

Human Capital Management SAP Implementation at IESCO

Training Document Employee Self Service

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Employee Self Service

1. Purpose

Document

ESS stands for Employee Self Service. It is a web-based application that conveniently allows employees to access and update their personal details via an Internet browser at anytime and anywhere..

1.1. Process Steps

In this document, you create, Maintain and display employee master data.

1.1.1.Login to ESS

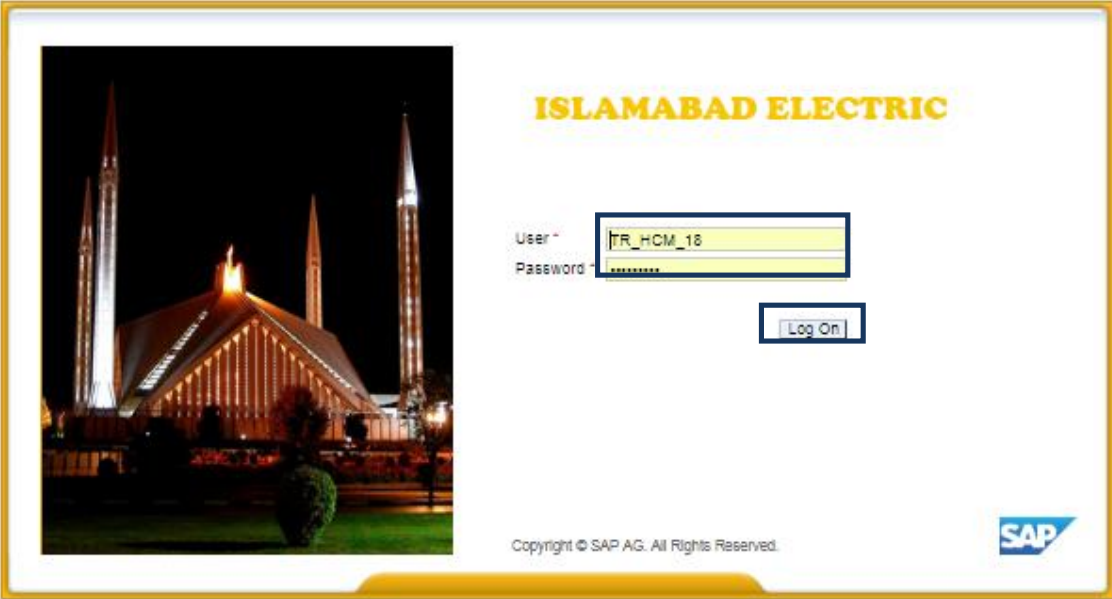
Use

Following steps are followed during the Process of Employee Self Service.

Procedure

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

ESS 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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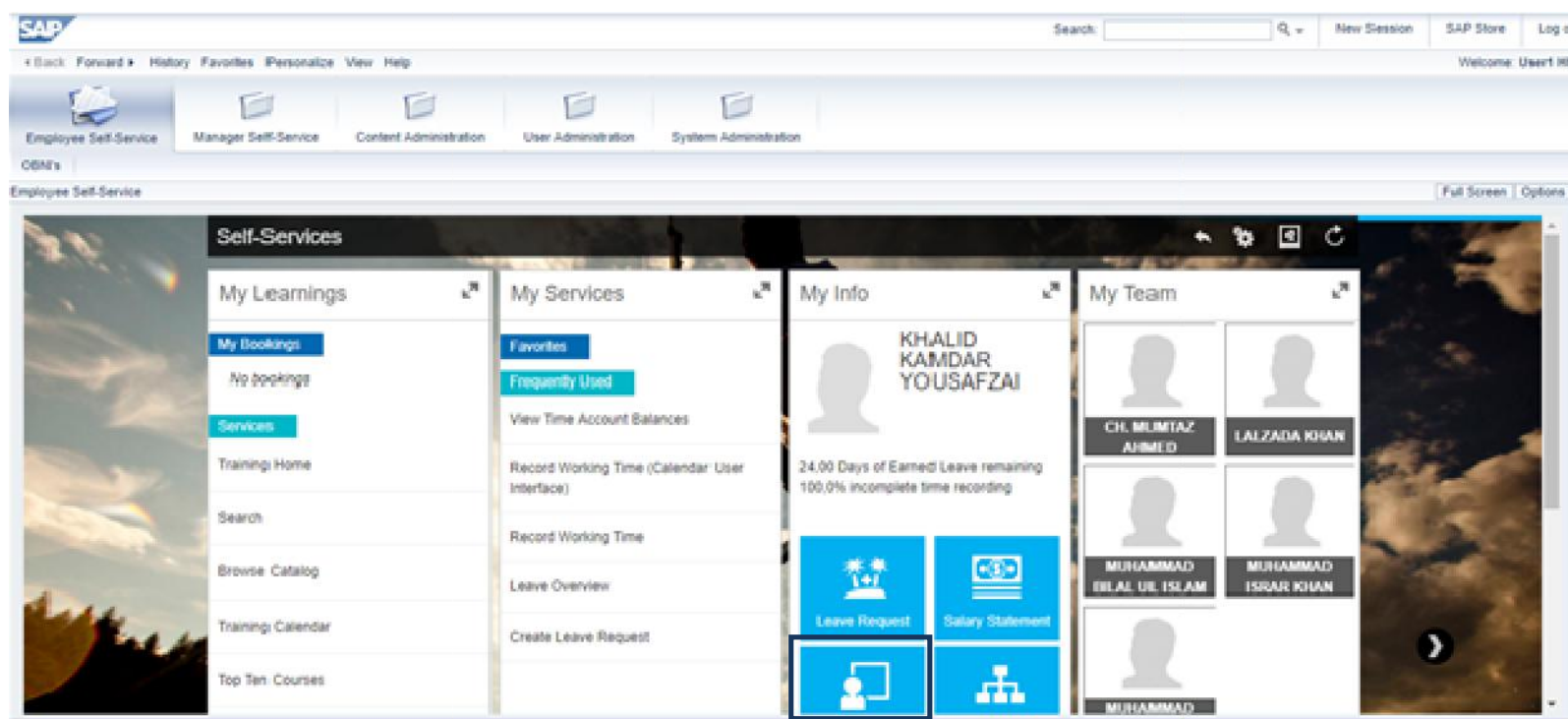
SAP

2. Click Log on button.

3. On the next Screen See Employee Data

Field name	Description	User action and values	Comments
Personnel No	10000536		

4. On this screen, Click on the Employee Profile:



SAP

Search: New Session SAP Store Log off

« Back Forward » History Favorites Personalize View Help Welcome: User1 HR

Employee Self-Service Manager Self-Service Content Administration User Administration System Administration

OB's

Employee Self-Service Full Screen Options

About KHALID KAMDAR



KHALID KAMDAR
YOUSAFZAI
01000536

Time zone N/A

Work Center

E-Mail

Telephone Number

Mobile

Time Recording

Organizational Assignment

Position	Audit Assistant
Job	
Job Family	
Functional Area	
Manager	
Organizational Unit	TAXILA DIVISION
Length of Service	0.6
Capacity Utilization Level (%)	100.00
Job Tenure	0.7

Personal Data

Date of Birth	01 April 1988
Marital Status	Marr.
Cell Phone Number	
Emergency Number	
Name of Emergency Contact	N/A
Nationality	Pakistani

[Details](#)

Time and Vacation

Illness with Certificate	0
Booked Vacation	0/0
Time Recording	
Overtime	0.00 hours (01.01.2018 - 31.03.2018)

5. View the Employee Detail.
6. Click on *Personnel Data Detail*.

1.1.2.Update Address

1. Click on Edit Button to Update the Record of Address

Options

Personal Profile

Addresses

Permanent residence

Street: House No. 377 Street No.29 G-9/2-1

City: Islamabad

Telephone Number:

Communication

F-mail

KHALID.KAMDAR@GMAIL.COM

Personal Data

Name: KHALID KAMDAR YOUSAFZAI

Date of Birth: 01 04 1988

Marital status: Marr.

Family Members / Dependents

Spouse

Name: YOUSAFZAI SANA SANA

Date of Birth: 01.01.1987

Child

Name: YOUSAFZAI KASHIF

Date of Birth: 01.01.2005

Bank Information

IESCO Main bank

Payee: KHALID KAMDAR YOUSAFZAI

Bank name: ALLIED BANK OF PAKISTAN

Bank Account: 010002000660

Internal Data

Building Number:

Room Number:

License Plate Number:

Field name	Description	User action and values	Comments
Care No.	Click on Employee Profile		
House Number			
Street	House No 377 Street No. 29 G-9/2-1		
Address Line 2			
City	Islamabad		
State			
Postal Code	44000		

Edit Permanent residence

 Save and Back  Save  Cancel

* Country: Pakistan

Address

Care Of:
House Number:
Street: House No. 377 Street No.29 G-9/2-1
Address Line 2:
* City: Islamabad
State:
Postal Code: 44000

Validity

☒ Valid as of Today

☐ Valid From

1.1.3.Update Email Address

1. Click on Edit Button to Update the Record of Address

Field name	Description	User action and values	Comments
Email	KHALID.KAMDAR@GMAIL.COM		

1.1.4.Update Personnel Data

1. Click on Edit Button to Update the Personnel Data.

Personal Profile

Addresses

Permanent residence

Street: House No. 377 Street No 29 G-9/2-1

City: Islamabad

Telephone Number:

Communication

E-mail

KHALID KAMDAR@GMAIL.COM

Personal Data

Name: KHALID KAMDAR YOUSAFZAI

Date of Birth: 01.04.1988

Marital status: Marr.

Family Members / Dependents

Spouse

Name: YOUSAFZAI SANA SANA

Date of Birth: 01.01.1987

Child

Name: YOUSAFZAI KASHIF

Date of Birth: 01.01.2005

Bank Information

IESCO Main bank

Payee: KHALID KAMDAR YOUSAFZAI

Bank name: ALLIED BANK OF PAKISTAN

Bank Account: 010002000660

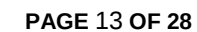
Internal Data

Building Number:

Room Number:

License Plate Number:

Field name	Description	User action and values	Comments
Form of Address	Mr.		
First Name	KHALID KAMDAN		
Last Name	Yousafzai		
Marital Status	Marr.		
Since	01.01.2004		
Date of Birth	01.04.1988		
Language	English		



1.1.5.Update Spouse Data

1. Click on Edit Button to Update the Spouse Data.

Personal Profile - SAP NetWeaver Portal - Google Chrome

ac-hana-2.abacus-global.com:50300/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom...

Personal Profile

Addresses

Permanent residence

Street: House No. 377 Street No.29 G-9/2-1

City: Islamabad

Telephone Number:

Communication

E-mail

KHALID KAMDAR@GMAIL.COM

Personal Data

Name: KHALID KAMDAR YOUSAFZAI

Date of Birth: 01.04.1988

Marital status: Marr.

Family Members / Dependents

Spouse

Name: YOUSAFZAI SANA SANA

Date of Birth: 01.01.1987

Child

Name: YOUSAFZAI KASHIF

Date of Birth: 01.01.2005

Bank Information

IESCO Main bank

Payee: KHALID KAMDAR YOUSAFZAI

Bank name: ALLIED BANK OF PAKISTAN

Bank Account: 010002000660

Internal Data

Building Number:

Room Number:

License Plate Number:

Windows Taskbar: Type here to search, X, W, V, S, Chrome, 17:01, 26/02/2018, ENG INTL

Edit Spouse

Save and Back Save Cancel

Name

First name: SANA
Last name: YOUSAFZAI
Title:

Other Personal Data

Nationality: Pakistani
Second Nationality:
Third Nationality:

Date of Birth

Date of Birth: 01.01.1987
Name at Birth: SANA
Gender: ☒ Female ☐ Male

Type here to search

ENG 17:03
INTL 26/02/2018

Field name	Description	User action and values	Comments
First Name	Sana		
Last Name	Yousafzai		
Nationality	Pakistani		
Date of Birth	01.01.1987		
Name of Birth	SANA		
Gender	Female		

1.1.6.Update Bank Details

1. Click on Edit Button to Update the Bank Detail.

Personal Profile

Addresses

Permanent residence

Street: House No. 377 Street No.29 G-9/2-1
City: Islamabad
Telephone Number:

Communication

E-mail

KHALID.KAMDAR@GMAIL.COM

Personal Data



Name: KHALID KAMDAR YOUSAFZAI
Date of Birth: 01.04.1988
Marital status: Marr.

Family Members / Dependents

Spouse

Name: YOUSAFZAI SANA SANA
Date of Birth: 01.01.1987

Child

Name: YOUSAFZAI KASHIF
Date of Birth: 01.01.2005

Bank Information

IESCO Main bank

Payee: KHALID KAMDAR YOUSAFZAI
Bank name: ALLIED BANK OF PAKISTAN
Bank Account: 010002000660

Internal Data

Building Number:
Room Number:
License Plate Number:

Field name	Description	User action and values	Comments
PAYEE	KHALID KAMDAR YOUSAFZAI		
POSTAL CODE	44000		
CITY	ISLAMABAD		

① ac-hana-2.abacus-global.com:50300/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.s...

Options

Save and Back

Save

Cancel

Bank Data

Payee:

KHALID KAMDAR YOUSAFZAI

Postal Code:

44000

City:

Islamabad

Country:

Pakistan

Bank Key:

ABPA0006

Account Number:

010002000660

Payment Method:

Bank Transfer

Currency:

PKR

Validity

Valid as of Today

Valid From

1.1.7.Update Internal Data

1. Click on Edit Button to Update the Internal Data.

Personal Profile - SAP NetWeaver Portal - Google Chrome

ac-hana-2.abacus-global.com:50300/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.s...

Personal Profile

Addresses

Permanent residence

Street: House No. 377 Street No 29 G-9/2-1
City: Islamabad
Telephone Number:

Communication

E-mail

KHALID KAMDAR@GMAIL.COM

Personal Data


Name: KHALID KAMDAR YOUSAFZAI
Date of Birth: 01.04.1988
Marital status: Marr.

Family Members / Dependents

Spouse

Name: YOUSAFZAI SANA SANA
Date of Birth: 01.01.1987

Child

Name: YOUSAFZAI KASHIF
Date of Birth: 01.01.2005

Bank Information

IESCO Main bank

Payee: KHALID KAMDAR YOUSAFZAI
Bank name: ALLIED BANK OF PAKISTAN
Bank Account: 010002000660

Internal Data

Building Number:
Room Number:
License Plate Number:

Field name	Description	User action and values	Comments
Building Number	1		
Room Number	23		
Licence Plate Number			

Personal Profile - SAP NetWeaver Portal - Google Chrome

ac-hana-2.abacus-global.com:50300/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal_content%2Fcom.sap.pct%2Fevery_user%2Fcom.sap.pct.erp.common.bp_folder%2Fcom.sap.pct.erp.common.roles%2Fcom.s...

Options

Edit Internal Data

Save and Back

Save

Cancel

Internal Data

Building Number:

Room Number:

License Plate Number:

1.1.8. Leave Request

1. Click on Workflows Icon.
2. Also click start approval button.

SAP

Back Forward History Favorites Personalize View Help

Workflows Inbox Employee Self-Service Manager Self-Service

Workflows Approval

Workflows > Workflows > Start Leave Approval

Start Leave Approval

Employee Regularization

Change Date of Birth

On Behalf Leave Application

☒ Leaves Submitted Successfully

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
 Casual Leave: 25.00000
 Earned Leave: 40.00000
 * Leave Type: 9001 * Start Date: 01.10.2018 * End Date: 02.10.2018
 Leave Type: Start Date: End Date:
 Leave Type: Start Date: End Date:

Comments Box

Leave may be approved

Choose File: No file chosen

Save Attachment Delete Attachment

File Name	File Type	Created On	Time	Is Attachment Saved ?

Submit

3. On Leave Application section enter personnel number and leave type.
4. Enter Leave type, start and end dates.(You can enter up to three Leave types at once).
5. Comments may be entered in the Box.
6. A file may be attached for reference.
7. Save file.
8. Click Submit button.

Field name	Description	User action and values	Comments
Personnel Number	1000808		
Leave type	9001		
Strat Date	01.01.2019		
End Date	02.01.2019		

1.1.9. Salary Statement

1. Click on Salary Statement Icon.

The screenshot displays the SAP Employee Self-Service portal interface. The browser address bar shows the URL: `ac-hana-2.abacus-global.com:50300/irj/portal`. The page header includes the SAP logo, a search bar, and links for 'New Session', 'SAP Store', and 'Log off'. Below the header, the 'Employee Self-Service' section is visible, with a 'Welcome: User1 HR' message and 'Close Full Screen' and 'Options' buttons.

The main content area is titled 'Self-Services' and is divided into four columns:

- My Learnings:** Includes 'My Bookings' (No bookings), 'Services' (Training Home, Search, Browse Catalog, Training Calendar, Top Ten Courses, Profile Matchup), and 'My Services' (Favorites, Frequently Used).
- My Services:** Includes 'Favorites' (Click on the Fullscreen icon to personalize your Favorites) and 'Frequently Used' (View Time Account Balances, Record Working Time (Calendar User Interface), Record Working Time, Leave Overview, Create Leave Request).
- My Info:** Displays the user's name 'KHALID KAMDAR YOUSAFZAI', a profile picture, and '24,00 Days of Earned Leave remaining' and '100,0% Incomplete time recording'. It also features icons for 'Leave Request', 'Salary Statement' (highlighted with a red box), 'Employee Profile', and 'Organization Chart'.
- My Team:** Displays a list of team members with their names and profile pictures: 'CH. MUMTAZ AHMED', 'LALZADA KHAN', 'MUHAMMAD BILAL UL ISLAM', 'MUHAMMAD ISRAR KHAN', and 'MUHAMMAD JAFER'.

The bottom of the screen shows the Windows taskbar with the search bar and various application icons, including Excel, Word, PowerPoint, and SAP.

Salary Statement

2017

Jul

28

Fri

Pay

Regular payroll run

0,00 PKR

Take Home Pay

145.470,00 PKR

Deductions

145.470,00 P...

Gross Pay

Print

Options

Type here to search

Excel

Word

PowerPoint

Outlook

Internet Explorer

Chrome

Firefox

ENG

INTL

17:06

26/02/2018

Salary Statement : 28.07.2017



ISLAMABAD ELECTRIC SUPPLY Company			
Pay Slip For Month July 2017			
Emp.No.	: 01000536		
Emp. Name	: Mr KHALID KAMDAR YOUSAFZAI		
Designation	: Audit Assistant		
Department	: TAXILA DIVISION		
Location	: SE # ATTOCK CIRCLE	TAXILA DIVISION	
Cost Center	: 142101 XEN TAXILA DIV		
CNIC #	:	EPF #	:
Emp.Status	: IESCO Permanent BPS 17	Print Date	: 26.02.2018 HRUSER1
PAY/ALLOWANCES		DEDUCTIONS	
	AMOUNT		AMOUNT
Basic Pay	69.470	Income Tax Deduction	10.779
Entertainment Allowance	30.000	Group Life Insurnace	1.500
Head Quarter Allowance	500	WAPDA Welfare Fund	2.000
Construction Allowance	5.000		
GSO Allowance	30.000		
Heavey Duty Allowance	5.000		
HHU Allowance	5.500		



Type here to search



1.1.10. Organization Chart

1. Click on Organization Chart Icon.

The screenshot displays the SAP Employee Self-Service portal interface. The browser address bar shows the URL: `ac-hana-2.abacus-global.com:50300/inj/portal`. The SAP logo is visible in the top left corner of the portal. The user is logged in as 'User1 HR'.

The main content area is divided into four columns under the 'Self-Services' header:

- My Learnings:** Includes links for 'My Bookings' (No bookings), 'Services' (Training Home, Search, Browse Catalog, Training Calendar, Top Ten Courses, Profile Matchup), and 'My Services'.
- My Services:** Includes 'Favorites' (Click on the Fullscreen icon to personalize your Favorites), 'Frequently Used' (View Time Account Balances, Record Working Time (Calendar User Interface), Record Working Time, Leave Overview, Create Leave Request), and 'My Info'.
- My Info:** Displays the user's name 'KHALID KAMDAR YOUSAFZAI' and '24,00 Days of Earned Leave remaining 100.0% incomplete time recording'. It also features icons for 'Leave Request', 'Salary Statement', 'Employee Profile', and 'Organization Chart'.
- My Team:** Displays a list of team members: 'CH. MUMTAZ AHMED', 'LALZADA KHAN', 'MUHAMMAD BILAL UL ISLAM', 'MUHAMMAD ISRAR KHAN', and 'MUHAMMAD JAFER'.

The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 17:00 on 26/02/2018.

The screenshot displays the SAP NetWeaver Portal interface. At the top, there is a navigation bar with the text "People - SAP NetWeaver Portal - Google Chrome" and a long URL. Below the navigation bar, the main content area shows a user profile for "KHALID KAMDAR" with the role "Audit Assistant". Below this profile, there is a dropdown arrow. Underneath the arrow, a horizontal row of five user profiles is displayed, each with a name, role, and a set of icons (person, mail, list). The users and their roles are: CH. MUMTAZ AHMED (Meter Reader), LALZADA KHAN (Fitter), MUHAMMAD BILAL UL (Surveyor), MUHAMMAD ISRAR KHAN (Tracer), and MUHAMMAD JAFER (Bill Distributor). The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 17:08 on 26/02/2018.

Name	Role
KHALID KAMDAR	Audit Assistant
CH. MUMTAZ AHMED	Meter Reader
LALZADA KHAN	Fitter
MUHAMMAD BILAL UL	Surveyor
MUHAMMAD ISRAR KHAN	Tracer
MUHAMMAD JAFER	Bill Distributor