Employee Self Service: digital salary statements as of 2023
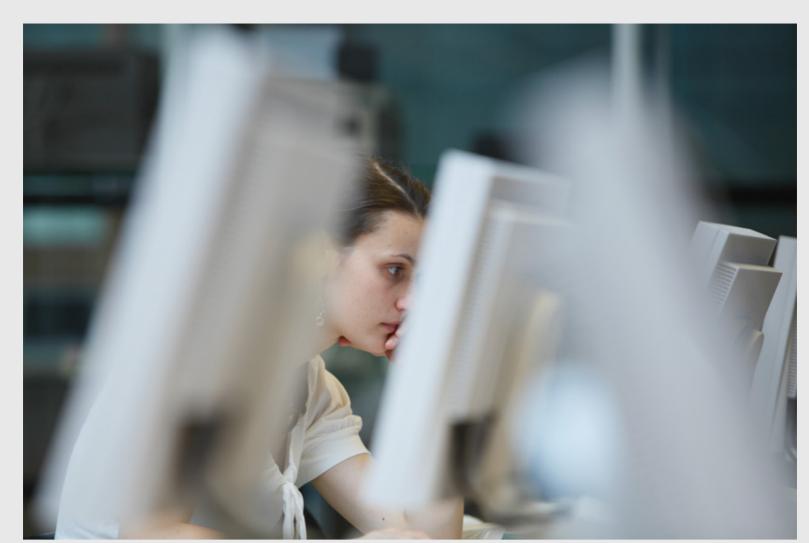
From January 2023, Humboldt-Universität employees will be able to access their salary statements digitally via Employee Self Service (ESS). This will be made possible by converting the payroll system to SAP Payroll and introducing two-factor authentication (2FA) for additional security when logging in with the HU account.

In the interview, Uwe Eichner, Head of Human Resources Services in the Budget and Personnel Department, reports on the background to the project, thanks his colleagues for their commitment and reveals what employees can look forward to.

Read interview with Uwe Eichner

Important: The salary statements will be made available exclusively digitally via Employee Self Service from 2023.

This will enable employees to access Employee Self Service from 2 January, 2023:

HU account: obligatory

An HU account is required to use the Employee Self Service. Employees who do not have an HU account should apply for one immediately.

Download application form

Two-factor authentication: secure login

Two-factor authentication (2FA) enables secure login by using a TAN as a second independent factor in addition to the password login. Employees receive the TAN via freely available apps of their choice, which can be installed on mobile devices. Alternatively, the HU provides a small device, the hardware token, with which the TAN can be generated without a mobile device.

More information about 2FA

Decision-making: Hardware or software tokens?

Create VPN access: Enter HU network

The Employee Self Service can only be used within the HU network, or alternatively via a VPN connection to the HU network. A VPN client required for VPN connections is provided by the Computer and Media Service.

Further information on VPN

SAP Employee Self Service: Self-service portal

Users can access the Employee Self Service via the web browser. In addition to managing their own salary statements, it can also be used to change personal data and to view and download further certificates.

To Employee Self Service (from 2 January, 2023)
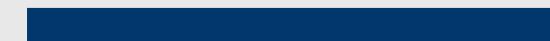
Contact & Support

If you have any questions about logging in and using Employee Self Service, please contact: sap-support@hu-berlin.de

Please direct any questions regarding payroll accounting to:
hr-service@hu-berlin.de

More informationen

Information about the introduction of Employee Self Service