



Allevo HRC

User Manual

For Allevo 3.5 and higher

Allevo HRC is designed for the (personell) controller. It is a controlling tool with a focus on key figures that are relevant for your business. As such, It is not a tool for the simulation of complex and highly detailed personnel accounting rules for a plan.

For HRC, the relevant key figures include quantity components (number of employees, employment levels, etc.) and costs (salaries, bonuses, social security contributions, etc.). The aim is to get a firm grasp on the movements of these central aspects both from the planning perspective and from the point of view of later deviation analyses.

HRC therefore concentrates on the statements that are actually relevant to management, with the aim of carrying out fully integrated planning of personnel costs and quantities in SAP CO.

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1 Classification of HRC

Allevo HRC is designed for the (personell) controller. It is a controlling tool with a focus on key figures that are relevant for your business. As such, It is not a tool for the simulation of complex and highly detailed personnel accounting rules for a plan.

For HRC, the relevant key figures include quantity components (number of employees, employment levels, etc.) and costs (salaries, bonuses, social security contributions, etc.). The aim is to get a firm grasp on the movements of these central aspects both from the planning perspective and from the point of view of later deviation analyses.

HRC therefore concentrates on the statements that are actually relevant to management, with the aim of carrying out fully integrated planning of personnel costs and quantities in SAP CO.



1.1 Glossary

In the context of personnel planning, important terms should be clearly defined, since the areas of human resources management and controlling sometimes use different interpretations.

Examples:

Plan: A planned position is a (formally) planned but not yet occupied position. However, the base data of a position does not always represent meaningful planning data for controlling purposes.

Actual: Controlling generally understands actual data as transaction data with documents posted with the corresponding value type. In the personnel context, this term can also refer to the current status of the workforce, which may already be valid for future periods.

The following is an overview of the terms used by Allevo-HRC:

Allevo-Term	Description
Resource	<p>The resource in the context of this manual refers to all forms of employees in a company. This includes the classic employee, contract worker, intern, etc., but also trainees and temp workers.</p> <p>Within the context of Allevo HRC, a resource can also be understood as a homogeneous group of employees.</p>
Reference data	<p>These are data that are uploaded from the HR system and imported as a resource to Allevo HRC and are usually based on current HR master data. As long as they refer to the past, they have the attribute of actual data. If there is a reference to the future, they can represent initial values for planning.</p> <p>Reference data is versionless. These data are in the HRC reference data table and can be copied variably from there to the HRC plan data table. They are never changed by planning, but only by refreshing data uploads.</p>
Plan data	<p>Real plan values/quantities managed by Allevo HRC. They are the basis for posting in SAP CO.</p> <p>The data is version- and layout-dependent (Allevo planning layout). They are located in the HRC plan data table.</p>
Master data	<p>The master data of the classic "planned position".</p> <p>They have no version in the HRC intrinsic data table.</p>
Transition-type	<p>Three types of resources are distinguished: the employee, the movement (i.e. from/to the outside) and the base (aggregation level, groups of anonymized employees). The transition types have different properties with regard to master data, calculation and processing rules.</p>
Cluster	<p>Grouping of employees or employee groups that are planned with a uniform structure (planning layer).</p>
Detail-Key	<p>Planning content to be entered, e.g. salary costs, FTE, etc. These usually correspond to</p>



	the CO cost elements and statistical key figures, but can also represent the SAP HCM information types.
HRC-detail view	<p>The HRC-detail view is a central function for resource planning. It is automatically generated as a defined table structure depending on the Cluster to which the resource belongs.</p> <p>The central basis of the HRC-detail view is the formula Layer in the HRC Planning Master, which is defined for each Cluster and can be provided with specific properties.</p>
Formula layer	The formula layer is part of the HRC Planning Master and is defined depending on the Cluster. It contains the planning structure used in the HRC-detail view. Formula references are created between the Detail-Keys and characteristics.
Movement	<p>A new resource created during planning. The movement represents a personnel movement to a cost center without there having to be a concrete reference to an existing personnel resource.</p> <p>Examples of a movement are new employee additions or still anonymous external departures on a cost center. In the case of departures, the resource can have negative values.</p>
Base	<p>"Base" indicates the HRC resource master record that exists for an employee group, not for an individual employee.</p> <p>When uploading data, the data records for the Base must be marked as such.</p>
Transfer	<p>Describes the internal change of a personnel resource from a sending cost center to a receiving cost center. There is always a reference to an existing personnel number. The transfer does not have its own resource master record.</p> <p>Transfers are always initiated by the sender and must be confirmed by the receiver. They are displayed in a transfer overview (see Fehler! Verweisquelle konnte nicht gefunden werden.).</p>

1.2 Classification within the Allevo context

Allevo HRC is an additional Allevo module specially designed for the planning and controlling of personnel resources. This documentation deals exclusively with the specific aspects of HRC.

Allevo HRC requires the installation and use of standard Allevo on the SAP side. On the Excel side, the HRC components are also integrated via the standard Allevo Master.

The prerequisite for using HRC is the the creation of an Allevo planning layout for cost centers. The cost centers must have a valid Allevo status.

2 The conceptual framework

2.1 Personnel planning

The basic form of planning personnel resources is the individual-based planning of employee data (referred to here as resources). This means that information is usually provided about the periods in



which employees are active with which employment level, and what compensation and classification they receive for this. Let's call this the HRC-detail level.

In addition, there is planning information that does not have to be entered individually, but can be derived from an aggregated level. Examples of this include the social security expenses or a year-end bonus. Such information can usually be determined with sufficient precision at the cost center level. Let's call this the CO aggregation level.

The most important aspect for the planning and controlling of human resources is therefore to determine what should be documented at the HRC-detail level and what can be meaningfully derived at the CO aggregation level. The following basic principles apply to planning at the HRC-detail level:

Planning is done for the individual employee or for an anonymous employee group (resources) by entering data in an Excel-based HRC-detail view.

An HRC-detail view is a defined table structure for planning a resource. The rows consist of so-called Detail-Keys (cost elements, key figures, activities) that are relevant to planning for the resource. They are either entered manually or derived using formulas. The columns of an HRC-detail view are period-related and can be cross-year.

Employees are assigned to a Cluster as employee groups. A Cluster is a grouping of employees who are planned using a uniform HRC-detail view.

Any number of Clusters / HRC-detail views can be defined.

The screenshot shows a software window titled "Allevo HRC - Detailplanning". It contains a form with the following fields: Name (Henning, Fritz), personnel number (2214), Cluster (MNGM), and Empid (1). Below this is a table for the year 2012/0 with columns for each month from Jan to Dec. The table lists various cost elements and their values for each month and a total for the year.

	1 (Jan)	2 (Feb)	3 (Mar)	4 (Apr)	5 (May)	6 (Jun)	7 (Jul)	8 (Aug)	9 (Sep)	10 (Oct)	11 (Nov)	12 (Dec)	
Workload	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00
Total Workload	100	100	100	100	100	100	100	100	100	100	100	100	100
Salary	7,417	7,417	7,417	7,417	7,417	7,417	8,417	8,417	8,417	8,417	8,417	8,417	95,004
Bonus	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	14,004
Xmas Bonus	618	618	618	618	618	618	701	701	701	701	701	701	7,917
Health Insurance	337	337	337	337	337	337	337	337	337	337	337	337	4,044
401k	652	652	652	652	652	652	652	652	652	652	652	652	7,824
Company car	D	D	D	D	D	D	B	B	B	B	B	B	

Below the table is a "Comment" field and a "History" button. At the bottom right are "OK" and "Cancel" buttons.

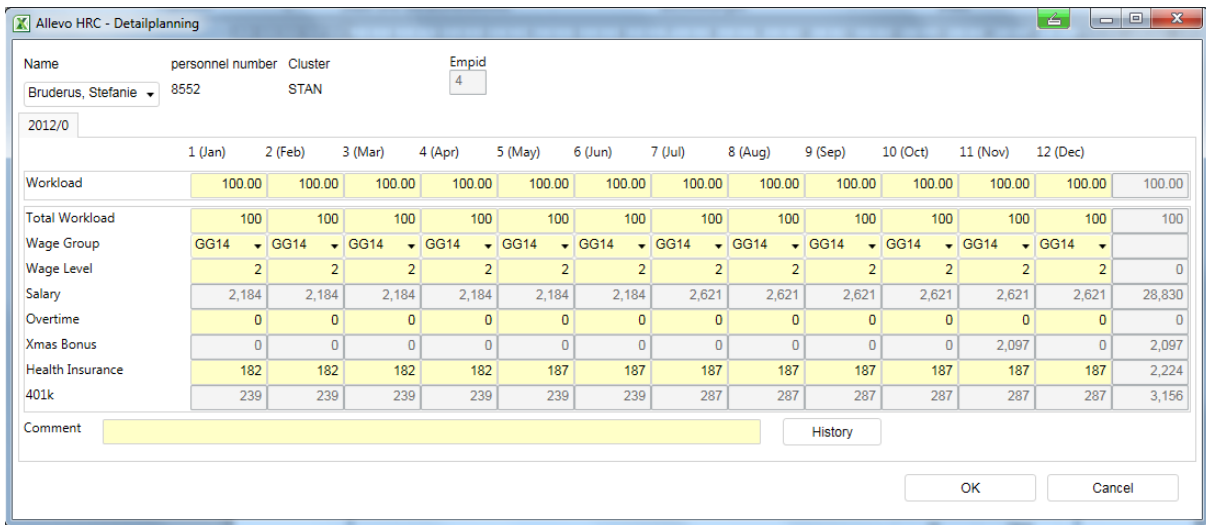


Figure 2.1: HRC-detail view – Structure for planning an employee (example for different Clusters)

Figure 2.1 shows 2 examples of HRC-detail views. In this case, two Clusters were specified because different requirements are set for the planning of different employee groups (here Management (MNGM) and Standard (STAN)). Grayed out cells in rows show values that are already formula-based at the HRC-detail level, i.e. they are included in the calculation when they are entered in the yellow cells.

The data captured at the HRC-detail level is placed in a data table in the Excel planning file so that it can be accessed with normal Excel formulas. This set of formulas can now be used to carry out the necessary aggregations to determine the data at the CO-aggregation level.

Forecast-mode in the HRC-detail view:

The forecast-mode is automatically generated if the first planning year (CM_W1) and the current year (CX_RR) are identical. The months are grayed out up to the current period (CX_RR) and are locked for entires/changes (see also section 5.3.2)

2.2 Integration with standard Allevo

Allevo HRC is integrated into standard Allevo. The planning file for the Allevo HRC is based on the Allevo standard Master, which is expanded by the necessary worksheets for personnel planning.

Planning with Allevo HRC requires - in addition to the Allevo HRC-specific settings - a normal Allevo layout (3). This integration also means that all workflow functions of the standard Allevo, such as status, agenda, calendar, etc., can be used for Allevo HRC.

In addition to using the workflow functions, the basic objective of the integration with standard Allevo is the direct posting of planning results to the SAP cost center accounting. As a result, the historical data for the cost center (actual/plan) can also be extracted to support planning.



2.3 Two planning worlds – HRC and SAP CO

By integrating Allevo HRC into the standard Allevo functionality of SAP CO planning, the HRC planning file combines two data worlds in one Excel interface.

The HRC data world comprises the detail data for each resource according to the customizing carried out for the Clusters and the Detail-Keys on a monthly basis. This data is stored on the SAP side in special data tables that are not accessible using SAP standard tools (HRC-detail level).

In the Allevo Master, this HRC-detail data is now aggregated - within the Excel-interface, as it were - in such a way that consistent planning in SAP CO is possible simultaneously. Aggregation takes place at the level of the cost center and cost type (key figure, activity type, i.e. CO aggregation level).

As a result, there are two planning processes that can be triggered via the Allevo HRC Planning Master:

HRC planning only at the HRC-detail level: Only the HRC-detail data is saved in SAP, parallel CO planning does not take place.

Combined HRC and CO planning at the CO aggregation level: Parallel to HRC-detail planning, the data is written to CO at an aggregated level.

Exclusive planning into CO is not possible using HRC for reasons of consistency.

Note:

This system can also be used to map planning processes in which the HRC-detail planning is carried out by other users than those who do the subsequent processing in CO.

3 The connection to the Allevo Layout

To use Allevo HRC, a layout must be set up for the object cost center in standard Allevo.

Note:

Personnel planning via Allevo HRC is based on the standard Master for Allevo planning. Consequently, all functions of Allevo-based cost center planning are available (2.2).

For personnel planning, the Allevo Master is expanded by two worksheets: "HRC_Plan" and "HRC_MasterData".

3.1 Column definition

The data structure of Allevo HRC is organized strictly on a monthly basis. The following column definitions are important for managing planning with Allevo HRC:

CX_WW	Controls important workflow functions, e.g. the Status.
CM_W1	Essential definition for yearly planning or for the first year of multiple year planning. CM_W1 should match with CX_WW.
CM_W2	Definition for the 2 nd year of multiple year planning.



CM_Wx	(x = 3, .. , n) Definition for the x-th year of multiple year planning.
CX_RR	Determines the current year for reading actual data on a cost center basis. <u>Important:</u>
	As long as the year matches according to CM_W1 and CX_RR, HRC recognizes the existence of a forecast planning process.
	The period according to CX_RR determines the relevant period used to copy reference data to the plan data in forecast mode (Fehler! Verweisquelle konnte nicht gefunden werden.).

3.2 Relevant fixed values

The following fixed values should be activated or considered in the Allevo layout:

BUTTON_HRC_SAVE	Provides the button for saving the HRC data from the Excel interface.
BUTTON_HRC_BATCH	Provides the button for executing the batch process (Fehler! Verweisquelle konnte nicht gefunden werden.).
FLEX_VERSION	This fixed value can be used if you would like to use a certain version for HRC-planning that is not available as an SAP CO version (see F1 help for this fixed value)
OBJ_SEL_IN_EXCEL	Enables the selection tree for the cost center group.

3.3 Notable functions of the Allevo layout

Two additional functions that can be controlled using the Allevo layout are particularly useful for personnel planning (see also Allevo SAP Manual and **Fehler! Verweisquelle konnte nicht gefunden werden.**):

Layout-related access control

The Allevo administrator is authorized to determine which users or SAP roles are authorized to access the layout.

Allevo-specific object authorizations

Allevo-specific authorizations at the object level can also be made dependent on the layout.

4 Modeling before planning – Customizing.

Allevo HRC supports planning by specifying certain order criteria: the Cluster, the transition type, and the Detail-Keys. The criteria defined during the design phase must be mapped in the HRC-Cockpit using Customizing.

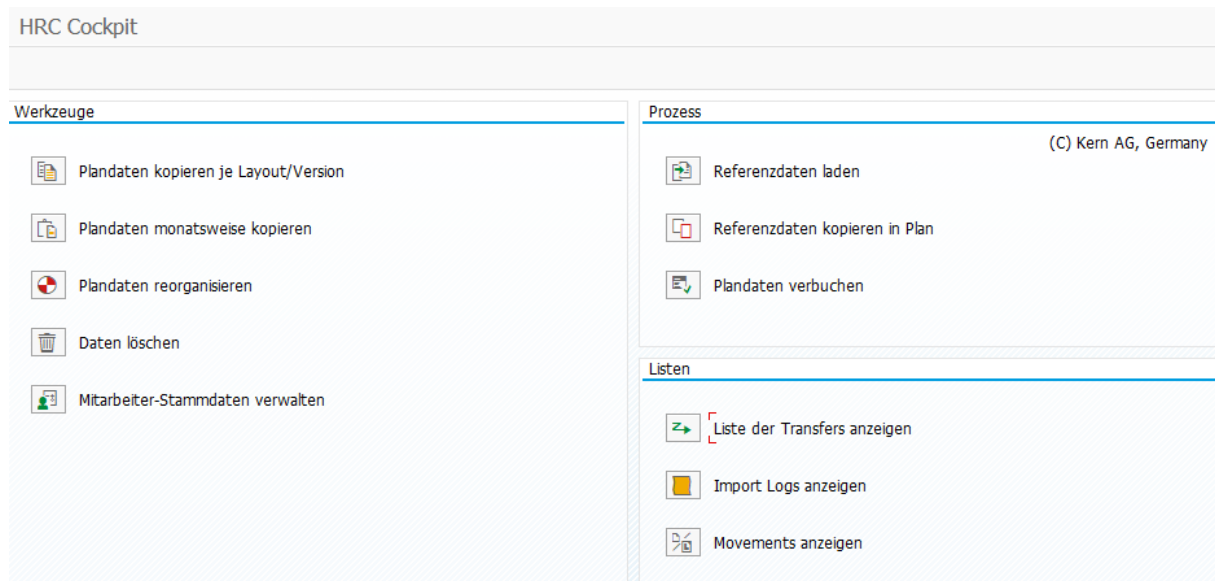


Figure 4.1: Access to Customizing on the SAP side for planning in Allevo HRC

The cockpit provides a uniform interface for all Customizing functions. Two transactions can be called. These differ primarily in the authorization checks that follow:

- When calling via /ALLEVO/HRC_START, the authorization to execute a subsequent function is explicitly checked;
- When calling via /ALLEVO/HRC_ALL, the user can execute all the listed functions directly.

Some basic definitions are provided under the menu item |Edit|.

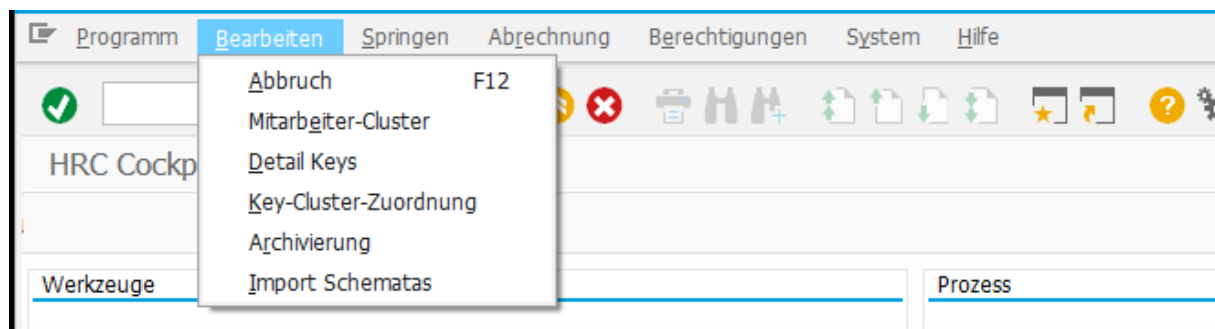


Figure 4.2: Basic settings

Abbildung 4-1: Grundsätzliche Einstellungen

4.1 The Cluster

The Cluster is a feature specific to Allevo HRC. It can be understood as a grouping of those resources that are to be planned according to a uniform pattern. Personnel resources are therefore assigned to a Cluster. Several Clusters can be defined in Allevo HRC.



The Cluster is an essential feature for controlling various aspects of planning. A separate planning layer is defined for each Cluster (Figure 2.1). A planning layer determines which details are planned for a personnel resource. In this way, different planning requirements can be mapped for administrative employees, for example, than for production employees. Furthermore, the Cluster serves as a criterium for the assignment of HRC's own detail authorizations (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Note:	The Cluster is an independent feature of the Allevo HRC. It can, but does not necessarily have to, match other grouping information from SAP or other systems.
	If, for reasons of anonymisation, planning is to be based on employee groupings rather than on the level of the individual employee, Clusters and employee groups will generally correspond.

Clusters should be defined before the planning process begins.

4.2 Planning characteristics for cost center change

Allevo HRC has its own master records for a personnel resource with its own ID. This ID usually has a unique reference to the employee's personnel number used in the previous system. For certain scenarios, such as group-based planning or planning anonymous entries and exits, Allevo HRC also creates its own master records without reference to an existing personnel number.

The transition type is a characteristic of the HRC-resource master record. It determines whether transaction data for the resource master record can be viewed or changed. To do this, the freely defined Clusters are combined with the transition types specified by Allevo HRC and linked to permitted activities.

Activities:

0	Planning allowed
1	(only) Workload planning allowed
2	Viewing plan data allowed
3	(only) Viewing master data allowed

Transition-Typen:

Transition types:

(empty)	Normal	Data for classic personnel resource (no type)
NN	No Name	Data for personnel resource with no name
MV	Movement	Data for a movement. The movement represents a personnel movement on a cost center without a concrete reference to an existing personnel resource. It is therefore a new entry that creates a new data record. Examples for a movement include new employees or anonymous exists from a cost center.



BS	Base	<p>A base is the resource master record for an employee group (i.e. for anonymization by building groups). Instead of planning a single employee, an employee group is planned.</p> <p>The master data is created by HRC when importing the reference data.</p>
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The function of the transition type is required above all if planning is not carried out at the level of the individual employee, but at the group level (for reasons of anonymization). By uploading data at the start of planning, Allevo HRC creates its own resource master records for the groups and labels these with the transition type "Base".

When planning is called, the planner receives the corresponding information for the group. When using large groupings, it makes sense not to allow this initial information to be changed and instead to document each individual planning movement in the Base with a new entry (Movement). The Movement is created with reference to the group to which it corresponds. A new resource master record is created for the Movement, which is assigned the transition type "Movement".

In this case the combination of the Cluster and the transition type "Base" would be associated with Activity 2 (viewing plan data allowed). The planner may see all details of the Base during planning, but cannot change them.

The combination of the Cluster with the transition type "Movement" would be assigned Activity 0 (Planning allowed), since the actual planning is then carried out here.

4.3 Detail-Keys

The Detail-Keys show the actual planning contents, e.g. the key figure FTE or the cost elements salary, social security, bonus etc. You can use the detail type to maintain other key figures (e.g., size of office space) or other classifications (e.g., qualification engineer, pay scale group T7). You can also define activity types for which the resources are available.

The detail types must be defined before the start of the planning process. All Detail-Keys for which planning values are to be entered directly or derived using formulas must be created once. This list must be complete, since in a later step the Detail-Keys are assigned to the employee groups for which they are to be used.



HRC Detail Keys															
Detail Key	Detail Name	Key-Typ	Textwert	Tr. Mode	Tr. Info	Umwertung	Merkmale	FKpie.	Md.	FP Alias	VART	Hist.-Eig.	FTE-Bez.	DK Forward	
BONUS	Bonus	0	<input type="checkbox"/>			0	0,00	<input type="checkbox"/>		0			1	0	0
CAR	Autokategorie	0	<input checked="" type="checkbox"/>	D		3	100,00	<input type="checkbox"/>		0			1	0	1
HEALTH	Sozialversich. KV/PV	0	<input type="checkbox"/>			0	102,00	<input type="checkbox"/>		0			0	0	0
OVERTIME	Mehrarbeit	0	<input type="checkbox"/>			0	0,00	<input type="checkbox"/>		0			1	0	0
PENSION	Sozialversich. RV/AV	0	<input type="checkbox"/>			0	102,00	<input type="checkbox"/>		0			0	0	0
SALARY	Gehalt	0	<input type="checkbox"/>			2	103,00	<input type="checkbox"/>		0			1	1	1
TG	Tarifgruppe	0	<input checked="" type="checkbox"/>	D		0	100,00	<input type="checkbox"/>		0			1	0	1
TS	Tarifstufe	0	<input type="checkbox"/>	D		0	100,00	<input type="checkbox"/>		0			1	0	1
WORKLOAD	FTE	0	<input type="checkbox"/>			1	100,00	<input type="checkbox"/>		0			1	0	1
WORKTOT	FTE total	0	<input type="checkbox"/>	D		0	100,00	<input type="checkbox"/>		0			1	0	1
XMASBONUS	Weihnachtsgeld	0	<input type="checkbox"/>			0	0,00	<input type="checkbox"/>		0			0	0	0

Figure 4.3: Detail-Keys

Key type	Option for dealing with either a cost element (0) or a key figure (1)
Text value:	Here you specify whether the planning content is a numerical value (such as salary) or a text value. Examples of text values are pay scale classification, qualification codes, etc.
Tr Mode:	The transfer mode determines whether the sender or the receiver is given the plan value when the cost center of the resource changes (transfer). This is particularly relevant if the change is not made at 100%. D: The values of the sender are duplicated for the receiver R: The receiver values remain S: The sender values are transferred from the sender to the receiver, i.e. the sender then no longer has any entries for the Detail-Key.
Tr info:	The internal transfer of employees from one cost center to another is called a transfer. The transfer is always initiated by the sender, but must also be confirmed by the receiver. In the Transfer Info column, you can now select the digits 1, 2 or 3 to determine the Detail-Keys. The receiver side of the transfer is informed of the employee specifications.
Revaluation:	The revaluation is linked to the transaction "Copy plan values from one month to the following months". A percentage rate is defined here by which the value to be copied is revaluated. The conversion functions as a multiplier. This means that for an increase of 3.5%, 103.5 must be stored as the revaluation. The entry of a zero thus leads to multiplication with zero, meaning the result will be zero.
Global-ID (characteristic):	Indication that the Detail-Key must always have the same value/text on all cost centers. If this value is changed for one cost center, this entry is automatically updated for all other cost centers.
FCopy Mode:	Forecast copy mode. This property refers to the copy of the reference data in the plan data in forecast mode. You can specify whether the copy is to be made with period restriction (0) or without period restriction (1) (see Fehler! Verweisquelle konnte nicht gefunden werden.).
FP-Alias:	Flexible planning: The HRC data can also be posted directly from the internal tables without the need to open the HRC master. However, since the Detail-Keys do not have to cor-



	respond to the cost elements or key figures available in SAP CO, an corresponding mapping can be carried out here.
AllocType	Flexible planning: Enter the allocation type for flexible planning here (for example, "PC" for primary costs). The HRC tables do not contain this allocation type, so it is specified here.
Hist.-Set	The History setting determines whether the Detail-Key is displayed (1) or suppressed (0) in the history display of the detail view.
FTE-Rel.	The FTE relationship also refers to the detail view. If the relationship is set to active (1), the value of the Detail-Key automatically changes proportionally when the FTE (WORKLOAD) is changed. This is done with respect to periods.
DK-Forward	The Detail-Key forward determines whether a planned value for the Detail-Key is automatically carried forward to future periods.

4.4 Assigning Detail-Keys to Clusters

In the last step of the settings, you define which of the Detail-Keys should be used for which Clusters. Here, for the first time, you see a table showing which topics are relevant for planning for the individual Clusters.

HRC Keys - Mitarbeitergruppen Zuordnung

KKrs	Layt	Mit. Clst.	Name	Position	Detail Key	Detail Name	Sock.	Reg.	Anz.	Mit.	Ber.	Mit.	Anz.	Mov.	Ber.	Mov.	Anz.	Sock.	Ber.	Sock.
1000	RC08	APPR	Apprentices	1	WORKLOAD	FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	2	WORKTOT	FTE total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	3	TG	Tarifgruppe	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	4	TS	Tarifstufe	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	5	SALARY	Gehalt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	6	HEALTH	Sozialversich. KV/PV	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	APPR	Apprentices	7	PENSION	Sozialversich. RV/AV	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	1	WORKLOAD	FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	2	WORKTOT	FTE total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	3	SALARY	Gehalt	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	4	BONUS	Bonus	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	5	XMASBONUS	Weihnachtsgeld	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	6	HEALTH	Sozialversich. KV/PV	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	7	PENSION	Sozialversich. RV/AV	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	MNGM	Management	8	CAR	Autokategorie	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	STAN	Standard	1	WORKLOAD	FTE	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	STAN	Standard	2	WORKTOT	FTE total	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1000	RC08	STAN	Standard	3	TG	Tarifgruppe	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Figure 4.4: Detail-Keys for the Clusters “Apprentices”, “Management” and “Standard”

When you create the assignment, you should pay attention to the sequence. This sequence is determined by the definition of the view in detailed planning and is used later in the reorganization of the planning data. Behind this is a technical process for organizing the planning data, which accelerates the subsequent process.

In addition to the assignments of the Detail-Keys to the Clusters, you can also define important properties for the Detail-Keys in this menu:

Display rules:	Separate rules can be defined for employees, Movements and Bases. The rules refer to the display in the detailed views of the Excel planning file (0 = display and planning, 1 = display only, 2 = no display).
-----------------------	---


Calculation rules:

Only one indicator is defined here (0 or 1), which defines whether the Detail-Key is to be taken into account in calculations on the Excel side. The use of this indicator is then part of the Customizing settings for the Excel planning form.

Corresponding to these settings on the SAP side of the HRC, the Detail-Keys must be embedded in the formula layers in the HRC planning master (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

5 Administrative preparations: the basic process

The basic process described here includes all activities to be carried out before the first planning round is started. It is concerned with the administrative aspects of planning, not with the execution of individual planning actions themselves.

On the system side, the basic process is supported by the HRC-Cockpit (transaction /ALLEVO/HRC_START or /ALLEVO/HRC_ALL), especially by the functions on the |Tools| tab. It includes the first 3 buttons, |Manage Import Schemes|, |Import Reference Data| and |Copy Reference Data to Plan|.

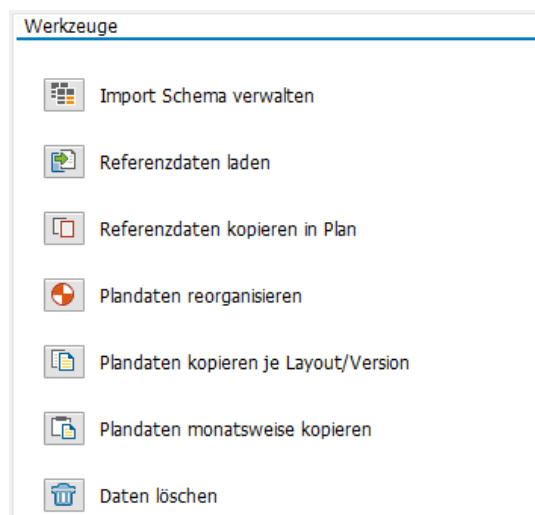


Figure 5.1: HRC-Cockpit, managing the basic process

You can also call the Cockpit using transaction /ALLEVO/HRC_ALL. In this case, the user is automatically authorized to execute all subordinate transactions.

5.1 Manage import schemes

5.1.1 HR data – Excel import data

The starting point is always a list of employee information. This usually consists of employee master data (personnel number, name) and some additional information such as full time equivalent (FTE), annual or monthly salary, bonus payments, company car benefits, etc. This data may have a validity indicator (from-date, to-date).

For Allevo HRC, this data should be available in a structured, flat Excel table. Allevo HRC is therefore independent of the payroll system used.



The list of HR data can now be uploaded to the SAP component of HRC using the procedure described below.

Note: If you have an SAP HR system, it is possible to read the HR data directly from the infotypes using a report.

In order for the Excel import file to be processed as automatically as possible in the further steps, two name ranges must be assigned in Excel. The header line in the relevant columns is given the name HRC_IMPORT_HEADER and the data area below is given the name HRC_IMPORT_DATA.

	A	B	C	D	E	F
1	HRC_IMPORT_HEADER					
2	HRC_IMPORT_DATA					
3						
4						
5						
6						
7						

Figure 5.2: Name ranges for the Excel import file

5.1.2 Create import scheme

The import scheme determines how the Excel import file is imported. To set up a scheme, first click on the |Manage Import Scheme| icon, then enter a name for the scheme and select the file.

Importschemas verwalten

Neues Schema
 Schema ändern
 Schema löschen
 Schema kopieren

Schema

Datei

Figure 5.3: Create an import scheme by specifying an Excel import file

The scheme is defined in 3 steps. First, the fields from the import file that fulfill the employee master data criteria are assigned. The fields from the Excel file (from the name range HRC_IMPORT_HEADER) appear in the left-hand area of the assignment menu. The standard HRC fields appear on the right-hand side. The assignment is made by selecting the respective lines to be assigned on the left and right sides and by clicking the arrow button.

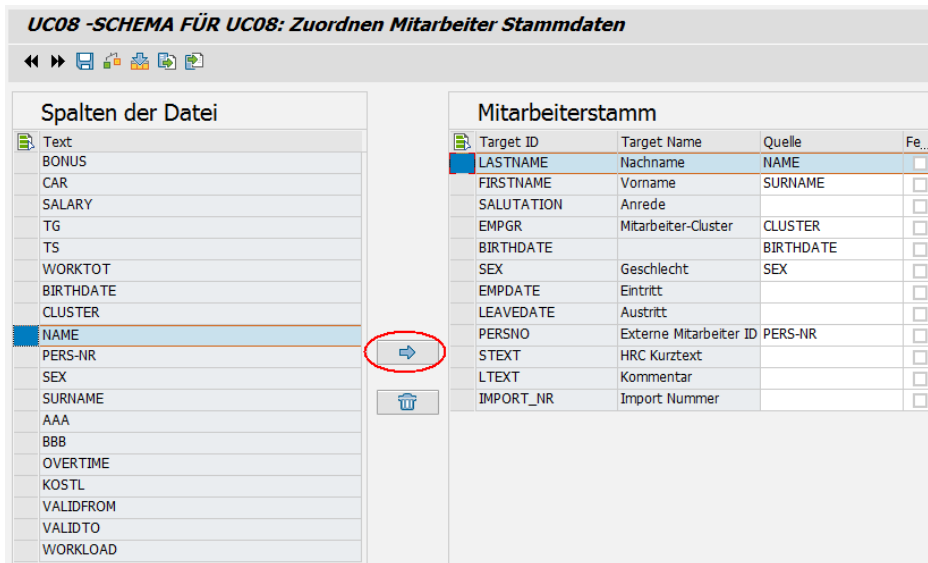


Figure 5.4: Step 1 – Assigning the Excel file fields to the employee master data

On the second page of the assignment menu, the workload-relevant fields can be assigned. The workload is the employment level of the resource. It also contains the organizational assignment to the cost center and the validity specifications.

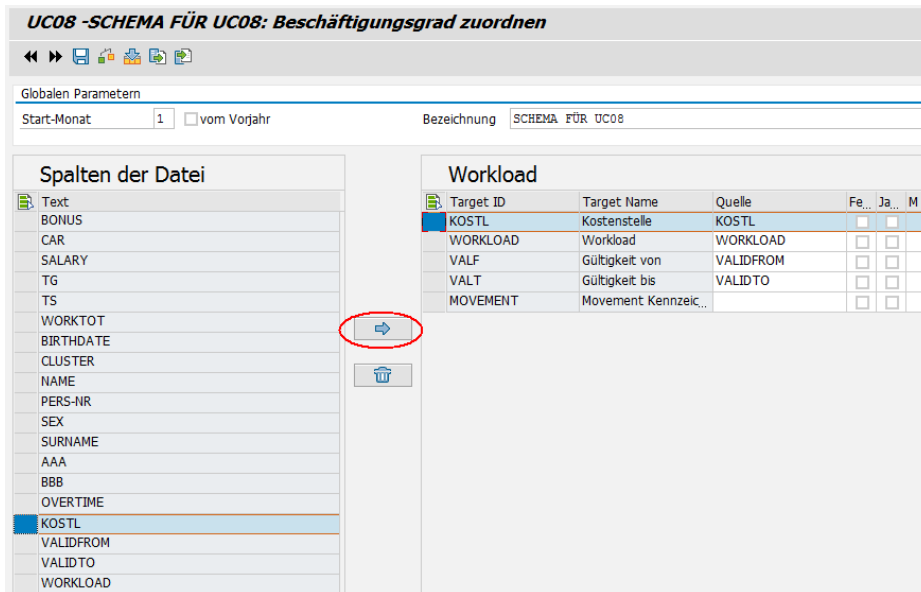


Figure 5.5: Step 2 – Workload-relevant assignments

If there is a fiscal year other than the calendar year, the starting month of the fiscal year is also entered in step 2. The flag "from previous year" must be set if the fiscal year begins in the previous calendar year.

This information is required so that the validity periods can be correctly assigned to the fiscal year periods when importing the data.

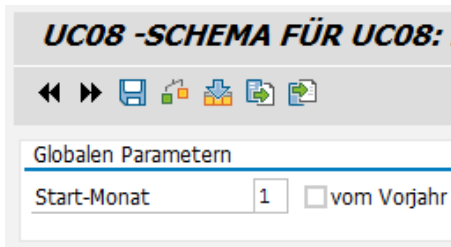


Figure 5.6: Specifications for a different fiscal year

In the third step, the actual planning topics, the Detail-Keys, are assigned. You must specify whether a fixed value is defined for the field in the Source field, or whether the specification coming from Excel represents an annual value that is distributed over all twelve periods (for example, annual salary), or whether the value can only be set in a single period specified here (for example, year-end bonus).

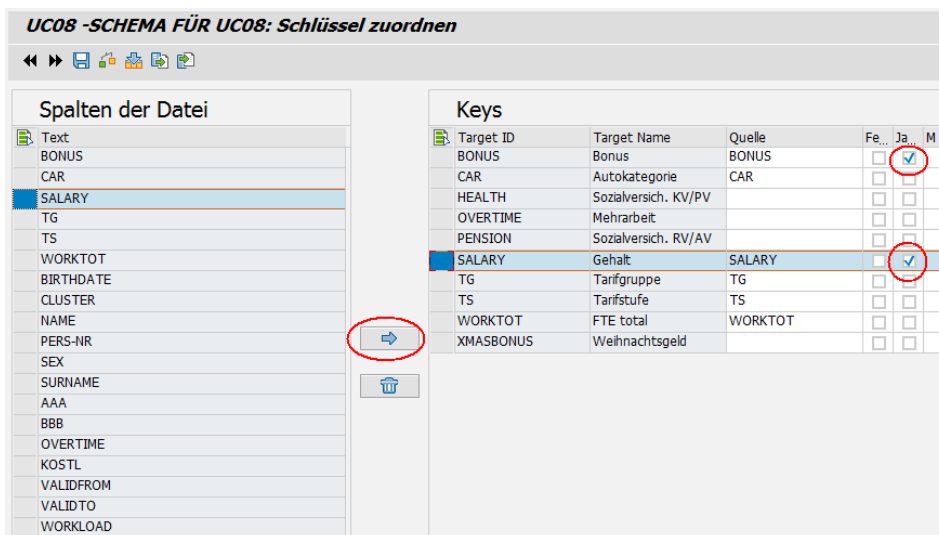


Figure 5.7: Step 3 – Assignment and definition of detail types

The buttons available for editing the import scheme are shown below (from left to right):



Previous screen: scrolls back

Next screen: scrolls forward

Save import scheme: saves the current scheme

Check scheme: checks the assignments of the file columns against the available Keys

Load file columns: loads the columns displayed in the Columns area of the file

Export scheme: opens the file selection for exporting a scheme as a file

Import scheme: opens the file selection for importing a scheme from a file



Important: To import a scheme, you must first create a new scheme in the target system. Import only refers to the column/Key assignments.

5.2 Import reference data

Once the import scheme has been defined, the Excel file can be imported. In HRC, this is called reference data.

Reference data	<p>The (HR master) data provided by the HR accounting system is referred to as reference data. The term "actual data" is not entirely accurate here, since the possible inclusion of validity periods means that the reference data can already contain information about future statuses.</p> <p>Example: The employee John Doe increases his employment level from 75% to 90% on June 1 of the year.</p>
-----------------------	--

The reference data import is always executed with reference to the Allevo layout. The column definitions for monthly planning (CM_W1, CM_W2, etc.) are decisive in determining the period. The upload of the data can therefore also be multi-year, and a different version can be specified for each year. However, it is not possible to import data into different versions of a year at the same time. This would have to be mapped using different Allevo layouts.

The upload can be restricted to a multiple selection for the cost centers. Note that any existing data for the cost center is deleted completely beforehand.

Referenzdaten importieren

Daten importieren

Source

Schema:

Datei:

Target

Kostenrechn.krs.:

Layout: Enter drücken um Spaltendefinitionen anzuzeigen

Column Definitions: CM_W1 2012 000, CM_W2 2013 000

Filter

Cost Center: Group:

Figure 5.8: Importing reference data



A separate import number is assigned to each import run. This number is stored in table /kern/ipphrcimlg and is also entered in the master record table for the employee /kern/ipphrcemmd. This shows which import run was last used to overwrite the employee master record.

5.3 Copy reference data into the planning environment

5.3.1 Standard mode

Allevo keeps the reference data strictly separate from the planning data. This means that specific copy functions are possible for repeated planning processes, especially for forecasts.

However, the reference data must be copied to the planning data table for the first planning process. This is dependent of the Allevo layout.

Note:

When copying reference data to the plan data, the data structure is reorganized (**Fehler! Verweisquelle konnte nicht gefunden werden.**). A comparison of the number of rows of data in the reference table and the plan data table is generally not possible.

Kopieren Referenzdaten in Plan

Referenz Daten

Kostenrechnungskreis: 1000 CO Europe

Kostenstelle: 1210 bis

Gruppenname:

Ziel Daten

Planungslayout: UC08 Enter drücken um Spaltendefinitionen zu sehen

Spaltendefinitionen: CM_W1 2012 000, CM_W2 2013 000

Forecast Modus

Aktiv

Figure 5.9: Copy reference data into the plan

If values for the cost center already exist in the plan data for the selected layout (including plan year/version), a warning appears to prevent any manually planned values from being overwritten.

If the reference data is to be copied during the fiscal year, i.e. for the current year, this is referred to as a forecast mode.

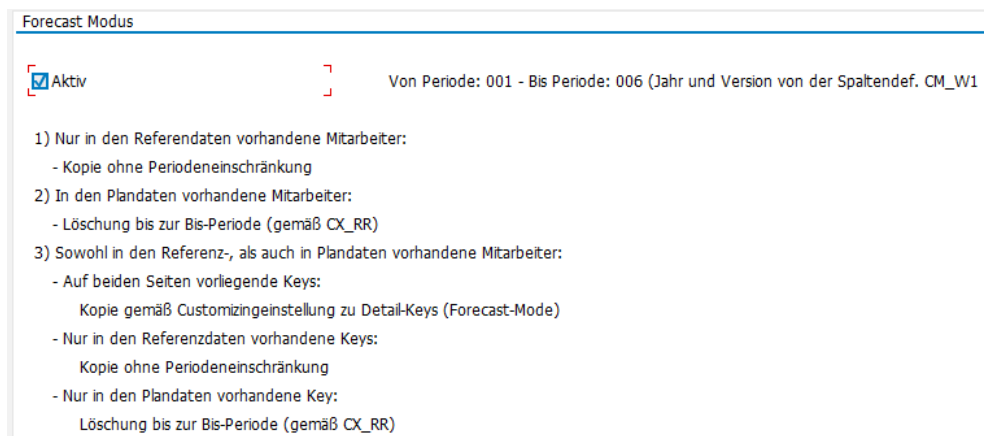


Figure 5.10: Forecast mode when copying reference data to the planning environment

5.3.2 Forecast mode

For forecast processes, it is possible to copy the reference data to the plan data using a special mode. If this mode is activated by checking the corresponding flag, the data is copied from the reference area to the planning environment only for the periods corresponding to the settings for column definition CX_RR (year and version still come from CM_W1). Further plan years are completely ignored.

However, there are specific rules that partially override this period orientation:

Employees who exist in the reference data, but not in the plan data

These data are copied independently of each period restriction for the year according to CM_W1.

Employees who exist in the planning data but not in the reference data.

All plan data is deleted in the period restriction according to CX_RR.

Employees who exist both in the reference data and in the plan data

Detail-Keys on both sides are treated according to the settings for the Detail-Keys (FCopy Mode see 4.3).

Only Detail-Keys available in the reference data are created without period restriction.

Only Detail-Keys that exist in the planning data are deleted within the period restriction according to CX_RR.

The term forecast mode also refers to the display in the HRC-detail view. Once the plan year and the current year are identical, the forecast mode is activated in the HRC-detail view (2).

5.4 Reorganize plan data

The reorganization of plan data means the restructuring of plan data in the data tables. The entries under the Employee ID are compared with the Detail-Keys of the "Keys - Employee Cluster Assignment" (0) and, if necessary, amended or deleted. This may be necessary if not all the information



from the reference data is complete (since they will be added later using formulas) or if entries for an employee have been created from the reference data upload that are not intended for their Cluster.

This step is usually performed automatically. However, it can also be carried out manually here if necessary.

5.5 Copy plan data per layout (and corresponding planning year and version)

This is a classic copy function between source and target layout. The copy function searches for stored column definitions and copies the relevant specifications for the plan year and SAP version.

The copy function is primarily used to support or prepare forecast processes and the deviation analyses based on them.

This copy function has a special feature when combined with the copying of reference data into the planning data (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Example:	The original budget planning takes place in version 0.
	In preparation for the first forecast in the next year, the budget (version 0) will be copied to version 1 with the help of the plan copy (Fehler! Verweisquelle konnte nicht gefunden werden.).
	Subsequently, current reference data up to the last closed period are copied into the plandata (Fehler! Verweisquelle konnte nicht gefunden werden.).
	The results shown in forecast version 1 are actual data up to the last closed period (based on the current reference values). For the remaining periods of the forecast year, the data from budget version 0 are used.
	Forecast planning is based only on these default values.

The function takes into account entries in the following tables (technical background):

- /KERN/IPPHRCMOVS Allevo HRC Movements
- /KERN/IPPHRCEMMD Allevo HRC Employee Master Data

Plan data according to settings in the column definitions:

- /KERN/IPPHRCPLAN Allevo HRC Plan Data

5.6 Copy planning data by month (e.g. in subsequent months)

This function is used to update plan data on the basis of rough assumptions in future periods. In this way, you can plan December of a given year and copy these plan data for subsequent months in the following year.

An important function in this context is provided by the revaluation. The factor provided in the definition of the Detail-Key is used for the revaluation.

Monats-Plandaten kopieren

Quelldaten

Kostenrechnungskreis bis

Kostenstelle

Gruppenname

Planungslayout

Version

Planungsjahr

Periode

Zieldaten

Planungslayout

Version

Planungsjahr

Periode bis

mit Umwertung

Figure 5.11: Copy plan data for subsequent months (here with revaluation)

Please keep the following points in mind:

The copy function does not check whether plan data already exists under the target parameters. These are overwritten with the following exception:

If monthly values are copied within the same layout, the same version and the same plan year, the existing monthly data of the non-selected periods is retained (for example, if you copy to months 8-12, the entries for months 1-7 are not deleted).

The system also checks whether the target periods lie after the source period. This prevents backwards copying in the same layout and version.

For the selection parameters Target layout, Target version, Target year and Target periods, default values from the planning layout specified above are set if the fields are still empty. They are displayed when you press ENTER on the selection screen.

The revaluation can be deactivated. In this case, all data is transferred 1 to 1, even if no revaluation factors are stored in the Detail-Keys.

If revaluation is active, the revaluation factors (in percent) for the respective Detail-Keys are used. A revaluation factor of 0 therefore leads to multiplication by 0. To obtain the value 1 to 1, the revaluation factor 100 (percent) must be set. A revaluation of 3.5 % requires the entry 103.5.

Note:

The Excel-dependent valuations of Detail-Keys do not apply to the revaluation, since this is a process purely on the SAP side. You should therefore also assign a factor to such Detail-Keys.



5.7 Delete data

Using the “Delete data” function, entries can be deleted from the tables for reference data and plan data. This is especially useful before a new import of reference data into the same version and layout.

Note:	The function also deletes the dependent entries in the table for Movements and the master data for these Movements.
	Entries in the transfer tables are not deleted.

6 Utilities (lists)

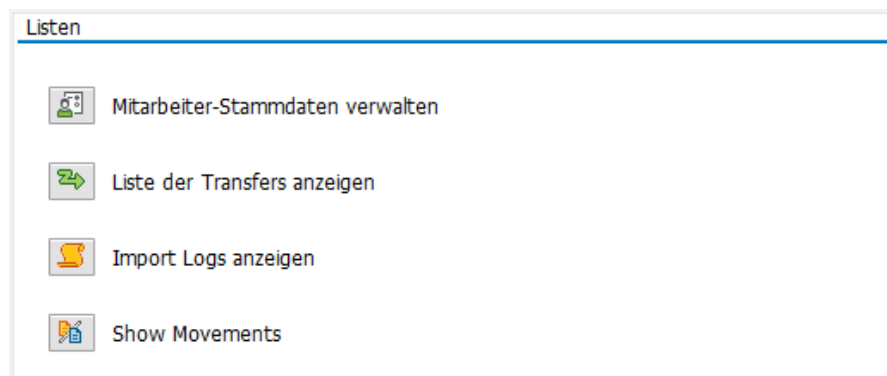


Figure 6.1: Overview of available lists for the administrator

6.1 Manage employee master data

Clicking the icon |Manage employee master data| takes you to an overview of the employees created via the upload process.

Tabellenpflege: Allevo HRC Employee Master Data

Download Prüfen Bearbeiten Hinzufügen Kopieren

Employee ID	MA-Typ	Text	Nachname	Vorname	Anrede	Mit. Cst.	Name	Geschl	Eintritt	Austritt	Ext. MA ID	Kurztext	Comment	Benutzer	Datum	Uhrzeit	Imp. Nr.
1	Normal		Henning	Fritz		MNGM	Management		23.04.1973	M		2214		SEILER	19.03.2015	17:56:25	2
2	Normal		Dileo	Marlen		MNGM	Management		01.06.1968	F		9602		SEILER	19.03.2015	17:56:25	2
3	Normal		Reinig	Karl		STAN	Standard		31.12.1982	M		3877		SEILER	19.03.2015	17:56:25	2
4	Normal		Bruderus	Stefanie		STAN	Standard		04.07.1972	F		8552		SEILER	19.03.2015	17:56:25	2
5	Normal		Karle	Florian		STAN	Standard		13.08.1961	M		2015		SEILER	19.03.2015	17:56:25	2
6	Normal		Magnusson	Frederik		STAN	Standard		02.02.1972	M		2724		SEILER	19.03.2015	17:56:25	2
7	Normal		Heimer	Sandra		STAN	Standard		14.05.1959	F		2086		SEILER	19.03.2015	17:56:25	2
8	Normal		Dibelius	Carmen		STAN	Standard		06.08.1991	F		1874		SEILER	19.03.2015	17:56:25	2
9	Normal		Riber	Lisa		STAN	Standard		09.01.1989	F		1404		SEILER	19.03.2015	17:56:25	2
10	Normal		Bennik	Titus		STAN	Standard		17.05.1968	M		6446		SEILER	19.03.2015	17:56:25	2
11	Normal		Lamparter	Rudolf		APPR	Apprentices		04.12.1975	M		8686		SEILER	19.03.2015	17:56:25	2
12	Normal		Siebenrein	Thea		APPR	Apprentices		14.05.1996	F		8275		SEILER	19.03.2015	17:56:25	2
13	Normal		Paulus	Dorte		MNGM	Management		21.11.1969	F		4979		SEILER	19.03.2015	17:56:25	2
14	Normal		Xavi	Lenn		STAN	Standard		15.12.1983	M		4072		SEILER	19.03.2015	17:56:25	2

Figure 6.2: Overview of employee master data

Allevo HRC maintains its own employee master data, which is automatically created during the reference data import (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Note:	Allevo HRC maintains a unique Employee ID for each employee as a unique key. The employee's personnel number is stored as an external employee ID "External Employee ID".
--------------	---



The most important information about the employee is stored in the master data. The standard fields result from the mapping fields specified in the import scheme (**Fehler! Verweisquelle konnte nicht gefunden werden.**). If required, additional fields can be added. To do this, the table /KERN/IPPHRCCEMMD has to be extended by an append with the desired fields. The maintenance menu for the import scheme then recognizes these fields automatically (Figure 5.4), so that the corresponding mapping can be carried out.

Note: We recommend putting the append fields in the structure /KERN/IPPHRC_S_CI_EMMD, which is included in the table /KERN/IPPHRCCEMMD (see Transaction SE11)
 These customer-specific extensions are then also displayed in reporting.

In addition to the master data fields, administrative information is also included, so that it is possible to identify who created the employee master record at what time and with what import run (6.2).

The master data administration function for employees offers the possibility of manual intervention. You can therefore select different processing options:

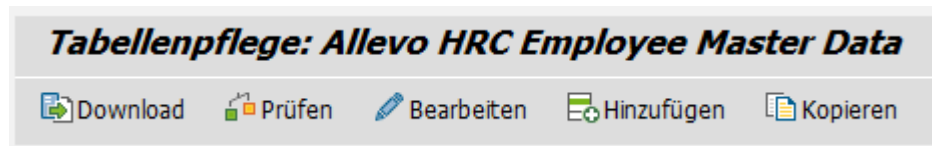


Figure 6.3: Processing options for employee master data

Download	Allows you to download the master data as a text file.
Prüfen	Checks for consistency. A message will appear only if there is an error.
Bearbeiten	Opens the editing options toolbar for the table, including the delete function.
Hinzufügen	Allows you to add a new entry either via a completely new entry OR by using a copy of an already existing entry. In both cases, a menu will appear and ask for additional data, which will be used to create the initial entry for the plan data.
Kopieren	

6.2 Lists of transfers

The transfer list provides an overview of the transfers made during planning. It is generated automatically and cannot be changed using the list view.

The following information is important for data consistency:

The complete transfer consists of three activities:



The transfer activity of the sender: The receiver is informed, but there is no change to the plan data yet. This means that no data has changed on the sender's side at the time of dispatch.

The receiver's response: acceptance or rejection. Only with acceptance is the resource data transferred and planned according to the sender percentage rule on the receiver cost center. In the case of rejection, all data remains on the sender side, and no transfer takes place.

The sender's counter-planning: The acceptance of the transfer by the receiver also changes the cost situation on the sender side. Here, the changed data must be called up again, dependent components must be recalculated, and the results posted.

This three-step process is accompanied by the transfer status and the planning status in the transfer list. The transfer status indicates whether the transfer is still in the request stage (R = requested), or whether the transfer has been accepted (A = accepted) or denied (D = denied). The planning status indicates whether step 3, the offsetting planning of the sender after acceptance by the receiver, has taken place.

KKrs	Layt	Jahr	Vsn	Empl. ID	SendStelle	EmpfStelle	Period	Prozent	Zeitstempel	Benutzer	Zeitstemp.	Benutzer	Tr.-Status	Plan. St.	Ir
1000	UC08	2012	0	1	1210	2100	11	54	20.150.206.133.151	SEILER	0		R		F
1000	UC08	2012	0	2	1210	1220	8	40	20.150.206.132.730	ENGBARTH	0		R		F
1000	UC08	2012	0	4	1210	2100	1	60	20.150.206.133.411	SEILER	0		R		F

Figure 6.4: Transfer list with the transfer status and plan status of the sender

6.3 Import logs

Clicking the icon |Show import logs| generates a list of all imports. An entry is generated during each import run. At the same time, the import scheme (**Fehler! Verweisquelle konnte nicht gefunden werden.**), layout and year used for the import are recorded.

The latter information plays a role if Movements are already available for upload in the import. Allevo HRC deletes all master data for the Movement within the import for the same year and layout, if entries in the reference data or in the plan data do not exist.

Tabellenpflege:

Download

Imp. Nr.	Benutzer	Datum	Uhrzeit	Schema	KKrs	Layt	Jahr
1	SEILER	19.03.2015	17:12:37	UC08	1000	UC08	2012
2	SEILER	19.03.2015	17:56:25	UC08	1000	UC08	2012

Figure 6.5: Overview of employee master data



6.4 Show Movements

Movements are classified as those movements on the cost center that are not represented directly by an employee or by an employee transfer. Usually, a Movement is created during planning via the HRC Excel frontend. In this case it is displayed in the Movement table, but at the same time a separate master record is created (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

After clicking the button |Show Movement|, a list of all Movements created during the planning process is displayed.

Tabellenpflege:

Download

Movement Nr.	Nachname	Vorname	Ext. MA ID	Mit. Cl.	Name	KKrs	Kostenstelle	Layt	Jahr	Periode	Mo. Wert	Kostenst.	Comment	Referenz-Mov.	Benutzer	Datum	Uhrzeit
MV0000000015	Socket 1	Lohnänderung generell		GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	0,00			MV0000000015			00:00:00
MV0000000016	Socket 2	Lohnänderung generell		GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	0,00			MV0000000016			00:00:00
MV0000000017	Cadraku	Mejreme	1143	GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	70,00-			MV0000000017			00:00:00
MV0000000018	Schmid	Meldrid	1305	GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	100,00-			MV0000000018			00:00:00
MV0000000019	mmm	aaa	5559	GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	100,00			MV0000000019			00:00:00
MV0000000020	Socket 7	Lohnänderung generell		GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	0,00			MV0000000020			00:00:00
MV0000000021	Berisha	Ibadete	3441	GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	100,00			MV0000000021			00:00:00
MV0000000022	Socket 1	Lohnänderung generell		GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	0,00			MV0000000015			00:00:00
MV0000000023	Socket 2	Lohnänderung generell		GRP1	Socket unbefristet	1000	1100011100	PHON	2014	2	0,00			MV0000000016			00:00:00

Figure 6.6: Overview of movements

Note:	The Movement No. in the display corresponds to the Employee ID in the master data. Each Movement also has a master record, which is displayed in the master record overview (Fehler! Verweisquelle konnte nicht gefunden werden.).
	If a copy operation is performed (Copy reference data to plan or Copy plan data per layout/version), a new master record with a new Employee ID is created at the same time. The Employee ID for the source master record is entered under "Reference Mov." This is retained as the original reference for further copies.

In principle, it is also possible to create Movements via the import process. To do this, they must be marked as Movements in a separate column in the upload file. Existing Movement master records are always deleted during a repeated import, unless entries exist in the reference data or plan data table for the corresponding Employee ID of the Movement.

7 The data flow from upload file to plan data

Preparation of the upload file

Import data according to the import scheme

Save data in the reference data table

Use the flexible copy function to copy to plan data table

Plan using the Excel front-end

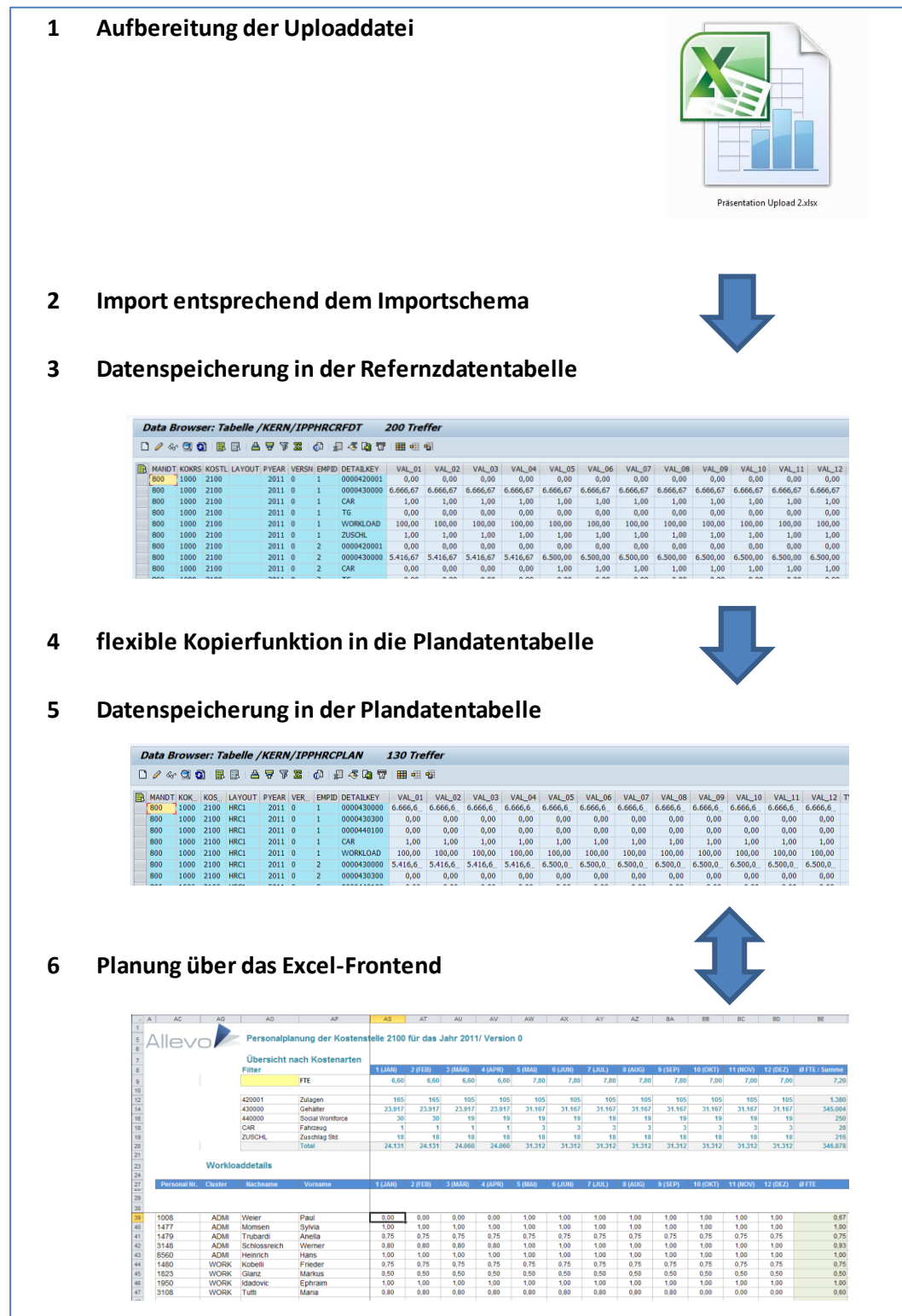


Figure 7.1: Data flow

Abbildung 7-1: Datenfluss



8 The Excel side: The HRC planning master

8.1 Allevo and ABC integration

The HRC Planning Master is a normal Allevo Excel file. It has all the properties of the Allevo Planning Master, but the worksheets |HRC_Plan| and |HRC_MasterData| have been added.

The Allevo standard functions of the Master are not described here; please refer to the corresponding Allevo Excel manual. This applies to the planning function at the cost center level, but also to other Master properties such as navigation, UserExits, Global Information, etc.

8.2 The |HRC_Plan| worksheet

The HRC_Plan worksheet is the central planning form. It contains 3 essential areas:

Workload table with an evaluation area

Formula layer

Detail table

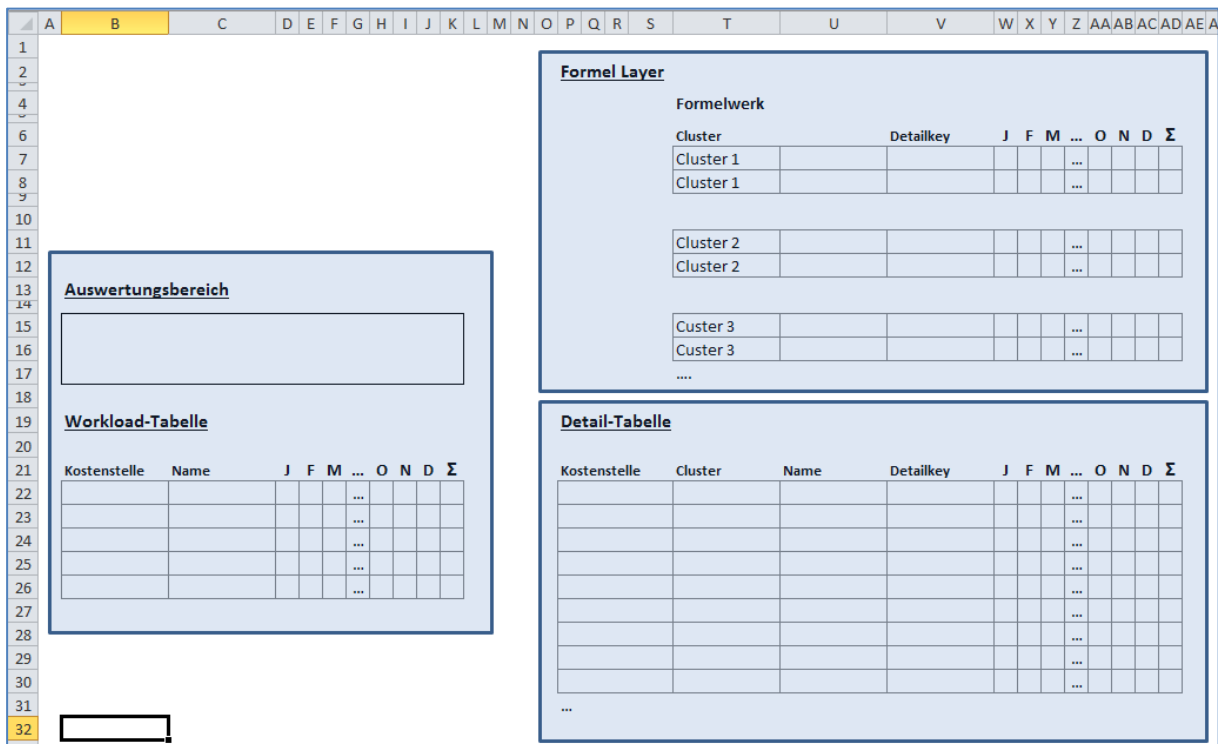


Figure 8.1: Structural design of the HRC_Plan worksheet

8.2.1 The workload table with evaluation area

The workload table and the evaluation area are usually the initial view of the planning process when you call up a cost center.

In the workload table, the planner sees the personnel assigned to their cost center. Double-clicking on a row in the workload table opens the HRC-detail view for the employee.



8.2.2 The formula layer

For each Cluster to be planned via the HRC Planning Master, a formula layer must be stored in the Excel file. For each Cluster, you must use the identical Detail-Key in a layer that is to be used for planning this layer. The formula layer has extensive functions:

The HRC-detail view is created in the planning form exactly according to the row structure created in the formula Layer.

The formula-based dependencies between the Detail-Keys are defined in this layer. As soon as there is a formula for the Detail-Key in the respective month, the entry in the HRC-detail view is locked, since this entry results from the formula. This property is month-specific.

The formulas in the formula layer can refer to parameters stored in the worksheet |HRC_MasterData|.

8.2.3 The Detail-Table

The Detail-Table always contains the current values for each employee and Detail-Key. When the details for an employee have been changed or a new movement has been added using the HRC-detail view, the Detail-Table is updated accordingly.

The Detail-Table usually provides the data for reporting the result in the evaluation area and for transferring the aggregated quantities and values for planning on the cost center for each key figure and cost element (CO planning). This data is transferred to the worksheet | Allevo | and from there to SAP CO planning in standard Allevo.

You never work directly in the Detail-Table.

9 Planning

The following notes refer to the planning file in its delivery state. The HRC planning master is very flexible with regard to desired customer adaptations and will usually deviate from delivery file.

Planning is carried out for each cost center. To do this, call up the planning file and execute the SAP logon. Select the cost center to be planned in the subsequent dialog box.

9.1 Start screen: Workload and result summary

After logging in and selecting the cost center, an overview of the cost center appears. The system displays which employee is active on the cost center in which period and with which employment level.

The data displayed and the detailed information behind it come from the upload of the reference data. The results overview therefore already shows the planning result derived on the basis of this information.



Allevo Personnel Planning Cost Center 0000001210 FY 2012/ Version 000														
Year	9100	Headcount	12	12	12	12	12	12	12	11	11	12	12	12
2012	FTE	FTE	11,55	11,55	11,55	11,55	11,55	11,35	11,35	8,25	8,15	18,15	18,15	18,15
	SALARY	Salary	36.266,7	36.266,7	36.266,7	36.266,7	36.900,7	36.570,7	36.570,7	41.749,7	41.531,7	65.328,7	62.828,7	62.828,7
	BONUS	Bonus	1.583,7	1.583,7	1.583,7	1.583,7	1.583,7	1.583,7	1.583,7	1.166,7	1.166,7	1.166,7	1.166,7	1.166,7
	OVERTIME	Overtime												
	HEALTH	Health Insurance	2.253,0	2.253,0	2.253,0	2.253,0	2.289,0	2.213,0	2.213,0	1.326,0	1.439,0	4.865,0	4.865,0	4.865,0
	PENSION	401k	3.423,0	3.423,0	3.423,0	3.423,0	3.487,0	3.388,0	3.388,0	1.804,0	1.954,0	8.537,0	8.378,0	8.378,0
	XMASBONUS	Xmas Bonus	1.263,9	1.263,9	1.263,9	1.263,9	1.263,9	1.263,9	1.263,9	1.916,6	1.784,7	1.868,1	15.391,7	1.659,7
	Total		44.790	44.790	44.790	44.790	45.524	45.019	45.019	47.963	47.876	81.765	92.630	78.898

Workloaddetails																	
P-Nr.	Cluster	Last Name	First Name	1 (JAN)	2 (FEB)	3 (MAR)	4 (APR)	5 (MAY)	6 (JUN)	7 (JUL)	8 (AUG)	9 (SEP)	10 (OCT)	11 (NOV)	12 (DEC)	Ø FTE	Comment
8686	APPR	Lamparter	Rudolf	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
8275	APPR	Siebenrein	Thea	100,00	100,00	100,00	100,00	100,00	100,00	100,00	90,00	80,00	80,00	80,00	80,00	92,50	
2214	MNGM	Henning	Fritz	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
9602	MNGM	Dileo	Marlen	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
3877	STAN	Reinig	Karl	100,00	100,00	100,00	100,00	100,00	100,00	100,00	0,00	0,00	0,00	0,00	0,00	58,33	
8552	STAN	Bruderus	Stefanie	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
2015	STAN	Karle	Florian	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	
2724	STAN	Magnusson	Frederik	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
2086	STAN	Heimer	Sandra	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	75,00	
1874	STAN	Dibelius	Carmen	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
1404	STAN	Riber	Lisa	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	100,00	
6446	STAN	Bennik	Titus	100,00	100,00	100,00	100,00	100,00	80,00	80,00	80,00	80,00	80,00	80,00	80,00	88,33	

Figure 9.1: Workload and result overview for the cost center

9.2 Planning activities

The workload overview is the starting point for all further HRC planning activities. Three different activities are planned:

Changing a resource (HRC-detail view)

The changes to the employee are planned directly "on" the employee. The detail dialog (HRC-detail view) appears by double-clicking on the employee row or by clicking on the corresponding icon in the task pane (cursor must be on the employee). Here you can change all employee details that are intended for manual modification.



Movements to and from the outside

Employees (known or unknown) who are to be hired and were not yet included in the reference data are planned as Movements. The same applies to reductions on the cost center to which no specific employee can (yet) be assigned.

Internal Movements, cost center changes (Transfers)

Employees who change cost centers are called transfers. A transfer always begins via the sender and always represents a proposal to the receiver. On the receiver side, the transfer must always be confirmed or rejected.

All detail dialogs for the planning actions can be accessed via the HRC icons, which appear automatically when working in the workload overview or in the transfer display. The following activities are possible.

Workload overview	Employee (filled row)		Detail planning Opens the detail view for the respective employee
			Transfer Plan a transfer of the employee



	Empty row		Create / change Movement Create a new Movement or change an existing one
Transfer overview	Only receiver side, Status R		Accept Transfer
			Reject transfer

9.2.1 Changing a resource (HRC-detail view)

To be able to make a concrete change to the plan values for an existing resource, access the HRC-detail view. There are two ways to do this:

Double-click on the row of the workload overview

Set the cursor in the row of the workload overview and click on the icon | Open detail view |

The HRC-detail view, which depends on the assignment of the resource to the Cluster, then appears. The yellow cells are intended for manual entries. Grey cells are locked because their contents either refer to the past (forecast mode) or are calculated using Excel formulas.

The HRC-detail view has a consistent yearly structure. Multiple years or plans in different versions are mapped via multiple tabs.

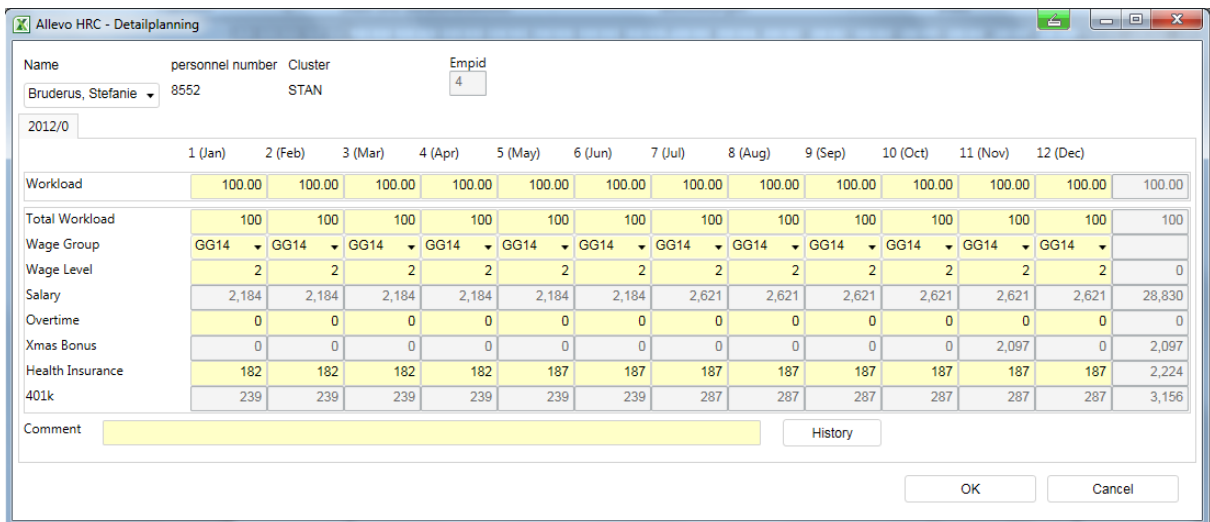


Figure 9.2: HRC-detail view

Each planning change for a resource is archived according to the layout. During the planning process, the planner can view the development of the resource by clicking the |History| button.

The archiving data is always called up at runtime. This data is always read from the SAP side.

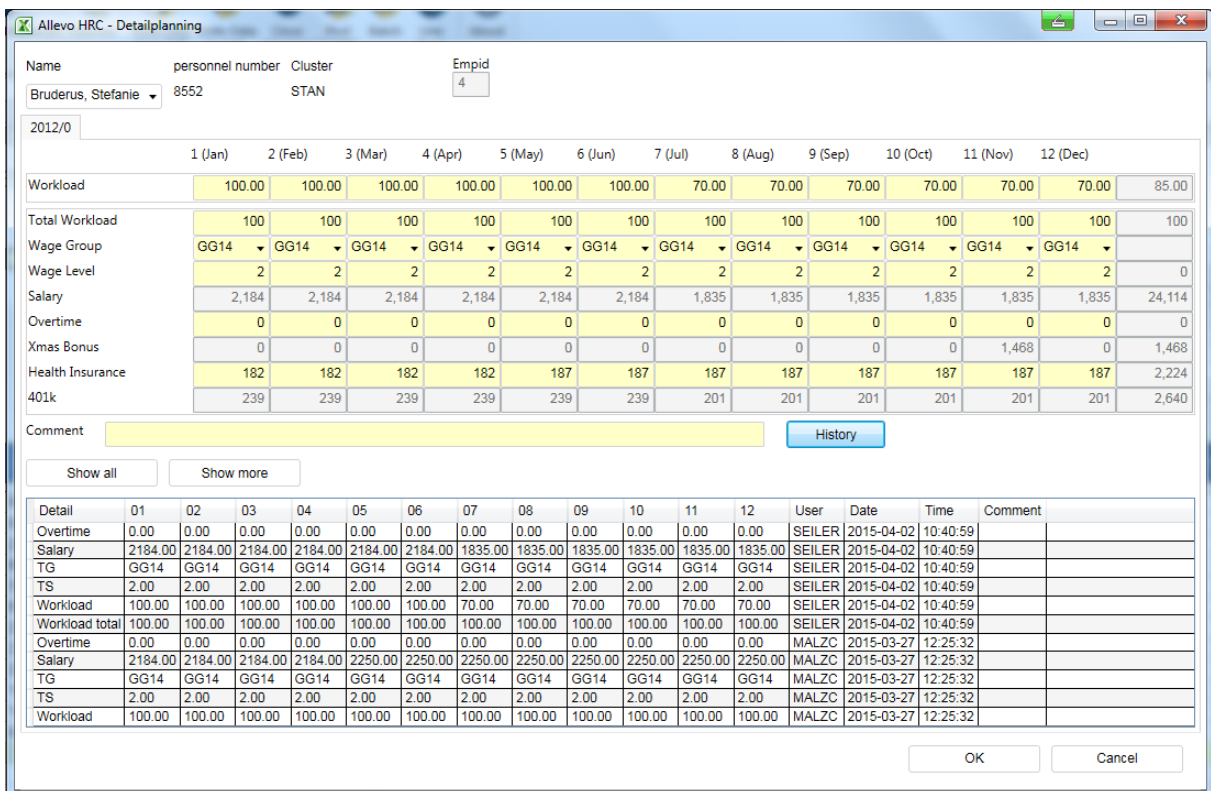


Figure 9.3: HRC-detail view with opened history

History (view)	Which Detail-Keys are displayed in the history can be defined in the properties for the Detail-Key (Fehler! Verweisquelle konnte nicht gefunden werden.Fehler! Verweisquelle konnte nicht gefunden werden.). However, this definition only refers to the display. Archiving always affects all Detail-Keys defined for the Cluster.
History archive duration	The archive duration can be set via the HRC-cockpit (10.2)

9.2.2 Movements to and from the outside (Movements)

To plan a Movement, place the cursor in the first blank row of the workload overview. The icon |Create/Change Movement| appears. Clicking on it opens the two-step process for creating a Movement.

The Movement must first be assigned to a Cluster. If known, the name of the new employee can also be entered. It is also conceivable to plan a group of employees with the same Movement, as the standard FTE specification is not limited to 100 (%). By activating the radio button to |Increase FTE| or |Reduce FTE| the sign of the entries is determined. The latter is intended for quantity and cost reductions on the cost center.



Movements

Cluster

Anrede

Name Vorname

FTE Jahr Periode FTE erhöhen FTE reduzieren

0 2012 1 (Jan)

Partner Kostenstelle (falls notwendig)

Kommentar

OK Abbrechen

Figure 9.4: Creating a Movement

For the second stage of the process, after confirmation of the first dialog, the now familiar HRC-detail view opens, matching the previously selected Cluster. The details of the new Movement can now be entered in this screen.

9.2.3 Internal Movements, cost center changes (Transfers)

The Transfer always refers to an existing employee and is triggered exclusively by the sender. To do this, click the |Transfer| icon in the workload overview while the cursor is on an employee row.

The transfer dialog appears with a selection of possible receiver cost centers. These are all cost centers with a valid planning status for the relevant Allevo planning layout. In addition to the target cost center and the FTE specification, you must also specify the year and period from which the employee is to appear on the target cost center. This can be explained in an additional dialog.

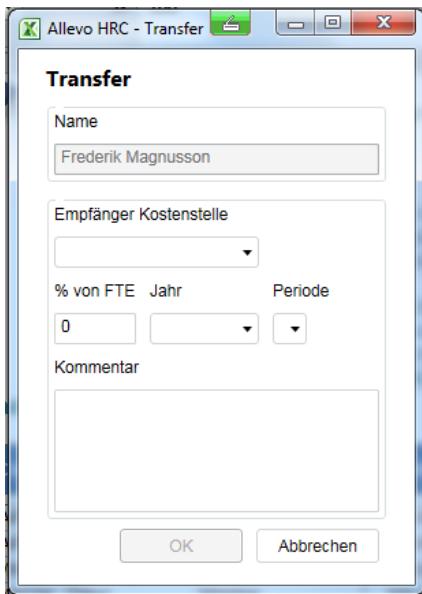


Figure 9.5: Transfer dialog

Note:	The specification "% of FTE" is a relative specification with reference to the employee's workload. If the employee has an operating rate of 80% on the sender cost center, the entry "60%" means that 48% of the employee time is managed on the receiver cost center from the period entered. 32% remain on the sender cost center (i.e. 60% of 80% and 40% of 80% respectively).
	Processing takes place with an exact period reference. In the previous example, 60% of the period-specific FTE percentage rate is transferred for all periods starting from the period entered.
Note:	The behavior of a Detail-Key during the transfer is defined in the settings for the Detail-Key (Fehler! Verweisquelle konnte nicht gefunden werden.).

Scheduling a transfer has no effect on the sender at first. The actual "transfer posting" of the transfer from the sender cost center to the receiver cost center only takes place after it has been accepted by the receiver. For this purpose, the receiver goes to his or her transfer overview (inbound/outbound) and either accepts or rejects the transfer.

Allevo		Transfer Inbound / Outbound										
in/out	MA Nr.	Nachname	Vorname	Sender	Empfänger	Periode	% FTE	% FT	Base Salary	Base Car	Kommentar	Status
→	2	Dileo	Marlen	1210	2100	8	100	Workload:	Salary:	Car:		R

Figure 9.6: Transfer overview in the HRC planning file

An overview of all transfers can be accessed by the administrator by clicking the |View list of Transfers|button. Here you can also see the status of the Transfer.



10 During and after planning

10.1 Batch-run

As a rule, the business logic of planning is mapped via the Excel front-end, i.e. the HRC planning master. The formula rules defined in the formula layer determine the values for derived planning components from the main planning values, for example, the social security contributions from the salary components.

Note:

The exact result of planning for a cost center can therefore only be determined by calling up the HRC planning master and recalculating all formula-based results via Excel.

If a fundamental premise changes during planning, such as base salary rate increase, it is necessary to recalculate the data for all cost centers and post the results to the system for precise recalculation. To avoid this having to be done manually, you have the option of a batch-run.

The batch-run supports the sequential processing of all selected cost centers using an automated call. The following steps must be followed:

Status assignment

All cost centers to be processed must be set to status 2 in the Allevo layout:

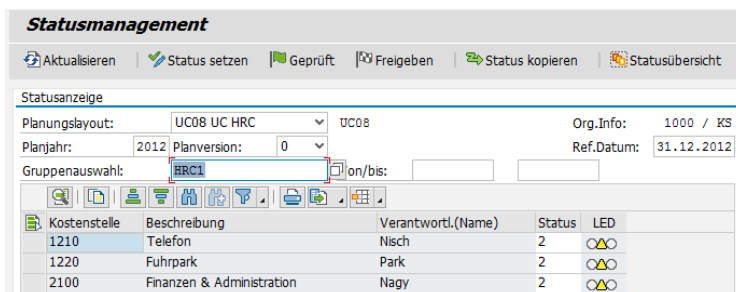


Figure 10.1: Set the status to "2" for a batch-run

Calling the HRC planning master

A normal planning call is made, as if the cost centers were to be planned individually. You can select any cost center to start.

Batch button for calling the program

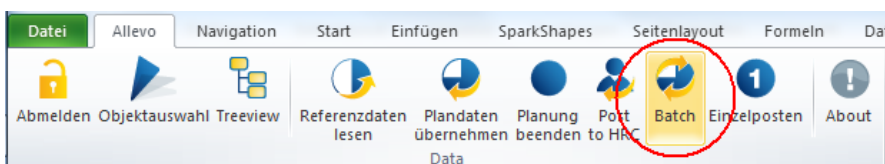


Figure 10.2: Starting a batch-run



Clicking the Batch button starts the batch-mode. This button is only visible if the fixed value BUT-TON_HRC_BATCH is active and can also have a different name if necessary (see F1 documentation for this fixed value).

In the following popup you have to define which of the cost centers released via the status are actually to be recalculated: all objects with status 2 are listed (if necessary, select rows using the mouse).

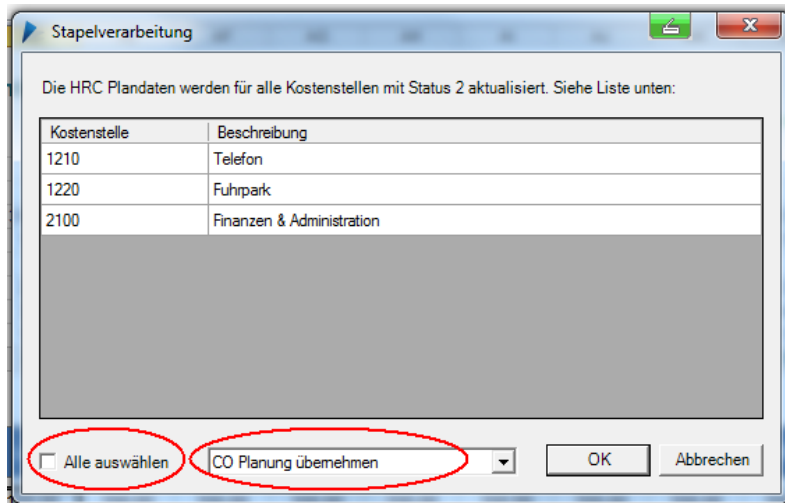


Figure 10.3: Settings for the batch-run

You can also determine whether only the HRC data is recalculated or whether the updated values are also posted to SAP CO.

Finally, a completion message appears.

10.2 Archiving / History

Allevo HRC archives all plan and reference data as well as resource master data. To avoid an unnecessarily large amount of data in the tables, it makes sense to specify the duration of archiving in the settings.

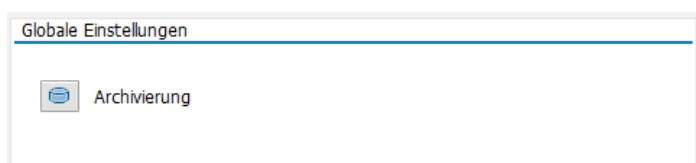


Figure 10.4: Access the archive settings in the HRC-Cockpit



Archive Settings

Plan Data

25 Days

Reference Data

25 Days

Employees Masterdata

100 Days

Figure 10.5: Archive duration

The archive duration is specified in days. If an archived data record is older than the specified number of days, it is automatically deleted by the system.

Note:

The history function (**Fehler! Verweisquelle konnte nicht gefunden werden., Fehler! Verweisquelle konnte nicht gefunden werden.**) directly accesses the archived data. The archiving duration should therefore reflect the requirements of the change documents for the current planning process.

10.3 Reporting

Reporting takes place via a separate Allevo master file that follows the same logon procedure as for normal planning. This file is provided separately within the project.

After logging on to the SAP System, data from the reference data and/or plan data is transferred to a structured Excel table according to the initial selection. The evaluation can either take place directly or serve as the basis for a Pivot display.

The user's authorizations are checked both during the logon and when the data is retrieved (**Fehler! Verweisquelle konnte nicht gefunden werden.**).

Note:

The reporting-relevant fields are stored in the structure /KERN/IPPHRC_S_REPORT in the ABAP Data Dictionary (see note in Transaction SE11). This includes the structure /KERN/IPPHRC_S_CI_EMMD, which is intended for customer-specific extensions in the employee master record. Append fields that are included there are also automatically displayed in reporting.

11 Authorizations

The authorization concept in HRC has three levels:



11.1 SAP standard authorizations

The SAP standard authorizations for CO apply as far as access (planning/reporting) to cost centers is concerned. This enables you to maintain general functional and organizational (object-related) authorizations.

11.2 Allevo HRC-execution authorizations

Allevo HRC is part of the general system of Allevo authorizations. See the Allevo SAP manual for further information. The SAP authorization object S_PROGRAM is used as the leading authorization object. Within this authorization object, the following entries are available for the P_GROUP field for HRC:

ZIPP_HR1	Administrator for all Cockpit functions
ZIPP_HR2	Global planner, will override the HRC-detail authorizations (Fehler! Verweisquelle konnte nicht gefunden werden.).
ZIPP_HR7	Global reporting, will override the HRC-detail authorizations (Fehler! Verweisquelle konnte nicht gefunden werden.).
ZIPP_HR8	Standard reporting, the Allevo HRC-detail authorizations are checked (Fehler! Verweisquelle konnte nicht gefunden werden.).
ZIPP_HR9	Standard planner, the Allevo HRC-detail authorizations are checked (Fehler! Verweisquelle konnte nicht gefunden werden.).

Note that standard Allevo offers additional authorization restrictions with regard to the Allevo layout and with regard to calling objects. These Allevo-specific authorizations exist outside the SAP authorization system and can be maintained by the super administrator using the Allevo settings.

11.3 Allevo HRC-detail authorizations

Via the Allevo HRC cockpit, further restrictions can be implemented, except for the Cluster and the Detail-Key.

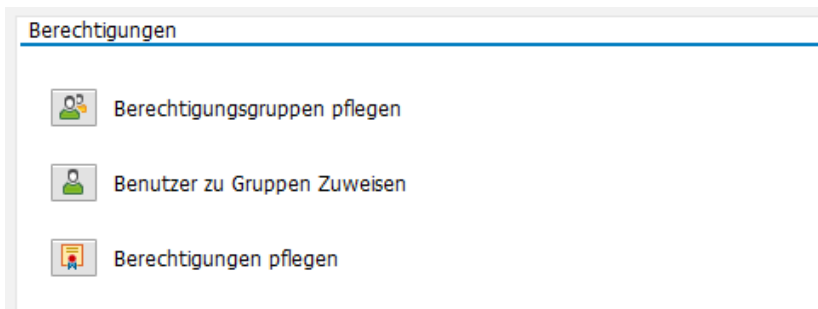


Figure 11.1: Allevo HRC authorizations. Access via the Allevo HRC-Cockpit

First, you can create any number of authorization groups. An authorization group later incorporates a group of users (planner/HRC administrators) who all have the same authorization level.

The link between the users and the authorization group is made via the second button |Assign user to groups|.



Finally, any combinations between authorization groups, Clusters and Detail-Keys can be made for each layout.

HRC Berechtigungen

KostRechKreis	Planungslayout	Ber. Gr...	Ber.gruppentext	Mit. Clst.	Name	Detail Key	Detail Name
1000	UC08	GRP1	Gruppe 1	APPR	Gruppe 1	SALARY	Gehalt
1000	UC08	GRP1	Gruppe 1	MNGM	Gruppe 1	SALARY	Gehalt
1000	UC08	GRP1	Gruppe 1	STAN	Gruppe 1	SALARY	Gehalt

Figure 11.2: Detail definitions of Allevo HRC-authorizations

Note:	If an entry exists for a layout, the authorization list applies as a filter. This means that each user must have appropriately defined authorizations. Wildcards ("*") can be used.
	For users without restricted authorizations, the authorization group ZIPP_HR2 can also be assigned to the Allevo HRC execution authorizations (Fehler! Verweisquelle konnte nicht gefunden werden.) for simplification.

12 Data storage / Access protection

The HRC-detail level data are stored in separate tables on the SAP side. SAP standard table maintenance tools are not allowed for these tables. The maintenance and display of the contents for these Dictionary objects is not possible in transaction SE16 or SE16n. Transaction SE54 cannot generate a maintenance dialog, which means that transactions SM30/SM34 can no longer be called automatically for this Dictionary object.

13 Master

A normal Allevo Master is used as the HCR Master, which is supplemented by the worksheets

HRC_Plan

HRC_Master_Data

You must also make additional entries in the settings for the Customizing sheet.