



## SAP Training Manual

### SAP ESS Clock In Clock Out Request



## SAP Training manual

### 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

| Version | Date       | Author        | Reviewer | Reason for Change |
|---------|------------|---------------|----------|-------------------|
| 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: <http://utkarsh.cidcoindia.com:7000/irj/portal>  
Enter User ID Password



City and Industrial Development Corporation of Maharashtra Ltd.



User \*

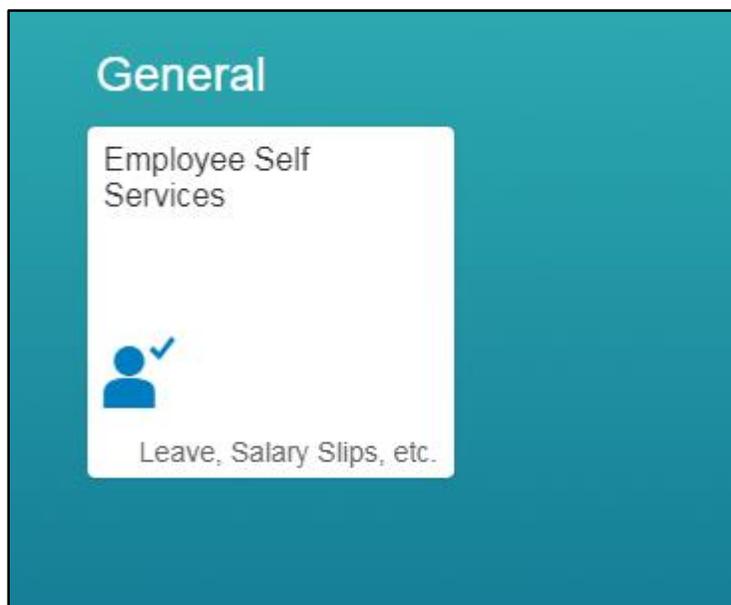
Password \*

Logon Problems? [Get Support](#)

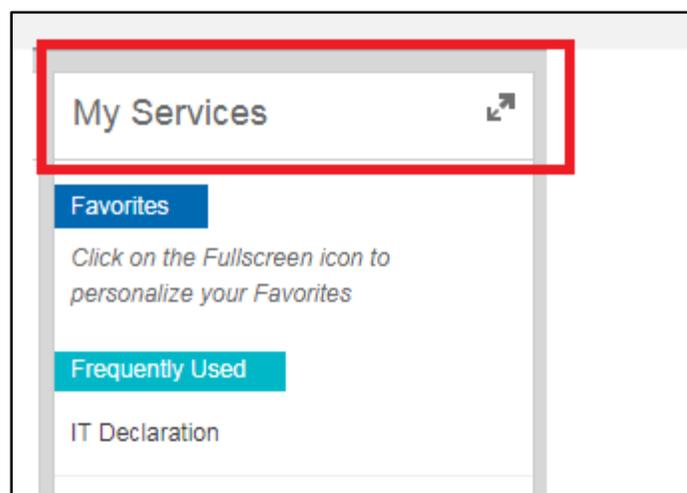
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## 2. Clock In Clock Out - Navigation

- a) Click on Employee Self Services

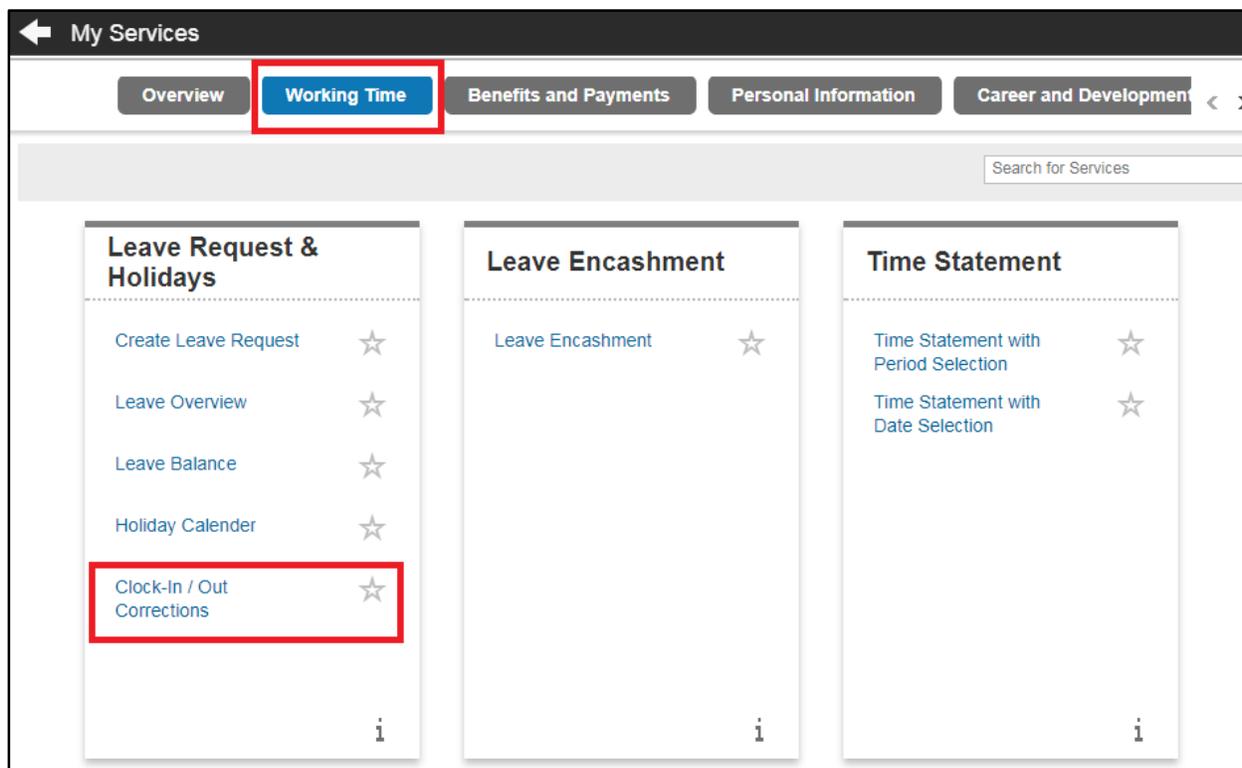


- b) Click on  in My Services Lane



### 3. Clock In Clock Out Request Process

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



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

- i) Click on *New* as shown below

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**Clock-In/Out Corrections**

Save

Messages Balances

The list of messages will be updated when your time data is next evaluated.  
The last evaluation of your time data took place on Wednesday, 11.10.2017 at 11:42:49.

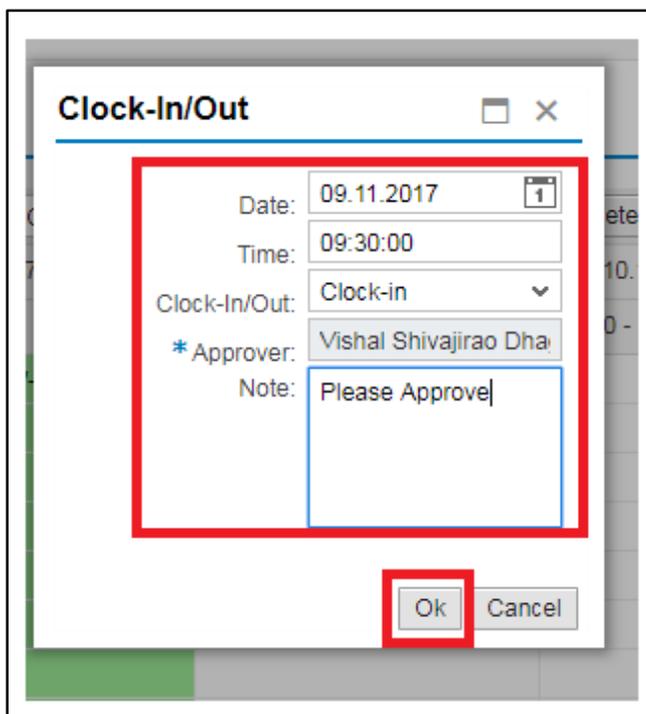
Recorded Working Times: Calendar View

Previous Week Next Week Week From: 06.11.2017 Apply View: Calendar Edit New Delete Display

| Time     | 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 |
|----------|-----------------|--------------------|--------------------|----------------|----------------|----------------|----------------|
| 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 |                 |                    |                    |                |                |                |                |
| 17:00:00 | 17:30 Clock-out | 17:31 Clock-in-out | 17:31 Clock-in-out |                |                |                |                |

Legend: Absence (grey), At Work (green), Correction (red), Non-Working Day (light grey), Error (orange), Holiday (yellow)

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



**Clock-In/Out**

Date: 09.11.2017

Time: 09:30:00

Clock-In/Out: Clock-in

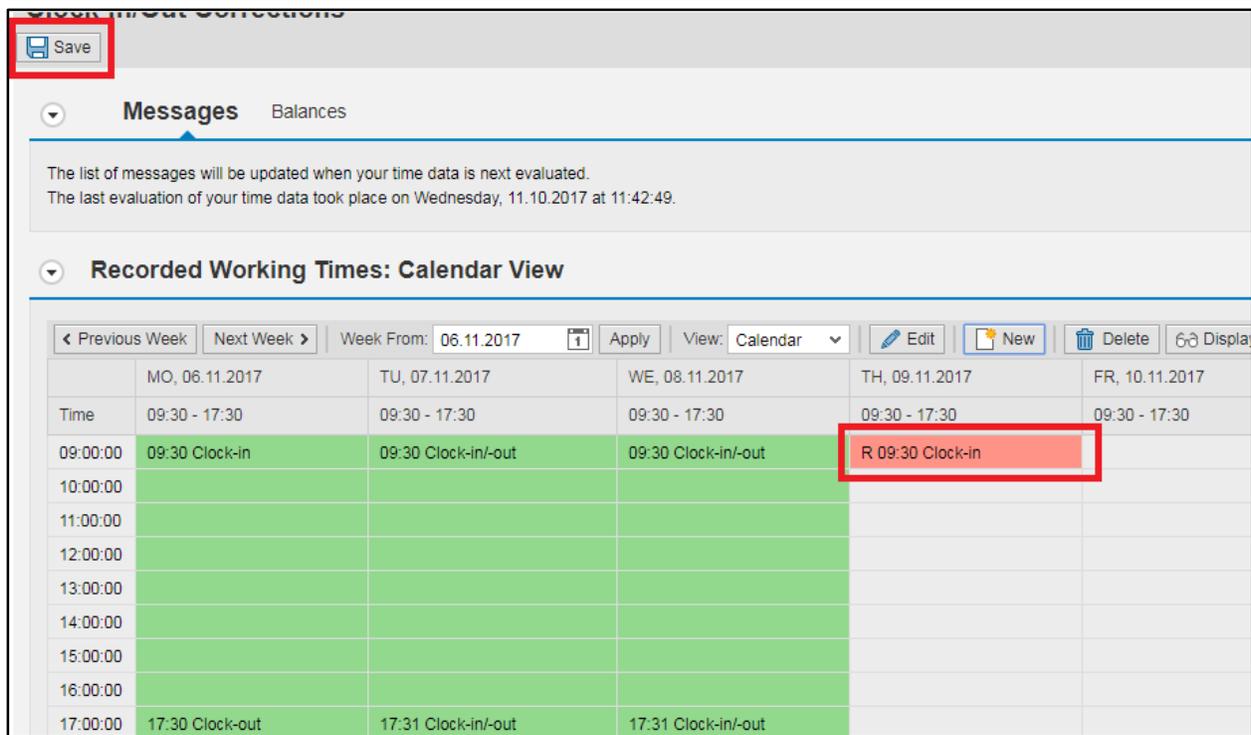
\* Approver: Vishal Shivajirao Dha

Note: Please Approve

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**



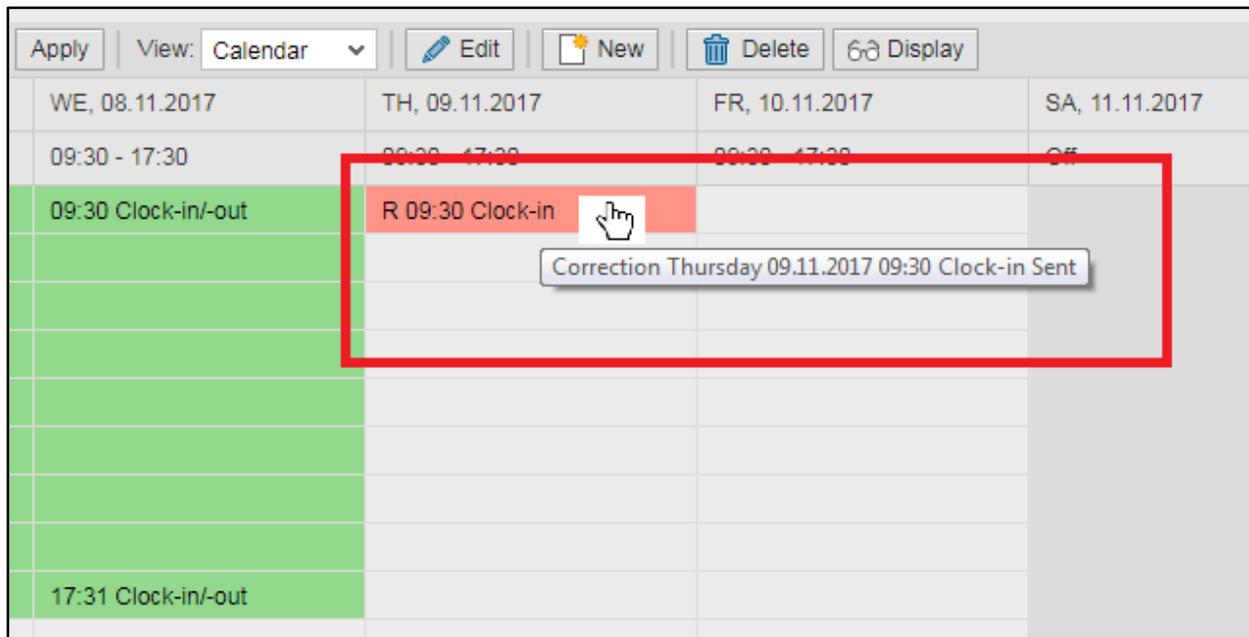
**Note\*\*\*** It is mandatory to click on Save or else Time corrections will not get forwarded to Employee’s Approver.

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



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

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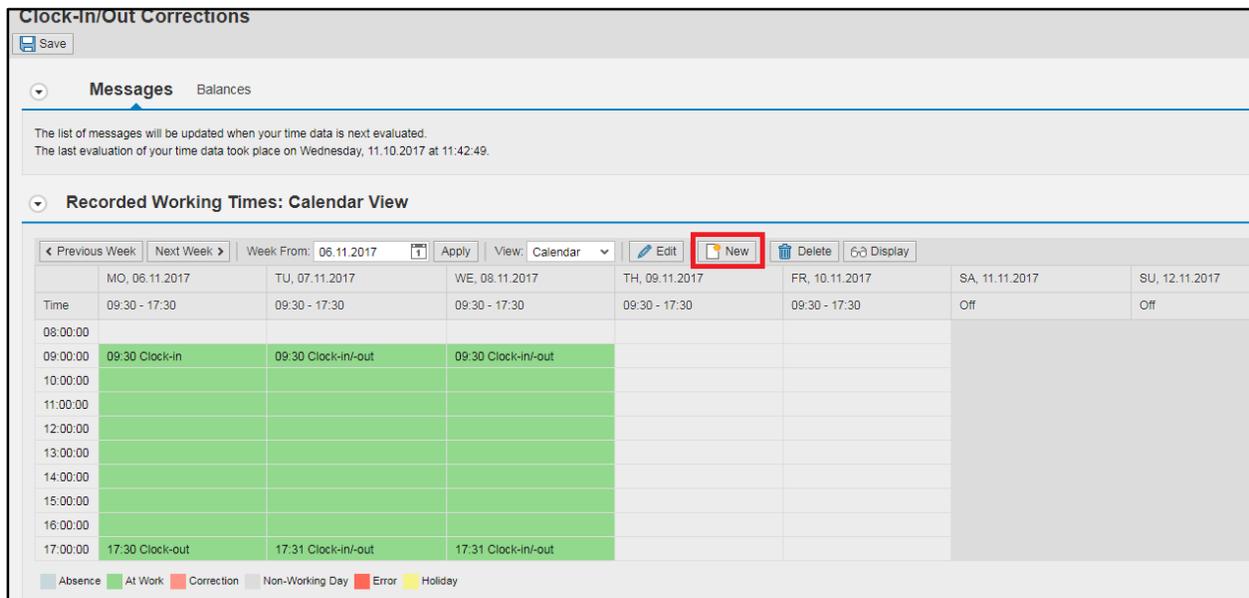
Apply View: Calendar Edit New Delete Display

| 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 |                  |                |                |

Correction Thursday 09.11.2017 09:30 Clock-in Sent

## PART B- Creating a New Clock Out request

- i) Click on *New* as shown below



Clock-In/Out Corrections

Save

Messages Balances

The list of messages will be updated when your time data is next evaluated.  
The last evaluation of your time data took place on Wednesday, 11.10.2017 at 11:42:49.

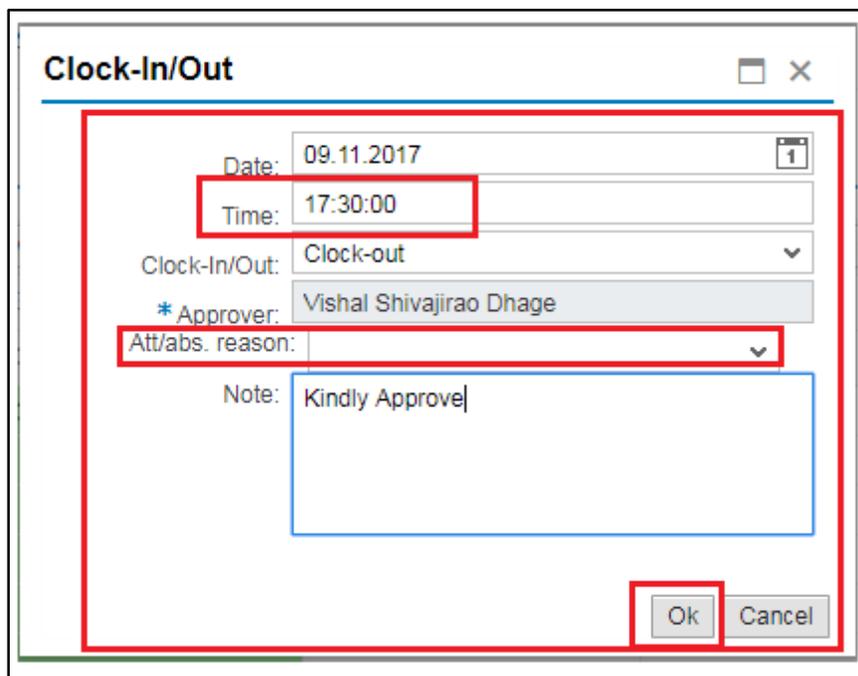
Recorded Working Times: Calendar View

Previous Week Next Week Week From: 06.11.2017 Apply View: Calendar Edit New 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 |                 |                     |                     |                |                |                |                |
| 17:00:00 | 17:30 Clock-out | 17:31 Clock-in/-out | 17:31 Clock-in/-out |                |                |                |                |

Absence At Work Correction Non-Working Day Error Holiday

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



**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 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

**Clock-In/Out Corrections**

**Messages** Balances

The list of messages will be updated when your time data is next evaluated.  
The last evaluation of your time data took place on Wednesday, 11.10.2017 at 11:42:49.

**Recorded Working Times: Calendar View**

< Previous Week Next Week > Week From: 06.11.2017 Apply View: Calendar Edit New Delete

|          | 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 | R 17:30 Clock-out |                |
| 18:00:00 |                 |                    |                    |                   |                |

Absence At Work Correction Non-Working Day Error Holiday

- 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**

Data saved successfully

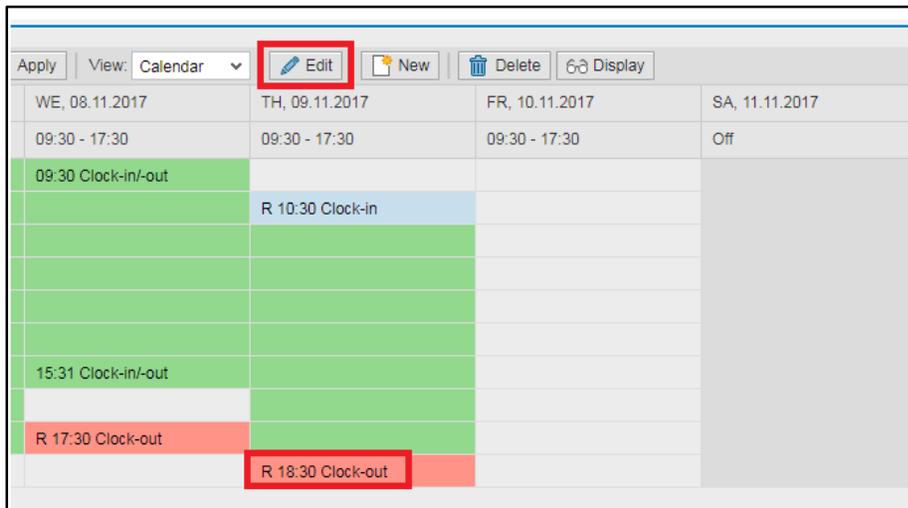
**Messages** Balances

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



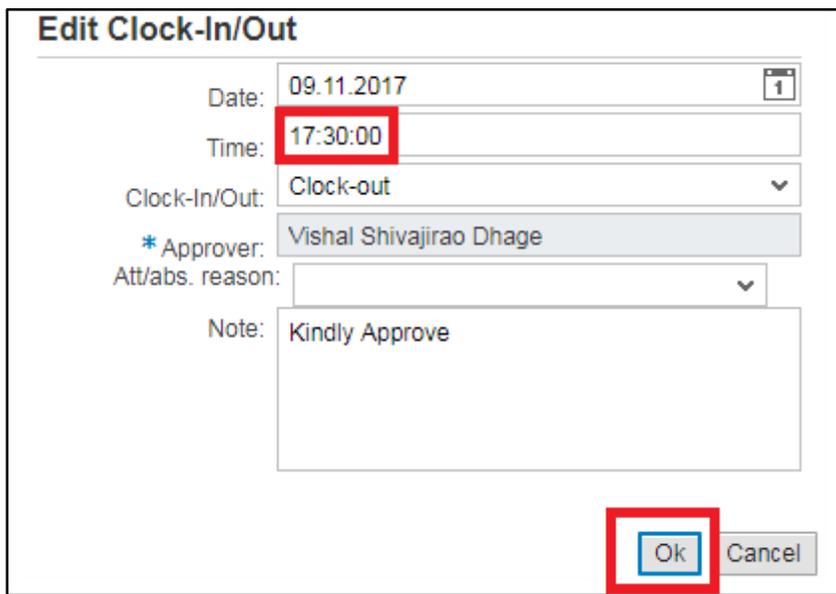
## PART C- Edit/Display Clock In/Clock Out request

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



| 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 Cancel

**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:

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| 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 17:30 Clock-out |                |                |

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

**Display** □ ×

Date:

Time:

Clock-In/Out:

\* Approver:

Att/abs. reason:

Note:

## 4. Reports

Not Applicable

## 5. Support

Send mail to email ID: [hcmsupport@cidcoindia.com](mailto:hcmsupport@cidcoindia.com) in case of any issue