

# THR81

## SAP SuccessFactors Employee Central Core Academy

### COURSE OUTLINE

Course Version: 2211

Course Duration:

# SAP Copyrights, Trademarks and Disclaimers

© 2022 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <https://www.sap.com/corporate/en/legal/copyright.html> for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

# 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*



# Contents

## vii Course Overview

### 1 Unit 1: Getting started with SAP SuccessFactors Employee Central Core

- 1 Lesson: Summarizing the functionality of Employee Central
- 1 Lesson: Setting up for the training session

### 3 Unit 2: Configuring initial elements

- 3 Lesson: Using XML during data model configuration
- 3 Lesson: Importing a picklist at the beginning of an implementation
- 3 Lesson: Configuring the People Profile after initial setup

### 5 Unit 3: Assigning permissions

- 5 Lesson: Assigning Employee Central Role-Based Permissions (RBP)
- 5 Lesson: Differentiating between proxy rights and delegate permission
- 5 Lesson: Modifying an effective-dated record when changes are needed

### 7 Unit 4: Creating foundation objects

- 7 Lesson: Creating foundation object records during implementation
- 7 Lesson: Modifying legacy and MDF foundation object definitions
- 7 Lesson: Explaining customer-specific generic objects
- 7 Lesson: Configuring Foundation Object association during implementation
- 7 Lesson: Configuring new Country/Region fields for MDF Foundation Objects

### 9 Unit 5: Configuring employee data

- 9 Lesson: Using special HR transactions for hires and terminations
- 9 Lesson: Adding employees with the import process during implementation
- 9 Lesson: Updating employee information via import
- 9 Lesson: Applying mass changes to job information in Admin Center
- 9 Lesson: Configuring the Succession Data Model with business configuration
- 9 Lesson: Configuring the Succession Data Model XML
- 10 Lesson: Configuring the country- and region-specific fields for Succession Data Model
- 10 Lesson: Configuring HRIS synchronization during implementation

|           |                |   |
|-----------|----------------|---|
| <b>11</b> | <b>Unit 6:</b> | <b>Configuring transactions</b>   |
| 11        |                | Lesson: Configuring Role-Based Permissions for self-service during implementation       |
| 11        |                | Lesson: Configuring workflows during implementation                                     |
| 11        |                | Lesson: Setting up alert notification   |
| 11        |                | Lesson: Creating event reasons during implementation                                    |
| <b>13</b> | <b>Unit 7:</b> | <b>Creating business rules for Employee Central</b>                                     |
| 13        |                | Lesson: Creating business rules for Employee Central transactions during implementation |
| <b>15</b> | <b>Unit 8:</b> | <b>Building additional and optional configurations during implementation</b>            |
| 15        |                | Lesson: Configuring internal job history during implementation                          |
| 15        |                | Lesson: Setting up currency exchange rates during implementation                        |

# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant
- Technology Consultant
- Support Consultant
- Data Consultant
- Business Process Owner/Team Lead/Power User
- Database Administrator



# UNIT 1

# Getting started with SAP SuccessFactors Employee Central Core

## Lesson 1: Summarizing the functionality of Employee Central

### Lesson Objectives

After completing this lesson, you will be able to:

- Introduce SAP SuccessFactors Employee Central Core
- Explain the Employee Central module to a customer before an implementation

## Lesson 2: Setting up for the training session

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up your site to do the rest of the exercises throughout this course



## Lesson 1: Using XML during data model configuration

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the data model in Employee Central

## Lesson 2: Importing a picklist at the beginning of an implementation

### Lesson Objectives

After completing this lesson, you will be able to:

- Import a picklist at the beginning of an implementation

## Lesson 3: Configuring the People Profile after initial setup

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the People Profile after initial setup



## **Lesson 1: Assigning Employee Central Role-Based Permissions (RBP)**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Assign Employee Central Role-Based Permissions (RBP)

## **Lesson 2: Differentiating between proxy rights and delegate permission**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Differentiate between proxy rights and delegate permission

## **Lesson 3: Modifying an effective-dated record when changes are needed**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Modify an effective-dated record



## **Lesson 1: Creating foundation object records during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create Foundation Object records during implementation

## **Lesson 2: Modifying legacy and MDF foundation object definitions**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Modify legacy and MDF Foundation Object definitions when changes are needed

## **Lesson 3: Explaining customer-specific generic objects**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Explain customer-specific generic objects

## **Lesson 4: Configuring Foundation Object association during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure Foundation Object association during implementation

## **Lesson 5: Configuring new Country/Region fields for MDF Foundation Objects**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure new Country/Region fields for MDF Foundation Objects



## Lesson 1: Using special HR transactions for hires and terminations

### Lesson Objectives

After completing this lesson, you will be able to:

- Use special HR transactions for hires and terminations

## Lesson 2: Adding employees with the import process during implementation

### Lesson Objectives

After completing this lesson, you will be able to:

- Add employees with the Import Process during implementation

## Lesson 3: Updating employee information via import

### Lesson Objectives

After completing this lesson, you will be able to:

- Update Employee Information via import when changes are needed

## Lesson 4: Applying mass changes to job information in Admin Center

### Lesson Objectives

After completing this lesson, you will be able to:

- Apply mass changes to job information in Admin Center

## Lesson 5: Configuring the Succession Data Model with business configuration

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Succession Data Model when changes are needed

## Lesson 6: Configuring the Succession Data Model XML

## **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the Succession Data Model by using XML when changes are needed

## **Lesson 7: Configuring the country- and region-specific fields for Succession Data Model**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure the national ID and address in the CSF Succession Data Model when changes are needed
- Configure global information in the CSF Succession Data Model when changes are needed
- Configure Job information in the CSF Succession Data Model when changes are needed

## **Lesson 8: Configuring HRIS synchronization during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Define HRIS synchronization
- Determine how synchronization is triggered
- Identify field mappings

## **Lesson 1: Configuring Role-Based Permissions for self-service during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Customize RBP for self-service access
- Update employee information by using manager self-service (MSS)

## **Lesson 2: Configuring workflows during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Configure workflows
- Configure optional workflow settings

## **Lesson 3: Setting up alert notification**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create an alert

## **Lesson 4: Creating event reasons during implementation**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create an event reason



## UNIT 7

# Creating business rules for Employee Central

### **Lesson 1: Creating business rules for Employee Central transactions during implementation**

#### **Lesson Objectives**

After completing this lesson, you will be able to:

- Create business rules for Employee Central Core data



## UNIT 8

# Building additional and optional configurations during implementation

### Lesson 1: Configuring internal job history during implementation

#### Lesson Objectives

After completing this lesson, you will be able to:

- Configure an internal job history during implementation

### Lesson 2: Setting up currency exchange rates during implementation

#### Lesson Objectives

After completing this lesson, you will be able to:

- Set up currency exchange rates during implementation