

Employee portal | SAP SuccessFactors – work permit

Instructions for employees



Ribbon with different categories of your data

Persönliche Informationen = your personal data

Zahlungsinformationen = Your bank details

Infos zum Beschäftigungsverhältnis = Your company and job information

Vergütungsinformationen = Information about your remuneration

Specify work permit

Under personal information, scroll to "**Ausweisnummerinfo**".



The screenshot shows a web form titled 'Informationen zur Arbeitserlaubnis'. At the top, there are five input fields: 'Land/Region*' (dropdown menu with 'Keine Auswahl'), 'Dokumenttyp*' (dropdown menu), 'Dokumentnummer*' (text input), 'Ausgabedatum*' (calendar icon, format 'dd. MMM yyyy'), and 'Gültigkeitsende*' (calendar icon, format 'dd. MMM yyyy'). Below these fields is an 'Anhänge' section with a large red arrow pointing to it. The main content area displays 'Keine Anhänge hochgeladen' and instructions: 'Um Dateien hochzuladen, legen Sie diese hier ab, oder verwenden Sie die Schaltfläche „Hochladen“.'. At the bottom right, there are 'Speichern' and 'Abbrechen' buttons. A red arrow points from the 'Speichern' button to the text 'Click to "Save".'

Enter the country in which you work.

Select the correct document type and enter the document number.

Enter the issue date and the validity date.

Then upload the relevant document. You can attach images, pdf documents or Word documents, for example.

This screenshot shows the same form as above, but with the 'Land/Region*' dropdown set to 'Deutschland' and 'Dokumenttyp*' set to 'Keine Auswahl'. A red arrow points from the 'Hochladen' button in the 'Anhänge' section to the text 'Click to "Save".'. The 'Speichern' button is also highlighted with a red box and a red arrow pointing to it from the text 'Click to "Save".'. The 'Abbrechen' button is also visible.

Optional: You can also add multiple work permits.

Click to "Save".

Employee Portal | SAP SuccessFactors – Change Data (App)

Instructions for employees

Change personal data

Click on initials

Click on "three dots"

Click here

Click here

Scroll down

Click here

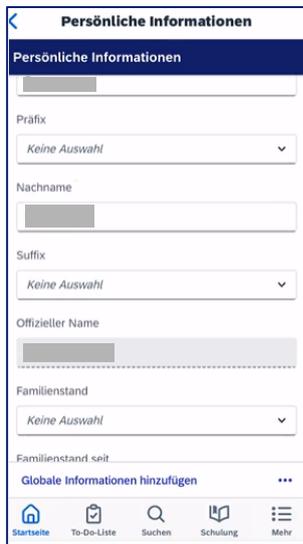
Click here

Click on the "Pen"

Click on the "Pen"

Click here and select the date of the change

Enter change



Scroll down

Upload proof if required



Scroll down



Click to "Save"



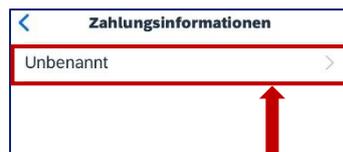
Use the arrow to return to the profile page

Payment information



Click here

Click on the "Pen"



Click here



From here, proceed as for changing personal data.

The same principle applies to **all changes**. For example, you can also set or change your proof of residence in the app (under "Persönliche Informationen" -> "Informationen zur Arbeitserlaubnis").

Employee Portal| SAP SuccessFactors – Change Data

Instructions for employees

Click here to open

Mein Profil anzeigen

Personalnummer Persönliche Informationen Zahlungsinformationen Infos zum Beschäftigungsverhältnis Vergütungsinformationen

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Click on the "Pencil" to edit data

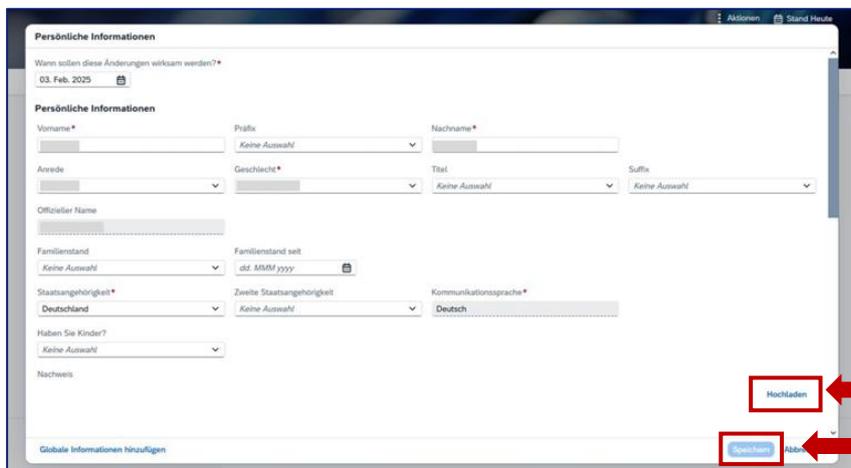
Persönliche Informationen

Geltend ab: 01. Okt. 2024

Anrede
Geschlecht
Titel
Vorname
Präfix
Nachname



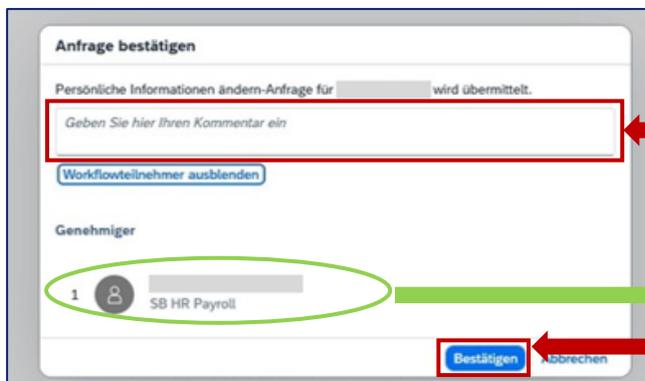
Select the date from which the change should apply (e.g. from today)



Enter change

Upload proof

Click on "Speichern"



Enter message if necessary

Releasing person

Click on "Bestätigen"



Click on "Ausstehende Workflows anzeigen"



The amendment can be found here

You can also change your bank details in the same way under "Zahlungsinformationen".

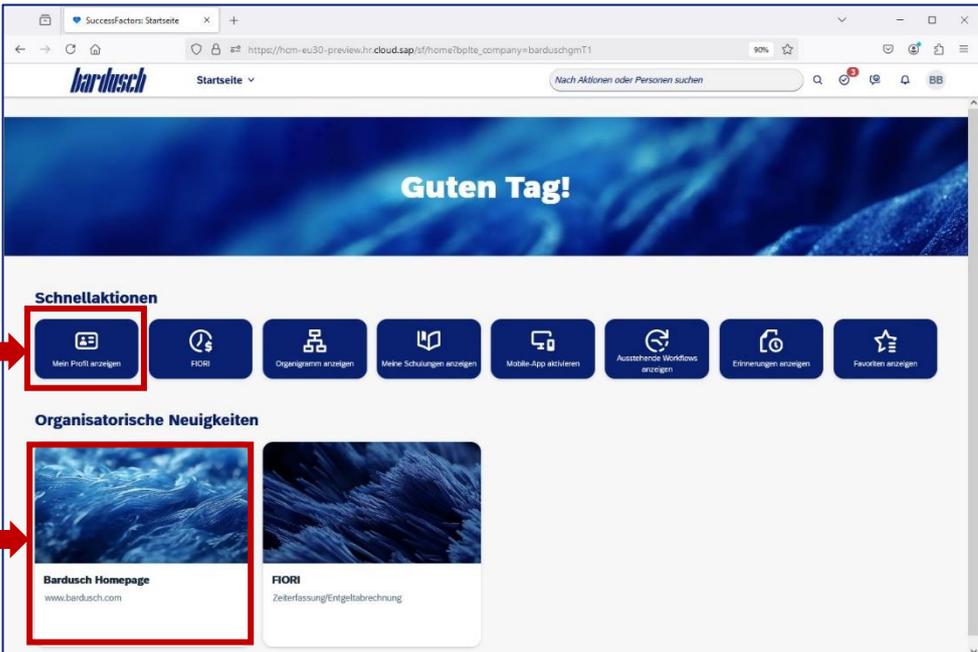
Employee Portal| SAP SuccessFactors – Navigation

Instructions for employees

Log in with your user name and password.
You have received the login data in a letter.



SAP SuccessFactors Homepage



Click here to open your

Click here to open the bardusch homepage.

Show organization chart



Hierarchy of colleagues and superiors



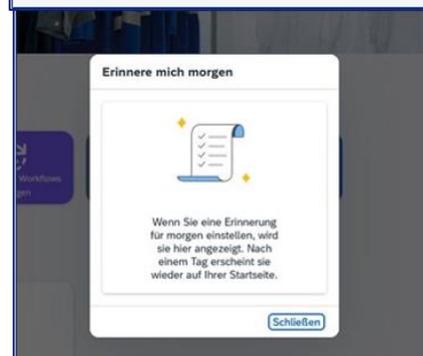
Pending workflows



View sent change requests



Show reminders



Search for colleagues

Enter name > Show public profile (name, function, e-mail address)

