

THR79

SAP SuccessFactors Employee Central Position Management Academy

COURSE OUTLINE

Course Version: 2411

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:

- Application Consultant

UNIT 1

Getting Started with SAP SuccessFactors Employee Central Position Management

Lesson 1: Describing SAP SuccessFactors Employee Central Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the main features, benefits, and tasks in SAP SuccessFactors Employee Central Position Management
- Explain how positions relate to jobs and employees in SAP SuccessFactors Employee Central

Lesson 2: Enabling EC Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Set up Position Management in SAP SuccessFactors Employee Central
- Manage positions by enabling the appropriate role-based permissions

Lesson 3: Navigating the Position Organization Chart

Lesson Objectives

After completing this lesson, you will be able to:

- View the details of positions in an organization by using the Position Organization Chart
- Explore the Position Quickcard details, sections, and layout

Lesson 1: Configuring the Position Object

Lesson Objectives

After completing this lesson, you will be able to:

- Set up the Position object
- Create a Configurable UI for the Position object

Lesson 2: Configuring Position Management Settings

Lesson Objectives

After completing this lesson, you will be able to:

- Configure Position Management settings
- Identify the available Position Management checks in the Check Tool

Lesson 3: Creating Position Records

Lesson Objectives

After completing this lesson, you will be able to:

- Create positions

Lesson 4: Maintaining Existing Position Records

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain positions
- Analyze the impact of position changes to the employees in the organization
- Manage positions through mass changes

Lesson 1: Reviewing the Position Information of Employees

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the Position Fields available in the Employee File

Lesson 2: Hiring Employees to Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Hire a new employee to a position
- Correlate Full Time Equivalent (FTE) and To Be Hired status.

Lesson 3: Maintaining Incumbents Assigned to Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain the employment information of incumbents assigned to positions.

Lesson 4: Manager Self Service Transactions in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Empowering managers to review and take actions on positions among their teams.
- Using AI capabilities to create and update positions

Lesson 5: Terminating Employees

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize the impact to a position when an employee is terminated

Lesson 6: Setting Up Workflows in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Determine approval workflows for position transactions

Lesson 1: Evaluating Position Management Business Rule Scenarios

Lesson Objectives

After completing this lesson, you will be able to:

- Determine which business rule scenarios are available to use when managing positions

Lesson 2: Creating and applying Rules for Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Create a business rule that propagates data to automate position creation.
- Create a business rule to default position values
- Create a business rule to default attributes when creating positions from the Position Organizational Chart
- Verify the Right to Return to a position from a Global Assignment
- Create a business rule to ensure synchronization of position changes into the incumbent's job information
- Create a business rule to update multiple positions
- Create other business rules to maintain positions

UNIT 5

Integrating SAP SuccessFactors Employee Central Position Management with other SAP SuccessFactors solutions

Lesson 1: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the integration points between Position Management and Recruiting

Lesson 2: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Succession Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the integration points between Position Management and Succession Management

UNIT 6

Configuring the Company Structure Overview in SAP SuccessFactors Employee Central

Lesson 1: Building a Company Structure Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a company structure overview to navigate through the organizational details
- Explore the company structure overview as an end user