

Employee Self-Service



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Employee Self-Service

Purpose

Employee Self-Service (ESS) enables employees to create, display, and change their own data in the intranet used at their enterprise. By enabling employees to access their own data, HR processes are standardized and simplified. As a result, employees in the Human Resources Department can concentrate on other tasks of greater strategic importance.

Implementation Considerations

If your employees need to access their own data in the intranet used at the enterprise, they require an SAP user. The system needs to know which ESS user belongs to which employee because employees must only be able to maintain their own data. The component enables you to create relationships between employees and users.

Features

The *Employee Self-Service* component is comprised not only of services, but also of tools that you require to create relationships between users and employees. You can create new users, or use existing users.

Set Up and Maintain ESS Users

Set Up and Maintain ESS Users

Purpose

This enables the employees of your company to use *Employee Self-Service*. For this:

- Each employee must be linked to a user
- Each user must be linked to a role

The role provides your employees with the system authorizations they require. These ensure that the employees can:

- Access the services
- Display data
- Maintain their own data

Prerequisites

- [Central User Administration \[Ext.\]](#) (CUA) must be active. On the *Set Up and Maintain ESS Users (Start)* screen in transaction HRUSER, the *Central User Administration* group box displays whether CUA is active.

The participating systems must be defined in *Central User Administration* for the distribution to work correctly.



If *Central User Administration* is not active, a special procedure applies. For information on this, see: [Set Up and Maintain ESS Users Without Central User Administration \[Page 22\]](#).

- You are familiar with the [role concept \[Ext.\]](#).
- The composite role *Employee Self-Service* (SAP_WP_EMPLOYEE) is located on the *mySAP.com Workplace System*.
- You have copied the role SAP_WP_EMPLOYEE and changed it to fit your requirements if necessary. You work on your copy.

Roles for Employee Self-Service

The composite role *Employee Self-Service* (SAP_WP_EMPLOYEE) contains all international and country-specific single roles provided for *Employee Self-Service*.

For more information, see the role documentation in the SAP Library.

Process Flow

1. From the HR system, perform the following steps on the *mySAP.com Workplace System* using transaction HRUSER:
 - [Choose \[Page 12\]](#) the composite role (copy) and the necessary attributes.
 - [Select \[Page 13\]](#) the employees who are to have authorization for *Employee Self-Service*.

Set Up and Maintain ESS Users

- [Create and assign \[Page 15\]](#) users as required and assign the composite role.



You can find Transaction HRUSER in the implementation guide (IMG) under
*Personnel Management → Employee Self-Service → General Settings for ESS →
 Create SAP Users for ESS.*

2. The user assignments and role assignments are automatically distributed from the *mySAP.com Workplace System* to all participating systems.
3. From the HR system, use transaction HRUSER to correct the users and assignments on the *mySAP.com Workplace System*.

Result

Your employees have:

- A user, that is, each employee is linked to a user via the *Communication* infotype (0105).
- A menu (located on the *mySAP.com Workplace System*)
- All authorizations required for *Employee Self-Service* (located in the component systems, such as the HR system)

Define User Attributes

Define User Attributes

Use

Several attributes are required when you create new users, assign users to employees, and assign roles to users (assign authorization):



You can define attributes relating to the validity period, password assignment, role, and various logon data.

You can define these attributes as default values. When creating users or performing assignments, these default values can be adopted or overwritten if necessary (exception: role).


Prerequisites

You are on the *Set Up and Maintain ESS Users (Start)* screen in transaction HRUSER.

Procedure

1. Choose  *User attributes* on the application toolbar or  *Change user attributes/key date* in the *User/Authorization Assignment* group box.


The *Attributes of Users* screen appears.

2. Define the default values required. For more information on the entries that you can make on this screen, select .



The user group ESSUSER is a fixed user attribute that you cannot change. It makes a distinction between users who are authorized to use ESS and other system users, such as system administrators.

SAP provides you with a customer enhancement for user and password generation. If you require further information, see [Perform Maintenance Activities \[Page 19\]](#).

3. Acknowledge your entries by choosing .

Result

You have created default values for attribute assignment.

Select Employees

Use

You specify which employees you want to assign authorization for *Employee Self-Service* to. If you do not want to allow all employees to use ESS, you can select a specific department or employees assigned to a specific employee group.

When starting a pilot project, you are advised to select a small number of employees first before applying the project to your entire enterprise.

You can also exclude specific employee groups, such as inactive employees or retirees.


Prerequisites

You have decided which employees in your company are to use *Employee Self-Service*.

You are on the *Set Up and Maintain ESS Users (Start)* screen in transaction HRUSER.

Preselect Employees Using Organizational Assignment

If necessary, you can first restrict the group of relevant employees using the organizational assignment criterion.


1. Choose  *Preselect employees via organizational assignment* in the *User/Authorization Assignment* group box.

The *Choose Personnel Numbers Using Organizational Assignment* screen appears.

2. Enter the relevant search criteria, and choose .

The *Choose Personnel Numbers Using Employee Master* screen appears. Now you can use the employee master data to choose the employees that you want from the preselected employees.

Select Employees Using Employee Master Data

1. If you have not preselected the employees by organizational assignment, choose  *Select employees using employee master* in the *User/Authorization Assignment* group box.

The *Choose Personnel Numbers Using Employee Master* screen appears.

2. Enter the relevant search criteria.

The decision on whether you want to select *All employees*, *Employees with users*, or *Employees without users* depends on which employees you want to assign authorization for *Employee Self-Service* to.

- If there are employees who are already linked to a user, you can use these users and only have to assign the role to them. Choose *Employees with users*.
- To maintain authorization for employees that are not assigned to a user, choose *Employees without users*.
- Alternatively, you can choose *All Employees*.

3. Choose .

Select Employees**Result**

This takes you to the *Set Up and Maintain ESS Users (Overview)* screen. You have selected a group of employees for whom you are now going to maintain ESS users.

From this point you can start [creating users, assigning users, and assigning roles \[Page 15\]](#).

Create Users and Authorize Them for ESS

Use

You assign users to employees and roles to these users so that the users have all authorizations necessary for *Employee Self-Service*.

You must distinguish between two different groups of employees:


- **Employees with users without ESS authorization**
They still require the role (containing the authorization).
You can [assign employees to existing users \[Page 17\]](#).
- **Employees without users**
These are employees to whom you have to assign users and the role (containing the authorization).

Prerequisites

You have [chosen the employees \[Page 13\]](#) required and are on the *Set up and maintain ESS users (Overview)* screen.

Set Up Users for Employees With Users and Without ESS Authorization

If you have selected *All employees* or *Employees with users*, you can assign roles to the employees who are already assigned to a user without ESS authorization (role).

1. In the *ESS participants without users/authorization* group box, choose  to select the *Employees with users without ESS role* (the number of employees is displayed).



If a large number of employees are involved, you can opt for background processing.

The *Relate Users with Persons* screen appears.

2. Select the employees required.
3. Choose *Authorization assignment*.


This takes you to the *Attributes of Users to be Created* screen.

4. Choose .

You have assigned the role to the users of the selected employees.

Set Up Users for Employees Without Users

If you have selected *All employees* or *Employees with users*, you can create a user for the employees who are not already assigned to a user and assign the role to this user.

1. In the *ESS participants without users/authorization* group box, choose  to select the *Employees without users* (the number of employees is displayed).

Create Users and Authorize Them for ESS



If a large number of employees are involved, you can opt for background processing.

The *Create Users for Persons* screen appears.

2. Select the employees required.
3. Choose *Users*.

The *Attributes of Users* screen appears. If you require further information, see [Define User Attributes \[Page 12\]](#).

4. Change the default values if necessary.
5. Choose .

Set Up User and Password Generation

For further information, see the Implementation Guide (IMG) for *Employee Self-Service, Customer Enhancements* section.

Result

You have created users for the employees selected. You can view the relationship for the employees concerned in the *Communication* infotype (0105). The role was assigned at the same time.

Your employees can use *Employee Self-Service*.

Assign Employees to Existing Users

Use

If there are already users in your system to which no employees have been assigned yet, you can use these users to enable your users to use *Employee Self-Service*.





When you assign an employee to an existing user, you can check the employee's and user's master data.

Prerequisites

You have users in your system to which no employees have been assigned yet.

You are on the *Set Up and Maintain ESS Users (Start)* screen.

Procedure

1. Choose  *Assignment of employees to existing users* in the *Preparation* group box.
The *Reconcile User Master with HR Master* screen appears.
2. Select the user required and acknowledge your selection by choosing .
The *Assign Employees to Existing Users* screen appears.
3. Select a user.
4. Choose  *Assign employees*.
The *Choose Person* dialog box appears.
5. Select an employee for whom there is no user relationship yet.
The *Create Relationship* dialog box appears.
6. Edit the validity date if necessary and choose .

Result

You have created a relationship between an employee and a user. You can view the employee's relationship in the *Communication* infotype (0105).

Since the assignment to the necessary composite roles is generally missing for these users, you must [perform these assignments \[Page 15\]](#) now.

Perform Maintenance Activities

Use


The SAP System includes special functions that enable you to maintain the *Employee Self-Service* (ESS) component periodically. You should regularly check the system for inconsistencies.

Check Inactive Employees with Users


These are employees who have retired or left the company, and still have a user. You delimit their user assignment to keep a historical record of the assignment in the system.

1. Select the employees. If you require further information, see [Select Employees \[Page 13\]](#).

The *Set Up and Maintain ESS Users (Overview)* screen appears.


2. In the *Employees with inconsistencies* group box, choose *Inactive employees with users* using the  icon.

The *Delimit User Assignments for Inactive Persons* screen appears.


3. Select the user that you wish to delimit and choose .

Delete Users

You can delete users. Analog to creating and assigning new users, the procedure differentiates between whether [Central User Administration is active or not \[Page 10\]](#).

1. On the *Set Up and Maintain ESS Users (Overview)* screen, choose  *Delete ESS users* in the *Correction* group box.

The *Delete ESS Users (Selection)* screen appears.

2. Enter the name of the user you want to delete, and choose .

The *Delete ESS Users (Overview)* screen appears.

3. Select the user you want to delete, and choose  *User (online)*.

The user is deleted from the list.



You can only delete ESS users that are connected to the ESSUSER user group.

Create Users (Workflow WS01000036)

When a new employee is hired, the system administrator receives a work item requesting a new user with the appropriate authorizations. The transaction HRUSER and the data on the new employee are called automatically.

At the same time, the new employee receives a work item requesting that he or she enter his or her personal data using ESS services.

Perform Maintenance Activities

Delimit Users (Workflow TS01000050)

When an employee leaves the company, the system administrator receives a work item requesting that the user concerned be delimited.

Use Tools

Definition

Employee Self-Service includes a number of tools to help you create users and assign authorization to them.

- **Log**

All the steps you perform are recorded in a log. They are written to a file and displayed as historical data. You can display the log at any time. To reset the log, choose *Delete log*.

- **Background processing**

Most of the activities included in the ESS component can also be executed in background processing. For any group of more than 100 employees, SAP recommends that you use background processing. To do so, choose *Background*.

- **Display data**

To display or change an employee's HR master data, choose *HR master record*. To display or change user master data, choose *User master record*.

- **Access role maintenance**

To start *role maintenance*, call transaction PFCG. On the *Attributes of Users* screen, choose *Display* to call the transaction.

Set Up and Maintain ESS Users W/o Central User Administration

Set Up and Maintain ESS Users W/o Central User Administration

Purpose

You can also create ESS users when *Central User Administration* is not active. However, several steps are different to the recommended [standard procedure \[Page 10\]](#).

Prerequisites

- You are familiar with the individual steps of the recommended [standard procedure \[Page 10\]](#). Only the differences between this procedure and the standard procedure are described here.
- The composite role *Employee Self-Service* (SAP_WP_EMPLOYEE) is located on the *mySAP.com Workplace System*.
- The composite role *Employee Self-Service (Core)* (SAP_WP_EMPLOYEE) is located in an HR system.
- The necessary single roles are located in all other participating (non-HR) systems, for example, Business-to-Business Procurement. See the role documentation in the SAP Library to find out which single roles this includes.
- You have copied the roles and changed them to fit your requirements if necessary. You work on your copies.

Roles for Employee Self-Service

The composite role *Employee Self-Service* (SAP_WP_EMPLOYEE) contains all international and country-specific single roles provided for *Employee Self-Service*.

The composite role *Employee Self-Service (Core)* (SAP_WP_EMPLOYEE) only contains the core *Employee Self-Service* functions.

For more information, see the role documentation in the SAP Library.

Process Flow

1. In contrast to the standard procedure, you first create the users or the assignments only in the HR system using transaction HRUSER. You must use the composite role for the HR system instead of the composite role on the *mySAP.com Workplace System*.
2. You create the appropriate users in the user maintenance transaction (SU01) on the *mySAP.com Workplace System* and assign the *mySAP.com Workplace System* composite role to them.
3. You create users in all other participating systems in the same way and assign the appropriate single role(s).



An employee's user names and passwords in the various participating systems should be identical.

Result

You employees have the users, menu, and all authorizations necessary for *Employee Self-Service*.

Office

Office

Business Workplace via the Internet

Use

This Easy Web Transaction gives you access to your Business Workplace. The following folders are available:

Folder	Function
Inbox	Here you will find all documents sent to you, work items assigned to you and resubmissions.
Outbox	Here you will find an overview of and additional information on documents you have sent, workflows you have started and work items you have executed or forwarded.
Private folders	This is a folder structure for managing your own documents, messages, distribution lists and work processes.
Shared folders	This is a folder structure for publication and management of information on an enterprise-wide or group-specific basis.
Resubmissions	This provides temporary storage for the documents and work items to be resubmitted into your inbox at some point in the future.
Trash	This provides temporary storage for the folders and documents you have deleted. This folder gives you the opportunity to undo the deletion.

The Business Workplace provides access to the R/3 mail and folder system as well as *SAP Business Workflow* end user functions. This enables you to [create, process and send documents \[Page 28\]](#) as well as [display and process work items \[Page 27\]](#).

The **mail and folder functions** enable you to display documents and folders, and create, send and process documents or short messages.



Unlike in the R/3 System, although you can display and process documents of every class including their attachments, you can only create text documents. The full subfolder structure of a folder is not displayed, but individual levels through which you can then navigate.

The **workflow functions** enable you to display and execute work items. After logging on to the R/3 System via the Internet, you can display your worklist. This list of work items is identical to the list that the employee would see if they logged on to the R/3 System directly.

Prerequisites

Authorizations/security

An employee who is to have access to their Business Workplace via the Internet needs the authorizations of a Workplace end user. This authorization is in the role **SAP_BC_SRV_GBT_USER**.

Business Workplace via the Internet

Features

Service name

The service name of this Easy Web Transaction is BWSP. The relevant files are located under this service name in the SAP@Web Studio.

Displaying and Processing Work Items

1. Select the folder *Workflow*.
2. Select a work item from the worklist.
3. The functions that can be executed on the work item are shown. These depend on the status of the work item and the properties of the underlying task.
 - **Execute:** If the execution is aborted, the work item has the status *reserved*.
 - **Reserve:** The work item can no longer be seen by any other recipients.
 - **Replace:** The work item can now be seen by all recipients again.
 - **Attachments:** All the functions referring to the attachments of the work item can be accessed via the function Attachments: Create, display, change, delete attachment.
 - **Forward:** Another agent, who until now has not been a recipient of this work item, now sees the work item in their Business Workplace.
 - **Reject execution:** This function must be incorporated explicitly and modeled with subsequent steps in the definition of this step.
 - **Set to 'Done':** This function must be incorporated explicitly in the definition of the single-step task.



If a function is not possible because of the current constellation, the pushbutton is not displayed. In particular, some functions are only possible once the work item has been reserved.

[Back](#) [\[Ext.\]](#)

Creating, Processing and Sending Documents

Creating, Processing and Sending Documents

1. Select a folder.
2. The following processing options are available:
 - To create a short message, a document or a folder, choose *Create short message*, *document* or *Create folder*.
 - To display a short message, a document or a folder, select it from the list by single-clicking.

Which functions you can select depends on the folder in which you are located.
4. In the screen area in which the content of the document is displayed, you have the following processing options:
 - **Short message:** Specify a recipient and choose *Find* so that the recipient type is entered automatically. Select *Express* if applicable and enter a title and the text. Choose *Send*. The message is sent to the recipient and stored in your outbox.
 - **Document:** Enter a title and a text and choose *Save*. You can process the document with the following functions:
 - **Create attachment:** If you want to create a text document as an attachment, specify the title of the document. If you want to create a PC document as an attachment, specify its file path and name or choose *Browse* in order to select the PC document from the folder hierarchy of your PC.
 - **Send:** Specify a recipient and choose *Find* so that the recipient type is entered automatically. Select *Express* if applicable.
 - **Resubmit:** Specify a resubmission date and choose *Save*.
 - **Move or Create link:** Your private folders are displayed. Select the required folder. After moving the document, it is only available in the selected folder. When creating a link, you get the same document in the original folder and in the selected folder, so that changes to this document will be visible in both folders.
 - **Delete:** The document is moved to the trash. You can *retrieve* it or *delete* it permanently there.
 - **Recipient list and transmission information:** With short messages and documents that have been sent, you can display the recipient list by selecting *Recipients* in the document display. This also provides information as to which of the individual recipients have read the document and when.

[Back](#) [\[Ext.\]](#)

Appointment Calendar in the Internet

Use

This Easy Web Transaction (EWT) offers your employees an easy to use, intuitive interface for the maintenance of their appointments in the SAP System. As a result, appointment data can also be managed in the SAP System by employees who do not work with the SAP GUI. This means that it is possible to benefit from the advantages of a central appointment availability without incurring training expenses for the use of the SAP GUI. When planning their own appointments or creating group appointments, employees can access the appointments of their colleagues, irrespective of whether these were created using the SAP GUI or the Web interface. Furthermore, employees working out of the office, for example, can maintain their appointments using an Internet link in the SAP System.

Integration

The [appointment calendar \[Ext.\]](#) is part of the Basis component of the SAP System and can, therefore, be used in all applications by all users.

Authorizations/Security

The authorizations required to maintain your own appointment calendar are contained in the role SAP_BC_SRV_GBT. Access authorizations for the calendars of other users are defined by users for their own calendars or by an administrator. By default, every user can display the appointment calendars of other users. Users can limit the display options for individual appointments by classifying them as secret. Secret appointments block a time period, but no detailed information is displayed.

Standard Settings and Preallocated Data

You can make settings for the EWT appointment calendar in Customizing. For further information, see Customizing of the appointment calendar under *Basis → Basis/Services → Generic Business Tools → Appointment calendar*. There, you can define the appointment types, which can be assigned to appointments using the SAP GUI or the Web interface, and the priorities that can be selected. For further information, see [Administration of the Appointment Calendar \[Ext.\]](#).

Features

The usability of the EWT calendar is of utmost importance. Therefore, some of the functions of the SAP GUI calendar were not incorporated in the Web calendar.

All-day events can only be maintained in the SAP GUI calendar. They are, however, displayed in the Web calendar. Various options for defining the period of periodic appointments are available in the SAP GUI calendar. Whereas in the Web calendar, you only have the choice of daily, weekly, monthly or yearly periods. Appointments with other periods are, however, displayed in the Web calendar as periodic appointments and can be changed or deleted there.

Adjustment Options

Service Name

The service name of this Easy Web Transaction is BWCA. You will find all the associated files in the SAP System and in the SAP@Web Studio under this name.

Appointment Calendar in the Internet**SAP Development Objects**

The following development objects are of significance for this EWT:

Development class	SSC
Transaction	SSC1
Function group for screens	SAPLBW05

The Appointment Calendar

Help on Procedures

Your appointment calendar is displayed with the following screen areas:

- Navigation area (overview of several months)
- Appointment overview (daily, weekly or monthly view)

In the time period displayed in the daily or weekly view, appointments and scheduling conflicts are flagged with text, color or icons. The following functions are available:

[Navigating in the appointment calendar \[Page 32\]](#)

[Displaying and maintaining appointments \[Page 34\]](#)

[Calling the appointment calendars of other employees \[Page 35\]](#)

[Creating or deleting substitutes \[Page 36\]](#)

[Changing the calendar settings \[Page 37\]](#).

Information on the Appointment Calendar

The Easy Web calendar enables you to maintain your appointment calendar in the SAP System. You can create, display, change and delete your own appointments or the appointments of your employees. The appointments that were maintained in the SAP GUI are also displayed in the Web.

If you maintain appointments for several employees, you can create group appointments. The participants are then notified when the appointment is created and if it is changed. The appointment is entered directly in the calendars of the users for whom you have substitute authorization.

If you maintain appointments that take place on a regular basis, you can create periodic appointments. For example, you can create an appointment for a weekly group meeting for the first six months of next year for all the participants.



You cannot create periodic appointments that take place irregularly (for example, on the 14th, 15th and 20th of October or on the first Monday of every month) in the Web calendar. However, you can display and change such appointments just like other periodic appointments. *Other* is entered as the period for such appointments.

Navigating in the Appointment Calendar

Navigating in the Appointment Calendar

Displaying a day in the detail view:

On the calendar page, click on the date.

Displaying a week in the detail view:

On the calendar page, click on the week number.

Displaying a month in the detail view:

On the calendar page, click on the name of the month.

Displaying the previous or next month:

On the calendar page, click on the arrow above or below the column containing the name of the month.

Displaying the previous or next year:

On the calendar page, click on the arrow pointing right or left next to the year number.

Enlarging or reducing screen areas:

Move the separator lines using the mouse.

Increasing or decreasing the number of months displayed:

On the calendar page, click on the + or - above the column containing the name of the month.

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Creating Appointments

Creating Normal Appointments

1. In the daily or weekly view, choose *Create appointment*.



Alternatively, you can call this function by clicking once on a free time interval in the detail view. In this case, the date and time of the time interval are preset.

2. Specify at least the date and title of the appointment in the dialog box.

If you do not enter a title, the system automatically enters the date as the title.

3. Choose *Save*.

Creating Group Appointments

Perform the following steps for each participant:

1. When you create or change an appointment, specify the name of a participant in the field above the participant list.
2. Choose *Insert*.
3. If more than one employee is found, select the participant by clicking once on his or her name.
4. Choose *Save*.

Creating Periodic Appointments

1. When you create or change an appointment, specify in the *Period* field whether the appointment is to take place daily, weekly, monthly or yearly.
2. Specify the end date of the period in the field *To*. Enter the date for which the appointment was created as the start date of the period.
3. Choose *Save*.

The appointment is created from the start date to the end date of the period, at the specified time and in the specified intervals (for example, from 03.01.2000 to 30.06.2000, every Monday from 14:00 to 16:00 hrs).

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Displaying, Changing or Deleting an Appointment

Displaying, Changing or Deleting an Appointment

Displaying / Changing an Appointment

1. In the appointment overview, click on the text of the appointment.
2. Make changes, if necessary.
3. In the case of periodic appointments, specify whether it is the current appointment only that is to be changed or all appointments in the period.
4. Choose **Save**.



A group appointment can only be changed by the organizer. The organizer is the user who created the appointment.

Deleting Participants of a Group Appointment

1. In the appointment overview, click on the text of the appointment.
2. In the participant list, click on **Trash** next to the participant for whom you want to delete the appointment.
3. Confirm the subsequent dialog box.

Deleting an Appointment

1. In the daily or weekly view, click on the text of the appointment.
2. In the case of periodic appointments, specify whether it is the current appointment only that is to be changed (therefore deleted) or all the appointments in the period.
3. Choose **Delete**.
4. Confirm the subsequent dialog box.

Displaying Scheduling Conflicts

In the appointment overview, click on the time period highlighted in red.

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Calling the Appointment Calendar of Another Employee

1. In the field *Maintain appointment calendar* or *Display appointment calendar*, enter the name of the employee whose calendar you want to call. You can also specify part of the name and replace the rest with the joker *, for example, B*cker.
2. Click on the icon *Start user search*.
3. If more than one employee is found, select the employee you require by clicking once on his or her name.

The calendar of the employee is displayed. You can navigate in the same way as you can in your own calendar and you can display the detail view of an appointment as well as scheduling conflicts. If you have substitute authorization for the employee's calendar, you can also maintain appointments.



In the case of secret appointments, only the time data is displayed to you and not the title or the description of the appointment. This is also the case for private appointments, unless you have substitute authorization for the private appointments of the employee.

To return to your own calendar, click on the icon *Own calendar* next to the confirmation tick.

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Creating or Deleting Substitutes

Creating or Deleting Substitutes

Creating Substitutes

1. Choose *Substitutes*.
2. Specify the name of the employee who you want to create as a substitute.
3. Choose *Insert*.
4. If more than one employee is found, select the employee you require by clicking once on his or her name.
5. Choose *Save*.

Deleting Substitutes

1. Choose *Substitutes*.
2. Click on Trash next to the employee who you want to delete as your substitute.
3. Choose *Save*.

[Back \[Page 31\]](#)

Changing the Calendar Settings

1. Choose *Personal settings*.
2. You can change the following settings:
 - The length of day that is to be displayed to you (for example, 8:00 to 18:00 hrs).
 - The time intervals in which a day is to be divided (for example, 30 minutes).
 - The detail view that is to be preset when you call your calendar (for example, the weekly view).
 - The days that are to be displayed in the weekly view (for example, a 5 day week, therefore Monday to Friday).
 - If public holidays or other non-working days are to be flagged in your calendar, set a calendar that corresponds to your region or your enterprise.
3. Choose *Save*.

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Who's Who Service

Use

The *Who's Who* service improves internal communication between employee's and your company. The service enables the user to quickly and simply find out employee's communication data, i.e. telephone number or internet addresses.

The basic communication data displayed in the intranet is retrieved directly from the data records maintained in the SAP *Personnel Administration* component.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

As enterprises experience steady growth and globalization, their need for efficient internal communication increases.

The *Employee Directory* service satisfies this need by offering R/3 customers and their employees decisive advantages:

- The *Who's Who* service uses data that has usually been maintained already within *Personnel Administration*. This means that you do not have to enter data twice to be able to use this service.
- The *Who's Who* service enables you to use *Personnel Administration* functions that are not provided by other search tools for personal data. For example, *Personnel Administration* allows you to store employee photos as a constituent part of basic personal data. You can then display these photos in the intranet.
- The *Who's Who* service enables your employees to access communication data on **all** employees at the enterprise. It is often the case, for example, that global enterprises do not use a single electronic mail system at all of their international subsidiaries. This means that there is no universal directory of persons for all employees to access. This service enables employees to search for other employees at any international subsidiary.
- The *Who's Who* service enables you to allow third parties, such as partner companies, to access communication data without accessing internal systems.



To do this, you must set up the appropriate system authorizations, and configure the Internet server so that external companies can get beyond the firewall.



Display authorizations for certain types of personal data maintained in *Personnel Administration* are only given to specific employees. This means that data in *Personnel Administration* cannot normally be used to search for individual persons. In other words, the *Who's Who* service allows data in *Personnel Administration* to be accessed without enabling employees to display data covered by data protection regulations.

Prerequisites

Authorizations/Security

You can secure this service in a number of different ways by setting up the system authorizations to meet your requirements. All security concepts are based on the standard R/3 authorizations.

There are two security options:

- *Transaction PZ24*: Set up a standard user master record for the *Who's Who* service. A standard user master record is a default user master record with authorization profiles.

If this security option is active, users are not required to enter an R/3 user ID and password to access this service.

Use this security measure for the following cases:

- If you do not want all employees to have access to Employee Self Service, read authorizations for all employees or for the infotypes named below. This could lead to undesired access rights for the *Display HR Master Data* transaction (PA20) in *Personnel Administration* authorizations.
 - If you do not want to restrict access to certain people (e.g. using the Who's Who as kiosk in the reception area for visitors).
 - If all ESS users should have the same access to employee data (no difference).
- *Transaction PZ01*: No standard user master record for the *Who's Who* service is made available.

If this security option is active, users are required to enter an R/3 user ID and password to access this service.

Use this security procedure if you want to limit access to this service to certain people or if you want to differentiate between access for ESS users (e.g. structural authorization: employees can only see the people in their own part of their company).

If users want to use the intranet to display communication data and photos, they must have the following authorizations:

- Read authorization for the following infotypes:

- *Organizational Assignment* (0001)
- *Personal Data* (0002)
- *Internal Control* (0032)
- *Communication* (0105)

If you require more information, call up the Implementation Guide (IMG) for *Personnel Administration* and choose *Personnel Administration* → *Tools* → *Authorization Administration*.

- Read authorization for the optical archive.

If you require more information, call up the Implementation Guide (IMG) for *Basis Components* and choose *Basis Services* → *SAP ArchiveLink*.

Who's Who Service

- Structural authorizations for Organizational Management.

If you require more information, call up the Implementation Guide (IMG) for *Personnel Administration* and choose *Personnel Administration* → *Tools* → *Authorization Administration*.

Standard Settings and Defaults

If you want to use this service, you must take note of the following:

- You must maintain the following infotypes for each person entered in *Personnel Administration*:
 - *Organizational Assignment* (0001)
 - *Personal Data* (0002)
 - *Internal Control* (0032)
 - *Communication* (0105)
- If you want to use employee photos in this service, for example, you must store them in an accessible area, such as an optical archive linked to the SAP System or on a different server.

Customizing Settings

If you want to use the *Who's Who* service, you must make a number of Customizing settings.

If you require more information, please see Customizing for *Personnel Administration*.

Features

Modification Options

Output in the Internet

Communication data is output via the internet transaction server (ITS). The data is written by the SAP System to the HTTP server. It is then formatted, and displayed using an output screen written in standard HTML format.

You can change the service's screen layout by changing the HTML files on the ITS.

For example, you can adjust the data included in the screen layout, such as cost centers or departments. To do this, show or hide specific fields. You can also include employee photos in the display screen, change the background and text colors, and so on.



If integration between *Personnel Administration* and *Organizational Management* is not active, you must hide the *Org.unit*, *Job*, and *Position* fields in the screen layout.

Service Name

The service name for this service is PZ24 or PZ01. You can find all of the relevant files under this service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following development objects are relevant to the *Who's Who* service. They must not be changed.

Development class	PBAS
Transaction	PZ24, PZ01
Function group for screen	1065
Function modules	BAPI_EMPLOYEE_GETDATA
BAPIs	EmployeeAbstract.GetList

Searching for Communication Data/Editing Your Own Communication Data

Searching for Communication Data

1. Enter all the information (for example, surname, organizational unit) that you have available on your colleague. If you only know the telephone, fax number or the Internet address of the colleague you are searching for, then search according to those criteria. The search will take longer if you do this, than it would were you to enter and search with different criteria.

The more precise your restrictions are, the quicker the search will be, and the more precise the results will be. Caution, the number of results that will be displayed is limited to 100.

2. Choose *Find*.

On the lower left side of the screen, a list of people who meet the search criteria is displayed.

Note:

The search criteria can be used separately, or in combination. Using a star (*) or a percentage sign (%) in a user-defined position represents a user-defined character string. Using a plus sign (+) or an underscore (_) or a question mark (?) represents an individual character.

Example:

You do not know the exact spelling of a surname when searching for a colleague (*Meier, Meyer, Mejer*).

In the *Last name* field, enter the letters that you are certain of and insert a '+' (plus) for the letters that you are uncertain of (Me+er).

The system then lists everyone who matches the search criteria. You can then select the colleague that you were looking for from the list.

Example:

You only know your colleague's first name and the first letter of their surname.

In the *First name* field, enter Thomas and in the *Last name* field, enter M*.

The system then lists everyone who corresponds to the search criteria, in other words, everyone whose first name is *Thomas* and whose surname begins with the letter *M*. You can then select the employee you require from this list.

3. Choose the person that you are looking for from the list.

The selected person's communication data is displayed on the lower right part of the screen.

- a) If you want to call colleagues directly from the *Who's Who* directory, press the icon before the phone number in the field *Direct Call*.

This takes you to the *Initiate Call* screen.

Searching for Communication Data/Editing Your Own Communication Data

Note:

This means that instead of searching for and manually dialing the employee's telephone number, you only have to click the mouse a few times.

- b) To directly send the person a mail, click on the icon before the Internet address.
- c) To see the person's organizational integration, select *Organizational environment*.

This takes you to the separate *Organizational Environment* screen.

Note:

The organizational hierarchy displays the department, position, colleagues, and the selected colleague's superior. From here you can branch into the superior department.

- d) Select *Calendar* to see your colleague's calendar.

This takes you to a separate screen called *Calendar for* To call up another colleague's calendar, enter their user name and select *New*.

Note:

For detailed information about displaying and editing calendars, see the accompanying documentation.

You have displayed your colleague's communication data.

Caution:

The functions *Change Own Data*, *Organizational Environment*, *Calendar* or *Telephone* may have been deactivated in Customizing and therefore are not available.

Editing Own Communication Data

1. Select *Change own data*.

Your own communication data is displayed on the lower right part of the screen.

2. To complete this task, proceed as follows:

- e) To change or enter your own communication data, correct the current data or enter new data in the corresponding fields, then select *Save*.
- f) If you want to delete part of your communication data, such as a mobile phone telephone number for example, delete the entry from the relevant field, and select *Save*.
- g) Select *Own photo* to attach your photo or to change the one already there for another.

This takes you to the *My photo* screen. You can select the desired photo using the *Browse* function.

Note:

The *Preview* function displays the selected photo.

Choose *Save*.

Searching for Communication Data/Editing Your Own Communication Data

- h) Select *Organizational environment* to see your organizational integration.

This takes you to the separate *Organizational Environment* screen.

Note:

The organizational hierarchy displays your department, position, colleagues and superior. From here you can branch into the superior department.

Caution: You can not alter your own organizational integration.

- i) To edit your own calendar, choose *Calendar*.

This takes you to the separate screen *Calendar for* You can edit your calendar using the *Create appointment* function. If you want to call up a colleague's calendar, enter their name and select *New*.

Note:

For detailed information about displaying and editing calendars, see the accompanying documentation.

You have edited your own communication data.

Caution:

The functions *Own Photo*, *Organizational Environment*, or *Calendar* may have been deactivated in Customizing and therefore are not available.

Who's Who

Example 1:

An employee at your enterprise is assigned to a project together with a colleague from a different department. The employee does not know his or her colleague. This service enables the employee to look up the colleague's telephone number, room number, etc.

Example 2:

Employees at your enterprise want to register for an internal training event. To do this, they must specify their cost centers. If the employees do not know which cost centers they are assigned to, they can use this service to look the information up themselves.

Searching for Communication Data

Searching for Communication Data

4. Enter all the information (for example, surname, organizational unit) that you have available on your colleague. If you only know the telephone, fax number or the Internet address of the colleague you are searching for, then search according to those criteria. The search will take longer if you do this, than it would were you to enter and search with different criteria.

The more precise your restrictions are, the quicker the search will be, and the more precise the results will be. Caution: Make sure that the number of results that will be displayed is set to the maximum possible.

5. Choose *Find*.

On the lower left side of the screen, a list of people who meet the search criteria is displayed.

Note:

The search criteria can be used separately, or in combination. Using a star (*) or a percentage sign (%) in a user-defined position represents a user-defined character string. Using a plus sign (+) or an underscore (_) or a question mark (?) represents an individual character.

Example:

You do not know the exact spelling of a surname when searching for a colleague (*Meier*, *Meyer*, *Mejer*).

In the *Last name* field, enter the letters that you are certain of and insert a '+' (plus) for the letters that you are uncertain of (Me+er).

The system then lists everyone who matches the search criteria. You can then select the colleague that you were looking for from the list.

Example:

You only know your colleague's first name and the first letter of their surname.

In the *First name* field, enter Thomas and in the *Last name* field, enter **M***.

The system then lists everyone who corresponds to the search criteria, in other words, everyone whose first name is *Thomas* and whose surname begins with the letter *M*. You can then select the employee you require from this list.

6. Choose the person that you are looking for from the list.

The selected person's communication data is displayed on the lower right part of the screen.

- j) If you want to call colleagues directly from the *Who's Who* directory, press the icon before the phone number in the field *Direct Call*.

This takes you to the *Initiate Call* screen.

Note:

This means that instead of searching for and manually dialing the employee's telephone number, you only have to click the mouse a few times.

- k) To directly send the person a mail, click on the icon before the Internet address.

Searching for Communication Data

- l) To see the person's organizational integration, select *Organizational environment*.

This takes you to the separate *Organizational Environment* screen.

Note:

The organizational hierarchy displays the department, position, colleagues, and the selected colleague's superior. From here you can branch into the superior department.

- m) Select *Calendar* to see your colleague's calendar.

This takes you to a separate screen called *Calendar for* To call up another colleague's calendar, enter their user name and select *New*.

Note:

For detailed information about displaying and editing calendars, see the accompanying documentation.




You have displayed your colleague's communication data.

Caution:

The functions *Organizational Environment*, *Calendar* or *Telephone* may have been deactivated in Customizing and therefore are not available.

Display Org. Chart

Display Org. Chart

The system displays the org. chart for the person currently selected. The  icon is used to flag an organizational unit (department, etc.)  is used to flag a person, and  is used to flag a manager.

To display additional, higher hierarchical levels, choose *Higher level*.

Change Your Own Data

1. Enter your company data on the *Internal Data* tab page.
2. Enter a path for your photo in the *My photo* tab page. If you want to find your photo on your PC's disk drive, choose *Browse*. To display the picture you have selected, choose *Preview*.
3. Choose *Save*.
4. If you want to reaccess the data that appeared when you first called this service, choose *Reset changes*. To restore it, choose *Save*.

The data that you enter here is intended for the Human Resources Department at your enterprise. The system settings determine whether it can also be accessed by other employees using *Who's Who*.

Entering Internal Service Requests

Entering Internal Service Requests

Default Settings

You are entered in the system as the request applicant.

You can also enter a different person as the request applicant.

Searching For Solutions

1. In the *Description* text field, enter a description of your problem.
2. Choose *Solutions*
The system displays a list if there is more than one solution.
3. To see the solution in detail, click on one of the solutions.
You can call up corresponding appendixes.

Special Request






1. In the *My request* group box, choose a suitable request form under *Subject*.
This takes you to the required form.
2. Enter your request.

For more information on the internal service request, see the *SAP Library* under *Cross-Application Components* → *Internal Service Request*.

My Assets

1. Enter a company code.

The system displays a worklist containing all fixed assets in which your personnel number is entered.

2. Using the selection criteria, you can instead choose to select fixed assets which may not necessarily contain your personnel number. You can choose  to save your combination of selection criteria. Choose  to generate a worklist. Choose *My Assets* to again see your assets in the company code entered.
3. To display an asset master record, select it and choose  *Display*.
4. To change an asset master record, select it and choose  *Change*.
5. To propose an asset master record for retirement, select it and choose .

The system opens a new window. There you can enter the reason the retirement is necessary. When you choose *Send application*, the system automatically forwards your request to the person responsible by means of workflow.

Working Time

Working Time

Internet Time Sheet

Use

Employees can use the *Record Working Time* Internet Application Component (IAC) to record their own working times in the Internet/intranet.

The *SAP Time Sheet* is a standardized, cross-application tool for recording the times of both internal and external employees. You do not, therefore, need to have any specific SAP component installed to be able to use Time Sheet functions.

Advantages for employees:

- Data entry regardless of location or time
- Fewer administrative steps
- Easy to use

Advantages for the employer:

- No graphical user interface (GUI) installation required
- Requires only an HTML (Internet) browser
- Minimizes administrative workload
- Enables decentralized data entry

Prerequisites

- The *Time Sheet* must be set up.
- You must have created personnel numbers in the SAP System for the employees who are to record data.
- Employees have been assigned SAP Enterprise HR Self-Service (EHR) users.
- Employees have each been assigned a specific data entry profile, which they use to enter their working times. This profile determines the data entry process and the layout of the time sheet. For the Internet Application Component, you can use the data entry profile *ESS*, which has been designed to meet the special requirements of Employee Self-Service. For more information, see the Implementation Guide for the *Time Sheet*.

Authorizations

The SAP System includes a standard role containing all of the necessary authorizations.

Standard settings

The *Communication* infotype (0105) enables you to link an SAP user with a personnel number.

See also:

[Assigning SAP Users to Personnel Numbers \[Page 56\]](#)

The user parameter *CVR* enables you to assign a predefined data entry profile to a user. If you do not maintain this user parameter, the system uses the default data entry profile *ESS*.

Internet Time Sheet

Features

Depending on the settings for your data entry profile, you can use the following functions:

Entering hours, clock times, quantities, monetary amounts, and confirmation information

In addition to recording hours, and if necessary clock times, you can also use the Time Sheet to enter numbers of pieces or quantities and amounts. By showing the details of a record, you can enter confirmation information on a network or on an internal or sales order.

Changing the data entry period

You call the time sheet for a particular key date. If necessary, you can change the key date in the time sheet and go to a previous or future data entry period.

Selecting a data entry profile

If you record working times using more than one data entry profile, you can provide several data entry profiles for selection.

Copying data from the previous period

You can copy the working time attributes from the previous period if they are the same as the ones for the current period. Then you only need to enter the hours or to check the copied hours.

Integrating a worklist

You can display a worklist. This work area can contain planning data from Logistics or working time attributes that have already been entered, for example.

You can copy data from the worklist to the data entry section.

Using default values

The system can automatically read important working time attributes, such as the sender cost center, the controlling area, or the activity type from the employee's HR master record.

Search function for working time attributes

For the majority of the working time attributes, you can use a search function to display a list of possible entries for the fields where you enter this data.

Checking your entries

You can use this function to check your entries without having to import the data to the SAP System.

Saving and releasing data for approval or for transfer to the target components

You can save the recorded data with the status *In process* or release the data for approval by choosing *Save and release*.

Modification Options

The service name of this Internet Application Component is *CATW*. You can find all of the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Constraints

In contrast to the Time Sheet in the SAP System, this IAC has the following constraints:

Internet Time Sheet

- You can enter data for one personnel number only each time the service is called.
- You cannot enter long texts

Assigning an SAP User ID to a Personnel Number

Assigning an SAP User ID to a Personnel Number

Use

You can assign an SAP user ID to a personnel number using the *Communication* infotype (0105), subtype *System user name* (0001).

Procedure

1. Choose *Human Resources* → *Personnel Management* → *Administration* → *HR Master Data* → *Maintain*
2. Enter a personnel number.
3. In the *Direct selection* section, enter 0105 in the *Infotype* field, and 0001 in the *Subtype (Sty)* field.
4. In the *Communication* section, enter the SAP user ID in the *ID/number* field.

Result

You have assigned an SAP user ID to a personnel number.

Example: Recording Working Times

Recording working times

Peter Miller is a field service employee who wants to record his working times. He accesses the company intranet and selects the *Record Working Time* Internet Application Component. He then enters the attendance or absence type, the sender and receiver cost centers, and the number of hours he worked. To assist him with entering this information, he can use either the default values proposed or the search function.

Saving working times

Peter saves his working times in the current system and releases them at a later time.

Saving and releasing working times for approval

Peter now wants to release his working times for approval. He chooses *Save and release*.

Approval denied

Peter's personnel officer does not approve his working times. The next time Peter calls the time sheet in the Internet, the rejected hours are highlighted. He corrects the hours and releases them again for approval.

Approval granted

Peter's personnel officer approves the corrected data. The data is written to the interface tables ready for transfer to the target components.

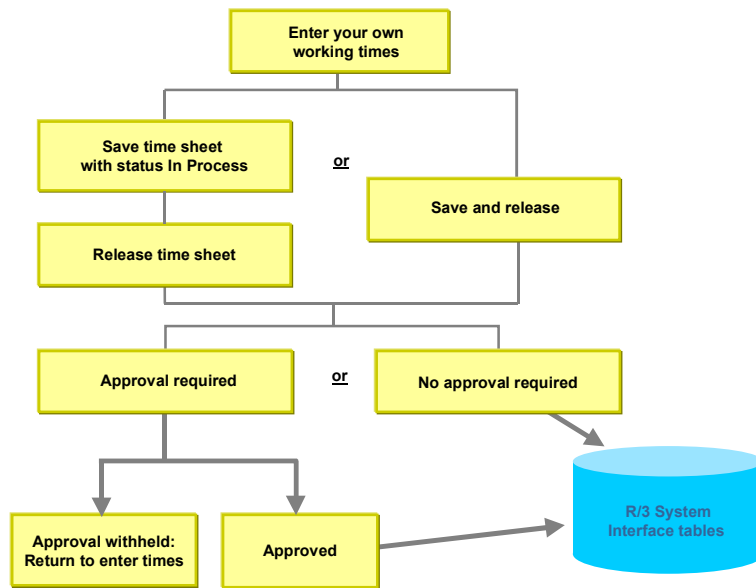
Process for the Entry of Working Times

Process for the Entry of Working Times

Purpose

You can use the Internet Application Component (IAC) *Internet Time Sheet* to record your own working times.

Process flow



See also:

[Example: Recording Working Times \[Page 57\]](#)

Recording Working Times

1. Select the [data entry period \[Page 60\]](#) you require.
2. If you do not want to use the current data entry profile to record your working times, select a different [data entry profile \[Page 61\]](#).
3. Enter the required [working time attributes \[Page 62\]](#).

The system may propose default values. You can overwrite them if necessary.

If a worklist is displayed, you can [copy data from the worklist \[Page 68\]](#).

4. Record your working times. If you want to enter [clock times \[Page 65\]](#) and [confirmation information \[Page 64\]](#), choose *Show all details*. You can also use this function to display a record's [processing status \[Page 66\]](#) and, if necessary, [rejection reason \[Page 66\]](#).

See also:

[Copying Data from the Previous Period \[Page 67\]](#)

[Switching Between Weekday Display and Date Display \[Page 63\]](#)

5. [Check \[Page 69\]](#) your entries.
6. Save your data.
7. If you want to release your data for approval, choose *Save and release*.
If an error message appears, correct your entries and save them again.
8. If you would like a written record of the times you have recorded, you can [print your time sheet \[Page 70\]](#).

Changing the Data Entry Period

Changing the Data Entry Period

You can go to a previous or future data entry period by **scrolling in the calendar**.

1. To scroll to a previous data entry period, choose *Previous*.
2. To scroll to a future data entry period, choose *Next*.

Alternatively you can **enter a date** to go directly to a specific data entry period.

3. Overwrite the key date.
4. Choose *Goto*.

Back to: [Recording Working Times \[Page 59\]](#)

Selecting a Data Entry Profile

If you record your working times using more than one data entry profile, you can choose between different data entry profiles.

1. In the *Data entry profile* section, the current data entry profile is displayed.
2. Choose one of the data entry profiles available for selection.
3. Continue entering your working times.

Back to: [Recording Working Times \[Page 59\]](#)

Finding Working Time Attributes

Finding Working Time Attributes

1. Position the cursor on the field for which you want to display the list of possible entries.
2. Choose the magnifying glass icon in the header column of the field.
3. Enter your search criteria on the following screen.
4. Choose *Find*.

The system displays the selected objects in a list.

5. From the object list, you can select an entry to copy to the time sheet.

Back to: [Recording Working Times \[Page 59\]](#)

Switching Between Weekday Display and Date Display

You can switch between the *Date*, *Weekday*, and *Weekday/Date* display variants for the field headers in the data entry section.

Choose *Wkday/date* until the required display variant appears.

Back to: [Recording Working Times \[Page 59\]](#)

Entering Information on a Confirmation

Entering Information on a Confirmation

1. Choose *Show all details*.

The system shows the detail fields for each day in the data entry period.

If you want to show the detail fields for one day only, choose the arrow icon located under the relevant weekday/date.

2. Enter your confirmation information.
3. Save your entries.
4. If necessary, choose *Hide all details* so that the detailed information is no longer displayed.

Back to: [Recording Working Times \[Page 59\]](#)

Entering Clock Times

1. Choose *Show all details*.

The system shows the fields for entering clock times and other detail fields for each day in the data entry period.

If you want to show the clock-time and detail fields for one day only, choose the arrow icon located under the relevant weekday/date.

2. Enter your clock times.

You do not need to enter the number of hours. The system calculates this automatically.

3. Save your entries.

4. If necessary, choose *Hide all details* so that the clock-time and detail fields are no longer displayed.

Back to: [Recording Working Times \[Page 59\]](#)

Displaying the Processing Status and Rejection Reason

Displaying the Processing Status and Rejection Reason

1. If you want to view the processing status and rejection reason for a record that has been rejected, choose *Show all details*.

The system shows the processing status and rejection reason for each day of the data entry period.

If you want to show the processing status and rejection reason for one day only, choose the arrow icon located under the relevant weekday/date.
2. Check the processing status and rejection reason.
3. If necessary, choose *Hide all details* so that the processing status and rejection reason are no longer displayed.

Back to: [Recording Working Times \[Page 59\]](#)

Copying Data from the Previous Period

1. Choose *Copy previous period*.

The system enters the working time attributes and, if necessary, hours from the previous period.

If you had already entered data for the current period, the data from the previous period is added to the data for the current period.

You can only copy working times from the previous period if the previous period lies immediately before the current data entry period.

2. Enter the number of hours worked, or correct the number of hours copied from the previous period.

Back to: [Recording Working Times \[Page 59\]](#)

Copying Data from the Worklist

Copying Data from the Worklist

1. In the worklist, select the rows you want to copy to the data entry section.
2. Choose *Copy row(s)*.

The system copies the relevant rows from the worklist to the data entry section.
Depending on your settings, the hours may also be copied.

3. Check the data that has been copied and correct it if necessary.

Back to: [Recording Working Times \[Page 59\]](#)

Checking Entries

1. Choose *Check entries*.

The system checks the data entered. If errors are found, they are displayed in a table.

2. If necessary, correct your entries.

Back to: [Recording Working Times \[Page 59\]](#)

Printing Time Sheets

Printing Time Sheets

1. Choose *Print*.

A print preview displaying the time sheet data for the selected period appears.

2. Print the print preview using your browser.
3. Choose *Back*.

Back to: [Recording Working Times \[Page 59\]](#)

Leave Request

Use

Employees can use this service to enter a leave request, or to notify their superior that they will be absent for a certain period of time, due to illness, for example. To assist users in entering data, an overview of all existing information on leave entitlements is displayed.

The leave request is submitted to the employee's superior for approval. Employees can check the status of their request.

Prerequisites

- The appropriate workflow must be set up. You can use the sample workflow 20000081 (Leave request with HTML) in the standard system.
For more information, see [Process Leave Request \(PA-TIM-REC\) \[Ext.\]](#).
- Employees must have an SAP user that is directly linked to their SAP employee master data in the *Communication* infotype (0105).

Authorizations

The standard SAP System includes a role that contains all of the necessary authorizations.

Features

When an employee submits a leave request, a workflow is started. The leave request is routed via the integrated Internet/intranet inbox of that employee's superior, who can then either approve or reject the application.

If the leave request is approved, the record is stored in the SAP database, and the employee receives a message in his or her integrated Internet/intranet inbox. If the request is rejected, the employee receives a message.

Modification Options

The name of this service is WS20000081. You can find all of the relevant data under the service name in the SAP@Web Studio.

Create a Leave Request

Create a Leave Request

1. If required, check your existing entitlements (such as your remaining leave). The *Existing entitlements* list shows how much leave entitlement you have available. Plan your leave request accordingly.

The list displays the following information:

Leave balance

The name of the leave entitlement.

Deductible to

The date to which you can still take leave or deduct time-off entitlement.

Entitlement

The total entitlement available to you for a specific type of leave (such as the total entitlement of leave days per year).

Used

The amount of leave that you have already taken from the entitlement.

Planned + approved

The number of absence days or hours you have already requested for future periods.

Note that the *Used* and *Requested* fields always refer to the key date displayed. For example, if you check your leave balance while you are on vacation, the number of days you have already taken is displayed in the *Used* field, and the number of vacation days you have remaining is displayed in the *Requested* field.

Avail. balance

The number of days or hours that have not yet been taken or requested. You can still take these days or hours as leave or time-off entitlement. Note the date in the *Deductible to* field.

Unit

Displays whether the leave entitlement is defined in hours or days.

3. Enter the absence type.
4. Enter the duration of the absence.

Enter the start and end date of your leave. If you are requesting leave of less than one day, enter the start and end time of your absence or its duration in hours.
5. If you want the system to calculate how many hours or days of your absence entitlements will be used up by this absence choose *Calculate*.

The *Used by this absence* field displays the number of hours or days.
6. Check that the correct approver is specified.

If you want someone other than the specified person to approve your leave request, choose *Replace*. An additional screen appears, in which you can select a different approver.
7. If you want to attach a message to your superior, enter a note as required.

8. Choose *Submit*.

Cancelling a Leave Request

Cancelling a Leave Request

Use

This service gives employees an overview of the leave requests that they have submitted. Where applicable, they can use it to:

- Cancel leave requests that have not yet been processed by the approver or requests that have already been approved.
- Withdraw a cancellation that has not yet been processed by the approver

They can cancel a leave request fully or partially, if they want to shorten a period of leave by a few days, for example. Partial cancellations can only shorten, not lengthen, a period of leave.

The cancellation of the leave request is submitted to the employee's superior for approval. Employees can check the status of their request.

Prerequisites

- The appropriate workflow must be set up. You can use the sample workflow 1000109 (Cancel absence) in the standard system.
For more information, see [Cancel a Leave Request \[Ext.\]](#)
- Employees must have an SAP user that is directly linked to their SAP employee master data in the *Communication* infotype (0105).

Authorizations

The standard SAP System includes a role that contains all of the necessary authorizations.

Features

Deleting leave requests and cancellations that have not yet been processed

When an employee submits or cancels a leave request, a workflow is started. Employees can use this service to delete leave requests or cancellations that are in the Internet/intranet inbox of the approver and that have not yet been approved or rejected. The related work items are deleted in this process.

Cancelling leave requests that have already been approved

When an employee cancels an approved leave request, a workflow is started. The cancellation is automatically routed to the integrated Internet/intranet inbox of the approver, who can then either approve or reject it.

If the cancellation is approved, the corresponding absence record is deleted from the SAP database. The employee receives notification of the approval in his or her personal Internet/intranet inbox. If the cancellation is rejected, the employee receives an appropriate message.

Modification Options

The name of this service is WS01000109. You can find all of the relevant data under the service name in the SAP@Web Studio.

Leave Requests: Overview

Displaying information on the processing status of your leave requests

1. Check the processing status in the *Absences/cancellations* list.

Entries can have the following processing statuses:

Unprocessed: Your request has not yet been processed. You can delete the request if you want to.

Rejected: Approval has been denied. You can process the request in your inbox.

Accepted: The request has been accepted for processing by the approver. You cannot delete or cancel the request at this time.

Approved: The request has been approved. You can cancel the request if you want to.

Defective, stopped: The request cannot be processed due to a system error. Inform the person who approved the request or the system administrator. You cannot delete or cancel the request.

Waiting: The approver has set the request to *Resubmission*. You cannot delete or cancel the request at this time.

2. If required, change the list's display period to display leave requests and cancellations submitted more than one month ago.

To do so, enter the required date in the *Absences/Cancellations* field and choose *Display*.

Cancel a Leave Request

You can use this function to cancel a leave request fully, or partially, if you want to shorten a period of leave by a few days, for example. Partial cancellations can only shorten, not lengthen, a period of leave.

Please note that you cannot use this service to extend a period of leave. If you want to be off work for longer than originally planned, you can submit another leave request for the extra time.

To submit a new leave request, switch to the *Create Leave Request* service.

Cancelling leave with the status *Unprocessed*

1. Delete the entry by clicking on the trash can in the appropriate line.

The corresponding absence or cancellation is then highlighted in color.

2. Choose *Delete*.

The message *Request deleted* appears. The request is no longer displayed in the overview.

Cancelling leave with the status *Approved*

1. Click on the trash can in the appropriate line.

Extra dialog boxes appear.

2. Enter the required information for the cancellation:

Leave Requests: Overview

- a. If you want to cancel the leave request partially, enter the period you want to cancel, that is, the period in which you will be back at work.
 - b. If you want to cancel the leave request completely, do not change the date.
 - c. If you want to choose a different approver, choose *Replace*. Enter the new approver.
 - d. If required, enter a note to inform the approver of the reason for the cancellation.
3. Choose *Send cancellation*.
The message *The information was sent successfully* appears. The cancellation is forwarded to the specified approver.

Approve the Cancellation of a Leave Request

Approve the Cancellation of a Leave Request

1. Check the cancellation.
2. If required, add a note to the cancellation.
3. To approve the cancellation, choose *Approve*. To reject the cancellation, choose *Reject*.

You have approved or rejected a leave request cancellation. The person who entered the request receives notification of this in his or her inbox.

Leave Information

Leave Information

Use

Employees can use this Internet Application Component (IAC) to view their own leave information. It enables them to check at any time the status of their time-off entitlements and the deadline for using them.

The service offers the following advantages:

- Employees can access information about their time accounts, such as leave taken or leave remaining, whenever they want. This function enables employees to plan their future leave or find out the period in which they must use their time-off from overtime before it is forfeited, for example.
- As a result, you reduce the overall administrative workload for the HR department and time administrators.

Authorizations

The standard SAP System includes a role that contains all of the necessary authorizations. For more information, see [PA-Employee Self-Service \[Page 10\]](#).

Features

This service is used only to display an employee's own leave information. The information displayed relates to a specific date, absence quota, and deduction period. Employees can access the following information regarding their leave entitlement:

- Employee's total entitlement
- Entitlement already taken or remunerated
- Entitlement already requested
- Leave remaining that can be used or remunerated

Employees can use this service to check not only their current entitlement, but also a past or future entitlement. If an employee enters a future date, the system projects the entitlement for this key date and displays the result. For the system to be able to project entitlements, you must use *Time Evaluation* in your enterprise and you must have activated function QUOTA.

Modification Options

The service name is PZ09. You can find all of the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Displaying Leave Information

1. Enter the date for which you want to display your leave information. The system standard setting is the current date.
2. Enter the types of leave you want to see.
 - If you want to see all types of leave, choose *All types*.
 - If you just want to see one specific type of leave, select the required type from the list.
3. Choose *Display*.

The system lists the types of leave that you are entitled to take or to have remunerated on the date you entered.

The following information is displayed:

Time balance

The name of the absence entitlement.

Deductible to

The date to which you can still take leave or deduct time-off entitlement.

Entitlement

The total entitlement available to you for a specific type of leave (such as the total entitlement of leave days per year).

Used

The amount of leave that you have already taken from the entitlement.

Planned + approved

The number of absence days or hours you have already requested for future periods.

Note that the *Used* and *Requested* fields always refer to the key date you enter. For example, if you check your leave information while you are on leave, the number of leave days that you have used up to and including that day is displayed in the *Used* field, and the number of days you have remaining for that period of leave is displayed in the *Requested* field.

Available balance

The absence days or hours that have not yet been taken or requested. That is, the number of days or hours that you can still take as leave or time-off entitlement. Note the date in the *Deductible to* field.

Unit

Displays whether the leave entitlement is defined in hours or days.

4. If required, you can also print out this list.

Work Schedule

Work Schedule

Use

Employees can use this Internet Application Component (IAC) to view their own personal work schedule. This means that they can access their most current work schedule at any time. The advantages of this service include:

- Permanent overview of work schedules for employees themselves
- Quick access to up-to-date information
- Less work for administrators in shift planning departments in your company

Prerequisites

Employees can access this service without any restrictions.

They require an ESS user ID that is linked directly to their HR master data via the *Communication* infotype (0105).

Features

This service is used only to display an employee's personal work schedule. After the employee has entered his or her personnel number and password in the initial entry screen, the personal work schedule for the chosen time period appears on the screen.

Modification Options

The service name is PZ17. You can find all of the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Displaying a Work Schedule

1. Select the time period for which you want to display a work schedule.
 - To display the work schedule for the current week, select *Current week*.
 - To display the work schedule for the current and following week, select *Next and current week*.
 - To display the work schedule for any time period of your choice, select *Period from* and enter a start and end date.

Note that you can display the work schedule for a maximum of 50 days. If you choose a longer period, the system issues the message *Not all the selected days can be displayed*.

2. Choose *Display report*.
3. If required, print the work schedule.

Time Statement

Time Statement

Use

Employees can use this Internet Application Component (IAC) to display and print an overview of the time balances determined for them for each day, such as their flextime balance, any overtime they have worked, and so on.

In human resources management of the 1990s, the concept of the workplace underwent a considerable change. One of the biggest trends revolves around the question of when and where employees work. Telecommunications, virtual offices, and flexible working times have become widespread and belong increasingly to everyday life.

The *Time Statement* service enables your employees to view their personal time statement in the Internet/intranet.

Employees can use the service to check how many hours they have worked in the current month, previous month, or in any other period. Easy access to personal data supports the communication within an enterprise, without compromising on data protection.

Advantages for the employee

Employees can:

- Personally ensure that they work their required minimum hours and do not exceed the maximum hours allowed
- Calculate what they have earned up to now based on the hours they have worked
- Clarify any inconsistencies directly with the administrator responsible for them so that any necessary adjustments can be made before payroll is run

Advantages for the employer

- Regular centralized printing and distribution of time statements is no longer necessary
- Employers can be sure that employees obtain the information they need to work their required hours acceptably.

Integration

Evaluation results from *HR Time Evaluation* form the basis of this service. A time statement can only be created for an employee for times that have already been evaluated.

Time Evaluation is a subcomponent of the *HR Time Management* component (PT).

Prerequisites

Employees can access this service without any restrictions.

Employees require an ESS user ID that is linked directly to their HR master data via the Communication infotype (0105). Infotypes are maintained in the *Personnel Administration* component.

Authorizations

The standard SAP System includes a role that contains all of the necessary authorizations. For more information, see [PA - Employee Self-Service \[Page 10\]](#).

To ensure optimum data security, the *Internet Time Statement* service uses the data protection concept for the SAP System.

Every employee who wants to check his or her time statement must have a standard SAP user ID. To access this service, Internet users must enter their SAP user ID and password.

Standard Settings

You can use the *Communication* infotype (0105) to link an SAP user ID to a personnel number. The link between a user ID and a personnel number enables the system to find time statements.

Features

You can find a detailed description of the modification options in the Implementation Guide. Choose *Personnel Time Management* → *Time Evaluation* → *Evaluations and the Time Management Pool* → *Time Statement Form*.

Modification Options

The service name is PZ04. You can find all of the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Displaying a Time Statement

Displaying a Time Statement

1. Select the period for which you want to display the time statement.
 - If you want to display the current month, choose *Current month*.
 - If you want to display the current and last month, choose *Current and last month*.
 - If you want to display a different period, choose *Period from* and enter your chosen period.

Note that you cannot display a time statement for future periods.

2. Choose *Display report*.

Your personal time statement for the selected period is displayed.

3. If required, print the time statement.

Business Trips

Travel Management Service

Use

In the Employee Self-Service *Travel Management* function, employees can carry out the following:

- Submit a travel request
- Reserve flights, hotels, and car rental for a trip online
- Enter data for trips that have already taken place. The system uses this data to determine the travel expenses for the employee and to trigger payment of the expense.

Features

The basic functions of ESS *Travel Management* are listed in the following table:



For more information about the individual functions, see the SAP Library under *Financials* → *Financial Accounting* → *Travel Management* → [Travel Manager: Cross-Process Entry \[Ext.\]](#)

Initial screen	<ul style="list-style-type: none"> • Create a travel request • Book flight/hotel/rental car (create a travel plan) • Create a travel expense report • Call up the infocenter (contact person in the expenses department, flat rates for individual countries, exchange rates, master cost center of the employee making the trip) • Make personal settings (screen settings, settings for the personal input help (F4), and for the overview area) • You can only call up the list of all trips separately if you have suppressed the overview area in your <i>personal settings</i>.
Travel request	<ul style="list-style-type: none"> • Display, change, delete • Send
Travel plan	<ul style="list-style-type: none"> • Create, display, change, delete <p>In the travel plan:</p> <ul style="list-style-type: none"> • Check travel services (such as flights, hotels, and rental cars) for availability and book online • Cancel/delete travel services that have been booked • Display the total price of a trip

Travel expenses	<ul style="list-style-type: none"> • Create and enter trip data • Display the simulation in form format • Simulate • Change • Delete
------------------------	---

Prerequisites

- Personnel numbers exist for the relevant employees in the SAP System.
- The employees must have SAP R/3 user names.
- In the infotype *Communication* (0105, subtype 01), the respective user names must be stored for the employees.

See also: [Assigning R/3 Users to Personnel Numbers \[Ext.\]](#)

Authorizations/Security

SAP provides the composite role *Employee Self-Service* (SAP_WP_EMPLOYEE). This role contains all the authorizations required. For more information, see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

General Customizing

- If you want to set up SAP user names, you have to make various settings in Customizing. For further information, see Customizing, *Personnel Management* → *Employee Self-Service*.

Customizing specifically for Travel Management

- To use all parts of the *Travel Management Service*, you have to set up the *Travel Management* application component (including *Travel Planning* and *Travel Expenses*) to meet your company-specific requirements. For more information, see Customizing for *Financial Accounting*, under *Travel Management*.

Additional Internet Applications in SAP Travel Management



In addition to the Employee Self-Service *Travel Management* in the standard system, you can also use the Travel Management Internet application component (IAC), *Offline Travel Expenses Data Entry*.

Employees can use this function to enter data for their travel expenses with the help of Excel worksheets.

Travel Management Service

For more information about this IAC, see the SAP Library under *Financials* → *Financial Accounting* → *Travel Management* → *ESS/IACs in Travel Management* → [Additional Internet Applications in SAP Travel Management \[Ext.\]](#)

Benefits

Participation Overview (ESS)

Use

Employees can use this service to display an overview of their enrollments. From the overview they can do the following:

- Display details of their elections for individual plans
- Display summaries of costs and contributions, investments, dependents, and beneficiaries
- Print a participation confirmation form
- Display information on plans, plan types, or investments, if links are set up

Prerequisites

- Before an employee can use this service, a *General Benefits Information* record (infotype 0171) must exist for the employee and the employee's SAP user must be entered on the *Communication* infotype (0105).
- If you want to implement this service, you must also install the [Enrollment \[Page 92\]](#) service on your Internet Transaction Server, since some of the functions used in the Participation Overview are defined in this service.
- If you want to make a confirmation form available in this service, you need to set up form printing using SAPscript templates. For more information, see [Form Setup \[Ext.\]](#).

Features

Modification Options

The name of this service is PZ07. You can find all the relevant data for this service in the [SAP@Web Studio \[Ext.\]](#).

Activities

If you want to provide links to further sources of information about plans, plan types, or investments, or to general information, you need to set up these links in the *Benefits Implementation Guide* in the section *Employee Self-Service*.

Displaying Your Enrollments

You can do the following from the participation overview:

- Display the details of an enrollment by clicking on a plan.
- Display past or future enrollments by changing the validity date and clicking *Refresh*.
- Display summaries of costs and contributions, investments, dependents, and beneficiaries by clicking on the appropriate button.
- Display and print a confirmation form by clicking *Confirmation form*.

Enrollment (ESS)

Enrollment (ESS)

Use

Employees can use this service to enroll in plans, change their elections for plans in which they are currently participating, and stop participation in plans. They can also perform the following activities from within the service:

- Display summaries of costs and contributions, investments, dependents, and beneficiaries for the plans selected for enrollment (does not take current participation into account)
- Print an enrollment form for a benefit offer
- Display information on plans, plan types, or investments *
- Search for doctors approved by a health plan provider *
- Simulate a payslip prior to completing enrollment to see the effect of plan elections on gross pay *
- Print a confirmation form after enrollment

The activities marked * are only possible if the functions are explicitly activated or defined in Customizing.

Prerequisites

- Before an employee can use this service, a *General Benefits Information* record (infotype 0171) must exist for the employee and the employee's SAP user must be entered on the *Communication* infotype (0105).
- If you want to make enrollment and confirmation forms available in this service, you need to set up form printing using SAPscript templates. For more information, see [Form Setup \[Ext.\]](#).

Features

Modification Options

The name of this service is PZ14. You can find all the relevant data for this service in the [SAP@Web Studio \[Ext.\]](#).

Activities

If you want to provide links to further sources of information about plans, plan types, or investments, to general information, or to a doctor search engine, you need to set up these links in the *Benefits* Implementation Guide in the section *Employee Self-Service*.

If you want to make the payslip simulation function available to employees, you need to define parameters for simulation in the *Benefits* Implementation Guide (*Employee Self-Service* → [Set ESS Parameters \[Ext.\]](#)).



Before you activate the payslip simulation function, you should read the documentation for the Customizing step Set ESS Parameters, which describes the function's limitations.

Enrolling in Benefit Plans

Enrolling in Benefit Plans

1. Click on the reason for your enrollment or change in enrollment.
A plan offer appears showing the plans that you can enroll in or change.
[Legend \[Ext.\]](#)
2. Click on a plan and enter or change your choices.
3. Once you are satisfied with your choices, click *Add to selection*.
To undo any selections in the offer, click *Undo*.
4. You can do the following from the offer screen:
 - Display summaries of costs and contributions, investments, dependents, and beneficiaries for the plans that you have selected
 - Search for approved doctors for a health plan
 - Simulate a payslip that takes your selections into account
5. To complete the enrollment, click *Submit*.
6. Once your enrollment has been processed, you can display and print a confirmation form.

Spending Account Claims (ESS)

Use

Employees can use this service to do the following:

- Display the balance of their flexible spending account(s)
- Display claims
- Create claims *
- Change or delete claims that have not yet been approved *
- Register their agreement to the rejection of claims *

The activities marked * are only possible if the functions are explicitly activated or defined in Customizing.

Integration

If you allow employees to enter claims, you should use the [Claims Monitor \[Ext.\]](#) to collect claims for processing.

Prerequisites

- Before an employee can use this service, a *General Benefits Information* record (infotype 0171) must exist for the employee and the employee's SAP user must be entered on the *Communication* infotype (0105).
- Employees can only use this service if they have a flexible spending account.

Features

Modification Options

The name of this service is PZ40 You can find all the relevant data for this service in the [SAP@Web Studio \[Ext.\]](#).

Activities

Before you implement this service, you need to indicate which of the optional functions you want to activate in the *Benefits Implementation Guide (Employee Self-Service → Set ESS Parameters)*.

Entering/Displaying Spending Account Claims

Entering/Displaying Spending Account Claims

1. Choose the plan for which you want to enter or display a claim.
Your account balance is displayed for today's date and the plan year. A list of claims also appears.
2. To enter a claim, click *Create*, enter the claim details, and save the claim.
3. To display, change, or delete a claim that has not yet been approved, select the claim and click the appropriate button.
4. To register your agreement with the rejection of a claim, click *Agree to rejection*.

Retirement Benefits (ESS)

Use

Employees can use this service to display their projected retirement benefits and service data. The values that are displayed are stored as calculated results on the infotype [Retirement Plan Valuation Results \(0565\)](#) [Ext.].

For each type of retirement plan service the total amount is calculated as the sum of the following:

- The most recent service calculation result
- The most recent manual adjustment of calculated service
- Grandfathered service (if available)

Prerequisites

Before an employee can use this service, a *General Benefits Information* record (infotype 0171) must exist for the employee and the employee's SAP user must be entered on the *Communication* infotype (0105).

Features

Modification Options

The name of this service is PZ43. You can find all the relevant data for this service in the [SAP@Web Studio](#) [Ext.].

Displaying Your Retirement Benefits

Displaying Your Retirement Benefits

The *Retirement Benefits* overview shows the following:

- The total length of service credited to you for participation, benefit accrual, and vesting
- Your vesting percentage
- Your most recently estimated benefits

Jobs

Employment Opportunities Service

Use

The *Employment Opportunities* service allows employees in your company to do the following:

- Apply to vacancies advertised internally
- Create attachments (application documents with passport photograph)

Company employees can display a list of all internal job advertisements.

Employees can only apply to advertised vacancies. Employees can also create an attachment containing their application documents and passport photograph in the intranet.

Advantages for employers:

- Compared to newspapers and specialized journals, the Internet is a particularly inexpensive medium for advertising employment opportunities
- You can use this intranet solution to inform your employees quickly about vacancies in your company.
- If your company uses the *SAP ArchiveLink* archiving component, employees can also submit their application documents online. The application documents are archived directly in *SAP ArchiveLink*. This relieves the HR department of administrative tasks such as scanning and archiving documents manually.

Integration

Information on positions is read from the records stored in the *Recruitment* application component.

Similarly, the information submitted by employees is stored in the *Recruitment* component. The R/3 System retrieves existing data (such as personal data, qualifications, previous employers) from the *Personnel Administration* component and transfers it to the *Recruitment* component. Unlike external applicants using the [Employment Opportunities Web application \[Ext.\]](#), employees can submit an online application with minimal data entry.

Employees log on to the *Employment Opportunities* service using their current user ID for the intranet.

If your company has integrated the *Recruitment* and *SAP ArchiveLink* components, employees can create attachments for their online application in the *Employment Opportunities* service.

Prerequisites

Authorizations/Security

This service aims to give employees access to information on the employment opportunities in your company.

Specific authorizations must be set up for the SAP user IDs used by the service to log on to the R/3 System via the Internet Transaction Server (ITS): The profile generator (transaction *PFCG*) offers the following authorizations:

Object Class	Object

Employment Opportunities Service

Human Resources	HR: Applicants
	HR: Clusters
	HR: Master data
	PD: Personnel Planning and Development
Basis - Administration	Table Maintenance (Using Standard Tools)



For further information, see the Implementation Guide (IMG) for *Recruitment* under *Authorization Administration* → *Create profiles*.

Standard Settings and Default Values

If you want to use this service, you have to work through all of the Customizing activities that would normally also be necessary for setting up the *Recruitment* component. For more information, see the Implementation Guide (IMG) for *Recruitment*.

You also have to make the following settings specific to the Internet: *Recruitment* → *Employee Self-Service (ESS)* → *Employment Opportunities* → *Employment Opportunities (ESS): Set Up Service*.

Displaying Vacant Positions

The system must be able to find vacant positions before it can create a list containing job advertisements. You need to make certain system settings so that the system can find and list vacancies (job descriptions), sort them by recruitment instrument, and display detailed information on each vacancy.

You also need to have defined advertisements for the vacant jobs.

Table	Actions required
T750B	Create several advertisements for each recruitment instrument Assign a vacancy to each advertisement Define texts for the advertisements This text is displayed as a job description (tasks, skills required, qualifications required, etc.).
T750C	Create recruitment instruments for each media type, assign each instrument to a medium type (this instrument is defined using feature INTDF – see below)
T750D	Create Internet medium
T750X/P1007	Maintain vacancies using one of these two tables. (The table you use will depend on whether integration between Personnel Administration (PA) and Personnel Development and Planning (PD) is active.)



You can define different regions - or if you are an international company, different countries - as recruitment instruments and can thereby structure the employment opportunities regionally.

Employment Opportunities Service

Use feature	to define...
INTDF	Medium
	Country indicator

Use feature	to define...
INTDY	Unsolicited application group
	Applicant group
	Applicant range
	Personnel area
	Personnel subarea
	Personnel officer responsible
	Internet address: Name of administrator
	Internet address: Name of server

Entering applications

This service contains a number of forms, which employees can use to enter data that is relevant to their job application (such as name, address, education, and so on). These forms correspond to the infotype records that are created when a job application is entered in the R/3 System.

You have to maintain certain tables and define valid values for the entries made in these forms. The settings you make will affect both the R/3 *Recruitment* component and this service.

Table	Description
T522T	Form of address
T002	Language key for communicating with applicants
T005	Countries
T005U	Taxes: Region Key: Texts
T517T	School Type Designations
T519T	Final Certificates
T518A	Vocation Check Table
T518B	Vocation Descriptions
T538C	Admissibility of Time/Masurement Units for Infotypes
T517X	Branches of Study
T517Y	Check Table for Branches of Study

Employment Opportunities Service

T517Z	Admissible Combinations of School Types (T517T) and Branches of Study (T517Y)
T517A	Admissible Combinations of School Types (T517T) and Final Certificates (T517Y)
T574B	Qualification Texts
T016T	Industry Names
T513C	Jobs With Other/Previous Employers

Creating Attachments

For employees to be able to create attachments for their online applications, your enterprise must implement the archiving component *SAP ArchiveLink*. The *Employment Opportunities* service does not require any special customizing for the *SAP ArchiveLink* component.

You must also set permitted formats for documents and photographs in Customizing for *Recruitment*. The formats **.doc** and **.jpg** are set up in the standard system. If you want to use other or additional formats, specify them in the *Set Up Formats for Applicant Documents* activity (within the *Employment Opportunities (ESS): Set Up Service* step). For information on how to do this, see the documentation for the Implementation Guide for *Recruitment* by choosing *Employee Self-Service (ESS) → Employment Opportunities → Employment Opportunities (ESS): Set Up Service*.

Table	Description
T750R	Permitted Document Formats for Internet Applications

Features

Modification Options

Recruitment data is output via the Internet Transaction Server. The data is written to the Internet Server from the R/3 system. There, it is formatted and presented in HTML standard format on a special output mask.

Graphics and forms for this service are provided with the standard R/3 System. You can, however, change the screen layout (background, or text colors, for example) and insert graphics of your own by changing the HTML templates.

You can specify what type of information can be entered by employees by displaying or hiding certain fields. This task is carried out at the Internet-Server level. If you want employees to enter further information (that is, you want to create additional fields), you have to make changes in the R/3 System.

The HTML templates for this service are as follows:

SAPMPW12_100.HTML	SAPMPW12_610.HTML
SAPMPW12_200.HTML	SAPMPW12_700.HTML
SAPMPW12_201.HTML	SAPMPW12_800.HTML

Employment Opportunities Service

SAPMPW12_300.HTML	SAPMPW12_900.HTML
SAPMPW12_400.HTML	SAPMPW12_100.HTML
SAPMPW12_500.HTML	SAPMPW12_200.HTML
SAPMPW12_601.HTML	

Service name

The service name for the *Employment Opportunities* service is **PZ21**.

You can find all the relevant data under this service name in the SAP@Web Studio.

Connection Time with the R/3 System

A connection time is specified in the global file for all services delivered by SAP. However, it is recommended that you specify the connection times of individual applications.

It is recommended that you set the timeout parameter higher for the *Employment Opportunities* service so that the application is not interrupted before the applicant has finished entering it. To change the timeout parameter for this service, set the timeout parameter (~TIMEOUT) in the service file to the desired connection time (service name *PBW3*).

R/3 Development Objects

The following development objects play an important role in this application. Please do not change these objects!

Development class	PAPL
Transactions	PZ21
Module pool	SAPMPW12
Function groups	APPL, VAP1
Function modules	BAPI_APPLICANT_CHANGEPASSWORD
	BAPI_APPLICANT_CHECKEXISTENCE
	BAPI_APPLICANT_CHECKPASSWORD
	BAPI_APPLICANT_CREATE
	BAPI_APPLICANT_CREATE_PW_REG
	BAPI_APPLICANT_GET_PW_REG
	BAPI_APPLICANT_GETSTATUS
	BAPI_APPLICANT_INITPASSWORD
BAPIs	Applicant.ChangePassword
	Applicant.CheckPassword
	Applicant.ExistenceCheck
	Applicant.CreateFromData
	Applicant.CreatePassword

Employment Opportunities Service

	Applicant.GetPassword
	Applicant.Dequeue
	Applicant.Enqueue
	Applicant.InitPassword
	Application.Create

Displaying Internal Employment Opportunities and Applying Online

1. Expand the top node level in the vacancy tree displayed on the screen to show the recruitment instruments.

Advertisements is displayed as a subnode.



Depending on the way in which the vacancy tree is set up, the individual recruitment instruments can represent different geographical regions to which advertisements and vacancies are assigned.

2. Expand the second node level.

The individual advertisements are displayed.

3. Open the relevant advertisement.

The advertisement text for the selected vacancy appears in a window.

4. Display other advertisement texts if you want to. Proceed as described in steps 1 to 3 above.
5. If you want to apply to a vacancy, select the relevant vacancy, as described in steps 1 to 3 of the *Displaying Vacant Jobs* procedure.
6. Choose *Apply*.

The system automatically transfers your data to the R/3 system.

Continue with [Creating Attachments \[Page 107\]](#)

Creating an Attachment

1. Enter your personal data in the *Personal Data* screen and choose *Create attachment*.



The system displays the permitted formats.

2. Enter the menu path for your attachment under *Select document* or choose *Browse* to find a document you have stored locally.



Make sure that the format of the document is one of the permitted formats.

Please note that you can only create one attachment for each online application. We therefore recommend that you create a document containing all your application documents and your passport photograph.

3.
 - a. To submit the application directly, choose *Send* after you have selected your document.
 - b. To exit the data entry screen for your attachment, choose *Back*.

The screen for entering personal data reappears. Choose *Send* to submit your application and application documents.

- c. To change your attachment, choose *Back*, then choose *Create attachment* again.

The data entry screen for your attachment reappears. The name of the document that you created previously appears in the *Loaded document* field. To delete the old document, choose *Remove document*. Proceed as of step 2.

Back to [Displaying Internal Employment Opportunities and Applying Online \[Page 106\]](#)

Application Status Service

Use

The *Application Status* service helps support a cost-effective and efficient internal recruitment procedure by allowing employees to check the status of their job applications over the intranet. This means that the human resources department is spared part of their administrative tasks (such as answering telephone enquiries).

Advantages for employers:

- Costs can be saved because applicants can track their own applications on the Internet. This means that companies have fewer telephone inquiries to answer, and that they do not need to create and send letters of confirmation.

Advantages for employees:

- Employees can find out the status of their application quickly and easily on the Internet. Another advantage is that they are not restricted to normal company opening hours.

Integration

Employees can call up the *Application Status* service using their current user ID for the intranet.

If you want to use the *Applicant Status* service, you must have implemented the [Employment Opportunities \[Page 100\]](#) service.

Prerequisites

Authorizations/Security

Employees can access the service using their current user ID.

Standard Settings and Default Values

If you want to use this service, you have to work through all of the Customizing activities that would normally also be necessary for setting up the *Recruitment* component.

You can also create additional texts describing the application status. For more information on setting up the above-mentioned texts, see the Implementation Guide for *Recruitment* under *Employee Self-Service (ESS) → Application Status → Set Up Application Status*.

Features

Modification Options

Output on the Internet

Recruitment data is output via the Internet Transaction Server. The data is written to the Internet Server from the R/3 system. There, it is formatted and presented in HTML standard format on a special output screen.

Graphics and forms for this service are provided with the standard system. You can, however, change the screen layout (background, or text colors, for example) and insert graphics of your own by changing the HTML templates.

The HTML templates for the *Application Status* service are as follows:

SAPMPW03_100.HTML	SAPMPW03_300.HTML
SAPMPW03_200.HTML	SAPMPW03_5000.HTML

Service name

You access the *Application Status* service using transaction **PZ22**.

You can find all the relevant data under this service name in the SAP@Web Studio.

R/3 Development Objects

The following development objects play an important role in this Web application. Please do not change these objects!

Development class	PAPL
Transaction	PZ22
Module pool	SAPMPW03
Function groups	APPL, VAP1
Function modules	BAPI_APPLICANT_CHANGEPASSWORD
	BAPI_APPLICANT_CHECKEXISTENCE
	BAPI_APPLICANT_CHECKPASSWORD
	BAPI_APPLICANT_GETSTATUS
	BAPI_APPLICANT_GET_PW_REG
	BAPI_APPLICANT_CREATE
	BAPI_APPLICANT_INITPASSWORD
	BAPI_APPLICANT_CREATE_PW_REG
BAPIs	Applicant.ChangePassword
	Applicant.ExistenceCheck
	Applicant.CheckPassword
	Applicant.GetStatus
	Applicant.GetPassword
	Applicant.CreateFromData
	Applicant.CreatePassword
	Applicant.InitPassword

Inquiring About Application Status Internally

Inquiring About Application Status Internally

1. Enter your current user ID to identify yourself.
2. The system checks the status of your application online.



If you have sent more than one application, the system displays the vacancy assignment status of each application.

3. If required, you can redisplay the advertisement to which you applied. Open the relevant vacancy.

The system displays the advertisement text and information on the administrator responsible for your application.

Payment

Remuneration Statement Display (PY-XX)

Remuneration Statement Display (PY-XX)

Use

This Employee Self-Service (ESS) enables Web users to use the Internet to display their own remuneration statements. The user first defines the period for which he or she wants to display the remuneration statements. The system then displays a list of payroll results for this period. The remuneration statement for the first result on the list is automatically displayed. The user can select a different payroll result and display the accompanying remuneration statement.

The decisive advantage for Web users is that they can display their remuneration statement as soon as the payroll results are available. In addition to the time-saving benefits, they obtain an overview of their remuneration in a period they are required to specify.

Prerequisites

The user's payroll data must be processed in the R/3 System. In principle, all employees with an ESS user and the appropriate authorization can access their own remuneration statements. The ESS user must be linked to the employee's R/3 HR master data by the *Communication* infotype (0105). For further information, see [Create Users and Authorize Them for ESS \[Page 15\]](#).

In Customizing for *Personnel Management* under *Employee Self-Service*, you must make the required settings. For example, you create the ESS users here. In the same section, under *ESS Settings for Specific Services* → *Payment* → *Provide Remuneration Statement (ESS)*, make the required settings for the *Display Remuneration Statement ESS*.



The IMG step *Provide Remuneration Statement (ESS)* can also be found in Customizing for *Payroll* under *Forms* → *Remuneration Statement*.

Authorizations

SAP provides a standard role that includes all of the required authorizations. For further information, see [Set Up and Maintain ESS Users \[Page 10\]](#).

Standard Default Settings and Data

The initial screen for this ESS generally displays the last payroll period for which payroll was run for the employee. The user can change this data according to his or her requirements.

Features

The remuneration statement in the Internet corresponds to the remuneration statement in the standard system.

Customizing Options

To change the layout of the ESS screen, change the HTML files in the Internet Transaction Server system.

In this way, you can change the layout of all the pages that are displayed and determine, for example, that the company logo or payroll form is displayed in the background.

This application component's service name is *PZ11*. All of its files are stored under this service name in the SAP@Web Studio.

Remuneration Statement Display (PY-XX)


R/3 Development Objects

The following R/3 development objects are used for this ESS:

- Development class: PCAL
- Transaction: PZ11
- Function group for screens: HRPAY99_Internet SAPMPZ04
- BAPIs:
 - BAPI_GET_PAYROLL_RESULT_LIST
 - BAPI_GET_PAYSLIP_HTML

Displaying a Remuneration Statement

Displaying a Remuneration Statement

1. Use the selection of payroll results to specify whether you want to display the last remuneration statement, a number of remuneration statements, or your remuneration statement(s) for a particular period.
2. Choose *Display payroll results*.
The system displays a list of the payroll results for which a remuneration statement exists. The remuneration statement for the first result on the list is displayed.
3. If you want to display a different remuneration statement, select the corresponding result from the list and choose *Display remuneration statement*.
4. To hide the list of payroll results so that only the remuneration statement is displayed, choose .
5. If you cannot find the required remuneration statement in the list, choose *New selection*.
You return to the initial screen. Here you can enter a different period and display other remuneration statements.

Exercising Awards

For One Granting

1. Enter an exercising date or use the current date which appears as a default.
2. Enter the number of awards you wish to exercise.
3. Select an exercising method.
4. Choose *Save exercise*.

For More than One Granting

1. Select an award
 A screen appears in which you can enter exercising data.
2. Enter an exercising date or use the current date which appears as a default.
3. Enter the number of awards you wish to exercise.
4. Select an exercising method.
5. Choose *Save exercise*.

Displaying a Total Compensation Statement

Displaying a Total Compensation Statement

Enter a period for the Total Compensation Statement and choose *Refresh*.

The system displays your personal Total Compensation Statement for the period selected.

Personal Information

Address Service

Address Service

Use

An employee's address is often used in conjunction with his or her name in a variety of employee lists and forms, as well as for address labels.

The *Address* service enables the employees at your enterprise to display and edit their own addresses. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her address data, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can also change their addresses.

The *Addresses* service has country-specific screens for:

- Argentina
- Australia
- Brazil
- Denmark
- Germany

- France
- Great Britain
- Hong Kong
- Indonesia
- Ireland
- Italy
- Japan
- Canada
- Malaysia
- Mexico
- New Zealand
- The Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- Singapore
- Spain
- South Africa
- Taiwan
- Thailand
- USA
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the German screen as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ02. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Address Service

Development class	Argentina <i>PB 29</i>
	Australia <i>PB13</i>
	Brazil <i>PB37</i>
	Denmark <i>PB09</i>
	Germany <i>PB01</i>
	France <i>PB06</i>
	Great Britain <i>PB08</i>
	Hong Kong <i>PB27</i>
	Indonesia <i>PB34</i>
	Ireland <i>PB11</i>
	Italy <i>PB15</i>
	Japan <i>PB22</i>
	Canada <i>PB07</i>
	Malaysia <i>PB14</i>
	Mexico <i>PB32</i>
	New Zealand <i>PB43</i>
	The Netherlands <i>PB05</i>
	Norway <i>PB20</i>
	Portugal <i>PB19</i>
	Sweden <i>PB23</i>
	Switzerland <i>PB02</i>
	Singapore <i>PB25</i>
	Spain <i>PB04</i>
	South Africa <i>PB16</i>
	Taiwan <i>PB42</i>
	Thailand <i>PB26</i>
	USA <i>PB10</i>
	Venezuela <i>PB17</i>

Function group	<p>Argentina <i>EHAR1</i></p> <p>Australia <i>EHA1</i></p> <p>Brazil <i>EBH1</i></p> <p>Denmark <i>EHDK1</i></p> <p>Germany <i>EHD1</i></p> <p>France <i>EHF1</i></p> <p>Great Britain <i>EHG1</i></p> <p>Hong Kong <i>EHH1</i></p> <p>Indonesia <i>EHID1</i></p> <p>Ireland <i>EHL1</i></p> <p>Italy <i>EH11</i></p> <p>Japan <i>EHJ1</i></p> <p>Canada <i>EHC1</i></p> <p>Malaysia <i>EHMY1</i></p> <p>Mexico <i>EHM1</i></p> <p>New Zealand <i>EHNZ1</i></p> <p>The Netherlands <i>EHN1</i></p> <p>Norway <i>EHNO1</i></p> <p>Portugal <i>EHP1</i></p> <p>Sweden <i>EHSE1</i></p> <p>Switzerland <i>EHZ1</i></p> <p>Singapore <i>EHR1</i></p> <p>Spain <i>EHE1</i></p> <p>South Africa <i>EHW1</i></p> <p>Taiwan <i>EHTW1</i></p> <p>Thailand <i>EHT1</i></p> <p>USA <i>EHU1</i></p> <p>Venezuela <i>EHV1</i></p>
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Address Service

BAPIs	EmployeePrivAddress.Change EmployeePrivAddress.Create EmployeePrivAddress.Delete EmployeePrivAddress.Delimit EmployeePrivAddress.Getdetail EmployeePrivAddress.Getlist EmployeePrivAddress.Getdetailedlist
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The *Address* service is integrated with the *Data Entry for Hirings* service.

Country-Specific Features:

- **Japan:** [Address Information Service \(PY-JP\) \[Ext.\]](#)
- **USA:** [Address Information Service \(PA-PA-US\) \[Page 212\]](#)

Displaying and Processing Addresses

Note:

The service only displays data records that are currently valid. You can change current or future data. If data has a start date earlier than the last payroll run, it cannot be changed.

If data in the payroll past needs to be changed, you must contact a personnel administrator.

Use the *Address type* field to choose the required subtype (such as *Permanent residence*, *Temporary residence*, *Home address*), and then proceed as follows:

1. To display the current address, choose *Display*.

The current address is displayed.

2. To change the current address, choose *Change*.

The system displays a screen with more detail. This allows you to change the address, as required.

3. If data does not exist yet for the address type selected, choose *New* to enter new data.

The system displays a screen with more detail. This enables you to enter and save the required data.

4. To delete data valid as of the current date or in the future, choose *Delete*.

The system displays a screen with more detail. You can delete the address here.

You have displayed or edited an address.

Address

Address

Displaying an Address

You want to display the current address of your permanent place of residence. In the *Address type* field, choose the *Permanent residence* subtype. Then choose *Display*.

Changing an Address

You have changed address. To enter the name of the street in which you now live, choose the *Permanent residence* subtype in the *Address type* field. Then choose *Change*, enter the required data, and save.

Entering an Address

Your work commitments require you to live in a different city during the week. You want to enter the address of your future temporary residence now. In the *Address type* field, choose the *Temporary residence* subtype. Then choose *New*, enter the required data, and save.

Deleting an Address

Your enterprise opens a subsidiary near your permanent place of residence. You will work at this subsidiary in the future, which means you need to delete the temporary residence. To delete the address of your temporary place of residence, choose the *Temporary residence* subtype in the *Address type* field. Then choose *Delete*.

Bank Details Service

Use

An employee's bank details are used for pay and trip expense transfers.

The *Bank Details* service enables the employees in your enterprise to display and edit their own bank details. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her bank details, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, only the essential fields are included so that employees who have no knowledge of the SAP System can change their bank details.

The *Bank Details* service has country-specific screens for:

- Argentina
- Australia
- Belgium
- Denmark
- France
- Great Britain

Bank Details Service

- Ireland
- Italy
- Japan
- Canada
- Malaysia
- New Zealand
- The Netherlands
- Philippines
- Portugal
- Spain
- South Africa
- Thailand
- USA
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the Canadian screen as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can activate the following fields in the HTML template:

- *Postal code/City*
- *Payment method*
- *Purpose*
- *Currency*

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ03. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Development class	<p>Argentina <i>PB29</i></p> <p>Australia <i>PB13</i></p> <p>Belgium <i>PB12</i></p> <p>Denmark <i>PB09</i></p> <p>France <i>PB06</i></p> <p>Großbritannien <i>PB08</i></p> <p>Ireland <i>PB11</i></p> <p>Italy <i>PB15</i></p> <p>Japan <i>PB22</i></p> <p>Canada <i>PB07</i></p> <p>Malaysia <i>PB14</i></p> <p>New Zealand <i>PB43</i></p> <p>The Netherlands <i>PB05</i></p> <p>Philippines <i>PB48</i></p> <p>Portugal <i>PB19</i></p> <p>Spain <i>PB04</i></p> <p>South Africa <i>PB16</i></p> <p>Thailand <i>PB26</i></p> <p>USA <i>PB10</i></p> <p>Venezuela <i>PB17</i></p>
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Bank Details Service

Function group	Argentina <i>EHAR3</i> Australia <i>EHA3</i> Belgium <i>EHBE3</i> Denmark <i>EHDK3</i> France <i>EHF3</i> Great Britain <i>EHG3</i> Ireland <i>EHL3</i> Italy <i>EHI3</i> Japan <i>EHJ3</i> Canada <i>EHC3</i> Malaysia <i>EHMY3</i> New Zealand <i>EHNZ3</i> The Netherlands <i>EHN3</i> Philippines <i>EHPH3</i> Portugal <i>EHP3</i> Spain <i>EHE3</i> South Africa <i>EHW3</i> Thailand <i>EHT3</i> USA <i>EHU3</i> Venezuela <i>EHV3</i>
BAPIs	EmployeeBankDetail.Change EmployeeBankDetail.Create EmployeeBankDetail.Delete EmployeeBankDetail.Delimit Employee.Enqueue EmployeeBankDetail.Getdetail EmployeeBankDetail.Getdetailedlist

The *Bank Details* service is integrated with the *Data Entry for Hirings* service.

Country-Specific Features:

- Japan: [Bank Information in the Internet \(PY-JP\) \[Ext.\]](#)

Displaying and Processing Bank Details

Note:

The service only displays data records that are currently valid. You can change current or future data. If data has a start date earlier than the last payroll run, it cannot be changed.

If data in the payroll past needs to be changed, you must contact a personnel administrator.

Use the *Bank details type* field to choose the required subtype (such as *Main bank*, *Additional bank data*, *Travel expenses*), and then proceed as follows:

1. To display the current bank details, choose *Display*.

The current bank details are displayed.

2. To change the current bank details, choose *Change*.

The system displays a screen with more detail. This allows you to change the bank details, as required.

3. If data does not exist yet, choose *New* to enter new data.

The system displays a screen with more detail. This enables you to enter and save the required data.

4. To delete data valid as of the current date or in the future, choose *Delete*.

The system displays a screen with more detail. You can delete the bank details here.

Note:

Use the *Additional bank data* type if a percentage of the wage or salary is paid to a different bank account. In this case, you have two options. You can either specify the maximum value of this percentage in the *Standard value* field, or you can enter the value as a percentage of the total amount in the *Standard percentage* field.

You can also use the *Standard value* and *Standard percentage* fields for the *Travel expenses* type.

You have displayed or edited a bank connection.

Bank Details

Bank Details

Displaying Bank Details

You want to display your current main bank details. In the *Bank details type* field, choose the *Main bank* subtype. Then choose *Display*.

Changing Bank Details

Your main bank connection has changed. To enter the new bank connection details, choose the *Main bank* subtype in the *Bank details type* field. Then choose *Change*, enter the required data, and save.

Entering Bank Details

You have set up an additional bank connection for trip expenses. To enter the new bank connection details, choose the *Trip expenses* subtype in the *Bank details type* field. Then choose *New*, enter the required data, and save.

Deleting Bank Details

You have closed an additional bank connection that is no longer in use. To delete bank connection details from the system, choose the *Other bank connection* subtype in the *Bank details type* field. Then choose *Delete*.

Emergency Address Service

Use

The *Emergency Address* service enables the employees at your enterprise to display and edit contact addresses for emergency situations. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her contact address, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can edit their contact addresses for emergency situations.

The *Emergency Address* service has country-specific screens for:

- Argentina
- Australia
- Brazil
- Denmark
- Germany
- France
- Great Britain

Emergency Address Service

- Hong Kong
- Indonesia
- Ireland
- Italy
- Japan
- Canada
- Malaysia
- Mexico
- New Zealand
- The Netherlands
- Norway
- Portugal
- Sweden
- Switzerland
- Singapore
- Spain
- South Africa
- Taiwan
- Thailand
- USA
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the German screen as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ05. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Development class	<p>Argentina <i>PB 29</i></p> <p>Australia <i>PB13</i></p> <p>Brazil <i>PB37</i></p> <p>Denmark <i>PB09</i></p> <p>Germany <i>PB01</i></p> <p>France <i>PB06</i></p> <p>Great Britain <i>PB08</i></p> <p>Hong Kong <i>PB27</i></p> <p>Indonesia <i>PB34</i></p> <p>Ireland <i>PB11</i></p> <p>Italy <i>PB15</i></p> <p>Japan <i>PB22</i></p> <p>Canada <i>PB07</i></p> <p>Malaysia <i>PB14</i></p> <p>Mexico <i>PB32</i></p> <p>New Zealand <i>PB43</i></p> <p>The Netherlands <i>PB05</i></p> <p>Norway <i>PB20</i></p> <p>Portugal <i>PB19</i></p> <p>Sweden <i>PB23</i></p> <p>Switzerland <i>PB02</i></p> <p>Singapore <i>PB25</i></p> <p>Spain <i>PB04</i></p> <p>South Africa <i>PB16</i></p> <p>Taiwan <i>PB42</i></p> <p>Thailand <i>PB26</i></p> <p>USA <i>PB10</i></p> <p>Venezuela <i>PB17</i></p>
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Emergency Address Service

Function group	Argentina <i>EHAR1</i>
	Australia <i>EHA1</i>
	Brazil <i>EBB1</i>
	Denmark <i>EHDK1</i>
	Germany <i>EHD1</i>
	France <i>EHF1</i>
	Great Britain <i>EHG1</i>
	Hong Kong <i>EHH1</i>
	Indonesia <i>EHID1</i>
	Ireland <i>EHL1</i>
	Italy <i>EH11</i>
	Japan <i>EHJ1</i>
	Canada <i>EHC1</i>
	Malaysia <i>EHMY1</i>
	Mexico <i>EHM1</i>
	New Zealand <i>EHNZ1</i>
	The Netherlands <i>EHN1</i>
	Norway <i>EHNO1</i>
	Portugal <i>EHP1</i>
	Sweden <i>EHSE1</i>
	Switzerland <i>EHZ1</i>
	Singapore <i>EHR1</i>
	Spain <i>EHE1</i>
	South Africa <i>EHW1</i>
	Taiwan <i>EHTW1</i>
	Thailand <i>EHT1</i>
	USA <i>EHU1</i>
	Venezuela <i>EHV1</i>

Emergency Address Service

BAPIs	EmployeePrivAddress.Change EmployeePrivAddress.Create EmployeePrivAddress.Delete EmployeePrivAddress.Delimit EmployeePrivAddress.Getdetail EmployeePrivAddress.Getlist EmployeePrivAddress.Getdetailedlist
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The *Emergency Address* service is integrated with the *Data Entry for Hirings* service.

Displaying/Editing an Emergency Address

Displaying/Editing an Emergency Address

Note:

The service only displays data records that are currently valid. You can change current or future data. If data has a start date earlier than the last payroll run, it cannot be changed.

If data in the payroll past needs to be changed, you must contact a personnel administrator.

Procedure:

1. To display the current address, choose *Display*.
The current emergency address is displayed.
2. To change the current address, choose *Change*.
The system displays a screen with more detail. This allows you to change the emergency address, as required.
3. If data does not exist yet, choose *New* to enter new data.
The system displays a screen with more detail. This enables you to enter and save the required data.
4. To delete data valid as of the current date or in the future, choose *Delete*.
The system displays a screen with more detail. This allows you to delete the emergency address.

You have displayed or edited an emergency address.

Emergency Contact Service

Use

The *Emergency Contact* service enables the employees in your enterprise to display and edit persons who can be contacted in emergency situations. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her contact address, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can also edit the persons to be contacted in emergency situations.

The *Emergency Contact* service has country-specific screens for:

- Argentina
- Australia
- Brazil
- Germany
- France
- Great Britain
- Hong Kong

Emergency Contact Service

- Indonesia
- Ireland
- Italy
- Japan
- Canada
- Malaysia
- Mexico
- New Zealand
- The Netherlands
- Philippines
- Portugal
- Singapore
- Spain
- South Africa
- Taiwan
- Thailand
- USA
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the screen for the USA as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ18. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Development class	<p>Argentina <i>PB 29</i></p> <p>Australia <i>PB13</i></p> <p>Brazil <i>PB37</i></p> <p>Germany <i>PB01</i></p> <p>France <i>PB06</i></p> <p>Great Britain <i>PB08</i></p> <p>Hong Kong <i>PB27</i></p> <p>Indonesia <i>PB34</i></p> <p>Ireland <i>PB11</i></p> <p>Italy <i>PB15</i></p> <p>Japan <i>PB22</i></p> <p>Canada <i>PB07</i></p> <p>Malaysia <i>PB14</i></p> <p>Mexico <i>PB32</i></p> <p>New Zealand <i>PB43</i></p> <p>The Netherlands <i>PB05</i></p> <p>Philippines <i>PB48</i></p> <p>Portugal <i>PB19</i></p> <p>Singapore <i>PB25</i></p> <p>Spain <i>PB04</i></p> <p>South Africa <i>PB16</i></p> <p>Taiwan <i>PB42</i></p> <p>Thailand <i>PB26</i></p> <p>USA <i>PB10</i></p> <p>Venezuela <i>PB17</i></p>
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Emergency Contact Service

Function group	Argentina <i>EHAR6</i> Australia <i>EHA6</i> Brazil <i>EBH6</i> Germany <i>EHD6</i> France <i>EHF6</i> Great Britain <i>EHG6</i> Hong Kong <i>EHH6</i> Indonesia <i>EHID6</i> Ireland <i>EHL6</i> Italy <i>EHI6</i> Japan <i>EHJ6</i> Canada <i>EHC6</i> Malaysia <i>EHMY6</i> Mexico <i>EHM6</i> New Zealand <i>EHNZ6</i> Netherlands <i>EHN6</i> Philippines <i>EHPH6</i> Portugal <i>EHP6</i> Singapore <i>EHR6</i> Spain <i>EHE6</i> South Africa <i>EHW6</i> Taiwan <i>EHTW6</i> Thailand <i>EHT6</i> USA <i>EHU6</i> Venezuela <i>EHV6</i>
BAPIs	EmployeeFamilyMember.Change EmployeeFamilyMember.Create EmployeeFamilyMember.Delete EmployeeFamilyMember.Delimit EmployeeFamilyMember.Getdetail EmployeeFamilyMember.Getlist EmployeeFamilyMember.Getdetailedlist

The *Emergency Contact* service is integrated with the *Entering Data for Hirings* service.

Displaying/Editing Emergency Contacts

Note:

The service only displays data records that are currently valid. You can change current or future data. If data has a start date earlier than the last payroll run, it cannot be changed.

If data in the payroll past needs to be changed, you must contact a personnel administrator.

Procedure:

1. To display the current contact person, choose *Display*.

The current contact person is displayed.

2. To change the current contact person, choose *Change*.

The system displays a screen with more detail. This allows you to change the contact person, as required.

3. If data does not exist yet, choose *New* to enter new data.

The system displays a screen with more detail. This enables you to enter and save the required data.

4. To delete data valid as of the current date or in the future, choose *Delete*.

The system displays a screen with more detail. You can delete the contact person from the system here.

You have displayed or edited a person to contact in emergency situations.

Family/Related Person Service

Use

The *Family/Related Person* service enables the employees at your enterprise to display and edit data about their own family members and related persons. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her family members and related persons, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can edit data about their own family members and related persons.

The *Family/Related Person* service has country-specific screens for:

- Argentina
- Australia
- Brazil
- Germany
- France
- Great Britain

- Hong Kong
- Indonesia
- Ireland
- Italy
- Japan
- Canada
- Malaysia
- Mexico
- New Zealand
- The Netherlands
- Austria
- Philippines
- Portugal
- Singapore
- Spain
- South Africa
- Taiwan
- Thailand
- USA
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the screen for the USA as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ12. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Family/Related Person Service

Development class	Argentina <i>PB 29</i> Australia <i>PB13</i> Brazil <i>PB37</i> Germany <i>PB01</i> France <i>PB06</i> Great Britain <i>PB08</i> Hong Kong <i>PB27</i> Indonesia <i>PB34</i> Ireland <i>PB11</i> Italy <i>PB15</i> Japan <i>PB22</i> Canada <i>PB07</i> Malaysia <i>PB14</i> Mexico <i>PB32</i> New Zealand <i>PB43</i> The Netherlands <i>PB05</i> Austria <i>PB01</i> Philippines <i>PB48</i> Portugal <i>PB19</i> Singapore <i>PB25</i> Spain <i>PB04</i> South Africa <i>PB16</i> Taiwan <i>PB42</i> Thailand <i>PB26</i> USA <i>PB10</i> Venezuela <i>PB17</i>
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Family/Related Person Service

Function group	Argentina <i>EHAR6</i> Australia <i>EHA6</i> Brazil <i>EBH6</i> Germany <i>EHD6</i> France <i>EHF6</i> Great Britain <i>EHG6</i> Hong Kong <i>EHH6</i> Indonesia <i>EHID6</i> Ireland <i>EHL6</i> Italy <i>EHI6</i> Japan <i>EHJ6</i> Canada <i>EHC6</i> Malaysia <i>EHMY6</i> Mexico <i>EHM6</i> New Zealand <i>EHNZ6</i> Netherlands <i>EHN6</i> Austria <i>EHD6</i> Philippines <i>EHPH6</i> Portugal <i>EHP6</i> Singapore <i>EHR6</i> Spain <i>EHE6</i> South Africa <i>EHW6</i> Taiwan <i>EHTW6</i> Thailand <i>EHT6</i> USA <i>EHU6</i> Venezuela <i>EHV6</i>
BAPIs	EmployeeFamilyMember.Change EmployeeFamilyMember.Create EmployeeFamilyMember.Delete EmployeeFamilyMember.Delimit EmployeeFamilyMember.Getdetail EmployeeFamilyMember.Getlist EmployeeFamilyMember.Getdetailedlist

The *Family/Related Person* service is integrated with the *Entering Data for Hirings* service.

Family/Related Person Service

Country-Specific Features:

- **Japan:** [Family Information Service \(PY-JP\) \[Ext.\]](#)

Displaying or Editing Family/Related Person

Note:

The service only displays data records that are currently valid. You can change current or future data. If data has a start date earlier than the last payroll run, it cannot be changed.

If data in the payroll past needs to be changed, you must contact a personnel administrator.

Use the *Family member* field to choose the required subtype (such as *Spouse*, *Divorced spouse*, or *Child*), and then proceed as follows:

1. To display the current family member or related person, choose *Display*.
The current family member or related person is displayed.
2. To change the current family member or related person, choose *Change*.
The system displays a screen with more detail. This allows you to change the family member or related person, as required.
3. If data does not exist yet, choose *New* to enter new data.
The system displays a screen with more detail. This enables you to enter and save the required data.
4. To delete data valid as of the current date or in the future, choose *Delete*.
The system displays a screen with more detail. This allows you to delete the family member or related person.

You have displayed or edited a family member or related person.

Family/Related Person

Family/Related Person

Entering Family/Related Persons Data

You have married, and now want to enter your spouse as a member of your family, or as a related person. In the *Family member* field, choose the *Spouse* subtype. Then choose *New*, enter the required data, and save.

Displaying Family/Related Person Data

To display the current member of your family or related person, choose *Display*.

Changing Family/Related Person Data

When checking the member of your family or related person displayed in the system, you discover a typing error. You choose *Change*, and then correct the error.

Deleting Family/Related Person Data

To delete the member of your family or related person, choose *Delete*.

Personal Data Service

Use

The *Personal Data* service enables the employees in your enterprise to display and edit their own personal data. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that newly hired employees who have no knowledge of the SAP System can also edit their own personal data.

The *Personal data* service has country-specific screens for:

- Argentina
- Australia
- Brazil
- Germany
- France
- Great Britain
- Hong Kong
- Indonesia
- Ireland

Personal Data Service

- Italy
- Canada
- Malaysia
- Mexico
- New Zealand
- The Netherlands
- Austria
- Philippines
- Portugal
- Singapore
- Spain
- South Africa
- Taiwan
- Thailand
- Venezuela

The screen that appears for a specific employee depends on that employee's assignment to a certain personnel area. If a country other than those listed above uses the HTML template, it receives the French screen as the default. This is because this screen is the most general. Other country-specific screens will be made available in later releases.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ13. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Development class	<p>Argentina <i>PB 29</i></p> <p>Australia <i>PB13</i></p> <p>Brazil <i>PB37</i></p> <p>Germany <i>PB01</i></p> <p>France <i>PB06</i></p> <p>Great Britain <i>PB08</i></p> <p>Hong Kong <i>PB27</i></p> <p>Indonesia <i>PB34</i></p> <p>Ireland <i>PB11</i></p> <p>Italy <i>PB15</i></p> <p>Canada <i>PB07</i></p> <p>Malaysia <i>PB14</i></p> <p>Mexico <i>PB32</i></p> <p>New Zealand <i>PB43</i></p> <p>The Netherlands <i>PB05</i></p> <p>Austria <i>PB01</i></p> <p>Philippines <i>PB48</i></p> <p>Portugal <i>PB19</i></p> <p>Singapore <i>PB25</i></p> <p>Spain <i>PB04</i></p> <p>South Africa <i>PB16</i></p> <p>Taiwan <i>PB42</i></p> <p>Thailand <i>PB26</i></p> <p>Venezuela <i>PB17</i></p>
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Personal Data Service

Function group	Argentina <i>EHAR5</i> Australia <i>EHA5</i> Brazil <i>EBH5</i> Germany <i>EHD5</i> France <i>EHF5</i> Great Britain <i>EHG5</i> Hong Kong <i>EHH5</i> Indonesia <i>EHID5</i> Ireland <i>EHL5</i> Italy <i>EHI5</i> Canada <i>EHC5</i> Malaysia <i>EHMY5</i> Mexico <i>EHM5</i> New Zealand <i>EHNZ5</i> Netherlands <i>EHN5</i> Austria <i>EHD5</i> Philippines <i>EHPH5</i> Portugal <i>EHP5</i> Singapore <i>EHR5</i> Spain <i>EHE5</i> South Africa <i>EHW5</i> Taiwan <i>EHTW5</i> Thailand <i>EHT5</i> Venezuela <i>EHV5</i>
BAPIs	PersData.Change PersData.Create PersData.Delete PersData.Delimit PersData.GetList PersData.GetDetailedList

The *Personal Data* service is integrated with the *Entering Data for Hirings* service.

Displaying/Editing Personal Data

Procedure:

1. To display the current personal data, choose *Display*.

The system displays your current personal data.

2. To change or add to your current personal data, choose *Change*.

The system displays a screen with more detail. This allows you to change your personal data, as required.

You have displayed or edited your personal data.

Previous Employers Service

Use

The *Previous employer* service enables the employees at your enterprise to display and edit data on their own previous employers. In this way, employees can keep their own data up-to-date, while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this service to update his or her previous employers, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can also change data on their previous employers.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this service is PZ28. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service.

Development class	Australia <i>PB13</i>
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Function group	Australia <i>EHA10</i>
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Display and Edit Previous Employers

Display and Edit Previous Employers

Procedure:

1. To display data on a previous employer, select the relevant line, and choose *Display*.
This takes you to a screen containing data on your previous employer.
2. To change data on a previous employer, select the relevant line, and choose *Change*.
This takes you to a screen with more detail, where you can enter and save the required data.
3. To create data on a previous employer, choose *New*.
This takes you to a screen, where you can enter and save the required data.
4. To delete data on a previous employer, select the relevant line, and choose *Delete*.
This takes you to a screen, where you can delete the required data.

You have displayed and/or edited data on your previous employer.

Data Entry for Hiring Service

Use

When you hire a new employee in your company, a large amount of data for this employee must be entered into the system.

The *Data Entry for Hiring* service enables the employees at your enterprise to display and edit their own personal data. The initial entry of personal data for new hires is carried out partly by the personnel department and partly by the new employee. In this way, employees can keep their own data up to date and relieve the personnel department of time and cost-intensive activities.

New employees can enter and change their data in this service until the first payroll run.

After the first payroll run, they can only display their data with this service. If the employees want to change their data after the first payroll run, they must call up the relevant service from the *Personal data* menu.

For further information on Internet Application Components, see [ITS Implementation Models \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role containing all the necessary authorizations.

For further information see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you have to make various settings in Customizing. For further information, see the Implementation Guide (IMG) for *Personnel Management* under *Personnel Management* → *Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can also edit their own personal data.

Modification Options

You can determine the entry screens that are to be offered in these services in the HIRE catalog in the *Personnel Management* IMG under *Personnel Management* → *Employee Self Service* → *General Settings for ESS* → *Define Services*.

The service name of this service is PZ15. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Data Entry for Hiring Service

R/3 Development Objects

The following R/3 development objects are used for this service.

IAC	Development class	Function group	BAPIs
<i>Address</i>	Germany <i>PB01</i> Japan <i>PB22</i> Canada <i>PB07</i> USA <i>PB10</i>	Germany <i>EHD1</i> Japan <i>EHJ1</i> Canada <i>EHC1</i> USA <i>EHU1</i>	EmployeePriv Address.Change EmployeePriv Address.Create EmployeePriv Address.Delete EmployeePriv Address.Display EmployeePriv Address.Getdetail
<i>Bank Details</i>	Canada <i>PB07</i> USA <i>PB10</i> Japan <i>PB22</i>	Canada <i>EHC3</i> USA <i>EHU3</i> Japan <i>EHJ3</i>	EmployeeBank Detail.Change EmployeeBank Detail.Create EmployeeBank Detail.Delete EmployeeBank Detail.Display EmployeeBank Detail.Getdetail
<i>Emergency Address</i>	Germany <i>PB01</i> Japan <i>PB22</i> Canada <i>PB07</i> USA <i>PB10</i>	Germany <i>EHD1</i> Japan <i>EHJ1</i> Canada <i>EHC1</i> USA <i>EHU1</i>	EmployeePriv Address.Change EmployeePriv Address.Create EmployeePriv Address.Delete EmployeePriv Address.Display EmployeePriv Address.Getdetail

Data Entry for Hiring Service

<i>Emergency Contact</i>	Japan PB22 Canada PB07 USA PB10	Japan EHJ6 Canada EHC6 USA EHU6	EmployeeFamily Member.Change EmployeeFamily Member.Create EmployeeFamily Member.Delete EmployeeFamily Member.Display EmployeeFamily Member.Getdetail
<i>Tax deduction form (W-4)</i>	USA PB10	USA EHU2	EmployeeW4W5 InfoUS.Change EmployeeW4W5 InfoUS.Create EmployeeW4W5 InfoUS.Delete EmployeeW4W5 InfoUS.Display EmployeeW4W5 InfoUS.Getdetail
<i>Family/Related Person</i>	Japan PB22 Canada PB07 USA PB10	Japan EHJ6 Canada EHC6 USA EHU6	EmployeeFamily Member.Change EmployeeFamily Member.Create EmployeeFamily Member.Delete EmployeeFamily Member.Display EmployeeFamily Member.Getdetail
<i>Personal Data</i>	Canada PB07	Canada EHC5	EmployeePersonal Data.Change EmployeePersonal Data.Create EmployeePersonal Data.Delete EmployeePersonal Data.Display EmployeePersonal Data.Getdetaillist

The service *Entering Data for Hiring* is integrated with the following services:

Data Entry for Hiring Service

- *Address* (permanent residence)
- *Bank Details* (Main bank)
- *Emergency Address*
- *Emergency Contact*
- *Tax deduction form (W-4)* (federal)
- *Entering Family/Related Persons* (spouse)
- *Personal Data*

Displaying/Editing Data Entry for Hiring

Note:

You can enter and change your data with this service until the first payroll run.

After the first payroll run, you can only display your data with this service. You can make further changes to your personal data using one of the services under the *Personal data* service menu option.

Procedure:

1. To enter your hiring data for the first time, choose *Continue*.

This takes you to the detailed entry screen of the first infotype.

Enter the relevant data and choose *Next*.

This takes you to the detailed entry screen of the next infotype.

Note:

The system displays all the infotypes for processing, one after another.

You can also go back to an infotype that has already been edited to enter subsequent data. You do not have to edit the infotypes in the order in which they are presented.

2. To display your hiring data, choose *Continue*.

This takes you to the detailed entry screen of the first infotype.

Choose *Next*.

This takes you to the detailed entry screen of the next infotype.

Note:

All the infotypes are displayed for processing, one after another.

You have displayed or edited your hiring data.

Training

Training

Service Training Center

Use

This Employee Self-Service lets employees display the current business event offering. With the required authorization, employees can book attendance for events in this service or, alternatively, submit attendance requests for a supervisor's approval. An integrated approval workflow enables a supervisor to convert an attendance request into an actual event booking.

Integration

This service should be integrated with the service [My Bookings \[Page 167\]](#) that lets employees display their current bookings, make rebookings, and cancel bookings. These functions can also be integrated with an approval workflow where required.

If you use the *R/3 Appointment Calendar* integrated with *Training and Event Management*, employees can view their own appointment calendars directly from the list of events. This function requires no additional modifications. You also have the option of integrating an external calendar.

Prerequisites

- If you want to connect an external search engine to facilitate the search for events, you must configure the relevant settings in Customizing for *Training and Event Management* under *Basic Settings* → *Dialog Control* → *Technical Settings* → *Set Up External Search Engine*.

Features

- Extensive options are available for searching in texts for business events. You can perform a fulltext search for business events in the event titles (short texts), or in the business event descriptive text (stored in the *Description* infotype and its subtypes).
- The *Extended Search* option lets you search for business events on the following objects:
 - Prerequisite/imparted qualifications
 - Roles (listed under *Target group*)
 - Target group
 - Development plan (listed under *Aspired qualification*)
- Considerably enhanced and accelerated searches (fuzzy search options for example) through the possibility to integrate an external search engine.
- Automatic triggering of workflow [Approve Employee's Attendance Booking \[Ext.\]](#) when an attendance request is submitted. Automatic booking and notification of the employee on supervisor's approval of the attendance request. Use of user-defined workflow templates.
- Creation of a shopping basket. Employee can book multiple business events in one step or submit multiple attendance requests simultaneously. Save shopping basket for later editing. Delete contents of shopping basket as desired.
- Display of detailed information on business events: business event description (all existing subtypes of the *Description* infotype), time schedule, price, business event language,

Service Training Center

location, reservation information (availability of places etc.), access to materials and documents linked via the *Web Link* (infotype 1061). All linked info objects are displayed.

- Creation of links for event locations too via *Web Link* (infotype 1061). The first URL link created (the first infotype record) is displayed. This could be a map giving directions how to get to the location, for example.

Service Name

The service name of this Employee Self-Service is PV7I. You can find all the relevant data under this service name in the R/3 System.

R/3 Development Objects



Any changes made to R/3 development objects used in this service are considered modifications. You may not change the development objects of the Standard System.

The following development objects are relevant for this service:

Development class	PP09
Transaction	PV7I
Function group for Net Scenarios	HRTEM00NET

Activities

[Displaying and Editing the Training Center \[Page 165\]](#)

[Displaying and Editing the Shopping Basket \[Page 166\]](#)




Displaying and Editing the Training Center


1. You are on the initial screen of the search for education and training events. Enter a text string and, if required, other search criteria (such as the business event language).
 If you want to search on additional criteria such as prerequisite or imparted qualifications (including development plans), or target groups (including roles), choose *Extended search*. Choose *Start search*.
2. The list of business events found is displayed. Click a business event to access detailed information about it (such as contents, schedule, Web Links). Choose *Back* to return to the hit list.
 If a business event location is underlined, you can click it to access more details about the location.
3. For each of the business events that interests you, choose *Add to shopping basket*. Once you have selected the required event dates, choose *To basket*.

Proceed with [Displaying and Editing the Shopping Basket \[Page 166\]](#)

Displaying and Editing the Shopping Basket

Displaying and Editing the Shopping Basket

You are on the *Training Center: Shopping Basket* screen. The business events currently in your shopping basket are listed. Status icons are displayed beside each of the business events: ,  or .

Under *Booking information*, click the icon for information on what it means. For example,  means that the business event is fully booked and that only waiting list bookings are possible.

Choose *Delete from shopping basket* for events that you do not want to book right now, or choose *Save shopping basket* if you want to continue editing it at a later stage.

Choose *Proceed to Booking*. The *Training Center: Book Business Event Definitively* screen appears. A list of the business events currently in your shopping basket is displayed.

Choose *Book business event* to complete the booking transaction. If you do not have the required authorization to book, a message to this effect is displayed. Your booking request will be submitted to your supervisor for approval in this case.

Back to [Displaying and Editing the Training Center \[Page 165\]](#)

Service My Bookings

Use

This Employee Self-Service enables employees to view all of their bookings and the status of each booking. With the required authorization, employees can rebook or cancel bookings in this service or, alternatively, submit rebooking or cancellation requests for approval. Automatic approval workflows can be triggered when requests for rebooking or cancellation are submitted.

Employees can appraise events they have attended in this service.

This service offers the following advantages:

- human resource administrators and line managers are relieved of administrative tasks
- the employee's sense of responsibility and control is increased

Integration

This service should be integrated with the service [Training Center \[Page 163\]](#) that lets employees make bookings for business events. This function can also be integrated with an approval workflow where required.

Prerequisites

A mini master data record must be created for each employee. Infotype 105 must be created for the employee.

Features

- A list is displayed with details of the employee's booking operations. This includes the status per business event:
 - Attendance requested
 - Booked
 - Canceled
 - Rebooked
 - Booked on waiting list
 - Attended
 - Requested booking
 - Current booking
 - Cancellation requested
 - Business event canceled
 - Takes place today
- At the end of the list, the total event costs accrued, split by currency, are displayed.
- With the required authorization the employee can rebook or cancel attendance bookings from the list display, or submit cancellation or rebooking requests.

Service My Bookings

- The approval workflow [Approve Employee's Rebooking \[Ext.\]](#) can be triggered automatically when a rebooking request is submitted. The approval workflow [Employee's Attendance Cancellation \[Ext.\]](#) can be triggered automatically when a cancellation request is submitted. If the supervisor approves the requests, the employee is automatically notified by mail and the requested transaction is executed. User-defined workflow templates can be used. User-defined workflow templates can be used.
- Display of detailed information on business events: business event description (all existing subtypes of the *Description* infotype), time schedule, price, business event language, location, reservation information (availability of places etc.), access to materials and documents linked via the *Web Link* (infotype 1061). All linked info records are displayed.
- Attendees can create appraisals for business events they have attended from the detailed information screen. The only prerequisite is that the business event has already begun and has the status *firmly booked*.
- The employee can directly access the shopping basket from this service if he or she saved a shopping basket for later editing in the service *Training Center*. The employee can also initiate a search for business events from that point.

Service Name

The service name of this Employee Self-Service is PV8I. You can find all the relevant data under this service name in the R/3 System.

R/3 Development Objects



Any changes made to R/3 development objects used in this service are considered modifications. You may not change the development objects of the Standard System.

The following development objects are relevant for this service:

Development class	PP09
Transaction	PV8I
Function group for Net Scenarios	HRTEM00NET

Activities

[Displaying and Editing My Bookings \[Page 169\]](#)

[Displaying and Editing the Shopping Basket \[Page 166\]](#)

Displaying and Editing My Bookings

You are on the screen displaying your booking data, that is, details of your event bookings or cancellations. The current status of each event booking is displayed (for example, booked or canceled).

1. Click a business event to display more detailed information. On the detail screen, you can create *appraisals* for events that have already begun.
2. Choose *Rebook date* if you want to switch your booking to another date. Alternative dates are proposed where available. Choose *Rebook definitively* to confirm the transaction.
3. Choose *Cancel* if you want to cancel one of your bookings. Any cancellation fees to be levied are displayed. If you still want to cancel the booking, choose *Cancel* again.

The list of bookings is refreshed after each transaction you execute. To access the current training offering in the *Training Center* choose *Search*. You can make additional bookings from here.

Qualifications

“Qualifications Profile” Service

Use

This Employee Self-Service (ESS) gives your employees the option of editing their own qualifications profile. In the qualifications catalog, the employee in question can select the qualifications that he or she possesses, along with a proficiency, and then transfer the qualifications in question to his or her own special qualifications profile. Employees can edit and update their own qualifications profile at any time.

You use this service if, for example, you want to:

- Define qualifications profiles in your organization
- Keep qualification profiles up to date

Advantages of using this service:

- Reduces the administrative workload of staff in the personnel department and supervisors
- Promotes employee involvement and responsibility

Prerequisites

- You must have implemented the *Personnel Development* component.
- In Customizing for *Personnel Development*, you must have worked through the following activities:
 - Edit Scales
 - Edit Qualifications Catalog
- You must have created a mini master record for every employee. You must also have created infotype 105.

Authorizations/Security

Each employee is only allowed to edit his or her own profile. This means that each employee requires a user in the appropriate R/3 System, and also the following authorizations:

- Authorization to edit his or her own qualification data
- Authorization to create relationship 032

No special security measures need to be implemented.

Features

This service does **not** contain the following functions of the standard system transaction PPPM:

- Change key date
 - The key date is always today’s date (current system date).
- Change validity period
 - The validity period is from today’s date (current system date) through to the highest system date (12/31/9999) - unless a validity has already been specified for the qualification in question.

“Qualifications Profile” Service**Customizing the Service**

You can change the screen layout of the service by modifying the following HTML templates:

Transaction	HTML Templates
pz31	SAPMRHPE_WWW_DEMO_10.html
pz32	SAPMRHPE_WWW_10.html SAPMRHPE_WWW_20.html SAPMRHPE_WWW_30.html SAPMRHPE_WWW_40.html SAPMRHPE_WWW_HEAD_PERSON_10.html SAPMRHPE_WWW_PART_QUALI_10.html SAPMRHPE_WWW_PART_QUALI_20.html SAPMRHPE_WWW_PART_QUALI_30.html SAPMRHPE_WWW_PART_QUALI_40.html SAPMRHPE_WWW_PART_QUALI_50.html SAPMRHPE_WWW_PART_QUALI_60.html
Global	SAPMRHPE_SCRIPT.html

Service Name

The service name of this ESS is PZ31. All the files relating to this service have been stored under this name in the R/3 System, and in the SAP@Web Studio.

R/3 Development Objects

Every change you make to the R/3 development objects used in this service constitutes a system modification. Never change the development objects in the standard system!

The following development objects are required for this service:

Development class	PPPE_WWW
Transaction	PZ31 PZ32
Function group for screens	RHPE_WWW_PART
BAPIs	QualificationProfile.Change QualifDirectory.GetListUp QualifDirectory.GetList Qualificationtype.GetDetail Qualification.GetList

Activities

[Editing a Qualifications Profile \[Page 174\]](#)

Editing Your Qualifications Profile

Your qualifications profile is on display. It also displays a tree-like, hierarchical structure containing all the qualifications defined for your organization. Any qualifications already in your qualifications profile are highlighted in this hierarchical structure.

4. To display detailed information on a qualification, position your cursor on the line in question, and choose *Details*.
5. To transfer a new qualification to your qualifications profile, position your cursor on the qualification in question, and choose *Add to profile*.
6. Select a proficiency for your new qualification.
7. If necessary, change the proficiencies of existing qualifications.
8. Save your changes.

“Display Qualifications” Service

Use

This Employee Self-Service (ESS) gives your employees the options of viewing the qualifications (skills, talents, knowledge) that have been recorded in the system for them. The proficiency and validity of each qualification can be displayed, thus enabling employees to see, for example, where they require further training.

Advantages of using this service:

- Reduces the administrative workload of staff in the personnel department and supervisors
- Promotes employee involvement and responsibility

Prerequisites

You must have created a mini master record for every employee. You must also have created infotype 105.

Authorizations/Security

Each employee requires a user in the appropriate R/3 System, and also authorization for displaying his/her own qualifications.

No special security measures need to be implemented.

Features

- Display all existing qualifications and corresponding proficiencies.
- Display the validity start and end date of each qualification.

Service Name

The service name of this ESS is MY_QUALIS. All the files relating to this service have been stored under this name in the R/3 System.

R/3 Development Objects



Every change you make to the R/3 development objects used in this service constitutes a system modification. Never change the development objects in the standard system!

The following development objects are required for this service:

Development class	PPPE
Transaction	PP_MY_QUALIFICATIONS

“Display Requirements” Service

“Display Requirements” Service

Use

This Employee Self-Service (ESS) gives your employees the options of viewing the requirements of the position to which they have been assigned. The necessary proficiency of each requirement is displayed, thus enabling employees to see, for example, where they require further training in order to meet the requirements of their position.

Advantages of using this service:

- Reduces the administrative workload of staff in the personnel department and supervisors
- Promotes employee involvement and responsibility

Prerequisites

- Requirements must already be defined for the positions in your organizational structure.
- You must have created a mini master record for every employee. You must also have created infotype 105.

Authorizations/Security

Each employee requires a user in the appropriate R/3 System, and also authorization for displaying the requirements of his/her own position.

No special security measures need to be implemented.

Features

Display all existing requirements and the corresponding proficiencies.

Service Name

The service name of this ESS is MY_REQUIREMENT. All the files relating to this service have been stored under this name in the R/3 System.

R/3 Development Objects



Every change you make to the R/3 development objects used in this service constitutes a system modification. Never change the development objects in the standard system!

The following development objects are required for this service:

Development class	PPPE
Transaction	PP_MY_REQUIREMENTS

“Profile Matchup for Your Own Position” Service

Use

This Employee Self-Service (ESS) gives your employees the option of comparing their own qualifications profile with the requirements profile of the position to which they are assigned. The qualifications held by an employee are matched up against the requirements of this employee's position. If the employee sees that he/she is missing some qualifications (i.e. there are “qualification deficits”), he/she can book himself/herself onto suitable training events.

Advantages of using this service:

- Reduces the administrative workload of staff in the personnel department and supervisors
- Promotes employee involvement and responsibility

Prerequisites

- You must have integrated the *Personnel Development* component with the *Organizational Management* component, and you must have assigned your employees to positions.
- You must have defined requirements for these positions.
- You must have created a mini master record for every employee. You must also have created infotype 105.
- If you want to give your employees the options of generating training proposals and booking themselves onto suitable training events, your *Personnel Development* component must be integrated with *Training and Event Management*, and you must have specified which qualifications are imparted by the various business event types.

Authorizations/Security

An employee may only run a profile matchup between his/her own qualifications profile and the position that he/she holds. This means that each employee requires a user in the appropriate R/3 System, and also the following authorizations:

- Authorization for displaying his/her own qualifications profile
- Authorization for displaying the requirements of the position he/she holds
- Authorization for booking a business event

No special security measures need to be implemented.

Features

- All qualifications held by the employee (and the corresponding proficiencies) are displayed
- All requirements defined for the position (and the corresponding proficiencies) are displayed
- The difference between the two is displayed
- Both actual and required proficiencies can be displayed
- Essential requirements can be listed separately

“Profile Matchup for Your Own Position” Service

- Suitable training proposals can be displayed (that is, business events that will impart qualifications that are missing) The employee can book himself/herself directly onto one of these business events (providing he/she has the authorization to do so)

Service Name

The service name of this ESS is MY_PROFILEMATC. All the files relating to this service have been stored under this name in the R/3 System.

R/3 Development Objects

Every change you make to the R/3 development objects used in this service constitutes a system modification. Never change the development objects in the standard system!

The following development objects are required for this service:

Development class	PPPE
Transaction	PP_MY_PROFILEMATCHUP


Activities

[Performing a Profile Matchup for Your Own Position \[Page 179\]](#)

Performing a Profile Matchup for Your Own Position

Performing a Profile Matchup for Your Own Position

You are looking at the profile matchup that compares your current qualifications with the requirements of your position.

- Check to see which requirements you do not fulfill. Pay particular attention to any essential requirements that are displayed.
- If the icon  appears for *Training proposals*, this means that a suitable training proposal has been generated (that is, a business event that imparts the qualification that you are missing). When you click this icon, you go directly to the *Book Attendance* screen. This screen displays the business event data. If you wish to book yourself on the business event, choose *Book*.

Appraisals

Appraisals

“My Appraisals” Service

Use

This Employee Self-Service (ESS) gives your employees the option of viewing the appraisals where they have been the appraisee (annual reviews, for example).

Advantages of using this service:

- Reduces the administrative workload of staff in the personnel department and supervisors
- Promotes employee involvement and responsibility

Prerequisites

Authorizations/Security

Each employee is only allowed to view his or her own appraisals. This means that each employee requires a user in the appropriate R/3 System, and also authorization for displaying his/her own appraisals.



If you have assigned the user to a person in infotype 102, the person's appraisals will also be displayed.

No special security measures need to be implemented.

Features

- All appraisals pertaining to the employee are displayed.
- By clicking on an appraisal, the employee can go directly to the data screen of this appraisal and view the details of this appraisal.
- Detailed information is displayed for each appraisal (for example, important information such as the appraiser(s), appraisal status, and period appraised).

Service Name

The service name of this ESS is MY_APPRAISALS. All the files relating to this service have been stored under this name in the R/3 System.

R/3 Development Objects



Every change you make to the R/3 development objects used in this service constitutes a system modification. Never change the development objects in the standard system!

The following development objects are required for this service:

Development class	PPAP
Transaction	PP_MY_APP

“My Appraisals” Service

Activities

[Displaying My Appraisals \[Page 183\]](#)

Displaying My Appraisals

You are looking at the appraisals where you have been an appraisee. Information is displayed for every appraisal (for example, who the appraiser was, which appraisal model was used (for example, annual review?))

Click an appraisal in the list to view the appraisal sheet for this appraisal.

Employee Self-Service Germany

Capital Formation

Use

Employees can use this service to display parts of their capital formation contract and to change certain entries.

For more information, see [R/3-Internet Application Components \[Ext.\]](#).

Type of Internet Application Component

Internet - Employee Self-Service

Prerequisites

Your employees are not limited in using this service.

Each employee must have a SAP user, which is directly linked to their HR master data through the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role that has all the required authorizations.

For more information, see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you must maintain various Customizing settings. For more information, see the *HR Management* Implementation Guide (IMG) under *HR Management* → *Employee Self-Service*.

Features

The Self Service Capital Formation in the Internet has the following functions:

- Display contract
Validity period, savings amount, deposit amount, and bank details are displayed.
- Change savings amount
The employee can change the monthly savings amount as of a key date for a selected capital formation contract. In the standard system, the corresponding data record in the *Capital Formation* infotype (0010) is copied to this key date, with the new savings amount; the previous record is thereby delimited. The modified infotype record is marked with a lock flag. The modified infotype record must be unlocked in the standard system, so that the changes can come into effect.
- Create new contact
The employee can set up new capital formation contract in the internet. The employee maintains the following contract specifications:
 - Validity start date
 - Savings amount
 - Investment type

Capital Formation

- Investment institute with postal code, city, and state.
- Account number and bank number of the investment institute
- Payment method and intended purpose

The employee cannot maintain specifications for payment and employer's contribution.

The new infotype record is marked with a lock flag. The new infotype record must be unlocked in the standard system, so that the changes can come into effect.

- End existing contract

The employee can end an existing capital formation contract as of a key date. In the standard system, the corresponding infotype record in the *Capital Formation* infotype (0010) is delimited to the key date. The delimited infotype record is marked with a lock flag. The delimited infotype record must be unlocked in the standard system, so that the changes can come into effect.

Workflow Connection

The workflow *WS01200148* (Workflow: Approve CFS) is set up for the ESS *Capital Formation*. This workflow informs the HR Administrator that an employee has changed CF specifications in the internet. The HR Administrator can check these changes and lock the changed or new infotype records.

Modification Possibilities

You can activate/deactivate the entry screens in this service in the catalog HIRE in the *HR Management* IMG under *HR Management* → *Employee Self-Service* → *General ESS Settings* → *Determine Services*.

The service name is PZ41. For all related data for this service name, see [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service:

IAC	Development class	Function group	BAPIs
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Capital Formation

<i>Capital Formation in the Internet</i>	<i>PB01</i>	<i>EHD16</i>	EmployeeCapitFormDE.Si mulateCreation EmployeeCapitFormDE.C reateSuccessor EmployeeCapitFormDE.G etDetailedList EmployeeCapitFormDE.A pprove EmployeeCapitFormDE.C hange EmployeeCapitFormDE.C reate EmployeeCapitFormDE.D elete EmployeeCapitFormDE.D elimit EmployeeCapitFormDE.G etDetail EmployeeCapitFormDE.G etList EmployeeCapitFormDE.R equest
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Vermögensbildung anzeigen und ändern

Vermögensbildung anzeigen und ändern

Sie haben die Hilfe zur Anwendung aufgerufen. Zu dem aktuellen R/3-Kontext sind folgende Informationen verfügbar:

[Vermögensbildungsvertrag anzeigen \[Page 189\]](#)

[Neuen Vermögensbildungsvertrag anlegen \[Page 190\]](#)

[Bestehenden Vermögensbildungsvertrag beenden \[Page 191\]](#)

[Sparbetrag ändern \[Page 192\]](#)

Vermögensbildungsvertrag anzeigen

Gehen Sie wie folgt vor, um sich die Angaben zu einen Vermögensbildungsvertrag anzeigen zu lassen:

1. Klicken Sie im Dialogfenster *Vermögensbildung Übersicht* den Vertrag an, den Sie anzeigen möchten.
2. Wählen Sie *Vertrag anzeigen*.
Sie gelangen auf das Dialogfenster *Vermögensbildung anzeigen*.

Ergebnis

Sie haben die Angaben zu einem bestehenden Vermögensbildungsvertrag angezeigt. Mit *Zurück* gelangen Sie zurück auf das Dialogfenster *Vermögensbildung Übersicht*.

Siehe auch:

[Vermögensbildung anzeigen und ändern \[Page 188\]](#)

Neuen Vermögensbildungsvertrag anlegen

Neuen Vermögensbildungsvertrag anlegen

Gehen Sie wie folgt vor, um einen Vermögensbildungsvertrag anzulegen:

3. Wählen Sie *Neuer Vertrag*.
Sie gelangen in das Dialogfenster *Vermögensbildung anlegen*.
4. Geben Sie im Feld *Gültig ab* den Gültigkeitsbeginn des neuen Vertrags an.
5. Geben Sie im Feld *Betrag* den monatlichen Sparbetrag sowie die Währung an.
6. Geben Sie die *Anlageart* (Bausparen, Ratensparen etc.) an.
7. Geben Sie in den Feldern *Empfänger* und *Postleitzahl/Ort* den Namen und die Anschrift des Anlageinstituts an.
8. Geben Sie in den Feldern *Bankkonto* und *Bankleitzahl* die Bankverbindung des Anlageinstituts an. Auf dieses Konto wird der Sparbetrag überwiesen.
9. Geben Sie im Feld *Zahlweg* den Zahlweg *Überweisung* an.
10. Wählen Sie *Sichern*.

Ergebnis

Sie haben einen neuen Vermögensbildungsvertrag angelegt.

Siehe auch:

[Vermögensbildung anzeigen und ändern \[Page 188\]](#)

Bestehenden Vermögensbildungsvertrag beenden

Bestehenden Vermögensbildungsvertrag beenden

Gehen Sie wie folgt vor, um einen bestehenden Vermögensbildungsvertrag zu beenden:

11. Klicken Sie im Bild *Vermögensbildung Übersicht* den Vertrag an, den Sie beenden möchten.
12. Wählen Sie *Vertrag beenden*.
Sie gelangen auf das Dialogfenster *Vermögensbildung beenden*.



Die Felder im Gruppenrahmen *Angaben zum Vertrag* werden Ihnen angezeigt, sind aber nicht eingabebereit. Lediglich in der Fußzeile des Dialogfensters können Sie das Datum eingeben, zu dem der Vertrag beendet werden soll.

13. Geben Sie das Datum an, zu dem der Vertrag beendet werden soll.



Das Endedatum ,das Sie hier angeben, ist der erste Tag, ab dem der Vertrag bereits nicht mehr gültig ist. Falls Sie als Endedatum 01.01.2001 angeben, wird der Vertrag zum 31.12.2000 beendet.

14. Wählen Sie *Beenden zum*.

Ergebnis

Sie haben einen bestehenden Vermögensbildungsvertrag beendet.

Siehe auch:

[Vermögensbildung anzeigen und ändern \[Page 188\]](#)

Sparbetrag ändern

Sparbetrag ändern

Gehen Sie wie folgt vor, um den monatlichen Sparbetrag zu einen bestehenden Vermögensbildungsvertrag zu ändern:

15. Klicken Sie im Dialogfenster *Vermögensbildung Übersicht* den Vertrag an, zu dem Sie den Sparbetrag ändern möchten.
16. Wählen Sie *Sparbetrag ändern*.
Sie gelangen auf das Dialogfenster *Vermögensbildung ändern*.
17. Geben Sie im Feld *Gültig ab* das Datum an, ab dem der geänderte Sparbetrag wirksam werden soll.
18. Geben Sie im Feld *Betrag* den neuen Sparbetrag an.
19. Wählen Sie *Sichern*.

Ergebnis

Sie haben zu einen bestehenden Vermögensbildungsvertrag den Sparbetrag geändert.

Im Einstiegsbild *Vermögensbildung Übersicht* sehen Sie nun zwei Vermögensbildungsverträge mit der gleichen Bezeichnung:

- den neuen Vertrag mit dem neuen Sparbetrag und dem von Ihnen angegebenen Beginndatum
- den ursprünglichen Vertrag mit dem alten Sparbetrag, der zeitlich entsprechend abgegrenzt ist

Siehe auch:

[Vermögensbildung anzeigen und ändern \[Page 188\]](#)

Net Monthly Income

Use

Employees can use the *Net Monthly Income* service to specify a monthly gross income and thereby determine the resulting monthly net pay.

Type of Internet Application Component

Internet - Employee Self-Service

Prerequisites

Your employees are not limited in using this service.

Each employee must have a SAP user, which is directly linked to their HR master data through the *Communication* infotype (0105).

Authorizations/Security

SAP provides a role that has all the required authorizations.

For more information, see [Setting Up ESS Users \[Page 10\]](#).

Standard Settings

To set up SAP users, you must maintain various Customizing settings. For more information, see the *HR Management* Implementation Guide (IMG) under *HR Management* → *Employee Self-Service*.

Features

The service *Monthly Net Income* determines the employee's net earnings, taking into account personal tax and social insurance features. The service name is HRESSDE_CNET. The service matches Report RPCNETD0 (Net Monthly Income) in the standard SAP system.

Nettoeinkommen auf Monatsbasis ermitteln

Nettoeinkommen auf Monatsbasis ermitteln

Gehen Sie wie folgt vor, um Ihr monatliches Nettoeinkommen zu ermitteln:

1. Geben Sie im Feld *Bruttoentgelt* Ihr monatliches Bruttoeinkommen an.
2. Geben Sie Ihre *Steuerklasse* und ggf. Ihre *Konfession* und das *Kirchensteuergebiet* an.
3. Geben Sie - falls vorhanden - die Höhe der *Kinderfreibeträge* und der *persönlichen Freibeträge* an.
4. Markieren Sie - falls Sie Geringverdiener sind - das Kennzeichen *Geringverdiener*.
5. Für pflichtversicherte Mitarbeiter wird ein Beitragssatz von 13,4 % in der Krankenversicherung vorgeschlagen. Dies entspricht dem durchschnittlichen Prozentsatz der gesetzlichen Krankenkassen. Falls Sie den genauen Prozentsatz Ihrer Krankenkasse kennen, können Sie die Vorgabe im Feld *KV-Prozentsatz* entsprechend ändern.
6. Falls Sie freiwillig in der gesetzlichen Krankenversicherung oder privat versichert sind, markieren Sie das Kennzeichen *freiwillig-/privatversichert*.
Es werden zusätzlich die Felder *KV-Beitrag* und *PV-Beitrag* eingeblendet. Geben Sie in diesen Feldern Ihren monatlichen Beitrag zur Krankenversicherung (KV) und Pflegeversicherung (PV) an.
7. Wählen Sie *Display report*

Ergebnis

Sie erhalten als Ergebnis einen Entgeltnachweis, indem das monatliche Netto, die gesetzlichen Abzüge, evtl. Zuschüsse zur Kranken- und Pflegeversicherung sowie die monatliche Arbeitgeberbelastung aufgeführt sind.

Employee Self-Service Canada

Tax Data (Canada)

Tax Data (Canada)

Use

This service enables Canadian employees to check their tax data in the company intranet. They can display their federal taxes. Employees who live in Quebec, where provincial taxes are levied in addition to federal taxes, can also display their provincial taxes. This service only enables data to be displayed.

Type of Internet Application Component

Employee Self-Service

Prerequisites

This service is only relevant to Canadian employees.

The employee must have an SAP user that is directly related to R/3 employee master data via the *Communication* (0105) infotype.

Authorizations

SAP delivers a role that contains all the necessary authorizations. For more information, see [Employee Self-Service \[Ext.\] \[Page 10\]](#)

Standard Settings

To set up the required users, you must enter various settings in Customizing. For further information, access Customizing and choose *Personnel Management* → *Employee Self-Service*.

Features

Modification Options

The name of this service is PZ08. You can find all of the relevant data under this service name in the [SAP@Web Studio \[Ext.\]](#).

R/3 Development Objects

The following R/3 development objects are used for this service:

Development class	PB07
Function group	EHC2
BAPIs	FiscData.GetDetailedList
Transaction	PZ08

Displaying Tax Data (Canada)

Displaying Tax Data (Canada)

Use

Using this service, you can view your tax data.

Procedure

1. Log on to your enterprise's intranet. Choose *HR Data* → *Tax Data*
2. If you live in Quebec, you can choose between Federal and Provincial taxes. If you live outside Quebec, you can only display Federal taxes.

Employee Self-Service USA

W-2 Reprint Option in the Internet (PY-US)

W-2 Reprint Option in the Internet (PY-US)

Use

This Internet Application Component (IAC) provides employees with an easy method of requesting a reprint of their previous year's Form W-2.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the Communication infotype (0105).

The employee's W-2 must have already been printed and the corresponding TemSe file created. For more information, see [Generating Tax Forms \[Ext.\]](#).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

When employees request a W-2 reprint with this scenario, they can choose between picking up the reprint in the Payroll Department in the company, or having the copy sent to their home address.

If they choose to have the copy sent to their home address, a screen appears with their home address as currently defined in SAP. If the address is correct, then can submit the request. If not, they have to access the Address Change ESS where they can change their home address. For more information, see [Address Information in the Internet \(PA-PA-US\) \[Ext.\]](#)

Service Name

The service name of this IAC is WS01000090. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: WS01000090
- Module pool: SAPMWS01000090H

W-2 Reprint Option in the Internet (PY-US)

Requesting a W-2 Reprint

Requesting a W-2 Reprint

Use

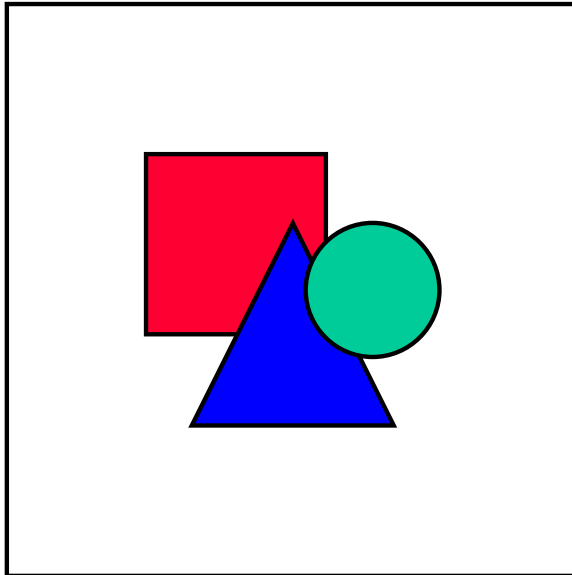
This Employee Self-Service (ESS) scenario provides you with an easy method of requesting a copy of your prior year's Form W-2.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

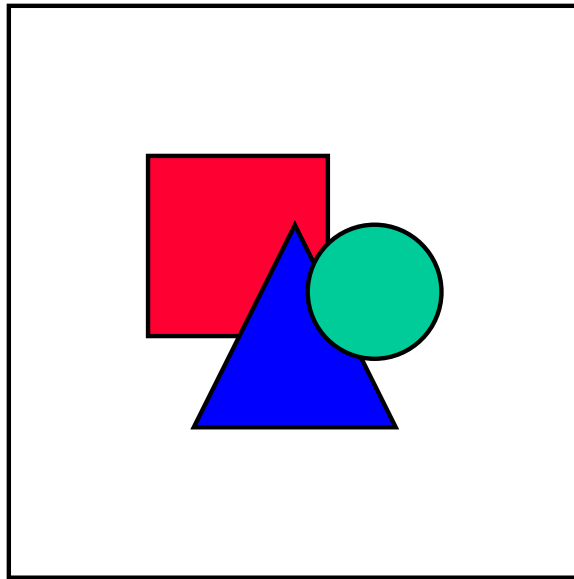
Procedure

1. Access your company intranet and choose the ESS for W-2 reprints.



You can only request a copy of your W-2 from the immediate prior year (for example in 1999, you can only request your 1998 W-2).

2. Select the delivery method for the reprint. This can be:
 - Sent with regular mail
 - Sent through intercompany mail
 - Pick up the reprint yourself at your company's payroll/HR office



If you choose to have the copy sent to your home, a screen appears showing your current home address as stored in the SAP system.

3. If your address is correct choose *Confirm*.
4. If your address is incorrect, you must first inform your HR department of your correct address or access the Address Change ESS and change your address there.
5. Save your entries.

Result

Your request is forwarded to your company's payroll administrator.

W-4 Withholding Information in the Internet (PA-PA-US)

W-4 Withholding Information in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees take responsibility for keeping their W-4 withholding information current. They can create, change and display the information they would normally include on Form W-4 (Employee's Withholding Allowance Certificate) and on state-specific W-4 forms. This information is used to withhold the correct amount from the employee's salary for tax purposes. This both reduces the administration necessary in the Human Resources department for entering withholding data into the system and empowers employees to quickly and easily check and change their withholding information when necessary.

When employees change their data in this IAC, the old status is not lost. Instead, a historical record is created.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the Communication infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this scenario, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can change their details.

This Internet Application Component is based on Infotype 0210 (Withh. Info. W4/W5 US), which stores tax information from both Form W-4 and Form W-5 (Earned Income Credit Advance Payment Certificate). However, it is not possible to display or change W-5 information with this IAC.

When employees change their withholding information with this scenario, they are required to check a box certifying, under penalty of perjury, that they are entitled to the allowances they are claiming and that the information they are supplying is correct.

Service Name

The service name of this IAC is PZ10. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

W-4 Withholding Information in the Internet (PA-PA-US)

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: PZ10
- Function group: EHU2
- BAPIs:
 - EmployeeW4W5InfoUS.Create
 - EmployeeW4W5InfoUS.Change
 - EmployeeW4W5InfoUS.Delete
 - EmployeeW4W5InfoUS.GetList
 - EmployeeW4W5InfoUS.GetDetailedList
 - EmployeeUS.Enqueue
 - EmployeeUS.Dequeue

Updating W-4 Withholding Information

Updating W-4 Withholding Information

Use

This service allows you to display and change US withholding tax information stored on Form W-4 using the Internet Application Component (IAC) for tax withholding data.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

Procedure

6. Access your company intranet and choose the IAC for W-4 withholding information.
7. Display or change your state and/or federal tax withholding information as necessary.
8. Save your changes.

Result

Any information changed in the IAC is automatically updated in the master data records in your company's SAP HR system.

Employment and Salary Verification in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees can request a statement verifying employment and salary details, if required. Their request is forwarded to their company's payroll office, which then prints the information and sends it to the requested third party (for example, a bank or mortgage company).

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the *Communication* infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can still have their details sent to the institution of their choice

Service Name

The service name of this IAC is WS01000045. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: WS01000045
- Module pool: SAPMWS01000045H

Requesting Employment and Salary Verification

Requesting Employment and Salary Verification

Use

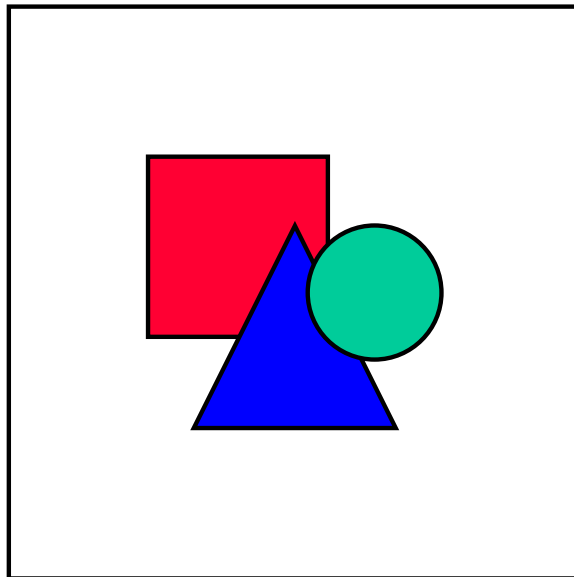
This Internet Application Component (IAC) provides you with an easy method of requesting verification of employment and/or your salary for a third party, such as a bank or mortgage company.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

Procedure

9. Access your company intranet and choose the IAC for Employment and Salary Verification.
10. Specify whether you want the verification sent as a letter or fax.
11. Enter the name, address and fax number of the institution to which you want the information sent.



Do not use any special symbols, such as '-' or '(', when entering fax numbers.

12. Choose what type of information you want included in the fax. This can be:
 - verification of position and start date
 - verification of position, start date and last year's earnings
 - verification of position, start date and previous two years' earnings
13. Choose *Continue*.

Requesting Employment and Salary Verification

Result

Your request is forwarded to your company's payroll office for processing.

Address Information in the Internet (PA-PA-US)

Address Information in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees take responsibility for their own address information. They can create, change and display their address information, which is used on different occasions, such as for mailing and tax purposes. When employees have access to their own information, employers can expect faster response times and more accurate data.

When employees change their data in this IAC, the old status is not lost. Instead, a historical record is created.

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see [R/3 Internet Application Components \[Ext.\]](#).

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the *Communication* infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#).

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can change their addresses.

The *Address Information* IAC can be linked to the IAC for changing W-4 withholding information by means of a feature in the IMG. If you turn on the link to the W-4 IAC, the W-4 IAC is accessed when an employee makes an address change that could affect his or her W-4 withholding information.

Service Name

The service name of this IAC is PZ02. You can find all the relevant data under the service name in the [SAP@WebStudio \[Ext.\]](#).

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: PZ02

Address Information in the Internet (PA-PA-US)

- Function group: EHU1
- BAPIs:
 - EmployeePrivAddress.Change
 - EmployeePrivAddress.Create
 - EmployeePrivAddress.Delete
 - EmployeePrivAddress.Getdetail
 - EmployeePrivAddress.Getlist
 - EmployeePrivAddress.Getdetailedlist

Address Information (PA-PA-US)

Address Information (PA-PA-US)

Purpose

This service allows employees to display and change their own address information via their company's intranet. If desired, this Employee Self-Service (ESS) scenario can be linked to the W-4 Withholding Information ESS with feature W4SWH. This feature can be maintained in the Payroll USA IMG under *Internet Application Components (IACs) -> Maintain link between address change and W-4 info. IACs*. This link is useful when an employee makes a change to their home address that would effect their state withholding elections.

Process Flow (No Link to W-4 ESS)

1. The user accesses the address information ESS through their company's intranet.
2. The user can then display, change, delete or create new address information for different address types (permanent, temporary, etc.).
3. The user saves the data.
4. The payroll manager is notified of the changes.
5. The user receives confirmation that the address change is complete.

Result

Any records changed are immediately updated in SAP HR and the old records are delimited.

Process Flow (Change of Home Address With Link to W-4 ESS)

1. The user accesses the address information ESS through their company's intranet.
2. The user can then display, change, delete or create new address information for different address types (permanent, temporary, etc.).
3. If the user changes their home address, the system compares the new address to the old address to determine if the user changed their state.
4. If the user did change their state, the system checks whether this change effects the user's W-4 withholding information.
5. Depending on the new state's regulations for calculating withholding tax, the system will react in different ways:

If the use of Federal elections for state withholdings is...	Then...
Required	The employee's elections on the Federal W-4 are used to calculate the state withholding tax. The employee does not get directed to the W-4 ESS scenario.

Address Information (PA-PA-US)

Not allowed	The employee's elections on the Federal W-4 cannot be used to calculate the state withholding tax. The employee is taken to the W-4 ESS scenario to define elections for state withholding.
Optional	A dialog box appears asking the employee if they want to change their state withholding elections or use the Federal elections. If they choose to change their state elections, they will be taken to the W-4 ESS scenario.

6. The user saves their changes.
7. A message is sent to the payroll manager indicating that the employee has changed their address via ESS and that their withholding infotypes (W-4 Withholding Info. - Infotype 0210 and Residence Tax Area - Infotype 207) need to be reviewed for tax purposes.
8. The user receives confirmation that the address change is complete.

Result

Any records changed are immediately updated in SAP HR and the old records are delimited.

See also:

W-4 Withholding Information in the Internet (PA-PA-US)

Employee Self-Service Australia (PA-PA-AU)

Purpose

In addition to the Personal Data scenarios, the following Employee Self-Service (ESS) scenarios are available to your company:

- Superannuation
- Tax
- External bank transfer

Ext. Bank Transfer

The *External Bank Transfer* Employee Self-Service enables the employees in your enterprise to create, display, change and delete the details of the bank transfers which are effected directly from their wages or salary. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her external bank transfers, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may set up several different bank transfers over the same period of time, however for certain types of external bank transfer, the employee may not set up more than one transfer at a time. If the employee deletes a bank transfer, the data can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created, changed or deleted a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the SAP System.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

In particular, you may wish to restrict the wage types available to your employees in ESS for bank transfers.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can edit their external bank transfers.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ29*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB13*

Ext. Bank Transfer

Function group: *EHA11*

Displaying/Editing an External Bank Transfer

You want to create, display, change or delete an external bank transfer made by the company on your behalf, directly from your wages or salary. This may be, for example, union fees or a contribution to an insurance fund.

1. To display details about an existing external bank transfer, choose the appropriate transfer category.



If the lock icon is displayed next to a line, the bank transfer has not yet been approved by an HR administrator. All changes to a bank transfer and all new bank transfers need to be approved before they come into effect.

2. Select the appropriate line and choose *Display*.

The bank transfer details are displayed.

3. To change an external bank transfer, select the appropriate line and choose *Change*.

If data does not yet exist for the bank transfer, choose *New* to enter new data.

The system displays a screen with more detail in which you enter and save the required data, such as the:

- Amount you wish to transfer
- Date on which the first payment is to be made
- Frequency with which the payment is to be repeated, for example once a month or once a year
- Receiver of the payment, for example, the insurance fund to which you are contributing
- Text containing information about or the reason for the payment, for example, your membership number
- Bank and bank account to which the payment is to be transferred
- City, postal code and country in which the bank is situated

5. To delete an external bank transfer, choose *Delete*.

The system displays a screen with more detail in which you can delete the bank transfer.



For certain types of bank transfer, you are not allowed to set up more than one transfer at any one time.

You have maintained an external bank transfer.

Superannuation

Superannuation

Use

The *Superannuation* Employee Self-Service enables the employees in your enterprise to create, display, change and delete the details of their superannuation contributions. In this way, employees have greater flexibility in determining their superannuation contributions and can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her superannuation contribution data, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may set up several contributions to different superannuation funds over the same period of time, however for certain types of superannuation fund, the employee may not set up more than one contribution to that fund at a time. If the employee deletes a set of superannuation fund contribution details, this data can no longer be evaluated.



Note that certain superannuation fund contributions are compulsory and cannot be deleted by the employee in the ESS scenario.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created, changed or deleted a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the SAP System.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can alter their superannuation contributions.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

Superannuation

The service name of this Employee Self-Service is *PZ27*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB13*

Function group: *EHA12*

Displaying/Editing a Superannuation Contribution

Displaying/Editing a Superannuation Contribution

You want to create, display, change or delete the contribution you make to a superannuation fund.

1. To display details about an existing superannuation fund contribution, choose the appropriate superannuation fund.



If the lock icon is displayed next to a line, the superannuation fund contribution has not yet been approved by an HR administrator. All changes to a superannuation fund contribution and all new contributions need to be approved before they come into effect.

2. Select the appropriate line and choose *Display*.

The superannuation details are displayed.

3. To change your superannuation contribution, select the appropriate line and choose *Change*.

If data does not yet exist for the superannuation fund selected, choose *New* to enter new data.

The system displays a screen with more detail in which you enter and save the required data, such as:

- The date you joined the fund
- Your membership number
- The result of the medical examination you may have had to undertake in order to join the superannuation fund
- The percentage of your monthly salary you wish to contribute to the fund **or** the amount of money you wish to contribute to the fund monthly



You may enter an employee contribution percentage **or** an amount but not both. If you enter neither and a standard employee contribution percentage has been defined by the HR administrator, your contribution will be calculated on the basis of the standard percentage. Your HR administrator can tell you whether there is a standard employee contribution percentage for the superannuation fund.

5. To delete a superannuation contribution, choose *Delete*.

The system displays a screen with more detail in which you can delete the superannuation contribution.



Note that certain superannuation fund contributions are compulsory and cannot be deleted.

You have edited the details of your superannuation contribution.

Tax

Use

The *Tax (Australia)* Employee Self-Service enables the employees in your enterprise to create, display and change certain tax details. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her tax details, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. He or she may delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.



Note however, that tax details for the employee must always exist, so the employee may not delete his or her entire tax record.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created or changed a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the SAP System.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can edit their tax data.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ25*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Tax

These R/3 development objects are used:

Development class: *PB13*

Function group: *EHA2*

Displaying/Editing your Tax Details

You want to create, display or change your tax details.

1. To display your tax details, choose *Display*.

The tax details are displayed.



If the lock icon is displayed next to your tax information, the tax details have not yet been approved by an HR administrator. All changes to your tax details need to be approved before they come into effect.

2. To change your tax details, choose *Change*.

If your tax details have not yet been entered, choose *New* to enter new data.

The system displays a screen with more detail in which you enter the required data, such as:

- Your tax scale
- Whether you contribute to the HECS (Higher Education Contribution Scheme), and if so, whether you are a normal and/or a voluntary contributor
- Whether you are eligible for Medicare levy adjustments, and if so, how many dependants you have



You are eligible for Medicare levy adjustments if your tax scale is:

- Tax-free threshold claimed
- Half Medicare levy claimed
- No leave loading

If you are eligible, you must specify the number of your dependants as specified on the **Medicare Levy Variation Declaration** form. If you are not eligible for Medicare levy adjustments, leave both fields blank.

- Which type of tax rebate you are eligible for, if any.

If you enter a rebate type, the tax rebate is calculated automatically.

4. Save your entries.

You have edited your tax details.

Employee Self-Service Japan

Purpose

In addition to the Personal Data scenarios, the following Employee Self-Service (ESS) scenarios are available to your company:

- Leave of Absence Request
- Marriage Information

Leave of Absence Request

Use

In this Employee Self-Service, employees can check how much leave they have available, and request leave of absence. Managers can either approve or reject the leave application. Employees can then check the status of their application. Personnel administrator can enter the request after approval.

For more information, see [Employee Self-Service \[Page 10\]](#).

Prerequisites

There are no restrictions as to which employees can use this service. An employee must have a SAP user that is directly linked to their SAP employee master data, through the *Communications* infotype (0105). Organizational structure must be maintained, so that an employee's leave of absence request is routed to the appropriate manager.

Authorizations

SAP delivers a standard activity groups that contain all necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#).

Features

Support approval process

When the employee submits a leave of absence request, a workflow is started. The leave of absence request is routed to the integrated inbox of that employee's manager, who can then either approve or reject the application. Then, the employee's personnel administrator either approves or rejects its entry to master data. If the application is approved, personnel administrator in charge of master data enters the data. The employee receives a message in his or her integrated inbox. If the application is rejected, the employee also receives a message and can decide to resubmit or cancel the request.

Supply leave of absence information into infogroup

Leave of absence information, such as address and end date, will be supplied during infogroup update. Entered data from requester is provided through infogroup.

Covered fields are:

Field	Description
Submit date	Submit date of leave of absence request
Leave category	Category of leave of absence. It falls in three categories – nursing, child-care, or special.
Leave type	Leave of absence type
Leave reason	Leave of absence reason
Leave of absence will start on	Requested start date
Leave of absence will end on	Requested end date

Leave of Absence Request

Approval status	Either approved by or rejected by is shown
Approver	Name of person who approved or rejected the request
Approved start of leave	Start date of personnel administrator's approval
Approved end of leave	End date of personnel administrator's approval
Address used while taking leave of absence	Address and phone number is entered manually or automatically when available address is chosen.
Nursing leave specific	Person who will be attended has to be selected by its name. Information of birth date, tax dependency, and whether the person lives with the employee is automatically filled.
Pregnant person	Person who will be attended has to be selected by its name. Information of relation is automatically filled.
Expecting date	When pregnant person is selected, expecting date of birth has to be filled.
Child (already available in master data)	Person who will be attended has to be selected by its name. Information of Family member type, birth date, relation is automatically filled
Child (newly entered)	Child full name, birth date, and relation has to be entered.
Adapt from	If a child is going to be adapted, legal adoption date has to be specified.
Reason filled by processors	Each of the following processor supplies reason in free-text. Requester Approver Personnel administrator

Modification options

The service name of this Employee Self-Service is WS01000060. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Development Objects

These development objects are used:

Development class	PB22
Program	SAPMWS01000060H
Transaction	WS01000060

Workflow template	WS01000060
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Leave of Absence Request Procedures for Submitted Application

- [Submitting a Leave of Absence Request \[Page 235\]](#)
- [Checking Status of a Leave of Absence Request \[Page 236\]](#)
- [Approving/Rejecting a Leave of Absence Request \[Page 231\]](#)
- [Approving/Rejecting a Leave of Absence Request Entry \[Page 232\]](#)
- [Entering a Leave of Absence Request \[Page 233\]](#)

Submitting a Leave of Absence Request

To submit your leave of absence request:

1. Select the category of leave of absence you are entitled. It brings you to the next screen.
2. Select the type and reason of leave of absence you require and enter the start and end dates of your leave request. Enter contact address and phone number during the leave of absence.
3. If you request nursing or child-care leave of absence, select the person whom you are going to take care. If the selection does not include new born child for child-care leave of absence, enter its name, birth date, and relationship to you.
4. Enter reason for request memo to add leave request information, which is used to inform the supervisor and personnel administrator.
5. Ensure that your request is necessary.
If other leave of absence requests have already been submitted, these start date, type, and reason are displayed below *Leave of absence request in process*. Evaluate whether your request is necessary and not redundant to prior requests.
6. Choose *Back* if request is not necessary.
7. Choose *Submit* to submit the request.

Workflow begins and messages will show that the request has been sent to your supervisor who approves or rejects your request. A mail about your request detail is also sent to you.

Checking Status of a Leave of Absence Request

Checking Status of a Leave of Absence Request

To check your leave of absence request:

1. If the request has been rejected, you see the message *Request for N.N. (your request) was rejected by N.N. (name of person who rejected your request)*.
2. By selecting the message, and choosing *Execute*, you can resubmit the request, add memo, change the request and resubmit it or cancel the request.
3. If the request is approved by personnel administrator, you see the message *Leave request was approved for N.N. (your name)*.
4. If the request is processed by personnel administrator, you see the message *Leave request was entered for N.N. (your name)*.
5. If the request has been resubmitted, you see the message *Request for N.N. (your request reason) is sent*.

You have checked the status of your Leave of Absence Request.

Approving/Rejecting a Leave of Absence Request (Supervisor)

To approve or reject an employee's leave of absence request:

1. Select *Approve request for N.N.* (reason of leave employee specified) *from N.N.* (*employee's name*) and *Execute*.
The employee's leave request appears.
2. Ensure that the request is necessary.
If other leave of absence requests have already been submitted, these start date, type, and reason are displayed below *Leave of absence request in process*. Evaluate whether the request is necessary and not redundant to prior requests.
3. Check the request, and select *Approve* or *Reject*.

Depending on your decision, workflow will either assign the next task to the personnel administrator who approves its entry or return the request to the employee. Messages will show that the request has been sent to either of the recipient.

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Approving/Rejecting a Leave of Absence Data Entry (Personnel Adm.)

Approving/Rejecting a Leave of Absence Data Entry (Personnel Adm.)

To approve or reject an employee's leave of absence request data entry:

4. Select *Approve entry for LOA: N.N.* (reason of leave employee specified) *from N.N.* (employee's name) and *Execute*.
The employee's leave request appears.
5. If necessary, change the request duration, reason, or other part of the request.
6. Ensure that the request is necessary.
If other leave of absence requests have already been submitted, these start date, type, and reason are displayed below *Leave of absence request in process*. Evaluate whether the request is necessary and not redundant to prior requests.
7. Ensure that the request has not been entered.
If other actions exist in the last 360 days, it is listed below *Leave of absence request in process* as *entered data*. Please check if the request is not a redundant entry to master data.
8. Check the request, and select *Approve* or *Reject*.

Depending on your decision, workflow will either assign the next task to the personnel administrator who enters the request or return the request to the employee. Messages will show that the request has been sent to either of the recipient.

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Entering a Leave of Absence Request

To enter approved leave of absence request:

9. Select *Enter N.N.* (reason of leave employee specified) *record for N.N.* (employee's name) and *Execute*.
The employee's leave request appears.
10. Select *Create action and infotypes*. Update action infotype and other infotypes configured in infogroup. If update is interrupted, select *Create action infotype* again, and execute infogroup to complete update.
11. Press *refresh status* to reflect status of updating action infotype.
12. Select *Create action infotype text*, and wait for green signal that indicates automatic text update is successfully completed. Updated infotype text must be identical to the content in the preview.
13. Select *Finish entry task* to complete the process of leave of absence request.
14. Manual entry is required if leave of absence is not entered as approved.
15. Requester receives notification of leave of absence entry.

Employee's leave of absence request is entered.

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Leave of Absence Request Procedures for New Application

Leave of Absence Request Procedures for New Application

- [Submitting a Leave of Absence Request \[Page 235\]](#)
- [Checking Status of a Leave of Absence Request \[Page 236\]](#)

Submitting a Leave of Absence Request

To submit your leave of absence request:

8. Select the category of leave of absence you are entitled. It brings you to the next screen.
9. Select the type and reason of leave of absence you require and enter the start and end dates of your leave request. Enter contact address and phone number during the leave of absence.
10. If you request nursing or child-care leave of absence, select the person whom you are going to take care. If the selection does not include new born child for child-care leave of absence, enter its name, birth date, and relationship to you.
11. Enter reason for request memo to add leave request information, which is used to inform the supervisor and personnel administrator.
12. Ensure that your request is necessary.
If other leave of absence requests have already been submitted, these start date, type, and reason are displayed below *Leave of absence request in process*. Evaluate whether your request is necessary and not redundant to prior requests.
13. Choose *Back* if request is not necessary.
14. Choose *Submit* to submit the request.

Workflow begins and messages will show that the request has been sent to your supervisor who approves or rejects your request. A mail about your request detail is also sent to you.

Checking Status of a Leave of Absence Request

Checking Status of a Leave of Absence Request

To check your leave of absence request:

6. If the request has been rejected, you see the message *Request for N.N. (your request) was rejected by N.N. (name of person who rejected your request)*.
7. By selecting the message, and choosing *Execute*, you can resubmit the request, add memo, change the request and resubmit it or cancel the request.
8. If the request is approved by personnel administrator, you see the message *Leave request was approved for N.N. (your name)*.
9. If the request is processed by personnel administrator, you see the message *Leave request was entered for N.N. (your name)*.
10. If the request has been resubmitted, you see the message *Request for N.N. (your request reason) is sent*.

You have checked the status of your Leave of Absence Request.

Marriage Information

Use

In this Employee Self-Service, employees take responsibility for their own marriage information. They can create their marriage-related information such as employees' personal and spouse data, address data, bank data based on an application form. In addition, if an employee wishes to use his or her former last name instead of his or her married name, he or she can indicate this on the same screen.

For more information, see [Employee Self-Service \[Page 10\]](#).

Prerequisites

There are no restrictions as to which employees can use this service. An employee must have a SAP user that is directly linked to their employee master data, through the *Communications* infotype (0105).

Authorizations

SAP delivers a standard role that contains all necessary authorizations. For more information, see [Employee Self-Service \(ESS\) \[Page 10\]](#)

Standard Settings

To set up the SAP users, you have to make various settings in Customizing.

Features

This marriage service enables employees to submit a notification of marriage form easily through the web. With this service, new personal data and spouse data, address data, bank data are stored in the database only when the notification is submitted properly through the web. Then a corresponding workflow starts to let the personal administrator approves it. Finally, the administrator receives the message in his or her integrated inbox of SAP system to inform that his or her marital status has changed.

Personal data fields are:

Field	Description
From	Date from which information is valid
Last name(Kanji)	Last name in kanji as recorded in the family register.
First name(Kanji)	First name in kanji as recorded in the family register.
Last name(kana)	Last name in katakana as recorded in the family register.
First name(kana)	First name in katakana as recorded in the family register.
Last name(Romaji)	Last name in Roman letters
First name(Romaji)	First name in Roman letters
Mar. status	Marital status(In case you change the marital Status, the corresponding Workflow starts).

Marriage Information

Use maiden name	Indicator for employees who want to use her maiden name instead her new name after getting married.
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Spouse Information fields are:

Field	Description
Last name(Kanji)	Last name in kanji
First name(Kanji)	First name in kanji
Last name(Kana)	Last name in katakana
First name(kana)	First name in katakana
Last name(Ronaji)	Last name in Roman letters
First name(Romaji)	First name in Roman letters
Gender	
Reason	Reason of changing master data
Birth date	
Relation	Relationship to the employee
Nationality	
Birthplace	Region of birth
Birthplace(text)	Birth place
Country of birth	Country of birth place
Dependent tax ind.	Indicates whether the employee has children or other relatives who meet the requirements for deduction from the employee's taxes.
Live with indicator	Indicates if the dependent relative lives with the employee.
Disability Ind.	Indicates the disability of a dependent relative of the employee.
Ded.for age grp. FM	Indicates if the family member is in an age group, which allows dependency tax deduction.
Health insurance ind.	Indicates whether the employee has children or other relatives who meet the requirements for a health insurance dependent allowance. If the employee has dependents, a certain amount is deductible from his/her taxes as an allowance.
Family allowance ind.	Indicates if the employee qualifies for family allowance deduction.
Death flag	This field is used to indicate if the family member is dead.
Non-resident flag	This field is used to indicate if the family member went abroad and now has a 'non-residence' status.

Marriage Information

YEA Depend. Tax ind.	<p>Indicates if the employee qualifies for dependent tax deduction during the year-end adjustment.</p> <p>If the dependent tax indicator is set to "YES", tax is deducted automatically during the year-end adjustment process. In this case you do not need to set "YES".</p> <p>But if the dependent becomes a resident of another country or dies before December 31 of the current year, you must change the entry from "NO" to "YES" as the employee then qualifies for a tax deduction.</p>
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Address data fields are: see *Address Information in Internet*

Bank data fields are: see *Bank Information in Internet*

Development Object

Development class: Japan PB22,

Function group: Japan EHJ1/EHJ3/EHJ9

BAPIs:

- EmployeePersDataJP.Create
- EmployeePersDataJP.Change
- EmployeePersDataJP.Getdetailelist

- EmployeeFamilyJP.Create
- EmployeeFamilyJP.Change
- EmployeeFamilyJP.Getdetailelist
- EmployeeFamily.Approve

- EmployeeAddressEmpJP.Create
- EmployeeAddressEmpJP.Change
 - EmployeeAddressEmpJP.Getdetail
 - EmployeeAddressEmpJP.Detailelist
 - EmployeeAddressEmp.Delimit
- EmployeeAddressEmp.Delete
- EmployeeAddressEmp.Approve

- EmployeeBankdetailJP.Create
- EmployeeBankdetailJP.Change
 - EmployeeBankdetailJP.Getdetail
 - EmployeeBankdetailJP.Detailelist

Marriage Information

- EmployeeBankdetail.Delimit
- EmployeeBankdetail.Delete
- EmployeeBankdetail.Approve

- EmployeeJP.Dequeue
- EmployeeJP.Enqueue

Program: SAPMWS01200170H

Transaction: TS_WS01200170H

Workflow template: WS01200170

Submitting a Notification of Marriage

- For the application of Personal data and Family/Related person's data, all employees become objects. For the application for Address data and Bank data, the employee who has the changed becomes an object.
- If data has a start date earlier than the last payroll run, it cannot be changed.
- If data in past payroll needs to be changed, you must contact a personnel administrator.

Employee's personnel administrator must have been maintained in the *Organizational Assignment* infotype (0001), so that an employee's notification of marriage is routed to the appropriate personnel administrator with the corresponding workflow.

To submit a Notification of Marriage:

1. If you want to enter Personal and Family/Related person's data, select *New* button in *Personal&Family*, and enter the data. Select *Save*.
2. If you want to enter optional Address data, select the data to be changed from the Address list and *Change* or *Delete* button. Enter the Address data and select *Save*. If you want enter new Address data, select *Addresstype* and *New button*.
3. If you want to enter optional Bank data, select the data to be changed from the Bank list and *Change* or *Delete* button. Enter the Bank data and *Save*. If you want to enter new Bank data, select *Banktype* and *New button*.
4. When all the entries are completed, select *Submit*.
5. The workflow begins and the employee will receive a mail. The employee's personnel administrator receives the approval task.

You have submitted your notification of marriage.

Approving a Notification of Marriage

Approving a Notification of Marriage

To approve an employee's notification of marriage:

1. Choose *Notification of marital status change for employee* and *Execute*.
2. Check the message and newly created personal, spouse, address and bank data.
3. If you want to check Personal data and Family/Related person's data, select *Display* button in *Personal&Family*. If you want to check address data or bank data, select the changed data from the address list and *Display* button.
4. If the data is correct, select *Approve*. Workflow begins and the employee will receive a mail.
5. If the data is incorrect, you must contact the employee and input the correct data.
6. If you want to enter Personal data and Family/Related person's data, select *Change* button in *Personal&Family* and enter the data. Select *Save*.
7. If you want to enter optional Address data, select the data to be changed from the Address list and the *Change* or *Delete* button. Enter the Address data and select *Save*. If you want to enter new Address data, select *Addresstype* and the *New* button.
8. If you want to enter optional Bank data, select the data to be changed from the Bank list and the *Change* or *Delete* button. Enter the Bank data and select *Save*. If you want to enter new Bank data, select *Banktype* and the *New* button.
9. When all data entry is completed, select *Approve*. Workflow begins and the employee will receive a mail.

You have approved the employee's notification of marriage.

Employee Self-Service Singapore (PA-PA-SG)

Purpose

In addition to the standard Personal Data scenarios, you have the following Employee Self-Service (ESS) scenarios available:

- Personal ID
- Alternative Names
- Employee Tax Forms
 - IR8A - End of year tax form
 - IR8S - End of year supplementary tax form
 - IR21 - Ad-hoc tax form for terminated employees

Personal ID

Personal ID

Use

The Personal ID Employee Self-Service lets employees in the enterprise create, display, change and delete the details of their personal ID. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her Personal ID, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may create several sets of personal ID data which may follow on directly from each other or have gaps. If, however, the employee deletes a set of personal ID data, this data can no longer be evaluated.

For more information on Employee Self-Service, see [R/3 Internet Application Component \[Ext.\]](#).

Type of Internet Application Components

Intranet – Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard activity group that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the R/3 System can edit their personal ID details.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ39*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB25*

Function group: *EHR14*

Displaying/Editing your personal ID

Displaying/Editing your personal ID

You want to create, display or change your personal ID details.

1. Choose *Personal Data* then *ESS Change Personal IDs*.

The system displays an overview screen.

2. From the IC Type field, choose an entry, for example, driver's license.



Employees may not be authorized to create or edit certain personal IDs.

- a. If you want to display the personal ID, select the Display button.

The system displays the details of the current personal ID.

- b. If you want to change the personal ID, select the Change button.

The system displays a screen for you to change the personal ID. You can change the relevant details and save the changes.



By changing the details of the personal ID, the system creates a new record as of the date that the data is changed.

- c. If you are entering the personal ID for the first time, select the New button.

The system displays a screen for you to enter and save your personal ID details.

- d. If you want to delete details of the personal ID, select the Delete button.

The system displays a screen for you to delete the personal ID details.

You have maintained the details of your personal ID.

Alternative Names

Use

The Alternative Names Employee Self-Service lets employees in the enterprise create, display, change and delete their alternative name. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her alternative name, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. He or she may delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.

For more information on Employee Self-Service, see [R/3 Internet Application Component \[Ext.\]](#).

Type of Internet Application Components

Intranet – Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard activity group that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Features

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ42*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB25*

Function group: *EHR18*

Displaying/Editing your alternative name

Displaying/Editing your alternative name

You want to create, display, change, or delete an alternative name.

1. Choose *Personal Data* then *ESS Change Alternate Name*.

The system displays an overview screen.

2. From the Name Type field, choose an entry, for example, alias.

- a. To display the alternative name, choose Display.

The system displays your alternative name.

- b. To change your alternative name, choose Change.

The system displays a screen for you to change your alternative name.

- c. If you are entering your alternative name for the first time, choose New.

The system displays a screen for you to enter and save your alternative name.

- d. To delete your alternative name, choose Delete.

The system displays a screen for you to delete your alternative name.

You have entered or updated your alternative name.

Tax Form IR8A

Use

The *Tax* Employee Self-Service enables the employee to display or print the IR8A tax form.

In this way, they can ensure that the information is correct and can have an overall picture of the tax implications for them in the current financial year. This also provides an overall view of gross earnings, bonuses received and CPF deductions.

For more information on Employee Self-Service, see [R/3 Internet Application Components \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his/her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

The ESS user, with the necessary authorizations, can view his/her tax information.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, any user who has a valid payroll result, can access his/her IR8A data.

Modification Options

The service name of this Employee Self-Service is *HRESSSG_IR8A*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development Class	:	<i>PC25</i>
Function Group	:	<i>HRESSSG_REP</i>

Displaying/Printing your IR8A Form

Displaying/Printing your IR8A Form

You want to display or print the year-to-earnings or deductions for tax via the IR8A form.

1. Choose *Payments* then *IR8A Form*.

The system displays an entry screen.

2. Enter the *Tax Year* required.
3. Select the *Display Report* button.

When a particular tax year is selected, for example 1999, then all IR8A tax information corresponding to that period is displayed.

4. To print the results, click on the *Print* icon.

The IR8A form is displayed/printed.

Tax Form IR8S

Use

The *Tax* Employee Self-Service enables the employee to display or print the IR8S tax form.

In this way, they can ensure that the information is correct and can have an overall picture of the tax implications for them in the current financial year. This also provides an overall view of gross earnings, bonuses received and CPF deductions.

For more information on Employee Self-Service, see [R/3 Internet Application Components \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his/her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

The ESS user, with the necessary authorizations, can view his/her tax information.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, any user who has a valid payroll result, can access his/her IR8S data.

Modification Options

The service name of this Employee Self-Service is *HRESSSG_IR8S*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development Class	:	<i>PC25</i>
Function Group	:	<i>HRESSSG_REP</i>

Displaying/Printing your IR8S Form

Displaying/Printing your IR8S Form

You want to display or print the year-to earnings or deductions for tax via the IR8S form.

1. Choose *Payments* then *IR8S Form*.

The system displays an entry screen.

2. Enter the Tax Year required and whether Refund / Claims made on CPF.
3. Select the *Display Report* button.

When a particular tax year is selected, for example 1999, then all IR8S tax information corresponding to that period is displayed.

4. To print the results, click on the *Print* icon.

The IR8S form is displayed/printed.

Tax Form IR21

Use

The *Tax* Employee Self-Service enables the employee to display or print the IR21 tax form.

In this way, they can ensure that the information is correct and can have an overall picture of the tax implications for them in the current financial year of their leaving the company. This also provides an overall view of gross earnings, bonuses received, CPF deductions and salaries withheld.

For more information on Employee Self-Service, see [R/3 Internet Application Components \[Ext.\]](#).

Type of Internet Application Components

Intranet - Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his/her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

The ESS user, with the necessary authorizations, can view his/her tax information.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, any user who has a valid payroll result, can access his/her IR21 tax data.

Modification Options

The service name of this Employee Self-Service is *HRESSSG_IR21*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development Class	:	<i>PC25</i>
Function Group	:	<i>HRESSSG_REP</i>

Displaying/Printing your IR21 Form

Displaying/Printing your IR21 Form

You want to display or print the year-to earnings or deductions on termination for tax via the IR21 form.

1. Choose *Payments* then *IR21 Form*.

The system displays an entry screen.

2. Enter the *From Date* and the *To Date* required.

The *From Date* is the first day of the financial year and the *To Date* is the termination day.

3. Select the *Display Report* button.

When a particular tax year is selected, for example 1999, then all IR21 tax information corresponding to that period is displayed including the salary withheld for tax.

4. To print the results, click on the *Print* icon.

The IR21 form is displayed/printed.

Employee Self-Service New Zealand (PA-PA-NZ)

Purpose

In addition to the Personal Data services, the following ESS service is available to your company:

- External bank transfer

Ext. Bank Transfer in the Internet (PA-PA-New Zealand)

Ext. Bank Transfer in the Internet (PA-PA-New Zealand)

Use

The *External Bank Transfer* Employee Self-Service enables the employees in your enterprise to create, display, change and delete the details of the bank transfers which are effected directly from their wages or salary. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her external bank transfers, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may set up several different bank transfers over the same period of time, however for certain types of external bank transfer, the employee may not set up more than one transfer at a time. If the employee deletes a bank transfer, the data can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created, changed or deleted a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the SAP System.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

In particular, you may wish to restrict the wage types available to your employees in ESS for bank transfers.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can edit their external bank transfers.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ29*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

Ext. Bank Transfer in the Internet (PA-PA-New Zealand)

These R/3 development objects are used:

Development class: *P13_ESS*

Function group: *EHA11*

Displaying/Editing an External Bank Transfer

Displaying/Editing an External Bank Transfer

You want to create, display, change or delete an external bank transfer made by the company on your behalf, directly from your wages or salary. This may be, for example, union fees or a contribution to an insurance fund.

4. To display details about an existing external bank transfer, choose the appropriate transfer category.



If the lock icon is displayed next to a line, the bank transfer has not yet been approved by an HR administrator. All changes to a bank transfer and all new bank transfers need to be approved before they come into effect.

5. Select the appropriate line and choose *Display*.

The bank transfer details are displayed.

6. To change an external bank transfer, select the appropriate line and choose *Change*.

If data does not yet exist for the bank transfer, choose *New* to enter new data.

The system displays a screen with more detail in which you enter and save the required data, such as the:

- Amount you wish to transfer
- Date on which the first payment is to be made
- Frequency with which the payment is to be repeated, for example once a month or once a year
- Receiver of the payment, for example, the insurance fund to which you are contributing
- Text containing information about or the reason for the payment, for example, your membership number
- Bank and bank account to which the payment is to be transferred
- City, postal code and country in which the bank is situated

6. To delete an external bank transfer, choose *Delete*.

The system displays a screen with more detail in which you can delete the bank transfer.



For certain types of bank transfer, you are not allowed to set up more than one transfer at any one time.

You have maintained an external bank transfer.

Employee Self-Service Taiwan

Purpose

In addition to the standard Personal Data scenarios, you have the following Employee Self-Service (ESS) scenarios available:

- Personal ID
- Alternate Name

Personal ID

Personal ID

Use

The Personal ID Employee Self-Service lets employees create, display, change and delete details of their personal ID. In this way, employees can ensure that the information is correct while reducing the number of activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her Personal ID, the old data is automatically delimited. Old HR data is not lost, it is kept in full so that historical evaluations are possible. The employee can create several sets of personal ID data that can follow each other or have gaps. If, the employee deletes a set of personal ID data, this data can no longer be evaluated.

For more information on Employee Self-Services, see [Employee Self-Service \[Page 10\]](#).

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user ID that is directly linked to the employee's SAP System master data, through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard activity group that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up SAP users, use Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

The fields are reduced to essentials so that employees who have no knowledge of the SAP System can edit their personal ID details.

Modification Options

You can deactivate fields, or define them as display fields. This prevents them from being changed.

The service name of this Employee Self-Service is *PZ39*. For relevant data, see the [SAP@Web Studio \[Ext.\]](#).

The following development objects are used:

Development class: *PB42*

Function group: *EHTW14*

Displaying/Editing your Personal ID

1. To display details about a personal ID, choose the specific *IC Type* (for example, Driver's License).



Employees may not be authorized to create or edit certain personal IDs.

- a. To display the personal ID, choose *Display*.

The system displays the details of the current personal ID.

- b. To change the personal ID, choose *Change*.

The system displays a screen for you to change the personal ID. You can change the relevant details and save the changes.



By changing the details of the personal ID, the system creates a new record as of the date that the data is changed

- c. If you are entering the personal ID for the first time, choose *New*.

The system displays a screen for you to enter and save your personal ID details.

- d. To delete details of the personal ID, choose *Delete*.

The system displays a screen for you to delete the personal ID details.

You have entered or updated the details of your personal ID.

Alternative Names

Alternative Names

The *Alternative Names* Employee Self-Service lets employees in the enterprise create, display, change and delete their alternative name. In this way, employees can ensure that the information is correct while reducing the number of activities performed by the Human Resources Department.

If an employee uses this service to change his or her alternative name, the old data is automatically delimited. Old HR data is not lost, it is stored so that historical evaluations are possible. An employee can delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates. The deleted change can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user ID that is directly linked to the employee's master data through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard activity group that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up SAP users, use Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields or define them as display fields. This prevents them from being changed.

The service name is *PZ42*. For relevant data, see the [SAP@Web Studio \[Ext.\]](#).

The following SAP development objects are used:

Development class: *PB42*

Function group: *EHH18*

Displaying/Editing your Alternative Name

1. From the *Name Type* field, choose an entry (for example, *Alias*).
 - a. To display the alternative name, select *Display*.

The system displays your alternative name.
 - b. To change your alternative name, select *Change*.

The system displays a screen to change your alternative name.
 - c. If you are entering your alternative name for the first time, select *New*.

The system displays a screen for you to enter and save your alternative name.
 - d. To delete your alternative name, select *Delete*.

The system displays a screen for you to delete your alternative name.
- You have entered or updated your alternative name.

Employee Self-Service Thailand (PA-PA-TH)

Purpose

In addition to the Personal Data scenarios, the following Employee Self-Service scenarios are available for your company:

- Personal ID
- Alternate names (Asia)
- Tax

Personal ID in the Internet (PA-PA-TH)

Use

The *Personal ID* Employee Self-Service allows employees in your enterprise to create, display, change and delete the details of their personal ID. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her Personal ID, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may create several sets of personal ID data which may follow on directly from each other or have gaps. If, however, the employee deletes a set of personal ID data, this data can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have a SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the R/3 System can edit their personal ID details.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ39*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB26*

Function group: *EHT14*

Displaying and Editing your Personal ID

Displaying and Editing your Personal ID

You want to create, display or change your personal ID details.

In the *IC Type* field, choose an entry (for example, Driver's License).

1. To display the personal ID details, select a record in the *Personal IDs: Overview* screen and choose *Display*.

The details of the selected personal ID are displayed.

2. To change the personal ID details, select a record in the *Personal IDs: Overview* screen and choose *Change*.

A screen appears where you can change your personal ID details.

3. If you are entering the personal ID for the first time, choose *New*.

The system displays a screen where you can enter the personal ID details. The details that you can enter include identity number, issuing authority, date of issue, expiry date, place of issue and country of issue.

4. Choose *Save*.

5. To delete your personal ID details, choose *Delete* in the *Personal IDs: Overview* screen.

The system displays the personal ID details screen. You can delete the personal ID details here.

You have maintained your personal ID details.

Alternative Names in the Internet (PA-PA-TH)

Use

The *Alternative Names* Employee Self-Service allows employees in your enterprise to create, display, change and delete their alternative name. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her alternative name, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. He or she may delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created, changed or deleted a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the SAP System.

Features

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ42*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB26*

Function group: *EHT18*

Displaying and Editing your Alternative Name

Displaying and Editing your Alternative Name

You want to create, display or change your alternative name.

In the *Name Type* field, choose an entry (for example, Alias).

1. To display the alternative name, choose *Display* in the *Alternative Names Asia: Overview* screen.

The system displays your alternative name.

2. To change your alternative name, choose *Change* in the *Alternative Names Asia: Overview* screen.

The system displays a screen for you to change your alternative name.

3. If you are entering your alternative name for the first time, choose *New* in the *Alternative Names Asia: Overview* screen.

The system displays a screen for you to enter and save your alternative name.

4. To delete your alternative name, choose *Delete* in the *Alternative Names Asia: Overview* screen.

The system displays a screen for you to delete your alternative name.

You have maintained your alternative name.

Tax in the Internet (PA-PA-TH)

Use

The *Tax Employee Self-Service for Thailand* enables the employees in your enterprise to create, display and change tax details. These tax details include employee-specific allowances used for calculating tax during payroll and also data used in generation of tax reports. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her tax details, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. He or she may delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.



However, tax details for the employee must always exist, so the employee may not delete his or her entire tax record.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have a SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Once an employee has created or changed a record, this record is temporarily marked as locked. The ESS user may make further changes to it, however, neither the original change nor any further changes will be activated for payroll accounting until the HR administrator has unlocked the record in the R/3 System.

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the R/3 System can edit their tax data.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

Tax in the Internet (PA-PA-TH)

The service name of this Employee Self-Service is *PZ51*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB26*

Function group: *EHT2*

Displaying and Editing your Tax Details

You want to create, display or change your tax details.

1. To display your tax details, select a record on the *Tax: Overview* screen and choose *Display*.

The system displays your tax details.

2. To change your tax details, select a record in the *Tax: Overview* screen and choose *Change*.

The system displays a screen where you can change your tax details.

3. If your tax details have not yet been entered, choose *New* to create your tax details.

The system displays a screen where you can enter the following details:

- Date from when the changes are valid
- Tax identification number issued by the revenue department
- Whether you want to claim spouse allowance or half child allowance



You can select only one of the indicators, either the *Claim spouse allowance* or the *Claim half child allowance* indicator. Select the *Claim spouse allowance* indicator if your spouse is not working. If your spouse is working and claims one half of the child allowance, select the *Claim half child allowance* indicator to claim the other half.

- Number of children for whom you want to claim child allowance and education allowance



The number of children eligible for education allowance cannot exceed the number of children eligible for child allowance.

- Life insurance premium, mortgage interest and charity amount details
- Life insurance premium for spouse



The life insurance premium for your spouse is considered for tax calculation during payroll only if you select the *Claim spouse allowance* indicator.

4. Choose *Save*.

You have maintained your tax details.

Employee Self-Service (Indonesia)

Purpose

In addition to the standard Personal Data scenarios, you have the following Employee Self-Service (ESS) scenarios available:

- Personal ID
- Alternate Name

Personal ID (Indonesia)

Use

The Personal ID Employee Self-Service lets employees create, display, change, and delete details of their personal ID. In this way, employees can ensure that the information is correct while reducing the number of activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change a Personal ID, the old data is automatically delimited. Old HR data is not lost. It is stored in full so that historical evaluations are possible. The employee can create several sets of personal ID data that follow each other or have gaps. If the employee deletes a set of personal ID data, this data can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user access that is directly linked to the employee's SAP employee master data, through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard role that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, define the settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

The fields are reduced so that employees who have no knowledge of the SAP System can edit their personal ID details.

Modification Options

You can deactivate fields or define them as display fields. This prevents them from being updated.

The service name of this Employee Self-Service is *PZ39*. For more information, see [SAP@Web Studio \[Ext.\]](#).

The following R/3 development objects are used:

Development class: *PB34*

Function group: *EHID14*

Displaying and Editing Your Personal ID

Displaying and Editing Your Personal ID

1. To display details about a personal ID, choose the specific *IC Type* (for example, Driver's License).



Employees may not be authorized to create or edit certain personal IDs.

- a. To display the personal ID, choose *Display*.

The system displays the details of the current personal ID.

- b. To change the personal ID, choose *Change*.

The system displays a screen for you to change the personal ID. You can change the relevant details and save the changes.



By changing the details of the personal ID, the system creates a new record as of the date that the data is changed.

- c. If you are entering the personal ID for the first time, choose *New*.

The system displays a screen for you to enter and save your personal ID details.

- d. To delete details of the personal ID, choose *Delete*.

The system displays a screen for you to delete the personal ID details.

You have entered or updated details of your personal ID.

Alternative Names (Indonesia)

Use

The Alternative Names Employee Self-Service lets employees create, display, change, and delete their alternative name. In this way, employees can ensure that the information is correct while reducing the number activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change an alternative name, the old data is automatically delimited. Old HR data is not lost. It is stored in full so that historical evaluations are possible. An employee can delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user access that is directly linked to the employee's SAP employee master data, through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard role that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Features

To set up the SAP users, define the settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields or define them as display fields. This prevents them from being updated.

The service name of this Employee Self-Service is *PZ42*. For more information, see the [SAP@Web Studio \[Ext.\]](#).

The following development objects are used:

Development class: *PB34*

Function group: *EHH18*

Displaying and Editing Your Alternative Name

Displaying and Editing Your Alternative Name

1. From the Name Type field, choose an entry (for example, Alias).
 - a. To display the alternative name, choose *Display*.

The system displays your alternative name.
 - b. To change your alternative name, choose *Change*.

The system displays a screen for you to change your alternative name.
 - c. If you are entering your alternative name for the first time, choose *New*.

The system displays a screen for you to enter and save your alternative name.
 - d. To delete your alternative name, choose *Delete*.

The system displays a screen for you to delete your alternative name.
- You have entered or updated your alternative name.

Employee Self-Service (Malaysia)

Purpose

In addition to the standard Personal Data scenarios, you have the following Employee Self-Service (ESS) scenarios available:

- Personal ID
- Alternative Names

Personal ID

Personal ID

Use

The Personal ID Employee Self-Service lets employees in the enterprise create, display, change and delete the details of their personal ID. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her Personal ID, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. The employee may create several sets of personal ID data which may follow on directly from each other or have gaps. If, however, the employee deletes a set of personal ID data, this data can no longer be evaluated.

For more information on Employee Self-Service, see [R/3 Internet Application Component \[Ext.\]](#).

Type of Internet Application Components

Intranet – Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard activity group that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the R/3 System can edit their personal ID details.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ39*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB14*

Function group: *EHMY14*

Displaying/Editing your personal ID

Displaying/Editing your personal ID

You want to create, display or change your personal ID details.

1. Choose *Personal Data* then *ESS Change Personal IDs*.

The system displays an overview screen.

2. From the IC Type field, choose an entry, for example, driver's license.



Employees may not be authorized to create or edit certain personal IDs.

- a. If you want to display the personal ID, select the Display button.

The system displays the details of the current personal ID.

- b. If you want to change the personal ID, select the Change button.

The system displays a screen for you to change the personal ID. You can change the relevant details and save the changes.



By changing the details of the personal ID, the system creates a new record as of the date that the data is changed.

- i. If you are entering the personal ID for the first time, select the New button.

The system displays a screen for you to enter and save your personal ID details.

- ii. If you want to delete details of the personal ID, select the Delete button.

The system displays a screen for you to delete the personal ID details.

You have maintained the details of your personal ID.

Alternative Names

Use

The Alternative Names Employee Self-Service lets employees in the enterprise create, display, change and delete their alternative name. In this way, employees can ensure that the information is correct while simultaneously reducing the number of time-consuming and expensive activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change his or her alternative name, the old data is automatically delimited. Old HR data is not lost. Instead, it is kept in full so that historical evaluations are possible. He or she may delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.

For more information on Employee Self-Service, see [R/3 Internet Application Component \[Ext.\]](#).

Type of Internet Application Components

Intranet – Employee Self-Service

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard activity group that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Features

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of this Employee Self-Service is *PZ42*. You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PB14*

Function group: *EHMY18*

Displaying/Editing your alternative name

Displaying/Editing your alternative name

You want to create, display, change, or delete an alternative name.

1. Choose *Personal Data* then *ESS Change Alternate Name*.

The system displays an overview screen.

2. From the Name Type field, choose an entry, for example, alias.

- a. To display the alternative name, choose Display.

The system displays your alternative name.

- b. To change your alternative name, choose Change.

The system displays a screen for you to change your alternative name.

- c. If you are entering your alternative name for the first time, choose New.

The system displays a screen for you to enter and save your alternative name.

- d. To delete your alternative name, choose Delete.

The system displays a screen for you to delete your alternative name.

You have entered or updated your alternative name.

Employee Self-Service (Hong Kong)

Purpose

In addition to the standard Personal Data scenarios, you have the following Employee Self-Service (ESS) scenarios available:

- Personal ID
- Alternate Names
- Address
- Employee Tax Forms
 - IR56B End of Tax Year Form
 - IR56F Ceased to be Employed Form
 - IF56G Employee Departing Hong Kong Form

Personal ID

Personal ID

Use

The Personal ID Employee Self-Service lets employees in the enterprise create, display, change and delete details of their personal ID. In this way, employees can ensure that the information is correct while simultaneously reducing the number of activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change a Personal ID, the old data is automatically delimited. Old HR data is not lost. It is stored in full so that historical evaluations are possible. The employee can create several sets of personal ID data that can follow each other or include gaps. If the employee deletes a set of personal ID data, this data can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user login that is linked to the employee's R/3 employee master data, through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard role that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, define the necessary settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced so that employees who have no knowledge of the R/3 System can edit their personal ID details.

Modification Options

You can deactivate fields, or define them as display fields. This prevents them from being updated.

The service name of this Employee Self-Service is *PZ39*. For more information, see the [SAP@Web Studio \[Ext.\]](#).

The following R/3 development objects are used:

Development class: *PB27*

Function group: *EHH14*

Displaying and Editing your Personal ID

1. To display details about a personal ID, choose the specific *IC Type* (for example, Driver's License).



Employees are not authorized to create or edit certain personal IDs.

- a. To display the personal ID, choose *Display*.

The system displays the details of the current personal ID.

- b. To change the personal ID, choose *Change*.

The system displays a screen for you to change the personal ID. You can change the relevant details and save the changes.



By changing the details of the personal ID, the system creates a new record as of the date that the data is changed.

- c. If you are entering the personal ID for the first time, choose *New*.

The system displays a screen for you to enter and save your personal ID details.

- d. To delete details of the personal ID, choose *Delete*.

The system displays a screen for you to delete the personal ID details.

You have entered or updated the details of your personal ID.

Alternative Names

Alternative Names

Use

The Alternative Names Employee Self-Service lets employees in the enterprise create, display, change, and delete their alternative name. In this way, employees can ensure that the information is correct while simultaneously reducing the number of activities performed by the Human Resources Department.

If an employee uses this Employee Self-Service to change an alternative name, the old data is automatically delimited. Old HR data is not lost. It is stored in full so that historical evaluations are possible. The employee can delete the change at a later date, in which case, the system reverts to the previous data and extends the validity dates accordingly. The deleted change can no longer be evaluated.

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to the employee's R/3 employee master data, through the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard role that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Features

To set up the SAP users, define settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Modification Options

You can deactivate fields, or define them as display fields. This prevents them from being updated.

The service name of this Employee Self-Service is *PZ42*. For more information, see the [SAP@Web Studio \[Ext.\]](#).

The following R/3 development objects are used:

Development class: *PB27*

Function group: *EHH18*

Displaying and Editing your Alternative Name

1. From the Name Type field, choose an entry (for example, Alias).
 - a. To display the alternative name, choose *Display*.

The system displays your alternative name.
 - b. To change your alternative name, choose *Change*.

The system displays a screen to change your alternative name.
 - c. If you are entering your alternative name for the first time, choose *New*.

The system displays a screen for you to enter and save your alternative name.
 - d. To delete your alternative name, choose *Delete*.

The system displays a screen for you to delete your alternative name.
- You have entered or updated your alternative name.

Address

Address

Use

An employee's address is often used in conjunction with his or her name in a variety of employee lists and forms, as well as for address labels.

The *Address* Employee Self-Service for Hong Kong lets the employees at your enterprise display and change their own addresses. In this way, employees can keep their own data up-to-date while simultaneously reducing the number of activities performed by the Human Resources Department.

If an employee uses this service to update his or her address data, the old data is automatically delimited. Old HR data is not lost. It is kept in full so that historical evaluations are possible.



Employees cannot delete their address details as this affects other data in the SAP System. Employees must inform their Human Resource Department to delete their address.

Prerequisites

There are no restrictions concerning which employees can use this service.

An employee must have an SAP user access that is directly linked to his or her R/3 employee master data via the *Communication* infotype (0105).

Authorizations and Security

SAP delivers a standard role that contains all necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, define the settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this service, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can change their addresses.

Modification Options

You can deactivate fields as required, or define them into display fields. This prevents them from being updated.

The service name of this service is PZ02. For more information, see the [SAP@Web Studio \[Ext.\]](#).

Development class: *PB27*

Function group: *EHH1*

Displaying and Editing your Address

1. To display details of your address, choose the specific Address Type (for example, Permanent residence).
 - a. To display your current address, choose *Display*.

The system displays your current address.
 - b. To change your current address, choose *Change*.

The system displays a screen for you to change the address. You can change the relevant details and save the changes.
 - c. If you are entering your address for the first time, choose *New*.

The system displays a screen for you to enter and save your address.

You have displayed or edited an address.



You cannot delete an address. If you want to delete an address, you have to inform your Human Resource Department.

Tax

Tax

Use

The *Tax Forms Hong Kong* Employee Self-Service lets the employees display and print the following statutory tax forms:

- IR56B - End of Tax Year Form
- IR56F - Ceased to be Employed Form
- IR56G - Employee Departing Hong Kong Form

Prerequisites

There are no restrictions regarding which employees can use this Employee Self-Service.

An employee must have an SAP user that is directly linked to his or her R/3 employee master data, via the *Communication* infotype (0105).

Authorizations/Security

SAP delivers a standard role that contains all the necessary authorizations.

For more information, see [Employee Self-Service \[Page 10\]](#).

Standard Settings

To set up the SAP users, you have to make various settings in Customizing. For more information, choose *Personnel Management* → *Employee Self-Service* in Customizing for *Personnel Management*.

Features

In this scenario, the fields are reduced to their essentials so that employees who have no knowledge of the SAP System can display and print their tax forms.

Modification Options

You can deactivate fields as required, or change them into display fields (which prevents them from being maintained).

The service name of these Employee Self-Service are:

Tax Form	Service Name
IR56B	HRESSHK_IR56B
IR56F	HRESSHK_IR56F
IR56G	HRESSHK_IR56G

You can find all the relevant data under the service name in the [SAP@Web Studio \[Ext.\]](#).

These R/3 development objects are used:

Development class: *PC27*

Function group: *HRESSHK_REP*

Displaying your Tax Form

Displaying your Tax Form

1. Enter the year of the tax form.
2. For Tax Form IR56F and IR56G, enter the period in which the tax forms are relevant.
3. Choose *Display Report*.

The system displays the Tax Form.