THR81

SAP SuccessFactors Employee Central Academy

COURSE OUTLINE

Course Version: 94
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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Contents

vii	Course Overview	
1	**Unit 1:**	**SAP SuccessFactors Employee Central – Introduction**
1		Lesson: Describing the EC Value Add of an Integrated and Strategic Human Resource Information System (HRIS)
1		Lesson: Understanding EC Fundamental Data Structure
1		Lesson: Setting Up the EC Environment
1		Lesson: EC Environment
1		Lesson: People Profile, Action Search and the Check Tool
3	**Unit 2:**	**SAP SuccessFactors Employee Central – Security – Role-Based Permissions**
3		Lesson: Managing User Access
3		Lesson: Managing Security Using Role-Based Permissions (RBP)
3		Lesson: Implementing Data Changes and Reviewing Audit Trails
5	**Unit 3:**	**SAP SuccessFactors Employee Central - Foundation Object Management**
5		Lesson: Storing Foundation Data
5		Lesson: Populating a Foundation Object (FO) Records
5		Lesson: Customize Foundation Objects
5		Lesson: Configuring the Country-Specific Fields (CSF) for Foundation Objects
7	**Unit 4:**	**SAP SuccessFactors Employee Central - Employee Data**
7		Lesson: Storing Employee Data
7		Lesson: Importing Users and Data and Implementing Mass Changes
7		Lesson: Configuring the Succession Data Model
7		Lesson: Configuring the Succession Data Model with Manage Business Configuration
7		Lesson: Configuring the Country-Specific Field (CSF) Succession Data Model
9	**Unit 5:**	**Advanced Foundation Object and Employee Data Management**
9		Lesson: HRIS Propagation
9		Lesson: Foundation Object Association
9		Lesson: Creating Internal Integration using HRIS Synchronization
9		Lesson: Translating Foundation Object Data

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11	**Unit 6:**	**SAP SuccessFactors Employee Central - Self-Service and Workflows**
11		Lesson: Managing Role-Based Permissions (RBP) for Self-Service Access
11		Lesson: Customizing Self-Service Transactions Using Workflows
11		Lesson: Event Reason Derivation
13	**Unit 7:**	**SAP SuccessFactors Employee Central – Object and Rule Management in the Instance**
13		Lesson: Building Meta Data Framework (MDF) Objects for Employee Central (EC)
13		Lesson: Customizing an MDF Object Using Configurable UI
13		Lesson: Creating a Configurable Rule Using the Rules Engine
15	**Unit 8:**	**SAP SuccessFactors Employee Central–Position Management**
15		Lesson: Setting Up Position Management
15		Lesson: Company Structure Overview
15		Lesson: Leave of Absence
15		Lesson: Contingent Workers
15		Lesson: Dependents Management

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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UNIT 1

SAP SuccessFactors Employee Central – Introduction

Lesson 1: Describing the EC Value Add of an Integrated and Strategic Human Resource Information System (HRIS)

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the EC value add of an integrated and strategic HRIS

Lesson 2: Understanding EC Fundamental Data Structure

Lesson Objectives

After completing this lesson, you will be able to:

- Define XML components
- Describe the XML for EC
- Implement Best Practices for XML Management

Lesson 3: Setting Up the EC Environment

Lesson Objectives

After completing this lesson, you will be able to:

- Differentiate between Provisioning and Admin Center
- Prepare the Instance for Exercises

Lesson 4: EC Environment

Lesson Objectives

After completing this lesson, you will be able to:

- Using Functions and Features of EC
- Understanding EC Transaction Fundamentals

Lesson 5: People Profile, Action Search and the Check Tool

Lesson Objectives

After completing this lesson, you will be able to:

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- Configure Employee Central Features People Profile, Action Search and Permission the Check Tool

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UNIT 2

SAP SuccessFactors Employee Central – Security – Role-Based Permissions

Lesson 1: Managing User Access

Lesson Objectives

After completing this lesson, you will be able to:

- Determine the different administrator types and the role of proxies
- Track changes and insertions in EC records

Lesson 2: Managing Security Using Role-Based Permissions (RBP)

Lesson Objectives

After completing this lesson, you will be able to:

- Examine RBP
- Set up RBP

Lesson 3: Implementing Data Changes and Reviewing Audit Trails

Lesson Objectives

After completing this lesson, you will be able to:

- Modify an employee record
- Explain the function and location of the EC audit trail

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UNIT 3

SAP SuccessFactors Employee Central - Foundation Object Management

Lesson 1: Storing Foundation Data

Lesson Objectives

After completing this lesson, you will be able to:

- Define Foundation Objects (FO) and Fields

Lesson 2: Populating a Foundation Object (FO) Records

Lesson Objectives

After completing this lesson, you will be able to:

- Create FO Records

Lesson 3: Customize Foundation Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Modify XML FO and MDF FO Structures

Lesson 4: Configuring the Country-Specific Fields (CSF) for Foundation Objects

Lesson Objectives

After completing this lesson, you will be able to:

- Configure CSF fields

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UNIT 4

SAP SuccessFactors Employee Central - Employee Data

Lesson 1: Storing Employee Data

Lesson Objectives

After completing this lesson, you will be able to:

- Examine employee data in the instance

Lesson 2: Importing Users and Data and Implementing Mass Changes

Lesson Objectives

After completing this lesson, you will be able to:

- Add New Employees Using the Import Process
- Maintain employee records using system templates
- Implement Mass Changes in Admin Center

Lesson 3: Configuring the Succession Data Model

Lesson Objectives

After completing this lesson, you will be able to:

- Configure the Succession Data Model

Lesson 4: Configuring the Succession Data Model with Manage Business Configuration

Lesson Objectives

After completing this lesson, you will be able to:

- Configuring the Succession Data Model with Manage Business Configuration

Lesson 5: Configuring the Country-Specific Field (CSF) Succession Data Model

Lesson Objectives

After completing this lesson, you will be able to:

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- Configure the national ID and address in the CSF Succession Data Model
- Configure global information in the CSF Succession Data Model
- Configure Job information in the CSF Succession Data Model

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UNIT 5 Advanced Foundation Object and Employee Data Management

Lesson 1: HRIS Propagation

Lesson Objectives
After completing this lesson, you will be able to:

- Configure propagation with Business Rules

Lesson 2: Foundation Object Association

Lesson Objectives
After completing this lesson, you will be able to:

- Configure Foundation Object Association

Lesson 3: Creating Internal Integration using HRIS Synchronization

Lesson Objectives
After completing this lesson, you will be able to:

- Define HRIS synchronization
- Activate Synchronization Jobs Manually and Automatically
- Create a custom synchronization map

Lesson 4: Translating Foundation Object Data

Lesson Objectives
After completing this lesson, you will be able to:

- Describe the EC translation process
- Translate foundation data

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UNIT 6

SAP SuccessFactors Employee Central - Self-Service and Workflows

Lesson 1: Managing Role-Based Permissions (RBP) for Self-Service Access

Lesson Objectives

After completing this lesson, you will be able to:

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

Lesson 2: Customizing Self-Service Transactions Using Workflows

Lesson Objectives

After completing this lesson, you will be able to:

- Customize Workflows
- Customize MSS using workflows

Lesson 3: Event Reason Derivation

Lesson Objectives

After completing this lesson, you will be able to:

- Create an event reason

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UNIT 7

SAP SuccessFactors Employee Central – Object and Rule Management in the Instance

Lesson 1: Building Meta Data Framework (MDF) Objects for Employee Central (EC)

Lesson Objectives

After completing this lesson, you will be able to:

- Build MDF Objects for EC

Lesson 2: Customizing an MDF Object Using Configurable UI

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the functions and use cases of Configurable UI
- Define the Configurable UI elements and customization process
- Identify the available Configurable UI tools
- Add a custom UI to the employee files
- Create an object for employee assets

Lesson 3: Creating a Configurable Rule Using the Rules Engine

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the main attributes of the Rules Engine
- Describe the Rules Engine logic types
- Apply rules to the Configurable UI
- Locate rule events
- Assign rules to Human Resource Information System (HRIS) elements and field events
- Create a configurable rule for use in existing EC objects

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UNIT 8

SAP SuccessFactors Employee Central–Position Management

Lesson 1: Setting Up Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Set up Position Management

Lesson 2: Company Structure Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Company Structure Overview

Lesson 3: Leave of Absence

Lesson Objectives

After completing this lesson, you will be able to:

- Leave of Absence

Lesson 4: Contingent Workers

Lesson Objectives

After completing this lesson, you will be able to:

- Contingent Workers

Lesson 5: Dependents Management

Lesson Objectives

After completing this lesson, you will be able to:

- Dependents Management

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