

Personal Information

Update Home Address

Your address change in SAP will also update the Teacher Retirement System (TRS) and Employees Retirement System (ERS) for download to insurance carriers. Optional Retirement Program (ORP) vendors must be contacted directly.

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**.

Tutorials and Training

Various departments offer specialized training in SAP. This includes reference guides, online video tutorials, and instructor-led courses. To view the online video tutorials, go to www.tr.txstate.edu/training/online_training

For more information on training opportunities, visit the SAP Resources website: www.txstate.edu/sap/training

Topic	Department
Getting Started with SAP	ITAC
Budget-Related	Budget Office
Human Resources Master Data Center (HR MDC)	Human Resources
Purchasing & FI Master Data	Procurement & Strategic Sourcing
TRAVELTracks	Travel Office

Web Browsing Tips

To avoid being locked out of SAP, click Log Off on the SAP window to exit. Also, use the directional buttons provided by SAP on the screen or within the program instead of your Web browser's forward or back buttons.

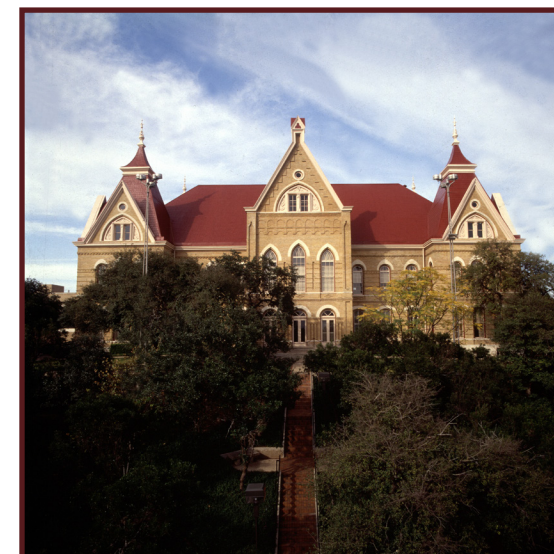


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Salaried



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. Salaried employees are only required to enter exceptions to their normal work schedule (e.g., sick leave).

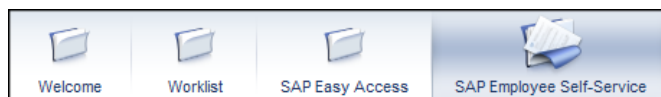
For descriptions of attendance and absence types, see the *Leave & Time Reporting* section of the HR Benefits webpage:

www.hr.txstate.edu/benefits

Holidays do not require an entry, unless the employee works on a paid holiday.

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.



ESS Actions



- Record Working Time
- View Monthly Time Statement
- View Leave Balances
- Access Earnings Statement
- View Benefits
- 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 leave exceptions to your normal workday.

Repeat steps 3 and 4 for each type of absence or exception.

Att./abs. type	SU, 09/20
	0.00
	0.00
Additional Hrs Worked	
Additional Hrs Worked-Sal	0100
Adjusted Scheduled Hrs	3080
Administrative Leave	1070

5. Click **Review** then **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**.

View Leave Balances

1. To view a summary of your leave balances, click **Time/Leave Information**.
2. Click **Leave Balances**.

Benefits and Payroll

View Benefits

1. Click **Benefits**.
2. Click **Benefits Participation Overview**.

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**