

THR86

SAP SuccessFactors Compensation Academy

COURSE OUTLINE

Course Version: 2105

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 | <i>Example text</i> |
| Window title | <i>Example text</i> |

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Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:

- Solution Architect

Lesson 1: Preparing for an Implementation

Lesson Objectives

After completing this lesson, you will be able to:

- Summarize the functionality and settings of SAP SuccessFactors Compensation
- Identify and locate all resources or materials available, including customer-facing materials and partner-facing materials

Lesson 2: Conducting the Discovery Process

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the discovery process

Lesson 3: Linking the DTD and Compensation Template

Lesson Objectives

After completing this lesson, you will be able to:

- Download, clone, and upload a Compensation XML plan and validate it with the DTD

Lesson 4: Navigating the Compensation Home Tool

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the main pages and locate the settings in the Compensation Home Tool
- Grant permissions to administrators

Lesson 1: Importing Data into SAP SuccessFactors Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the types of data imported into SAP SuccessFactors Compensation
- Describe plan specific data in SAP SuccessFactors Compensation
- Create compensation tables
- Identify grouping functionality

Lesson 1: Developing the Basic Components of Compensation Worksheets

Lesson Objectives

After completing this lesson, you will be able to:

- Identify and navigate compensation worksheets
- Explain the concepts of Compensation Planners and Hierarchy
- Identify breaks in hierarchy
- Explain how to create route maps
- Configure the Forced Comments feature
- Configure number formats
- Identify available display settings
- Create a new Compensation Plan with Leading Practice Template

Lesson 2: Using the Design Compensation Worksheets

Lesson Objectives

After completing this lesson, you will be able to:

- Define the purpose of the Design Worksheet
- Summarize best practices to follow when using Design Worksheet
- Define field attributes
- Configure Custom Formula
- Create custom validation
- Outline the process for organizing worksheets by grouping columns
- Explain how administrators can configure which portlets are viewable in the worksheet
- Describe restrictions that can be created by Compensation Admins
- Create plan instructions that display at the top of the worksheet
- Create standard and custom fields for a compensation worksheet

Lesson 3: Using the Salary Sheet

Lesson Objectives

After completing this lesson, you will be able to:

- Identify common salary sheet fields
- Explain salary rules in relation to lump sum
- Identify when to use date-based proration, imported proration and raise proration
- Describe functionality of the Job Selector

Lesson 4: Using the Stock Sheet

Lesson Objectives

After completing this lesson, you will be able to:

- Identify features of the stock sheet

Lesson 5: Launching and Creating Worksheets

Lesson Objectives

After completing this lesson, you will be able to:

- Run Check Tool
- Describe how to launch worksheets and perform test launches
- Monitor status of launches
- Update worksheets for specific or all employees
- Delete worksheets using Manage Worksheets and Delete Document methods

Lesson 1: Developing Budgets for the Compensation Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Explain what a budget is and how it relates to SAP SuccessFactors Compensation
- Describe important considerations for configuring budgets
- Identify budget settings in Admin Center
- Configure budget calculations
- Configure budget rules
- Describe the functionality of the Budget groupBy feature
- Add Budget or Compensation groups

Lesson 2: Defining Eligibility Rules for the Compensation Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how eligibility works within SAP SuccessFactors Compensation
- Explain the different methods of managing eligibility rules

Lesson 3: Defining Guidelines for the Compensation Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how guidelines are used within SAP SuccessFactors Compensation
- Explain how formulas are used within guidelines
- Explain the process for creating or modifying guidelines
- Associate compensation groups with guidelines
- Summarize considerations for creating guidelines
- Determine which rating source should be used in a configuration

- Add a rating source to a compensation plan
- Create guidelines for a compensation plan

Lesson 1: Generating Reports in SAP SuccessFactors Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the standard reports of SAP SuccessFactors Compensation
- Describe Rollup Reports
- Generate Aggregate Exports
- Explain how to enable YouCalc widgets in Provisioning
- Describe how to use Report Center
- Explain how to use the Executive Review feature
- Generate the audit tool report

Lesson 2: Generating Compensation Statements

Lesson Objectives

After completing this lesson, you will be able to:

- Enable standard reward statement template
- Identify elements that call for the creation of a custom compensation statement templates
- Managing Reward Statements
- Configure People Profile to display Statements
- Describe and access the compensation profile
- Configure a compensation statement and link to employee profile

Lesson 3: Cascading Budgets

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the concept of cascading budgets
- Discuss the pros and cons of cascading budgets

- Assign budget permissions
- Explain how to configure and manage cascading budgets

Lesson 4: Using Decentralized Admin

Lesson Objectives

After completing this lesson, you will be able to:

- Explain features of Decentralized Administration
- Describe how to enable Decentralized Admin
- Identify the types of admins necessary for Decentralized Admin
- Explain how to manage admin groups
- Describe the guidelines of admin groups in Decentralized Admin

Lesson 1: Integrating SAP SuccessFactors Compensation and Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the different types of integration projects that involve Employee Central and Compensation
- Describe the scope of work involved in integrating Employee Central and Compensation
- Identify the role of SAP SuccessFactors Employee Central
- List and describe each step in the integration process of Employee Central and Compensation
- Integrate a Compensation Plan with SAP SuccessFactors Employee Central

Lesson 1: Using the Total Compensation Plan Template

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the Total Compensation Plan Template and its prerequisites
- Launch Total Compensation Plan Templates
- Describe differences of percent type fields in worksheets
- Set up Total Plan Compensation Template
- Manage the total compensation planning process
- Identify features supported in Total Compensation Plan Template

Lesson 1: Defining Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Describe reward and recognitions for employees
- Identify Spot Awards

Lesson 2: Enabling Spot Award Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Describe Spot Award permissions
- Describe the procedures for enabling Spot Award permissions for various roles
- Describe the procedures for enabling Spot Award permissions for various program types
- Explain how to enable permissions to access Reward and Recognition under Compensation
- Explain how to enable permissions for Points-Based Awards

Lesson 3: Setting up the Spot Awards Program

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to set up a Spot Awards Program
- Explain how to update the TODO category for Spot Awards
- Explain how to customize the email notification template
- Explain how to use the Text Replacement tool to localize and customize the Rewards and Recognition label

Lesson 4: Setting up the Spot Awards Workflow

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to set up the Spot Awards Workflow

Lesson 5: Setting Up a Points-Based Awards Program

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a Points-Based Awards Program

Lesson 6: Assigning Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the methods used for assigning Spot Awards

Lesson 7: Generating Spot Awards Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to generate Spot Awards reports

Lesson 8: Publishing Spot Awards and Setup Practice

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to publish Spot Awards to SAP SuccessFactors Employee Central
- Set up a Spot Awards Program