

HR811

SAP SuccessFactors Employee Central Administration

COURSE OUTLINE

Course Version: 2405

Course Duration:

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Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation



Demonstration



Procedure



Warning or Caution



Hint



Related or Additional Information



Facilitated Discussion



User interface control

Example text

Window title

Example text

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

UNIT 1

Introducing the Course

Lesson 1: Introducing the Course

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course

UNIT 2

Introducing Employee Central Core Administration

Lesson 1: Exploring Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the main functions and benefits of Employee Central Core

Lesson 1: Configuring Role-based Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Identify permission role types and granted and target populations

Lesson 2: Assigning Employee Central related permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Assign Employee Central Permissions

Lesson 3: Managing Proxy Rights

Lesson Objectives

After completing this lesson, you will be able to:

- Manage proxy rights

Lesson 1: Introducing Foundation Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Foundation Objects
- Classify the standard Foundation Objects
- Describe Foundation Object relationships

Lesson 2: Using Picklists

Lesson Objectives

After completing this lesson, you will be able to:

- Create a Picklist

Lesson 3: Creating Foundation records

Lesson Objectives

After completing this lesson, you will be able to:

- Learn the tools for managing foundation records
- Create new records

Lesson 1: Introducing Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

- Examine the employee data structure
- Describe the different HR Objects
- Identify Country-Specific Fields

Lesson 1: Updating employee data in People Profile

Lesson Objectives

After completing this lesson, you will be able to:

- Update employee data in People Profile

Lesson 2: Adding a new employee

Lesson Objectives

After completing this lesson, you will be able to:

- Add new employee using hire wizard

Lesson 3: Importing Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

- Import Employee Data
- Identify steps in exporting employee data
- Describe Centralized Services

Lesson 4: Making Mass Changes

Lesson Objectives

After completing this lesson, you will be able to:

- Execute a mass change

Lesson 5: Terminating Employees and Redistributing Remaining Direct Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Terminate an employee and redistribute remaining direct reports

Lesson 1: Using Self-Service

Lesson Objectives

After completing this lesson, you will be able to:

- Use Employee and Manager Self-Service

Lesson 2: Managing Workflows

Lesson Objectives

After completing this lesson, you will be able to:

- Understand workflow configurations
- Manage In-progress Requests
- Identify advanced workflow settings

Lesson 3: Managing Events and Event Reasons

Lesson Objectives

After completing this lesson, you will be able to:

- Define transactions, events, event reasons in Employee Central

Lesson 4: Managing Business Rules

Lesson Objectives

After completing this lesson, you will be able to:

- Manage Business Rules

Lesson 1: Managing Employee Central Quick Actions Feature

Lesson Objectives

After completing this lesson, you will be able to:

- Manage Employee Central Quick Actions Feature

Lesson 2: Managing Internal Job History

Lesson Objectives

After completing this lesson, you will be able to:

- Manage Internal Job History

Lesson 3: Managing New Hire Templates

Lesson Objectives

After completing this lesson, you will be able to:

- Manage New Hire Templates

Lesson 4: Utilizing the Diagnostic Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Utilize the Diagnostic Tool

Lesson 5: Utilizing Joule in SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Utilize Joule in SAP SuccessFactors

Lesson 1: Describing Standard Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Describe standard reports
- List examples of Standard Reports

Lesson 2: Creating a Table Report

Lesson Objectives

After completing this lesson, you will be able to:

- Upon completion of this lesson, you will be able to create a Table report