


HR260

Manager Self-Service

THE BEST-RUN BUSINESSES RUN SAP



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Target Audience:

- ✎ **Members of the Human Resources department**
- ✎ **MSS implementation teams**
- ✎ **Consultants**

Duration:

- ✎ **3 days**



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Notes to the user

- ✎ The training materials are not teach-yourself programs. They complement the course instructor's explanations. On the sheets, there is space for you to write down additional information.
- ✎ There may not be enough time to do all the exercises during the course. The exercises are intended to be additional examples that are dealt with during the course. Participants can also use them to deepen their knowledge after the course.

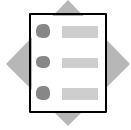
Required:

- ✎ **SAPHR (Overview of the mySAP Human Resources Solution)**
- ✎ **HR100 (Basics of Personnel Administration)**
- ✎ **HR505 (Organizational Management)**

Recommended:

- ✎ **HR305 (Configuration of Master Data)**





This course will prepare you to:

- ✎ Understand the portal system landscape**
- ✎ Configure and explain special technical aspects of MSS**
- ✎ Describe the interaction of MSS and the SAP system**
- ✎ Describe and use MSS services within HR (My Staff)**
- ✎ Customize the central element team viewer; understand PCR and workflow within MSS; build up own pages and load iViews**
- ✎ Explain special iViews of the MSS package, their customizing and their background**

Preface

- Unit 1 **EP Fundamentals**
 - Unit 2 **MSS Overview**
 - Unit 3 **MSS Technology Fundamentals**
 - Unit 4 **MSS Customizing Prerequisites and OM**
 - Unit 5 **Team Viewer**
 - Unit 6 **Attendance**
 - Unit 7 **Employee Review**
 - Unit 8 **Personnel Change Requests (PCR)**
 - Unit 9 **Recruitment**
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- Unit 10 **Reporting**
 - Unit 11 **Compensation**
 - Unit 12 **Headcount Planning**
 - Unit 13 **ESS in MSS**
 - Unit 14 **Outlook: MSS in ERP 2004**
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Exercises

Solutions

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Content:

- ✦ **Portal Concept**
- ✦ **Portal and HR**
- ✦ **Portal Technology Overview**
- ✦ **Preparing a portal landscape for an MSS implementation**

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At the end of this unit you will be able to:

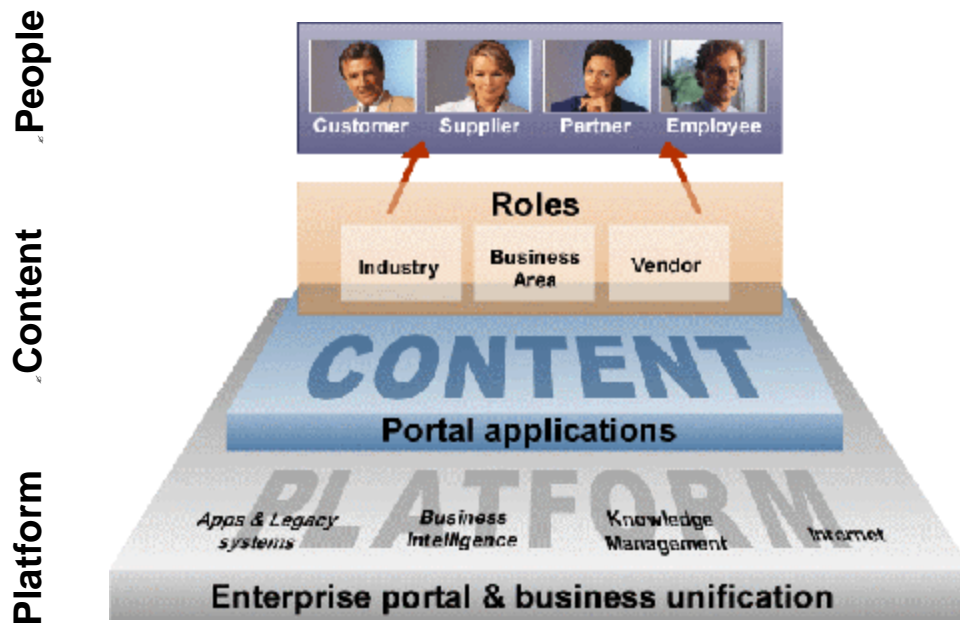
-  **Explain the portal concept**
-  **Explain the role of the portal in HR applications**
-  **Explain the portal technology fundamentals**
-  **Describe the necessary steps to set up the technical prerequisites for your MSS implementation**

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Managers need immediate access to accurate information.
In order to provide them with this precise information, you implement MSS.

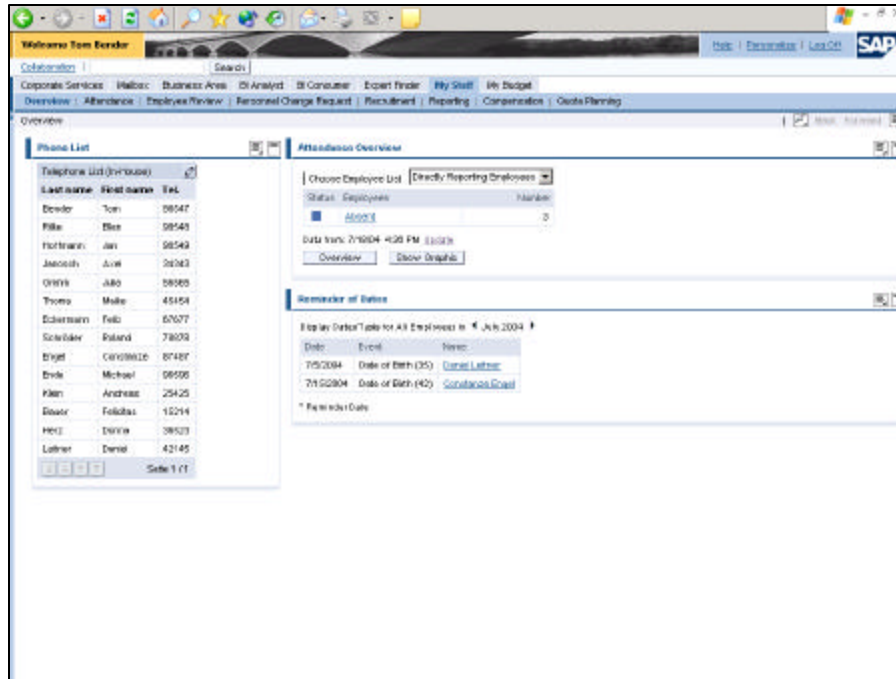
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- ✗ SAP Enterprise Portal is designed to empower people to collaborate effectively across the Internet on any given task – at any time and from anywhere. As the leading enterprise portal offering on the market today, SAP Enterprise Portal incorporates both platform technology and content in its unique offering. It provides employees and external stakeholders, such as customers, suppliers, business partners, and investors with a role-based, central access point to personalized information, applications, and services.
- ✗ As with any platform, it is only useful when there are applications that run on it. SAP provides customers with a jump start in creating such applications by providing business packages with targeted content for various roles within the organization, or external to it.
- ✗ SAP Enterprise Portal 6.0 supports a wide range of standards:
 - ? iView development: Java, .Net
 - ? User management & security: LDAP, X.509, JAAS
 - ? Connector: JCA
 - ? Information / content exchange: ICE, XML, WebDAV
 - ? APIs: Java, JNDI (PCD API)
- ✗ SAP Enterprise Portal 6.0 supports Web services (UDDI, SOAP)
 - ? iViews can use Web services
 - ? Portal services (such as user management) can be called as Web services
 - ? Connectors can be called as Web services
- ✗ SAP Enterprise Portal 6.0 is Unicode-compliant
- ✗ SAP participates in standardization groups such as the Java Specification Request 168 Portlet Specification (JSR 168) and the Web Services for Remote Portals (WSRP)

EP 6.0 is the User Interface for the new HCM Solutions



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Collaboration for SAP EP*

- ⌘ Real-time collaboration
- ⌘ Virtual work environments
- ⌘ 3rd party integration of groupware or synchronous collaboration tools

Business Unification*

- ⌘ Drag&Relate™ for non-SAP components
- ⌘ Business Packages (Connectivity Packages)

SAP Enterprise Portal

- | | |
|--|---|
| <ul style="list-style-type: none"> ⌘ Portal platform for unified access to application, information and services ⌘ Drag&Relate within SAP components ⌘ Application integration ⌘ Personalization | <ul style="list-style-type: none"> ⌘ Set of business packages iView technology ⌘ Content management Retrieval and Classification ⌘ Single Sign-On and User ⌘ User authentication and management |
|--|---|

*requires the SAP Enterprise Portal license

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- ⌘ The SAP Enterprise Portal is shipped with a default initial content.
- ⌘ The initial content supplied with SAP Enterprise Portal comprises the following:
 - ? Roles
 - ? User groups
 - ? Worksets
 - ? Layouts
 - ? Portal pages
 - ? iViews (navigation, content, and tools)
 - ? Portal desktops
 - ? Portal themes
 - ? Framework pages
 - ? Rule collections
- ⌘ Certain elements are supplied with the core portal platform, while others are supplied only after you install the Knowledge Management (KM) platform.
- ⌘ Example for groupware integration: Access to MS Outlook or Lotus Notes from the SAP Enterprise Portal

Enterprise Portal – Personalization

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1st level content personalization: My Role

Corporate Branding

3rd level content personalization: My iViews

2nd level content personalization: My Page

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- ✎ The UI (user interface) is fully customizable. Navigation iViews can be placed everywhere within the interface. This slide shows the design of a standard SAP Enterprise Portal page, before customer-specific branding. Both the organization and the individual user can personalize the page. For this personalization, a special role - eu_role – must be assigned to the user. (eu = every user)
- ✎ Portal theme: The corporation customizes the look and feel. Organizations can easily modify the page design to achieve a uniform corporate look in the area labeled “Portal theme.” This corporate personalization usually includes the company logo, colors that define the company’s branding, graphics for interest, and so on.
- ✎ Level 1: The corporation determines content for various roles. By assigning roles to individual users, organizations determine which worksets the user can access. Individual worksets are accessible through the tabs on the top of the page.
- ✎ Level 2: The user determines page layout. Users themselves can change how the iViews that appear for their role are arranged on the page, depending on their work preferences. For example, they may want to move the iView they use most frequently to the top left area.
- ✎ Level 3: The user determines iViews displayed. Users can also determine which iViews are displayed. However, an organization can define any iViews that are always displayed.

The Portal Platform consists of the following:

- ✍ Portal Framework
- ✍ Unification
- ✍ Connector Framework

The Knowledge Management Platform consists of the following :

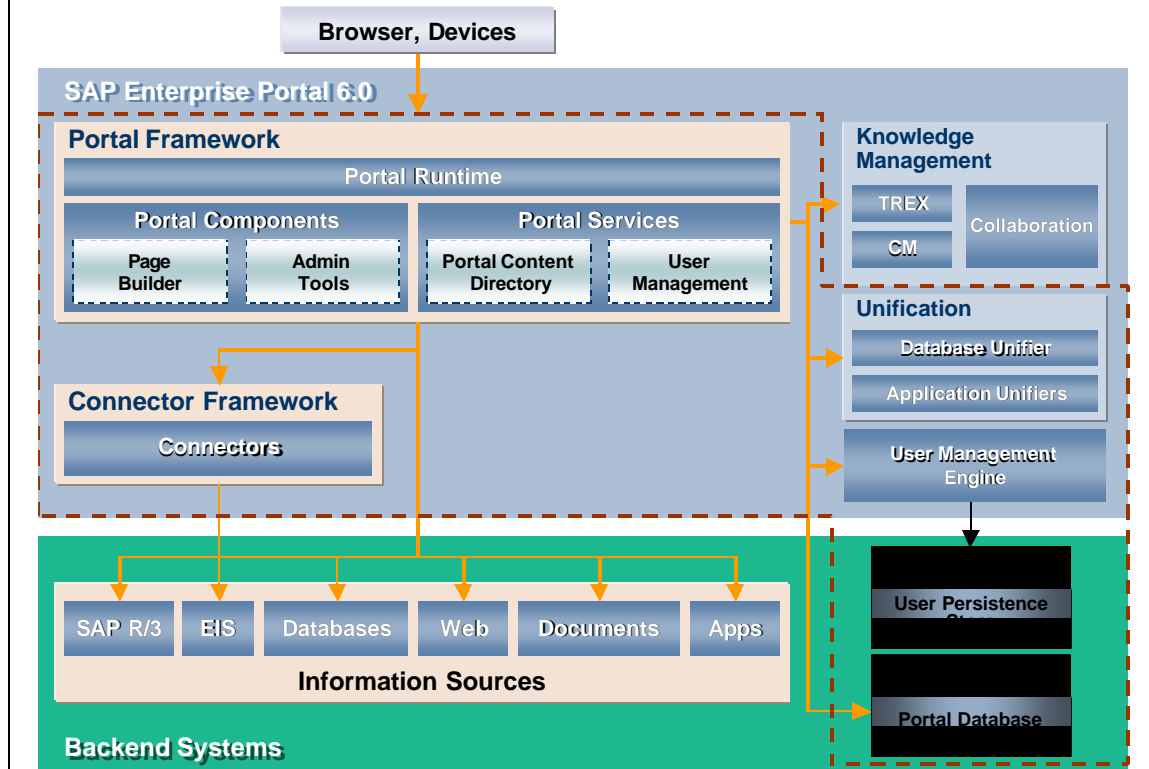
- ✍ Content Management (CM)
- ✍ Text Retrieval and Classification (TREC)

The Collaboration Platform consists of the following:

- ✍ Collaboration Launch Pad
- ✍ Collaboration Rooms
- ✍ Real-Time Collaboration
- ✍ Asynchronous Collaboration
- ✍ Groupware Framework
- ✍ Synchronous Collaboration Framework

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- ✍ The application architecture of SAP Enterprise Portal consists of the Portal platform, the Knowledge Management platform and Collaboration. Each platform is comprised of SAP technologies on which other technologies and processes can run.
- ✍ In addition, the Knowledge Management platform and Collaboration are implemented and integrated in the Portal platform through services that enable end users to search for both structured and unstructured information, and to collaborate in their work.
- ✍ **Portal platform**
 - ? **Portal Framework**, provides components and services to create and run portal content, such as iViews, pages, worksets and roles. It also supplies a persistence layer, the Portal Content Directory, which runs against an Oracle or Microsoft SQL database, and user management.
 - ? **Unification**, Enables the integration of multiple information sources of structured data.
 - ? **Connector Framework**, supplies the pipelines of communication between the portal and backend applications.
- ✍ **Knowledge Management**
 - ? This component will be explained in Chapter “Knowledge Management”
- ✍ **Collaboration**
 - ? This component will be explained in chapter “Knowledge Management”



As part of the Portal Platform, the Portal Framework consists of:

? Portal Components

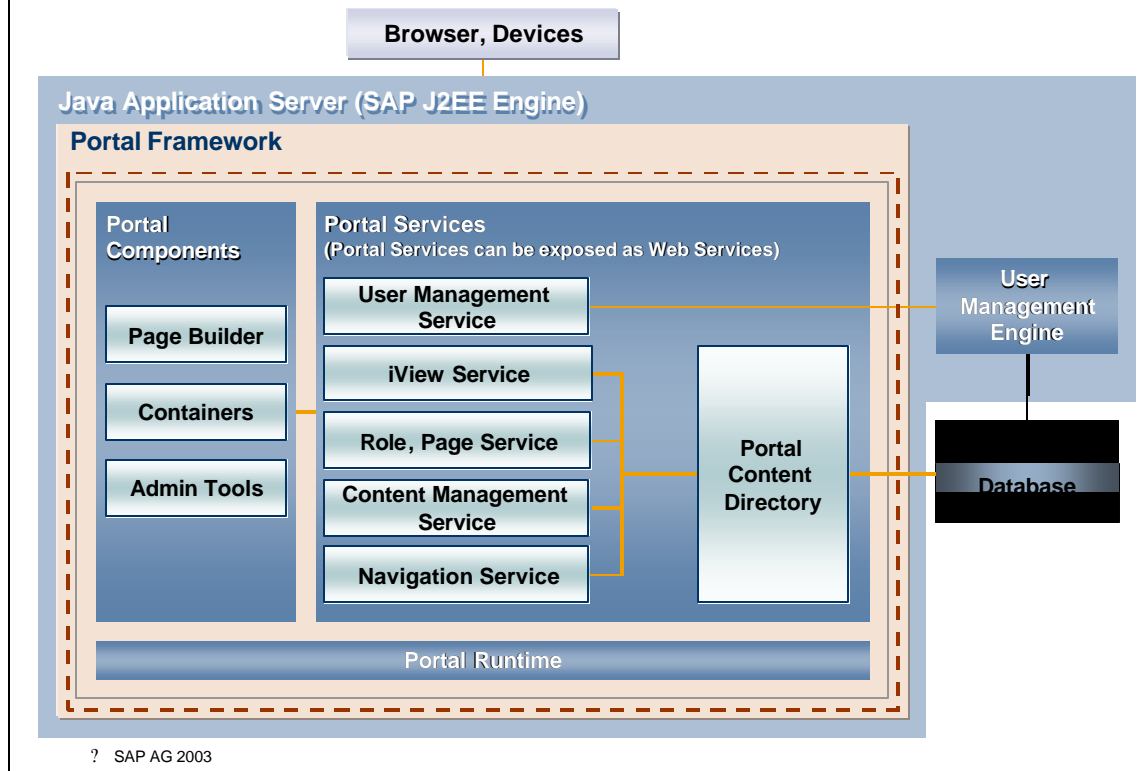
- Java code that executes according to user requests and generates output (depending on the content type in the request) for the client. Examples are the Application Repository, which stores data about components and services, and Page Builder, which assembles pages, layout and fills them with content as per a request.

? Portal Services

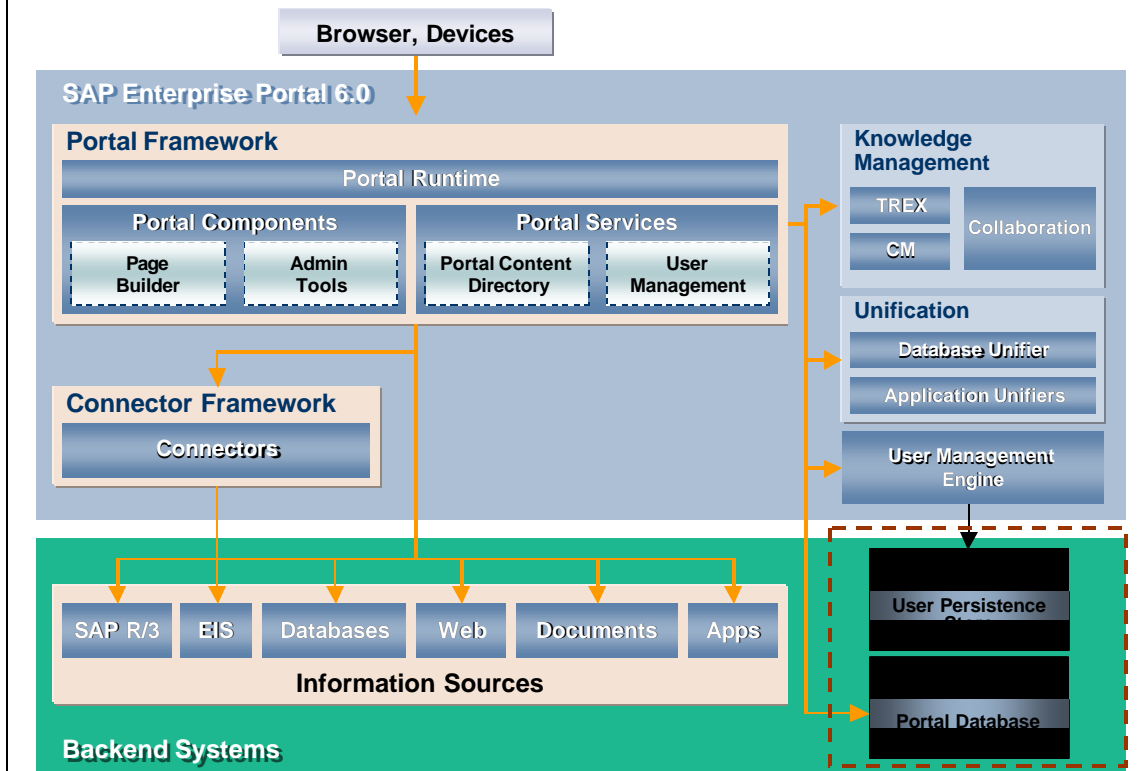
- Portal services enable interoperability in the PRT among several other services or Portal components. For instance, Content Service obtains various properties from the PCD for the operations of the PRT. Then there is the iView Service that obtains the set of properties for an iView per the request.

? Portal Runtime, Portal Server

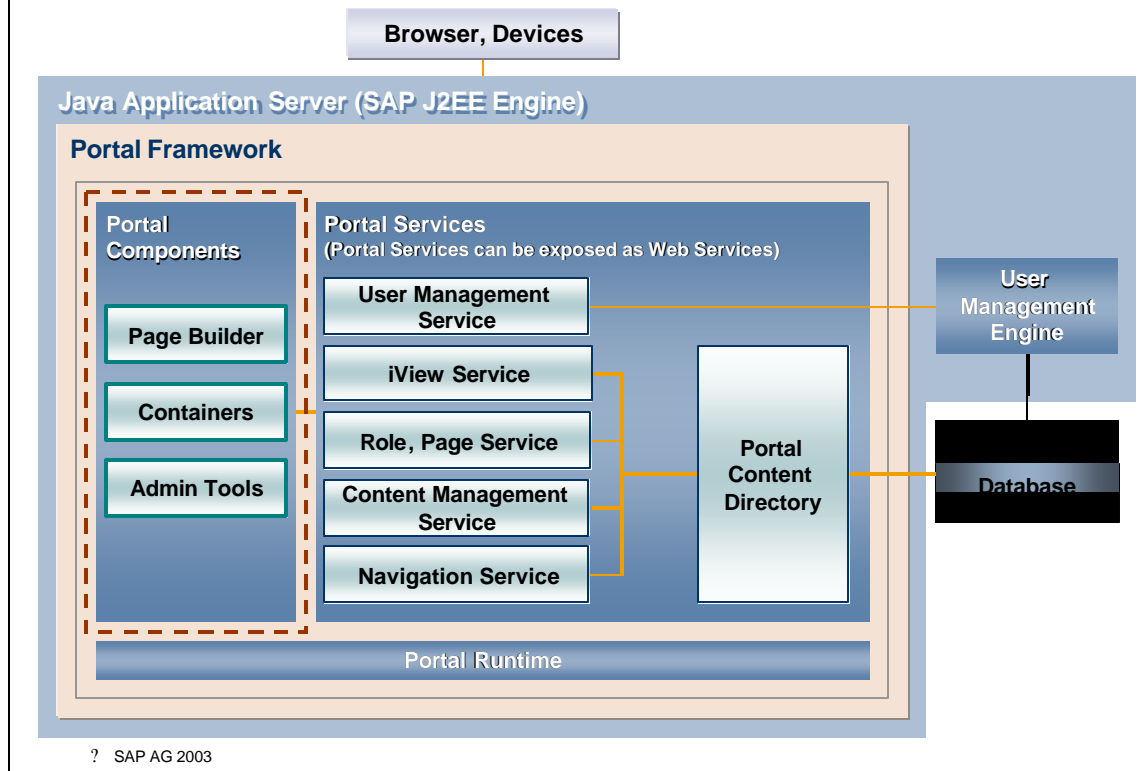
- Portal Runtime is an extension of SAP J2EE, and hosts Portal Applications that can contain Portal Components and Portal Services. The Portal Server is a logical environment that runs on the Portal Runtime. PRT needs a storage mechanism to keep its operations alive at runtime. The Portal Content Directory provides a reliable runtime storage facility, implemented on a database, called the Portal System Database.



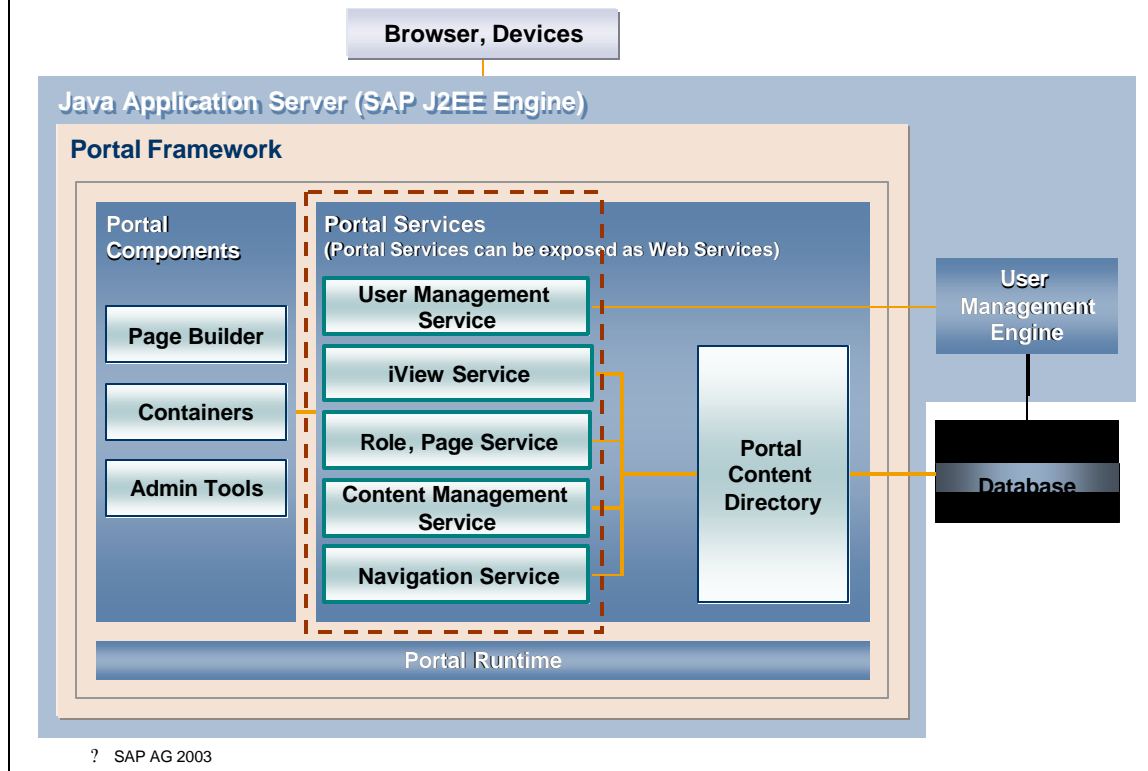
- ✎ The PRT manages the following objects for portal applications:
 - ? Portal components
 - A portal component is an object that can be loaded in the portal client.
 - ? Portal services
 - A portal service is an object that is available to every portal component. For example, the User Management service connects to the User Management Engine (UME).
- ✎ The portal runtime (PRT) is the system that gathers and runs iViews. In other words, it is a gateway between the portal and iViews:
 - ? It is one basic part of the portal environment integrated into the SAP J2EE environment
 - ? It provides a Java-based framework to define, build, and execute applications in a Portal Environment
 - ? It provides a runtime – and its corresponding services – as well as a development environment for Portal applications
 - ? It is packaged in an EAR file called IRJ (iView Runtime for Java)
 - ? It provides abstract access via the Portal Registry and the Application Repository to application data.
- ✎ The PRT is integrated into the SAP J2EE Engine; an SAP proprietary software that enables the portal to leverage the J2EE standardization and implementation. In addition, the PRT is a host to portal applications which consist of Java software programmed for the portal.
- ✎ Access to the PRT is by means of an HTTP-based servlet in the SAP J2EE Engine. First, the servlet enables the PRT to analyze any URL request and to find out if a request is intended for the portal. It then handles connection for that request only if it is intended for the portal.



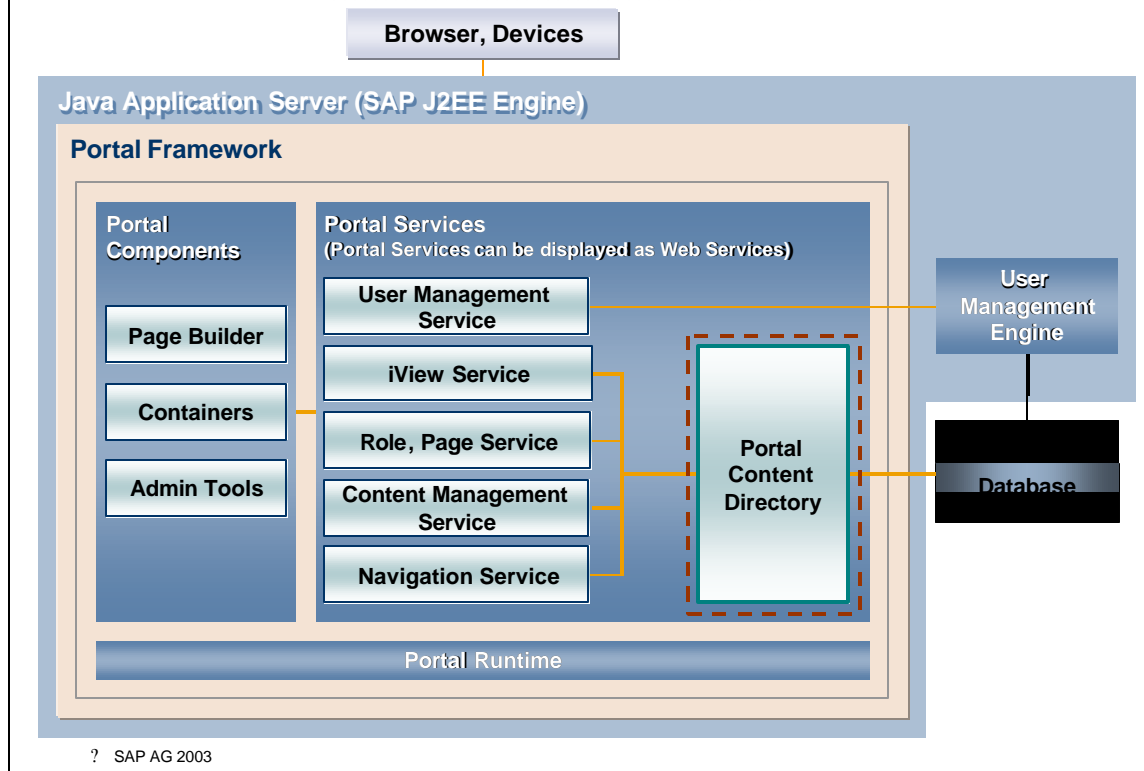
- ✎ The implementation of SAP Enterprise Portal requires a relational database management system (RDBMS), and a storage mechanism containing information about users.
- ✎ In the SAP Enterprise Portal environment, the database system holds various data such as properties of the individual components for both the portal and the Knowledge Management platforms.
- ✎ The mechanism that holds stored information for users must be accessible to the portal for purposes of authentication and authorization, allowing users to access various content and enabling single sign-on. Users are authenticated once, and their authorization in other applications, or to information, is resolved by the portal.
- ✎ EP6 Components can use the following databases as data store:
 - ? Portal Platform (UME and PCD)
 - ? CM System DB (WCM and WCM_ACL)
 - ? CM DB Repository Manager (Either ORACLE 9.2 or MS SQL Server)
 - ? SAP J2EE Engine 6.20 (or 6.30) DB-Connection Pool (Java iViews)
 - ? SAP J2EE Engine 6.30 DB-Connection Pool (Java iViews)
 - ? Unification Server and Unifier (SQL Server/ Windows only)
- ✎ The connection technologies used are:
 - ? JDBC
 - ? ODBC for Unification only



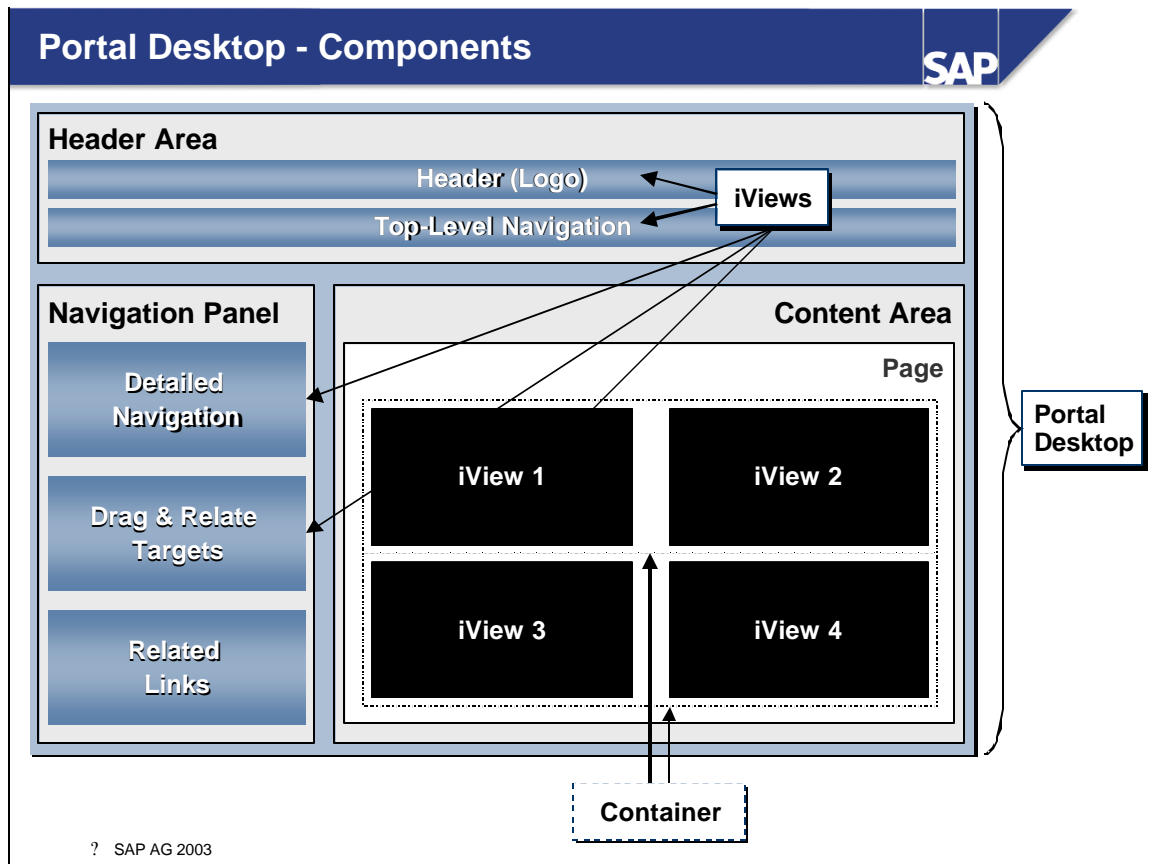
- ✎ A portal component is custom Java code that is executed according to user requests, and generates HTML output for display on the client. Portal components can interrogate one another, expose their properties, identify other components and respond to events. One portal component can detect the profile and properties of another component, for instance, whether a component is based on Java Server Pages (JSP), or is a Java servlet. When necessary, a component can invoke and load the class file of another component.
- ✎ For example, when a user requests an iView, the portal runtime (PRT) first generates a corresponding portal component, if one does not exist already. The portal component that is invoked is then returned to the PRT, before being passed on to the client.
- ✎ Usually a portal component serves a specific purpose, such as generating a static list of attributes. Several portal components can be combined to create a page, define the page layout, and fill iViews with content.
- ✎ There are several portal components – such as the page builder that assembles pages – and the logger which comprises user interface messages.
- ✎ You integrate JSP into a portal component in order to separate the presentation data from the content to be supplied by the Java class.



- ✎ Portal services are an extension of the Web services technology. They usually include some combination of programming, data, and resources that are accessible to portal applications from the portal runtime (PRT). They act as interfaces that are enabled to exchange procedures and data. In addition, services provide a means of standardizing data formats, and can access protocols such as SOAP, JCo, XML, HTTP(s) and TCP/IP.
- ✎ The PRT uses the SOAP protocol to connect to portal services, and external components, and to communicate with other services. The PRT also allows portal components and portal services to access external WEB services via Web Services Description Language (WSDL) files.
- ✎ Portal services encapsulate functionality that can be used by other services or Portal components. Portal components, such as the Page Builder, depend on these services at runtime to coordinate and process portal elements.
- ✎ Important Portal Services:
 - ? User Management Service - Service to access User Management Engine (UME)
 - ? iView Service - Enables the creation of new iViews, gets list of objects, such as systems, layouts, templates, and so on. It provides the object representing pages, layouts, and iViews (this object is stored in the PCD as JNDI content).
 - ? Role, Page Service - Connects to the navigation service for roles, including adding and deleting operations. It also represents the object for roles and worksets in the PCD.
 - ? Content Management Service - Handles the Content Catalog and UIs
 - ? Navigation Service - Service to generate the content of top-level and detailed navigation

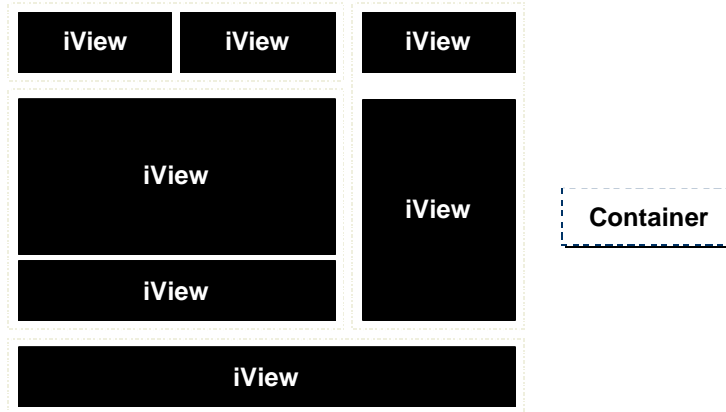


- ✎ The PCD is the central storage mechanism of the portal. It stores data from portal content objects such as roles, pages, worksets, system landscape, and many more. The details of such data are in portal archive (PAR) files that have been deployed on the portal.
- ✎ This storage mechanism enables separation of data that describes content, such as, names, fields, values, and so on, from the technical implementation of the content.
- ✎ From the architectural point of view, the PCD is a logical layer of services that interfaces with portal components on one hand, and with the Portal System Database on other.
- ✎ The PCD is Java Naming Directory Index (JNDI) compliant and features schema support for object type definition for creating object hierarchies.
- ✎ As an extension to the JNDI, PCD offers delta links, enabling one object to inherit properties from another so that changes to the source object are automatically updated in the target object.
- ✎ The following is a description of some of the information and values contained in the database schema of the portal:
 - ? List of lists contains information about the data for a list.
 - ? Lists is an index of all the lists in the database.
 - ? URLs describe a list that contains all the URLs to be referenced in the portal environment at runtime.
 - ? File libraries are lists about Java Server Pages, class files and their properties.
 - ? Roles, Worksets, pages form a user information list.
 - ? iViews, and System Landscapes define all the iViews and templates deployed on the portal.



- ✎ The Page Builder component assembles the content of an iView according to the defined layout. For example, when you run the portal for the first time, the Page Builder assembles the initial portal page, and the content of iViews in it.
- ✎ A portal page comprise of the following:
 - ? List of possible layouts, and a default active layout.
 - ? iViews located in the page.
- ✎ At design time, each page is assigned one or more layouts, and iViews are placed in the page. Arrangement of iViews in the page is defined for a specific layout, and this is stored in the Portal Content Directory (PCD).
- ✎ SAP Enterprise Portal contains a set of pre-defined page layouts based on layout templates. In addition, new layouts can be developed. The definition of a layout is implemented by proprietary tags used in Java Server Pages (JSP) to define HTML elements for pages.
- ✎ Layout templates are created by Portal components, including HTML-Business for Java (HTMLB) elements that manage theme and styles for setting the page structure. HTMLB provides a full set of easy-to-use Web controls. The Web controls describe the HTMLB controls, their types, usage, attributes, and how to set the attributes with the JSP-tag libraries, and the class libraries.
- ✎ The following are the ways in which the Page Builder assembles iViews in a page:
 - ? Inserts the output of the iViews in the HTML for the page, and retrieves them at the same time.
 - ? Alternatively, IFRAMES in the page make the request for the content of iViews either from the Portal Server again, or from other sources, such as, Internet Transaction Server (ITS) or any Web site.

- ✎ **Containers are part of the EP6.0 layout concept**
 - ✎ **Include 1...n iViews**
 - ✎ **Make the page layout much more flexible**
 - ✎ **In EP5.0 the page layout was partly fixed**
 - ✎ **Customers can create their own layout (JSP)**

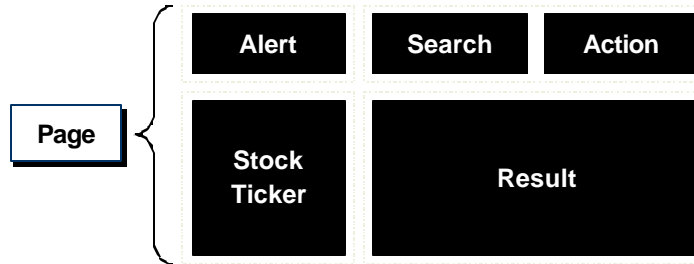


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- ✎ iViews are programs that run in the portal client. A portal client is any device or software agent that presents iViews, such as a Web browser. To run SAP Enterprise Portal, the end user needs a standard Web browser on the desktop; no additional software components are required.
- ✎ An iView is invoked by its Universal Resource Locator (URL). The URL in the portal client encapsulates a request for content. For example, an iView can access the inbox of your Exchange or a vendor's account and display its contents in your portal.
- ✎ Enclosed in the URL of an iView is information that can invoke interfaces that enable communication and connectivity between the portal client to SAP Enterprise Portal, and backend systems.
- ✎ Each iView is programmed for a business model, which contain data elements that describe processes to meet specific business objectives. An iView focuses on implementation of its business model, while the portal platform provides the infrastructure interfaces that present iViews.
- ✎ SAP Enterprise Portal 6.0 offers one type of iView: the Java iView
 - ? All EP 5.0 iViews are migrated to EP 6.0 Java iViews
 - ? .Net iViews running on a separate Web Server can be integrated
 - Portal Services can be used (e.g. User Management, System Landscape service)
- ✎ In SAP Enterprise Portal 6.0 the complete portal desktop consists of iViews
 - ? Header iView
 - ? Navigation iView
 - ? "See also" iView
 - ? Page Editor iView

✂ Page Concept in SAP Enterprise Portal 6.0

- ✂ Whereas a container is used for defining the layout, pages define the rendering technology (iFrame or table rendering)
- ✂ A page includes 1...n containers (filled with content)
- ✂ Technically, the page is also an iView. As a result, a portal page can include other portal pages

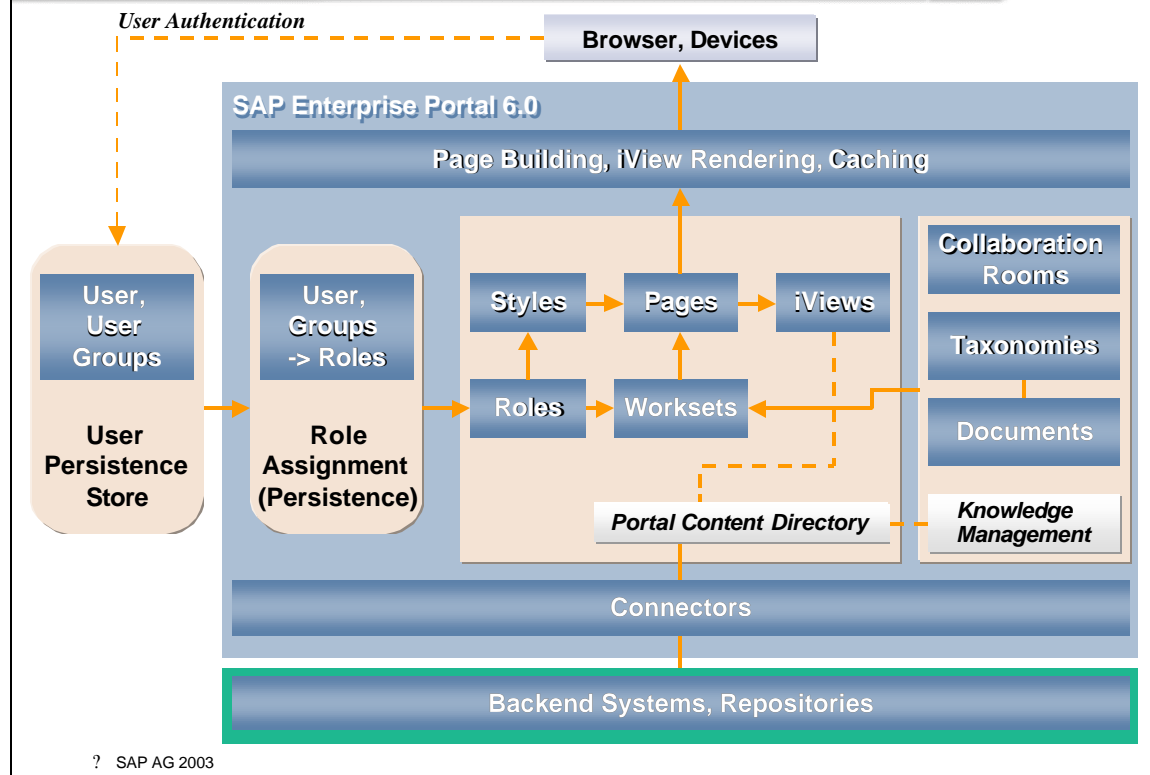


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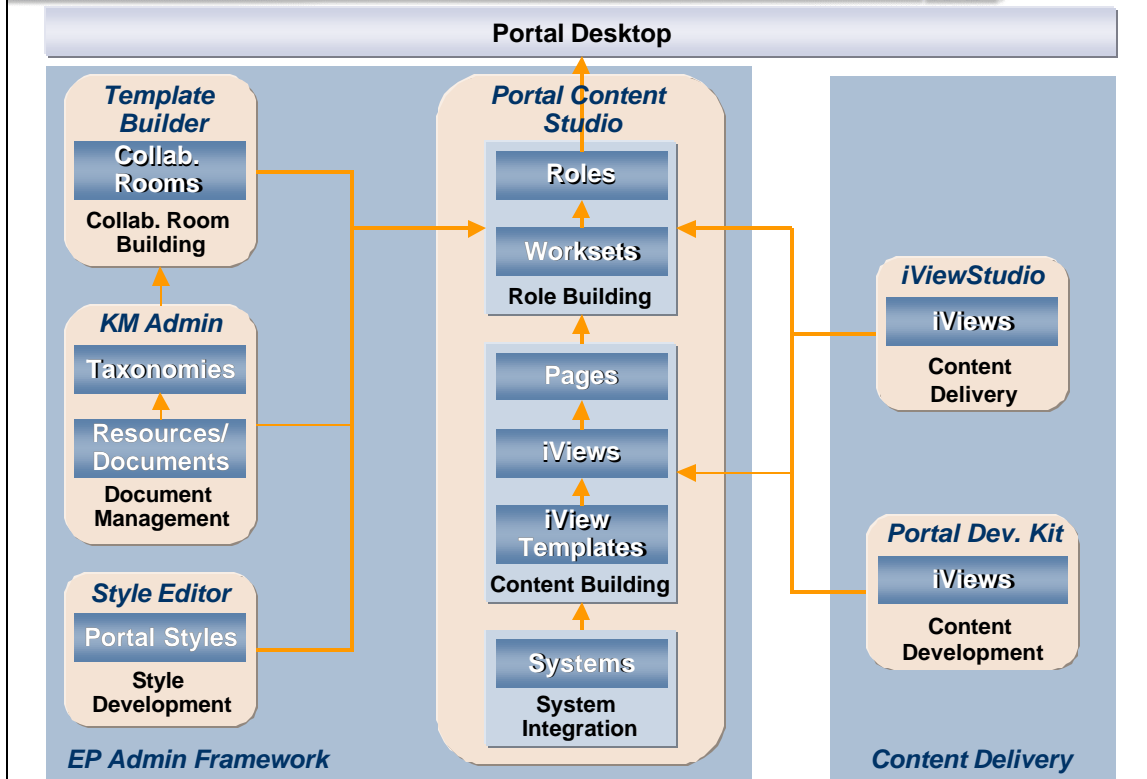
- ✂ Pages in Enterprise Portal 5.0 were equivalent to a complete portal page displayed in the browser (including the top-level-navigation, layout, iViews).
- ✂ The Page Builder component assembles the content of an iView according to the defined layout. For example, when you run the portal for the first time, the Page Builder assembles the initial portal page, and the content of iViews in it.
- ✂ A portal page comprise of the following:
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Runtime – Generating the Portal Desktop

SAP



- ✎ On initializing the portal for the first time, a set of predefined portal applications such as the security and authentication mechanisms, user management functions, notification and other tools, are loaded by the PRT.
- ✎ When you start the portal, you initiate a request for an initial page and the content of iViews in that page. Within the page, you can navigate and launch requests for the content of other iViews, or for other pages.
- ✎ The two types of requests sent to the PRT are either for a page or for an iView.
- ✎ When a request is launched for an iView, the Web server activates the request cycle. There are specific components that are responsible for passing incoming requests to the PRT.
- ✎ A default functionality in the PRT is that it can recognize only two messaging mechanisms:
 - ? A servlet connection - this is the default connection of the portal
 - ? A SOAP connection - for handling SOAP messages.
- ✎ A request consisting of commands, instructs the PRT to perform some specific tasks such as, running a specific routine, or fetching a set of attributes or values for a specific component.
- ✎ The PRT directly or indirectly obtains two types of requests from the portal framework:
 - ? A set of queries
 - ? A set of commands



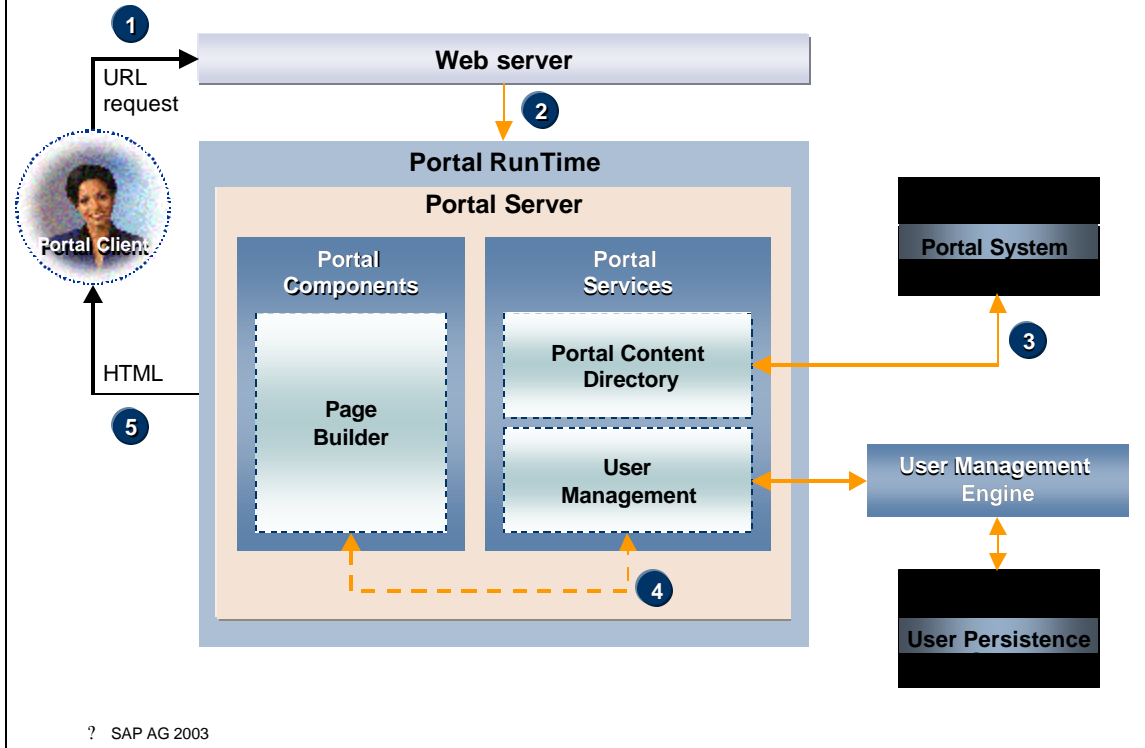
✎ The Portal Content Studio provides wizards and editors, which enable the creation and maintenance of the following portal objects types:

- ? iViews
 - URL iView Wizard: Creates iViews pointing to a Web-based URL
 - SAP "Connector-Based" iView Wizard and several SAP "Application" iView Wizards: Creates iViews displaying content from a SAP R/3 system
 - Database iView Wizard (JNBC): Creates iViews displaying content from a generic database.
- ? Pages - Page Wizard
- ? Layouts - Layout Wizard
- ? Roles – Role Wizard (Role Editor)
- ? Worksets – Workset Wizard (Workset Editor)
- ? Operations (for Business objects) – Operations Wizard

✎ You can use the object creation wizards to create certain objects that are based either on an existing portal component or template.

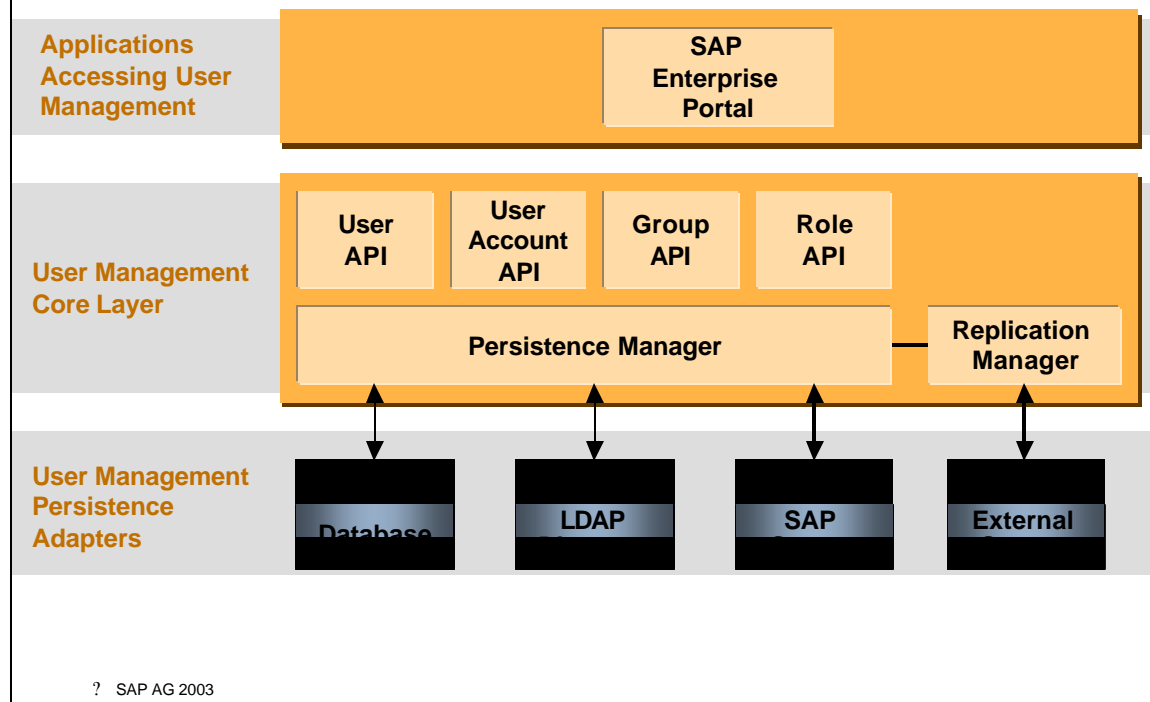
Flow of a Request In the Portal

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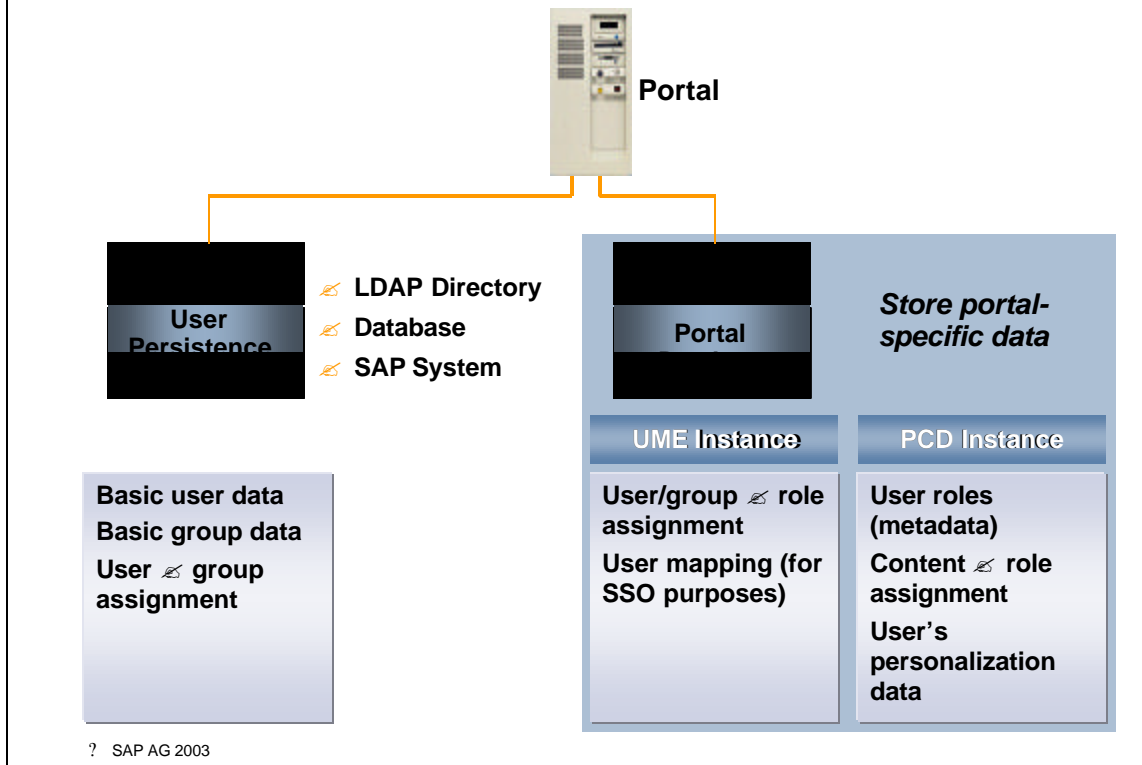


- ✎ The request flow/handling is simplified because of the architecture consolidation (only java objects, no ISAPI filter etc.):
 - ? When a user launches an iView, the client sends an HTTP or HTTPS request to the Web server.
 - ? The Web server recognizes the URL as a PRT request, and activates it.
 - ? The PRT parses the request and identifies the following:
 - Requested object from the PCD, either a page or an iView.
 - User related data, such as personalization data, logon language, page personalization, iView personalization, and so on.
 - Additional pieces of information.
- ✎ If the user who made the request has permissions for the requested object, the following information is obtained:
 - ? Portal component to be executed, for example the Page Builder.
 - ? Profile (set of properties) to be passed to the portal component. This may be a set of properties of an iView or page.
 - ? The PRT obtains an instance of the portal component to be executed, and provides it together with other information obtained from the PCD.
 - ? If the request is for a page, the activated portal component is the Page Builder. The Page Builder component parses the information, assembles the page, and produces the HTML.
 - ? If the request is for the content of an iView, the PRT activates the appropriate components, which in turn may use portal services to produce the HTML.
- ✎ For example, the initial portal page, including its content, are assembled and produced by the Page Builder. Navigation in the portal page can activate a request for either the content of an iView or other pages.
 - ? The HTML is then returned to the browser or mobile device.

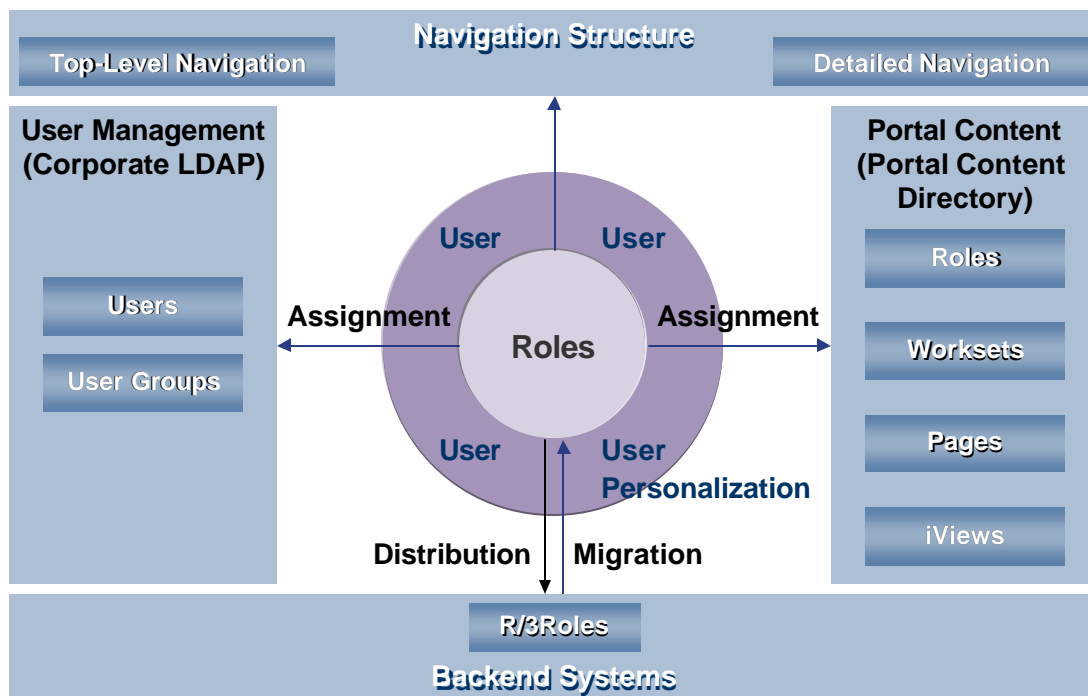
Portal Framework – User Management Engine (UME)



- ✘ SAP UME is separate component that is shipped with the SAP Enterprise Portal. However, other SAP Solutions based on NetWeaver (e.g. SAP MDM, SAP SRM) use their own UME.
- ✘ SAP Enterprise Portal 6.0 includes the SAP User Management Engine (UME) that defines security mechanisms for the portal, including user authentication, single sign-on (SSO), authorization, and secure communication. The portal depends on an authentication service to implement the SSO mechanism that uses encoded cookies. Information in the cookies is encrypted using Secure Sockets Layer (SSL), in order to be able to resolve user authorization and authentication across multiple sources of information for a user.
- ✘ SAP User Management Engine (UME) consists of a user management service in the Portal Server that connects to and manages user and group data stored in the user persistence store. As such, the individual portal applications do not have to rely on their own user management. Instead, the administrator can administer user data centrally through UME.
- ✘ UME allows you to leverage existing user data repositories in your system infrastructure by connecting to a wide range of repositories using configurable persistence adapters. You can read data from, and write data to, multiple repositories in parallel.
- ✘ In addition, you can use different repositories for different sets of users or attributes. For example, global user attributes, such as telephone number, email address, and so on, are written to a corporate directory while SAP-specific data is written to a database.
- ✘ Furthermore, you can replicate user data from UME to external systems. For example, if you are using UME with SAP Enterprise Portal and want an SAP Customer Relationship Management (CRM) system to work with the same user base as the portal, you can configure UME to replicate all user data from the portal to the CRM system.



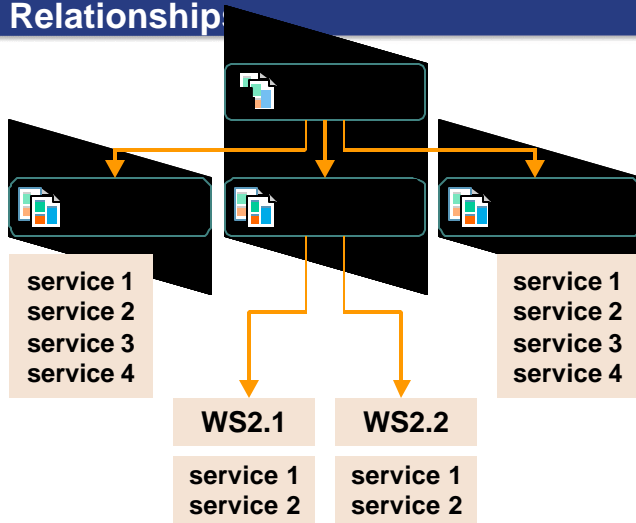
- ✎ The UME persistency store is not a separate database within the SAP Enterprise Portal. In fact, it is a set of database tables (UME_*) residing in the PCD Database.
- ✎ Replication Manager:
 - ? Used to replicate user data between the SAP Enterprise Portal and external system. Navigate in the portal to *User Administration* • *Replication*. Data is exchanged via XML protocol.
- ✎ UME user data can be stored in one or more repositories. Each type of repository has its own persistence adapter. The persistence manager consults the persistence adapters when creating, reading, writing and searching user management data. The application-programming interface (API) is a layer on top of the persistence manager.
- ✎ Persistence adapters for the following types of repositories are available:
 - ? Database
 - ? Lightweight Directory Access Protocol (LDAP) directory
 - ? SAP R/3 System 6.20
 - ? Text file (This is for simple test purposes only. Text files are not supported in a production infrastructure)
- ✎ Users can also be stored in several different physical LDAP directory servers, or in different branches of the same LDAP directory server.



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✎ This slide shows the meaning of roles in the portal environment:

- ? Navigation: The navigation structure of the portal (top-level and detailed navigation) is defined by the role structure. Roles and navigation are therefore closely interrelated.
- ? User Management and Role-User Assignment: Portal roles connect the portal user with the content. Portal roles can be assigned to users or user groups.
- ? Content Objects in the Portal Content Directory: Roles are containers for portal content objects. Portal content is provided by content objects, such as worksets, pages and iViews, and becomes available to users after insertion in roles.
- ? Roles and Permissions in the Portal: Permissions can be created in the portal for roles and the content objects they contain.
- ? Permissions in the R/3 System: If a portal role contains a number of R/3 objects, authorization roles can be generated in the R/3 System for these R/3 objects. They permit generation of permissions for the relevant R/3 System. This function is offered in EP 5.0. It is not yet available in EP 6.0.
- ? Migration of R/3 roles in the portal: R/3 roles and Workplace roles can be migrated in the portal using migration tools and re-used as portal roles or within portal roles. This function is offered in EP 5.0. It is not yet available in EP 6.0.



Role

A content template consisting of one or more worksets that model a typical job

Workset

A set of coherent activities that belong to one or more related work areas

Service

A (complex) task or service that is performed in the context of a workset

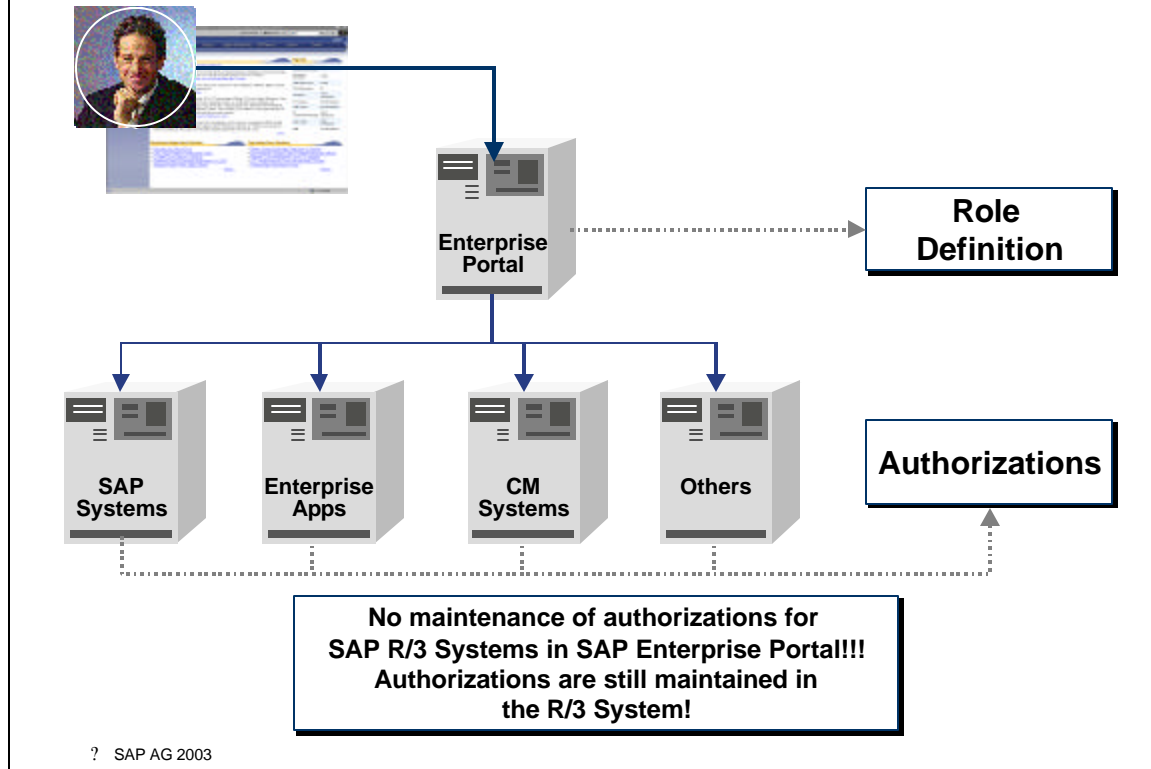
The Enterprise Portal uses roles to generate a role-based user interface, simplifying application and information access

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- ✎ User access to content is determined by Role definitions. A portal role is a collection of content. While portal content is developed to enable access to information relevant to the organization in which the portal is deployed, roles define the subset of content available to each functional role within the organization. Users are assigned to the role or roles that provide content relevant to them. A user has access to the content that has been assigned to all of his or her roles.
- ✎ A user has access to the iViews displayed on the pages in his or her portal. When personalizing portal pages, the user will also have access to the iViews in the channels assigned to his or her roles.
- ✎ The role definition determines the navigation structure within the portal. The navigation structure consists of the top-level navigation bar, and the detailed navigation tree. The top-level navigation bar is a series of tabs in the title area of the portal header. A user navigates portal pages and services by clicking tabs in the top-level navigation bar.
- ✎ A page may display a detailed navigation tree. The navigation tree presents a hierarchical list of portal pages and services. A user can navigate portal pages and services by selecting the nodes in the detailed navigation tree. Whether or not detailed navigation trees appear, and the configuration of both the top-level navigation and the detailed navigation is determined by the role definition.

Role Configuration – Roles vs. Authorizations

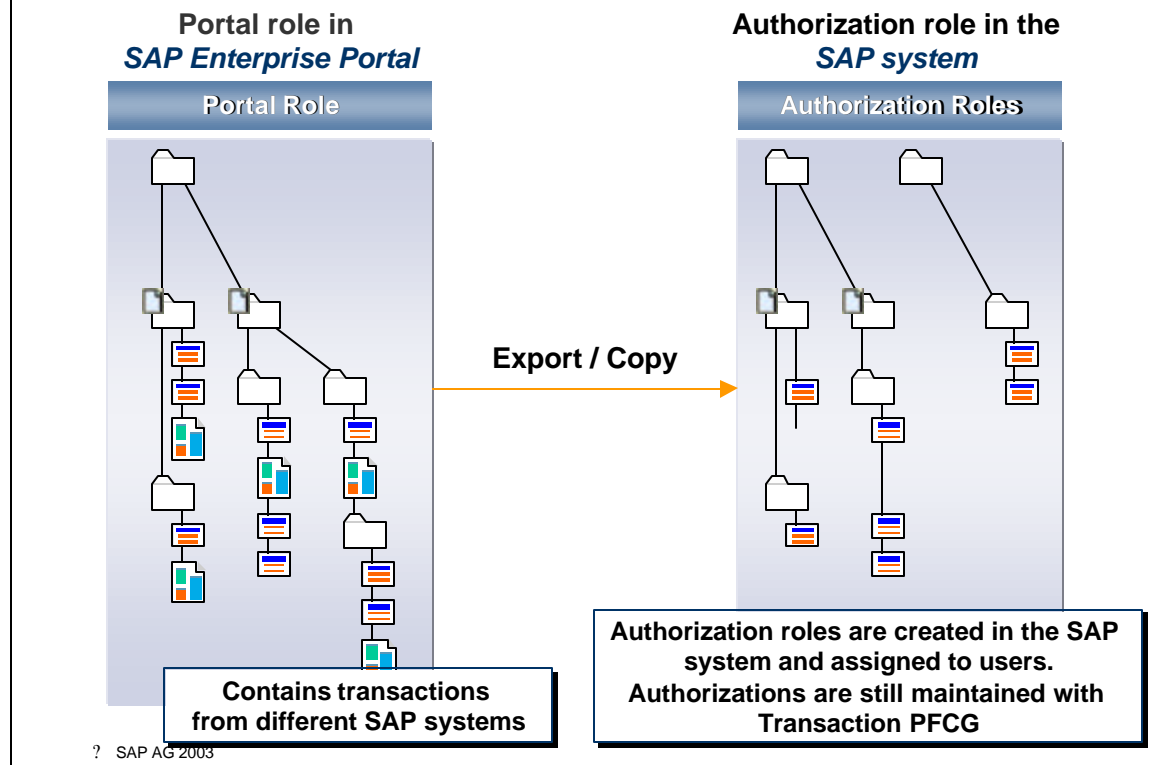
SAP



- ✎ Portal roles are not objects for maintaining R/3 authorizations. A portal role is primarily a content object, and not an authorization object as the R/3 roles used to be.

Role Configuration – Portal Roles and Authorizations in SAP Systems

SAP



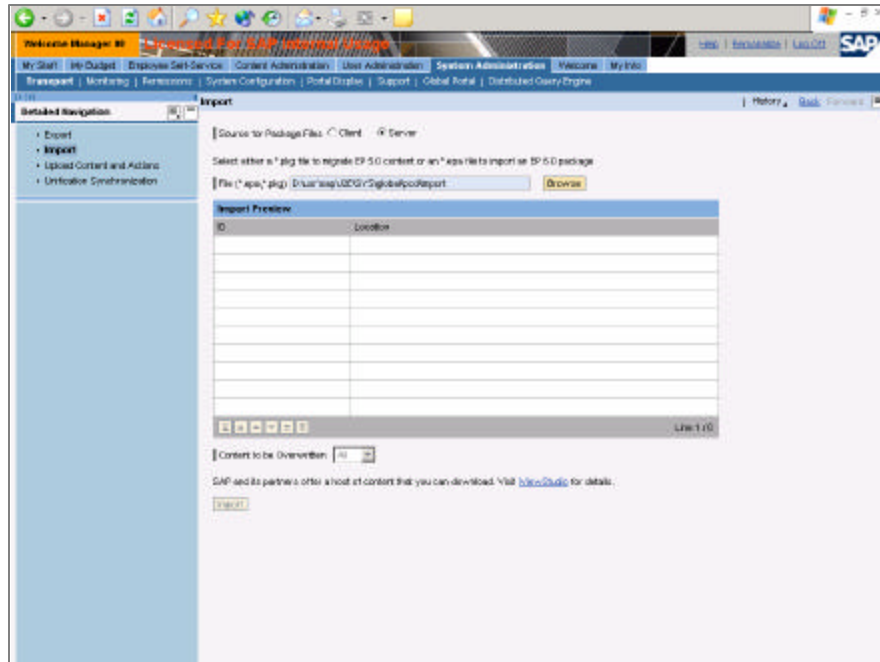
- ✘ If a portal role contains a number of R/3 objects, authorization roles can be generated in the R/3 System for these R/3 objects. These permit the generation of permissions for the relevant R/3 System. This function is provided with SAP EP 5.0 and EP 6.0 SP2.
- ✘ Please note: Only the Role Names and menus are exported, no other role content (such as authorizations)

The screenshot displays the SAP iView Studio interface. At the top, there is a navigation bar with links for Home, About, Content Catalog, New Zone, Vendor Zone, and Implementation Services. Below this is a search bar and a download basket icon. The main content area is titled 'SAP Content Catalog' and features a list of business packages. Each package entry includes a title, a brief description, a release version, and a shipping status. The packages listed are:

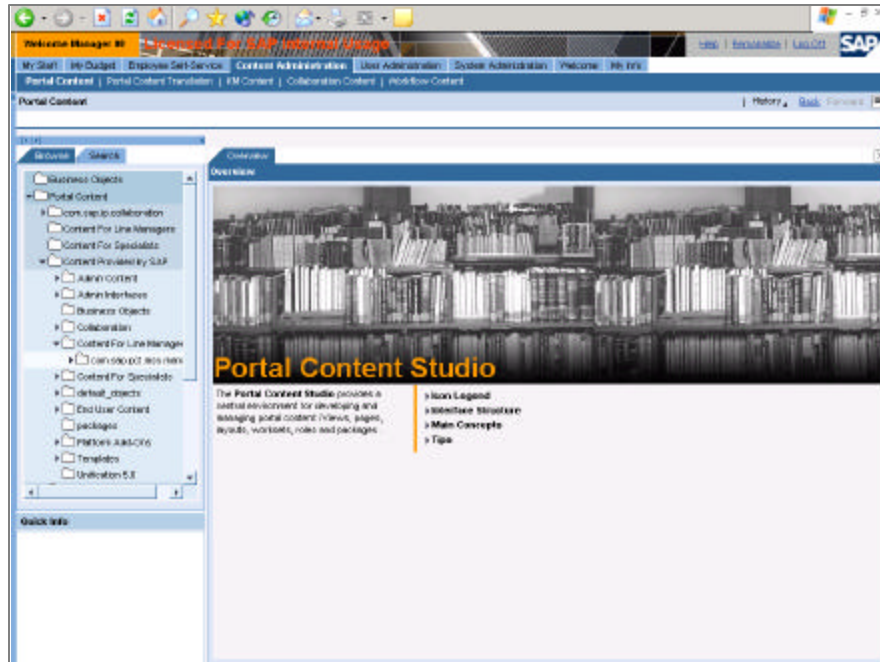
- Business Package for Manager Self-Service (Release 5B.3.9)**: Unrestricted Shipment. Description: 'The Business Package for Manager Self-Service (MSS) provides personalized business content that supports new, decentralized decision-making processes. With its portal infrastructure, the business package supports a single point of access, real-time, consistent information, push and pull technology, an easy and intuitive Web interface and personalization features.' Status: 'Support Package Available'.
- Business Package for Manager Self-Service (Release 5B.4.Z)**: Unrestricted Shipment. Description: 'The Business Package for Manager Self-Service (MSS) provides personalized business content that supports new, decentralized decision-making processes. With its portal infrastructure, the business package supports a single point of access, real-time, consistent information, push and pull technology, an easy and intuitive Web interface and personalization features.' Status: 'Support Package Available'.
- Business Package for Manager Self-Service (Release 6B.1.2)**: Unrestricted Shipment. Description: 'The Business Package for Manager Self-Service (MSS) provides personalized business content that supports new, decentralized decision-making processes. With its portal infrastructure, the business package supports a single point of access, real-time, consistent information, push and pull technology, an easy and intuitive Web interface and personalization features.' Status: 'Support Package Available'.
- Business Package for Manager Self-Service (mySAP ERP 2004)**: Restricted Shipment. Description: 'The Business Package for Manager Self-Service (mySAP ERP) provides user managers with a personalized solution that supports decentralized decision-making processes and thereby meets today's market requirements. It serves as a single point of access to data and information that help managers make the right decisions at the right time.' Status: 'Support Package Available'.

On the right side of the page, there is a 'Log On' section with a welcome message for 'Guest User' and a 'Log In' button. Below this are 'Related Links' including 'Help', 'FAQ', and 'Detailed Information'. There is also an 'Other Catalog' section with links to 'EP 4.5 Catalog' and 'WP 2.11 MiniApp Catalog', and a 'Release List' section with a link to 'Download a complete release list (zip file: 300 KB) of all iViews'. At the bottom right, there is a 'Portal Content News' section with links to 'New and Updated Business Packages from SAP', 'New Support Packages', 'New Business Packages from other Vendors', and 'Planned Business Packages from'.

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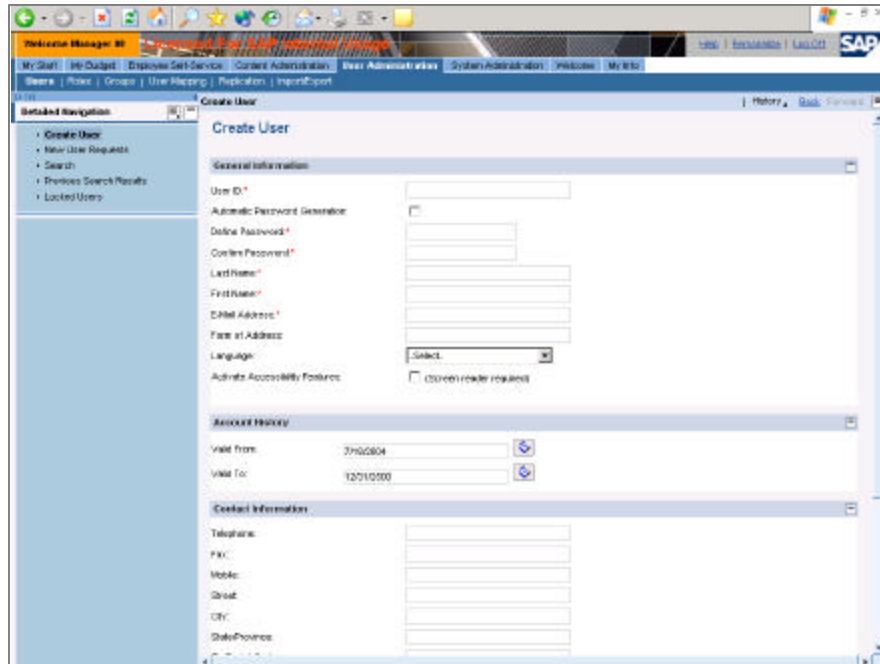
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Internal Use SAP Partner Only

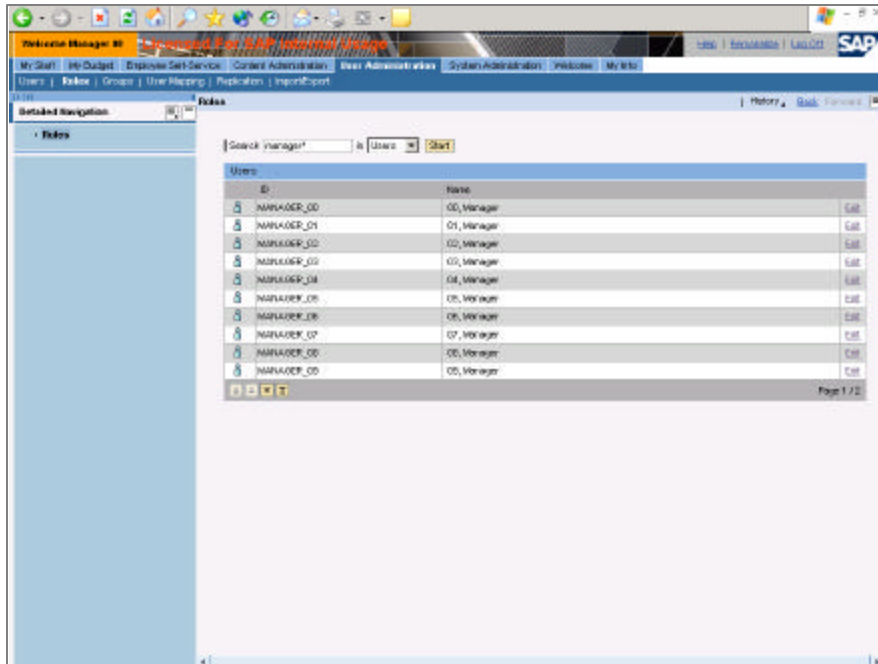
Internal Use SAP Partner Only



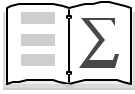
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Internal Use SAP Partner Only





Internal Use SAP Partner Only



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You are now able to:

-  **Explain the portal concept**
-  **Explain the role of the portal for the HR applications**
-  **Explain the portal technology fundamentals**
-  **Describe the necessary steps to set up the technical prerequisites for your MSS implementation**

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Unit: Enterprise Portal 6.0 Fundamentals



In this exercise:

- ? Make yourself familiar with navigation in the portal.
- ? Understand the role concept in the portal.



You will log-on to the portal server and the SAP backend system. Please look at the log-on information provided by your instructor. If the self-registration screen for the portal is not available in your required language, please ask the instructor.

1. Register yourself as a user in the portal. To do this, first open your browser and type in the URL which has been given to you.
2. Choose *Register yourself* on the screen. Fill in all the necessary dates for the manager you will use in the exercises. The user should be *Manager_XX* (XX=Group number). Please use password *walldorf*. When you have entered all these dates, select Save.
3. Log-on to the portal again with your user and change the initial password to *welcome* when prompted.
4. When you enter the portal look at the tabs in the top-level navigation. Which tabs can you see?
5. If you want to use MSS, what additional step is necessary?



Unit: Enterprise Portal 6.0 Fundamentals

1. Register yourself as a user in the portal by opening your browser and entering the URL that has been given to you.
2. Choose *Register yourself* and enter all the necessary dates for the manager you will use in the exercises. The User should be **Manager_XX** (XX=Group number); password **walldorf**. Save your data.
3. Log on to the portal again with your user and change the initial password to **welcome** when prompted.
4. When you enter the portal look at the tabs in the top-level navigation. Which tabs can you see?
Content assigned to the role **portal user**, which is automatically assigned to you when you are log on to the portal.
5. If you want to use MSS what additional step is necessary?
An administrator must assign the role for MSS to your user. The prerequisites in the backend system (which will be covered in the next chapter) must be met.





Content:

- ✎ **Managers needs**
- ✎ **MSS concept**
- ✎ **MSS components**

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At the end of this unit you will be able to:

-  **Explain Managers' needs**
-  **Explain the MSS concept**
-  **Explain the MSS components**
-  **Describe the opportunities MSS offers your company**

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Question:

What is the current situation for managers?

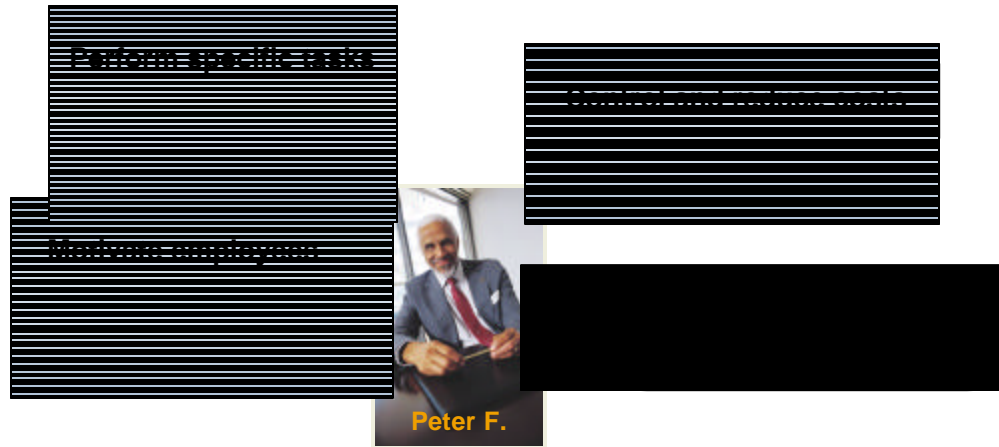
Answer:

- ✘ Managers have a heavy work load and are continuously under pressure*
- ✘ Managers have to make decisions based on the information available*
- ✘ Managers have to analyze too much information that is distributed between too many different systems*
- ✘ Managers do not have a suitable tool that supports them in their administrative tasks*

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What Is the Current Situation for Managers?

SAP



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- ✎ In a world where conditions are changing all the time, it is extremely important for managers to make the **right** decisions at the **right** time. To do this they need sufficient information. However, They often have to spend a lot of time looking for the information they need. Even performing administrative tasks takes far too much time because they do not have the suitable tools to help them.

What Is the Current Situation for Managers?

SAP

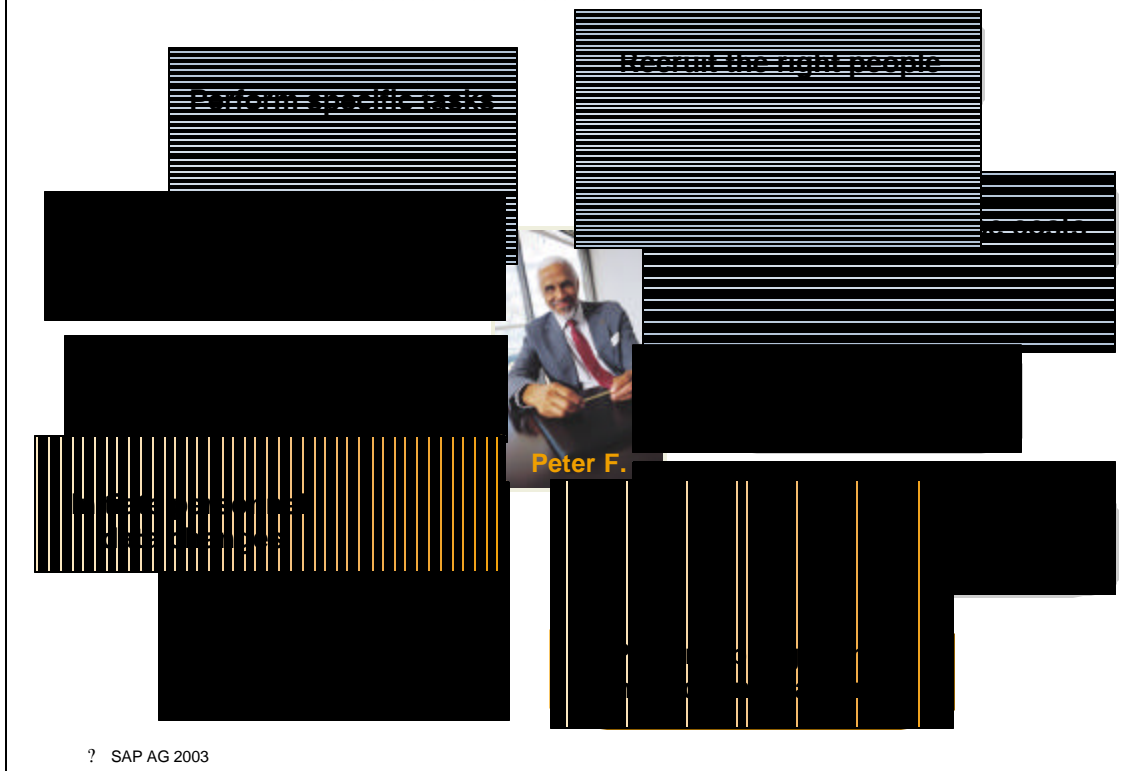


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- ✎ Success in today's economy is a difficult proposition that is full of challenges. Enterprises have to compete in global marketplaces that are unpredictable, dynamic, and leave little room for error. They have to bring quality products or services to market faster than ever before, and they often do it with fewer resources. They also have to maximize productivity and cost efficiency; in the face of widespread corporate restructuring.
- ✎ This situation affects managers most of all. This is because enterprises increasingly decentralize administrative tasks. This means that managers are put under a lot of pressure to meet requirements and make the right decisions.
- ✎ Let's take a closer look at some of managers responsibilities.
- ✎ They have to:
 - ? Motivate employees
 - ? Perform specific tasks such as Sales and Purchasing
 - ? Control and reduce costs and
 - ? Manage the enterprise's budget

What Is the Current Situation for Managers?

SAP



⌘ However, managers' tasks don't end there. They also have to:

- ? Appraise their employees
- ? Identify the top performers, and reward them appropriately
- ? Delegate tasks
- ? Staff projects, and
- ? Recruit the people best suited for future tasks.

What Is the Current Situation for Managers?

SAP

Perform essential tasks

Essential administrative tasks

Peter F.

Systems

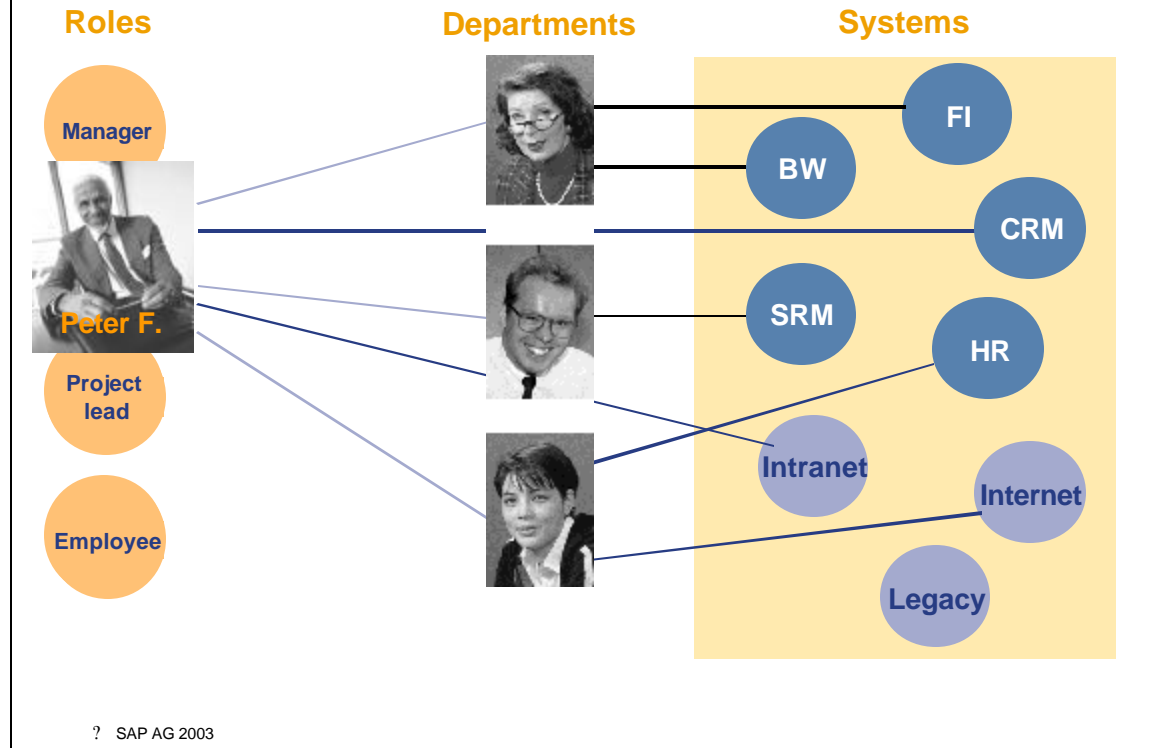
Reporting

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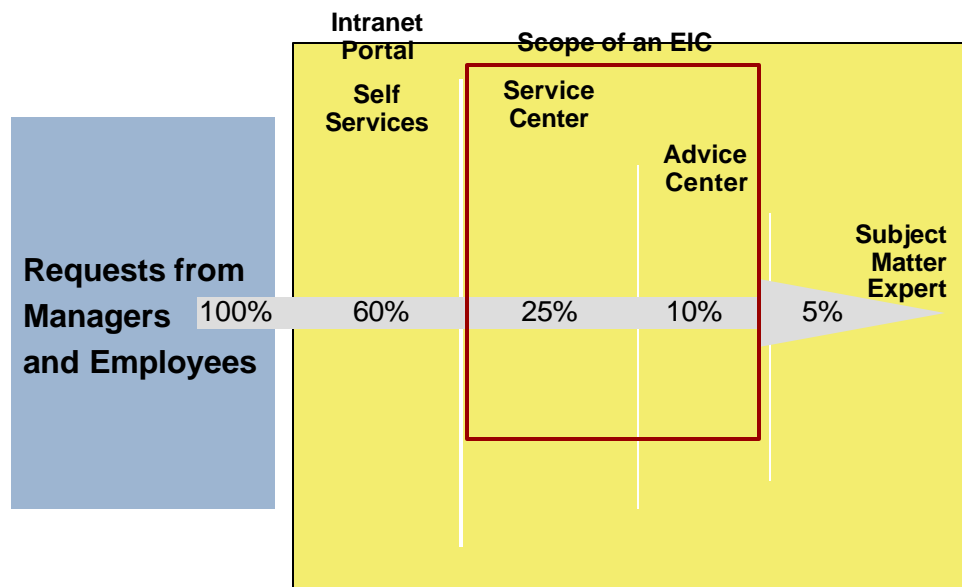
- ✗ At most enterprises, managers have to perform planning processes such as budget planning and headcount planning once a year. Manager also have the task of triggering processes.
- ✗ This is in addition to administrative tasks such as initiating personnel data changes or correcting a cost center posting. They also have to initiate employees' departmental transfers. This is often very time consuming and requires lots of organization.
- ✗ To be able to complete all these tasks, a manager needs information, tools, and reports. The information they need is often located in different systems within the enterprise. However, they often have limited or no access to these systems. Even when they don't have access to the information, this still leaves the problem of multiple logons and having to search for the information and reports they need. He also has to contact the relevant departments by telephone.
- ✗ Even today, detailed employee data and cost center reports are still printed on paper and this makes it difficult to find the right report. Departments have to create these reports anew each month and this means that it is not "real-time" data. This is quite typical, but these processes could be performed online. This would dramatically reduce costs.

Problem: Limited Access to Systems and Information

SAP



- ✗ A manager has only limited access to the systems that contain the information he needs. A lot of time is spent on forms and written messages to the HR department in order to conduct routine tasks.
- ✗ A manager must read through excel sheets and other screens in order to find key figures he needs (e.g. headcount)



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- ✘ Cost reduction and making administrative processes more effective is a key requirement for HR departments today. Therefore SAP offers Self Services and shared service center solutions (Employee Interaction Center).
- ✘ By using these solutions, the workload for the HR Specialists can be reduced and the HR department can concentrate its resources on strategic HR issues.

The Manager Self-Service is the Answer

SAP



- ✎ The Manager Self-Service is the answer to the challenges described on the previous slide:
 - ? The manager gets one-stop-access to all necessary information where he/she can also perform all HR-related tasks.
 - ? He/she gets a User-Interface which is as easy to use as other popular websites on the Internet (e.g. a book shop).

MSS: My Staff and My Budget

SAP

The screenshot displays the SAP MSS: My Staff and My Budget interface. The main content area shows a table titled "Critical Variances on My Cost Centers". The table has columns for Rule, Actual, Target/Plan, % var., Absolute Variance, and Currency. Below the table, there is a section for "Critical Line Items on My Cost Centers" showing a document with a date and amount.

Rule	Actual	Target/Plan	% var.	Absolute Variance	Currency
Budget Consumption - 90% Actual Period	11,922.54	12,743.25	9.41%	-820.71	EUR
Budget Consumption - 70% on Cost Center 8110	26,173.28	27,261.25	3.96%	-1,077.97	EUR
Budget Consumption - 70% on Cost Center 8120	36,972.91	38,069.75	2.96%	-1,126.84	EUR
Budget Consumption - 70% - all Cost Elements YTD	74,269.53	76,489.50	2.87%	-2,195.97	EUR
Budget consumption - 70% on Cost Center 8110	11,117.34	11,108.50	0.08%	8.84	EUR
cost center exception	74,263.53	0.00	0	0.00	EUR

Document: Date: Amount:
Transactions: single posting exceeds 2000 Euros (Since 3/1/2000) 1/1
Page 1 / 11
Status of 23.06.2004 09:34:17 Update Data Edit Rules Edit User Data

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- Manager Self-Service consists of two parts:
 - My Budget supports a manager in fulfilling the cost and budget responsibilities. This includes annual budget planning, budget monitoring, cost analysis and the correction of postings.
 - My Staff supports a manager in Human Resource administration and planning.

What does MSS offer? Information

SAP

The screenshot displays the SAP MSS (My Staff) interface. At the top, it says "Welcome Tom Bendert" and includes a search bar. The main navigation bar includes "Overview", "Attendance", "Employee Review", "Personnel Change Request", "Recruitment", "ESS in MSS", "Reporting", "Compensation", and "Quota Planning". The breadcrumb trail shows the path: "Position Overview > Reporting > Compensation Overview > Quota Planning > Attendance Overview".

The "Team Calendar" section shows an attendance status display for "All Employees" for the month of "June" in "2004". A calendar grid is visible with names listed on the left: Ellen Rilke, Jan, Hoffmann, Axel, Janosch, Julia, Grimm, Maik, and Thoma. A mouse cursor is pointing at the date 4.

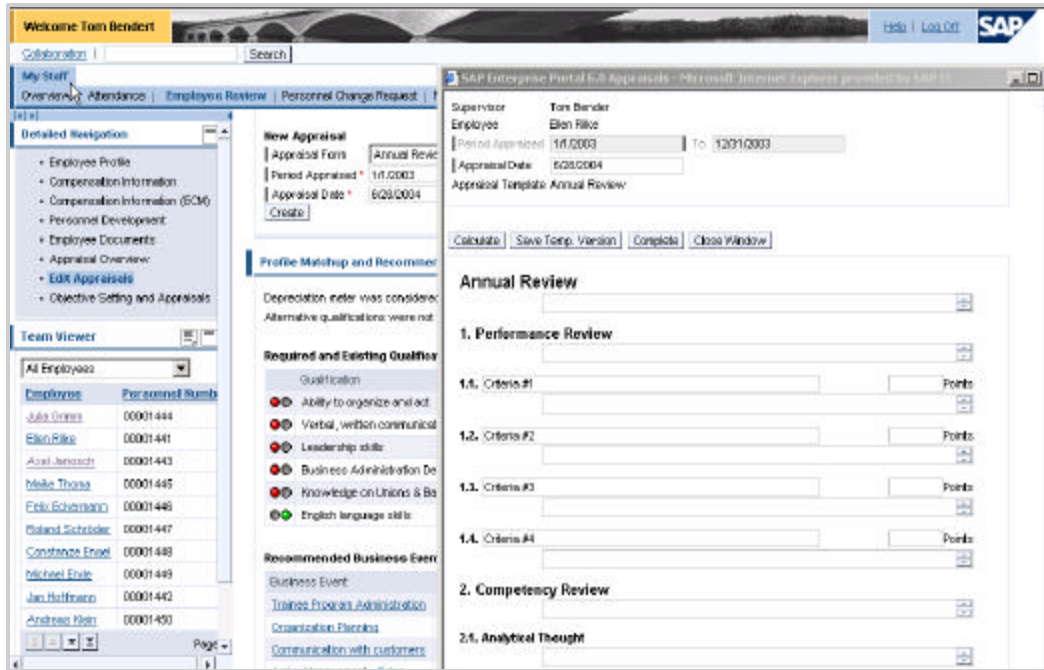
Below the calendar, there is a "Reports" section with a "Selection Criteria" dialog box. The dialog is titled "Maternity" and shows a list of employees with checkboxes for selection. The list includes:

Name	ID	Selection	System	Group
SABIA PC DINGEL	9000708	<input type="checkbox"/>		
SABIA PC DINGEL	9000701	<input type="checkbox"/>		
SABIA PC DINGEL	9000702	<input type="checkbox"/>		

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- ✎ MSS offers information from different sources. This includes SAP reports, infotype information, BW queries and SAP queries. By using portal content, information from other sources (e.g. salary surveys) can also be included.

What does MSS offer? Web-enabled SAP processes



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- ✎ MSS web-enables SAP-processes. Prior to MSS, secretaries, HR Administrators and other people were included in such processes as Compensation Planning and Employee Review from an administrative point of view. Now, these processes can be done by the manager and HR personnel. As a result, the HR department can become a business partner rather than a purely administrative department.

What does MSS offer? New process opportunities

SAP

The screenshot displays the SAP MSS (My Staff) interface. At the top, there is a navigation bar with tabs for 'Overview', 'Attendance', 'Employee Review', 'Personnel Change Request', 'Recruitment', 'ESS in MSS', 'Reporting', 'Compensation', and 'Quota Planning'. Below this, a breadcrumb trail shows the path: 'Position Overview > Request Creation > Employee Profile > Edit Approvals > Personnel Change Requests'. The main content area is divided into three sections: 'Detailed Navigation' on the left, 'My Staff PCRs' in the center, and 'Selection of Personnel Change Requests' on the right. The 'My Staff PCRs' section shows a 'Description' for a 'Request for Special Payment' with a status of 'Open / For Approval' and a creation date of '4/20/2004'. The 'Selection of Personnel Change Requests' section features a table of employees with columns for Name, Personnel Number, Mail, Position, and Organisational Unit. The table lists several employees, including Gern, Julia; Bils, Ben; Wenzel, Axel; Thoma, Mike; Robinson, Felix; Schneider, Roland; and Bussel, Constanze.

Name	Personnel Number	Mail	Position	Organisational Unit	Prob
Gern, Julia	00001444		Secretary Sales PC Group 1	Sales PC Group 1	
Bils, Ben	00001441		Sales Executive Workstations: Group 1	Sales Workstations: Group 1	
Wenzel, Axel	00001443		Sales Employee Workstations: Gr1	Sales Workstations: Group 1	
Thoma, Mike	00001445		Sales Employee Workstations: Gr1	Sales Workstations: Group 1	
Robinson, Felix	00001440		Sales Representative Workstations: Gr1	Sales Workstations: Group 1	
Schneider, Roland	00001447		Sales Representative Workstations: Gr1	Sales Workstations: Group 1	
Bussel, Constanze	00001440		Sales Representative Workstations: Gr1	Sales Workstations: Group 1	

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- By offering a flexible framework for handling processes that are initiated by the manager, MSS offers new opportunities to make your HR processes more efficient. Time-consuming and form-based processes (e.g., requesting a loan) can be implemented by using this framework. MSS offers 11 forms as standard.

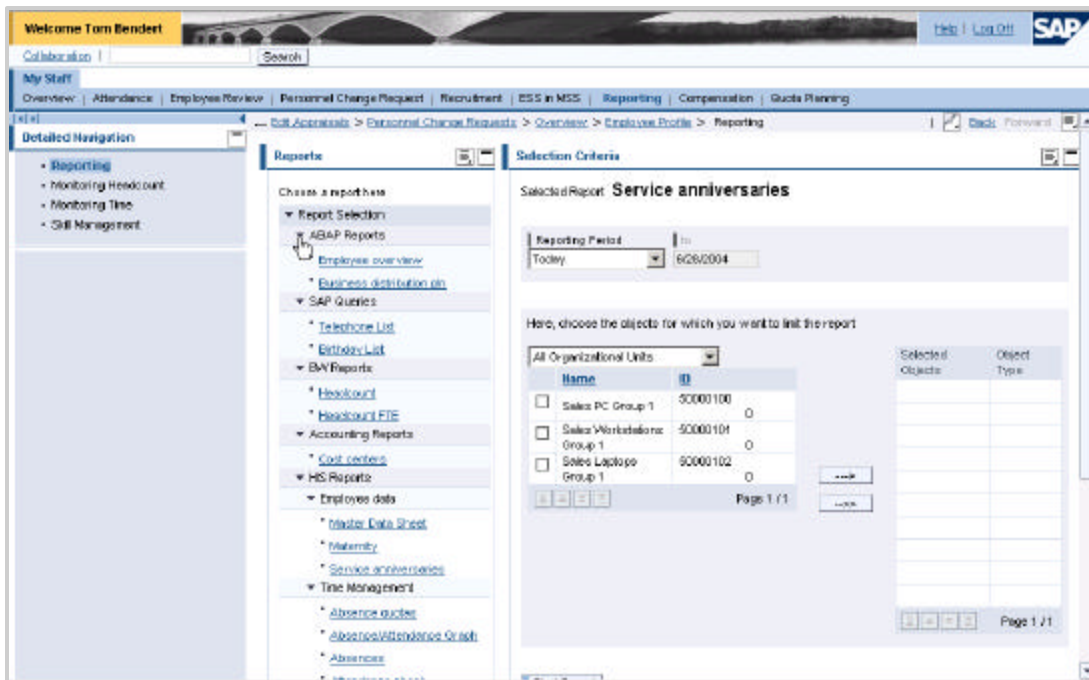
The screenshot displays the SAP MSS interface for an employee profile. At the top, a navigation bar labeled 'My Staff' contains 11 worksets: Overview, Attendance, Employee Review, Personnel Change Request, Recruitment, ESS in MSS, Reporting, Compensation, and Quota Planning. The main content area is divided into several sections:

- General Data:** Julia Grimm (0001444)
- Contract Data:** Work Contract: Conv. employee; Hiring Date: 1/1/2001; Cap. Util. Level: 100.00
- Organizational Assignment:** Org. Unit: Sales PC Group 1; Position: Secretary Sales PC Group 1; Cost Center: 000000110 Vertrieb Gruppe 01; Payroll Area: HR-O: Sal. employees
- Communications Data:** E-Mail: Julia.Grimm@sales.com; Office: BAC00J22; Telephone: 96585
- Personal Data:** Birth Date: 02/11/65; Mar. Status: Single; Address: Frau Julia Grimm, Bismarckplatz 22, 69117 Heidelberg
- Organizational History:** Position: Secretary Sales PC Group 1 from 1.1.2001; Job: Secretary; Organizational Unit: Sales PC Group 1; Manager: Tom Bender; Telephone: 96547; Room: BAC/ALL19; E-Mail: Tom.Bender@sales.com

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✎ The my Staff section of MSS offers 11 worksets:

- ? Overview
- ? Attendance
- ? Employee review
- ? Personnel change request
- ? Recruitment
- ? ESS-in-MSS
- ? Reporting
- ? Compensation
- ? Headcount planning



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- ✘ MDT (Manager's Desktop) was the predecessor of MSS functionalities, based on R/3 only. Many customers implemented MDT before MSS included a migration tool by which customers can easily migrate their MDT functionalities to MSS.
- ✘ MSS Reporting was enhanced so that additional reports can be included for customers who had not previously implemented MDT.



The information on the following web pages will provide detailed information for your implementation.

www.iviewstudio.com

<http://service.sap.com/MSS>

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- ✎ SAP provides you with a lot of documentation to facilitate and accelerate your MSS implementation.

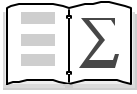
www.iviewstudio.com

<http://service.sap.com/MSS>





Workset	iView	SAP R/3 Release	HR Component & Infotype / Component / Solution	Prerequisites / Activities
General Issues	Import Standard Worksets			
General Issues	Adjust Worksets (rearranging and committing iViews)			
General Issues	Enter Personalization Data			
General	Team Overview	4.0B	OM, PA, Integration, Chief position, O-S-P	User must be assigned to chief position (directly or indirectly)
General	Birthday Overview com.sap.pct.hcm. birthdaylist.default	4.0B	PA, IT1002, IT0032 (Office), IT0105 Subtype 0010 (e-mail), 0020 (Phone No.)	

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- ✘ MSS is an enabling tool that is based on functionalities already implemented in your system, e.g. payroll. Therefore a lot of iViews can be run “out-of-the box”, provided that you have made the required customizing settings in your backend-system.
- ✘ SAP therefore provides detailed lists of the customizing required for each iView, which can greatly help your implementation team.



You are now able to:

-  **Explain Managers' needs**
-  **Explain the MSS concept**
-  **Explain the MSS components**
-  **Describe the opportunities MSS offers your company**

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Unit: MSS Overview



In this exercise:

- ? Rethink the MSS general concept.
- ? Develop first proposals of the needs for MSS in your company.

1. Please list the two parts of MSS and explain their purpose.
2. MSS offers three different kind of functionalities. Please list them.
3. **My staff** consists of which components?
4. What is the relationship between the Manager's Desktop and the Manager Self Service (MSS)?
5. If you think of the daily work of the manager in your company, which functions do they need? (Please list them. During the course we will try to find suitable solutions for the needs you listed, based on the MSS functionalities)



Unit: MSS Overview

1. List the two parts of MSS and explain their purpose.
 - a. **My Budget** supports a manager in fulfilling the cost and budget responsibilities. This includes annual budget planning, budget monitoring, cost analysis and the correction of postings.
 - b. **My Staff** supports a manager in fulfilling his administrative and planning tasks in Human Resources.

2. MSS offers three different kinds of functionality; please list them.

Information (e.g. Attendance Overview), Web-enabled R/3 processes (e.g. Edit Appraisals in the Employee Review workset), New process opportunities (PCR).

3. **My Staff** consists of what components?

The My Staff part of MSS offers 9 worksets:

 - ? Overview
 - ? Attendance
 - ? Employee Review
 - ? Personnel Change Request
 - ? Recruitment
 - ? ESS in MSS
 - ? Reporting
 - ? Compensation
 - ? Headcount/Quota Planning

4. What is the relationship between the Manager's Desktop and the Manager Self Service (MSS)?

MDT was the predecessor of MSS, based on R/3 only. Due to the fact that a lot of customers implemented MDT before MSS included a tool by which customers can easily implement their MDT functionalities to MSS.

5. If you think of the daily work of the manager in your company. Which functions do they need? (Please list them. During the course we will try to find suitable solutions for the needs you listed based on the MSS functionalities)

Content:

- ✎ **MSS and R/3 interaction**
- ✎ **MSS authorization concept**
- ✎ **Eventing concept**
- ✎ **Caching mechanism**
- ✎ **Specification of MSS scenarios**

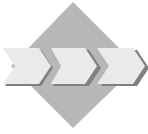
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After completing this unit you will be able to:

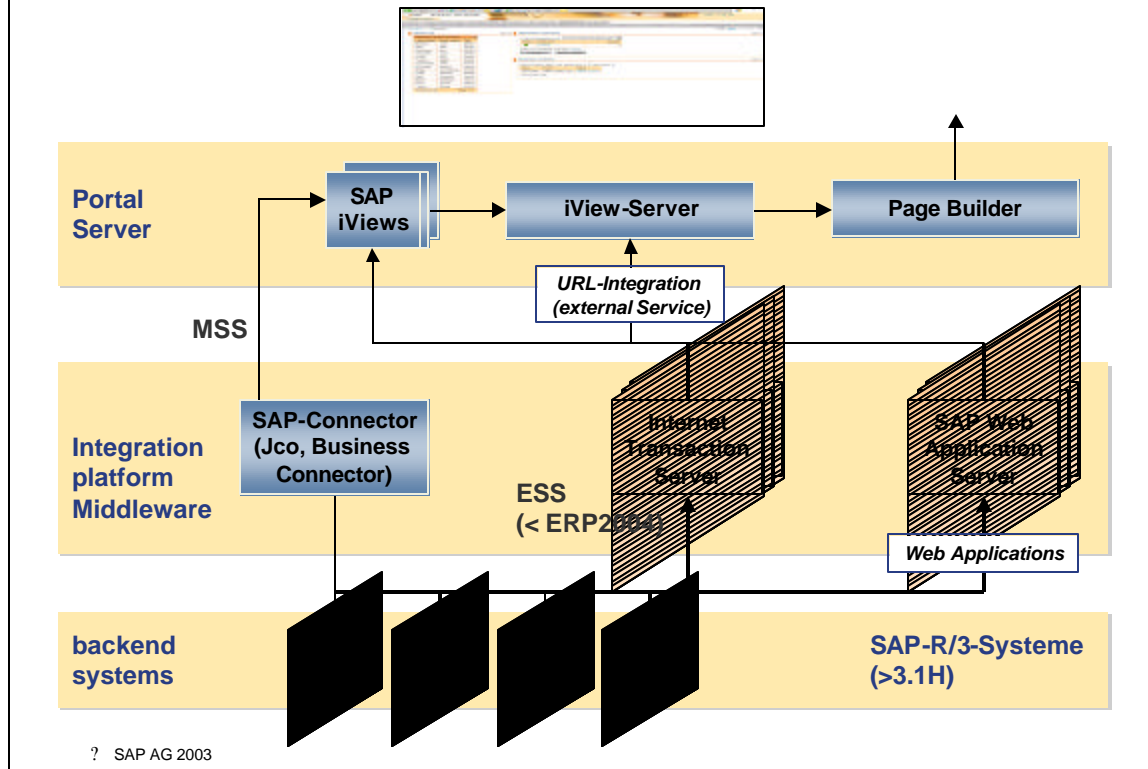
- ✎ **Describe the MSS technology framework**
- ✎ **Explain how to enhance the MSS functionalities**
- ✎ **Describe how to specify a new MSS-scenario**

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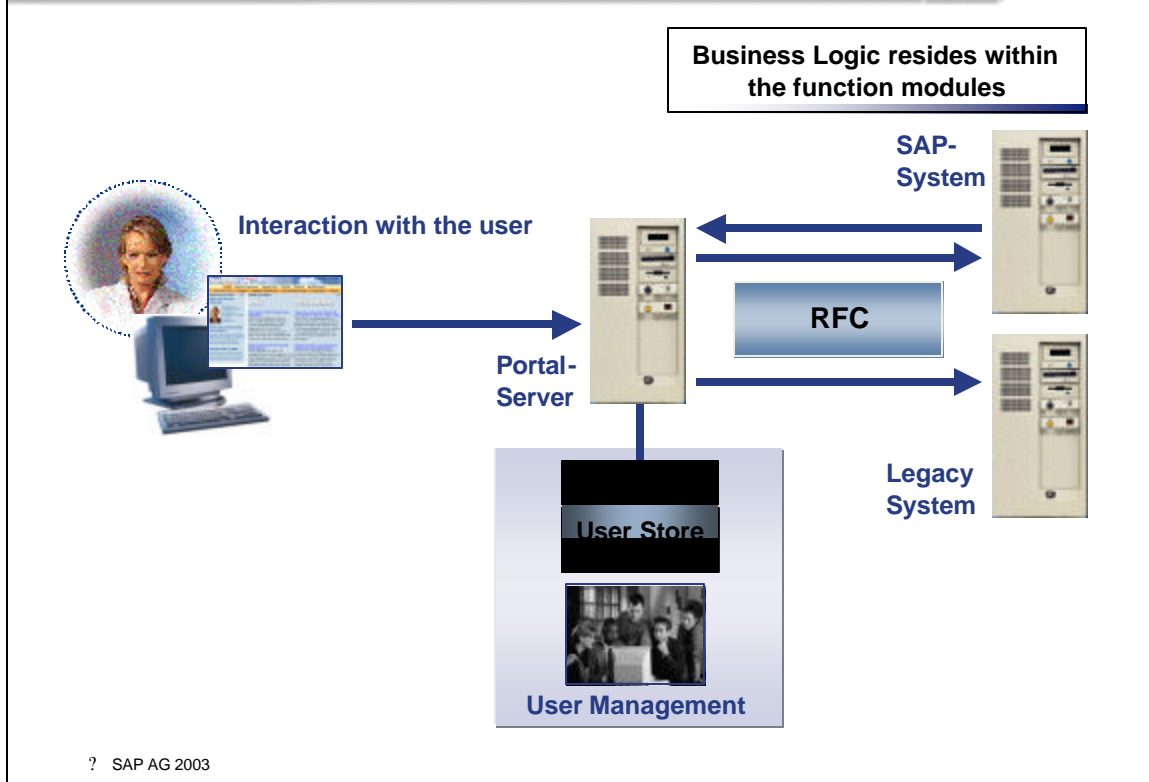
✍ Your implementation team is collecting the requirements from the departments. Even in the first steps there are already requests coming up which seems to require custom development. You are collecting detailed information about the MSS technology framework and trying to find a solution for the requirements.

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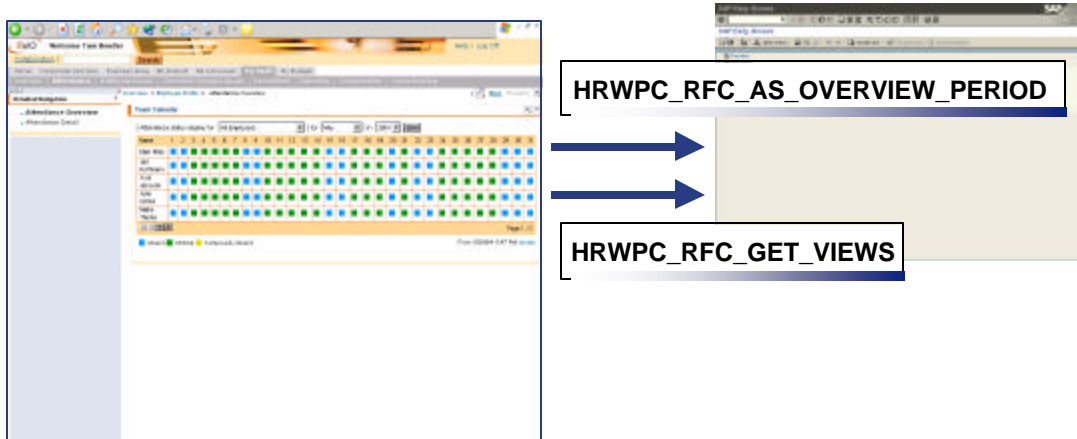
- ✘ In the releases <= R/3 Enterprise Extension Set 2.00, different technologies are used for ESS and MSS.
- ✘ ESS uses the ITS, whereas MSS is based on a Java-development technology (JSP).
- ✘ At the core of this technology is the JCO (the Java Connector). This middleware enables an RFC call from a Java class.
- ✘ The SAP Enterprise Portal (EP) is mandatory for MSS. It is technically deeply rooted in the infrastructure of the EP and key features like: Eventing, Session Management and URL-generation in the reporting workset cannot be handled without the SAP EP.

MSS: An Interaction Between Front-end and Back-end



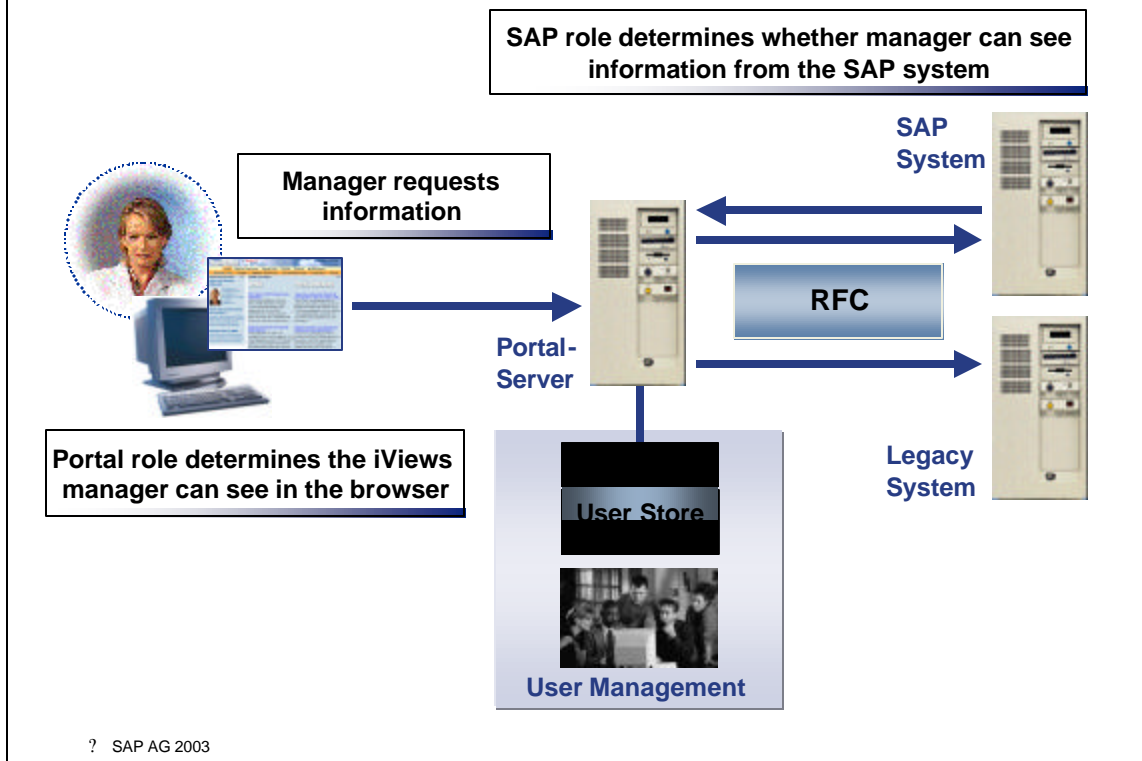
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- ✎ The business logic resides in the back-end. Only the interaction with the user is handled by the User Interface at the frontend.



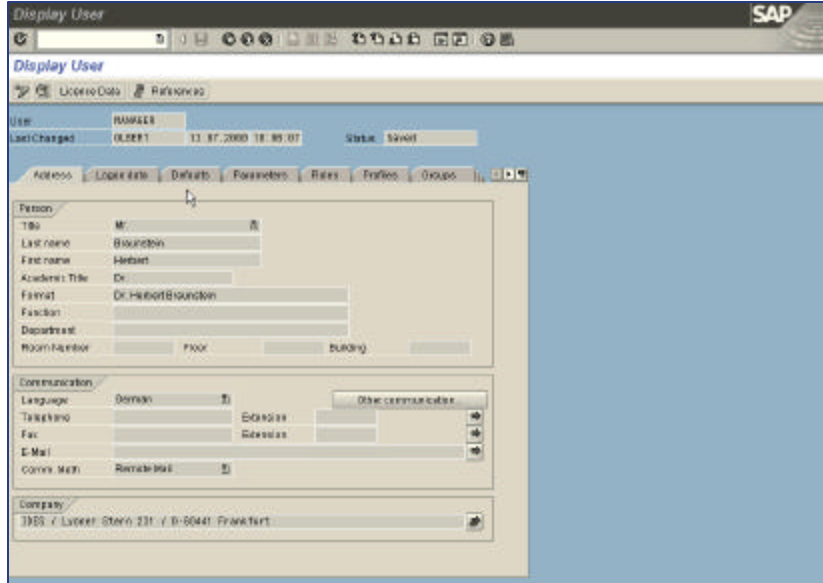
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- ✎ If a manager uses the team calendar in his MSS application in order to check which of his employees is absent, different function modules in R/3 are called via the JCO in order to get the data out of the R/3-system.
- ✎ The function modules HRWPC RFC AS OVERVIEW PERIOD and HRWPC RFC GET VIEWS are used in this scenario.
- ✎ In the MSS documentation, you can get information on all the function modules used in the scenarios and information about the data (i.e. in most cases, infotypes).

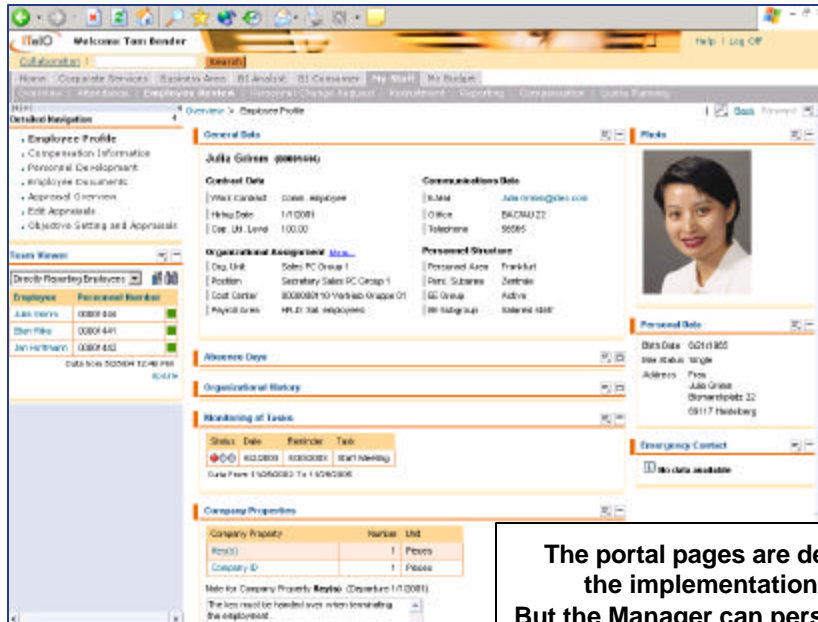


- ✗ Authorizations that determine which data is displayed for the manager remains completely in the backend.
- ✗ The portal role determines only which iViews are displayed in a portal page.
- ✗ Whether or not an iView is filled with data is determined by the R/3 authorization.

- ✎ Download the necessary role information with OSS Note 622632
- ✎ Create the necessary role information in a R/3 Enterprise system:



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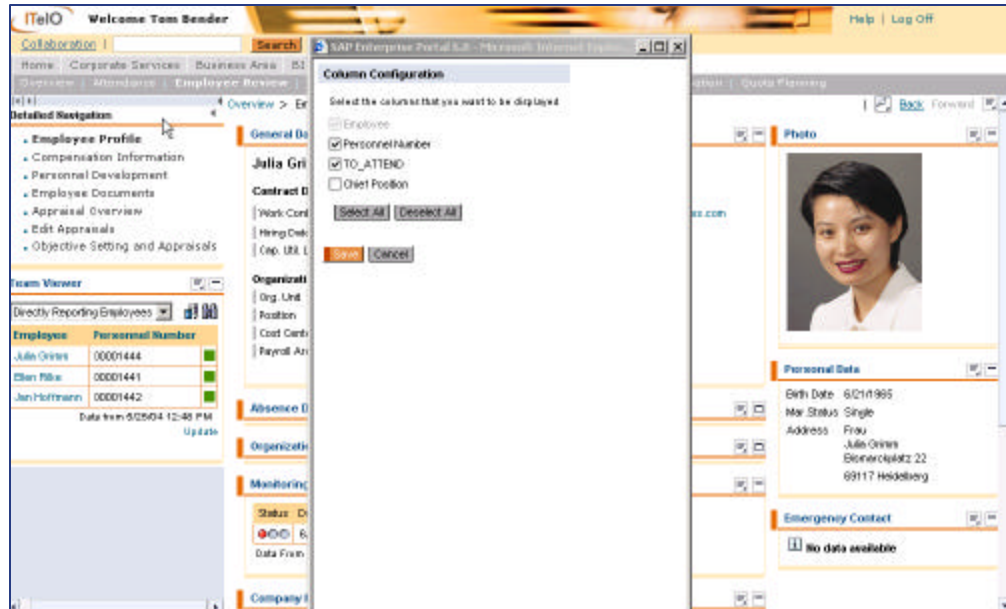


The portal pages are defined by the implementation team. But the Manager can personalize the page to meet his/ her needs.

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- ✗ The user can change the column configuration by using the personalization options. E.g. He/she can skip single columns.
- ✗ You can restrict this flexibility within the content administration.

Employee Profile

General Data

Absence Data

Period: 5020002 - 5020005

Period	Days	Description
7/12/2002 - 7/12/2002	10.08	Leave w. quota 4 (days)

Monitoring of Tasks

STATUS	Date	Position	Task
●	6/20/2002	130003001	START Meeting

Personal Data

Date Data: 6/21/1965
 Mar Status: Single
 Address: Frau
 Julie Green
 Bismarckplatz 22
 80117 Homburg

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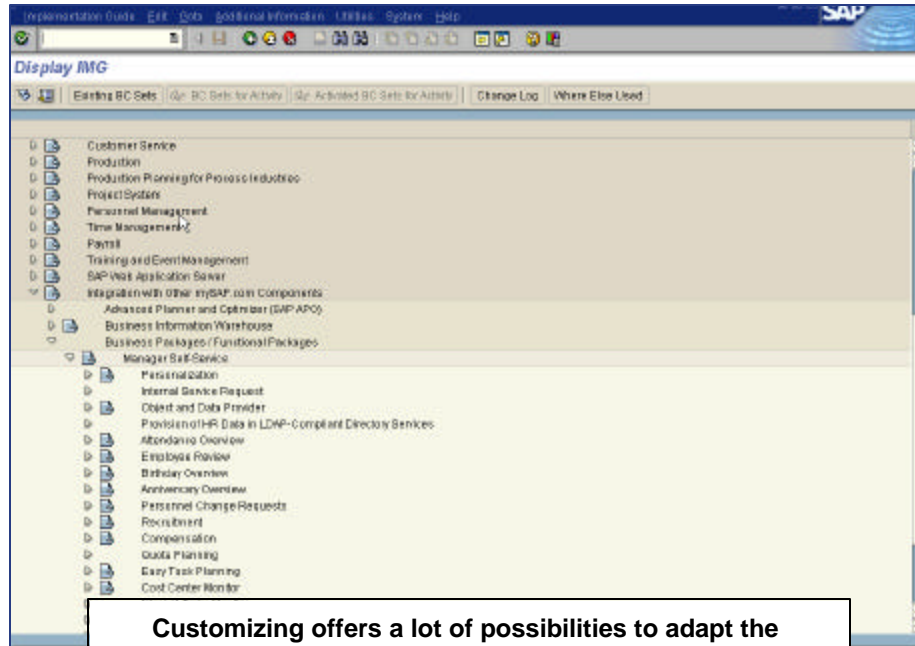
MSS Implementation means customizing, not web development

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- ✘ MSS is mainly an out-of-the-box solution.
- ✘ Most resources in your MSS implementation should be used for the process definition, the check of the required data in R/3 and the adjustment of customizing.
- ✘ Custom developed iViews should only be the last option.
- ✘ SAP does not deliver the source code for all of the JSP-iViews and changes in the Java-coding are not supported.
- ✘ Within most projects, most of the development requirements can be fulfilled by standard customizing by using the standard functionalities.
- ✘ For example: If you want to have an iView that displays infotypes that are not available in the standard system, you can use a generic iView connected with an R/3-query without any Java-coding.

Example: R/3 Customizing

SAP



Customizing offers a lot of possibilities to adapt the MSS functionalities to your companies needs.

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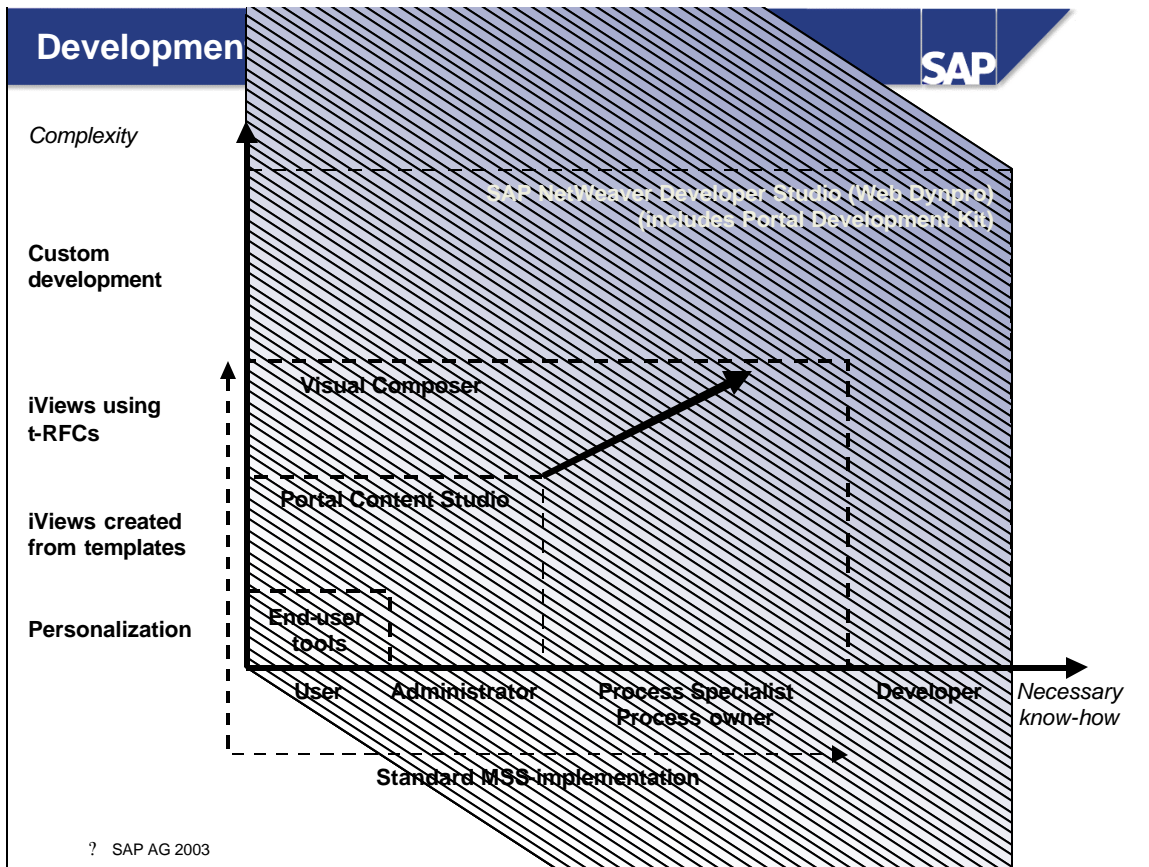
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- ✦ **MSS and the Portal offers you many possibilities to enhance and add functionalities without Java coding.**
- ✦ **The source code is not delivered with the MSS Business Package.**

```
import com.sap.pct.hcm.orgmanagementeventing.CKey;
CKey cKey = CKey.retrieve(...);
switch (cKey.getState()) {
    case CKey.states.PARAMETER_FOUND:
        // Read Data
        GeneralDataBean data = new GeneralDataBean(...);
        // Display Data
        request.getServletRequest().setAttribute(...);
        setJspName(...);
        break;
    case CKey.states.COOKIE_FOUND:
        cKey.sendRedirect(request, response);
        break;
    case CKey.states.NOTHING_FOUND:
        throw new Exception("NO_CKEY");
}
```

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- ⊗ With the SAP Enterprise Portal, SAP provides different tools that require different skill sets.
- ⊗ A good recommendation for MSS is to try to use the standard tools and possibilities so that you do not have to do a lot of iView development.

Example: Portal Content Studio

SAP

The screenshot shows the SAP Portal Content Studio interface. At the top, there is a navigation bar with 'Home', 'Travel&Expenses', 'Content Administration', 'System Administration', and 'User Administration'. Below this is a 'Portal Content' section with 'Portal Catalog', 'Object Editor', and 'Child Object' options. A tree view on the left shows a hierarchy: Portal Content > _Base12003 > _CompanyABC > Country1 > Country2 > 1_Views > DemoiView. A 'Quick Info' section at the bottom left shows details for 'pcid:portal_content/CompanyABC/Country'. The main area is titled 'New iView Wizard' and contains 'Step 1: Template Selection'. It includes a 'Refresh' button and a 'Choose Template' section with radio buttons for various templates: Database JDBC iView (selected), SAP BSP iView, SAP BW Report iView, SAP Connector iView, SAP IAC iView, SAP MiniApp iView, SAP Transaction iView, URL iView, WebDynproTemplate, and Yahoo! iView. A 'Finish' button is at the bottom right.

- ✎ Code-free
- ✎ Wizard-based
- ✎ Easy-to-use for MSS implementation teams
- ✎ Without development effort

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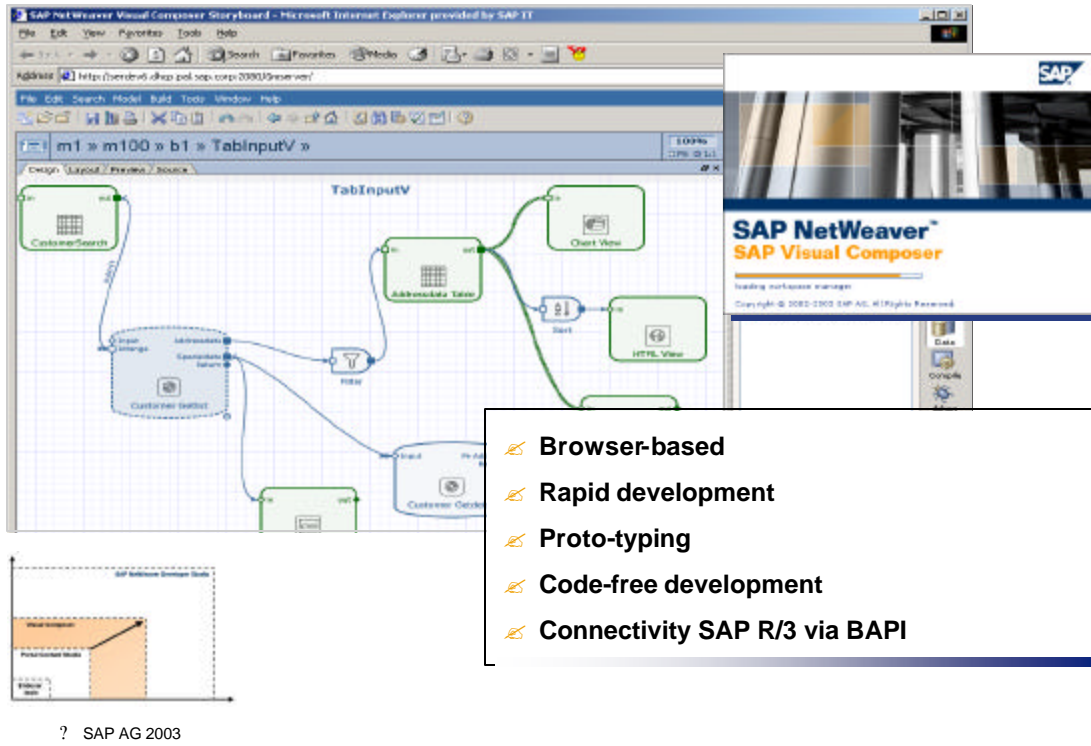
- ✎ With the Portal Content tools, you can create new iViews, using the wizard, without any coding. You could, for example, include your own R/3-transactions in your portal page.

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Creating Portal Content Made Easy – Visual Composer

SAP



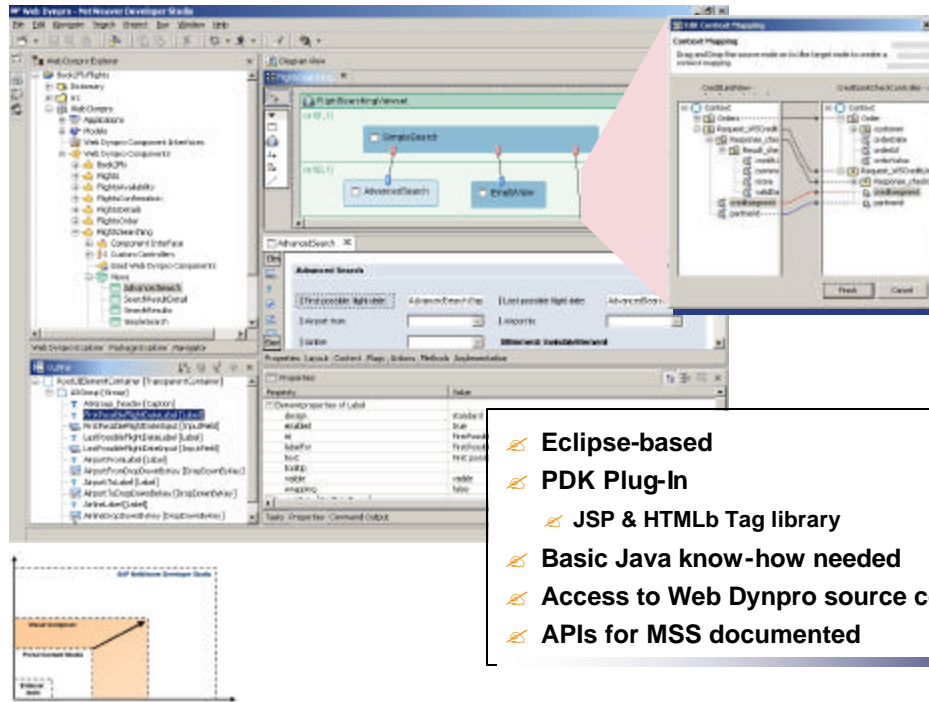
- ✍ Browser-based
- ✍ Rapid development
- ✍ Proto-typing
- ✍ Code-free development
- ✍ Connectivity SAP R/3 via BAPI

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- ✍ The SAP visual composer can be used if you want a rapid development and the connectivity to SAP R/3 is conducted via BAPIs.
- ✍ However, before you use this tool, look at the Reporting workset (covered later in this course).

Development – SAP NetWeaver Developer Studio

SAP



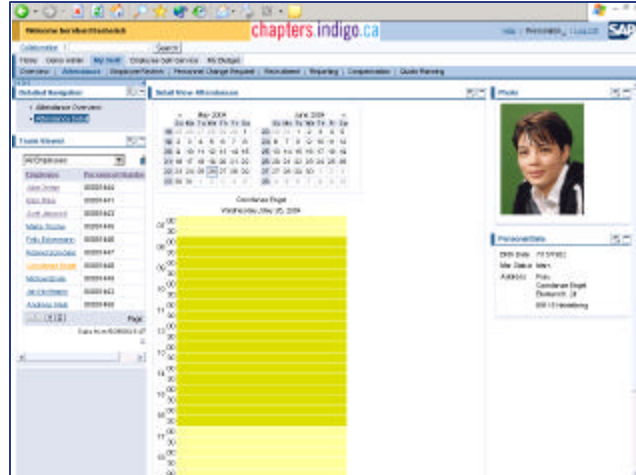
The screenshot displays the SAP NetWeaver Developer Studio interface. On the left, a project explorer shows a tree structure of components. The central area features a class diagram with nodes for 'SimpleSearch' and 'AdvancedSearch'. Below the diagram is a code editor showing Java code for 'AdvancedSearch'. A 'Contract Mapping' dialog box is open in the foreground, showing a mapping between two contract classes. The bottom of the interface includes a 'Properties' view and a 'Console' view.

- ✍ Eclipse-based
- ✍ PDK Plug-In
- ✍ JSP & HTMLb Tag library
- ✍ Basic Java know-how needed
- ✍ Access to Web Dynpro source code
- ✍ APIs for MSS documented

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- ✍ If you cannot fulfill the requests for your implementation by standard MSS functionality or by the tools described in the previous section, you can use the SAP Netweaver Developer Studio as your one-stop toolbox for all JAVA-based developments in an SAP environment.
- ✍ You do not need years of Java-development experience, since your development is facilitated and accelerated by wizards included in the SAP Netweaver Developer Studio.

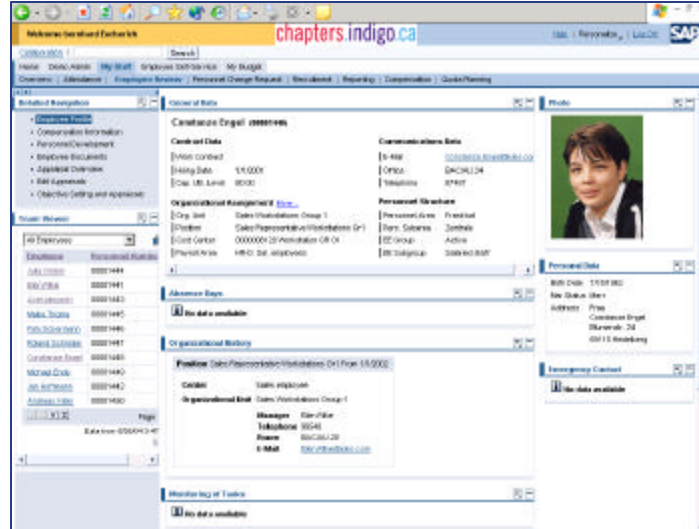
- ✎ Check customizing possibilities in detail (keep the BADIs in mind)
- ✎ Check the Portal content studio tools (e.g. including R/3-transactions via wizards)
- ✎ Check the visual composer
- ✎ If you say no to all the points indicated before begin thinking of custom development via PDK
- ✎ Carefully design the screen for the iViews needed (keep it simple, keep in line with the principles of MSS you learn in this course)
- ✎ Reuse function modules you already have in your R/3-system



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- ✎ The concepts and the design of iViews are not only decisive for the user's acceptance but for the success of your development as well.
- ✎ Therefore, a clear concept should be worked out before diving into development activities.

- ✎ SAP EP is mandatory for MSS
- ✎ Technical reasons, especially portal-based eventing
- ✎ EP offers you additional features for successful MSS implementation (KM; Personalization)



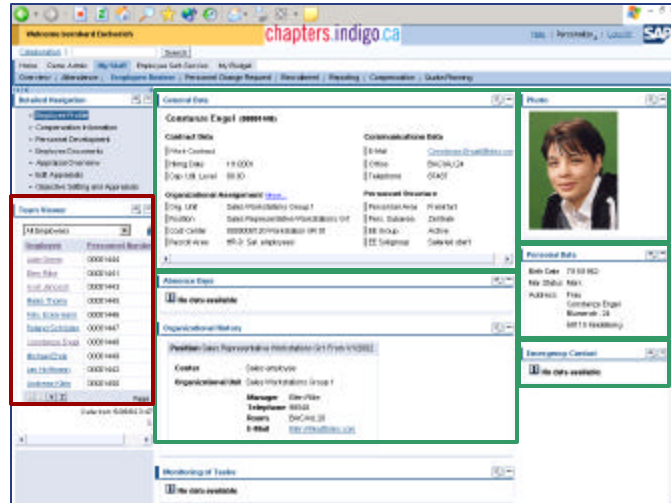
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- ✎ The SAP Enterprise Portal is mandatory for MSS.
- ✎ MSS is deeply rooted and connected with the EP infrastructure (Eventing, URL-generation for the reporting framework, session management).

Eventing in MSS is a navigation paradigm that is used in several ways:

➤ **Communication between iViews on one page.**
Those Pages contain:

- One Event-Sender
- One Event-Receiver



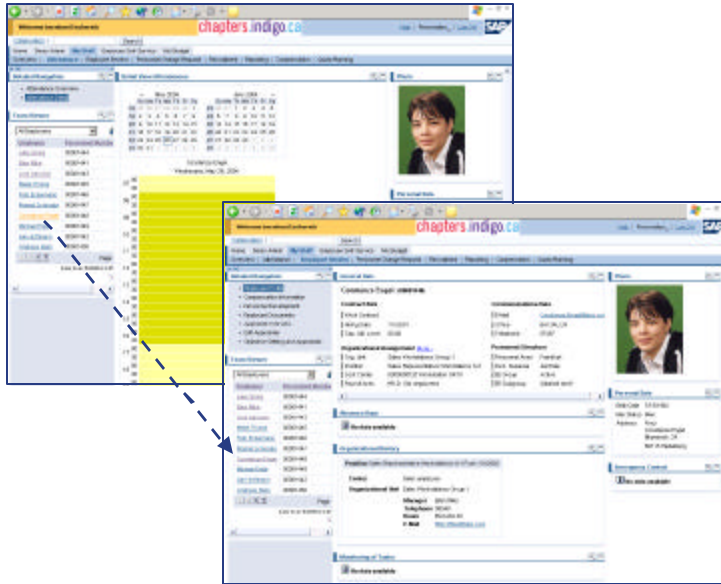
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Eventing in MSS is a navigation paradigm that is used in several ways:

- Keeping the selected object as context while navigating through the business package



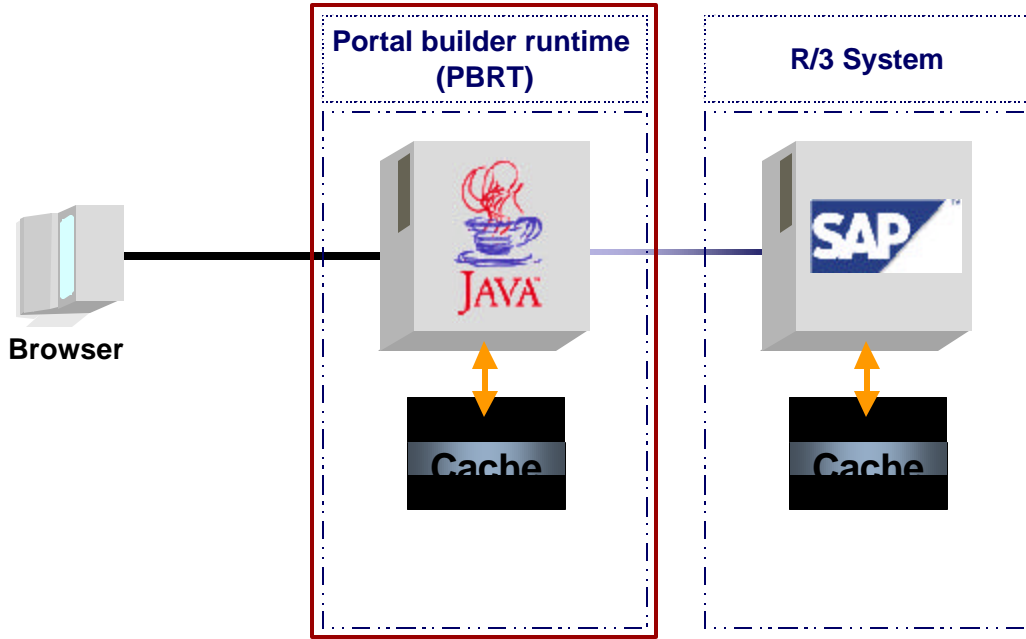
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- ✦ The Enterprise Portal Client Framework (EPCF) is part of the Enterprise Portal platform.
- ✦ The Framework defines an object called Enterprise Portal Client Manager (EPCM), which provides two services as a JavaScript-API:
 - ✦ Client Eventing
 - ✦ Client Databag
- ✦ Detailed API documentation is available at <http://portaltech.wdf.sap-ag.de:1080/epcf/index.html> or http://<portal_server>:<port>/irj/docs/epcf/index.html

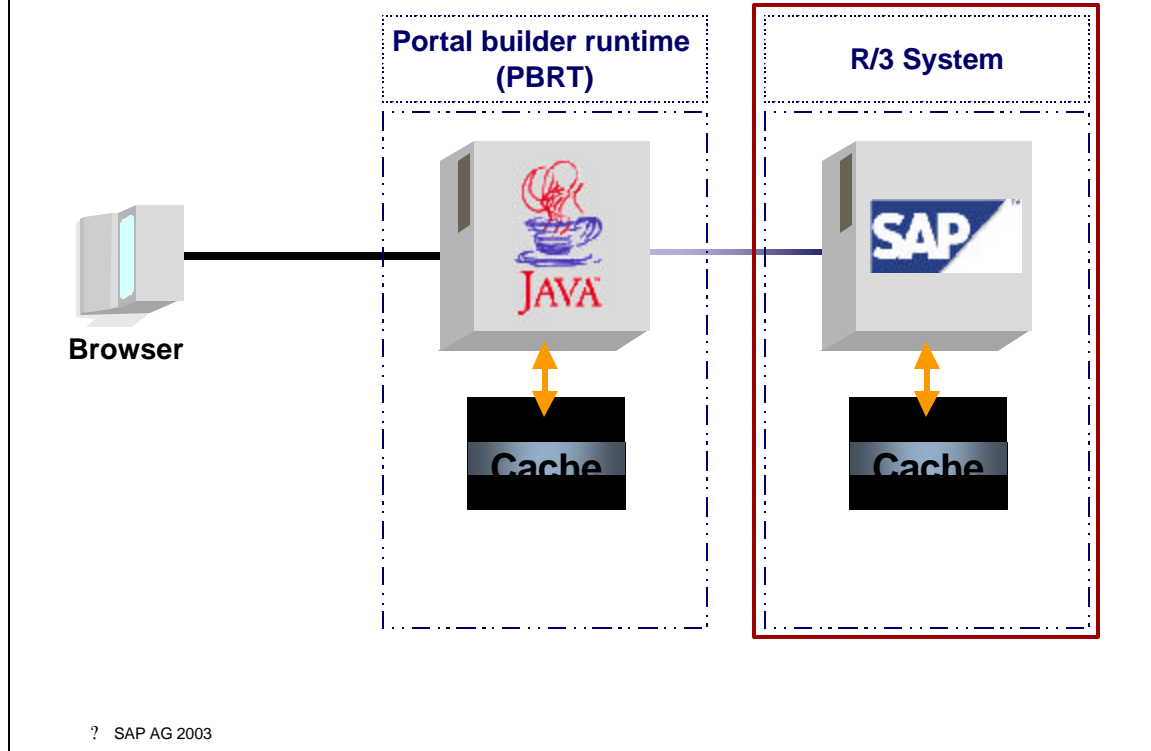
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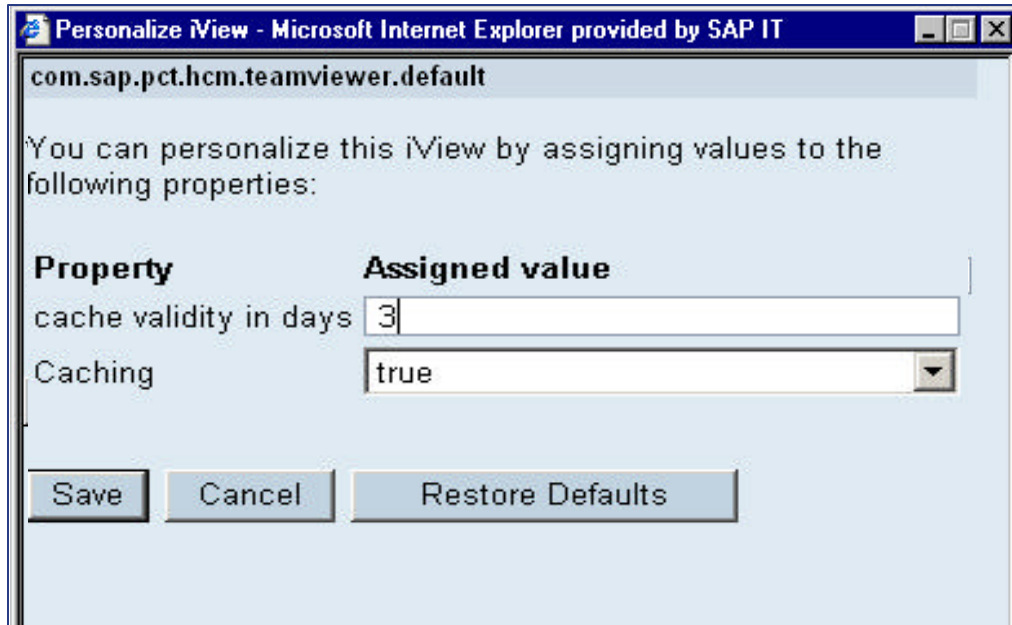
- ⌘ Caching mechanisms are used in the Portalbuilder runtime as well as in the R/3-system to make the communication as effective as possible.

The screenshot displays two SAP iView components. The 'Attendance Overview' window on the left shows a table with columns 'Status' and 'Number'. The 'Status' column contains 'At Work' with a green square icon, and the 'Number' column contains '3'. Below the table, it says 'Data from: 5/25/04 9:52 AM' and 'Update'. The 'Team Viewer' window on the right shows a table with columns 'Employee' and 'Personnel Number'. The table lists three employees: Julia Grimm (00001444), Ellen Rilke (00001441), and Jan Hoffmann (00001442). Below the table, it says 'Data from: 5/25/04 12:48 PM' and 'Update'. A central photograph of a woman is shown with blue arrows pointing from the 'Attendance Overview' window to her, and from her to the 'Update' button in the 'Team Viewer' window.

User can decide whether he/ she wants to update or not.

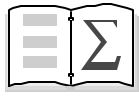
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✎ The end-user can determine whether and when the iView should be refreshed.






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- ⌘ Caching is a very effective tool to enable fast and efficient communication between the backend and frontend. However, you can offer the user the ability to switch the caching on/off.



You are now able to:

-  **Describe the MSS technology framework**
-  **Explain how to enhance the MSS functionalities**
-  **Describe how to specify a new MSS scenario**

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Unit: MSS Technology Fundamentals



In this exercise:

- ? Describe the MSS technology fundamentals.
- ? You will check whether you are able to discuss the MSS technology fundamentals with your basis colleagues.

1. What components are needed for MSS?
2. What technology is used for the MSS frontend?
3. Which elements establish the connection from the SAP Enterprise Portal to the R/3 backend?
4. What is the difference between a portal role and the role in the R/3 system, and how are they connected concerning MSS?
5. A manager requests additional developments in order to meet his/her requirements in the MSS area. What is your approach?



Unit: MSS Technology Fundamentals

1. What components are needed for MSS?
The SAP Enterprise Portal and an R/3-system $\geq 4.0B$ are mandatory for MSS.
2. What technology is used for the MSS Frontend?
JSPs
3. Which elements establish the connection from the SAP Enterprise Portal to the R/3-backend?
JavaConnector (JCO) and RFC.
4. What is the difference between a portal role and the role in the R/3 system and how are they connected concerning MSS?
The portal role determines only which iViews are displayed in a portal page. Whether or not it is populated with data is determined by the R/3 authorization.
5. A manager requests additional developments in order to meet his/her requirements in the MSS area. What is your approach?
Check customizing possibilities in detail (keep the BAdIs in mind). Check the Portal content studio tools (e.g. including R/3 transactions via wizards). Check the visual composer. If these are not viable options, consider custom development via Netweaver Developer Studio. Careful screen design for the iViews is needed (keep it simple, keep in line with the principles of MSS you learn in this course). Reuse function modules you already have in your R/3 system.




Content:

- ✎ **Organizational Management**
- ✎ **Customizing prerequisites for MSS**

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At the end of this unit you will be able to:

-  **Describe the general principles of Organizational Management**
-  **Describe the customizing prerequisites for MSS**
-  **Check the customizing prerequisites in your system**

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✍ Before your company can start your MSS implementation, the project team must check whether your system is ready for MSS, and if anything is still needed.

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✎ A organizational structure must exist in your R/3-system.

An employee must be assigned to the manager position, directly or indirectly.

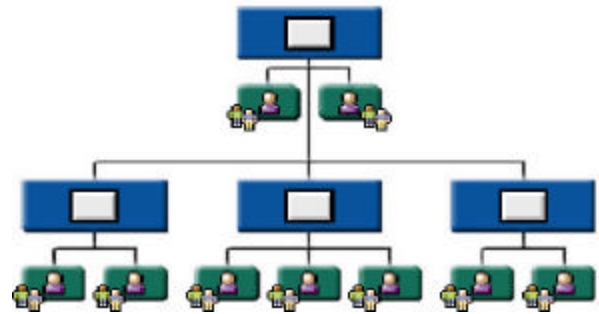
Team viewer

Employee	Personnel Number	
Julia Grimm	00001444	■
Ellen Rilke	00001441	■
Axel Janosch	00001443	■
Maike Thoma	00001445	■
Felix Eckermann	00001446	■
Roland Schröder	00001447	■
Constanze Engel	00001448	■
Michael Ende	00001449	■
Jan Hoffmann	00001442	■
Andreas Klein	00001450	■

Page 1/2
Data from 3/3/03 11:23 AM
[Update](#)

A list of team members is created and displayed in the team viewer.

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- ✘ Model of various structures of a company (organizational, reporting)
- ✘ Views specific to time period selected
- ✘ Flexible to evaluate and analyze
- ✘ Means of planning organizational change
- ✘ Basis for the implementing MSS installation or use of other components: mySAP HR Personnel Development, mySAP HR Compensation Planning, SAP Business Workflow

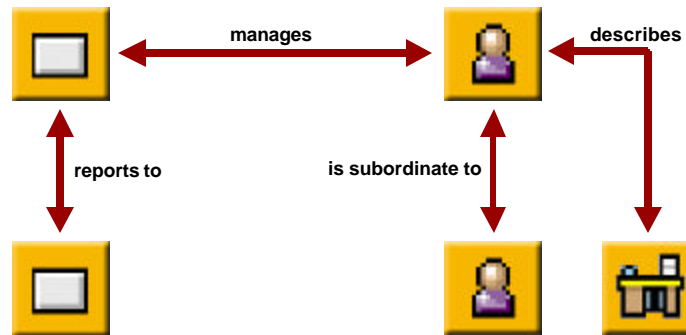
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- ✘ Using mySAP HR Organizational Management, you can:
 - ? Create a complete model of the organizational and reporting structures of your enterprise for a specific time period.
 - ? Obtain an overview of the current status of your organizational and reporting structures at any time using a number of methods.
 - ? Plan and simulate future scenarios.
- ✘ mySAP HR Organizational Management provides a basis for other Human Resources components, as well as cross application components (SAP Business Workflow, for example).

Objects
Organizational management is based on organizational objects

Relationships
There are relationships between these objects.






Characteristics
Objects may also have additional characteristics.



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- ✘ Organizational Management is based on the concept that each element in an organization represents a stand-alone object with individual characteristics. These objects are created and maintained separately, then linked together through relationships (such as those indicated above), to form a network that has the flexibility to handle human resource forecasting and reporting.
- ✘ You can also create additional characteristics for objects. This provides additional information for other components, evaluations and so on.
- ✘ All object characteristics (existence/relationships/characteristics) are maintained in infotypes.

There are five basic object types.
Each has its own object type key.

Object Type	Object Type Key	Object Icon
Organizational unit	O	
Job	C	
Position	S	
Cost center	K	
Person	P	

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✍ An organizational plan can be made with many object types, although the five basic object types are the building blocks.

? Organizational units O

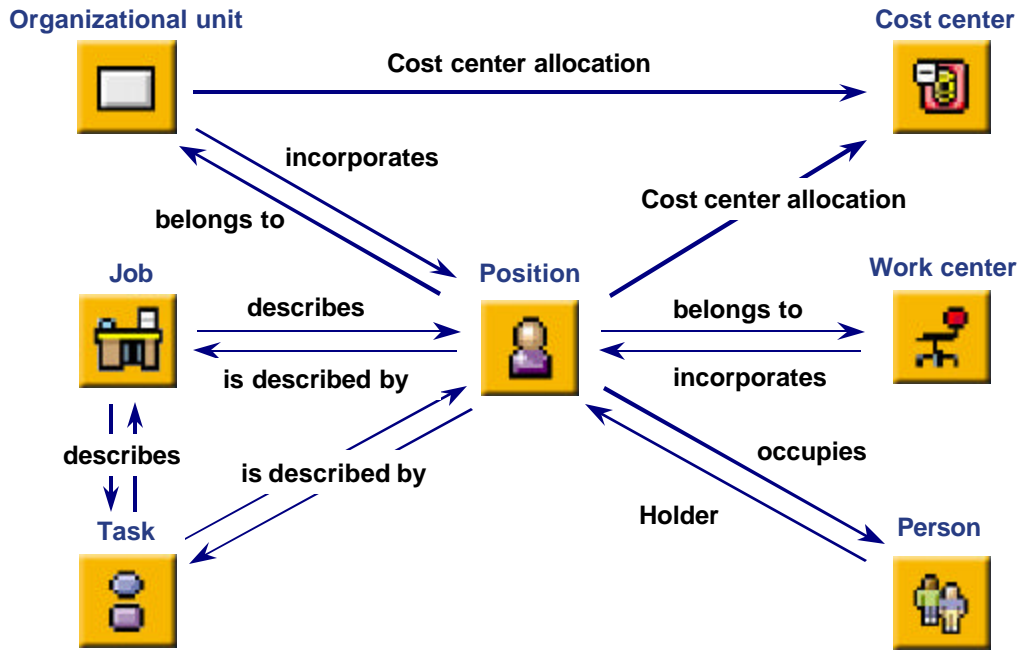
? Jobs C

? Positions S

? Cost centers K

? Persons P

✍ Persons hold positions that are defined by jobs and assigned to organizational units and cost centers.



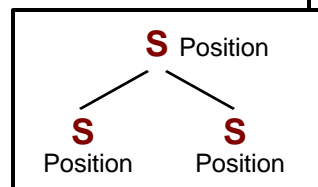
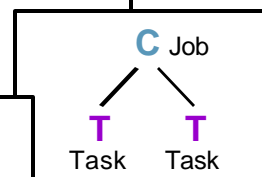
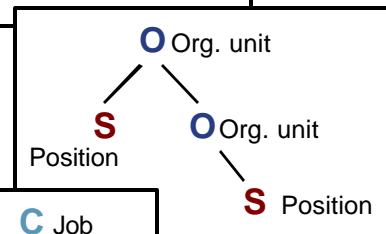
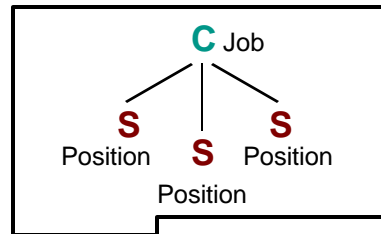
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- ✎ Objects are linked through relationships.
- ✎ Several linked objects may represent a structure.

Technical identification of relationships:

Example:

A 002 } Relationship type
B 002 } (3 digit key)
 Direction of relationship
 (A or B)



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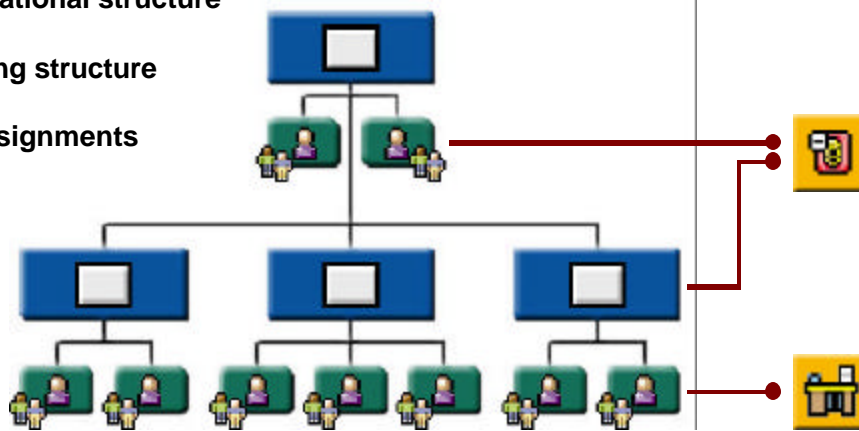
- ✘ You create relationships between the individual elements in your organizational plan. There are different types of relationships as the type of connections between elements vary.
- ✘ The relationships between basic object types are defined in the SAP Standard System and should not be changed.
- ✘ Each standard relationship has a three-digit code.
- ✘ You can define your own relationships. The range AAA to ZZZ is reserved for relationships created by the customer.
- ✘ Relationships between objects are reciprocal. If a job describes a position, then the position, in turn, will be described by the job. These relationships are distinguished by the identification A or B.
- ✘ It is therefore, only necessary to create a relationship in one direction. The inverse relationship will automatically be created by the system.
- ✘ A relationship may also be one-sided. Relationships to objects of an external object type (cost center in Controlling, for example), are one-sided, that is, they only go in one direction.

The relationships between the basic objects result in the following structures:

✎ Organizational structure

✎ Reporting structure

✎ Staff assignments



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- ✎ The organizational plan provides a dynamic way of representing your enterprise as a structure – it changes as your company changes. You can decide to create an organizational plan for your entire enterprise, or just a small section or department.
- ✎ The organizational structure depicts the assignment of the organizational units to one another. You create an organizational structure by creating and maintaining organizational units, which you then relate to each other. The organizational structure is the basis for the creation of the organizational plan.
- ✎ If the actual reporting structure of your enterprise differs from the organizational structure, and the relationships between positions are one-dimensional and hierarchical, you can depict them in a reporting structure.
- ✎ Staff Assignments represent the assignment of positions to organizational units and the relationships between positions and persons. You create staff assignments by creating positions (based on jobs), assigning them to an organizational unit and allocating them a position holder.

Class 1

Information must exist for the entire life cycle of the object, but can be changed.

Class 2

Information is optional, but can exist only once within a user-defined period.

Class 3

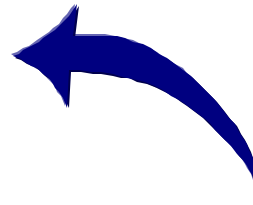
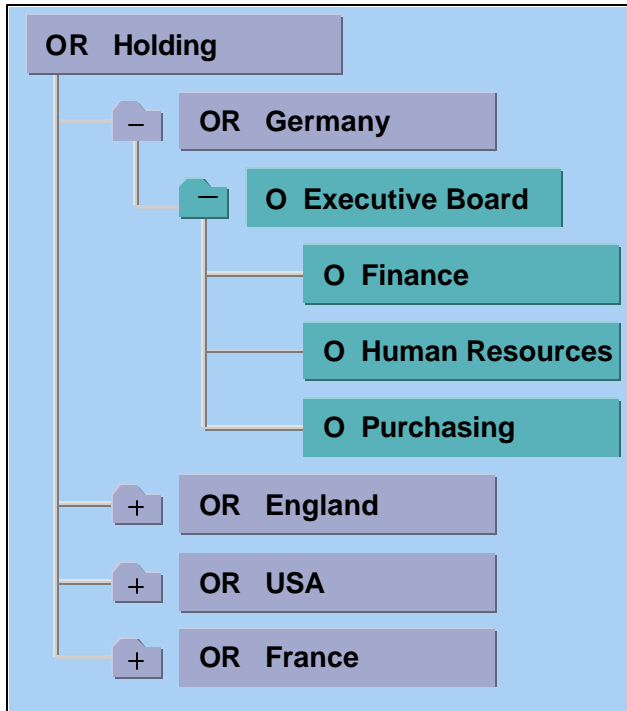
Information is optional, and many data records can exist simultaneously within a user-defined period.

Class 3 dependent on target object type

Information is optional, and the number of data records that can exist within a user-defined period is dependent on the type of target object.

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- ⌘ Time constraints are used by the system to guarantee the integrity of data.
- ⌘ You use time constraints to control system reactions according to company-specific requirements. If you want to let positions report to a number of superiors, you can set up the time constraint to allow several relationships to exist simultaneously.
- ⌘ *Example of class 1:*
An object must have a short name stored for it. This information must exist uninterrupted, but can be changed.
- ⌘ *Example of class 2:*
A position may only have one Vacancy infotype at a time.
- ⌘ *Example of class 3:*
The Sales department can be related with a number of positions simultaneously.
- ⌘ *Example of class 3 with additional condition:*
A position can be described by only one job but by a number of tasks.

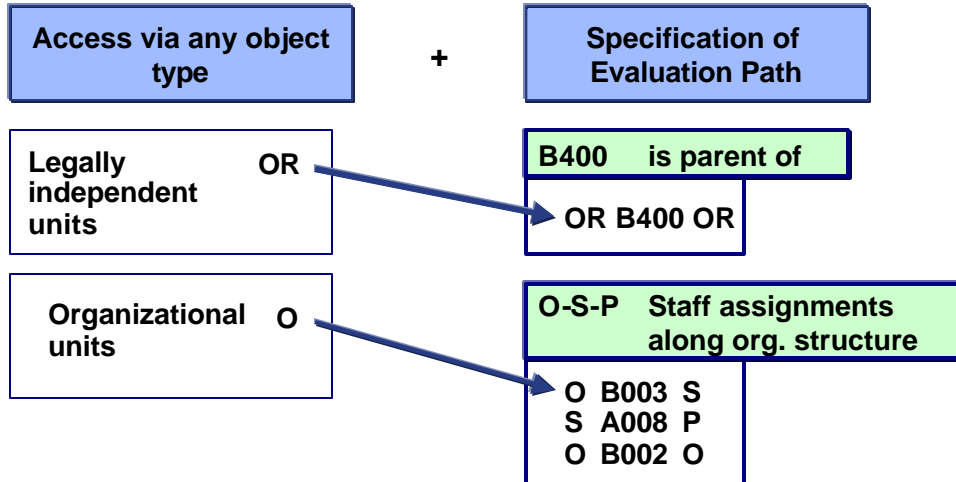


Choice
<input type="radio"/> Legally independent unit
<input type="radio"/> Org. unit

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- ✎ You can display and maintain other objects and structures in the organizational plan using General Structures in Organizational Management.
- ✎ The interface performs in the same manner as Simple Maintenance.
- ✎ From a root object type, object ID and evaluation path, you can create, maintain and display your structures.
- ✎ Holding company = Corporation having enough voting stock (common share) in another company to control its policies and management.

You can create objects and relationships along selected evaluation paths, based on the root object



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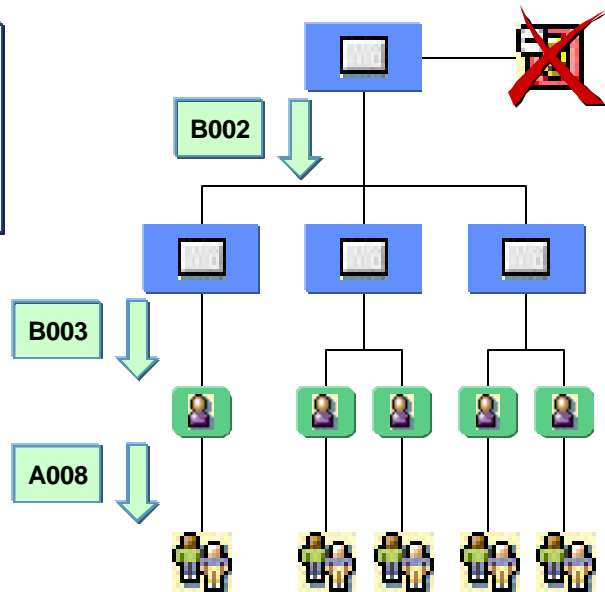
- ✘ The evaluation path you choose represents the relationships that will be displayed in the tree structure, starting with the root object.
- ✘ It will define what relationships can be changed and/or created.
- ✘ Note: If only one relationship needs to be maintained between objects, then the evaluation path would be that relationship itself.

Evaluation paths are chains of relationships that exist between certain object types.

Example:

O-S-P Staff assignments along organizational structure

- O B003 S
- S A008 P
- O B002 O



- ✘ Evaluation paths define how a tree structure will be created. As objects may have multiple relationships, not all will be applicable or even possible in a single view.
- ✘ Example: To view Staff Assignments along the organizational structure, you would start with an organizational unit and identify relationships to positions; then, from the positions, identify persons holding those positions. After the cycle is finished, you go to any subordinate organizational units and start the cycle again.

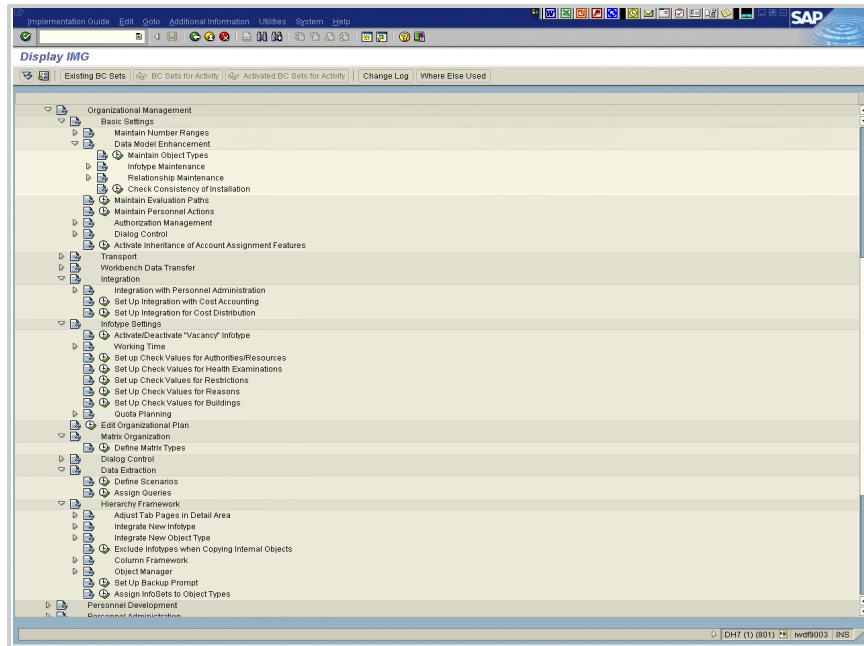
EvalPath	Info	Evaluation Path Text
...		...
...		...
O-S-P		Staff assignments along organizational structure
...		...



No.	Object Type	A/B	Relat'ship	Relationship Name	Priority	Rel.Obj.Type
10	O	B	003	Includes	*	S
20	S	A	008	Holder	*	P
30	O	B	002	Is line manager of	*	O

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- ✘ Evaluation paths are created in Organizational Management Customizing under *Basic Settings*.
- ✘ One or more relationships form the navigation paths for an evaluation. These enable you to report on and display structural information (for example, the organizational structure or the reporting structure.)
- ✘ In the field **Skip** in individual maintenance, you can determine that a particular relationship should be included in the evaluation path, but that the results should not be displayed.
- ✘ You can create alphanumeric evaluation paths with a maximum of 8 characters starting with Z.
- ✘ Should you wish to have an alternative evaluation path for a report that has a SAP standard evaluation path, you can specify this in the column **Value abbr**.

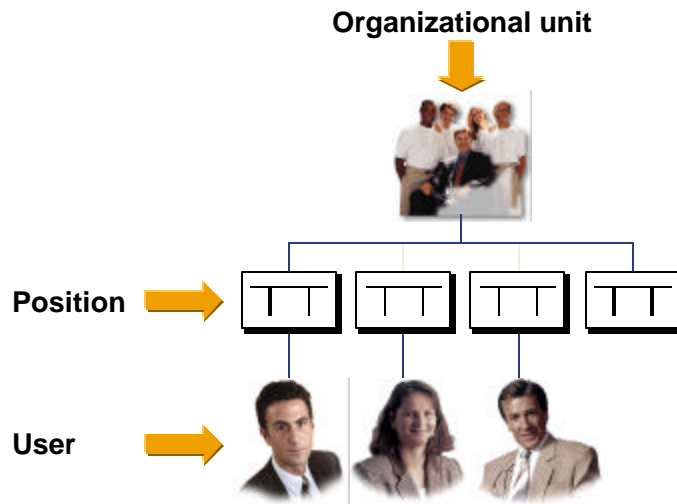


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Internal Use SAP Partner Only

Internal Use SAP Partner Only

You can create your organizational plan quickly using the function 'Simple Maintenance' in HR Organizational Management. You only cater for the basic objects and their relationships.

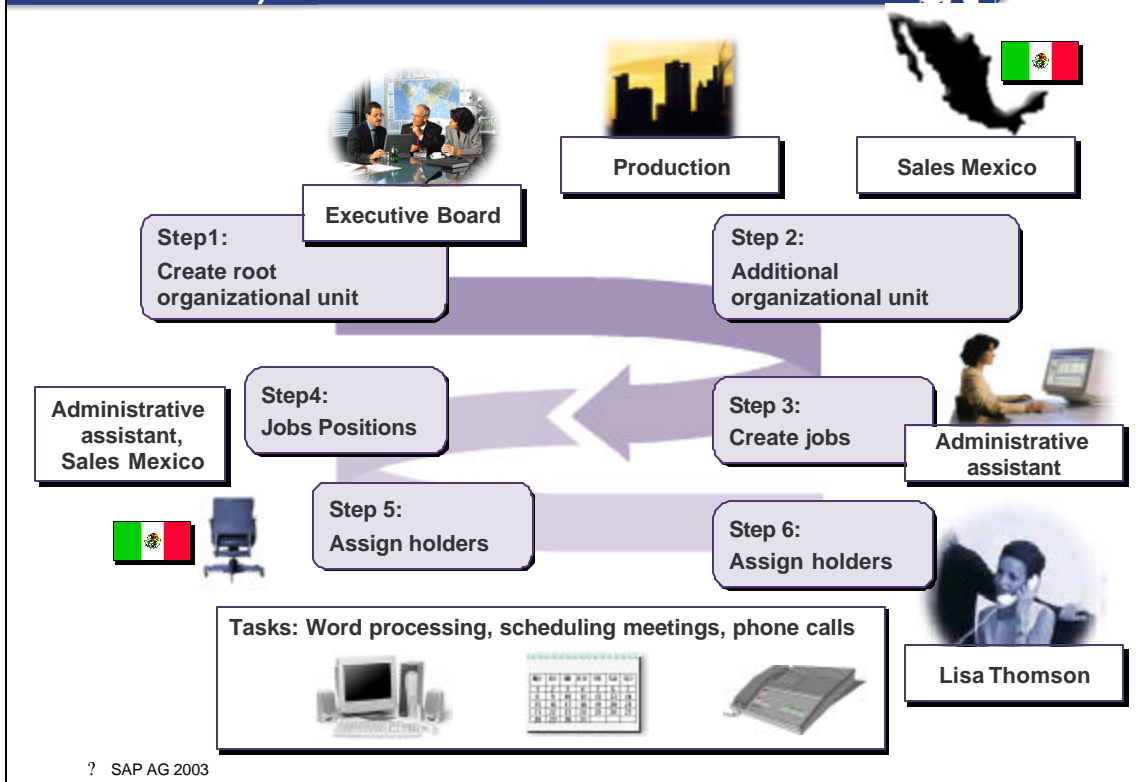


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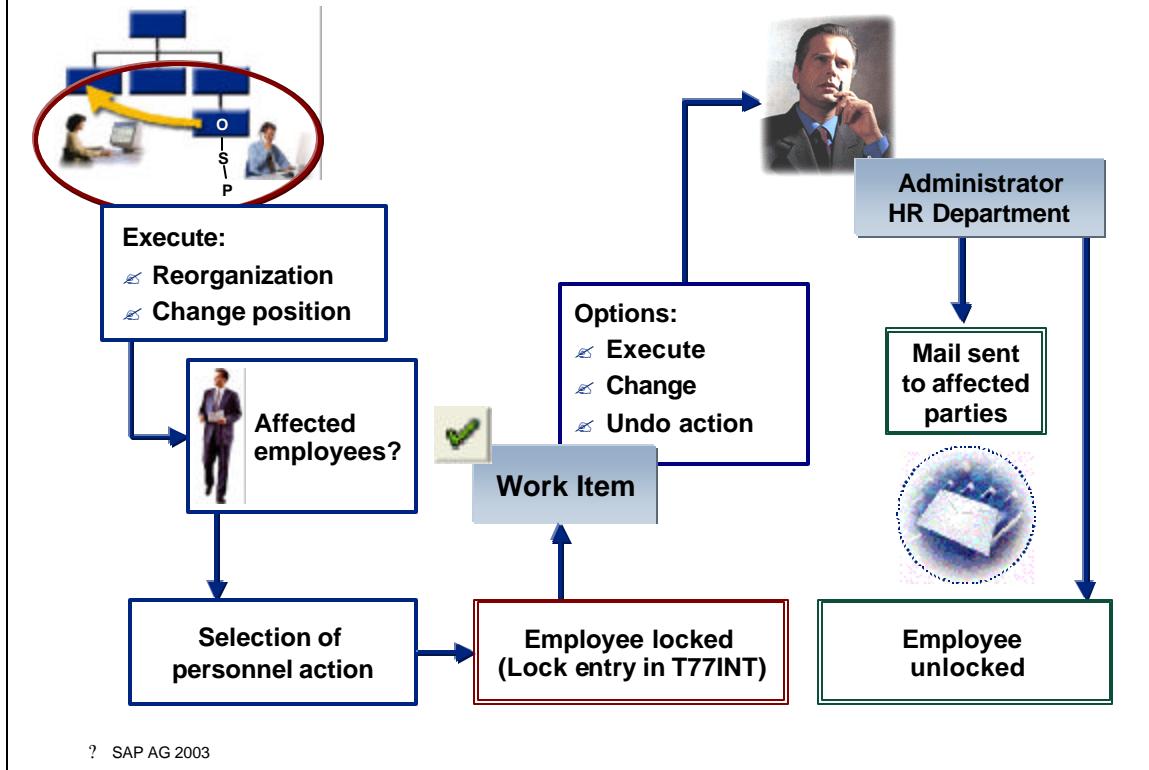
- ✘ Using transaction PPOME to set up organizational units, jobs, positions, and tasks eliminates all but the most important details. PPOME knows which relationships are most commonly required, and generates these relationships automatically when you create an object.
- ✘ Create most of the objects and relationships of your organizational structure using transaction PPOME. Detail Maintenance is best used for maintaining individual objects, especially for updating a particular object's infotypes.
- ✘ With PPOME you can:
 - ? Establish and maintain the basic details required for an organizational plan
 - ? Establish and maintain a reporting structure (chain of command) for the positions in an organizational plan
 - ? Establish and maintain cost center assignments and standard settings for cost centers

Creating an Organizational Plan (Simple Maintenance)

SAP

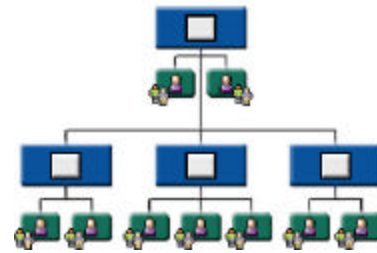


- ✘ For PD users, Simple Maintenance is best used to create a basic framework when you first begin organizational plan development.
- ✘ The above diagram illustrates that the first step in Simple Maintenance is to create a root organizational unit. Once one organizational unit has been created, the organizational units below it have to be created.
- ✘ Organizational units and jobs may be created in any order but must exist before the associated positions are created.
- ✘ Jobs may exist in the job index or may be created once the model contains an organizational unit.
- ✘ Positions are created once the relevant jobs have been created in the job index.
- ✘ Tasks are assigned using jobs and positions.
- ✘ Holders are assigned to positions, not to jobs.
- ✘ In Release 4.6B, jobs can only be created after positions. Steps 3 and 4 are the other way around.



Integrated workflow support plays an important role in those operations that are processed locally. It makes sure that employees in the personnel department are seamlessly integrated in these processes. For example, if an employee is to be transferred, the line manager starts the action by entering the basic data. Subsequently, the action appears in the workflow inbox of the responsible HR administrator, who takes over further processing and then reports back to the manager in the same way when the action has been successfully completed.

An organizational plan of your company, including the organizational structure and the staff assignments must exist.



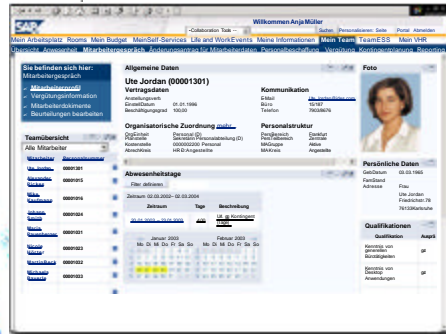
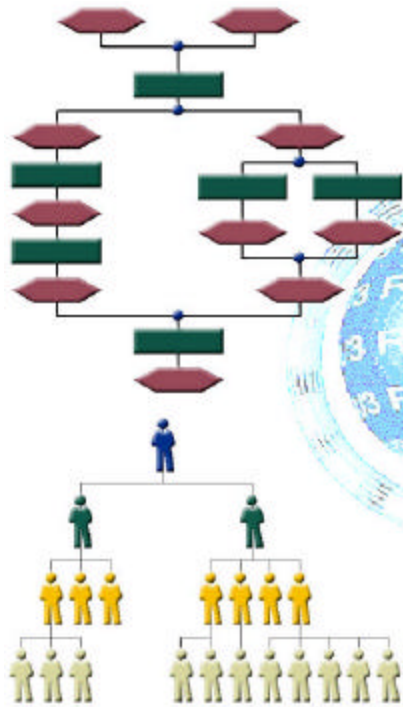
Employee must hold the chief position of an organizational unit

Communication infotype must be maintained (subtype: system user name)

Personnel no	<input type="text"/>	Name	<input type="text"/>
EE group	<input type="text"/>	Pers. area	<input type="text"/>
EE subgroup	<input type="text"/>		
Start	<input type="text"/>	to	<input type="text"/>
Communication			
Type	<input type="text"/>		
ID/number	<input type="text"/>		

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- ✘ An organizational plan of your company, including the organizational structure and the staff assignments, that is, the assignment of employees (persons) or users to positions, in the *Organizational Management* component, is a prerequisite for the comprehensive use of *Manager Self Service*.
- ✘ The person (or user) who has logged on to the system must also be the holder of a chief position. The system uses the chief position indicator (relationship A/B 012 between the position and the organizational unit) to determine the organizational units managed directly and indirectly by the position holder.
- ✘ To display corresponding cost centers, you must assign a cost center to the chief position or organizational unit.
- ✘ The Manager's Communication infotype (0105) must be maintained to include their user name.



MSS functionality – especially Change Requests - are integrated with SAP Business Workflow. The connection to these components enables optimal process integration.

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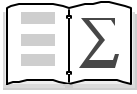
www.iviewstudio.com

<http://service.sap.com/MSS>




Workset	iView	SAP R/3 Release	HR Component & Infotype / Component / Solution	Prerequisites / Activities
General Issues	Import Standard Worksets			
General Issues	Adjust Worksets (rearranging and committing iViews)			
General Issues	Enter Personalization Data			
General	Team Overview	4.0B	OM, PA, Integration, Chief position, O-S-P	User must be assigned to chief position (directly or indirectly)
General	Birthday Overview com.sap.pct.hcm. birthdaylist.default	4.0B	PA, IT1002, IT0032 (Office), IT0105 Subtype 0010 (e-mail), 0020 (Phone No.)	

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- ✎ To make it easier and quicker for you to implement the Business Package for Manager Self-Service, SAP provides a detailed list of prerequisites for each workset.
- ✎ You can find this document at <http://service.sap.com/mss>.



You are now able to:

-  **Describe the general principles of Organizational Management**
-  **Describe the customizing prerequisites for MSS**
-  **Check the customizing prerequisites in your system**

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Unit: MSS Customizing Prerequisites and OM



In this exercise:

- ? Build your own organizational structure as a prerequisite for all the following exercises.
- ? You will understand the most important requirements for MSS.



You will log on to the portal server and the R/3 backend. Please use the provided log on information.

1. Create your own organizational root unit HR260_XX (XX= group number).
2. Create a subordinate organizational unit HR260OE1_XX.
3. Create three positions directly assigned to the root unit HR260POS1_XX - HR260POS3_XX and three assigned to the subordinate organizational unit HR260POS4_XX - HR260POS6_XX.
4. Assign the Manager to the first position of the root unit and assign the chief position to the manager. Use the Employee number 26099XX (XX= group number).
5. Assign three employees directly to this organizational unit (2600991XX – 260993XX).
6. Assign three employees to the subordinate organizational unit (260994XX-260996XX).
7. What data do you have to check with your manager (Employee number 26099XX) in order to be able to log on to the portal and to see data in the MSS iViews?



Unit: MSS Customizing Prerequisites and OM

1. Create your own organizational root unit HR260_XX (XX= group number).
Human Resources **≠** ***Organizational Management*** **≠** ***Organizational Plan*** **≠** ***Organization and Staffing*** **≠** ***Create***
Confirm Create Root Object, Insert Name HR260RootXX (XX= group number). Select Save.
2. Create a subordinate organizational unit HR260OE1_XX.
Go onto the root unit and click new. Choose *Relationship is line supervisor of*. Insert HR260OE1_XX as the name for the new organizational unit.
3. Create three positions directly assigned to the root unit HR260POS1_XX - HR260POS3_XX and three assigned to the subordinate organizational unit HR260POS4_XX - HR260POS6_XX.
Proceed as before, but choose the other option and create three positions directly assigned to the root unit. Save. Select the unit HR260OE1_XX and proceed in the same way as before with the root unit to create and assign three positions to this unit.
4. Assign the manager to the first position of the root unit and assign the chief position to him/her. Use the Employee number 26099XX (XX= group number).
Select search for person in the search field on the left side. Select the employee number 26099XX (XX= group number) as the search criteria. Mark the result with the mouse and click it before dragging it onto the root unit. Check the box chief position.
5. Assign three employees directly to this organizational unit (2600991XX – 260993XX).
Proceed as before with the other employee numbers. Do not check the chief position field!

6. Please assign three employees to the subordinated organizational unit (260994XX-260996XX).

Select the subordinated organizational unit HR260OE1_XX and proceed with the three employee numbers as before.

7. What data do you have to check with your Manager (Employee number 26099XX) in order to be able to log-on to the portal and to see data in the MSS iViews?

IT105 Subtype 1.

Content:

- ✎ **Object and Data Provider**
- ✎ **Team viewer principles**
- ✎ **Team viewer customizing**

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At the end of this unit you will be able to:

- ✎ Explain the benefit of the team viewer for your managers**
- ✎ Describe the principles of the Object and Data Provider the team viewer is based upon**
- ✎ Customize the team viewer**

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✎ Your MSS implementation should be easy to use for your manager. Therefore, the group of employees displayed should be adapted to their needs. You have the task to determine their needs and to customize the team viewer in order to fulfill them.

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Team Viewer Based on Object and Data Provider

SAP

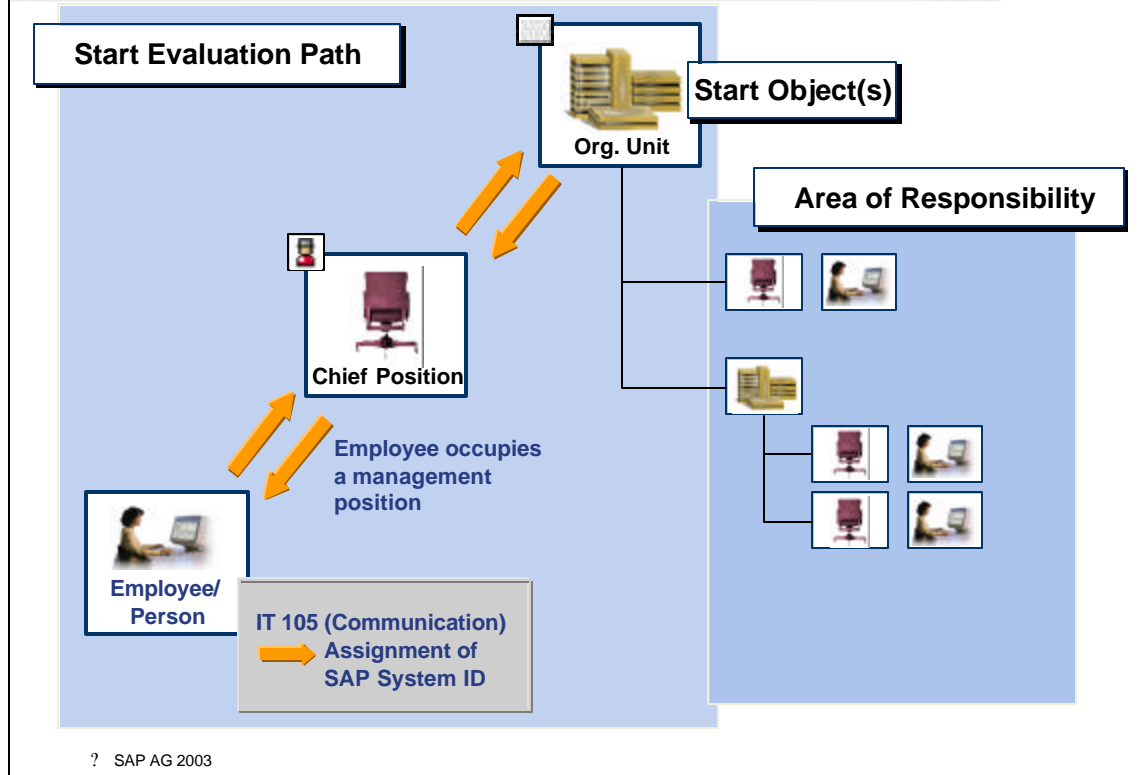
The screenshot shows the SAP Team Viewer interface. On the left, a table lists employees with columns for Name, Id, and Attendance. The employee 'Eckart Schneider' (Id: 00700206) is selected and highlighted with a red box. An orange arrow labeled 'Eventing' points from this selection to the right-hand pane, which displays 'General Data' for Eckart Schneider, including his personnel number, hiring date, position, and a photo. The interface also shows a 'Page 1/3' indicator and a 'Refresh' button.

Name	Id	Attendance
Mrs Anne Friedrich	00700201	■
Dr Amy Crowley-Ander	00700203	■
Mr. Reza Anderl	00700204	■
Miss Katrina Balas	00700205	■
Eckart Schneider	00700206	■
Janina Göpfert	00700207	■
Dominik Adam	00700209	■
Tina Wagner	00700211	■
Chris Miller	00001309	■
Marian Kardas	00700212	■

General Data: Eckart Schneider

Personnel No.	00700206	E-mail	Eckart.schneider@sap.de
Hiring Date	06/15/2001	Office	ROT 04
Personnel Area	Frankfurt	Telephone	0622778458
Pers. Subarea	Produktion	EE Group	Active employee
Work Contract		EE Subgroup	Executive employee
Org. Unit	Sales Europe	ControllingArea	HR-D: Sal. employees
Position	Director Sales Europe	Pay Grade Type	Chemie/Papier/Kerami
Cost Center	SD_EUROPE	Pay Grade Area	Hessen
Cap. Level	100.00	Pay Grade	GR004
		Pay Grade Level	06

- ✎ The Team Viewer provides managers with a list of employees who belong to their area of responsibility. The basic prerequisite for the Team Viewer is HR Organizational Management. All directly and indirectly reporting employees are determined along the organizational structure. These employees are then displayed in the portal using the Team Viewer.
- ✎ The Team Viewer can be implemented with other iViews from the Business Package for Manager Self-Service. When a manager selects a person in the Team Viewer, information about this person is displayed in related iViews such as the Employee Profile. Some iViews, including the Employee Profile iView, do not include a function for selecting personnel numbers. Such iViews obtain the personnel number for which information is to be displayed, using client eventing with the Team Viewer.
- ✎ That is, eventing takes place between the Team Viewer and other iViews. Eventing comprises the following three mechanisms:
 - ✎ When an employee is selected in the Team Viewer, other iViews (such as General Data, Photo, and Skills) are loaded that display data on the selected employee.
 - ✎ The first time the portal page is called with the Team Viewer (after the manager has logged onto the portal), the first employee in the person list is displayed.
 - ✎ The last employee to be selected is saved. When a manager navigates to a different portal page and then returns to the original page, the last employee he or she selected and the relevant information is displayed automatically in the related iViews.



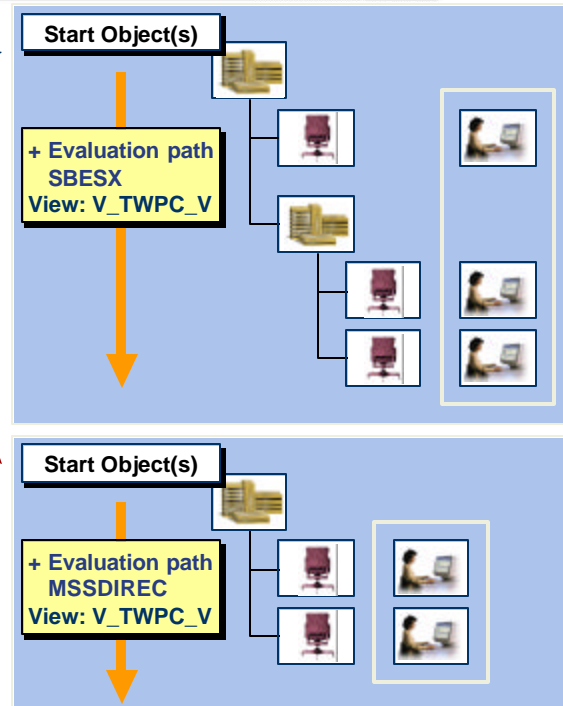
- ✎ To use all the functions of the Object and Data Provider in Manager Self-Service, you must have created the organizational plan of your enterprise in the Organizational Management component, which includes displaying the organizational structure and staff assignments; that is, the assignment of persons or users to positions.
- ✎ A 'start evaluation path' and a 'subsequent evaluation path' are required for the definition of views. The start evaluation path determines the start objects for the view. Starting from these start objects, a subsequent evaluation path is used to determine a number of organizational objects.
- ✎ When a manager logs onto the system, his or her start evaluation path (user-person-chief position-organizational unit) is used to determine all the organizational units for which he or she is responsible. The organizational unit is used as the start object for the subsequent evaluation path. Starting from the start object, a second evaluation path is used to determine along the structure the organizational objects (organizational units, jobs, positions, persons, cost centers) for which a manager is responsible.
- ✎ The relevant organizational objects (such as persons) are displayed in a list in the Team Viewer.

Different Views of Area of Responsibility

SAP

Team Viewer		
All reports		
All reports		Attendance
Direct reports		
Friedrich	00700201	■
Dr Amy Crowley-Anderl	00700203	■
Mr. Reza Anderl	00700204	■
Miss Katrina Balas	00700205	■

Example: Two different views of a manager's area of responsibility



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- ✗ The Team Viewer enables managers to display different views of their area of responsibility, for example:
 - ? All reporting employees
 - ? All directly reporting employees
- ✗ The Plug-In in Customizing (transaction SIMG_SPORT) enables you to change the views of the organizational structure or add new views.

Defining a View

SAP

View V_TWPC_V

Display View "View Definition": Details

View	AP_ALL
View Name	All reports
Eval. Path for Root Objects	SAP_MANG
Function Module Root Objects	
Evaluation Path Objects	SBESX
Function Module Object Set	
Initial Evaluation Depth	0
Column Group	TO_SIMPLE_DET
Name of Column Group	Employee data (Minimal) with Detail
Header Type	EMPLOYEE 1

Display Tree
 Delete Duplicates
 Exclude Managers

Team Viewer

All reports

All reports	Attendance
Direct reports	
Friedrich	00700201 <input checked="" type="checkbox"/>
Dr Amy Crowley-Ander	00700203 <input checked="" type="checkbox"/>

Use V_TWPC_V_C to overwrite SAP entries in V_TWPC_V

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- ✎ In the Plug-In, in Customizing for the Object and Data Provider (transaction SIMG_SPORT, *Manager Self-Service* • *Object and Data Provider*), you can overwrite the different views of the area of responsibility that are provided for the user, or define new views.
- ✎ If you want to define a new view, choose **New Entries** and enter a technical name for the new view.
- ✎ Enter a name for the view and the start evaluation path that is to determine the root object for the second evaluation path.
- ✎ Alternatively, the root object(s) can be determined using a function module, as opposed to using the start evaluation path. If you want to use a function module, enter the relevant function module in the **Function Module for Root Objects** field and leave the Eval. Path for Root Objects field blank.
- ✎ In the **Evaluation Path Objects** field, enter the second evaluation path that determines along the structure the objects that are to be displayed in the Team Viewer.
- ✎ Table V_TWPC_V contains the views delivered by SAP. If you want to make changes to the delivered views, use the customer table V_TWPC_V_C.
- ✎ In the **Column Group** field, enter the column group under which a view is to be displayed.
- ✎ In the **Header Type** field, you can enter a particular header type for your view (see Column Framework).
- ✎ The Delete Duplicates indicator enables you to determine that each object in the output list is only displayed once. If, for example, one person is related with two positions in an organizational unit, this person is displayed twice in the list.
- ✎ Exclude Managers: If you set this indicator, the system deletes the logged on user and the person assigned to this user (Communication infotype (0105)) from the output list.
- ✎ The system also deletes all users/persons from the output list who, together with the logged on user (or the assigned person), are assigned to a chief position.

View (V_TWPC_VG)

Change View "Grouping the Views": Overview

New entries

View Group	View	Name	Position
APPRaisal	AP_ALL	All reports	1
APPRaisal	AP_DIR	Direct reports	2
ATTEND	A_ALL	All reports	
ATTEND	A_DIR	Direct reports	
COMMUNICATION	CALL	All reports	
COMMUNICATION	CDIR	Direct reports	

Appraisal view group (technical name)

Views within this group

Use V_TWPC_VG_C to overwrite SAP entries in V_TWPC_VG

Team Viewer

All reports

1	All reports		
2	Direct reports		
	Friedrich	00700201	■
	Dr Amy Crowley-Anderl	00700203	■
	Mr. Reza Anderl	00700204	■
	Miss Katrina Balas	00700205	■

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- ✘ The function for grouping organizational structure views enables you to group views together and determine the positions of the view within the group. The grouped views are available in the Team Viewer and can be selected from a selection list.
- ✘ SAP delivers a customer view in which you can define customer-specific assignments between views and object types. You can find entries of the standard delivery in the view V_TWPC_VG (*Grouping the Views*).
- ✘ If you want to overwrite the standard entries, you must use the same key as in the standard for each of your entries in the customer view, and change the remaining entries.
- ✘ Note that the sequence of the views might be incorrect. This could be the case if you include an additional view in the view group and give it a position number that has already been assigned to a view in the standard delivery.

Object Types to be displayed in List

SAP

View (V_TWPC_OTYPES)

Change View "Object Types to be Displayed in the List"

New entries

View	Object type text
AP_ALL	Person
AP_DIR	Person
A_ALL	Person
A_DIR	Person
CALL	Person
CDIR	Person
CPALL	Person
ORGALL	Person
ORGDIR	Person
O_SALL	Person
O_SDIR	Person
PCRALL	Person
PCRDIR	Person

Determine object type(s) per view

View (V_TWPC_OTYPES_C)

New Entries: Overview of Added Entries

New entries

View	Name	O..	Object type text
A_ALL	All reports	0	Organizational

Overwrite entries in table V_TWPC_OTYPES

Name	Id	Attendance
Mrs Anne Friedrich	00700201	■
Dr Amy Crowley-Ander	00700203	■
Mr. Reza Anderl	00700204	■
Miss Katrina Balas	00700205	■

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- ✗ The object types (persons, organizational units, positions, and so on) that were determined using the second evaluation path and are listed in the Team Viewer are defined in table V_TWPC_OTYPES.
- ✗ In the IMG activity Define Display of Object Types (*Manager Self-Service* -> "Object and Data Provider" -> "Define Display of Object Types"), you can overwrite the standard SAP entries in table V_TWPC_OTYPES. Furthermore, for your customer-specific views, you can determine the object types that are to be displayed in the Team Viewer in the portal.

IMG: Transaction simg_sport

Views (transaction sm30)

SAP	Customer
V_TWPC_V	V_TWPC_V_C
V_TWPC_OTYPES	V_TWPC_OTYPES_C
V_TWPC_VG	V_TWPC_VG_C

SAP tables (delivery class E) with customer namespace Z* and Y*
 Use customer tables to overwrite entries in SAP tables

- Business Packages / Functional Packages
 - Manager Self-Service
 - Personalization
 - Internal Service Request
 - Object and Data Provider
 - Define Views of the Organizational Structure
 - Define Display of Object Types
 - Group Views of Organizational Structure
 - Define Columns
 - Redefine Column Headers
 - Define Column Groups
 - Define Hierarchical Column Groups
 - Define Coherence Relationships
 - Define Navigation Objects
 - Restrict Number of Navigation Objects
 - Take Table Settings from Column Framework

Column Framework - I



The columns of the iView "Team Viewer" are based on the Column Framework

You can create your own columns and group them together to a Column Group.

A Column Group is then assigned to a view.

View V_TWPC_V

Display View "View Definition": Details

View:	AP_ALL
Name of View	All reports
Eval. Path for Root Objects	SAP_MANG
Funct. Module for Root Objects	
Evaluation Path Objects	SBESX
Column Group	TO_SIMPLE_DET
Name of Column Group	Employee Data (Minimal) with Detail
Header Type	EMPLOYEE_1

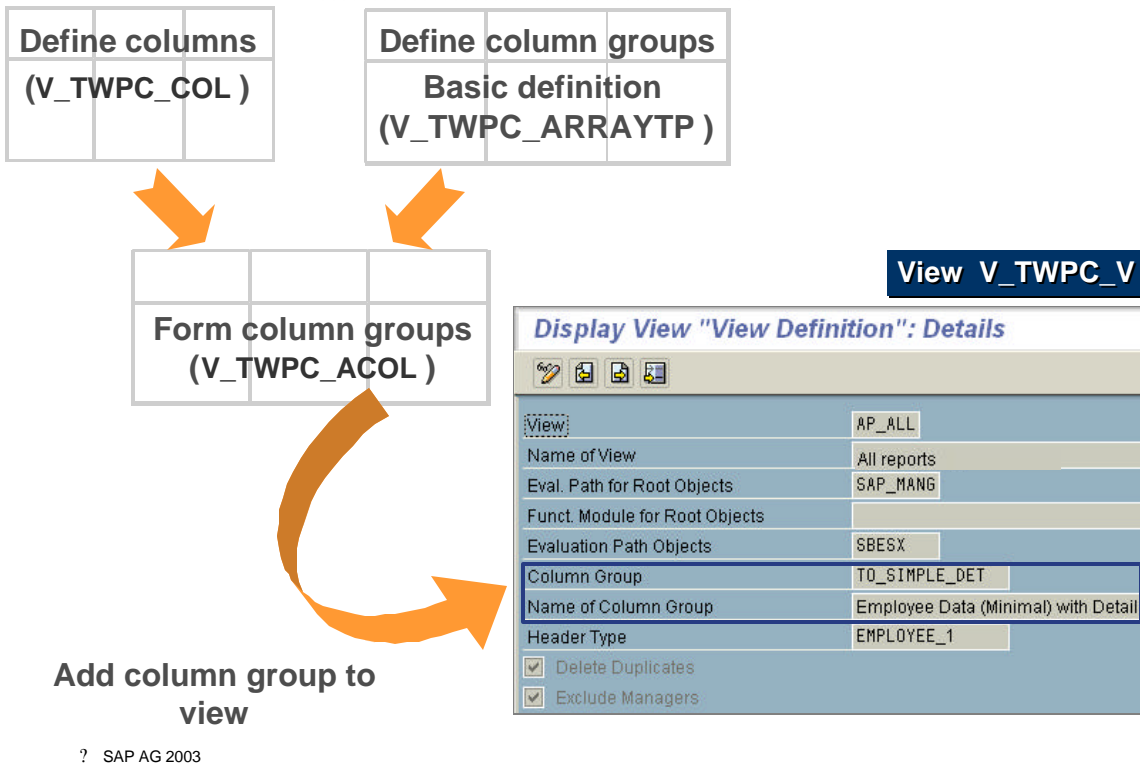
Delete Duplicates
 Exclude Managers

Name	Id	Attendance
Mrs Anne Friedrich	00700201	■
Dr Amy Crowley-Ander	00700203	■
Mr. Reza Anderl	00700204	■
Miss Katrina Balas	00700205	■
Eckart Schneider	00700206	■
Janina Göpfert	00700207	■
Laminik Adam	00700209	■

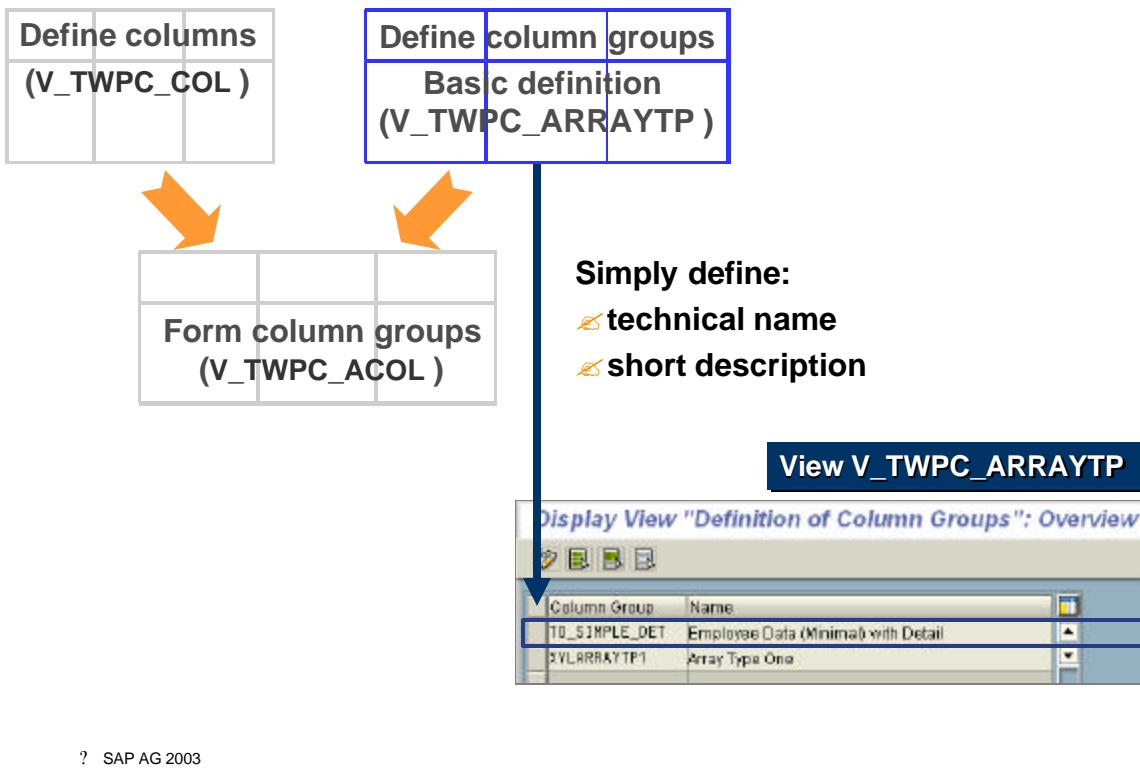
Columns of the view All Reports (AP_ALL)

Column Framework

Column Framework: How to Define a Column Group

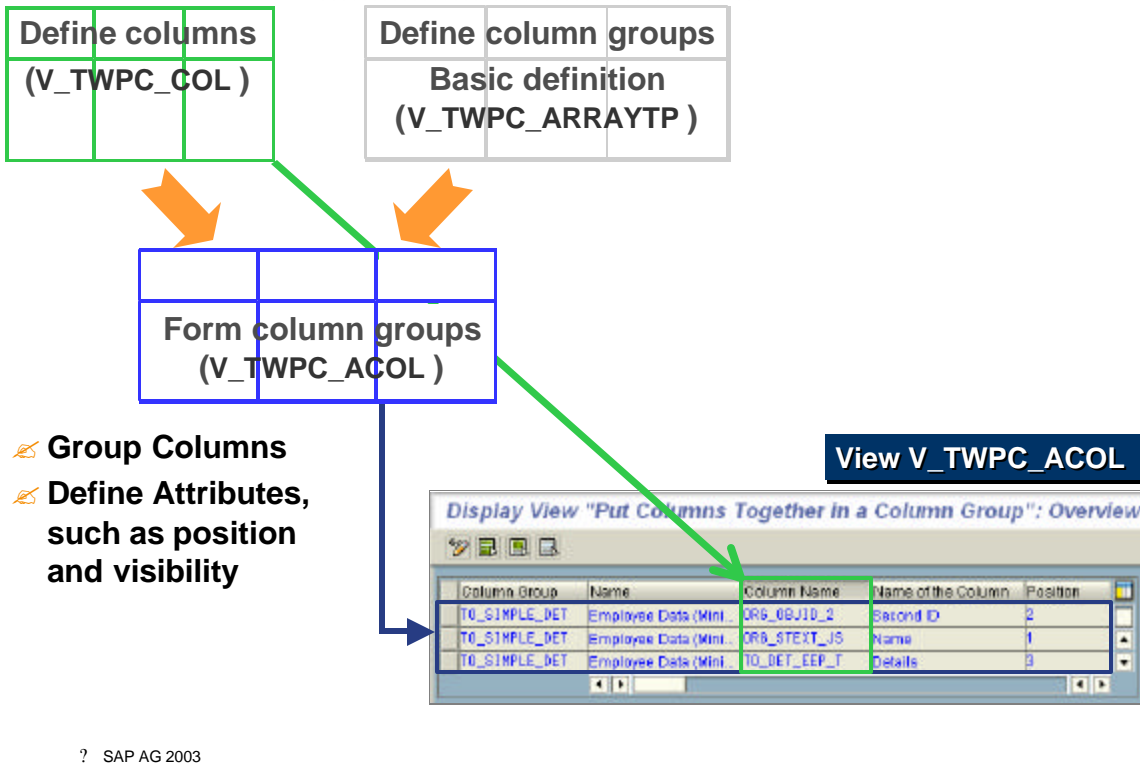


- ✎ The column framework contains a generic concept for filling columns in a structural or list display. It is based on the definition of columns, the way they are put together in column groups, and the provision of a function module with a standard interface, or on a query defined over the transaction set up for that purpose, ARRAY_CREATE, for finding and transferring the column contents. You can offer users the possibility of interactively defining and modifying their individual column view (Visibility, Sequence). The system manages this user-specific view in the column framework, so that the next time users look at a column group they modified, they will see exactly the same modified view.



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Column Framework: Form a Column Group



- ✎ The column framework contains a generic concept for filling columns in a structural or list display. It is based on the definition of columns, the way they are put together in column groups, and the provision of a function module with a standard interface, or on a query defined over the transaction set up for that purpose, ARRAY_CREATE, for finding and transferring the column contents. You can offer users the possibility of interactively defining and modifying their individual column view (Visibility, Sequence). The system manages this user-specific view in the column framework, so that the next time users look at a column group they modified, they will see exactly the same modified view.

Column Framework: Define a Column

SAP

Define columns (V_TWPC_COL)

Define column groups Basic definition (V_TWPC_ARRAYTP)

Form column groups (V_TWPC_ACOL)

View V_TWPC_COL

Display View "Column Definition": Details

Column Name	ORG_OBJID_2
Name	Second ID
<input checked="" type="checkbox"/> For Generic Use	
Alignment	3
Conversion routine	
FM for Column Content	HRWPC_FILL_STANDARD_COLUMNS
FM from Column Framework	
PCD Service	
PCD Page	
FM for PCD Parameter	
FM for External Link	

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- ✎ The column framework contains a generic concept for filling columns in a structural or list display. It is based on the definition of columns, the way they are put together in column groups, and the provision of a function module with a standard interface, or on a query defined over the transaction set up for that purpose, ARRAY_CREATE, for finding and transferring the column contents. You can offer users the possibility of interactively defining and modifying their individual column view (Visibility, Sequence). The system manages this user-specific view in the column framework, so that the next time users look at a column group they modified, they will see exactly the same modified view.

Column Framework: Changing Headers of Columns



Display View "New Definition of Column Headers..."

L.	Header Type	Column Name	Name
1	EMPLOYEE_1	ORG_OBJID_2	Id

View V_TWPC_V

View V_TWPC_COLHEAD

Display View "View Definition": Details

View:	AP_ALL
Name of View	All Employees
Eval. Path for Root Objects	SAP_MANG
Funct. Module for Root Objects	
Evaluation Path Objects	SBESX
Column Group	TO_SIMPLE_DET
Name of Column Group	Employee Data (Minimal) with Detail
Header Type	EMPLOYEE_1
<input checked="" type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Exclude Managers	

Team Viewer

All reports

Name	Id	Attendance
Mrs Anne Friedrich	00700201	■
Dr Amy Crowley-Ander	00700203	■
Mr. Reza Anderl	00700204	■
Miss Katrina Balas	00700205	■
Eckart Schneider	00700206	■
Janina Göpfert	00700207	■
Seminik Adam	00700209	■

Columns of the view All Reports (AP_ALL)

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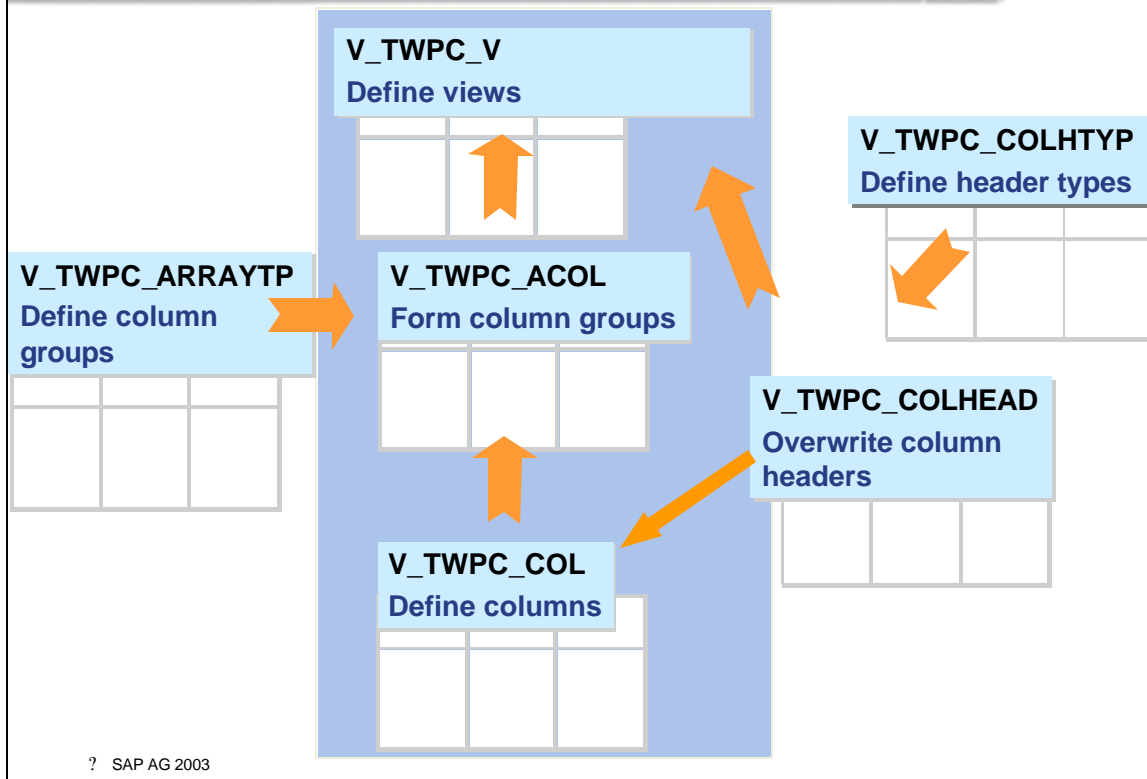
SAP Tables

V_TWPC_COL	Column Definition
V_TWPC_ARRAYTP	Definition of Column Groups
V_TWPC_ACOL	Put Columns together to Column Groups
V_TWPC_COLHEAD	New Definition of Column Headers
V_TWPC_COLHTYP	Definition of Column Header types
V_TWPC_COLMERGE	Grouping Columns
V_TWPC_FRIEND	Definition of Coherence Relationships
V_TWPC_HIERATP	Hierarchical Columns Group

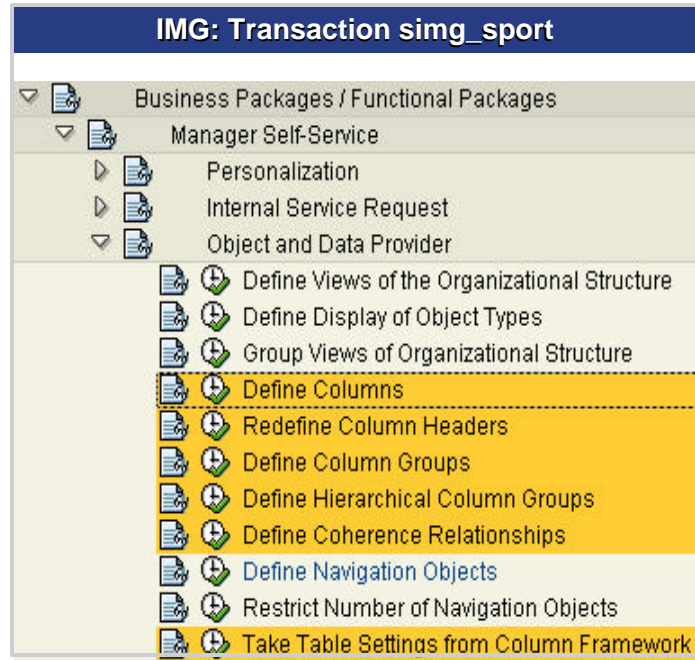
Customer Tables

V_TWPC_ACOL_C	Put Columns together to Column Groups – Customer
V_TWPC_COLHEAD	New Definition of Column Headers – Customer
V_TWPC_HIERATP_C	Hierarchical Columns Group - Customer

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- ✎ The column framework contains a generic concept for filling columns in a structural or list display. It is based on the definition of columns, the way they are put together in column groups, and the provision of a function module with a standard interface for finding and transferring the column contents.
- ✎ In table V_TWPC_V you assign to the view a column group that you want to display in the table view of the iView.
- ✎ Column groups are defined in table V_TWPC_ARRAYTP.
- ✎ Columns are defined in table V_TWPC_COL.
- ✎ In table V_TWPC_ACOL, columns are grouped together into column groups.
- ✎ Table V_TWPC_COLHEAD allows you to overwrite column headers and define a language-dependent header. Column headers must be assigned to a header type that was previously defined in table V_TWPC_COLHTYP. The header type is then transferred to the view.
- ✎ If no header type is transferred to the view, the headers are taken from table V_TWPC_COL.



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Organizational units for which the manager is responsible

Organizational structure

- Sales PC Group 0
 - Sales Workstations Group 0
 - Sales Laptops Group 0

Along the structure, the system finds all organizational units for which the manager is responsible. Each organizational unit is displayed as an entry in the iView.

Compensation Planning

Select compensation parameters

Adjustment Reason: Compensation Review Program

Planning Period: 2003

Select organizational units

- Sales PC Group 0
- Sales Workstations Group 0
- Sales Laptops Group 0

Back Next

Go to next page ...

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- ✎ In some Team Viewer iViews, navigation objects (such as organizational units) as opposed to views are offered for selection in the list box. This has the advantage that you can restrict which objects (in this case, positions) are displayed and thereby obtain a better overview.
- ✎ Example:
The Designate Vacant Position iView is based on the Object and Data Provider. The list box displays a list of organizational units for which a manager is directly or indirectly responsible. When a manager selects an organizational unit, all the positions for the organizational unit are displayed in a list in the iView. That is, the organizational unit selected determines the objects that are displayed in the iView.
- ✎ If views as opposed to navigation objects are to be used, all positions for which a manager is directly and indirectly responsible are displayed.
- ✎ The navigation objects that are offered for selection in the list box are determined along the structure using the evaluation path stored in the Object and Data Provider.

Compensation Planning

Select compensation parameters

Adjustment Reason: Compensation R

Planning Period: 2003

Select organizational units

Sales PC Group 0

Sales Workstations Group 0

Sales Laptops Group 0

Back Next

Display all employees belonging to the selected OrgUnit

Compensation Planning

Plan the Compensation Review Program for period 2003 (01/01/2003 - 12/31/2003) -

Government Salary Adjustment Annual Review (US) Annual Salary Review

Apply guidelines Apply percentage 0 Clear entries Refresh all

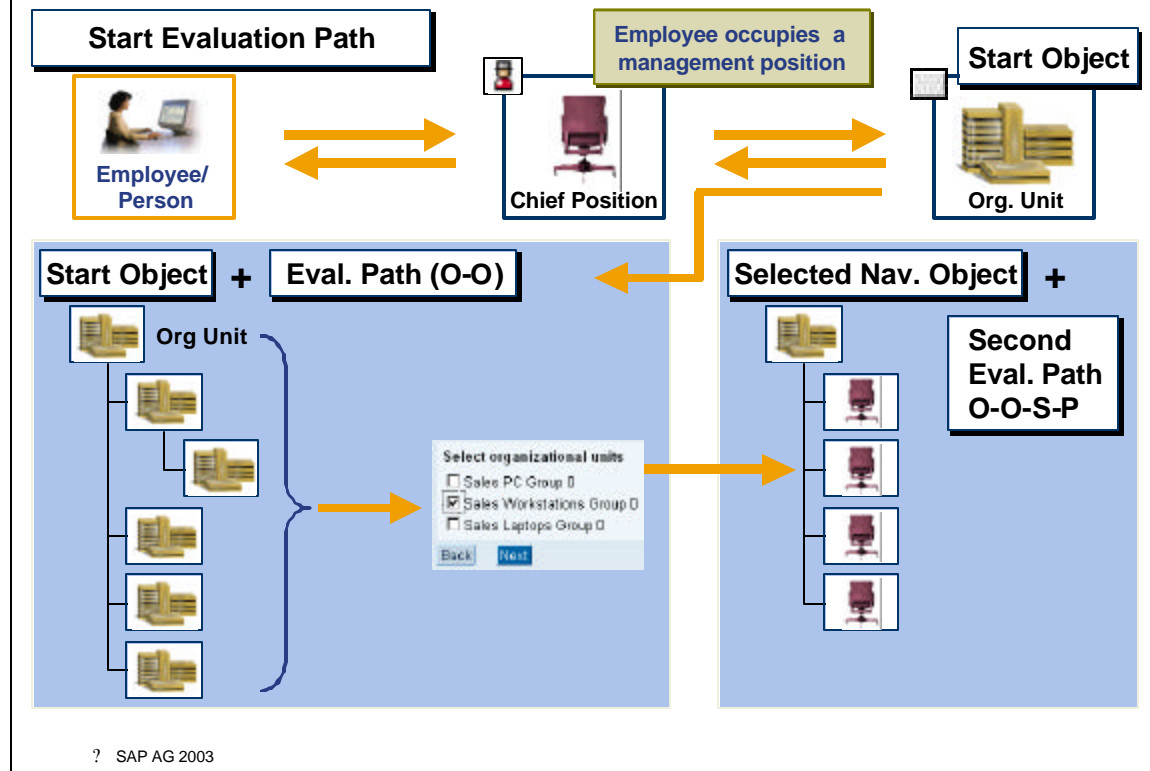
	Employee	Position	Calculation Base	Amount	Percent	Tot
<input checked="" type="checkbox"/>	Ellen Rilke	Sales Executive Workstati				
<input checked="" type="checkbox"/>	Axel Janosch	Sales Employee Workstatio				
<input checked="" type="checkbox"/>	Maike Thoma	Sales Employee Workstatio				
<input checked="" type="checkbox"/>	Felix Eckermann	Sales Representative Work				
<input checked="" type="checkbox"/>	Roland Schröder	Sales Representative Work				
<input checked="" type="checkbox"/>	Constanze Engel	Sales Representative Work				
<input checked="" type="checkbox"/>	Michael Ende	Sales Representative Work				

Select All Deselect All Compare selected employees

Display all amounts in

Navigation Types - III

SAP



- Starting from the user, the start evaluation path uses person and chief position to determine the start object, in this case an organizational unit.
- Starting from this start object, a second evaluation path determines along the structure the navigation objects (in this case, organizational units) that are then displayed in the list box.
- When one of the organizational units is selected from the list box, the objects that are to be displayed (in this case, positions) are determined using a further evaluation path.

Change View "Define Navigation Types": Overview

Navigation ID	View	Evaluation path	Depth
CPNAV	CPALL	ORGEH_T	
RCOR6UN1T	RCPO	ORGEH_T	5
REQOR6UN1T	REQP	ORGEH_T	5

View V_TWPC_NAV

Evaluation path (O-O) determines the objects for navigation

Display View "View Definition": Details

View: CPALL

Name of View: All Employees

Eval. Path for Root Objects: SAP_MANG

Funct. Module for Root Objects:

Evaluation Path Objects: SBESX

Column Group: COMPPLAN

Name of Column Group: Compensation Planning

Header Type:

Delete Duplicates

Exclude Managers

View V_TWPC_V

View for Compensation Planning

Start evaluation path (US-P-S-O) determines the start objects

Second evaluation path (O-O-S-P) determines the objects for which the manager is responsible

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- ✎ In table V_TWPC_NAV, the view RCPOS is assigned to a navigation ID. The navigation ID is provided with an evaluation path that determines the navigation objects starting from the start object (determined using the start evaluation path in table V_TWPC_V).

Navigation Types – V: Eligible Object Types

SAP

View V_TWPC_NAV

Navigation ID	View	Evaluation Path	Depth
CPNAV	CPALL	ORGEH_T	5
RCORGUNIT	RCPOS	ORGEH_T	5
REORGUNIT	REQPOS	ORGEH_T	5

Eval. path that determines the objects for navigation (O-O)

Structure depth for navigation display
The depth indicates the number of levels that are to be evaluated along the structure

View V_TWPC_NAVOTYPE

Navigation ID	Obj. type
RCORGUNIT	0
REORGUNIT	0

Determine the object types displayed in the Team Viewer iView

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- ⌘ If necessary, in the **Depth** field, enter the level of the organizational structure up to which the system is to determine objects using the evaluation path.

IMG: Transaction simg_sport

- Business Packages / Functional Packages
 - Manager Self-Service
 - Personalization
 - Internal Service Request
 - Object and Data Provider
 - Define Views of the Organizational Structure
 - Define Display of Object Types
 - Group Views of Organizational Structure
 - Define Columns
 - Redefine Column Headers
 - Define Column Groups
 - Define Hierarchical Column Groups
 - Define Coherence Relationships
 - Define Navigation Objects**
 - Restrict Number of Navigation Objects**
 - Take Table Settings from Column Framework

Views (transaction sm30)

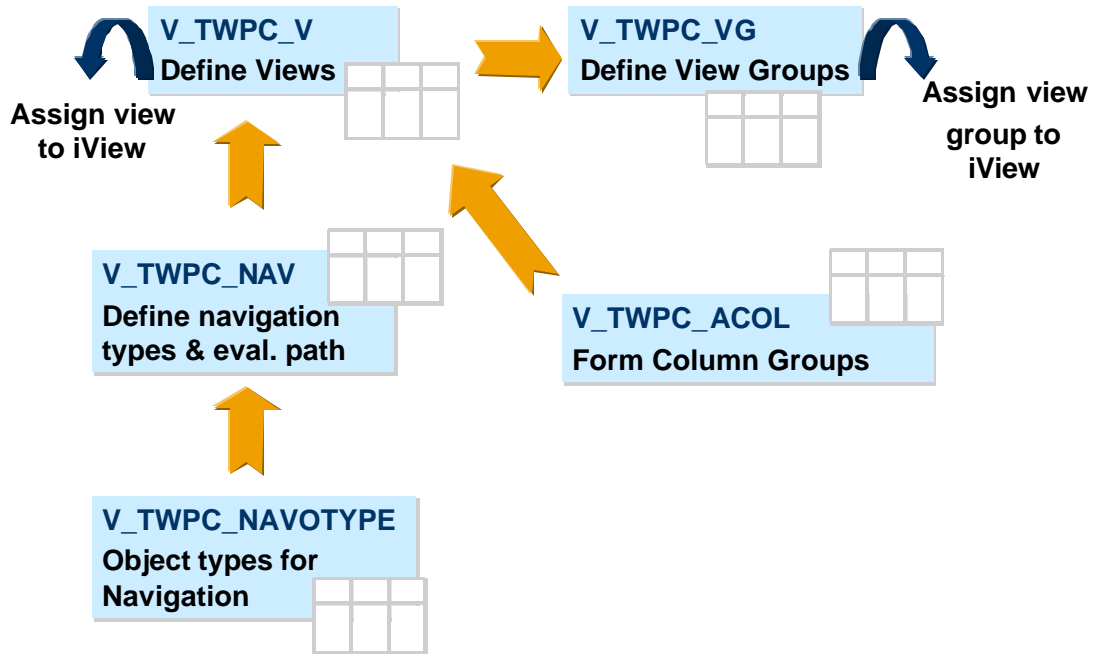
SAP	Customer
V_TWPC_NAV	
V_TWPC_NAVTYPE	V_TWPC_NAVTP_C

SAP tables (delivery class E) with customer namespace Z* and Y*
Use customer tables to overwrite entries in SAP tables

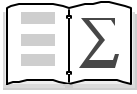
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You are now able to:

-  **Explain the benefit of the team viewer for your managers**
-  **Describe the principles of the Object and Data Provider the team viewer is based upon**
-  **Customize the team viewer**

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Unit: Team Viewer



In this exercise:

- ? Make yourself familiar with the key feature of MSS, the Team Viewer.
- ? Familiarize yourself with Team Viewer customizing.



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. The teamviewer is used in different worksets. Compare the use of the team viewer in the worksets Reporting, Headcount/Quota planning and Employee review.
2. Explain the differences between them.
3. How do you add an additional column?
4. Managers in your company are not only responsible for one org. unit, but also for virtual teams. How can you support such managers with MSS?



Unit: Team Viewer

1. The Team Viewer is used in different worksets. Compare the use of the Team Viewer in the worksets Reporting, Headcount/Quota Planning and Employee Review.

In the reporting workset the teamviewer is used in an own iView, which is integrated in the reporting application. In the workset headcount planning you can find the team viewer fully integrated in the application. In the employee review workset the team viewer is an own iView, that communicates with other iView.

2. Explain the differences between them.

The different use of the team viewer iView is a result of the different use of each workset. Therefore it is necessary to make the team viewer available in different ways.

3. How do you add an additional column in the Team Viewer (e.g. Birth date)?

You create an additional column in the team viewer by defining column groups in the table V_TWPC_COL. In the second step you need to form this additional column group in table V_TWPC_ACOL.

4. Managers in your company are not only responsible for one OrgUnit but also for virtual teams. How can you support such managers with MSS?

Managers, who are also responsible for virtual teams, can be supported by using the appropriate evaluation paths provided by organizational management. Additionally, own views in table T_TWPC_V can be used.

Content:

- ✎ **Working with the workset Attendance**
- ✎ **Attendance principles**
- ✎ **Attendance customizing**

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At the end of this unit you will be able to:

- ✎ Explain the benefit of the attendance iViews for your managers**
- ✎ Describe the principles the attendance iViews are based upon**
- ✎ Customize the attendance iViews**

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Precise and quick information is a key request from your Manager. In order to provide them with precise information you implement MSS.

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- ✘ The Attendance workset is one of the most often used worksets.
- ✘ The Attendance workset illustrates that MSS is an out-of-the-box solution, which brings added value to a solution (i.e. time management) already in place.
- ✘ The Attendance iViews display attendance information for the managers.
- ✘ You can use these iViews in a flexible way. Therefore, you could combine the Attendance iViews with other iViews (e.g. personal information from the employee review workset).

Attendance Overview

Choose Employee List: Directly Reporting Employees

Employees	Number	%
At Work	3	100.0

Data from: 6/14/04 5:48 AM [Update](#)

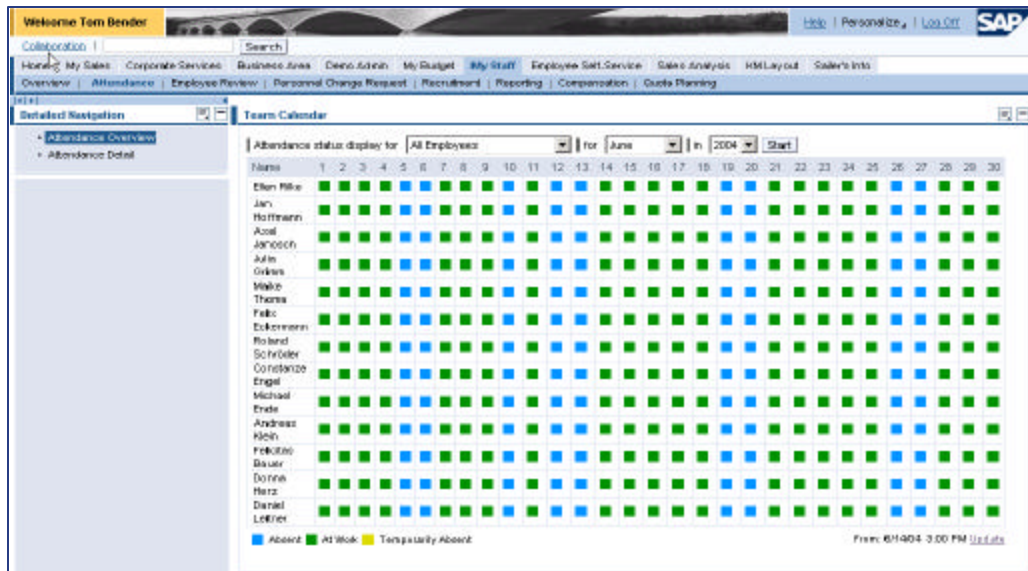
Examples

Absent:
Illness, Vacation

Temporarily Absent:
Doctor's Appointment

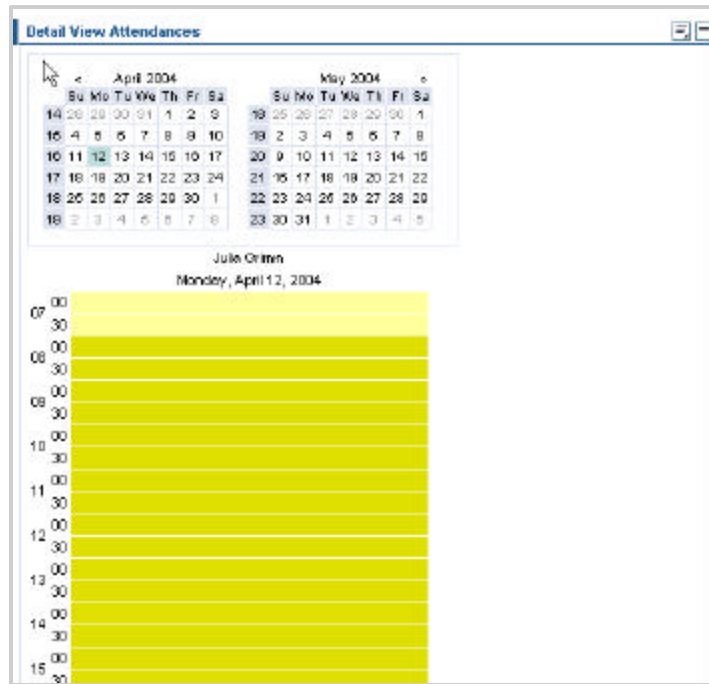
The evaluation is dependent on the work schedule of the employee.

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- ✘ The Team Calendar offers the attendance information for all employees a manager is responsible for.
- ✘ By using the integrated team viewer you can select which view should be displayed (e.g. all employees, directly reporting employees, etc.)
- ✘ You could combine this iView with the UWL (Universal Worklist); an iView which offers access to your workflows. A manager can decide immediately whether to approve or reject a leave request.



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- ✘ By clicking on one field in the Team Calendar, another iView displays detailed information for the attendances/absences.
- ✘ It is not connected with the Microsoft products.

Detail View Attendances

κ June 2004 July 2004

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We		
23	31	1	2	3	4	5	27	27	28	29	30	
24	6	7	8	9	10	11	12	28	4	5	6	7
25	13	14	15	16	17	18	19	29	11	12	13	14
26	20	21	22	23	24	25	26	30	18	19	20	21
27	27	28	29	30	1	2	3	31	25	26	27	28
28	4	5	6	7	8	9	10	32	1	2	3	4

Julia Grimm
Monday, June 14, 2004

07:00	
08:00	
09:00	
10:00	
11:00	
12:00	
13:00	
14:00	
15:00	

Personalize iView - Detail View Attendances

Code Link
com.sap.pct.hcm.attendancedetail.default

Initial view type
DAY

Number of visible months
2

PCD location
pcd:portal_content:Democenter:Demo_Roles_(all)/c

RGB value for the availability time rows
CC6600

RGB value for the over time rows
FFFF99

RGB value for the working time rows

Reset Save All Changes

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✎ By personalizing the view, each user can decide how the view is displayed.

Attendance Detail/Navigation



The screenshot displays the SAP Attendance Detail/Navigation interface. It features two main calendar views: a 'Weekly' view on the left and a 'Daily' view on the right. The 'Weekly' view shows a calendar for April 2004 with dates 12, 13, 14, 15, 16, and 17 highlighted. The 'Daily' view shows a calendar for May 2004 with dates 1, 2, 3, 4, and 5 highlighted. A red arrow points from the 'Weekly' view to the 'Daily' view. Below the calendars, there are two smaller windows: one showing a detailed view of the selected date (April 12, 2004) and another showing a detailed view of the selected date (May 12, 2004). The 'Weekly' view is labeled 'Weekly' and the 'Daily' view is labeled 'Daily'.

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☞ The user can decide to display the attendance details by week or by day.

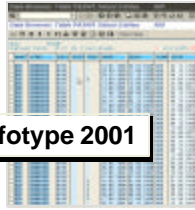
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Attendance is based on PT Infotypes

SAP

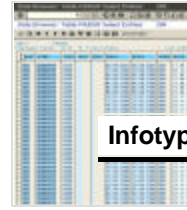
Infotype 2001



Infotype 2002



Infotype 2003



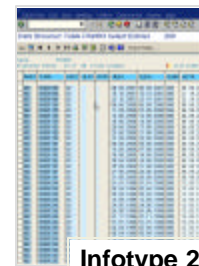
Infotype 2004



INDEX	PERSON	START	DEPART	END	START	END	START	END
001	00011000	01	01	01	01	01	01	01
002	00011000	01	01	01	01	01	01	01



Infotype 2005



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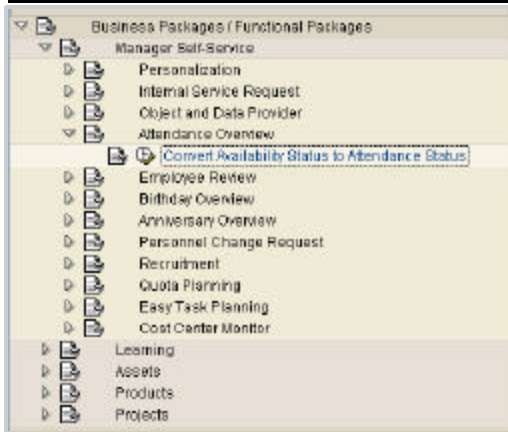
- ✗ The information displayed in the Attendance iViews is based on the evaluation of the PT infotypes.
- ✗ ESS leave requests that have already been submitted, but which are not yet approved by the manager are not displayed in the iViews.

- ✎ An employee is at a definite time
 - ✎ **Attendant**, if employee is inside the skeleton time (fill time, core time) or has an available attendance or an overtime.
 - ✎ **Absent**, if employee has an absence or a not available attendance or is outside of the skeleton time.

- ✎ An employee is for a definite day
 - ✎ **Absent**, if the employee is never attendant on the whole day.
 - ✎ **Attendant**, if he has no absences or not available attendances.
 - ✎ **Temporarily absent**, if he is absent for a certain working time of the day.

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IMG: Transaction simg_sport

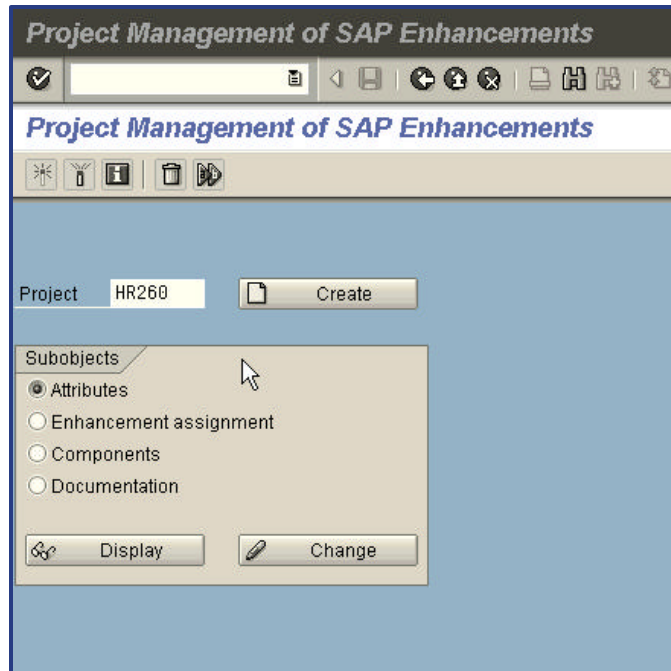


✎ For certain absence types it could be useful to change the availability status to 'attendant'.

✎ For example absence type 'staff meeting'

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✎ You can find the MSS customizing under Business Package ✎ MSS ✎ Attendance Overview



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✎ To implement a status change, you must create a customer enhancement.

Attributes of Enhancement Project HR260

Enhancement assignments Components

Project: HR260
Short text: Attendance Status change

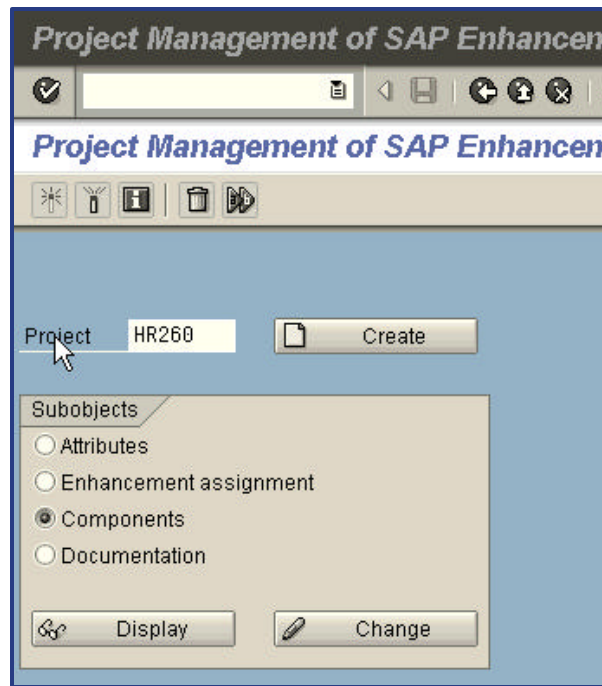
Administration data

Package		
Original language	EN	
Created by	D035523	14.06.2004
Last changed on/by		

Activation

Project Status		
Changed		

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? SAP AG 2003

Change HR260			
Project			HR260 HR260
Enhancement	Impl	Exp	HRWPCAS Convert Availability Status to Attendance Status
Function exit			EXIT_SAPLHRWPC_ATTSTATUS_001

? SAP AG 2003

✎ You can use the User-exit (BApI) EXIT_SAPLHRWPC_ATTSTATUS_001.

Function Builder: Display EXIT_SAPLHRWPC_ATTSTATUS_001

Function module: EXIT_SAPLHRWPC_ATTSTATUS_001 Active

Attributes Import Export Changing Tables Exceptions Source code

```

FUNCTION EXIT_SAPLHRWPC_ATTSTATUS_001.
**-----
** Lokale Schnittstelle:
** IMPORTING
**   VALUE(GRPSUBTYPE) LIKE HRWPC_S_AS_DATA-GRPSUBTYPE
**   VALUE(SUBTYPE) LIKE HRWPC_S_AS_DATA-SUBTYPE
**   CHANGING
**   REFERENCE(ATTENDANCESTATUS) LIKE HRWPC_S_AS_MISC-ATTENDANCE
**-----
INCLUDE Z3HRWPCATTSTATUS001.

ENDFUNCTION.
    
```

```

* INCLUDE Z3HRWPCATTSTATUS001
*-----
CASE grpsubtype.
  WHEN '01'.
    CASE subtype.
      * staff meeting
      WHEN '0700'.
        attendancestatus = 1.
    ENDCASE.
ENDCASE.
    
```

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✎ The coding example shows a way to implement such a solution.

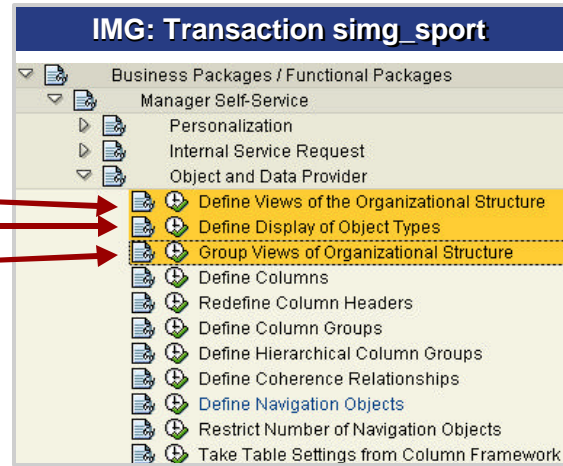
✎ The team viewer for attendance is based on the object and data provider:

✎ View group Attend

Views (transaction sm30)

SAP	Customer
V_TWPC_V	V_TWPC_V_C
V_TWPC_OTYPES	V_TWPC_OTYPES_C
V_TWPC_VG	V_TWPC_VG_C

SAP tables (delivery class E) with customer namespace Z* and Y*
Use customer tables to overwrite entries in SAP tables



Standard Entries in SAP Tables

SAP

V_TWPC_V

View	Name
A_ALL	All Employees
A_DIR	Directly Reporting Employees

V_TWPC_OTYPES

View	Name	O.	Object type text
A_ALL	All Employees	P	Person
A_DIR	Directly Reporting Employees	P	Person

V_TWPC_VG

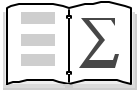
View Group	View	Name	Position
ATTEND	A_ALL	All Employees	1
ATTEND	A_DIR	Directly Reporting Employees	2

V_TWPC_ACOL




Column Group	Name	Column Name	Name of the Column	Position
ATTEND	Attendance	DRG_OBJID_2	Second ID	2
ATTEND	Attendance	DRG_STEXT_1S	Name	1
ATTEND	Attendance	TO_ATTEND	Attendance	3

? SAP AG 2003

- ✎ In all the views which are relevant for the team viewer, you can find entries for the Attendance workset delivered by SAP.



You are now able to:

-  **Explain the benefit of the attendance iViews for your managers**
-  **Describe the principles the attendance iViews are based upon**
-  **Customize the attendance iViews**

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Unit: Attendance



In this exercise:

- ? Familiarize yourself with the Attendance workset.
- ? Familiarize yourself with Attendance customizing.



You will log on to the portal server and the R/3 backend system.
Use the log on information provided.

1. Check the quota of your employees who are currently working.
2. Which members of your directly reporting employees have been absent during the last week?
3. Which information is evaluated for display in the Attendance iViews?



Unit: Attendance

1. Check the quota of your employees who are currently working?
Click on the overview page and look at the attendance overview iView.
2. Which members of your directly reporting employees have been absent in the last week?
Select Attendance in the top-level navigation. Under “Directly reporting employees”, select the drop-down-box of the team calendar and get the result data.
3. Which information is evaluated for display in the Attendance iViews?
Infotypes 2001, 2002, 2003, 2004 & 2005.




Content:

- ✎ **Working with the MSS workset “Employee review”**
- ✎ **Customizing of the MSS workset “Employee review”**
- ✎ **Business scenario examples**

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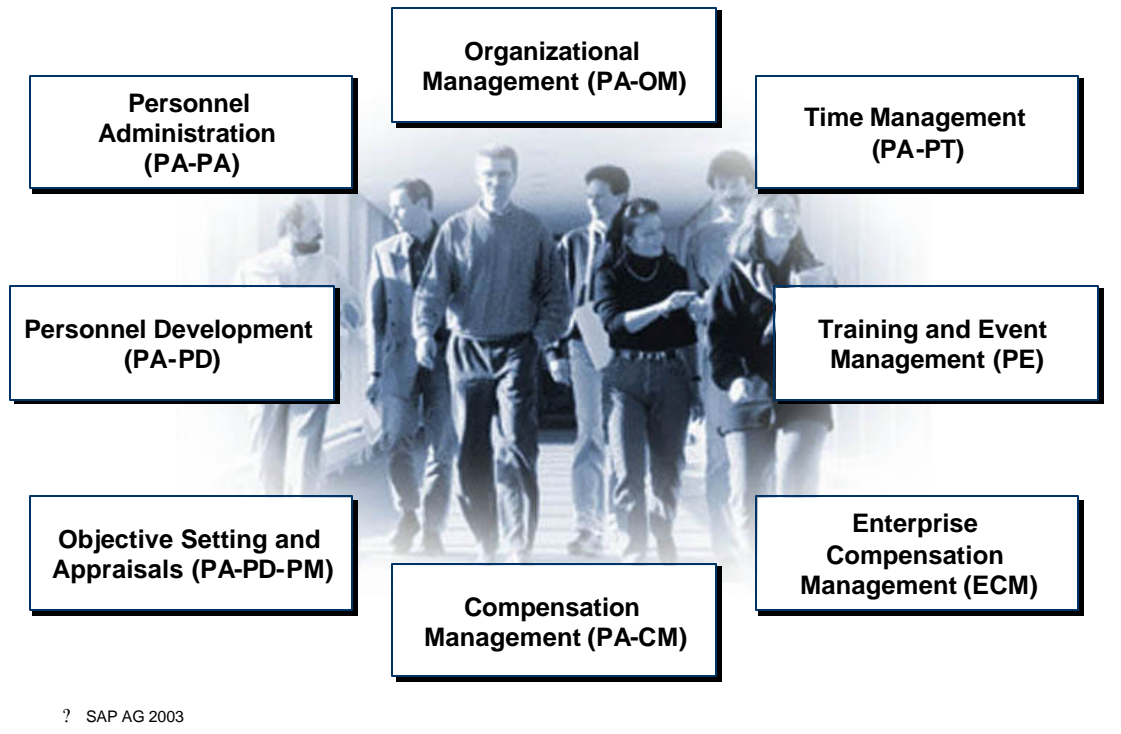


At the end of this unit you will be able to:

-  **Understand the content of the MSS workset “Employee review”**
-  **Describe the functionality of this workset**
-  **Customize this workset**

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Employee Review: Integration with SAP Components



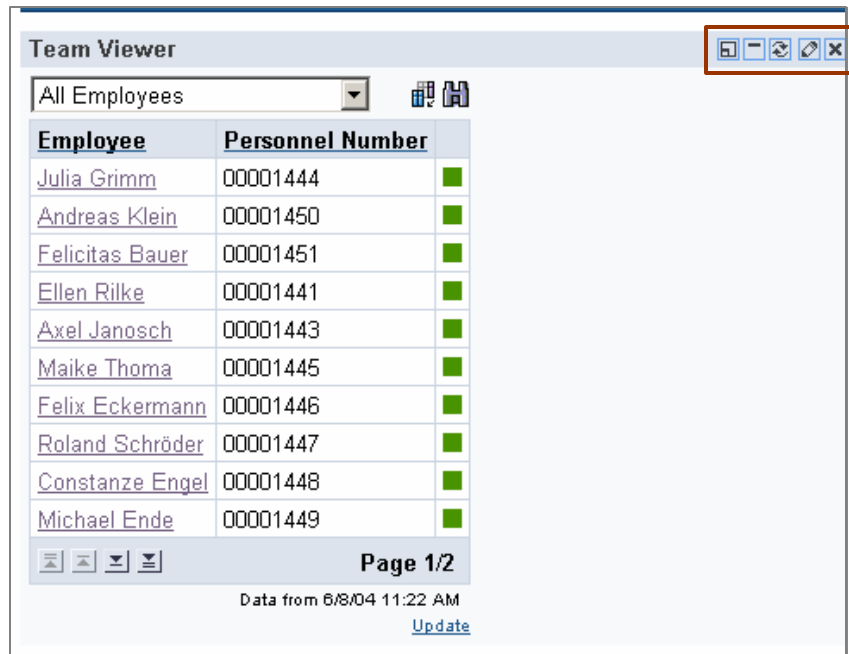
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The screenshot displays the SAP Employee Review Portal View for Julia Grimm (00001444). The interface includes a navigation menu on the left with options like 'Employee Profile', 'Compensation Information', and 'Appraisal Overview'. The main content area is divided into several sections: 'General Data' (Name, Contract Date, Hiring Date), 'Organizational Assignment' (Org. Unit, Position, Cost Center), 'Personnel Data' (Birth Date, Mar. Status, Address), 'Absence Days', 'Monitoring of Tasks', 'Personnel Data', and 'Archived Documents'. A 'Photo' section on the right displays a portrait of Julia Grimm. Below the photo, there is a 'Position' section showing 'Secretary Sales PC Group 1' and an 'Organizational Unit' section showing 'Sales PC Gro'. An 'Emergency Contact' section at the bottom right shows 'No data available'.

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- ✗ The workset Employee Review contains functions for managers to display and edit different employee data.
- ✗ Manager can use the workset to do the following, for example:
 - ? Display the relevant employee data when preparing for an employee review
 - ? Plan new salaries and take employees' previous salary development into consideration
 - ? Recruit employees for a new project in their department and take employees' qualifications into consideration
- ✗ This workset is a very good example to demonstrate that MSS is an enabling tool. The customizing you have to do especially for MSS is very limited. Instead MSS reuses the functionalities that are already implemented in the R/3-system.



Employee	Personnel Number	
Julia Grimm	00001444	■
Andreas Klein	00001450	■
Felicitas Bauer	00001451	■
Ellen Rilke	00001441	■
Axel Janosch	00001443	■
Maike Thoma	00001445	■
Felix Eckermann	00001446	■
Roland Schröder	00001447	■
Constanze Engel	00001448	■
Michael Ende	00001449	■

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Data from 6/8/04 11:22 AM
[Update](#)

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- ✎ The following prerequisites must be met to use this iView:
 - ? Implement the R/3 components *Personnel Administration (PA-PA)* and *Organizational Management (PA-OM)*
 - ? Integrate PA-PA and PA-OM components
- ✎ Necessary customizing settings for the **Team Viewer iView** need to be made for the Object and Data Provider. To check these settings, first imported the plug-in to your HR system and go to the Customizing settings for the *Business Package for Manager Self-Service* (transaction SIMG_SPORT) under *Object and Data provider*.

General data (ext.)

- This iView lets the manager display general data about employees in his or her area of responsibility, e.g. contact data such as office number, telephone number or email-address.

General Data	
Julia Grimm (00001444)	
Contract Data	
Work Contract	Comm. employee
Hiring Date	1/1/2001
Cap. Util. Level	100.00
Organizational Assignment More...	
Org. Unit	Sales PC Group 1
Position	Secretary Sales PC Group 1
Cost Center	0000008110 Vertrieb Gruppe 01
Payroll Area	HR-D: Sal. employees
Communications Data	
E-Mail	Julia.Grimm@ides.com
Office	BAC/AU.22
Telephone	56565
Personnel Structure	
Personnel Area	Frankfurt
Pers. Subarea	Zentrale
EE Group	Active
EE Subgroup	Salaried staff

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- The iView also displays the following data:
 - ? Personnel number
 - ? Hiring date
 - ? Organizational assignment
- The system determines the contact data according to the following procedure:
 - The system reads office and telephone data from infotype *Internal Data (0032)*
 - The system reads infotype *Communication (0105)*
 - The system reads the e-mail address (subtype 0010)
 - If the *Internal Data (0032)* infotype does not contain a telephone number, the system reads the telephone number from subtype 0020.
 - If the system cannot find the data when reading the infotypes and subtypes, it reads user data.
- The system reads the remaining data from the *Organizational Assignment (0001)* and *Basic Pay (0008)* infotypes.

✎ Organizational Assignments (ext.)

- ✎ This iView lets managers display the organizational assignments for employees who are assigned to their area of responsibility. Managers obtain an overview of the past organizational assignments of their employees and can use this information to gain an overview of the career development of employees at their enterprise. Managers can personalize the period for which they display organizational assignments. The data displayed is based on SAP R/3 data from Organizational Management.

General Data			
Julia Grimm (00001444)			
Contract Data		Communications Data	
Work Contract	Comm. employee	E-Mail	Julia.Grimm@ides.com
Hiring Date	1/1/2001	Office	BAC/AU.22
Cap. Util. Level	100.00	Telephone	56565
Organizational Assignment More...		Personnel Structure	
Org. Unit	Sales PC Group 1	Personnel Area	Frankfurt
Position	Secretary Sales PC Group 1	Pers. Subarea	Zentrale
Cost Center	0000008110 Vertrieb Gruppe 01	EE Group	Active
Payroll Area	HR-D: Sal. employees	EE Subgroup	Salaried staff

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- ✎ The system displays the Position history in a list, together with staff assignment period and staff assignment percentage, if required. For each of the positions, the system displays the corresponding jobs and organizational units together with the relationship period (*Relationships* infotype (1001)).
- ✎ The system displays, for each organizational unit, the last manager responsible in the relationship period together with his or her e-mail address, telephone number, and room number.
- ✎ The system only displays this data and the corresponding labels, if the data is stored in the system. If no job has been created for the position, the system does not display the Job label at all.

✎ Absence Days (ext.)

- ✎ By using this iView the manager can display absence data during a given period for the employees in his or her area of responsibility. The manager can personalize the display. The system reads the SAP R/3 Time Management data from the *Absences* infotype (2001).

Absence Days															
Define Filter Filter not active															
Period 6/8/2003 - 6/8/2005															
Period				Days		Description									
12/22/2003 - 12/31/2003				6.00		Leave w. quota d. (days)									
« « December 2003							January 2004 » »								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
49	30	1	2	3	4	5	6	1	28	29	30	31	1	2	3
50	7	8	9	10	11	12	13	2	4	5	6	7	8	9	10
51	14	15	16	17	18	19	20	3	11	12	13	14	15	16	17
52	21	22	23	24	25	26	27	4	18	19	20	21	22	23	24
1	28	29	30	31	1	2	3	5	25	26	27	28	29	30	31

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✎ Features:

- ? The system displays the data as a table of intervals, or as a calendar. You can browse through the calendar. The table entries are in the form of links that the manager can use to call the intervals in the calendar view directly.

If the manager only wants to display certain absence types in the current list, he or she can filter the list. If, from the R/3 side, you only want to deliver certain absence types, use the enhancement HRWPCABS (see *Optional Settings*). This enhancement enables you, for example, to display only absence types regarding absences in the sense of *leave*. Over an ID, this absence type is included in the iView parameters as a *customer-defined absence type* (ABSENCE_TYPE).

You can use the iView more than once, to display different, self-defined absence types (leave, sickness, and so on).
- ? Optional settings for the **Absence Days iView** can be used as part of the SAP enhancement HRWPCABS to control whether the system should display absences of a certain type only. You can find the enhancement when you have imported the plug-in to your HR system in the settings for the *Business Package for Manager Self-Service* (transaction SIMG_SPORT) under *Employee Profile* -> *Filter Absence Records*.

Monitoring of Tasks (ext.)

- This iView displays data for selected employees from infotype *Monitoring of Tasks* (0019). The following data can be displayed: status, date, reminder, task.

Status	Date	Reminder	Task
●	7/1/2004	6/10/2004	Next appraisal

Data From 12/14/2003 To 12/14/2004

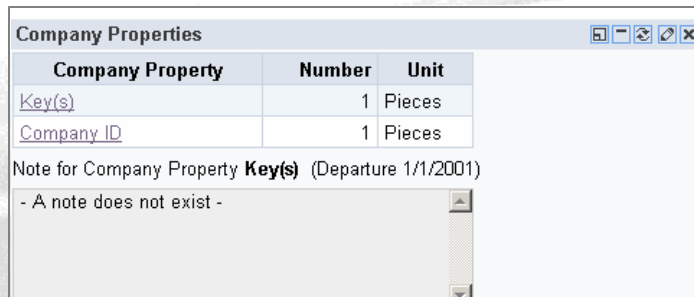
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Integration

- This iView can be used within the *Employee Profile* page technical name: com.sap.pct.hcm.eeprofile.pag) and the Reminder of Dates iView.
- The following applies for the **Employee Profile** :
 - ? The Team Viewer iView transfers the employee's personnel number to the iView using event handling.
 - ? Tabular display of an employee's task types according to the personalization settings.
 - ? Data selection period is displayed below the table.
- The following applies for iView **Reminder of Dates**:
 - ? The personnel number, start and end date, and selected task type are transferred by the Reminder of Dates iView.
 - ? The iView is displayed in a separate window.
 - ? The selected tasks are displayed in a table.
 - ? The employee's name is displayed above the table.
 - ? The *Close* pushbutton for the window is located below the table.
- Besides the general system prerequisites, you must use the SAP R/3 component Personnel Administration, to use the **monitoring of tasks iView**.

Company Properties (ext.)

- This iView lets the manager display the properties of employees assigned to his or her area of responsibility. The system reads data from the *Objects on Loan* infotype (0040). The system displays the data as a tabular overview for the current time. In a text area below the table, the system displays three lines of a note relating to an object that the manager selects in the table. If an object on loan is related to a cost center, the system also displays the cost center in the table.



Company Property	Number	Unit
Key(s)	1	Pieces
Company ID	1	Pieces

Note for Company Property **Key(s)** (Departure 1/1/2001)

- A note does not exist -

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🔗 Archived Documents (ext.)

- 🔗 This iView displays all of the documents stored for an employee or an applicant in SAP ArchiveLink.

Infotype	Document	Archived on
Other Documents	Color photos	10/22/2002

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- 🔗 To use the **Archived Documents iView**, the interface of your archive system must have a HTTP 4.5 certification.

Photo (ext.)

- This iView displays the photo(s) stored in the SAP R/3 component ArchiveLink for employees and applicants in the manager's area of responsibility.



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- To use the **Photo iView**, the interface of your archive system must have a HTTP 4.5 certification.

Personal Data (ext.)

- This iView displays personal data of employees assigned to the manager's area of responsibility. The system displays the following data: date of birth, marital status and private address. The system reads this data from the infotype *Personal Data* (0002) and the infotype *Addresses* (0006).



Personal Data	
Birth Date	6/21/1965
Mar. Status	Single
Address	Frau Julia Grimm Bismarckplatz 22 69117 Heidelberg

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- For formatting addresses in the **Personal Data iView**, the system uses the function module `HR_MAKE_ADDRESS`.

🔗 Emergency Contact (ext.)

- 🔗 This iView displays the emergency contact information (address and/or telephone number) for the selected employee.

The emergency contact data originates from infotype *Addresses* (0006).

Subtype *Address Type* is evaluated for this purpose. You can specify this directly using the property *ADDRESSTYPE*, or indirectly using characteristics *RCLAS* and *VARKY* (see below). The latter two characteristics are used to evaluate feature *ADDRS* (*Set Subtype Sequence for Address Formatting*).

The screenshot shows a window titled "Emergency Contact" with a standard SAP toolbar. The content is organized into two sections: "Address" and "Telephone".

Emergency Contact	
Address	
Frau	
Ellen Rilke	
Alexander VanDerpruut	
123 Corona street	
OTTAWA ON M1H 1H0	
KANADA	
Telephone	
6035551212	

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- 🔗 In addition to general prerequisites for the **Emergency Contact iView** you must use the SAP R/3 component personnel administration. If you want to implement Release 4.5B as the R/3 backend system, you also need Support Package 04 for PI 2003.1. For more information, see SAP Note **647048**.

☞ Compensation Adjustments (ext.)

- ☞ This iView lets the manager display compensation adjustments from the *Compensation History* infotype (0380) during a given period for the employees in his or her area of responsibility. The manager can change the period to suit his or her requirements.

Compensation Adjustments						
Valid	Reason	Adjustment	Status	Basis	Amount	%
1/1/2002	Salary review	Annual merit review	Planned	0	1212.00	0
Data From 6/14/1999 To 6/14/2009				All amounts in EUR		

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- ☞ In a tabular overview, the iView displays the following data for each compensation adjustment: Effective date (*EFFDA*), Adjustment reason (*CPROC*), Adjustment type (*CPLAN*), Status of the compensation adjustment (*CSTAT*), Calculation base for the compensation adjustment (*BSSAL*), Total adjustment amount (total of all wage types), Currency, Total adjustment percentage.
- ☞ For the **Compensation Adjustments iView**, the following prerequisites must be met: you must implement the SAP R/3 component *Compensation Management* and The *Compensation History* infotype (0380) must be maintained for the employees in the manager's area of responsibility.

✎ Awards (ext.)

- ✎ This iView lets the manager display the awards from the *Awards* infotype (0382) for each employee in his or her area of responsibility for a specified period.

Awards							
Date	Description	Granted	Exercised	Not Available	Next Availability Date	Next Available	Expiration Date
1/2/2002	Stock program 2002	120	0	120	1/2/2007	120	1/1/2008

Data From 6/14/1999 To 6/14/2009

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- ✎ For the **Awards iView**, the following additional settings need to be made: As with the Compensation Adjustments iView, you must implement the SAP R/3 component *Compensation Management*. In addition, *Awards* infotype (0382) must be maintained for the employees in the manager's area of responsibility.

Salary Development (ext.)

- This iView lets the manager display salary development data for employees in his or her area of responsibility. The data is displayed for a given period, for example, accumulated annual values for salaries, bonus payments, and so on.

Salary Development		
Year	1SAL	2BON
2004	38,400.00	0
2003	38,400.00	0
2002	38,400.00	0
2001	67,687.29	0

All Amounts in EUR

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- The iView can determine annual values based on payroll results or based on infotypes *Basic Pay* (0008), *Recurring Payments and Deductions* (0014), and *Additional Payment* (0015). The data is displayed in the iView in tabular form. In addition, users can choose the property *DisplayChart* (see above) to display a diagram.
- For the **Salary iView**, in addition to general prerequisites, one of the following SAP R/3 system prerequisites must be fulfilled:
 - ? SAP R/3 Release 45B + HR Support Package 82 or higher
 - ? SAP R/3 Release 46B + HR Support Package 64 or higher
 - ? SAP R/3 Release 46C + HR Support Package 55 or higher
 - ? SAP R/3 Release 470 + HR Support Package 01 or higher

In addition, you must have defined the annual values you want to see displayed and the wage types that are to be evaluated. Make these settings in the Implementation Guide (IMG) for the *Business Package for Manager Self-Service* (transaction SIMG_SPORT), under *Manager Self-Service* • *Employee Review* • *Define Wage Types for Annual Salary*.
- Optional under *Manager Self-Service* • *Employee Review* • *Adjust Periods for Annual Salary*, you can use enhancement HRWPCEP1 to adapt the periods used for determining the annual salary to suit your customer requirements.

✎ Compensation Adjustments (ECM) (ext.)

- ✎ This iView lets the manager display compensation adjustments from infotype 0759 (*Compensation Process*) during a given period for the employees in his or her area of responsibility. The manager can personalize the period.

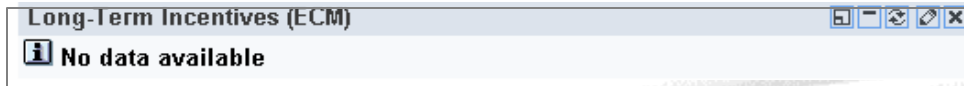


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- ✎ For the **Compensation Adjustments (ECM) iView**, the **Long Term Incentives iView** and for the **Salary Data (ECM) iView**, you must use the SAP R/3 component Enterprise Compensation Management (ECM).

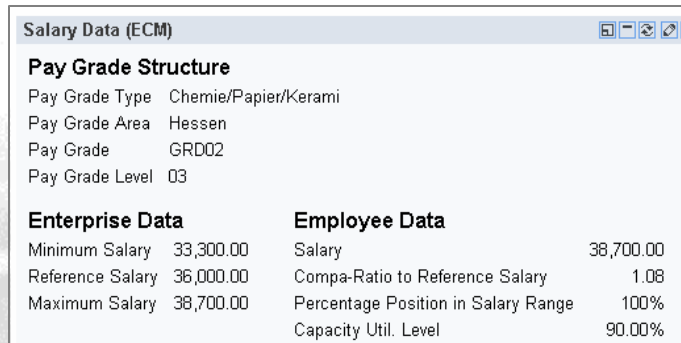
Long Term Incentives (ext.)

- This iView lets the manager display the long-term incentive data from infotypes 0761 (*LTI Granting*) and 0762 (*LTI Exercising*) for each employee in his or her area of responsibility for a specified period. The manager can personalize the period.



 **Salary Data (ECM) (ext.)**

-  This iView allows the manager to display each employee's current salary compared with the internal specifications for his or her salary group, the comparison to the reference salary, and the percentage position in the salary range. The data comparison is displayed in a graphic, thereby enabling the manager to see at a glance whether the employee's salary is above or below the reference salary.



Pay Grade Structure	
Pay Grade Type	Chemie/Papier/Kerami
Pay Grade Area	Hessen
Pay Grade	GRD02
Pay Grade Level	03

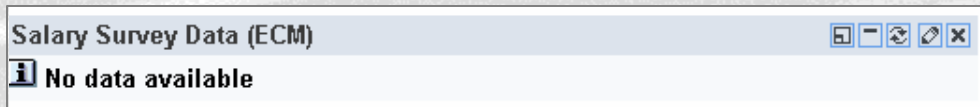
Enterprise Data		Employee Data	
Minimum Salary	33,300.00	Salary	38,700.00
Reference Salary	36,000.00	Compa-Ratio to Reference Salary	1.08
Maximum Salary	38,700.00	Percentage Position in Salary Range	100%
		Capacity Util. Level	90.00%

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Salary Survey Results (ECM) (ext.)

- ✦ This iView displays the market data or results from salary surveys from infotype 1271 (*Composite Result*). The iView displays data on the following areas:
 - ✦ Employee Salary Data
 - ✦ Job/Position Survey Data
 - ✦ Graphic that compares the survey data and the employee's current salary.

The administrator can set up which percentile is to be displayed for the salary and survey data and whether average values are to be displayed (see *Properties*). The administrator can also specify whether the percentage and absolute difference between the survey result and the employee salary data is to be displayed.



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- ✦ For the **Salary Survey Results (ECM) iView**, you must use the SAP R/3 component Enterprise Compensation Management (ECM).

Appraisals (ext.)

- This iView lets the manager display appraisals that employees in his or her area of responsibility have received during a given period. The following data will be displayed for each appraisal: Appraisal text and period, Appraiser, Overall appraisal result, Appraisal scale, Status and Creation date, List of individual appraisals

Appraisals	
Performance Appraisal Individual 1/1/2003 - 12/31/2003	Overall Appraisal 6 - Above average
Scaling	1 - Very low ... 9 - Excellent
Status	Completed
Appraiser	Marius Olshowka (12/31/2003)
Authorities	5 - Average
Assertiveness	7 - High
Communication Skills	6 - Above average
Leadership	3 - Rudimentary
Target Driven	3 - Rudimentary
Performance Behavior	8 - Very high
Customer-oriented	6 - Above average
Flexibility	7 - High
Problem Solving	8 - Very high
Willingness to Learn	9 - Excellent
Leistungsbeurteilung Einzel 1/1/2001 - 12/31/2001	Overall Appraisal 7 - High
Teilnehmerbeurteilung 1/2/2001 - 1/23/2001	

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- The **Team Viewer** iView transfers the employee's personnel number to the iView using event handling.
- If you want to use the **Appraisals iView**, you must implement the SAP R/3 component Personnel Development.

Business Events (ext.)

- This iView lets the manager display business events that have been booked or attended during a given period by employees in his or her area of responsibility. For each event, the following data can be provided: event name, period, fee and status (booked, canceled, attended)
Using a link stored in the event name, the manager can call a detail view.

Business Event	From	To	Fee	Currency	Status
Spanish	10/8/2003	11/25/2003	7600.00	EUR	Participated
Market Situation	10/1/2003	10/1/2003	0		Participated
Driver-Training Refresher	7/2/2003	7/2/2003	700.00	USD	Participated
First Assistance	2/3/2003	2/3/2003	175.00	USD	Participated
Client Communication	7/9/2002	7/11/2002	900.00	EUR	Participated
Selling Training	4/4/2001	4/5/2001	1500.00	DEM	Participated
Safety Training	1/2/2001	1/23/2001	450.00	CAD	Participated

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- The Team Viewer iView transfers the employee's personnel number to the iView using event handling.
- If you also implement the **Business Event Details** iView, the manager can also display *detailed* information about business events.

Business Events Details

- This iView displays detailed information about the following object types: Business event; Business event types; Development plan. The system displays the following data for the object types *business event* and *business event type*: description, prerequisites, imparted qualifications, target group.

The screenshot displays the 'Business Events' iView. On the left, a table lists various business events. An orange arrow points from the 'Selling Training' entry in the table to a detailed view window on the right. The detailed view window shows the following information:

Business Event	From
Spanish	10/8/2001
Market Situation	10/1/2001
Driver-Training Refresher	7/2/2003
First Assistance	2/3/2003
Client Communication	1/2/2002
Selling Training	4/4/2001
Safety Training	1/2/2001

Selling Training

Description

- Course Content: This course covers basics for Sales Employees on the customers side.
- Extended course text: This course contains basics for Sales Employees on the customers side.

Qualifications Imparted

- Marketing Skills (Very high)
- Willingness to assume responsibility
- Independence and initiative
- Sociability

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- For the object type *development plan*, the system displays the description and selected data from the plan in tabular form.
- The manager can call this iView from the **Profile Matchup** and **Business Events** iViews.

Qualifications (ext.)

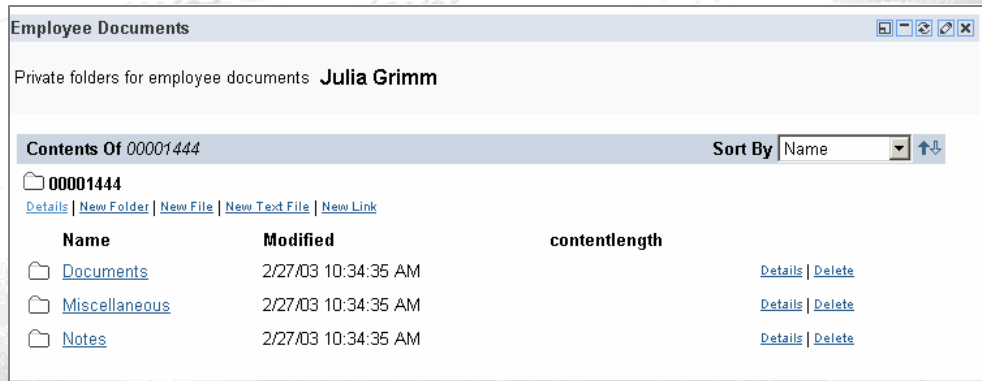
- This iView enables managers to display qualifications, and the respective proficiency, for employees in their area of responsibility.

Qualification	Proficiency
Knowledge of general office activities	Adequate
Knowledge in Desktop Publishing	High

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Employee documents (ext.)

- This iView allows a manager to administer all employee documents that only he or she can access in *Content Management*.



- Master iView *EmployeeDocumentsDispatcher* comprises two additional master iViews that are called automatically, namely *EmployeeDocumentsHeader* and *Employee Documents*. *EmployeeDocumentsHeader* only displays a header line and is always the same size. In contrast, *EmployeeDocuments* contains the actual documents and its size is therefore determined by the number of folders and documents. We recommend, therefore, that you limit the size of this document iView.
In Java iView *com.sap.pct.hcm.employeedocuments*, the size can be limited using parameter *HeightPercentage*. The system administrator enters the percentage of the document iView in relation to the overall height of the Java iView. For optimum results, enter 80% for a Java iView with a fixed height of 500 pixels.
- For using the **Employee Documents iView**, the following prerequisites have to be set besides the general system settings: Content Management must be integrated in the SAP Enterprise Portal; SAP Note 640634.
- Further on the manager can personalize the folder structure. He or she can enter different paths starting from the root folder. The different paths must be separated by commas.
Example: Note,Notes/Work,Documents,Documents/Design,Miscellaneous
- The system administrator determines the root path that is used within *Own Documents*, whereas the manager can personalize the higher-level file structure. This file structure is then automatically generated for each employee.

Appraisal Overview (ext.)

- This iView allows a manager to display an overview of appraisals he or she needs to process for his or her area of responsibility. The iView displays new appraisals that need to be processed, and appraisals that are already in process.

Appraisal Overview					
Selection Criteria			Selection Statistics		
View	Directly Subordinate Employees		Number of Employees	5	
Appraisal Model	Annual Review (SEM)		Appraisals to Be Edited	5	
Period Appraised	1/1/2002	To 12/31/2002	Completed Appraisals	0	
Appraisal Status	All Statuses		Completed Appraisals (in %)	0	
Manager	All Managers				
Start					
Employee	Personnel Number	Management Function	Position	Superior	Entry D
Grimm, Julia	00001444		Secretary Sales_PC Group 1	Hartmut Zessner	1/1/200
Klein, Andreas	00001450		Sales_Employee Laptops Gr1	Hartmut Zessner	1/1/200
Bauer, Felicitas	00001451		Sales_Representative Laptops Gr1	Hartmut Zessner	1/1/200
Herz, Donna	00001452		Sales_Representative Laptops Gr1	Hartmut Zessner	1/1/200
Leitner, Daniel	00001453		Sales_Representative Laptops Gr1	Hartmut Zessner	1/1/200
Update					

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- The manager can use the following selection criteria to limit which appraisals are displayed:
 - ? View (view ID)
 - ? Appraisal template used
 - ? Appraisal period
 - ? Appraisal status
 - ? Filter according to subordinate managers
- Managers can create and edit appraisals directly from the overview screen (by going to the **Edit Appraisals** iView). Furthermore, managers can also display information on employees and their superiors (*Employee Profile* page), on employees' positions (*Position Profile* page), and previous employee appraisals. Managers can store additional documents on employees by navigating to the Employee Documents iView .
- To use the **Appraisal Overview iView** you must also have made the settings for the *Object and Data Provider*.

✎ Edit Appraisals (ext.)

- ✎ This iView lets the manager create appraisals for the employees assigned to his or her area of responsibility and display an overview of appraisals that still need to be edited, that is, appraisals that do not yet have the status *completed*.

Received Appraisals			
Appraisal	Appraiser	Period Start Date	Period End Date
Performance Appraisal Individual	Markus Olschowka	1/1/2003	12/31/2003
Teilnehmerbeurteilung	Safety Training	1/2/2001	1/23/2001

[Update](#)

Appraisals to Be Edited				
Employee	Appraisal	Period Start Date	Period End Date	Delete
Julia Grimm	Leistungsbeurteilung Einzel	1/1/2001	12/31/2001	Delete

[Update](#)

New Appraisal

Appraisal Form:

Period Appraised*: To *

Appraisal Date*:

[Create](#)

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- ✎ The functions of the iView correspond to those of the SAP R/3 transaction for creating and editing appraisals in the SAP R/3 component *Personnel Development*.
- ✎ The manager can edit appraisals by navigating to the iView *Appraisal Forms* (technical name: com.sap.pct.hcm.editappraisalformular.par[.tpl]). This iView contains the appraisal form that was defined in R/3 Customizing for Human Resources. It is not necessary or possible to make any additional settings for this iView, which is only called indirectly.
- ✎ These prerequisites must be fulfilled to use the **Edit Appraisals iView**:
You must first import the following support packages into your HR System:
 - ? 46B: HR R/3 Support Package 39, R/3 Support Package 32
 - ? 46B: HR R/3 Support Package 33, R/3 Support Package 23
 You must create the corresponding appraisal model (transaction OOAM) in SAP R/3 Customizing. For more information, refer to the Implementation Guide (IMG) for the SAP R/3 *Personnel Development* component under *Appraisal Systems -> Edit Appraisals Catalog*.

Profile Match-Up (ext.)

- This iView lets the manager display a profile matchup between the existing qualifications of an employee in his or her area of responsibility and the requirements of the employee's position.

Profile Matchup

Depreciation meter was considered
Alternative qualifications were not considered

Required and Existing Qualifications

Qualification	Required	Current
Knowledge of general office activities	Average	Adequate
Knowledge of multimedia	Adequate	
Knowledge of general office policies	Average	
Ability to organize and act	Adequate	
Knowledge in Desktop Publishing	Adequate	High

Recommended Business Events

Business Event	Imparted Qualification
Trainee Program Administration	Knowledge of general office activities
Powerful Presentations	Knowledge of multimedia
Trainee Program Administration	Knowledge of general office policies
Management Philosophy	Knowledge of general office policies
Trainee Program Administration	Ability to organize and act

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- The system compares the qualifications currently held by the employee with the requirements stored for the position. If the system detects qualification deficits, it proposes business events that impart the missing qualifications. The system displays proposed business events in a list. The manager can click a business event in the list and display information about it in a separate window. The functions of the iView correspond to those of the SAP R/3 transaction for the profile matchup in *Personnel Development*.
- To use the **Profile Matchup iView**, you must also implement the SAP R/3 *Personnel Development* and *Training and Event Management* components and have entered the following data in SAP R/3:
 - ? Qualifications of the employee
 - ? Requirements of the position
 - ? Business events

Optional: You can specify that the system should consider the depreciation values of the employee's qualifications by selecting the user parameter PEH = X. Further on you can specify that the system should look for alternative qualifications if the employee does not have the required qualifications by selecting the user parameter PES = X.

✎ Status Overview (ext.)

- ✎ The iView for the status overview of *Objective Setting and Appraisals* allows managers to display how many documents have been processed for a particular form within a specific period.

Name	Complete	Preparation	In Planning	In Review	In Process	Completed	Approved	Closed Approved	Rejected	Close Rejecte
Julia Grimm	0.00	0	0	0	0	0				
Andreas Klein	0.00	0	0	0	0	0				
Felicitas Bauer	0.00	0	0	0	0	0				
Ellen Rilke	0.00	0	0	0	0	0				
Axel Janosch	0.00	0	0	0	0	0				
Maike Thoma	0.00	0	0	0	0	0				
Felix Eckermann	0.00	0	0	0	0	0				
Roland Schröder	0.00	0	0	0	0	0				
Constanze Engel	0.00	0	0	0	0	0				
Michael Ende	0.00	0	0	0	0	0				

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- ✎ The following prerequisites must be fulfilled in order to use the **Status Overview iView**: To be able to evaluate, create, or edit the relevant appropriate appraisals, at least one defined appraisal form must be released in the SAP R/3 System. You define appraisal forms in the Implementation Guide (IMG) for *Personal Development* under *Objective Setting and Appraisals* -> *Edit Templates*. All nine status columns must be defined in the properties of the iView (see SAP Note **497777**). The view groups of the *Object and Data Provider* determine the number of objects and columns:

? View group: HAP_STATUS

? Column name: HAP_STATUS_1 (...9) (*document status*) and HAP_PEROCO (*percentage of processed documents*)

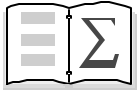
✎ Optional settings:

- ? You can specify that the system should consider the depreciation values of the employee's qualifications by selecting the user parameter PEH = X.
- ? You can specify that the system should look for alternative qualifications if the employee does not have the required qualifications by selecting the user parameter PES = X.




The screenshot displays the SAP Employee Review Portal View for Julia Grimm (00001444). The interface includes a navigation menu on the left, a main content area with tabs for General Data, Contract Data, Communications Data, Organizational Assignment, Personnel Structure, Absence Days, Monitoring of Tasks, Personnel Data, and Archived Documents. A photo of Julia Grimm is displayed on the right. The bottom status bar shows 'Unknown Zone (Picked)'.

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- ✘ Generally speaking, you cannot use all the iViews contained in the standard delivery because your enterprise will usually only implement either SAP R/3 Compensation Management (PA-CM) or Enterprise Compensation Management (ECM).
- ✘ If you use Enterprise Compensation Management (ECM), you can use all iViews with ECM in the title such as **Compensation Adjustment** or **Salary DATA**.



You are now able to:

-  **Understand the content of the MSS workset “Employee Review”**
-  **Describe the functionality of this workset**
-  **Customize this workset**

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Unit: Employee Review



In this exercise:

- ? Familiarize yourself with the Employee Review workset.
- ? Familiarize yourself with Employee Review customizing.



You will log on to the portal server and the R/3 backend system. Use the log-on information provided.

1. Which applications are integrated with the Employee Review workset?
2. You are preparing a feedback meeting with one of your subordinate employees. Where can you find the necessary information?
3. Update the appraisal of one of your employees and change grade 2 to the highest level available.
4. Why are the iViews of the workset Employee Review also useful for other processes?



Unit: Employee Review

1. Which applications are integrated with the Employee Review workset?
Organizational Management, Time Management, Training and Event Management, Enterprise Compensation Management, Compensation, Objective Setting and Appraisals, Personnel Development, Personnel Administration.
2. You are preparing a feedback meeting with one of your subordinate employees. Where can you find the necessary information?
Click on the tab Employee Review in the top-level navigation of the portal. In the middle of the page you can find the information concerning the general data. Select Compensation information in the Detailed Navigation.
3. Update the appraisal of one of your employees and change from grade 2 to the highest level available.
Click on the tab Employee Review in the top-level navigation of the portal. In the middle of the page you can find the information concerning the general data. Select Edit Appraisals in the Detailed Navigation iView.
4. Why are the iViews of the workset Employee Review also useful for other processes?
The General Information iViews can be used in many other processes.






Content:

- ✎ PCR concept
- ✎ Team viewer PCR
- ✎ Forms
- ✎ Status tracking for PCRs
- ✎ Workflow connection
- ✎ Development of new PCRs

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At the end of this unit you will be able to:

-  **Explain general concept of PCRs**
-  **Describe the components of PCRs**
-  **Explain the status tracking of PCRs**
-  **Customize PCRs**
-  **Develop your own PCRs**

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**✎ Your Company wants to replace paper-based HR processes that are initiated by managers through a portal-based solution.
Your team is assigned to accomplish this task.**

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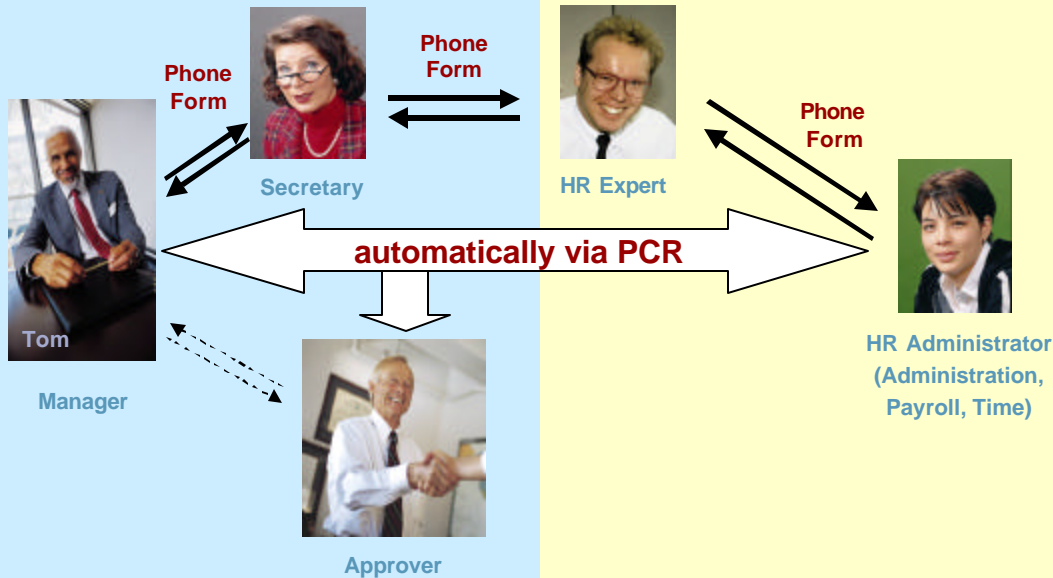
Introduction - What are PCRs?

SAP

Communication Line Management - HR Department

Line Management

HR Department



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- ✘ By implementing Personnel Change Requests (PCRs) you can solve the typical problems associated with paper-based processes. The system supports the manager by ensuring that the current version of the form is always displayed for his or her PCR. The master data of the employee for whom a change is to be requested is transferred to the header data of the request where the data is displayed according to the current status of the HR system. This prevents a manager from making any errors when transferring data from lists to requests.
- ✘ The system automatically enters information regarding the area of responsibility and forwards the request. Particularly in the case of requests that are used infrequently, many questions arise regarding the actual process and area of responsibility in a paper-based process. This often means that more people than are actually required are involved in the process.
- ✘ The time required for processing a paper-based request is often much longer than that required for an electronic request since paper-based requests must be forwarded by internal mail and it is also more difficult for those involved in the process to ask questions.



Tom

Manager

Selects the PCR form, maintains the requested data and starts a workflow by submitting the PCR-form



HR Administrator

Completes the PCR-form via the workflow inbox by calling the attached HR transaction



Approver

Approves the filled PCR form via his workflow inbox

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- ✎ This graphic shows the process for a typical request scenario that has been optimized using a PCR. The support offered by the system means that fewer participants are involved in the process. In the portal, you can store an FAQ document for each of the individual processes. This means that users can find the answers to their questions directly in the system.
- ✎ Since the system automatically enters the relevant data regarding the area of responsibility, individual participants no longer have to determine this information themselves. Therefore, the manager can create and submit his or her request without having to know which higher-level manager is required to approve the data or which HR administrator is to maintain the data in the system.
- ✎ At any time during the process, the manager requesting the change can view this information in his or her PCR overview in the portal. In the PCR overview, managers can display other participants and the status of the request.
- ✎ There is no need to forward any documents on paper since this is replaced with an electronic signature in the system. Internal mail is also no longer required.

- ✦ **Change employee group/subgroup** (in Organizational Assignment IT 0001)
- ✦ **Change personnel area/subarea** (in Organizational Assignment IT 0001)
- ✦ **Request promotion** (changing pay scale group and pay scale level, or pay grade and pay grade level, or a change of salary in IT0008)
- ✦ **Change position** (transferring an employee from one position to another within the managers' area of responsibility)
- ✦ **Request separation** (applying for the employer- or employee-initiated termination of a contract by selecting a suitable personnel action reason)
- ✦ **Request special payment** (creating an additional payment in IT0015)
- ✦ **Request transfer** (transferring an employee to the area of responsibility of a another manager)
- ✦ **Change working time** (changing work schedule rule and employment percentage in IT0007)



SAP delivers examples, each customer can create forms without modification

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- ✦ The SAP standard system already comprises a variety of PCRs. However, SAP accepts no responsibility for the completeness of these forms with regard to the business content or their suitability for all branches. Since processes differ greatly between enterprises, SAP provides only a toolbox in the form of a framework in the system and example implementations.
- ✦ The PCR concept enables you to replace individual PCR forms without the need for making additional modifications or allows you to use customer-specific workflows to depict processes.
- ✦ You can find out about the framework that is used, under Internal Service Request (ISR) or the term Q Notifications. The SAP Service Marketplace includes a cookbook that explains how to implement certain scenarios using different technology and you can find this cookbook under the alias /isr.

Selection of Personnel Change Requests

To create a personnel change request, please choose an employee from the list that has been selected.

Choose an Employee List: Employees

Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
<input checked="" type="radio"/> Grimm, Julia	00001444		Secretary Sales PC Group 1	Sales PC Group 1	
<input type="radio"/> Rilke, Ellen	00001441		Sales Executive Workstations Group 1	Sales Workstations Group 1	
<input type="radio"/> Janosch, Axel	00001443		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Thoma, Melie	00001445		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Eckermann, Felix	00001446		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Schröder, Roland	00001447		Sales Representative Workstations Gr1	Sales Workstations Group 1	<input checked="" type="checkbox"/>
<input type="radio"/> Engel, Constanze	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Ende, Michael	00001449		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Hoffmann, Jan	00001442		Sales Executive Laptops Group 1	Sales Laptops Group 1	
<input type="radio"/> Klein, Andreas	00001450		Sales Employee Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Bauer, Felicitas	00001451		Sales Representative Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Herz, Donna	00001452		Sales Representative Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Leitner, Daniel	00001453		Sales Representative Laptops Gr1	Sales Laptops Group 1	

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Views of the Object and Data Provider

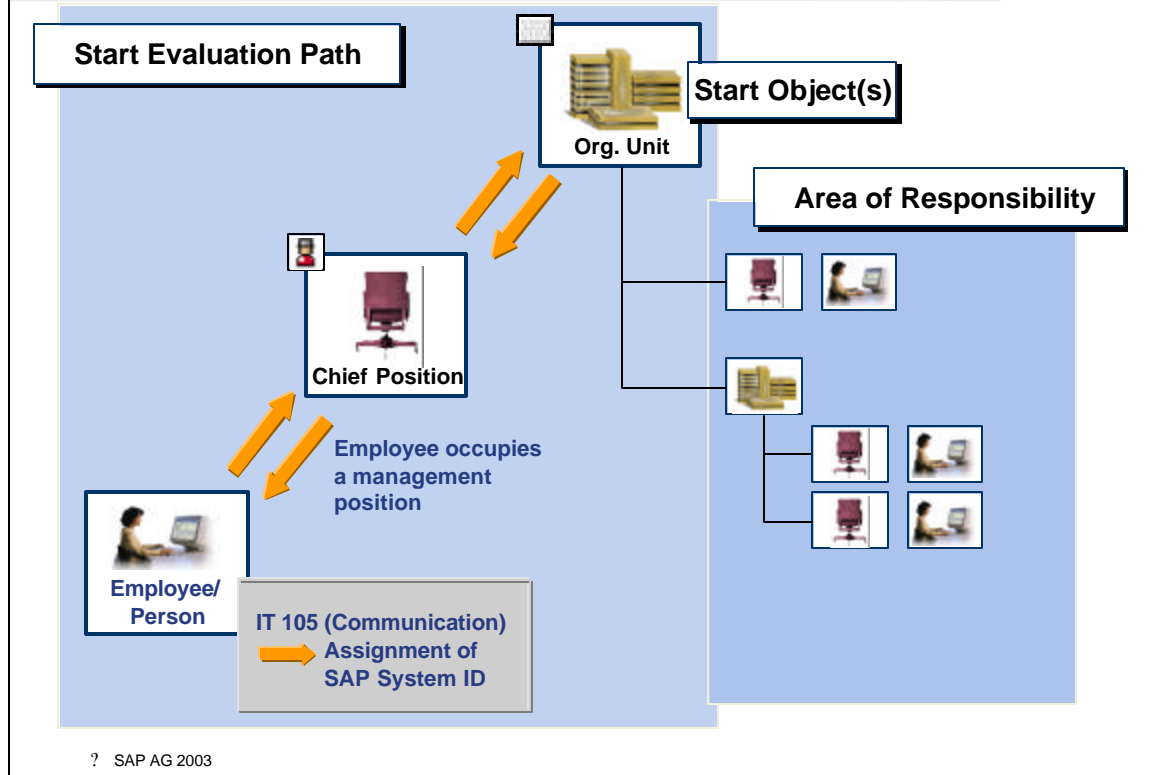
Link to Mail

Caching of the Object and Data Provider

Link to Employee Profile

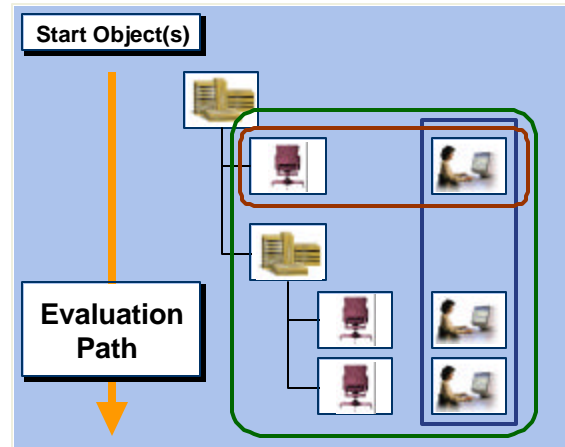
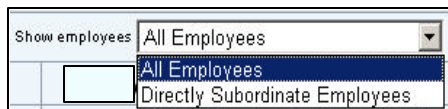
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- ✎ You access all PCRs from the Team Viewer. The Team Viewer displays all the employees assigned to the manager's area of responsibility. Therefore, the manager can only select those employees for which he or she is actually responsible.
- ✎ The header data is always up-to-date, since employees' data is transferred directly from the HR system.
- ✎ The Team Viewer also enables managers to branch to the employee profiles and send a mail to employees.
- ✎ The final column indicates for which employees PCRs are still being processed.



- ✎ To use all the functions of the Object and Data Provider in Manager Self-Service, you must have created the organizational plan of your enterprise in the Organizational Management component, which includes displaying the organizational structure and staff assignments, that is the assignment of persons or users to positions.
- ✎ To define views, you require both a start evaluation path and a subsequent evaluation path. The start evaluation path determines the start objects for the view. Starting from these start objects, a subsequent evaluation path is used to determine a number of organizational objects.
- ✎ When a manager logs onto the system, his or her start evaluation path (user-person-chief position-organizational unit) is used to determine all the organizational units for which he or she is responsible. The organizational unit is used as the start object for the subsequent evaluation path. Starting from the start object, a second evaluation path is used to determine along the structure the organizational objects (organizational units, jobs, positions, persons, cost centers) for which a manager is responsible.
- ✎ The relevant organizational objects (such as persons) are displayed in a list in the Team Viewer.

- ✎ Evaluation path to find all reports for a manager
- ✎ Evaluation path to find direct reports of a manager
- ✎ Evaluation paths are assigned to views of the Object and Data Provider



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- ✎ The Team Viewer enables managers to display different views of their area of responsibility, for example:
 - ? All reporting employees
 - ? All directly reporting employees
- ✎ The Plug-In in Customizing (transaction SIMG_SPORT) enables you to change the views of the organizational structure or add new views.

Views

SAP	Customer
V_TWPC_V	V_TWPC_V_C
V_TWPC_OTYPES	V_TWPC_OTYPES_C
V_TWPC_VG	V_TWPC_VG_C

SAP tables (delivery class E) with customer namespace Z* and Y*
Use customer tables to overwrite entries in SAP tables

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✎ The Customizing settings for the Object and Data Provider and the Customizing settings to be made by customers are delivered in separate views. This enables customers to override SAP entries without them having to make additional modifications by simply making different settings for an entry of the same name in the customer view.

V_TWPC_V: Definition of views

View	Name
PCRALL	All Employees
PCRDIR	Directly Subordinate Employees

View: PCRALL

Name of View: All Employees

Eval. Path for Root Objects: SAP_MANG

Funct. Module for Root Objects:

Evaluation Path Objects: SBESX

Column Group: PCR

Name of Column Group: Personnel Change Request

Header Type: PCR_HEADER

Delete Duplicates

Exclude Managers

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- ✎ To make the various views available for selection in the dropdownlist of the Team Viewer, and the relevant objects to be selected, a name must be assigned in this Customizing step and the evaluation path for determining objects must be maintained.
- ✎ The other settings determine how the objects are displayed and whether the person submitting the request is removed from the list, for example.

Team Viewer PCR – Object and Data Provider

SAP

V_TWPC_OTYPES: Definition of object types for PCRALL and PCRDIR

View	Name	O.. Object type text
PCRALL	All Employees	P Person
PCRDIR	Directly Subordinate Employees	P Person

V_TWPC_VG: Grouping views PCRALL and PCRDIR to viewgroup PCR

View Group	View	Name	Position
PCR	PCRALL	All Employees	1
PCR	PCRDIR	Directly Subordinate Employees	2

V_TWPC_ACOL: Assigning columns to column group

Column Group	Name	Column Name
PCR	Personnel Change R...	FATHER1_NAME
PCR	Personnel Change R...	FATHER2_NAME
PCR	Personnel Change R...	DRS_OBJTD_2
PCR	Personnel Change R...	PCR_EARNARK
PCR	Personnel Change R...	PCR_EENAME
PCR	Personnel Change R...	TO_EMAIL

View	PCRALL
Name of View	All Employees
Eval. Path for Root Objects	SAP_HANG
Funct. Module for Root Objects	
Evaluation Path Objects	SBEST
Column Group	PCR
Name of Column Group	Personnel Change Request
Header Type	PCR_HEADER
<input type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Exclude Managers	

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- ✘ The defined object types determine which organizational objects are displayed in the list. This means that you can use the evaluation path to select an entire organizational structure but display employees only.
- ✘ Using the generic Object and Data Provider means that you are not limited to the object type P (person), but you can also create views for requests based on positions or cost centers. In this way, you can create customer-specific PCRs that do not use the employee as the core object.
- ✘ The grouping of the individual views determines which selection options are to be available in the dropdown list for the person submitting the PCR.
- ✘ The column group or the individual columns in the group do not only define which data is later displayed in the Team Viewer, rather the interactive functions for each of the individual columns are also stored here. The column is used to define the portal service with which the employee profile is to be displayed or which frontend link is used to address the mail function.

V_TWPC_COLHEAD: Defining column headers

S.	Überschriftstyp	Spaltenname	Bezeichnung
ENPCR_HEADER	FATHER1_NAME	Position	
ENPCR_HEADER	FATHER2_NAME	Organizational Unit	
ENPCR_HEADER	ORG_OBJID_2	Personnel Number	
ENPCR_HEADER	PCR_EENAME	Employee	
ENPCR_HEADER	TO_EMAIL	Mail	

View: PCRALL
 Name of View: NI Employees
 Eval. Path for Root Objects: SAP_HANG
 Funct. Module for Root Objects:
 Evaluation Path Objects: SBESX
 Column Group: PCR
 Name of Column Group: Personnel Change Request
 Header Type: PCR_HEADER
 Delete Duplicates
 Exclude Managers

? SAP AG 2003

- ✎ For maximum flexibility, you can either overwrite individual column headers or you can do this using an appropriate header group.
- ✎ This enables you to use terms specific to your enterprise without having to make alterations to the logic of the individual columns or data retrieval.

Selection of Personnel Change Requests

To create a personnel change request, please choose an employee from the list that has a status "Active Person".

Choose an Employee List: Employees

Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
<input checked="" type="radio"/> Grimm, Julia	00001444		Secretary Sales PC Group 1	Sales PC Group 1	
<input type="radio"/> Rilke, Ellen	00001441		Sales Executive Workstations Group 1	Sales Workstations Group 1	
<input type="radio"/> Janosch, Axel	00001443		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Thoma, Melke	00001445		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Eckermann, Felix	00001446		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Schröder, Roland	00001447		Sales Representative Workstations Gr1	Sales Workstations Group 1	<input checked="" type="checkbox"/>
<input type="radio"/> Engel, Constanze	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Ende, Michael	00001449		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="radio"/> Hoffmann, Jan	00001442		Sales Executive Laptops Group 1	Sales Laptops Group 1	
<input type="radio"/> Klein, Andreas	00001450		Sales Employee Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Bauer, Felicitas	00001451		Sales Representative Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Herz, Donna	00001452		Sales Representative Laptops Gr1	Sales Laptops Group 1	
<input type="radio"/> Leitner, Daniel	00001453		Sales Representative Laptops Gr1	Sales Laptops Group 1	

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Views of the Object and Data Provider

Link to Mail

Caching of the Object and Data Provider

Link to Employee Profile

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Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
Grimm, Julia	00001444				
Hils, Glen	00001441				
Jacob, Axel	00001443				
Thomas, Mike	00001445				
Eckmann, Felix	00001448				
Schöder, Roland	00001447				
Engel, Constanze	00001449				
Erde, Michael	00001446				
Hoffmann, Jan	00001442				
Kühn, Andreas	00001458				
Bauer, Felicitas	00001451				
Herz, Denise	00001452				
Lehner, Daniel	00001453				

Julia Grimm (00001444)

Contract Data

Work Contract	Contn. employee
Hiring Date	1/1/2001
Cap. Util. Level	100.00

Communications Data

E-Mail	Julia.Grimm@ides.com
Office	BAC/CAU 22
Telephone	55555

Organizational Assignment

Org. Unit	Sales PC Group 1
Position	Secretary Sales PC Group 1
Cost Center	0000009110 Vertrieb Gruppe 01
Payroll Area	HR-D: Sal. employees

Personnel Structure

Personnel Area	Frankfurt
Perz. Subarea	Zentrale
EE Group	Active
EE Subgroup	Sales/staff

Personal Data

Birth Date: 6/21/1965
 Mar Status: Single
 Address: Frau
 Julia Grimm
 Blumenplatz 22
 69117 Heidelberg

Qualifications

Qualification	Proficiency
Knowledge of general office activities	Adequate
Knowledge in Desktop Publishing	High

Organizational History

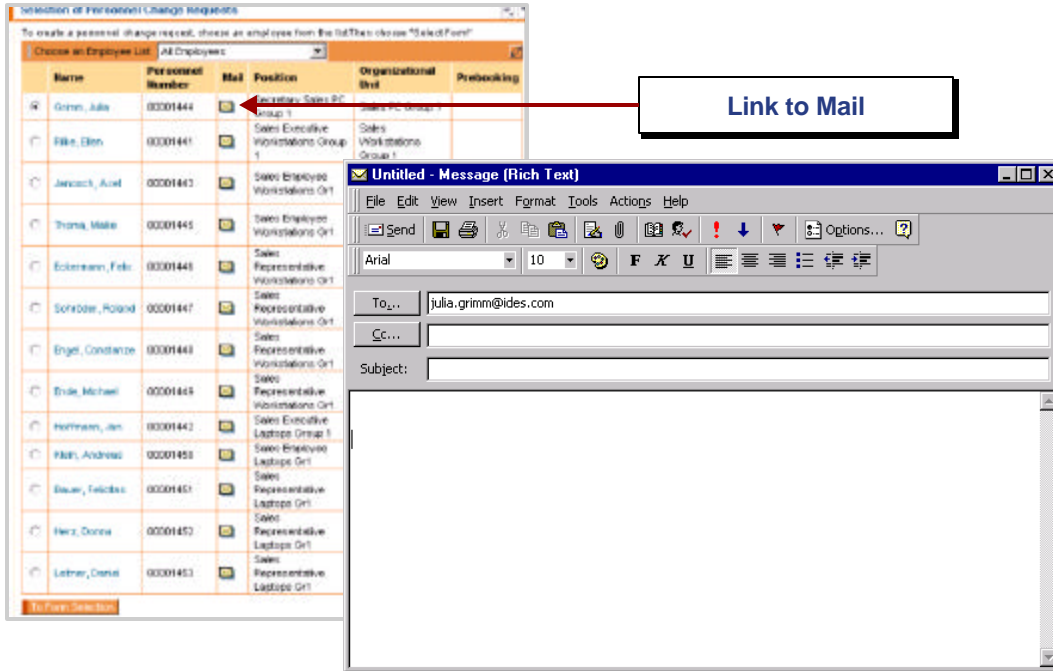
Position: Secretary Sales PC Group 1 From 1/1/2001

Center: Secretary
 Organizational Unit: Sales PC Group 1
 Manager: Tom Bender
 Telephone: 93547
 Room: BAC/CAU119
 E-Mail: Tom.Bender@ides.com

Link to Employee Profile

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- ✗ In the SAP standard system, the column used for employee names is PCR_EENAME. When the user clicks on an entry in this column, a further portal page is opened. In the case of the Employee Name column, this is the service com.sap.pct.hcm.pcreedetail.
- ✗ To ensure that this iView contains all the data it requires to generate the profile, a function module exists that transfers the relevant data. Function module HRWPC_PCR_EENAME_PARAM_CF is used for the profile.
- ✗ In this way, functions can also be realized for other columns that summarize important data for the linked object.
- ✗ The most important employee profile data includes the photo, personal data, organizational assignment data, and the employee's employment history.

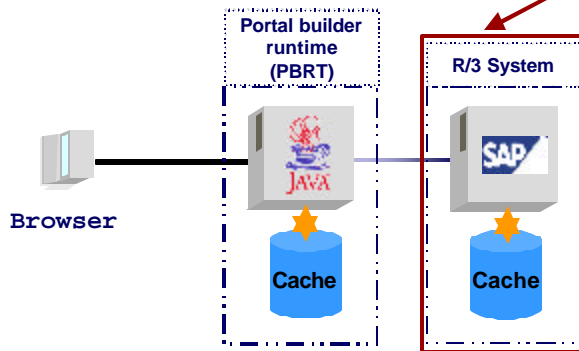


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- ✘ The mail icon is used to call the frontend function with which an e-mail can be sent to a particular recipient.
- ✘ In the standard system, the link starts with "mailto:". Depending on the mail system used throughout the enterprise, it is conceivable that not only the recipient but also template texts or subject lines be transferred as links.
- ✘ The frontend has sole responsibility for processing these links and calling the relevant e-mail client. The iView does not start a separate program.

Klein, Andreas	00001450	Sales Employee Laptop: Gr1	Sales Laptop Group 1
Bauer, Felicitas	00001451	Sales Representative Laptop: Gr1	Sales Laptop Group 1
Hertz, Donna	00001452	Sales Representative Laptop: Gr1	Sales Laptop Group 1
Leitner, Daniel	00001453	Sales Representative Laptop: Gr1	Sales Laptop Group 1

Data from: 6/25/04 8:10 PM Update



Caching used by the Object and Data Provider for time-consuming data selection

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- ✎ The Team Viewer provides managers with a list of employees who belong to their area of responsibility. The basic prerequisite for the Team Viewer is HR Organizational Management. All directly and indirectly reporting employees are determined along the organizational structure. These employees are then displayed in the portal using the Team Viewer.
- ✎ The Team Viewer can be implemented with other iViews from the Business Package for Manager Self-Service. When a manager selects a person in the Team Viewer, information about this person is displayed in related iViews such as in the Employee Profile. Some iViews, including the Employee Profile iView, do not include a function for selecting personnel numbers. Such iViews obtain the personnel number for which information is to be displayed using client eventing with the Team Viewer.
- ✎ That is, eventing takes place between the Team Viewer and other iViews. Eventing comprises the following three mechanisms:
 - ✎ When an employee is selected in the Team Viewer, other iViews (such as General Data, Photo, and Skills) are loaded that display data on the selected employee.
 - ✎ The first time the portal page is called with the Team Viewer (after the manager has logged onto the portal), the first employee in the person list is displayed.
 - ✎ The last employee to be selected is saved. When a manager navigates to a different portal page and then returns to the original page, the last employee he or she selected and the relevant information is displayed automatically in the related iViews.

Selection of Personnel Change Requests

To enable a personnel change request, choose an entry from the list. Then click on "Select Person".

Choose an Employee List: All Employees

Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
Grün, Julia	00001444		Secretary Sales PC Group 1	Sales PC Group 1	
File, Elan	00001441		Sales Executive Workstations Group 1	Sales Workstations Group 1	
Jawock, Axel	00001443		Sales Employee Workstations Gr1	Sales Workstations Group 1	
Thoma, Malte	00001445		Sales Employee Workstations Gr1	Sales Workstations Group 1	
Eckermann, Felix	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
Schöder, Roland	00001447		Sales Representative Workstations Gr1	Sales Workstations Group 1	✓
Engel, Constanze	00001449		Sales Representative Workstations Gr1	Sales Workstations Group 1	
Erde, Michael	00001446		Sales Representative Workstations Gr1	Sales Workstations Group 1	
Hoffmann, Jan	00001442		Sales Executive Laptop Group 1	Sales Laptop Group 1	
Klein, Andreas	00001450		Sales Executive Laptop Gr1	Sales Laptop Group 1	
Bauer, Felicitas	00001451		Sales Representative Laptop Gr1	Sales Laptop Group 1	
Hertz, Dorina	00001452		Sales Representative Laptop Gr1	Sales Laptop Group 1	
Lehner, Daniel	00001453		Sales Representative Laptop Gr1	Sales Laptop Group 1	

Go From Selection

Data from: 60564 5:58 PM Update

Sorting by clicking the column header

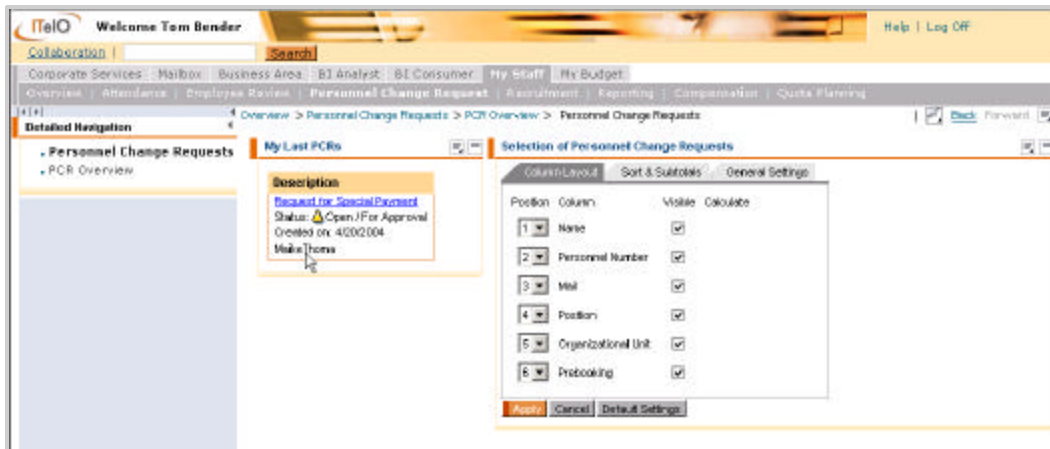
Features provided by the Portal Data Viewer: Sorting, Show/Hide columns, table settings

? SAP AG 2003

- ✗ The Portal Data Viewer is used in the Team Viewer.
- ✗ This basic portal element ensures that the relevant generic functions are available in lists in the Team Viewer.
- ✗ This means that you can sort the list entries according to the headers.
- ✗ Alternatively, you can use the personalization settings to show or hide columns or to maintain the number of rows that can be displayed at one time.

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Internal Use SAP Partner Only



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- ✎ The portal also enables you to personalize the position and visibility of individual columns. Irrespective of data retrieval in the backend system, you can control the display in the portal separately for each user.

Selection of Personnel Change Requests

To create a personnel change request, choose an employee from the list then choose "Select Form"

Choose an Employee List: All Employees

Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
<input type="checkbox"/>	00001443		Secretary Sales PC Group 1	Sales Laptop Group 1	
<input type="checkbox"/>	00001441		Sales Executive Workstations Group 1	Sales Workstations Group 1	
<input type="checkbox"/>	00001443		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001445		Sales Employee Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001447		Sales Representative Workstations Gr1	Sales Workstations Group 1	✓
<input type="checkbox"/>	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001448		Sales Representative Workstations Gr1	Sales Workstations Group 1	
<input type="checkbox"/>	00001442		Sales Executive Laptop Group 1	Sales Laptop Group 1	
<input type="checkbox"/>	00001458		Sales Executive Laptop Gr1	Sales Laptop Group 1	
<input type="checkbox"/>	00001451		Sales Representative Laptop Gr1	Sales Laptop Group 1	
<input type="checkbox"/>	00001452		Sales Representative Laptop Gr1	Sales Laptop Group 1	
<input type="checkbox"/>	00001453		Sales Representative Laptop Gr1	Sales Laptop Group 1	

Data from: 6/25/64 5:58 PM Update

Select an employee and choose "Select Form"

? SAP AG 2003

- ✘ The Team Viewer is the initial point of access for all PCRs.
- ✘ You must first select the appropriate view.
- ✘ You then select the employee for which the PCR is to be created.
- ✘ You use the button displayed below the list to navigate to where you can select the type of PCR you want to create.

Team Viewer - How to Create a PCR

SAP

The screenshot shows two overlapping SAP dialog boxes. The background dialog, titled "Selection of Personnel Change Requests", contains a table of employees. The foreground dialog, also titled "Selection of Personnel Change Requests", displays the details for the selected employee, Julia Grimm.

Name	Personnel Number	Mail	Position	Organizational Unit	Prebooking
Grimm, Julia	00001444		Secretary Sales PC Group 1	Sales PC Group 1	
Rilke, Ellen	00001441		Sales Executive Workstations Group 1	Sales Workstations Group 1	
Janosch, Axel	00001443		Sales Employee Workstations Gr1	Sales Workstations Group 1	
Thoma, Malte	00001445		Sales Employee Workstations Gr1	Sales Workstations	
Eckermann, Felix	00001446				
Schröder, Roland	00001447				
Engel, Constanze	00001448				
Ende, Michael	00001449				
Hoffmann, Jan	00001442				
Klein, Andreas	00001450				
Bauer, Felicitas	00001451				
Herz, Donna	00001452				
Leitner, Daniel	00001453				

The foreground dialog displays the following data for Julia Grimm:

To create a change request, you selected:

- Name: Julia Grimm
- Personnel Number: 00001444
- Office: BACALJ22
- E-mail: Julia.Grimm@idsa.com
- Tel. (Offices): 56555
- Personnel Area: Frankfurt
- Personnel Subarea: Zentrale
- Employee Group: Active
- Employee Subgroup: Salaried staff
- Cost Center: Vertrieb Gruppe Of

There are 11 change requests available. Click on a link to start a form:

- Change Employee Group and Subgroup
- Change Personnel Area and Subarea
- Request for Internal Transfer (Enhanced)
- Request for Promotion
- Request for Internal Transfer
- Request for Separation (Enhanced)
- Request for Separation
- Request for Special Payment
- Request for Transfer (Enhanced)
- Request for Transfer
- Change of Working Time

Buttons: "To Form Selection" (highlighted with a red box), "Back to Employee Selection"

? SAP AG 2003

- ✗ After you have selected an employee, additional basic data for the employee is displayed in the header.
- ✗ This is to prevent a PCR from being inadvertently created for the wrong employee.
- ✗ The PCRs that are available are listed below the employee's basic data.
- ✗ This list is not necessarily the same for all employees. Employee groupings, together with the assignment of individual request scenarios to these groupings, dictate which requests can be selected here.

✎ **ViewGroup**

Viewgroup from the object and data provider
SAP: PCR

✎ **CacheValid**

Validity of the backend cache
SAP: 3 days

✎ Properties can be changed by portal administrator

? SAP AG 2003

- ✎ The Customizing settings made for the iView in the portal dictate which view groups from the backend system are used for the PCRs.
- ✎ The Customizing settings also define how long the cache of the Object and Data Provider remains valid before data is read from the backend system.

Forms – General Layout

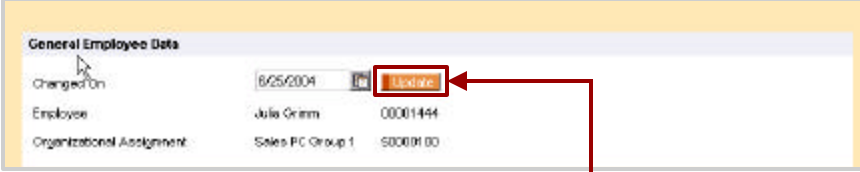
SAP

The screenshot shows the SAP 'Change Employee Group and Subgroup' form. It is divided into several sections, each highlighted with a callout box:

- Form Header:** Contains 'General Employee Data' with fields for 'Changed On' (6/25/2004), 'Employee' (Julia Grimm, 00001944), and 'Organizational Assignment' (Sales-PC Group 1, 90000100). An 'Update' button is next to the 'Changed On' field.
- Request Data:** Contains 'Request Data' with 'Current' and 'New' columns. 'Employee Group' is 'Active (1)' and 'Employee Subgroup' is 'Salaried staff (DU)'. The 'New' column has dropdown menus for 'Active (1)' and 'Salaried staff (DU)'.
- Comments:** A text area with the prompt 'Enter your comments here:'.
- Status Overview:** A section with the text 'Form has not yet been sent' and 'Submit' and 'Check' buttons.
- Buttons, Additional Information:** A section with the text 'Form more information, click here'.

? SAP AG 2003

- ✗ All PCRs have the same underlying structure.
- ✗ The header contains the static basic data of the employee and his or her organizational assignment. Only the Changed On field is ready for input since all other fields are dependent on this date.
- ✗ Below the request data, you must make the required entries for the selected request. This area varies according to each PCR type, whereas all other areas are the same for all PCR types.
- ✗ To allow the user to make effective use of the screen, you can show or hide the individual areas of the PCR independently.
- ✗ The JSP page that is responsible for generating the request form as the portal frontend is also responsible for controlling the process depending on the process step or the user role, for determining which buttons are available, and which fields are ready for input.



The screenshot shows the 'General Employee Data' form header in SAP. It contains the following fields:

General Employee Data		
Changed On	02/25/2004	Update
Employee	Julia Grimm	00001444
Organizational Assignment	Sales PC Group 1	S0000100

A red box highlights the 'Update' button, and a red arrow points from it to a callout box that says 'Read all data again'.

 **Form header is identical for all PCR forms**

? SAP AG 2003

- ✘ As a rule, a form header only needs to be created once for all the request scenarios used at an enterprise.
- ✘ It is conceivable that other fields from the employee's basic data be listed here or, in the case of a matrix organization, that the other jobs occupied by the employee are specified.
- ✘ The Update button is used to read and output all data again in relation to the change date.

Change Employee Group and Subgroup

General Employee Data

Changed On: 02/25/2004

Employee: Julia Grimm 00001444

Organizational Assignment: Sales PC Group 1 50000100

Request Data

	Current	New
Employee Group	Active (1)	Active (1)
Employee Subgroup	Salaried staff (DU)	Salaried staff (DU)

Comments

Enter your comments here:

Status Overview

Form has not yet been sent.

[For more information, click here](#)

- ✎ **Scenario:** SPEG
- ✎ **Portal component:**
com.sap.pct.hcm.pcr_eegroupsubgroup.default
- ✎ **Backend data:** IT0001

? SAP AG 2003

- ✎ You can use this PCR to change the employee group and subgroup as of a particular date.

Change Employee Group and Subgroup

General Employee Data

Changed On: 02/25/2004

Employee: Julia Grimm 00001444

Organizational Assignment: Sales PC Group 1 50000100

Request Data

	Current	New
Employee Group	Active (1)	Active (1)
Employee Subgroup	Salaried staff (DU)	Salaried staff (DU)

Comments

Enter your comments here:

Status Overview

Form has not yet been sent.

[For more information, click here](#)

- ✎ Scenario: SPPA
- ✎ Portal component: com.sap.pct.hcm.pcr_persareasubarea.default
- ✎ Backend data: IT0001

? SAP AG 2003

- ✎ You can change the personnel area and subarea as of a particular date.

Forms – Request for Special Transfer (enhanced)

SAP

Request for Position Change

General Employee Data

Changed On: 6/25/2004
Employee: Julia Grims
Organizational Assignment: Sales PC Group 1
Position: Secretary Sales PC Group 1

Request Data

	Current	New
Reason for Action		Choose reason for action
Position	Sec. Gr1 (50003303) Secretary Sales PC Group 1	Secretary Sales PC Group 1 (90003303)
Organizational Assignment	Sales PC Group 1	Sales PC Group 1
Reason for Salary Adjustment		Choose a reason for salary adjustment
Annual Salary	36.612,00 EUR	36.612,00 EUR
Employee Subgroup	Salaried staff (DU)	Salaried staff (DU)
Work Schedule Rules	(FLEX)	(FLEX)
Workhours Per Day	7,20	7,20
Working Days per Week	5,00	5,00

Comments
Status Overview
Save Check

- ✎ Scenario: SPTD
- ✎ Portal component: com.sap.pct.hcm.pcr_transferextended.default
- ✎ Backend data: IT0001

? SAP AG 2003

- ✎ In this scenario, you can request a complete reassignment process.
- ✎ You can specify a reason for the requested personnel action that is to be performed by the administrator.
- ✎ You can request the staffing of another position of the same organizational unit and a salary adjustment.
- ✎ In addition to these changes, you can also request a reassignment to a different employee subgroup and an alternative work schedule.
- ✎ At the same time, changes to the infotypes 0001, 0007, and 0008 are requested.

Request for Promotion		
General Employee Data		
Changed On	6.05.2004	<input type="button" value="Update"/>
Employee	Julia Grimm	00001444
Organizational Assignment	Sales PC Group 1	50000100
Request Data		
	Current	New
Pay Grade Type	Charite/Poplar/Kerani (D1)	Charite/Poplar/Kerani (D1)
Pay Grade Area	Hessen (02)	Hessen (02)
Pay Grade/Level	GRD02 - 02	GRD02 - 02
Annual Salary	36.612,00 EUR	36.612,00 EUR
Minimum Salary	33.000,00 EUR	33.000,00 EUR
Comments		
Status Overview		
<input type="button" value="Save"/> <input type="button" value="Check"/>		
For more information, click here		

- ✎ **Scenario:** SPPM
- ✎ **Portal component:**
com.sap.pct.hcm.
pct_promotion.default
- ✎ **Backend data:** IT0008

? SAP AG 2003

- ✎ When you request a regrouping or reclassification, you can request a pay scale reclassification according to a collective agreement or a salary system.
- ✎ Depending on the permitted combinations of groups and levels from IT 0008, you can document another year having been added to the employee's length of service, for example, or in the case of employees who are considered to be high performers, skip individual levels.

- ✂ Scenario: SPSD
- ✂ Portal component: com.sap.pct.hcm.pcr_separationextended.default
- ✂ Backend data: IT0000

? SAP AG 2003

- ✂ Request for Separation.
- ✂ You can enter data separately.

- ✎ **Scenario:** SPSE
- ✎ **Portal component:** com.sap.pct.hcm.pcr_separation.default
- ✎ **Backend data:** IT0000

? SAP AG 2003

- ✎ In this example, you do not enter the data separately.
- ✎ In both cases, specify the reason for the request.

- ✎ **Scenario:** SPSP
- ✎ **Portal component:**
com.sap.pct.hcm.pcr_specialpayment.default
- ✎ **Backend data:** IT0015
- ✎ All special payment reasons are selectable which have a wage type belonging to the employee's country-grouping assigned

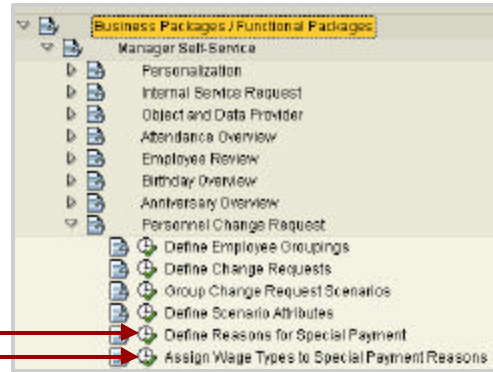
? SAP AG 2003

- ✎ Request a special payment for an employee.
- ✎ Various reasons for a special payment can be offered for selection.
- ✎ Reasons can include particular achievements of an employee or the employee's fulfillment of certain objectives or events such as marriage or the birth of a child.

Special Payment Reasons

View for Definition of Special Payment Reasons

Spec. Paym.	Name of Reason for Special Payment
MARR	Marriage bonus
VACA	Vacancy bonus



Assign Wage types

Determine Work Area Entry

Country grouping

Further select cond. Append

Select a country grouping

View for Country-Spec. Attributes of Special Payment Reasons

Reason for	Start	End	Wage type	Wage Types	Amount
MARR	31. 01. 1998	31. 12. 9999	M428	Marriage assistance pay...	<input type="checkbox"/>
VACA	31. 01. 1998	31. 12. 9999	M118	Vacation bonus	<input type="checkbox"/>

Set a checkmark if the manager can enter an amount for this special payment reason

? SAP AG 2003

- For each special payment reason, you can specify the countries for which the reason can be selected.
- You can also specify whether the manager can enter an amount for the special payment.

Request for Transfer

General Employee Data

Changed On	525/2004	<input type="button" value="Update"/>
Employee	Julia Orlin	00001444
Organizational Assignment	Sales PC Group 1	50000100
Position	Secretary Sales PC Group 1	50000000

Request Data

	Current	New
Reason for Action		<input type="button" value="Choose reason for action"/>
Position	Sec 0r1 (500 00803) Secretary Sales PC Group 1	
Organizational Assignment	Sales PC Group 1	
Receiving Manager	<input type="text"/>	<input type="button" value="Search"/>

Comments

Status Overview

For more information, click here

- ✎ **Scenario:** SPPS
- ✎ **Portalcomponent:**
com.sap.pct.hcm.pcr_changeposition.default
- ✎ **Backend data:** IT1001, T77int (earmark)
- ✎ Only 1 ongoing request
- ✎ Transferring an employee from one position to another within the manager's area of responsibility

? SAP AG 2003

Forms – Request for Transfer (1)

SAP

Request for Transfer

General Employee Data

Changed On: 6250004

Employee: Julia Orlins, 00001444

Organizational Assignment: Sales PC Group 1, 50000100

Position: Secretary Sales PC Group 1, 50000000

Request Data

Reason for Action: Current

Position: Sec Gr1 (50000000), Secretary Sales PC Group 1

Organizational Assignment: Sales PC Group 1

Receiving Manager: [Empty field] **Search**

Comments

Status Overview

Submit Check

For more information, click here

- ✎ **Scenario:** SPTR
- ✎ **Portal component:** com.sap.pct.hcm.pcr_transfer.default
- ✎ **Backend data:** IT1001, T77int (earmark)
- ✎ Only 1 on-going request
- ✎ Transferring an employee to the area of responsibility of a new manager

Enter a the name of a new manager (wildcards are possible)

? SAP AG 2003

- ✎ Scenario: SPTR
- ✎ Portal component: com.sap.pct.hcm.pcr_transfer.default
- ✎ Backend data: IT1001, T77int (earmark)
- ✎ Advanced Search

? SAP AG 2003

- ✎ Request to transfer an employee to the area of responsibility of a different manager.
- ✎ Enter a reason for the requested transfer to be performed by the administrator.
- ✎ You can use search help to select the manager to whom the employee is to be transferred.

Request for Transfer

General Employee Data

Changed On	6/25/2004	
Employee	Julia Grimm	00001444
Organizational Assignment	Sales PC Group 1	50000100
Position	Secretary Sales PC Group 1	50000303

Manager Search - Results

Choose a manager from the list

Dipl.Kfm. Frank Schmidtrohr - Dresden Production Site

- ✎ Scenario: SPTR
- ✎ Portal component: com.sap.pct.hcm.pcr_transfer.default
- ✎ Backend data: IT1001, T77int (earmark)
- ✎ Search Results

? SAP AG 2003

- ✎ All managers who fulfill the specified search help criteria are displayed.
- ✎ Select the manager to whom the employee is to be transferred.

- ✎ Scenario: SPTR
- ✎ Portal component: com.sap.pct.hcm.pcr_transfer.default
- ✎ Backend data: IT1001, T77int (earmark)
- ✎ Only 1 on-going request
- ✎ Transferring an employee to the area of responsibility of a new manager

? SAP AG 2003

- ✎ Submit request
- ✎ The position that the employee is to fill in the new department is assigned when the receiving superior confirms the request.

Request for Transfer

General Employee Data

Changed On	6/25/2004	<input type="button" value="Update"/>
Employee	Julia Grimm	00001444
Organizational Assignment	Sales PC Group 1	50000100

Request Data

	Current	New
Position	Sec Gr1 (50000303) Secretary Sales PC Group 1	
Organizational Assignment	Sales PC Group 1	
Receiving Manager		<input type="text"/> <input type="button" value="Search"/>

Comments

Status Overview

[For more information, click here](#)

? SAP AG 2003

Internal Use SAP Partner Only

Internal Use SAP Partner Only

- ✎ **Scenario:** SPWT
- ✎ **Portal component:**
com.sap.pct.hcm.
pct_workingtime.
default
- ✎ **Backend data:** IT0007

? SAP AG 2003

- ✎ Request to change work schedule rule.
- ✎ This request has been kept as straightforward as possible.
- ✎ All data that is dependent on this change is processed by the administrator when he or she performs the personnel action.
- ✎ If the employee is to work fewer hours, for instance, his or her salary might be reduced or other dependent data might have to be changed.

Comments:

All comments are stored with user and date information.
Saved comments cannot be changed

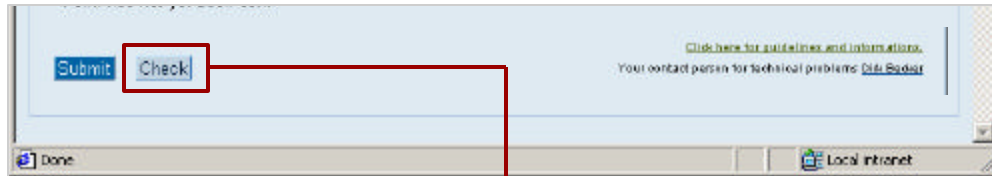
The screenshot displays two main sections: 'Comments' and 'Status Overview'. The 'Comments' section has a header and a text area labeled 'Add your comments here:'. The 'Status Overview' section shows a list of actions: 'Created by Mr. William Smith 19.12.2001 14:39:43' and 'Approved by Mike Eckert 19.12.2001 15:58:58'. Red arrows indicate the connection between the explanatory text boxes and the corresponding UI elements.

Status overview:

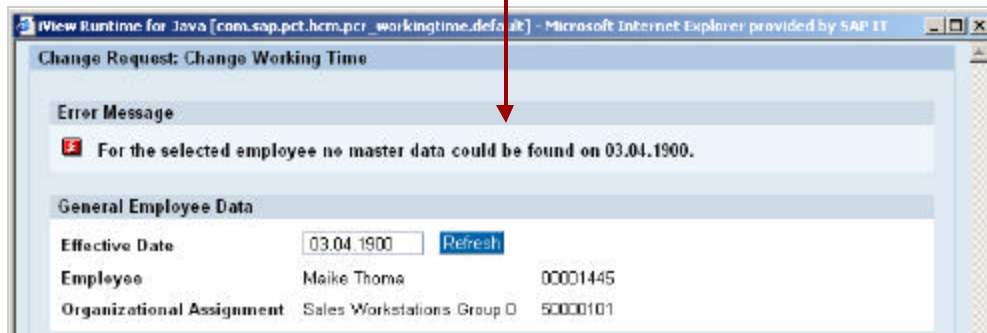
Protocol entry is created when a form is sent, approved or rejected

? SAP AG 2003

- ✎ All requests comprise a comments area and an overview of the processing status.
- ✎ In the Comments field, the processor can enter a user -defined text for each request. After these comments have been saved, they can no longer be changed. The next processor can enter an additional comment but not change any existing comments.
- ✎ The status overview enables the person who created the request to see at any time who is currently processing the request and its current status.
- ✎ The current processor can also determine the other individuals who have previously processed the request. A time stamp is also stored as an electronic signature.

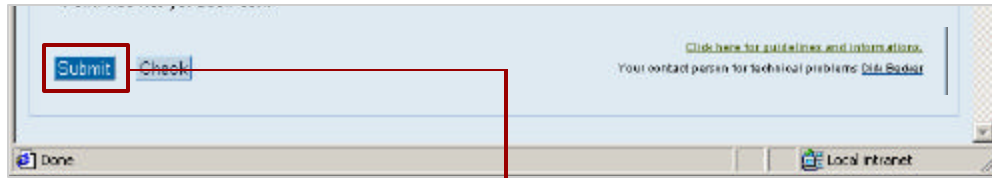


Check:
Check consistency of the form data

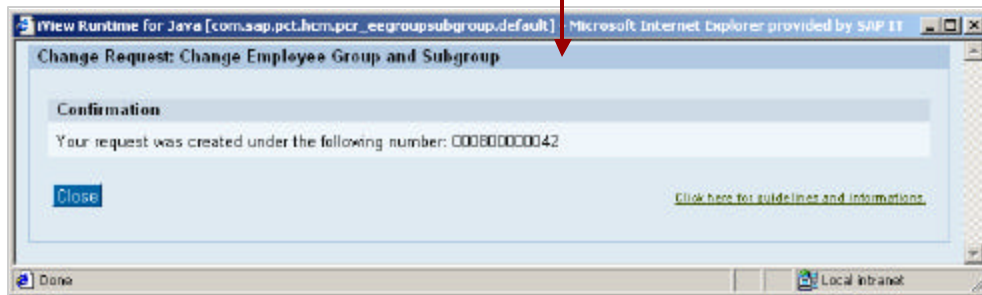


? SAP AG 2003

- ✎ Each request form comprises a check function.
- ✎ This function checks the plausibility and consistency of the request data, and outputs the appropriate error messages if the data needs to be corrected before the request can be submitted.
- ✎ This function is particularly important when complex request templates are created. It is often impossible to prevent incorrect data combinations from being entered for the job, working time, and salary. Therefore, inappropriate data combinations must be checked and the person creating the request must be informed.

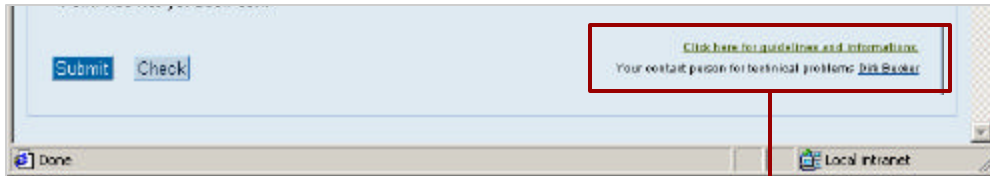


Submit:
Check consistency of the form data and submit form



? SAP AG 2003

- ✘ Choose the Submit button to submit the request or the Approve button to set the status of the request to processed.
- ✘ The main JSP page for the portal component dictates which button is available at which particular time based on the user role or the process step.
- ✘ Regardless of whether the Submit or Approve button is chosen, the second JSP page of the portal component is then displayed. This is the Confirmation page.



Guidelines:

Show guidelines in a new browser window

Contact person:

Write an e-mail to a contact person if technical problems occur
(This person's user is specified within the ISR scenario definition).

? SAP AG 2003

- ✘ The various requests comprise links that enable the user to navigate directly to documentation, guidelines or FAQs for the process.
- ✘ The information contained in these documents should be as comprehensive as possible and provide answers to the most frequently asked questions thereby minimizing the amount of queries.
- ✘ It is particularly beneficial if administrators in the personnel department can enter the content directly so that the content can be regularly updated.
- ✘ The contact person is the first port of call whenever technical problems occur such as when a request cannot be submitted or a required combination of data cannot be selected.
- ✘ The contact person's user is stored in the backend system in the Customizing for the scenario.

✎ **GuidelinesURL**

URL for PCR specific guidelines, documentation provided by the customer

✎ **Currency (Special Payment)**

Enter all currencies available for the manager to request a special payment.

Restriction of currencies available in SAP R/3

✎ Properties can be changed by portal administrator

? SAP AG 2003

- ✎ The URL to additional information about the request process is stored in the portal in the properties for the request iView. The link can lead to Knowledge Warehouse documentation in the portal or to external information in the company's intranet.
- ✎ In the request for special payment, you can specify the currencies that can be used for the request (provided that the manager is to enter an amount).
- ✎ The properties of this iView can only be changed by a portal administrator.

✎ My last PCRs

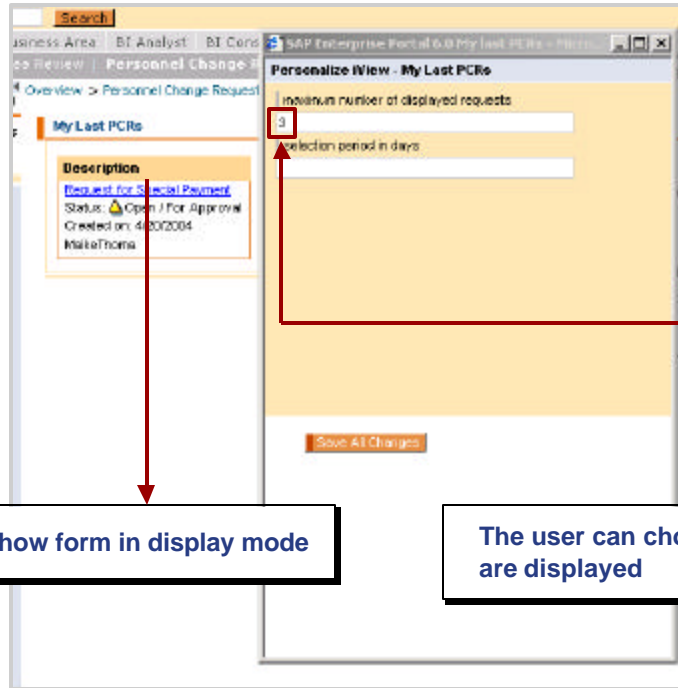
- ✎ Designed for narrow column
- ✎ Short overview for recently sent PCRs
- ✎ Technical name: com.sap.pct.fin.isrstatusoverview.pcnarrow

✎ PCR Overview

- ✎ Designed for wide column
- ✎ Filtering according to PCR scenario
- ✎ Personalization: Sorting, show/hide columns
- ✎ Technical name: com.sap.pct.fin.isrstatusoverview.pcrwide

? SAP AG 2003

- ✎ In the SAP standard system, two different iViews are available for tracking the status.
- ✎ When you define pages in the portal, you can select a particular page design. Page designs divide a portal page into several columns. Different widths can be specified for these columns. To ensure that a selection of your PCRs, and your most important basic data can also be listed in the narrow columns of a page, a smaller version is available that displays the PCRs that you have submitted most recently.
- ✎ The wider columns provide more space meaning that each PCR can be displayed in a separate row as opposed to the data being output in abbreviated form in a list.



Show form in display mode

The user can choose how many requests are displayed

- ✘ In the narrower overview, you can see the request type, status, creation date, and the employee for whom the request has been created.
- ✘ The request type link enables you to access the request in display mode.
- ✘ Each user can specify the number of recently created requests to be displayed. The portal administrator maintains only a standard value that can be personalized.

Status Overview of Personnel Change Requests

My Requests of Category: All Requests in This Area

Description	Notification	Status	Created on	Employee Name	Personnel Number	Revoke
Request for Special Allow	1000073	Open / For Approval	6/25/2004	Malte Thoma	00001445	
Request for Special Payment	1000072	Open / For Approval	6/25/2004	Elen Filke	00001441	
Change of Working Time	1000071	Open	6/25/2004	Elen Filke	00001441	
Request for Promotion	1000070	Open / For Approval	6/25/2004	Elen Filke	00001441	
Request for Promotion	1000069	Open / For Approval	6/25/2004	Elen Filke	00001441	

Show form in display mode

The user can choose how many requests are displayed

Personalize View - Status Overview of Personnel Change Re

maximum number of displayed requests

selection period in days

60

Save All Changes

? SAP AG 2003

- ✘ The wider display provides the user with more flexibility. For instance, the overview lists more detailed data. It provides the user with the request number and the personnel number.
- ✘ The display can also be restricted to one request type only to reduce the number of requests that have to be searched through. It is also possible to sort according to columns.
- ✘ An additional function enables you to revoke a submitted request if an incorrect entry has been made or if the request is no longer required.
- ✘ In the personalization settings, you can enter a period during which requests are to be listed.

✎ You can assign a workflow template to each ISR scenario (V_SCENARIOXMP0)



Assign a workflow, which is triggered when the manager sends a form

Scenario Workflow Pattern	
Create Notification	WS50000041
Notific. in Process	NOWORKFLOW

? SAP AG 2003

- ✎ A separate workflow can be stored for each request type. The start of the workflow is dependent on the event performed on a business object. If a workflow is entered in the Create Notification field, the start event is the CREATED event performed on object BUS7051.
- ✎ If a workflow is entered in the Notif. in Process field, the start event is INPROCESS on BUS7051.
- ✎ Since most PCRs must be approved before any changes are made to HR master data, the CREATED event usually has to be used. Only if this event is used, is a workflow started when the request is created. The INPROCESS event can be used if follow-on processes are to be started as soon as processing commences for the request in the HR department.

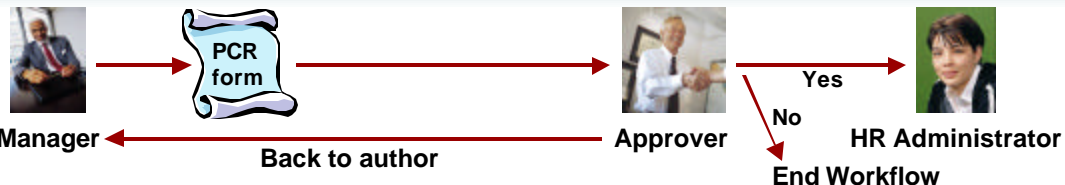
Workflow - Templates Delivered by SAP



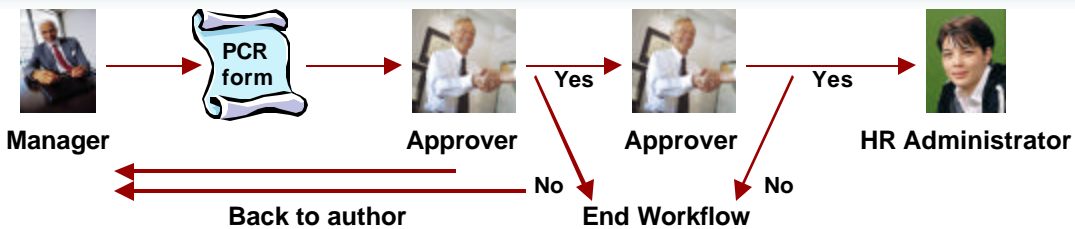
ProcessPCR_0 (WS 50000042): No approval step



ProcessPCR_1 (WS 50000041): 1 approval step



ProcessPCR_2 (WS 50000031): 2 approval steps End Workflow



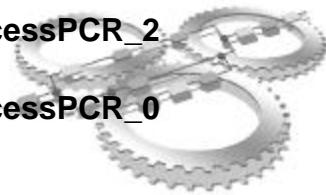
? SAP AG 2003

- ✘ SAP delivers three standard workflows for PCRs. These can be replaced with customer-specific workflows or they can be copied and modified.
- ✘ A workflow exists that forwards processing directly to the HR department. No approval is required for the request.
- ✘ In the standard system, a one-level approval workflow exists in which the next higher-level manager, above the person who created the request, must approve the request.
- ✘ There is also a two-level approval workflow in which the next two higher-level managers, above the person who created the request, must approve the request.
- ✘ Such multiple-level approval processes can be extended if work scheduling and the works council have to be involved in a compensation adjustment. In this example, a four-level approval process would be required. In the case of such complex approval processes, it is worthwhile to consider whether the procedure can be run in parallel to reduce the overall runtime.

✎ Change employee group/subgroup:	ProcessPCR_0
✎ Change personnel area/subarea:	ProcessPCR_0
✎ Request promotion:	ProcessPCR_1
✎ Change position:	ProcessPCR_1
✎ Request separation:	ProcessPCR_1
✎ Request special payment:	ProcessPCR_1
✎ Request transfer:	ProcessPCR_2
✎ Change working time:	ProcessPCR_0

All workflows are triggered if a PCR is created

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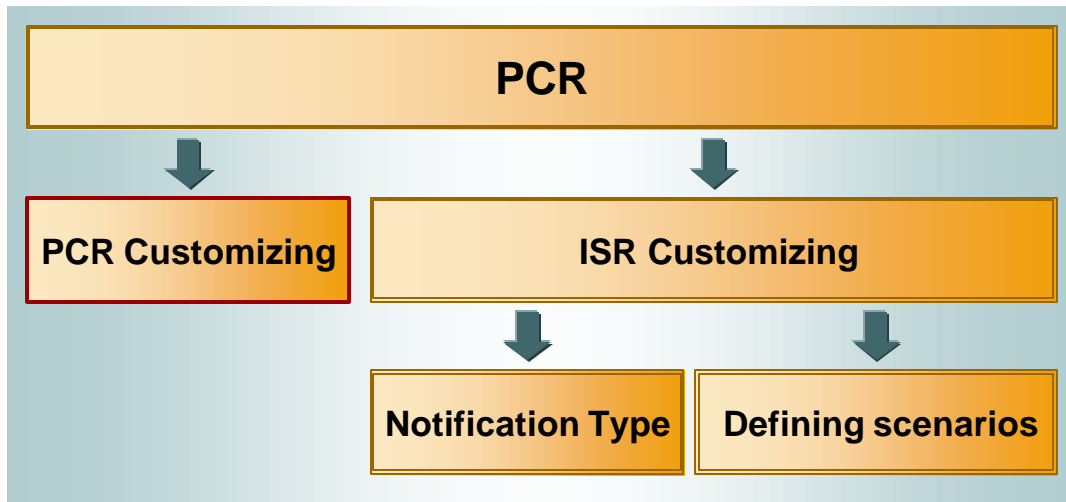
- ✎ In the standard system, a workflow template is assigned to each request template. You can change this assignment at any time in Customizing.
- ✎ The check function module, which is required in event linkage, is essential for creating your own workflows. The function module is called QGN01_EVENT_NOTIF_CREATED_ISR and the assignment to event linkage can be seen in the detail view in transaction SWETYPV.
- ✎ If you do not maintain this entry, each workflow is started with an active event linkage regardless of whether it is to be used for this request or not.

- ✎ **ApproverNext (50000133):**
Determines user of the next level manager
- ✎ **ApproverForm (50000134):**
Reads user name of the approver directly from the form
(corresponding characteristic: APPROVER_UNAME)
- ✎ **PersClerkPCR (50000137):**
Determines user of the personnel clerk
- ✎ **AuthorPCR (50000142):**
Determines user of the author of a PCR



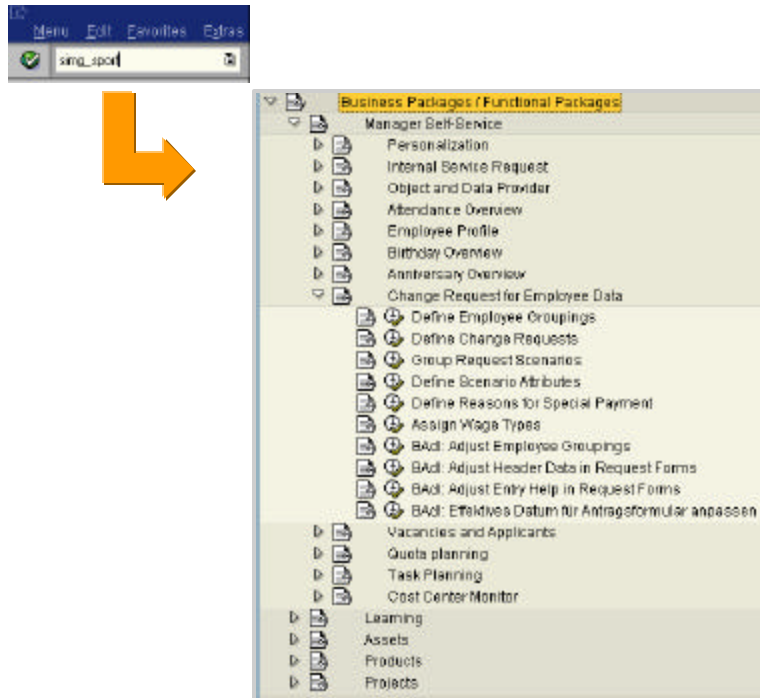
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- ✎ Together with the standard workflows, various roles are also delivered in the workflow for determining the processor.
- ✎ These roles are stored for the individual step tasks of the workflow and, after they have been copied, can easily be replaced with user-defined roles.
- ✎ In role definition, you can select different methods for determining processors. The most common methods entail specifying the areas of responsibility and processors (such as administrator Miller is responsible for all employees whose surnames begin with the letter A-K, administrator Thomas is responsible for L-Z) or using a function module.
- ✎ A suitable function module would be one that determines the next higher-level manager. The function module uses the relationships in Organizational Management and the next organizational unit(s) to read the next higher-level position and the user of the person who holds this position. You can easily reprogram this logic to suit the requirements of a particular enterprise.



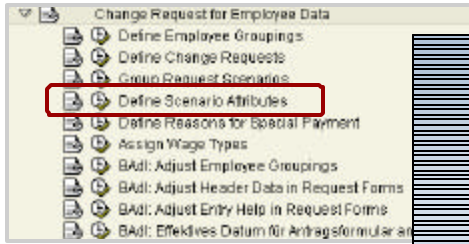
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- ✎ Since PCRs are based on the ISR framework, you must consider several Customizing steps in parallel when you customize a single request.
- ✎ See also the PCR workset documentation for the Business Package for Manager Self-Service at www.iviewstudio.com.
- ✎ The documentation explains for each version how you can copy the basic Customizing settings, delivered by SAP in client 000, to your own client.
- ✎ You must also perform a few steps in ISR Customizing before you can use the notification types 56 and 57 of the ISR framework. (This is also explained in the documentation.)



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- ✘ You can make the Customizing settings for the Business Package for Manager Self-Service in transaction SIMG_SPORT.
- ✘ The necessary activities you need to perform to customize PCRs are listed under Manager Self-Service.



Validity period for personal administrator and personnel action. Time period not to be used to restrict scenario validity!






Maintenance View General Settings for Ch...

Scenario	ScenarioName	Start	End	Perf. Administrator	Act. Action Type
SPE5	PCR: Change em...	31.01.1999	31.12.9999	Administrator...	Organizational
SPPA	PCR: Change per...	31.01.1999	31.12.9999	Administrator...	Organizational
SPPN	PCR: Request pro...	31.01.1999	31.12.9999	Payroll Adm...	Organizational
SPP5	PCR: Change pas...	31.01.1999	31.12.9999	Administrator...	Organizational
SP5E	PCR: Request se...	31.01.1900	31.12.9999	Administrator...	Organizational
SP5P	PCR: Request sp...	31.01.0		Administrator for Administration Data	
SPTR	PCR: Request tra...	31.01.0		Payroll Administrator	
SPWT	PCR: Change wer...	31.01.0		Time Management Administrator	

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- ✘ Since requests could change or they are only to be submitted during a particular period, PCR scenarios have a validity period. This enables you to implement a new process for a fiscal year change or to accept regroupings and pay scale reclassifications in the first two months of the year only.
- ✘ The administrator who is to perform the personnel action has to be determined. As standard, these are the three administrators who are maintained for the employee in infotype 0001.
- ✘ The personnel action must then be entered with which the administrator is to make the changes in the system.

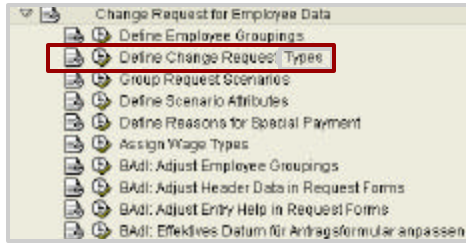
Customer requirements:

-  **PCR are valid only for groups of employees**
-  **PCR are valid in a certain time frame**
-  **PCRs change**

 **PCR types**

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-  A further requirement for adjusting scenarios was the ability to restrict which request types are available for selection based on employee groupings.
-  Not all requests should be available for all employees.



Superior semantic layer for all scenarios



Maintenance View for Definition of Change Request Types

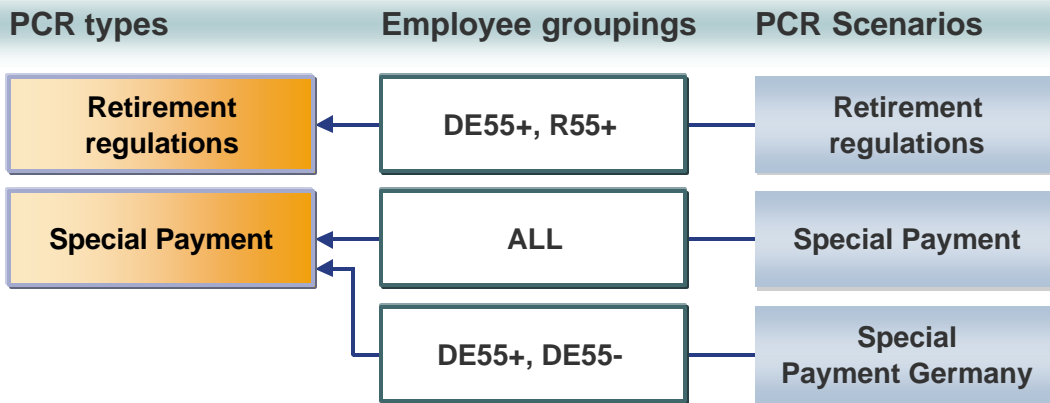
PCR Type	Name of PCR Type
SPE6	Change employee group / subgroup
SPPA	Change personnel area / subarea
SPPM	Request promotion
SPPS	Change position
SPSE	Request separation
SPSP	Request special payment
SPTR	Request transfer
SPWT	Change working time

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✎ To restrict the requests that can be selected, you must enter a request type.

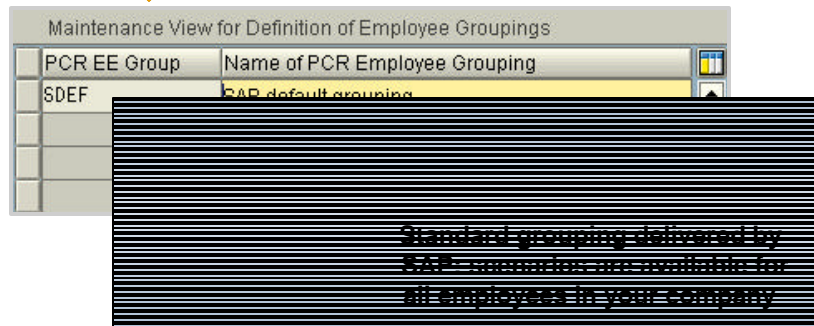
Example

- ✎ Retirement regulations only for employees who are older than 55.
- ✎ Special Payment (Germany only) for employees who work in Germany.



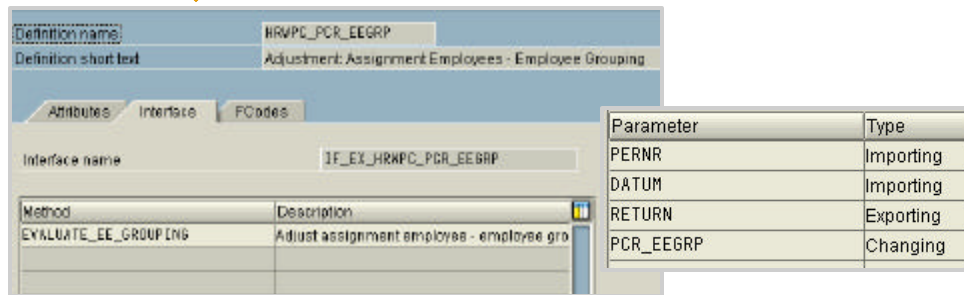
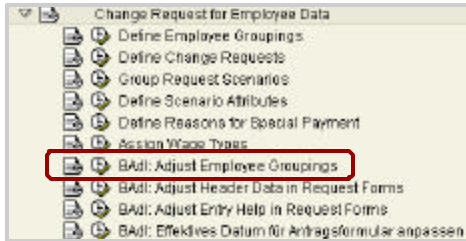
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- ✎ You must then determine the employee groupings for which a particular request can be created.
- ✎ Depending on the various employee groupings, different scenarios can be allowed for a request type.



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✎ To define an employee grouping, assign a name at the highest level in Customizing.



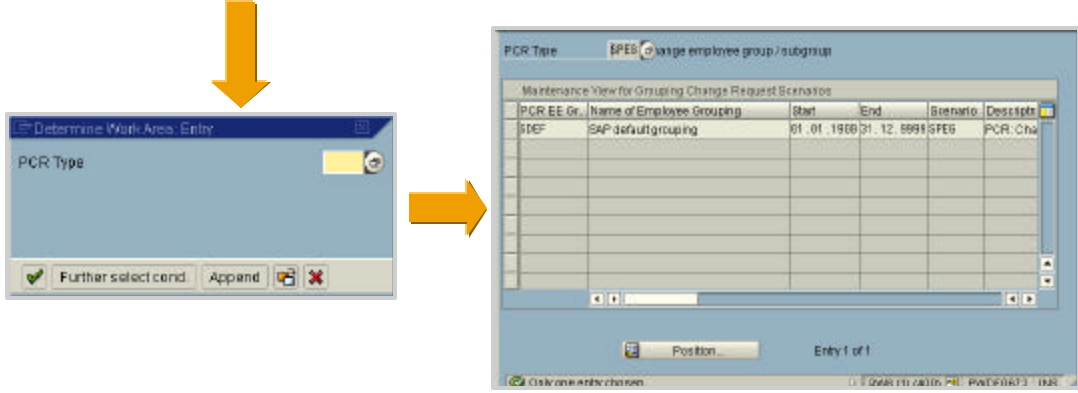
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- ✘ The SAP standard system comprises one grouping that contains all the employees at the enterprise.
- ✘ Business Add-Ins are used to determine and assign customer-specific groupings.
- ✘ To do this, you create an implementation of the definition HRWPC_PCR_EEGRP, which is delivered by SAP. In ABAP OO, the personnel number and the date of change for the request is transferred. This data can be used to read all the relevant employee data required for determining the grouping.
- ✘ Return values include RETURN, whether or not the grouping could be determined, and the grouping that was determined.



Group PCR scenarios to PCR types depending on:

- ✎ Employee groupings
- ✎ Date




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- ✎ The last step entails assigning the individual scenarios to the groupings. This ensures that only those scenarios that are permitted for the employee's grouping are displayed.
- ✎ Based on the grouping, you can specify which scenarios are to be offered for selection in particular validity periods.

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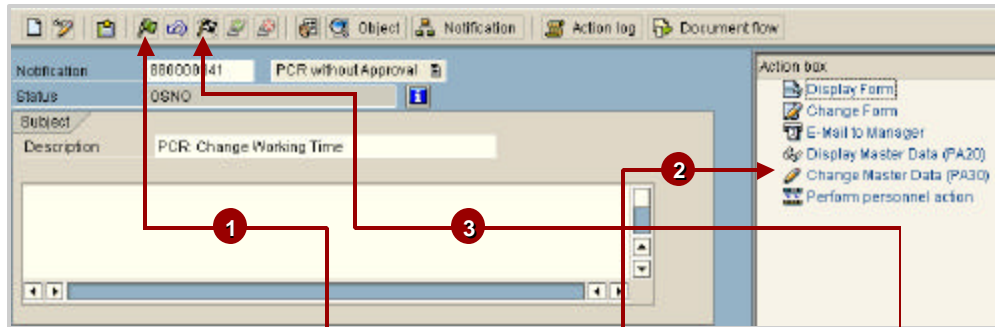
- ✎ **Called by the personnel clerk via workflow inbox**

Workflow 17	
Ex...	Title
	Process personnel change request 'PCR: Change employee group / subgroup'

- ✎ **Transaction: iqs22**
- ✎ **Predefined follow-up functions for the action box**

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- ✎ HR administrators process PCRs via the quality notification inbox IQS22.
- ✎ Administrators are able to branch to the transaction automatically when the received work item with the correct notification number is started.
- ✎ This is advantageous since it enables tasks that are not executed in the system to be documented. Such tasks might include the printing of the PCR for the personnel file or other tasks related to the change that are not executed in the HR system.



HR Administrator

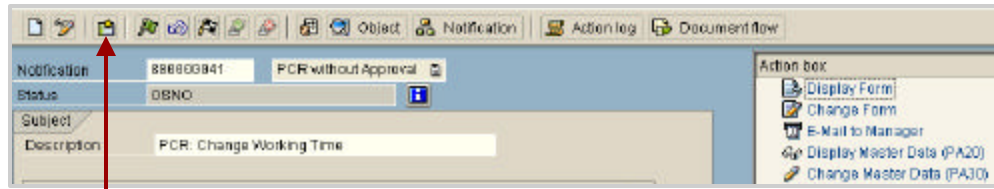
Putting the notification in process

Use follow-up functions to process request

Setting the notification status to complete

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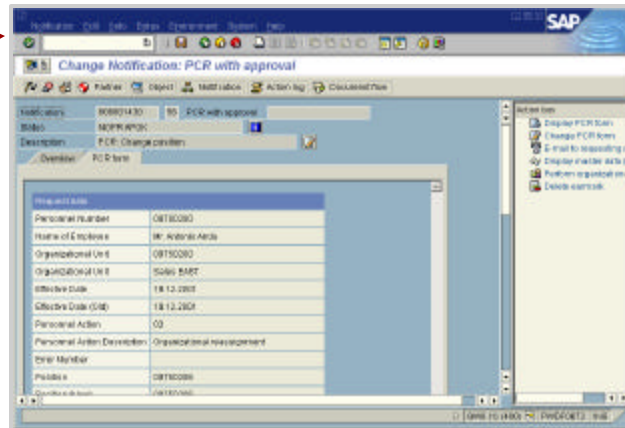
- ✘ After a request with status "In Process" has been received, processing can begin in the standard system using the defined activities.
- ✘ Questions can be sent directly from the system to the manager (provided that Business Workplace has been set up, the R/3 system has been connected to an SMTP server or, more simply, an external mail system is called via a link in the frontend).
- ✘ HR master data can be checked and, if necessary, corrected before the personnel action is performed.
- ✘ The personnel action is then performed.
- ✘ After all tasks have been performed, the status of the request is set to "Completed".



Extended View



HR Administrator



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- ✘ For each request, an extended view is available in which all fields in the PCR form (including those that are hidden) can be displayed.
- ✘ This enables the administrator to perform an analysis of restricted errors or problems.

Follow Up Functions Available for all PCRs

SAP



HR Administrator

Action box

- Display Form
- Change Form
- E-Mail to Manager
- Display Master Data (PA20)

Available for all scenarios

Change Request: Change Working Time

General Employee Data

Effective Date: 31.03.2002

Employee: Mike Thomas 00001445

Organizational Assignment: Sales Workstations Group 0 50000101

Request Data

	Current	New
Work Schedule Rule	(FLE)	(FLE)
Employment percent	100.0 %	100.0 %

Comments

Previous comments:

Status Overview

Created By: Tom Bender-Jan 0 31.03.2002 25:40:30

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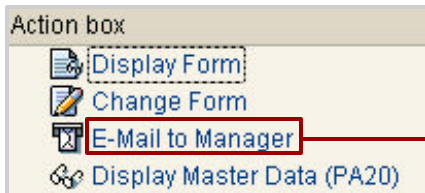
- ✎ The form can be called in display mode in all PCR scenarios. The form is displayed in a browser window.

Follow Up Functions Available for all PCRs

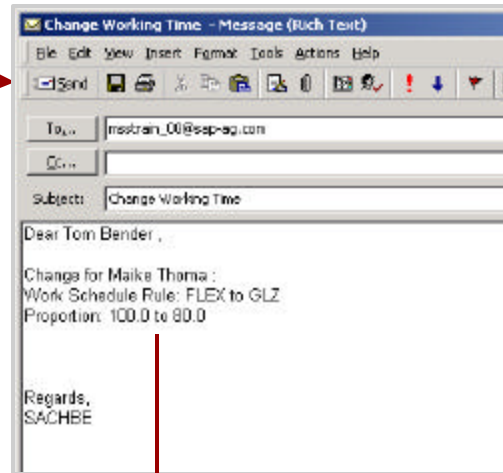
SAP



HR Administrator



Available for all scenarios



Requested data changes are automatically populated to the body of the mail

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- ✗ Similar to in the Team Viewer, the frontend link enables you to call an external mail system to communicate with the person who created the request.
- ✗ However, in contrast to the Team Viewer in which only the recipient is entered automatically, a subject line and the content of the request is also transferred as the mail text.

Follow Up Functions Available for all PCRs



HR Administrator

Action box

- Display Form
- Change Form
- E-Mail to Manager
- Display Master Data (PA20)

Available for all scenarios

Personnel number is pre-filled

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- ✎ To display HR master data, the personnel number is transferred from the request to the personnel number field in PA20.



HR Administrator

Action box

- Display Form
- Change Form
- E-Mail to Manager
- Display Master Data (PA20)
- Change Master Data (PA30)**

Available for scenarios:

- SPEG IT0001
- SPPA IT0001
- SPWT IT0007
- SPPM IT0008
- SPSP IT0015

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Copy Planned Working Time

Work schedule

Personnel no: 1384 Name: Nalka Thoma-Klön 4
 EE group: 1 Active Pers area: 1310 Frankfurt
 EE subgroup: 00 Salaried staff Cost center: 0114 Sales PC (Group 04)
 Start: 04.04.2002 To: 31.12.9999

Work schedule rule: **GLZ** overtime
 Time Mgmt status: No time eval
 Part-time employee

Working time

Employment percent	88,00	<input checked="" type="checkbox"/> Den daily work schedule
Daily working hours	7,70	Min: Max:
Weekly working hours	28,08	Min: Max:
Monthly working hrs	120,18	Min: Max:
Annual working hours	1500,96	Min: Max:
Weekly workdays	5,00	

Requested data changes are populated from the form into the infotype screen

- ✎ In some scenarios, individual infotypes need to be maintained. However, dynamic actions means that even if you want to change just one of these infotypes, a screen sequence for several infotypes might be displayed.
- ✎ When you maintain HR master data, you can branch directly to the relevant infotypes and transfer the data from the request to the relevant fields.



HR Administrator

Action box

- Display Form
- Change Form
- E-Mail to Manager
- Display Master Data (PA20)
- Change Master Data (PA30)
- Perform personnel action**

Available for scenarios:
 SPEG, SPPA, SPWT, SPSE
 Assign personnel action using
 scenario attributes customizing

Copy Actions

Execute info group Change info group

Pers.no. 700201
 Name Mr. Anne Friedrich
 EE group 1 Active employee Personnel ar. 3300 Atlanta
 EE subgroup US Executive employ. SSN 123-45-7891
 Start 01.04.2002 to 31.12.9999

Personnel action
 Action type Organizational reassignment
 Reason for action

Status
 Custom-specific
 Employment
 Special payment

Organizational assignment
 Position 00750007 Secretary VP B.E.
 Personnel area 3200 Atlanta
 Employee group 1 Active employee
 Employee subgroup US Executive employee

Save your entries QWB (1) (400) PWD1672 INB

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- ✘ In other scenarios, the request is processed using a personnel action. This means that the change is also documented in IT 0000 and the employee's status might change.
- ✘ The values from the request are transferred to the personnel action reason and the action is started using the relevant request data.



HR Administrator

Action box

- Display PCR form
- Change PCR form
- E-mail to requesting manager
- Display master data (PA20)
- Perform organizational change**
- Delete earmark**

Available for scenarios:
SPPS, SPTR

Change Org. management data
Perform personnel action to update master data
Delete entry from table t77int

Delete entry from table t77int

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- ✘ Transfer requests that entail an employee being transferred from one manager's area of responsibility to another are handled differently.
- ✘ Since such reassignments are very complex and both managers are involved in the process, an "earmark" is used at this level to indicate when a request has been created for the employee to prevent further transfer requests from being created.
- ✘ This ensures that the organizational model remains consistent since the administrator first performs the organizational reassignment and only after the reassignment is complete, does the manager delete this earmark.

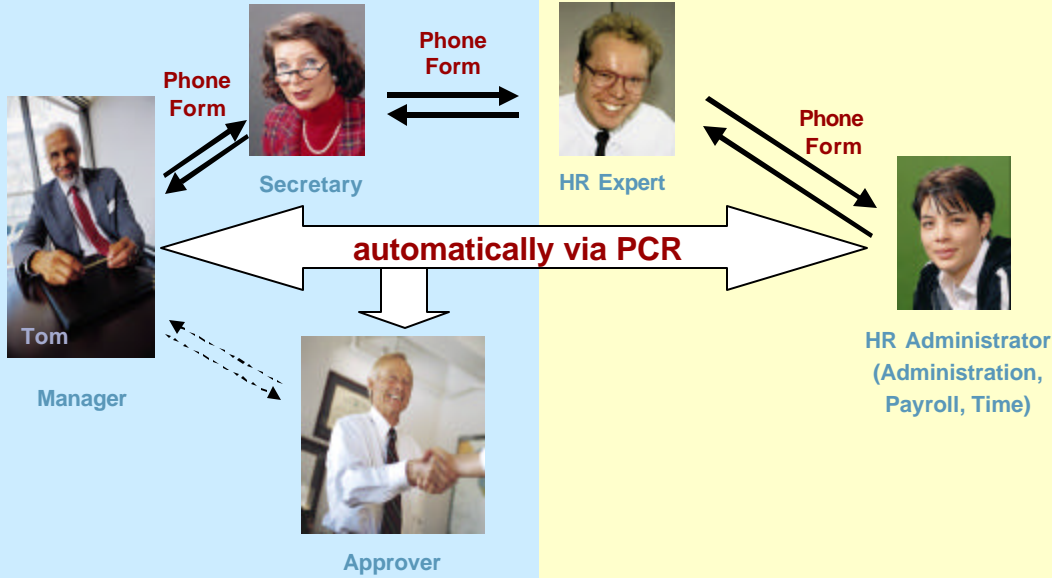
What about a new PCR?



Communication Line Management - HR Department

Line Management

HR Department



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☞ Are you interested in learning more about the PCR concept?

If you have not already done so, calculate the Return On Investment (ROI) for one of your paper-based processes. This will enable you to determine the costs you can save as a result of being able to process PCRs much quicker. The advantages of system-based PCRs are apparent.

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✎ PCR (Personnel Change Request)

- ✎ Designed for managers
- ✎ Manager can request HR data changes for their employees on web based forms within a portal
- ✎ PCRs can trigger any SAP Business Workflow
- ✎ Personnel clerk controls and updates data in the R/3 system
- ✎ PCRs depends on ISR
- ✎ SAP delivers examples
- ✎ Each customer can create forms without modification

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✎ A short summary of the advantages:

- ? Tailoring the requests to suit the needs of end users, namely managers, has enabled complicated processes to be simplified greatly – something that was previously not thought possible. In most cases, just a few fields enable a manager to request a complex business process.
- ? Managers have access to current data (almost in real time) from the HR system. This means that managers are no longer reliant on regular printouts of employee data that are quickly out-of-date and difficult to search through.
- ? The connection of requests to the SAP Business Workflow enables any processing or approval processes to be depicted in the system. Different participants can perform different activities in the process.
- ? PCRs are based on a framework that has already proved to be a success in quality management. When used on a large scale, the framework ensures the stability and clarity of processes.
- ? SAP delivers a number of examples as Quick Win.
- ? Customers can make changes to scenarios or integrate their own developments in this framework without having to make any modifications.

- ✎ **Customizing the form (R/3)**
- ✎ **Programming the form logic (R/3)**
- ✎ **Defining the follow-up functions for the personnel clerk (R/3)**
- ✎ **Programming the user interface (Portal)**
- ✎ **Defining the workflow (R/3)**
 - ➔ **Required Knowledge:**
 - ✎ **ABAP skills**
 - ✎ **Workflow knowledge**
 - ✎ **Writing JSPs**

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- ✎ If you want to develop your own PCR scenarios, SAP recommends you read the cookbook at the SAP Service Marketplace under the alias /isr.
- ✎ This cookbook contains detailed information about how to customize scenarios in the backend, define participants involved in the process and activities, and how to implement a frontend using Internet technology.

- ✍ **Designing the new PCR**
- ✍ **Copying your PCR Form (SAP R/3 System and Portal)**
- ✍ **Customizing the PCR Scenario (SAP R/3 System)**
- ✍ **Programming the Form Logic in ABAP (SAP R/3 System)**
- ✍ **Form Layout (Portal)**
- ✍ **Setting up the Follow-Up Functions (SAP R/3 System)**

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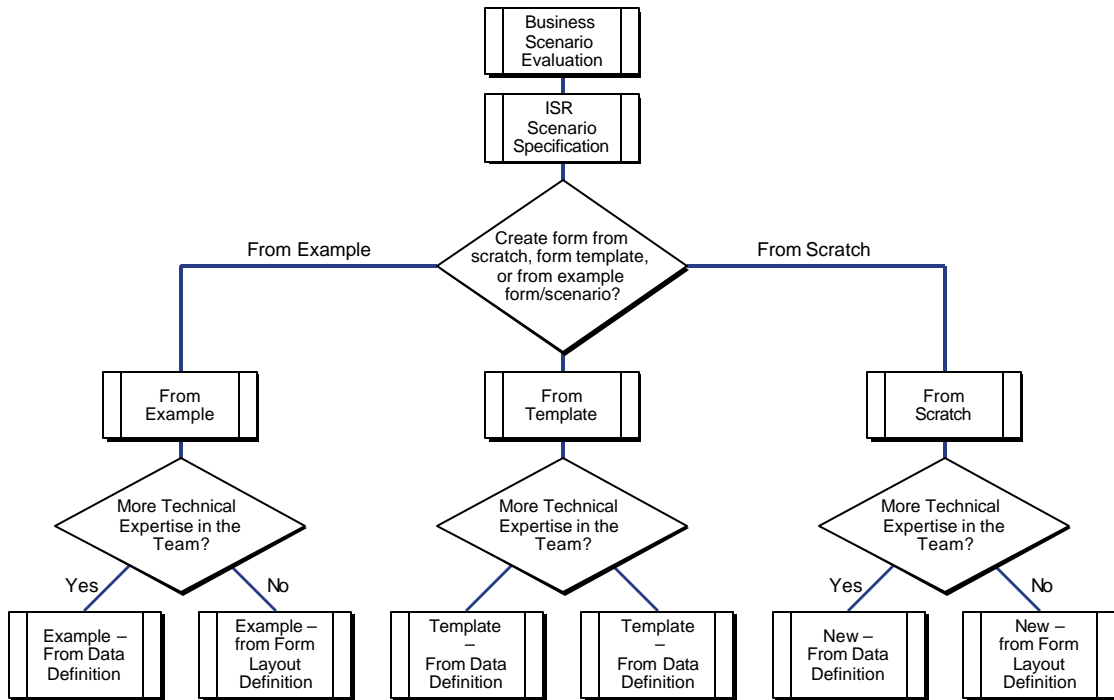
- ✎ **Which data should appear on the form?**
- ✎ **Which checks are necessary if data is entered?**
- ✎ **Which business process is assigned to a PCR?
(How many approval steps are necessary, who should approve the forms)**
- ✎ **Which follow-up functions are necessary for a personnel clerk?**
- ✎ **For which employees should the form be valid?**
- ✎ **Which layout should the form have?**

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✎ **Before developing your new scenarios you should check whether the following alternatives are suitable for your business process:**

- ✎ Use scenarios as delivered and make a small change in the customer process
- ✎ Use PCR Business Add-Ins
- ✎ Adjust the Frontend
- ✎ Adjust Frontend and Backend

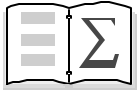
If the answer to the all of the above is “No”, then you should develop the new PCR.








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You are now able to:

-  **Explain the general concept of PCRs**
-  **Describe the components of PCRs**
-  **Explain the status tracking of PCRs**
-  **Customize PCRs**
-  **Develop own PCRs**

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Unit: Personnel Change Requests (PCR)



In this exercise:

- ? Familiarize yourself with the PCR workset.
- ? Familiarize yourself with PCR customizing.



You will log on to the portal server and the R/3 backend system. Use the log-on information provided.

1. Initiate a Special Payment for one of your employees.
2. Where do you use paper based form processes in your company? How many of those processes will take place within one year? Are there processes where you would recommend using a PCR? If so ... why?
3. Which steps are necessary to create your own PCR?



Unit: Personnel Change Requests (PCR)

1. Initiate a Special Payment for one of your employees
 - ? Log on to the portal as manager
 - ? Go to **My Staff** in the top level navigation
 - ? Choose Workset **PCR**
 - ? Select any employee who does not have an earmark
 - ? Choose form for Special Payment
 - ? Fill out the appropriate field and send PCR

2. Where do you use paper based forms processes in your company? Think about how many of those processes will take place within one year. Are there processes you would recommend for a ... and if so ... why?
 - ? No solution. discussion

3. Which steps are necessary to create your own PCR?
 - ? Read the ISR Cookbook
 - ? Choose a similar example PCR from SAP
 - ? Copy the existing Portal archive from that PCR and create your own JSP pages within this copy. Upload that archive to the portal
 - ? Copy the customizing of the standard PCR and adjust to the logic of your process. If needed, create your own workflow for the PCR


Content:

- ✎ **MSS Recruitment process**
- ✎ **Integration of R/3 functionalities and ISR**
- ✎ **Customizing**

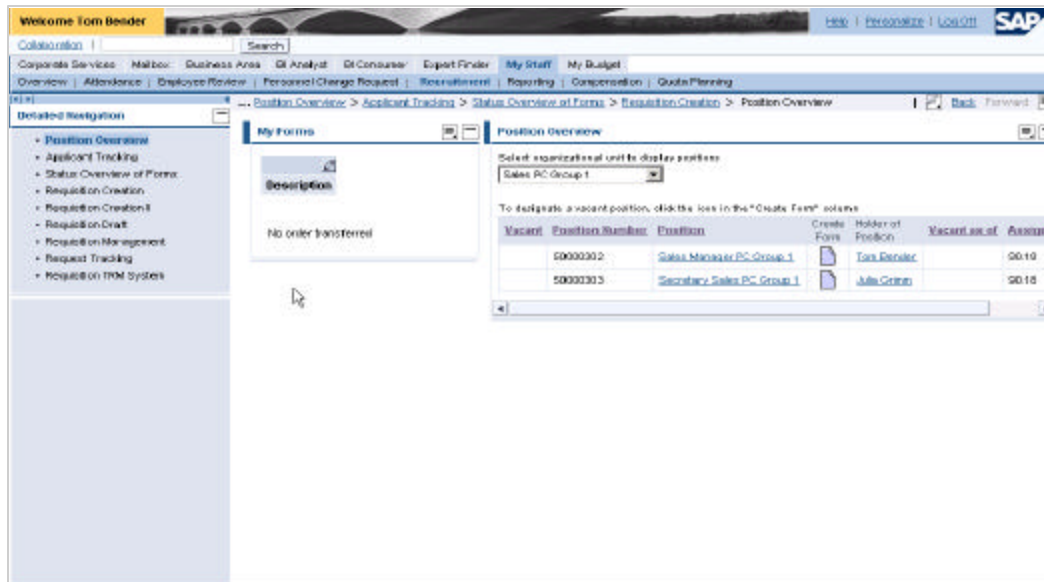
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At the end of this unit you will be able to:

-  **Describe the MSS-based recruitment process**
-  **Describe the integration of R/3-functionalities and ISR in the recruitment workset**
-  **Customize the MSS recruitment workset.**

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- ✘ The MSS Recruitment workset offers a seamless integration with R/3 functionalities. Furthermore the functionalities available in R/3 are enhanced by integrating new capabilities of MSS within the workset with forms based on the ISR-framework.
- ✘ Prior to mySAP ERP, the MSS Business Package offers no integration with SAP's eRecruiting Solution.

- ✎ **The requisition process is convened in a Requisition service for the Recruitment workset of the Business Package for Manager Self-Service.**
- ✎ **The requisition process is presented as a web-based application for Line Managers to manage and track the recruitment process for candidates and applicants. It covers the entire recruitment cycle - from discovering the need to hire through to filling a vacant position.**

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- ✦ **The requisition scenario is designed with the following characteristics:**
 - ✦ Flexible **requisition creation** by utilizing easy-to-use Requisition Request Forms that can be customized to fit various business practices.
 - ✦ Efficient **workflow-supported process**, involving roles such as Hiring Manager, Approver(s), HR Recruiter and other members of the Recruitment Team.
 - ✦ Streamlined recruiting process by integrating SAP's applicant tracking system with the company's choice of web-based application for **Talent Relationship Management**.
 - ✦ Effective **requisition management** of SAP objects, such as requisition, position, job and applicants with highly visible and timesaving overviews intended for the Hiring Managers.

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- ✎ **The requisition process starts on the Enterprise Portal where Managers have access to a Recruitment workset encompassing several business functions:**
 - ✎ Requisition Creation
 - ✎ Business Workflow

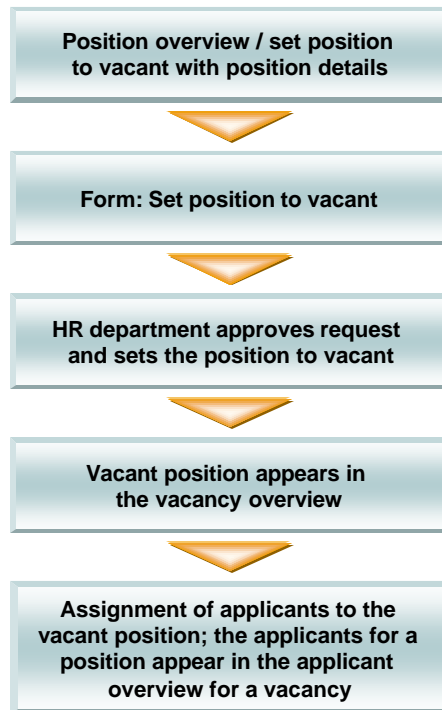
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✎ Requisition Creation

? Managers can choose from several templates (pre-delivered or custom) to create their requisition request. The requisition request forms are launched by starting from scratch or by selecting a position that defaults position- derived data. Once the form is initialized with appropriate information, the Hiring Manager can fill in rest of the required or optional form fields found in different sections (e.g. Header Data, Job Data, Advertisement Data, etc.). Additionally, the manager can search the SAP repository for Users, Positions or Jobs in order to complete the form. When the requisition request form is completed and submitted, the form data is verified and checked against the SAP R/3 System. If data conflicts or errors exist, the manager is informed via error messages that appear on top of the form. Otherwise, the form data from the requisition request is saved in the SAP repository.

✎ Business Workflow

? As soon as a requisition request is sent out and saved in the SAP repository, the SAP R/3 System initiates the Business Workflow associated with that request form. In the delivered Workflow Template, the workflow item gets routed to the First Approver – the boss of the Hiring Manager – for approval.



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✎ Within the Business Package *Manager Self-Service*, the recruitment workset contains the R/3 component functions for recruitment, and integrates new functionalities that are relevant for managers.

- ✎ In the Position Overview / Designate Vacant Position iView, managers can display an overview for the part of the organizational structure for which they are responsible. They can obtain the following information from the overview:
 - ? Which organizational units am I responsible for?
 - ? Which employees fill which positions?
 - ? Has a position already been designated as vacant?
- ✎ Furthermore, managers can also access additional functions (for example, detail view of positions) by further navigation.
- ✎ If an organizational change becomes apparent — for instance, if an employee changes department — the overview allows managers to send a request to the personnel department to designate the position as vacant. Form: Staff Requisition/Designate Vacant Position is available for this purpose. SAP Business Workflow ensures that the form reaches the responsible administrator, who then processes the request.



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- ✎ After the approval process has been completed and the administrator has designated the position as vacant, the system displays the vacant position in the iView Vacancies Overview . As soon as an applicant has been assigned to the vacancy, the system displays this in the iView Applicant Overview for Vacancy. In this overview, the manager can display data on an applicant (applicant documents, photo) and arrange applicants in a personal ranking list.
- ✎ When the manager has completed the applicant analysis, he or she can send various requests to the personnel department. Managers can use the following form -based iViews for this purpose:
 - ? Form: Invite Applicant
 - ? Form: Job Offer
 - ? Form: Reject Applicant
- ✎ SAP Business Workflow ensures that the request is sent to the responsible personnel administrator who then processes it
- ✎ When an applicant is hired the corresponding position receives the status filled.

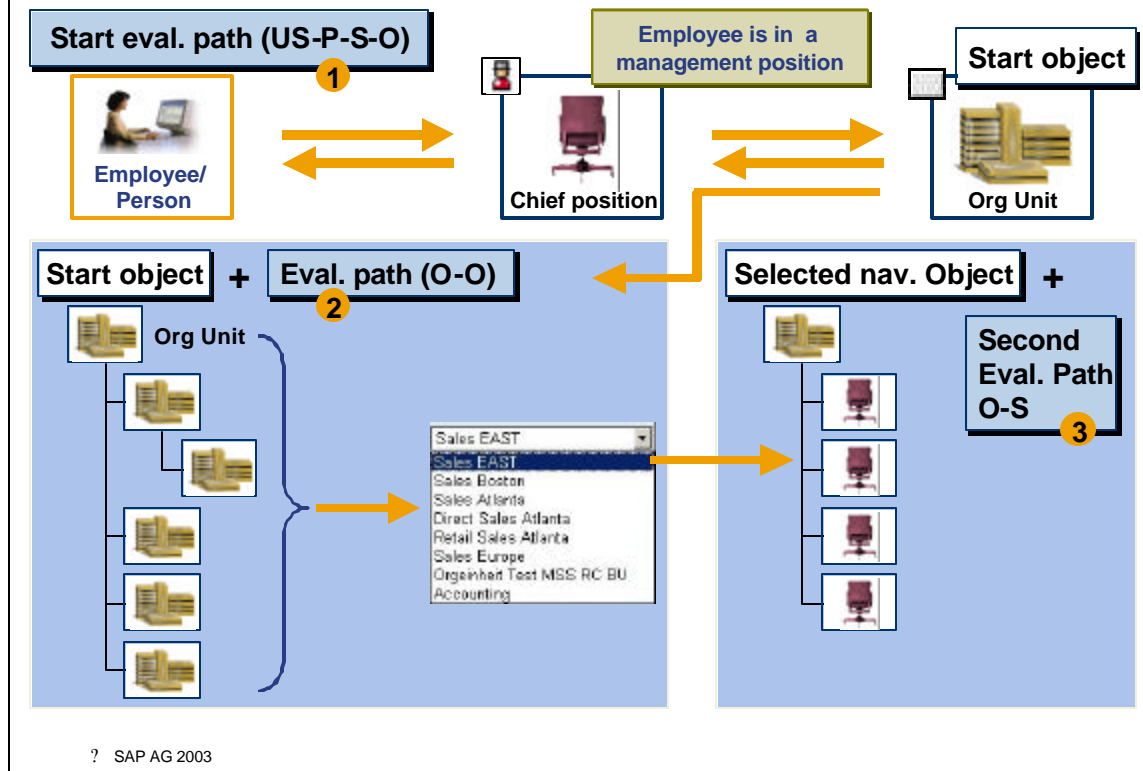
	Object and Data Provider	Form
✎ Vacancy Request Overview	X	
✎ Create vacancies		X
✎ Link to position description		
✎ Vacancy Overview (link to applicant overview)	X	
✎ Applicant Overview	X	
✎ Short Profile		
✎ Archived Documents		
✎ Photo		
✎ Administration		
✎ Invite		X
✎ Reject		X
✎ Offer job		X
✎ Ranking		
✎ Send Recruitment Forms		
✎ Position Description		

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- ✎ The Recruitment iViews are closely integrated with the Object and Data provider, which is described in detail in the team viewer unit.
- ✎ In addition, it is integrated with the ISR-framework, upon which the PCRs are based.
- ✎ This workset illustrates that by using powerful tools (OADP, ISR), SAP has created a consistent framework for different purposes. The advantages for implementation teams are clear. If they understand the basics of MSS, they can easily adjust all the functionalities to their needs.

Team Viewer Integration: Requisition Creation – Evaluation Path in OADP

SAP

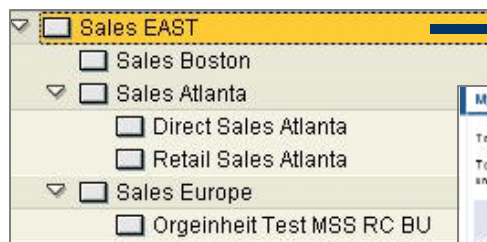


- From the user, via person and chief position, the start evaluation path determines the start object; in this case an organizational unit.
- From this start object, with the help of an additional evaluation path according to the structure, the system determines the navigation objects (in this case organizational objects) that appear in the list box.
- If you now select one of the organizational units in the list box, the system uses another evaluation path to determine the objects to be displayed (in this case positions).

Team Viewer Integration: Requisition Creation – Example for OADP

SAP

Org units the manager is responsible for. Eval. path SAP_MANG ①



Result of the first evaluation Path: Start Object “Sales East”

Starting with the start object and the eval. path ORGEH_T, the system finds all org units for which the manager is responsible within the structure. Each Org Unit is then displayed as an entry in the list box

My Position List

To create pre-filled requisition requests, select a Position from the list below and choose "Create Requisition". To display the positions, select organizational unit

Organizational Unit: Sales Workstations Group 1

Position Name	Object ID	Valid from	Valid to	Holder of Position
Sales Executive Workstations Gr.1	50000300	01.01.2001	31.12.9999	Ellen Rilke
Sales Employee Workstations Gr.1	50000304	01.01.2001	31.12.9999	Axel Janusch
Sales Executive Workstations Gr.1	50000305	01.01.2001	31.12.9999	Malin Thoms
Sales Representative Workstations Gr.1	50000306	01.01.2001	31.12.9999	Felix Fribbenzen
Sales Representative Workstations Gr.1	50000307	01.01.2001	31.12.9999	Roland Schröder
Sales Representative Workstations Gr.1	50000308	01.01.2001	31.12.9999	Constanze Engel
Sales Representative Workstations Gr.1	50000309	01.01.2001	31.12.9999	Michael Frate
Sales Representative Workstations Gr.1	50000310	01.01.2001	31.12.9999	HRDEMO

Create Requisition

③ Eval. path: O_NACH_S

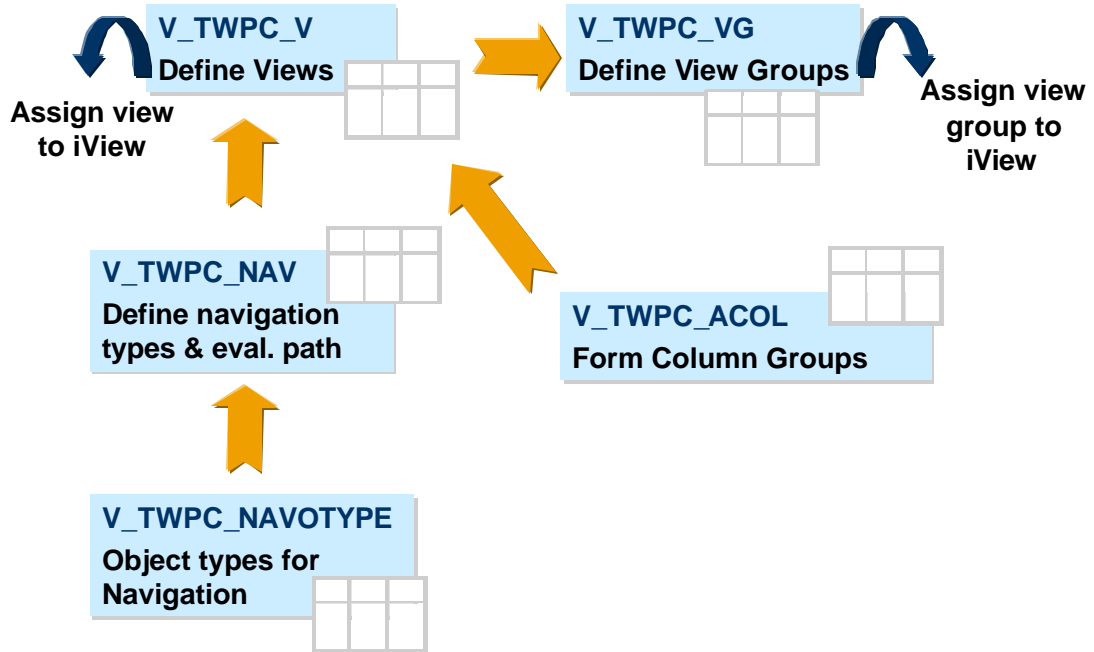
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- ✗ In some team viewers the system offers navigation objects (for example, organizational units) instead of views in the list box. The advantage of this is that you can restrict the display of objects (here, Positions) and therefore obtain a better overview.
- ✗ **Example:** The iView *My Position List* is based on the Object and Data Provider. In a list box, the system displays a list of organizational units for which the manager is directly or indirectly responsible. If the manager selects an organizational unit, the system displays a list of all the positions in that organizational unit in the iView. In other words, the selected organizational unit determines the objects that are displayed in the iView.
- ✗ If there were views instead of navigation objects here, the system would display all positions for which the manager is directly or indirectly responsible.
- ✗ The navigation objects that are offered for selection in the list box are determined according to the structure by evaluation paths stored in the object and data provider.

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Team Viewer Integration: Requisition Creation – Tables for Navigation



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Views V_TWPC_V

Display View "View Definition": Details

View	REQPOS
Name of View	Position List for Form Selection
Eval. Path for Root Objects	SAP_MANG
Funct. Module for Root Objects	
Evaluation Path Objects	O_NACH_S
Column Group	REQPOS_OV
Name of Column Group	Overview of All Positions for Form Selec
Header Type	
<input type="checkbox"/> Delete Duplicates <input type="checkbox"/> Exclude Managers	

View for Vacancy request

1 Start eval. path determines the Start Objects (US-P-S-O)

3 Evaluation path determines the objects the manager is responsible for (O-S)

Navigation types V_TWPC_NAV

Change View "Define Navigation Types": Overview

Navigation ID	View	Evaluation path	Depth
CPNAV	CPALL	ORSEH_T	5
RCORGUNIT	RCPOS	ORSEH_T	5
REQORGUNIT	REQPOS	ORSEH_T	

2 Eval. path that determines the objects for navigation (O-O)

Structure depth for navigation display

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- ✘ In table V_TWPC_NAV, a navigation ID is assigned to the view RCPOS. For this navigation ID you enter an evaluation path (2), which determines the navigation objects based on the start object (determined using the start evaluation path (1) in table V_TWPC_V).
- ✘ If you now select an organizational unit from the list box, a subsequent evaluation path (3) uses the organizational unit to determine the objects for display in table V_TWPC_V, and displays the objects in the iView.
- ✘ Customer tables:
- ✘ If you want to overwrite SAP views or define new views, use the customer tables V_TWPC_V_C.

Team Viewer Integration: Object Types for Navigation

SAP

Navigation types V_TWPC_NAV

Navigation ID	View	Evaluation Path	Depth
CPNAV	CPALL	ORGEH_T	5
RCOORGUNIT	RCPOS	ORGEH_T	5
REOORGUNIT	REPOS	ORGEH_T	5

Eval. Path that determines the objects for navigation (O-O)

Navigation types V_TWPC_NAVOTYPE

Navigation ID	Obj. type
RCOORGUNIT	O
REOORGUNIT	O

Determine the Object Types that are displayed in the list box

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- ✎ If required, specify in the Depth field the level of the organizational structure to which you want the system to evaluate objects, according to the evaluation path. If one manager is responsible for the whole area of the organizational structure, but only wants to see the first three hierarchical levels of his or her structure in the portal, he or she can specify this by entering a depth in table V_TWPC_NAV.
- ✎ In table V_TWPC_NAVOTYPE the object types are defined that are displayed in the list box.
- ✎ Customer tables:
 - ? If you want to change navigation object types or define new ones, use table V_TWPC_NAVTP_C.

Team Viewer Integration: Requisition Creation – Displayed Object Types



Views V_TWPC_V

Display View "View Definition": Details

Name of View	Position List for Form Selection
Eval. Path for Root Objects	SAP_MANG
Funct. Module for Root Objects	
Evaluation Path Objects	O_NACH_S
Column Group	REQPOS_OV
Name of Column Group	Overview of All Positions for Form Selec
Header Type	

Delete Duplicates
 Exclude Managers

3 Evaluation Path determines the objects the manager is responsible for (O-S)

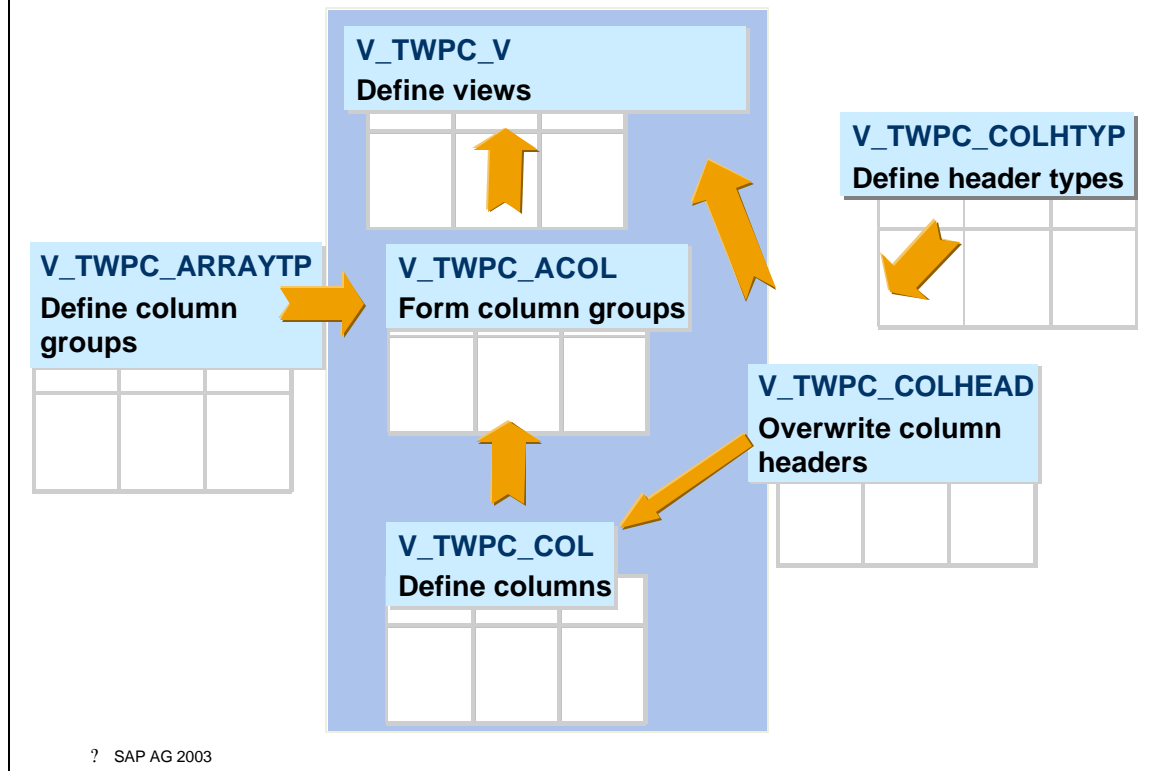
Displayed Object Types V_TWPC_OTYPES

Display View "Object Types to be Displayed in the List": Over...

View	Name	O	Object type test
REQPOS	Position List for Form Selection	S	Position
REQSCA	Pos and Jobs Attached to REQ	C	Job
REQSCA	Pos and Jobs Attached to REQ	S	Position

Determine the Object Types that are displayed in the table view

- Starting from the organizational unit that the manager chooses in the list box, another evaluation path (3) determines the objects that may be displayed in the iView.
- In table V_TWPC_OTYPES the object type is determined that is displayed in the table view.



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- ✎ The column framework contains a generic concept for filling columns in a structural or list display. It is based on the definition of columns, the way they are put together in column groups, and the provision of a function module with a standard interface for finding and transferring the column contents.
- ✎ In table V_TWPC_V, you assign to the view a column group that you want to display in the table view of the iView.
- ✎ Column groups are defined in table V_TWPC_ARRAYTYP.
- ✎ Columns are defined in table V_TWPC_COL.
- ✎ In table V_TWPC_ACOL, columns are grouped together into column groups.
- ✎ Table V_TWPC_COLHEAD allows you to overwrite column headers and define a language-dependent header. Column headers must be assigned to a header type that was previously defined in table V_TWPC_COLHTYP. The header type is then transferred to the view.
- ✎ If no header type is transferred to the view, the headers are taken from table V_TWPC_COL.

Team Viewer Integration: Requisition Creation – Column Groups



Views V_TWPC_V

Display View "View Definition": Details

View:	REQPOS
Name of View:	Position List for Form Selection
Eval. Path for Root Objects:	SAP_MARG
FuncL. Module for Root Objects:	
Evaluation Path Objects:	D_NACH_S
Column Group:	REQPOS_OV
Name of Column Group:	Overview of All Positions for Form Selec
Header Type:	
<input type="checkbox"/> Delete Duplicates	
<input type="checkbox"/> Exclude Managers	

Views V_TWPC_ARRAYTP

Display View "Definition of Column Groups"

Column Group	Name
REQPOS_OV	Overview of All Positions for Form Selec
REQSCA_OV	Overview of All Attached Positions & Job

Assign Column Groups

Views V_TWPC_ACOL

Display View "Put Columns Together in a Column ..."

Column Group	Column Name	Name of the Column	Position	Visible
REQPOS_OV	ORG_OBJID	Object ID	2	<input type="checkbox"/>
REQPOS_OV	RC_HOLDER	Holder of Position	5	<input type="checkbox"/>
REQPOS_OV	RC_VACDA	Vacant From	6	<input type="checkbox"/>
REQPOS_OV	RQ_O_BEGDA	Valid From	3	<input type="checkbox"/>
REQPOS_OV	RQ_O_ENDDA	Valid To	4	<input type="checkbox"/>
REQPOS_OV	RQ_S_NAME	Position Name	1	<input type="checkbox"/>

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Column Name	Column Description	Function Module for Content
RQ_S_NAME	Position Name	HRWPC_RQ_REQ_NAME
ORG_OBJID	Object ID	HRWPC_FILL_STANDARD_COLUMNS
RQ_O_BEGDA	Valid From	HRWPC_RQ_BEGDA_ENDDA
RQ_O_ENDDA	Valid To	HRWPC_RQ_BEGDA_ENDDA
RC_HOLDER	Holder of Position	HRWPC_RC_VACREQ_HOLDER
RC_VACDA	Vacant From	HRWPC_RC_VACREQ_VACDATA

See example on next page

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My Position List

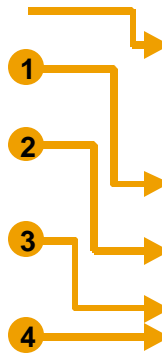
To create pre-filled requisition requests, select a Position from the list below and choose "Create Requisition".

To display the positions, select organizational unit: Sales Workstations Group 1

Position Name	Object ID	Valid from	Valid to	Holder of Position
Sales Executive Workstations Group 1	50000300	01.01.2001	31.12.9999	Elen.Filze
Sales Employee Workstations Gr1	50000304	01.01.2001	31.12.9999	Axel.Jansch

Views V_TWPC_COL

- Column name
- Function Module for column content
- Determines the next iView
- Function Module determines window layout
- Function Module for eventing



Display View "Column Definition": Details

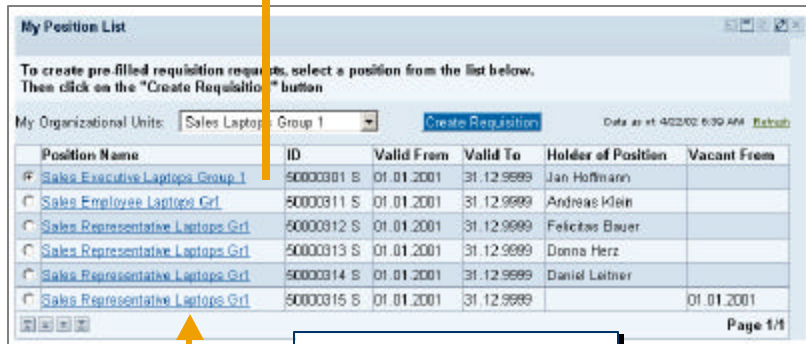
Column Name	RQ_S_NAME
Name	Position Name
<input type="checkbox"/> For Generic Use	
Alignment	0
Conversion routine	
FM for Column Content	HRWPC_RQ_REQ_NAME
FM from Column Framework	
PCD Service	com.sap.pct.hcm.rq_positionjobviewer.default
PCD Page	
FM for PCD Parameter	HRWPC_RQ_SC_DISPLAY_LINK
FM for External Link	

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- ✘ A column can contain a link or an icon with a link to another iView.
- ✘ A function module (1) defines the content that is displayed in the column. If the user selects the link, a new browser window opens, containing another iView. This iView is determined depending on the PCD service entry (2).
- ✘ A second function module (3) determines the layout of the browser window (size, without symbol bar, and so on), and transfers certain parameters, such as system identifier, object ID, object name, date, and so on, to the new iView. With these parameters the active iView calls the data to be displayed from the R/3 system.

Position/Job Viewer
(com.sap.pct.hcm.rq_positionjobviewer.default)

- ✎ Tab strip-based iView, displaying infotype data (1002, 1005, 1008, 10011, 1013) about a position or job.



Link to Position Viewer

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- ✎ Managers can easily create a requisition directly from the portal.
- ✎ By using the portal to launch another iView, the manager receives useful information about the position from different infotypes.

Requisition Creation – Create Requisition Form



My Position List

To create pre-filled requisition requests, select a Position from the list below and choose "Create Requisition".

To display the positions, select organizational work:

Position Name	Object ID	Valid from	Valid to	Holder of Position	Vacant as of	Assignm (%)
Sales Manager PC Group 1	59000302	01.01.2004	31.12.9999	Tom Renner		98.98
Sales Executive PC Group 1	59000303	01.01.2004	31.12.9999	Add Data		98.79

Same iView – two states: Initial and Detail

Select a position and click on "Create Requisition"

Position List

Selected Position: 50000300 - Sales Executive Workstations Group 1

Select one of the 4 following Requisition Request Forms:

- Regular Employment - Long Form
- Regular Employment - Short Form
- Contingent Employment Form
- Extended Employment Form

Position Details

Description Account Assignment Work Schedule Planned Compensation

Position: 50000300 Sales Executive Workstations Group 1

The executive board is in charge of running the company in line with company policy and guidelines.

Managers are assigned to all the physical departments with the organization. Their signature approval is below the director job and reflect the following for the specific countries:

50,000 USD = United States
65,000 DEM = Germany
130,000 BEF = Belgium

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Applicant Overview

Position Sales Representative Laptops Gr1 (50000315)

Applicants	Applicant Number	Applicant Group	Vacancy Status	Applicant Ranking	Documents
Daniel Liebisch	00001418	Active (external)	In process	excellent	
Birgit Faller	00001419	Active (external)	In process		

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iView: com.sap.pct.hcm.rc_shortprofile.default

```

Short Profile
Frau
Anja Müller
Burgasse 20
D-60000 FRANKFURT

Date of Birth: 01.01.1966
Gender: Female
Nationality: German
Letter language: German

Actions:

Action: To be interviewed,
valid from 17.12.2001
Status: Invite

Vacancy assignment:
Vacancy: Secretary VP S.E., last change 11.12.2001
Status: In process

Application(Activities):
on 15.01.1996 , Advertisement 00000001 from 01.01.1996
in FAZ
- Receipt scheduled on 15.01.1996 . at 00.00 Uhr.
- On hold finished on 11.12.2001 . at 11.04 Uhr.
- Interview appt scheduled on 17.12.2001 . at 00.00 Uhr.
Responsible: Mr. William Smith
Vacancy:
- Interview inv. scheduled on 19.12.2001 . at 00.00 Uhr.
Responsible: Mr. William Smith
Vacancy:

```

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Change Short Profile:

SIMG_SPORT **Manager Self-Service** **Vacancies and Applicants** **BAdI: HTML-Format**

- This iView displays the short profile defined in the SAP R/3 system.
- You set up the short profile in *Recruitment Customizing*, under *Applicant Administration* *Short Profile*. In this IMG activity, you can define a short profile and assign it to particular groups of persons using a feature.
- Since the short profile is formatted in SAPScript, the system depicts indentations as spaces in the SAP R/3 system.
- To display these indentations in HTML format in the portal environment, we provide the Business Add-In (BAdI) HRWPC_RC_SHORTPROFIL.
- After importing the plug-in system, you set up the BAdI by making settings in the Business Package *Manager Self-Service* (transaction SIMG_SPORT). Do this under *Recruitment* *BAdI: Adjust HTML Format for Short Profile*.

iView: com.sap.pct.hcm.eeprofilephoto.applicant

The screenshot shows two windows from the SAP iView Runtime for Java. The left window displays a table of archived documents, and the right window displays a photograph of an applicant.

Infotype	Document	Archived on
0000 Actions	Color photos	03/08/2002
Other Documents	Applicant's resume	03/11/2002
	Applicant's resume	03/11/2002

The right window shows a photograph of a woman with dark hair, wearing a patterned top. The status bar at the bottom of the window indicates 'Local intranet'.

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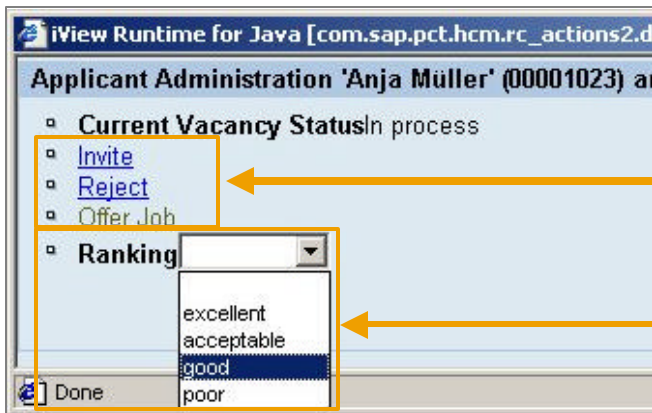
Archived Documents

- ? This iView displays applicant documents that have been saved in the SAP R/3 system via SAP ArchiveLink.
- ? You can create a document in the SAP R/3 system using transaction OAAD. For an applicant you must use the business object PAPL.

Photo

- ? This iView displays the photograph of an applicant that has been saved in the SAP R/3 system via SAP ArchiveLink.
- ? You can create the photograph in the SAP R/3 system using transaction OAAD. For an applicant you must use the business object PAPL and the document type HRICOLFOTO.

iView: com.sap.pct.hcm.rc_actions2.default



Calls recruitment form.

Use table V_TWPC_RC_VACSTA to determine the status shown in this iView

Defined in table V_TWPC_RC_RANK_C

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This iView enables managers to take the following administrative steps for an applicant:

- ✎ Invite applicant for interview
- ✎ Reject applicant
- ✎ Offer applicant job
- ✎ Assign applicant assignment ranking
- ✎ Some of the activities performed by the manager are form-based.

Ranking

- ✎ By assigning an applicant a ranking, managers can rank the applicants according to their personal preference.
- ✎ To enable managers to enter the ranking in the portal, you must first create rankings in the SAP R/3 system, in the view V_WPC_RC_RANK_C.
- ✎ After importing the plug-in system, you set up the rankings by making settings for the Business Package *Manager Self-Service* (transaction SIMG_SPORT). Do this under *Recruitment* ✎ *Create Values for Applicant Ranking*.
- ✎ In the *default.property* file in the *Applicant Administration* iView, (com.sap.pct.hcm.rc_actions2) you can set up the following parameters:
 - ✎ Ranking.value=true
- ✎ This setting enables you to use applicant ranking in the portal.
- ✎ The system saves the applicant ranking in the additional data (PAD48) for the relationship **A048** between an applicant and the vacancy. Since this field is not used in the SAP R/3 system, it is not displayed in any view in the system.
- ✎ Note that this field is not available until R/3 HR Support Package 31 (Release 4.6C) (see note 422839).

Sent Recruitment Forms



iView: com.sap.pct.fin. com.sap.pct.fin.isrstatusoverview.rcwide

Sent Recruitment Forms

My Requests of Category: All Requests in This Area

Description	Notification	Status	Created on	Changed on	Desired end	Additional Information	Additional Information	Position
Invite Applicant: William Smith	316	Open	01/31/2002		04/01/2002	Anton Bewerber	00001023	Secret VP 5
Invite Applicant: William Smith	314	Open	01/31/2002		04/01/2002	Mr. Homer Simpson	00001413	Cons
Request to Set Position to Vacant: Willi	313	Open	01/31/2002		04/01/2002	Claudia H's Planstelle	90000308	

iView: com.sap.pct.fin.isrstatusoverview.rcnarrow

Sent Recruitment Forms

Description	Position	Position ID
Request to Set Position to Vacant: Willi	Director Sales Boston	00790208

Status: Open
Created on: 03/24/2002
Director Sales Boston

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	<u>ISR-Scenario:</u>	SRVR Staff requisition / designate vacant position
	<u>Notification type:</u>	5A RC with approval 5B RC without approval
	<u>Number ranges:</u>	Ensure that notification types 5A/5B are assigned to number ranges
	<u>BAdI:</u>	QISR1 / HRWPC_RC_VACREQ
	<u>Workflow:</u>	WS50000034 vacancy request
	<u>Prerequisites:</u>	Personnel officer must be entered in table T526 Assign agents (officer) to workflow tasks

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In the standard system, SAP delivers the **SRVR** form.

- The form uses Business Add-In (BAdI) QISR1 (*Internal Service Request: Program-Interface Forms*) within ISR form technology. The BAdI has the following functions:
 - ? Fills form fields
 - ? Checks ready-for-input fields for correctness after an entry has been made
 - ? Selects and displays text for a specified value

For this form we deliver implementation HRWPC_RC_VACREQ for BAdI QISR1. The implementation uses the following methods:

- INT_SERVICE_REQUEST_CHECK
 - ? You need this method to check the correctness of ready-for-input fields after data has been entered.
- INT_SERVICE_REQUEST_INIT
 - ? This method pre-assigns values to form fields.
- SCENARIO_SET_ADDITIONAL_VALUES
 - ? If you want to fill a dropdown list box with values, you can use this method to help you.

	<u>ISR-Scenario:</u>	SRIV Invite Applicant
	<u>Notification type:</u>	5A RC with approval 5B RC without approval
	<u>Number ranges:</u>	Ensure that notification types 5A/5B are assigned to number ranges
	<u>BAdI:</u>	QISR1 / HRWPC_RC_INVITE
	<u>Workflow:</u>	WS50000038 Invite applicant for interview
	<u>Prerequisites:</u>	Personnel officer must be entered in table T526 Assign agents (officer) to workflow tasks Personnel officer should be assigned to vacancy V_T750X field

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- The system proposes an administrator that you assigned in the position view V_T750X (*vacancy*).
- If no assignment exists, the system proposes the first administrator listed in the combo box.
- In input help, the system displays as administrator all administrators from table T526 (*Administrator*) for group APPL.
- These administrators must also be maintained during user assignment for the started workflow.
- After the administrator has performed the necessary steps to change the vacancy status in the SAP R/3 system, the system displays the changed vacancy status in the portal. To enable the administrator to set an applicant from vacancy status *Invited* (7) to vacancy status *Offer Job* (5) it may be necessary for you to change the characteristic STATU (*Consistency of Overall Status with Vacancy Assignment Status*).
- Make this setting in Customizing for Recruitment under *Applicant Selection* *Applicant Status* *Set Permissible Vac. Assign. Statuses for Each*

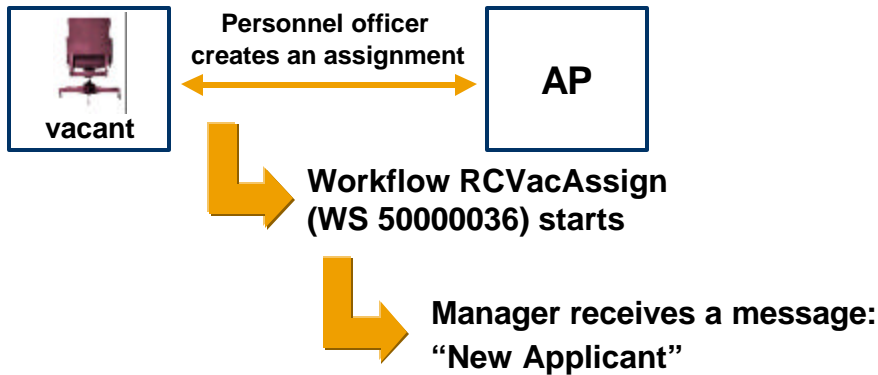
✎	<u>ISR-Scenario:</u>	SRVR Reject Applicant
✎	<u>Notification type:</u>	5A RC with approval 5B RC without approval
✎	<u>Number ranges:</u>	Ensure that notification types 5A/5B are assigned to number ranges
✎	<u>BAdI:</u>	QISR1 / HRWPC_RC_REJECT
✎	<u>Workflow:</u>	WS50000040 Reject applicant
✎	<u>Prerequisites:</u>	Personnel officer must be entered in table T526 Assign agents (officer) to workflow tasks Personnel officer should be assigned to vacancy ✎ V_T750X field Maintain table V_T751D for reason for rejection

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- ✎ The system proposes an administrator that you assigned in the position view V_T750X (*vacancy*).
- ✎ If no assignment exists, the system proposes the first administrator listed in the combo box.
- ✎ In input help the system displays as administrator all administrators from table T526 (*Administrator*) for group APPL.
- ✎ These administrators must also be maintained during user assignment for the started workflow.
- ✎ In input help, for the field *Reason for rejection*, the system displays all values from view V_T751D.
- ✎ You can change this in the Implementation Guide (IMG) for *Recruitment* under *Applicant Selection* ✎ *Applicant Status*.
- ✎ After the administrator has performed the necessary steps for changing the vacancy status in the SAP R/3 system, the system displays the changed vacancy status in the portal.

	<u>ISR-Scenario:</u>	SRJO Offer Job
	<u>Notification type:</u>	5A RC with approval 5B RC without approval
	<u>Number ranges:</u>	Ensure that notification types 5A/5B are assigned to number ranges
	<u>BAdI:</u>	QISR1 / HRWPC_RC_JOB OFFER
	<u>Methods:</u>	INT_SERVICE_REQUEST_CHECK INT_SERVICE_REQUEST_INIT SCENARIO_SET_ADDITIONAL_VALUES
	<u>Workflow:</u>	WS50000039 Offer applicant job
	<u>Prerequisites:</u>	Personnel officer must be entered in table T526 Assign agents (officer) to workflow tasks Personnel officer should be assigned to vacancy V_T750X field
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- The system reads information on the position from the following infotypes:
 - ? *Planned Compensation* (1005)
 - ? *Account Assignment Features* (1008)
 - ? *Employee Group/Subgroup* (1013)
- The system proposes an administrator that you assigned in the position view V_T750X (*vacancy*).
- If no assignment exists, the system proposes the first administrator listed in the combo box.
- In input help, the system displays as administrator all administrators from table T526 (*Administrator*) for group **APPL**.
- These administrators must also be stored during user assignment for the started Workflow.
- After the administrator has performed the necessary steps for changing the vacancy status in the SAP R/3 system, the system displays the changed vacancy status in the portal.

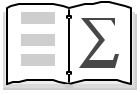


✂ Prerequisites:

- ✂ Assign manager to workflow task
- ✂ Activate event linking
- ✂ Manager must be assigned to vacancy ✂ V_T750X field :‘manager’
- ✂ T77S0: PPVAC PPVAC, value = 1

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- ✂ When an administrator assigns an applicant to a vacancy, either during the initial entry of applicant data (PB10) or whilst processing the *Vacancy Assignment* (4002) infotype, the system triggers the events VACASSIGN.CREATED or VACASSIGN.INPROCESSING. These events trigger Workflow WS50000036 (RCVacAssign). This Workflow informs the manager that an applicant has been assigned to him or her.
- ✂ If you want to use this workflow, you must perform the processor assignment for each Workflow task and activate the event linkage for the events that trigger events in workflow.
- ✂ Workflow ensures that the manager you stored as the line manager for vacancy in view V_T750X is informed.
- ✂ To enable you to process view V_T750X, while creating a vacancy in *Organizational Management*, you must set the PPVAC / PPVAC switch to **1** in table T77S0.
- ✂ You process this setting in the Implementation Guide (IMG) for *Organizational Management* under *Infotype Settings* ✂ *Activate/Deactivate “Vacancy” Infotype*.



You are now able to:

-  **Describe the MSS-based recruitment process**
-  **Describe the integration of R/3-functionalities and ISR in the Recruitment workset**
-  **Customize the MSS Recruitment workset.**

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Unit: MSS Recruitment



In this exercise:

- ? Familiarize yourself with the Recruitment workset.
- ? Familiarize yourself with Employee Review customizing.



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. Create a vacancy for one of your positions.
2. You need information about applicants. Where can you get it?
3. How can you change the objects displayed in the checkboxes in the Recruitment workset?
4. How can you adjust the format of the short profile of applicants?



Unit: MSS Recruitment

1. Create a vacancy for one of your positions.
Select the **Recruitment** tab. Select **Position Overview** in the detailed navigation iView. Select the *Create form* icon in the line assigned to the position that is to be changed to vacant.
2. You need information about applicants. Where can you get it?
Select the Recruitment tab. Select Applicant Tracking in the detailed navigation iView on the left side. Choose the iView Applicant Overview and click on the applicant whose data you want to see.
3. How can you change the objects which are displayed in the checkboxes in the recruitment workset?
Use the table V_TWPC_OTYPES.
4. How can you adjust the format of the short profile of applicants?
Manager Self-Service (transaction SIMG_SPORT). Do this under *Recruitment ? BAdI: Adjust HTML Format for Short Profile*.

Content:

- ✎ Reporting concept
- ✎ MDT and MSS
- ✎ Reporting customizing

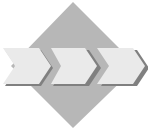
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At the end of this unit you will be able to:

- ✎ **Explain the reporting concept in MSS**
- ✎ **Explain the relationship between MSS and MDT**
- ✎ **Customize the reporting workset and include new elements in the workset**

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Immediate access to information is a key requirement from your managers. You have the task of including custom-developed reports in your Manager portal.

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As we have seen before, a manager has to fulfill a lot of tasks like:

- ? Appraise his employees,
- ? Identify the top performers, and reward them appropriately.
- ? Delegate tasks,
- ? Staff projects, and
- ? Recruit the people best suited for future tasks.

MSS Offers One Access Point For All Reporting Information



- ▼ ABAP Reports
 - [Employee overview](#)
 - [Business distribution plan](#)

- ▼ SAP Queries
 - [Telephone List](#)
 - [Birthday List](#)

- ▼ HRM Reports
 - [Headcount](#)
 - [Headcount FTE](#)



Peter F.

- ▼ HR Reports
 - ▼ Employee data
 - [Master Data Sheet](#)
 - [History](#)
 - [Service anniversaries](#)
 - ▼ Time Management
 - [Absence counts](#)
 - [Absence/Attendance Graph](#)
 - [Absences](#)
 - [Attendance check](#)
 - [Attendances](#)
 - [Personal work schedule](#)

- ▼ Accounting Reports
 - [Cost centers](#)

- ▼ Crystal Reports
 - [Qualifications per EE](#)
 - [Qualifications per OrgUnit](#)
 - [Attendance Costs per EE](#)
 - [Cancellation Costs per EE](#)

- ▼ Transactions
 - [Organizational Management](#)

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The screenshot illustrates the process of selecting a report and its objects in SAP MSS Reporting. On the left, the 'Reports' menu is shown with 'Headcount' selected under 'BMY Reports'. An orange arrow labeled 'Select a function' points to the 'Headcount' report. On the right, the 'Selected Report: Headcount' screen is shown. A blue bracket labeled 'Select OrgObjects' highlights the selection of 'Ellen Rilke' and 'Axel Jeneusch' from the 'All Employees' list. A 'Start Report' button is highlighted with a black box and labeled 'Start the Report'.

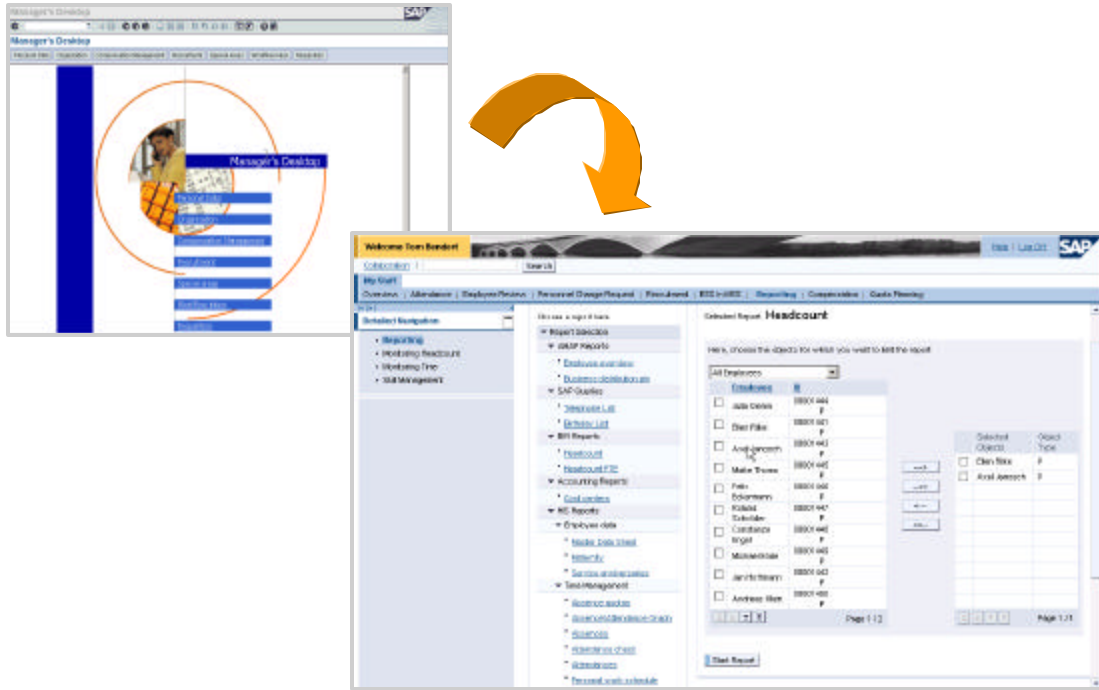
Employee	ID	Selected	Object	Type
Julia Grimm	00001444	<input type="checkbox"/>		P
Ellen Rilke	00001441	<input checked="" type="checkbox"/>	Ellen Rilke	P
Axel Jeneusch	00001443	<input checked="" type="checkbox"/>	Axel Jeneusch	P
Malke Thoma	00001445	<input type="checkbox"/>		P
Felix Eckermann	00001446	<input type="checkbox"/>		P
Roland Schröder	00001447	<input type="checkbox"/>		P
Constanze Engel	00001440	<input type="checkbox"/>		P
Michael Ende	00001449	<input type="checkbox"/>		P
Jan Hoffmann	00001442	<input type="checkbox"/>		P
Andreas Klein	00001450	<input type="checkbox"/>		P

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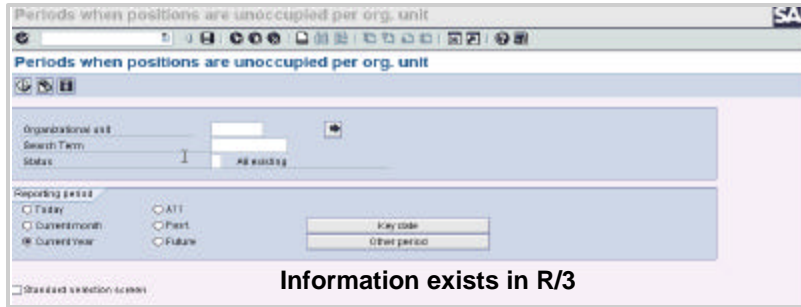
Manager's Desk Top (MDT) and MSS



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A manager wants a list of periods with unoccupied positions in his OrgUnit

Create Function Codes To Enhance The Report List

SAP

Table T77MWBFCO

Function code	Type	Org	Obj	Text	Function Module
INBOX	HOME	<input type="checkbox"/>	<input type="checkbox"/>	Workflow inbox	
INBOX_CALL	REPO	<input type="checkbox"/>	<input type="checkbox"/>	Workflow inbox	
INFO	HOME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization	
MSS_BN_FTE	BWR3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Headcount FTE	
MSS_BN_HEADCOUNT	BWR3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Headcount	
MSS_CR_ATT_COST	BACR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Attendance Costs per EE	
MSS_CR_CANC_COST	BACR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cancellation Costs per EE	
MSS_CR_Q_PER_EMPL	BACR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications per EE	
MSS_CR_Q_PER_ORG	BACR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Qualifications per Org/Uni	
MSS_HOME	HOME	<input type="checkbox"/>	<input type="checkbox"/>	Report Selection	
MSS_NODE_BN	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	BN Reports	
MSS_NODE_CRYSTAL	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	Crystal Reports	
MSS_NODE_HIS	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	HIS Reports	
MSS_NODE_QUERY	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	SAP Queries	
MSS_NODE_REPORTS	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	ABAP Reports	
MSS_NODE_RN	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	Accounting Reports	
MSS_NODE_TCODE	NOOE	<input type="checkbox"/>	<input type="checkbox"/>	Transactions	
MSS_QUE_ANNIVERSARY	REPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service Anniversaries	
MSS_QUE_BIRTHDAYLIST	REPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Birthday List	
MSS_QUE_PHONELIST	REPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telephone List	
MSS_QUE_PWRATTORNEY	REPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Powers of Attorney	
MSS_QUE_VEHICLE	REPO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vehicle	
MSS_TCD_PPOME	TCOO	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Management	

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- ✘ You want to enhance the report selection tree with a new folder including a number of reports.
- ✘ Go to the IMG and follow the path *Personnel Management -> Manager's Desktop -> Enhancements of Function Codes -> Define Function Codes*.
- ✘ In this table (T77MWBFCO), you have to create a new function code for the new subcategory Organization and for each report you want to add.
- ✘ To create a new function code, choose New Entries or make a copy of an existing entry.

Create a Function Code for New Subcategory

SAP

Table T77MWBFC

Change View "Function Codes for Manager's Desktop"

Function code	Z_ORG_MGMT
Text	Organization
Type	NODE
<input type="checkbox"/> Organizational structure based	
<input type="checkbox"/> Object type specific	
Transaction Code	
Function Module	
Program Name	
Variant Name	
WEB Address (URL)	

Name of function code

Text will be displayed in MSS

Determines that this is not an executable function, but a subcategory to group executable functions

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- ✎ To create the new subcategory Organization, make the entries shown in the screen.
- ✎ Note: function code name must be created in the customer name space.
- ✎ Save your entries.

Create a Function Code for Report RHXFILLPOS

SAP

Table T77MWBFC

Change View "Function Codes for Manager's Desktop"

Function code	Z_RHFILPOS
Text	Vacant Positions
Type	REPO
<input checked="" type="checkbox"/> Organizational structure based	
<input checked="" type="checkbox"/> Object type specific	
Transaction Code	
Function Module	
Program Name	RHXFILLPOS
Variant Name	
WEB Address (URL)	

Create a new function code for the report RHXFILLPOS

Determines that this function code is a report

The *Based on Organizational Structure* indicator is set for all function codes that are applied to organizational objects

The report is object type-specific and can only be started with a certain object type

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- ✎ The report RHXFILLPOS is based on the organizational structure. The report can be started with certain object types (org units and positions). Along the structure, the system collects all objects, org units and positions, and shows the appropriate data for the found positions
- ✎ **Object type-specific:**
 - ? Set this indicator if you want the function only to be available for certain object types. You can specify the corresponding object types in the customizing activity **Define Object-Specific Function Codes in the Enhancement of Function Codes** section.
- ✎ To create a new function code for a report choose *New Entries* or copy an existing entry.
- ✎ Note: function code name must be created in the customer name space.
- ✎ Save your entries

Create a Function Code for Report RHSBES00

SAP

Table T77MWBFCF

Change View "Function Codes for Manager's Desktop"

Function code	Z_RHSBESS
Text	Staff Assingment
Type	REPO
<input checked="" type="checkbox"/> Organizational structure based	
<input checked="" type="checkbox"/> Object type specific	
Transaction Code	
Function Module	
Program Name	RHSBES00
Variant Name	
WEB Address (URL)	

Create a new function code for the report RHSBES00

Determines that this function code is a report

The *Based on Organizational Structure* indicator is set for all function codes that are applied to organizational objects

The report is object type-specific and can only be started with a certain object type

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- ✎ This report is based on the organizational structure. The report can only be started with object type **org unit**. Along the structure the system collects all objects (org units and positions) and displays the appropriate data.
- ✎ **Object type specific:**
 - ? Set this indicator if you want the function only to be available for certain object types. You can specify the corresponding object types in the customizing activity **Define Object-Specific Function Codes** in the **Enhancement of Function Codes** section.
- ✎ The report RHSBES00 can only be started with org units.
- ✎ To create a new function code for a report choose *New Entries* or copy an existing entry.
- ✎ Note: function code name must be created in the customer name space.
- ✎ Save your entries

Table T77MWBFC

Change View "Function Codes for Manager's Desktop": Overview

New Entries

Results

Function code	Type	Org.	Obj.	Text	Function Module
Z_ORG_MGMT	NODE	<input type="checkbox"/>	<input type="checkbox"/>	Organization	
Z_RHFILPOS	REPO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Vacant Positions	
Z_RHSBESS	REPO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Staff Assingment	

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Define Object Types for Object Type-Specific Function Codes

SAP

Table T77MWBFCO

The screenshot shows the SAP Manager's Desktop interface. The navigation tree on the left includes: Manager's Desktop, Customer Adjustment, Quota Planning, Organizational Changes, Enhancement of Function Codes, Wizard for Defining Function Codes, Define Function Codes, Redefine Function Codes Customer-Specific, **Define Object Type-Specific Function Codes** (highlighted with a red box), and Define Structure of Function Codes. An orange arrow points from this menu item to a 'Results' window. The 'Results' window shows a table with the following data:

Function code	Function module	Program
Z_RHFILPOS	O	RHXFILLPOS
Z_RHFILPOS	S	RHXFILLPOS
Z_RHSBESS	O	RHSBES00

Below the table, it says '? SAP AG 2003'. In the background, a larger window shows the original 'Table T77MWBFCO' with various function codes like RHPM2WET, RHPM2WSH, SET_DTAG_SOURCES, and TRAIN_BOOK.

- ✘ For some functions, only special types of organizational objects (persons, positions etc.) may be appropriate. It also may be useful that a function stands for different function modules or reports depending on the type of the argument. These restrictions are stored in T77MWBFCO.
- ✘ Enter the function code that you previously flagged as object type-specific.
- ✘ Enter the object type that the function code is to apply to. If there is more than one object type per function code, you must make separate entries.
- ✘ In the FUNCTION MODULE and PROGRAM NAME fields, enter the function module or the report that is called up by the corresponding function code.

Assign Function Codes To a Scenario Used In MSS



MDT Scenario RPT0 is used in the MSS standard delivery

Table T77MWBFCB

Change View "Function Code Hierarchies for Manager's Desktop":

Scenario	Higher-level Fcode	N	Function code	Function Module
MBS	HRFPN_4	30	RHPNDP1	
MBS	HRFPN_4	35	RHPNDART	
MBS	HRFPN_4	40	RHPN2NSH	
MBS	HRFPN_5	15	RHPNGVPL	
MBS	HRFPN_5	20	RHPNOFIN	
MBS	HRFPN_5	25	RHPN2NBI	
RPT0		1	MSS_HOME	
RPT0	MSS_HOME	1	MSS_NODE_HIS	
RPT0	MSS_HOME	2	TRAIN	
RPT0	MSS_HOME	3	MSS_NODE_RW	
RPT0	MSS_NODE_HIS	1		HR_H15_READ
RPT0	MSS_NODE_RW	1	RWREP1SIP	
RPT0	TRAIN	1	TRAIN_BOOK	
RPT0	TRAIN	2	TRAIN_BUDGET	
RPT0	TRAIN	3	TRAIN_HIST	
RPT0	TRAIN	4	TRAIN_PREBD	
RPT0	TRAIN	5	TRAIN_RESO_RESERY	
RPT0	TRAIN	6	TRAIN_STOR	
MFCB		0	XF_INBOX	

- Manager's Desktop
 - Customer Adjustment
 - Quota Planning
 - Organizational Changes
 - Enhancement of Function Codes
 - Wizard for Defining Function Codes
 - Define Function Codes
 - Redefine Function Codes Customer
 - Define Object Type-Specific Function
 - Define Structure of Function Codes

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Assign Executable Functions and Subcategories

SAP

IMG: Table T77MWBFCB

Display View "Function Code Hierarchies for Manager's Desktop": Overview

Scenario	Higher-Level FCode	N. Function Code	Function Module
MSS0	MSS_HOME	1 MSS_HOME	
MSS0	MSS_HOME	1 MSS_MODE_REPORTS	
MSS0	MSS_HOME	2 MSS_MODE_QUERY	
MSS0	MSS_HOME	3 MSS_MODE_BW	
MSS0	MSS_HOME	4 MSS_MODE_BW	
MSS0	MSS_HOME	5 MSS_MODE_HIS	
MSS0	MSS_HOME	6 MSS_MODE_TC00E	
MSS0	MSS_HOME	7 MSS_MODE_CRYSTAL	
MSS0	MSS_MODE_BW	1 MSS_BW_READCOUNT	
MSS0	MSS_MODE_BW	2 MSS_BW_FTE	
MSS0	MSS_MODE_CRYSTAL	1 MSS_CR_E_PER_EHPL	
MSS0	MSS_MODE_CRYSTAL	2 MSS_CR_E_PER_OIB	
MSS0	MSS_MODE_CRYSTAL	3 MSS_CR_ATT_COST	
MSS0	MSS_MODE_CRYSTAL	4 MSS_CR_COST	
MSS0	MSS_MODE_HIS	1	HR_HIS_READ
MSS0	MSS_MODE_QUERY	1	MSS_QME_PHOMELIST
MSS0	MSS_MODE_QUERY	2	MSS_QME_BIRTHDAYLIST
MSS0	MSS_MODE_REPORTS	1	RPLM1TOE
MSS0	MSS_MODE_REPORTS	2	RHPMEVPL
MSS0	MSS_MODE_BW	1	RHREP15TP
MSS0	MSS_MODE_TC00E	1	MSS_TCO_PPONE

Subject categories

Subcategories which are all assigned to the same subject category **MSS_HOME**

Executable functions that are assigned to the same subcategory **TRAIN**

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- ✎ Define the hierarchy for the report tree in table T77MWBFCB. The structure of the report tree is based on the function codes defined in table T77MWBFCB. The non-executable functions (categories and subcategories) are used to structure the report tree.
- ✎ The hierarchy is structured as follows:
- ✎ A function code of type *Home* (subject category) is the highest-level node (root) in the report tree. In MSS only one subject category is used.
- ✎ Subcategories, functions codes of type *Node*, or executable functions can be located at the second level.
- ✎ In MDT, a subcategory can contain further subcategories or executable functions. In MSS, subcategories are always assigned to the same subject category, and subcategories can only contain executable functions.
- ✎ In the example above, the subcategory *Train* contains 6 reports.
- ✎ The name of the scenario is entered in the first field.
- ✎ The name of the subject category (type HOME) or the subcategory, that is, non-executable function codes (type NODE) is displayed in the *Higher-Level FCode* column. Since the category corresponds to the highest-level entry in the report tree, this category does not have an entry in the *Higher-Level Function Code* field.
- ✎ The number entry in the *Number* column enables you to specify the sequence in which the subject categories appear on the initial screen, or the sequence in which the subcategories and executable functions appear within a hierarchy level in the function tree in the left screen area.
- ✎ Enter the name of the individual function code in the *Function Code* column.

Change View "Function Code Hierarchies for Manager's

The screenshot shows the SAP transaction 'Change View Function Code Hierarchies for Manager's'. The fields are filled with the following values:

- Application scenario: MSS0
- Function code: MSS_HOME
- Sequence: 4
- Child nodes:
 - Function code: Z_ORG_MGMT
 - Function code prefix: (empty)
 - Function Module: (empty)

Four callout boxes provide instructions for these values:

- Scenario used in MSS:** Points to the 'MSS0' value in the 'Application scenario' field.
- Subject category to which you want to assign the new subcategory:** Points to the 'MSS_HOME' value in the 'Function code' field.
- Determine the order in which the subcategories are to appear in the drop down list box:** Points to the '4' value in the 'Sequence' field.
- Enter the function code of the new subcategory:** Points to the 'Z_ORG_MGMT' value in the 'Function code' field under 'Child nodes'.

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- ✘ To enhance the scenario used in MSS with the two reports and the new category *Organization*, choose *New Entry* or copy an existing entry.
- ✘ To assign the new subcategory to the scenario used in MSS, you have to enter *MSS0* as the application scenario.
- ✘ In the field *Function Code*, you have to enter the subject category to which the new category should be assigned. Due to the fact that, for the MSS scenario, only one subject category is used/allowed, you have to enter the subject category *MSS_HOME*.
- ✘ By entering a number in the No. field, you determine the order in which the categories are to appear on the drop down list box of *Report Selection* within MSS.

Enhance The Scenario MSS0 Used In MSS



Change View "Function Code Hierarchies for Manager's

Application scenario: MSS0
Function code: Z_ORG_MGMT
Sequence: 1

Child nodes

- Function code: Z_RHFILPOS
- Function code prefix: []
- Function Module: []

Change View "Function Code Hierarchies for Manager's

Application scenario: MSS0
Function code: Z_ORG_MGMT
Sequence: 2

Child nodes

- Function code: Z_RHSBESS
- Function code prefix: []
- Function Module: []

Scenario used in MSS

The new subcategory to which the report should be assigned

Determine the order in which the reports are to appear in the report list

Enter the function code of the new report

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Created Entries in Table T77MWBFC



T77MWBFC

Change View "Function Code Hierarchies for Manager's Desktop": Ov

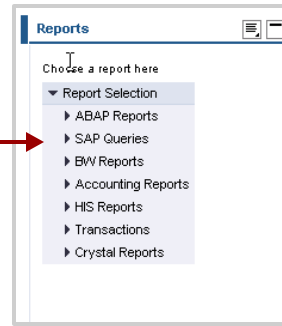
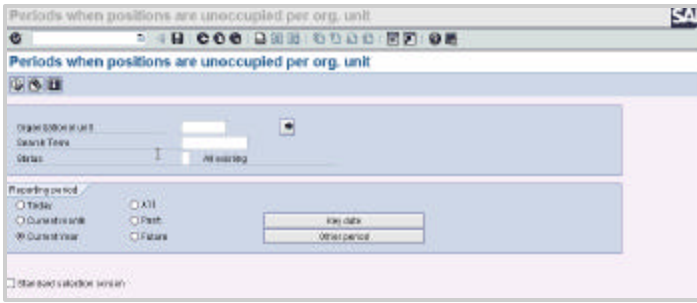
Scenario	Higher-level Fcode	N	Function code	Function Module
MSS0		1	MSS_HOME	
MSS0	MSS_HOME	1	MSS_NODE_HIS	
MSS0	MSS_HOME	2	TRAIN	
MSS0	MSS_HOME	3	MSS_NODE_RW	
MSS0	MSS_HOME	4	Z_ORG_MGMT	
MSS0	MSS_NODE_HIS	1		HR_HIS_READ
MSS0	MSS_NODE_RW	1	RWREP1SIP	
MSS0	TRAIN	1	TRAIN_BOOK	
MSS0	TRAIN	2	TRAIN_BUDGET	
MSS0	TRAIN	3	TRAIN_HIST	
MSS0	TRAIN	4	TRAIN_PREBO	
MSS0	TRAIN	5	TRAIN_RESO_RESERV	
MSS0	TRAIN	6	TRAIN_STOR	
MSS0	Z_ORG_MGMT	1	Z_RHFILPOS	
MSS0	Z_ORG_MGMT	2	Z_RHSBESS	
WFBX		0	WF_INBOX	

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Result



Information exists in R/3



Manager gains access through the portal

The manager wants a list of periods with unoccupied positions in his OrgUnit

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- ✎ Using the Customizing wizard, you can enhance the range of functions in the *Manager's Desktop*.



? SAP AG 2003

- ✎ You can use the Customizing wizard to enhance the functions that are arranged in a function tree on the left side of the Manager's Desktop screen. You can only enhance functions based on an existing Manager's Desktop scenario.
- ✎ You can enhance structural functions (subject categories and subcategories) and functions executed by the user (reports, transactions, URLs).

✎ You can add the following function types:

✎ Theme categories

✎ Subcategories

✎ Executable functions (reports and so on)



? SAP AG 2003

✎ Add theme categories

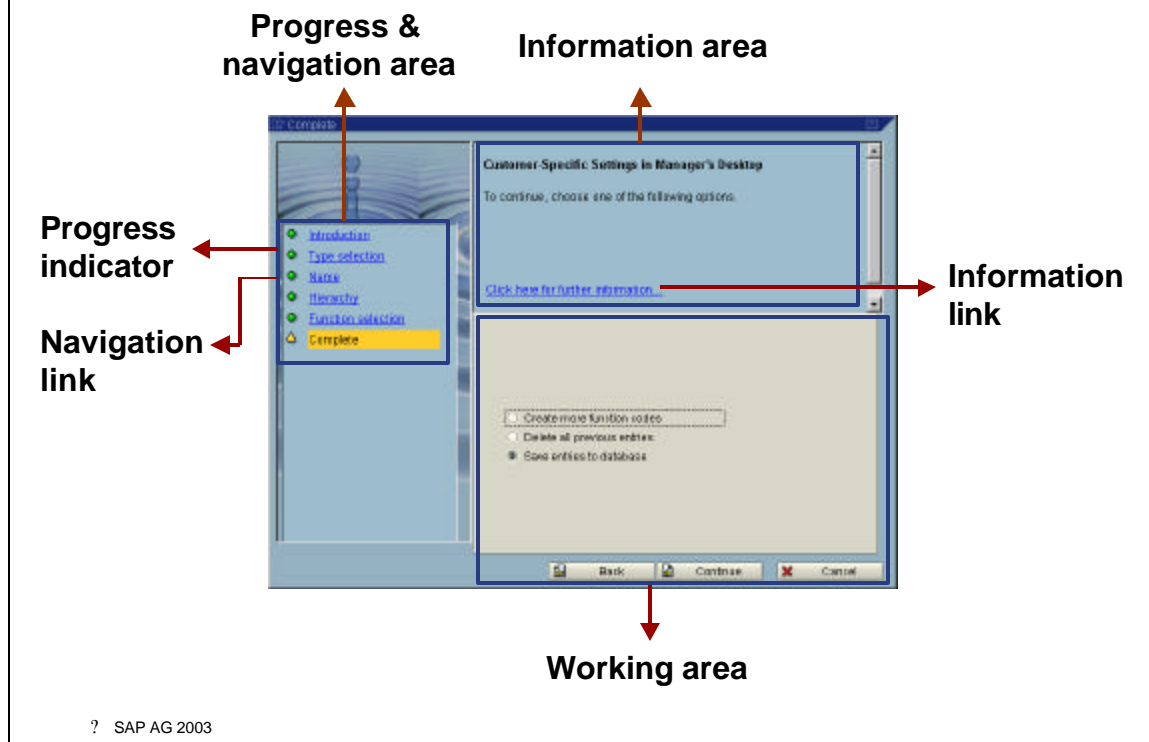
? A theme category is a group of functions with related content. In the function tree on the left side of the screen, a theme category is the highest hierarchical level, or the root. You can access theme categories from the initial screen using a link, or from within the application using a pushbutton. MSS is based on one theme category only, which is the function of the type HOME. SAP recommends, not to create a new theme category. Only in case of the delivered standard tree should be changed you should use the wizard described on the previous page.

✎ Add subcategories

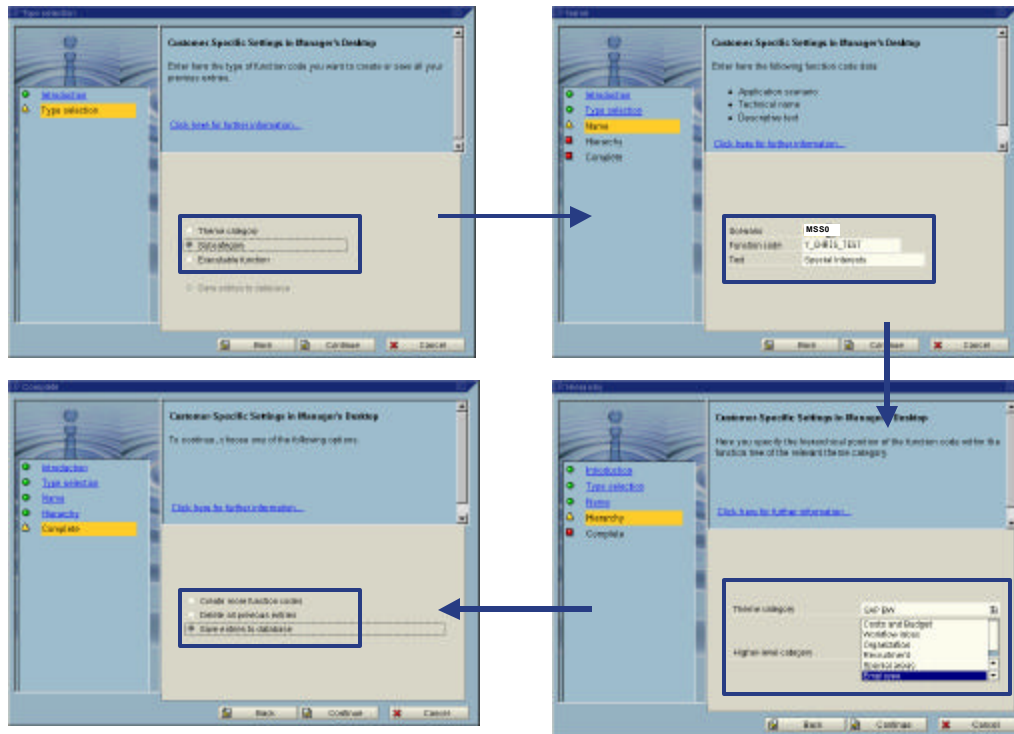
? A subcategory is a further subdivision of functions with related content within a theme category. In the function tree on the left side of the screen, subcategories are represented as directories. Subcategories do not trigger a system activity.

✎ Add executable functions (reports and so on)

? An executable function is represented in the function tree as a node. The node can be positioned directly under a theme category or under a subcategory. Executable functions include reports, transactions, WWW addresses (URLs), function modules, and so on.



- ✎ The wizard is divided into the following three screen areas:
 - ? Progress and navigation area: the system displays the steps you must take to create functions. The current step in the list is always highlighted. Navigation links help you to navigate directly to a particular step.
 - ? The information area contains instructions regarding the current step and links to further information.
- ✎ You make the entries proposed by the wizard in the working area.



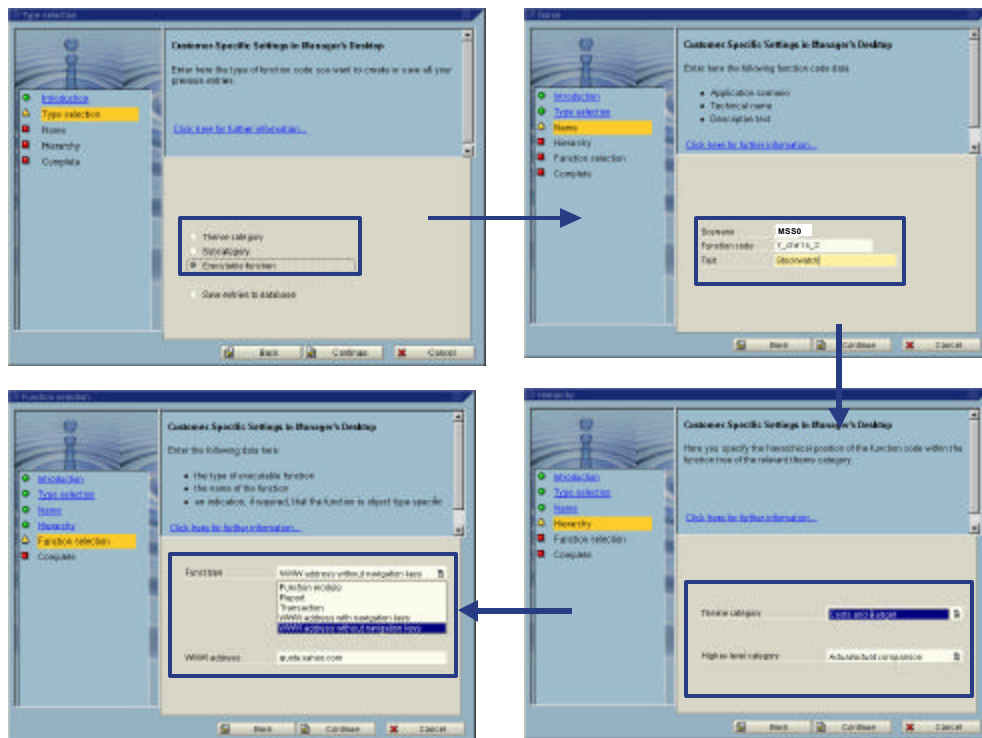
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➤ Add a subcategory:

- ? In the first step, you specify the function type (theme category, subcategory or executable function) you want to create. The example here shows a subcategory (directory in the function tree).
- ? In the second step, you enter an existing scenario in which you want the function to appear. In addition, you enter a technical name and a descriptive text for the new function. The descriptive text appears later in the Manager Self-Service function tree.
- ? In the third step, you choose the theme category (the MSS standard delivery is based on theme category MSS_HOME) or, if you wish a subcategory in which you want to position the new subcategory.
- ? In the fourth step, you either save your entries, which ends the program, or continue by creating another function.

Easy Customizing of Exec. Function - Wizard (V)

SAP

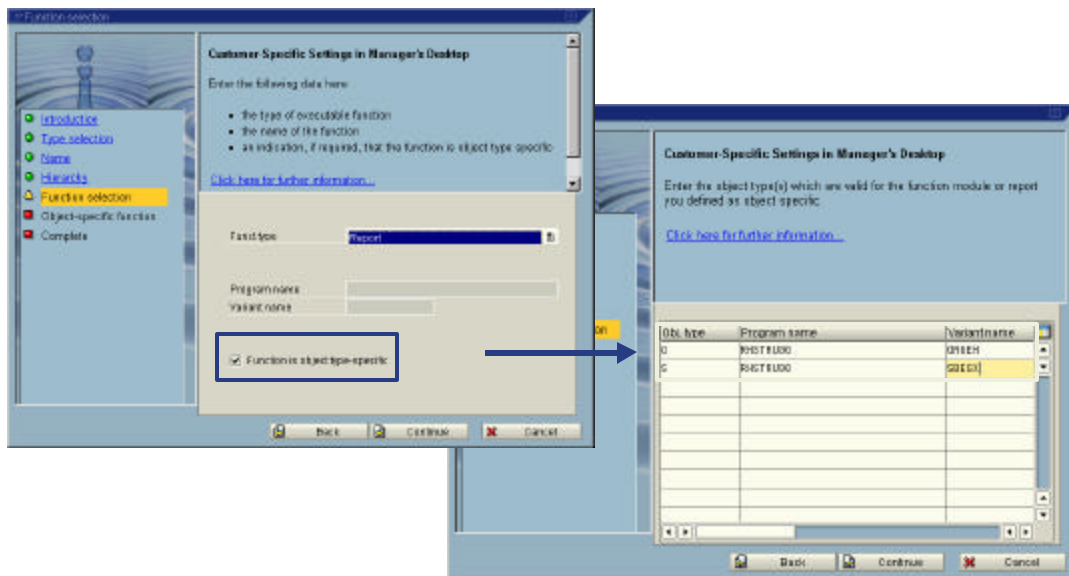


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✎ Add an executable function:

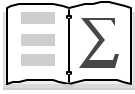
- ? In the first step, you specify the function type (theme category, subcategory or executable function) you want to create. The example here shows an executable function.
- ? In the second step, you enter an existing scenario in which you want the function to appear. In addition, you enter a technical name and a descriptive text for the new function. The descriptive text appears later in the Manager Self-Service function tree.
- ? In the third step, you choose the theme category (and, if you wish, a subcategory) in which you want to position the new executable function.
- ? In the fourth step, you enter the type of executable function you want to create (transaction, report, URL, and so on) and the technical name of the function. For example, if you want to add a report, choose the function type Report and enter the existing technical name of the report (for example, RHSBES00).
- ? Some functions can be object type-specific, in other words they can only be applied to certain object types (for example Change Position). If you want to add such a function, you must also set the indicator *Function is Object Type-Specific*.

Customizing an object type-specific function






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- ✎ If the new function is object type-specific, you must carry out a further step, where you enter the object type(s) for which the function is valid. You make one entry for each object type.
- ✎ In the final step, you either save your entries, which ends the program, or continue by creating another function.



You are now able to:

-  **Explain the reporting concept in MSS**
-  **Explain the relationship between MSS and MDT**
-  **Customize the reporting workset and include new elements in the workset**

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Unit: Reporting



In this exercise:

Familiarize yourself with the Reporting workset.

You will examine the technical requirements for MSS Reporting

Describe the technical settings in order to include a custom-developed report



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. Use the Reporting workset to determine your directly subordinate employees' birthdays.
2. What infrastructure component is needed if you want to display R/3 reports with the MSS Reporting workset?
3. Do you need to develop a new iView if you want to include a custom-developed R/3-report in the Reporting workset?
4. What kind of information can be displayed by the Reporting workset?
5. If you already use Manager's Desktop, what do you have to do to migrate this content to MSS?
6. You want to include a new custom -developed report in your MSS. What are the necessary steps?
7. You want to display information from infotypes together in one iView and you cannot find an appropriate iView in MSS. What can you do?



Unit: Reporting

1. Use the Reporting workset to determine the birthdays of your directly subordinate employees.
Select the tab **Reporting** in the Detailed Navigation. Choose **Birthday list** under the entry **Queries** in the Report tree. Choose all employees in the integrated Team Viewer in the Selection Criteria iView. Select two employees in the list created. Select **Start report**.
2. What infrastructure component is needed if you want to display R/3 reports with the MSS Reporting workset?
ITS
3. Do you need to develop a new iView if you want to include a custom-developed R/3 report in the Reporting workset?
No. You can customize the MDT to include a report in the MSS workset.
4. What kind of information can be displayed by the Reporting Workset?
R/3-reports, BW queries, R/3 queries, HIS information, R/3-transactions.
5. If you have Manager's Desktop in place, what do you have to do to migrate this content to MSS?
You can reuse this customizing for MSS.
6. You want to include a new custom -developed report in your MSS. What are the necessary steps?
Please follow the steps as they are described in the slides 9-20.
7. You want to display information from infotypes together in one iView and you could not find an appropriate iView in MSS. What could you do?
Use the generic iView of MSS and assign a query to them. No Java-development needed.




Content:

- ✎ **Compensation planning**
- ✎ **Use of Team viewer in Compensation workset**
- ✎ **R/3 in comparison with Web Compensation Planning**

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At the end of this unit you will be able to:

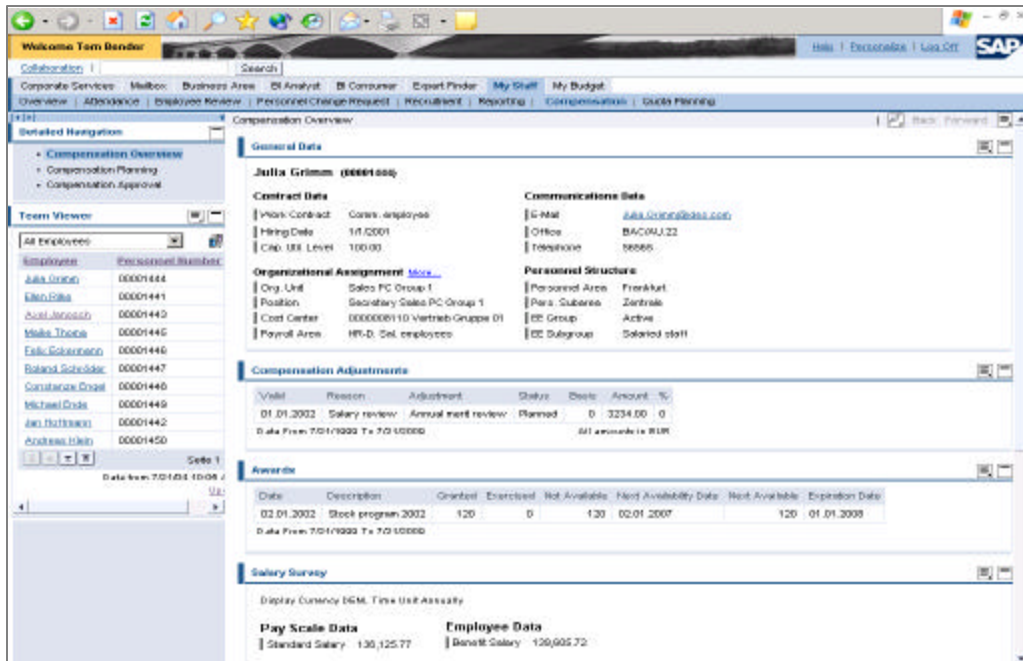
-  **Describe the compensation planning process**
-  **Describe the use of the Team viewer in the Compensation workset**
-  **Compare the R/3 functionality and the Web Compensation planning**

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✎ **Web-enablement of R/3 processes for managers is a key feature of MSS. Six months prior to the start of your compensation planning process, you must make a decision whether you want to use the MSS functionality or the R/3 functionality.**

? SAP AG 2003



? SAP AG 2003

- ✘ Compensation Planning supports the manager in planning compensation adjustments, e.g. annual salary planning.
- ✘ The Compensation workset is a good example for the Web enabling of R/3 transactions by MSS.
- ✘ Additional features like graphical comparison, survey data are available.
- ✘ The MSS functionality is available for R/3 releases >= 4.6C.

General Data

Felicitas Bauer (00001445)

Contract Data

Work Contract: ...
 Hiring Date: 1/1/2001
 Cap. Util. Level: 100.00

Communications Data

E-Mail: Felicitas.Bauer@SAP.com
 Office: B401A.U.26
 Telephone: 15214

Organizational Assignment

Org. Unit: Sales Laptops Group 1
 Position: Sales Representative Laptops Gr1
 Cost Center: 0000009130 Laptop-GR-01
 Payroll Area: HR-D: Sal. employees

Personnel Structure

Personnel Area: Frankfurt
 Pers. Subarea: Zentrale
 EE Group: Active
 EE Subgroup: Salaried staff

Compensation Adjustments

Valid	Reason	Adjustment	Status	Base	Amount	%
01.01.2002	Salary review	Annual merit review	Planned	0	2334.00	0

Data From 1/1/2000 To 1/1/2010 All amounts in EUR

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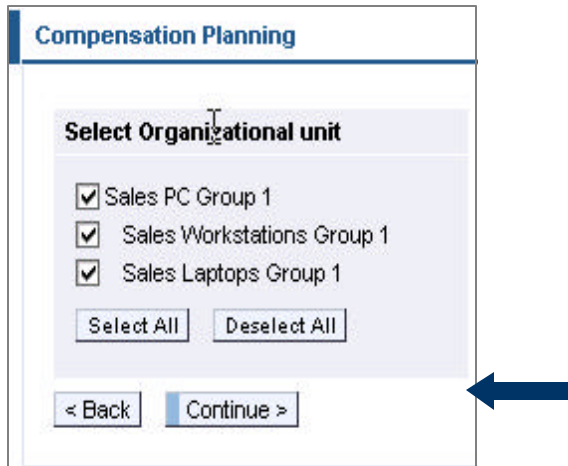
✎ With the Compensation workset, you can:

- ? Select the type of planning to be performed, and the organizational units for which you want to plan
- ? Display a table overview of employees and their planning-relevant data
- ? Display an overview of all relevant compensation adjustment types
- ? Apply enterprise-specific guidelines for several selected employees
- ? Apply a percentage change for several selected employees
- ? Enter direct and employee-specific change amount, change percentage, and effective date of planning
- ? Display a graphical summary of planning for an employee
- ? Display a graphical comparison of the adjustments for several employees
- ? Change the display currency
- ? Track status of the action
- ? Monitor budgets
- ? Submit compensation planning



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- ✘ This IView is used if a selection of the planning has to be performed.
- ✘ You can predefine the compensation parameters using iView personalization
 - ? Adjustment reason – *CPROC*
 - ? Planning period – *CYEAR*.
- ✘ The selection can be skipped, if both parameters are predefined.



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- ✎ This iView is based on evaluation paths in the Object and Data Provider.
- ✎ No org unit selection, if parameter *SKIPORGUNIT* = *true* in iView personalization.

Corporate News > Mailbox > Overview > Compensation Overview > Compensation Planning | [Back](#) [Forward](#)

Compensation Planning

Plan ZA Annual Compensation Review for Period 2005 (1/1/2005 - 12/31/2005) - Annually [Save All](#)

ZA Adjustment

Total Adjustments:
 Average Adjustments:

Apply Guidelines: [Apply Percentage](#) [Delete Entries](#) [Recalculate](#)

	Employee	Position	Overview	Calculation Base	Amount	Percentage	Total	Currency	Effective On	Stat
<input type="checkbox"/>	Bauer, Felicitas	Sales Representative Laptops Gr1			<input type="text"/>	<input type="text"/>		Euro	<input type="text"/>	
<input checked="" type="checkbox"/>	Eckermann, Felix	Sales Representative Workstations Gr1			<input type="text"/>	<input type="text"/>		Euro	<input type="text"/>	
<input type="checkbox"/>	Ende, Michael	Sales Representative Workstations Gr1			<input type="text"/>	<input type="text"/>		Euro	<input type="text"/>	
<input type="checkbox"/>	Engel, Constanze	Sales Representative Workstations Gr1			<input type="text"/>	<input type="text"/>		Euro	<input type="text"/>	
<input type="checkbox"/>	Grimm, Julia	Secretary Sales PC Group 1			<input type="text"/>	<input type="text"/>		Euro	<input type="text"/>	

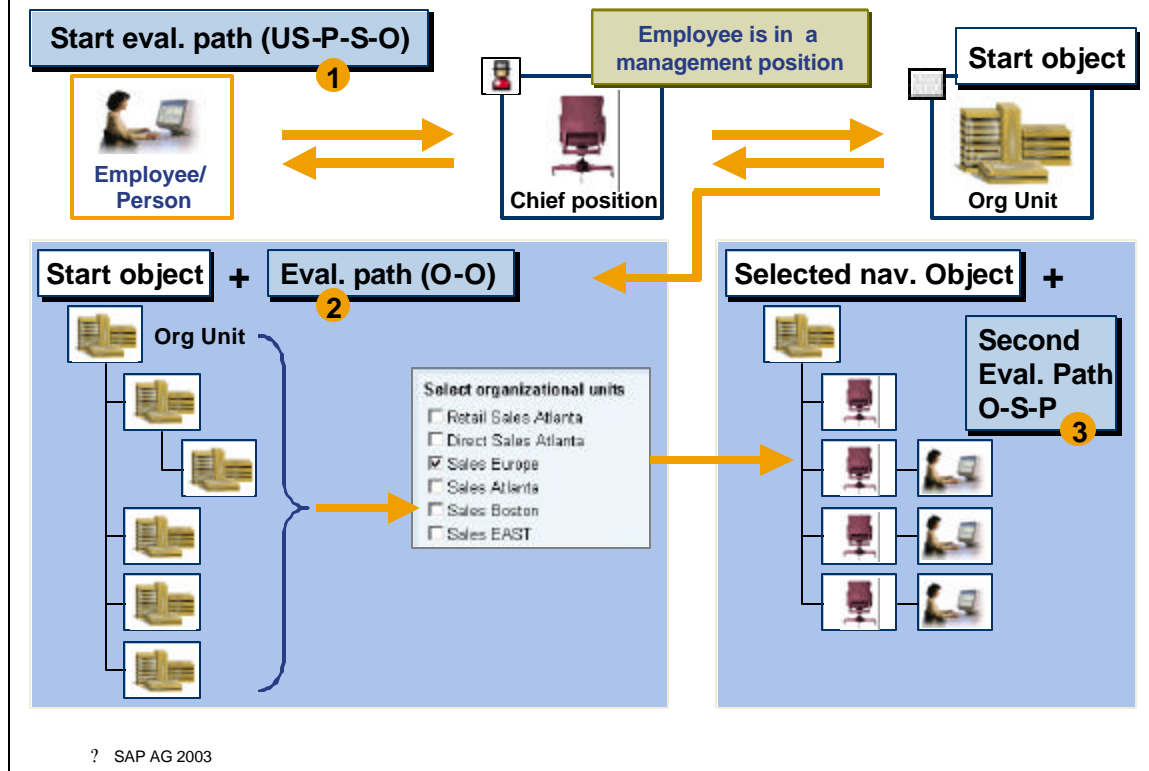
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Navigation Types - I

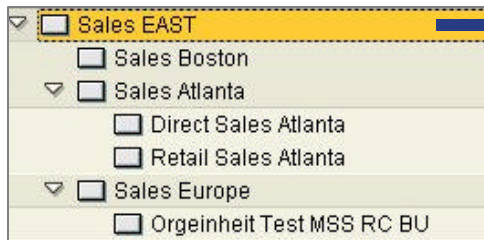
SAP



✎ The Team Viewer is used in the Compensation iViews:

- ? From the *user*, via *person* and *chief position*, the **start evaluation path** determines the start object, in this case an organizational unit.
- ? From this start object, with the help of an **additional evaluation path**, the system uses the structure to determine the navigation objects (in this case organizational objects) that appear on the selection page.
- ? If you now select one or more of the organizational units, the system uses another evaluation path to determine the objects to be displayed (in this case employees).

Org units the manager is responsible for.



Result of the first evaluation Path: Start Object "Sales East"

Starting with the start object and the eval. path ORGEH_T, the system finds all org units within the structure for which the manager is responsible.

Each Org Unit is then displayed as an entry in the list.



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- ✎ In some team viewers the system offers navigation objects (for example organizational units) instead of views in the list box. The advantage of this is that you can restrict the display of objects (here, employees) and therefore obtain a better overview.
- ✎ **Example:** The iView *Compensation Planning* is based on the *Object and Data Provider*. In a selection view the system displays a list of organizational units for which the manager is directly or indirectly responsible. If the manager selects one or more organizational units, the system displays a list of all the employees in the selected organizational units in the iView. In other words, the selected organizational units determine the objects that are displayed in the iView.
- ✎ The navigation objects that are offered for selection in the list box are determined along the structure by evaluation paths stored in the object and data provider.

Views V_TWPC_V

Change View "View Definition": Details

New entries

View	CPALL
Name of View	All reports
Auswertungsweg Wurzelobjekte	SAP_MANG
Funct. Module for Root Objects	
Auswertungsweg Objekte	SBESX
Column Group	COMPPLAN
Name of Column Group	Compensation Planning
Header Type	
<input checked="" type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Manager exkludieren	

View for Compensation

1 Start Eval. Path determines the Start Objects (US-P-S-O)

3 Evaluation Path determines the objects the manager is responsible for (O-S-P)

Navigation types V_TWPC_NAV

Change View "Define Navigation Types": Overview

New entries

Navigation ID	View	Evaluation path	Depth
CPNAV	CPALL	ORGEH_T	5
RCORGUNIT	RCPOS	ORGEH_T	5
REORGUNIT	REPOS	ORGEH_T	5

2 Eval. Path that determines the objects for navigation (O-O)

Structure depth for navigation display

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- ✎ In table V_TWPC_NAV, a navigation ID is assigned to the view CPALL. For this navigation ID you enter an evaluation path (2), which determines the navigation objects based on the start object (determined using the start evaluation path (1) in table V_TWPC_V).
- ✎ If you now select an organizational unit, a subsequent evaluation path (3) uses the organizational unit to determine the objects for display in table V_TWPC_V, and displays the objects in the iView.
- ✎ Customer tables:
 - ? If you want to overwrite SAP views or define new views, use the customer tables V_TWPC_V_C.

Object Types Eligible for Navigation

SAP

Navigation types V_TWPC_NAV

Navigation ID	View	Evaluation path	Depth
CPNAV	CPALL	ORGEH_T	5
RCORGUNIT	RCPOS	ORGEH_T	5
REQORGUNIT	REQPOS	ORGEH_T	5

Eval. Path that determines the objects for navigation (O-O)

Navigation types V_TWPC_NAVOTYPE

Navigation ID	Obj. type
CPNAV	O
RCORGUNIT	O
REQORGUNIT	O

Determine the object types that are displayed on the selection page

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- ✎ If required, in the Depth field, specify the level of the organizational structure to which you want the system to evaluate objects according to the evaluation path. If one manager is responsible for the whole area of the organizational structure, but only wants to see the first three hierarchical levels of his or her structure in the portal, he or she can specify this by entering a depth in table V_TWPC_NAV.
- ✎ In table V_TWPC_NAVOTYPE the object types are defined that are displayed on the selection page.
- ✎ Customer tables:
 - ? If you want to change navigation object types or define new ones, use table V_TWPC_NAVTP_C.

Object types to be displayed in the List

SAP

Views V_TWPC_V

Change View "View Definition": Details

New entries

View	CPALL
Name of View	All reports
Auswertungsweg Wurzelobjekte	SAP_MANG
Funct. Module for Root Objects	
Auswertungsweg Objekte	SBESX
Column Group	COMPPLAN
Name of Column Group	Compensation Planning
Header Type	
<input checked="" type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Manager exkludieren	

3 Evaluation Path determines the objects the manager is responsible for (O-S-P)

Determine the object types that are displayed in the table view

Displayed Object Types V_TWPC_OTYPES

Change View "Object Types to be Displayed in the List": Overview

New entries

View	Name	O	Object type text
CPALL	All reports	P	Person
ORGALL	All Employees	P	Person
ORGDIR	Directly Reporting Employees	P	Person

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- ✘ Starting from the organizational units that the manager chooses on the selection page, another evaluation path (3) determines the objects that may be displayed in the iView.
- ✘ In table V_TWPC_OTYPES the object type is determined that is displayed in the table view

Assign Column Groups to Views



Views V_TWPC_V

Change View "View Definition": Details

New entries

View	CPALL
Name of View	All reports
Auswertungsweg Wurzelobjekte	SAP_MANG
Funct. Module for Root Objects	
Auswertungsweg Objekte	SBESX
Column Group	COMPPLAN
Name of Column Group	Compensation Planning
Header Type	
<input checked="" type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Manager exkludieren	

Assign Column Groups

V_TWPC_ARRAYTP Column Group: COMPPLAN

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Define columns: V_TWPC_COL

CP_AMOUNT	Amount
CP_APPRAISAL	Performance
CP_BSSAL	Base Salary
CP_BUDGET	Budget
CP_COMPRATIO	Compa Ratio
CP_CURRENCY	Currency
CP_EFFDA	Effective on
CP_HIRE_DATE	Hire Date
CP_JOB	Job
CP_CP_NAME	Employee
CP_NEWSAL	Sum
CP_PERCENT	Percent
CP_POSITION	Position
CP_STATE	Status
CP_SUMMARY	Summary

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- ✗ Columns containing planning-relevant data filled by Java frontend
- ✗ Columns with additional data (only display) filled by R/3 function modules

Views V_TWPC_V

Change View "View Definition": Details

New entries

View	CPALL
Name of View	All reports
Auswertungsweg Wurzelobjekte	SAP_MANG
Funct. Module for Root Objects	
Auswertungsweg Objekte	SBESX
Column Group	COMPPLAN
Name of Column Group	Compensation Planning
Header Type	
<input checked="" type="checkbox"/> Delete Duplicates	
<input checked="" type="checkbox"/> Manager exkludieren	

Assign the Navigation Type

NAVTYPE	CPNAV	is Final	<input checked="" type="checkbox"/>
		Personalization enabled shown in generic dialog	<input checked="" type="checkbox"/>
		is Final	<input type="checkbox"/>
		use Master	<input checked="" type="checkbox"/>

Assign the View ID

VIEWID	CPALL	Personalization enabled shown in generic dialog	<input checked="" type="checkbox"/>
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- ✎ In addition to the employee data displayed in the actual planning table, there are other iViews that support the manager in the planning process. You can make them available on an employee-specific portal page via the employee name.
- ✎ ***This portal page can contain as many iViews as you want that display employee data.*** The iViews that can be included on this page must fulfill the technical prerequisite, to be able to determine the selected employees using the MSS eventing model. All iViews from the Employee Profile workset and the *Compensation Planning* workset fulfill this prerequisite.
- ✎ In particular, three additional iViews from the *Compensation Planning* workset (*Compensation Guidelines*, *Compensation Eligibility* and *Salary Survey Data*) should be present on this page. Additional enhancements could also include the individual iViews from the Employee Profile workset.
- ✎ We deliver the *com.sap.pct.hcm.compensationinfo* portal page as an example. It contains the following iViews.
 - ? Compensation Eligibility (WCPEligibility)
 - ? Salary Survey Data (WCPSurvey)
 - ? Compensation Guidelines (WCPGuidelines)
 - ? General Personal Data (EEProfileGeneralData)
 - ? Photo (EEProfilePhoto)









✎ **Common features: Web Scenario ↔ R/3 Standard**

- ✎ Selection of planning parameters (planning period, adjustment reason, organizational units)
- ✎ Multiple adjustment types possible (salary, bonus, ...)
- ✎ Eligibility rules
- ✎ Guidelines applicable (single or mass function)
- ✎ Percentage changes applicable (single or mass function)
- ✎ Manual changes of amounts, percentages, effective dates
- ✎ Changeable currency
- ✎ Budget control
- ✎ Display of additional data
- ✎ Status tracking
- ✎ Approval Workflow (triggered when submitting data)

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- ✎ There are some restrictions existing concerning the Web Scenario:
 - ? You can only use only one adjustment amount and percentage
 - ? Rounding rules are always applied automatically
 - ? Currency change is for display purposes only

New features in Web Scenario:

-  Simplified user interface
-  Planning parameters can be pre-defined
-  Tabular overview of planning and employee data
-  "Clear planning data" function
-  Data locked only during saving
-  Graphical overview and comparison of planning data
-  Display of compensation eligibility
-  Graphical representation of survey data

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✎ R/3 System:



- ✎ Manager must select parameters manually

? SAP AG 2003

✎ SAP R/3 System

- ? If you want to perform compensation planning in the SAP R/3 system, the following three parameters are essential:
- ? **Compensation planning period:** This parameter defines the period in which the compensation adjustments are planned and in which they can become effective.
- ? **Compensation adjustment reason:** Settings for this parameter represent the compensation programs of your enterprise (such as annual salary review). They have a time unit as a basis for planning, and incorporate one or more *compensation adjustment types*; in other words, different types of monetary compensation that employees can receive in your enterprise (such as salary, bonus).
- ? **Compensation adjustment type:** Settings for this parameter represent the different types of monetary compensation.
- ? You cannot plan compensation adjustments until you have selected the above-mentioned process parameters in the application.

Web Compensation Planning:


-  Manager must select process parameter manually
-  Parameters (planning period, adjustment reason) can be predefined

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Web Scenario

- ? In the Web application you can start compensation planning in two different ways:
- ? Your managers select the process parameters manually in the application, in the same way as in the SAP R/3 standard.
- ? You predefine the compensation planning period and/or the adjustment reason for your managers using Portal Content Directory (PCD) parameters.
- ? Your managers can no longer change the parameters in the application.
- ? Unlike in the SAP R/3 application, you always edit all compensation adjustment types of a compensation adjustment reason. For that reason there is no need to preselect the compensation adjustment type.
- ? As in the SAP R/3 application, you cannot edit more than one compensation planning period or compensation adjustment reason at the same time.

R/3 System:


-  If you start actual compensation planning, the system locks employees and budgets from that moment

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SAP R/3 System

- ? If you start actual compensation planning, the system locks employees and budgets from that moment. You cannot edit employees or budgets that the system could not lock. The system displays a message to tell you this. If you choose Refresh, you can also lock employees and budgets later, during planning.

Web Compensation Planning:


-  System locks relevant employees and budgets only when the manager saves or submits planning data

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Web Scenario

- ? The system does not initially lock any data in the Web scenario; only when the manager saves or submits planning data does the system lock the relevant employees and budgets for the short period of the database change.
- ? This lock logic takes into account the fact that during compensation planning another user could change employee data and therefore invalidate planning. It avoids that by ensuring that data consistency is maintained during saving. To do that, the system checks the current data in the database once again when you save.
- ? If the system cannot save planned data, it informs the manager by displaying a message.

R/3 System:



-  Eligibility rules specify which employees in your enterprise are eligible for which compensation adjustments.

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SAP R/3 System

- ? Eligibility rules enable you to specify which employees in your enterprise are eligible for which compensation adjustments (for example, salary adjustment, bonus payment and so on).
- ? Eligibility rules consist of one or more eligibility criteria.
- ? For example, an eligibility rule can state that an employee must have worked in the enterprise for at least one year, and must have at least an average appraisal in order to be eligible for a salary adjustment. Different eligibility criteria can be relevant for different employee groupings.

Web Compensation Planning:



-  The Web scenario uses eligibility rules in the same way as the SAP R/3 application.
-  Display the eligibility rules and their results for each employee and adjustment type in a separate iView.

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Web Scenario

- ? The Web scenario uses eligibility rules in the same way as the SAP R/3 application and checks them automatically for each employee and compensation adjustment type.
- ? Unlike in the SAP R/3 application, in the iView you can display the eligibility rules and their results for each employee and adjustment type (see iView Compensation Eligibility).
- ? For each employee and adjustment type the system displays the texts of the eligibility criteria, but not their value ranges.
- ? We recommend that you assign mnemonic texts for the eligibility criteria you use.

R/3 System:


-  The calculation of percentage adjustments depends on the settings in *Compensation Management Customizing*.
-  A different calculation base can be relevant for each compensation adjustment type.

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SAP R/3 System

- ? The system uses the calculation base as the basis for percentage compensation adjustments. The calculation of percentage adjustments depends on the settings in *Compensation Management Customizing*.
- ? A different calculation base can be relevant for each compensation adjustment type.
- ? Note that the calculation base can, but does not have to, correspond to the annual salary of your employees.

Web Compensation Planning:



-  The Web scenario uses the calculation base in the same way as the SAP R/3 standard.

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Web Scenario

- ? The Web scenario uses the calculation base in the same way as the SAP R/3 standard system.

R/3 System:



-  The system suggests a default effective date according to the settings in *Compensation Management Customizing*.
-  Manager can overwrite the effective date of each compensation adjustment.

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SAP R/3 System

- ? The effective date specifies the date as of which a compensation adjustment and its activation are effective. The system suggests a default effective date according to the settings in *Compensation Management Customizing*.
- ? You can individually overwrite the effective date of each compensation adjustment in the SAP R/3 application.

Web Compensation Planning:







-  The Web scenario uses the effective date in the same way as the SAP R/3 standard.
-  You can hide the effective date completely in the Web application by removing the column from the column group.

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Web Scenario

- ? The Web scenario uses the effective date in the same way as the SAP R/3 standard system.
- ? However, by making appropriate settings in the Object and Data Provider you can hide the effective date completely in the Web application. Do this by removing the column CP_EFFDA from the column group you are using.
- ? If, in your enterprise, all compensation adjustments of a compensation adjustment type become effective on a fixed date, it can make sense to hide the effective date.

R/3 System:




-  You can plan a compensation adjustment in the following ways:
 -  By entering an adjustment amount / percentage manually
 -  By generating an automatic percentage adjustment
 -  By applying (optional) internal enterprise-specific guidelines
-  A compensation adjustment can consist of up to ten different amounts/percentages (compensation wage types). When you activate a compensation adjustment, only the overall amount is relevant.
-  You can delete compensation adjustments from the database.

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SAP R/3 System

- ? In the SAP R/3 standard system, you can plan a compensation adjustment in the following ways:
 - By entering an adjustment amount / percentage manually (individual processing)
 - By generating an automatic percentage adjustment (individual or mass processing)
 - By applying (optional) internal enterprise-specific guidelines (individual or mass processing)
- ? A compensation adjustment can consist of up to ten different amounts/percentages (compensation wage types). The number of these compensation wage types depends on the settings in Compensation Management Customizing and can be different for employees from different compensation areas. When you activate a compensation adjustment, only the overall amount is relevant, and not the individual adjustment amounts.
- ? In the SAP R/3 application you can delete compensation adjustments, regardless of their status. The system then removes the data records from the database.

Web Compensation Planning:



-  For usability reasons, you can only process one adjustment amount or percentage per compensation adjustment for the first available compensation wage type.
-  You cannot delete compensation adjustments from the database.
-  You can set planned amounts for one or more employees to zero.

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Web Scenario

- ? In the Web application, for usability reasons, you can only process one adjustment amount or percentage per compensation adjustment for the first available compensation wage type. If *Compensation Management* Customizing allows several compensation wage types, the system displays a message to let you know. However, you can still continue with the planning process. In that case the system does not take the additional compensation wage types into account. This ensures intuitive use of the Web scenario.
- ? In the Web scenario, you cannot delete compensation adjustments from the database. However, you can set planned amounts for one or more employees to zero.
- ? If you have performed planning for test purposes only, and then want to begin planning again, it can be useful to set the amounts to zero. In that case the data records themselves (with zero values for amounts and percentages) remain in the database.

R/3 System:



-  If you edit compensation adjustments and choose *Enter*, the system checks all data on the basis of R/3 screen flow logic, and recalculates it.
-  If you perform functions such as *Apply Guidelines*, *Percentage Increase*, or *Change Increase*, the system also performs the checks and recalculation.

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SAP R/3 System

- ? If you edit compensation adjustments and choose *Enter*, the system checks all data on the basis of R/3 screen flow logic, and recalculates it.
- ? If you perform functions such as *Apply Guidelines*, *Percentage Increase*, or *Change Increase*, the system also performs the checks and recalculation. In detail, it performs the following checks and recalculations:
 - ? Calculation of adjustment amounts from adjustment percentages, or the other way around
 - ? Calculation of total increase or total percentage
 - ? Check of guideline limits
 - ? Calculation of total increase or total percentage
 - ? Calculation of budget data

Web Compensation Planning:



-  Data checks are not usually performed until the user triggers a particular event, e.g. by choosing the push button.
-  All data checks and recalculations relate to amounts in their original currency.

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Web Scenario

- ? In Web applications, data checks are not usually performed until the user triggers a particular event, for example by choosing a pushbutton. Following this approach, the system does not perform the checks and recalculation in the Web scenario until one of the following functions is triggered:
 - *Refresh*
 - *Apply Guidelines*
 - *Apply Percentage*
 - *Change Display Currency*
 - *Save and Submit*
- ? Note that unlike in the SAP R/3 application all data checks and recalculations relate to amounts in their original currency. In the Web scenario, you only change the currency for display purposes.
- ? If you have saved rounding rules in *Compensation Management* Customizing, the Web scenario takes them into account automatically when recalculating data.

R/3 System:


-  You can select the employees for whom you want to perform a percentage change.
-  Percentage changes always affect the first compensation wage type of an adjustment.

? SAP AG 2003

SAP R/3 System

- ? Percentage changes enable you to adjust compensation for several employees automatically. In the SAP R/3 standard, you can select the employees for whom you want to perform a percentage change. Percentage changes always affect the first compensation wage type of an adjustment.

Web Compensation Planning:

-  This function is analogous to that in the SAP R/3 standard.

? SAP AG 2003

Web Scenario

- ? In the Web scenario this function is analogous to that in the SAP R/3 standard system.
- ? Unlike the SAP R/3 standard system, the Web scenario always takes rounding rules into account.

✎ R/3 System:




- ✎ You can set up Guidelines for *Compensation Management* per compensation wage type.
- ✎ When checking one adjustment, each individual compensation wage type is checked against the guidelines.
- ✎ Types of guidelines:
 - ✎ Fixed guidelines
 - ✎ Matrix-based guidelines
 - ✎ User-defined guidelines

? SAP AG 2003

✎ SAP R/3 System

- ? Guidelines enable you to automatically determine and assign a default value for compensation adjustments and to have your planned adjustment amounts or percentages automatically checked against a specified limit.
- ? You can set up Guidelines for *Compensation Management* per compensation wage type. When checking one adjustment, each individual compensation wage type is checked against the guidelines as opposed to the total amount for the adjustment. Different guidelines can be relevant for different employee groupings. Three different types of guidelines exist:
 - **Fixed guidelines** comprise solely a fixed adjustment amount or percentage. When using a fixed guideline, each selected employee receives the same adjustment amount or percentage. There are no minimum or maximum levels for fixed guidelines.
 - **Matrix-based guidelines** can include a maximum of three guideline criteria (matrix dimensions), for example, performance results or length of service. Based on the criteria, the system determines a default value or percentage for each employee and uses this.
- ? You do not necessarily have to use the guidelines we deliver. You can also create your own guidelines depending on your requirements. Depending on the specification of the guideline criteria (dimension segments) you can store different minimum and / or maximum levels in *Compensation Management* Customizing. The system considers these guideline levels during the data check.
 - **User-defined guidelines** enable you to specify how the system determines adjustment amounts or percentages for your employees. Similarly to fixed guidelines, there are no guideline levels for monitoring planned adjustment amounts.
- ? In the SAP R/3 application you can display guideline information for either individual employees or several employees at one time. In addition to the default value, this view also contains guideline levels, relevant guideline criteria, and their value for an employee.

Web Compensation Planning:


-  All of the previously-listed guideline types are available.
-  For usability reasons, only the first compensation wage type per compensation adjustment is available for processing compensation adjustments.
-  The Guideline information view only contains data on individual employees.

? SAP AG 2003

Web Scenario

- ? All of the previously-mentioned guideline types are available in the Web scenario. Unlike the SAP R/3 standard, the Web scenario always takes rounding rules into consideration. In contrast to the SAP R/3 standard, the following restriction exists: As described under Processing of Compensation Adjustments, only the first compensation wage type per compensation adjustment is available to you for processing your employees' compensation adjustments. That is, only one adjustment amount and one adjustment percentage. Consequently, guidelines for additional compensation wage types are pointless. These guidelines cannot be used and usually no guideline levels are checked. Only if the adjustment amounts or percentages of the additional compensation wage types change, is it necessary to check the guideline levels to guarantee data consistency. However, this is only the case if a different calculation base arises from the change to the effective date.
- ? Similarly to the SAP R/3 application, you can also display in the Web scenario. Unlike the SAP R/3 standard, this view only contains data for individual employees. However, it does contain all compensation adjustment types for the processed adjustment reason.

R/3 System:



-  You must trigger the rounding rules manually.

? SAP AG 2003

SAP R/3 System

- ? You can set up Compensation Management Customizing per compensation wage type rounding rule. According to the degree of exactness for rounding that you specified, rounding rules enable you to round adjustment amounts up or down to the nearest whole number. In the SAP R/3 application, you must trigger the rounding rules manually.

Web Compensation Planning:





-  The system automatically uses the rounding rules during data check and recalculation.
-  The system uses rounding rules in the Web scenario for adjustment amounts in the original currency. This is also the case if the manager has selected an alternative display currency.

? SAP AG 2003

Web Scenario

- ? You can also use rounding rules in the Web scenario. For usability reasons, the system automatically uses the rounding rules during data check and recalculation. In addition to the first compensation wage type, this is also applicable to additional compensation wage types insofar as the adjustment amount or percentages have been changed due to a change to the effective date.
- ? Unlike the SAP R/3 standard, the system uses rounding rules in the Web scenario for adjustment amounts in the original currency. This is also the case if the manager has selected an alternative display currency.

R/3 System:

-  Budgets allow you to monitor the sum of all compensation adjustments for employees from one organizational unit.
-  Depending on the organizational assignment, different budgets with alternative currencies can be relevant for different employees.
-  The system checks budgets when saving data. If you often plan up to the limit of a budget this avoids repeated error messages regarding budget deficits. The system updates budget data each time a data check is run.
-  Using a separate menu function you can access an overview of all budget data that is relevant for planning.

? SAP AG 2003



SAP R/3 System

- ? Whereas matrix guidelines can be used, for example, to check the upper limit of an employee's compensation adjustment amount, budgets allow you to monitor the sum of all compensation adjustments for employees from one organizational unit. Depending on the organizational assignment, different budgets with alternative currencies can be relevant for different employees. In an extreme case, several budgets can exist for one employee within the compensation planning period (however only one budget can exist at a given time). The effective date for the individual compensation adjustments determines which of these budgets is allocated for compensation planning.
- ? In the SAP R/3 application, the system checks budgets when Saving data and not each time a data check for excesses is either explicitly or implicitly triggered.
- ? If you often plan up to the limit of a budget, this avoids repeated error messages regarding budget deficits. The system updates budget data each time a data check is run.
- ? In the SAP R/3 standard, the system directly displays the relevant budget information for the compensation adjustment that has just been processed. Using a separate menu function you can access an overview of all budget data that is relevant for planning.

Web Scenario

- ? In the Web scenario these functions are analogous to those in the SAP R/3 standard.
- ? In the Web scenario you also always have an overview of all planning-relevant budgets.

Web Compensation Planning:



-  In the Web scenario these functions are analogous to those in the SAP R/3 standard.
-  In the Web scenario you always have an overview of all planning-relevant budgets (one iView).

? SAP AG 2003

SAP R/3 System

- ? Whereas matrix guidelines can be used, for example, to check the upper limit of an employee's compensation adjustment amount, budgets allow you to monitor the sum of all compensation adjustments for employees from one organizational unit. Depending on the organizational assignment, different budgets with alternative currencies can be relevant for different employees. In an extreme case, several budgets can exist for one employee within the compensation planning period (however only one budget can exist at a given time). The effective date for the individual compensation adjustments determines which of these budgets is allocated for compensation planning.
- ? In the SAP R/3 application, the system checks budgets when saving data and not each time a data check for excesses is either explicitly or implicitly triggered.
- ? If you often plan up to the limit of a budget this avoids repeated error messages regarding budget deficits. The system updates budget data each time a data check is run.
- ? In the SAP R/3 standard, the system directly displays the relevant budget information for the compensation adjustment that has just been processed. Using a separate menu function you can access an overview of all budget data that is relevant for planning.

R/3 System:



-  Compensation adjustments for different employees can have different currencies.
-  In the case of a currency change, the system translates all compensation adjustment amounts in the SAP R/3 application. The amounts in the original currency are lost.

? SAP AG 2003

SAP R/3 System

- ? In principle, compensation adjustments for different employees can have different currencies, especially if employees are assigned to alternative country groupings.
- ? In the case of a currency change, which is invariably associated with rounding errors, the system translates all compensation adjustment amounts in the SAP R/3 application. The amounts in the original currency are lost. When you save data, the system saves the adjustment amounts in the new currency.
- ? You can only change the currency individually for one compensation adjustment. We do not currently support a mass function.
- ? For comparability reasons, the system also translates each of the corresponding budgets into the new currency. However, they are not translated in the database.

Web Compensation Planning:




-  Currency translation is for display purposes only. Amounts are stored in the original currency on the data base.
-  You can only change the display currency for all employees within one planning session.

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Web Scenario

- ? A currency translation is also possible in the Web scenario. However, the following two basic differences exist compared to SAP R/3 standard:
- ? Currency translation is for display purposes only. The amounts in the database retain their original currency. At any time, you can reset the display to the employee-specific currency.
- ? You can only change the display currency for all employees within one planning session. In this way, all employees have adjustment amounts that you can compare.

R/3 System:




-  The system always saves all compensation adjustments from one planning session together.
-  The system does not usually save adjustments to the database if all increase amounts and percentages are zero.
-  You cannot only save a part of the changed compensation adjustments.

? SAP AG 2003

SAP R/3 System

- ? In the SAP R/3 standard, the system always saves all compensation adjustments from one planning session together. You cannot only save a part of the changed compensation adjustments. The system does not usually save adjustments to the database if all increase amounts and percentages are zero. An exception occurs if the system has already saved these adjustments with an increase amount or percentage in the database.
- ? A data check for compensation adjustments is performed within the screen flow logic. The system only checks budgets when backing up data and triggers error handling if necessary.

Web Compensation Planning:

-  The system saves all compensation adjustments for which the increase amounts and percentages are zero. This procedure enables you to submit data records of this kind.
-  The system must check all adjustment and budget data when it saves data in the Web scenario.
-  Due to the special treatment of data locks in the Web scenario, the system must perform an additional data consistency check for compensation adjustments and budgets.

? SAP AG 2003

Web Scenario

- ? In the Web scenario the system also saves all compensation adjustments from the current planning session together. As opposed to the SAP R/3 standard however, the system also saves all compensation adjustments for which the increase amounts and percentages are zero. This procedure enables you to submit data records of this kind.
- ? Because the user could have changed data that he or she wants to save directly, without having to first trigger the data check explicitly, the system must check all adjustment and budget data when it saves data in the Web scenario.
- ? Due to the special treatment of data locks in the Web scenario, the system must perform an additional data consistency check for compensation adjustments and budgets. The system performs this check when saving the data.

✎ R/3 System:

✎ Supported Statuses:

- ✎ Planned
- ✎ Submitted
- ✎ Approved
- ✎ Rejected
- ✎ Active

? SAP AG 2003

✎ SAP R/3 System

- ? In the SAP R/3 standard system, we support the following statuses for compensation adjustments:
 - *Planned*
 - *Submitted*
 - *Approved*
 - *Rejected*
- ? This status corresponds to status *planned*.
 - *Active*
- ? When you submit compensation adjustments and have set up *Workflow Approval Process for Compensation Adjustments* in Customizing for *Compensation Management*, the system generates a worklist and sends this to your superior. The superior receives the worklist in his or her workflow inbox and can approve or reject the submitted compensation adjustments.
- ? If the superior rejects the compensation adjustments, they receive the status *planned* once more and you can process them again.
- ? If the superior approves the compensation adjustments, the system generates a new worklist and sends this to the responsible administrator in the personnel department. The administrator then activates them.
- ? For more information on *Workflow Approval Process for Compensation Adjustments*, refer to the *Compensation Management Implementation Guide (IMG) under Planning and Administration*
 - ✎ *Adjustments* ✎ *Set Up Workflow Approval Process for Compensation Adjustments*.

✎ **Web Compensation Planning:**


- ✎ Supports planning process.
- ✎ Submitting is included.

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✎ **Web Scenario**

- ? In the Web scenario we only support the planning process. Submission of compensation adjustments is included. In the Web scenario it is not (yet) possible to approve compensation adjustments. It will be performed using *SAP Business Workflow* in the SAP R/3 standard system.

R/3 System:

-  Error log provides information on all errors that occurred during the planning process

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SAP R/3 System

- ? If errors occur during compensation planning, the system indicates this by displaying the appropriate messages. An error log provides information about all errors that occurred during the planning process.

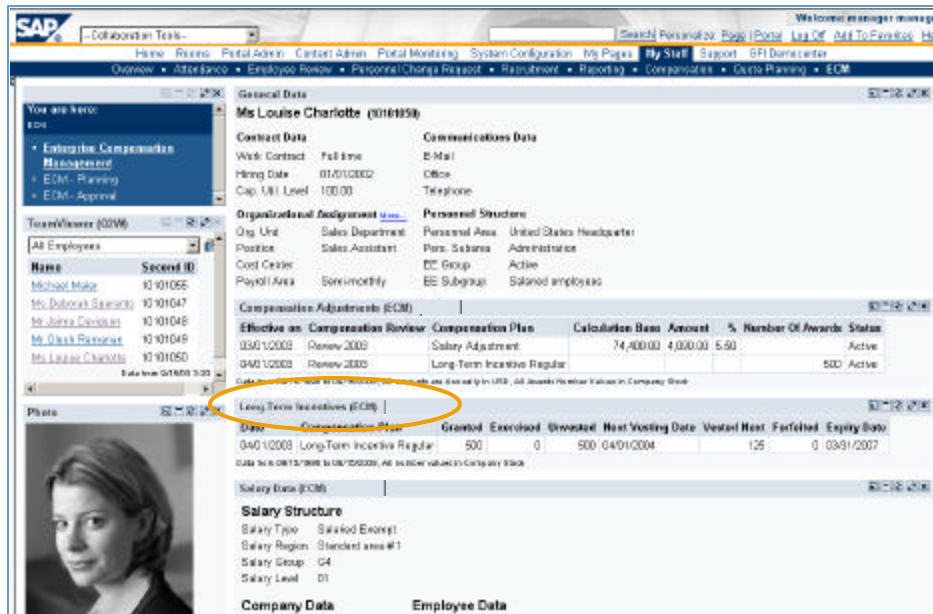
✎ **Web Compensation Planning:**

- ✎ Simplified error handling
- ✎ Messages always directly relate to the activity last performed by the user

? SAP AG 2003

✎ **Web Scenario**

- ? In contrast to SAP R/3 standard, the Web scenario demonstrates simplified error handling. Clear, comprehensible, and concise messages help users to recognize the cause of the error and enable them to react appropriately.
- ? The messages displayed by the system always directly relate to the activity last performed by the user. For usability reasons, an error log that relates to all activities cannot be displayed



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- ✗ Since SAP MSS 50.4, new functionalities are available, based upon the new ECM Compensation functionality. This new workset provides managers with functions from the Enterprise Compensation Management (ECM) component.
- ✗ Prerequisites
 - ? SAP R/3 Enterprise (4.70) HR Extension 2.0
- ✗ Additional functionality (compared with existing Compensation functionality in SAP MSS):
 - ? Integration of LTI plans
 - ? New columns available (Guidelines, Notes,...) in the Planning and Approval iViews
 - ? Column configuration for each plan category possible (Merit Increase, LTI granting)
 - ? Bring to minimum function (set an employee's salary to minimum)
 - ? Review Screen to review planned data before sending for approval
 - ? Create and maintain notes in the Compensation (ECM) approval iView

Long Term Incentive (LTI) Granting in MSS



The screenshot displays the SAP LTI Granting interface. At the top, there's a navigation bar with options like Home, Rooms, Portal Admin, etc. Below that, the 'ECM Planning' section is active, showing 'Planning of Review 2004'. A warning message states: 'Long-Term Incentive Regular - Number of Mr Jaime Davidson is below lower limit of 300'. Below this, a budget summary table is shown:

Budget	Total	Distributed	Remaining	Unit
	6,600	3,950	2,650	Company Stock

Additional statistics: Total number: 3,950, Average number: 796.00. Below the budget, there are tabs for 'Salary Adjustment', 'Regular Bonus Payment', and 'Long-Term Incentive Regular'. The main table lists employees with columns: Guideline, Employee, Position, Overview, Entry Date, Number, Effective on, Status, and Notes. The table contains four rows of data for employees: Spencer, Deborah; Davidson, Jaime; Ramanathan, Cleish; and Charlotte, Louise. Below the table, there are buttons for 'Apply Guidelines', 'Delete Entries', and 'Create Comparison'. A 'Comparison of selected employees' window is open, showing a bar chart with the title 'MSS06' and the subtitle 'Comparison of selected employees'. The chart compares the LTI Regular (Company Stock) for four employees: Mr. Spencer, Deborah; Mr. Davidson, Jaime; Mr. Ramanathan, Cleish; and Mr. Charlotte, Louise. The y-axis represents the number of units, ranging from 0 to 1000. The bars show values of approximately 400, 250, 1000, and 1100 respectively.

All columns can be sorted.

Functions can be shown/hidden per plan where appropriate.

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Compensation Approval in MSS



The screenshot displays the SAP Compensation Approval (ECM) interface. On the left, there is a sidebar for 'Select Organizational Unit' with options like 'ECM Company (200 EE)', 'Development Division', 'Basic Development', 'User Interface Development', 'Application Development', 'Maintenance Division', 'Basic Maintenance (50 EE)', 'User Interface Maintenance', 'Application Maintenance', 'Sales Department', and 'Sales Department 2'. The main window shows 'Approval of Review 7804' with a table of employees and a modal dialog for 'Ms. Louise Charlotte'.

Additional Information About Compensation Plan: Salary Adj

Budget	Total Distributed	Remaining	Currency
20,000.00	19,070.00	930.00	US Dollar

Salary Adjustment

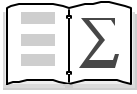
* Employee	Approve/Reject	Position	Overview	Cancel	Salary	Notes	Status
LOUISE, Louise	Approve	Sales Assistant	Salary		110.00		Submitted
DANIEL, James	Approve	Sales Representative	Salary		61,910.00	53000 -558 US Dollar	0.07 67,230.00 Submitted
FELIX, Sandra		Sales Manager	Salary				
MICHAEL, Michael	Approve	Sales Representative	Salary		45,690.00	38000 -208 Euro	1.69 46,920.00 Submitted
DELMOND, David	Approve	Sales Representative	Salary		60,280.00	38000 -408 US Dollar	0.96 66,940.00 Submitted
STANISLAV, Stanislav	Approve	Sales Representative	Salary		66,080.00	42000 -558 US Dollar	0.71 68,820.00 Submitted

Note for Ms Louise Charlotte
Louise receives extra high bonus because...
You went over budget already, please reduce bonus and grant more LTI instead...
Cancel Save




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You are now able to:

-  **Describe the compensation planning process**
-  **Describe the use of the Team viewer in the Compensation workset**
-  **Compare the R/3 functionality and the Web Compensation planning**

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Unit: Compensation



In this exercise:

- ? Make yourself familiar with the Compensation workset.
- ? You will examine the requirements for MSS Compensation.
- ? Familiarize yourself with MSS Compensation customizing.



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. Which general options do you have in the R/3 customizing the MSS compensation workset is based upon?
2. List some of the differences between the web and the R/3 scenario.
3. Use MSS or the annual compensation review of your employees and apply a 10% increase.



Unit: Compensation

1. Which general options do you have in the R/3 customizing the MSS compensation workset is based upon?

Compensation Management, Enterprise Compensation Management based on R/3 Enterprise Extension Set 2.0

2. List some of the differences between the web and the R/3 scenario.

3. Use MSS or the annual compensation review of your employees and apply a 10% increase.

Select the **Compensation** tab. Select **Compensation Planning** in the detailed navigation iView on the left side. Choose the iView **Compensation Planning**. Insert the percentage and select **Apply percentage**. Use the **Save all** button to save your planning.





Content:

- ✎ **Headcount Planning process**
- ✎ **Headcount Planning**
- ✎ **Headcount Transfer**
- ✎ **Headcount Planning Customizing**
- ✎ **Follow-up activities**

? SAP AG 2003



At the end of this unit you will be able to:

-  **Describe the Headcount planning process**
-  **Describe the Headcount transfer process**
-  **Customize the Headcount planning iViews**
-  **Customize the follow-up activities**

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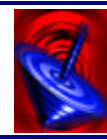


✍ **Web-enabled processes are crucial for the success of your MSS implementation. Therefore you implement the Headcount Planning iViews in your Manager Portal.**

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Headcount Planning Process



- ✎ Line manager determines the positions required for the planning period (first plan for the year 2004)
- ✎ Managers transfer the planning data from the HR system to the key statistical figures in the FI-CO system.
- ✎ Consolidation of enterprise-wide planning: first plan can no longer be changed
- ✎ Planned position requirements /costs are too high. A second planning cycle takes place
- ✎ Second planning cycle: manager determines the required positions in the second plan
- ✎ Managers transfer the planning data from the HR system to the key statistical figures in the FI-CO system. Consolidation of the second round of enterprise-wide planning: second plan can no longer be changed.
- ✎ Requirements in second plan are approved
- ✎ Positions are created or reduced using a report

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- ✎ Using this function, managers can plan required positions per job centrally for the organizational units for which he or she is **directly responsible**.
- ✎ With the Headcount/Quota transfer functionality, managers can transfer the results of the headcount planning in the form of statistical key figures to *Accounting*.
- ✎ The system transfers to *Accounting* (AC) the planning results for the selected cost center of the current or of a previous headcount planning per fiscal year. In this way, the job-related headcount planning is summarized in one statistical key figure for each cost center.
- ✎ After reviewing, the board decided to lower the number of required positions. As a result, managers have to perform a second round of planning; the first round is stored in the history).

Welcome Tom Bender

Search Personalize Page Portal Log Off Add To Favorites

Home WebEx Expert Finder Strategy Management Information My Staff My Budget

Overview Attendance Employee Review Personnel Change Request Recruitment Reporting Compensation Quota Planning ESS in MSS

Phone List

Telephone List (In-House)

Last name	First name	Tel.
Bender	Tom	98547
Ritke	Ellen	98548
Hoffmann	Jan	98549
Janosch	Axel	34343
Grimm	Julia	56565
Thoma	Maiko	45454
Eckermann	Felix	67677
Schubler	Roland	78778
Engel	Constance	87487
Ende	Michael	96596
Klein	Andreas	25425
Bauer	Felicitas	15214
Harz	Donna	38523
Leitner	Daniel	42145

Page 1/1

Attendance Overview

Choose Employee List

Directly Reporting Employees

Employees	Number	%
At Work	3	100.0

Data from: 6/28/04 5:07 AM [Update](#)

[Details](#) [Hide Graphic](#)

Reminder of Dates

Display Dates/Tasks for All Employees in

Date	Event Name
6/10/2004	Date of Birth (55) Michael Ende
6/21/2004	Date of Birth (39) Julia Grimm
6/22/2004	Date of Birth (36) Ellen Ritke

* Reminder Date

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You are here:
Quota Planning
• Quota Planning
• Quota Transfer

Quota Planning

Select an Organizational Unit for Quota Planning

Organizational Unit	COAr	Cost Center
Sales PC Group 1	Sales PC1 1000	Vertrieb Gruppe 01
Sales Workstations Group 1	Sales WS 1000	Workstation GR 01
Sales Laptops Group 1	Sales LAP 1000	Laptop GR 01

Choose an org unit

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Plan required positions

Click to choose a different organizational unit [Help](#)

Organizational Unit: Sales PC Group 1

Cost Center: 000008110 Vertrieb Gruppe 01

Planning Period: 1/1/2003 To 12/31/2003

Planning Type: Second planning (2003)

Time Interval: Months

Center	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Director	1	1	1	1	1	1	1	1	1	1	1	1
Secretary	1	1	1	1	1	1	1	1	1	1	1	1

Save Insert Delete + - ->

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First Plan

Required positions are planned by month for the year 2003

Existing positions

Required positions

Save plan **Increase** **Decrease** **Fill row**

? SAP AG 2003

- ✎ The Line Manager can select an organizational unit that is under their responsibility, and perform the necessary headcount planning. The planning period can be set for yearly, quarterly or monthly basis.
- ✎ In Current, managers can see all jobs that are being used in a particular organizational unit.
- ✎ In Planning, you can display how many positions already exist in the organizational unit. You can plan how many positions, defined based on these jobs the organization al unit will need in the future.
- ✎ You can then add new jobs – with the planned numbers of positions or FTEs.
- ✎ Managers can increase/decrease/delete the planned numbers via the HTMLB buttons on the iView. In addition, they can add a new job (that they can search for) and add required positions for that period. All of the changes can be checked against the HR system, and finally saved in the database.
- ✎ A planning type is chosen centrally for each planning round. In other words, you determine whether the first plan, second plan or another plan created in Customizing will be followed. The line manager can, therefore, only plan those planning types that are marked as 'current' in the Plan Required Positions screen.
- ✎ In the same way, the unit of time (months, weeks, quarters, years, for example) according to which positions are planned over the entire planning period (01.01.1999 - 31.12.1999, for example) is predefined centrally in Customizing.
- ✎ The manager plans the required staffing headcount during the whole planning period for each time interval.

✎ The key customizing steps include:

- ✎ View T77POSBUD (Position Budget) that allows for creation and activation of the different Headcount planning types/rounds;
- ✎ Infotype 1019 (Headcount Data) has to be set up with appropriate subtypes that are prerequisite for the T77POSBUD customizing;
- ✎ In addition, Headcount planning can be defined for calculations in FTE equivalents. This feature of the 4.70 release allows managers to enter decimal values for the headcount planning; e.g. Manager has a 50% part-time job holder that can be represented as 0.5.

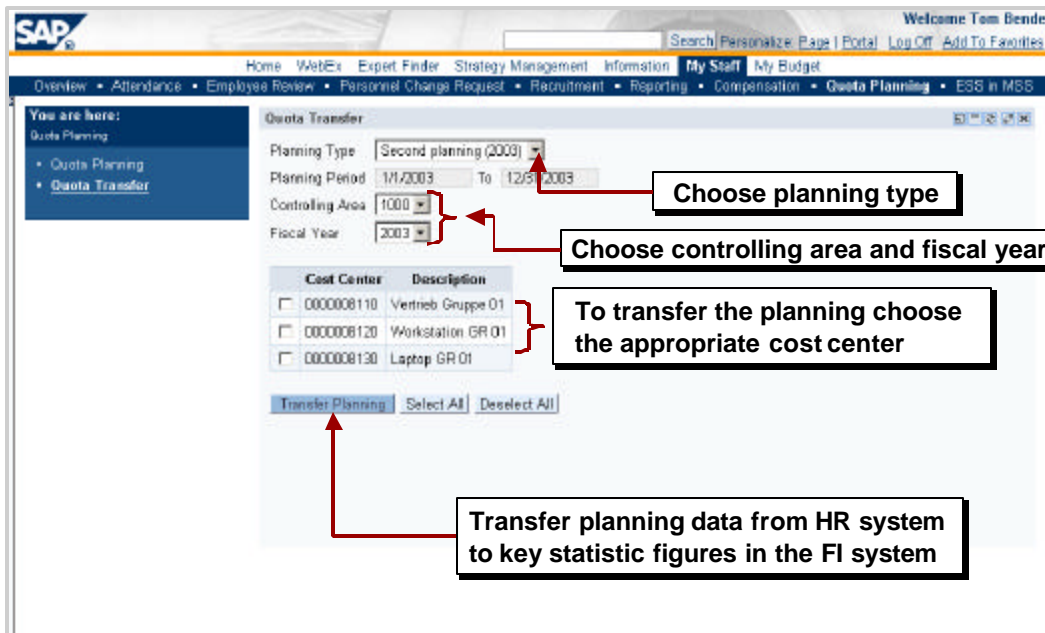
? SAP AG 2003

✎ R/3 Customizing

- ? For the Headcount Planning MDT Customizing use the following path: *Personnel Management* ↘ *Organizational Management* ↘ *Infotype Settings* ↘ *Quota Planning*.
- ? To set up subtypes of infotype 1019 use the following path: *Personnel Management* ↘ *Organizational Management* ↘ *Basic Settings* ↘ *Data Module Enhancement* ↘ *Infotype Maintenance* ↘ *Maintain Subtypes*

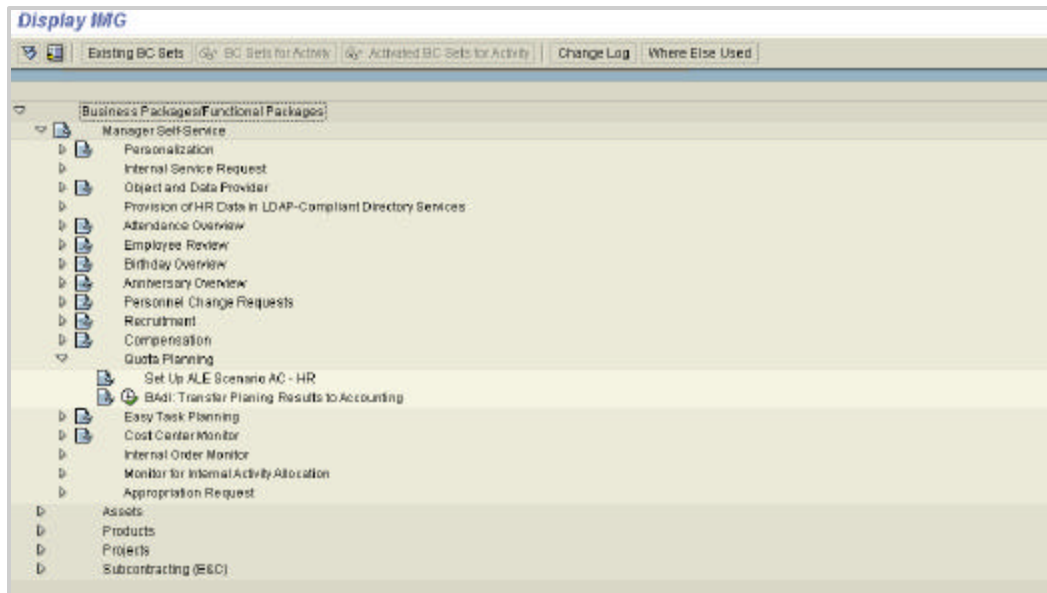
✎ Plug-In Customizing

- ? If you use *Organizational Management* and *Accounting* in two separate systems you must set up the ALE scenario AC-HR.
- ? The Business Add-In adjusts the time-specific planning results to the corresponding periods in CO and transfers the number of required positions per org units to FI-CO.
- ? This Business Add-In allows you to realize customer -specific requirements when transferring required positions planning to CO.
- ? Example: For statistical key figures planning you want to distinguish between manager, secretaries and administrators. Therefore you have to change the Business Add-In in a way that data transfer not only includes number of required positions per org unit but also number of required managers, secretaries and administrators.



? SAP AG 2003

- ✘ With Headcount Transfer, the manager can transfer the planning data from the HR system to the key statistical figures in the FI-CO system. Previously, this step was always done by the HR clerks during the Personnel Cost Planning of the HR headcount data, and it can still be done that way. However, there was a need for Headcount Transfer to the FI system in order to plan for other non-HR related costs that the FI-CO oversees.
- ✘ A difference from the Headcount Planning iView is the selection of entities for submitting the headcount plan (Cost Areas/Cost Centers vs. Organization Units). For example, if there are two org. units under a same cost center, the headcount transfer for that cost center would submit both headcount plans for each org. unit. The Manager can select the cost area from a drop-down list box which will adjust the entries of the cost centers available for that cost area.
- ✘ This iView is just an extended user interface for the ABAP report (RHWPC_HDCN2SKF) that performs the headcount transfer. Of course, this report can be started from the R/3 system and resembles with the user interface from Headcount Transfer iView.



? SAP AG 2003

✎ Plug-In Customizing

- ? If you use *Organizational Management* and *Accounting* in two separate systems you must set up the ALE scenario AC-HR.
 - ? The Business Add-In adjusts the time-specific planning results to the corresponding periods in CO and transfers the number of required positions per org units to FI-CO.
 - ? This Business Add-In allows you to realize customer-specific requirements when transferring required positions planning to CO.
- ✎ Example: For statistical key figures planning you want to distinguish between manager, secretaries and administrators. Therefore you have to change the Business Add-In in a way that data transfer not only includes number of required positions per org unit but also number of required managers, secretaries and adminis trators.

- ✎ **The report RHWPC_HDCNT2SKF enables the transfer of Headcount planning to statistical key figures.**
 - ✎ The transfer process is similar to the Personnel Cost Planning transfer process (see documentation of report RHPP25PT).
- ✎ **The customizing entries in the T77S0 table are prerequisites that specify where to book all statistical key figures in the corresponding FI system.**

Group	Sem.abbr.	Value abbr	Description
SKFCO	COPLS		Plan source for CO data transfer
SKFCO	KACNT		Stat. Key Figure:No. of Established Posts (Change)
SKFCO	KBCNT		Stat. Key Figure: Number of Est. Posts (Budget)

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✎ **Plan Source for CO Data Transfer**

✎ Has to be maintained in View Cluster VC_COPLNCTRL

CO	Fisc.	Exp. date	Ver.	Sum values	Text
1000	2001	31.12.2001	0	<input type="checkbox"/>	Quota Planning
1000	2002	31.12.2002	0	<input type="checkbox"/>	Quota Planning
2000	2001	31.12.2001	0	<input type="checkbox"/>	Quota Planning
2000	2002	31.12.2002	0	<input type="checkbox"/>	Quota Planning

✎ **Stat. Key Figures are master data in the Cost Center Accounting module and can be maintained via transaction KK02 or KAK2**

COA	StatKF	Unit	Cat.	Long text
1000	4900	PC	1	ABC: Number of employees
1000	4901	PC	1	ABC: Number of new employees

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✎ **Cost Planning: Plan Source for CO Data Transfer**

- ✎ This entry specifies which Accounting plan source you wish to use for data transfer. You must have first defined the plan source in Customizing. The plan source must always have the value '' in the 'add values' setting in CO Customizing for each controlling area.
- ✎ **Stat. Key Figure:** For the transfer of headcount planning to CO via report RHWPC_HDCNT2SKF, SAP provides two key figures that can be used for Stat. Key Figure Planning in CO. The first statistical key figure is the planned headcount and the second describes the difference between the actual and planned headcount.
- ✎ The name of the stat. key figures must be entered in T77S0, group: SKFCO KACNT and SKFCO KBCNT

- ✎ When you transfer the results of Headcount planning to CO, the system adjusts the time-specific planning results to the corresponding periods in CO. The results are then updated in CO.
- ✎ When the planning data has been formatted into periods, the system reads the relevant data in the CO System with the help of a BAPI.
- ✎ Once posting of the planning data has been triggered, the following takes place:
 - ✎ The system checks the posting data against CO data with the help of a synchronous BAPI.
 - ✎ The system transmits the data via ALE asynchronously to the receiving system.
 - ✎ The receiving system posts data to the CO-System

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✎ **The following reports are available for Headcount planning – Release R/3 Enterprise (4.70):**

- ✎ Based on planned required positions, the report RH_GEN_AND_RED_FROM_BUDGET generates new positions or sets superfluous positions to obsolete.
- ✎ The report RH_COPY_BUDGET_PLANNING copies required positions data from one planning type to another.
- ✎ The report RH_COPY_ACTUAL_TO_BUDGET copies current required positions data into a planning type.
- ✎ The report RH_FREEZE_BUDGET freezes required positions data planned for a particular period until a particular key date.
- ✎ The report RH_DELETE_FREE_POSITIONS deletes positions that were generated in Headcount planning, but that have remained unoccupied until a particular key date.

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Generation of positions for quota planning

Objects

Plan version: B1 All existing

Object type: 0 Organizational unit

Object ID: 50000013

Search Term: []

Object status: All existing

Buttons: Data status, Set structure conditions

Reporting period

Today, R11, Current month, Past, Current Year, Future

Buttons: Key date, Other period

Structure parameters

Evaluation Path: []

Status vector: []

Display depth: []

Buttons: []

Generation method

Planning type: 0001

Automatic reduction

Generate new positions for org unit IT Computer, first plan (Documentation)

? SAP AG 2003

- ✘ Using this report you can generate positions based on executed headcount headcount planning.
- ✘ Using the *Planning type* parameter you can specify the planning type in which positions should be generated.
- ✘ Using the *Automatic reduction* parameter you can specify that the system should not offer the user a dialog box for selecting which positions should be reduced.

The image displays two sequential screenshots of the SAP 'Generating positions in budget planning' dialog box. The top screenshot shows the 'Creation' step, where the 'Ob' field is selected and the 'Create new positions' button is visible. A callout box labeled 'Generate positions' points to this button. The bottom screenshot shows the 'Reduction' step, where the 'Execute reduction' button is visible. A callout box labeled 'Reduction required for one position -> set position to obsolete' points to the 'Execute reduction' button. Both screenshots show a table with columns: Ob, Organizational unit, Object name, Red..., and Generation status.

Ob	Organizational unit	Object name	Red...	Generation status
O	50000013	IT computer center	e.g.	Planning available

Ob	Organizational unit	Object name	Red...	Generation status
O	50000013	IT computer center	1.00	Generation complete; reduction required

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- ✘ Using the *Display list before generation* parameter you can specify that the system should show a list of those organizational units which have headcount planning.
- ✘ The user can then decide for which organizational units, positions should be generated. If the parameter is not set, the number of positions is generated immediately.
- ✘ For those organizational units where a reduction is required, all the positions are listed. Via *List -> Reduction*, you reach a dialog box in which you can make a position-specific entry regarding reductions.

Generating positions in budget planning

Selection of organizational units

Ob	Organizational unit	Object name	Red...	Generation status
O	50000013	IT computer center	1.00	Generation complete; reduction required

Execute reduction



Selection of positions set to obsolete

Organizational unit: 50000013 IT computer center
 Job: 50011076 Secretary
 Obsolete records to: 01.10.2003
 Number of positions to set to obsolete: 1

Info	ObjectID	Object name	Personnel num.	Name
	50011265	Secretary for DP Manager (Germany)	1304	Daniela Tower

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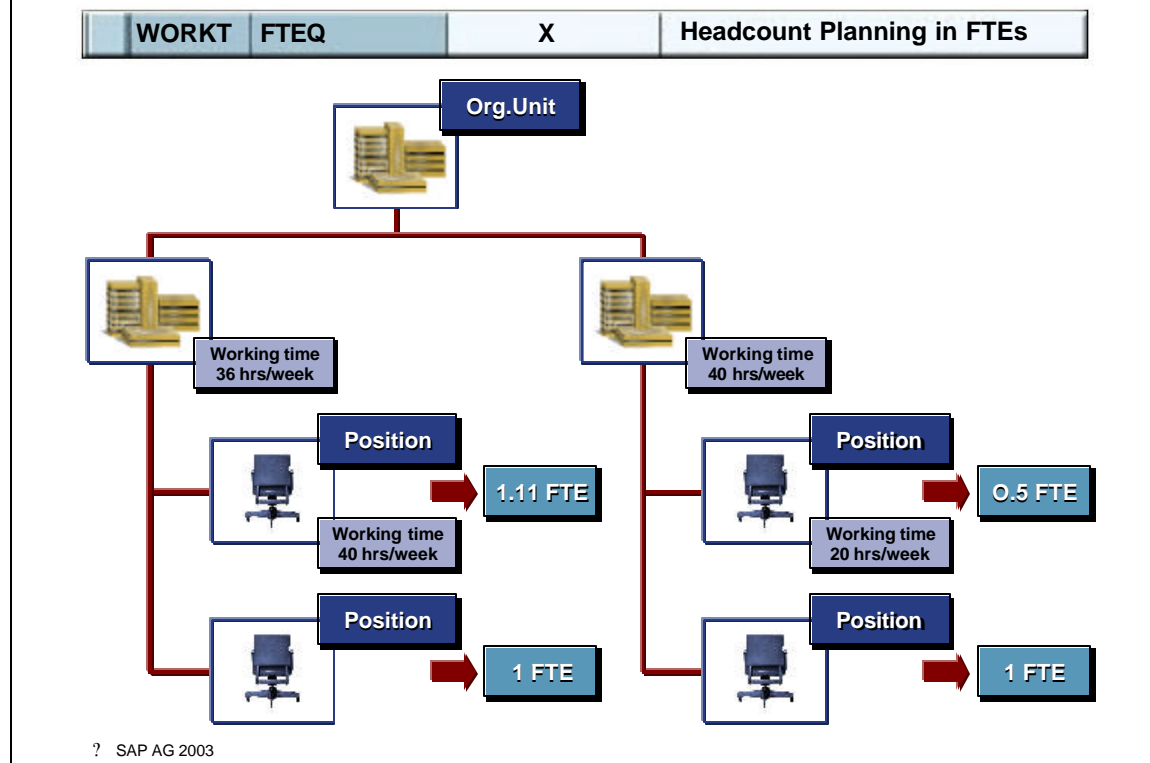
- ✗ Unoccupied positions marked as obsolete are immediately delimited.
- ✗ Occupied positions and those marked as obsolete are counted in full in the existing required positions.

- ✎ **A full-time equivalent (FTE) expresses planned capacity in terms of full-time positions.**
- ✎ **This is calculated from the working time of the position in relation to the working time valid for the superior organizational unit.**

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Calculation in Positions/Full-Time Equivalents (FTE)

SAP

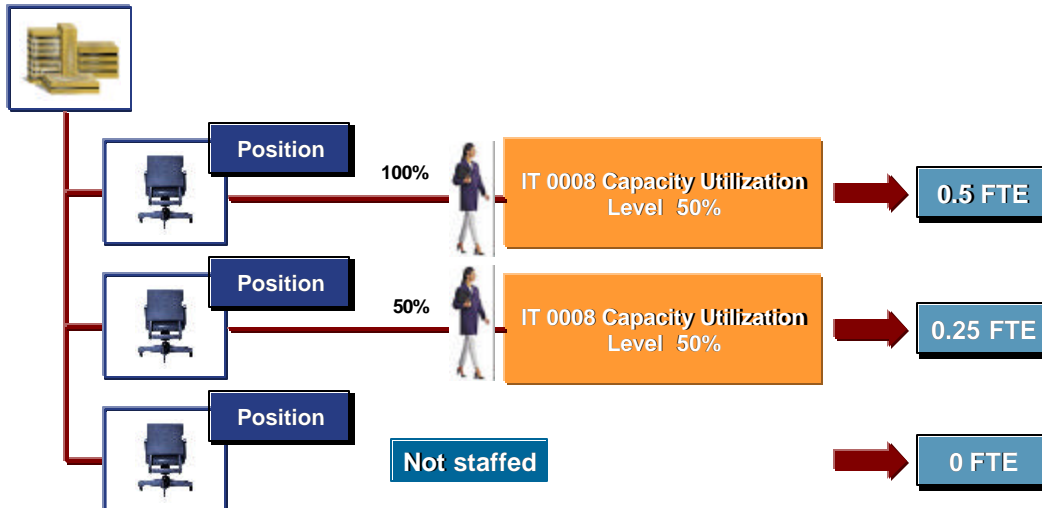


- ✘ An FTE is the target capacity (expressed in full-time positions) and corresponds to the relationship between the working time defined for a position and the working time defined for the organizational unit to which the position is assigned.
- ✘ If you set the WORKT FTEQ switch to 'X', you specify that you want to perform headcount planning using FTEs rather than positions. In that case you can use FTEs with up to two places after the decimal point.
- ✘ If a position has a weekly working time of 20 hours, and the position's superior organizational unit has a weekly working time of 40 hours (saved in infotype 1011, Working Time), the calculation is as follows: the working time of the position (20) is divided by the working time of the organizational unit (40), giving an FTE value of 0.5.
- ✘ If, on the other hand, the position has a weekly working time of 40 hours, and the superior organizational unit has a working time of 36 hours, the FTE has a value of $40/36 = 1.11$.

Calculation in Positions/Full-Time Equivalents (FTE)

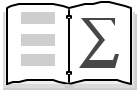
SAP

WORKT	FTEP	X	Calculation of value for FTE
WORKT	FTEQ	X	Headcount planning in FTEs







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- ✎ Using the WORKT FTEP switch, you can specify that the value of an FTE should either be determined solely on the basis of the the planned working time of the position (switch = ' '), or on the basis of the staffing percentage of the position in conjunction with the capacity utilization level of the employee (person) (switch = 'X').
- ✎ Examples:
 - ? If you have set WORKT FTEP - switch to 'X', there are also two possible scenarios:
 - ✎ The position is not staffed, or staffed by a user.
 - ? In this case, the value of the FTE is 0.
 - ✎ The position is staffed by an employee (person).
 - ? In that case, the value of the FTE is the product of the staffing percentage (A/B 008 relationship between S and P) and the capacity utilization level (stored in infotype 0008 of Personnel Administration), where 100% corresponds to the value 1.
- ✎ Example:
 - ? The staffing percentage is 100%, the capacity utilization level 50%. Following on from this, the value for an FTE is $1 \times 0.5 = 0.5$. If the staffing percentage and capacity utilization level were both 50%, the value of the FTE would be $0.5 \times 0.5 = 0.25$.



You are now able to:

-  **Describe the Headcount planning process**
-  **Describe the Headcount transfer process**
-  **Customize the Headcount planning iViews**
-  **Customize the follow-up activities**

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Unit: Headcount/Quota Planning



In this exercise:

- ? Familiarize yourself with the handling of the Headcount/Quota Planning workset.
- ? Familiarize yourself with MSS Headcount/Quota Planning customizing.



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. Where can you find the Headcount/Quota Planning customizing in R/3?
2. What do you have to set up if you run Organizational Management and Accounting in two different systems?
3. What is the key table for the R/3 customizing?
4. Conduct the quota planning process for your organizational unit and increase the headcount of your first position to 2.



Unit: Headcount/Quota Planning

1. Where can you find the Headcount/Quota Planning customizing in R/3?
Personnel Management \approx *Organizational Management* \approx *Infotype Settings* \approx *Quota Planning*
2. What do you have to set up if you run Organizational Management and Accounting in two different systems.
ALE scenario AC-HR
3. What is the key table for the R/3-customizing?
T77POSBUD
4. Conduct the headcount/quota planning process for your organizational unit and increase the headcount of your first position to 2.
Select the Headcount/Quota Planning tab. Select /Headcount/Quota Planning in the detailed navigation iView on the left side. Choose the iView Headcount/Quota planning. Select your organizational unit.
Insert a 2 in the line of the position in order to increase the planning. Save your planning.




Content:

- ✎ **ESS in MSS concept**
- ✎ **ESS in MSS limitations**
- ✎ **Technical concept of ESS in MSS**
- ✎ **Custom developed ESS scenarios in the MSS functionality**

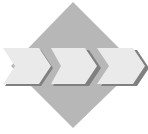
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At the end of this unit you will be able to:

-  **Understand the concept and the limitations of the ESS in MSS workset**
-  **Describe the principles the iViews are based upon**
-  **Include your own custom-developed ESS services in the MSS workset**

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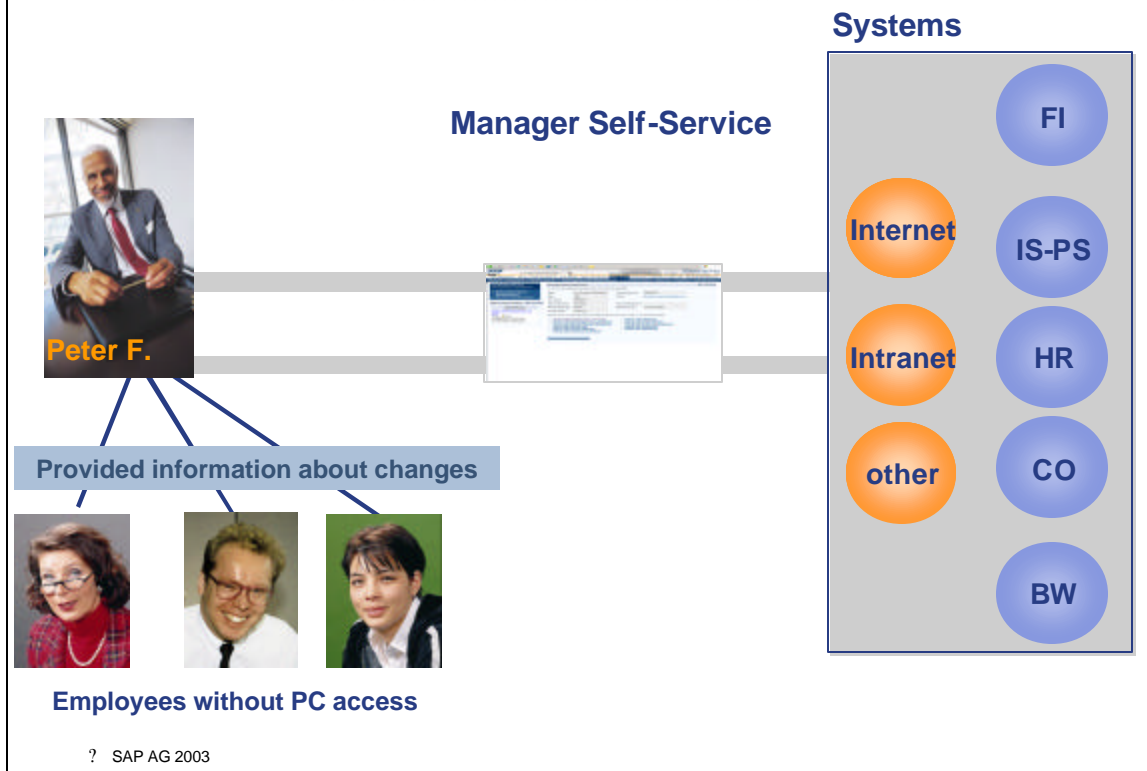


In one of your production departments there are no user terminals available. Nevertheless, the team leads in these groups are able to maintain the employees' data because your company wants to decentralize administrative work.

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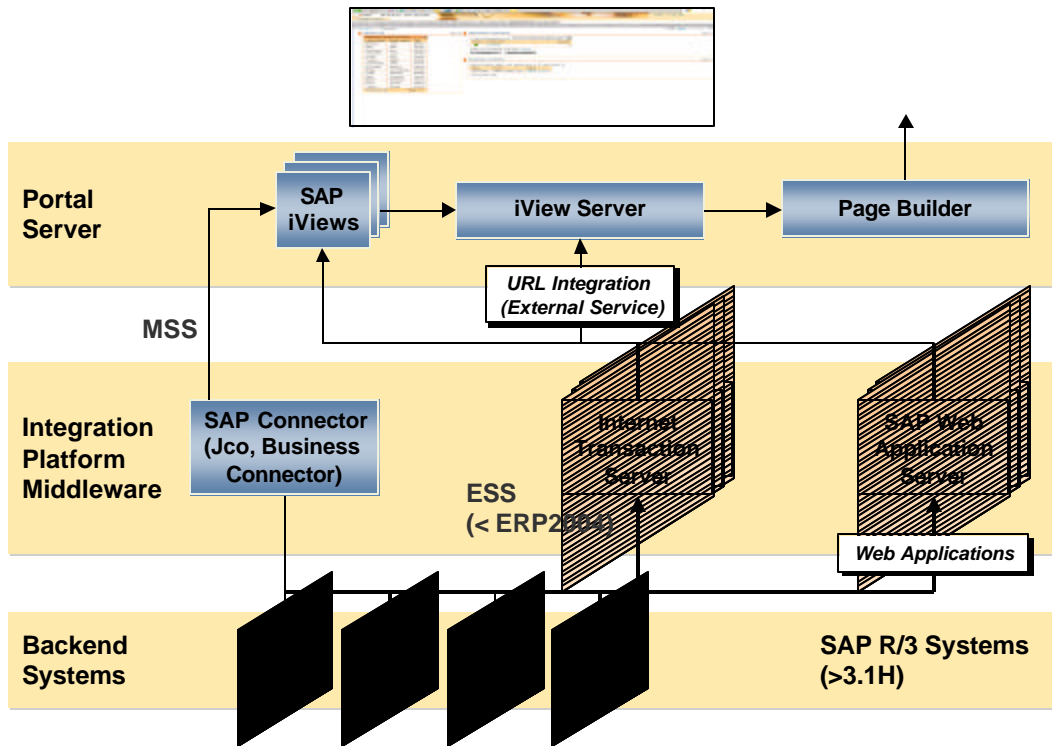
- ✎ **In some industries, specifically in some departments like production, decentralized team leads are responsible for their employees. These employees do not have access to a PC and user terminal solutions are not installed. However, these companies want to decentralize their administrative work. In their organizations, delegation of the tasks to others than the team is not possible.**
- ✎ **Another aspect is that companies want their managers to ensure high quality data entries.**

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- ✘ The process starts on the Enterprise Portal where managers have access to the ESS in MSS workset, encompassing several business functions.
- ✘ A manager/supervisor can select an ESS scenario for an employee who does not have access to a computer as part of their daily tasks. In this way, the manager can enter or change personal data on behalf of the employee.

Recap: ESS and MSS in the Enterprise Portal



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The screenshot displays the SAP ESS interface with three callouts:

- 1 Detailed Navigation - Example Delivery:** Points to the left-hand navigation menu.
- 2 Team Viewer:** Points to the 'Person Viewer' table listing employees.
- 3 SAP ESS Service – ITS Application:** Points to the main content area showing a 'Qualifications profile for Anne Friedrich'.

Name	Object ID
Anne Friedrich	00780001
Anne Grottel	00780000
Frank Grottel	66480000
Wilhelm Grottel	00780018
Oliver Müller	00780026
Christy Fiedler	00780014
Tatjana Dreyer	00780008
Tim Wiegand	00780011
Doreen Pflanz	00780015
Doreen Adams	00780009

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⚡ Prerequisites

? SAP R/3 Release 4.6C:

- Plug-In 2003_1, Support Package 5
- HR Support Package 75

? SAP R/3 Enterprise (4.70):

- Plug-In 2003, Support Package 5
- HR Support Package 20

⚡ Eleven standard scenarios are included in the standard delivery, and which are supported from a business process point of view.

- ✎ **The standard delivery consists of the following services:**
 - ✎ **Record Working Time (CATW)**
 - ✎ **Book Training Course (PV71)**
 - ✎ **Edit Skills (PZ31)**
 - ✎ **Total Compensation Statement (HRCMP0080ESS)**
 - ✎ **Change Own Data (PZ50)**
 - ✎ **Emergency Address (PZ05)**
 - ✎ **Emergency Contact (PZ18)**
 - ✎ **Address Change (PZ02)**
 - ✎ **Bank Information (PZ03)**
 - ✎ **Personal Data (PZ13)**
 - ✎ **Family / Related Persons (PZ12)**

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- ✎ From a technical perspective, the following services are available:
- ✎ **Personnel Administration**
 - ✎ Who's Who (PZ01)
 - ✎ My Assets (ASEM)
 - ✎ Previous Employer (PZ28)
- ✎ **Time Management**
 - ✎ Create Leave Request (WS20000081)
 - ✎ Request Leave of Absence (WS01000060)
 - ✎ Display Time Statement (PZ04)
 - ✎ Display Work Schedule (PZ17)

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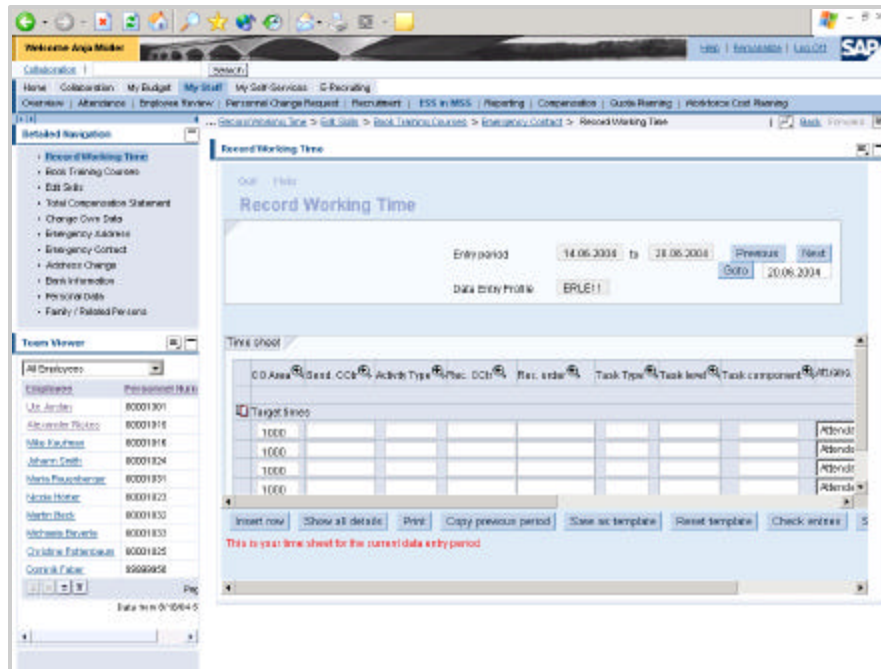
- ✎ *Only the services that are part of the example delivery or part of the above list describing the technically enabled services will be supported by SAP.*
- ✎ Only those ESS scenarios that allow managers to quickly execute the data changes are released in the standard business package.
- ✎ It is not intended to extend the ESS in MSS functionality.
- ✎ Country-specific services are **not** part of the example delivery (see above table).
- ✎ Services that are regarded as private services (for example, tax-related services) are not included in the example delivery. Private services are also those which require that the employee receives a copy of the information, either online or per mail (for example, tax forms).

✂ From a technical perspective, the following services are released:

✂ **Benefits**

- ✂ **Benefits – Enrollment (PZ14)**
- ✂ **Benefits – Participation Overview (PZ07)**
- ✂ **Retirement Benefits (PZ43)**
- ✂ **Exercising Employee Options (HRCMP0061ESS)**

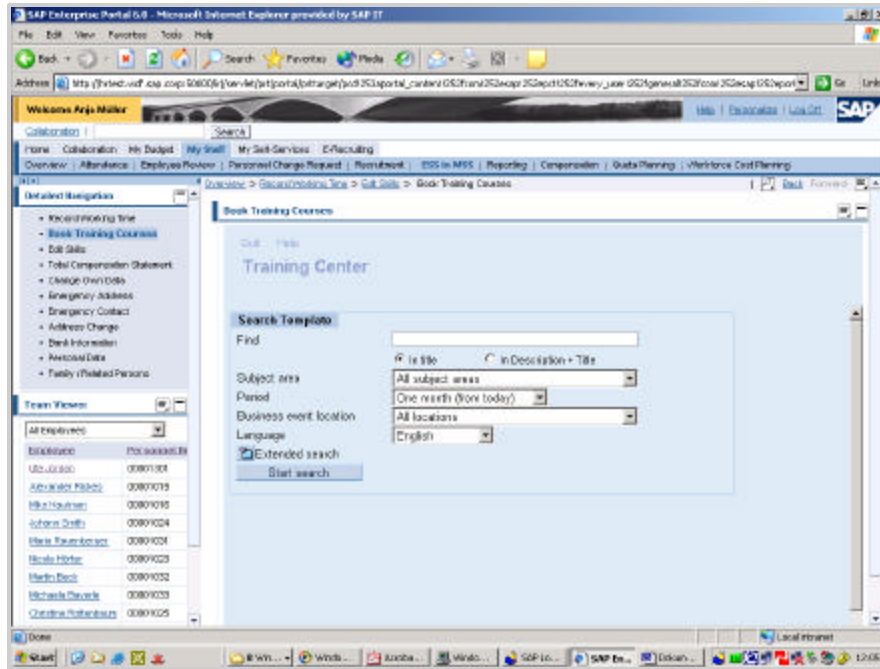
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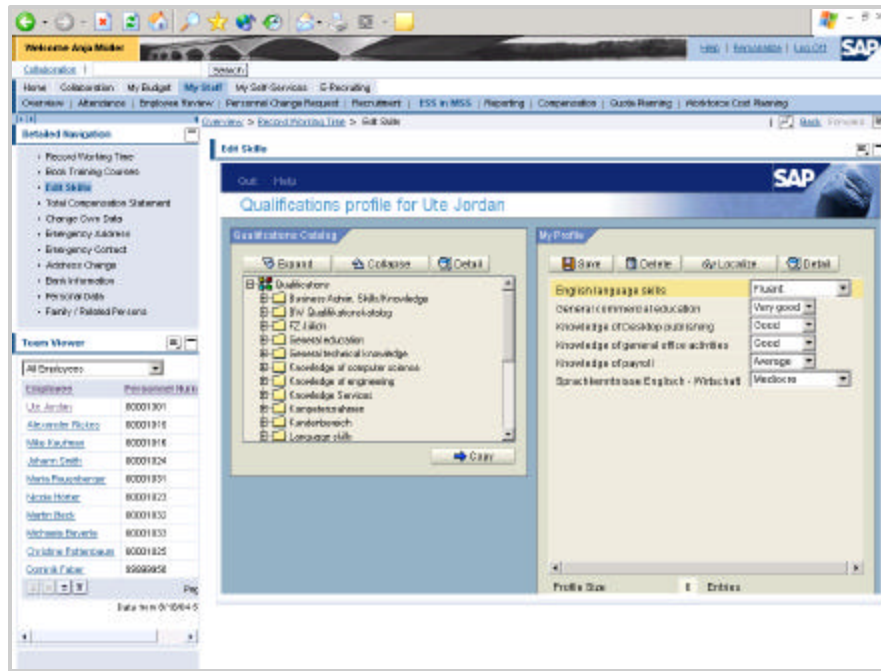
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The screenshot displays the SAP ESS interface for a manager. The main content area shows the 'Total Compensation Statement' for the employee 'Anne Friedrich' for the evaluation period from 01.01.2002 to 31.12.2002. The statement includes personal data and a table of compensation components.

Total Compensation Statement

Objekt: 1166

Total compensation statement

Evaluation period
From: 01.01.2002 To: 31.12.2002 Refresh

Total Compensation Statement:

Total Compensation Statement

ANNE FRIEDRICH
c/o Int. Keynote
SAP W 21, 79 61, 49, 6 0
NEW YORK, NY 10021

Abrechnung: Post. Director
Funktion:

Seit: 27.10.2002

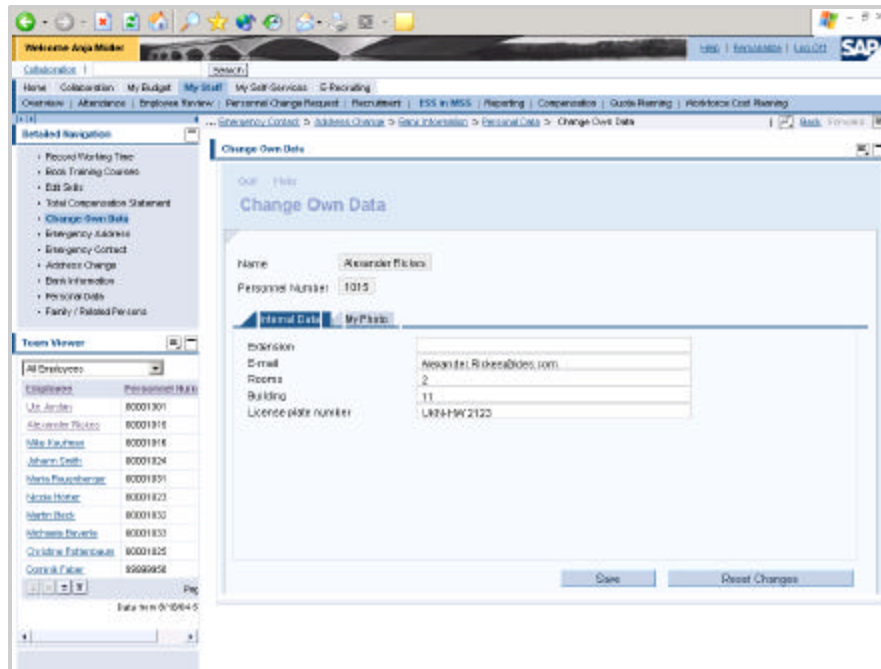
Personal number	Employee name	Compensation number
00000001	Anne Friedrich	01000000
00000002	Regional HR	02000000

Page 1/3

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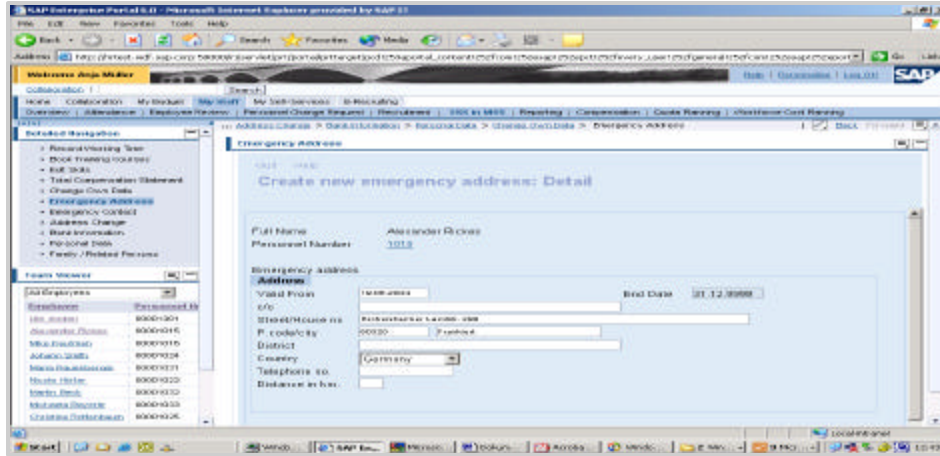
Internal Use SAP Partner Only



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Internal Use SAP Partner Only

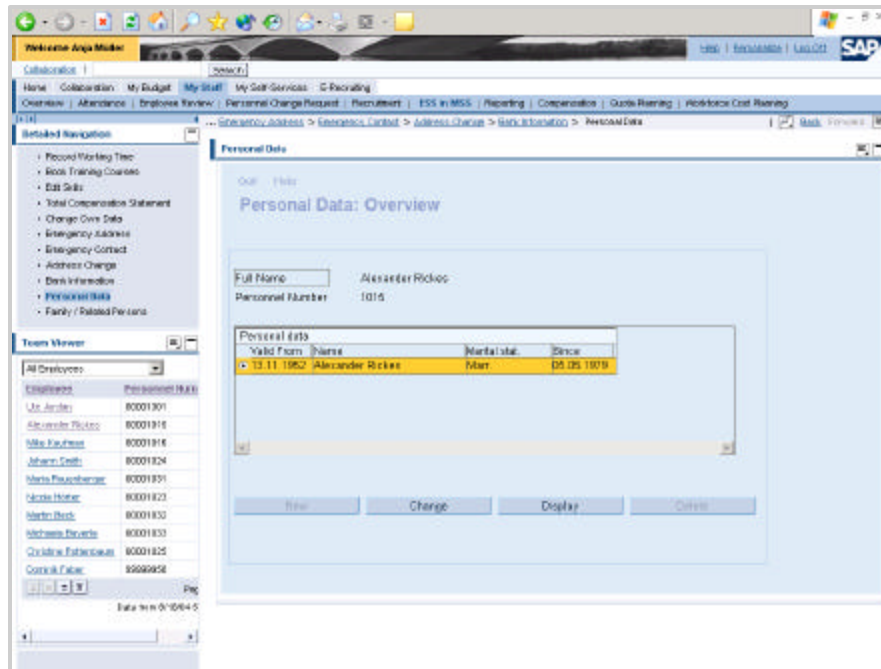
Internal Use SAP Partner Only



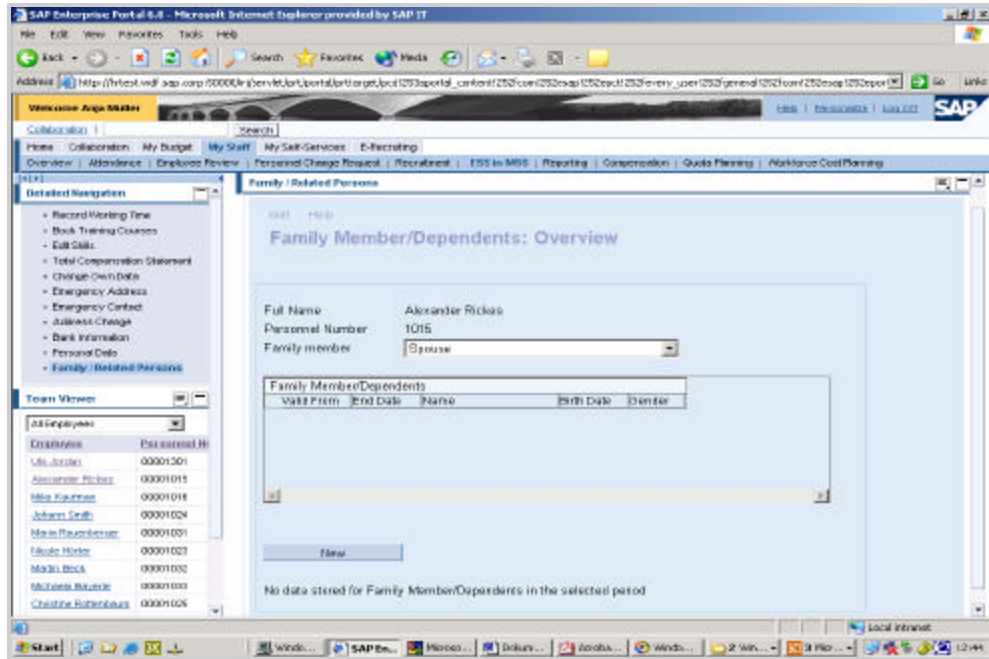
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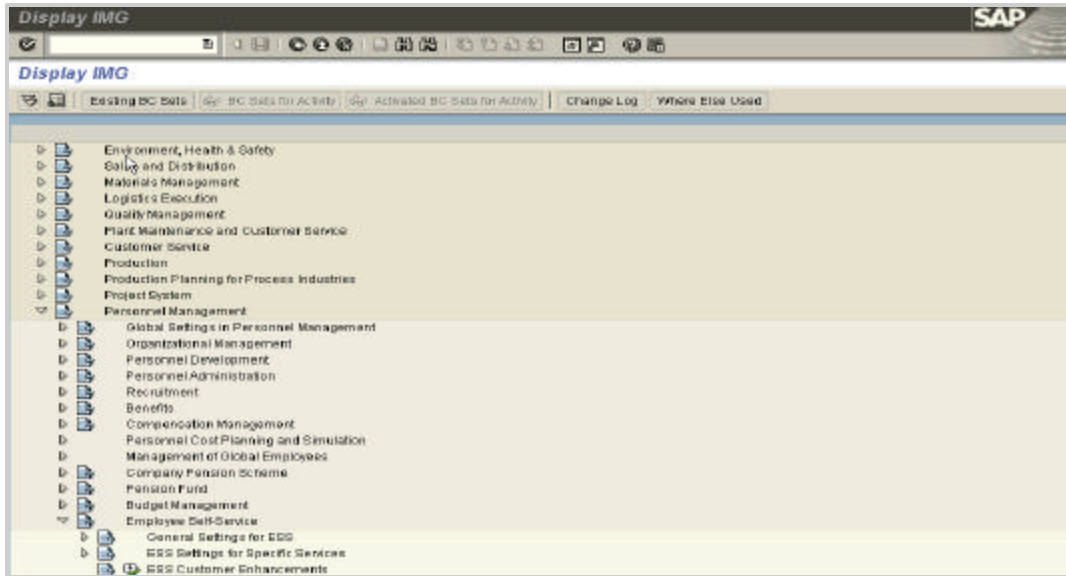
? SAP AG 2003



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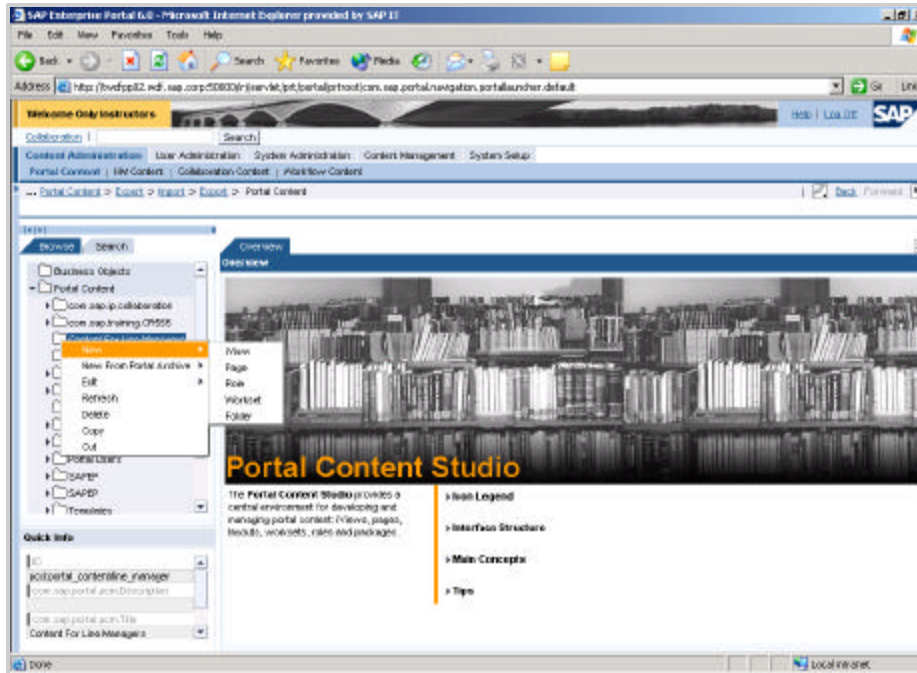
No specific customizing for ESS in MSS

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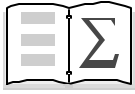
Including Your Own ESS Scenarios In Your Manager Portal



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You are now able to:

- ✎ **Understand the concept and the limitations of the ESS in MSS workset**
- ✎ **Describe the principles the iViews are based upon**
- ✎ **Include your own custom-developed ESS services in the MSS workset**

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Exercises



Unit: ESS in MSS



In this exercise:

- ? Familiarize yourself with the ESS in MSS workset.
- ? Familiarize yourself with ESS in MSS customizing.



You will log on to the portal server and the R/3 backend system. Use the log on information provided.

1. You have already implemented the complete range of ESS services within your systems. How much additional work can you expect to do if you want to use ESS in MSS functionality? How much customizing?
2. Enter a CATS report for one of your employees.
3. Which systems and technologies are involved in using ESS in MSS?



Unit: ESS in MSS

1. You have implemented the complete ESS services within your system. How much additional work do you have to expect if you want to use ESS in MSS functionality? How much customizing is there?
 - ? None; all listed services are available for the usage in the workset without additional customizing

2. Enter a CATS report for one of your employees.
 - ? Logon to the portal as manager
 - ? Go to **My Staff** in the top level navigation
 - ? Choose Workset **ESS in MSS**
 - ? Select any employee in the Team Viewer
 - ? Choose application CATS
 - ? Fill out the appropriate fields and save the report

3. Which systems and technologies are involved in the usage of ESS in MSS?
 - ? Enterprise Portal and iViews for the navigation and the team viewer
 - ? ITS server and Easy Web Transaction technology for the ESS applications themselves
 - ? R/3 backend for the execution of the business logic; RFCs for the iViews and Transactions for the ITS services.




Content:

- ✎ **MSS in mySAP ERP 2004 functionalities**
- ✎ **Technical Components**
- ✎ **mySAP ERP 2004 and existing MSS installations**

? SAP AG 2003



At the end of this unit you will be able to:

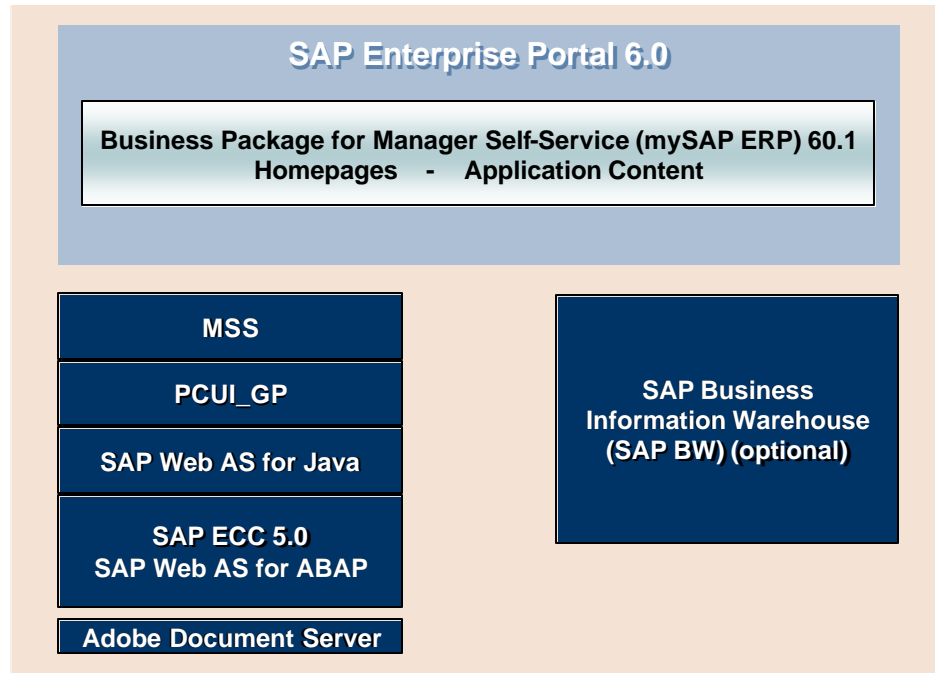
-  **Describe the MSS functionalities in ERP 2004**
-  **Describe the technical components used in ERP 2004 for MSS**
-  **Understand the impact of the new release for your current implementation**

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You have heard about MSS in mySAP ERP 2004 and you need further information for your planning.

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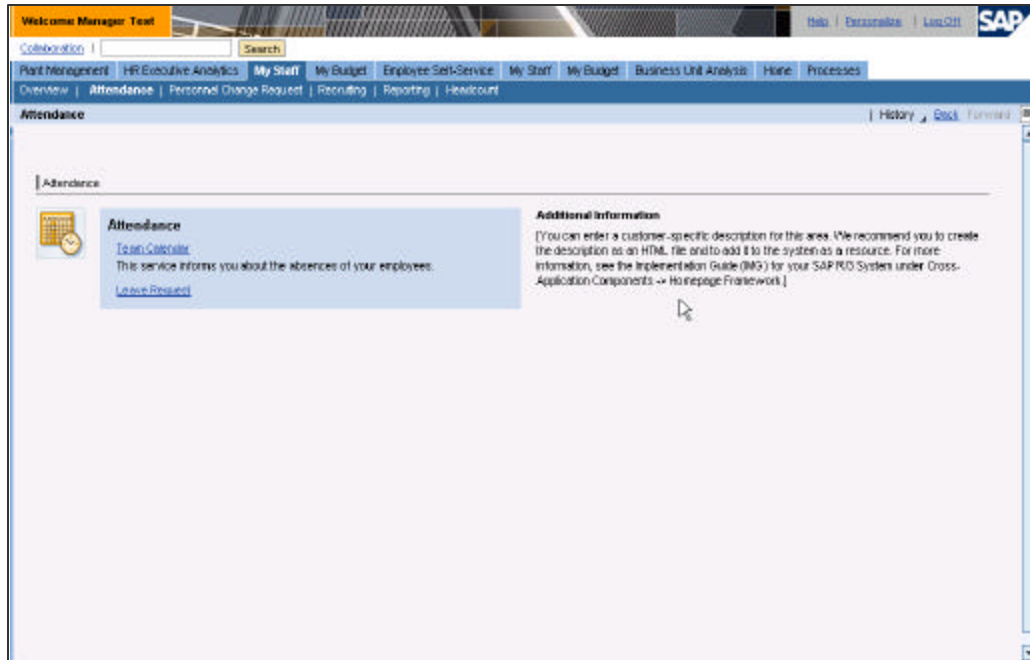
? SAP AG 2003

- ✎ With mySAP ERP2004, SAP offers a new release of MSS, based on WebDynpro technology.
- ✎ If you want to use the new release of MSS, an upgrade of your R/3 system to mySAP ERP2004 (ECC 5.0) is mandatory.
- ✎ This release is mainly a technology shift as the iViews are shifted from JSP technology to WebDynpro.
- ✎ This technology shift will be finalized with the worksets that are not already included in the mySAP ERP2004 edition of MSS.
- ✎ The Worksets of the Business Package for Manager Self-Service (mySAP ERP2004) 60.1 (Web Dynpro) and the Worksets of the former version Business Package for Manager Self-Service 60.1 (which are not already included in the mySAP ERP 2004 edition) can be used together in one Enterprise Portal 6.0.
- ✎ With a few exceptions the customizing remains the same.
- ✎ Even for MSS based on WebDynpro the SAP Enterprise Portal is mandatory.



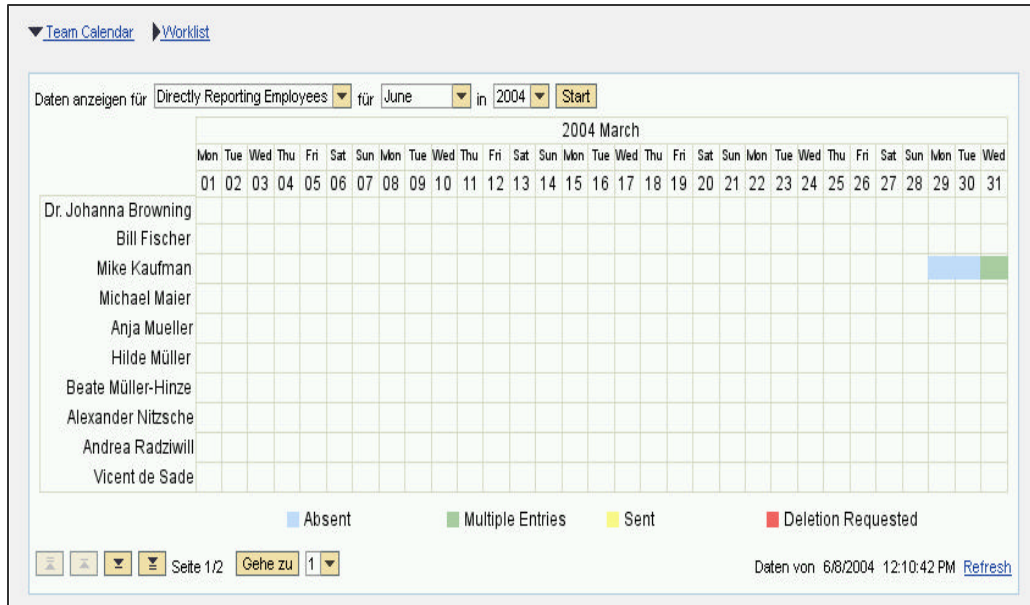
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- ✎ With MSS based on mySAP ERP2004 you can use an Area page/Group page-concept in order to structure the navigation within your MSS application. You can change and adapt the framework by customizing your backend system.



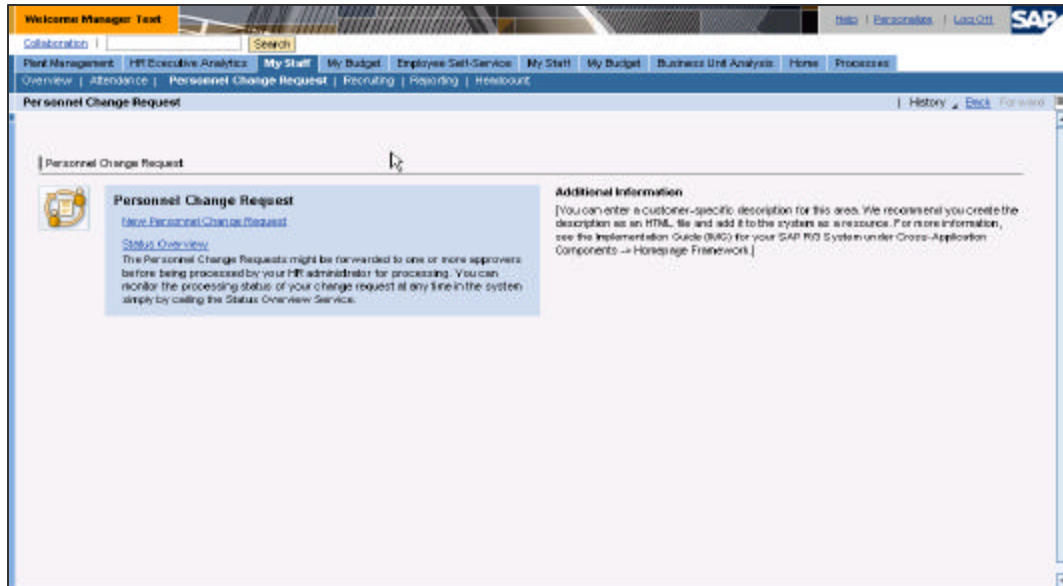
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⌘ Area page/Group pages can also be used for the Attendance workset.



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- ✘ The team calendar in ERP2004 offers enhanced functionalities. In previous versions, infotypes 2001/2002 were evaluated to determine the status for the employees.
- ✘ Since a new leave request database is introduced as the backbone for the ESS leave request, this database can be used to evaluate whether an employee is absent or at work. The leave requests that the employee has already sent, but which are not yet approved are shown in the table.



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- ✗ Area page/Group pages can also be used for the PCR workset.
- ✗ The key feature of the new PCR workset is the Adobe Interactive Form integration, which allows you to adjust your forms to your specific needs.

Welcome Manager Test

Collaboration 1 Search

Plant Management | HR Executive Analytics | My Staff | My Budget | Employee Self-Service | My Staff | My Budget | Business Unit Analysis | Home | Processes

Overview | Attendance | Personnel Change Request | Recruiting | Reporting | Headcount

Personnel Change Request | History | Back | Forward

New Personnel Change Request

1 2 3 4 5

Select Employee | Select Form | Edit Form | Review Form | Confirmation

Select an employee from the list. Choose 'Next Step'.

Show Data for: All Employees

Name	Personnel Number	Office	In-House Telephone Number	E-Mail	Position	Organizational Unit	Cost Center	Previous
Hautman, Mike	00005101				Functional Specialist - (D)	Personnel Administration (D)		
Sinik, Johann	00005102				Personnel administrator (D)	Personnel Administration (D)		
Gutbrod, Sabine	00001302	2112	50405373		Secretary to HCO Corporate Services (D)	Corporate services (D)		
Browning, Johann	00001026	0119	40567132		Chief Executive Officer (D)	Exec director - Germany		
Starr, Ariette	00001017	9129	1188941		Executive Assistant to CEO (D)	Exec director - Germany		

1 of 1194

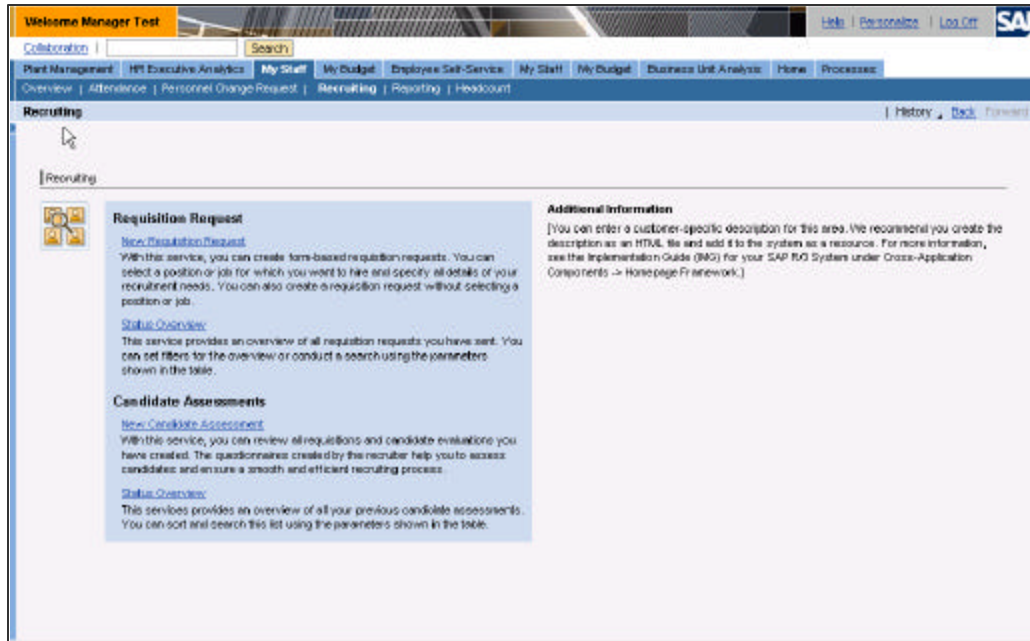
Previous Step | Next Step | Cancel

Data from 7/22/2004 9:10:13 PM

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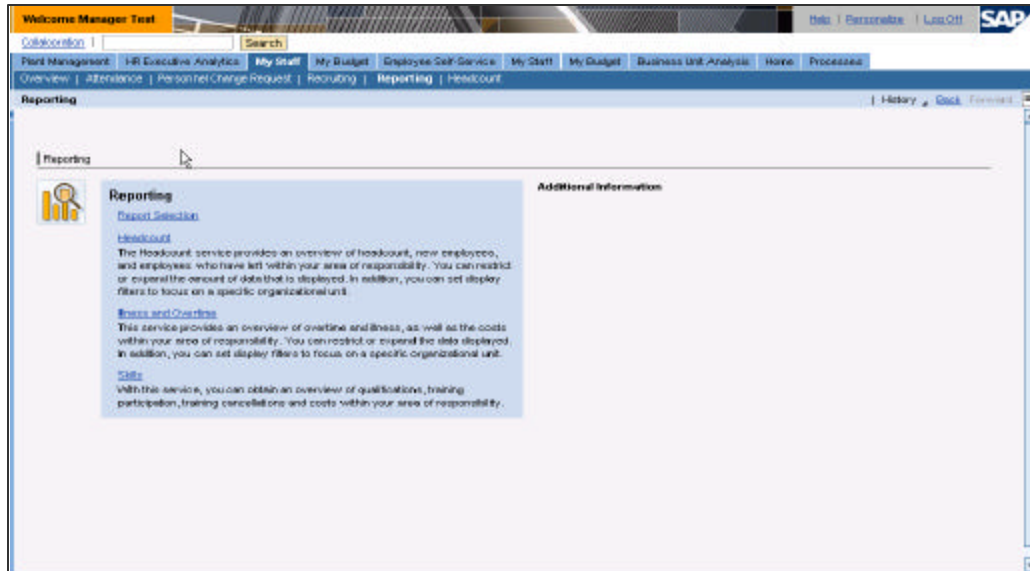
☞ Area page/Group pages can also be used for the Recruiting workset.

The screenshot displays the SAP Recruiting interface. At the top, there is a navigation bar with options like 'Part Management', 'HR Executive Analytics', 'My Staff', 'My Budget', 'Employee Self-Service', 'My Staff', 'My Budget', 'Business Unit Analysis', 'Home', and 'Processes'. Below this, a 'Recruiting' section is visible with a progress bar for 'New Candidate Assessment' showing five steps: 1. Select Requisition, 2. Select Form, 3. Select Candidate, 4. Edit, and 5. Completed. Below the progress bar is a table with the following columns: Requisition Title, Created on, Position, Job, No. of Positions, No. of Candidates for Assessment, and No. of Candidates in Short-List. The table contains one row of data:

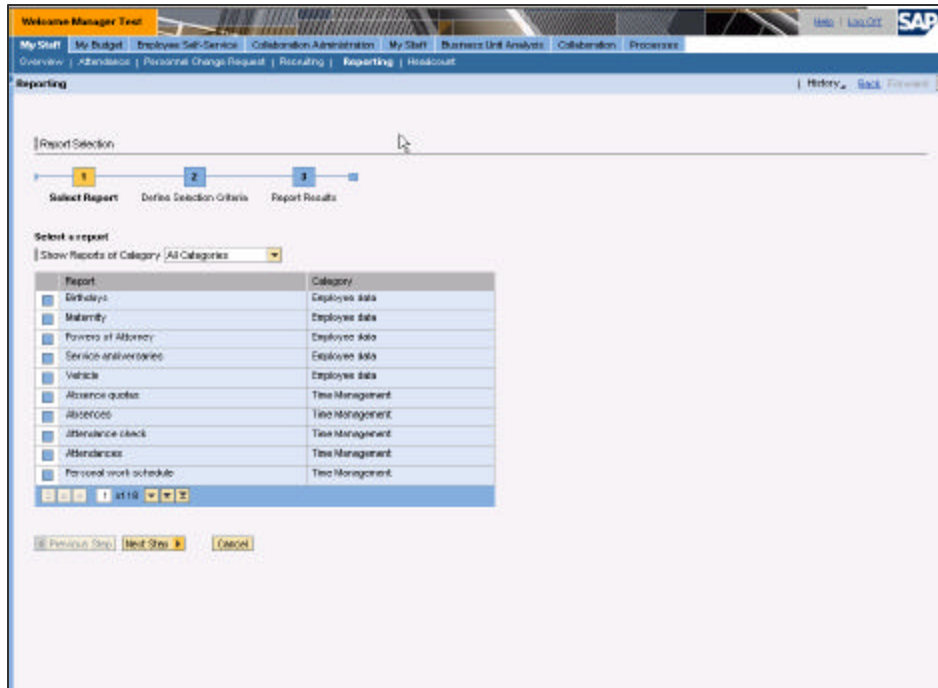
Requisition Title	Created on	Position	Job	No. of Positions	No. of Candidates for Assessment	No. of Candidates in Short-List
MSS_Y&F expert (Requisition 10000000)	0290004			2	1	

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- ✗ The Recruiting workset in ERP2004 is linked to SAP eRecruiting. It is no longer connected to the R/3-based recruiting.
- ✗ If you are an ERP2004 customer and you want to integrate MSS with the R/3-based recruiting, you can easily combine the ERP2004-based MSS functionalities with the iViews that you use from the MSS Business Package 60.1.2.

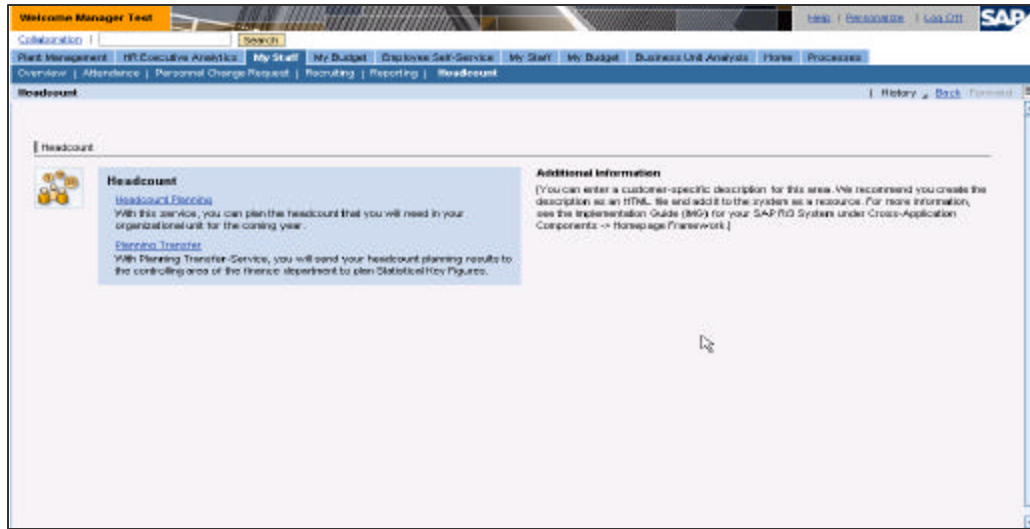


☞ Area page/Group pages can also be used for the Reporting workset.



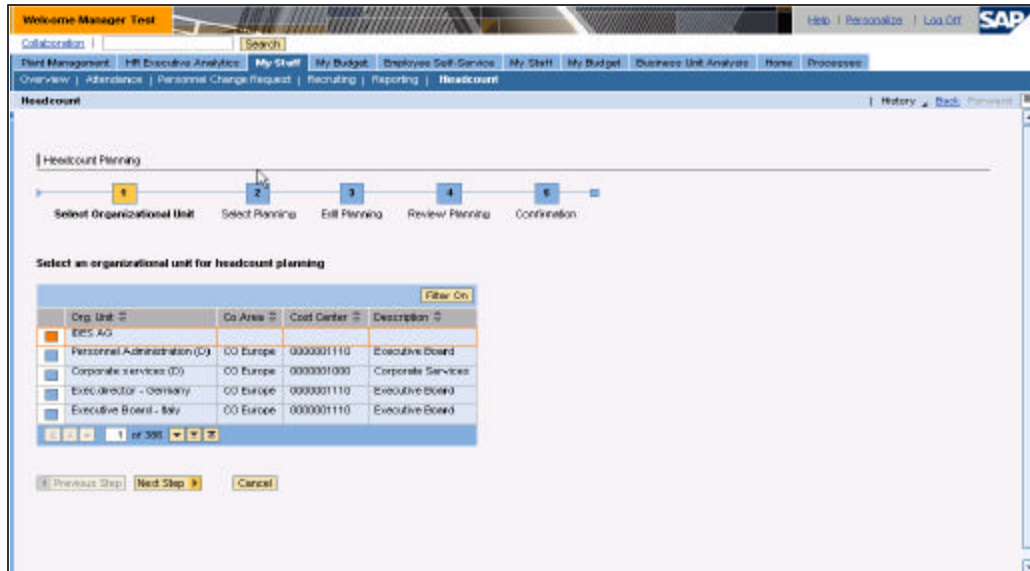
? SAP AG 2003

⚡ If you want to add a new report to your Reporting workset, you must follow the same steps for MSS that were valid prior to ERP2004.



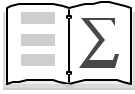
? SAP AG 2003

⌘ Area page/Group pages could also be used for the Headcount workset.







? SAP AG 2003

- ✎ In the Headcount workset, you can see the key characteristics of the new self services, notably the new user interface with the road map.



You are now able to:

-  **Explain the portal concept**
-  **Explain the role of the portal for the HR applications**
-  **Explain the portal technology fundamentals**
-  **Describe the necessary steps to set up the technical prerequisites for your MSS implementation**

? SAP AG 2003