At Work – a better user experience

Application Catalog
At Work Solution
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1. **INTRODUCTION**

The At Work Solution consists of SAP Standard applications Fiori as well as EPI-USE delivered applications.

2. **THE AT WORK SOLUTION**

2.1 **Customer Launchpad Theme**

The Fiori Launchpad will be customised to allow for a company specific branding of the theme.

**Key features**
- Add custom logo
- Add custom background image
- Add custom colours
- Mobile enabled

**In scope**
- Custom logo
- Custom background image
- Custom colours

**Out of scope**
- Custom CSS

*Figure 1: Sample Customer Theme*

2.2 **Travel Request application**

**Software Provider:** *EPI-USE Africa*
The Travel Request app will be a UI5 type application, which will be compatible with cell phones, tablets, kiosks and desktops.

When the user accesses the application from his preferred device the system retrieves open Travel Requests as well as existing (historic) travel records.

The application will allow the travelling employee to request a new or edit an existing travel booking.

When requests are submitted, it is stored (staged) in the NetWeaver Gateway, i.e. the SAP ECC backend is not updated at this stage.

When the request is approved, the request will be converted to an Infotype record and stored in the SAP ECC system. This Infotype will be created as a customer Infotype.

Key features

- Requesting a travel booking will include the requesting of flights, car hire, per diem and accommodation.
- The user will also be enabled to attach any supporting documentation to a request such as an image of a travel document
- Approval process
- Mobile enabled

In scope

- Custom Infotype creation
- Travel Request report

Out of scope

- No integration with travel agencies

**Figure 2: Travel Request application**
2.3 Expense Claim application

**Software Provider:** EPI-USE Africa

The Expense Claim app is a UI5 type application, which will be compatible with smart phones, tablets, kiosks and desktops.

When the user accesses the application from his preferred device the system retrieves open Expense Claim Requests as well as existing (historic) expense claim records.

The application will allow the travelling employee to log expenses as well as supplying supporting documentation such as receipts. Logging an expense claim will include the supplying of amounts and currency or number and units (depending on configuration), e.g. R1000 or 50 kilometres. The employee can also select whether the expense is to be linked against a travel record (trip).

When expenses are submitted, it is stored (staged) in the NetWeaver Gateway, i.e. the SAP ECC backend is not updated at this stage.

The application can run in two different modes:

- Mode A: The Expense Claim is paid through payroll (Infotype 0015)
- Mode B: The Expense Claim is paid through SAP Finance

When the request is approved, the request will be converted to an Infotype record (SAP standard Infotype 0015) and stored in the SAP HR system if in Mode A or converted to an Invoice in the SAP FI system.

**Key features**

- The user will also be enabled to attach any supporting documentation to a request such as an image of a dinner receipt
- Link a Travel Booking to an Expense
- Approval process
- Mobile enabled

**In scope**

- Setup of available wage types for the application (Mode A)
- Setup of Expense Types linked to G/L accounts (Mode B)

**Out of scope**

- Configuration of wage type properties (Mode A)
- Configuration of Finance G/L accounting (Mode B)

**Assumptions**

- The payroll requirements for the expense claims wage types are already implemented (Mode A)
- Clearing of Invoices process is in place as well as the Payment to the vendor (Mode B)
2.4 **Travel Report application**

**Software Provider: EPI-USE Africa**

The Travel Report app is a UI5 type application, which will be compatible with cell phones, tablets, kiosks and desktops.

When the travel administrator accesses this application he/she will be able to view all the travel bookings made together with the associated expense claims.

Any supporting documentation that was uploaded as part of the Travel request or Expense Claim will be viewable from this application.

**Key features**

- View Travel Records
- View associated Expense Claims
- View attachments
- Mobile enabled
- Comprehensive Report for Tax benefits
- PDF download-able
2.5 Master data Approval application

Software Provider: EPI-USE Africa

Any approver that is defined by the configuration of the solution will have access to the Approval app.

The Approval app is a UI5 type application, which will be compatible with cell phones, tablets, kiosks and desktops.

When the user accesses the application from his preferred device the system retrieves any open Requests for which he is the approver. This will include Travel Requests, Expense Claims and any other HR process based request that was submitted by the Process based app that is part of the At Work Platform, e.g. Personal Data update.

The approver will have the capability to view any supporting documents that was loaded by the requester as attachments to the request.

When the approver decides to reject a request he/she will also be able to provide notes, which will act as an explanation to the requester.

Upon approval of a request the status of the request is changed in the staging database (NetWeaver Gateway).

A scheduled batch job will exist and will run periodically to pick up any approved requests and post these to the respective Infotypes in the SAP ECC backend. Now the backend system contains the approved records against the respective employees.

Key features

- Approve different types of requests
- View attachments
- Mobile enabled

Out of scope

- Only Infotype Update type application’s request can be approved with this application
2.6 Where’s my Team application

**Software Provider:** *EPI-USE Africa*

The “Where’s my Team” app is a UI5 type application, which will be compatible with cell phones, tablets, kiosks and desktops.

When the manager accesses the application from his preferred device, the system will retrieve his team members according to the Organizational Structure.

For the Map view: For every team member, it will be determined whether the employee is currently travelling. This will be done by reading the Travel request Infotype (see section 2.2). If the employee is travelling, the location of the travel destination will be used to plot the employee on a visual map. In the case where the employee is not travelling, the current address of the Position or Organizational Unit will be used to plot the employee on the map.

It can be considered to use the actual Geo location of the employee, which could be determined when the employee accesses the Expense Claims app.

**Key features**

- Access interactive map
- View employees at locations on map
- Mobile enabled

**In scope**

- SAP standard evaluation paths used to determine team members

**Out of scope**

- Configuration of custom evaluation path for determining team members
2.7 Org Viewer application

**Software Provider:** *EPI-USE Africa*

Team members are graphically represented in a zoom-able and printable diagram. High-level details are displayed for each node in the tree. The user can also use a context menu for more options, such as actions on behalf of the employee selected.

Org Managers can model changes to the Org structure and see the budget effects of such changes.

**Key features**

- Visualize various Organizational structures
- View Metadata of nodes
- Use context menus to perform actions on nodes (e.g. employee actions)
- Model changes to the Org structure
- Mobile enabled

**In scope**

- SAP standard evaluation paths used to determine team members

**Out of scope**

- Configuration of custom evaluation path for determining team members
2.8 Substitutions application

Software Provider: EPI-USE Africa

This application allows the user to request a substitute to stand in for him/her regarding workflow approval items. Nominated substitutes can then choose to Accept or Decline the substitution.

Once a substitution is in place, Leave request, Infotype process, Expense claim approvals, etc. will be accessible in both the approver and the substitute’s Approval apps.

It is also possible to use the Leave request app to create a reminder message on the HR bulletin board app in order to remind the Approver to create a substitution when he/she is on leave.

Key features

- Request time based substitutions
- Accept or Decline nominations
- Substitutions based on categories of approval items
- Mobile enabled
2.9 HR Bulletin Board

**Software Provider:** *EPI-USE Africa*

The HR Bulletin app is a UI5 type application, which will be compatible with cell phones, tablets, kiosks and desktops.

This application can act as a News feeder for messages/images/video that HR wants to share with the Business’s end-user base.

Messages can be sent to individuals, groups or the whole organization.

The HR Administrator will access a Fiori Admin app to create the content. This content is stored in a data model consisting of SAP Organizational Objects and relationships.

**Key features**

- Create communiqué to employees
- Create target messaging for specific people or groups
- Mobile enabled

**In scope**

- Setup of Organizational Objects representing messages
2.10 Personal Information Updates

Software Provider: EPI-USE Africa

Personal Information Updates consist of several apps based on the different SAP Infotypes. These apps are UI5 type applications, which are compatible with cell phones, tablets, kiosks and desktops.

- Apps can be setup to require an approval process. When this setting is set changes to existing data records are submitted as requests to be approved by the desired authority, e.g. Line Manager or Payroll Admin.

- An attachment upload function is available for submitting of change requests. This setting enables the user interface to allow for the upload of files from the device or desktop. Documents uploaded to requests are stored in a document repository via the ArchiveLink Interface.

- A Notes section can be used for adding comments to requests. This will enable a Text area where notes can be entered

Apps available of this type

- Personal data
- Address data
- Bank Information
- Family Members
- Personal ID
- Communications
- Expense Claims
- Travel Request

Localization

- Multiple countries supported
- Multiple languages supported

Key features
• Upload of supporting documentation
• Approval process
• Mobile enabled

In scope
• Configuring of ArchiveLink Document types and linkages

Out of scope
• Setup of ArchiveLink

Assumptions
• PA module implemented

*Figure 10: Personal Data Update (as an example of an Infotype Update App)*

2.11 Certificate Viewer

**Software Provider:** EPI-USE Africa

This application can act as a viewer of any ABAP program generated PDF report. For example, IRP5 tax certificates.

Multiple instances of this application can exist where different such programs can be linked to.

**Key features**
• View certificates online
• Print as PDFs
• Mobile enabled

In scope
• Configuring the reports that will display certificates

Out of scope
• Development of program that produces certificate

**Assumptions**
• Programs producing certificates produce them as PDF documents
2.12 Employee file Viewer

**Software Provider:** EPI-USE Africa

With the Employee File Viewer app the employee can view all the files that is linked to him/her that was stored via the SAP system. The employee can also delete and upload new files.

Via ArchiveLink any document repository can be setup for storing of files via the SAP system.

**Key features**

- View, Delete, Upload new files
- Categories files according to document type

**In scope**

- Configuring the available Archive Link Document types available for Upload

**Out of scope**

- Setup of Archive Link
2.13 Leave Request

Software Provider: SAP

With the transactional app, My Leave Requests, you can enable employees to create and submit leave requests quickly and flexibly, using their desktop or mobile device. The app lets users track the status of their requests and view their current leave entitlements.

Key features

- Create leave requests, including partial day leave
- Create attendances like Training, Business trip
- Select the leave period using an integrated calendar that shows non-working days, working days, public holidays, approved leave, rejected leave, and leave pending approval
- Add a note for the approver
- Display a summary of your leave entitlement, leave taken so far, and available balance
- Display your leave requests and check their approval status
- Withdraw or change leave requests

Demo link

- https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#LeaveRequest-manage

In scope

- Configure very basic SAP Standard Leave Request Fiori application functionality on developments system only.
- Technical configuration document
- Unit testing

Out of scope
- Functional configuration
- Custom development or enhancements
- Moving of functionality to QA or Production
- Any other documentation apart from the Technical configuration document.

Assumptions
- Required SAP software components will be install before the configuration is started
- <Client name>’s development system is SAP standard and is configured as per SAP best practice.
- <Client name>’s functional resource will assist with test data, explanation of the current setup and testing.

**Figure 13: Leave Request**

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### 2.14 People Profile

**Software Provider: SAP**

With the transactional app People Profile you can enable employees to display an overview of his own information like incomplete time recording, upcoming leave, and upcoming courses. You can also view your company profile, organizational and communication details as well as navigate to the employee hierarchy

**Key features**
- View missing/incomplete time recording and the next upcoming leave
- View upcoming courses
- View your qualifications and skills information
• View your performance information
• View your progression in the company
• View your payslips
• View your salary and bonus information
• View your personal information
• View notes created by you, if you are a manager

Demo link
• https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#hcmpeopleprofile-show

In scope
• Configure very basic SAP Standard My Inbox Fiori Application functionality on Developments system only.
• Technical configuration document
• Unit testing

Out of scope
• Functional configuration
• Custom development or enhancements
• Moving of functionality to QA or Production
• Any other documentation apart from the Technical configuration document.

Assumptions
• Required SAP software components will be install before the configuration is started
• <Client name>’s development system is SAP standard and is configured as per SAP best practice.
• <Client name>’s functional resource will assist with test data, explanation of the current setup and testing.

Figure 14: People Profile
2.15 Customer Fact Sheet

**Software Provider:** EPI-USE Africa

With the transactional app, Customer Fact Sheet, you can enable employees to generate and view fact sheets for a specific customer and sales organisation combination. The fact sheet is displayed as a PDF within the employee’s browser, from where the employee can download or print the fact sheet.

**Key features**
- View sales organisations associated with customers
- Generate and view customer fact sheets for customer and sales organisation combinations.

**In scope**
- Configure and deploy the custom Customer Fact Sheet functionality on Developments system only.
- Technical configuration document
- Unit testing

**Out of scope**
- Functional configuration
- Custom development or enhancements
- Moving of functionality to QA or Production
- Any other documentation apart from the Technical configuration document.

**Assumptions**
- Required SAP software components will be installed before the configuration is started
- `<Client name>`’s development system is SAP standard and is configured as per SAP best practice.
- `<Client name>`’s functional resource will assist with test data, explanation of the current setup and testing.
2.16 Pay Stubs

**Software Provider: SAP**

With the transactional app My Pay stubs, you can enable employees to check and manage a digital version of all their pay stubs issued by the company for each payroll period, easily and flexibly using their desktop or mobile device.

**Key features**
• View a list of your pay stubs issued by the company
• Check the details of a pay stub
• Download and store a PDF version of a pay stub locally on a device or using a Cloud-based storage solution

Demo link
• https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#RemunerationStatement-display

In scope
• Configure the SAP Standard Pay stubs Fiori Application functionality on Developments system only.
• Technical configuration document
• Unit testing

Out of scope
• Functional configuration
• Custom development or enhancements
• Moving of functionality to QA or Production
• Any other documentation apart from the Technical configuration document.

Assumptions
• Required SAP software components will be install before the configuration is started
• <Client name>’s development system is SAP standard and is configured as per SAP best practice.
• <Client name>’s functional resource will assist with test data, explanation of the current setup and testing.

Figure 17: Pay stub application (sample payslip)

2.17 My Timesheet

Software Provider: SAP
With the transactional app My Timesheet you can enable employees to manage their time entries quickly and efficiently using their desktop or mobile device

**Key features**

- View weekly time entry details at a glance, with one-step release or delete in case of desktop and tablet, the system displays a two-week period, whereas on a mobile device it displays only a one week period.
- Create time entry for a single day or multiple days in a single step
- Option to review and modify existing timesheet entries
- Option to copy an existing time entry
- Option to add a time entry as favourite as well as manage favourites

**Demo link**

- [https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#TimeEntry-manage](https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#TimeEntry-manage)

**In scope**

- Configure the SAP Standard My Timesheet Fiori Application functionality on Developments system only.
- Technical configuration document
- Unit testing

**Out of scope**

- Functional configuration
- Custom development or enhancements
- Moving of functionality to QA or Production
- Any other documentation apart from the Technical configuration document.

**Assumptions**

- Required SAP software components will be install before the configuration is started
- `<Client name>`’s development system is SAP standard and is configured as per SAP best practice.
Figure 18: My Timesheet (based on sample theme)

<Client name>’s functional resource will assist with test data, explanation of the current setup and testing.

2.18 My Team Calendar

**Software Provider:** SAP

With the transactional app you can view the upcoming events, trainings, leaves, and work schedule of your colleagues or direct reports

**Key features**

- View the upcoming leaves and trainings of your colleagues or direct reports (only available if employees are reporting to you)

You can view the weekly data. The start date of the calendar depends on the customizing settings of the work week.

- View work schedule of your colleagues or direct reports

- Add additional customer views and assign any employees to them

- Display all employees in the respective view. You also have the option to display only employees with events along with their details or all absent employees

You can display the details of the events by choosing the event on the calendar.

- Hide the display of employees by removing them temporary from the lists of colleagues, direct reports, or employees in customer views

- Add employees from outside of the organizational unit to the lists of colleagues, direct reports, or employees in customer views

- View an employee picture and (by default) the job description (can be changed to any other text)

- An employee who is concurrently employed can use the app for a chosen personnel assignment.

**Demo link**
• https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#TeamCalendar-show

In scope
• Configure the Team Calendar for All employees and Direct Reports.
• Technical configuration document
• Unit testing

Out of scope
• Creating of custom evaluation paths.
• Custom development or enhancements
• Moving of functionality to QA or Production
• Any other documentation apart from the Technical configuration document.

Assumptions
• Required SAP software components will be install before the configuration is started
• <Client name>’s development system is SAP standard and is configured as per SAP best practice.
• <Client name>’s functional resource will assist with test data, explanation of the current setup and testing.

Figure 19: My Team Calendar (based on sample theme)

2.19 My Time Events

Software Provider: SAP

With the transactional app, My Time Events you can enable employees to create, update, and delete time events for a specific date. In addition, the app notifies employees of missing or incorrect time entries.

Key features
- Create time events for a specific date
- Update time events for a specific date
- Delete time events for a specific date
- Receive messages that indicates missing or incorrect time entries

Demo link
- https://www.sapfioritrial.com/sites?helpset=trial&sap-client=001#TimeEntry-manageCorrections

In scope
- Configure the SAP Standard My Time Event Fiori Application functionality on Developments system only.
- Technical configuration document
- Unit testing

Out of scope
- Functional configuration
- Custom development or enhancements
- Moving of functionality to QA or Production
- Any other documentation apart from the Technical configuration document.

Assumptions
- Required SAP software components will be install before the configuration is started
- <Client name>‘s development system is SAP standard and is configured as per SAP best practice.
- <Client name>‘s functional resource will assist with test data, explanation of the current setup and testing.

Figure 20: My Time Events (based on sample theme)

2.20 My Work Schedule

Software Provider: EPI-USE
With the transactional app, My Work Schedule you can enable employees to request a change in their Work Schedule. They can also view their work schedule on a graphical calendar.

**Key features**
- Upload of supporting documentation
- Approval process
- Mobile enabled
- View Work schedule on Calendar

**Demo link**
- [https://saptech.epiuse.co.za/sap/bc/ui5_ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html#work_schedule-display](https://saptech.epiuse.co.za/sap/bc/ui5_ui5/ui2/ushell/shells/abap/Fiorilaunchpad.html#work_schedule-display)

**In scope**
- Technical configuration document
- Unit testing

**Out of scope**
- Functional configuration
- Custom development or enhancements
- Moving of functionality to QA or Production
- Any other documentation apart from the Technical configuration document.

**Assumptions**
- SAP Time Module was implement for work schedules
- Required SAP software components will be install before the configuration is started
- `<Client name>’s development system is SAP standard and is configured as per SAP best practice.
- `<Client name>’s functional resource will assist with test data, explanation of the current setup and testing.
### AT WORK VS. SAP FIORI

The At Work solution contains SAP Standard Fiori Applications as well as EPI-USE built apps. Below a comparison between the two solutions can be found.

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<td>News Tile</td>
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<td>Employee Search provides Employee Lookup functionality, which allows users to search for employees and display their reporting lines.</td>
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<tr>
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