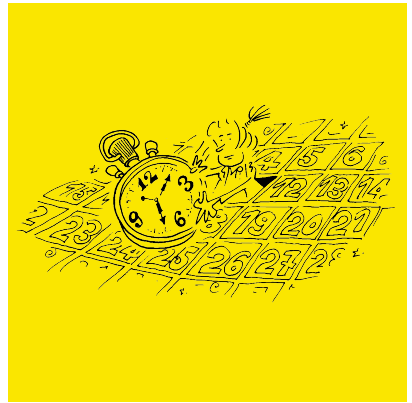# SAP SuccessFactors Time Tracking

Modern software for capturing working hours

SAP SuccessFactors Time Tracking offers companies simple and innovative tools for the capture, approval and monitoring of their employees' working hours. The cloud-based solution boasts an intuitive user interface, improves employees' work procedures and ensures that they capture their working hours correctly and in compliance with the regulations on working hours.

Functions in SAP SuccessFactors Time Tracking

With progressive functions for capturing working hours, SAP SuccessFactors Time Tracking offers a real-time overview of employees' working hours, thereby ensuring more transparency and improved control of working hours and excess hours. The module requires the prior implementation of SAP SuccessFactors Employee Central. The module immediately offers the following functions:

- Capture of working hours (multiple attendance types are available)
- Correct calculation and reporting of excess hours and overtime
- Definition of workflows
- Reporting of night-time work, work on Sunday, work on Saturday, work on a public holiday and, if required, direct replication with a surcharge in SAP Payroll
- Capture of on-call and standby service and other allowances
- Definition of target working hours timeframe
- Linking of terminals
- Delivery of reminders if employees do not submit their time sheets
- Analysis of non-compliance with breaks
- Use of SuccessFactors mobile app
- Analysis of time sheets
- Viewing and processing of time sheets by HR and the line manager, if required
- Capture of attendance over midnight
- Single record approval

Highlights

- Intelligent capture of working hours
- Improved employee experience
- High transparency
- Mobile and desktop access
- Employee Self Service & Manager Self Service
- 100% cloud technology

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- Mobile and web clock (integrated clock-in / clock-out function): the possibility for companies that do not yet have a terminal infrastructure to use the solutions offered by SAP SuccessFactors – employees can simply clock in and clock out via a mobile app or web application. If required, with GPS location tracking.
- Detection of late comers and early leavers: option of drawing the attention of managers and time managers to late arrivals and early departures so that they can take action if needed.

Planned functions

SAP SuccessFactors imports many resources into the new module. The following functions are planned for future releases:

- Improved warnings in the time sheet: triggering and definition of alarms for approval of time sheets
- Improved time sheet analysis
- Flexible timeframes for time sheets: the option to change timeframes for time sheets when needed, e.g. every month
- UI improvements: copy function
- Improved management of public holidays (e.g. definition of categories of public holidays)
- Option of rounding clock-in and clock-out entries. This applies to entries made from terminals as well as from mobile phones and the web clock

Differences to SAP SuccessFactors Employee Central Time Sheet

No new functions are planned for Employee Central Time Sheet in the medium to long term. SAP SuccessFactors Time Tracking includes all the current functions of Employee Central Time Sheet as well as all new functions planned by SAP with regard to the capture of working hours. No migration is required for Employee Central Time Sheet customers as the technical basis is the same. However, additional licences have to be purchased. Employee Central Time Off remains a component of SAP SuccessFactors Employee Central.