

SAP WP1 Employee Maintenance

Objective and Scope

Objective of this Procedure

This document describes the process to handle Employee Master Data to create, modify and extend a new / existing employee account in RCS (WP1_400) environment and describes the roles and responsibilities of each actor in this process as well as. SAP WP1_400 transactions related to Web Cycle User ID Creation.

Scope

Data Operations Team based in Riga is responsible to handle all Employee Master Data from NAM, LAM and EMEA regions.

Reference Documents

SBS-OP-DPTP-Vendor Master

Definitions

Abbreviation	Description
RCS	Rhodia Core system (WP1_400)
SBS	Solvay Business Services
ACH	Automated Clearing House

Roles & responsibilities of each actor

The initial requestor

HtR or T&E teams.

Data Operations Team

Every request for employee setup or maintenance should be requested through the ticketing tool Freshdesk. SAP Workflow functionality will not be used for Employee records.

Manual Employee creation/modification

All employee records are created directly in RCS system and extended only for required company view (purchasing organization view not applicable).

Available transaction codes:

XK01 - Vendor creation

XK02 - Vendor change

XK03 - Vendor display

XK06 - Mark vendor for deletion (centrally)

XK05 - Block vendor (Centrally)

Requirements

The request should contain employee name and the responses to Concur request form for this employee should be available in [response file](#).

If you receive a request where a Concur form field "**Bank Account for reimbursements is the same as in Payroll Records**" is populated with "yes", please write to HR (**Appendix 5**) and request payroll details.

Checking if Employee already exists:

Use transaction **XK03** for searching existing employee data in RCS:

If you receive  **No values for this selection** message, please proceed with Employee creation.

Employee data creation

Transaction **XK01** enables the requester to create an employee in RCS.

- Vendor: field should be left blank.
- Company Code: should be populated with:

7725 – Cytec Chile Ltda;
 7723 – Cytec de Mexico SA de CV;
 7794 – Cytec Industries BV;
 7764 – Solvay Business Services Latvia;
 7734 – Cytec Industries (Shanghai) Co Ltd;
 7776 – Cytec Engineered Materials Co. Ltd, Shanghai (merged with BAAN CN entity 7775);
 7786 – Cytec Australia Holdings Pty Ltd;
 7180 – Cytec Engineered Materials Inc;
 7188 – Cytec Defense Materials Llc;
 7772 – Cytec Engineered Materials GmbH;
 7771 – Cytec Engineered Materials Ltd;

Note: Chile and Peru Interns should be created as regular Z012 employees, but Mexican interns should be created as Z011 vendors.

- Account Group: should be always "Z012".

Create Vendor: Address screen

Create Vendor: Address			
Additional Data			
Vendor	INTERNAL		
Preview Internat. versions			
Name			
Title	▼		
Name	KANE LLOYD SUSAN		
Search Terms			
Search term 1/2	KANE LLOYD		
Street Address			
Street/House number	BIRCHWOOD ROAD	6	
Postal Code/City	07869	RANDOLPH	
Country	US	Region	NJ
PO Box Address			
Company postal code			
Communication			
Language	English ▼	Other communication...	
Telephone		Extension	
Mobile Phone			
Fax		Extension	
E-Mail			
Comments	SDE 966460		

The following fields should be populated in this screen in CAPS:

- **Name:** Employees name.
- **Search Term 1:** The first 10 characters of Employees name.
- **Street:**
 - Main field for street address of Employee (w/o house number). This field is also used to populate PO Box address as there's no separate PO Box section at Employee's master data.
 - Employee number for APAC entities.
- **House Number:** Part of the address that indicates house number. If it's not clear which part of the address indicates house number, populate everything in "Street" field.
- **Suppl.:** Additional address information, such as floor, apartment etc.
- **City:** Mandatory for all vendors.
- **Country:** Country code, mandatory from system perspective.
- **Region:** Mandatory for all countries
- **Language:** EN-English
- **E-mail:** Not populated at the General screen
- **Comments:** Used to indicate FD ticket number or Workflow number to justify Employees creation.

Create Vendor: Control

Should be populated for Chilean and Peruvian employees.

Change Vendor: Control

Additional Data

Vendor BASURCO JAVIER LIMA

Tax information

Tax Number 1

Tax Number 2

Tax Number 5

☒ Sole Proprietor

- **Tax Number 1:** populated with employee's personal ID number (RUN/RUT in Chile, RUC in Peru). Please request this information to the HR along with the bank details.
- **Sole Proprietor:** Should be marked only for PE employees.

Create Vendor: Payment Transactions

Should be populated with employee's banking details:

Create Vendor: Payment transactions

Additional Data

Vendor KANE LLOYD SUSAN RANDOLPH

Bank Details

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BnkT	Refe
US	021200025	850687915701					USD1	

Bank Data... Delete Bank Detail IBAN

- **Ctry:** Country code of the bank;
 - **Bank Key:** the unique identification code of a bank in a country. It can design a specific bank agency (such as in Germany, France, Italy) or a group of agencies (such as in Belgium). Full list of bank key rules can be found [here](#).
 - When there is official bank identification in the country, it is used as "bank key".
 - For countries with IBAN bank key can be found in Appendix 2.
 - In the other cases, the SWIFT code is used. It must contain at least 8 characters; the last 3 characters can be added if needed.
- **Bank Key:**
 - For countries with IBAN please consult [Appendix 1](#);
 - Routing Number for US employees;
 - SWIFT for MX and CL employees.
- **Bank Account:** Employee's account number;
 - For MX employees 16-digits account number provided by HR.
- **Account holder:** The account name. If it matches the vendor name can be left blank with the exceptions below:
 - China (in local translation).
 - Australia.
- **BnkT:** Currency + sequential number (e.g. EUR1, USD1).
- **AK:** this field is populated for several European bank accounts. For MX employees defaulted to '90' unless requested otherwise.
- Value '90' to indicate debit card
- Value '91' to indicate credit card

Vendor DE LA MORA MERCADO RAQUEL ATEQUIZA

Bank Details

C...	Bank Key	Bank Account	Acct holder	A..	IBAN	IBANValue	BnkT	Reference details	D..	Name of bank
MX	000000	5256786004842799		90			MXN1			BANCO NACIONAL DE M...

Bank Data... Delete Bank Detail IBAN

Create Vendor: Accounting information

The following information must be populated on this screen:

Create Vendor: Accounting information Accounting

Additional Data

Vendor KANE LLOYD SUSAN RANDOLPH
 Company Code Cytec Industries Inc

Accounting information

Recon. account Sort key
 Cash mgmnt group
 Release group

Reference data

Prev.acct no.

- Recon. Account: defaulted to "42900300"
- Sort Key:
 - defaulted to "001" for NAM, LAM and EMEA entities
 - defaulted to "009" for APAC entities
- Cash mgmnt group: defaulted to "A5"

Create Vendor: Payment transactions

Create Vendor: Payment transactions Accounting

Additional Data

Vendor ☐ KANE LLOYD SUSAN RANDOLPH
 Company Code Cytec Industries Inc

Payment data

Payt Terms
 Chk double inv. ☒
 Chk cashng time

Automatic payment transactions

Payment methods Payment block Free for payment
 House Bank
 Individual pmnt ☐ Grouping key
 Pmt meth.supl.

- Payment terms: always "0028".
- Chk double inv.: always flagged.
- Payment methods:

Company code	Country	Payment Method
7725	Chile	H
7723	Mexico	Q
7794	Netherlands	Q
7764	Latvia	Q
7734/7776	China	H
7786	Australia	Q
7771	Wrexham	Q
7772	Oestringen	Q
7180	United States	Q
7188	United States	T

Create Vendor: Correspondence accounting

- Acctg. Clerk: must be populated with:
 - CL - for all employees opened for comp 7725
 - CN –for all employees opened for comp 7776,7734
 - Blank for other company codes.
- Clrk's internet – e-mail address to which remittance advice should be sent (Employee's Solvay email address). Should be populated for all employees.

Additional Data Factoring Master Data

Vendor RODRIGUEZ MILLAR CAROLINA ANDR... SANTIAGO

Company Code Cytec Chile Ltda

Correspondence

Acctg clerk 

Act.clk tel.no.

Clerk's fax

Clrk's internet

Account memo

Create Vendor: Withholding tax Accounting

Populated for comp 7180, 7188, 7725, 7723, 7772 with the following values:

- WH Tax Country:
 - "MX" – for comp 7723
 - "CL" – for comp 7725
 - "US" – for comp 7180, 7188
 - "GB" – for comp 7772
- With. Tax type: 99
- W/tax code: 00
- Liabe: Flagged

Create Vendor: Withholding tax Accounting

Additional Data

Vendor KANE LLOYD SUSAN RANDOLPH

Company Code Cytec Industries Inc

WH Tax Country

With/tax information

Wth.t.t...	W/tax c...	Liabe							Description
99	00	☒							
		☐							
		☐							
		☐							
		☐							

 Delete Row

Page 1 from 1

Press "enter" and employee numbers will be created:

 Vendor 0000926605 was created in company code 7008

Non-Concur employee creation

Non-Concur employees - individuals without a direct or active working contract with Solvay who still need to be reimbursed (e.g. - retired employees, external service providers, etc.)

Following steps should be followed for such employees:

1. Non-Concur employee retrieves information from PtP Portal / Solvay ONE and submits email request to line manager with bank details attached - Subject: **"Non-Concur Employee creation"**
2. Solvay line manager approves creation by **forwarding message** to ptp-travel.expenses@solvay.com
3. PtP Data audits request and confirms bank account with Non-Concur employee
4. PtP Data sets up vendor account with the following key details:
 - a. Vendor number "PXXXXX" - corresponding to User -ID. In case generic user id insert 3 letters (First letter of name and surname + last letter of surname)

- b. Vendor account group: ZZPE (PF1) and Z012(WP1)
 5. PtP Data confirms to Non-Concur employee vendor account set up & sends link to expense claim template

More detailed information you can find [here](#).

Note: For Mexico (co 7723) interns are set up in PRS-RCS under Z011 account group with Cytec Mexico bank details. Each month a payment request is prepared by HR and provided to AP for these payments. The money is transferred to Cytec de Mexico account and payment order is generated for the students to go to the bank to collect the money.

Employee Exit Process

Data Operations receive employee Termination Notification. This is used to inform different groups about employees who leave company. The ticket will be opened in the name of employee who is leaving Solvay one day after official exit. In this notification name and site will be noted.


Termination Notification - DMO

Alex Mathers reported a day ago (Wed, 24 Apr at 10:56 AM) via Phone
 Created by: Elgars.bicevskis-ext

Good morning/afternoon/evening all,

Please see the following termination information:

Employee Name: Alex Mathers
 Employee ID Number: 63041021
 Termination Date: 4/18/2019
Site: HEANOR
 Manager: JED RICHTER

Solvay Business Services
 IS Applications
 EMEA Global Contact Center

Do you need assistance with your applications?
 **9100 from inside Solvay (Cheyenne sites) | +351 21 831 9100 from outside Solvay (or non-Cheyenne sites)
<https://sbs-support.solvay.com>

When assigning the FD ticket please choose DM-Process->Employee; DM-Subprocess->Delete; Area->Vendor; Application-> Based on the employee's site.

Note: Upon receiving Employee Exit Process check to see if the user has any outstanding Webcycles.

Go to transaction /COCKPIT/1 enter the Webcycle user ID to Workflow processor:

Technical limiters workflow			
Workflow ID		to	
Workflow step ID		to	
Workflow processor		to	

If yes, please contact the Site Controller to receive replacement ID name. When replacement ID has been received, send the information to AP to get outstanding Web Cycles redirected before locking the Web Cycle ID.

Once any outstanding Web Cycles have been removed from the user account, you can proceed with the locking of the Web Cycle ID via Transaction /COCKPIT /WUM.

The ID should not be deleted, it should only be locked. If you delete the user ID, all the user history in the cockpit will be deleted as well.

Note: If similar employee/vendor found in the system, please contact HtR requesting employee's personal number or address to inactivate the correct account.

If employee has been found in the system, please use transition FBL1N to check open invoices.

If employee is found please open a new ticket to PTP T&E Riga group to clarify if employee has any open items.

Requester * "Sandra.kevle" <sandra.kevle@solvay.com> [Cc](#)

Subject * Open items for employee 926605 KANE LLOYD SUSAN

Type * PTP Request ▼

☐ BD Outbound

PTP-Process * Travel & Expenses ▼

PTP-Subprocess * Expense Reimbursement ▼

PTP-Category * Reimbursement status ▼

To inactivate employee please go to transaction **XK02** to make changes for the employee:

- Change the search term to "*****"

Vendor 926605

International Versions

Name

Title ▼

Name KANE LLOYD SUSAN

Search Terms

Search term 1/2 *****

- Go to Extras -> Block Data and block employee for all company codes

Block/Unblock Vendor: Details

Vendor 926605 KANE LLOYD SUSAN RANDOLPH

Company Code 7008 Cytec Industries Inc

Posting Block

☒ All company codes

☐ Selected co. code

Purchasing block

☐ All purchasing organizations

Block for quality reasons

Block function ☐

- Go to Extras -> Deletion flag and mark for all areas

Flag for Deletion Vendor: Details

Vendor 926605 KANE LLOYD SUSAN RANDOLPH

Company Code 7008 Cytec Industries Inc

Deletion flags

☒ All areas

☐ Selected company code

Deletion blocks

☐ General data

☐ Selected company code incl. general data

If employee was not found in the system, please close the ticket with note "**Employee not found in ERP systems**".

Appendix 1 – IBAN Validation (Europe)

Before you enter the IBAN number of the bank(s) to which we must pay the invoices of the vendor. You must validate the IBAN number. Use the website <https://www.ibancalculator.com/>.

The screenshot shows the IBAN Calculator website interface. On the left, the 'Find IBAN' section has fields for 'Country' (set to Germany), 'Bank Code', 'Account Number', and a CAPTCHA image with the code '5cd8a'. A 'CALCULATE IBAN' button is at the bottom. On the right, the 'Validate IBAN' section has an 'IBAN' field containing 'IT8710869254480009000922902' and a 'VALIDATE IBAN' button. A callout bubble points to the button with the text: 'Enter IBAN number here and hit the "validate IBAN" button'.

You will receive a report which looks like this:

The screenshot shows a validation report from Theano GmbH. It states: 'Kostenlose IBAN-Berechnung von der Theano GmbH, mit Korrektheitsgarantie. Mehr Informationen im WWW unter Theano.de.' Under 'Ihre Eingabe', it shows 'zu prüfende IBAN: IT8710869254480009000922902'. The 'Tests' section shows three green checkmarks: 'Diese IBAN hat die richtige Länge für dieses Land (Italien).', 'Kontonummer I/08692/54480/009000922902: Die Prüfziffer in der Kontonummer stimmt.', and 'IBAN IT8710869254480009000922902: Die IBAN-Prüfsumme stimmt.' The 'Ergebnis' section states: 'Diese IBAN ist formal korrekt. IBAN: IT8710869254480009000922902. BIC: laut WWW: CCRTIT2T (1mal gefunden, z. B. hier) - BIC prüfen/Bank suchen. Zweigstellen-Nummer: 54480. Stand: 30. 11. 1999 (November 30, 1999).' There are buttons for 'Neue Berechnung', 'IBAN-Validierung für Ihre Software/Website', and 'drucken'.

Website <https://www.iban.com/calculate-iban> is friendlier for UK banking details, it provides correct SWIFT code.

It should be saved in 'PDF' format and attached to the ticket.

Appendix 2 – IBAN structure

Please find the **Bank Key** to be used in **red**. For some countries bank key has not yet been determined, if in doubt please contact Payment Team.

Andorra (24) IBAN format: ADkk **BBBB** SSSS CCCC CCCC CCCC

::B = bank code, S = sort code, C = account No.

Austria (20) IBAN format: ATkk **BBBB** **B**CCC CCCC CCCC

::B = bank code, C = account No.

Belgium (16) IBAN format: BEkk **BBBC** CCCC CCCC

::B = bank code, C = account No (the last 12 digits are used as an account).

Bosnia and Herzegovina (20) IBAN format: BAkk **BBBS** SSCC CCCC CCKK

::B = bank code, S = sort code, C = account No., K = check digits

Bulgaria (22) IBAN format BGkk **BBBB** SSSS DDCC CCCC CC

::B = alphanumeric bank code, S = Branch (BAE) number, D = numeric account type, C = alphanumeric account No. digits

Croatia (21) IBAN format: HRkk **BBBB** **BBBC** CCCC CCCC C

::B = bank code, C = account No.

Cyprus (28) IBAN format: CYkk **BBBS** SSSS CCCC CCCC CCCC CCCC

::B = bank code, S = sort code, C = account No.

Czech Republic (24) IBAN format: CZkk **BBBB** CCCC CCCC CCCC CCCC

::B = bank code, C = account No.

Denmark (18) IBAN format: DKkk **BBBB** CCCC CCCC CC

::B = bank code, C = account No.

Estonia (20) IBAN format: EEkk **BBBB** CCCC CCCC CCCK

::B = bank code, C = account No., K = check digit

Faroe Islands (18) IBAN format: FOkk **BBBB** CCCC CCCC CC

::B = bank code., C = account No.

Finland (18) IBAN format: FIkk **BBBB** BBCC CCCC CK

::B = bank code, branch number and account type, C = account No., K = check digit.

France (27) IBAN format: FRkk **BBBB** BGGG GGCC CCCC CCCC CKK

::B = bank code, G = code guichet (branch), C = account No.

Germany (22) IBAN format: DEkk **BBBB** BBBB CCCC CCCC CC

::B = sort code (BLZ), C = account No.

Gibraltar (23) IBAN format: GIkk **BBBB** CCCC CCCC CCCC CCC

::B = first part of BIC, C = account No.

Greece (27) IBAN format: GRkk **BBB** BBBB CCCC CCCC CCCC CCCC

::B = bank code and branch number, C = account No.

Greenland (18) IBAN format: GLkk **BBBB** CCCC CCCC CC

::B = bank code, C = account No.

Hungary (28) IBAN format: HUkk **BBBB** BBBC CCCC CCCC CCCC CCCC

::B = bank code, C = account No.

Iceland (26) IBAN format: ISkk BBBB CCCC CCCC XXXX XXXX XX

::B = bank code, C = account No., X = the account holder's unique ID number, issued by the Bureau of Statistics.

Republic of Ireland (22) IBAN format: IEkk AAAA **BBBB** BBCC CCCC CC

::A = start of the SWIFT, B = bank code, C = account No.

Italy (27) IBAN format: ITkk **ABBB** BBCC CCCX XXXX XXXX XXX

::KK = is the CIN EU, A = CIN IT, B = is the ABI, C = is the CAB, X = account No.

Latvia (21) IBAN format: LVkk **BBBB** CCCC CCCC CCCC C

::B = bank's SWIFT code, C = account No (which can include both letters and numbers).

Liechtenstein (21) IBAN format: LIkk **BBBB** BCCC CCCC CCCC C

::B = bank code, C = account No.

Lithuania (20) IBAN format: LTkk **BBBB** BCCC CCCC CCCC

::B = bank code, C = account No.

Luxembourg (20) IBAN format: LUkk **BBB** CCCC CCCC CCCC

::B = bank code, C = account No.

Republic of Macedonia (19) IBAN format: MKkk **BBB** CCCC CCCC CKK

::B = bank code, C = account No., K = check digits

Malta (31) IBAN format: MTkk BBBB SSSS SCCC CCCC CCCC CCCC CCC

::B = first part of BIC, S = sort code, C = account No.

Monaco (27) IBAN format: MCKk **BBBB** BGGG GGCC CCCC CCCC CKK

::B = bank code, G = code guichet (branch), C = account No., K = check digits

Morocco (24) IBAN format: MAkk BBBA AACC CCCC CCCC CCKK

::B = bank code, A = Area code, C = Account number, K = check digits

Netherlands (18) IBAN format: NLkk **BBBB** CCCC CCCC CC

::B = bank code, C = account No.

Norway (15) IBAN format: NOkk **BBBB** CC CCCCC

::B = bank code, C = account No.

Poland (28) IBAN format: PLkk **BBBB** BBBk CCCC CCCC CCCC CCCC

::B = bank code (1-3 institution ID, 4-7 branch), C = account No., k = check digits.

Portugal (25) IBAN format: PTkk **BBBB** BBBB CCCC CCCC CCCK K

::B = bank code (1-4 bank, 5-8 branch; some banks use '0000' for digits 5-8), C = account No., K = check digits.

Romania (24) IBAN format: ROkk **BBBB** CCCC CCCC CCCC CCCC

::B = bank code, C = account No.

San Marino (27) IBAN format: SMkk **ABBB** BBCC CCCX XXXX XXXX XXX

::kk = is the CIN EU, A = CIN IT, B = is the ABI, C = is the CAB, X = account No.

Serbia (22) IBAN format: RSkk **BBB** CCCC CCCC CCCC CC

::B = bank code, C = account No.

Slovakia (24) IBAN format: SKkk **BBBB** CCCC CCCC CCCC CCCC

::**B** = bank code, C = account No.

Slovenia (19) IBAN format: Sikk **BB** **BBB** CCCCCCCC KK

::**B** = bank code (2 digits) and branch (3 digits), C = account No, K = check digits

Spain (24) IBAN format: ESkk **BBBB** **GGGG** KKCC CCCC CCCC

::**B** = bank code, **G**=Branch/office number, K=Check digits, C = account No.

Sweden (24) IBAN format: SEkk **BBBB** CCCC CCCC CCCC CCCC

::**B** = bank code, C = account No.

Switzerland (21) IBAN format: CHkk **BBBB** **B**CCC CCCC CCCC C

::**B** = bank code, C = account No.

Turkey (26) IBAN format: TRkk **BBBB** **BR**CC CCCC CCCC CCCC CC

::**B** = bank code, R = 0, C = bank branch and account No.

Tunisia (24) IBAN format: TNkk **BBBB** **B**CCC CCCC CCCC CCCC

::**B** = bank code, C = account No.

United Kingdom (22) IBAN format: GBkk **BBBB** **SSSS** **SS**CC CCCC CC

::**B** = alphabetical bank code, **S** = sort code (often a specific branch), C = account No.

Appendix 3 – ABA routing code validation

Before you enter an ABA routing code of the bank(s) to which we must pay the invoices of the employee you must validate it. Use this website link:

[https://www.laneguide.com/FindRoutingNumbers/\(X\(1\)S\(s5uri3cdirpbnh5bnzjv1bvf\)\)/default.aspx?AspxAutoDetectCookieSupport=1](https://www.laneguide.com/FindRoutingNumbers/(X(1)S(s5uri3cdirpbnh5bnzjv1bvf))/default.aspx?AspxAutoDetectCookieSupport=1)

Enter an ABA to-be-checked in the search window (as shown above) and click on 'Search'. You will receive a report which will look approximately like this:

The screenshot shows the FindRoutingNumbers.com website interface. At the top is a navigation bar with links: Home, Routing Numbers, About us, Subscribe, Search Menu, Help Desk, and Login. The main content area displays the routing number 063104668 and its status as 'Valid Routing Number for'. Below this, it identifies the bank as 'Regions Bank' and provides links to 'Show All Routing Numbers for Institution' and 'Show LaneGuide Profile'. A detailed table of bank information is shown, including Headquarters (Birmingham, Alabama), Telegraphic Name, Routes Fed Bank (081000148), Checking Digits (10), Savings Digits (10), FDIC/NCUA Certificate (12388), Primary State (FL), and Automation and Routing Contact (Regions Bank, P.O. Box 681, Birmingham, AL 35201-0000, 800 734-4667). On the left side, there is a logo for 'FindRoutingNumbers.com A Lane Guide Company' and a disclaimer about the data's reliability. At the bottom left, there is a Capital One 360 Checking advertisement with the text 'Bank anywhere with checking you control.' and bullet points about mobile app, no fees, and a \$50 bonus.

It should be saved in 'PDF' format and attached to the ticket.

Appendix 4 – Concur Setup Form

Concur Setup Form is located in [GDrive](#) and is filled in by employee requesting Concur profile.

Concur Setup Form

If you have any questions, feel free to contact us- concur@solway.com

Your email address (ruta.vitkovska@solway.com) will be recorded when you submit this form. Not you? [Switch account](#)

* Required



First Name *

Please fill in Name exactly as it is written in Your passport, as it is essential during flight, hotel or auto rental booking.

Your answer

Middle Name

Your answer

Last Name *

Please fill in Last name exactly as it is written in Your passport, as it is essential during flight, hotel or auto rental booking.

Your answer

Responses to the form are automatically stored in a Google Sheet and are available [here](#).

Concur setup form (Responses)								
File Edit View Insert Format Data Tools Add-ons Help								
100% View only								
	A	B	C	D	E	F	G	H
1	Timestamp	Email Address	First Name	Middle Name	Last Name	Have you completed Concur training in WeLearn?	Personnel Number from ORG chart (8 Digits)	Bank Account for reimbursements is the same as in Payroll Records
5	5/15/2018 14:51:26	jelena.cizika@solway.com	Jelena		Cizika	YES	63031649	YES
6	5/15/2018 15:13:50	krista.zulpa@solway.com	Krista		Zulpa	YES	63031413	YES

Appendix 5 – Request to HR

In order to request pay roll bank details from HR please follow the steps described below:

- Go to [FreshDesk](#) and in the "Submit your request" drop-down choose "HtR request".

- Fill in the following fields:

Requester: your name.

Subject: XX_Cytec_Provide Bank Details_Data Management team, (XX -Country ID). "URGENT" can be put in front of subject name when necessary.

HTR-Process: Reports

HTR-Subprocess: On-demand reports

Description:

"Dear HR,

Could you please provide bank details (and personal ID, and employees name in local translation) for XX employee **Name Surname**, Personnel number **12345678**, so employee account for reimbursements could be created?

Thank you!

Kind regards,

Name Surname"

Appendix 6 – Web Cycle User Administration

Manual requests

We can receive requests from Controller, Manager or LPR requesting an employee be set up with a Web Cycle ID. They will provide the employees name and SAP and/or SRM7 user ID.

Manual requests can also be received by an AP processor, who has an invoice with a valid PO listed and the requester on the PO does not have a Web Cycle user ID yet.

The Web Cycle ID is based on the LAN ID for the employee. Data Operations team populates all the required fields and creates the new ID. There is an automated email sent to the employee with the new Web cycle ID, initial password and user guide.

Password reset

We can also receive requests from Helpdesk to reset user passwords.

Data Operations team can either use the initial password button or the change password button to reset the password for the users. The system will send out an email to the user with the new password information.

Transaction SU01D

Before creation of a new Web Cycle ID please check the SAP user name by using the transaction SU01D in WP1. If the employee does not have SAP user name ask user to provide their Network ID.

If Web Cycle ID needs to be created for a General group, it has to be created so it has logical link/connection to client. e.g. RIGADATA.

The screenshot shows the 'User Maintenance: Initial Screen' in SAP. A red box highlights the 'User' field, which contains the value 'VITKOVSKAR'. Below it is an 'Alias' field. The screen also displays a table of users with the following data:

User Name	Last name	First name	Department
VITKOVSKAR	VITKOVSKA	RUTA	SBS DELIVERY MANAGEMENT PTP - SC

Transaction /COCKPIT/WUM

This transaction allows you to Create, Edit and Delete Web Cycle User IDs for WP1, as well as reset password for the users. This user ID will allow people, who do not have actual access to SAP, resolve Web Cycle issues.

Create new Web Cycle user:

The screenshot shows the 'WEB CYCLE User management' screen. A green box highlights the 'Identification' section, which contains a field labeled 'WEB CYCLE user'.

To create a new web cycle user, enter their Web Cycle user ID in the Web Cycle user box and then click on the  Create User button. The following fields must be populated:

- **E-Mail Address:** email address of the employee;
- **Language:** language of the employee, when in doubt choose EN-English;
- **Complete name:** full name of the employee;
- **Telephone:** telephone number of the employee including the country code.

After they have been populated click on the  Customer fields button. A new window will appear:

- SRM user name: usually the same as SAP user name;
- SAP user name: as provided or found in SU01D (can be left blank, if employee is not SAP user);
- First name: first name of the employee;
- Last name: last name of the employee;
- Zone: location of the user.

When complete click the  button. You will be returned to the User Data window. Click the  at the bottom to create the new Web Cycle User ID. A confirmation box will appear:

At this point an automatic notification has been sent to the person for whom the user ID was created.

Update a web cycle user:

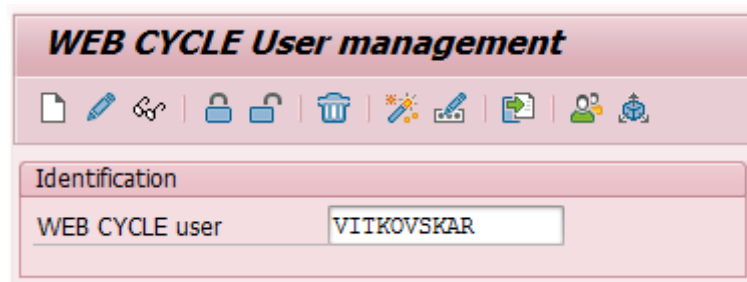
To update a Web Cycle user ID, enter the Web Cycle user ID in the WEB CYCLE user field and click on the  Change button.

Perform the necessary changes and click the  button. You will receive the following message:

 The data for user VITKOVSKAR has been successfully changed

Reset users password:

To reset users password, enter the Web Cycle user's ID in the WEB CYCLE user field:

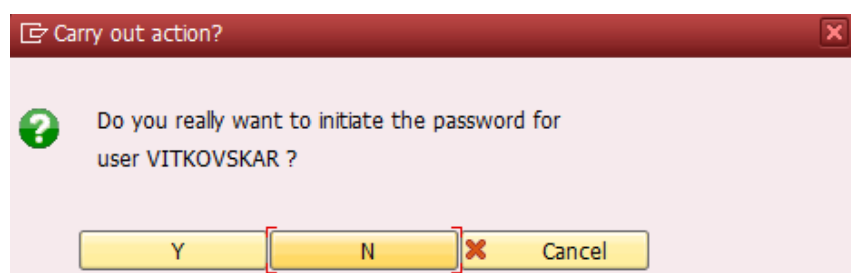


The interface shows a toolbar with various icons. Below it, the 'Identification' section contains a 'WEB CYCLE user' label and a text input field containing 'VITKOVSKAR'.

Option 1:



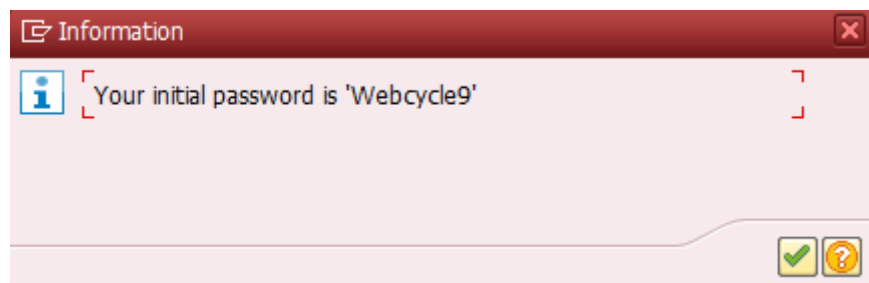
Initialize Password button. You will receive a warning message:



The dialog box asks: 'Do you really want to initiate the password for user VITKOVSKAR ?'. It has three buttons: 'Y', 'N', and 'Cancel'. The 'Y' button is highlighted with a red box.

Click on "Y" to initialize the password.

The system will confirm the new password.



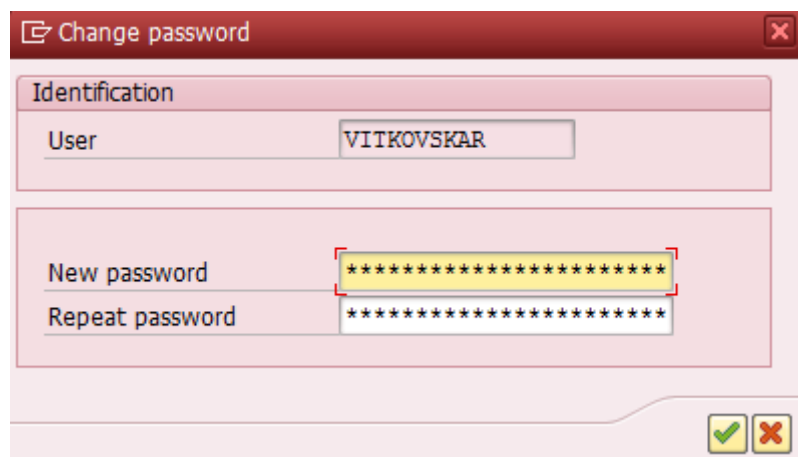
The dialog box displays the message: 'Your initial password is 'Webcycle9''. It has a green checkmark icon and a question mark icon at the bottom right.

And an email will be sent automatically to the user with the new password.

Option 2:



Change password button. When you click this button a pop up window will appear:



The dialog box has an 'Identification' section with a 'User' field containing 'VITKOVSKAR'. Below it, there are two password fields: 'New password' and 'Repeat password'. Both fields contain masked text (asterisks). The 'New password' field is highlighted with a red box. At the bottom right, there are green checkmark and red X icons.

Enter the new password and repeat it in Repeat password field.

Click on the green check mark to accept.

You will then receive the following confirmation message at the bottom of the screen.

 The password for user VITKOVSKAR has been successfully changed

An email will be sent to the user with the new password.