	17:31 Clock-in/-out Holiday				

ii) If Employee wants to make entry for *Clock In* kindly mention details as below and click on *OK*.

Clock	<-In/Out	□ ×	1
	Date: Time: Clock-In/Out: * Approver: Note:	09.11.2017 1 09:30:00 Clock-in Vishal Shivajirao Dha Please Approve	ete 10. 0 -
	_	Ok Cancel	

**Note\*\*\*** It is mandatory to have an approver for Clock In Clock Out Corrections, if Employee's Approver name is missing kindly contact Personnel Department.

iii) After click on OK, click on Save



Save	Aessages Balances									
The list of m	he list of messages will be updated when your time data is next evaluated.									
The last eva	he last evaluation of your time data took place on Wednesday, 11.10.2017 at 11:42:49.									
	orded Working Time	es: Calendar Viev	N							
< Previou	s Week Next Week > We	eek From: 06.11.2017	1 Apply View: Calendar V	Edit New	Delete 60 Displa					
	MO, 06.11.2017	TU, 07.11.2017	WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017					
Time	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30					
09:00:00	09:30 Clock-in	09:30 Clock-in/-out	09:30 Clock-in/-out	R 09:30 Clock-in						
10:00:00										
11:00:00										
12:00:00										
13:00:00										
14:00:00										
15:00:00										
16:00:00										
17:00:00	17:30 Clock-out	17:31 Clock-in/-out	17:31 Clock-in/-out							

# **Note\*\*\*** It is mandatory to click on Save or else Time corrections will not get forwarded to Employee's Approver.

iv) You will get the below message after clicking on *Save* 



v) Employee can check the status of his/her request my keeping the mouse cursor on the request as shown below.

	SAP Training manua	I	Utkarsh प्रजारक्ष पारदर्शी प्रशासनार्थ
Apply View: Calendar	V Edit New	前 Delete 6ିନ୍ତି Display	
WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11.2017
09:30 - 17:30	00:20 17:20	00:00 47:00	2#
09:30 Clock-in/-out	R 09:30 Clock-in		
	Correction Th	hursday 09.11.2017 09:30 Clock-in	1 Sent
•			
17:31 Clock-in/-out			

### PART B- Creating a New Clock Out request

i) Click on *New* as shown below

lock-In Save	Out Corrections	5					
•	Aessages Balances	\$					
The list of m The last eva	essages will be updated whe luation of your time data took	n your time data is next evaluat place on Wednesday, 11.10.20	ed. 117 at 11:42:49.				
Rec	orded Working Tin	nes: Calendar View					
< Previou	s Week Next Week >	Week From: 06.11.2017	Apply View: Calendar	🗸 🛛 🖉 Edit	💼 Delete 🖂 Display	]	
	MO, 06.11.2017	TU, 07.11.2017	WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11.2017	SU, 12.11.2017
Time	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	Off	Off
08:00:00							
09:00:00	09:30 Clock-in	09:30 Clock-in/-out	09:30 Clock-in/-out				
10:00:00							
11:00:00							
12:00:00							
13:00:00							
14:00:00							
15:00:00							
16:00:00							
	47-00 Oleals aut	17:31 Clock-in/-out	17:31 Clock-in/-out				

ii) If Employee wants to make entry for *Clock Out* kindly mention details as below and click on *OK*.

**SAP Training manual** Clock-In/Out **X** 1 09.11.2017 Date: 17:30:00 Time: Clock-out v Clock-In/Out: Vishal Shivajirao Dhage \* Approver: Att/abs. reason: Υ. Note: Kindly Approve Ok Cancel

Note\*\*\* a) While entering Clock Out Timing enter time in 24 Hours Format i.e. if Employee leaves at 5:30 PM then enter 17:30 as mentioned above.
b) Kindly DO NOT Select anything in Att/abs. reason.

iii) After clicking on OK, click on Save



OCK- N Save	Out Corrections				
• N	lessages Balances				
The list of m	nadw batchnu ad lliw sancesau	your time data is next evaluated			
The last eva	luation of your time data took p	lace on Wednesday, 11.10.2017 at	11:42:49.		
Rec	orded Working Tim	es: Calendar View			
< Previou	s Week Next Week > W	eek From: 06.11.2017 1	Apply View: Calendar	🗸 📝 Edit 📑 New	前 De
	MO, 06.11.2017	TU, 07.11.2017	WE, 08.11.2017	TH, 09.11.2017	FR, 1
Time	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	09:30
09:00:00	09:30 Clock-in	09:30 Clock-in/-out	09:30 Clock-in/-out	R 09:30 Clock-in	
10:00:00					
11:00:00					
12:00:00					
13:00:00					
14:00:00					
15:00:00					
16:00:00					
17:00:00	17:30 Clock-out	17:31 Clock-in/-out	17:31 Clock-in/-out	R 17:30 Clock-out	
18:00:00					
18:00:00 Absence	e At Work Correction	Non-Working Day Error Hol	iday		

**Note\*\*\*** a) It is mandatory to click on Save or else Time corrections will not be sent to Employee's Approver.

b) Kindly check all the details properly as after Clicking on Save Clock In Clock Out entry changes cannot be Changed or Deleted.

iv) You will get the below message after clicking on Save

Clock-In/Out Corrections			
Save			
🕑 Data sa	ved successfully		
•	Messages	Balances	

v) Employee can check the status of his/her request my keeping the mouse cursor on the request as shown below.



Apply View: Calendar V	Edit New	前 Delete 6권 Display		
WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11.2017	
09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	Off	
09:30 Clock-in/-out	R 09:30 Clock-in			
-				
17:31 Clock-in/-out	R 17:30 Clock-out			
	Correction Thurso	day 09.11.2017 17:30 Clock-out S	ent	
oliday				

**Note\*\*\*** Once approver has approved the request then status will change to Approve as shown below after refreshing the Internet page.

Apply View: Calendar 🗸 🖉 Edit Tree New 👘 Delete 6-3 Display			
WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11.2017
09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	Off
09:30 Clock-in/-out			
	R 10:30 Clock-in		
	Correction Thursd	ay 09.11.2017 10:30 Clock-in App	roved
15:31 Clock-in/-out			



### PART C- Edit/Display Clock In/Clock Out request

i) EDIT REQUEST – Select the Clock In/Clock Out Entry and click Edit as shown below:

Apply View: Calendar 🗸 🖉 Edit 📑 New 💼 Delete 63 Display				
WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11.2017	
09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	Off	
09:30 Clock-in/-out				
	R 10:30 Clock-in			
15:31 Clock-in/-out				
R 17:30 Clock-out				
	R 18:30 Clock-out			

ii) Make changes as required and click on OK

Edit Clock-In/Out					
Date:	09.11.2017				
Time:	17:30:00				
Clock-In/Out:	Clock-out ~				
* Approver:	Vishal Shivajirao Dhage				
Att/abs. reason	~				
Note:	Kindly Approve				
	Ok				

**Note**\*\*\* Changes can be done only before saving the request. Once saved Clock In Clock Out entries cannot be changed

iii) DISPLAY REQUEST – Select the Clock In/Clock Out Entry and click Display as show below:

5	SAP Training manual	L zv	Jtkarsh गरस पारदर्शी प्रशासनार्थ
Apply View: Calendar	🗸 📔 🖉 Edit 📔 🎦 New	🗍 前 Delete 6ිට Display	]
WE, 08.11.2017	TH, 09.11.2017	FR, 10.11.2017	SA, 11.11
09:30 - 17:30	09:30 - 17:30	09:30 - 17:30	Off
09:30 Clock-in/-out			
	R 10:30 Clock-in		
15:31 Clock-in/-out			
R 17:30 Clock-out	R 17:30 Clock-out		

iv) Employee will be able to view his/her request as shown below

Display		
Date:	09.11.2017	
Time:	17:30:00	
Clock-In/Out:	Clock-out	
* Approver:	Vishal Shivajirao Dhage	
Att/abs. reaso	n:	
Note:	Kindly Approve	
		Close



### 4. Reports

Not Applicable

## 5. Support

Send mail to email ID: <u>hcmsupport@cidcoindia.com</u> in case of any issue