

Functional Documentation - Time management

1.0 Overview

Time management
Menu

This group of reports aims at reaching absenteeism information; the information is organized by Absence group, Reporting Time Type and Absence types. With this report we can have the detail per employee /absence/date. Historical data starts in 2017.

Reports for all workforce type: cadre and non-cadre. Only for Country part of Payroll system.

Application User Profile

Key user profiles:

HR - HR People services team

Managers

Target Users:

HR and managers

VERSION	DATE	MODIFIED BY	DESCRIPTION
0.01	30.10.2023	Emma Glasson	Initial draft

Application Type

Data Product Type

☐ Dashboard
☒ Report
☐ Advanced analytics
☐ AI
☐ Others <specify which one>

Technologies

☒ BW
☐ Tableau
☐ QlikSense
☐ Talend
☐ Dataiku
☐ Others <specify which one>

Data Sources

Note: list of all applications and various environment

☐ SAP PF1 (Production environment)
☐ SAP WP1
☐ SAP PI1
☐ BW (versions)
☐ iCare CRM
☐ CORE CRM
☒ Others - PP9 euHRek a + Kronos

2.0 Business Process

Below you will find the procedures for each of the activities you can perform on the Time App as HR:

- [Change and/or cancel a Leave of Absence](#)
- [How to perform a Leave of Absence](#)
- [Management of Delegation](#)
- [TimeKeeper Management](#)

3.0 Application Feature Overview

Reports	Definition	Prompts	BW Workbook Query	Query Technical Name
Absences detail per day	Report with the detail absences by each day.	Functional roles ★	n.a	BW_QRY_C PHRPT002_0001
Absences detail per day - Furlough	Report based on the detail per day, but filter by the furlough absences.	Calendar Year/Month ★	n.a	BW_QRY_C PHRPT002_0002
Employee Absences	Report is similar to the previous ones, but with more information. In this you will be able to find the absenteeism rate, and other measures not available in the previous reports.		n.a	BW_QRY_C PHRPT002_0002

★ mandatory field

4.0 Functional Specification

4.1 General Data/Calculations

Please find below general dimension, common to all BW HR reports:

Dimension	Definition
Company Code	Company code to which an employee belongs on the time period selected in the report
Country of the company	Country of company where the employee has his employment contract
Calendar	Time dimensions available: Day, Month, Year, Year/Month
Division (Entity)	Division (former entity) to which an employee belongs on the time period selected in the report
Employee NR (NS)	Employee payroll number
Employee PERN	
Employee status	Active, Active Leave, Inactive Leave Dormant, reported No Show Terminated, Inactive
Employment status	Valid for historical data - the period before 1 November 2020. Equivalent to the current dimension Employee status
Employee sub-group grouping (Gr)	Identification of employee by: • Cadre • Employee • Blue Collar • Sales Cadre • External • N.A. The employee sub-group grouping is a grouping definition of the employment type.
Location Grp (Site)	Employee's site
Person ID	Unique identifier code for an employee. EC number. (person name available in the text option for this dimension)
User Name	User account name (to access system/tool)

4.2 General Data/Calculations

Please find below specifics dimensions for Time Management HR report:

Dimension	Definition
Absence Group	First level of grouping of absenteeism types: Health and safety; Organization linked; Other Absences; Strife; Worker Rights.
Reporting Time Type	Second level of grouping of absenteeism types. Example: Accident at work; Sickness; Compensation time; Furlough; Strike; Other Leaves; Vacations
Att./Absence type	Detail of type of absenteeism. Example: Marriage leave; Personal Day; Maternity Leave; Parental Leave; Annual Leave; Sick Leave; Sickness
Job Family (Sub Dom)	Old Sub domain of the Job Hierarchical Structure. This field is outdated. In Employee Central this sub domain was merged with the Functional Area (domain) and it's now called Job Function.
Organizational Unit	Department assigned to the employee in Euhreka

Specific focus on **Absence Group** and **Reporting time type** :

Absence group	Reporting Time type	Definition
Health & Safety	Accident at work	Occurrence during the course of work which leads to physical or mental harm. The phrase 'in the course of work' means whilst engaged in an occupational activity or during the time spent at work. This includes cases of road traffic accidents in the course of work but excludes accidents during the journey between home and the workplace.
	Accident on the way to work	Accidents that occur during the normal journey to or from home and place of work, i.e. road accidents that occur during the journey between the worker's principal or secondary residence and the workplace, or while picking up children from school; accidents between home and a location attended for work-related training.
	Sickness	Absence from work that is attributed to sickness by the employee and accepted as such by the employer
Organization linked	Furlough	COVID19 Furlough
	Compensation time	Flextime, Overtime compensation, Time in lieu, etc
	Downtime	Time during which production is stopped or reduced, during setup for an operation or when making repairs for instance.
Workers's rights	Parental leave	Maternity leave, Paternity leave, Parental leave, Adoption leave, Family caregiver leave
	Vacations	Annual Leave, Vacation days
	Other leaves	Personal days, Paid time-off, Medical appointment, Extended medical leave, Bereavement, Marriage, Volunteer leave, Study or exam, Sabbaticals, Union meetings etc
Strife	Disciplinary	Disciplinary Sanctions, Suspensions
	Strike	Strike, Partial Strike
Other absences	Other absences	Unauthorized. Unjustified absences.

4.2 Process Detail

4.2.1. Report/Process Definition

Domain	Human Resources (HR)
Application	BW Time management Query
Provider	CPHRPT
Existing Documentation	HR Reports

4.2.2. KPI's/Calculations/Indicators

Indicators available for **Absences detail per day** report :

Indicateurs/KPI's	Definition	Calculation/Extraction of data
Abs. / Att. Days		
Abs. / Att. Hours		
Absence days	Number of days that an employee is absent for the time period selected in the report	
Absence Hours	Number of hours that an employee is absent for the time period selected in the report	
Calendar Days	Number of days in a period. Not specific working days.	
Number of Spells	Continuous periods of absence	
# of employees absent	Number of employees with absences	

Indicators available for **Absences detail per day - Furlough** report :

Indicateurs/KPI's	Definition	Calculation/Extraction of data
Abs. / Att. Days		
Abs. / Att. Hours		
Absence days	Number of days that an employee is absent for the time period selected in the report	
Absence Hours	Number of hours that an employee is absent for the time period selected in the report	
Calendar Days	Number of days in a period. Not specific working days.	
Number of Spells	Continuous periods of absence	
# of employees absent	Number of employees with absences	

Indicators available for **Employee Absences** report :

Indicateurs/KPI's	Definition	Calculation /Extraction of data
Absence days	Number of days that an employee is absent for the time period selected in the report	
Absence Hours	Number of hours that an employee is absent for the time period selected in the report	
Abs. / Att. Days		
Abs. / Att. Hours		
Plnnd Days w/o Hols	Number of Planned Days - without holidays	
Plnnd Hours w/o Hols	Number of Planned Hours - without holidays	
Calendar Days	Number of days in a period. Not specific working days.	
Number of Spells	Continuous periods of absence	
# of employees absent	Number of employees with absences	
# of employees		
Sickness hours	Number of Hours due to Sickness. <i>when dimension : reporting time type = sickness</i>	
Sickness rate (%)	% of Sickness share in total Absences	

% of Employees with absences	% of Employees with absences	
Sickness > 30 days (%)		
Sickness < 30 days (%)		
Absenteeism rate (%)	Absence rate (Absence Hours) / (Planned working hours w/o Hols) for the period selected in the report. Note: In analysis excel the absenteeism rate considers all the Absence Groups for a better self service. In People at Solvay the absenteeism rate excludes the "workers rights".	
Res. Planned Working Hours /Month	Planned working hours per Month	

5.0 Non-functional Descriptions

5.1 Usability

as per standards

5.2 Regulatory Compliance

GDPR compliant. Reports that contain sensitive data.

5.3 Security

- Only authorised Users be able to access data.
- Data are not yet split between SCO or ECO. The report contains both companies data.

5.4 Performance

as per standards

5.5 Reliability

as per standards

5.6 Scalability

Historical report, no small enhancements will be performed and no new access except for new joiners in HR domain.

5.7 Compatibility

as per standards

5.8 Availability

as per standards

5.9 Refresh of the Data

Daily refresh, 21:00 CET