

August 30, 2013

Dear SAP ERP HCM Customers,

The purpose of this letter is to begin our communication with you regarding Year End 2013 processing. This letter contains important information on the delivery schedule, enhancements, training, communication and support planned for Year End 2013.

If your enterprise uses SAP Payroll or U.S. Tax Reporter, then please read this information carefully, since it describes important release dates to assist you in planning for the remainder of 2013.

### Delivery Schedule

Since the introduction, in 2008, of component-level support packages called Country Legal Change, or CLC, customers who operate on SAP ERP 6.0 can pursue one of two options to apply year-end legal changes.

To implement year-end legal changes for tax year 2013 in these releases, use either:

- the CLC Option: apply the Synch. HRSP delivered in May, then apply the CLC delivered for U.S. country version in October.
- or the Base Option: apply the Base HRSP delivered in October 2013.

In Year End 2013, the Minimum HRSPs and CLCs and their release dates are as follows.

Release	Synch HRSP	Synch HRSP Availability Date	CLC for U.S. Version	Base HRSP	CLC/Base HRSP Availability Date (subject to change)
SAP ERP 6.0 with SAP enhancement package 4	61	May 08, 2013	66	66	October 10, 2013
SAP ERP 6.0 (ECC 6.0)	95	May 08, 2013	A0	A0	October 10, 2013

**You are required to have installed the minimum levels of the (May) Synch. HRSP and (October) CLC, where applicable, as specified for your release in order to run Year End 2013 processes successfully and for SAP to provide support. Installing the Base HRSP from October effectively also provides those minimum levels.**

Information on SAP Country Legal Change packages is available at <http://service.sap.com/hrlegalchanges>. Before applying the HRSP for your release, please review SAP Service Marketplace for possible interdependencies among HR Support Packages and SAP Support Packages and Patches. HR Support Packages and CLC packages are announced on SAP Service Marketplace, at <http://service.sap.com/hrsp>. Choose the hyperlink called **HR Support Packages Schedule**. In the **SP Stack** columns (**Requires** and **Part Of**) you can start to determine co-requisite Support Packages for Basis or Application Platform

and other components. The hyperlink <http://service.sap.com/spstacks> in the header of these columns leads you to additional information. Further details will be communicated after the Base HRSP is released in October. For updates visit <http://service.sap.com/hrusa>, then select the **Year End 2013** node from the tree structure within the resultant browser. Generally, customers should use their Solution Manager system's functionality called "Maintenance Optimizer" to plan the target support package level from your SAP system's current SP level.

SAP Support Packages and Patches are announced at <http://service.sap.com/patches>.

All subsequent Year End changes and corrections will be provided through SAP Notes, which include correction instructions and special transports. Any such SAP Notes will be assigned to application area PY-US-TR.

### **Planned Year End Enhancements and Changes**

To review the enhancements to Tax Reporter functionality that will be available for Year End 2013, visit SAP Service Marketplace at <http://service.sap.com/hrusa>, then select the **Year End 2013** node from the tree structure within the resultant browser. These enhancements will be described in detail in the 2012 Tax Reporter User Guide and the Year End Notes for 2013 released after mid-October.

### **Training**

For Year End 2013, the **U.S. Tax Reporter** course (HR710) is offered to interested customers. Course content is based on SAP ERP 6.0 and addresses these topics:

- **U.S. Tax Reporter** (Course HR710)
  - Configuring U.S. Tax Reporter
  - Generating tax forms in paper, tape and disk formats (Adobe and MMREF/EFW2)
  - Performing Payroll Results Adjustments (IT0221)
  - Running the Reconciliation Report

To enroll in HR710, call SAP America's Education and Registration Department, at (888) 777-1727, or visit the Online Training Catalog, at <http://www.sap.com/usa/services/education>.

Year End 2013 training is currently scheduled as follows, but remains subject to change.

<b>Course</b>	<b>Date (subject to change)</b>	<b>Location</b>
HR710	October 28 – 29	Virtual Classroom
HR710	November 18 – 19	Virtual Classroom
HR710	December 2 – 3	Atlanta
HR710	December 16 – 17	Virtual Classroom

### **Communication**

Subsequent communication and announcements related to Year End 2013 will take place in SAP Service Marketplace; visit <http://service.sap.com/hrusa>, then select the **Year End 2013** node from the tree structure within the resultant browser. This section of SAP Service Marketplace will serve as the primary communication channel for functional changes, corrections, FAQs, and other topics.

We recommend that you review this section of SAP Service Marketplace on a *weekly* basis throughout the October 2013 – February 2014 time frame to obtain the most up-to-date information from SAP on functional changes, corrections, news and documentation for Year End.

### **Support**

Support Consultants will be available to assist your organization throughout Year End 2013. SAP Support provides limited consulting interaction in support of U.S. Tax Reporter Year End processing, and facilitates the coordination of fee-based remote and/or onsite consulting help for your organization.

Under Enterprise Support coverage, SAP focuses staff to support customers' use of Tax Reporter from November 2013 through January 2014. Although Support staff will respond to Customer Messages, please note that even those messages that contain limited consulting issues normally lie beyond the scope of SAP Customer Message processing. Customer Messages are the most helpful method of communication for the Support staff to obtain sufficient information about your SAP system. Should you need additional consulting assistance; Support Consultants will refer you to the appropriate resources. Review SAP Note 1244025 for further details.

As needed, SAP will announce helpful Tax Reporter information in the **Year End 2013** section of SAP Service Marketplace, at <http://service.sap.com/hrusa>. We recommend that you set a reminder to visit this resource on a weekly basis, particularly on Tuesdays after 5:00 pm EST, during the Year End time frame.

We look forward to supporting you and your organization through another successful Year End!

Best regards,  
**SAP ERP HCM U.S. Payroll staff**