

# Other Single Roles



MYSAP.ROLES\_S\_MISC

**Release 4.6C**



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

## Contents

<b>Other Single Roles</b> .....	<b>5</b>
<b>Knowledge Management</b> .....	<b>6</b>
<b>Test Administrator</b> .....	<b>7</b>
<b>Proctor</b> .....	<b>9</b>
<b>Test Results Manager</b> .....	<b>10</b>
<b>Test Quality Manager</b> .....	<b>12</b>
<b>Employee Self-Service</b> .....	<b>13</b>
<b>Employee Self-Service (Core)</b> .....	<b>14</b>
Employee Self-Service (HR).....	15
Employee Self-Service (BC).....	18
Employee Self-Service (FI).....	19
Employee Self-Service (LO).....	20
Employee Self-Service (Australia).....	21
Employee Self-Service (Germany).....	22
Employee Self-Service (Hongkong).....	23
Employee Self-Service (Indonesia).....	24
Employee Self-Service (Japan).....	25
Employee Self-Service (Canada).....	26
Employee Self-Service (Malaysia) .....	27
Employee Self-Service (New Zealand) .....	28
Employee Self-Service (Philippines) .....	29
Employee Self-Service (Singapore).....	30
Employee Self-Service (South Africa).....	31
Employee Self-Service (Taiwan).....	32
Employee Self-Service (Thailand).....	33
Employee Self-Service (USA) .....	34

## Other Single Roles

In this section you can see the single roles assigned to the following areas:

- *Knowledge Management*
- *Employee Self-Service*

Knowledge Management

## Knowledge Management

The following section contains the *Knowledge Management* single roles.

## Test Administrator

Technical name: SAP\_KM\_KW\_PAW\_TESTADMIN

### Tasks

The test administrator supports the planning of test events, creates and manages test types, and maintains location-specific operational data for tests.

This role contains the following activities:

- Plan and maintain characteristics for a test type, including the specification of test scenario type, such as certification, online test, and self-test
- Establish link between events in Training and Event Management (TEM) and test info objects in the Knowledge Warehouse (KM)
- Maintain location-specific details, such as an individual list of tests for each location
- Perform operational settings for delivery of tests

### Activities in PAW Manager

The test administrator uses transactions and functions provided by the PAW Manager, which include the following activities:

- Define test types
  - Assign test objects and qualifications to test types
  - Specify test scenario, exceptions, and acceptable thresholds
- Define test catalog for location
- Define locations and responsible persons
- Define and maintain test operation settings, called lookup values

### MiniApps

MiniApps are not included in the current development planning. In future developments, typical MiniApps for this role would provide the following information and functions:

- List of certification events for a predefined selection period
- List of exceptions during a particular test scenario

### Integration

#### Interface to roles in the KM area:

The test administrator typically interacts with roles such as:

- Test results manager
- Test quality manager
- Proctor

## Test Administrator

### Interface to roles in other areas:

The test administrator may also interact with other SAP roles such as:

- Training administrator (HR)
- Personnel development manager (HR)



## Proctor

Technical name: SAP\_KM\_KW\_PAW\_PROCTOR

### Tasks

The proctor prepares and supervises test events. The proctor ensures that each test event is secure and fair for all test participants.

The role contains the following activities:

- Check test software and server before a test event
- Provide instructions to test participants
- Solve technical (or other) problems or call hotline during test event

### Activities in PAW Proctor

The proctor uses transactions and functions provided by the PAW Proctor, which include the following activities:

- Download booking and test data to (local or certification) server
- Print test letters
- Trigger automatic creation of participant logon information
- Manage exceptions for participants, for example create late booking or handle “no show”
- Set event signals

### Activities in Other Tools

The proctor uses transactions and functions provided by other SAP components and by nonSAP tools. This work includes the following activities:

- Check for all required test info objects
- Delete event data from certification server and test data from client PCs after certification event
- Initialize and control test results transfer and data backup in a secured directory

## Integration

### Interface to roles in the KM area:

The proctor may interact with roles such as:

- Test administrator

### Interface to roles in other areas:

The proctor may also interact with other SAP roles such as:

- Training administrator (HR)
- Personnel development manager (HR)

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**Test Results Manager**

## Test Results Manager

Technical name: SAP\_KM\_KW\_PAW\_TESTRESMGR

### Tasks

The test results manager ensures that the results from test events are transported correctly and securely and supervises the import of results to HR Qualifications. The test results manager also handles special situations for test participants, for example by generating a booking for a participant who is not booked on an event.

The role contains the following activities:

- Display test results overview for test events
- Supervise results transfer to HR
- Trigger assignment of qualifications
- Establish contact with HR Training and Event Management (TEM)

### Activities in PAW Manager

The test results manager uses transactions and functions provided by the PAW Manager, which include the following activities:

- Display test results overview
- Transfer test results to HR
- Display test results and assign qualifications by person
- Display transfer log

### MiniApps

MiniApps are not included in the current development planning. In future developments, typical MiniApps for this role would provide the following information and functions:

- Quick overview of previous test results for a predefined selection period
- List of certification events for a predefined selection period
- List of exceptions during a particular test scenario

## Integration

### Interface to roles in the KM area:

The test results manager typically interacts with roles such as:

- Test administrator
- Test quality manager

### Interface to roles in other areas:

The test results manager may also interact with other SAP roles such as:

- Training administrator (HR)

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**Test Results Manager**

- Personnel development manager (HR)

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**Test Quality Manager**

## Test Quality Manager

Technical name: SAP\_KM\_KW\_PAW\_TESTQMGR

### Tasks

The test quality manager performs statistical analyses of test results. The test quality manager interprets the findings of the statistical analyses using test validity criteria to provide feedback about the design of tests or test items.

The role contains the following activities:

- Gather test results and run statistical reports for them
- Analyze statistical reports of test characteristics, including total number of test participants, range, median, mean, standard deviation, and passing rate
- Evaluate test characteristics
- Export data to external statistical software programs, such as SPSS®
- Conduct advanced statistical analyses to obtain detailed information on test item characteristics, such as item-test correlation, and item difficulty

### Activities in PAW Manager

The test quality manager uses transactions and functions provided by the PAW Manager, which include the following activities:

- Run statistical evaluation report for test results
- Generate export file with test results
- Export file to external statistical software programs for further statistical analyses

### Integration

#### Interface to roles in the KM area:

The test quality manager typically interacts with roles such as:

- Test administrator
- Test results manager

## Employee Self-Service

In the following information objects, you can find the international and country-specific single roles for *Employee Self-Service*.

Employee Self-Service (Core)

## Employee Self-Service (Core)

Documentation not available in Release 4.6C

## Employee Self-Service (HR)

Technical name: SAP\_ESSUSER

### Tasks

An employee in your enterprise:

- Maintains or checks his or her own personal data, thus relieving the personnel department of time-consuming routine tasks
- Participates in personnel processes that directly affect the employees
- Has direct access to important internal information

### Activities in Personnel Administration

The employee maintains his or her own personal data, such as:

- Address data
- Bank data
- Emergency address

The employee has access to data of other employees (internal control data) that has been released for general access, such as:

- Company address
- Office number
- Communication data (telephone number and e-mail address)
- Organizational assignment (organizational unit or cost center)

### Activities in Personnel Management

The employee has access to his or her personnel time data, such as:

- Time account
- Personal shift plan
- Time balances

The employee creates absence notifications (such as leave requests) and submits them to his or her supervisor for approval.

### Activities in Benefits

The employee enrolls for benefit plans and can access data on existing personal benefit plan enrollments.

### Activities in Recruitment

The employee displays job offers, can submit an application and monitor the status of his or her application.

## Employee Self-Service (HR)

### Activities in Payroll

The employee can access his or her payroll data.

### Activities in Compensation Management

The employee edits and checks data on employee stock options and total compensation.

### Activities in Training and Event Management

The employee displays the training catalog, makes attendance bookings for events, and checks his or her personal booking data.

### Activities in Personnel Development

The employee maintains his or her qualifications profile, compares it with position requirements profiles, and has access to personal appraisal data.

### Notes on Tailoring

- The services for absence notification (*Create Absence Notification* and *Cancel Absence Notification*) should always be used in combination. To display statuses, you require the *Inbox* function from the single role SAP\_BC\_EMPLOYEE.
- The services for job applications (*Job Offers* and *Application Status*) should always be in combination.

### MiniApps

- The MiniApp *Who's Who* lets the employee access data of other employees (internal control data) that has been released for general access.
- The MiniApp *Set/Display User Photo* lets the user include a photo. It is also possible to display birthday greetings here.

### Integration

- The role SAP\_ESSUSER contains all of the **country-specific** functions. You can access the country-specific functions in the corresponding single roles (SAP\_HR\_EMPLOYEE\_<LAND>).
- The role SAP\_BC\_EMPLOYEE should always be used in conjunction with the role SAP\_ESSUSER because
  - you can call the *calendar* (role SAP\_BC\_EMPLOYEE) from the *Who's Who* (role SAP\_ESSUSER).
  - you require the *Inbox* (role SAP\_BC\_EMPLOYEE) to receive rejected absence notifications or to check the status.
- For workflow purposes, you must assign each recipient a role that contains the function they require to perform the relevant activity.
- For example, in the *absence notification* workflow, the supervisor must be assigned the single role SAP\_HR\_PT\_TIME-SUPERVISOR. This role contains the function that enables the supervisor to approve or reject the absence notification.
- The role SAP\_ESSUSER does not contain the function for maintaining one's own work times (Time Sheet). This function is contained in the single role SAP\_LO\_EMPLOYEE.



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**Employee Self-Service (HR)**

- The role SAP\_ESSUSER can be assigned to all of your employees, regardless of what other business roles they have.
- The role SAP\_ESSUSER belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (BC)**

## Employee Self-Service (BC)

Technical name: SAP\_BC\_EMPLOYEE

### Tasks

An employee in your enterprise processes the tasks (work items) routed to him or her by the workflow system, keeps appointments and deadlines.

### Activities in Basis Applications

The employee:

- Checks his or her inbox for mails received and work items
- Maintains his or her calendar
- Displays his or her own calendar and calendars of other employees

### MiniApps

- The MiniApp *Worklist Overview* lets the user display current work items.
- The MiniApp *Unread Messages* lets the user display unread messages that are currently in the inbox.
- The MiniApp *Appointments* lets the user display appointments currently marked in his or her calendar.
- The MiniApp *System Messages* lets the user display current system messages.

### Integration

The role SAP\_BC\_EMPLOYEE is always required in combination with the role SAP\_ESSUSER because:

- You can call the *calendar* (role SAP\_BC\_EMPLOYEE) from the *Who's Who* (role SAP\_ESSUSER).
- You require the *Inbox* (role SAP\_BC\_EMPLOYEE) to receive rejected absence notifications or to check the status.

The role SAP\_BC\_EMPLOYEE can be assigned to all of your employees, regardless of what other business roles they have.

The role SAP\_BC\_EMPLOYEE belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (FI)

Technical name: SAP\_FI\_EMPLOYEE

### Tasks

An employee in your enterprise performs an inventory of the devices and utilities in his or her workplace.

### Activities in Financial Accounting

The employee carries out an exact inventory of the devices and utilities contained in his or her workplace.

### Integration

The role SAP\_FI\_EMPLOYEE can be assigned to all of your employees, regardless of what other business roles they have.

The role SAP\_FI\_EMPLOYEE belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (LO)****Employee Self-Service (LO)**

Technical name: SAP\_LO\_EMPLOYEE

**Tasks**

An employee in your enterprise enters his or her working hours and uses internal enterprise services.

**Activities in Time Management**

The employee uses the time sheet to enter his or her working hours.

**Activities in Logistics**

The employee uses internal enterprise services.

**Integration**

The role SAP\_LO\_EMPLOYEE can be assigned to all of your employees, regardless of what other business roles they have.

The role SAP\_LO\_EMPLOYEE belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (Australia)

Technical name: SAP\_HR\_EMPLOYEE\_AU

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Australia.

### Activities

The employee maintains and checks data from the areas:

- Tax data
- Emergency contact
- External bank transfers
- Superannuation

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_AU belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (Germany)****Employee Self-Service (Germany)**

Technical name: SAP\_HR\_EMPLOYEE\_DE

**Tasks**

An employee in your enterprise maintains and checks his or her country-specific data for Germany.

**Activities**

The employee maintains and checks data from the areas:

- Net income
- Capital formation

**Integration**

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_DE belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (Hongkong)

Technical name: SAP\_HR\_EMPLOYEE\_HK

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Hongkong.

### Activities

The employee maintains and checks data from the areas:

- Taxes
- Emergency address
- Name
- Personal ID

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_HK belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (Indonesia)**

## Employee Self-Service (Indonesia)

Technical name: SAP\_HR\_EMPLOYEE\_ID

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Indonesia.

### Activities

The employee maintains and checks data from the areas:

- Emergency address
- Personal ID
- Name

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_ID belongs to the composite role SAP\_WP\_EMPLOYEE.



## Employee Self-Service (Japan)

Technical name: SAP\_HR\_EMPLOYEE\_JP

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Japan.

### Activities

The employee maintains and checks data from the areas:

- Absence notification
- Related person
- Marriage notification

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_JP belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (Canada)****Employee Self-Service (Canada)**

Technical name: SAP\_HR\_EMPLOYEE\_CA

**Tasks**

An employee in your enterprise maintains and checks his or her country-specific data for Canada.

**Activities**

The employee maintains and checks data from the areas:

- Taxes
- Related person

**Integration**

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_CA belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (Malaysia)

Technical name: SAP\_HR\_EMPLOYEE\_MY

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Malaysia.

### Activities

The employee maintains and checks data from the areas:

- Emergency address
- Personal ID
- Name

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_MY belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (New Zealand)**

## Employee Self-Service (New Zealand)

Technical name: SAP\_HR\_EMPLOYEE\_NZ

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for New Zealand.

### Activities

The employee maintains and checks data from the areas:

- Emergency address
- External bank transfers

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_NZ belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (Philippines)

Technical name: SAP\_HR\_EMPLOYEE\_PH

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for the Philippines.

### Activities

The employee maintains and checks data from the Emergency address area.

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_PH belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (Singapore)**

## Employee Self-Service (Singapore)

Technical name: SAP\_HR\_EMPLOYEE\_SG

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Singapore.

### Activities

The employee maintains and checks data from the areas:

- Taxes
- Emergency address
- Personal ID
- Name

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_SG belongs to the composite role SAP\_WP\_EMPLOYEE.

## Employee Self-Service (South Africa)

Technical name: SAP\_HR\_EMPLOYEE\_ZA

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for South Africa.

### Activities

The employee maintains and checks data from the Salary Package Modeler area.

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_ZA belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (Taiwan)**

## Employee Self-Service (Taiwan)

Technical name: SAP\_HR\_EMPLOYEE\_TW

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Taiwan.

### Activities

The employee maintains and checks data from the areas:

- Emergency address
- Personal ID
- Name

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_TW belongs to the composite role SAP\_WP\_EMPLOYEE.



## Employee Self-Service (Thailand)

Technical name: SAP\_HR\_EMPLOYEE\_TH

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for Thailand.

### Activities

The employee maintains and checks data from the areas:

- Emergency address
- Personal ID
- Name
- Taxes

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_TH belongs to the composite role SAP\_WP\_EMPLOYEE.

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**Employee Self-Service (USA)**

## Employee Self-Service (USA)

Technical name: SAP\_HR\_EMPLOYEE\_US

### Tasks

An employee in your enterprise maintains and checks his or her country-specific data for the USA.

### Activities

The employee maintains and checks data from the areas:

- Employment and salary verification
- Taxes
- Emergency contact

### Integration

The single role SAP\_ESSUSER contains all the **country-specific** functions.

The role SAP\_HR\_EMPLOYEE\_US belongs to the composite role SAP\_WP\_EMPLOYEE.