

Empower Managers to Operate, Perform, and Decide Better with Self-Service



The Best-Run Businesses Run SAP™

Get personalized access to HR data for your managers

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To get ahead, organizations of all kinds must foster continued growth, adapt to changing conditions, and define and drive strategic goals. This requires [effective resource management](#) and making smart, quick business decisions based on reliable, consistent HR data.

This critical information needs to get out of the HR and finance departments and directly into the hands of managers to minimize disruption and increase productivity. To put corporate strategies into practice, your managers need role-based access to information to plan, measure, analyze, and align objectives with those strategies. And you must attract, engage, and retain key talent to be ready to execute. You have to build a roster of strong leadership and reward top performers. But

how can you provide managers in all business units with the information and services they need – in an easy-to-use format and a timely manner – to make smart decisions?

Manager self-service in the SAP® ERP application is the answer.



Deliver data with an intuitive, role-based interface

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Control costs via alerts, monitoring, and budget planning

Hire the best people and build leadership strength

Plan, analyze, measure, and align objectives to strategy

Enable managers to manage – with flexibility

SAP ERP provides self-service to help managers become more productive, effective, and proactive – and run their departments in line with corporate objectives. A role-based, intuitive user interface helps them make the right decisions for executing human capital, financial, and operational management strategies. Information that supports planning, analyzing, budgeting, recruitment, compensation, employee development, and cost management is all delivered anytime, anywhere, on any device.

The intuitive interface acts as a single access point for all information – from SAP ERP; talent management and analytics solutions from SuccessFactors, an SAP company; non-SAP sources; back-end systems; and intranets – and delivers it right to the user's desktop. Access to automated processes, data, and workflow requests can reduce cycle times and transactional costs.

When HR departments are free from time-consuming requests, you'll see a fast ROI. Get the most from your existing IT investments by leveraging SAP ERP.



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The software enables your managers to make smarter decisions on the basis of financial and logistical information and to proactively manage employees, budgets, and assets. Alerts for critical cost data help minimize cost overruns by quickly identifying problematic postings to cost centers and internal orders. For example, a manager can be alerted to a cost variance greater than 10% in a given month or when a project reaches 90% of its allotted budget.

Managers can use self-service in SAP ERP to drill down to the roots of problems without lengthy phone conversations and correspondence with other departments. When an incorrect posting, budget shortfall, or error in master data is identified, managers can request

corrections online. The correction request is routed to the appropriate individual, and the manager can monitor its progress. By providing fast access to important information, the application frees people from mundane administrative responsibilities, making the entire company more productive.

The software also supports the preparation of budgets. Guiding the manager through the steps of planning costs by cost center, internal order, and project, it shares information about strategy and targets and is a collection point for notes and supporting documentation that explain the manager's intentions.



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Self-service helps your managers find the best candidates from outside or inside the organization and evaluate and identify key performers. By triggering functions that support administrative processes, managers can relieve the HR department of frequent or unnecessary interruptions. Workflow tools send requests to the appropriate individuals for approval and execution during the hiring process or for personnel change requests.

To properly motivate people, your managers must communicate how each individual's contribution fits into the organization's goals and develop clear measures that define on-task progress. With self-service in SAP ERP, managers can keep track of employee performance

and devise a plan to ensure that they are engaged and fully productive. They can help employees develop and realize their potential by finding and filling performance gaps with targeted learning activities, helping drive individual and organizational success.

The software automates and streamlines the review process with integrated performance management, learning management, and compensation planning tools on demand or on premise. Managers can reward high performers and schedule compensation increases quickly, without repeated contact with HR to determine pay raises. This contributes to a true pay-for-performance culture that can dramatically improve productivity.



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Self-service in SAP ERP provides ready access to basic information on corporate strategies and policies. A single, comprehensive, and configurable view of information from sources throughout the enterprise simplifies many management tasks, including performance appraisals and development activities, succession planning, and organizational changes. Managers can create meaningful employee objectives aligned to the organization's objectives, identify further development areas, and

get reports, guidelines, forms, and other information without assistance. A reporting view lets managers quickly access reports with preset selections that can be further adapted. Key performance indicators and analytical tools further enable managers to proactively identify risks and trigger follow-up activities.

Adapting to changing business conditions often requires organizational adjustments. Manager self-service can help you to turn plans into action.



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Managers can perform quick status checks with graphical representations of the information that is most important to them. If, for example, a manager notices an exception to defined parameters, more detailed information is accessible by drilling down. They can use profile views to organize and consistently present data according to topics such as employee, talent, compensation, and organization. A side-by-side view enables data comparison across several employees or teams, such as compensation data for a group of employees. Managers can initiate employee processes and perform activities on behalf of employees, such as a leave request.

For routine tasks, managers can assign substitutes – for example, delegating everyday approvals to an assistant. They can also enable a substitute to access team-specific information and processes and can even refine the details of their substitutions. For example, a manager might choose different substitutes for different tasks or define the start and end dates of a substitution. Also, business continuity is supported by allowing the manager to define a fill-in scenario so that the substitute can take over his or her tasks in case of an unexpected absence.



A more productive organization for a more profitable future

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With self-service in SAP ERP, your managers can execute corporate strategies and do their part in making the entire enterprise more competitive. Your organization can attract, develop, reward, and retain the best talent with less involvement from HR. Managers can control costs more easily and make smarter decisions by monitoring project costs and budgets, as well as analyzing HR reporting themselves.

Role-based access for your managers to HR data, processes, and services will reduce cycle times and transactional costs and let your HR department focus on mission-critical work. Thanks to automated processes and workflows, your managers – and the people who work for them – achieve greater efficiency and productivity. They are more self-sufficient and can collaborate anytime, anywhere, on any device.



Best-practice organizational management supports, develops, and rewards the best talent.





Objectives

Solution

Benefits

Quick Facts

Summary

Putting corporate strategies into practice throughout your organization requires effective resource management. Manager self-service in the SAP® ERP application helps increase productivity and efficiency and reduces operational burdens for HR. By making critical information and services available to managers, you can give them what they need to operate more efficiently, perform more effectively, and make smarter decisions.

Objectives

- Provide managers with role-based HR information and services quickly, in an easy-to-use format
- Reduce HR administrative tasks
- Grant managers access to processes and workflows, any time on any device
- Attract and hire stellar candidates
- Develop, reward, and retain top performers

Solution

- Intuitive, role-based access to data supporting sourcing, hiring, developing, and evaluating employees with less involvement from HR
- Single access point to HR data, processes, and services anytime, on any device
- HR reporting and analytics to support organizational objectives
- Integration with SAP ERP and the talent management and analytics solutions from SuccessFactors, an SAP company

Benefits

- Greater efficiency and productivity via automated processes and workflows
- Reduced cycle times and transactional costs
- Improved self-sufficiency and collaboration anytime, anywhere, on any device

Learn more

Please contact your SAP representative, or visit www.sap.com/lines-of-business/hr/index.epx.

