

Human Capital Management SAP Implementation at IESCO

Training Document Manager Self Service

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Manager Self Service

1 Purpose

Document

Manager can view data of subordinates through Manager Self Service.

1.1 Process Steps

1.1.1 My Team

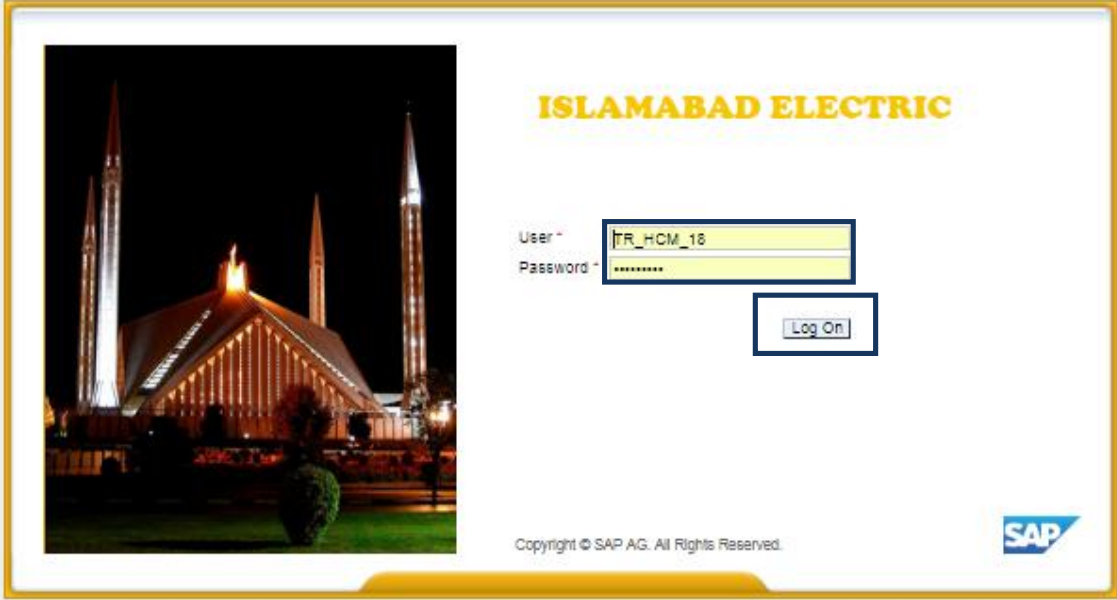
Use

Following steps are followed.

Procedure

1. Access the activity using one of the following navigation options:

MSS Menu	User→Password→Logon to
Login Address	http://ac-hana-2.abacus-global.com:50300/irj/portal



ISLAMABAD ELECTRIC

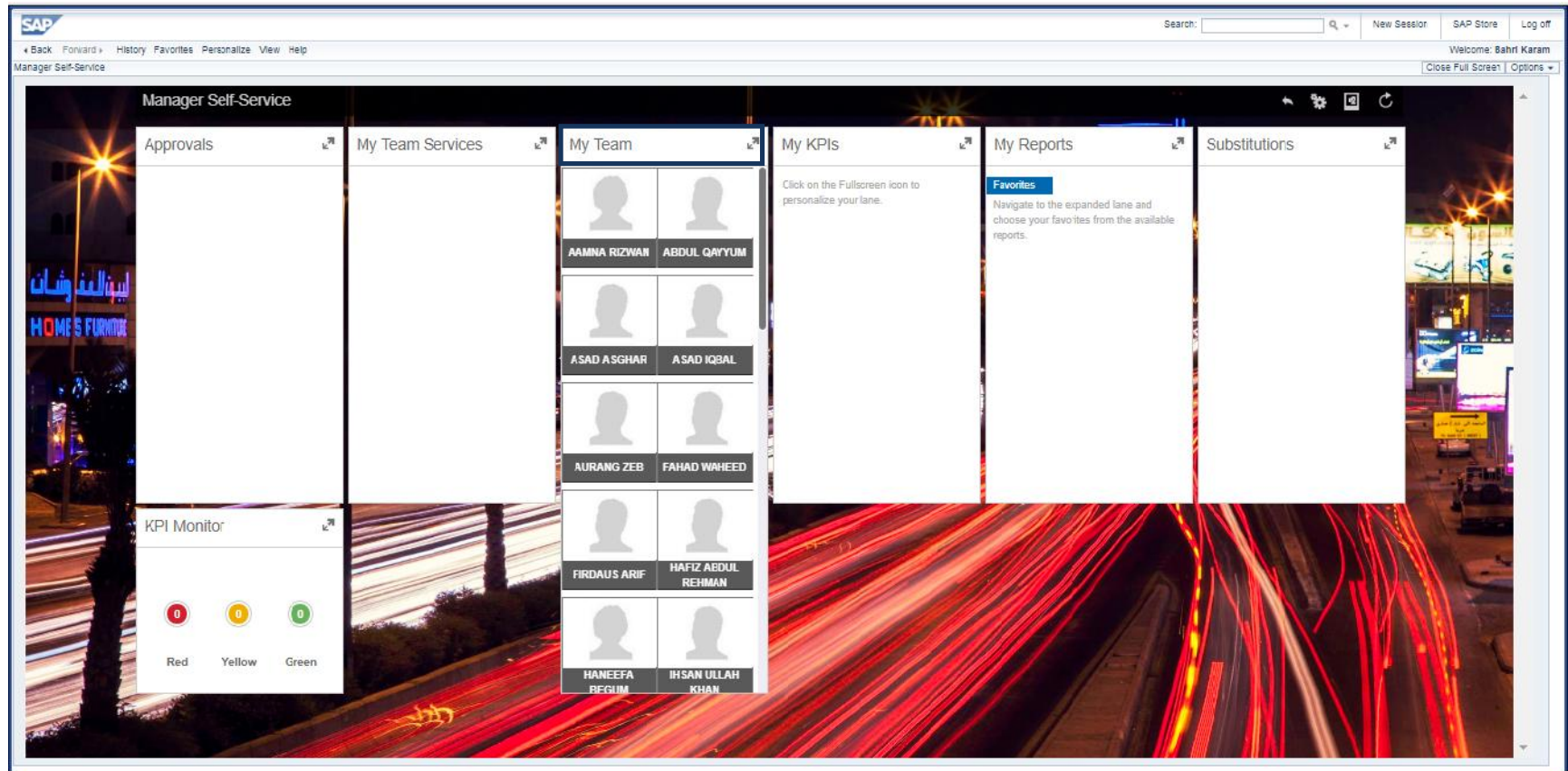
User *

Password *

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SAP

2. Click Log on button.
3. On the next Screen, Click on the right corner of My Team tab.



4. Manager's sub ordinates are display.

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1.1.2 Approvals

Manager approves leaves of subordinates.

Use

Following steps are followed.

Procedure

1. Click on Inbox icon.
2. Click on the Leave request.

SAP Search:

◀ Back Forward ▶ History Favorites Personalize View Help

Workflows **Inbox** Employee Self-Service Manager Self-Service

Overview

Inbox > Overview > Universal Worklist

Universal Worklist

Tasks (2 / 2) Alerts Notifications SAPoffice Mails Tracking

Show: New and In Progress Tasks (2 / 2) All

Subject	From	Sent Date	Priority
Leave Request of Employee : MUHAMMAD KAMRAN SARWAR	HR, User2	Today	Medium
Leave Request of Employee : MUJAHID ROSSAIN	HR, User1	Today	Medium

Leave Request of Employee : MUHAMMAD KAMRAN SARWAR

Sent Date: Today by HR, User2 Priority: Medium

Status: New

- On next "Approve Leave Application" Screen click on Approve button.

SAP Web Dynpro iView - SAP NetWeaver Portal - Google Chrome

Not secure | ac-hana-2.abacus-global.com:50300/irj/servlet/prt/portal/prtroot/pcd!3aportal_content!2fevery_user!2fgeneral!2fdefaultA

Approve Leave Application

Employee Number: 01000808 Employee Name: MUHAMMAD KAMRAN SARWAR

Employee Group: IESCO Permanent Employee Sub Group: BPS 18

Designation: DY MANAGER (HR) Department: HR ADMIN

Sick Leave: 43,00000

Earned Leave: 25,00000

Leave Type: 9001 Start Date: 01.01.2019 End Date: 02.01.2019

Leave Type: Start Date: End Date:

Leave Type: Start Date: End Date:

Comments Box

<HRUSER2,03.09.2018,22:57:25>
My earned Leave.

File Name	File Type	Created On	Time	Boolean

Result:

- Employee leave is approved through ESS/MSS leave workflow.