Employee portal | SAP SuccessFactors – work permit

Instructions for employees

Click to open

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**".

Click to edit

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Informationen zur Arbeitserlaubnis

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.

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

Scroll down
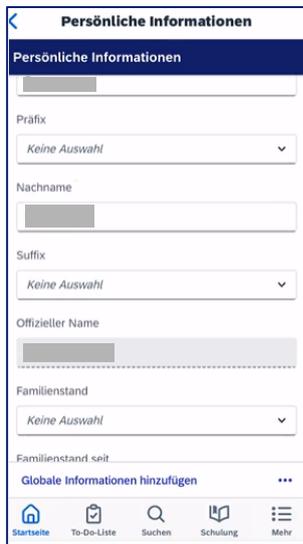
Click here

Click here

Click on the "Pen"

Click here and select the date of the change

Enter change

Scroll down

Upload proof if required

Scroll down

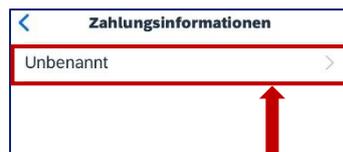Click to "Save"

Use the arrow to return to the profile page

Payment information

Click here

Click here

Click on the "Pen"

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

Ribbon with different categories of your data

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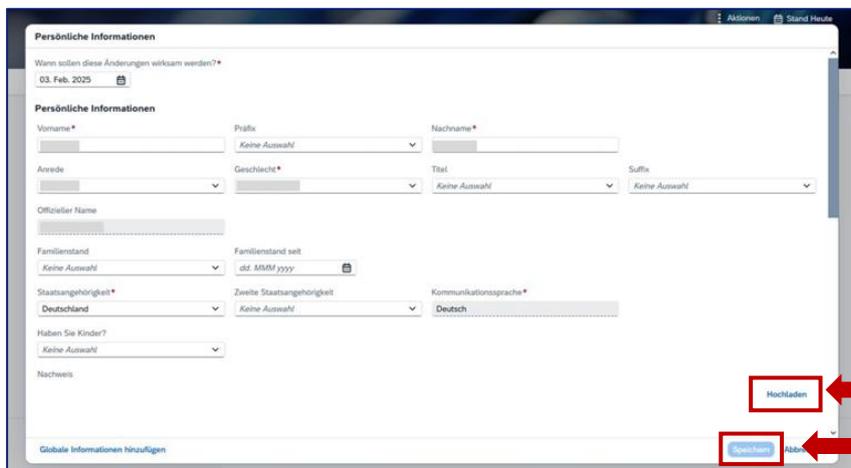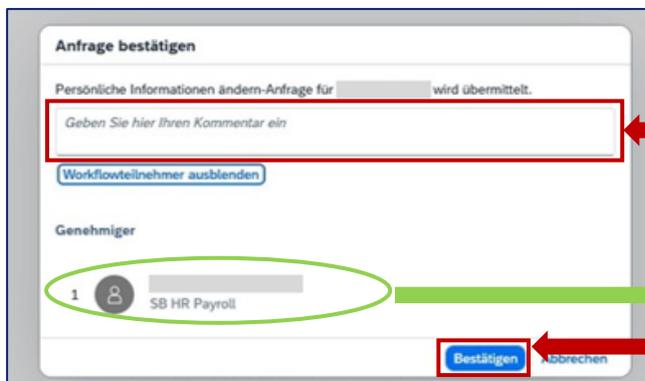
Click on the "Pencil" to edit data

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".
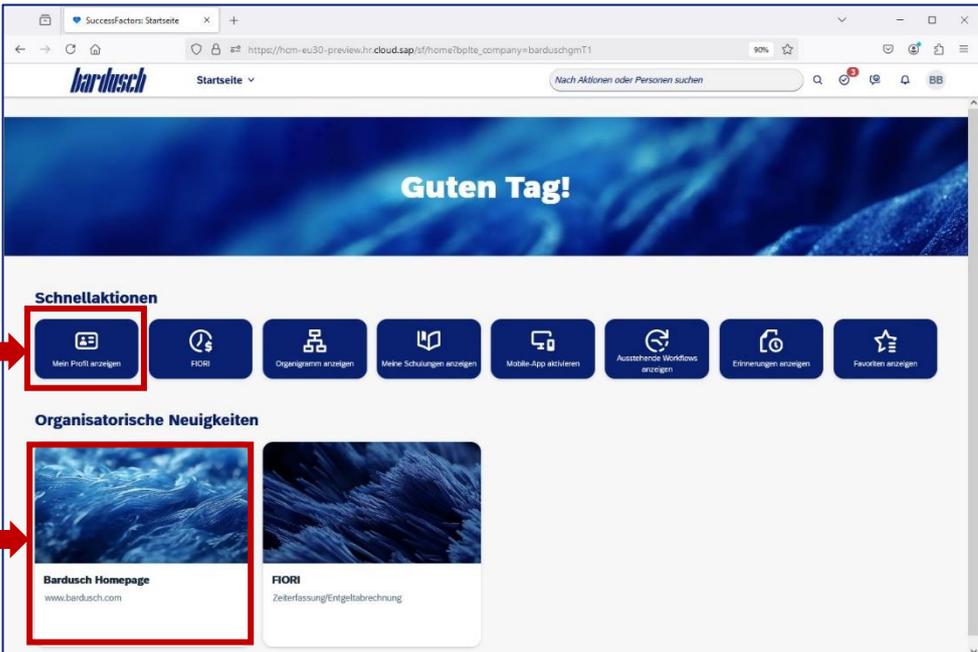
Employee Portal| SAP SuccessFactors – Navigation

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
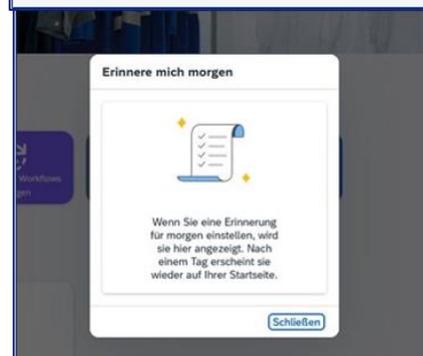

Hierarchy of colleagues and superiors

Pending workflows

View sent change requests

Hier sind keine Workflows vorhanden.

Wenn welche vorhanden sind, werden sie Ihnen hier angezeigt.

Show reminders

Erinnere mich morgen

Wenn Sie eine Erinnerung für morgen einstellen, wird sie hier angezeigt. Nach einem Tag erscheint sie wieder auf Ihrer Startseite.

Schließen

Search for colleagues

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