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