Step By Step Configuration Document of Employee Self Service (ESS)

Applies to:
SAP Enterprise Portal. For more information, visit the Porta l and Collaboration homepage.

Summary
We often wonder how difficult it is to configure ESS for any company!!!
This article helps you to configure Employee Self Service (ESS) on enterprise portal within 2-3 hrs.
Employee Self-Service (ESS) enables employees to create, display, and change their own data in the intranet used at their enterprise. By enabling employees to access their own data, HR processes are standardized and simplified. As a result, employees in the Human Resources Department can concentrate on other tasks of greater strategic importance.
To implement the Employee Self-Service (ESS) component, we have to make some general settings that are not specific to individual applications. Various tools, instruments, and components are available for the configuration. In addition, we can adjust the contents of the Business Package such as the individual applications to suit your requirements.
It is useful to SAP HR technical and functional consultant.

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Author Bio
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Employee Self Service (ESS)

ESS Standard Function Detail and Services

Employee Search

**Configuration:**

**IMG Path:-**

Personnel Management->Employee Self-Service->Service-Specific Settings->Address Book->Who's Who

1. **Who's Who (ESS):**

Selection and Output: In this node maintain country 40 (India) and you can maintain selection criteria for the search, output fields of the search result and detailed output of the search result.
If you delete any field from selection field list, that field will not be available for search. If you delete any field from Output field list, the same field will not be visible in the hit list. If you delete any field from output details, it will not be visible in the detail view of the employee.

2. **Who's Who (ESS): Determine Document Type:**
   
   To display photo on ESS, determine the photo document type that is uploaded using archive link.

3. **Who's Who (ESS): Maintain Settings:**
   
   Maintain options to display org chart, allow employee to maintain own photo etc.
4. Who’s Who (ESS): Refine Employee Search

For ESS, maintain group “ESS” and Sem. Abbr. is the field that you want to restrict in the search result. It works as a filter. For eg: STAT2 = 3 gives results of active employees only. For any other field that you want to restrict maintain the field as Sem. Abbr and give the value which you want to filter.

Working Time

IMG Path:
Employee Self-Service-> Service-Specific Settings-> Working Time-> Leave Request

In this node, configure Leave request scenario.

Processing Processes

a. Create Rule Groups

There are 2 rule groups.

00000001: This is for all employees

00000005: This is for employee grades above F and G. This rule is for direct / self approval of leave.
To decide which rule is to applied to the employee, maintain a feature WEBMO.

**Process feature WEBMO: decision tree**

WEBMO Define Rule Group for Customizing Tables in Web Environment

- **PERSG** Employee Group
  - **F** Top Leaders
    - 00000005
  - **G** Corp / Group Leaders
    - 00000005
  - **otherwise**
    - 00000001

PERSG (Employee Group) is the decision field. If the value is “F” or “G” use rule group 5 else use rule group 1.
b. Define Processing Processes for Each Rule Group

Maintain entries as shown in the figure, for both rule groups.

C. Specify Processing Processes for Types of Leave

For each rule group, maintain all the leave types that you want to allow on ESS.

For eg: For rule 1, maintain Personal Sub grouping for time (in this case 40), maintain all the leave / Attendance type (like 0100, 0150, 0001 etc).

For employees, maintain all the leaves for rule group 1 and for self approval (for F and G) maintain all the leaves for rule group 5. When you maintain a leave, specify it needs an approval or not and if requires an approval maintain the workflow template to be used. (For more information refer to the figure)
### Change View "Processing Processes for Types of Leave": Overview

<table>
<thead>
<tr>
<th>Rule Group</th>
<th>Rule of Rule Group</th>
<th>IRG</th>
<th>ATR</th>
<th>ATR type</th>
<th>ATN</th>
<th>ATN description</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0001</td>
<td>Outdoor Duty</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0101</td>
<td>Leave Without Pay</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0102</td>
<td>Leave Without Pay</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0200</td>
<td>Sick Leave</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0300</td>
<td>Casual Leave</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0402</td>
<td>Optional Paid Holiday</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0510</td>
<td>Maternity Leave</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
<tr>
<td>00000001</td>
<td>SAP Standard</td>
<td>40</td>
<td>0520</td>
<td>Miscarriage Leave</td>
<td></td>
<td></td>
<td>01.01.2005</td>
<td>31.12.9999</td>
</tr>
</tbody>
</table>

### Change View "Processing Processes for Types of Leave": Details

**Rule Group**: 08860661, **SAP Standard**

- **PS grouping**: 40
- **Att/Absence type**: 0390, **Casual Leave**
- **Sort Number**: 886

**Start Date in the Past**
- Processing Permitted to Recalculation Limit
- Processing Not Permitted
- Retroactive Processing Permitted in Period
- **Number**: 0
  - **Time Unit**:

**Start Date Is the Current Day**
- Processing Is Permitted
- Processing Not Permitted

**Start Date in the Future**
- Unrestricted Processing Is Permitted
- Processing Not Permitted
- Processing Permitted Within Period:
  - Minimum Advance Notice
  - Maximum Advance Notice
  - **Number**: 0
  - **Unit**: Days

**Workflow Template**
- **Process Request Using Workflow**
  - WF ID of New Request: 12388111
  - WF ID of Cancellation Request: 12388111
  - WF ID of Change Request: 12388111

---

**SAP COMMUNITY NETWORK**

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SDN - sdn.sap.com | BPX - bpx.sap.com | BOC - boc.sap.com | UAC - uac.sap.com
Workflow Template
- Process Request Using Workflow
  - WF ID of New Request: 12309111
  - WF ID of Cancellation Request: 12309111
  - WF ID of Change Request: 12309111

User Interface Elements
- Display Field for Next Agent
  - Requestor May Change Next Agent
  - Not Necessary to Enter Next Agent
- Use Notes
  - Field Selection for Additional Data
  - Explanation of Absence Type

System Response
- Requests Have To Be Approved
- ESS Not Permitted to Submit Requests
- No Changes to Leave Permitted
- No Deletion of Leave Permitted
For direct approvals: Remove the workflow assigned.

Remove display field for next agent. This will not display approver in the ESS leave request.

Uncheck “Requests have to be approved”. This will allow direct approval.
d. Define Report Variants and Background Processing

To post approved requests, you have to create a background job which will execute program RPTARQPOST. This background job is responsible to post approved leave in IT 2001. Create variants for program RPTARQPOST in PRD 436 client directly and create a background job in PRD.

2. Layout of the Web Application

a. Specify How Leave Is Displayed and Default Values

b. Specify Display of Absence Quotas

In this step you specify ES Grouping, PS grouping and Quota type for leave quota. Find out the combination from IT 2006 as shown in the figure.
3. Business Add-Ins (BAdIs)

BAdI: Control Processing of Leave Requests

Implementation name: ZHRESS_CL_PT_ARQ_REQ

Methods:
- IF_EX_PT_ABS_REQ~SIMULATE_VIA_BLOP
- IF_EX_PT_ABS_REQ~POST_VIA_BLOP

a. IF_EX_PT_ABS_REQ~SIMULATE_VIA_BLOP

Validations implemented in this method.

Half day leave check: time has to be either 10:30 to 14:15 or 14:15 to 18:00.

Maternity/Miscarriage Leave: Male employees are not allowed to apply for this type of leave.

Clubbing rules: ZHRPT_COMBINATN This table contains all the invalid clubbing rules.

To read current absence applied from ESS

**Read the current absence record**

READ TABLE IM_ATTABS_TAB INTO ATTABS_TEMP INDEX 1.

READ TABLE ATTABS_TEMP-ABS_ATTRIBS INTO WA_ATTRIBS INDEX

Now WA_ATTRIBS will have all the details of the applied leave.

ZHRPT_COMBINATN: this table contains all the leave combinations which are not allowed in the system.

PTREQ_ATTABSDATA: This table contains all the leaves applied and not approved by the manager.
To get all the approved leave, read IT 2001 for the employee.

```
SELECT * FROM PTREQ_ATTABSDATA INTO CORRESPONDING FIELDS OF TABLE I_ATTABSDATA
WHERE PERNR EQ WA_ATTRIBS-PERNR
AND INFOTYPE = '2001'
AND OPERATION = 'INS'
AND BEGDA GE V_DATE1
AND ENDDA LE V_DATE2.
```

Now check for the invalid combination. I_attabsdata contains all the sent requests by the employee.

```
LOOP AT I_ATTABSDATA INTO WA_ATTABS.
**Check for invalid combination
SELECT SINGLE * FROM ZHRPT_COMBINATN INTO WA_COMBI
WHERE AWART1 EQ WA_ATTABS-SUBTY
AND AWART2 EQ WA_ATTRIBS-SUBTY.
**Now give message if you find a record. Please use this method only.
```

```
CALL METHOD MESSAGE_HANDLER->ADD_MESSAGE
EXPORTING
IM_TYPE = 'E'
IM_CL = 'HRTIM_ABS_REQ'
IM_NUMBER = '115'
IM_PAR1 = 'SIMULATE_VIA_BLOP'
IM_PAR2 = 'IF_EX_PT_ABS_REQ~SIMULATE_VIA_BLOP'
IM_PAR3 = 'BLOP'
IM_CONTEXT = ''
IM_SUBCONTEXT = ''
IM_CLASSNAME = 'CL_PT_ARQ_BLOP_ADAPTER'
IM_METHODNAME = 'MESSAGE'.
```

**b. IF_EX_PT_ABS_REQ~POST_VIA_BLOP**

This method is used to delete any AWL, Early going or Late coming record created in IT 2001.

**Process:**

Employee is absent on a day (He does not have a punch on that day due to any reason, He does not come or he forgets ID card, either case an AWL is generated.)

Whenever employee has an approved leave (OD, CL, or SL) for that day, delete the Corresponding AWL/Early Going/Late coming from IT 2001.

*---Call BLoP to fill TMW buffer and add messages to message handler*
CALL METHOD cl_pt_arq_badi=>blop_maintain_timedata

EXPORTING
    im_check_mode = 'X'
    im_collect_messages = 'X'

IMPORTING
    ex_cannot_post = ex_cannot_post

CHANGING
    ch_blop_tab = lt_blop_tab.

This itab contains all the requests posted to IT 2001.

*---Free TMW buffer if data could not be posted
    IF NOT ex_cannot_post IS INITIAL.
        CALL FUNCTION 'HR_TMW_BUFFER_FREE'.
    ELSE.
        CALL FUNCTION 'ZHRPTF_AWLDELETE'
            CHANGING
                LT_BLOP_TAB = lt_blop_tab.
    ENDIF.

*This FM deletes AWL record
Workflow for Leave Request (Normal Request)

Start

Employee Applies for a leave request / Clock in/out Correction

Line Manager Approves

Y

Updates the master in SAP using Background Job

N

End

Figure 1.2.2: Workflow for Leave Requests and Attendance regularization

RPTARQPOST: This program will post all the approved leaves to infotype 2001 or 2002 whichever applicable. Schedule a background job which will run this program in some time interval.

Clock in / out Correction

Scenario:

1. Late coming / Early going: employee can regularize on late coming and early going instances. In this case, employee will have both clock in and clock out entries, ( but an absence will be created in IT2001 for EG or LC) and he has to regularize only one entry which is incorrect. After approval of the regularization, absence from IT2001 will be deleted by the WF. (Task TS99100011, BOR: Zhcomp

2. Absent without leave: Employee does not punch / Has only one punch, in these cases an absence AWL will be created in IT2001. Employee has to apply for new clock in / out and once it is approved, WF will delete related absence from IT2001
Configuration:
Employee Self-Service -> Service-Specific Settings -> Clock-In/Out Corrections -> Processing Processes

a. Create Rule Groups
   Use the same rule groups that you created for leave.

**Change View "Create Rule Groups"**

<table>
<thead>
<tr>
<th>Rule Group</th>
<th>Name of Rule Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000001</td>
<td>SAP Standard</td>
</tr>
<tr>
<td>000000005</td>
<td>Direct Approval</td>
</tr>
</tbody>
</table>

Assign the rule groups to employees and top leaders (Grades above F and G)

**Process feature WEBMO: decision tree**

WEBMO Define Rule Group for Customizing Tables in Web Environment

- PERSG Employee Group
  - F Top Leaders
    - 000000005
  - G Corp / Group Leaders
    - 000000005
  - otherwise
    - 000000001
Define Periods for Clock-In/Out Corrections

Here you can define for how many days retroactive processing on Clock in/out is possible. In this case, 45 days backdated regularization is permitted. If you want to restrict Future processing implement BADI “PT_COR_REQ” (implementation ZHRESS_PT_COR_REQ).

Get current request date in the BADI, and check it against sy-datum. If applied date is greater than the current date, then give an error.
This rule is for all employees. Specify workflow template number for clock in/out and check “Corrections have to be approved”.

You can configure:
1. Enter a processing process.
2. Select the actions that you want your employees to be able to carry out in the web application.
3. If you use the SAP Business Workflow, enter the relevant workflow template for the possible employee actions.
This rule is applicable for employees of grade F and G. This is for self approval, All the clock in / out entries will be directly updated in IT 2011 (TEVEN table)

**Change View "Task Visualization": Overview**

<table>
<thead>
<tr>
<th>Task</th>
<th>Visualization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>TS99100003</td>
<td>ABAP Web Dynpro</td>
</tr>
<tr>
<td>TS99100004</td>
<td>ABAP Web Dynpro</td>
</tr>
<tr>
<td>TS99100007</td>
<td>Java WebDynpro</td>
</tr>
<tr>
<td>TS99100074</td>
<td>Java WebDynpro</td>
</tr>
<tr>
<td>TS99100081</td>
<td>Java WebDynpro</td>
</tr>
<tr>
<td>TS99100084</td>
<td>Java WebDynpro</td>
</tr>
</tbody>
</table>

**Transaction: SWFVISU**

Maintain the task of the WF and the application to be launched for this task.

For approving clock in / out work item, make an entry for TS99100003 which is a copy of standard task 12300097. This task is associated with a custom developed ABAP WD component.

To open this task in UWL to approve clock in/ out, make entries as shown in the figure below.

**Change View "Visualization Parameter": Overview**

Configure calendar: In this activity you can define

- The scale of a cell (the period (in hours/minutes) that a cell represents)
- The first clock time displayed
- The number of rows
If required, you can specify the visible part of the day in line with the employees’ period work schedule. This enables you to display within one rule group, calendars in which different parts of the day are visible. This is useful if employees within one rule group have different shift patterns, for example.

**Payments**

**Salary statement:**

IMG: Employee Self-Service-> Service-Specific Settings-> Benefits and Payment-> Salary Statement-> Form Using HR Forms Editor (PE51)

**a. Edit Feature HRFOR:** Maintain the constant as shown in the figure.

Here, we are using Payslips designed in PE51 transaction, hence we have to maintain this constant.
b. Edit Variant and Feature EDTIN

### Process feature EDTIN: decision tree

EDTIN Report Variant for ESS Service 'Display Remuneration Statement'

- MOLGA Country Grouping
  - 22 Japan
  - 40 India
  - ESS
  - otherwise

Maintain a variant called ESS for salary statement program also. (Transaction PC00_M40_CEDT) Use payslip form ZR00 or the form specifically designed for payslip while creating the variant.

c. Provide Salary Statement as PDF File in Internet

Edit feature EDPDF: Maintain name of the smartform for payslip.

### Process feature EDPDF: decision tree

EDPDF ESS Remuneration Statement: Smart Form for Conversion to PDF

- MOLGA Country Grouping
  - 40 India
    - FORML Form Indicator
      - otherwise
      - Z_HR_ESS_PAYSLIP_TO_PDF
    - otherwise

Modify smartform Z_HR_ESS_PAYSLIP_TO_PDF as per requirement. (You can change the page type, add code to find out the logo name, change logo and its position)
D. BADI: XSS_REM_INTERFACE

Restrict In Periods Available in ESS : Use method “PROVIDE_FILTERED_RGDIR”

Functionality

This method is called when the service is initialized and is used to restrict the salary statements that are available for an employee in ESS. This includes salary statements that are based on period-related payroll results and in the USA, for example, salary statements that are based on off-cycle payroll results.

This method allows you to restrict the list of available salary statements by filtering entries from the internal table RGDIR. You must transfer all entries that are to be available for selection in the services from the internal table IM_IN_RGDIR to the table EX_FILTERED_RGDIR.

Example

You want to filter out all in-periods whose payroll period is not closed. You proceed as follows:

- In your implementation, check for each entry in table IM_IN_RGDIR whether the relevant payroll period is closed.
- If the payroll period is closed, transfer the entry to table EX_FILTERED_RGDIR.

You want to define availability based on the payment date. Proceed as follows:

- In your implementation, compare the payment date of the individual entries from table IM_IN_RGDIR with the current date.
- If the current date is later than the payment date, transfer the entry to table EX_FILTERED_RGDIR.
A. Define Active Subtypes and Application Case

**Table: Specify Use Case and Active Subtypes**

<table>
<thead>
<tr>
<th>Country</th>
<th>Infotype</th>
<th>Subtype</th>
<th>Use Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>0006</td>
<td>3</td>
<td>B1</td>
</tr>
<tr>
<td>40</td>
<td>0009</td>
<td>0</td>
<td>B1</td>
</tr>
<tr>
<td>40</td>
<td>0009</td>
<td>1</td>
<td>B3</td>
</tr>
<tr>
<td>40</td>
<td>0009</td>
<td>2</td>
<td>B2</td>
</tr>
<tr>
<td>40</td>
<td>0021</td>
<td>1</td>
<td>B2</td>
</tr>
<tr>
<td>40</td>
<td>0021</td>
<td>2</td>
<td>B3</td>
</tr>
</tbody>
</table>

For country grouping 40 maintain use case for every infotype and subtype. Maintain B1 as default.

Meaning of the use case

By defining a use case, you can dictate whether or not your employees are permitted to create a future record (A1, A2) or not (B1, B2, B3).

The following information is encrypted in the use case:

- The first character indicates the validity, that is, whether employees are permitted to create records with a valid-from-date in the future (A) or not (B).
- The figure in the second position represents a time constraint valid for a specific infotype or subtype (1, 2, 3).

The use case A1, for example, means that the employee is permitted to create a record with a valid-from-date in the future. One valid record must exist at all times. The record that is currently valid is displayed.
B. Reuse Country-Specific Applications:

You can use another country specific screen for India.

Follow these steps in sequence.

1. Assign Screen Structure to Infotype Versions

![Image of Assign Screen Structure to Infotype Versions](image-url)
Specify infotype and the infotype version (in this case MOLGA for India) and maintain a different country structure. You can find out different structures using *HCMT_BSP_PA_*R0006 for address. Similarly you can configure different country structures for family, Bank, Personal data.

### New Entries: Overview of Added Entries

<table>
<thead>
<tr>
<th>Infotype</th>
<th>Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infotype Vers.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>India</td>
</tr>
</tbody>
</table>

#### Reuse of Screen Structure Name for New Country Version

<table>
<thead>
<tr>
<th>Structure Name</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCMT_BSP_PA_MY_R0006</td>
<td>Infotype</td>
</tr>
</tbody>
</table>

2. **Define Active Subtypes and Use Case**

Define active subtypes as shown in the first step.

3. **Define Country-Specific Applications**

Maintain corresponding resource for EMPLOYEE_PERSINFO_ADDRESS05 or applicable service. If you maintain MY country structure, then for country grouping 40 maintain resource EMPLOYEE_ADDRESS_MY_SERVICE05.

### Change View "Define Country-Specific Services (Add Entries)"

<table>
<thead>
<tr>
<th>Service Key Short (Table Key)</th>
<th>Gtrp</th>
<th>Link Resource</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE_PERSINFO_ADDRESS05</td>
<td>37</td>
<td>EMPLOYEE_ADDRESS_BR_SERVICE05</td>
</tr>
<tr>
<td>EMPLOYEE_PERSINFO_ADDRESS05</td>
<td>40</td>
<td>EMPLOYEE_ADDRESS_MY_SERVICE05</td>
</tr>
<tr>
<td>EMPLOYEE_PERSINFO_ADDRESS05</td>
<td>41</td>
<td>EMPLOYEE_ADDRESS_KR_SERVICE05</td>
</tr>
</tbody>
</table>
Portal configuration for ESS

System definitions for ABAP WD and Workflow (universal Worklist)

Maintain WAS settings as shown in the figure for system used for registering Universal Worklist.

Path: System administration -> System configuration -> System Landscape

Maintain system in a folder in PCD. And maintain WAS, Connector properties as shown. Maintain system alias “SAP_UWL” or whatever required for this system. Detailed explanation on how to create systems can be found here

### Property Editor - Q35

<table>
<thead>
<tr>
<th>Property Category</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Host</td>
<td></td>
</tr>
<tr>
<td>Gateway Host</td>
<td></td>
</tr>
<tr>
<td>Gateway Service</td>
<td></td>
</tr>
<tr>
<td>Logical System Name</td>
<td></td>
</tr>
<tr>
<td>Remote Host Type</td>
<td>3</td>
</tr>
<tr>
<td>SAP Client</td>
<td></td>
</tr>
<tr>
<td>SAP System ID (SID)</td>
<td></td>
</tr>
<tr>
<td>SAP System Number</td>
<td>01</td>
</tr>
<tr>
<td>Server Port</td>
<td></td>
</tr>
<tr>
<td>SNC Library Path</td>
<td></td>
</tr>
<tr>
<td>SNC Mode</td>
<td>0</td>
</tr>
</tbody>
</table>
System definition for ABAP WD and Payroll related services.

1. Connector properties.

**ITS Properties.**
WAS Properties:

- **Web AS Description**: WAS ABAP
- **Web AS Host Name**: [Redacted]
- **Web AS Path**: [Redacted]
- **Web AS Protocol**: http

UWL Configuration

- **Universal Worklist - Administration**
  - System Landscape
  - System Landscape Overview
  - System Administration
  - UME Configuration
  - Service Configuration
  - Knowledge Management
  - Universal Worklist & Workflow
    - Universal Worklist - Admin
    - Workflow
    - Web Dynpro Console
Go to UWL – administrator: Maintain system alias and connector type as shown in the figure.

Now Register “Item types for all systems”. This will fetch all the entries made in transaction “SWFVISU”.
Related Content

Configuration of Employee Self-Service (ESS)

Employee Self-Service (ESS) Applications
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