

# HR812

## **SAP SuccessFactors Employee Central Payroll for Payroll Administrators**

### **COURSE OUTLINE**

Course Version: 2505  
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:

- Data Manager
- Systems Architect
- Application Consultant
- Support Consultant
- End User
- Super / Key / Power User
- Business User
- Business Process Owner/Team Lead/Power User
- System Administrator





# UNIT 1

# Introducing the Administration Course

## Lesson 1: Exploring the Administration Course

### Lesson Objectives

After completing this lesson, you will be able to:

- describe general information about the course.



### **Lesson 1: Defining Employee Central Payroll and Payroll Control Center**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Summarize the functionality of Payroll Control Center in Employee Central Payroll.
- Identify the components in the integration between Employee Central and Employee Central Payroll.



## Lesson 1: Validating Employee Payroll Data Replication

### Lesson Objectives

After completing this lesson, you will be able to:

- Monitor results of data replication to verify success or resolve replication errors.

## Lesson 2: Maintaining Additional Payroll Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Complete payroll tasks based on an event, such as hiring or promotion.
- Maintain specific payroll information by using infotype mash-ups.



## Lesson 1: Configuring Payroll Processes in Payroll Control Center

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure a policy group to be assigned to payroll processes.
- Configure a one-click monitoring process to identify errors and alerts prior to production payroll.
- Configure a team associated to the Payroll Control Center process.

## Lesson 2: Running Payroll Processes

### Lesson Objectives

After completing this lesson, you will be able to:

- Run a one-click monitoring process to resolve any alerts or technical errors.
- Describe the production payroll process to create payroll results.
- Describe options for Viewing Payroll Information

## Lesson 3: Resolving Alerts Generated from the Payroll Process

### Lesson Objectives

After completing this lesson, you will be able to:

- Resolve alerts that are generated from the payroll process.





## Lesson 1: Running Post Payroll Processes

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure a posting process to submit production data to the accounting system and bank transfer process.
- Run a posting process to submit production payroll data to Financial Accounting (FI).
- Run a bank transfer.



## UNIT 6

# Understanding Off-Cycle Employee Central Payroll Processes

### Lesson 1: Running Off-Cycle Payroll Processes

#### Lesson Objectives

After completing this lesson, you will be able to:

- Run an ad-hoc off-cycle process for individual employees who require retroactive pay.



## Lesson 1: Auditing the Payroll Process

### Lesson Objectives

After completing this lesson, you will be able to:

- Review payroll process transactions with the payroll audit tile.



## **Lesson 1: Earning SAP SuccessFactors Expert (SFX) Accreditation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- describe the SFX Accreditation program.

## **Lesson 2: Reviewing Additional Resources**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- review additional resources after completing this course.