Other Single Roles

Release 4.6C
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Other Single Roles

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

- Knowledge Management
- Employee Self-Service
Knowledge Management

The following section contains the Knowledge Management single roles.
Test Administrator

Technical name: SAP_KM_KW_PA_W_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)
Test Results Manager

Technical name: SAP_KM_KW_PA W_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)
• Personnel development manager (HR)
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)

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.
Other Single Roles

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.
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.
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.
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.
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.
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.
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.
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.
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 \textit{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.
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.
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.