Personal Information

Update Home Address

The address that is listed in this section of SAP will be the main address that the university uses in the student directory. As such, it is important that this section is kept up to date.

1. Click **Personal Information**.
2. Click **Personal Data**.
3. Under *Addresses*, click the pencil icon next to your address.
4. Update your Information.
5. Click **Save and Back** or **Save**.

Update Banking Details

1. Click **Personal Information**.
2. Click **Personal Data**.
3. Under *Bank Information*, click the pencil icon next to your bank information.
4. Update your information.
5. Click **Save and Back** or **Save**.

Update Communication Information

1. Click **Personal Information**.
2. Click **Personal Data**.
3. Under *Communication*, click the pencil icon next to your communication information.
4. Update your information.
5. Click **Save and Back** or **Save**.

Update Personal Data

1. Click **Personal Information.**
2. Click **Personal Data**.
3. Under *Personal Data*, click the pencil icon next to your personal information.
4. Update your information.
5. Click **Save and Back** or **Save**.

SAP Tutorials

For additional help using SAP, check out the **Employee Self Service** video, located under the *SAP Tutorials* section:
www.tr.txstate.edu/training/online_training

Web Browsing Tips

To avoid being locked out of SAP, click Log Off on the SAP window to exit.

Use the directional buttons provided by SAP on the screen or within the program instead of your Internet browser's forward or back buttons.
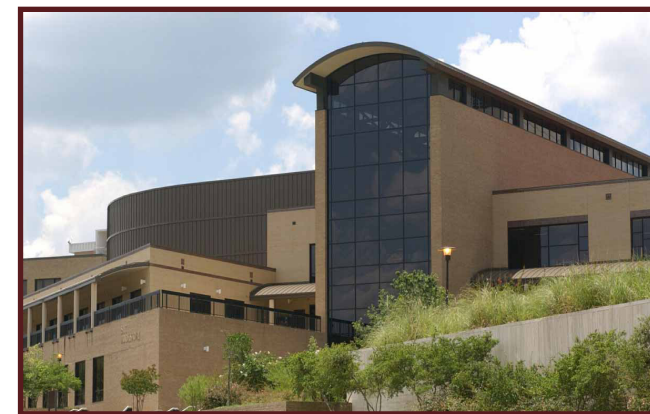
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Hourly

SAP®

Employee Self Service (ESS)

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SAP Employee Self Service (ESS)

SAP Employee Self Service (ESS) is an SAP module used to view and update personal information including time entry.

There are two hourly payroll periods each month, usually occurring the 1st-15th and 16th-31st. All time must be *entered* and *approved* by the payroll deadlines. See deadlines here: **www.txstate.edu/payroll**

Logging in to SAP

1. Go to **www.txstate.edu**.
2. Under More Tools (or Menu Button), click **SAP Portal**.
3. Enter your NetID (e.g., zzz99) and SAP password.
4. Click **Log On**.
5. Click the **SAP Employee Self-Service** tab.
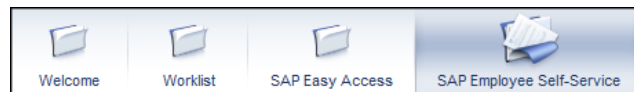
SAP ESS Actions

- Record Working Time
- View Monthly Time Statement
- Access Earnings Statement
- Change Federal Tax Withholding (W-4)
- Update Home Address
- Update Banking Details
- Update Communication Information
- Update Personal Data

Time/Leave Information

Record Working Time

1. Click the **SAP Employee Self Service** tab.
2. Click **Record Working Time**.
3. On the first blank line select the *Attendance/Absence Type* from the drop down menu.

4. Input the number of hours worked on the appropriate date.
5. Click **Save and Release** to release your time to your supervisor. This completes your transaction.

You have successfully entered, saved, and released time for the desired time period. Be sure to save and release each week separately.

View Monthly Time Statement

1. To view a summary of time entries that have been approved, click **Time/Leave Information**.
2. Click **Time Statement with Date Selection** or **Time Statement with Period Selection**.

Benefits and Payroll

Access Earnings Statement

Your Payroll Earnings Statement can be viewed and printed from SAP ESS.

1. Click **Payroll**.
2. To see payroll earnings, click **Earnings Statement**.
   The most current statement will be displayed automatically.
3. To view previous statements, click **Previous Statement**.

Change Federal Tax Withholding (W-4)

1. Click **Payroll**.
2. Click **W-4 Tax Withholding**.
3. Update your information.
4. Click **Save**.

Access W-2 Information

1. Click **Payroll**.
2. Choose to do one of the following:
   - Click **Election for Online W-2**
   - Click **Reporting of Online W-2**