Welcome to this e-book: Highlights of SAP ERP HCM Country Version Poland.
After completing this lesson, you will be able to:

- Understand general information about SAP ERP HCM Country Version Poland
- Explain key Polish localization topics of SAP ERP HCM
Here is the agenda.

First, we’ll give a short introduction to the country legislative environment and the implementation of SAP ERP HCM for Poland.

After that, we’ll look into the core localization topics of HCM: Personnel Administration, Payroll, and Reporting.

Finally, we’ll talk about Employee Self-Service and Travel Management.
Introduction
Poland and Polish Version of SAP ERP HCM

Country facts
- Member of European Union

Country legislation
- Evolving towards stability
- Law is rather complex, changed often, and often ambiguous

SAP delivery
- HR-PL included in add-on HR-CEE for PL, CZ, SK, HU, and eight other countries
- 300+ customers, 600,000+ employees, since 1999
- Current releases: 4.6C, 4.70, 5.00, 6.0x
- HR-CEE Support Packages released monthly
- Support Packages and SAP Notes announced in monthly bulletin
- Planned legal changes listed in SAP Service Marketplace
- Documentation in Polish and English available in SAP Service Marketplace

Poland is a member of European Union, which helps the Polish law to evolve towards international standards and stability. Nevertheless, Polish legal regulations in the labor area are rather complex and they change often.

The local currency is Polish Zloty.

The local language is Polish. Its specific characters require using Unicode or code page Latin-2.

The localization of SAP ERP HCM for Poland is part of add-on HR-CEE, which delivers localizations for 12 countries, including Czech Republic, Slovakia, Hungary, Romania, and Slovenia.

The localization is modification-free, which means that no technical conflict exists between the standard delivery of SAP ERP HCM and the HR-CEE add-on.

It is possible to implement payroll for standard countries, like Germany and France, in one system, together with HR-CEE countries like Poland and Czech Republic.

The localization of SAP ERP HCM for Poland has been used by SAP customers since January 1999. Today, payroll is run for more than 500,000 Polish employees in more than 300 installations.
- Support Packages for the HR-CEE add-on are released monthly.
- All changes delivered with the Support Packages are documented in SAP Notes, in English, and in a monthly bulletin, in Polish.
- Additionally, all legal changes currently being developed by SAP are announced in SAP Service Marketplace.
- The customizing documentation of the Polish version of SAP ERP HCM, in English and Polish, can also be downloaded from SAP Service Marketplace.
Polish companies don’t only hire classic regular employees; they also hire people on contracts of mandate or contracts of specified work, which are simpler to process. However, regular employees may also get contracts of mandate during their regular employment, which complicates their payroll.

A few Polish-specific infotypes are provided in master data, and there are several standard infotypes that have been enhanced for Polish employees.

There are several Personnel Administration functions specially developed for Poland.

These include:
- Calculation of seniorities
- Generation of absence quotas
- Generation of social insurance enrollment documents

Additionally, setting up Time Management will always require some effort, depending on the complexity of the customer’s processes.
In Poland, all regular employees receive their basic pay once per calendar month. No other regular periods are ever used.

However, Polish companies do not only calculate regular payroll. They also execute additional ad-hoc payments, such as yearly bonus, benefits, or mandates, using an SAP function known as off-cycle payroll type A. Additionally, off-cycle payroll type B is used for ad-hoc retroactive calculations.

In the gross part of payroll calculation, the following three country-specific functions are the most significant:

- Reduction of basic pay, or *factoring*, which mixes pay reduction according to work schedule and calendar days
- Vacation pay and leave compensation, based on average formulas
- Forwarding of retroactive differences on selected calculation bases to the current payroll period

In the net part of payroll calculation, the following three country-specific functions are the most significant:

- Calculation of eight social insurance contributions, tax advance, and health insurance contribution
- Valuation of sick pay and other allowances using special averages
- Execution of deductions with priorities and dynamic limits
More than 100 Polish-specific executable programs are delivered with the HR-CEE add-on.

They include:

- Typical payroll printouts like payslip and payroll journal
- Social insurance forms
- Tax forms using SAPscript
- Social insurance XML files
- Statistical statements
- Other forms using Microsoft Word templates
- Tool reports and programs
The localization of SAP Employee Self-Service for Poland is available with add-on HX-CEE for Enhancement Package 5.

Its documentation is available in English, attached to SAP Note 1502530.

It contains six country-specific services:
- Personal Data
- Address
- Bank Details
- Family Members
- Tax Details
- Payslip
Travel Management
Polish-Specific Functions

Delivery
- EA-HR SP 13 for SAP ERP 6.05 (EHP 5)
- Documentation in SAP Library: help.sap.com

Content: Functions
- Travel Expense Reimbursements (Cars, Meals, Transport)
- Cost Distribution to Cost Categories
- Posting and Currency Translation According to Reference Date
- Exclusion of Trip Breaks from Meal Per Diem

The localization of Travel Management for Poland is available with Support Package 13 to Human Resources Extension EA-HR for Enhancement Package 5.

The documentation is available in English, in the SAP Library, at help.sap.com.

It offers the following main functions:
- Reimbursements such as private car costs, meals, and transport expenses
- Cost distribution to cost categories
- Posting and currency translation according to reference date
- Exclusion of trip breaks from meal per diem
Lesson Summary

You should now be able to:

- Understand general information about SAP ERP HCM Country Version Poland
- Explain key Polish localization topics of SAP ERP HCM

You should now be able to understand and explain key Polish localization topics of SAP ERP HCM, including:

- Personnel Administration
- Payroll
- Reporting
- Employee Self-Service
- Travel Management
Related Information

For more information on topics discussed in this lesson, see the following references:

- **SAP Notes:**
  - SAP Note 524073 - HR-CEE Release strategy

- **SAP Service Marketplace pages:**
  - Service.sap.com/globalization → Country information → Poland → Country information → Globalization Knowledge Base

- **SAP Consulting services:**
  - [www.sap.pl/services](http://www.sap.pl/services)
Thank You!

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- Thank you for using this e-book.
- We wish you good luck with your implementations!