

THR86

SAP SuccessFactors Compensation 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	<i>Example text</i>
Window title	<i>Example text</i>

Contents

vii **Course Overview**

1 Unit 1: SAP SuccessFactors Compensation: Kickoff and Discovery

- 1 Lesson: Preparing for an Implementation
- 1 Lesson: Conducting the Discovery Process
- 1 Lesson: Linking the DTD and Compensation Template
- 1 Lesson: Navigating the Compensation Home Tool

3 Unit 2: SAP SuccessFactors Compensation: Data Integration

- 3 Lesson: Importing Data into SAP SuccessFactors Compensation

5 Unit 3: SAP SuccessFactors Compensation: The Compensation Plan and Worksheets

- 5 Lesson: Developing the Basic Components of Compensation Worksheets
- 5 Lesson: Using the Design Compensation Worksheets
- 6 Lesson: Using the Salary Sheet
- 6 Lesson: Using the Stock Sheet
- 6 Lesson: Launching and Creating Worksheets

7 Unit 4: SAP SuccessFactors Compensation: Budgets, Eligibility Rules and Guidelines for Comp Plans

- 7 Lesson: Developing Budgets for the Compensation Plan
- 7 Lesson: Defining Eligibility Rules for the Compensation Plan
- 7 Lesson: Defining Guidelines for the Compensation Plan

9 Unit 5: SAP SuccessFactors Compensation: Reports, Statements and Additional Topics

- 9 Lesson: Generating Reports in SAP SuccessFactors Compensation
- 9 Lesson: Generating Compensation Statements
- 9 Lesson: Cascading Budgets
- 10 Lesson: Using Decentralized Admin

11 Unit 6: SAP SuccessFactors Compensation: Compensation-Employee Central Integration

- 11 Lesson: Integrating SAP SuccessFactors Compensation and Employee Central

13 Unit 7: SAP SuccessFactors Compensation: Total Compensation Plan Template

- 13 Lesson: Using the Total Compensation Plan Template

15 Unit 8: SAP SuccessFactors Compensation: Spot Awards

15	Lesson: Defining Spot Awards
15	Lesson: Enabling Permissions For Spot Awards
15	Lesson: Setting Up the Spot Awards Program and Workflow
15	Lesson: Assigning Spot Awards
16	Lesson: Generating Spot Awards Reports
16	Lesson: Publishing Spot Awards and Setup Practice

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
- Explain how to add standard and custom columns to worksheet
- Explain how to create columns that utilize formulas
- 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 levels to which compensation eligibility rules can be applied
- 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
- Explain how to generate rollup reports from within the Admin Center
- Explain how to enable rollup reports on the compensation worksheet via the XML
- Explain how to create and export an aggregate report
- Identify the report found on the Summary tab
- 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 and set up a Total Compensation Plan Template
- Manage the total compensation planning process using compensation forms
- Configure and view total compensation statements
- 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 rewards and recognitions for employees
- Identify spot awards

Lesson 2: Enabling Permissions For Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the processes for enabling permissions for various roles
- Describe the procedures for enabling permissions to assign a spot award for various roles
- Explain how to enable permissions to access rewards and recognition under SAP SuccessFactors Compensation

Lesson 3: Setting Up the Spot Awards Program and Workflow

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to set up a Spot Awards Program
- Explain how to set up the Spot Awards Workflow
- 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: Assigning Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the methods used for assigning Spot Awards

Lesson 5: Generating Spot Awards Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to generate Spot Awards reports

Lesson 6: 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
- Demonstrate how to set up a Spot Awards program