

PER-89 Updating ESS Time Profile

Purpose

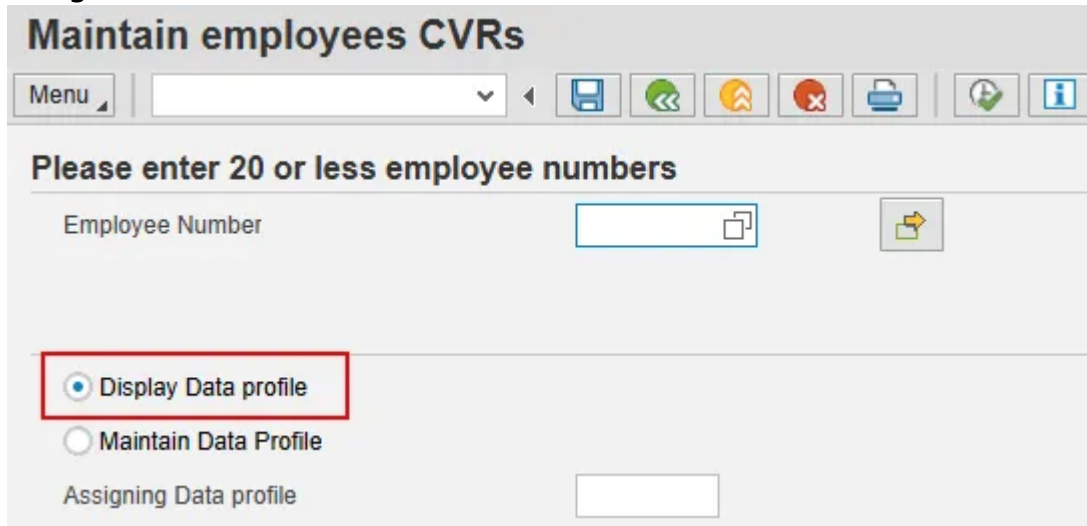
The purpose of this job aid is to provide an overview of the ZCVR transaction which allows the HR Master Data Maintainer to display and maintain an employee's ESS time parameter (CVR).

To Display an Employee's ESS Time Parameter

There are 3 steps to complete this process.

Step 1. Access transaction **ZCVR** (ZCVR - CVR - ESS Time parameter).

Image



The screenshot shows the SAP 'Maintain employees CVRs' transaction screen. At the top, the title 'Maintain employees CVRs' is displayed. Below the title is a 'Menu' button and a dropdown menu. A row of icons for various functions (save, back, forward, delete, print, etc.) is visible. A message 'Please enter 20 or less employee numbers' is shown. Below this, there is a field for 'Employee Number' with a copy icon and a button with a right arrow. At the bottom, there are two radio buttons: 'Display Data profile' (which is selected and highlighted with a red box) and 'Maintain Data Profile'. Below these is a field for 'Assigning Data profile'.

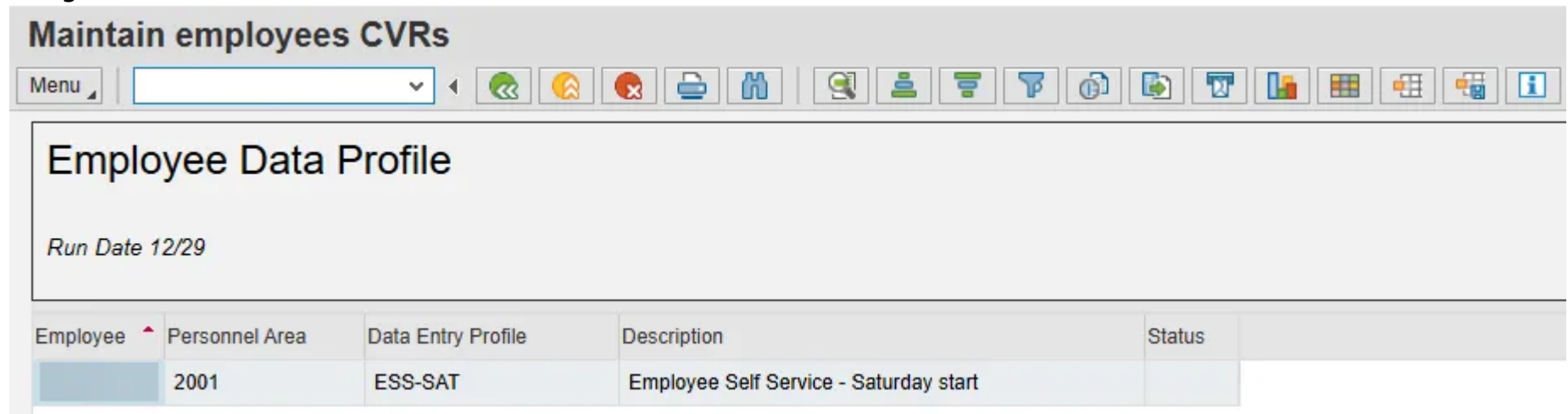
Step 2. Enter the employee personnel number in the **Employee Number** field.

Note: If you are working with more than one employee, use the multiple selection button to enter up to 20 personnel numbers at a time.

Step 3. Choose **Display Data Profile**.

- The employee's current Data Profile will display in the Data Entry Profile column with nothing in the Status column:

Image



Employee	Personnel Area	Data Entry Profile	Description	Status
	2001	ESS-SAT	Employee Self Service - Saturday start	

- However, when an employee's current data profile is the default profile of Sun-Sat, no Data Entry Profile will display in the Data Entry Profile column, but the Status column will show **CVR profile does not exist**:

Image

Maintain employees CVRs

Menu

Employee Data Profile

Run Date 12/29

Employee	Personnel Area	Data Entry Profile	Description	Status
	2001			CVR profile does not exist

- Then, if and when the default CVR profile is updated through the **Maintain Data Profile** process described below, the results will display nothing in the Data Profile Entry column but the status column will show **Successfully inserted with (the updated Data Entry Profile)**:

Image

Maintain employees CVRs

Menu

Employee Data Profile

Run Date 12/29

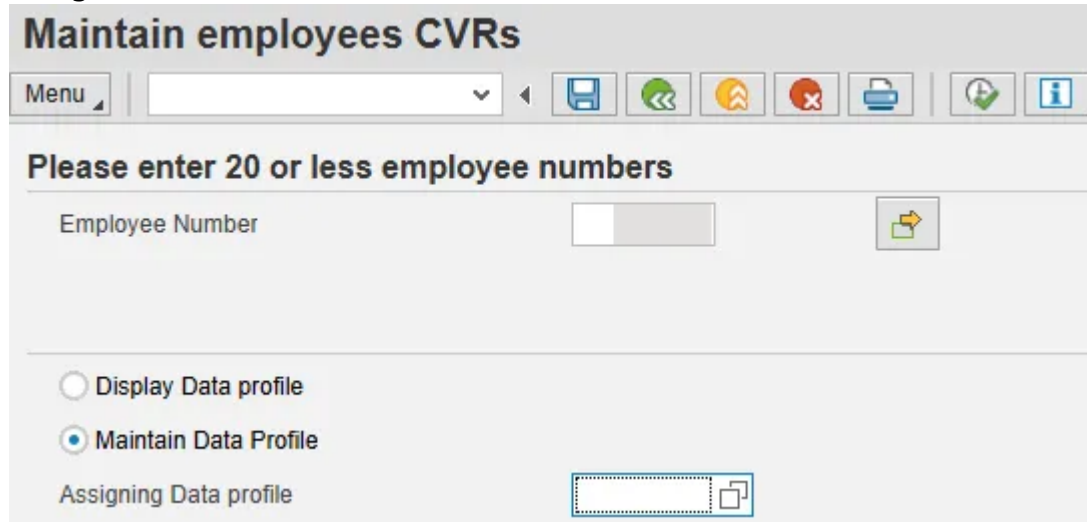
Employee	Personnel Area	Data Entry Profile	Description	Status
	2001			Successfully inserted with ESS

To Maintain an Employee's ESS Time Parameter

There are 7 steps to complete this process.

Step 1. Access transaction **ZCVR** (ZCVR – CVR – ESS Time parameter).

Image



The screenshot shows the SAP 'Maintain employees CVRs' transaction screen. At the top, there is a title bar with the text 'Maintain employees CVRs'. Below the title bar is a menu bar with a 'Menu' dropdown and several icons. The main area of the screen has a header that says 'Please enter 20 or less employee numbers'. Below this header is a text input field labeled 'Employee Number' with a small icon to its right. At the bottom of the screen, there are two radio buttons: 'Display Data profile' and 'Maintain Data Profile'. The 'Maintain Data Profile' radio button is selected. Below the radio buttons is a text input field labeled 'Assigning Data profile' with a small icon to its right.

Step 2. Enter the employee personnel number in the **Employee Number** field.

Note: If you are working with more than one employee, use the multiple selection button to enter up to 20 personnel numbers at a time.

Step 3. Choose **Maintain Data Profile**.

Step 4. Click in the **Assigning Data profile** field and then click on the matchcode display the **Data Entry Profile** list.

Image

Data Entry Profile (1)

▶

Restrictions



Prof.	Text
CHG1ESS	1 charge object - entry for ESS - Sun start
CHG1ESSM	1 charge object - entry for ESS - Mon start
CHG2ESS	2 charge object - entry for ESS - Sun start
CHG2ESSM	2 charge object - entry for ESS - Mon start
CHG3ESS	3 charge object - entry for ESS - Sun start
CHG3ESSA	3 charge object - entry for ESS - Sat start
CHG4ESS	4 charge object - entry for ESS - Sun start
CHG4ESSA	4 charge object - entry for ESS - Sat start
CHG4ESSW	4 charge object - entry for ESS - Wed start
ESS	Employee Self Service - Sunday start
ESS-FRI	Employee Self Service - Friday start
ESS-MON	Employee Self Service - Monday start
ESS-SAT	Employee Self Service - Saturday start
ESS-WED	Employee Self Service - Wednesday start

14 Entries found



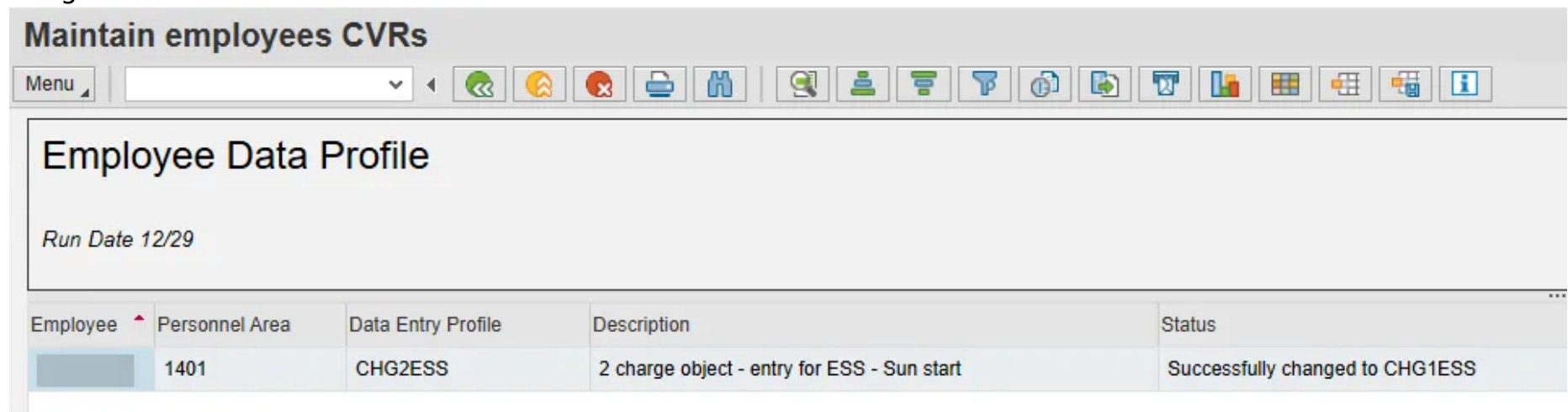
Step 5. Select the appropriate Data Entry Profile and then select the **Copy icon (green check)**.

Step 6. Select the **Execute** button.

Step 7. Select **Yes** to confirm you want to update the Data profile. The Employee Data Profile screen will display. Whichever profile was selected will show under the Status column once it is successfully added (inserted) via this transaction or changed.

- Example of added (inserted) Data Profile results.

Image



Employee Data Profile				
Run Date 12/29				
Employee	Personnel Area	Data Entry Profile	Description	Status
	1401	CHG2ESS	2 charge object - entry for ESS - Sun start	Successfully changed to CHG1ESS

- Example of changed Data Profile results – in example, from CHG2ESS to CHG1ESS:

Image

Maintain employees CVRs

Menu

Employee Data Profile

Run Date 12/29

Employee	Personnel Area	Data Entry Profile	Description	Status
	1401	CHG2ESS	2 charge object - entry for ESS - Sun start	Successfully changed to CHG1ESS

Note: If you see **No Authorization to insert** in the Status column, check the personnel number to ensure the correct number was typed in the Employee Number field. If the personnel number is correct, ensure the employee is still with your agency and/or that you have the appropriate security role.

Image

Maintain employees CVRs

Menu

Employee Data Profile

Run Date 12/05

Employee	Personnel Area	Data Entry Profile	Description	Status
80000420	4601			No Authorization to insert

Note: There is an option to export this information to an excel spreadsheet.

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