SAP BUSINESS TECHNOLOGY PLATFORM | EXTERNAL

Configuration Guide

Automatic Overtime Split using SAP Build Process Automation

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Overview

This document provides information about configuration steps to consume the package **Automatic Overtime Split**. The main audience of this document are Sales and Distribution Experts, Credit Controllers, Developers and Product Owners.

This workflow scenario enables customers to define different rules for overtime calculation, automate the calculation itself and add an optional approval step to the process. The key advantage is that service employees do not have to do the calculations themselves, which reduces errors and mistakes and increases the quality of direct billing of service items.

Artifacts

A package consists of process templates, process steps, process variants, decisions, and process visibility models. In the SAP Build Process Automation Store, search for live process package with name "**Automatic Overtime Split**" and import the same.

Process

A process template is a set of business activities and tasks that, once completed, fulfills an organization goal. The **Automatic Overtime Split** package contains the following process template:

Automatic Overtime Split Template – Default template for the Automatic Overtime Split workflow. It contains steps for calculation and approval of different overtime categories

A business process can be broken down logically into smaller parts or steps. Each process step is a collection of activities to perform a specific task. For example, an approval process step can contain activity to determine the approvers, approval task, notifications, and handle the approval result. **Error! Reference source not found.** 1 represents the list of process steps/sub flows available to be used in **Automatic Overtime Split**.

Table 1: Process Steps

Process Steps	Cardinality	Detailed Description
Update Source Object Text	0..1	This workflow is optional and contains tasks to identify the source object which triggered the workflow and leaves a note in it to indicate that a workflow instance is running for the item.
Calculate Automatic Overtime Split	1..1	This workflow contains the required tasks to determine the rules and categories for correct overtime calculation and the calculation algorithm itself.
Approve Calculated Automatic Overtime Split	0..1	This workflow contains service and user tasks to identify the correct approver for calculated overtime categories and gives the user the option to approve it.
Update Source Object	1..1	This workflow contains tasks to update the calculated items for overtime in the backend by calling corresponding APIs of the source object.

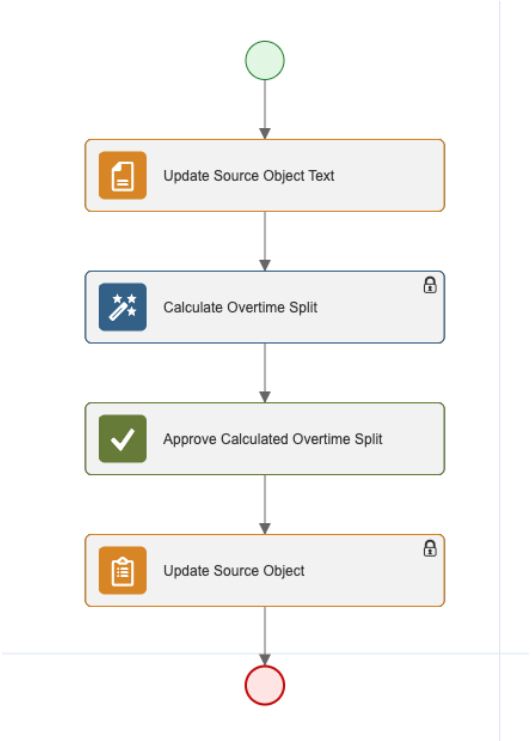
Sample Conditions to directly start a variant workflow

```
{
  "sourceEvent": {
    "eventType": "change",
    "sourceDocumentType": "Order",
    "sourceDocumentId": "<SourceDoucmentNumber>"
  }
}
```

Process Variants

A process variant consists of multiple process steps configured by a line of business experts. It is possible to create multiple variants of the same process. For example, a variant which has all process steps in, as the one in the screenshot below. Customers can also remove the “Update Source Object Text” step, if they do not want to have the note field of the source object item filled with information about running workflow instances or the approval step can be removed, and the workflow can execute without any manual interaction.

Please refer help documentation about how to import content packages and configure a process variant.



Configure Process Variants for Automatic Overtime Split with SAP Build Process Automation

1. In the SAP Build Process Automation Development Lobby, click to open the package with name Automatic Overtime Split. This opens the package in a new tab/window.
2. Click the + icon next to the process template to create a new process variant.
3. Enter Name of the new Process Variant (ex, Two Step Approval).
4. Click the newly created Process Variant tile to save and activate the process variant.
5. The process variant has a default implementation with two steps and at least one level of approval.
6. It is possible to remove steps like "Approval for Automatic Overtime Split" from a process variant only if there are multiple approvals. Please note that whether a step is mandatory or optional, and how many a times any step can be used within a variant, are dependent on the constraints defined on the process steps.
7. Save and activate the variant. A successful activation will create a new workflow definition in the account that can be viewed in the Monitor Processes and Workflows app.

Update Source Object Text

This step adds a new entry to the "notes" section of the source object item. This increases more transparency in the backend system and indicates that the calculation is ongoing.

- This step is optional and just for transparency reasons. If this is not required, customers can decide to remove the step.
- If the step should be used, it must be placed as first step inside the variant.

Calculate Automatic Overtime Split

This step collects rules and input data to determine and calculate new overtime categories for a time input. Customers can modify these rules by changing related entries in the Decisions app.

- This step is mandatory for the workflow, and it cannot be changed.

Approve Calculated Automatic Overtime Split

This step will determine an approver for the newly calculated Automatic Overtime Split. It provides a UI to indicate the change in the MyInbox application.

- This step is optional and must be placed between the calculation of the Automatic Overtime Split and the update of the source object.
- The step provides an additional approval step before any data is written to the backend.

Update Source Object

This step will automatically write the result back to the source system.

- This step is mandatory and cannot be changed. It is the last step in the workflow and marks the end of processing.

Decisions & Policies

Decisions allow to encapsulate the business logic from core applications and supports the reuse of Decisions across different business processes. Decisions enable customers to adopt changes in processes without changing the underlying workflows or application logic. SAP Build Process Automation has Decisions capabilities that enables customers to centrally manage all decisions. Please go through the Decisions capabilities in SAP Build Process Automation.

Automatic Overtime Split enable customers to flexibly configure decisions to gain flexibility to

1. DetermineStartParameters
2. DetermineOvertimeCategories
3. DetermineOvertimeRules
4. DetermineApprover
5. DetermineProcessVariant

Determine Start Parameters

This rule is required to define environment parameters to correctly start the workflow. It must be configured once.

Rule Service Name: Determine Start Parameters

Input: Source Object Header Data (Structure)

Attribute	Type	Description

Output: Workflow Start Parameters (Structure)

Attribute	Type	Description
Workflow Technical API User	String	User ID for technical user which is used to connect to required APIs
Relevant Product	String	Relevant Product to start the workflow

Rule Definition

This rule does not require any update. The output will be the technical user used to identify relevant items. It is used to filter out events. The same is true for the relevant product. This is the input product which the end user can use to tell the system that an input to the Service Order or Service Confirmation is relevant for the workflow or not.

Where used

Step: Initialization

Determine Overtime Categories

These rules define the relation between on-premises products which represent the different overtime categories which the workflow can calculate.

Rule Service Name: Determine Overtime Categories

Input: Source Object Header Data (Structure)

Attribute	Type	Description

Output: Workflow Start Parameters (Table)

Attribute	Type	Description

ID	String	Unique ID to identify category
Related Product	String	Description of overtime category
Long Text	String	Related product which represents the category in backend

Rule Definition

This rule does not require any update. It defines the different available overtime types, that the workflow can handle. You cannot add additional categories. The ID must also not be changed, since it is coming from the workflow directly.

The related product defines the product in the backend which should be used when new items are created from the workflow after the calculation of overtime.

The text field is a long text which is used in the approval UI to indicate which overtime type has been calculated and make it easier to understand the calculation results for the approver.

Where used

Step: Calculate Automatic Overtime Split

UI: Approve Calculated Overtime Categories

Determine Overtime Rules

This rule is used to configure the factory calendar, which is used to identify holidays and defines the beginning and end of nightshifts. Additionally, you can set a limit for how many hours per day are considered as normal worktime.

Rule Service Name: Determine Overtime Rules

Input: Over Time Conditions (Structure)

Attribute	Type	Description
Employee Cost Center	String	Cost Center that an employee is allocated to
Service Team Country	String	Country that a service team is allocated to
Service Team Plant	String	Plant that a service team is allocated to
Service Team Postal Code	String	Postal Code that a service team is allocated to

Output: Over Time Rule Set (Structure)

Attribute	Type	Description
Night Shift end time	String	The time a night shift ends on a day
Night Shift start time	String	The time a night shift starts on a day
Normal worktime per day	String	The time in hours which an employee should work
Factory Calendar ID	String	ID of a Factory Calendar

Rule Definition

This rule sets the borders of the overtime calculation. A few input parameters can be used which are manly user

focused or focused on a geographical location, because overtime rules are usually defined on a country basis. It is important to set the time parameters in the first two columns. Otherwise, it will lead to errors during the workflow execution.

Where used

Step: Calculate Automatic Overtime Split

Determine Approver

This rule is used to determine the approver for the optional approval step of the workflow.

Rule Service Name: Determine Approver

Input: Source Object Header Data (Structure)

Attribute	Type	Description
Sales Group	String	Sales Group of source item
Sold to Party	String	Sold To Party of source item
Bill to Party	String	Bill To Party of source item
Payer Party	String	Payer Party of source item
Responsible Management Service Team	String	Responsible Management Service Team Name assigned to source item
Item Hour Quantity	String	Quantity of hours contained in a document item with relevant category

Output: User (Structure)

Attribute	Type	Description
User ID	String	Unique identifier for a user
Group ID	String	Unique identifier for a group of a user
eMail	String	Mail address of a user

Rule Definition

This rule determines an approver for newly calculated time Automatic Overtime Split. Different input parameters can be used to identify an approver, like involved parties or the number of reported hours. The result will be a user object.

Where used

Step: Approve Calculated Overtime Categories

Determine Process Variant

This rule is used to determine the appropriate process variant which should be started for a specific item.

Rule Service Name: Determine Process Variant

Input: Source Object Header Data (Structure)

Attribute	Type	Description
Sales Group	String	Sales Group of source item
Sold to Party	String	Sold To Party of source item
Bill to Party	String	Bill To Party of source item
Payer Party	String	Payer Party of source item
Responsible Management Service Team	String	Responsible Management Service Team Name assigned to source item
Item Hour Quantity	String	Quantity of hours contained in a document item with relevant category

Output: Process Variant (Structure)

Attribute	Type	Description
Variant ID	String	ID of the variant that should be executed
Support User ID	String	UserId of the support user which receives task in error cases
Support email Address	String	Mail address that should receive notifications in error cases
Escalation Time	String	Time that a user to perform a user task
Support Group ID	String	Group ID which receives task in error cases

Rule Definition

This rule determines the correct variant for a process relevant source item. A sample where this is required can be the case that customers deploy several variants of the workflow. The difference could a policy where below a certain number of reported hours an approval step is not required anymore. This rule can be used to achieve this.

Where used

Step: Initialization

Process Visibility

Process Visibility capability in SAP Build Process Automation enables process owners and process operators to gain real time visibility on processes and key process performance indicators. It also enables customers gain out of the box process visibility into their deployed processes. Please refer help documentation for more details.

Automatic Overtime Split process content package provide out of the box visibility on all the process variants in SAP Build Process Automation. Line of business expert will be able to enhance the visibility scenario to their requirements.

Configure Visibility Scenarios in SAP Build Process Automation

1. Go to the SAP Build Process Automation Development Lobby.
2. Select Automatic Overtime Split Project.
3. Click to open **Automatic Overtime Split** scenario. `
4. Click Activate button.

Please go through the help documentation on how to configure the visibility scenario.

Access Process Workspace in SAP Build Process Automation

The content package includes a process visibility scenario enable you to get real time visibility into the Automatic Overtime Split workflow. There are some performance indicators enable business users to gain transparency on how these workflows are performing. The process visibility configuration tool enables customers to further enhance the performance indicators to fulfill their requirements. Please go through help documentation on how to configure a visibility scenario.

You can access visibility workspace for Automatic Overtime Split from the Process Workspace tile in Work Zone. If you do not see that tile in your Work Zone workspace then request your admin to give you the access. Please go through help documentation on how to access process workspace

Configure Work Zone to access the Automatic Overtime Split Visibility Dashboard

1. Once you have added the applications process Visibility Scenario Instances (with app ID com.sap.spa.pv.instances) and Visibility Scenario Dashboard (with app ID com.sap.spa.pv.ovp), follow the below steps to add a tile to access the Automatic Overtime Split dashboard.
    a. Navigate into “Visibility Scenario Dashboard”.
    b. On the screen that opens, choose Create a Local Copy.
    c. To use custom texts, choose Edit and adapt the texts in the General section.
    d. You can use a custom title, description, and subtitle for the title.
    e. Choose the Navigation tab.
    f. Under the Intent section, ensure that the value in the Action tab is unique for every application.
    g. Under the Parameters section, provide the following:

Parameter Name	Parameter Value
Name	scenarioId
Default Value	com.sap.content.overtimesplit
Required	Toggle to Yes

h. Choose Save.

i. Assign the local copy to a group and make sure that they're visible to users. For more information, see Assign Apps to a Group and to a Catalog and Assign Content to a Role.

2. Once created, select app that corresponds to "Automatic Overtime Split".
3. User will see the process visibility dashboard.