

R/3 SYSTEM

Administration of salaries is an ongoing process within human resources management. It is particularly important during the review process when your goal is to justly reward good performance. SAP® R/3's Salary Administration assists you in the salary review process by supporting everything from standard salary changes within the company, to individual compensations and exceptions.

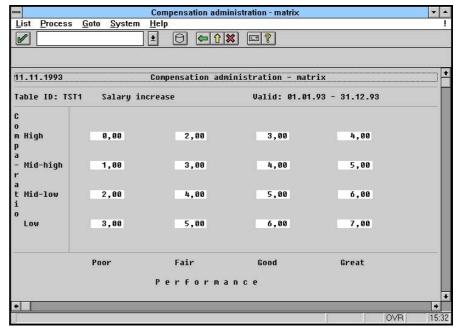
ike most, your organization strives to achieve fair and equitable compensation for the job performed by an employee. To achieve a suitable salary structure for your company, it is necessary to consider different factors when assigning employees' salaries.

If an organization only strives to reach parity among those with similar jobs, it fails to inspire employees to contribute to their maximum potential. However, if rewards are based only on performance, any imbalances within

IN FOCUS...

SALARY ADMINISTRATION

R/3 SALARY ADMINISTRATION - THE RIGHT SALARY STRUCTURE FOR YOUR COMPANY



Compensation Administration - A salary increase matrix based on performance level

your current salary structure will be perpetuated when assigning future salaries. And, of course, company budget guidelines are essentially important and must be adhered to.

CHOOSING THE RIGHT SYSTEM...

Only a highly flexible software system, designed to manage the many variables involved in personnel and salary administration, can efficiently support you in establishing salary and reward levels to suit your company.

SAP R/3's Salary Administration is suc

SAP R/3's Salary Administration is such a system.

It assists you in the salary administration and review process by offering the right tools to:

- apply standard pay changes across organizational units;
- override individual employees as exceptions;
- analyze the impact for organizational units and subunits;
- automatically assign future salary records.



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Salary Administration tools can utilize matrices to assign default salary charges. A matrix allows you to assign salary changes to employees based on performance appraisal information, and Comparatio, the current salary level compared to other employees in similar jobs.

... FOR FLEXIBLE EXCEPTION HANDLING

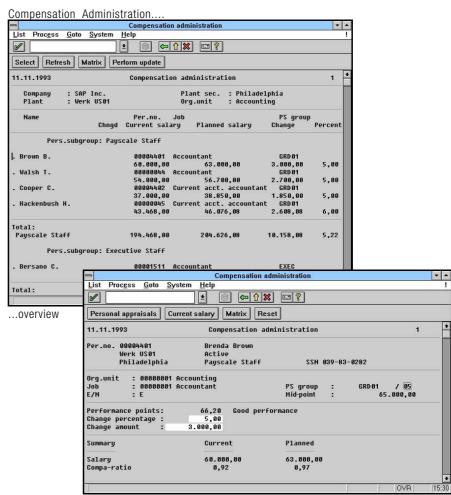
The goal of many companies is to use standard policies in salary changes. This ensures a generally equitable treatment of employees and, of course, ease of administration. However, individual exceptions often need to be considered. R/3's Salary Administration, therefore provides an override capability at individual and group levels. These changes to the standard policy can be incorporated to determine the effect on the respective budgets.

Once salary change amounts have been decided, the system can automatically generate future salary records either online or in batch mode, having taken these changes into account.

... AND ALL OTHER HR NEEDS.

Salary Administration is just one of the personnel areas covered in SAP's R/3 Human Resources (HR) package. Personnel and benefit administration, payroll, organization and planning, reporting and statistics, not to forget country-specific versions are also available.

R/3's HR management system is an open system which can be quickly and flexibly adapted to company-specific



...review and exception handling at individual level.

needs, as well as constantly changing personnel requirements.

TECHNOLOGY AND SERVICE

R/3 software is based on Client/Server Architecture. R/3 is designed as an open system for use on operating systems from a variety of vendors. Along with the software, SAP offers you a complete spectrum of services: professional consulting in organizational and technical issues ranging from project planning to system

implementation, qualified staff training, and 24-hour hotline support.

SAP's quality management system for software development meets the international ISO 9001 standards.

Find out more. Just call or write us.