Business Package for Employee Self-Service (mySAP ERP) 2005)

Release 672

Copyright

Icons in Body Text

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Additional icons are used in SAP Library documentation to help you identify different types of information at a glance. For more information, see *Help on Help* → *General Information Classes and Information Classes for Business Information Warehouse* on the first page of any version of *SAP Library*.

Typographic Conventions

Type Style	Description
Example text	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.
	Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, graphic titles, and table titles.
EXAMPLE TEXT	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
Example text	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
EXAMPLE TEXT	Keys on the keyboard, for example, F2 or ENTER.

Business Package for Employee Self-Service (mySAP ERP) 2005)

Management Summary

The *Business Package for Employee Self-Service (mySAP ERP 2005)* enables employees to create, display, and change their own HR-related data in the Enterprise Portal. It covers data from various business areas:

- Benefits and Payment

- Working Time

- Career and Job

- Employee Search

- Personal Information

- Travel Management

- Corporate Information

- Life and Work Events

Business Value

This business package is intended for all company employees. By giving your employees access to their own data, you simplify and standardize HR processes and free up your HR department for strategically important tasks.

Technical Data

Availability	SAP NetWeaver 2004s
	mySAP ERP2005, SP02
Recommended Browser	For information about system prerequisites for these components, see *SAP Service Marketplace* at `service.sap.com/pam`.

Languages	The business package is available in the following languages:
	Czech (CS)
	Danish (DA)
	German (DE)
	Greek (EL)
	English (EN)
	Spanish (ES)
	Finnish (FI)
	French (FR)
	Hungarian (HU)
	Italian (IT)
	Japanese (JA)
	Korean (KO)
	Dutch (NL)
	Norwegian (NO)
	Polish (PL)
	Portuguese (PT)
	Russian (RU)
	Slovakian (SK)
	Swedish (SV)
	Thai (TH)
	Turkish (TR)
	Chinese (traditional) (ZF)
	Chinese (ZH)
	The individual country-specific applications included in this business package do not exist in all languages but rather in the language native to the particular country. For more information, see the technical documentation for the iViews.
Data Origin	SAP ECC 5.0 or above

For information about the security settings for *Employee Self-Service* applications, see the *SAP ERP Central Component Security Guide* at *SAP Service Marketplace* at **service.sap.com/securityguide**. Pay particular attention to the Self-Services [Extern] section.

Release Note for the Business Package for Employee Self-Service (mySAP ERP 2005)

Technical Data

Function	Changed
For Release	**Software Component** • Component: EA-APPL • Release: 600 • Support Package 2
Assigned to Application Component	CA-ESS (Employee Self-Service)
Country Setting	Valid for all countries

General Change in the Business Package

As of mySAP ERP 2005, the *Employee Self-Service* component includes numerous new functions and applications.

For more information, see the Release Note for *Employee Self-Service.*

Technical Description and Configuration Information

Purpose

This section provides you with information about the content of, and the technical settings required for, the *Business Package for Employee Self-Service.* You make the settings in *SAP Enterprise Portal* and in the SAP backend system.

For more information about the *Business Package for Employee Self-Service,* see the following documents:

- Installation process

  For information about how to install the business package, see Configuration of Employee Self-Service (ESS) [Seite 20].

- Installation guides SAP Knowledge Warehouse [Extern]

  You can find the installation guides in *SAP Service Marketplace* at **service.sap.com/instguides**.

- Master guide

  For information about how to install and upgrade the system landscape required for ESS, see the *mySAP ERP Master Guide* at **service.sap.com/instguides** → mySAP Business Suite Solutions → *mySAP ERP.*

For more information about the system landscape and the components required for this business package, see System Landscape Components [Seite 14].

Business Package Content

Roles

This business package comprises the Employee Self-Service [Seite 19] role.

Worksets

This business package contains the following worksets:

- Overview (com.sap.pct.erp.ess.area_overview)

- Who's Who (com.sap.pct.erp.ess.area_employee_search)

- Working Time (com.sap.pct.erp.ess.area_working_time)

- Travel Management (com.sap.pct.erp.ess.area_travel_expenses)

- Personal Information (com.sap.pct.erp.ess.area_personal_information)

- Benefits and Payment (com.sap.pct.erp.ess.area_benefits_payment)

- Career and Job (com.sap.pct.erp.ess.area_career_job)

  If you want to use services from the *Career and Job* area, you must first install *E-Recruiting.* For more information, see the Implementation Guide (IMG) under *SAP E-Recruiting.*

- Work Environment (com.sap.pct.erp.ess.area_work_environment)

- Purchasing (com.sap.pct.erp.ess.area_purchasing)

If you want to use services from the *Purchasing* area, you must first install *Self-Service Procurement.* For more information, see *SAP Library* under *SAP Supplier Relationship Management → Self-Service Procurement.*

- Life and Work Events (com.sap.pct.erp.ess.area_life_work)

- Corporate Information (com.sap.pct.erp.ess.area_corporate_info)

iViews

For information about the individual iViews included in this business package, see Employee Self-Service Applications [Seite 65].

Implementation Guide (IMG)

The IMG activities for the individual services are in the IMG under *Personnel Management → Employee Self-Service.* This section of the IMG contains activities for configuring the applications that belong to the new version of the *Business Package for Employee Self-Service.* The section focuses on the applications for which the Customizing settings have changed as of *mySAP ERP 2004.*

The IMG activities of applications for which the Customizing settings have not changed as of *mySAP ERP 2004* can be found in the IMG under *Personnel Management → Employee Self-Service → Employee Self-Service (ITS Version).*

Self-Services Homepage

The applications in the *Business Package for Employee Self-Service* are Web Dynpro applications. The pages on which you can call these applications are generated using the ***Self-Services Homepage*** in the SAP backend system and are displayed in *SAP Enterprise Portal.*

For more information about the *Self-Services Homepage*, see the Implementation Guide (IMG) of your SAP system under *Personnel Management → Employee Self-Service → General Settings → Self-Services Homepage.* This section of the IMG provides you with the technical data for the various applications. These services are assigned to the area group page SAPDEFAULTESS in the standard system.

This overview shows the relationship between Portal Content Directory objects (PCD objects) and the objects on the Self-Services Homepage:

a. PCD Object	b. Object on Self-Services Homepage
c. Role	d. Area group page
e. Workset	f. Area group page
g. Page	h. Area page
i. iView	j. Service / Resource k. l. On the *Homepage for Self-Services*, all reusable objects are stored as resources. A resource defines the type of object and specifies where it is stored. This applies to services and pictures that are displayed on the area group page, *Employee Self-Service* and on the area pages.

Process Flow

For information about the installation process and how to configure the *Business Package for Employee Self-Service,* see <u>Configuration of Employee Self-Service [Seite 20]</u>.

System Landscape Components

To implement the *Business Package for Employee Self-Service,* you must install the following software components as outlined in the Installation Guide:

- SAP NetWeaver 2004s with Enterprise Portal

  For more information about *SAP NetWeaver 2004s,* see the documentation for the *SAP NetWeaver Application Server.* You can find this documentation at **help.sap.com** → *Documentation* → *SAP NetWeaver.*

- Portal

  ESS applications run in *SAP Enterprise Portal.* For general information about the portal and specific information about how to set it up, see the Internet at **help.sap.com** → *Documentation* → *SAP NetWeaver* → *Portal Content* → *SAP Enterprise Portal*.

  > The J2EE Engine, a runtime system for J2EE compatible applications, is part of *SAP NetWeaver.* The portal and the J2EE Engine must be run on the same server.

- Web Dynpro Development Components *PCUI_GP* and *ESS.*

- SAP ERP Core Components (SAP ECC) 6.0 with the following extensions:

  - *Human Resources Extension (EA-HR)*

  - *Financials Extension (EA-FIN)*

- System Landscape Directory (SLD)

  You must install and configure the *System Landscape Directory (SLD).* The SLD is part of *SAP NetWeaver.*

  For more information, see the following guides:

  - For information about the SLD, see the *Post Installation Guide – SLD 6.40* at **service.sap.com/sld** → *Media Library*.

  - For information about how to install the SLD in mySAP ERP, see the Installation Guide for SAP ECC and the *mySAP ERP Master Guide.* You can find these documents at *SAP Service Marketplace,* **service.sap.com/instguides** → *mySAP Business Suite Solutions* → *mySAP ERP*.

  - For the documentation on the SLD, see *SAP Library* under *SAP NetWeaver Library* → *SAP NetWeaver by Key Capability* → *Solution Life Cycle Management by Key Capability* → *Software Life Cycle Management* → SAP System Landscape Directory [Extern].

- Internet Graphics Server (IGS)

  If you want to set up an *Internet Graphics Server (IGS)*, you must use the *Visual Administrator.* For more information, see SAP Notes 704604 and 454042.

- Adobe Document Services (ADS)

  If you want to implement PDF-based forms in *Employee Self-Service applications*, you need *Adobe Document Services.* This enables you to integrate interactive forms in your applications. For example, you can integrate interactive forms in applications from the *Corporate Information* area. For more information, see Adobe Document Services [Extern] und under Interactive Forms Based on Adobe Software [Extern].

For information about system prerequisites for these components, see *SAP Service Marketplace* at `service.sap.com/pam`. In particular, you can find information about the Web browsers you can use.

Security

For information about the security settings for *Employee Self-Service* applications, see the *SAP ERP Central Component Security Guide* at *SAP Service Marketplace* `service.sap.com/securityguide` under *mySAP ERP Security Guides* → *SAP ERP Central Component Security Guide.* Pay particular attention to the Self-Services [Extern] section.

Single Sign-On

For information about how to implement Single Sign-On in a landscape comprising a portal, ABAP systems, and Web Dynpro, see the documentation in the *Security* area of the *SAP Developer Network (SDN)* at `sdn.sap.com` → *SAP Net Weaver Platform* → *Security*.

Business Package Structure

The Employee Self-Service (ESS) component comprises the following applications that you can assign to different worksets and thereby create the following structure in the business package.

For more information about the individual applications, see SAP Library and choose *SAP ERP Central Component → Cross-Application Components → Employee Self-Service → Employee Self-Service (ESS) [Seite 65]*.

Address Book

- iView: Who's Who
- iView: Organizational Chart
- iView: Change Own Data

Working Time

- iView: Leave Request
- iView: Leave Request Approval
- iView: Record Working Time
- iView: Release Working Time
- iView: Clock-In/Out Corrections
- iView: Time Accounts
- iView: Time Statement
- iView: Time Statement for a Chosen Period
- iView: Team Calendar
- iView: Effort Reporting (USA)

Benefits and Payment

- General Applications:
    - iView: Salary Statement
    - iView: Open Enrollment
    - iView: Generic Enrollment
    - iView: Participation Overview
- Country-Specific Applications
    - iVIew: Creating Employment and Salary Statements
    - iView: Total Compensation Statement
    - iView: Deferred Compensation
    - iView: Flexible Benefits
    - iView: Superannuation (Australia)

Personal Information

- iView: Address
- iView: Bank Information
- iView: Personal Data
- iView: Family Data

Career and Job

- Skills Subarea
    - iView: Skills Profile
- Candidate Profile Subarea:
    - iView: Data Overview
    - iView: Candidate Profile
    - iView: Profile Release
- Applications Subarea:
    - iView: Applications
    - iView: Apply Directly
    - iView: Favorites
    - iView: Search for Jobs
- Personal Settings Subarea
    - iView: Personal Settings

Procurement

- iView: Shop
- iView: Confirm Goods/Services
- iView: Check Status

Work Environment

- iView: Equipment Card

Travel Management

- Overview Subarea:
    - iView: All Trips and Expenses
- General Information Subarea:
    - iView: Trip Information
    - iView: Route Planning
- Personal Information Subarea
    - iView: My Travel Profile
    - iView: Maintain List of Personnel Numbers

- ○ iView: Switch Personnel Number

- ○ iView: Unlock Personnel Number

Life and Work Events

- iView: My First Days

- iView: Marriage

- iView: Birth/Adoption

- iView: Divorce

- iView: Benefits

- iView: Change Employment Status

- iView: Maternity Leave (Germany)

- iView: Terminate Employment

Corporate Information

- iView: Code of Business Conduct

Role: Employee Self-Service

Technical name: com.sap.pct.ess.employee_self_service

Definition

This *Human Resources* role enables you to depict the HR-related tasks and activities of all your company's employees.

For more information about the individual tasks, see the documentation for Employee Self-Service Applications [Seite 65].

The *Employee* roles comprises the following tasks and activities:

- Maintain personal information (such as address and bank information)
- Record working time
- Check time accounts
- Create leave requests
- Display salary statements
- Process benefits
- Edit skills profile
- Book courses
- Plan and process business trips

Integration

For information about the mySAP ERP business processes in which the *Employee Self-Service* role is integrated, see SAP Note 824757.

Configuration of Employee Self-Service (ESS)

Use

To implement the *Employee Self-Service* (ESS) component, you have to make some general settings that are not specific to individual applications.

Prerequisites

You have installed the required software components according to the installation guide. For more information about the individual components in the system landscape, see Technical Description and Notes on Configuration [Seite 11].

Process Flow

1. Download and install the *Business Package for Employee Self-Service* from *SAP Developer Network* (SDN) at **sdn.sap.com/sdn/contentportfolio.sdn**. For information how to install the business package, see the *mySAP ERP Master Guide* and the installation guides. You can find these documents at **service.sap.com/instguides**.

2. Make the business package settings mentioned under Set Up Business Package [Seite 21]..

3. Set up the SAP Java Connector connections (JCo connections [Seite 22]) on the Web Dynpro J2EE server on which the self-service components have been implemented.

4. Make the settings required for the area group page (ESS homepage) and the area pages of the individual business areas (Working Time, Career and Job, Travel, and so on). For more information, see the documentation for the Self-Services Homepage [Seite 42].

5. Set up the ESS users and maintain the required data. For more, see Set Up and Maintain ESS Users [Seite **Fehler! Textmarke nicht definiert.**].

6. Assign employees the authorizations for ESS [Seite 40].

7. You must transport the entries of some tables from client 000 to the work (target) client. In ESS, you must transport the entries from tables T7XSSSERSTRING (*XSS: GUID Texts*) and T7XSSSERSTRLAN (*XSS: Texts for Translation)*. The entries in these tables enable you to dictate which links are displayed on the ESS homepage and the area pages for the individual ESS applications. For more information, see SAP Note 797174.

Setting Up the Business Package (Users and Systems)

Prerequisites

You have downloaded the *Business Package for Employee Self-Service* (BP ESS) from the *SAP Developer Network* (SDN) and installed it.

You have set up an *Internet Graphics Server* (IGS). You set up the business package using the Visual Administrator. For more information, see SAP Notes 704604 and 454042.

Procedure

1. Create the required users.

2. Assign the Employee Self-Service role [Seite 19] (com.sap.pct.ess.employee_self_service) to every portal user.

   If you want to allow personalization settings to be made, create the eu_role also.

3. Set up your system landscape. To do this, set up the following systems and maintain their WAS properties.

   a. Set up a system on the Portal J2EE server on which the business package is installed. Assign the alias SAP_WebDynpro_XSS to this system.

   b. Set up a system for the SAP ECC system in which you run Human Resources. Assign the following aliases to this system:

      - `SAP_ECC_HumanResources`

      - `SAP_ECC_Travel`

   c. Set up a system for an Internet Transaction Server (ITS) for applications in the *Purchasing* area and assign the alias `SAP_ITS_XSS` to this system.

   d. Set up a system for BSP applications in the *Career and Job* (E-Recruiting) area and assign the alias `SAP_BSP_EREC` to this system.

4. Assign each portal user to a user in the corresponding backend system and provide them with a user ID and a password. If you want to use the user mapping function, see the relevant settings in the portal under *User Administration → User Mapping.*

5. Maintain the JCo connections [Seite 22].

6. Set up Adobe Document Services (ADS) [Seite 25].

   You need ADS if you want to implement Interactive Forms based on Adobe Software [Extern]. For more information, see Adobe Document Services Configuration Guide [Extern].

7. If required, set up an Internet Graphics Service. You set up the business package using the Visual Administrator. For more information, see SAP Notes 704604 and 454042.

Setting Up SAP Java Connector (JCo) Connections

1. Access the *Web Dynpro Content Administrator*.

   The URL is
   **http://\<host>:\<port>/webdynpro/dispatcher/sap.com/tc~
   wd~tools/Explorer**

2. Log on using the administration user for the J2EE server.

3. Create the required JCo connections or edit the existing ones. To do so, choose
   Maintain JCo Destinations.

   A list of the JCo connetions for the metadata and those for the application data is
   displayed. Connections for various areas exist. The names of the connections start with
   `SAP_R3_*`.

   > JCo connection for metadata: `SAP_R3_HumanResources_MetaData`.
   >
   > JCo connection for application data: `SAP_R3_HumanResources`.
   >
   > If the software is already installed on the J2EE server, the *Web Dynpro Content
   > Administrator* automatically recognizes which JCo connections are required.

   In addition to the general JCo connections described in this section, for some business
   packages you must also set up specific JCo connections. This is the case, for example,
   with the Business Package for Employee Self-Service (ESS) and the Business
   Package for Manager Self-Service (MSS).

   a. Configure the JCo connection for the **metadata**:

      i. In the *Connection Type* step, choose the *Dictionary Meta Data* option.

      ii. Choose *Security*.

      iii. In the *Used Method* field, enter the **User/Password**.

      iv. Enter a user in the mySAP ERP system for which you have created for
          the metadata connection.

      v. Enter the password for the user.

      vi. Check the connection.

         If the user only has the authorizations from the S_DDIC_MDI profile, the
         system issues the following error message when you check the
         connection:
         `com.sap.mw.jco.JCO$Exception:(104)`
         `RFC_ERROR_SYSTEM_FAILURE: No RFC authorization for`
         `function group SSCV for user <your metadata user>.`

         This message does not mean that the specified user does not have the
         required authorizations for the metadata. It means that the user's
         authorizations are not sufficient to test the connection.

   b. Configure the JCo connection for the **application data**:

      i. In the *Connection Type* step, choose the *Application Data* option.

      ii. Choose *Security*.

       iii.   In the *Used Method* field, enter **Ticket**.

       iv.   Check the connection.

The system uses the administration user for the J2EE server with which you are logged on to check the authorizations. If this user does not exist in the SAP ECC system, the system issues the following error message when you check the connection: `com.sap.mw.jco.JCO$Exception: (103) RFC_ERROR_LOGON_FAILURE: Unable to check the issuer of the SSO ticket.`

See also:

For more infomation about how to log onto the J2EE Server, see SAP Note 721815.

SAP Visual Administrator enables you to establish a connection between the external system and the J2EE Server. For more information about this tool, see *SAP Library* under [Visual Administrator [Extern]](#).

Setting Up JCo Connections for ESS

Use

You must set up various JCo connections on the Web Dynpro J2EE server on which the self-service components have been implemented.

Prerequisites

- You have installed the required software components according to the installation guide.

- You have downloaded the *Business Package for Employee Self-Service* from the *SAP Developer Network* (SDN) and installed it.

- You have configured the general JCo connections [Seite 22] for metadata.

Procedure

1. Set up the following JCo connections for ESS:

    ○ SAP_R3_HumanResources

    ○ SAP_R3_HumanResources_MetaData

    ○ SAP_R3_Financials

    ○ SAP_R3_Financials_MetaData

2. Set up the following JCo connections for the *Self-Services Homepage:*

    ○ SAP_R3_SelfServiceGenerics

    ○ SAP_R3_SelfServiceGenerics_MetaData

3. For the self-service applications in the *Travel Management* area, set up the following JCo connections in addition to those connections previously mentioned:

    ○ SAP_R3_Travel

    ○ SAP_R3_Travel_MetaData

Configuration of Adobe Document Services

Use

You need Adobe Document Services (ADS) in Manager Self-Service (MSS) to enable you to use interactive forms for Internal Service Requests [Seite 164], Personnel Change Requests [Extern], and Requisition Requests [Extern] in Recruitment.

You need Adobe Document Services (ADS) in Employee Self-Service (ESS) for applications in the Corporate Information [Seite 188] area, for example.

For general information about interactive forms and ADS, see SAP NetWeaver Library under Interactive Forms based on Adobe Software [Extern]. The following provides you with information about how to configure ADS for use in MSS.

Prerequisites

You have installed ADS and set up the JCo connections between ADS and the J2EE Engine and between ADS and the backend systems.

Procedure

1. Configure the HTTP destinations for ADS by choosing *Services → Systems → Destinations* in the *Visual Administrator* for the J2EE Engine.

   a. Create an HTTP destination with the name **FP_ICF_DATA**.

   b. Select the option *BASIC* for authentication and enter the service user (including password) that has authorization for Adobe in the standard client of the backend ERP system.

2. To assign ADS to the J2EE Engine, proceed as described under Configuring the Destination URL for the Adobe Document [Extern].

Setting Up and Maintaining ESS Users

Purpose

For the employees of your company to be able to use *Employee Self-Service*:

- 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

- The *Central User Administration* (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 [Seite **Fehler! Textmarke nicht definiert.**].

- You are familiar with the role concept [Extern].

- 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 [Seite **Fehler! Textmarke nicht definiert.**] the composite role (copy) and the necessary attributes.

   - Select [Seite **Fehler! Textmarke nicht definiert.**] the employees who are to have authorization for *Employee Self-Service.*

   - Create and assign [Seite **Fehler! Textmarke nicht definiert.**] 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)

Defining 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 you create or assign users, you can adopt or overwrite these default values if necessary (exception: role).

Prerequisites

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

Procedure

1. Choose 🖉 *User attributes* from 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 required default values. 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 distinguishes users who are authorized to use ESS from other system users, such as system administrators.

   SAP provides you with a customer enhancement for generating users and passwords. For more information, see Perform Maintenance Activities [Seite **Fehler! Textmarke nicht definiert.**].

3. Confirm your entries with 🕒.

Result

You have now created default values for assigning attributes.

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 🕐.

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 [Seite **Fehler! Textmarke nicht definiert.**].

Creating and Authorizing Users for ESS

Use

You assign users to employees and roles to these users. These roles give the users all authorizations necessary for *Employee Self-Service.*

There are two different groups of employees:

- **Employees with users without ESS authorization**

  They still require the role (containing the authorization).

  You can assign existing users to the employees [Seite **Fehler! Textmarke nicht definiert.**].

- **Employees without users**

  These are employees who still need to be assigned a user and a role (containing the authorization).

Prerequisites

You have chosen the employees [Seite **Fehler! Textmarke nicht definiert.**] required and are on the *Set up and maintain ESS users (Overview)* screen.

Setting Up Users for Employees With Users and Without ESS Authorization

If you 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 this number is very large, you can run the job in the background.

   The *Relate Users with Persons* screen appears.

2. Select the employees.

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.

Setting 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).

   💡

   If this number is very large, you can run the job in the background.

   The *Create Users for Persons* screen appears.

2. Select the employees required.

3. Choose ☐ *Users.*

The *Attributes of Users* screen appears. For more information, see <u>Defining User</u> <u>Attributes [Seite</u> **Fehler! Textmarke nicht definiert.**<u>]</u>.

4. Change the default values if necessary.

5. Choose ⏲.

Set Up User and Password Generation

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

Result

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

Your employees can now 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 [Seite **Fehler! Textmarke nicht definiert.**] 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 <u>Select Employees [Seite</u> **Fehler! Textmarke nicht definiert.**<u>]</u>.

   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 <u>Central User Administration is active or not [Seite</u> **Fehler! Textmarke nicht definiert.**<u>]</u>.

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.

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.

Setting Up and Maintaining ESS Users Without 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 [Seite **Fehler! Textmarke nicht definiert.**].

Prerequisites

- You are familiar with the individual steps of the recommended standard procedure [Seite **Fehler! Textmarke nicht definiert.**]. 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_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_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 in 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).

    The user names and passwords of an employee in the various participating systems should be identical.

Result

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

Assigning Authorizations for ESS Users

Use

To be able to use the ESS applications (services), your employees require particular authorizations.

Prerequisites

Each employee who is to use the ESS applications has a user in the SAP ECC system and a J2EE user. The user names must be identical.

To create the users in the SAP ECC system, you can use the *HRUSER* transaction (*Set Up and Maintain ESS Users).*

If you use the same client to manage J2EE users as the backend for the Employee Self-Service component, the system automatically creates the required J2EE users once you have created them in the SAP ECC system. If the client is not the same, you have to create the J2EE users manually.

Procedure

1. Log on to the SAP ECC system.

2. Go to the *PFCG* transaction (*Role Maintenance).*

3. Create copies of the composite role SAP_EMPLOYEE_ERP and all the single roles contained in it. Work with the copies only.

4. Choose the authorization object S_SERVICE (check on start of external services) and enter the required services in the *Program, Transaction, or Function Module Name* field.

   The service names must follow the naming convention
   <vendor>/<dc>/<Application>.

   Example: **sap.com/ess~us/Per_Address_US**

Communication Between the J2EE Server and the SAP ECC System

Schedule

The graphic shows an example of the communication between the J2EE server and one or more SAP ECC systems:
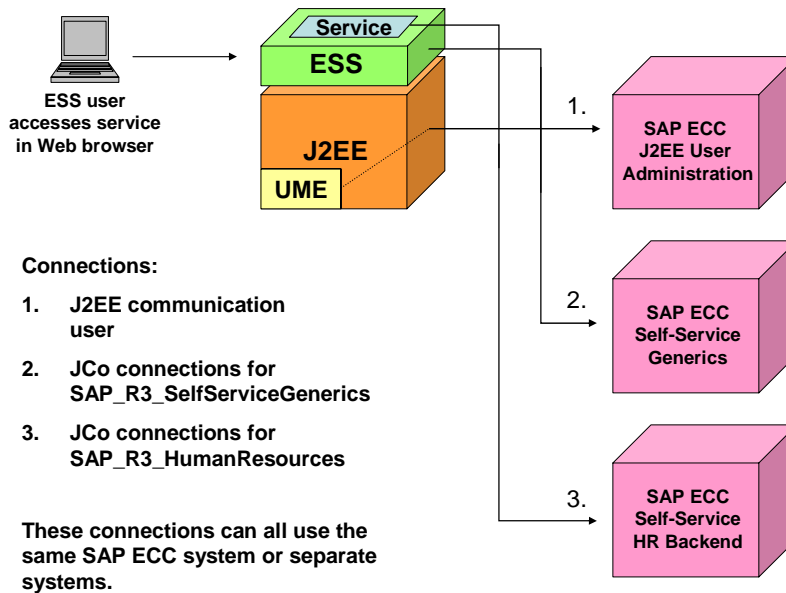
1. An employee accesses a Human Resources ESS application (service) in the Web browser.

2. The J2EE server's *User Management Engine (UME)* checks whether the user is authorized to log on to the server.

   In the example in the diagram, the user administration is in the SAP ECC system. This is only one of several options available for user administration.

3. The J2EE server starts a general service that determines the configuration of the ESS menu and the employee's name in the SAP ECC system. The system that is specified in the *SAP_R3_SelfServiceGenerics JCo connection is used.*

4. The SAP ECC system that is specified in the *SAP_R3_HumanResources JCo connection* checks whether the employee is authorized to use the service*.*

   Steps 3 and 4 refer to "the JCo connection." In actual fact, two JCo connections are required for each of the steps: one for the metadata and one for the application data. Fore more information, see Setting Up SAP Java Connector (JCo) Connections [Seite 22].

Self-Services Homepage

Purpose

The *Self-Services Homepage* enables you to create overview pages, which allow your employees to access the self-service applications (services) with greater ease. The overview pages are displayed in the SAP Enterprise Portal. These pages group and describe the individual services and contain hyperlinks with which your employees can start the services.

The *Self-Services Homepage* recognizes two types of overview pages:

- Area group pages [Seite 44]

  Area group pages are often referred to as homepages.

- Area pages [Seite 47]

You can make numerous settings to tailor the overview pages delivered as standard to suit your own requirements or create your own overview pages.

Implementation Considerations

You can implement the *Self-Services Homepage* with various business packages. For example, the *Business Package for Employee Self-Service (mySAP ERP)* and the *Business Package for Manager Self-Service (mySAP ERP).* If you want to implement these business packages, we recommend you use the *Self-Services Homepage.*

Integration

To be able to use the *Self-Services Homepage,* you require the following components:

- SAP ECC 5.0

- SAP Enterprise Portal 6.0 with Support Package 3

If you use the *Self-Services Homepage,* you must make the necessary settings in the SAP Enterprise Portal and in the backend system (SAP ECC 5.0). You can make the settings required for the backend system (SAP ECC 5.0) using the Implementation Guide (IMG). You can find the IMG activity for the *Self-Services Homepage* under *Cross-Application Components → Homepage Framework.* The documentation on this IMG activity contains further information.

Features

The *Self-Services Homepage* offers the following functions for adjusting the overview pages to suit your self-service applications or for creating your own overview pages:

- Replace pictogram (graphics) on area group pages and area pages

- Enter long area descriptions

- Create customer-specific areas with services

- Hide areas included in the standard system

- Add services to an area included in the standard system

- Hide services included in the standard system

For more information about these functions, see Adjusting Area Group Pages and Area Pages [Seite 55].

Header

Definition

Horizontal area in the upper part of a portal page.

The header area is always visible to users when they navigate between group pages, area pages, and applications.

Use

You can use parameter sap.xss.disablehdr to hide the header. For more information, see Parameters for the XssMenu and XssMenuArea [Seite 60].

Structure

The header area comprises the following subobjects:

- Graphic

- Welcome text for the user

- Menu

- Header row with the name of the service below the menu row.

Area Group Page

Definition

Portal page that, for each business area of a component, comprises a short description and a hyperlink with which you can call the relevant area page [Seite 47].

Use

In the standard system, area group pages are defined for different components such as *Employee Self-Service* and *Manager Self-Service.* The area group pages provide users with an initial point of access where they can choose a particular area and then a service.

Structure

An area group page is composed of the following subobjects:

- A pictogram (graphic) for each area

- A header for each area

  The header is formatted as a hyperlink and is used to access the relevant area page.

- A short description of the area

  This text describes the area in brief. There is space for a longer area description on the individual area pages.

- Quick links (optional)

  Quick links [Seite 45] enable particular services to be started directly.

See also:

Example: Area Group Page (ESS) [Seite 46]

Quick Link

Definition

Property of a service that ensures its title is displayed as a hyperlink on the area page and the area group page.

Use

If your employees frequently require particular services, we recommend you define these services as quick links. Employees can use the quick links to access the services directly from the area group page.

Example

Your employees must record their daily working time. Therefore, you define the *Record Working Time* service as a quick link. The hyperlink with which your employees start this service is not only displayed on the *Working Time* area page, but also on the *Employee Self-Service (ESS)* area page.

Example: Area Group Page (ESS)

This graphic illustrates a typical area group page [Seite 44] for the *Employee Self-Service* (ESS) component.
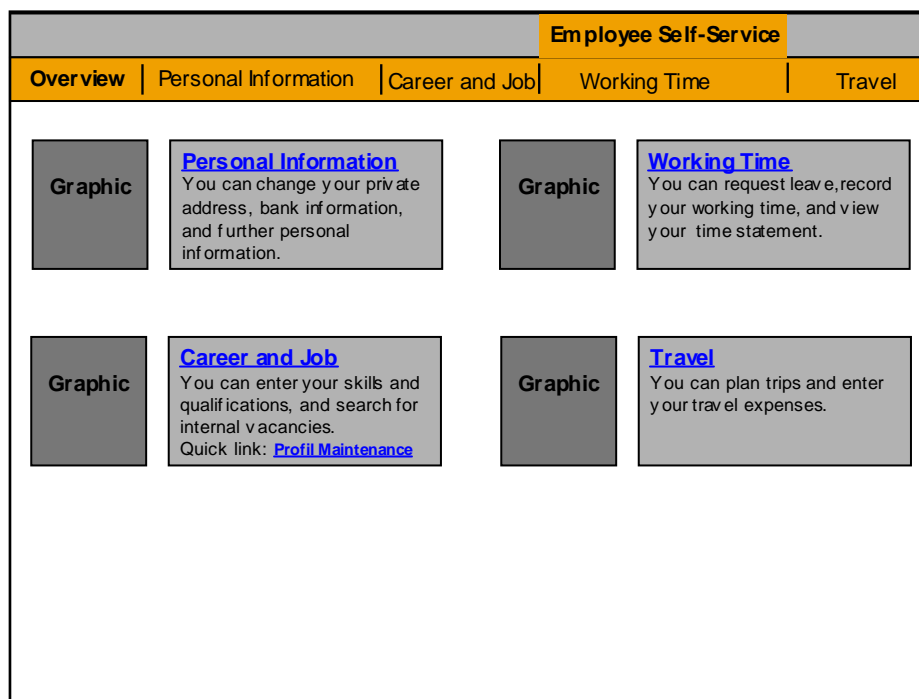
In this example, four business areas of the *Employee Self-Service (ESS)* component are implemented:

• Personal Information

• Career and Job

• WorkingTime

• Travel

The area group page contains a pictogram, a header, and a short description for each of these areas. You can replace the pictogram with one of your own graphics. In the *Career and Job* area, a quick link [Seite 45] has been set to *Profile Maintenance*.

Area Page

Definition

A portal pages that groups all applications that belong to a particular business area.

The page comprises a pictogram that represents the area and a short description for each application (service). Hyperlinks on this page enable your employees to call the relevant applications.

Use

In the standard system, area pages are defined for the business areas of the various components. You can define your own area pages, or adjust existing ones.

Structure

An area page is composed of the following subobjects:

- Pictogram

  This is the same image that is displayed for the individual area on the corresponding area group page.

- Service link text

  Service link texts are the names of the individual applications. They are formatted as hyperlinks and call the applications.

  The service link text can also be displayed on the area group page [Seite 44] provided that you have defined the service as a quick link [Seite 45].

  > You can highlight a service link text if you want to emphasize a particular application. To do this, specify in the service definition that this application is to be highlighted. In this way, you can draw employees' attention to an application that they can use during a particular period only, for example.

- Short application description

  This text explains in brief the ways in which the application can be used. The system displays this description below the hyperlink.

- Long area description

  This is a longer explanatory text that contains further information about an area.

  You can store this description in a Customizing table or as an HTML file, which you enter as a resource in Customizing for the *Self-Services Homepage*. SAP recommends you store the description as an HTML file because you cannot format the text in the Customizing table. For more information, see Entering a Long Area Description [Seite 57].

- One or more subareas

  Subareas enable you to structure extensive business areas clearly according to units. In this case, you assign each application of an area to one of the subareas. In this way, you group together applications of a similar content. The names of the subareas are displayed as the headers of these groups on the area page.

  For an example, see Example: Area Page (ESS) [Seite 53].

In addition to the mandatory subobjects, the following optional subobjects can also appear on the area page:

- Dynamic links [Seite 49]

- Service groups [Seite 50]

- Higher-level and lower-level services [Seite 51]

See also:

Example: Area Page (ESS) [Seite 53]

Dynamic Link

Definition

Hyperlink that appears on an area page [Seite 47] only if certain prerequisites are fulfilled.

Use

Dynamic links are used to start a service. In contrast to the service link texts, which the system always displays, dynamic links are only displayed in certain cases.

Structure

The following types of dynamic links exist:

- **Invisible dynamic links** are not displayed as standard. They are only displayed when a certain event occurs, for example.

  An employee has five days of remaining leave that will expire in two months. Next to the *Leave Request* service link text, a second hyperlink appears that could read as follows: "Remaining leave expires in two months". This hyperlink is defined as a dynamic link and is only displayed when the remaining leave is due to expire. The link starts the *Leave Request* service.

- **Deactivated dynamic links** are displayed as a text but not as an executable link. You can only use this kind dynamic link if a particular service is temporarily not available. Here, you can have a text displayed that explains why the service is not available.

Service Group

Definition

Means of displaying a group of applications (services) on an area page.

Use

You can use service groups to position services with related content under a common header on an area page.

First create the service group and then assign the relevant services to this service group.

For more information, see the Implementation Guide (IMG) under *Cross-Application Components → Homepage Framework → Services → Define Service Groups.*

Higher-Level and Lower-Level Services

Definition

Services that, in terms of their content, are located on a higher or lower level in relation to other services.

Use

When you define a service, you can specify different properties for this service. One such property is the connection between services. To do this, you assign one service to another as a higher-level service. When you have specified a higher-level service for a particular service, the system displays hyperlinks to both of these services on the area page.

Example

You define a service that only displays leave requests that need to be processed urgently. You can enter the general service for processing leave requests as the higher-level service so that the system displays hyperlinks to both services together.

Help Service

Definition

This application provides employees with help, additional information, or support regarding a particular service. A link to this application is displayed on the service interface. When an employee chooses this link, the object or service assigned to this link is launched.

Use

You can define a help service as follows:

- You can enter an HTML page that is called when an employee chooses the link.

- You can save the EIC Request [Seite 150] application. This application is defined as a help service in the standard system. When an employee choose this link, he or she can contact an Employee Interaction Center (EIC). The employee might want to contact the EIC if he or she requiresinformation about the application or needs support.

  When the employee chooses the link, a form is displayed that he or she can fill out and send to the EIC.

  The *EIC Request* application is the only help service that is included in the standard system.

  For more information about the EIC, see Employee Interaction Center (EIC) [Extern].

In Customizing, you can create customer-specific help services or define other applications as help services.

Example: Area Page (ESS)

Structure of Area Page in the Employee Self-Service Component

This graphic illustrates the area page for the *Working Time* business area of the *Employee Self-Service* component.

	Employee Self-Service	
Overview	Personal Information	Career and Job	**Working Time**	Travel

| SYMBOL | **Leave Request**
Request leave and other types of absences.

Record Working Time
Enter your working time and activities.

Release Working Time
Release your working time for approval.

Time Statement
Check your working time, absence times, bonuses, and time accounts. | **Additional Information**
[You can enter a customer-specific description for this area. We recommend you prepare the description as an HTML file and add it to the system as a resource. For more information, see the Implementation Guide (IMG) for your SAP R/3 System under Personnel Management -> Employee Self-Service (New) -> General Settings -> Configure Homepages and Area Pages.] |

In this example, the *Working Time* area comprises four applications that can be accessed by employees:

- Leave Request
- Record Working Time
- Release Working Time
- Time Statement

The area page includes a hyperlink and a short description for each of these applications.

Under *Additional Information,* the area page includes a long area description with additional information about the *Working Time* area.

Using Subareas

You can use subareas to structure extensive areas more clearly. For example, you can divide the *Personal Information* area into the following subareas:

Subarea	Assigned Applications
Addresses	Change Main Residence
	Change Temporary Residence

Bank Information	Change Main Bank Details
	Secondary Bank Details
	Change Employee Share Account
Dependents	Enter Data on Spouse
	Enter Data on Children

The applications listed here are examples and, as such, might not exist in this form in the standard system.

Adjusting Area Group Pages and Area Pages

The *Self-Services Homepage* provides you with various functions that enable you to create and change area group pages [Seite 44] and area pages [Seite 47]. You can use these functions to modify the existing overview pages in your self-service applications or create your own pages.

The *Homepage for Self-Services* enables you to do the following:

- Replace pictograms on the area group pages and area pages.

- Enter a long area description for a particular area.

- Create customer-specific area or services.

- Hide areas or services that are included in the standard system.

Replacing Pictograms on Area Group Pages and Area Pages

Use

On the area group page [Seite 44], the system displays a pictogram (graphic) of 48x48 pixels for each area. This pictogram is also displayed on the area pages [Seite 47]. This makes navigation between the services more intuitive for users.

We deliver a suitable pictogram as a graphic file for each area included in the standard delivery. However, you can replaces this file with your own graphics. You can also store graphics for customer-specific areas.

Prerequisites

The graphic formats .GIF and .JPEG are supported.

Procedure

You only have to perform the following steps if you want to replace the existing pictograms with your own graphics.

Creating Resources for Pictograms

Create a separate resource for each pictogram. Proceed as follows:

- Access the following IMG activity: *Cross-Application Components → Homepage Framework → Resources → Define Resources.*

1. Choose *Define Resources (Add Entries).*
2. Enter a resource object key and a description for the graphic.
3. Choose *Details.*
4. Enter a path to the directory where the graphic file is stored.
5. Enter the file name of the graphic as the object name.
6. Enter the name of the server.

   As opposed to entering the directory path, object name, and server name, you can also enter a URL that links to the required graphic file. Enter the exact URL of the graphic file as the URL of the resource object.

7. Save your entries.

Entering Resources in Area Definitions

- Access the following IMG activity: *Cross-Application Components → Homepage Framework → Areas → Define Areas.*

1. Choose *Change Entries.*
2. Select the required area page and choose *Detail.*
3. Enter the required resource.
4. Save your entries.

Entering a Long Area Description

Use

The long area description is displayed on the area page [Seite 47] and it contains a longer and more descriptive text for this area. You can publish additional and up-to-date information in the long area description.

You can create a long description for an area in two ways:

- *You enter the text in the Implementation Guide (IMG)* under *Cross-Application Components → Homepage Framework → Areas → Define Areas in the Area Description (Long Text) and Area Description (Header) fields.*

  This method is the more straightforward of the two but has the disadvantage that it is only suitable for shorter texts. The reason for this is that the method does not allow you to format the text in any way (bold, italics, font size). Line breaks are also not possible.

1. You create the text in a separate HTML file and incorporate it in the area page.

   This method is more time consuming but has the advantage that it is also suitable for longer texts. You can format the HTML file as you wish. The length of the text is not restricted technically. The system displays the file in an embedded frame (iFrame).

   You are recommended to use the second method.

Procedure (Method 2 Only)

1. Create the area description as an HTML file.

   - In the Implementation Guide (IMG) under *Cross-Application Components → Homepage Framework → Resources → Define Resources,* create a resource object that links to the HTML file.

   - Access the definition for the area page you require in the Implementation Guide (IMG) under *Cross-Application Components → Homepage Framework → Areas → Define Areas.*

2. Enter the technical name of the resource object that links to the HTML file in the *Area Description Long Text (External)* field.

3. Enter the desired height in pixels of the embedded frame. (If the document does not fit in the embedded frame, the Web browser displays scrollbars for the frame.)

Creating Customer-Specific Areas with Services

Use

You can create a customer-specific area in which you can integrate services delivered as standard and customer-specific services. You might want to do this if the areas delivered as standard do not fulfill your requirements or if you want to tailor particular areas to suit your needs. To create a customer-specific area, you must make settings in mySAP ERP and in the SAP Enterprise Portal.

Procedure

Settings in SAP Enterprise Portal

Define Portal Content Directory Objects

Create the following objects in the Portal Content Directory (PCD):

- A workset with the name of the customer-specific area

- Two pages (one for displaying the menu and one for displaying the services)

- An *SAP Web Dynpro iView* that calls the **XSSMenuArea** application

  You create this iView on the page that is to display the menu.

  > Enter the parameters for the XSSMenuArea [Seite 60] in the PCD Studio under *Application Parameters.* When you assign theses parameters, you can use the iViews in the standard SAP system as a guideline. The parameter sap.xss.menuarea, must contain the area key you define in the "Define Area" activity (see below).

- An *SAP Web Dynpro iView*

  You create this iView on the page that is to display the services.

  You must enter a system ID for this iView. The system ID must refer to the J2EE server on which the Web Dynpro services are executed.

Settings in the SAP System

Define Resource for Area Page

1. Access the following IMG activity: *Cross-Application Components → Homepage Framework → Resources → Define Resources.*
2. Choose *Define Resources (Add Entries).*
3. Enter a resource object key and a description for the area page.
4. Choose *Details.*
5. Enter the URL of the PCD page you designated for displaying the services.
6. Enter the other required properties of the resource.
7. Save your data.

Define Resource for Pictogram

1. Access the following IMG activity: *Cross-Application Components → Homepage Framework → Resources → Define Resources.*
2. Choose *Define Resources (Add Entries).*

3. Enter a resource object key and a description for the pictogram.

4. Choose *Details.*

5. Specify where the graphic file containing the pictogram is stored.

6. Save your data.

Define Area

1. Access the following IMG activity: *Cross-Application Components → Homepage Framework → Areas → Define Areas.*

2. Choose *Define Areas (Add Entries).*

3. Enter an area key and a description of the area. The description of the area should match the title of the workset you previously defined in SAP Enterprise Portal.

4. Choose *Details.*

5. Enter the resource you defined previously for the area page.

6. Enter the resource you defined previously for the pictogram.

7. Enter the other required properties of the area.

8. Save your data.

Assign Area to an Area Group Page

1. Access the following IMG activity: *Cross-Application Components → Homepage Framework → Areas → Areas → Assign Areas to Area Group Pages .*

2. Choose *Assign Areas to Area Group Pages (Add and Change Entries).*

3. Enter the area group key of the required area group page and the previously defined area.

4. Assign the desired position to the area.

5. Save your entries

Result

The customer-specific area and services are displayed on an area group page.

Parameters for the XssMenu and XssMenuArea

You can enter the parameters for XssMenu and XssMenuArea in the Portal Content Directory (PCD) studio under *Application Parameters.* The main parameters include:

Parameter	Meaning	Possible Values
		IMG paths in this column are always start with: *Cross-Application Components → Homepage Framework*
sap.xss.menuhdr	Specifies which header area is displayed	Entries in the IMG activity *Header Area and Area Group Pages → Define Header Areas*
sap.xss.menuargrp	Specifies which area group is displayed in the menu	Entries in the IMG activity *Header Area and Area Group Pages → Define Area Group Pages*
sap.xss.menuarea	Specifies which area is displayed in the menu	Entries in the IMG activity *Areas → Define Areas*
sap.xss.disablehdr	Specifies that the header area is not to be displayed	No values are entered for this parameter. If the parameter exists, caching is switched off and the system does not display the header area.
sap.xss.menunobuffer	Switches off caching/buffering of data read from the SAP system	It is advisable to use this parameter when setting up Customizing because changes made to the system's customizing settings have an immediate effect on the applications displayed in the menu. ⚠ You must not use this parameter in productive operation as this dramatically reduces system performance and causes resource problems.
sap.xss.debug	Specifies that detailed error messages are to be displayed	No values are entered for this parameter.

Hiding Areas in Standard System

Use

You can set up the system in such a way that it does not display individual areas included in the standard system. You might want to do this if none of the services that belong to a particular area are to be used.

Procedure

1. Access the following IMG activity: *Cross-Application Components → Homepage Framework → Areas → Areas → Assign Areas to Area Group Pages* .

2. Choose *Assign Areas to Area Group Pages (Find Entries).*

3. Find the table entry for the area you do not want the system to display.

4. Note the area group key and the area key and navigate back.

5. Choose *Assign Areas to Area Group Pages (Add and Change Entries).*

6. Enter the keys you have made a note of in the table.

7. Assign the new table entry position 0.

Result

The system no longer displays the area.

Adding Services to an Area in the Standard System

Use

You can add services to the areas in the standard system. You can add customer-specific services and services assigned to other areas in the standard system.

Procedure

You can define different application types as customer-specific services:

- Web Dynpro applications

- BSP applications [Extern]

- ITS services [Extern]

- Pages in SAP Enterprise Portal

- URLs

Define Server (If Required)

If required, store a server in the IMG activity, *Cross-Application Components → Homepage Framework → Resources → Define Server for Resources.* For more information, see the documentation on this IMG activity.

Define Resource

1. Call the following IMG activity: *Cross-Application Components → Homepage Framework → Resources → Define Resources.*

2. Choose *Define Resources (Add Entries).*

3. Enter a resource object key and a description of the resource (in this case, the application).

4. Choose *Details.*

5. Enter the required properties of the resource.

6. Save your entries.

Define Service

1. Call the following IMG activity: *Cross-Application Components → Homepage Framework Services → Define Services.*

2. Choose *Define Services (Add Entries).*

3. Enter a service key and a description of the service.

4. Choose *Details.*

5. Enter the resource you defined previously.

6. Enter the additional properties of the service.

7. Save your entries.

Assign Service to Subarea

1. Call the following IMG activity: *Cross-Application Components → Homepage Framework Services → Assign Services to Subareas.*

2. Choose *Assign Services to Subareas (Add and Change Entries).*

3. Enter the required subarea from the standard system and the service key you have just defined.

4. Assign the required position in the subarea to the service.

5. Save your entries.

Result

On the area page to which the subarea belongs, the system displays a hyperlink, which you can use to start the service.

Hide Service in Standard System

Use

You can set up the system in such a way that it does not display individual services delivered in the standard system. You might do this, if you do not want to use a particular service.

> If you do not want to use any of the services that belong to a particular area, you can set up the area so that it is not displayed [Seite 61].

Procedure

1. Call the following IMG activity: *Cross-Application Components → Homepage Framework Services → Assign Services to Subareas.*

2. Choose *Assign Services to Subareas (Find Entries).*

3. Find the table entry for the service you do not want the system to display.

4. Make a note of the subarea key and the service key.

5. Choose *Back.*

6. Choose *Assign Services to Subareas (Add and Change Entries).*

7. Enter the keys you have made a note of in the table.

8. Assign the new table entry position 0.

Result

The system no longer displays the service.

Employee Self-Service (ESS) Applications

This section provides information about the applications (services) that are available in the *Employee Self-Service* component.

The individual applications are assigned to the following areas:

- Address Book

- Working Time

- Benefits and Payment

- Personal Information

- Career and Job

- Purchasing

- Work Environment

- Travel

- Life and Work Events

- Corporate Information

For more information about the *Business Package for Employee Self-Service* and for documentation about other applications, see *SAP Developer Network* at **www.sdn.sap.com/sdn/contentportfolio.sdn**.

Address Book

Technical name: com.sap.pct.erp.ess.area_employee_search

Use

Employees can use the applications in this area to:

- Access the employee directory

- Change their own data in the employee directory

- Display information about the organizational environment

Who's Who

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.whoiswho
Technical Nme	sap.com/ess~skl/WhoIsWhoApplication
Service Key	EMPLOYEE_SEARCH_WHOSWHO
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Employees can use this service to search for employee data in the company address book. In addition, employees can also maintain their own data.

Features

The service comprises the following functions:

- Simple Search
  You can search by first name and last name.

- Extended Search using various criteria
  If you run a generic search, the system displays a hitlist from which you can go directly to the employee's profile.

- Updating Own Data
  You can edit your communication and office data, upload a photograph, or delete or replace the current photograph.

Prerequisites

You have made the settings required for this service in the following activity in the Implementation Guide for *Personnel Management: Employee Self-Service → Service-Specific Settings → Who's Who.*

Working Time

Technical name: com.sap.pct.erp.ess.area_working_time

Use

Employees can use the applications in this area to:

- Submit/cancel absences

- View time accounts

- Record working time

- Correct clock-in/out entries

- View time statements

- Perform effort reporting (country-version US)

Leave Request

Use

This function enables you to control the processing of leave requests and other absences. The function comprises the entire leave request process. The process starts with the creation of a leave request and the processing of it before it is finally posted to the backend system.

The interfaces used by employees and managers when they process leave requests are Web Dynpro applications that belong to *Employee Self-Service (ESS)* and *Manager Self-Service (MSS).*

Prerequisites

- You have integrated the Web applications with the relevant portal pages. For more information, see the documentation for ESS and MSS:

  - Self-Services Homepage [Seite 42] (ESS)

  - Business Package for Manager Self-Service (MSS)

- You have set up the Web application in Customizing. For more information, see the Implementation Guide (IMG) and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Working Time → Leave Request.*

- You have made the following settings in the *Communication* infotype (0105) for all employees:

  - You have specified the system user name in subtype `0001` (*System User Name SAP System (SY-UNAME)*).

  - You have stored the e-mail address in the subtype `0010` (*E-Mail).*

Features

- The *Leave Request* function comprises the following areas:

  - Creation of leave request by employee

  - Forwarding of request to manager for approval

  - Controlling of deletion and cancellation processes

  - Status tracking and monitoring

  - Posting of absences to the backend system

  - Running of reports and test applications to control processes and the database

- The *Leave Request* comprises two Web applications that are tailored to the needs of employees and manager and provide practical contextual information:

  - Leave Request [Seite 72]: The Web application for employees who want to request, change, or cancel leave.

    You can use this function only if your employees enter their own leave requests in *Employee Self-Service.* It is not suitable if you have time administrators record absences.

○ <u>Approve Leave Request [Seite </u>74<u>]</u>: The Web application for managers who want to approve the leave requests.

> You do not have to implement this Web Dynpro application. Alternatively, you can use a simple backend report.

- Your employees can use the *Leave Request* service to request both absences (infotype 2001) and attendances (infotype 2002). This means that you can also process records of the *Attendances* infotype (2002) that have the quality of an absence in your company, such as training courses.

- The Leave Request application has automatic control of the processing process. You can make Customizing settings for groups of employees to control aspects such as:

    ○ Which absence and attendance types employees are permitted to request

    ○ The periods before and after an absence during which employees are permitted to request leave in advance or retroactively. You can define different periods for different absence/attendance types.

    ○ The actions an employee is permitted to carry out. For example, you can specify whether an employee is permitted to change or delete an absence that has already been approved.

- Several reports are available in the backend system to control the processing. The reports send e-mails to employees to notify them of the status of their leave request. Approvers and time administrators are notified of leave requests that they have to process.

    You can schedule the reports as a periodic background process. If you want to use *SAP Business Workflow*, the same reports are processed with the corresponding workflow tasks. For more information about the workflow, see <u>General Workflow for Documents [Seite </u>112<u>]</u>.

- You can use Business Add-Ins (BAdIs) to customize the Web application to suit your requirements. For example, they enable you to adjust the processing process to suit your needs, or import and change data.

-

Web Applications for Leave Requests

Leave Request

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.leaverequest
Technical Name of Web Dynpro Application	sap.com/ess~lea/LeaveRequest
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 5.0 and higher RFC function modules called: • PT_ARQ_ACCOUNTS_GET • PT_ARQ_CUSTOMIZING_GET • PT_ARQ_EECALE_GET • PT_ARQ_REQLIST_GET • PT_ARQ_REQUEST_CHECK • PT_ARQ_REQUEST_EXECUTE • PT_ARQ_REQUEST_PREPARE • PT_ARQ_SEARCH_NEXT_PROCESSOR • PT_ARQ_TEAMCALE_GET
Software Component	EA-HR 500 and higher
Support	PT_RC_UI_XS

Use

This application enables your employees to perform all the tasks they need to manage their leave requests and other absences.

Employees use this Web application to request leave or other absences and, in the case of absences that do not require approval, to inform their manager that they will be absent for a certain period (due to illness, for example). If necessary, employees can change or delete submitted leave requests or absences that have already been stored in the database.

Features

This Web application provides your employees with many functions to simplify planning and recording their absences. All functions can be accessed from the homepage of the Web application.

- Employees can request leave and other absences and enter notifications of sickness and other absences that do not require approval.

- The *Team Calendar* enables employees to check their desired periods of leave against other team members' leave.

    This function also exists as a standalone Web application in *Manager Self-Service.* For more information, see Team Calendar [Extern].

- The *Calendar* gives employees a practical three-month overview of their booked and requested absences.

- The *Absences Overview* enables employees to view their absences and track the status of their requests.

- Employees can cancel, shorten or lengthen absences. To do this, they select the relevant absence from the *Absences Overview* in the *Team Calendar* or *Calendar.*

- The *Time Accounts* function provides employees with an overview of their absence entitlements and attendance approvals. This means that you can check your remaining entitlement before entering a leave request.

  This function also exists as a standalone Web application, Time Accounts [Seite 80]. For information about the data sources and possible settings for this function, see Data Origin of Time Accounts [Seite 82] and the Implementation Guide for *Employee Self-Service by choosing Service-Specifc Settings → Working Time → Time Accounts.*

  The information displayed in the *Team Calendar, Absences Overview,* and *Time Accounts* is only updated after an employee has submitted a leave request.

Prerequisites

- You use *SAP Time Management* to manage your employees' time data.

- You have made the Customizing settings for the Leave Request, Time Accounts, and Team Calendar. For more information, see the Implementation Guide and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Working Time → Leave Request.*

Approving Leave Requests

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.leaverequestapprover
Technical Name of Web Dynpro Application	sap.com/ess~lea/LeaveRequestApprover
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 5.0 and higher RFC function modules called: • PT_ARQ_ACCOUNTS_GET • PT_ARQ_CUSTOMIZING_GET • PT_ARQ_EECALE_GET • PT_ARQ_REQLIST_GET • PT_ARQ_REQUEST_CHECK • PT_ARQ_REQUEST_EXECUTE • PT_ARQ_REQUEST_PREPARE • PT_ARQ_SEARCH_NEXT_PROCESSOR • PT_ARQ_TEAMCALE_GET
Software Component	EA-HR
Support	PT_RC_UI_XS

Use

This Web application provides HR managers or other authorized persons with all the functions they require to check and approve leave requests.

> This Web application is part of the *Business Package for Employee Self-Service* since it uses the same functions as the Employee Self-Service application, *Leave Request* and cannot be implemented on its own. However, it has been developed for use in *Manager Self-Service.*
>
> For more information about all the functions, see Leave Request [Seite 69].

Features

- The *worklist* provides the approver with a list of all the absences he or she needs to approve. By selecting an absence, he or she can approve or reject it.

- The manager can use the following functions to help him or her determine whether or not the leave request can be approved:

  - The *Team Calendar* enables the manager to check whether the employee's absence would create a bottleneck in his or her team.

This function also exists as a standalone Web Dynpro application in *Manager Self-Service.* For more information, see Team Calendar [Extern].

○ The *Time Account* function provides the manager with an overview of an employee's leave entitlements and attendance approvals.

This function also exists as a standalone Web Dynpro application, Time Accounts [Seite 80] in *Employee Self-Service.* For information about the data sources and possible settings for this function, see Data Origin of Time Accounts [Seite 82] and the Implementation Guide for *Employee Self-Service.*

○ After an employee has made changes to an absence, the approver can track the changes made.

• The approver can enter a note stating the reason for approving or rejecting a request.

Integration

• As an alternative to this Web application, you can use the RPTARQAPP report (*Leave Requests: Approve Documents*) in the backend system. It enables you to approve multiple leave requests in batch.

• In the standard system, there is no direct link to this Web application. Approvers only need to use this application if leave requests exist that are awaiting approval. The most efficient way of approving these leave requests is by using work items in the *Universal Worklist.* In the standard system, therefore, this Web application can be accessed from the *Universal Worklist* only. This is provided that you have implemented *SAP Business Workflow.*

For more information, see Issuing Approvals in the Universal Worklist [Extern].

If you do not want to implement *SAP Business Workflow,* you can include in system administration a separate link to the iView in the Manager Portal. To do this, you should use report RPTARQEMAIL (*Leave Requests: Send E-Mails)* to inform the approver that leave requests exist that are awaiting approval.

Prerequisites

• You use *SAP Time Management* to manage your employees' time data.

• You use the Web Dynpro application Leave Request [Seite 72].

• You have made the Customizing settings for the Leave Request, Time Accounts, and Team Calendar. For more information, see the Implementation Guide and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Working Time.*

Processing Leave Requests

Purpose

You use this process to process leave requests.

Prerequisites

You have scheduled background processing for the required reports or have provided suitable variants of the reports for your time administrators and approvers.

For more information, see the Implementation Guide and choose *Personnel Management →
Employee Self-Service → Service-Specific Settings → Working Time → Leave Request →
Processing Processes → Define Report Variants and Background Processing.*

Process Flow

Below is an example of the process when an employee requests leave. Processes involving changing and canceling leave or deleting a request that has not been approved are largely similar.

1. An employee wants to take two weeks of leave. He or she accesses the *Leave Request* Web application. He or she sees in the *Team Calendar* that other team members also have leave at the same time. Nonetheless, he or she requests leave for the planned period.

   The leave requires approval. The system automatically determines the approver responsible and lists the name in the Web application. If required, the employee can overwrite the name of the approver.

   The following process steps can, but do not have to be integrated with *SAP Business Workflow.* The reports and functions are available for both procedures. For more information about the workflow, see General Workflow for Documents [Seite 112].

2. The employee's request is stored in the database of leave requests with the status *Sent.*

   Once a day, the RPTARQEMAIL report (*Leave Requests: Send E-Mails*) is run in the background. The system sends an e-mail to the appropriate approver for the requests with status *Sent* that require approval. The e-mail notifies the approver of the steps required.

3. The approver accesses the *Approve Leave Requests* Web application from the *Universal Worklist.*. The application provides the approver with a list of all the leave requests that require his or her approval.

4. The approver selects the employee's leave request. After checking the *Team Calendar,* the approver realizes that the employee's leave request cannot be approved since it would mean there would not be enough team members at work for the period in question.

   The approver writes a note in which he or she states why the request has been rejected. He or she then rejects the request.

5. The RPTARQEMAIL report sends an e-mail to the employee notifying him or her that the request was rejected. The employee accesses the *Leave Request* Web application. He or she selects the request in the *Absence Overview.* He or she sees in the note the reason why the request was rejected.

6. The employee looks at the *Team Calendar* and finds a period in which no other team members are on vacation. He or she changes the period of the request. The employee specifies the change in period in the note.

7. The RPTARQEMAIL notifies the approver of the request by e-mail. This time the approver can approve the request.

8. The request receives the status *Approved* in the database. The RPTARQEMAIL report sends an e-mail to the employee notifying him or her that the request was approved.

9. The system processes the requests further according to their status:

    a. The RPTARQPOST report (*Leave Requests: Post*) writes all requests in the database that have the status *Approved* to the *Absences* (2001) or *Attendances* (2002) infotype.

    b. The system may not be able to post the requests to the infotypes if, for example, they collide with other infotype records. These requests are given the status *With Errors.*

       The RPTARQEMAIL report sends an e-mail to the relevant time administrator to notify him or her that the requests were unable to be posted.

    c. The time administrator accesses the RPTARQERR report (*Leave Request: Process Posting Errors*). It lists the requests with errors.

    d. The time administrator analyzes the error situation in the backend system.

    ○ If he or she can solve the cause of the problem and save the data record in the infotype, he or she uses the RPTARQERR report to set the request to *Posted.*

    ○ If the problem cannot be solved, because the employee has other commitments at the time, for example, the time administrator rejects the request.

10. The RPTARQEMAIL report sends an e-mail to the employee notifying him or her of the change in status of the request.

⚙ Maintaining the Database and Testing

Use

Various reports are available to give you a complete overview of the relevant data so that you can process and manage requests easily. These reports thereby provide you with support during the implementation and test phase.

> 💡
>
> You can access the reports and tables listed below in transaction PTARQ (*Test Environment for Leave Request).* This transaction enables you to access quickly the tools you need during the implementation and test phase. Note that the transaction is primarily intended for SAP-internal use and is not officially part of the standard system offering.

Features

You can use the following reports, tools, and system tables. For more information about the reports, see the corresponding report documentation.

Reports for Controlling Processing

- RPTARQEMAIL (*Send E-Mails*)

- RPTARQPOST (*Leave Requests: Post*)

- RPTARQSTOPWF (*Leave Requests: Complete Current Workflows*)

- RPTARQLIST (*Leave Requests: Check*)

- RPTARQAPP (*Leave Requests: Approve Documents*)

- RPTARQERR (*Leave Requests: Process Posting Errors*)

Reports for Testing Customizing Settings

- RPTREQWEBMO (*Determine Rule Group*). You can use this report to determine the most important organizational assignments for individual employees or organizational units that are to be evaluated in the Web application.

- RPTREQAPPRCHK (*Determine Approver*). You can use this report to check whether the system determines an employee's supervisor correctly.

Reports for Displaying and Maintaining the Database

- RPTARQDBVIEW (*Display Leave Requests (Database of Requests*)) You can use this report to view all information relating to the leave requests that have been entered.

- RPTARQDBVIEW (*Delete Leave Requests (Database of Requests*)) You can use this report to remove out-of-date requests from the database.

System Tables

> ⚠️
>
> The following tables are SAP tables. You must not make any changes to them. If you do, the process of leave requests may no longer function as it is supposed to.

- PTREQ_STATUS_CHK (*Check Methods for Status Transitions*)

- PTREQ_STATUS_TRA (*Status Transitions*)

- V_PTREQ_TYPE (*Document Type*)

Test Programs

The test programs RPTARQUIATEST (*Test Report for the UIA Interface for Leave Requests*) and RPTARQAPTEST (*Test Report for the UIA Area Pages for Leave Requests)* enable you to test processing in the backend system. You can use it to simulate the entry of leave requests in the Web application.

⚠

        The test program should be used only in test systems; you must not use it in your production system.

Time Accounts

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.quotaoverview
Technical Name of Web Dynpro Application	sap.com/ess~quotas/QuotaOverview
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 6.00 and higher RFC function modules called: • PT_ARQ_ACCOUNTS_GET
Software Component	EA-HR 600 and higher
Support	PT_RC_UI_XS

Use

This Web application enables employees to check their time credits, such as leave and time-off entitlements. It provides them with information to help them plan their leave and information about the deduction periods of their time accounts.

Features

- You can use this application in various Web applications:

  - As a standalone Web application, *Time Accounts.* You can use it in the following situations:

    - In addition to the time accounts in the Leave Request [Seite 69] Web application, you want to provide a separate service for displaying time accounts.

    - You do not use the *Leave Request* Web application but you want to provide your employees with a service that gives them information about their current time accounts.

  - As part of the *Leave Request* Web application. Employees can expand the application as and when they need to use it.

  - As part of the *Approve Leave Request* Web application. Time accounts can be used to valuate a leave request.

- *Time Accounts* enables employees to check not only their current entitlement, but also past or future entitlements.

- In the standalone Web application, time accounts are displayed in relation to a particular key date and for a specific quota. Employee can select the key date and the quota that is to be displayed in the Web application. Alternatively, they can obtain an overview of all their time accounts. Quotas are displayed for each deduction period.

  In the *Leave Request* Web application, all time accounts are displayed that can be deducted on the current date.

- The standard system provides employees with the following information from quota management:

  - Existing attendance and absence quotas

- ○ Deduction period

- ○ Total entitlement

- ○ Remaining entitlement

If required, you can show additional fields by making the relevant settings in Customizing for Web Dynpro interfaces. To determine which additional fields exist, see report RPTARQUIATEST(*Test Report for UIA Interface for Leave Requests*).

Prerequisites

- You use *SAP Time Management* to manage your employees time data.

- You have made the customizing settings for these Web applications. For more information, see the Implementation Guide and choose *Personnel Management* → *Employee Self-Service* → *Service-Specific Settings* → *Working Time* → *Time Accounts*.

Data Origin of Time Accounts

Use

Depending on the business processes you use to manage your employee's time data, you can display information from time accounts of various different data sources.

Features

The Web application enables you to output time accounts from the following sources:

- The *Attendance Quotas* infotype (2007)

- *The Absence Quotas* infotype (2006)

- Absence quotas and time types as time evaluation results from cluster B2.

- The transparent table PTQUODED (*Deduction of Time Quotas*)

- Data from the request database: depending on the Customizing settings, you can include leave requests that have not yet been approved when you calculate the remaining absence entitlement.

- Data from the *Leave Entitlement* infotype (0005)

The BAdI uses the function module HR_GET_QUOTA_DATA to determine the time accounts. The BAdI PT_ABS_REQ (*Enhancements for Leave Requests)* enables you to read this function module with particular parameters. In the standard implementation of the BAdI, the system determines time accounts as follows:

- It reads attendance quotas from the *Attendance Quotas* infotype (2007).

- Absence quotas

  - For employees who do participate in *Time Evaluation* (*Time Management Status* unequal to 0 in the *Planned Working Time* infotype (0007).

    - Up to the *Retroactive Accounting Date BDE* (*Payroll Status* infotype (0003)): absence quota data from cluster B2 if the key date is later than this date.

    - For times after the *Retroactive Accounting Date BDE:* data from the *Absence Quotas* infotype (2006) if the key date is later than the retroactive accounting date.

    - If the cluster table has not been filled because you have not implemented the QUOTA function: absence quota data from the *Absence Quotas* infotype (2006).

  - For employees who do not participate in *Time Evaluation* (*Time Management Status* equal to 0 in the *Planned Working Time* infotpye (0007)), the system reads absence quota data from the *Absence Quotas* infotype (2006).

    If you want to display *Time Types* from the cluster or data from the *Leave Entitlement* infotype (0005), you can use other methods of the BAdI PT_ABS_REQ (*Enhancements for Leave Requests*) to provide data for this Web application. For more information, see the documentation on the BAdI.

If you use *Time Evaluation*, employees can also check the leave entitlement they can expect in the future. To do this, employees enter a key date in the future. *Time Evaluation* simulates the entitlement that can be expected on this key date. This function is particularly useful if at

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your company you periodically accrue leave entitlement according to the time that employees have worked.

For more information, see Simulation and Projection of Time Evaluation Results [Extern].

CATS regular/Record Working Time (Web Dynpro)

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.recordworktime com.sap.pct.erp.ess.releaseworktime
Technical Name of Web Dynpro Application	sap.com/ess~cat/CatDataRecord sap.com/ess~cat/CatDataRelease
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 6.00 and higher RFC function modules called: • HRXSS_CAT_WD*
Software Component	EA-HR 500 and higher
Support	CA-TS-IA-XS

Use

This Web application enables your employees to record their working times and assign these to a project, order or other SAP application objects. You can also connect an optional approval procedure.

Features

- This Web application is available in the *Business Package for Employee Self-Service* (mySAP ERP). For more information, see Employee Self-Service [Seite 1].

  This application has been developed for the software component EA-HR. Subsequent enhancements and corrections to the software are available in HR Support Packages.

- To provide employees with as much information as possible, as simply as possible, the Working Time homepage includes dynamic links to the individual services of the Web application. For more information, see Services for CATS regular (Web-Dynpro) [Seite 87].

- Two views are available for recording working times:

  - Week View: The week view always displays one week. It provides employees with a quick overview of their working time recorded for the week. The week view is ideal for employees who do not record a wide variety of different activities or working time attributes for a particular day.

  - Day View: The day view provides employees with a quick overview of all the data they have recorded for a particular day. In addition to the fields available in the week view, the day view also enables employees to record their activities with clock times (depending on the profile settings) and add a short text.

    For each data record, employees are able to go to a detail screen. Here, employees can view or enter further information about a data record. In this way, employees can enter confirmation information for a network and enter further information about a data record in the form of a long text.

- A calendar that spans several months is integrated on the data entry screen. This calendar provides employees with a quick overview of the days on which they have recorded too many or too few working hours. It also displays the days for which data records exist that have not yet been released or have been rejected. If there are multiple status information texts for one particular day, the most important one is displayed.

- Employees can change the data entry period in the following ways:

    o If they click on a particular day in the calendar, the appropriate week is displayed in the data entry section.

    o They choose the arrow keys next to the date display to display the previous and next period.

    o They enter a date in the desired week and choose *Go.*

- They can use a worklist [Seite 92] if the profile settings permit this. The worklist makes it easier for employees to record their working times since it allows them to copy information about planned activities to the data entry section quickly.

- Employees can save the working time attributes recorded for a particular week or day as a personal template [Seite **Fehler! Textmarke nicht definiert.**].

- For the majority of working time attributes, they can use a search function to display a list of possible values for these input fields. The system can automatically determine important working time attributes, such as the sender cost center, the controlling area, or the activity type from the employee's HR master record.

- If the working time attributes displayed are identical, the rows in the data entry section are merged. Note that in the merged rows the working time attributes that are not displayed in the service may vary.

- If you want to have the data approved, you can use the approval workflow.

Prerequisites

- You use *SAP Cross-Application Time Sheet* (CATS).

- The *Time Sheet* must be set up. For the Web application, you can use the model 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 *Cross-Application Time Sheet*.

- You must have created personnel numbers in the SAP system for all employees who are to record data. The personnel number must be related to the employee's system user name in the *Communication* (0105) infotype. For more information, see Assigning an SAP User ID to a Personnel Number [Seite **Fehler! Textmarke nicht definiert.**].

- You have used the user parameter CVR to assign each employee 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.

    If this user parameter has not been stored, the system uses the *ESS* data entry profile as standard.

- You have assigned all users the required authorizations. SAP delivers a standard role that contains these authorizations.

Constraints

Compared with *CATS classic*, the following constraints exist for this Web application:

- Since *CATS regular* is an Employee Self-Service application, time administrators or data entry personnel cannot recording working time data.

- The following SAP enhancements are not supported by *CATS regular*:

  o CATS0004 *(Deactivate Functions on the User Interface)* You make the necessary settings in Customizing.

  o CATS0007 (*Subscreen on Initial Screen*)

  o CATS0011 (*Customer Functions*)

  o CATS0012 (*Subscreen on Data Entry Screen*)

Services for CATS regular (Web Dynpro)

Use

The *CATS regular* Web application has a number of services enabling employees to access the application. The links to these services are displayed dynamically on the Working Time homepage according to the status of the working time recorded. An explanatory text is included.

This function enables employees to determine from the homepage whether they have recorded sufficient working times, for instance. Consequently, employees often do not need to access the application itself to check the status of the working time they have recorded.

Features

- The various services are listed in the standard system in table V_T7XSSSERSRV. Even if you do not need all these services, SAP recommends that you do not delete any from this table.

  In this table, you can adjust the standard texts for the services to suit your requirements. However, you should not change the text variables.

  For more information, see the Implementation Guide under *Cross-Application Components → Homepage Framework → Services.*

- The EMPLOYEE_WORKTIME_PROXYWORKTIME (* = Release).service is used to select the appropriate service for a particular situation. This service controls processing and, depending on the situation, ensures that the correct service link and explanatory text is displayed.

Record Working Time

- EMPLOYEE_WORKTIME_RECORDWORKTIME*: This service is offered in the following situations:

  - In the last 30 calendar days, the employee has recorded insufficient working time for the last x days (&NUMBER_TARGET&) or has recorded too many hours for a particular day or days.

    The standard number of calendar days for this type of query is 30. This number has been hard coded for all services.

  - In the last 30 calendar days, x (&NUMBER_REJECTED&) rejected working times exist.

- EMPLOYEE_WORKTIME_RECORDWORKTIME_TARGT*: This service is offered in the following situations:

  - In the last 30 calendar days, the employee has recorded insufficient working times for the last x days or has recorded too many working times for a particular day or days.

  - All the working times recorded by the employee have been approved up to <day before current day> (&DATE&).

- EMPLOYEE_WORKTIME_RECORDWORKTIME_CMPL*: This service is offered in the following situations:

  - The employee has recorded sufficient working times up to <day before current day>.

○ All the working times recorded by the employee have been approved up to <day before current day>.

- EMPLOYEE_WORKTIME_RECORDWORKTIME_REJ*: This service is offered in the following situations:

  ○ The employee has recorded sufficient working times up to <day before current day>.

  ○ In the last 30 calendar days, rejected working times exist.

Release Working Times

The services for releasing working time are only displayed as a link on the homepage if the *Release on Saving* field is not selected in the data entry profile assigned to the employee.

- EMPLOYEE_WORKTIME_RELEASEWORKTIME* (*Release Working Time)*: A text is displayed that notifies the employee that x (&NUMBER_RELEASE&) working times that have not yet been released exist in the last 30 calendar days. The current day is used as the key date.

- EMPLOYEE_WORKTIME_RELEASEWORKTIME_DIS*: If an employee with the relevant profile does not have any working times that need to be released, the link to the service is displayed but it is inactive. A text notifies the employee of this.

> There is also a Web application for the approval of working times. For more information, see Approving Working Times [Extern].

Example: Recording Working Times

Record working times

Peter Miller is a field service employee who wants to record his working times. He accesses the company intranet and selects the Web application *Record Working Time.* 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

He saves the recorded working times. At the end of the week, Peter wants to check the working times he has recorded before he releases them to be checked by his personnel officer.

Saving and releasing working times for approval

At the end of the week, Peter wants to release his data for approval. He first checks the working times he has already recorded and completes any data that may be missing. He then releases the working times.

Approval rejected

Peter has entered an incorrect cost center. Therefore, Peter's personnel officer does not approve his working times. The next time Peter accesses the Web application for the Time Sheet, he will see that the rejected hours are highlighted in color. He corrects the cost center and releases the working times 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.

Default Values for Sender Cost Center and Activity Type

Use

In certain Time Sheet user interfaces, you can fill the working time attributes SKOSTL *(Sender Cost Center)* and LSTAR *(Activity Type)* with default values from different sources.

> If in Customizing the option *Assignment of personnel costs to receiver object* is selected in the *Cost Assignment Variant* group box for the data entry profile used, you cannot use default values for the sender cost center and activity type.

Integration

You can use default values in the following user interfaces of the Cross-Application Time Sheet:

- CATS classic [Extern]

- CATS regular (ITS) [Seite **Fehler! Textmarke nicht definiert.**]

- CATS regular (Web Dynpro) [Seite 84]

The *Time Sheet Defaults* infotype (0315) is optional. However, if you transfer data from the Time Sheet to the *External Services* component (MM-SRV), you must create the *Time Sheet Defaults* infotype (0315).

Features

In contrast to personal templates [Seite **Fehler! Textmarke nicht definiert.**], which enable you to prefill the data entry area when you start time recording, the system first displays default values when you create a new account assignment row with one receiver object and at least one working time:

- To display the default values in *CATS classic,* select 🗓 after you have created an account assignment row.

- To display the default values in *CATS regular,* check your entries after you have created the account assignment row.

> This is correct, because it does not make sense to provide default values for the sender cost center and activity type if you are only entering an attendance or absence type.

The system only proposes default values when you create a new account assignment row. If you want default values to be proposed when you change an account assignment row, or if you copy data from the worklist, use the SAP enhancement CATS0002 (*Supplement Recorded Data).*

The system can take the default values from sources with different priorities. If default values exist that are from different sources, the system uses the following order:

1. *Time Sheet Defaults* infotype (0315)

2. *Organizational Assignment* infotype (0001)

3. *Work Center* or *Activity*

4. SAP enhancement CATS0002 (*Supplement Recorded Data*)

Activities

If required, create the *Time Sheet Defaults* infotype (0315) for your employees.

Make the following settings in <u>Customizing for the data entry profiles you need [Seite</u> **Fehler! Textmarke nicht definiert.**] in the *default values* group box.

- To take the default values for sender cost center and activity type from the *Time Sheet Defaults* infotype (0315), set the *Cost Center* and *Activity Type* indicators.

- To take the default value for the sender cost center from the *Organizational Assignment* infotype (0001), select *Master cost center* instead of *Cost center*. If you select both indicators, the system uses the cost center stored in the *Time Sheet Defaults* infotype (0315) for the default values.

See also:

In Customizing, you can store derivation values for specific working time attributes (for example, activity type or wage type) for each task level that you define for a combination of task type and task component. You can make this setting in the Implementation Guide (IMG), under *Cross-Application Components → Time Sheet→ Settings for All User Interfaces → Time Recording → Specify Task Types, Components, and Levels.*

The Business Add-In (BAdI) CATS_DERIVATIVES enables you to make changes to these derivation values. You can find this BAdI in the Implementation Guide (IMG), under *Cross-Application Components → Time Sheet → Settings for All User Interfaces → SAP Enhancements and Business Add-Ins→ BAdI: Change Derived Values.*

Worklist

Definition

Screen area in the data entry view of the time sheet. In the worklist you can display data, which the user can copy to simplify data entry.

Use

You can display a worklist in a separate section of the single entry screen if you have created the relevant data entry profiles [Seite **Fehler! Textmarke nicht definiert.**] in Customizing. The worklist contains employee-specific and object-related information. This information is only available if you are maintaining the time sheet for one employee using single entry.

Structure

The worklist can contain the following information:

- Data that the employee has already entered in the time sheet

- Data from *SAP Logistics*:
    - Resource planning (capacity splits)
    - Confirmation pools
    - Activities assigned to the employee based on his or her work center assignment

- Data created using the SAP enhancement CATS0001 (*Set Up Worklist)* or using the Business Add-In (BAdI) CATS_WORKLIST_ADDIN, which is displayed in the form of a customer-specific worklist.

You define the content of the worklist and fields displayed in it when you maintain profiles in Customizing.

Using the copy function, the user can copy data from the worklist to the data entry section, and overwrite it if required.

Depending on the type of data (from planning, for example), hours can also be copied. You can deactivate this function by deselecting *Copy without hours* when you maintain your profiles.

Creation of Personal Templates

Use

You can save account assignment rows entered in the data entry area as a personal template. Each time you start the application and when you go to a different data entry period, the account assignment rows are displayed in the data entry period. Therefore, you only need to enter your working times. This means that you do not have to reenter the same working time attributes [Extern] in every data entry period.

> This function is not available for working time attributes that are objects from the *cProjects* application.

Integration

This function is available in the following user interfaces of the Cross-Application Time Sheet:

- *CATS classic*

- *CATS regular*

  A similar function is available in the Mobile Time Sheet. [Extern].

You can use the RCATSTMP program (*Standard Template for the Time Sheet*) to define as the standard template any personal template that was already saved for a user. You can create a separate standard template for each data entry profile [Extern]. The system uses the standard templates for users who have not saved a personal template or who have deleted their saved template. For more information, see the report documentation.

Features

- You can create a personal template for each combination of user and data entry profile, and you can delete it at any time. The system does not save personal templates in relation to a personnel number, which means that users who record working times for several personnel numbers can use their personal templates for all personnel numbers. You cannot therefore use the *Personal Templates* function for data entry profiles intended for time recording for multiple personnel numbers.

- You can decide for each data entry profile whether you want to enable users to create personal templates.

- The system saves all visible working time attributes of rows in which at least one field is ready for input as part of the personal template.

- The *Personal Templates* function is linked with the user maintenance [Extern] function:

  – When you copy a user, any existing personal templates are also copied.

  – When you delete a user, the personal templates are also deleted.

- The system can merge account assignment rows belonging to a personal template with other account assignment rows. For more information, see Sorting and Merging of Account Assignment Rows [Seite **Fehler! Textmarke nicht definiert.**].

Activities

To save the displayed account assignment rows as a personal template, choose *Save as template* on the data entry screen.

If a personal template already exists, the system overwrites it with the new one.

To delete an existing personal template, choose *Delete template* on the data entry screen.

Sorting and Merging of Account Assignment Rows

Use

When you call up a data entry period for which you have already entered working time, the system sorts the existing account assignment rows. Furthermore, the system merges account assignment rows containing identical working time attributes, providing that the working times entered permit it.

Features

- The system sorts the account assignment rows in ascending order according to the date and time for which they were entered. Note:

  – When you copy a row [Extern], the system inserts the copy as the last row of the data entry area, not directly below the original.

  – When you split a row [Extern], the system first positions the two parts one under the other. When you exit the data entry period and access it again, the new row appears as the last row of the data entry area.

- The system checks whether there are rows containing identical account assignment information that could be merged (see the example [Seite **Fehler! Textmarke nicht definiert.**]).

- If you have saved a personal template [Seite **Fehler! Textmarke nicht definiert.**] and then call up a data entry period for which you have already entered working times, the system acts as follows:

  – It merges the account assignment rows entered and the rows of the personal template if the account assignment information in them is identical.

  – It displays the account assignment rows that belong to the personal template in a block in the upper part of the data entry area. The sequence of these account assignment rows corresponds to the original sequence in which you saved the account assignment rows in your personal template.

  – Underneath the account assignment rows that belong to your personal template, the system displays the account assignment rows that cannot be merged with those in your personal template, and sorts them in ascending order by the date and time for which they were entered.

Example: Merging of Account Assignment Rows

The following graphic illustrates how the system merges account assignment rows:

Scenario 1

COAr	Send. CCtr	ActTyp	Rec. CCtr	A/AType	Wage Type	Un	10/14	10/15	10/16	10/17	10/18
DE01	1234	ABC	4321	0800		H	3		5		
					M120	H	2	3	5	3	4
DE01	1234	ABC	4321	0800		H		4			

COAr	Send. CCtr	ActTyp	Rec. CCtr	A/AType	Wage Type	Un	10/14	10/15	10/16	10/17	10/18
DE01	1234	ABC	4321	0800		H	3	4	5		
					M120	H	2	3	5	3	4

Scenario 2

COAr	Send. CCtr	ActTyp	Rec.CCtr	A/AType	Wage Type	Un	10/14	10/15	1016	10/17	10/18
DE01	1234	ABC	4321	0800		H	3	2	5		
					M120	H	2	3	5	3	4
DE01	1234	ABC	4321	0800		H		4			

COAr	Send.CCtr	ActTyp	Rec.CCtr	A/AType	Wage Type	Un	10/14	10/15	10/16	10/17	10/18
DE01	1234	ABC	4321	0800		H	3	2	5		
					M120	H	2	3	5	3	4
DE01	1234	ABC	4321	0800		H		4			

> The example illustrates the weekly data entry period from October 14 through October 20. It is assumed that October 19 and 20 (Saturday and Sunday) are days off. Therefore, they are not shown in the example.

Scenario 1: Rows can be merged

1. You enter three account assignment rows for the data entry period October 14 through 20. The account assignment information is identical in the first and third rows.

2. In the first account assignment row, you enter three hours for October 14 and five hours for October 16.

3. In the third account assignment row, you enter four hours for October 15.

4. You exit time recording and call up the data entry period again.

5. The system sorts the account assignment rows in ascending order according to the date and time for which they were entered.

6. The system checks whether the account assignment rows can be merged:

   a. It determines that the account assignment information is identical in the first and third rows.

   b. It checks whether the fields that are filled with working times in the first account assignment row are blank in the third row. This is the case.

   c. It checks whether the fields that are filled with working times in the third account assignment row are blank in the first row. This is the case.

   The system merges the first and third account assignment rows into one.

Scenario 2: Rows cannot be merged

1. You enter three account assignment rows for the data entry period October 14 through 20. The account assignment information is identical in the first and third rows.

2. In the first account assignment row, you enter three hours for October 14, two hours for October 15, and five hours for October 16.

3. In the third account assignment row, you enter four hours for October 15.

4. You exit time recording and call up the data entry period again.

5. The system sorts the account assignment rows in ascending order according to the date and time for which they were entered.

6. The system checks whether the account assignment rows can be merged:

   a. It determines that the account assignment information is identical in the first and third rows.

   b. It checks whether the fields that are filled with working times in the first account assignment row are blank in the third row. This is not the case.

   You have entered working times for October 15 in both account assignment rows. The system does not add the two values because there may be different cell information (such as the processing status or follow-on documents) linked to them, which would be lost if the rows were merged. For more information, see Follow-On Documents and Outstanding Postings [Extern].

   The system cannot merge the account assignment rows.

Customizing Settings for Data Entry Profiles

Use

When employees record working times, they call the time sheet by specifying a **data entry profile**. The profile determines the data entry process and the layout of the time sheet. The various data entry profiles enable you to provide your employees with a data entry view that is tailored to their area of activity and that fulfils your business requirements.

To create a data entry profile, you must make the following settings in Customizing:

- **Set Up Data Entry Profiles**

  The IMG activities used for setting up data entry profiles depend on the user interface used. Make the necessary settings for the appropriate user interface in the Implementation Guide (IMG), under *Cross-Application Components → Time Sheet.*

- **Select Fields**

  Here you can determine which fields are displayed for each data entry profile.

Features

Profile maintenance

Before you define a data entry profile, you must consider the following:

- Do you want the data entry profile to provide a daily, weekly, or monthly data entry view?

- Do your employees record their own working times or are they recorded centrally, for example in a data entry office?

- Do you want to set up a separate release and approval procedure [Extern] for the recorded data? If you choose to use an approval procedure, do you want to use *SAP Business Workflow*?

- Which profile authorization group do you want the data entry profile to belong to?

  Profile authorization groups enable you to set up authorizations for the Time Sheet. You use authorizations to determine which data entry profiles a user can use for which personnel numbers. For more information, see: Assignment of Authorizations for the Time Sheet [Extern]

- Which data entry checks do you require?

- If you implement *HR Payroll*, which receiver object do you want to post the personnel costs to?

- Do you want to simplify data entry for the user by providing default values and a worklist [Extern]?

  For more information on default values for *CATS classic* and *CATS regular*, see Default Values for Sender Cost Center and Activity Type [Seite **Fehler! Textmarke nicht definiert.**].

  For more information on default values for *CATS for service providers*, see Default Values for Sender Cost Center and Activity Type [Extern].

Once you have answered these questions, you can create the data entry profiles you require. In addition to the options described above, additional options are available that enable you to modify the time sheet layout to suit your requirements, and increase ease of use for users.

For example, you can choose whether users record their working times as a number of hours or with start and end times.

> If you enter your working times with clock times, the system calculates the exact number of hours for you. You can only change the clock times on which the calculation was based, and not the actual calculated hours. This is also the case if you change a data record that you entered with clock times in a different data entry profile in which no fields are available for clock times. In this case, the system does not allow you to change the number of hours calculated because it administrates the clock times in a background task. If necessary, change the clock times on which the calculation is based.

Field selection

Users enter different information when recording their working times according to their area of activity. For this reason, you should provide your various employee groups with different fields on the data entry screen.

> An employee who confirms a maintenance order requires different fields on the data entry screen to an employee who only records attendances and absences for *Human Resources*.

You control which fields appear for a particular user using the data entry profile he or she uses to call the time sheet, because you define an individual field selection for each data entry profile.

Clock-In/Out Corrections

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.timecorrection
Technical Name of Web Dynpro Application	sap.com/ess~wtcor/WTimeCor
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 5.0 and higher RFC function modules called: • PTCOR_SEARCH_NEXT_PROCESSOR • PTCOR_UIA_CUSTOMIZING_GET • PTCOR_UIA_EVALMESSAGES • PTCOR_UIA_FORM_ACCEPT • PTCOR_UIA_FORM_DELEGATE • PTCOR_UIA_FORM_PREPARE • PTCOR_UIA_TIME_ACCOUNTS • PTCOR_UIA_WEEKLY_CALENDAR
Software Component	EA-HR 500 and higher
Support	PT_RC_UI_XS

Use

Employees can use this Web application to correct, in a weekly overview graphic, errors that originated due to incorrect entries at the time recording terminal. For example, they can correct duplicate clock-ins or enter missing entries and account assignment data. An optional monitoring function and approval procedure enable the entries changed, deleted, and created manually to be checked and approved.

> This Web application is not designed as an alternative to recording working times at the time recording terminal.

Features

- When employees post time events, such as clock-ins and clock-outs, at external time recording terminals, errors may occur. For example, employees may clock in twice instead of clocking in once and clocking out once or they may forget to clock in or out. These kinds of errors are detected in the subsequent time evaluation run.

  Employees can use this Web application to correct these kinds of errors, which means that time administrators only have to correct errors that cannot be corrected by employees themselves.

- The trigger to process an entry with errors may be a time evaluation message. You can customize the messages that are relevant for employees to be indicated as such. If messages of this type are issued, employees are notified by e-mail.

If necessary, you can connect time evaluation to the Web application so that employees can check immediately whether or not their corrections were successful.

- Employees may notice when they are still at the time recording terminal that they have made a mistake. You can make customizing settings to enable employees to use the Web application to correct the error before time evaluation has run.

- Employees can also use this Web application to correct errors that time evaluation cannot detect. This may include incorrect account assignment information or missing entries on a day on which the employee was not scheduled to work and worked overtime.

  In Customizing, you can define which corrections an employee is allowed to make. Generally, the following is valid:

  ○ When correcting time events, employees are permitted to edit only the time event types which they are permitted to use at the time recording terminal.

  ○ Employees should not be permitted to overwrite corrections that a time administrator has entered in the *Time Events* infotype (2011). These entries are therefore locked for processing with the Web application.

- The Web application has automatic control of the processing process:

  ○ You can specify in Customizing which groups of employees are permitted to carry out which actions. For example, you can specify that employees are permitted to make corrections only if time evaluation has issued a message or that they are not permitted to create any new clock-in/out entries.

  ○ The clock-in/out corrections are not saved directly in the TEVEN table, they are buffered in other tables. This means that you can integrate checking and/or approval processes to avoid incorrect entries and to check employees' entries.

  ○ Several reports are available to control the processing. They are used to notify persons involved in the process, such as employees, managers, and HR administrators, that they have clock-in/out corrections that they have to edit, check, or approve.

  ○ You can integrate an approval procedure with the Web application. You can incorporate the field for selecting an approver in your field selection for the Web application.

  You can schedule the reports as a periodic background process. If you want to use SAP Business Workflow, the same reports are processed with the corresponding workflow templates. For more information, see General Workflow for Documents [Seite 112].

- Employees can use the Web application to view their time balances. These are the same balances that are downloaded at the terminals.

- The clock-in/out corrections are edited in a weekly overview in which the employees can view the time and date of the time events at a glance.

  ○ The weekly overview is always related to one week. You can set the first day of the week and the portion of the day that is displayed for groups of employees.

  ○ In the header row of the data entry area, employees can check the work schedules that apply on that day. If there is more important information for a particular day (such as vacation), it overwrites the work schedule information.

    Partial-day absences without clock times are displayed in a separate line in the header of the data entry area.

- ○ When users enter clock-in and clock-out times, the system provides dynamic default values determined according to the cursor position in the application and the position in relation to the work schedule.

- If you have not connected an approval procedure, you can define in Customizing that time evaluation is to be started for the employee after data has been saved. This enables the employee to check immediately whether or not the correction has been made when he or she starts the application again to see any time evaluation messages that have been generated. If you use this function, note that the response times might be slower when data is being saved.

- You can use Business Add-Ins (BAdIs) to customize the Web application to suit your requirements.

  For more information about the BAdIs, see the Implementation Guide.

Prerequisites

- You implement *Time Evaluation* for *SAP Time Management.*

- You use the HR-PDC interface to transfer employees' clock-in/out entries from an external time recording system to the SAP system. You have made the relevant Customizing settings in the Implementation Guide for *Personnel Time Management* by choosing *Personnel Time Events → Personnel Time Events.*

- As an alternative to external time recording systems, you can also use the *Clock In/Out* Web application, in which employees clock in and out using the Enterprise Portal.

- You have configured the *Clock-In/Out Corrections* Web application. For more information, see the Implementation Guide and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Working Time → Clock-In/Out Corrections.*

- You have made the following settings in the *Communication* infotype (0105) for all employees:

  - ○ You have specified the system user name in subtype 0001 (*System User Name SAP System (SY-UNAME)*).

  - ○ You have stored the e-mail address in the subtype 0010 (*E-Mail).*

Processing Clock-In/Out Corrections

Purpose

You use this process to correct clock-in and clock-out entries.

Prerequisites

You have scheduled background processing for the following reports or have provided suitable variants of the reports for your time administrators and employees with personnel responsibility.

- RPTCORTMAIL (*Clock-In/Out Corrections: Request Correction of Errors*)

- RPTCOREMAIL (*Clock-In/Out Corrections: E-Mails to Involved Persons*)

- RPTCORPOST *(Clock-In/Out Corrections: Post*)

- RPTCORSTOPWF (*Clock-In/Out Corrections: End Open Processes*)

- RPTCORLIST (*Clock-In/Out Corrections: Check Corrections*)

- RPTCORERR (*Clock-In/Out Corrections: Process Errors in Entries*)

    For more information about the reports, see the report documentation.

Process Flow

1. During the time evaluation run, the system issues a message due to an employee having made an incorrect entry at the time recording terminal.

2. The RPTCORTMAIL report (*Clock-In/Out Corrections: Request Correction of Errors*) runs directly after time evaluation. It sends an e-mail to the employees concerned for all time evaluation messages that you have customized as being relevant for the employees. The e-mail notifies the employees of the error.

    An alternative process also exists. Depending on the Customizing settings, the employee can alternatively make the correction directly when he or she notices the mistake when posting data.

3. The employee accesses the *Clock-In/Out Corrections* Web application. The messages issued by time evaluation are listed.

4. When the employee clicks on a message, the system goes to the week for which the message was issued. The employee can do one of the following to correct the error, depending on the type of error:

    ○ Create a new time event

    ○ Change an existing original entry

    ○ Delete a superfluous original entry

    If required, the employee enters the name of the person who is to approve the corrections.

    The following process steps can, but do not have to be integrated with *SAP Business Workflow.* The reports and tools are available for both procedures. For

more information about the workflow, see General Workflow for Documents [Seite 112].

5. The employee saves the corrections.

- If the clock-in/out corrections are to be approved, the system saves them with the status *Sent* in the document database for clock-in/out corrections. It uses the approver the employee entered manually in the application or determines the approver using Organizational Management. For the automatic assignment of an approver, the system uses the employee's manager as standard.

  The system uses the RPTCOREMAIL report (*Clock-In/Out Corrections: E-Mails to Involved Persons*) to inform the approver that there are corrections requiring approval.

  The approver approves or rejects the corrections. The RPTCOREMAIL report informs the employee of the result.

- If the clock-in/out corrections are not subject to approval, the correction is saved with the status *approved* in the clock-in/out corrections database. Managers with personnel responsibility and project leads can use the RPTCORLIST report (*Clock-In/Out Corrections: Check Corrections*) to check records that have been entered.

While the clock-in/out corrections have the status *sent,* the employee can still change or delete them. Once the corrections have been posted to the database, the employee then changes the original data from the TEVEN table.

6. If a clock-in/our correction was rejected in the approval process, the employee accesses the Web application again. The rejected correction is highlighted in the weekly calendar. Depending on the reason for the rejection, the employee now has the following options to change the correction:

- Changing the correction

- Deleting the correction The original entry is applicable again

- Deleting the correction Creating a new time event

The new corrections are subject to the check and approval process again.

7. All documents in the database with the status *approved* are written to the TEVEN table by the RPTCORPOST report (*Clock-In/Out Corrections: Post*). The time events with the origin indicator *manual* are displayed in the *Time Events* infotype (2011).

8. The system may be unable to post the corrections to the TEVEN table – because, for example, a time administrator had already deleted a time event. Corrections that were unable to be posted are given the status *With Errors.*

The RPTCOREMAIL report notifies the time administrator that there are corrections with errors. He or she then runs the RPTCORERR report (*Clock-In/Out Corrections: Process Errors in Entries*) and displays an overview of the incorrect data records.

He or she then accesses the *Time Manager's Workplace* and checks the error situation for the recorded time events.

- If possible, he or she corrects the errors in the *Time Manager's Workplace.* Once the cause of the error has been removed, he or she sets the status to *approved* in the RPTCORERR report. The data record receives the status *posted* in the document database.

- If the clock-in/clock-out correction contains errors, the time administrator rejects the data record. The employee is notified again. The data record is now assigned the status *Rejected* in the document database.

9. The clock-in/out corrections posted to the TEVEN table are taken into account in the next time evaluation run. The messages that were previously displayed in the Web application are no longer displayed.

Options for Clock-In/Out Corrections

Use

The *Clock-In/Out Corrections* Web application provides employees with various options for making corrections.

Employees process particular sequences of screens and can choose special processing steps, depending on the type of correction. For example, when changing an original entry, employees cannot change the time and the date of the entry. Or, when changing a change to an original entry, the original entry is displayed for comparison purposes.

> Original entries refers to all time events that are stored in the TEVEN table.

Prerequisites

You have defined which types of corrections employees are permitted to make in the *Define Processing Processes* activity in the Implementation Guide.

Features

Employees can use the Web application to make the following types of corrections:

Type of correction	Status before correction made	Remarks
Create new time event		There is not yet any time event for this time. If the employee first clicks on the required time on the relevant day, the fields are filled automatically.
Change new time event	Sent	All fields of the clock-in/out correction can be changed.
Delete new time event	Sent	
Delete original entry		A note can be added to the deletion.
Change original entry		The employee cannot change the date and time of the original entry.
Change a change to the original entry	Sent	The employee cannot change the date and time of the original entry.
Delete a change to the original entry	Sent	The original entry is applicable again
Change a deletion of the original entry	Deleted	The employee can enter a note.
Take back a deletion of the original entry	Deleted	The original entry is applicable again
Change a new time event that has been rejected	Rejected	The employee can change all fields of the clock-in/out correction.
Delete a new time event that has been rejected	Rejected	
Change a change to the original entry that has been rejected	Rejected	The employee cannot change the date and time of the original entry.

Delete a change to the original entry that has been rejected	Rejected	The original entry is applicable again
Change a deletion of the original entry that has been rejected	Rejected	The employee can enter a note.
Delete a deletion of the original entry that has been rejected	Rejected	The original entry is applicable again

⚙ Maintaining the Database and Testing

Use

Various reports are available to give you a complete overview of the relevant data so that you can process and manage clock-in/out corrections easily. These reports thereby provide you with support during the implementation and test phase.

> 💡
>
> You can access the reports and tables listed below in transaction PTCOR (*Test Environment for Clock-In/Out Corrections).* This transaction enables you to access quickly the tools you need during the implementation and test phase. Note that the transaction is primarily intended for SAP-internal use and is not officially part of the standard system offering.

Features

You can use the following reports, tools, and system tables. For more information about the reports, see the corresponding report documentation.

Reports for Controlling Processing

- RPTCORTMAIL (*Clock-In/Out Corrections: Request Correction of Errors*)

- RPTCOREMAIL (*Clock-In/Out Corrections: E-Mails to Involved Persons*)

- RPTCORPOST (*Clock-In/Out Corrections: Post*)

- RPTCORSTOPWF (*Clock-In/Out Corrections: End Open Processes*)

- RPTCORLIST (*Clock-In/Out Corrections: Check Corrections*)

- RPTCORAPP (*Clock-In/Out Corrections: Approve Documents*)

- RPTCORERR (*Clock-In/Out Corrections: Process Errors in Entries)*

Reports for Testing Customizing Settings

- RPTREQWEBMO (*Determine Rule Group*). This report enables you to determine the most important organizational assignments for individual employees or organizational units that are to be evaluated in the Web application.

- RPTREQAPPRCHK (*Determine Approver*). This report enables you to check whether the system determines an employee's supervisor correctly.

Reports for Displaying and Maintaining the Database

- RPTCORDBVIEW (*Display Clock-In/Out Corrections (Database))*: You can use this report to view all information about the clock-in/out corrections that have been entered.

- RPTCORDBDEL (*Clock-In/Out Corrections: Delete Obsolete Documents*): You can use this report to remove obsolete documents from the database.

  > 💡
  >
  > For more information about the reports, see the report documentation.

System Tables

⚠️

The following tables are SAP tables. You must not make any changes to them. If you do, the process of clock-in/out corrections may no longer function as it is supposed to.

- PTREQ_STATUS_CHK (Check Methods for Status Transitions):

- PTREQ_STATUS_TRA (Status Transitions)

- V_PTREQ_TYPE (Document Type)

Test Program

The test programs RPTCORUIATEST (*Test Report for the UIA Interface for Clock-In/Out Corrections*) and RPTCORAPTEST (*Test Report for the UIA Area Page for Clock-In/Out Corrections)* enable you to test processing in the backend system. These rest reports enable you to simulate the selection of the Web application and the entering of clock-in/out corrections in the application.

⚠️

The test program should be used only in test systems; you must not use it in your production system.

Time Statement

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.timestatement com.sap.pct.erp.ess.timestatementper
Technical Name of Web Dynpro Application	sap.com/ess~tim/Timestatement sap.com/ess~tim/TimeStatementPer
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 5.0 and higher
Software Component	EA-HR 500 and higher
Support	

Use

Employees can use the *Time Statement* service to view up-to-date time evaluation results for their time management data. They can display an overview of their daily attendance times, time postings, and absence times and the time accounts and bonuses determined in time evaluation.

There are two services available for this:

- EMPLOYEE_WORKTIME_TIMESTATEMENTPER (*Time Statement*)

  Employees can use this service to view their time statements for the periods defined by the company or department concerned. The employee selects the desired period in the service. A table is displayed providing an overview of the most important time evaluation results within this period.

- EMPLOYEE_WORKTIME_TIMESTATEMENT (*Time Statement with Freely Definable Period*)

  Employees can use this service to display their time statements for any period they require. The employee specifies the desired start and end dates in the service.

Features

- The services are based on the *Time Statement Using the HR Form Workplace* and *SAP Smart Forms*. For more information, see the SAP Library and choose *Time Management → Time Evaluation → Time Statement Form →* Time Statement Using the HR Forms Workplace [Extern].

- You can use one or both services, depending on your requirements.

- The time statement is output as a PDF-based form. Your employees can print the time statement from the Web application or save it on their PC.

Prerequisites

- You implement *Time Evaluation* for *SAP Time Management.*

- You have configured the *time statement using the HR Forms Workplace.*

- You have stored the name of the required print report for the services in the HRFOR feature (*HR Forms Decision Feature*).

  For more information, see the Implementation Guide and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Working Time → Time Statement.*

- Your employees have a program for displaying PDF-based forms installed on their PCs.

General Workflow for Documents

Purpose

You can use this workflow scenario to support *Employee Self-Service* (ESS) approval processes that are processed in the *Time Management* document database.

You can currently use the workflow for the following applications:

- Leave Request [Seite 69]

- Clock-In/Out Corrections [Seite 100]

Implementation Considerations

- The scenario depicts processing of *Leave Requests* in the standard system. You can use it as a model for processing *Clock-In/Out Corrections.*

- This section describes the processing steps specific to the workflow. For a general description of the process of creating leave requests and clock-in/out corrections, see the related documentation.

- Due to the special technical structure of the document database, you may be able to use the document processing processes and send the information to those involved in the process without needing a workflow.

For more information, see Processing Leave Requests [Seite 76].

Process Flow

1. When an employee submits a new leave request, the system starts a workflow, under the *LeaveRequest* Web Dynpro application.

2. Once the approver has processed the request, the workflow continues, using the *LeaveRequestApprover* Web Dynpro application.

3. Once the leave has been successfully posted to the *Absences* (2001) and *Attendances* (2002) infotypes, the workflow is completed by the RPTARQPOST report (*Leave Requests: Post*).

   If the infotype records could not be posted, the workflow notifies the administrator of the error. Once the error has been corrected, the report terminates the workflow.

   > If employees have not processed work items with rejected approvals, you can use the RPTARQSTOPWF report (*Leave Requests: Stop Current Workflows)* to terminate the workflows.

Technical Background

Controlling the Processing Process

This workflow scenario is controlled by the *Time Management* document databases. The workflow is not triggered or continued until a status is changed.

The system uses the PTREQ_STATUS_TRA system table (Status Transitions) to determine how the workflow is controlled. The table specifies which document status changes and events trigger, continue, and terminate the workflow.

Object Types

The interface between the application functions and the workflow system is made possible by object technology. For this workflow scenario, the class interface CL_PT_REQ_WF_ATTRIBS [Seite 114] (*Document Database: Workflow Connection*) acts as the object type.

Tasks

The tasks used are available as 'modules'. You can also use them, unchanged, in other workflow scenarios.

- Standard Task TS12300097 (Approval Process) [Seite 115]

- Standard Task TS12300104 (HR Administrator: Check) [Seite 116]

- Standard Task TS12300116 (Process Leave Request by Employee) [Seite 117]

Class Interface CL_PT_REQ_WF_ATTRIBS

Definition

The class interface controls the workflow for processing documents in the *Time Management* document database.

Structure

- The workflow is controlled by the document database methods.

    If you want to modify the workflow or add your own workflow steps, you may have to tell the database how you want it to process the status transitions in the PTREQ_STATUS_TRA table (*Status Transitions*).

    The PTREQ_STATUS_TRA table is a system table that you cannot change. To make changes, you can use the APPROVE method (*Example of Status Change from Workflow*) in the class interface as a model for a customer-specific development.

- The system reads the data in the SWFVISU transaction (*Task Visualization*) to control communication with the Web applications. The SWFVISU transaction lists all of the Web applications called by the work item for all tasks. For more information, see the Implementation Guide for the *Time Management* Web applications, in the section describing the processing processes.

For more information, see the documentation of the BAdI definition PT_GEN_REQ (*BAdI: Control Processing Processes for Web Applications*).

Standard Task TS12300097 (Approval Process)

Definition

When you execute this standard task, the approver of a request is notified that there are documents for approval.

Standard Task: `TS12300097`

ID: `AR_APPROVAL`

Name: *Approval Process*

Referenced Object Method and Characteristics

Object Type: `CL_PT_REQ_WF_ATTRIBS`

Method: `DUMMY`

Characteristics: *none*

Maintain Agent Assignment

The system chooses the agent specified as the approver by the employee in the Web application or the agent determined by the system using the *Manager* rule (*Superior (chief position)*).

> The agent assignment is made when the request is first entered. The approver is then stored directly in the database of requests, from which the workflow then reads the approver.

Standard Task TS12300104 (HR Administrator: Check)

Definition

When you execute this standard task, an HR administrator is notified that infotype records could not be saved to the database and therefore require postprocessing.

Standard Task: `12300104`

ID: `ADMINABSREQ`

Name: *HR Administrator: Check*

Referenced Object Method and Characteristics

Object Type: `CL_PT_REQ_WF_ATTRIBS`

Method: `DUMMY`

Characteristics: *none*

Maintain Agent Assignment

The agent is assigned using the GET_ADMINS method in the BAdI definition PT_GEN_REQ (*BAdI: Control Processing Processes for Web Applications*).

Standard Task TS12300116 (Process Leave Request by Employee)

Definition

When you execute this standard task, an employee is notified of a change in status of his or her request, which requires it to be processed again.

Standard Task: `12300116`

ID: `ABSEMPLOYEE`

Name: *Process Leave Request by Employee*

Referenced Object Method and Characteristics

Object Type: `CL_PT_REQ_WF_ATTRIBS`

Method: `DUMMY`

Characteristics: *none*

Maintain Agent Assignment

The system chooses the agent (initiator) of a document that was presented for approval.

Workflow Template WS12300111 (General Workflow for Documents)

Definition

You can use this workflow template to support *Employee Self-Service* (ESS) approval processes that are processed in the *Time Management* document database.

In the standard system, it is used for processing processes for the Leave Request [Seite 72] Web application.

Template: WS12300111

ID: PT_TIMREQ

Name: *General Workflow for Documents*

Triggering Event of Workflow Template

The workflow template is triggered by a document that is stored in the document database with the status SENT.

Note that you also have to execute the following reports:

- Report for sending e-mails

- Report for posting documents to *Time Management* database tables (infotypes and the TEVEN table)

- Error report for the HR/time administrator, as required

⚙ Customizing

Use

You have to make the following settings to enable the workflow's standard tasks to be processed.

Prerequisites

You have defined the following Customizing settings to control the processing process:

- You have specified that the workflow is to be used.

- You have specified the name(s) of the workflow template(s) you want to be used for the individual processes.

- You have specified whether an approval procedure is required. The standard task TS12300097 (*Approval Process*) is processed only if you have specified that an approval procedure is required.

For more information, see the Implementation Guide for *Personnel Management* and choose: *Employee Self-Service → Service-Specific Settings → Working Time → Leave Request (*or *Clock-In/Out Corrections) → Processing Processes.*

Effort Reporting for Employees

Use

This Employee Self-Service (ESS) enables employees to record their working effort, based on cost objects, in accordance with legal requirements in the United States. It provides functions to simplify planning and recording of working effort. All functions can be accessed from the homepage of the Web application for Effort Reporting.

The Web application takes you through the following processes:

- Planning – Create plan, change plan, display plan
- Certification

The planning and certification steps can also be carried out by the relevant manager.

Procedure

You carry out the process steps as described in the following:

Planning

You first have to create a plan of your working effort, as follows:

4. *Select Planning Period*

- You select the relevant payroll period for reporting, based on a payroll area. You then proceed to *Create Plan* by choosing the *Next Step* pushbutton.

5. *Create Plan*

- You maintain the cost distribution for each position by selecting the relevant position and cost elements, and entering the cost distribution percentage and effort percentage, in order to distribute your salary to the cost elements.

- The total cost distribution percentages and effort percentages have to add up to 100%. If they do not, an error message is displayed.

- When you have created a plan, you can review it by choosing the *Next Step* pushbutton.

6. *Review Plan*

- You can check the data entered, and change it, if necessary. If the data is correct, you can proceed to *Confirmation* by choosing the *Finish* pushbutton.

7. *Confirm Plan Creation*

- The message *Plan was successfully created* is displayed. A payroll run is then performed.

You can subsequently display [Seite 124] or change [Seite 123] the plan, if required.

Certification

After the payroll run has been performed, you have to confirm the actual time worked. The planned data is displayed with the old cost distribution percentage and old effort percentage. You enter the actual data in the *New cost distribution percentage* and *New effort percentage*

fields. If there is a difference between the actual cost distribution and the actual effort percentage values, you have to enter a variance code or reason for the difference. A retroactive payroll run is triggered if the old cost distribution percentage and the new cost distribution percentage are not same.

You then review and confirm the certification, and the message *The certification was successfully created* is displayed. The workflow HRUSEFRA 'Workflow to approve employee's actuals in Effort Certification' is then triggered to notify your manager that their approval is required.

Prerequisites

Before you execute the Web application for Effort Reporting, you have to carry out the IMG activities in Customizing for *Personnel Management* by choosing *Employee Self-Service →Service-Specific Settings → Working Time → US-Specific Services → Effort Reporting.*

See also

For more information on ESS Web applications in general, see Employee Self-Service [Seite 1]. For more information on US-specific services, see US-Specific Employee Self-Services [Seite 132].

Create Plan

Technical Data

Runtime technology	Web dynpro
Technical name of Web dynpro	sap.com/ess~us~efr/USEffortReportingCreatePlan
Technical name of iView	com.sap.pct.erp.ess.createplan
Data origin	SAP ERP Central Component (ECC 6.0)
Languages	English (Us-specific service)

Use

Authorized employees can use this iView to create a plan to record working effort.

Process Flow

To create a plan, you have to carry out the following process steps:

- *Select Planning Period*

You select the relevant payroll period for reporting, based on a payroll area. You then proceed to *Create Plan* by choosing the *Next Step* pushbutton.

- *Create Plan*

You maintain the cost distribution for each position by selecting the relevant position and cost elements, and entering the cost distribution percentage and effort percentage, in order to distribute your salary to the cost elements. The total cost distribution percentages and effort percentages have to add up to 100%. If they do not, an error message is displayed.

When you have created a plan, you can review it by choosing the *Next Step* pushbutton.

- *Review Plan*

You can check the data entered, and change it, if necessary. If the data is correct, you can proceed to *Confirmation* by choosing the *Finish* pushbutton.

- *Confirm Plan Creation*

The message *Plan was successfully created* is displayed. A payroll run is then performed, and no further changes can be made to the data.

Prerequisites

Before you execute the Web application for Effort Reporting, you have to carry out the IMG activities in Customizing for *Personnel Management* by choosing *Employee Self-Service* →*Service-Specific Settings* → *Working Time* → *US-Specific Services* → *Effort Reporting.*

Change Plan

Technical Data

Runtime technology	Web dynpro
Technical name of Web dynpro	sap.com/ess~us~efr/USEffortReportingChangePlan
Technical name of iView	com.sap.pct.erp.ess.changeplan
Data origin	SAP ERP Central Component (ECC 6.0)
Languages	English (US-specific service)

Use

Authorized employees can use this iView to change their existing plan of their working effort.

Process Flow

To change a plan, you have to carry out the following process steps:

- *Select Plan*

- You select the relevant payroll period and record. You then proceed to *Change Plan* by choosing the *Next Step* pushbutton.

- *Change Plan*

- You can edit the data, as required. When you have made the changes, you can review the plan by choosing the *Next Step* pushbutton.

- *Review Change*

- You can then check the updated data and change it again, if necessary. If the data is now correct, you can proceed to *Complete Change* by choosing the *Finish* pushbutton.

- *Complete Change*

- A success message is displayed.

Prerequisites

Before you execute the Web application for Effort Reporting, you have to carry out the IMG activities in Customizing for *Personnel Management* by choosing *Employee Self-Service* →*Service-Specific Settings* → *Working Time* → *US-Specific Services* → *Effort Reporting.*

Display Plan

Technical Data

Runtime technology	Web dynpro
Technical name of Web dynpro	sap.com/ess~us~efr/USEffortReportingDisplayPlan
Technical name of iView	com.sap.pct.erp.ess.displayplan
Data origin	SAP ERP Central Component (ECC 6.0)
Languages	English (US-specific service)

Use

Authorized employees can use this iView to display their existing plan of their working effort.

Process Flow

To display an existing plan, you have to carry out the following process steps:

- *Select Plan*

- You select the relevant payroll period and record. You can then proceed to *Display Plan* by choosing the *Next Step* pushbutton.

- *Display Plan*

- The selected plan is displayed.

- You cannot make any changes to existing data in this application. To make changes, see Change Plan [Seite 123].

Prerequisites

Before you execute the Web application for Effort Reporting, you have to carry out the IMG activities in Customizing for *Personnel Management* by choosing *Employee Self-Service →Service-Specific Settings → Working Time → US-Specific Services → Effort Reporting.*

-

Certify Your Actuals

Technical Data

Runtime technology	Web dynpro
Technical name of Web dynpro	sap.com/ess~us~efr/USEffortReportingCertifyPlan
Technical name of iView	com.sap.pct.erp.ess.certifyplan
Data origin	SAP ERP Central Component (ECC 6.0)
Languages	English (US-specific service)

Use

Authorized employees can use this iView to certify their actual working effort for the payroll period, after the payroll run has been performed.

Process Flow

To certify your actual working effort, you have to carry out the following process steps:

- *Select Plan*

- You select the relevant payroll period and record. You then proceed to *Certify Plan* by choosing the *Next Step* pushbutton.

- *Certify Actuals*

- Your planned data is displayed with the old cost distribution percentage and old effort percentage. You enter the actual data in the *New cost distribution percentage* and *New effort percentage* fields. If there is a difference between the actual cost distribution and the actual effort percentage values, you have to enter a variance code or reason for the difference. A retroactive payroll run is triggered if the old cost distribution percentage and the new cost distribution percentage are not same.

- *Review Certification*

- You check the actual data entered. If the data is correct, you can proceed to *Confirm Certification* by choosing the *Next Step* pushbutton.

- *Confirm Certification*

- The message *The certification was successfully created* is displayed. The workflow HRUSEFRA 'Workflow to approve employee's actuals in Effort Certification' is then triggered to notify the manager that their approval is required.

    If your manager rejects or resets the entries you have made, a workflow is triggered to notify you that you have to enter your efforts again. If you subsequently make changes to your data, a retroactive payroll run is performed for any change in the cost distribution percentage after your manager has approved your record again.

Prerequisites

Before you execute the Web application for Effort Reporting, you have to carry out the IMG activities in Customizing for *Personnel Management* by choosing *Employee Self-Service →Service-Specific Settings → Working Time → US-Specific Services → Effort Reporting.*

-

Benefits and Payment

Technical name: com.sap.pct.erp.ess.area_benefits_payment

Use

Employees can use the applications in this area to:

- Display income data

- Display data on benefits participation

- Enroll for benefits plans

- View data on FSA claims and retirements benefits

- Display data on employee options and total compensation statement

- Exercise employee options

Enrollment

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~ben/BenefitsApplication
Data origin	SAP ERP Central Component (ECC 5.00)

Use

This service enables employees to enroll in the benefit plan(s) of their choosing during the employer-defined Open Enrollment period. By means of this service, employees can enroll themselves and their dependents in any combination of medical, dental, investment, life insurance or other benefit plans.

This service also enables employees to adjust their benefit plan selections outside of Open Enrollment, where authorized. For example, if an employee experiences a qualifying event, such as a divorce, then the employee would use this service to adjust their benefit plan selections accordingly.

Range of Functions

This service enables employees to perform three main tasks related to Enrollment, namely:

- *Plan Selection*

- *Review Enrollment*

- *Confirmation*

During *Plan Selection*, employees add, edit or remove benefit plans, as needed. As they select benefit plans, employees also identify their dependents and beneficiaries, where required. For each plan in which the employee chooses to enroll, this service indicates the associated name, cost and remarks. When employees complete the process of selecting plans here, they proceed to *Review Enrollment.* Alternatively, employees can cancel Enrollment entirely, if desired.

During *Review Enrollment*, employees are presented with a summary of all benefit plans they have selected for enrollment. For each plan selected, this service indicates the associated name, cost and enrollment action. If employees wish to enroll in additional plans, or remove existing plans, they may return to *Plan Selection*, if needed. (If desired, they may also cancel Enrollment entirely.) However, if employees are satisfied with their benefit plan selections, they choose *Submit* to finalize the enrollment process and to proceed to *Confirmation*.

During *Confirmation*, employees are granted confirmation that Enrollment is complete, and that they have successfully enrolled themselves – and their dependents, if applicable – in the selected benefit plan(s). In addition to the confirmation displayed here, this service also provides a summary of all benefit plans in which the employee enrolled.

Prerequisites

You have performed the appropriate settings in Customizing for *Benefits Administration* (PA-BN), within the chapter *Employee Self-Service*.

Participation Overview

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~ben/BenefitsParticipationApplication
Data origin	SAP ERP Central Component (ECC 5.00)

Use

This service enables employees to view a list of plans in which they are currently enrolled. However, because this service is date-dependent, employees must first specify the desired effective date before their *Participation Overview* is displayed. Upon specifying that date, employees gain an overview of all benefit plans in which they chose to participate as of that date.

From the Participation Overview, employees can select any particular plan in which they are enrolled, then review the details that are in effect for that plan on the specified date. For example, among other information, employees can review the plan's cost, coverage and participation period, as well as dependents and beneficiaries, if applicable.

Prerequisites

You have performed the appropriate settings in Customizing for *Benefits Administration* (PA-BN), within the chapter *Employee Self-Service*.

The employee who wishes to use this service to view participation details for a given plan is required to be participating in that plan on or before the specified effective date. Therefore, the infotype record for that employee that corresponds to the plan must exist on the specified effective date.

Salary Statement

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.paycheck_service
Technical Name of Web Dynpro Application	sap.com/ess~rem/PaySlip2
Service Key	EMPLOYEE_BENEFITPAY_PAYCHECK
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

This service provides employees with a detailed list of amounts and information for a selected period. This includes:

- Gross amount (for example, payments)

- Net amount (for example, deductions)

- Outgoing payment (for example, bank transfer)

- Additional information (for example, organizational assignment, leave, notes to the employee)

Features

Employees obtain one or more salary statements for a selected period. The service is based on the salary statement created using the HR Forms Workplace [Extern] (HRFORMS) or the salary statement created using the HR Forms Editor [Extern] (PE51). The salary statement is output as a PDF-based form. Your employees can print the salary statement from the Web application or save it on their PC.

> For detailed information about the tools, see the SAP Library and choose *Human Resources → HR Tools → HR Forms Workplace or HR Forms Editor.*

Prerequisites

You make the necessary settings for the service in the Implementation Guide (IMG) for the Salary Statement. Choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Benefits and Payment → Salary Statement.*

You make the necessary settings for the salary statement of a particular country in the Implementation Guide for the relevant country version.

Country-Specific Applications

In addition to the applications for Pay and Benefits, your employees can use further country-specific applications.

Deferred Compensation

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~de~dcomp/Per_DComp_DE
Data Origin	SAP ERP Central Component (SAP ECC 5.00)

Features

You can use this service in the *Payroll* country version for Germany only.

This service enables employees at your enterprise to view and change their data about deferred compensation as benefits bonuses, of the same value, as offered by their employer.

In accordance with the regulations at your enterprise, employees can transfer individual salary elements to the company pension scheme. You can offer your employees different conversion models that comprise the following:

- Entitlement: What does the employee want to save for? (for example, equity payment, life-long pension)

- Conversion type: what does the employee want to convert? (for example, monthly salary, non-recurring payments)

As part of this service, the employee can select a particular conversion model from the default selection options. The employee can also change existing data (for example, change the conversion model) and specify certain amounts or upper limits.

> If necessary, you can restrict the periods when this service or parts of this service are available. For instance, you may wish that deferred compensation from non-recurring payments only be possible in a particular month.

U.S.-Specific Employee Self-Services

Purpose

This section contains the services that are specific to the U.S.:

Features

The services described in this section are:

-
-
-

Employment and Salary Verification

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~us/EmploymentSalaryVerification
Data origin	SAP ECC 5.0 or higher.
Languages	English (U.S.-specific service)

Use

An employee can use this service to send — either by fax or mail — a verification of salary or employment status to a specific recipient, for example a bank.

Range of Functions

A major benefit of this service is that it allows the employee to send the information without having to request it directly from the HR Administrator.

By selecting *Employee Self-Service → Benefits and Payment → Employment Verification*, employees can choose to send:

- Verification of position and start date
- Verification of position, start date and current year's earnings
- Verification of position, start date and current and previous 2 years' earnings

Prior to sending the document, the employee has the opportunity to verify that the information is correct. After reviewing and sending the information, the employee receives a confirmation.

Prerequisites

The employee (end user) must have a user for the ESS system. To create, modify or delete uses in the backend SAP System, see Assigning Authorizations for ESS Users [Seite 40].

You must make the necessary customizing settings for the application. For more information, see the Implementation Guide and choose *Personnel Management → Employee Self-Service → Service-Specific Settings → Benefits and Payment → Salary Statement.*

Workflow for Employment and Salary Verification

Definition

The WebDynpro application *EmploymentSalaryVerification* realizes the ESS scenario Employment and Salary Verification [Seite 133]. You can use this workflow template to support this Employee Self-Service (ESS) scenario.

Technical Details

Workflow Name: **WS01000045**

Module pool: **SAPMWS01000045H**

Use

The standard workflow is used to inform the responsible person (generally an HR Administrator) of the employee's request.

Structure

The communication with the back-end is handled via the model **HRXSS_US_ESV**.

The business logic is encapsulated in the component **FcUsESV**.

The user interface is realized using the following WebDynpo components:

- **VcUsESVSelection** – Selection screen where the user enters the basic information.

- **VcUsESVReviewText** – Review screen, where the user can review the master data information for accuracy.

- **VcUsESVRequestDetails** – Review screen and Confirmation screen: Details, where the user reviews the data he or she has entered.

- **VcUsEsvReviewNavigation** – Review screen: Navigation, which displays where the user is in the process.

- **VcUsESVConfirmationNavigation** – Confirmation Screen: Status message and Navigation, which confirms that the information has been sent; whether to the HR Administrator for processing or directly to the recipient via fax, depending on how you have set up your workflow.

With this workflow there is a print and fax option provided. For both options, the workflow is sent to the HR Administrator's inbox. The HR Administrator then reviews the request and can then decide to print out the details to be mailed or to fax the details directly to the fax number provided by the employee.

In the standard workflow. the request is sent to the HR Admin first who decides whether and in what form to send the information.

You can change the Workflow to enable a direct fax function, so that the information is sent directly if the fax number is provided. To do this, you must modify the **Fax** step in the workflow and set it as background processing.

It is also possible to change the roles so that the employee can send the fax directly, without involving the HR Administrator. To do this, you need to assign the employee as the **user**.

Integration

The RFC-enabled function group **HRXSS_US_EMPSAL_VERIFIC** includes the following function modules:

- **HRXSS_US_EMPSAL_DETAILS_GET**

This function module gets/reads the social security number (SSN), the hire date and, if requested, the annual salary for the current and the previous two years for the employee making the request. It also validates the fax-number in case the employee selects the option **Send by Fax**.

- **HRXSS_US_EMPSAL_WORKFLOW_START**

  This function module triggers the workflow when the employee navigates from the **Review** screen to the **Confirmation** screen.

W-2 Reprint

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~us/W2Reprint
Data origin	SAP ECC 5.0 or higher
Languages	English (U.S.-specific service)

Use

Employees can use this service to request a copy of their W-2 form from the previous tax year.

Range of Functions

Using the path *Employee Self-Service → Benefits and Payment*, the employee can choose one of the following delivery options:

- Regular Mail
- Intracompany Mail
- Pick up

Prerequisites

The employee's master data must be entered in the Addresses infotype (0006).

You must assign user authorizations [Seite 40] for each employee.

Tax Withholding W-4

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~us~w4
Data origin	SAP ECC 5.0 or higher
Languages	English (U.S.-specific service)

Use

Employees can use this service to create, change, and display the information included on the W-4 form (Employee's Withholding Allowance Certificate).

Employees can access this service by one of the following paths:

- *Employee Self-Service → Benefits and Payment*

- *Employee Self-Service → Personal Information*

Range of Functions

Upon selecting this service, employees first see an overview of any and all of their current selections for state and federal W-4 forms. Each of these entries can be edited individually. The employee can change:

- Filing status

- Number of exemptions

- Additional Withholding

- Tax Exemption Indicator

In addition, the employee must select the Declaration option to activate any changes.

The employee is subsequently presented with a summary of the altered data to be saved and submitted to the HR department.

Prerequisites

You must assigned ESS authorizations [Seite 40] for your employees.

Optional Settings

The delivered default logic determines which states are relevant for the employee by scanning the employee's existing address and tax area records (Infotypes 0006, 0207, 0208, and 0209). You can change (modify/replace) this default logic by using the Business Add-In (BAdI) **HRXSS_PER_SUBTYPE**.

Singapore Income Tax IR8A

Technical Data

Type of application	Java/Web Dynpro
Technical name	ess~sg/Ir8a
Data origin	SAP ERP Central Component (ECC 5.00)

Use

This service provides employees with their income tax *Form IR8A*.

Range of Functions

The status of the tax form may be one of the following:

- Original

- Amended

- Additional

The status of the tax form depends on the options selected while generating the tax form. You can generate the *Form IR8A* using the Singapore Income Tax IR8A (New Report) (RPCT8AR0_01) [Extern].

The *Form IR8A* is available in a PDF format.

Singapore Income Tax IR8S

Technical Data

Type of application	Java/Web Dynpro
Technical name	ess~sg/Ir8s
Data origin	SAP ERP Central Component (ECC 5.00)

Use

This service provides employees with their income tax *Form IR8S*. You can generate the *Form IR8S* for an employee using the Singapore Income Tax IR8S report (RPCT8SR0) [Extern].

The Form IR8S is available in a PDF format.

Personal Information

Technical name: com.sap.pct.erp.ess.area_personal_information

Use

Employees can use the applications in this area to:

- Enter address information

- Enter bank details

- Enter personal and family data

Address

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.address
Technical Name of Web Dynpro Application	sap.com/ess~**~addr/Per_Address_** where ** = country code (see table)
Service Key	EMPLOYEE_PERSINFO_ADDRESS
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Employees can use this service to display and edit their own address data. This means that they can continually update their data, thereby relieve the HR department of time-consuming, cost-intensive activities.

Features

The *Address* service comprises input screens for the address types *Permanent Residence, Emergency Address, and Mailing Address.*

- In the input screens for the *permanent residence,* employees can enter the address of their primary residence, and change the address data, if they move, for example.

- In the input screens, employees can enter or change a contact address for emergencies.

- In the input screens for the *mailing address,* employees can enter or change a correspondence address.

In the *Overview,* employees can display an overview of their current address data.

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

Country	Country-Specific Service
Argentina	sap.com/ess~ar~addr/Per_Address_AR
Australia	sap.com/ess~au~addr/Per_Address_AU
Belgium	sap.com/ess~be~addr/Per_Address_BE
Brazil	sap.com/ess~br~addr/Per_Address_BR
China	sap.com/ess~cn~addr/Per_Address_CN
Denmark	sap.com/ess~dk~addr/Per_Address_DK
Germany	sap.com/ess~de~addr/Per_Address_DE
France	sap.com/ess~fr~addr/Per_Address_FR
United Kingdom	sap.com/ess~uk~addr/Per_Address_UK
Hong Kong	sap.com/ess~hk~addr/Per_Address_HK
Indonesia	sap.com/ess~id~addr/Per_Address_ID

Italy	sap.com/ess~it~addr/Per_Address_IT
Japan	sap.com/ess~jp~addr/Per_Address_JP
Canada	sap.com/ess~ca~addr/Per_Address_CA
Malaysia	sap.com/ess~my~addr/Per_Address_MY
Mexico	sap.com/ess~mx~addr/Per_Address_MX
New Zealand	sap.com/ess~nz~addr/Per_Address_NZ
The Netherlands	sap.com/ess~nl~addr/Per_Address_NL
Norway	sap.com/ess~no~addr/Per_Address_NO
Austria	sap.com/ess~at~addr/Per_Address_AT
Philippines	sap.com/ess~ph~addr/Per_Address_PH
Portugal	sap.com/ess~pt~addr/Per_Address_PT
Sweden	sap.com/ess~se~addr/Per_Address_SE
Switzerland	sap.com/ess~ch~addr/Per_Address_CH
Singapore	sap.com/ess~sg~addr/Per_Address_Sg
Spain	sap.com/ess~es~addr/Per_Address_ES
South Africa	sap.com/ess~za~addr/Per_Address_ZA
South Korea	sap.com/ess~kr~addr/Per_Address_KR
Taiwan	sap.com/ess~tw~addr/Per_Address_TW
Thailand	sap.com/ess~th~addr/Per_Address_TH
USA	sap.com/ess~us~addr/Per_Address_US
Venezuela	sap.com/ess~ve~addr/Per_Address_VE

Prerequisites

You have made the necessary settings for this service in the Implementation Guide for *Personnel Management.* You can find the activity under *Employee Self-Service → Service-Specific Settings → Personal Data.*

Bank Information

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.bank
Technical Name of Web Dynpro Application	sap.com/ess~**~bank/Per_Bank_** where ** = country code (see table)
Service Key	EMPLOYEE_PERSINFO_BANK
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Employees can use this service to display and edit their own bank information. This means that they can continually update their data, thereby relieve the HR department of time-consuming, cost-intensive activities.

Employees' bank details are used for bank transfers from payroll and to reimburse travel expenses.

Features

The *Bank Information* service contains input screens for the bank information types *Main Bank, Travel Expenses,* and *Additional Bank Details.*

- In the input screens for the *main bank*, employees can create and edit their bank information for the bank transfer from payroll.

- In the input screens for *travel expenses,* employees can create, change, and delete the bank information for travel expenses from travel expense management.

- In the input screens for *additional bank details,* employees can create, change, and delete a different bank account for special purposes. For example, employees may have a part of their salary transferred to an account other than their main bank account. The amount can be specified either as an absolute *amount* or as a *percentage* of the salary.

In the *Overview,* employees can display an overview of their current bank data.

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

Country	Country-Specific Service
Argentina	sap.com/ess~ar~bank/Per_Bank_AR
Australia	sap.com/ess~au~bank/Per_Bank_AU
Belgium	sap.com/ess~be~bank/Per_Bank_BE
Brazil	sap.com/ess~br~bank/Per_Bank_BR
China	sap.com/ess~cn~bank/Per_Bank_CN
Denmark	sap.com/ess~dk~bank/Per_Bank_DK
Germany	sap.com/ess~de~bank/Per_Bank_DE

France	sap.com/ess~fr~bank/Per_Bank_FR
United Kingdom	sap.com/ess~uk~bank/Per_Bank_UK
Hong Kong	sap.com/ess~hk~bank/Per_Bank_HK
Indonesia	sap.com/ess~id~bank/Per_Bank_ID
Italy	sap.com/ess~it~bank/Per_Bank_IT
Japan	sap.com/ess~jp~bank/Per_Bank_JP
Canada	sap.com/ess~ca~bank/Per_Bank_CA
Malaysia	sap.com/ess~my~bank/Per_Bank_MY
Mexico	sap.com/ess~mx~bank/Per_Bank_MX
New Zealand	sap.com/ess~nz~bank/Per_Bank_NZ
The Netherlands	sap.com/ess~nl~bank/Per_Bank_NL
Norway	sap.com/ess~no~bank/Per_Bank_NO
Austria	sap.com/ess~at~bank/Per_Bank_AT
Philippines	sap.com/ess~ph~bank/Per_Bank_PH
Portugal	sap.com/ess~pt~bank/Per_Bank_PT
Sweden	sap.com/ess~se~bank/Per_Bank_SE
Switzerland	sap.com/ess~ch~bank/Per_Bank_CH
Singapore	sap.com/ess~sg~bank/Per_Bank_SG
Spain	sap.com/ess~es~bank/Per_Bank_ES
South Africa	sap.com/ess~za~bank/Per_Bank_ZA
South Korea	sap.com/ess~kr~bank/Per_Bank_KR
Taiwan	sap.com/ess~tw~bank/Per_Bank_TW
Thailand	sap.com/ess~th~bank/Per_Bank_TH
USA	sap.com/ess~us~bank/Per_Bank_US
Venezuela	sap.com/ess~ve~bank/Per_Bank_VE

Prerequisites

You have made the settings for this service in the Implementation Guide for *Personnel Management*. You can find the activity under *Employee Self-Service → Service-Specific Settings → Personal Information.*

Personal Data

Technical Data

Runtime Technology	Java/WebDynpro
Technical Name of iView	com.sap.pct.erp.ess.pdata
Technical Name of Web Dynpro Application	sap.com/ess~**~pdata/Per_Personal_** where ** = country code (see table)
Service Key	EMPLOYEE_PERSINFO_PERSDATA
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Employees can use this service to display and edit their own personal information. This means that they can continually update their data, thereby relieve the HR department of time-consuming, cost-intensive activities.

Features

In the *Overview,* employees can display an overview of their current personal data. In the input screen, they can change data relating to their name, marital status, nationality, and birth data.

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

Country	Country-Specific Service
Argentina	sap.com/ess~ar~pdata/Per_Personal_AR
Australia	sap.com/ess~au~pdata/Per_Personal_AU
Belgium	sap.com/ess~be~pdata/Per_Personal_BE
Brazil	sap.com/ess~br~pdata/Per_Personal_BR
China	sap.com/ess~cn~pdata/Per_Personal_CN
Denmark	sap.com/ess~dk~pdata/Per_Personal_DK
Germany	sap.com/ess~de~pdata/Per_Personal_DE
France	sap.com/ess~fr~pdata/Per_Personal_FR
United Kingdom	sap.com/ess~uk~pdata/Per_Personal_UK
Hong Kong	sap.com/ess~hk~pdata/Per_Personal_HK
Indonesia	sap.com/ess~id~pdata/Per_Personal_ID
Italy	sap.com/ess~it~pdata/Per_Personal_IT
Japan	sap.com/ess~jp~pdata/Per_Personal_JP
Canada	sap.com/ess~ca~pdata/Per_Personal_CA
Malaysia	sap.com/ess~my~pdata/Per_Personal_MY
Mexico	sap.com/ess~mx~pdata/Per_Personal_MX

New Zealand	sap.com/ess~nz~pdata/Per_Personal_NZ
The Netherlands	sap.com/ess~nl~pdata/Per_Personal_NL
Norway	sap.com/ess~no~pdata/Per_Personal_NO
Austria	sap.com/ess~at~pdata/Per_Personal_AT
Philippines	sap.com/ess~ph~pdata/Per_Personal_PH
Portugal	sap.com/ess~pt~pdata/Per_Personal_PT
Sweden	sap.com/ess~se~pdata/Per_Personal_SE
Switzerland	sap.com/ess~ch~pdata/Per_Personal_CH
Singapore	sap.com/ess~sg~pdata/Per_Personal_SG
Spain	sap.com/ess~es~pdata/Per_Personal_ES
South Africa	sap.com/ess~za~pdata/Per_Personal_ZA
South Korea	sap.com/ess~kr~pdata/Per_Personal_KR
Taiwan	sap.com/ess~tw~pdata/Per_Personal_TW
Thailand	sap.com/ess~th~pdata/Per_Personal_TH
USA	sap.com/ess~us~pdata/Per_Personal_US
Venezuela	sap.com/ess~ve~pdata/Per_Personal_VE

Prerequisites

You have made the settings for this service in the Implementation Guide for *Personnel Management*. You can find the activity under *Employee Self-Service* → *Service-Specific Settings* → *Personal Data.*

Family Data

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.fam
Technical Name of Web Dynpro Application	sap.com/ess~**~fam/Per_Family_** where ** = country code (see table)
Service Key	EMPLOYEE_PERSINFO_FAMMEMBER
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Employees can use this service to display and edit data about their family members and dependents.

This means that they can continually update their data, thereby relieve the HR department of time-consuming, cost-intensive activities.

Features

The *Family Member/Dependents* service contains input screens for *Spouse* and *Children.*

In the *Overview,* employees can display an overview of their current data about family members and dependents.

The *Family Member/Dependents* service has country-specific input screens for the following countries:

Country	Country-Specific Service
Argentina	sap.com/ess~ar~fam/Per_Family_AR
Australia	sap.com/ess~au~fam/Per_Family_AU
Belgium	sap.com/ess~be~fam/Per_Family_BE
Brazil	sap.com/ess~br~fam/Per_Family_BR
China	sap.com/ess~cn~fam/Per_Family_CN
Denmark	sap.com/ess~dk~fam/Per_Family_DK
Germany	sap.com/ess~de~fam/Per_Family_DE
France	sap.com/ess~fr~fam/Per_Family_FR
United Kingdom	sap.com/ess~uk~fam/Per_Family_UK
Hong Kong	sap.com/ess~hk~fam/Per_Family_HK
Indonesia	sap.com/ess~id~fam/Per_Family_ID
Italy	sap.com/ess~it~fam/Per_Family_IT
Japan	sap.com/ess~jp~fam/Per_Family_JP

Canada	sap.com/ess~ca~fam/Per_Family_CA
Malaysia	sap.com/ess~my~fam/Per_Family_MY
Mexico	sap.com/ess~mx~fam/Per_Family_MX
New Zealand	sap.com/ess~nz~fam/Per_Family_NZ
The Netherlands	sap.com/ess~nl~fam/Per_Family_NL
Norway	sap.com/ess~no~fam/Per_Family_NO
Austria	sap.com/ess~at~fam/Per_Family_AT
Philippines	sap.com/ess~ph~fam/Per_Family_PH
Portugal	sap.com/ess~pt~fam/Per_Family_PT
Sweden	sap.com/ess~se~fam/Per_Family_SE
Switzerland	sap.com/ess~ch~fam/Per_Family_CH
Singapore	sap.com/ess~sg~fam/Per_Family_SG
Spain	sap.com/ess~es~fam/Per_Family_ES
South Africa	sap.com/ess~za~fam/Per_Family_ZA
South Korea	sap.com/ess~kr~fam/Per_Family_KR
Taiwan	sap.com/ess~tw~fam/Per_Family_TW
Thailand	sap.com/ess~th~fam/Per_Family_TH
USA	sap.com/ess~us~fam/Per_Family_US
Venezuela	sap.com/ess~ve~fam/Per_Family_VE

Prerequisites

You have made the settings for this service in the Implementation Guide for *Personnel Management.* You can find the activity under *Employee Self-Service → Service-Specific Settings → Personal Information.*

Authentication for EIC

Technical Data

Application Category	Java/Web Dynpro
Technical Name	sap.com/ess~eic~aut/EICAuthentication
Service Key	EIC_AUTHENTICATION
Data Origin	SAP ERP Central Component (ECC 6.00)

Features

This service enables all employees at your company to define authentication questions and the corresponding answers. You can use the authentication service when you implement an Employee Interaction Center (EIC) and you want to enable employees to contact the EIC by telephone. In this case, EIC agents must be able to uniquely identify the caller. The authentication questions defined in this application make this possible.

All employees can use this application to select a maximum of five different authentication questions and enter the corresponding answers. The relevant data (in particular the questions and answers) are stored in the *Authentication* infotype (0816).

In the standard SAP system, the *Authentication for EIC* application is assigned to the *Personal Information* area. In Customizing for the *Self-Services Homepage,* you can change this assignment to suit your requirements.

> You can use a query to authenticate employees and set the employee's date of birth as the authentication criterion. In this case, you do not require an Employee Self-Service application.

EIC Request

Technical Data

Application Category	Java/Web Dynpro
Technical Name	sap.com/pcui_gp~isr/IsrForm
Service Key	EIC_SERVICE_REQUEST
Data Origin	SAP ERP Central Component (ECC 6.00)

Features

This application allows you to enable employees to contact the Employee Interaction Center (EIC) with a request. To enable this, you can show a link on the interface of any Employee Self-Service application.

When an employee clicks on the link, he or she can the fill out an Adobe form and send the request to the EIC.

Country-Specific Applications

In addition to the applications in the *Personal Information* area, your employees can also use further country-specific applications.

Personal IDs

Technical Data

Type of application	Java/Web Dynpro
Technical name	ess~XX~pid/Per_Pid_XX
	where XX = Country Identification (see Table)
Data origin	SAP ERP Central Component (ECC 5.00)

Use

With this service, employees can enter the *Identity Number* and other details for a particular identification type.

Range of Functions

The employee can create, modify or delete records for an identification type. The information that the employee enters for an identification type is used for the purpose of reporting.

The following country specific input screens exist for the Service *Personal IDs*:

Country	Country Specific Service
Singapore	ess~sg~pid/Per_Pid_SG
Malaysia	ess~my~pid/Per_Pid_MY
Hong Kong	ess~hk~pid/Per_Pid_HK
Taiwan	ess~tw~pid/Per_Pid_TW
Indonesia	ess~id~pid/Per_Pid_ID
Thailand	ess~th~pid/Per_Pid_TH

Example

In case of the country version Singapore, *Driver's License* is one of the identification types. The employee can enter his or her license number as the *Identity Number*. The input screen also has the provision for the employee to enter other driver's license details such as the *Issuing Authority*, *Issuing Number*, *Issuing Date* and so on.

Payment Summary

Technical Data

Type of application	Java/Web Dynpro
Technical name	ess~au~rep/Ps
Data origin	SAP ERP Central Component (ECC 5.00)

Use

This service provides employees with their *Payment Summary* for the selected year.

This service is available only if you have generated the *Payment Summary* for the selected year. You can generate the same for an employee using the Payment Summary 2001 onwards [Extern] report.

The *Payment Summary* is available in a PDF format.

Canada: Employment Equity

Technical Data

Type of application	Java/Web Dynpro
Technical name	sap.com/ess~ca/empeq
Data origin	SAP ERP Central Component (ECC 5.00)
Languages	English, French

Use

If an enterprise is subject to report employee data under the Employment Equity Act (EEA) and if this service is available, then this service provides employees with the opportunity to record their EEA data online. Employees can also use this service to decline from having their EEA data surveyed and reported.

Range of Functions

This service enables employees to decline (or accept) the opportunity to have their EEA data surveyed and reported. To this end, employees de-select (or select):

- *Release of Data*

Where employees accept the opportunity to participate, this service enables them to record their EEA data in any combination of the following areas:

- Identification as *Aboriginal Peoples*

- *Aboriginal People's Group*

- Identification as *Visible Minority*

- Identification as *Persons with Disabilities*

Integration

The EEA data that employees store within this service is subsequently committed to *Additional Personal Data* infotype (0077) records. Data stored in this service is also considered by the Employment Equity Act Report (RPLEEAK0) [Extern].

Prerequisites

You have performed the appropriate settings in Customizing for *Payroll Canada* (PY-CA), by choosing *Reporting and Statistics → Employment Equity Act Reporting (EEA) → Define designated group types and designated groups*.

⚙️ Career and Job

Technical name: com.sap.pct.erp.ess.area_career_job

Use

Employees can use the applications in this area to:

- Maintain their candidate profile

- Display an overview of the data in the candidate profile

- Release candidate profile

- Apply directly to a job posting

- Search for suitable jobs

- Display a list of job postings that they have stored as favorites

- Send applications

- Store personal settings

- Maintain their skills profile

E-Recruiting Applications

Features

The following e-Recruiting applications are available:

Candidate Profile

Employees can use the candidate profile to store their resume, contact data, and job preferences.

Data Overview

Employees can use the data overview to display an overview of the data that they have stored in their profile.

Profile Release

Employees can use this function to release their candidate profile so that recruiters can view it. As long as an employee does not release the candidate profile, only he or she has access to the data in it.

Apply Direct

Employees can apply for a job directly using the reference code of a job posting.

Job Search

Employees can search the database for suitable jobs. They can restrict the search by entering search criteria.

Favorites

Employees can create a list of favorites in which they store jobs that they have flagged as interesting. They can apply for jobs directly from these job postings.

Applications

Employees can display an list of their current applications.

Personal Settings

Employees can customize their e-Recruiting pages to suit their preferences. They can set the data format, decimal notation, language in which they prefer to work, and the format in which the data overview is displayed.

Prerequisites

You use SAP e-Recruiting 3.00 with Support Package 1, or higher.

Before you can use the e-Recruiting applications, you have to make the following settings in the Implementation Guide (IMG):

8. Specify the server on which SAP e-Recruiting is installed. To do so, choose the following IMG path: *Cross-Application Components ? Homepage Framework ? Resources ? Define Server for Resources.* Enter the server name and the port of your e-Recruiting system.

9. Assign the server to all e-recruiting resources and add the URL parameters stored. To do so, choose the following IMG path: *Cross-Application Components ? Homepage Framework ? Resources ? Define Resources.*

    Enter the e-recruiting server for the following resources. Add the relevant URL parameters by replacing in the BSP client the 000 client with the client of your e-recruiting system.

    o EMPLOYEE_CANDIDATE_APPLICATIONS_SERVICE

- EMPLOYEE_CANDIDATE_DATA_OVERVIEW

- EMPLOYEE_CANDIDATE_DIRECT_APPL_SERVICE

- EMPLOYEE_CANDIDATE_FAVORITES_SERVICE

- EMPLOYEE_CANDIDATE_PERSONAL_SETTINGS

- EMPLOYEE_CANDIDATE_PROFILE_RELEASE

- EMPLOYEE_CANDIDATE_PROFILE_SERVICE

- EMPLOYEE_CANDIDATE_SEARCH_JOBS_SERVICE.

Skills Profile

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.skills
Technical Name of Web Dynpro Application	sap.com/ess~skl/SkillsApplication
Service Key	EMPLOYEE_CAREER_SKILLSPROFILE
Available as of	SAP NetWeaver 2004
Data Origin	SAP ECC 5.0 or above
Software Component	EA-HR
Support	CA-ESS

Use

Each employee in your company can use this service to display and update their own skills profile.

Features

The service comprises input screens enabling the following functions:

- Display skills that are currently valid

- Update existing skills

- Add or remove skills

- Display training proposals and go directly to the *Learning Solution* to book training

- Display skills that are no longer up to date (highlighted specially)

Prerequisites

You have made the settings required for this service in the following activity in the Implementation Guide for *Personnel Management: Employee Self-Service → Service-Specific Settings → Career and Job → Skills*.

⚙ Procurement

Technical name: com.sap.pct.erp.ess.area_purchasing

Use

In the *Procurement* area, employees can create and manage their own ordering transactions. In this way, the extensive administrative tasks of the purchasing department are reduced and the procurement process is accelerated.

The applications in this area enable you employees to perform the following tasks:

- Purchase goods and services

  Every employee can purchase individually the goods and services he or she requires for his or her work area.

- Confirm goods and services

  Every employee can confirm individually the goods and services that he or she has ordered.

- Check Status

  In this application, your employees can check the overall status of the shopping cart or the status of the individual items it contains. Your employees can use various search criteria to find shopping carts including:

  - Name of the shopping cart

  - Creation period

  - Status of shopping cart

Integration

You implement *SAP Supplier Relationship Management.*

To enable your employees to use the applications in the *Procurement* area, you implement the business scenario, *Self-Service Procurement.*

For more information about *Self-Service Procurement,* see the *SAP Library,* under *SAP Supplier Relationship Management* → *Self-Service Procurement.*

Features

The *Procurement* area of *Employee Self-Service* comprises the following applications:

Application	Service Key	Additional Information
Shop	EMPLOYEE_PURCHASING_ SHOP	For more information about the *Shop* application, see the documentation for *Self-Service Procurement* under *Shop (Self-Service).*
Confirm Goods/Services	EMPLOYEE_PURCHASING_ CONFIRMGOODS	For more information about the *Confirm Goods/Services* application, see the documentation for *Self-Service Procurement* under *Confirming Goods, Services, and Times.*
Check Status	EMPLOYEE_PURCHASING_ CHECKSTATUS	For more information about the *Check Status* application,

		see the documentation for *Self-Service Procurement* under *Approval and Check Status → Shopping Cart: Check Status.*

Work Environment

Technical name: com.sap.pct.erp.ess.area_work_environment

Use

The applications in this area enable your employees to organize their work environment. The *Equipment Overview* application allows employees to display information about the equipment assigned to them and manage the relevant data, for example.

Employees can:

- Request repairs.

- Request changes.

- Report losses.

Equipment Overview

Technical Data

Runtime Technology	Java/Web Dynpro
Technical Name of iView	com.sap.pct.erp.ess.equipment_monitor
Technical Name of Web Dynpro Application	Xss500~mss~equ~sap.com
Data Origin	SAP ECC 5.00 Financials Extension

Use

The **equipment overview** gives employees information on the devices that are assigned to them. This information can be displayed via the *Business Package for Employee Self-Service.*

Features

The devices can be assets from the *Asset Accounting* component, equipment from the *Plant Maintenance* component, and objects on loan from the *Human Resources* component.

If an object is both an asset and a piece of equipment at the same time, the data is consolidated and displayed in accordance with the Customizing of *Human Resources →️ Employee Self-Service →️ Service-Specific Settings →️ Equipment Overview →️ Edit Views.* A traffic light shows if there is inconsistent data in the system, such as an incorrect location or cost center.

You can use the BAdIs in Customizing for *Employee Self-Service (my SAP ERP)* under *Equipment View →️ Business Add-Ins* to affect which fields are displayed and the content of these fields.

The following Internal Service Requests (ISRs) [Extern] are available to you in the equipment overview:

- Request Equipment Repair

- Request Equipment Change

- Report Equipment Loss

Prerequisites

- A technical prerequisite of this application is *SAP ECC 5.00 Financials Extension.*

- In the Customizing of *Employee Self-Service (mySAP ERP)* under *Specify RFC Connection to the HCM System* you have defined the RFC destination for the selection of the personnel data.

- You have created and activated an implementation of BAdI FCOM_EQM_EQUI_USER for finding equipment for users and users for equipment. You are recommended to adopt the sample coding.

- Users have the authorization to display the objects (*asset, equipment* and *object on loan).*

Optional Settings

You can use Business Add-Ins (BAdIs) to:

- Customize the interface

    (BAdI: FCOM_EQM_CHANGE)

- Define how users' equipment is determined

  (BAdI: FCOM_EQM_EQUI_USER)

For more information, see the online BAdI documentation.

See also:

Equipment Monitor [Extern]

⚙ Internal Service Request (ISR)

Use

The *Internal Service Request* (ISR) allows you to enable the user of a service to use the Interactive Forms based on Adobe Software [Extern] solution to request and have services performed. Service requests are automatically sent to the person who is responsible for processing them. This simplifies communication between the individual requesting a service and the individual performing a service since this is usually handled mainly by e-mail or telephone.

Integration

You make the settings required for an internal service request (for example, define form, enter processor) in Customizing in an ISR scenario.

To enable you to use this function in Self-Service applications and in Express Planning, Customizing includes numerous ISR scenarios that you can use directly or copy and adapt them to suit your requirements. These ISR scenarios are organized in ISR scenario groups. For information about which ISR scenario groups exist for which ISR scenarios and for which service, see the documentation for the business package for the particular Self-Service application or the documentation for Express Planning.

Prerequisites

To use the standard ISR scenarios, or ISR scenarios that have been adapted, you must make the following settings:

- You have copied the current scenario customizing from client **000** to the current client using transaction QISR_SM29 (object lists **P46C_ISR_SCENARIO** and **AX8_ISR_SCENARIOX**).

- You have entered the server on which the services (Web Dynpro) are located. You do this in the IMG of the ERP system under *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Scenario Definition → Define Scenarios → <Scenario Name> → Version → Details → Additional Data for Scenario.* You must enter the relevant server so that the form of an ISR scenario can be called from the ERP system (by the processor of the notification, for example, or from scenario customizing for a form test). Regardless of the scenario from which you have called Customizing, you can enter a server, for each input type, that is valid for **all** scenarios.

- *Adobe Reader 7.0* is installed on the PC of the person who is submitting the request.

Settings for the Notification Type

You can determine which notification type is relevant for a particular ISR scenario in the customizing settings for the individual ISR scenarios under *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Scenario Definition → Define Scenarios → <Scenario Name> → Version → Details* in the *Notification Type* field.

- Check whether the notification type exists in the current client. You do this in the Implementation Guide (IMG) of the ERP system under *Cross-Application Components → Notification → Overview of Notification Type*. If this notification type does not exist, you can copy the required customizing settings from client **000** to the current client using transaction **QISR_SM29** (object list **P46C_ISR**).

- Define the number ranges for the notification type in the IMG of backend system under *Cross-Application Components → Notification → Notification Creation → Notification Type → Define Number Ranges.*

Authorizations

The person submitting the request must have authorization for the following authorization objects:

- *Activities for General Notifications* (B_NOTIF)

  Relevant authorization fields:

  - *Notification Type* (QMART)

  - *Activity Type for Notification Maintenance* (NOTIF_ACT) = Notification Creation (41)

- *PM/QM: Notification Types* (I_QMEL)

  Relevant authorization fields:

  - *Notification Type* (QMART)

  - *Transaction Code* (TCD) = `IQS1`

- *User Master Maintenance: User Groups* (S_USER_GRP)

  - *Activity* (ACTVT) = Display (03)

- *BC-SRV-KPR-BDS: Authorizations for Document Set* (S_BDS_DS)

  Relevant authorization fields:

  - *Business Document Service: Class Name* (CLASSNAME) = *

  - *Business Document Service: Class Type* (CLASSTYPE) = *

Workflow

A processor, and if required also an approver, must be assigned to an internal service request. The workflow template WS31000009 exists for this purpose.

To assign the workflow template to an ISR scenario, proceed as follows:

1. In Customizing of the ERP system, choose *Cross-Application Components → Internet/Intranet Services → Internal Service Request → Scenario Definition → Define Scenarios → <Scenario Name> → Version → Details → Additional Data for Scenario.*

2. Choose *New Entries* and enter the name of the ISR scenario.

3. In the *Create Notification* field, enter the workflow template `WS31000009` and confirm the entry.

   The pushbutton *Assignment of Processors* is displayed.

4. Choose *Assignment of Processors* and create a new entry for each role you want to use (such as notification processor, approver). Assign a user to a role.

Features

For general information about the functions of internal service requests, see SAP Library under *Cross-Application Components →* Internal Service Requests [Extern].

For additional technical information, see the ISR Cookbook on *SAP Service Marketplace* at **http://service.sap.com/ISR**.

Activities

If you want to modify one of the standard ISR scenarios (such as to add additional input fields to the form), copy the scenario in Customizing by choosing *Cross-Application Components →*

Internet/Intranet Services → *Internal Service Request* → *Scenario Definition* → *Define Scenarios* and then modify the copy.

Travel

Technical name: com.sap.pct.erp.ess.area_travel_expenses

Use

In the Employee Self-Service application *Travel and Expenses,* employees can perform the following tasks for themselves and (if they have authorization) for other employees:

- Create travel requests

- Book flights, train tickets, hotels, and rental cars

- Enter travel expenses from a previous trip. The system then determines the employees' travel expenses and triggers the payment.

- Submit expenses that are not associated with a trip, such as phone bills or money spent on books.

Features

Overview of the Travel and Expenses Self-Service Application

Area Page	**Create** **Create Travel Request [Seite 171]** **Create Travel Plan [Seite 173]** **Create Travel Expense Report [Seite 175]** **Overviews** **All My Trips and Expenses [Seite 169]** **Credit Card Reciepts [Seite 178]** **Personal Data** **My Travel Profile [Seite 170]** **Switch to Another Personnel Number [Seite 177]** **Additional Information** Here you can look at a custom description for this area.

Prerequisites

- A central person must exist in the SAP system.

  If you are upgrading your SAP system to 4.6C or higher, program RPU46CX_CENTRAL_PERSON_ONLINE must be executed for the existing HR master record. This program creates a central person for each employee and creates references between the employee and the central person. This integrates the employee into the personnel and role concept. For more information, see the documentation for the program RPU46CX_CENTRAL_PERSON_ONLINE.

- You must have created an ESS user. For more information, see Setting Up and Maintaining ESS Users [Seite **Fehler! Textmarke nicht definiert.**].

- Each employee must have a personnel number in the SAP system and a SAP user.

- User names for employees must be stored in the infotype *Communication* (0105 type 01).

General Customizing

If you want to set up SAP users and make global settings, you need to make a number of settings in Customizing. For more information, see Customizing under *Personnel Management → Employee Self-Service.*

-

- **Customizing the SAP EP Interface in Travel Management**

- To modify the interface of the ESS services in *Travel Management*, make the Customizing settings under *Accounting → Financial Accounting → Travel Management → Employee Self-Services → Interface Modifications for SAP Enterprise Portal*.

- Make the following settings:
  - Field or schema control for request, plan, expense report
  - Individual help texts for screens
  - Set up connection to IGS for displaying maps in Travel Planning

General Customizing of Travel Management

Before you can use all three parts of *Travel Management*, you need to configure both *Travel Planning* and *Travel Expenses* to meet your specific requirements. For more information, see Customizing for Financial Accounting under *Travel Management.*

All My Trips and Expenses

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra/AllMyTrips
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

This service provides an overview of current trips and their status, along with functions for changing or deleting trips.

My Travel Profile

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tri/MyProfile
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Prerequisites

Each personnel number must have a central person assigned to it in the SAP system. This integrates the employee into the personnel and role concept.

Features

Employees use this service to make personal settings that apply to all their trips. The SAP system uses the following infotypes for this:

Infotypes for Travel Profile

105, subtype 0011	Credit card information
0471 + 0475	Flight preferences
0473 + 0475	Rental car preferences
0474 + 0475	Rail preferences

These default settings then apply whenever the employee uses a travel service.

Integration

The settings in the travel profile apply to all travel services.

Create Travel Request

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre/Request
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Integration

Data from the travel request is not transferred to a travel plan as is the case in the SAP system. SAP recommends the following alternatives:

Use online booking for your employees. You then only need Travel Planning and Travel Expenses.

Instead of using online booking, have your employees submit a travel request and then have the complete trip booked by a travel center or travel agency.

When the trip is over, your employees can transfer the travel request data into an expense report.

Features

Employees can use this service to create a travel request (via SAP workflow, for example) that is sent to a manager for approval before the trip is started. For more information on the workflow in Travel Management, see Workflow Scenarios in Travel Management (FI-TV) [Extern].

The travel request contains all information the manager needs for deciding whether to approve it:

- General data

- Cost distribution

- Amount of advance (if applicable)

You can also use the travel request as a purchase order at a travel agency. To do this, you create a text form in the editor box, which the employee fills out and uses as an order form.

For more information on travel requests in the SAP system, refer to the SAP Library under *Travel Management* → Travel Request [Extern].

Delete Travel Request

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre~trs/ Request
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

Employees use this service to delete travel requests.

Prerequisites

A travel request can only be deleted if no travel expense report exists for the request.

Create Travel Plan

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~trp/Planning
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Prerequisites

To be able to include maps and images in the search function for airports, rental car locations, and hotels in Travel Planning, you need to install the Internet Graphics Server (IGS). The IGS is part of Web AS 6.40. The software can be downloaded from the SAP Service Marketplace. You then need to make two settings in the Travel Management IMG:

Set up an RFC destination for access to a geodatabase. A geodatabase supplies the geocoordinates of locations. This information is required to convert addresses entered by customers to geocoordinates, such as with the functions *search in the vicinity of address* and *airport search*. You set up the connection to a geodatabase in Customizing for Travel Management under *Employee Self-Services → Geocoding → **Set Up RFC Connection for Access to Geodatabase***.

Maps and images can be obtained from an external content provider. You set up the connection to this content provider in Customizing for Travel Management. This activity is located under *Employee Self-Services → Interface Modifications for Travel Management in SAP Enterprise Portal → **Define Access Parameters for External Content Providers***.

Integration

If you have integrated Travel Planning and Travel Expenses, data can be transferred from the travel plan to the travel expense report.

If you are using the SAP workflow, travel plans can be approved.

Features

Employees can use this service to book travel services such as trains, flights, rental cars, and hotels. For train tickets, the interface to the Deutsche Bahn Corporate Portal (BIBE) can be used, but not NVS access through Amadeus.

Employees can use the following new functions when booking services:

ο   Airport and hotel search functions display maps, references to sights and points of interest, and logos of rental car companies and airlines.

ο   Hotel selection is supported by photos and detailed information on hotel facilities and services*.*

For more information on travel planning in the SAP system, see the SAP Library under *Travel Management →* Travel Planning [Extern].

Cancel Travel Service/Delete Travel Plan

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~trp/CancelTrip
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ESS 5.0

Features

You use this service to cancel individual travel services or delete an entire travel plan.

Integration

You must be connected to the reservation systems.

Prerequisites

To cancel a travel service, a connection to the reservation system must be available. To cancel a trip, there cannot be any bookings at a service provider.

Create Travel Expense Report

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre/Expenses
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

Travel Expenses

Employees use this service to create reports for their travel expenses. They can transfer data from travel requests or travel plans, and assign existing credit card receipts to the expense report.

For more information on travel expenses in the SAP system, refer to the SAP Library under *Travel Management* → Travel Expenses [Extern].

Other Costs

You can also use this service for costs that are not associated with a trip, such as telephone costs, restaurant expenses, or books. You do this by configuring the service as follows:

1. In Customizing for Travel Management under *Schema and Single Field Control for SAP EP Interface*, create a new trip schema that allows overlap with other trips. Disallow flat rate settlement for this schema and hide the associated fields.

2. In the IMG under *Cross-Application Components -> Homepage Framework*, carry out the steps necessary to copy and rename the service *Create Travel Expense Report (sap.com/ess~tra~tre/Expenses)*. For more information on the homepage framework, see Adding Services to an Area in the Standard System [Seite 62].

3. In Customizing for the homepage framework, assign the new trip schema to the new service. You do this in the step *Define Resources* under *Attributes of Resource*. Enter the following URL parameter for accessing the new trip schema:
   `sap.xss.tra.TripSchema=<name of new schema>`. Example:
   sap.xss.tra.TripSchema=04.

4. For more information on modifying the interface, refer to Customizing for the SAP system under *Accounting* → *Financial Accounting* → *Travel Management* → *Employee Self-Services* → *Interface Modifications for Travel Management in SAP Enterprise Portal* → *Schema and Single Field Control for SAP EP Interface*.

Integration

If you have integrated Travel Planning and Travel Expenses, employees can transfer data directly from existing travel plans.

You can also use SAP workflow for travel expense reports. For more information, see Workflow Scenarios in Travel Management (FI-TV) [Extern].

Delete Travel Expense Report

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre~trs/ExpensesDelete
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

Delete Travel Expense Report is technically a separate service but is provided as a function for deleting travel expense reports if their status allows them to be deleted. For example, the service can be made available in *My Trips and Expenses* if a single expense report was selected.

Prerequisites

Travel expense reports can only be deleted if no travel services have been booked and no postings to Financial Accounting or Payroll have been made.

Switch to Another Personnel Number (Substitute)

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tri/ ChangePersNo
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

Employees of the personnel department, travel expenses department, or the secretary's office can use this service to view and edit the trips of other employees. They enter the personnel number of an employee and can then see travel services from the perspective of that employee. The employee to which the services apply is identified by the personnel number behind the service designations.

Prerequisites

Special authorization is required to be able to process trips for other employees. The value **E** (other user) must be entered in the *AUTHP* field of the authorization objects *F_TRAVL* and *P_TRAVL*. The authorization check is performed whenever an employee attempts to access a service with a personnel number other than his or her own. For more information on the required authorizations, see Authorization Checks in Travel Expenses [Extern] and Authorization Checks in Travel Planning [Extern].

Assign Credit Card Receipts

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre~trs/CCBuffer
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

This service displays the employee's credit card receipts (personal credit card or corporate card) that have not been assigned to an expense report. The employee can then assign the receipts.

The credit card data is stored in the SAP system in cluster TC and can be viewed with the program RPCLSTTC. For more information, see the documentation for this program.

Alerts

Technical Data

Application Type	Java/Web Dynpro
Technical Name	sap.com/ess~tra~tre/MyAlerts
Available for Portal (Release)	SAP EP 6.0
Data Origin	SAP ECC 5.0

Features

This service shows where situations that require attention or action have arisen in all services of Travel Management.

You can define the conditions under which alerts are displayed in Customizing for Travel Management. Read the section *Constants for Displaying Open Trips in the Initial Screen of the Travel Manager* in the documentation for the IMG activity *Travel Management → Travel Expenses → Master Data → Check Travel Expenses Constants*.

⚙ Life and Work Events

Technical name: com.sap.pct.erp.ess.area_life_work

Use

The applications in the *Life and Work Events* area enable you to depict different processes that are triggered by events in your employees' private and professional lives. Such events include a change in an employee's employment status or the changes that occur as a result of his or her marriage. You can integrate these processes in Employee Self-Service (ESS) applications.

The standard system includes the following life and work events:

- My First Days

- Birth/Adoption

- Marriage

- Divorce

- Benefits

- Change in Employment Status

- Terminate Employment

Life and Work Events is based on Guided Procedures, a framework that provides you with simple and user-friendly tools that enable you to define and administer workflows. For information about Guided Procedures, see *SAP Library* under *SAP NetWeaver → SAP NetWeaver by Key Capability → SAP Composite Application Framework (CAF) → Guided Procedures.*

My First Days

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.mfd
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to depict a process that contains the tasks a new employee has to perform when he or she has started work at your company. You can include documents and information that can be read by the employee. The employee can perform the tasks and access the documents in the sequence you define.

Birth/Adoption

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.brth_adop
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a process that an employee can process in the event of a child having been born or adopted. In this process, you can include different steps and tasks in the order of your choice:

- Tasks to be processed by the employee

- Documents with additional information

- Links to documents with additional information

Marriage

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.marr
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a process that an employee can perform when he or she is getting married. In this process, you can include the following steps and tasks in the order of your choice:

- Tasks to be processed by an employee

- Documents with additional information

- Links to documents with additional information

Divorce

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.div
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a process that an employee can process if he or she gets divorced. In this process, you can include different steps and tasks in the order of your choice:

- Tasks to be processed by the employee

- Documents with additional information

- Links to documents with additional information

Benefits

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.annenroll
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a procedure for processing benefits. You can include the following steps in the order of your choice:

- Tasks to be processed by an employee

- Documents with additional information about benefits

- Documents that provide employees with links to additional information

Change in Employment Status

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.ch_emp_st
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a process to change an employee's employment status. You can include the following steps in the order of your choice:

- Tasks to be processed by an employee

- Documents with additional information about how to change the employment status

- Documents that provide employees with links to additional information

Terminate Employment

Technical Data

Application Type	Java/Web-Dynpro
Technical Name	com.sap.pct.hcm.lwepr.term_emp
Data Origin	SAP ERP Central Component (ECC 5.00)

Features

This iView enables you to create a process that an employee can perform when he or she is to leave the company. You can include the following steps in the order of your choice:

- Tasks to be processed by an employee

- Documents with additional information

- Documents that provide employees with links to additional information

Corporate Information

Technical name: com.sap.pct.erp.ess.area_corporate_info

Use

In this area, you can store documents and services that comprise general information about your enterprise. Documents that you can store in this area include security regulations and the general code of conduct in place at your enterprise.

Employees can read these documents and then confirm that they are in agreement with the terms and conditions. To do this, employees can select the relevant checkboxes displayed. Employees can also enter their own comments in additional fields. The employee's selection can be stored in his or her master data.

To integrate such interactive documents in your applications, you can use the *interactive forms based on Adobe software* technology. This technology enables you to create and edit interactive forms. For more information, see Interactive Forms Based on Adobe Software [Extern].

The *Code of Business Conduct* service is provided as an example in the standard SAP system. You can use this service as a template for creating your own applications in this area.

🖼 Code of Business Conduct

Technical Data

Runtime Technology	Java/WebDynpro
Technical Name of iView	com.sap.pct.erp.ess.codeofconductapplication
Technical Name of Web Dynpro Application	sap.com/ess~essforms/CodeOfConductApplication
Service Key	EMPLOYEE_FORM_CODEOFCONDUCT
Available as of	SAP NetWeaver 2004s
Data Origin	SAP ECC 6.0 or above
Software Component	EA-HR
Support	CA-ESS

Features

To display the code of business conduct for your enterprise in an Employee Self-Service application, you can use an Adobe form that is integrated with the appropriate screen. In addition, the system displays the employee's personal information such as his or her name and personnel number. Your employees can call the code of business conduct, read it, and then use selection fields or checkboxes to confirm that they have read, and are in agreement with, the terms and conditions. The employee's selection data is stored in the backend system. Employees can also enter their own individual comments.

As standard, the *Code of Business Conduct* contains the document ISR_FORM_SECC as an example. For Internal Service Requests (ISR), the scenario *SECC* has been created with the relevant settings to enable the service to be started from the appropriate area page. You can use this scenario as a template. You can replace the standard example document for the code of business conduct with the code of business conduct for your enterprise.

The technology underlying this service is Interactive Forms based on Adobe Software [Extern].

See also:

Internal Service Request (ISR) [Seite 164]

Internal Service Request (ISR) (iView) [Extern]