

• • • • <u> </u>	• • • • • • • • • • • • • •	0 0													_	
o o o o o o o o o	SAP FIORI PORTAL															
o o o o o o o o o	MY PAYSTUBS															
0 0 0 0 0 0 0 0																
0 0 0 0 0 0 0 0																
		My Paystubs												0	0 (
		view my paystubs													0 0	o (
		≗ ≟													。 。	o (
															0 0	0 0
				0 0	0	0 0	0	0 0	•	•	0 0 0 0	0	•	• • • •	° 0	o (



The purpose of these instructions is to help you to become familiar with the new SAP Fiori interface for the app "My Paystubs". With the transactional app "My Paystubs" employees are able to check and manage a digital version of all their paystubs issued by the company for each payroll period, easily and flexibly using their desktop or mobile device. A download and store option (PDF File) is also available.

Notes:

- These instructions refer only to handling the SAP Fiori portal using the application "My Paystubs".
- For general information, regarding the handling of the SAP Fiori Portal and adding new apps, take a look at the document "01.2021_Fiori_ Portal_Beschreibung_App_Verwaltun_EN".
- When the portal was activated, you were granted the required access rights to use this application. All of the Institute's active staff members who have a valid staff number are granted access in principle.
- Your Personnel Office is available to you if you have any questions regarding your staff master data (staff number, address, bank details, etc.).
- If you have any questions regarding the program (e.g. you cannot access the portal or the app), please contact SAP support services:

Phone: 089/2108-2222 Email: it-helpdesk@gv.mpg.de

- If you have any specific questions regarding your paystubs/pay slips, please consult the Personnel Office at your Institute.
- Access to the portal is currently only available within the MPG network / administration network and VPN if applicable. External access (without VPN) will be realized at a later date.



o o

0 0

0 0 0 0 1. Opening / starting Paystubs app <u>1.1 Start the app</u> <u>1.2 Overview of the App</u>

- 0 0 0 0
 - 0 0 0 0
- 0 0 0 0
- 0 0 0 0
- 0 0 0 0
 - 0 0 0 0
- 0 0 0 0
 - 0 0 0 0
 - 0 0 0 0
 - o o o o

ABWESENHEITSANTRAG, EIGENE DATEN UND ENTGELTBELEG | 01.09.2020 | 3

MAX PLANCK GESELLSCHAFT

MAX-PLANCK-GESELLSCHAFT | SACHGEBIET PVS



0	•	1. 0	PENING / STARTING PAYSTUBS APP	OLSELLSONALT V
0 0	0 0	#ST/	ART	• 1.1. Start the app (1/1)
0	•			
0	0	#OP	EN	
0	•	0 0		
0	0	o o		
0	0	o o	After you have customized your start pa	age the applications are shown and you are able to directly access them with a
0	0	0 0	single click.	
0	0	o o		

To do so, please select the tile "Paystubs":

My Data display	My Inbox Extension	My Leave Requests manage	My Team Calendar Show my team	My Travel Requests v.2	My Travel and Expenses Travel Expenses	Paystubs				
	1 0	<u>گ</u>	ā	+	₹%\$	\$	c	, c	0	D
							٥	, c	Э	c
		~	- n	~			• o	, c	С	c

0 0

0

MAX-PLANCK-GESELLSCHAFT | SACHGEBIET PVS

0 0

0 0 0 0

0 0

0 0

0 0 0

> 0 0

0

0 0

0 0 0 0 0 0 0 0 0 0 ABWESENHEITSANTRAG, EIGENE DATEN UND ENTGELTBELEG | 01.09.2020 | 4 0 0

0 0 0 0

0 0

0 0

0 0

ο

0

0

0 0

0 0 0 0

0

0 0



0 0

- 1. OPENING / STARTING PAYSTUBS APP o o 0 0 **#OVERVIEW** ο 0 0 0 **#PAYROLL** 0 0 0 0 0 0 0 0 0 0 • The following screen provides on 0 0 ° the left side an overview of the 0 0 payroll periods (max. 12 periods 0
- and the recent one).
 On the right side you will find the selected period with the payroll details. Please choose the relevant period.

• 1.2. Overview of the app (1/2)

ิด

03/2019 Mar 1, 2019

02/2019

Feb 1, 2019 -

01/2019

Jan 1, 2019 -

						WER TI
	Im März 2019					RAX-PLANCE-GXSELLSCRA
	in marz zoro		Persönlich	e / Organisa	torische Dat	en
1, 2019	INV MPG Zentrale Dienste, Holgartenstraße	8, 80539 München	Personalnr.: Tarifgr./-stufe: Steuerklasse: Faktor:	A14 / 6 4 0.000	Geburtsdatum: Eintritt: Austritt: Kinderfreibetr.:	01.07.201
8, 2019	Herm		Konfession AN/ Steuertage: Basistarif Priv. : RV-Nr.:	EG: RK / 30.00 V: 0.00	Jahrestreibetr.: Monatsfreibetr.: Jahreshinzbetr.: Monatshinzbetr.: KV.Prozentsatz	0.0 0.0 0.0
	Zeus Scheirle Waldweg 1 11111 Frankfurt		DEÜV-Schlüsse SV-Tage: Wöch 47	4: 0110 19.00	RV-Prozentsatz: AV-Prozentsatz: PV-Prozentsatz: SteversID:	9.3 1.2 0.000
. 2019			WOOT AL.	40,00 11	Zuschläge:	
	Rückfragen beantwortet					
	für den Zeitraum 01	03 his 31 03 201	· ·			
	iui den Zeitraum or.	05. 013 51.05.201	<i>J</i> .			
	Lohnart	Kennz.	Anzahl Betrag/E	Zusatz	Betrag	Jahreswer
	Basisbezüge					
	Grundgehalt BBesG	LSGV			3.434,60	
	Familienzuschlag	LSGV			472,04	
	Eami7: Eberrattenanteil			07.05		
	i aniz. Linegatterianteri			87,85		
	FamiZ: Kinderbest.teil			384,19		
	FamiZ: Kinderbest.teil Sozialversicherung Ifd.	LSG		384,19	505,44	
	Famil: Engalectionen Sozialversicherung lfd.	LSG		384,19	505,44	
	Fami2 - Englateration Fami2 - Kinderbest tell Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV)	LSG		384,19	505,44	14.736,80
	Fami2, Kingdestantica Fami2, Kingdestantica Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd.	LSG		4.412,08	505,44 4.412,08	14.736,80 14.736,80
	FamiZ: Kinderbest tell FamiZ: Kinderbest tell Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd. KV/PV-Parutto, lfd.	LSG		4.412.08 2.873.75	505,44 4.412,08	14.736,80 14.736,80 9.226,25
	FamiZ Kinderbest tell FamiZ Kinderbest tell Sozialversicherung Ifd. Bruttoentgelt Gesamtbrutto (EBeshV) Steuerbrutto, Ifd. KV/Pr-Brutto, Ifd.	LSG		4.412,08 2.873,75 4.243,33	505,44	14.736,80 14.736,80 9.226,25 13.623,33
	FamiZ, Kinderbest, teli Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd. KV/PV-Brutto, lfd. RV-Brutto, lfd. AV-Brutto, lfd.	LSG		4.412.08 2.873,75 4.243,33 4.243,33	505,44 4.412,08	14.736,80 14.736,80 9.226,25 13.623,33 13.623,33
	Familz Kinderbest teli Sozialversicherung Ifd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. KV/Pr-Brutto, Ifd. RV-Brutto, Ifd. AV-Brutto, Ifd. Gesetzliche Abzüge	LSG		4,412,08 2,873,75 4,243,33 4,243,33	505,44	14.736,80 14.736,80 9.226,25 13.623,33 13.623,33
	FamiZ. Kinderbest.teli Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd. RV/PV-Brutto, lfd. RV-Brutto, lfd. AV-Brutto, lfd. GesetZliche Abzüge Lohnsteuer, lfd.	LSG		4.412.08 2.873.75 4.243.33 4.243.33	505,44 4.412,08 904,41	14.736,80 14.736,80 9.226,25 13.623,33 13.623,33 3.396,07
	FamiZ, Kinderbest tell FamiZ, Kinderbest tell Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd. KV/PV-Brutto, lfd. RV-Brutto, lfd. AV-Brutto, lfd. Gesetzliche Abzüge Lohnsteuer, lfd. Solidaritatszuschlag, lfd	LSG		4.412.08 2.873.75 4.243.33 4.243.33	505,44 4.412,08 904,41 25,63	14.736,80 14.736,80 9.226,25 13.623,33 13.623,33 3.396,07 113,38
	FamiZ, Kinderbest, teli Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. RV-Brutto, Ifd. RV-Brutto, Ifd. Gesetzliche Abzüge Lohnsteuer, Ifd. Solidaritätszuschlag, Ifd Kirchensteuer, Ifd.	LSG		4,412,08 2,873,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28	14.736,80 14.736,80 9.226,22 13.623,33 13.623,33 13.623,33 13.623,33 13.623,33 13.623,33 13.623,33 13.625,625
	FamiZ, Kinderbest, teli Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, lfd. KV/FV-Brutto, lfd. RV-Brutto, lfd. AV-Brutto, lfd. Gesetzliche Abzüge Lohnsteuer, lfd. Solidaritatszuschlag, lfd. Kirchensteuer, lfd.	LSG		67,85 384,19 4,412,08 2,873,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28 394,63	14.736.80 14.736.80 9.226.25 13.623.33 13.623.33 3.396.07 113.38 165.62 1.266.97
	Familz Kinderbest.teli Sozialversicherung Ifd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. RV-Brutto, Ifd. RV-Brutto, Ifd. AV-Brutto, Ifd. Gesetzliche Abzüge Lohnsteuer, Ifd. Solidartiatszuschlag, Ifd Kirchensteuer, Ifd. Rentenversicherung, Ifd. Arbeitslosenvers., Ifd.	LSG		67,85 384,19 4,412,08 2,873,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28 394,63 53,04	14.736,80 14.736,80 9.226,22 13.623,33 13.623,33 13.623,33 13.623,33 13.623,33 13.625,33 16.562 1.266,97 1.70,25
	FamiZ. Kinderbest.teli Sozialversicherung lfd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. RV/PV-Brutto, lfd. RV-Brutto, lfd. AV-Brutto, lfd. GesetZiche Abzüge Lohnsteuer, lfd. Solidaritätszuschlag, lfd Kirchensteuer, lfd. Rentenversicherung, lfd. Arbeitslosenvers., lfd.	LSG		67,85 384,19 4,412,08 2,873,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28 394,63 53,04	14.736,80 14.736,80 9.226,22 13.623,33 13.623,33 13.623,33 13.626,07 113,38 165,65 1.266,97 170,25
	Familz Enganden Familz Enganden Sozialversicherung Ifd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. RV-Prutto, Ifd. RV-Prutto, Ifd. AV-Brutto, Ifd. Gesetzliche Abzüge Lohnsteuer, Ifd. Solidartidszuschlag, Ifd Kirchensteuer, Ifd. Renterversicherung, Ifd. Arbeitsoenvers., Ifd. Netto Gesetzl. Netto (EBeschV)	LSG		87,83 384,19 4,412,08 2,873,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28 394,63 53,04 2.997,09	14,736,80 14,736,80 9,226,22 13,623,33 13,623,33 13,623,33 13,623,33 13,623,33 13,623,33 13,625,33 14,65,62 1,266,99 1,70,25
	FamiZ, Kinderbest, teli Sozialversicherung Ifd. Bruttoentgelt Gesamtbrutto (EBeschV) Steuerbrutto, Ifd. RV-Brutto, Ifd. RV-Brutto, Ifd. RV-Brutto, Ifd. AV-Brutto, Ifd. Solidaritätszuschlag, Ifd Kirchensteuer, Ifd. Rentenversicherung, Ifd. Arbeitslosenvers., Ifd. Netto Gesetzl. Netto (EBeschV)	LSG		67,65 384,19 4,412,08 2,673,75 4,243,33 4,243,33	505,44 4.412,08 904,41 25,63 37,28 394,63 53,04 2,997,09	14.736,84 14.736,84 9.226,22 13.623,32 13.623,32 13.623,32 13.623,32 13.623,32 13.623,32 13.625,62 1.266,97 170,25

ABWESENHEITSANTRAG, EIGENE DATEN UND ENTGELTBELEG | 01.09.2020 | 5



0 0 0 0

0 0 0 0 0

0 0

0 0

0 0 0 0 0 0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0

o	0		1. OPENING / STARTING PAYSTUBS APP
0 0	0 0		 PDF 1.2. Overview of the App (2/2)
o	o		
0	0		
0	0	0	0
0	0	0	0
0	0	0	° The paystub can also be displayed directly in the app as a PDF file.
٥	0	0	0
o	0	0	0
0	0	0	^o To do so, please open the app and confirm by clicking the button "Open as PDF." Open as PDF
0	0	0	^o The PDE document is shown in a senarate browser window.
0	0	0	
0	0	0	٥
0	0	0	° Note:
			You will receive an email notification that your pay stubs are now available to view. For further payroll details please contact your personnel office or visit the support site (2 -Button in the App).

MAX-PLANCK-GESELLSCHAFT | SACHGEBIET PVS

ABWESENHEITSANTRAG, EIGENE DATEN UND ENTGELTBELEG | 01.09.2020 | 6

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0

0 0

THANK YOU · · · · · · · · ·		0	0	0 0	0 0	0 0	0	0	0	•	0 0	0	0	0	0 0	, 0	0	0	0	0	0	0	0 0) o	0	0	0
FOR YOUR ATTENTION	0	0	0	0 0	0 0	0	•	•	•	0	• •	0	•	•	• •	• •	•	•	•	•	•	•	0 0	• •	0	0	0
	•	0	•	• •	• •	· ·	•	•	0	•	•••	•	•	•	• •	, , ,	•	•	•	•	•	0	• •) 0 	•	•	0
in Case of further questions.	0	0	0	0 0				0	0	0	0 0 0 0	0	0	0	0 0	, , , ,	0	0	0	0	0	0	0 0 0 0	, 0 , 0		0	0
· · · · · · · · · · · · · · · · · · ·	0	0	0	0 0	0 0	0	0	0	0	0	0 0	0	0	0	0 0	0	0	0	0	0	0	0	0 0	0 0	0	0	0
	0	0	0	0 0	0 0	0	0	0	0	0	0 0	0	0	0	0 0	0	0	0	0	0	0	0	0 0	。。	0	0	0
Max-Planck-Gesellschaft	0	0	0	0 0	0 0	•	0	0	0	0	0 0	0	0	•	0 0	0	0	0	•	0	0	0	0 0	。。	0	0	0
zur Förderung der Wissenschaften e	.V.	0	0	• •	0 0	•	•	•	0	0	• •	0	•	•	0 0	• •	0	•	•	0	•	0	• •	• •	0	•	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	0 0	0 0	•	0	•	0	•	• •	0	•	0	• •	• •	0	0	0	•	•	0	0 0	• •	0	0	0
Department II D)/C Cubicat Area (IId)	0	0	0	• •	0 0	•	•	•	0	•	• •	0	0	•	• •	• •	٥	0	•	•	•	•	• •	0	0	•	0
Department II, PVS Subject Area (IId).	0	•	•	• •	• •	0	0	•	•	•	0 0	0	•	0	• •	• •	0	0	•	•	•	0	0 0	• •	•	0	0
Hofgartenstr. 8, D-80539 München	•	•	0	0 0	0 0	0	•	•	•	•	• •	•	•	•	• •	0	•	•	•	•	•	0	0 0	• •	•	•	0
	0	0	0	0 0			0	°	0	0	0 0 0 0	°	0	0	• •	, , , ,	0	0	0	0	0	0	• •	, o	•	0	0
Tol (Support) : 140 (0)90 2109 2222	0	0	0	0 0	0 0	, , , , , , , , , , , , , , , , , , ,	0	0	0	0	0 0 0 0	0	0	0	0 0	, , , ,	0	0	0	0	0	0	0 0	, 0 , 0		0	0
Tel. (Support). +49 (0)89 2108-2222	0	0	0	0 0	0 0	0 0	0	0	0	0	0 0	0	0	0	0 0	0 0	0	0	0	0	0	0	0 0	0	0	0	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	0 0	0 0	。。	0	0	0	•	0 0	0	0	0	0 0	0	0	0	0	0	0	0	0 0	。。	0	0	0
E-Mail: it-helpdesk@gv.mpg.de	0	0	0	0	• •	• •	0	•	•	0	• •	0	•	•	• •	• •	0	0	0	•	•	•	• •	• •	0	0	0
Internet: www.mpg.de	0	•	•	• •	• •	•	•	•	•	•	• •	•	0	•	• •	• •	•	•	•	•	•	0	• •	• •	0	•	0
	•	•	0	• •	• •	•	•	•	•	•	• •	0	•	•	• •	• •	0	0	•	0	•	•	0 0	• •	0	0	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	• •	0 0	0	0	•	0	•	0 0	0	0	•	•	• •	0	0	0	•	•	•	0 0	• •	0	•	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	0 0	0 0	0	0	0	0	0	0 0	0	0	0	0 0	0	0	0	0	0	•	0	0 0	• •	0	0	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	0 0	0 0	0	0	0	0	•	0 0	0	0	0	0 0	0	0	0	0	0	•	0	0 0) O	0	0	0
	0	0	0	0 0		• •	0	0	0	0	• •	•	0	0	0 0	0	0	0	0	0	0	0	00) 0) 0	0	•	0
	0	0	0	0 0		, 0 , 0	0	0	0	0	0 0	0	0	0	0 0	, U , O	0	0	0	0	0	0	0 C	, 0) 0		0	0
0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	0	0	0	0 0	0 0	0	0	0	0	0	0 0	0	0	0	0 0	0 0	0	0	0	0	0	0	0 0) 0	0	0	0