Employment and Salary Verification in the Internet (PA-PA-US)

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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) [Ext.].

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

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
1. Access your company intranet and choose the IAC for Employment and Salary Verification.
2. Specify whether you want the verification sent as a letter or fax.
3. 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.
4. 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
5. Choose Continue.
Result

Your request is forwarded to your company's payroll office for processing.