



SAVE RESOURCES AND EMPOWER EMPLOYEES WITH SAP® EMPLOYEE SELF-SERVICE

The SAP® Employee Self-Service application of mySAP™ ERP provides access to job-related information to all of your employees worldwide. Using SAP Employee Self-Service, your employees can view, create, and maintain their HR information like salary, bank information, and tax withholding. They can even update their skills profiles and sign up for training classes. mySAP ERP helps you attract and retain employees, cut administrative costs, and enjoy a quick return on your SAP investment.

Most companies recognize the advantages of customer self-service: reduced costs, streamlined processes, satisfied users. In today's Internet and customer-centric economy, your employees are as important as your customers. You know how challenging it is to attract and retain qualified workers who are mobile and require balance in their personal and work lives.

As Internet-savvy employees, they expect access to online personnel content and services through Web portals. As a busy business executive, you know that administering and delivering routine HR services amounts for a large portion of total HR departmental costs – from the costs of paper and postage to the unwieldy bureaucratic processes that devour staff time. Cutting those administrative expenses and cycle times – while improving your operational efficiency – will boost the return on your company's investment.

To gain that boost, you need a solution that provides:

- Human resources information, such as skills profiles, assessment, and training
- Financial data, such as salary, bank information, and tax withholding
- Contact data, such as a company directory
- Travel management information
- Accurate, up-to-date employee information
- Increased employee satisfaction
- The freedom for employees to focus on serving customers and achieving business goals
- Access from any platform, anywhere, anytime

mySAP™ ERP provides that and much, much more.

SAP® Employee Self-Service and mySAP™ ERP

With the SAP® Employee Self-Service application, mySAP ERP offers a comprehensive set of employee self-services that enhance and streamline employee communication and information processes by providing access to HR data and services. Using the innovative, Web-based application, your employees can view and maintain job-related information – from hours worked on a project to salary history, from updating skills profiles to registering for training courses, from travel management to expense reports. What's more, mySAP ERP supports multiple languages, currencies, and country-specific features so your employees have access to job-related information in every market you serve.

SAP Employee Self-Service handles:

- **Administration**
Users can access their inboxes, the company directory, personal calendars, and internal service requests.
- **Time management**
Employees can record hours worked, display work schedules, submit leave requests, and obtain approvals from their managers.
- **Business travel**
Employees can handle all aspects of business trips – from planning a trip to submitting an expense report.
- **Benefits**
Employees can view and enroll in benefits plans, handle claims, and manage their retirement benefits.
- **Payment**
Employees can view and verify their salary and compensation statements.
- **Skills and appraisals**
Employees can access their qualifications profile, maintain a skills database, and view recommendations for enhancing their skills.

- **Training**
Employees can display training schedules, sign up for training courses, and receive approval to take training courses.
- **Jobs**
Employees can view job openings within your company, create application materials, apply for positions, and check the status of pending applications.
- **Personal information**
Employees can view, enter, and update personal information, such as addresses, dependents, emergency contacts, tax withholding, and bank data.
- **Purchasing**
Employees can purchase goods and services required for maintenance, repair, and operations. They can create requisitions and confirm receipt of goods and services using the procurement functionality of mySAP Supplier Relationship Management.

SAP Employee Self-Service helps you shrink administrative costs by:

- Eliminating duplicate data entry
- Increasing data accuracy
- Providing workflow-supported processes
- Reducing printing and postage fees
- Reducing inquiries to HR personnel

SAP Employee Self-Service helps your employees to be successful so your company can be successful. It delivers what you've always wanted: a quick and easy, Web-based way to cut HR administrative expenses, enhance employee satisfaction with self-service capabilities, and free your HR staff to concentrate on serving customers and accomplishing business goals.

Get Started Today

To learn more about how SAP Employee Self-Service can help your organization, visit our Web site at www.sap.com/erp or www.sap.com/ess