

Logging onto SAP

- Open up Internet Explorer
- Type in 'mywts.sap.com'
- Select 'EMEA'
- Click on 'Training'
- Username: VLC37 Password:
- Click on 'Common Training'
- Click on [Start] > Remote Desktop Connection
- Type in 'CA-ECC605EP-001' and hit [Enter]
- User name: train-XX Password: initial
- Click on [Start] > SAP Logon
- Double-click on the 'ZME'
- Username: HR280-XX Password: welcome

Transaction 'ORGANIZER'

Document "GRO0_FS1: Removal Enh. (Fields) (14.09.2013)" (Current Vers

← □

Role-Based View
 Favorites
 Resubmission (0)
 Inbox

Activities

HR Administrative Services - Digital Personnel File
 Records
 Records for Digital Personnel File (DPF)
 Record Models
 Documents

Attributes Record
 Browser 25501400 Version 1

Short description Anja Müller 00
 Unique Indicator 25501400
 Language EN English
 Creation Time 14.09.2013 14:18:23
 Created By WF-BATCH Workflow-Svc

Hierarchy	Element Type	Visibility	Last Processed
▼ Anja Müller 00			WF-BATCH / 14.09.2013
▼ Certifications		All Roles	
• Process Documents	Process Documents (DPF)	All Roles	
• GRO0_FS1: Removal Enh. (Fields)	Process Documents (DPF)	All Roles	WF-BATCH / 14.09.2013
• Archive Documents	Certificates (Archived D...)	All Roles	
▼ Archive Documents		All Roles	WF-BATCH / 14.09.2013
▶ Legal documents		All Roles	
▶ Remuneration documents		All Roles	
▶ Work Contract		All Roles	
▶ Life Events		All Roles	

History
 Activities
 GRO0_FS1: Removal Enh. (Fields) (14.09.2013)
 Anja Müller 00
 [...]

Attributes Record
 Versions Components

1 / 1 57.6% Find

Removal Bonus and Address Change Ref-No. 00000000044

General Employee Data

Pers. No. 25501400
 Employee Name Anja Müller 00
 Position 00 ProdWk B
 Personnel Area Frankfurt

How to use this request form?
 This request will go through the following steps:
 1. Employee starts and enters data for request
 2. HR Administrator checks data and Bonus is paid
 For more detailed information see the Data Entry Areas per role.
 If you want give further information to the following processors, you can enter notes in the field **New Notes**. In the field **Previous Notes** you can see notes from other processors of the request.

Data Entry Area for Employee

Please select as **Date for Bonus** day of your Removal.
 Please enter in the field **Amount** the amount according to the policy (500€ for removals under and until 100 km, 1000€ for removals over 100km)
 Enter your new address data in the fields **Postal Code**, **City** and **Street and No.** You can not use this form to change your address if you are moving to a new country, thus the country is only displayed and cannot be changed.

Date for Bonus Sep 14, 2013 Update Data Display
 Amount 5.00 EUR
 Postal Code 32233 Country DE
 City 32323
 Street and No. 3232323

Previous Notes