

SAP Tools			
Portal Tools			Desk Top Tool
Employee Self Service (ESS)	Managers Self Service (MSS)	SAP Easy Access (ITS)	SAP GUI
Access			
Select SAP Production Portal link located on the FAS website home page at www.fas.txstate.edu <i>The SAP Portal Is Your Doorway To A Variety of SAP Tools</i>			SAPlogon-Pad icon – PC users SAPGUI 6.30rev6 -Mac users
Description			
<p>Employees will select the ESS tab to gain access to create, view and change some of their own data via the web. Items such as:</p> <ul style="list-style-type: none"> • Enter time • View Paycheck Earnings Statement (SAP calls this the Remuneration Statement) • View leave balances * • View benefits participation • View or change your own address or emergency contact <p>* Your leave balances (comp, sick, and vacation) will be posted to ESS in mid-December.</p>	<p>Department Heads who have responsibility for making changes to their employee's positions will click the MSS tab to initiate one of the following actions:</p> <ul style="list-style-type: none"> • New Hire • Rehire • Reappointments • Changes in pay, position, cost distribution • Additional Appointments • Leave With and Without Pay • Return From Leave • FTE Changes • Teaching Overloads • Separations <p>Department Heads will use MSS to create Personnel Change Requests (PCR), which are the replacement for the current salary Request for Budget Change (RBCs). PCRs will be posted to the SAP system by Human Resources, Faculty Records or Career Services. The Budget and Payroll offices will no longer post appointments to the system.</p> <p>MSS is accessible to PC users who use Internet Explorer (IE). Current functionality does not allow MSS to be accessed by browsers available for the Mac computer. SAP is aware of this deficiency and is working to resolve the issue. Until a solution is implemented, Mac users who need to complete PCRs may:</p> <ul style="list-style-type: none"> • Use PCR forms on the HR website (www.humanresources.txstate.edu) • Use a PC in their area to access MSS • Use a SAP Lab PC to access MSS <p>It is recommended that you keep a copy of all PCRs in your department files.</p>	<p>By selecting the SAP Easy Access tab, those employees with security authorization, are able to utilize SAP functionality to complete necessary job related transactions.</p> <p>Examples of this functionality are:</p> <ul style="list-style-type: none"> • Approving Time Entry • Entering Purchase Requisitions 	<p>Due to SAP system functionality requirements, a number of users have been identified to receive the SAPGUI software.</p> <p>Transactions currently completed in ITS may be done in SAPGUI*, but the icons are slightly different. An icon quick reference guide is available at www.fas.txstate.edu.</p> <p><i>* Except RFQ's (ME41) due to a printing issue.</i></p>
System Requirement			
<ul style="list-style-type: none"> • PC running Microsoft Internet Explorer (IE) or Netscape 7.2 web browsers • MAC running Netscape 7.2 web browser 	<ul style="list-style-type: none"> • PC running Microsoft Internet Explorer (IE) web browser 	<ul style="list-style-type: none"> • PC running Microsoft Internet Explorer (IE) or Netscape 7.2 web browsers • MAC running Netscape 7.2 web browser 	<ul style="list-style-type: none"> • PC running Microsoft Internet Explorer (IE) or Netscape 7.2 web browsers • MAC running Netscape 7.2 web browser

