

Employee Self Service Manual

For: ALTEN GmbH, ALTEN Digital GmbH, Avention GmbH
Status: 14.10.2015

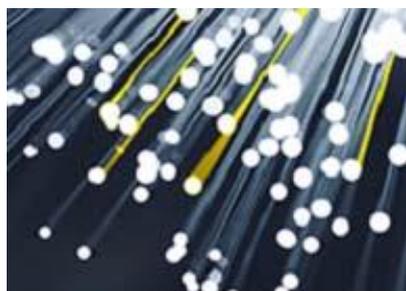




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1 Employee Self Service (ESS): Login and Training

Starting 01.01.2016 the **Employee Self Service (ESS)** Portal will be available for all employees. ESS is your new system for the following tasks:

- record your working hours (exception: employees with trust-based working hours)
- request absences (leave, special Leaves, etc.)
- enter expenses reports for business trips

This manual describes the most important processes and steps to achieve these tasks.

1.1 SAP-Access, Login and Password

The links to access the System are:

ALLEN GmbH, ALLEN Digital GmbH: <https://de.alten.com/altenintern/> →Click on „SAP“
Aventon GmbH: <http://aventon.de/unternehmen/aventon-intern-3/>

Your login is your current email address (vnachname@de.alten.com/vorname.nachname@aventon.de) and your password is your current windows password.

Note for employees at client sites without access to the ALLEN network:

If you cannot access ESS from your client's network, you must record your working hours from your home or with your smartphone. Please let us know through sap-support@de.alten.com if this is the case. We will try to request unblocking the portal access to the client.

1.2 SAP-Training Portal

To facilitate the learning and handling of the new system, we have created a SAP training portal. The link is <https://de.alten.com/altenintern/> and then please click on the square "SAP-Schulungsportal". As with your access to ESS, your login is your email address and you password is the same as in windows. On this site you will find the tutorial videos and the most current version of the ESS manual.

1.3 Browser compatibility

You can use the ESS functions with Internet Explorer, Mozilla Firefox, Chrome and also smartphone-browsers. However, only Internet Explorer is officially approved by SAP and should if possible be the first browser choice. Some functionalities are only available on Internet Explorer, for instance: the deleting of lines on your timesheet is only possible with Internet Explorer.

Internet Explorer:

De...	Activity Type	WBS Element	Rec. bus. process	Hardware	Name	Int. meas. unit	Content	D...	Start time	End time	Sho
						8			08:00	16:00	
	PROD01	AV1210A014-01			Requirements Engineer	0.00					
	PROD01	AV1210A014-01			Requirements Engineer						



Mozilla Firefox:

Activity Type	WBS Element	Rec. bus. process	Hardware	Name	Int. meas. unit	Content	Start time	End time
					8		08:00	16:30
	AV1110B001-01			Workflow und Prozessm...	0,00			
	AV1110B001-01			Workflow und Prozessm...				

2 Important News concerning the SAP-GoLive for ALTEN GmbH

2.1 New Systems and Processes for you starting 01.01.2016 - Working Hours and Expense Reports

From the 01.01.2016 on, PAST will no longer be available. Please enter your working hours from 02.01.2016 on the SAP Employee Self Service (ESS). Employees with trust-based working hours must not declare working times.

Your Travel Expenses Reports for business trips done from the 01.01.2016 on must also be entered in ESS.

Note! Travel Expenses for Business Trips taking place in 2015 must still be recorded with the excel formular for travel costs and sent by post as currently done.

From the 01.01.2016 on, the travel expenses will no longer be reimbursed together with your salary. They will be transferred on regular intervals to your bank account.

2.2 Migration of your approved Absences (Leave, Flextime) from PAST into ESS

All absences from PAST (entered and approved until 31.12.2015) taking place until the end of January 2016 will be migrated into the new system. These absences will be present in ESS.

Note! All absences (Leave, Flextime) which are not approved by your manager until 31.12.2015 must be requested in the new system (ESS) again. This is also valid for approved absences in PAST from February 2016 on. These must be entered again in ESS.

2.3 Migration of Remaining Leave and Remaining Overtime in ESS and Request for new Absences

Your remaining leave days and overtime hours (if you have an overtime account) will be migrated in the new system in the middle of January 2016.

Note! Since your leave and overtime accounts will be correct only from the **20.01.2016**, you will only be able to request new absences in ESS from this day on! Please wait until 20.01.2016 to request new absences in ESS and do not contact the SAP-Support for problems or questions related to leave days before that time.

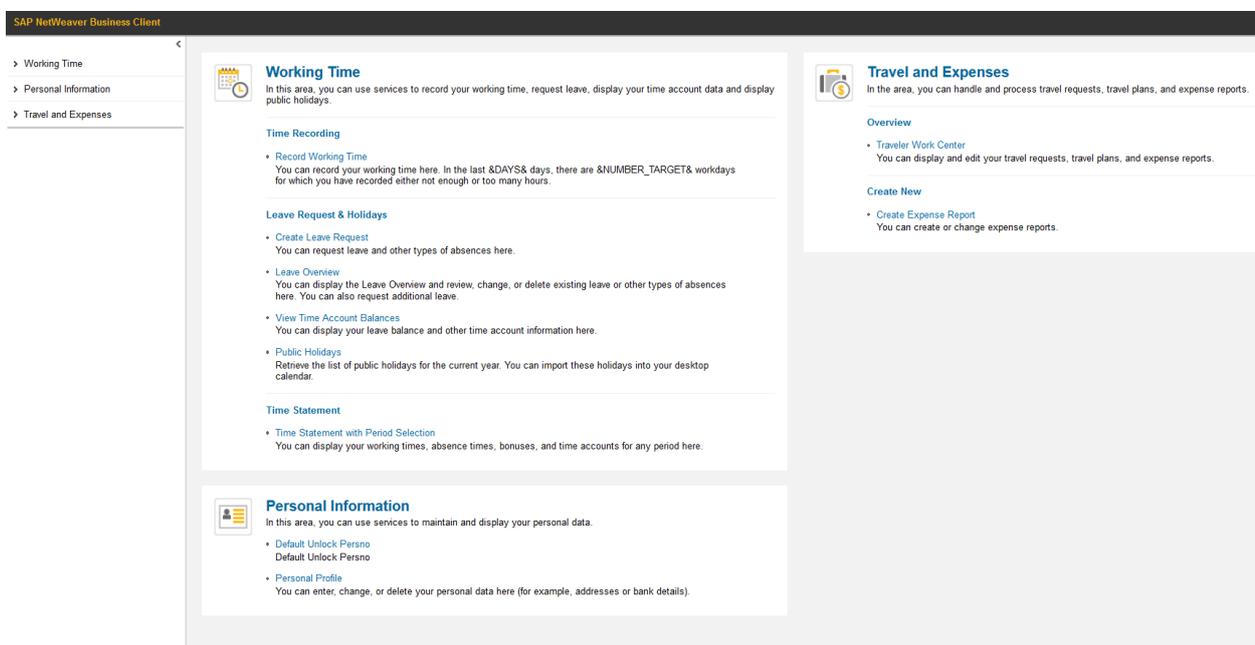
Recommendation: If you have leave days (leave or flextime) planned for January 2016, please enter it in PAST until middle of December 2015 at the latest. You will be able to enter your leave days for February 2016 and on in ESS.

3 ESS Functionalities

In the ESS-Portal you are able to perform following tasks:

- Record Working Hours
- Request Leave Days (Leave, Special Leave, etc.)
- Enter Expense Reports for Business Trips
- Check and Change Personal Data

Overview Homepage in ESS:



SAP NetWeaver Business Client

- > Working Time
- > Personal Information
- > Travel and Expenses

Working Time

In this area, you can use services to record your working time, request leave, display your time account data and display public holidays.

Time Recording

- **Record Working Time**
You can record your working time here. In the last &DAYS& days, there are &NUMBER_TARGET& workdays for which you have recorded either not enough or too many hours.

Leave Request & Holidays

- **Create Leave Request**
You can request leave and other types of absences here.
- **Leave Overview**
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.
- **View Time Account Balances**
You can display your leave balance and other time account information here.
- **Public Holidays**
Retrieve the list of public holidays for the current year. You can import these holidays into your desktop calendar.

Time Statement

- **Time Statement with Period Selection**
You can display your working times, absence times, bonuses, and time accounts for any period here.

Travel and Expenses

In the area, you can handle and process travel requests, travel plans, and expense reports.

Overview

- **Traveler Work Center**
You can display and edit your travel requests, travel plans, and expense reports.

Create New

- **Create Expense Report**
You can create or change expense reports.

Personal Information

In this area, you can use services to maintain and display your personal data.

- **Default Unlock Persno**
Default Unlock Persno
- **Personal Profile**
You can enter, change, or delete your personal data here (for example, addresses or bank details).

4 Working Hours

In the menu point "Working Time" you will be able to:

- Record Working Hours
- Create Leave Requests
- Print Time Statements (Timesheets)

SAP NetWeaver Business Client

- Working Time
 - Time Recording
 - Leave Request & Holidays
 - Time Statement
- Personal Information
- Travel and Expenses

Time Recording

- Record Working Time**
You can record your working time here. In the last &DAYS& days, there are &NUMBER_TARGET& workdays for which you have recorded either not enough or too many hours.

Time Statement

- Time Statement with Period Selection**
You can display your working times, absence times, bonuses, and time accounts for any period here.

Leave Request & Holidays

- Create Leave Request**
You can request leave and other types of absences here.
- Leave Overview**
You can display the Leave Overview and review, change, or delete existing leave or other types of absences here. You can also request additional leave.
- View Time Account Balances**
You can display your leave balance and other time account information here.
- Public Holidays**
Retrieve the list of public holidays for the current year. You can import these holidays into your desktop calendar.

4.1 Declare Working Hours

General notes concerning working times in the system:

- Working hours can only be entered in the system up to one week in the past until the next monday.
→ This means you must enter your working hours at the latest on monday for the past week. It is not possible to declare your working hours any later.
- Working hours of the month must be complete at the latest on the second working day of the following month. This deadline is very important for the invoicing processes!
→ If you have leave days at the end of the month, please make sure to enter your working hours before you go on vacation!
- Working hours (with the exception of travel times) of over 10 hours are not allowed!

Window after clicking on „Record Working Time“

Record Working Times

Save

Calendar Time Accounts

Calendar: Here you can choose the day for which you wish to enter work times

Legend with explanation of the different colours in the calendar

Legend: Complete (Green), Non-Working Day (Grey), Holiday (Yellow), Current Selection (Blue), Today (Orange)

Timesheet

Daily Weekly

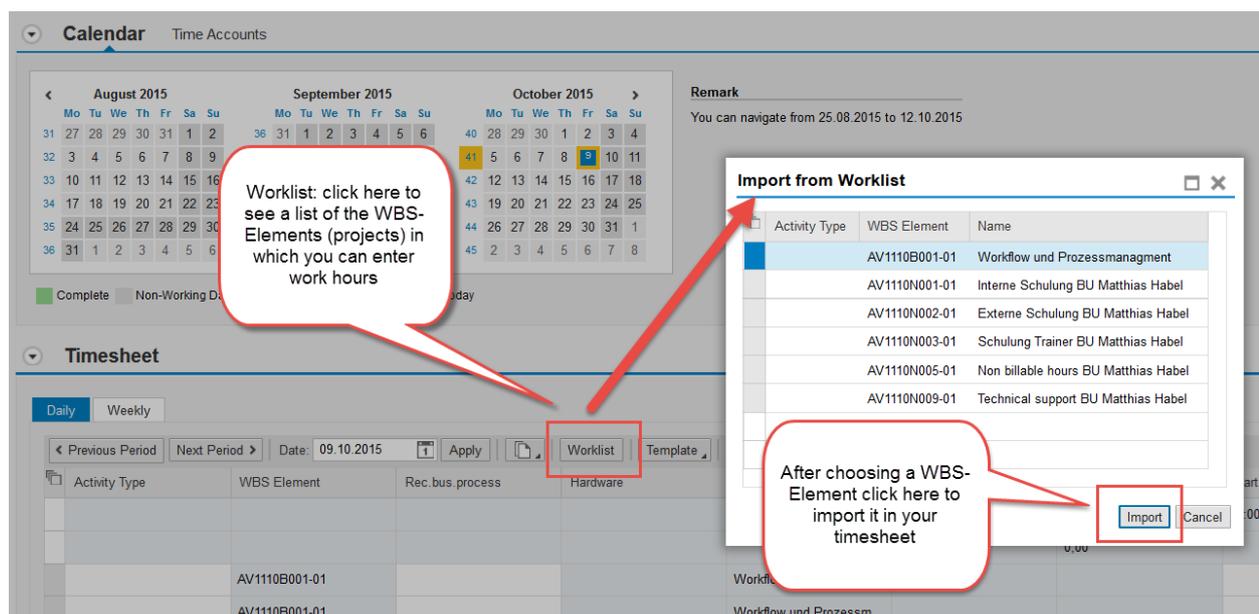
Previous Period Next Period Date: 09.10.2015 Apply Worklist Template Check Insert Row

Activity Type	WBS Element	Rec. bus. process	Hardware	Name	Int. meas. unit	Content	Start time	End time
					8		08:00	16:30
	01-01			Workflow und Prozessm...	0,00			
	01-01			Workflow und Prozessm...				

You can also use these buttons to navigate on your timesheet

Working times are to be recorded this way:

	For client projects	For non productive projects
Step 1	Enter Activity Type	
Example	<p>PROD01 → Productive Working Hours TRAV01 → Billable... or UNTR01 → non billable travel times</p> <p>Should other activity types be relevant for you, we will inform you separately.</p>	<p>UNPR01 → Non billable hours, Intercontract (IC)</p>
Step 2	Import WBS-Element (=Project) from your „Worklist“ to record working hours on the correct project	
Example	<p>Please always select a project which has an A, B, C or D in the middle, for instance: z.B. AV1100A001-01</p>	<p>Please always select a project which has an N in the middle, for instance, z.B. AV1120N001-01</p>



Calendar Time Accounts

Worklist: click here to see a list of the WBS-Elements (projects) in which you can enter work hours

Import from Worklist

Activity Type	WBS Element	Name
	AV1110B001-01	Workflow und Prozessmanagement
	AV1110N001-01	Interne Schulung BU Matthias Habel
	AV1110N002-01	Externe Schulung BU Matthias Habel
	AV1110N003-01	Schulung Trainer BU Matthias Habel
	AV1110N005-01	Non billable hours BU Matthias Habel
	AV1110N009-01	Technical support BU Matthias Habel

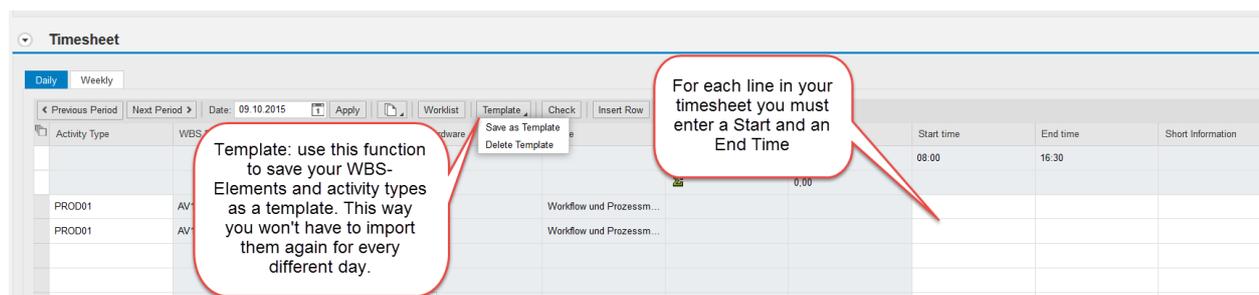
After choosing a WBS-Element click here to import it in your timesheet

Timesheet

Activity Type | WBS Element | Rec. bus. process | Hardware

AV1110B001-01 | Workflow und Prozessm...

AV1110B001-01 | Workflow und Prozessm...



Timesheet

Template: use this function to save your WBS-Elements and activity types as a template. This way you won't have to import them again for every different day.

For each line in your timesheet you must enter a Start and an End Time

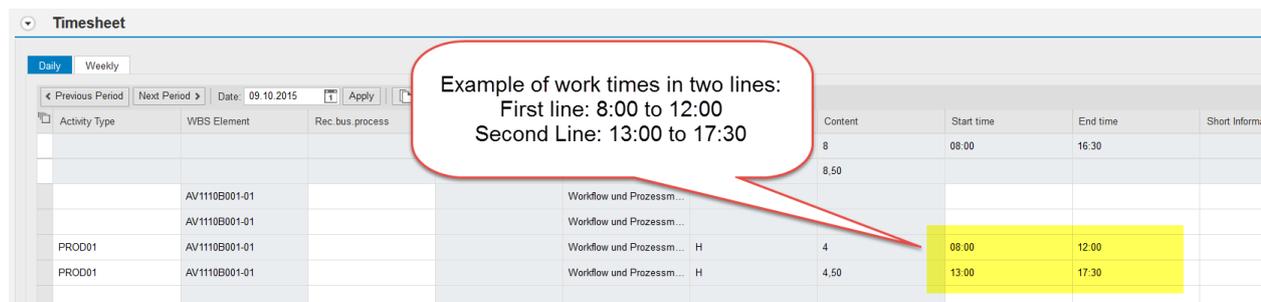
Activity Type	WBS Element	Rec. bus. process	Hardware	Start time	End time	Short Information
PROD01	AV1110B001-01	Workflow und Prozessm...		08:00	16:30	
PROD01	AV1110B001-01	Workflow und Prozessm...				

4.1.1 Record your pauses in the system

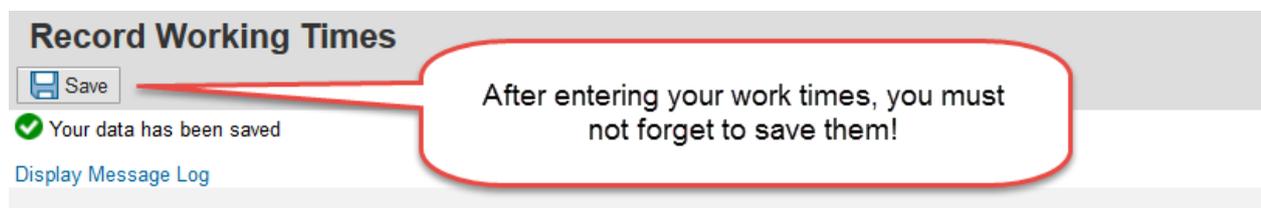
Your pause is not automatically removed from your working hours! You must therefore record your working times with at least two lines if you made one pause during your working day.

Please follow at least the legal pause guidelines (or follow your client pause policies):

From 6h1min to 9h working time: 30 Minutes Pause
 From 9h1min working time and on: 45 Minutes Pause



Example of work times in two lines:
 First line: 8:00 to 12:00
 Second Line: 13:00 to 17:30



Record Working Times

Save

✓ Your data has been saved

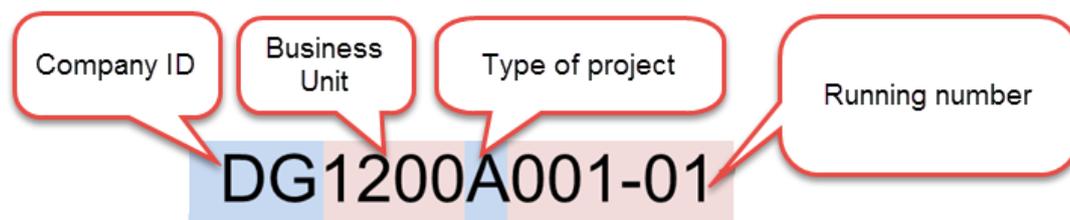
Display Message Log

After entering your work times, you must not forget to save them!

4.2 Remarks on WBS-Elements (Projects)

4.2.1 Naming Convention for WBS-Elements

The naming of the WBS-Elements follows this convention:



A, B, C und D are used productive project (client projects) and N for non productive projects. The company ID is defined as follows:

Company ID	Company
AL	ALTEN GmbH
AV	Aventon GmbH
DG	ALTEN Digital GmbH

4.2.2 WBS-Elements available

Normally, and if assigned to you on your worklist, following WBS-Elements will be available for you to record working hours. Here is a table of examples for the Business Unit (BU) DG1200:



WBS-Element	Activity Type	Description (German)	Definition / Remarks
DG1200A215-01	PROD01	Example: "Entwurf mit Catia V5"	Productive working hours
DG1200N001-01	UNPR01	Interne Schulung	You are trained by a colleague
DG1200N002-01	UNPR01	Externe Schulung	You are trained by an external person or institution
DG1200N003-01	UNPR01	Schulung Trainer	Your train your colleagues
DG1200N004-01	UNPR01	Intercontract	You currently have no projects. You are allowed to record up to your planned working time for a day and not more. This is usually 8 hours if you have a work week of 40 hours.
DG1200N005-01	UNPR01	Non billable hours	It was negotiated with the client that this work hours would not be billed. If this is the case you will be informed on time.
DG1200N009-01	UNPR01	Hours Technical Support	Normally working hours used to support the writing of offers for clients.

4.3 Recording of Working Times for Administration Employees with Trust-Based Working Hours

Employees with trust-based working hours must not record working hours in ESS.

Process to Request Absences in ESS

Leave days (vacation), non paid leave and special leave must be requested by administration employees in ESS. Sick leave must be communicated to the Personnel Department and are recorded in the system exclusively by them.

Exceptions: Administration Employees which must record working hours in ESS

Following departments or contract types have an obligation to record working hours:

- IT Department
- Trainee
- Intern
- Working students
- Part-Time employees
- Temporary employees
- Special arrangements: if an administration employee has an overtime account

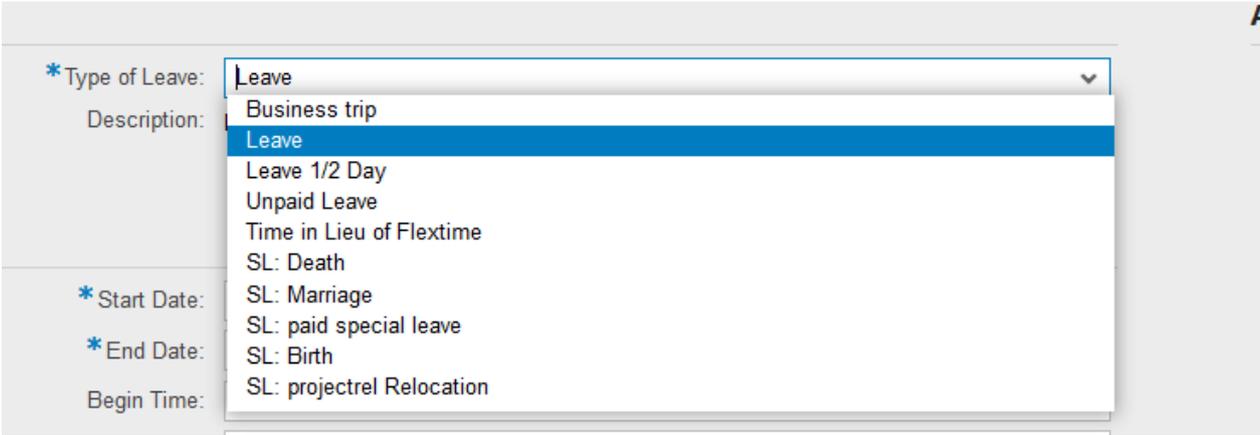
4.4 Recording of Travel Times

In case you are allowed to enter travel times, they are to be entered this way:

WBS-Element (Example for the BU DG1200)	Activity Type	Name	Definition / Remarks
DG1200A215-01	TRAV01	Example "Engine Design"	Travel times allowed and billable
DG1200N005-01	UNTR01	Non billable hours	Travel times allowed and non billable

4.5 Absence Requests and Public Holidays

- **Leave:** must be requested by the employee in ESS. The manager is responsible for the request approval. The request must be sent at least 4 days before the leave starts. The leave can only be taken if approved by the manager.
- **Time in Lieu of Flextime:** this absence can be requested if enough overtime has been collected and if the employee has an overtime account. It must be requested by the employee in ESS and the manager is responsible for its approval. The conditions of normal leave requests also apply.
- **Sickness:** the employee must inform without delay his manager and the personnel department per email to hr@de.alten.com. This also applies for sickness leaves during the working day. The personnel department enters these absences in the system. All other guidelines concerning sick days are to be asked to your manager.
- **Special Leave:** special leaves must also be requested by the employee in ESS. Their names start with SL, for instance special leaves for marriage (SL: Marriage) or for births (SL: Birth). They must be requested at least 4 days before starting the leave and your manager is responsible for their approval. Specific guidelines concerning special leaves are to be asked to your manager.



* Type of Leave: Leave

Description: Business trip
Leave
Leave 1/2 Day
Unpaid Leave
Time in Lieu of Flextime
SL: Death

* Start Date: SL: Marriage

* End Date: SL: paid special leave
SL: Birth

Begin Time: SL: projectrel Relocation

- **Public holidays:** the function "Public Holidays" shows all public holidays that are valid in your case. These are automatically present in the system and depend on your place of work.
Note! For the days 24.12 and 31.12 request a full day of leave! These days only have 4 hours of planned working time, so in order to take them off (the full 4 hours), a request of a full day ("Leave" instead of "Leave 1/2 Day") is needed.

4.5.1 Create Leave Request

In this window, other than requesting leaves, following functions are available:

- Calendar, Time Accounts, Leave Request

Calendar Team Calendar Time Accounts Leave Requests

View: October 2015 Apply

October 2015							November 2015							December 2015									
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su			
40	28	29	30	1	2	3	4	44	26	27	28	29	30	31	1	49	30	1	2	3	4	5	6
41	5	6	7	8	9	10	11	45	2	3	4	5	6	7	8	50	7	8	9	10	11	12	13
42	12	13	14	15	16	17	18	46	9	10	11	12	13	14	15	51	14	15	16	17	18	19	20
43	19	20	21	22	23	24	25	47	16	17	18	19	20	21	22	52	21	22	23	24	25	26	27
44	26	27	28	29	30	31	1	48	23	24	25	26	27	28	29	53	28	29	30	31	1	2	3
45	2	3	4	5	6	7	8	49	30	1	2	3	4	5	6	1	4	5	6	7	8	9	10

Absent
 Multiple Entries
 Sent
 Deletion Requested
 Non-Working Day
 Holiday

Calendar overview with legend

For the following leave types your must create a request:

- Special Leave (marriage, birth, etc.), all special leaves start with SL
- Unpaid Leave
- Leave (normal vacation days)

* Type of Leave: **Leave**

Description: Business trip
Leave
Leave 1/2 Day
Unpaid Leave
Time in Lieu of Flextime
SL: Death

* Start Date: SL: Marriage

* End Date: SL: paid special leave

Begin Time: SL: Birth

SL: projectrel Relocation

Selection of type of Leave: Vacation Days (Leave) can either be requested as a full or as a half day

- Time in Lieu of Flextime
→ If you wish to take half a day of Time in Lieu of Flextime, you must enter Begin and End Times. To take one or several complete days off with Time in Lieu of Flextime it is enough to Enter Start and End Dates.

Leave Details Check

Type of Leave

* Type of Leave: Time in Lieu of Flextime
Description: Time in Lieu of Flextime

General Data

* Start Date: 20.10.2015

* End Date: 21.10.2015

Begin Time: 00:00

End Time: 00:00

Absence hours: 16,00

Full days of Time in Lieu of Flextime: If you request full days of time in lieu of flextime you do not need to enter begin and end times. Just enter start and end dates. The system will automatically calculate how many hours to deduce from your account.

Absence hours are calculated automatically

Leave Details

Type of Leave

*Type of Leave: Time in Lieu of Flextime
Description: Time in Lieu of Flextime

General Data

*Start Date: 20.10.2015
*End Date: 20.10.2015
Begin Time: 08:00
End Time: 12:00
Absence hours: 4.00

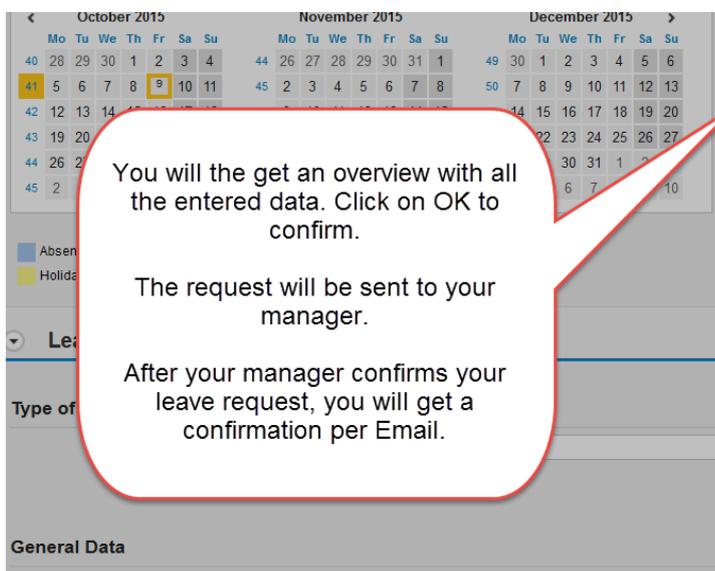
Half days of Time in Lieu of Flextime:
If you request a half day of time in lieu of flextime, you must enter begin and end times. For instance 8 to 12:00. Be very careful to avoid collisions between work times and absences. For instance for this absence (8 to 12:00) you must not enter work times from 8 to 12:00.

Note: for absences during the day, as for instance ½ day leave or ½ day time in lieu of flextime, please be careful to avoid collisions with working hours!

- Working hours 8 to 12:00 and ½ day leave 13 to 17:00 would for instance be **correct**.
- Working hours 10 to 14:00 and ½ day leave 13 to 17:00 would for instance be **wrong** because there is a collision from 13 to 14:00.

Leave Request: Time

After entering all requested data, click on Send.



You will get an overview with all the entered data. Click on OK to confirm.

The request will be sent to your manager.

After your manager confirms your leave request, you will get a confirmation per Email.

Leave Request: New

✔ Negative deduction from quota 02

Type of Leave
Type of Leave: Time in Lieu of Flextime

General Data
Start Date: 20.10.2015
End Date: 20.10.2015
Absence hours: 4,00
Processor:
Note:
Used: Time-Off Entitl. from PDC 4,00 Hours



Leave Overview

Leave request was sent successfully

Leave Data Overview

Show from: 01.01.2015 [T] Apply

Actions	Type of Leave	Start Date	End time	Processor	Document Status	Absence hours	Used
	Leave	27.10.2015	00:00:00	Engin Celik	Sent	8.00	1 Days
	Time in Lieu of Flextime	20.10.2015	12:00:00	Engin Celik	Sent	4.00	4 Hours
	Leave	24.08.2015	00:00:00		Approved	120.00	15 Days
	Leave	01.06.2015	00:00:00		Approved	72.00	9 Days
	Leave	04.03.2015	00:00:00		Approved	8.00	1 Days

After clicking on OK you will be taken to your Leave Overview. Here you can see all your leave requests as well as their status.

Time Accounts Overview

Time Account: All Types Show from: 09.10.2015 [T] Apply

Quota text	Deduct	Entitlement	Entitlement Minus Planned
Standard Leave	4.00	30.00 Days	4.00 Days

On your Time Accounts Overview you can see your entitlements in the current year, how many leave days you have left, and your overtime, if an account is activated for you.

4.6 Print Time Statement – if required by your client

If required by the client you can print your Time Statement using this function.

Working Time

- Time Recording
- Leave Request & Holidays
- Time Statement**
 - Time Statement with Period Selection
- Personal Information
- Travel and Expenses

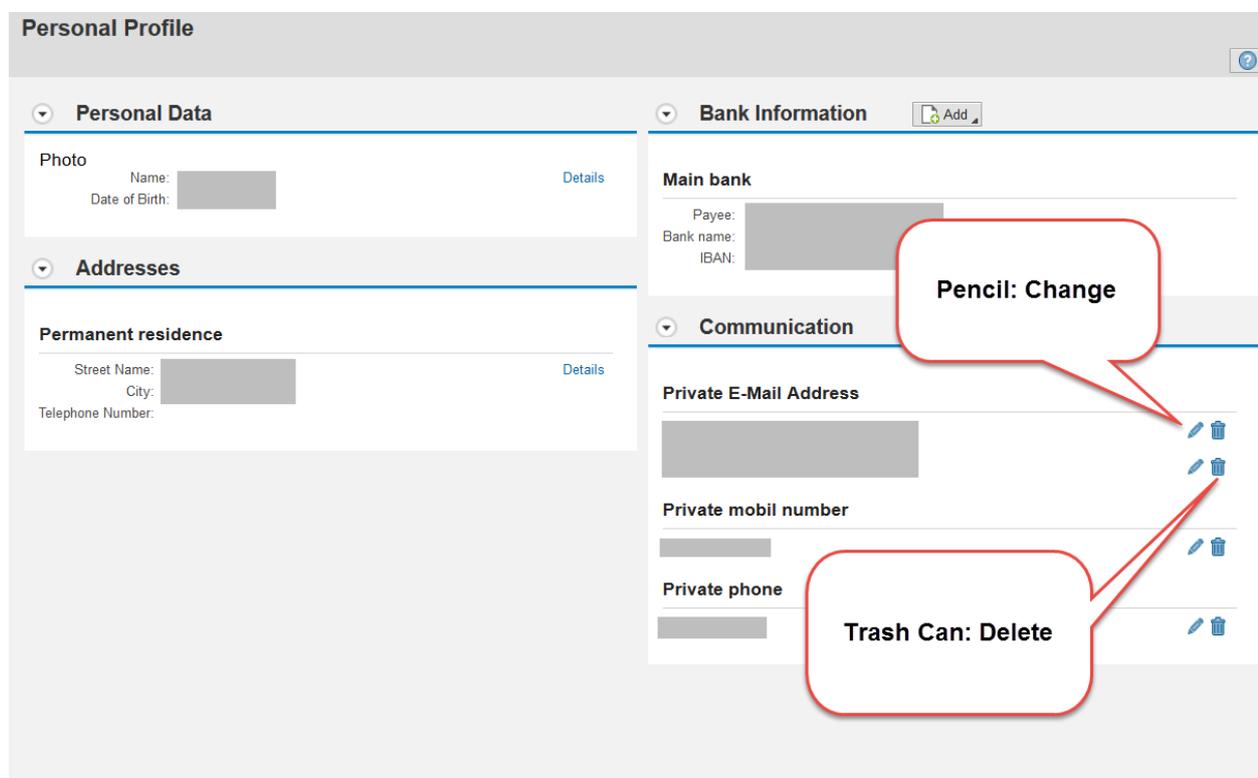
Time Statement

- Time Statement with Period Selection
You can display your working times, absence times, bonuses, and

At the end of the month and if your client requires it, with this function you can print your timesheets and get them signed by the client.

5 Personal Profile

In this section you can check your Personal Data (Address, Bank Account, Private Email Address, etc.) and change it if needed. Should there be incorrect information that you would like to change but are not able to, please let us know through sap-support@de.alten.com.



Personal Profile

Personal Data

Photo
Name: [Redacted] Details
Date of Birth: [Redacted]

Addresses

Permanent residence
Street Name: [Redacted] Details
City: [Redacted]
Telephone Number: [Redacted]

Bank Information Add

Main bank
Payee: [Redacted]
Bank name: [Redacted]
IBAN: [Redacted]

Communication

Private E-Mail Address
[Redacted] [Pencil] [Trash Can]
[Redacted] [Pencil] [Trash Can]

Private mobil number
[Redacted] [Pencil] [Trash Can]

Private phone
[Redacted] [Pencil] [Trash Can]

Pencil: Change

Trash Can: Delete

6 Travel and Expenses

In this section you will be able to declare all travel expenses that you paid yourself and that must be reimbursed. If the company took charge of some costs for you, for instance if they paid for a flight, you must not enter this receipt.

The only exception are Hotels. Even if those are booked and paid by the company, you must enter a receipt of type "Hotel" with an amount of **0,00 €**. This is needed so the system can calculate the per diem reimbursement for meals correctly.

Expense reports can only be entered in ESS up until two months after the project ended!

Note! The Expense Reports must be printed, signed and sent by post with all original receipts to the Accounting Department in Munich:

AL TEN GmbH
Accounting
Elsenheimerstraße 55
80687 München

6.1 Overview of Expense Reports

In the overview you will see all expense reports you have created. Drafts or expense reports that are not yet approved can be selected in this list and then changed or deleted. Always check the last Refresh Date down to the right on the list. If you think some expense reports are missing in the list, please try to refresh again before contacting the support.

My Trips and Expenses

All My Trips (33) | All My Expense Reports (13) | Pending Exp. Reports (18)

View: [Standard View] | Create New Expense Report

Start Date	End Date	Destination	Reason	Recommended Actions
05.10.2015	05.10.2015	München Eisenheimerstrasse 55a	Monatskarte Oktober 2015	Change Travel Expense Report
19.10.2017	19.10.2017		Schulung	Change Travel Expense Report
17.09.2015	17.09.2015	Paris		Change Travel Expense Report
23.09.2015	23.09.2015			Change Approved Travel Expense Report
09.09.2015	09.09.2015	München Eisenheimerstrasse 55a		Change Approved Travel Expense Report
01.09.2015	01.09.2015	München Eisenheimerstrasse 55a		Travel expenses were posted
22.09.2015	22.09.2015			Change Approved Travel Expense Report
26.11.2015	28.11.2015			Travel expenses were posted
16.11.2015	20.11.2015	München Eisenheimerstrasse 55a		Travel expenses were posted
15.10.2015	30.10.2015	München Eisenheimerstrasse 55a		Travel expenses were posted

6.2 Create Expense Reports

You must create an expense report per business trip done. If for instance an employee from Munich had a business trip in Stuttgart from 07.12 to 11.12 and then another business trip in Cologne from 14.12 to 18.12, he must create a separate expense report for each of these trips. After clicking on "Start" you must enter the following data:

Create Expense Report

Employee

[Start](#)

Schema Selection

* Schema:

Click on "Create Expense Report" to open this window

Please select the schema for your travel
Non consultant Trip: Trip for administration employees (usually BMs, Admin, Recruiting, IT, Marketing, etc.)
Consultant Trip: Trip for Consultants / Engineers. Consultants must ALWAYS select this schema

- General Information
- Destination
- Reason: Please be precise and concrete on the reason of your business trip and also enter the client for which you are travelling. This data is very important for the approval of your expense report by your manager.
- Eventually per diem reimbursements (if so stated in your project contract) and mileages if you drove with your own car for this business trip.
- Additional Information
 In the additional information it is important that you set the cost assignment as follows:
for Engineers / Consultants (Schema: Consultant Trip) that you select the correct **Project** (also called WBS-Element). Usually this will be the WBS-Element on which you enter most of your work hours. If you currently have no client projects, enter your Intercontract (IC) project.

The list of WBS-Elements that you can use as a Cost Assignment is shown this way:

Additional Information

* Reason:

Comment:

* Cost Assignment: Change Cost Assignment

Click here to change the cost assignment

Create Expense Report

General Data **a** Cost Assignment General Data Enter

Employee: Andreas Atug (20200329) Schema: Consultant Trip Start Date:

< Previous Step **Accept** Save Draft

Click on this Search Function

In this list, select the project for which the travel was done. This is **very important** for the approval of the trip. If a false project is chosen, the travel expenses will be refused and must be corrected by the employee. If projects are missing or you don't know which one to enter, please contact the SAP-Support.

PSP-Element	Bezeichnung
AV1110B001-01	Workflow und Prozessmanagement
AV1110N001-01	Interne Schulung BU Matthias Habel
AV1110N002-01	Externe Schulung BU Matthias H...
AV1110N003-01	Schulung Trainer BU Matthias Habel
AV1110N005-01	Non billable hours BU Matthias H...
AV1110N009-01	Technical support BU Matthias Habel

Cost Assign (%) Company Code

100,00 AVENTON GMBH

Accept Accept and New Entry Check Delete

< Previous Step **Accept** Save Draft

for Administration Employees / Business Managers (Schema: Non Consultant Trip) the right **Cost Center** must be set as a cost assignment. The Cost Center is set automatically by the system based on your Employee data. This means you don't need to change the cost assignment in this case.

6.2.1 Example: Expense Report for a Consultant (Schema Consultant Trip)

Create Expense Report

Employee

Start

Schema Selection

* Schema:

Step 1: select Schema Consultant Trip and click on Start

General Data

* Start Date:

* End Date:

Step 2: Enter General Data. All mandatory fields have a blue asterisk, for instance: Start and End Dates.

Additional Information

* Reason:

Comment:

* Cost Assignment: **Change Cost Assignment**

Step 3: Change Cost Assignment

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code
100,00	AVENTON GMBH

Accept Accept and New Entry Check Delete

Step 4: Select correct project for the cost assignment

Search:

PSP-Element	Bezeichnung
AV1110B001-01	Workflow und Prozessmanagment
AV1110N001-01	Interne Schulung BU
AV1110N002-01	Externe Schulung BU
AV1110N003-01	Schulung Trainer BU
AV1110N005-01	Non billable hours BU
AV1110N009-01	Technical support BU

< Previous Step Accept Save Draft

Cost Assignment for Trip

New Entry | Check | Delete

Cost Assign (%)	Company Code	Business Area	Accounting Obj
100,00	AVENTON GMBH		WBS Element

AV1110B001-01

Accept | Accept and New Entry | Check | Delete

Accept here

< Previous Step | Accept | Save Draft

Cost Assignment for Trip

New Entry | Check | Delete

Cost Assign (%)	Company Code	Business Area	Account
100,00	AVENTON GMBH		WBS EI

And accept here again

< Previous Step | Accept | Save Draft

Note: The selection of a Cost Assignmet is extremely important! If you enter a wrong project, you manager will refuse the expense report and you will have to record it in the system again. Your manager must check the cost assignment before confirming your expenses report.

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals: No. of Deductions: 0 Enter Deductions for Meals

Per Diem Reimbursement for Accommodations:

Mileage

Total Distance: 0 km Enter Mileage

If you are to receive Per Diem Reimbursements for your travel, activate this checkbox here.

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals: No. of Deductions: 0 Enter Deductions for Meals

Per Diem Reimbursement for Accommodations:

Mileage

Total Distance: 0 km Enter Mileage Details

If during your stay, breakfast or other meals were taken care for, please click here.

< Previous Step Accept Save Draft

Deductions for Meals

Day of Week	Date	Breakfast	Lunch	Dinner
Monday	28.09.2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	29.09.2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

< Previous Step Accept Save Draft

On the next screen please select the meals that were taken care for. Generally it is the case for breakfast. After checking the boxes, click on Accept.

< Previous Step Enter Receipts Save Draft

Step 5: click on Enter Receipts. Here you can enter all the receipts that you paid during your travel.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Receipt Date

Step 6: click on New Entry (you must do this for each Receipt)

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Amount
001	◇	<ul style="list-style-type: none"> Automobile Expenses Breakfast Car Rental Entertainment Exp. intern Entertainment Exp. extern Flight Hotel Miete Appartement Monthly Ticket Moving Costs 	0,00	0,00

Step 7: Select the Expense Type

Note: Please enter a separate receipt for Hotel and Breakfast, even if they figure both on the same invoice. Please do not enter the total cost of both under only one receipt!

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount	Local Currency	Short
001		Hotel	120	European Euro	28.09.2015	0,00	European Euro	

Tax Code: No tax procedure

* From Date: 28.09.2015 * To Date: 29.09.2015 Num: 1

No. of Breakfasts: No. of Lunches: No. of Dinners:

* Description: Provider Code: Document No.: Location: Country / Region: France

Participants: Enter Participants

Departure: Arrival: Airline: Cabin Class: Ticket Number: Mileage: 00000000

Name: Street: City: District (US: County): Country: Postal Code: Ser. No.:

Accept | Accept and New Entry | Change Cost Assignment | Enter Itemization | Check | Copy | Delete

Step 8: Enter the amount here, as well as all required data (mandatory data has a blue asterisk)

Step 9: click on accept to save the receipt. Repeat these steps for all receipts

Receipts in This Expense Report

New Entry | Copy | Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount
001	●	Hotel	120,00	European Euro	28.09.2015	120,00

Step 10: click on Review

You can also save an Expense Report as a Draft with this function in case receipts are missing and you want to complete it later. Note: drafts for expense reports are not sent for approval and therefore cannot be reimbursed!

< Previous Step | Review > | Save Draft

Final Action

Save Draft I only want to save my expense report and send it later
 Save and Send for Approval I want to save my expense report and send it now for further processing
I confirm that all expenses were incurred by and on behalf of the company

Summary

Total Meals per Diem	12,00 EUR
Total Individual Receipts	12
Total Travel Expenses	147,40 EUR
Amount Reimbursed	147,40 EUR
Amount Paid Out	147,40 EUR

Cost Assignment

147,40 EUR Company Code A102 (AVENTON GMBH), WBS Element AV1110B001-01 (Workflow und Prozessmanagement)

Step 11: after reviewing the expense report, a summary will be displayed. Here it is extremely important to check the box "Save and Send for Approval", otherwise the expense report will only be saved as a draft.

Step 12: Save and send for Approval

Create Expense Report

1 General Data → 2 Enter Receipts → 3 Review and Send → 4 **Completed**

Employee: Schema Consultant Trip Start Date: 28.09.2015 End Date: 29.09.2015

Expense report 1020000249 was saved

Step 13: Display the Expense Form, print it, and send it to accounting in Munich with all original receipts.

Note: You must send the signed Expense Report with the original receipts by post to the Accounting Department in Munich (see Chapter 6). The sending of original receipts is extremely important! No reimbursement of costs is possible without original receipts!

6.2.2 Example: Monthly Ticket Expense Report for a Consultant

You can record your expenses for a Monthly Ticket in ESS, with the condition your project contract states that this expense is covered. Follow this procedure to enter the Monthly Ticket in ESS.

Create Expense Report

Employee

Start

Step 1: Schema
Consultan Trip

Schema Selection

* Schema:

Employee Schema Consultant Trip

< Previous Step | Enter Receipts > | Save Draft

Calendar of Trips | Attachments (0)

Step 2: Enter
General Data

General Data

* Start Date:

* End Date:

Destination

* Address:

Additional Destinations:

Additional Information

* Reason:

Comment:

Advances:

* Cost Assignment:

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Per Diem Reimbursement for Accommodations:

Mileage

Total Distance: km

Notes:

- Start and End Date: Please choose the first day of the month. If another trip has already taken place on this day, please choose the following available day on the month. Two trips cannot take place in the system at the same time.
- Adress: Your place of work.
- Per Diem Reimbursement for Meals: This checkbox must not be checked.

* Cost Assignment: 0,00 Change Cost Assignment

Accommodations
 Reimbursement for Meals:
 Reimbursement for Accommodations:

Step 3: Change Cost Assignment

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%) Business Area

100%	
------	--

Step 4: Use the Search Function to find your project

Accept Accept and New Entry Check Delete

Cost Assignment Table

← Previous Step Accept Save Draft

Cost Assignment for Trip

New Entry Check

Cost Assign (%) Code

Step 5: for a Monthly Ticket, choose the project where you usually enter most of your work times.

Search:

PSP-Element	Bezeichnung
AV1110B001-01	Workflow und Prozessmanagment
AV1110N001-01	Interne Schulung BU
AV1110N002-01	Externe Schulung BL
AV1110N003-01	Schulung Trainer BU
AV1110N005-01	Non billable hours BL
AV1110N009-01	Technical support BL

Accept A

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%) Business Area

AV1110B00101

Accept Accept and New Entry Check Delete

< Previous Step **Accept** Save Draft

Step 6: click on Accept

✔ Check was successful

Cost Assignment for Trip

New Entry Check Delete

Cost Assign (%)	Company Code	Business Area	Av
			W

Step 7: click on Accept again. The Cost Assignment is now successfully set.

< Previous Step **Accept** Save Draft

Step 7: click on Accept again. The Cost Assignment is now successfully set.

Per Diems for Meals and Accommodations

Per Diem Reimbursement for Meals:

Per Diem Reimbursement for Accommodations:

Mileage

Total Distance:

Step 8: Enter a Receipt for a Monthly Ticket. In this case, please make sure the checkboxes for Per Diem Reimbursements are not set.

< Previous Step **Enter Receipts >** Save Draft

Step 8: Enter a Receipt for a Monthly Ticket. In this case, please make sure the checkboxes for Per Diem Reimbursements are not set.

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date

Step 9: click on New Entry

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount
001		<ul style="list-style-type: none"> Entertainment Exp. extern Flight Hotel Miete Appartement Monthly Ticket Moving Costs Öffentliche Verkehrsmittel Other Parking Taxi Telephone 			09.2015	

Step 10: select Expense Type "Monthly Ticket"

Receipts in This Expense Report

New Entry Copy Delete

No.	Status	Expense Type	Receipt Amount	Receipt Currency	Receipt Date	Amount
001		Monthly Ticket	50	European Euro	11.09.2015	0,00

Tax Code: 7% domestic input tax

From Date: [1] To Date: [1]

No. of Lunches: [] No. of Dinners: []

Description: []

Location: []

Country / Region: Germany

Participants: [] Enter Participants

Step 11: enter the amount as agreed on your project contract, for instance 50€

District (US:County): []

Country: []

Postal Code: []

Ser.Tel.No.: []

Step 12: Confirm

Accept Accept and New Entry Change Cost Assignment Enter Itemization Check Copy Delete



7 Particular features or Gaps between Companies

7.1 Aventon GmbH - Expense Report

Before an Expense Report is created in ESS, the employees must request an absence of type "Business Trip" for the planned duration of the trip. This absence must be requested before the trip starts. Only after your manager confirms this absence are you allowed to record an expense report in the system.

8 Contact for Support and Questions

The following email addresses are available to you in case you have questions or problems with the system. Please do not directly contact administration employees but use instead these email addresses. This way we can give you the best support we can!

Please always send us a screenshot and a detailed description of the problem or question you have. This helps us a lot to analyse the problem and allows us to support you as quickly as we can!

Support for Timesheet, Expense Reports and Login problems

sap-support@de.alten.com

Support for Absences

hr@de.alten.com