THR81
SAP SuccessFactors Employee Central Academy

COURSE OUTLINE

Course Version: 2011
Course Duration:
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American English is the standard used in this handbook. The following typographic conventions are also used.

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TARGET AUDIENCE
This course is intended for the following audiences:
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
• Importing Picklist
• 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:

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

- Configure Workflows
- Configure Optional Workflow settings

Lesson 3: Event Reason Derivation

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

- Create an event reason
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
- Locate rule events
- Assign rules to Human Resource Information System (HRIS) elements and field events
- Assign Rule to an MDF Object
- Create a configurable rule for use in existing EC objects
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