

# SAP Human Resources

Optimizing Your Human  
Resource

**Dr. Ming Li**  
SAP AG



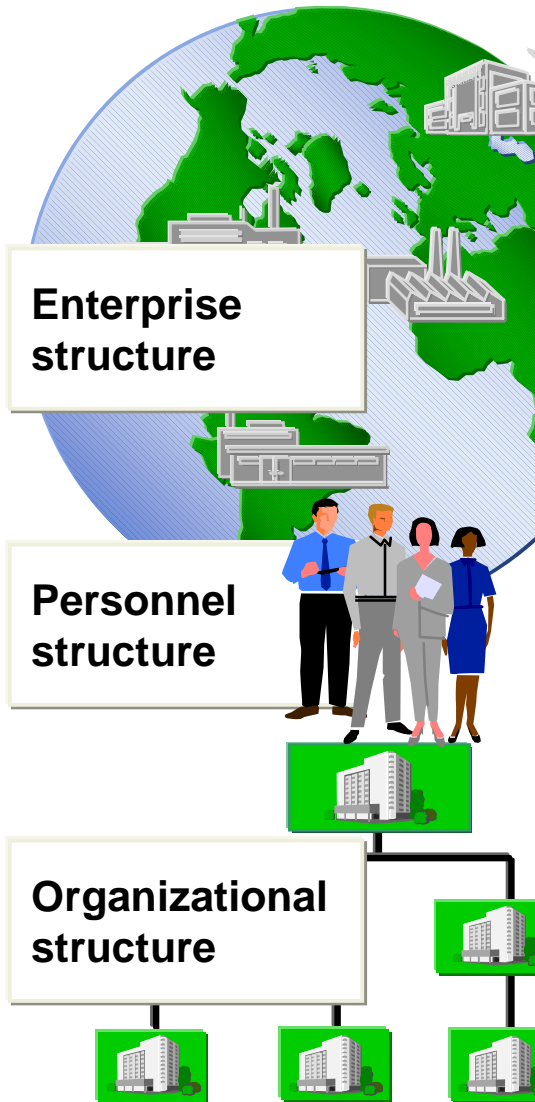
- **Deutsche Telecom**

- **More than 200000 employees**
- **DM 18 Billion in 1998 Personnel cost before SAP was introduced**
- **Data stored in 204 local UNIX systems for the last 25 years were taken over**
- **Live since July 1, 1999 with 68 application servers in one system with 1800 active users working on it every day**





# Structures in Human Resources



Personnel No.	1001	Name	Michaela Maier
EE Group	1 Active employee	Per area	1300 Frankfurt
EE Subgroup	DU Salaried Staff.	Cost Center	2100 Finance and Admin.
From	01/01/1994	To	31.12.9999
		Chng.	01/29/1999 BILLE

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Enterprise structure	
CoCode	1000 IDES
Pers Area	1300 Frankfurt
From	2100
Subarea	Central
Bus.area	9900

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Personnel structure	
EE Group	1 Active employee
EE Subgroup	DU Salaried staff
Payroll area	D2 HR-D: Salaried empl
Contract data	Com. employee

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Organization plan		Administration	
Percentage	100.00	Group	1300
Position	50000076 Functional Specialist Func.Spec-D	Personnel	001 Helmuth Hesse
Job key	50011880 Administrator Admin.	Time	002 Dagmar Krause
Org. unit	50000073 Travel expenses (D) Trav.Exp -D	Payroll	003 Oliver Zeuner
Org.key	1300	Supervisor	

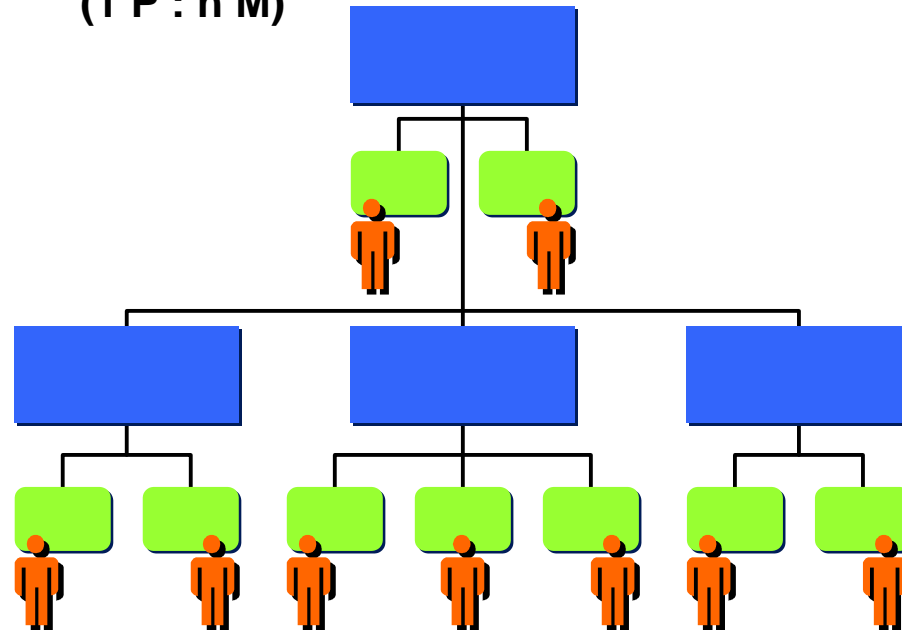
- An **Organizational plan** provides a model of the structural and human resource environment at your enterprise.

- **Object types:**

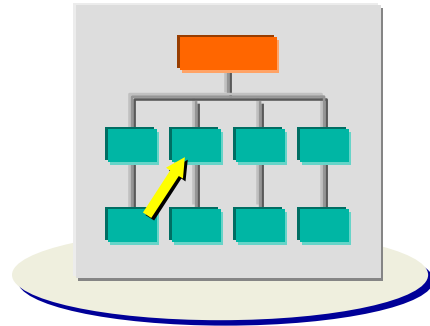
- |                         |     |                         |
|-------------------------|-----|-------------------------|
| 1. Organizational Units | - O | (1 O : n O)             |
| 2. Jobs                 | - J | (1 O : n J)             |
| 3. Positions            | - P | (1 J : n P)             |
| 4. Cost Centers         | - C | (n C : n O)             |
| 5. Tasks                | - T | (1 J : n T ; 1 P : n T) |
| 6. Person               | - M | (1 P : n M)             |

- **Relationships such as:**

1. Manages
2. Describes
3. Reports to
4. Is subordinate to







**Org. Assignment**

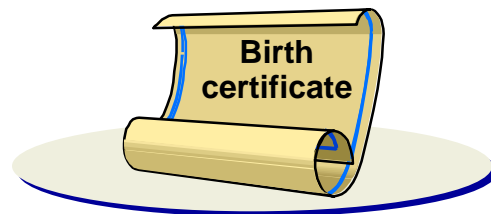


**Person**

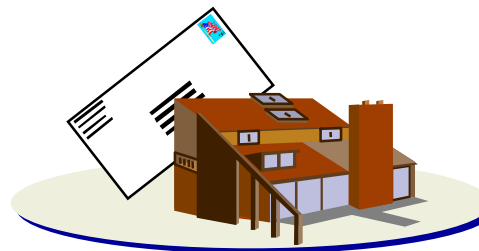


**Basic Pay**

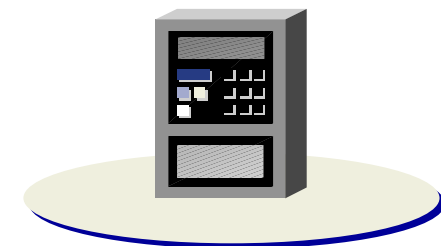
**etc.**



**Personal Data**



**Address**



**Planned Working Time**

**Infotypes: logical groupings of data fields**

### Maintain HR Master Data

Personnel No. **4599200**

Name Vera Sorokin

EE Group 1 Active employee Per area

EE Subgroup X0 Hourly wage ea..

Basic personal data | Basic contract data

- Actions
- Organizational assignment
- Personal Data
- Addresses
- Bank Details
- Family/Related Person
- Challenge
- Internal Medical Service
- Maternity Protection/Parental Leave
- Military Service

Direct selection

### Create Family/Related Person

Personnel No. 1001 Name Vera Sorokin

EE Group 1 Active employee Per area CABB Caliber A

EE Subgroup X0 Hourly wager earn.

From To 31.12.9999

Family / related person

Family member **Child**

Last name Sorokin Birth name

First name  Initials

Other title Name format

Name prefix Name prefix

Gender  Female  Male

Date of Birth

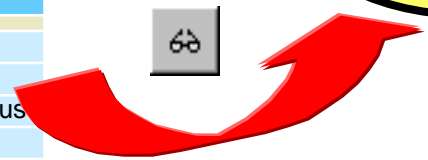
Birthplace

City of birth

Nationality 2nd/3rd na

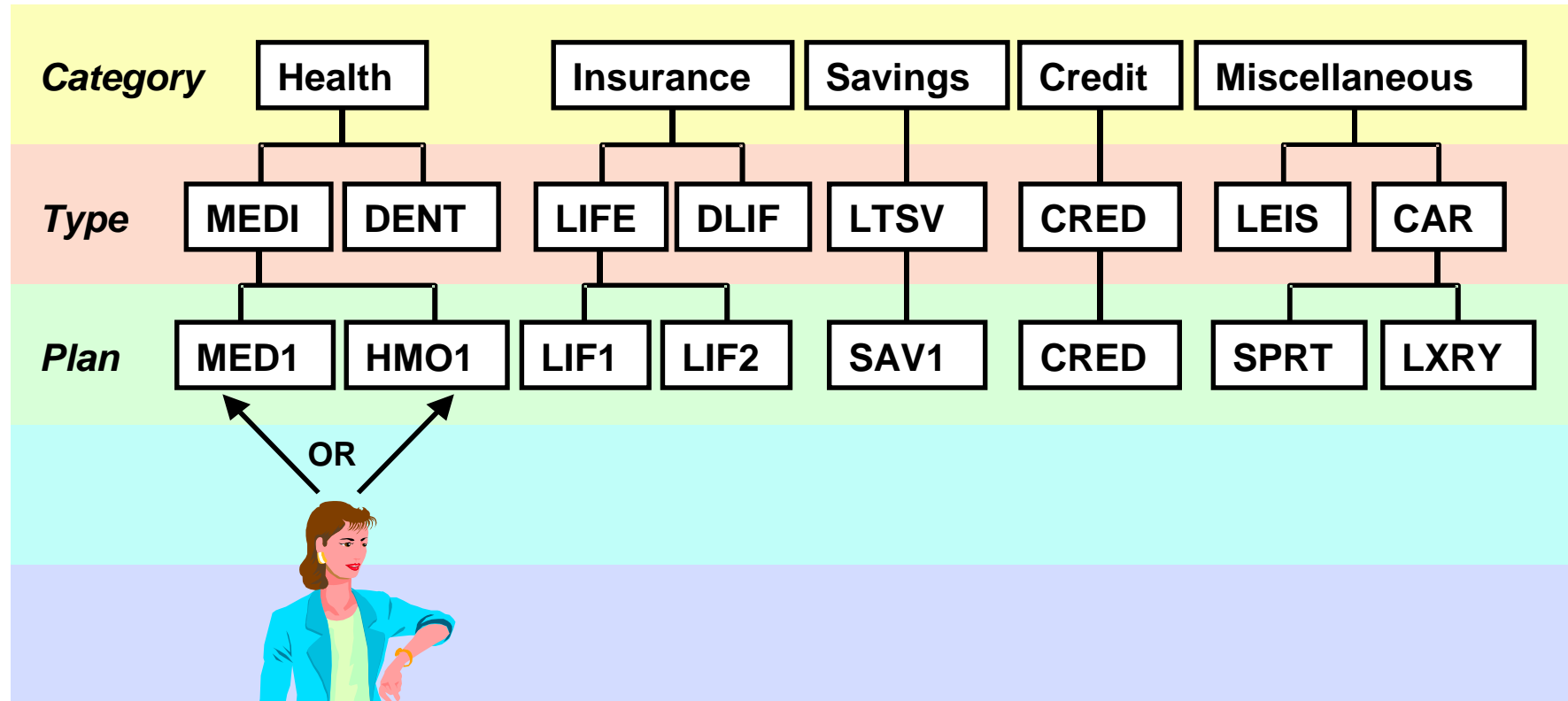
**Infotype 0021  
Subtype 2**

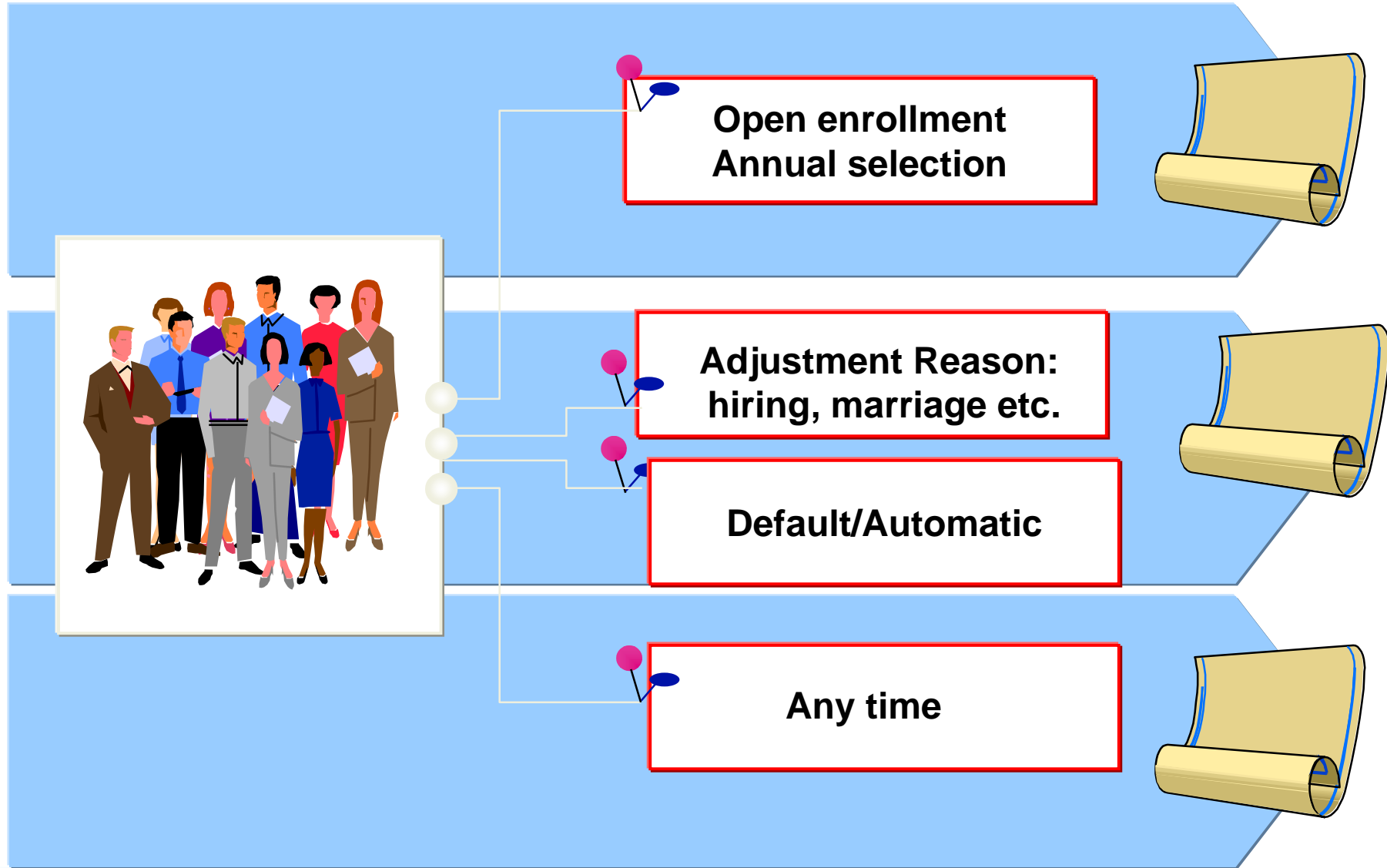
Styp	Name
1	Spouse
<b>2</b>	<b>Child</b>
10	Divorced spouse
11	Father
12	Mother

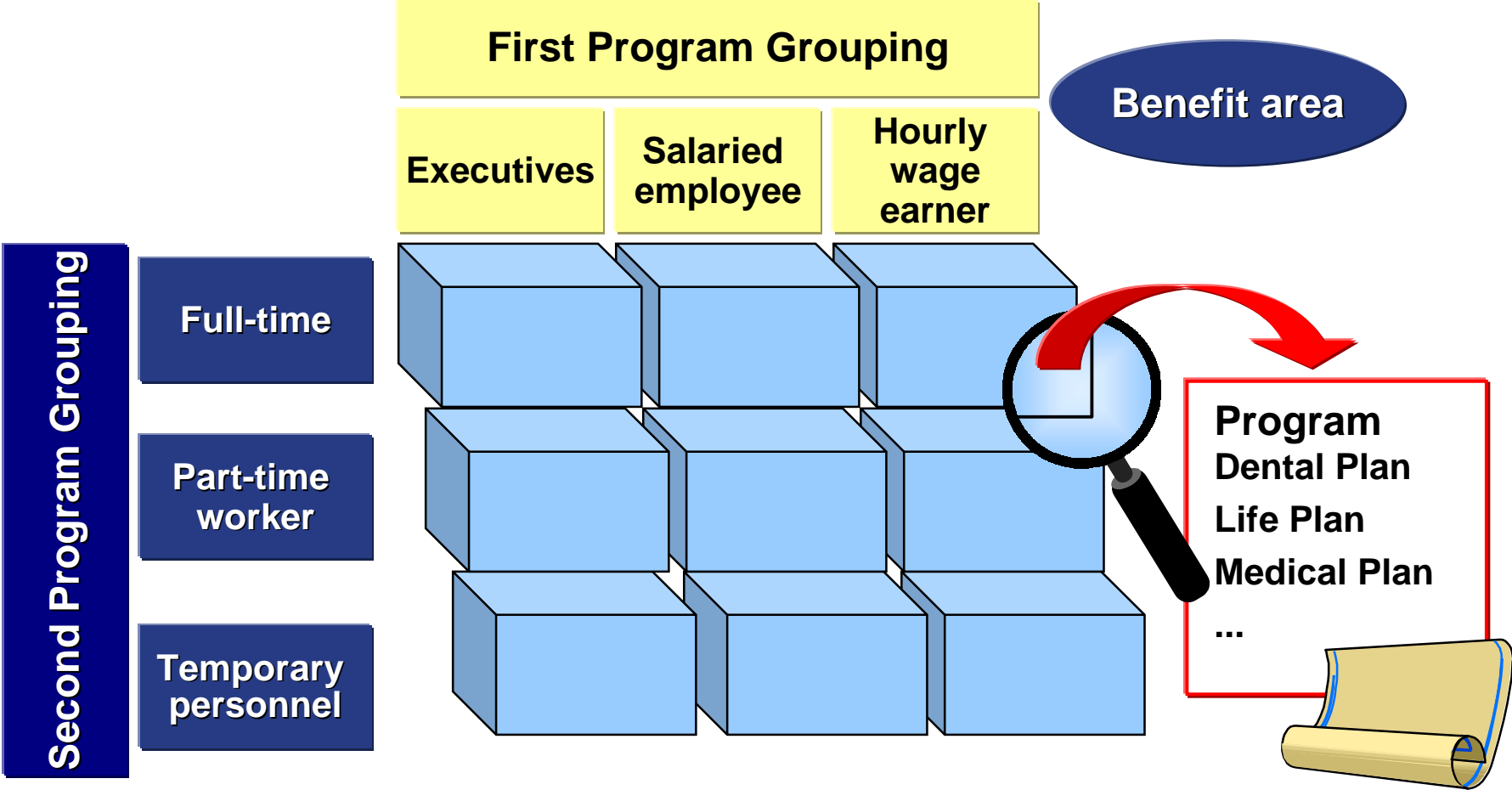


- **Personnel Actions: (IT0000)**  
Sequence of infotypes to show a personnel activity. E.g. hiring event
- **Additional Actions: (IT0302)**  
When more than one personnel action on the same day need to be run
- **Dynamic Actions: (Customised before hand)**  
performed automatically by the system, depending on certain conditions.
- **Fast entry**  
enables you to maintain an infotype for more than one personnel number on a single screen. This makes data processing faster and more efficient.





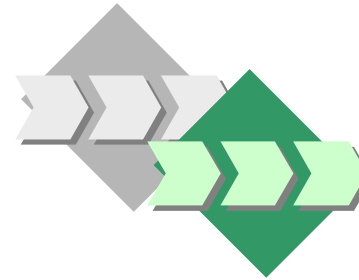




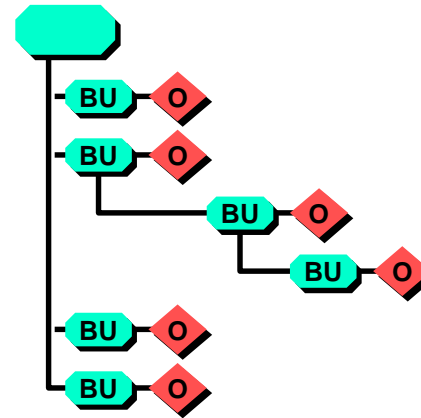


# The Main Areas of Compensation Management

**Job Pricing**



**Budgeting**



**Compensation Administration**

- Merit awards
- Bonus awards
- Long Term incentives





- Long-term incentive administration
- Granting
- Exercising
- Expiring / forfeiting
- Canceling
- Life events

- **Cost planning and preview**
  - According to organizational unit / cost center / orders or projects
  - Percent / absolute
- **Simulation of personnel and organizational changes**
- **Integration to Controlling (CO)**





# Creating Profiles for Persons/Applicants...



**A person has subprofiles**

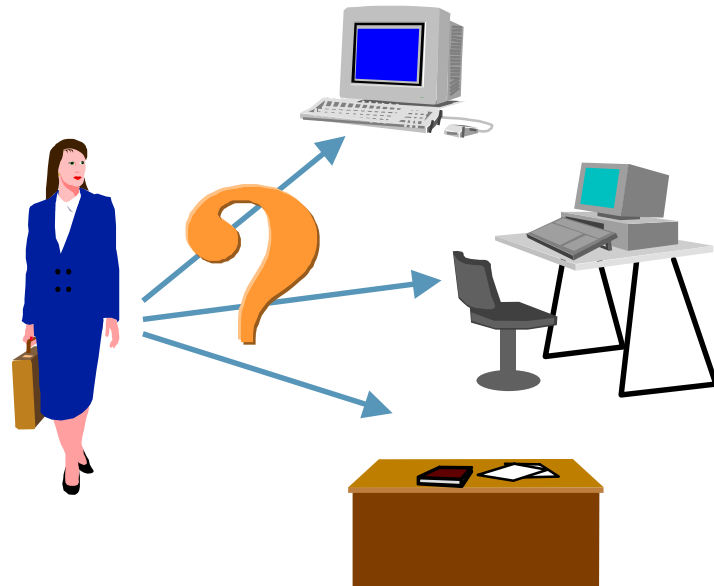


**Who made last change**

T	Object ID	Description	ID	Proficiency	Start date	End date	N...	User name
Q	50000401	HR Management skills	3	Average	28.07.2000	31.12.9999		TRAINING
Q	50000831	HR Personnel Admin.Func	4	Good	28.07.2000	31.12.9999		TRAINING
Q	50000449	Independence and initiative	2	Adequate	28.07.2000	31.12.9999		TRAINING
Q	50000189	Knowledge of Wordprocessing	3	Average	28.07.2000	31.12.9999		TRAINING
Q	50000453	Leadewrship skills	3	Average	28.07.2000	31.12.9999		TRAINING

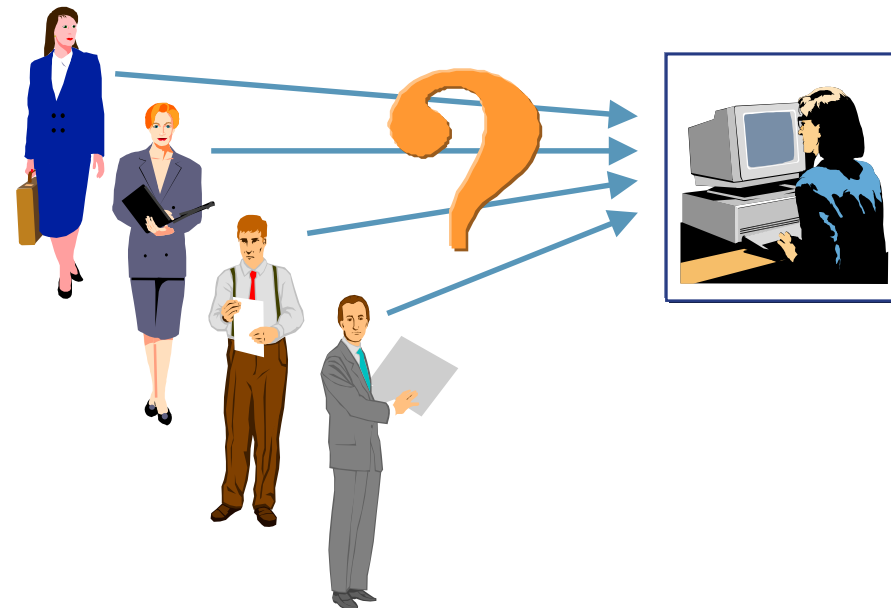
**Notes**

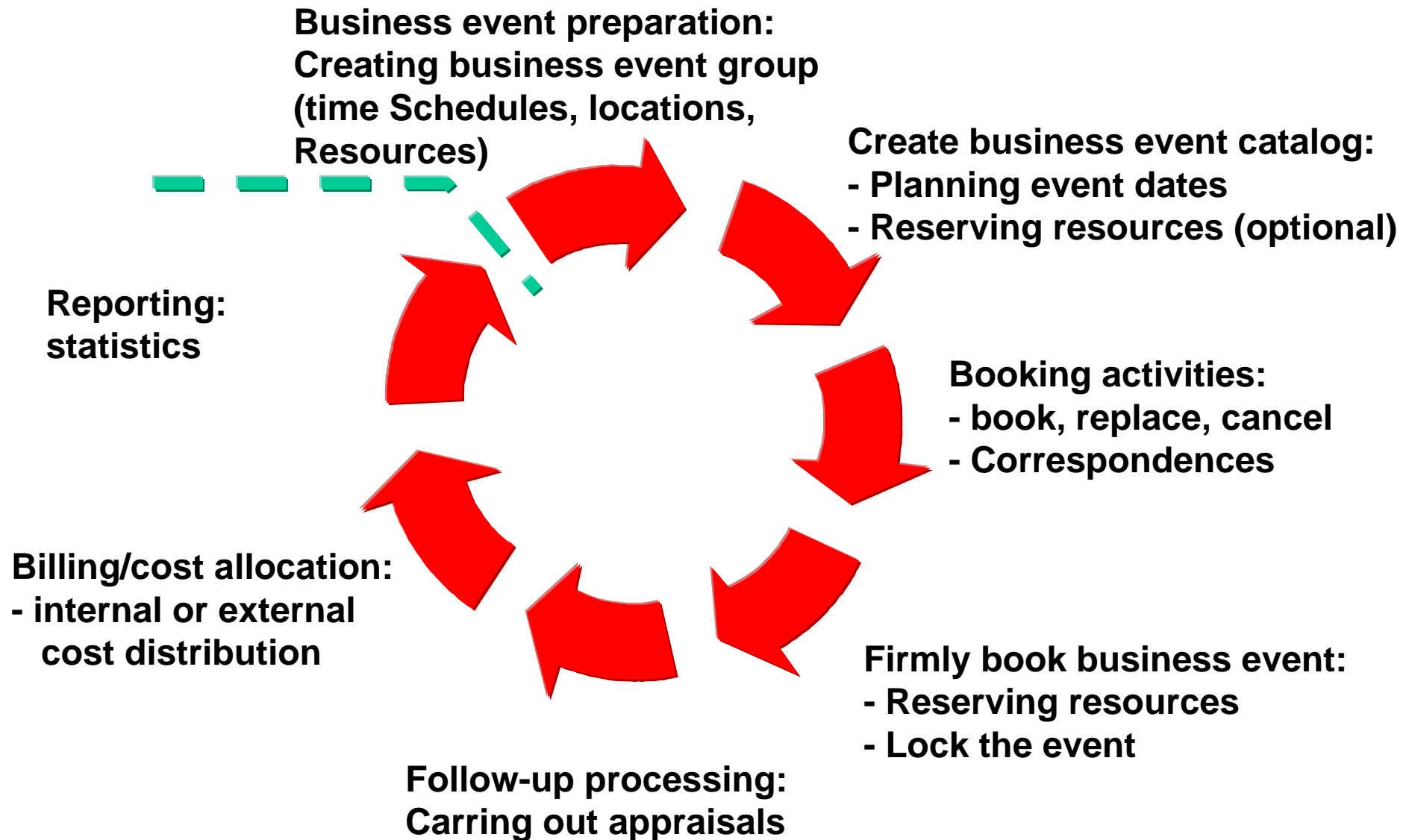




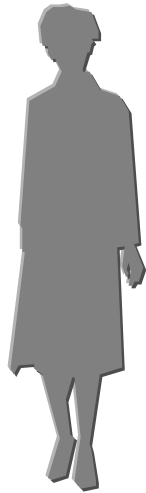
**Career Planning** is used to find a position within the organization that is suitable for a specific employee.

**Succession Planning** is used to find a suitable successor for a position within the organization.





# Subprofiles for Appraisals



Person

Person is appraisee

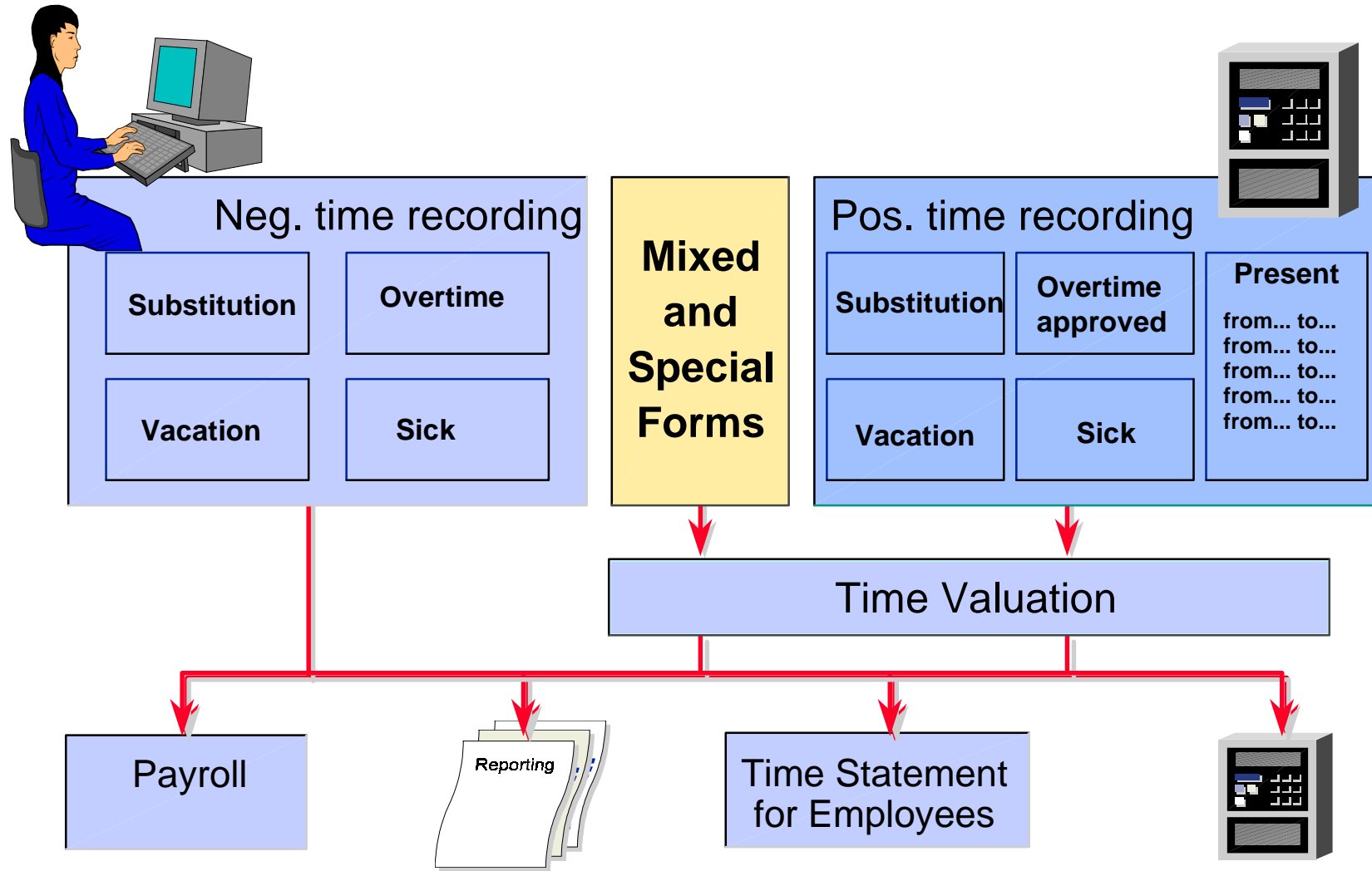
Person is appraiser

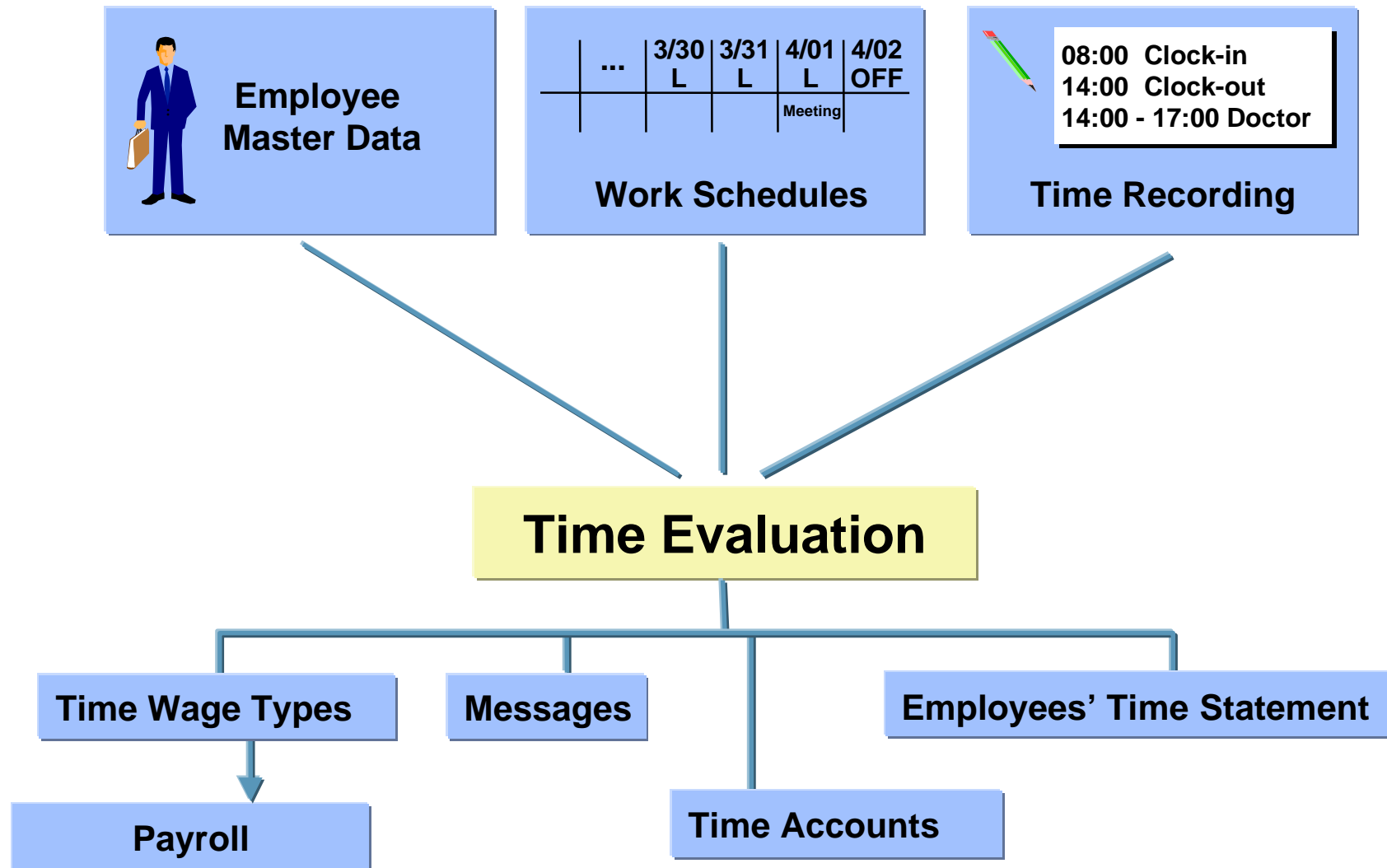
Dislikes	Preferences	Appraisals where ..	Appraisals	
	<b>Name</b>	<b>Status</b>	<b>Proficiency</b>	<b>Start</b>
	English		Basic knowledge	01/01/90
	ABAP		Very good	01/01/90



- **Basic Elements of Time Management**
- **Time Recording**
- **Time Evaluation**
- **Shift Planning**
- **Incentive Wages**







# Shift Plan

Display user-definable info columns

Calendar for an entire planning period

Target Plan: Display

Target plan Edit Goto Extras Views Settings System Help

Day view

Organizational Unit: Technical Service      04.01.1999-04.30.1999

Name	Job	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu
		1	2	3	4	5	6	7	8	9	10	11	12	13
Rosa Lee	ServiceTech	N2	N2	/	/	E2	E2	E2	SI	SI	/	/	E2	E2
Eric Wong	Clerk	E2	E2	/	/	N2	N2	N2	N2	N2	/	/	N2	N2
Carlos Rivero	ServiceTech	NO	NO	/	/	VA	VA	VA	VA	VA	/	/	NO	N2
Anna Ghobadi	ServiceTech	NO	NO	/	/	NO	NO	NO	NO	NO	/	/	FR	FR
Frank Weber	ServiceTech	E2	E2	/	/	N2	N2	NO	N2	N2	/	/	NO	N2
Helena Cabrera	Clerk	N2	N2	/	/	E2	E2	E2	E2	E2	/	/	N2	N2

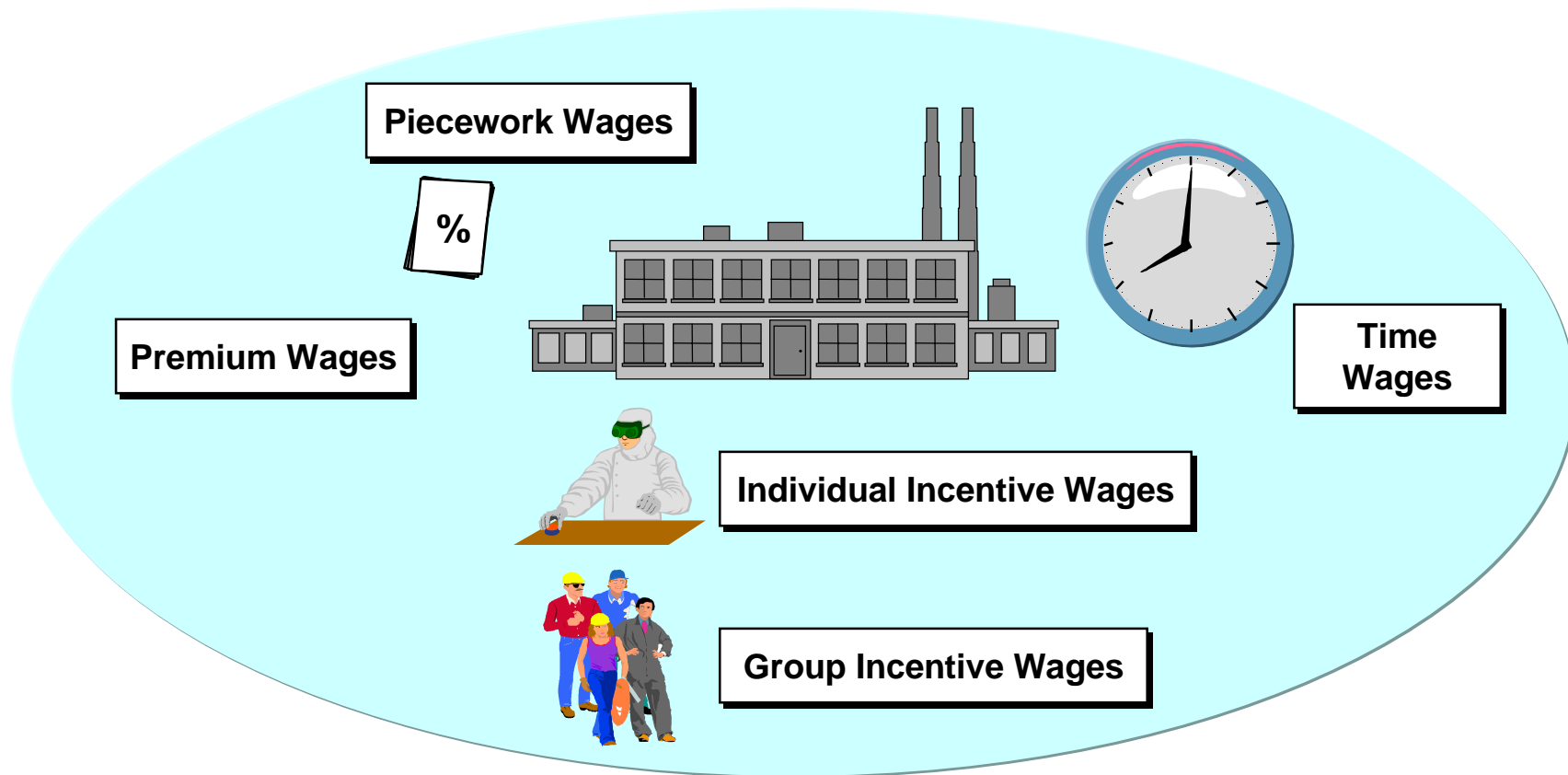
Ab	From	To	Exp.	Tgt	ID	Job	Qual.	Th01	Fr02	Sa03	So04	Mo05	Tu05
NO	08:15	16:30		1			→...	●	●				
E2	05:30	14:30		2				●	●				
N2	14:30	23:30		2		Clerk	→...	●	×				

List of all employees in selected organizational unit

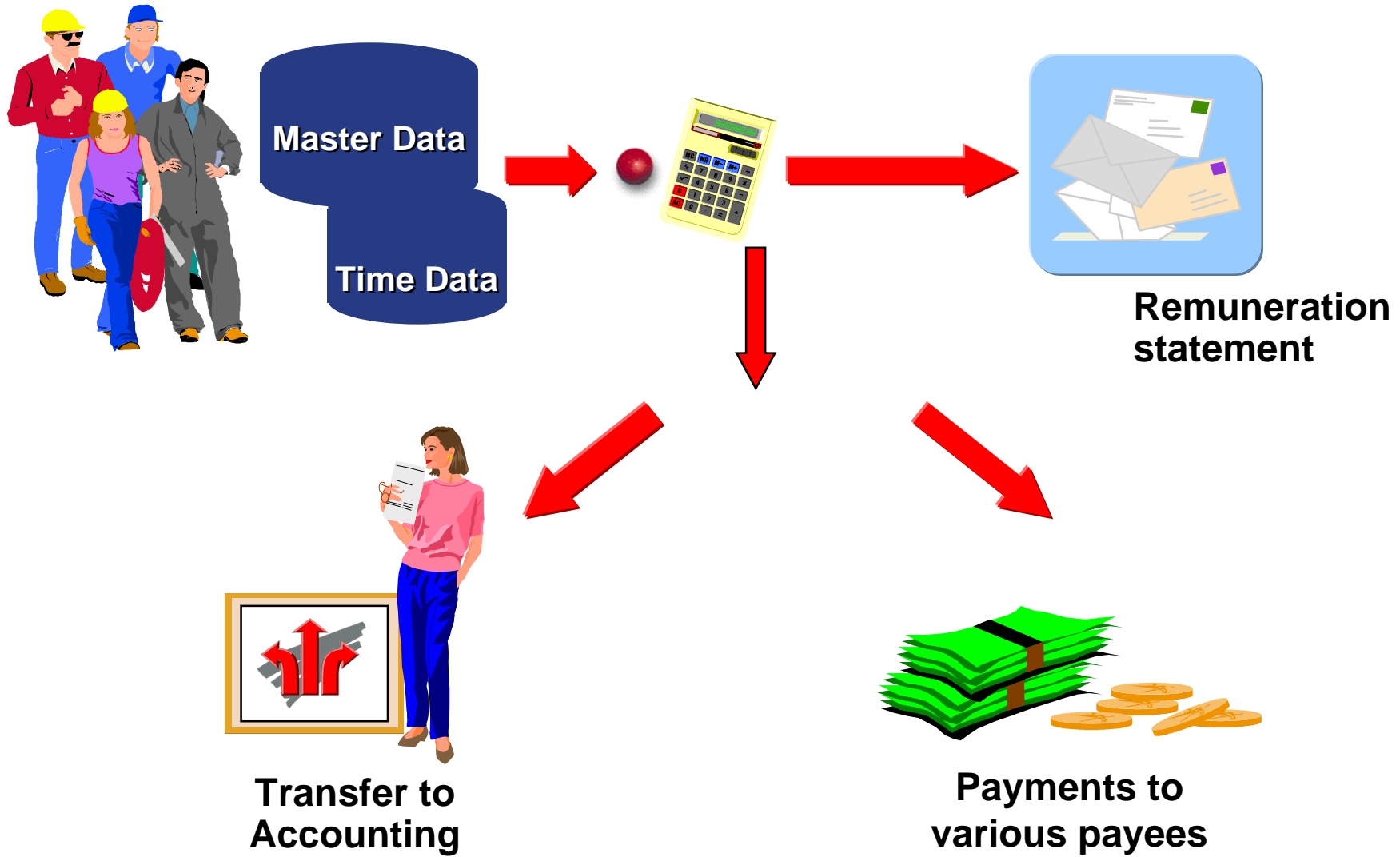
Requirements Matchup

Personal shift plans of all employees are displayed (including all attendances and absences)

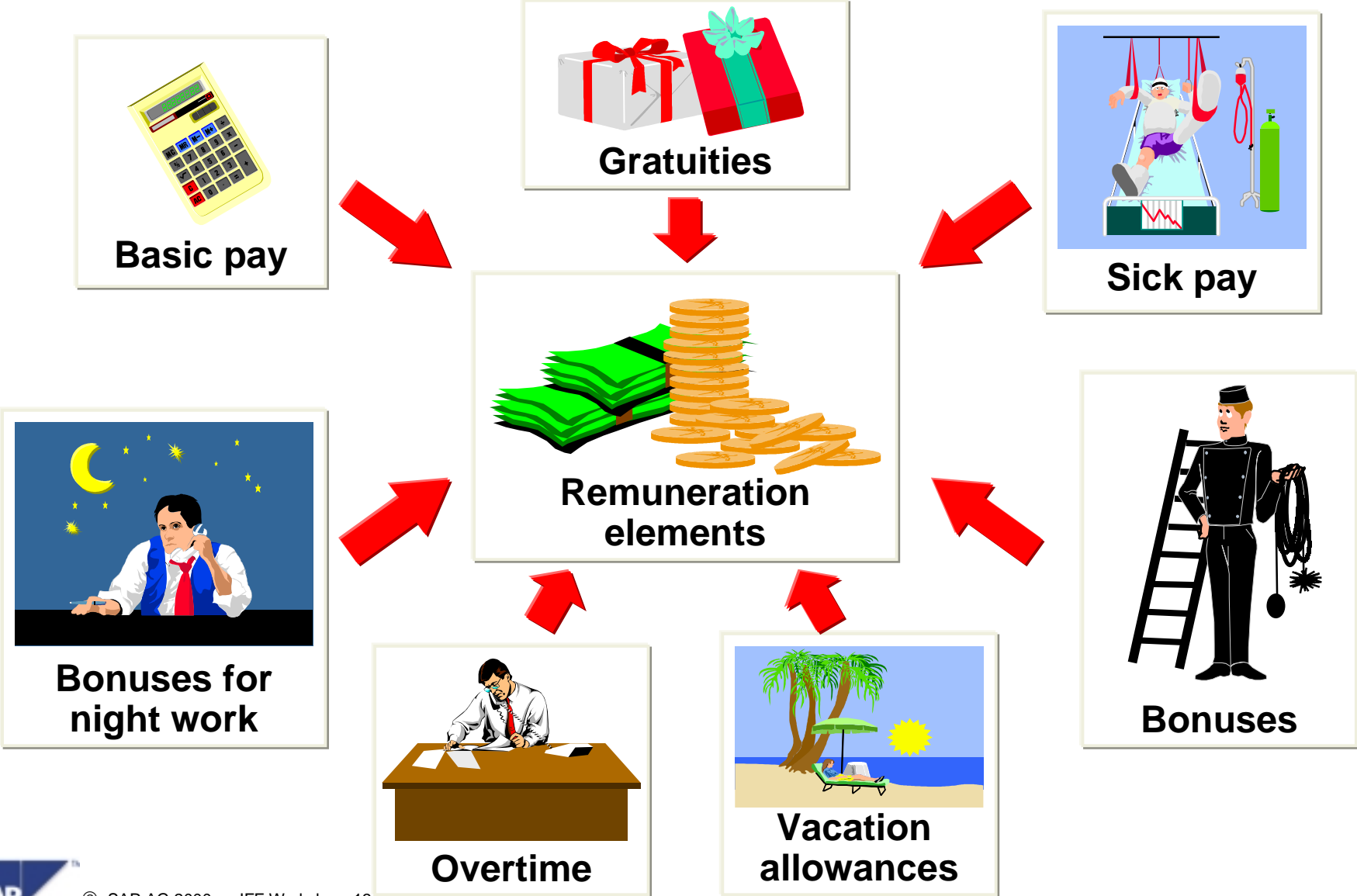
## Performance-Based Compensation



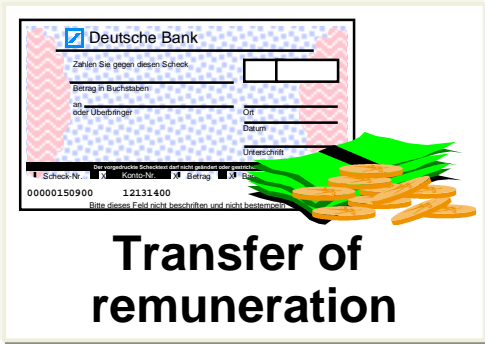
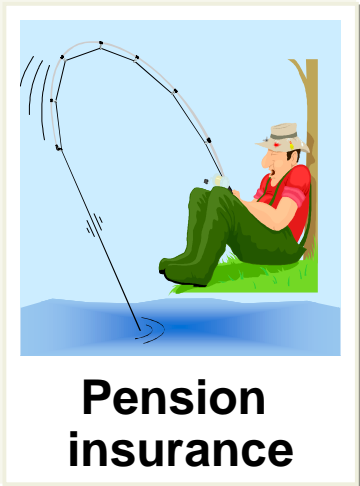
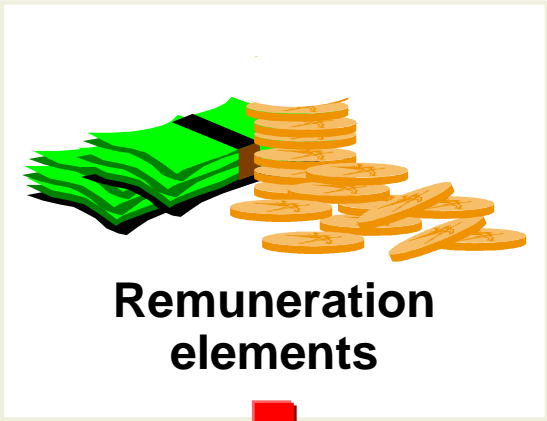
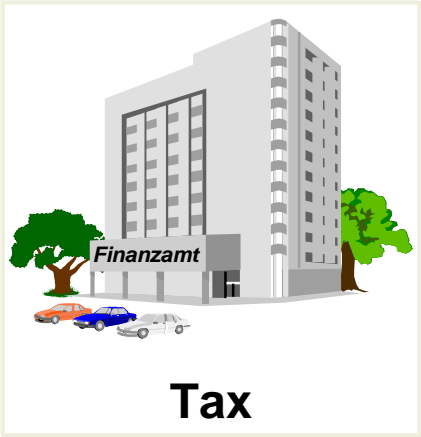




# Calculation of Remuneration Elements

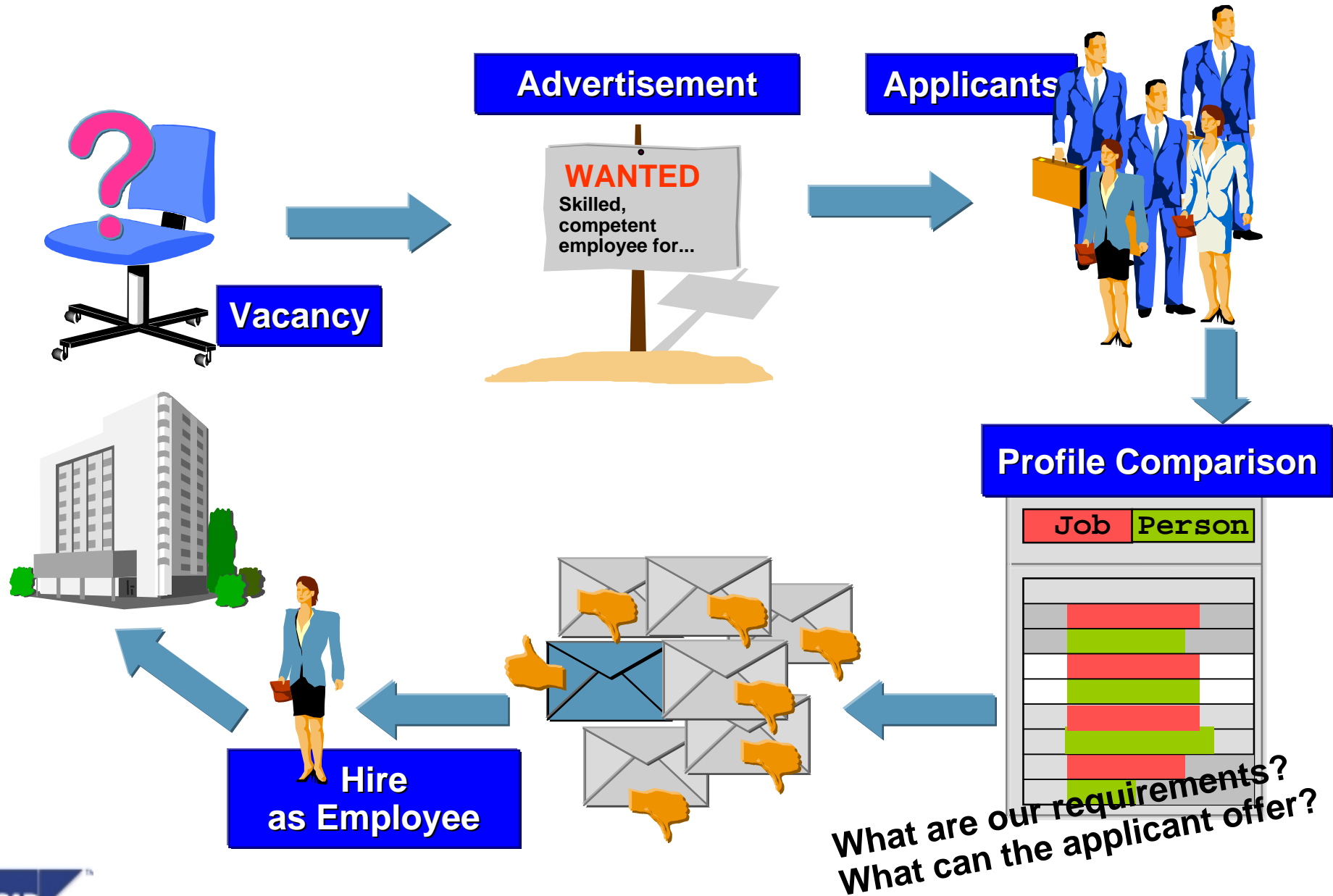


# Statutory and Voluntary Deductions





# The Recruitment Roadmap



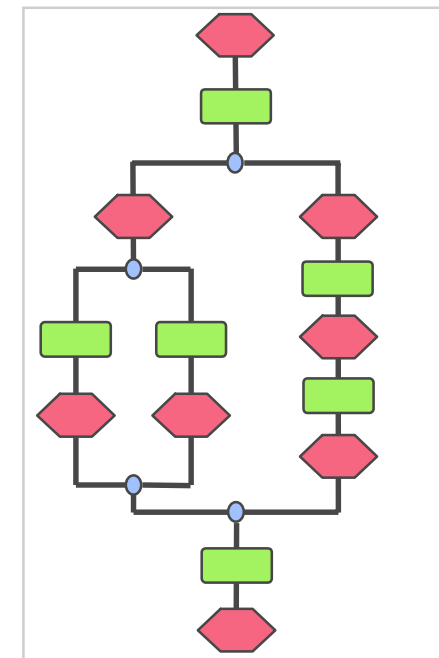


# What is Employee Self-Service?

- **SAP Employee Self-Service is a set of powerful, yet easy-to-use applications that empower employees to view, create and maintain data in the R/3 system via the intranet.**
- **SAP ESS consists many components such as:**
  - Office
  - Time Management
  - Expense Reports
  - Benefits
  - Personal Information
  - Training and Event Management
  - Skills Profile
  - My ESS



- **Use of workflow applications grows exponentially with the number of ESS users you have**
- **Integration of the SAP office inbox in SAP ESS opens workflow to all employees**
- **SAP ESS services that use Workflow:**
  - **Approval processes such as Leave Request, CATS and expense reports**
  - **New Hire Data, Change of Address notification**
- **This synergy to be exploited further, with more approval processes to be added**



# Manager's Desktop

The screenshot shows the SAP Manager's Desktop interface for an employee. The window title is "Manager's Desktop: Employee". The menu bar includes "Functions", "Edit", "Goto", "Settings", "System", and "Help". The toolbar contains various icons for navigation and actions. Below the menu and toolbar, there are tabs for "Employee", "Organization", "Costs and Budget", "Recruitment", and "Workflow inbox". The "Employee" tab is active. On the left, a "Selected functions" tree shows a folder structure under "Employee": "Ad hoc Query", "Reports", "Education and training", "Employee appraisals", "Personnel development", and "Travel". The main area displays a table of employee data. The table has columns for "Name", "ID", "Relationship text", "Code", and "V...". The time period is set from "21.07.2000" to "31.12.9999". The table contains one entry for "Ming Li" with ID "US MING LI", relationship text "Li", and code "01.1".

Name	ID	Relationship text	Code	V...
Ming Li	US MING LI	Li	01.1	

# Time Manager's Workbench



Time data Edit Goto Utilities Settings Environment System Help

Time Data Maintenance Multi-day view - Jonathan Harmer

Multi-day view Multi-person view One-day view

Employee: Jonathan Harmer

Employee data Master Data Show employee data

Time Data Tab Template Time Events Tab Template Time Data Time Events

S...	W...	Date	M..	Pla...	ID	ID text	Start	End	P..	Duration	Cost
	MO	28.08.2000	<input checked="" type="checkbox"/>	PLAN							
					PLAN	Planned Specifications	08:00	17:00	<input type="checkbox"/>	8,00	
					AB	Absence	08:00	12:00	<input type="checkbox"/>		
	TU	29.08.2000	<input type="checkbox"/>	PLAN	PLAN	Planned Specifications	08:00	17:00	<input type="checkbox"/>	8,00	
	WE	30.08.2000	<input type="checkbox"/>	PLAN	PLAN	Planned Specifications	08:00	17:00	<input type="checkbox"/>	8,00	
	TH	31.08.2000	<input type="checkbox"/>	PLAN	PLAN	Planned Specifications	08:00	17:00	<input type="checkbox"/>	8,00	

	Pers.no.
Jonathan Harmer	4409
Rose Salizar	4401



# *Video show ...*