

Dear colleagues,

From the middle of last year, Saarland University has been modernizing its human resources processes through the introduction of an electronic personnel management system (ePM). This system is based on the SAP solution SuccessFactors. Thanks to the new system, we are now able to deliver your pay statements in a digital format.

The system is being rolled out in several phases. Following completion of the first project phase in December 2021, all employees who record their working hours electronically can record their working time in the new system flexibly in the office and when working remotely. After the current project phase is completed, the existing SAP system will be replaced with the new central personnel management system.

From this point onwards, you will be able to access new features in the system including:

- Notification of illness
- Request for leave
- Self-service updates to personal details

in a convenient and digital format.

It was initially planned that the new system would be introduced at the end of the current project phase in autumn 2022. However, recent technical problems with printing pay statements have caused us to bring this schedule forward and make digital pay statements available **with immediate effect**. Following this decision, pay statements **can no longer be sent via internal mail**.

From now on, in addition to viewing your digital pay statement online with ePM, you can also download, save and print it whenever you need to. As most staff no longer need printed pay statements, we are pleased to contribute to making university administrative processes more sustainable by reducing paper waste.

If you still find that you need a paper copy, such as when applying for parental allowance (Elterngeld), you can print a copy conveniently from your PC, even if you are working from home. If you do not have access to a printer, you can request a printed copy from the staff councils, the administrative offices for your division or from the Human Resources Division directly (please e-mail [personal@uni-saarland.de](mailto:personal@uni-saarland.de))

By the end of the year, additional service points will be introduced where you can print your documents centrally, such as in the Saarland University and State Library (SULB), should the need arise. We ask for your understanding that this can only be implemented during the course of the year for organizational reasons.

Please refer to the [video tutorials](#) available online to familiarize yourself with the new system. Video 1 (Login and start page) and Video 5 (Viewing the digital pay statement) provide all the relevant information, but are currently available in German only.

For more information on the system and the current project, please refer to the [intranet](#) page.

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You can already login to the system at [www.epm.uni-saarland.de](http://www.epm.uni-saarland.de) (using your [uds-username@uni-saarland.de](mailto:uds-username@uni-saarland.de)). To view and save your digital pay statement, please click the relevant tile on the start page. You will then be redirected to the UdS SAP system. If you are not currently connected to the university network, you will need to be [connected to the VPN](#) at this time.

If you are having problems logging into the system or viewing your digital pay statement, please contact the University IT Centre (HIZ) ([Helpdesk](#)).

If you have any questions on system features that are not covered in the video tutorials or you have a question related to the project, please contact [ePM@uni-saarland.de](mailto:ePM@uni-saarland.de) for further assistance.

Kind regards,

The ePM Project team