


**iProConference:**  
**SAP HCM Best Practice**  
**London, 8<sup>th</sup> November 2012**

**ESS/MSS best practice and**  
**EhP5/6 improvements**

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**Agenda**



- **Overview of infrastructure and user interface**
- **What`s new in EhP5/6**
- **Live demo leave request**
- **Custom solutions**

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## User interface options

The screenshot displays the iProCon user interface. At the top, there is a navigation bar with various menu items like 'Manager Self-Service', 'HR Administrator', 'Content Administration', etc. The main content area is divided into several sections:

- Universal Worklist:** A table listing HCM Processes and Forms Overview. The table has columns for Process Name, Object Type, Object Key, Object Name, Started By, Current Processor, Started On, Process Status, and Business Status. The data shows several 'Z\_TZ\_CHANGE\_NAME\_DEMO' processes, all with a status of 'Completed' and 'Processed'.
- Attendance Overview:** A section showing employee attendance data. It includes a table with columns for Status, Employees, and Percentage. The data shows 6 employees present (Anwesend) and 100% attendance. A pie chart visualizes this data.

## Infrastructure and deployment options

### ■ NetWeaver Portal

- ▶ Java-based
- ▶ WD4A and WD4J
- ▶ Provides additional services, e. g. SSO
- ▶ Needs additional hardware

### ■ NetWeaverBusinessClient

- ▶ 2 Versions (html and desktop)
- ▶ Only WD4A
- ▶ Thin client esp. for ESS/MSS
- ▶ Creating menu via PFCG
- ▶ No hardware necessary

## User-Interface Technology iProCon

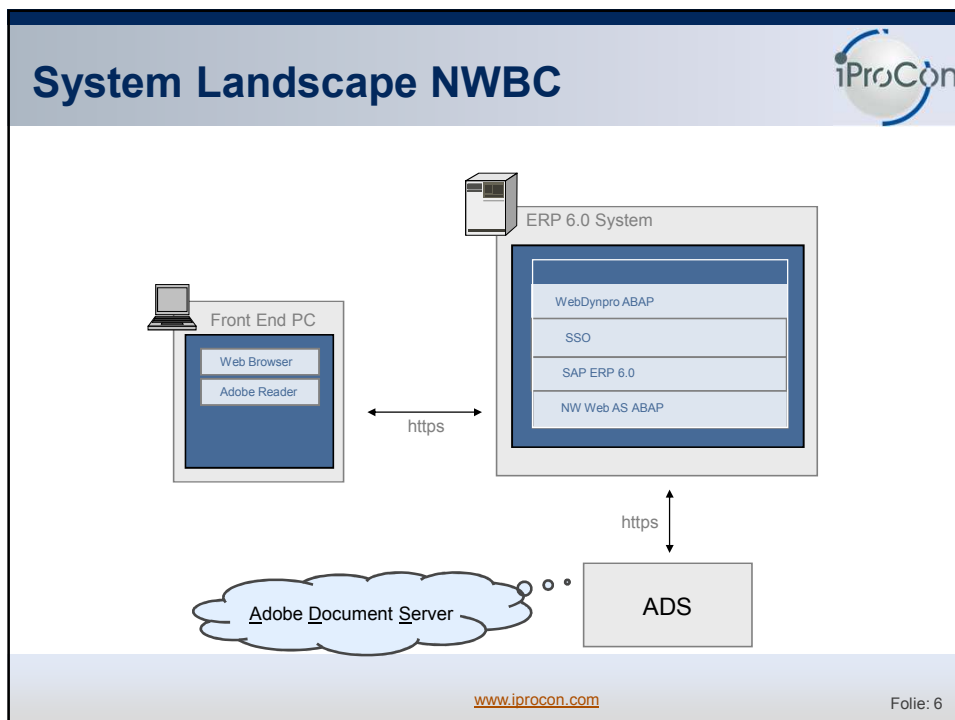
### WebDynpro for ABAP

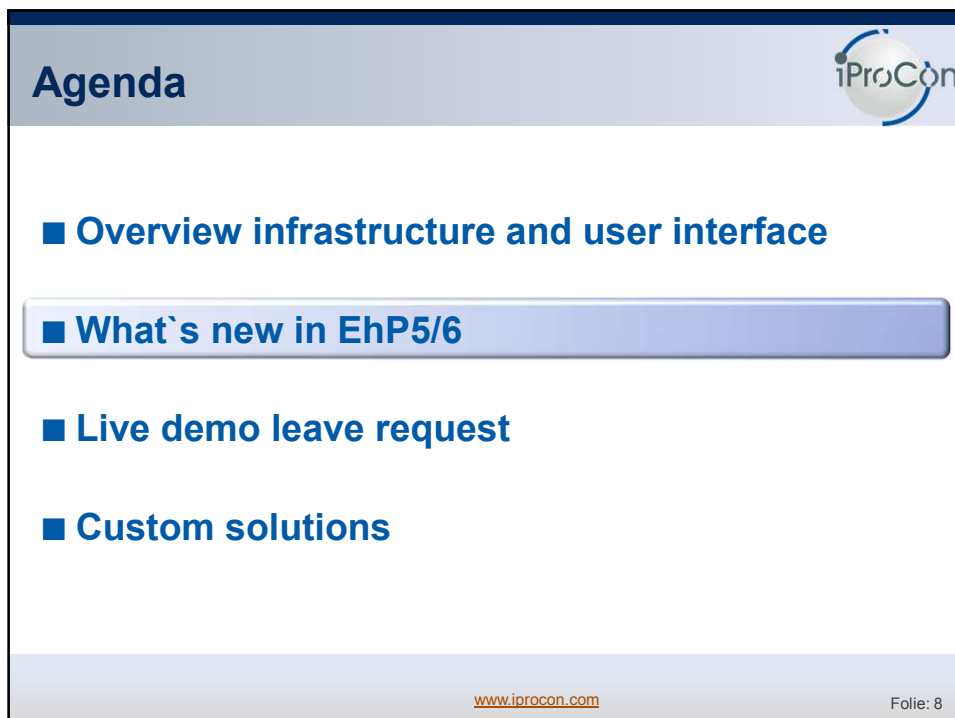
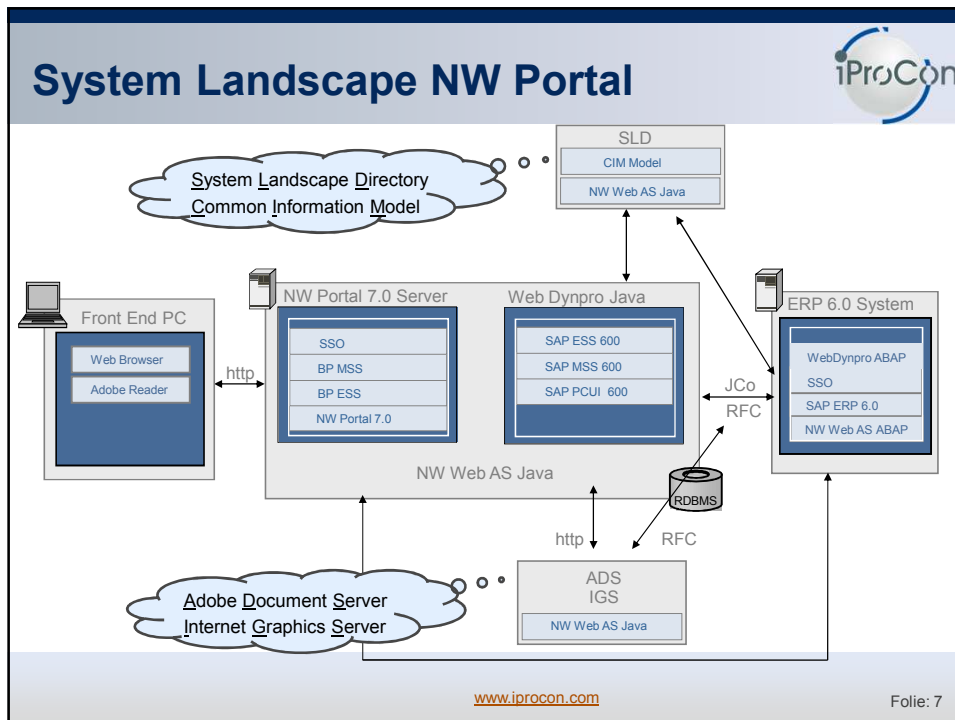
- ▶ runs on ABAP system
- ▶ UI and business logic run in the backend
- ▶ Only ABAP know-how is needed
- ▶ Almost complete ESS and MSS starting at EhP5 based on WD4A
- ▶ more flexibility
- ▶ Preferred technology of SAP

### WebDynpro for Java


- ▶ UI is Java-based
- ▶ Business logic runs in the backend
- ▶ ABAP and Java know-how is needed
- ▶ To develop or modify services NWDI is needed
- ▶ ESS and MSS till EhP4 are based on WD4J

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## What's new with EhP5?



- **ESS completely based on WD4A (few exceptions)**
- **Business Function HCM\_ESS\_WDA\_1 and others**
- **All related MS-Services also WD4A-based**
- **Available services for following areas (detailed list attached):**
  - ▶ Processes & Forms
  - ▶ Working Time
  - ▶ Benefits and Payment
  - ▶ Personal Information
  - ▶ Career and Development
  - ▶ Purchasing
  - ▶ Work Events
  - ▶ Travel and Expenses
  - ▶ Corporate Information

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## What's new with MSS Add-on 1.0





- **Startpage (new)**
- **Team Views (new)**
- **Employee Profile**
- **Time Recording Overview + Approval**

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## Startpage with MSS Add-on 1.0






Team viewer  
Different Views  
Start action

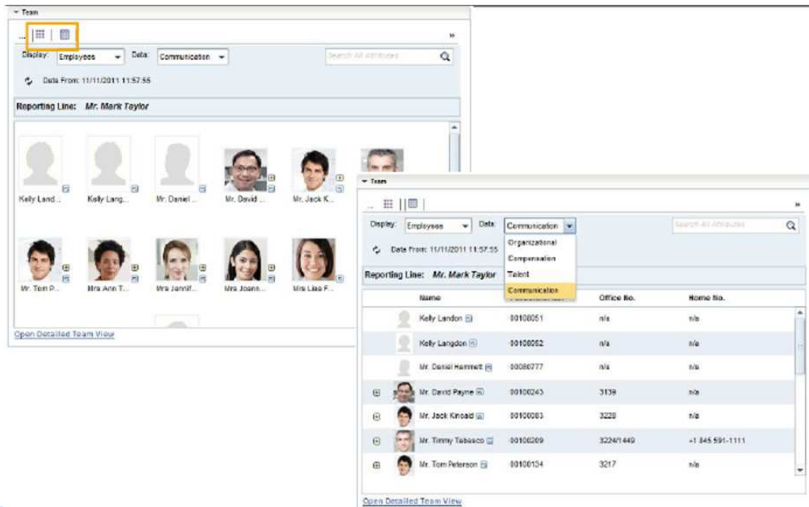
Birthday and anniversary list  
Competency matchup  
Time recording  
Deadline monitor

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## Team views with MSS Add-on 1.0





Employee	Office No.	Home No.
Kelly Landon	0010051	n/a
Kelly Langdon	0010052	n/a
Mr. Daniel Hammett	0008777	n/a
Mr. David Payne	0010243	3139
Mr. Jack Kinoad	0010003	3220
Mr. Timmy Telesco	0010209	3220/440 +1 845 591-1111
Mr. Tom Peterson	0010134	3217

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## What's new with EhP 6?



- Skill update (new)
- Profile match-up (new)
- Benefits (re-design of functionality and new UI)
- New layout of the appraisal document
- New overview page for talent management
- Improvements of
  - ▶ Talent review meeting
  - ▶ Talent profile
  - ▶ Talent search
- Integration of PM in talent management process

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## Skill update with EhP6



### Talent's Self Description

Save Close



Name Rachel Geier  
Person ID 0000011

Age 27  
Date of Birth 27.06.1984

Organizational Unit Accounts Organization  
Manager Ronald David, Paul pam

Job  
Position Accounts Manager

Internal Work Experience External Work Experience Education Accomplishments Career Goal Mobility Qualifications Training Activities

Qualifications	Current Proficiency	Required Proficiency	License Expiration Date	Status	Est	Delete
Qualification Group: All View: Profile Matchup Add Demo_group Presentation Skills Payroll Practice and Management Customer Wiring Team Building	Very Good Adequate No Proficiency Exists Very Good	Good Very Good Good Good		   	   	   
Recommended Courses						
Course	Imparted Qualifications	Delivery Method	Fee	Currency		


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**Agenda** 

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- Custom solutions

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**Agenda** 

- Overview of ESS and MSS
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## Custom Solutions – WD4A-based



- Company instructions
- MSS reporting
- Time recording and correction

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## Company instructions




Personal data		
Name: Jürgen Vogel		
Overview		
Status	Company Instruction	Start Date
	<a href="#">Accident prevention</a>	08.06.2010
	<a href="#">Private internet</a>	08.06.2010
	<a href="#">Teleworking</a>	
	<a href="#">Other Instructions</a>	
	<a href="#">Working Time Directive</a>	

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## Company instructions



**Personal data**

Name: Jürgen Vogel

**Working Time Directive**

I agree that until further notice, I am prepared to work additional hours in order to meet the needs of the business and understand that this may result in me working additional hours.

This agreement does not simply provide the flexibility when required.

I understand that I must inform my employer of all hours worked to my employer.


I may terminate this agreement at any time by giving three months written notice to my manager.

I agree.

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## Company instructions



**Personal data**

Name: Jürgen Vogel

**Overview**

Status	Company Instruction	Start Date
<input checked="" type="checkbox"/>	<a href="#">Accident prevention</a>	08.06.2010
<input checked="" type="checkbox"/>	<a href="#">Private Internet</a>	08.06.2010
<input checked="" type="checkbox"/>	<a href="#">Teleworking</a>	
<input checked="" type="checkbox"/>	<a href="#">Other instructions</a>	
<input checked="" type="checkbox"/>	<a href="#">Working Time Directive</a>	02.11.2012

Pers. No. 1080001

Pers.No. 1080001

EE group 1 Active

EE subgroup GC Salaried

Start 01.07.2012 to 31.12.9999

Pers.Assign 01080001 Integration: default po...

Name Mr. Blockø Joe

Pers.area 200 Corporate - United Kingdom

**Contractual regulations**

Contract Type Unlimited

Sideline Job  Competition Clause

**Deadlines**

Probationary Period 3 Months

ER Notice Period 1 month

EE Notice Period 1 month

Work Permit

**Entry**

Initial Entry 01.07.2012

Entry into Group 01.04.1998

Corporation IDES

**Tax for beneficial loans**

Calculation method

**Working time directive**


Opted out

Working limit in hours

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## Time recording



22:41

[Time recording](#) | [Book presences/ absences](#) | [Cancel time bookings](#)

**Time recording**

Date:  Time:  [Arriving](#) [Leaving](#)  
 Special bookings:

**Overview of time bookings**

Date/ time	Action
31.10.2012 18:35	Clock-out
31.10.2012 07:15	Clock-in
30.10.2012 17:14	Clock-out
30.10.2012 07:52	Clock-in
29.10.2012 17:15	Clock-out
29.10.2012 07:58	Clock-in
26.10.2012 14:18	Clock-out
26.10.2012 07:51	Clock-in

**Balance from:**

SHORT-TIME ACCOUNT      15.00      HOURS


**Error message/ information**

02.08.2007 Unapproved overtime exists

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## Time correction



22:42

[Time recording](#) | [Book presences/ absences](#) | [Cancel time bookings](#)

**Time correction**

**Time Selection**  
 from:  to:  [Display](#) [Deselect](#)

**Overview presences/ absences**

Date/ time	Action
31.10.2012 18:35	Clock-out
31.10.2012 07:15	Clock-in
<input checked="" type="checkbox"/> 30.10.2012 17:14	Clock-out
<input checked="" type="checkbox"/> 30.10.2012 07:52	Clock-in
<input checked="" type="checkbox"/> 29.10.2012 17:15	Clock-out
<input checked="" type="checkbox"/> 29.10.2012 07:58	Clock-in
<input checked="" type="checkbox"/> 26.10.2012 14:18	Clock-out
<input checked="" type="checkbox"/> 26.10.2012 07:51	Clock-in

**Balance from**

SHORT-TIME ACCOUNT      15.00      HOURS


**Errors / Information**

02.08.2007 Unapproved overtime exists

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# MSS-Reporting



**Employee selection**

Selection: All Employees

Select All Deselect All

Employee	ID
Nicolas Kiefer	00000005 P
Angelika Schäfer	09960002 P

Data From: 05.11.2012 17:03:53 [Refresh](#)

---

**Time frame**

Today:  Current Month:  Current Year:

Time frame:

Start Date:  End Date:

---


**Report selection**

Reporting	Start
Personal Data	
Employee information	
• Birthday list	<a href="#">Start</a>
• Employee list	<a href="#">Start</a>
• Salary overview	<a href="#">Start</a>

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# MSS-Reporting



**Report**

[Print Version](#) [Export](#)

Pers.No.	Last name	First name	Entry	Leaving	Birth date	Date	DoB	Year	Mo.	Gen.	Cost Ctr	Org.unit	Age of employee
8005	Kiefer	Nicolas		31.12.9999	11.05.1975	11	1105	1975	5	1	15304	50004731	37
9960002	Schäfer	Angelika		31.12.9999	02.10.1957	2	0210	1957	10	2	14303	80000780	55

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## Appendix: WD4A-Services with EhP5 I

- **Time Management**
  - ▶ Team Calendar
  - ▶ Approve Leave
  - ▶ Approve Time Sheet Data (CATS)
- **Travel Management**
  - ▶ Approve Travel and Expenses
- **HCM Processes and Forms**
  - ▶ HCM Processes and Forms Overview
  - ▶ Start Processes for Employee
  - ▶ Start Process for Multiple Employees
  - ▶ Employee-related Process Overview (HRAS)
  - ▶ Start Organisational Processes
  - ▶ Organisation-related Process Overview
  - ▶ Search Organisational Processes

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## WD4A-Services with EhP5 II

- **Talent Management**
  - ▶ Talent Assessment
  - ▶ Talent Information
- **Compensation Management**
  - ▶ Compensation Planning
  - ▶ Compensation Information
  - ▶ Review Planning/ Planning Overview
- **Performance Management**
  - ▶ Performance Management (pre-defined / flexible)
  - ▶ Team Goals
  - ▶ Pie Chart
- **Learning Solution**
  - ▶ Manager Mandatory Assignments
  - ▶ Manager Participation

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## Processes & Forms

- **Status Overview**
- **Various Services**
  - ▶ Birth of a Child
  - ▶ Request Termination (e. g. to request return of papers in case of limited contract)
  - ▶ Code of Conduct

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## Working Time

- **Time Recording (CATS)**
- **Clock-In / Out-Corrections**
- **Leave Request (Live-Demo)**
- **Employee Percentage (Processes & Forms)**
- **Time Statement (with Date and Period-Selection)**

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## Benefits & Payment

- **Benefits**
  - ▶ Sports Club Fees (Processes & Forms)
  - ▶ Request Car Loan (Processes & Forms)
- **Payment**
  - ▶ Salary Statement
  - ▶ Total Compensation Statement
  - ▶ Salary Calculator
  - ▶ Pension Entitlements
  - ▶ Partial Retirement Simulation

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## Personal Information

- **Personal Information**
  - ▶ Personal Profile
  - ▶ Maternity Leave (Processes & Forms)
  - ▶ Termination Request (Processes & Forms)
  - ▶ Birth of a Child (Processes & Forms)
  - ▶ EIC-Authentication (Questions & Answers)
- **Open Text Employee File Management**
  - ▶ Personnel file

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## Career and Development

- **Personal Development**
  - ▶ Maintain Competencies
  - ▶ Access to Learning Solution
- **Job Opportunities (e-recruiting)**
- **Talent Profile**
  - ▶ Talent Profile
  - ▶ Skills Profile and Matchup
- **Appraisal Documents**
  - ▶ Predefined Appraisal Documents
  - ▶ Flexible Appraisal Documents

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## Work Events

- **Life and Work Events (predecessor of P&F)**
  - ▶ Divorce (WD4J)
  - ▶ Marriage (WD4J)
- **HR Processes & Forms**
  - ▶ Birth of a Child
  - ▶ Request Termination

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## Travel and Expenses

- **Traveller Work Centre**
  - ▶ Overview of travel requests, itinerary and expenses
  - ▶ Itinerary
  - ▶ Request
  - ▶ Expenses
- **My Employees**
  - ▶ List of employees with option to display and edit trips
- **General and Personal Information**
  - ▶ Route planning
  - ▶ Travel profile
  - ▶ Unlock personnel number

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## Service not available based on WD4A

- **Who is who**

**Who's Who**

Please enter the search criteria

[Advanced search](#)   [Change Own Data](#)

Last name:

First name:

**Employee profile for Martina Müller**

**Communication**

Extension:

E-mail: [Nicole.Hörter@des.com](mailto:Nicole.Hörter@des.com)

**Department**

Organizational Unit:

Cost Center: [000002000](#)

Building Number:

Room Number:

**Miscellaneous**

Last Name: Müller

First Name: Martina

Position:

Job:

License Plate Number:

Personnel Number: 00001023

System User Name: WF-HR-4

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