

SAP HR – Define Counting Rules

How to define counting rules in SAP

Counting rules in SAP is used to create the set of rules for calculating payroll days and hours for an employee absences. It specifies how to record the absences record on a particular day.

Configuration steps : – In activity you define

1. Counting rules
2. Deduction rules for absence quotas
3. Deduction rules for attendance quotas
4. Rounding rules

Navigation

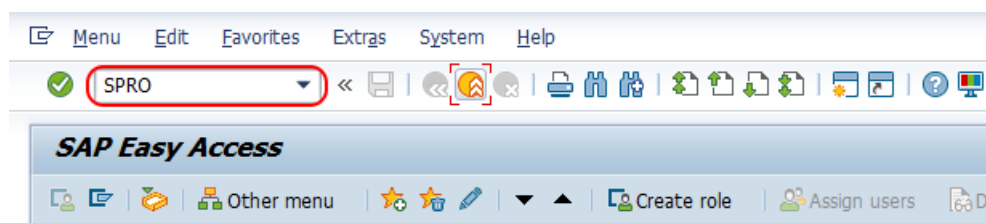
SAP R/3 Role Menu	Define counting rules
Transaction code	SPRO
SAP Menu Path	SPRO > Time Management > Time data recording and administration > Absences > Absence catalog > Absence counting > Rules for absence counting.

Create counting rules

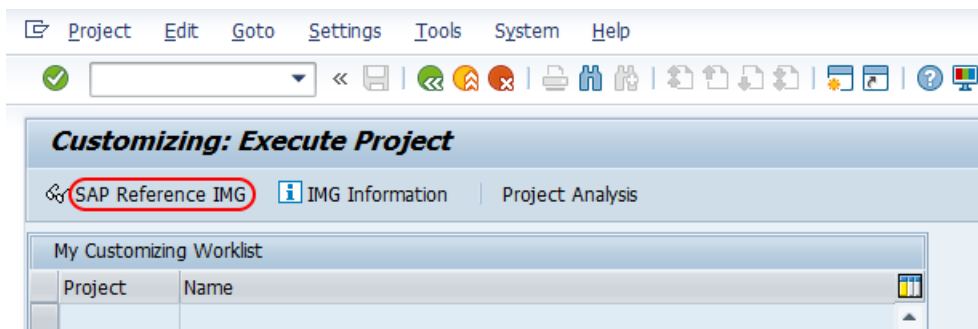
In this activity you define new counting rules for time quota types.

Configuration steps to create counting rules in SAP HR

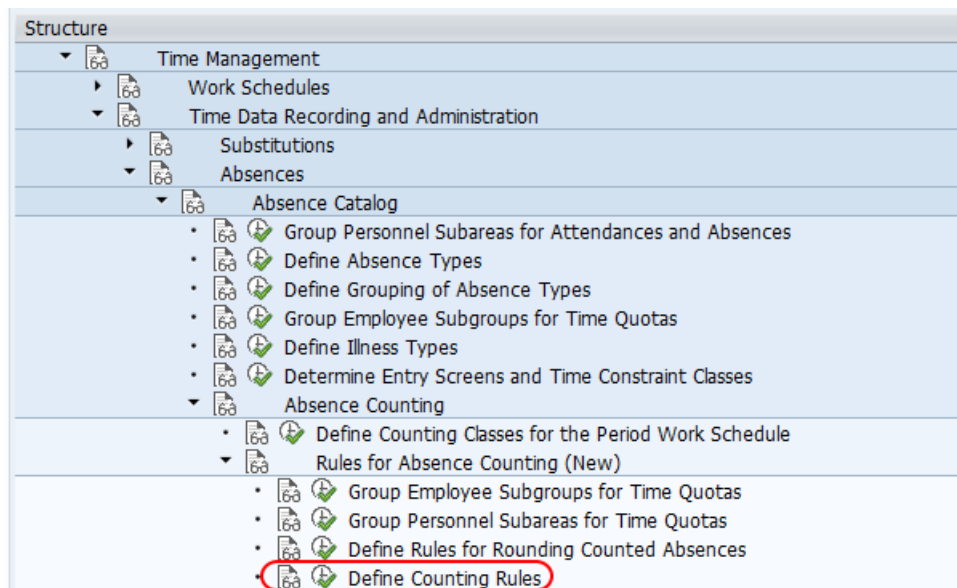
Step 1 : – Execute tcode “SPRO” from sap command field.



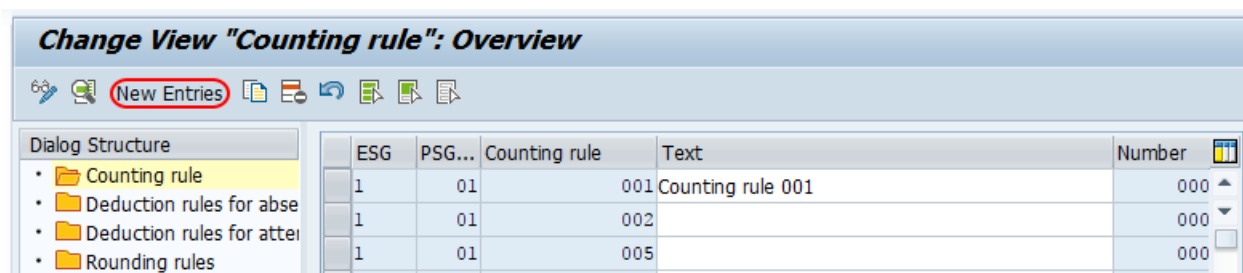
Step 2 : – Choose sap reference IMG.



Step 3 : – Follow the navigation path Time Management – Time data recording and administration – Absences – Absence catalog – Absence counting – Rules for absence counting and choose img activity “define counting rules”.



Step 4 : – On change view counting rules overview screen, choose new entries button to create new counting rules as per the project requirements.



Step 5 : – On new entries “counting rules screen, enter the following details.

- **ESG Time quota types :** – Update employee subgroup grouping for time quota types as 2.
- **PSG :** – Enter grouping of personnel subareas for time quota types as 01
- **Counting rule :** – Enter the 3 digits key that defines as counting rule in SAP and update text of counting rule.
- **Sequential no :** – Update the sequential number as 001.
- **Applicability for rule :** – Check all working days – Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday.
- **Holiday class :** – Check not a public holiday.
- **Day type :** – Choose work according to work schedule.

New Entries: Details of Added Entries

68

Dialog Structure

- Counting rule
- Deduction rules for absence
- Deduction rules for attendance
- Rounding rules

ESG Time quota types	2
PS Grpg Tm Quota Typ	01
Counting rule	222 TK Counting Rule
Sequential no.	001

Applicability of rule

Conditions for current day

Weekday

<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Sunday
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Saturday	

Holiday class	Day type
<input checked="" type="checkbox"/> Not a public holiday	<input checked="" type="checkbox"/> Work acc. to work schedule
<input type="checkbox"/> Holiday class 1 - public hol.	<input type="checkbox"/> Day type 1: Day off
<input type="checkbox"/> Holiday class 2 - public hol.	<input type="checkbox"/> Day type 2: Day off
<input type="checkbox"/> Holiday class 3 - public hol.	<input type="checkbox"/> Day type 3: Day off
<input type="checkbox"/> Holiday class 4 - public hol.	<input type="checkbox"/> Day type 4: Day off
<input type="checkbox"/> Holiday class 5 - public hol.	<input type="checkbox"/> Day type 5: Day off
<input type="checkbox"/> Holiday class 6 - public hol.	<input type="checkbox"/> Day type 6: Day off
<input type="checkbox"/> Holiday class 7 - public hol.	<input type="checkbox"/> Day type 7: Day off
<input type="checkbox"/> Holiday class 8 - public hol.	<input type="checkbox"/> Day type 8: Day off
<input type="checkbox"/> Holiday class 9 - public hol.	<input type="checkbox"/> Day type 9: Day off

- **Counting class for period work schedule** : -Choose the counting class. Whatever period work schedule no is given, check here.
- **Daily work schedule class** : – choose the daily work schedule class.
- **Condition for planned hours** :– Check the option “planned hours > 0, if you need to count Sunday than choose planned hours = 0.
- **Condition for absence/attendance** : – Check the field for <1 day and full day.
- **Counting** : – Update quota multiplier and rounding rule for hours and days. Quota multiplier specifies how the counting days need to be multiplied.
- **Deduction rule** : – Under deduction rules field enter the rules for absence quotas and attendance quotas.

New Entries: Details of Added Entries

Dialog Structure

- Counting rule
- Deduction rules for abse
- Deduction rules for atten
- Rounding rules

Conditions for work schedule

Counting class for period work schedule	Daily work schedule class
<input type="checkbox"/> Counting class 0	<input type="checkbox"/> Daily work schedule class 0
<input type="checkbox"/> Counting class 1	<input checked="" type="checkbox"/> Daily work schedule class 1
<input type="checkbox"/> Counting class 2	<input checked="" type="checkbox"/> Daily work schedule class 2
<input type="checkbox"/> Counting class 3	<input checked="" type="checkbox"/> Daily work schedule class 3
<input type="checkbox"/> Counting class 4	<input checked="" type="checkbox"/> Daily work schedule class 4
<input checked="" type="checkbox"/> Counting class 5	<input checked="" type="checkbox"/> Daily work schedule class 5
<input type="checkbox"/> Counting class 6	<input checked="" type="checkbox"/> Daily work schedule class 6
<input type="checkbox"/> Counting class 7	<input checked="" type="checkbox"/> Daily work schedule class 7
<input type="checkbox"/> Counting class 8	<input checked="" type="checkbox"/> Daily work schedule class 8
<input type="checkbox"/> Counting class 9	<input checked="" type="checkbox"/> Daily work schedule class 9

Condition for planned hours

☐ Planned hours = 0 ☒ Planned hours > 0

Condition for absence/attendance

☒ < 1 day ☒ Full-day

Counting

Hours	Days
Quota multiplier <input type="text" value="100,00 %"/>	Quota multiplier <input type="text" value="100,00 %"/>
Rounding rule <input type="text" value=""/>	Rounding rule <input type="text" value=""/>

After maintaining all the required fields, choose save icon and save the configured details.

Deduction rules for absence quotas

In this activity you define deduction rules for absence quotas in SAP.

Step 1 : – Double click on the option “Deduction rules for absence quotas” which is under dialog structure.


































Change View "Counting rule": Overview

Dialog Structure

- Counting rule
- Deduction rules for absence quotas**
- Deduction rules for attendance quotas
- Rounding rules





ESG	PSG...	Counting rule	Text	Number
1	01	001	Counting rule 001	000
1	01	002		000
1	01	005		000
1	01	010	Leave	000

Step 2 : – Choose new entries button to define new deduction rules for absence quotas.

Change View "Deduction rules for absence quotas": Overview						
  Expand <-> Collapse New Entries                               						
www.tutorialkart.com						
Dialog Structure						
<ul style="list-style-type: none"> Counting rule Deduction rules for absence quotas Deduction rules for attendance quotas Rounding rules 						
ESG	PSG...	Deduction rule	Text	Start Date	End Date	
1	01	001	Deduction rule - Days	01.01.1990	31.12.9999	
1	01	002	Deduction rule - Hours	01.01.1990	31.12.9999	
1	01	010	Leave	01.01.1990	31.12.9999	
1	01	012	Educational leave	01.01.1990	31.12.9999	

Step 3 : – On new entries deduction rules for absence quotas screen, update the following details.

- ESG : – Enter employee subgroups as 2.
- PS grouping TM Quota Typ : – Enter PS grouping Time quota type as 01.
- Deduction rule : – Enter three digits key that defines as deduction rule in SAP and update descriptive text of deduction rule.
- Periods : – Enter validity period of starting data and ending date of deduction rules.
- Unit of relevant absence quota types : – Choose the units of absence quota types as days,
- Absence quota type : – Update the absence quota type key in the given field as 09.

New Entries: Details of Added Entries																													
<div>     </div>																													
<div>Dialog Structure</div> <ul style="list-style-type: none"> Counting rule Deduction rules for absence quotas Deduction rules for attendance quotas Rounding rules 	<div> <div>ESG Time quota types</div> <div>2</div> </div> <div> <div>PS Grgp Tm Quota Typ</div> <div>01</div> </div> <div> <div>Deduction rule</div> <div>333 TK Deduction Rules</div> </div> <div> <div>End Date</div> <div>31.12.9999</div> </div>	<div>Periods</div> <table border="1"> <thead> <tr> <th>Start</th> <th>End</th> </tr> </thead> <tbody> <tr> <td>> 01.01.1990</td> <td>31.12.9999</td> </tr> </tbody> </table>	Start	End	> 01.01.1990	31.12.9999																							
Start	End																												
> 01.01.1990	31.12.9999																												
<div>Unit of relevant absence quota types</div> <div> <input type="radio"/> Hours <input checked="" type="radio"/> Days </div>																													
<div>Absence quota types</div> <table border="1"> <thead> <tr> <th>Absence quota type</th> <th>Quota text</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Annula Leave Quota</td> <td>Days</td> </tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Absence quota type	Quota text	Unit	20	Annula Leave Quota	Days																					
Absence quota type	Quota text	Unit																											
20	Annula Leave Quota	Days																											
<div>Quota type sequence for further deduction</div> <div> <input checked="" type="radio"/> No further deduction <input type="radio"/> Sort all other quota types in ascending order <input type="radio"/> Sort all other quota types in descending order </div>																													
<div>Deduction Priority</div> <div> <div>Quota types</div> <div>Priority 2</div> </div>																													

Choose save icon and save configure deduction rules details.

Deduction rules for attendance quotas

In this activity you deduction rules for attendance time quota types.

Step 1 : – Double click on “deduction rules for attendance quotas and click on new entries icon to create new

deduction rules for attendance quotas.

Change View "Deduction rules for attendance quotas": Overview							
Expand <-> Collapse New Entries Delimit							
Dialog Structure		ESG	PSG...	Deduction rule	Text	Start Date	End Date
• Counting rule		1	01		001 Approved overtime	01.01.1990	31.12.9999
• Deduction rules for absence quotas		1	06		060 Individual Training	01.01.2002	31.12.9999
• Deduction rules for attendance quotas		1	06		061 Enterprise Committee	01.01.2002	31.12.9999
• Rounding rules							

Step 2 : – On new entries deduction rules for attendances quotas screen, update all the required fields like ESG time quota, PS grouping time quota, new deduction rule key with text, unit of time, [attendance quota type](#) and required details.

New Entries: Details of Added Entries	
Dialog Structure	
• Counting rule	
• Deduction rules for absence quotas	
• Deduction rules for attendance quotas	
• Rounding rules	
ESG Time quota types 2	
PS Grpg Tm Quota Typ 01	
Deduction rule 222 Approved Overtime	
Periods	
Start End	
> 01.01.1990 31.12.9999	
Unit of relevant attendance quota types	
<input checked="" type="radio"/> Hours <input type="radio"/> Days	
Attendance quota types	
Attendance quota type	Quota text Unit
25	
Quota type sequence for further deduction	
<input checked="" type="radio"/> No further deduction	
<input type="radio"/> Sort all other quota types in ascending order	
<input type="radio"/> Sort all other quota types in descending order	
Deduction priority	
Quota types	Priority 1

Press enter and choose icon to save the configured deduction rules for attendance types in SAP system.

Successfully we have learned how to define rules in [SAP HR](#).

SAP HR

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