

# 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:

Vendor Account Number (1)

Vendors (General) | Vendors by Country/Company Code | Vendors by C...

Search term:

Postal Code:

City:

Name:

Vendor:

DUNS direct code:

PRS Vendor code:

Tax Number 1:

Tax Number 2:

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: Initial Screen**

Vendor:

Company Code:

Purchasing Organization:

Account group:

## Create Vendor: Address screen

### Create Vendor: Address

Additional Data

Vendor: INTERNAL

Preview Internat. versions

Name

Title: [dropdown]

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: [input]

Communication

Language: English Other communication... [button]

Telephone: [input] Extension: [input]

Mobile Phone: [input]

Fax: [input] Extension: [input]

E-Mail: [input]

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	BankT	Refer
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.
- **BankT:** 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	BankT	Reference details	D..	Name of bank
MX	000000	5256786004842799		90			MXN1		<input type="checkbox"/>	BANCO NACIONAL DE M...
									<input type="checkbox"/>	
									<input type="checkbox"/>	
									<input type="checkbox"/>	

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	INTERNAL	KANE LLOYD SUSAN	RANDOLPH
Company Code	7008	Cytec Industries Inc	

Accounting information

Recon. account	42900300	Sort key	001
		Cash mgmnt group	A5
		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	INTERNAL	KANE LLOYD SUSAN	RANDOLPH
Company Code	7008	Cytec Industries Inc	

Payment data

Payt Terms	0028	
		Chk double inv. <input checked="" type="checkbox"/>
Chk cashng time		

Automatic payment transactions

Payment methods	P	Payment block	<input type="checkbox"/>	Free for payment
		House Bank		
Individual pmnt	<input type="checkbox"/>	Grouping key		
		Pmt meth.supl.	<input type="checkbox"/>	

- 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	926691	RODRIGUEZ MILLAR CAROLINA ANDR... SANTIAGO	
Company Code	7725	Cytec Chile Ltda	
<b>Correspondence</b>			
Acctg clerk	CL		
Act.clk tel.no.			
Clerk's fax			
Clrk's internet	carolina.rodriguez@solvay.com		
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
- Liabile: Flagged

Create Vendor: Withholding tax Accounting						
Additional Data						
Vendor	INTERNAL	KANE LLOYD SUSAN		RANDOLPH		
Company Code	7008	Cytec Industries Inc				
WH Tax Country	US					
<b>With/tax information</b>						
Wth.t.t...	W/tax c...	Liabile				Description
99	00	<input checked="" type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
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](mailto: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	<input type="text"/>	to	<input type="text"/>
Workflow step ID	<input type="text"/>	to	<input type="text"/>
<b>Workflow processor</b>	<input type="text"/>	to	<input type="text"/>

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

Preview 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/>.

You will receive a report which looks like this:

Kostenlose IBAN-Berechnung von der Theano GmbH, mit [Korrektheitsgarantie](#). Mehr Informationen im WWW unter [Theano.de](#).

**Ihre Eingabe**  
zu prüfende IBAN: IT8710869254480009000922902

**Tests**

- ✓ Diese IBAN hat die richtige Länge für dieses Land (Italien).
- ✓ Kontonummer I/08692/54480/009000922902: Die Prüfziffer in der Kontonummer stimmt.
- ✓ IBAN IT8710869254480009000922902: Die IBAN-Prüfsumme stimmt.

**Ergebnis**  
Diese IBAN ist formal korrekt.  
IBAN: IT8710869254480009000922902  
BIC: [Iaut WWW](#): CCRTIT2T (1mal gefunden, z. B. [hier](#)) - [BIC prüfen/Bank suchen](#)  
Zweigstellen-Nummer: 54480  
Stand: 30. 11. 1999 (November 30, 1999).

Neue Berechnung

[IBAN-Validierung für Ihre Software/Website](#)

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** BCCC 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 CC

::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** BBBB 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 **ABB** 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 CC

::B = fist 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 **ABB** 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 BCCC** CCCC CCCC C  
 ::**B** = bank code, C = account No.

**Turkey** (26) IBAN format: TRkk **BBBB BRCC** CCCC CCCC CCCC CC  
 ::**B** = bank code, R = 0, C = bank branch and account No.

**Tunisia** (24) IBAN format: TNkk **BBBB BCCC** CCCC CCCC CCCC  
 ::**B** = bank code, C = account No.

**United Kingdom** (22) IBAN format: GBkk **BBBB SSSS** SSCC 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, there is a navigation menu with links: Home, Routing Numbers, About us, Subscribe, Search Menu, Help Desk, and Login. The main content area displays routing information for a specific bank. On the left, there is a logo for FindRoutingNumbers.com, described as 'A Lane Guide Company'. Below the logo is a disclaimer: 'Compiled with data from Federal Reserve System and Lane Guide. While this information is gathered from sources and processes deemed reliable, it is for informational purposes only and may contain errors, omissions or changes. Information on this site is without warranty and user assumes the risk for using any data without his or her own independent verification. If you have questions about your (or any) routing number call the issuing bank to confirm'. Below the disclaimer is an advertisement for Capital One 360 Checking, with the text 'Bank anywhere with checking you control.' and bullet points: 'Deposit checks with our mobile app or from your computer', 'Bank with no fees or minimums', and 'Earn a \$50 bonus'. The main content area is titled 'Routing Number (RTN) Information for' and shows the routing number '063104668' with a status of 'Valid Routing Number for'. Below this, the bank name 'Regions Bank' is displayed, along with two links: 'Show All Routing Numbers for Institution' and 'Show LaneGuide Profile'. Further down, the following information is listed: 'Headquarters Birmingham, Alabama', 'Telegraphic Name', 'Routes Fed Bank 061000146', 'Checking Digits 10', 'Format #####', 'Savings Digits 10', 'Format #####', 'FDIC/NCUA Certificate 12368', 'Primary State FL', and 'Automation and Routing Contact REGIONS BANK, P.O. BOX 681, BIRMINGHAM, AL 35201-0000, 800 734-4667'.

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](mailto:concur@solway.com)

Your email address ([ruta.vitkovska@solway.com](mailto: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"**

**HtR Request**

Requester \*

Subject \*

Process \*

Subprocess \*

Description \* 

**B** ***I*** **U**

Dear HR,

Could you please provide bank details for US employee **John Doe**, Personnel number **12345678**, so employee account for reimbursements could be created?

Thank you!

[+ Attach a file](#)

## 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 search field labeled 'User' is highlighted with a red box and contains the text 'VITKOVSKAR'. Below it is an 'Alias' field. A green bar indicates 'User Name in User Master Record (1) 1 Entry found'. Below this are three tabs: 'Users by address data', 'Users by Logon Data', and 'Users by Profiles'. A toolbar with various icons is visible. Below the toolbar is a table 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. It features a toolbar with various icons. Below the toolbar is a section titled 'Identification' with a text input field containing the text 'WEB CYCLE user'. The input field is highlighted with a green box.

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.

**User data**

**Identification**  
 WEB CYCLE user: VITKOVSKAR

**Communication**  
 E-Mail Address: ruta.vitkovska@solvay.com  
 Language: EN

**User data**  
 Complete name: Ruta Vitkovska  
 Telephone: +371 6711 8855  
 Department:

**Administration data**  
 User locked  
 created on:

Buttons: [Checkmark] [Customer fields] [Close]



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

**User data**


SRM user name: VITKOVSKAR  
 SAP user name: VITKOVSKAR  
 First name: Ruta  
 Last name: Vitkovska  
 Zone: EU

Buttons: [Checkmark] [Close]

- **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:


**Information**

 User VITKOVSKAR with initial password Webcycle9 created


Buttons: [Checkmark] [Help]

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

#### Update a web cycle user:

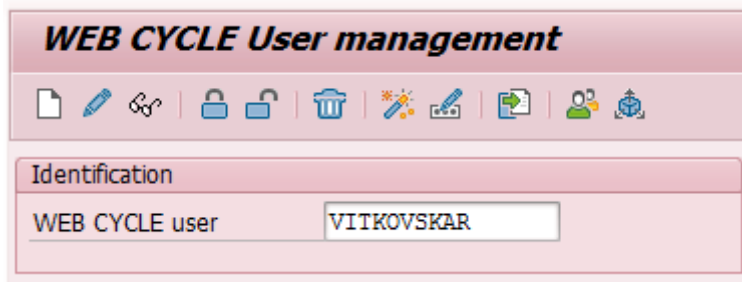
To update a Web Cycle user ID, enter the Web Cycle user ID in the WEB CYCLE user field and click on the  Change button.

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


 The data for user VITKOVSKAR has been successfully changed

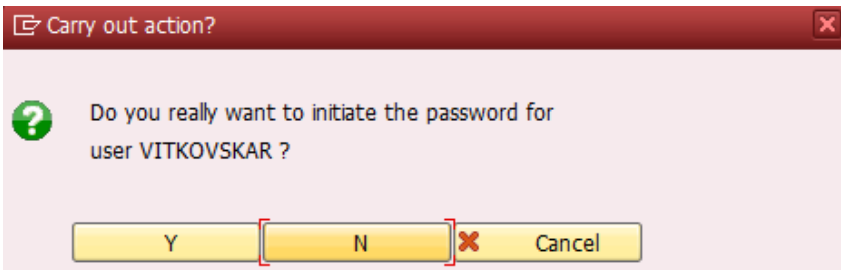
#### Reset users password:

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



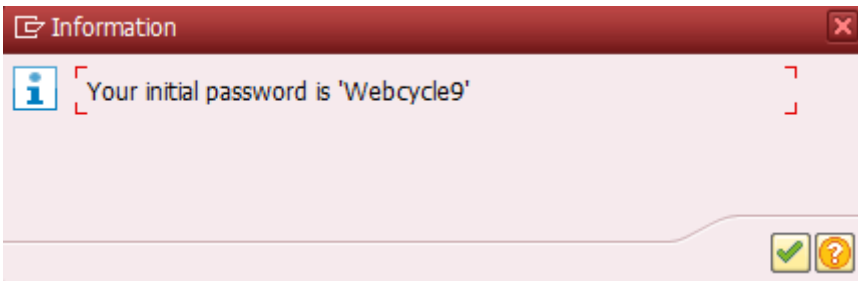
#### Option 1:

 **Initialize Password** button. You will receive a warning message:




Click on "Y" to initialize the password.

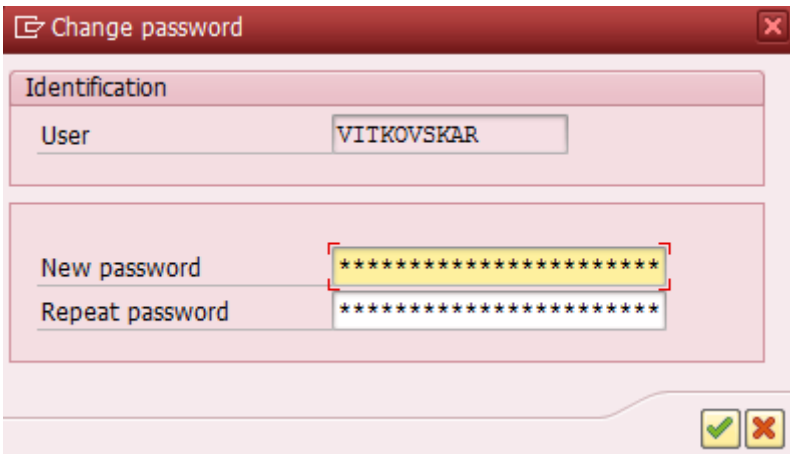
The system will confirm the new password.



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:



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.