

SAP ESS-MSS Course Content

Introduction to SAP ESS-MSS Course Concepts:

SAP ESS-MSS INTRODUCTION

Portal Architecture

Homepage for Self-Services

- Resources
- Headers & Area Group Page
- Areas
- Subareas
- Services

Employee Self Services

Employee Search - Who's Who

Change own data

Personnel Information

- Address
- Personal Data
- Family Members
- ❖ Bank Information
- Personal ID

Working Time

- ❖ Leave Request
- Quota Overview
- Record working time
- Time Statement
- Clock-In / Clock-Out corrections
- Benefits and Payment
- Salary Statement
- Statutory reports

Career and Job

Equipment

Travel Management

- Travel Request
- Travel Expenses

Manager Self-Services

- Personalization
- Working Time
- Employee Data
- Personal Change requests
- Recruitment
- Reporting

Portal Administration

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