Employment and Salary Verification in the Internet (PA-PA-US

Release 4.6C

SAP™

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Employment and Salary Verification in the Internet (PA-PA-US)

Use

In this Internet Application Component (IAC), employees can request a statement verifying employment and salary details, if required. Their request is forwarded to their company's payroll office, which then prints the information and sends it to the requested third party (for example, a bank or mortgage company).

Type of Internet Application Component

Intranet - Employee Self-Service (ESS)

For more information on Internet Application Components, see R/3 Internet Application Components [Ext.].

Prerequisites

An employee must have an SAP user that is directly linked to their R/3 employee master data, via the *Communication* infotype (0105).

Authorizations

SAP delivers a standard activity group that contains all the necessary authorizations. For more information, see Employee Self-Service (ESS) [Ext.].

Standard Settings

To set up the ESS users, you have to make various settings in Customizing. For further details, see Customizing *Personnel Management -> Employee Self-Service*.

Features

In this service, the fields are reduced to their essentials, so that employees who have no knowledge of the R/3 System can still have their details sent to the institution of their choice

Service Name

The service name of this IAC is WS01000045. You can find all the relevant data under the service name in the SAP@WebStudio [Ext.].

R/3 Development Objects

These R/3 development objects are used:

- Development class: PB10
- Transaction: WS01000045
- Module pool: SAPMWS01000045H

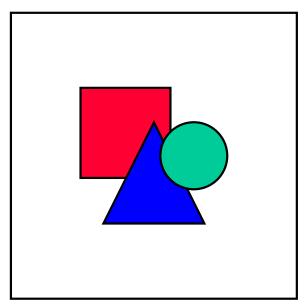# Requesting Employment and Salary Verification

Use

This Internet Application Component (IAC) provides you with an easy method of requesting verification of employment and/or your salary for a third party, such as a bank or mortgage company.

Prerequisites

You have an SAP user that is directly linked to your R/3 employee master data, via the *Communication* infotype (Infotype 0105).

Procedure

1. Access your company intranet and choose the IAC for Employment and Salary Verification.

2. Specify whether you want the verification sent as a letter or fax.

3. Enter the name, address and fax number of the institution to which you want the information sent.

Do not use any special symbols, such as '-' or '(', when entering fax numbers.

4. Choose what type of information you want included in the fax. This can be:

    - verification of position and start date

    - verification of position, start date and last year's earnings

    - verification of position, start date and previous two years' earnings

5. Choose *Continue*.

Result

Your request is forwarded to your company's payroll office for processing.