

申请进行实习生工资: [请点击此处](#)

Step 1:

China Intern Timesheet

Please use online ESS to record your daily time attendance.

**Quick Access**

[Intern Time Recording](#) 点击这里

**What Do You Want To Do?**

**Review Normal Payroll Process Timeline**

- The usual monthly payroll cut off day for SAP China is the 15th of the month (Subjected to changes due to Public Holidays).
- You can create claim request in the system and submit to manager for approval.
- Any request submitted by employee and approved by manager after 15th would be considered in subsequent month payroll, as 15th is cut-off date for submission and approval.
- Payday is on the 28th of the month.

**Submit Your Monthly Timesheet Record**

- Record your time attendance in [ESS](#) by 10th of the month. Read User Guide.
- Get your manager's approval by 15th of the month.

REPORT A BUG | FEEDBACK | SUBSCRIBE | STATISTICS

BACK TO TOP

LATEST UPDATE: OCT 31, 2018 8:54 AM

Step 2: 点击 Show Quick Criteria Maintenance

China Time Recording Claim

Active Queries

My Requests [All Requests \(0\)](#)

My Requests - All Requests

Show Quick Criteria Maintenance

View: [Standard View] Create Display Edit Delete Print Request Information Refresh

Employee Number	Employee Name	Claim Type	Reference No.	Total / Approved	Creation Date	Request Status	Approver
-----------------	---------------	------------	---------------	------------------	---------------	----------------	----------

Last Refresh 15.11.2018 11:08:02 WDFI Refresh

Step 3:

China Time Recording Claim

Active Queries

My Requests [All Requests \(1\)](#)

My Requests - All Requests

Hide Quick Criteria Maintenance

Claim Type: - All -

Creation Date: 01.01.1800 To 31.12.9999

Apply

step 1: 选intern

step 2: 输入打卡时间范围

step 3: 点击Apply

step 4: 点击create

step 5: 点击这个链接

Employee Number	Employee Name	Claim Type	Reference No.	Total / Approved	Creation Date	Request Status	Approver
10000000	10000000	Intern Claim	Generic Application 013				Zheng Yan

Last Refresh 15.11.2018 11:15:09 WDFI Refresh

Step 4:

### Create Request (China Time Recording Claim): Step 1 (Details)

< Previous | Next >

1 Details 2 Review 3 Submit

\* Choose Claim:

Permanent Employee Claim

Intern Claim

choose Intern Claim

Step 5:

[illegible]

Step 6:

点击左上角的 next, 再点击左上角的 save。

然后联系 Jessie 从后台通过审核就 OK。