EMPLOYEE CENTRAL

SAP SUCCESSSFACTORS EMPLOYEE CENTRAL

Course Objective

Upon completion of this course, you will be able to:

- Describe the purpose and goals of Employee Central
- Identify the different Tiles used in the Home page for Employee Central
- Set Up Role-based permissions
- Set Up administrator permissions, global administrators and local administrators
- Add a new employee into the system via the User Interface
- Add new employees into the system via Import
- View an employee’s record
- Define transactions, events, event reasons, and self-service Employee Central
- Transfer an employee to a new business unit
- Modify an employee’s record using HR Edit
- Set up and run a Mass change

Course Objective (CONT)

- Terminate an employee and redistribute any remaining direct reports
- Approve or Send Back change requests
- Add a new location to a company's organization
- Add a new department to a business unit
- Add a new pay component
- Update an employee's file to use these new foundation objects
- Define a workflow
- Configure an existing workflow

Course Outline

Lesson 1.

High Level System Navigation, Configuration and Permissions

Lesson 2.

Employee Data Management and Employee Profile Management

Lesson 3.

Employee Record Management, Self Service and Workflows

Lesson 4.

Metadata Framework(Objects and Positions) and Business Rules(Business Configurations)

Lesson 5.

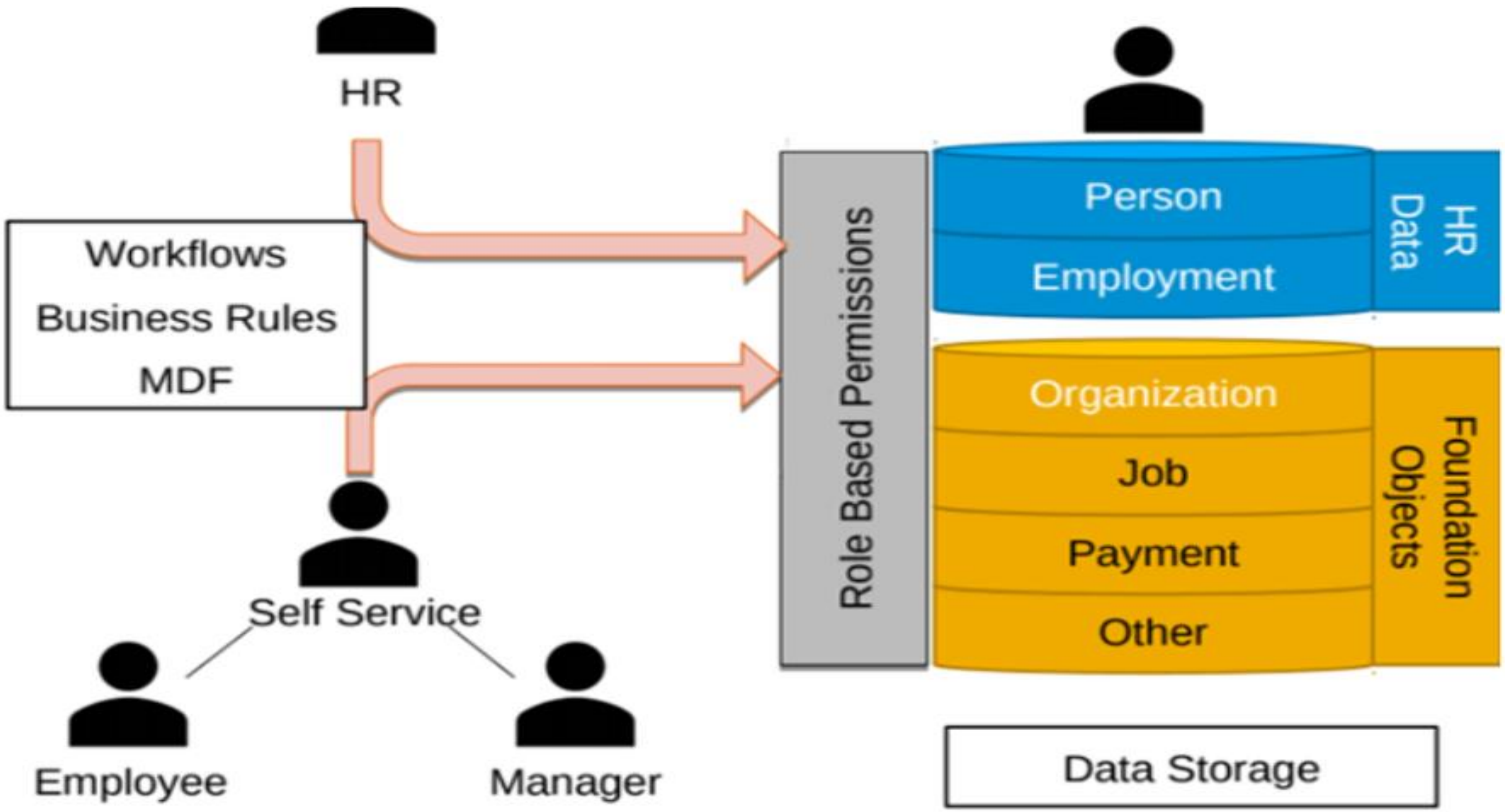
Additional Administrative Functions and EC Reporting

What Is Employee Central?

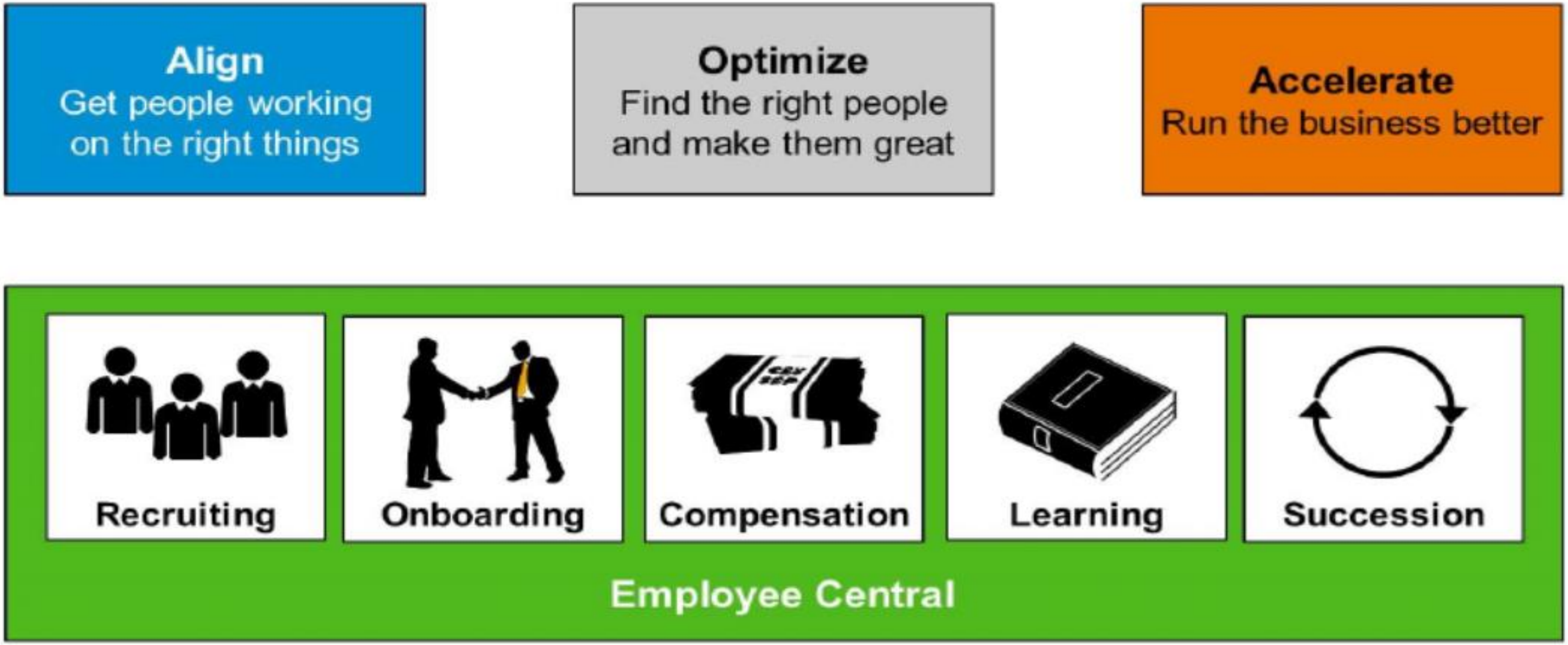
Employee Central helps organizations manage their most important resource, their employees. Employee Central also helps organizations engage and empower their entire workforce including Human Resources, managers, and employees. Employee Central was created with the end user in mind, allowing organizations to provide managers and employees a full view of the overall company and a view into how peers fit into the overall structure of the company. Human Resources can now see the complete organizational picture, allowing them to make informed decisions by offering a complete end-to-end lifecycle for all employees.

- Employee Central allows organizations to:
- Manage employees with a global system of record
- Capture all employee data in one place
- Combine talent data for a comprehensive employee profile
- Review talent data against data from other enterprise systems to make decisions
- Generate reports with powerful analytics

What Is Employee Central?



Employee Central Overview



What Is Employee Central?

EC is a next generation, global, core HR solution and the foundation for all SAP SuccessFactors HCM Solutions. Employee Central can share data to other modules.

Some of the benefits of Employee Central as compared to other existing Human Resources solutions is the low cost, strategic insight, data connection, workforce support, and intuitive data management.

EC integrates several functions, including the following:

- Houses HR records for all employees
- Records transactions or corrections to keep HR information up-to-date
- Provides analytics on HR information to meet compliance or business analysis needs
- Provides integrated HR and Talent Management with SAP SuccessFactors HCM Suite
- Feeds the downstream system with HR information

Employee Central Overview

Low Cost

- SaaS delivery model ensures low total cost of ownership and delivers new capabilities four times per year

Strategic Insight

- Workforce analytics provide unmatched benchmark and metrics for better decision making
- Core Component in Business Execution Suite

Connection

- Cloud-based integration platform
  - Done through configuration, not development
  - Up and running in weeks, not months

Workforce Support

- Global system of record houses global workforce HR data and supports global HR processes
- Supports various workforce types like interns, contractors, and other contingent workforce.
- The Role-based permission model ensures granular access and control
- Mobile Client allows users to view employee

Data Management

- Intuitive, easy-to-use Employee/Manager Self Service empowers employees and managers to own and enrich their data
- Consumer web experience
- Integrated social networking capability allows employees to collaborate
- Rule-based workflows support flexible approval processes

HOME PAGE & NAVIGATION MENU

The Home Page posts user information at a glance. It is highly convenient to system administrators since it provides notifications for tasks that need to be worked on and completed. It also provides the user with links to admin functionalities and other areas of the instance. Information on the Home Page is organized using tiles. Links within these tiles connect users to tasks requiring action and system tools.

Tiles are used to organize information regarding your SAP SuccessFactors processes. You can control the tiles and some of the content that is available to our users, through Manage Home Page. Through management of the Home page, you can select which tiles are included in the default view of the Home page, which tiles are available from the Tile Browser library, and which tiles are not used. You can change the designation of each tile by clicking the cog icon and selecting where to move the tile. Some tiles have additional settings that you can configure, such as the To-Do, Welcome, and Quick Links tiles

The main navigation menu is the Home Menu on the left of the screen. Use this drop-down menu to navigate to commonly used pages in SAP SuccessFactors like Admin Center, Company Info, Employee File, and Reports.

The menu under the user is used to Proxy, go to Options to change languages, passwords, security questions, etc. navigate to the Admin Center, personalize homepage, show version info, and log out.

ADMIN CENTER

The Admin Center is the central access point where all of your administrator tools are located that you can use to configure and maintain the SuccessFactors application. The Admin Center interface has some useful features, including shortcuts and a tool search bar that you can use when you cannot remember where a tool is located. You can also search for a tool using Action Search from any page.

There are currently two UI version of the Admin Center – "OneAdmin" and "NextGen Admin". "OneAdmin" is the current default of the system that is shown in the image above, but you can enable "NextGen Admin", pictured below, using the "Upgrade Center" tool. Once "NextGen Admin" is enabled, the system will allow you to switch between the two versions of Admin Center with ease. It is recommended to use the NextGen UI for Employee Central as it centralizes information and alerts related to administering the system.

Both versions include standard functionality required to administer your system. The newer "NextGen Admin" provides a more modern user experience, based on SAP Fiori design, and includes additional functionality.

ADMIN ALERTS 2.0

The Admin Alerts 2.0 tile is a compact way to see all the pending action items you track throughout your system. It is used to manage data integrity, alert administrators of certain processes stalling such as workflows or pending hires. Administrators can take action directly from the tile. There are two admin alerts tiles, the legacy Admin Alerts and next generation Admin Alerts 2.0. The legacy Admin Alerts tile will soon be depreciated. The Admin Alerts 2.0 tile can be seen in the NextGen UI Admin Center and on the Homepage. In order to access the Admin Alerts tiles you must have the correct role-based permissions.

Admin Alerts 2.0 now monitors HR data issues arising out of incorrect or invalid Foundation Object configurations in the Job Information of users, in addition to monitoring issues related to inactive dynamic role users. Admin Alerts 2.0 can also access pending hires from Employee Central as well as Onboarding and Recruiting.

ADMIN ALERTS 2.0

Admin Alerts 2.0 can be used for the following applications:

- Workflows
- Time Management
- Time Data Replication
- Manage Pending Hires
- HR Data Issues

Note: Admin Alerts 2.0 is the preffered application for monitoring and managing HR Data Issues. Admin Alerts is the legacy application and will soon be deprecated in a future release.

Employee File and Quick Card

Using the navigation menu, you can navigate to the My Employee File page to view your own employee file, or to any other employee's file using the action search at the top.

People Profile allows you to view the entire profile and take immediate action on one simple, unified page. You can quickly find the most important or most recent information and drill down to see more detail when needed.

The quick card is designed to provide an actionable search. While the searching conditions remain the same, the quick card provides details about the person selected as well as actions that you can initiate. It reduces the clicks required to submit a transaction and provides links to the talent products as well.

Employee File and Quick Card

The quick card provides general information about the employee and includes link to the following options:

- Employee Name: Choose this link to view an employee file.
- Email: Choose this link to quickly send an email.
- Manager Name: Choose a manager name to view their employee file.
- Org Chart: Choose this link to view where the employee fits in the organization.
- Take Action: This link displays at the bottom of the quick card. If you click this link, the quick card expands to show additional options.
- Take Action Section: This section can display, depending on permissions, shortcuts to employee and manager self-service features.
- Go To Section: This section contains a list of quick links to different sections of the Employee File.

ORG CHART

Using the navigation menu, you can navigate to the Company Info Page which displays the Org Chart. The Org Chart shows where the employee fits into the larger reporting and organizational structure. Administrators can also use the graphical Hire Employee button along the top to be redirected to the Add New Employee tool.

ACTION SEARCH

You can use the Action Search to search for People or Tools from any page.

Action search facilitates navigation of the SAP SuccessFactors HXM Suite by enabling you to find common actions and pages in the search box at the top of every page. You can use natural language to describe what you want to do, in your own words, and then select from a list of suggested actions.

You can type search terms that describe the desired action. For example, you might type add an employee or view my performance review or request time off. If the entered text matches any of the search terms associated with any of the available actions, those actions are listed in the search results.

As an administrator you can use the Manage Action Search admin tool to modify the default search behavior. This allows you to optimize action search results for people in your company and facilitate access to additional frequently-used actions.

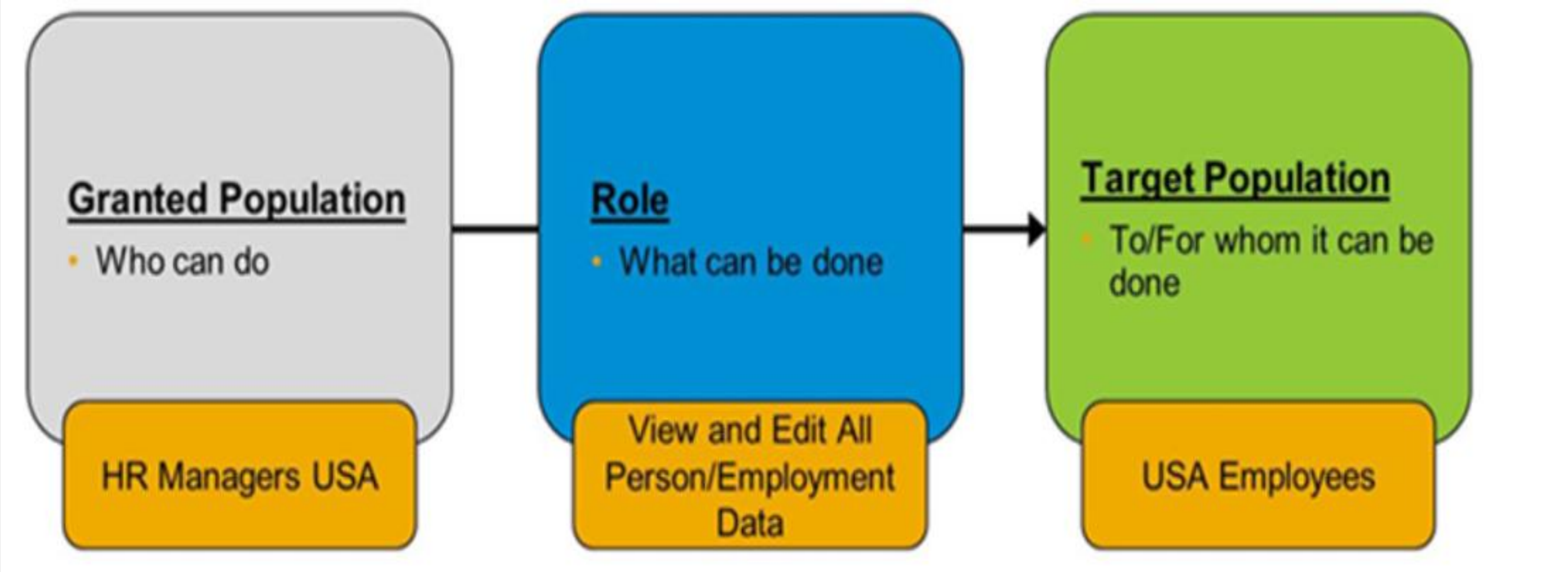
Role-based Permissions Main Concepts

Role-based permissions is a customizable method of managing permissions in your company. Role-based permissions use permission groups and roles to grant permissions to employees. An administrator can also grant permission to standard role types, such as employee or manager. When granting these permissions, an administrator can limit the permissions to specific target groups of users.

This is a dynamic method of assigning permissions. For example, when an employee is promoted to a manager role, once the change is made in their user data (either imported or manually), the employee would automatically be assigned all the special permissions a manager would have.

Employee Central can go beyond these basic roles and allow organizations to set up roles based on several criteria. Role-based permissions in Employee Central are flexible in that you can create groups and permissions based on characteristics of jobs and roles. You can define roles based on job codes, locations, relationships, and more. This granularity allows the groups to be both targeted and dynamic. For example, you can create permissions for HR managers in the USA that enable them to view and edit person and employment data for all of their employees in the USA.

Role-based Permissions Main Concepts



Permission Roles

A permission role defines a set of permissions and grants these permissions to permission groups or role types such as an employee or manager. Employees can have several different sets of permissions with a single role. An administrator defines permission roles by navigating Manage Permissions Roles.

In Manage Permission Roles, the administrator can review, copy, and edit existing roles or create new roles. By clicking the name of the role, the administrator can review and edit the list of permissions granted. The permission button displays the different permission sections a role can have. For example, the manager role may grant managers the ability to change the standard hours for one of their direct reports and can run table reports on their team.

For a permission role to take effect, you must grant the role to a permission group or select from the existing default role types.

Permission Groups

Permission Groups allow you to define employees in the Granted Population and Target Population roles. You can create these groups based on single or multiple parameters.

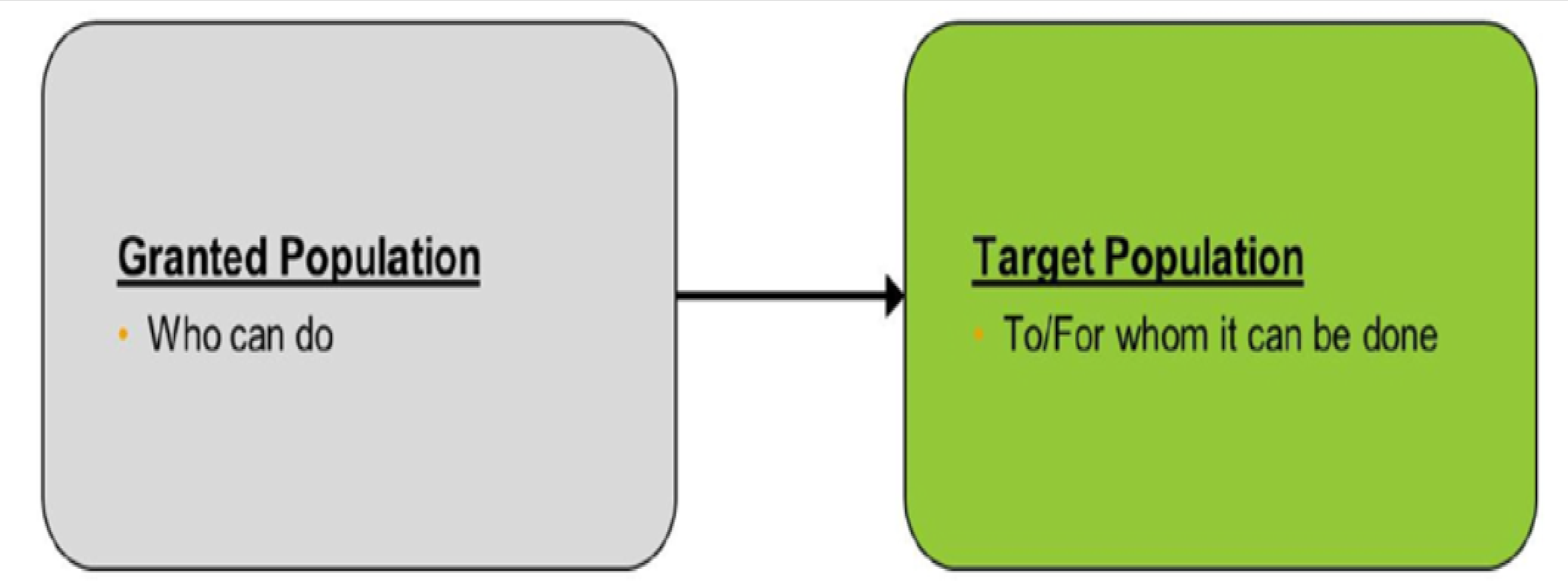
For example, you can create a group of IT managers based on the job-code IT-MGR. You can also create a group of IT managers in the USA based on job code and location.

Permission Groups are an integral part of RBP. However, they might not be necessary if you are working with general conditions such as All Employees or Manager's Direct Reports, which are predefined roles in the system.

A permission group defines a set of employees. An administrator can define a group by Standard Elements in the Employee Data File.

As a best practice, when creating permission groups use a prefix to help you identify which group to use in your permission role. If you are creating a permission group that is receiving the permission (a granted group), use the prefix "Granted:" for the name of the group. Similarly, if you are creating a target permissions group, use the prefix "Target:" for the name of the group.

Permission Groups



Role Types

The following are examples of default role types available in Employee Central:

- Employee – all employees that work for an organization
- Manager – an employee that has direct reports
- Matrix Manager – also known as dotted line managers, as defined in the Job Relationship section
- HR Manager – a human resources representative with direct reports

Employee Central allows the use of default roles or makes these common roles even more granular. For example, the role of HR manager can be broken into smaller roles like HR Compensation and Benefits Manager and HR Learning and Development Manager, each with its own set of administration permissions. The HR Manager Default role will still exist despite the breakdown.

First Lesson Summary

- Introduction to Employee Central and the SuccessFactors instance
- Navigating the home page, Employee Files and Admin Center
- Role Based Permissions