

SAP ESS is an employee self-service portal. The portal provides access to employee information stored in SAP, e.g. employment conditions, sick leaves, holidays, pay slips. Access to the <https://portal.sap.uw.edu.pl> portal is possible only from the internal network of the University of Warsaw (UW).

An e-mail about creating SAP ESS user account is sent by the UW Computer Applications Department. The e-mail contains a login and one-time password. One-time password is active for 24 hours. The first time you log in, you need to change the password.

Password requirements:

- at least 1 capital letter
- at least 1 non-alphabetic character
- at least 1 digit
- min. 8 characters

Recommended browser:

- Chrome
- Internet Explorer

The password recovery procedure is available at:

- <http://sap.it.uw.edu.pl/zmiana-hasla-w-portalu-ess>

In case of data irregularities, please report them to the SAP ESS key users:

- <http://sap.it.uw.edu.pl/uzytkownicy-kluczowi-sap>