COURSE OUTLINE

Course Version: 71
Course Duration: 13 Day(s)
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Typographic Conventions

American English is the standard used in this handbook. The following typographic conventions are also used.

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<tr>
<th>Typographic Convention</th>
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<td>This information is displayed in the instructor’s presentation</td>
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<td>Demonstration</td>
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<td>Procedure</td>
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## Course Overview

### Unit 1: SAP SuccessFactors Employee Central – Introduction

1. **Lesson: Describing the EC Value Add of an Integrated and Strategic Human Resource Information System (HRIS)**
2. **Lesson: Configuring EC with Extensible Markup Language (XML)**
3. **Lesson: Setting Up the EC Environment**
4. **Lesson: Turning on the People Profile and Action Search**

### Unit 2: SAP SuccessFactors Employee Central – Security – Role-Based Permissions

1. **Lesson: Managing User Access**
2. **Lesson: Managing Security Using Role-Based Permissions (RBP)**
3. **Lesson: Implementing Data Changes and Reviewing Audit Trails**

### Unit 3: SAP SuccessFactors Employee Central - Corporate Data and Foundation Tables

1. **Lesson: Storing Corporate Data**
2. **Lesson: Customizing and Populating a Foundation Table (FT)**
3. **Lesson: Configuring the Country-Specific Field (CSF) Corporate Data Model**
4. **Lesson: Identifying and Adding Picklists to Foundation Objects (FO)**
5. **Lesson: Managing Associations in the Corporate Data Model**
6. **Lesson: Enabling Language Packs for Translations**

### Unit 4: SAP SuccessFactors Employee Central - Employee Data

1. **Lesson: Storing Employee Data**
2. **Lesson: Importing Users and Data and Implementing Mass Changes**
3. **Lesson: Configuring the Succession Data Model**
4. **Lesson: Configuring the Country-Specific Field (CSF) Succession Data Model**
5. **Lesson: Configuring the Human Resource Information System (HRIS) Propagation Extensible Markup Language (XML) File**

### Unit 5: SAP SuccessFactors Employee Central - Self-Service and Workflows

1. **Lesson: Manage Business Configuration**
2. **Lesson: Managing Role-Based Permissions (RBP) for Self-Service Access**
3. **Lesson: Customizing Self-Service Transactions Using Workflows**
4. **Lesson: Event Reason Derivation**
# Unit 6: SAP SuccessFactors Employee Central – Integration

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# Unit 7: SAP SuccessFactors Employee Central – Object and Rule Management in the Instance

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# Unit 8: SAP SuccessFactors Employee Central–Position Management, Timeoff Config & Global Benefits

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

- Application Consultant
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: Configuring EC with Extensible Markup Language (XML)

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
- Customize an Instance
- Set up the Admin Center Interface
- Using Functions and Features in the EC Instance

Lesson 4: Turning on the People Profile and Action Search

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

- Turn on the People Profile
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 Corporate Data
Lesson Objectives
After completing this lesson, you will be able to:

- Describe corporate data storage and Foundation Tables (FT)
- Define foundation objects (FO) and fields

Lesson 2: Customizing and Populating a Foundation Table (FT)
Lesson Objectives
After completing this lesson, you will be able to:

- Create FT data
- Configure the Corporate Data Model

Lesson 3: Configuring the Country-Specific Field (CSF) Corporate Data Model
Lesson Objectives
After completing this lesson, you will be able to:

- Configure CSF fields

Lesson 4: Identifying and Adding Picklists to Foundation Objects (FO)
Lesson Objectives
After completing this lesson, you will be able to:

- Add picklists to FO

Lesson 5: Managing Associations in the Corporate Data Model
Lesson Objectives
After completing this lesson, you will be able to:
Lesson 6: Enabling Language Packs for Translations

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

- Describe the EC translation process
- Translate foundation 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 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

Lesson 5: Configuring the Human Resource Information System (HRIS) Propagation Extensible Markup Language (XML) File
Lesson Objectives
After completing this lesson, you will be able to:

- Set up propagation mapping
- Configure the HRIS propagation XML file
Lesson 1: Manage Business Configuration

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

• Manage Business Configuration

Lesson 2: 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 3: Customizing Self-Service Transactions Using Workflows

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

• Customize Workflows
• Customize MSS using workflows

Lesson 4: Event Reason Derivation

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

• Create an event reason
• Trigger an event, event reason and workflow based on changes made to employee files
Lesson 1: Describing Integration Types and Systems
Lesson Objectives
After completing this lesson, you will be able to:

- Describe integration types and systems

Lesson 2: Creating Internal Integration using Human Resource Information Systems (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 3: Integrating Employee Central (EC) to External Systems
Lesson Objectives
After completing this lesson, you will be able to:

- Integrate to external systems
- Identify additional integration scenarios
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
Lesson 1: Setting Up Position Management

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

• Set up Position Management

Lesson 2: Describing Time Off

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

• Examine the benefits of SAP SuccessFactors Time Off
• Differentiate among Time Off users
• Explain the usage of Time Off

Lesson 3: Enabling Time Off

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

• Prepare Time Off
• Enable Time Off tabs and fields

Lesson 4: Leave of Absence

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

• Leave of Absence

Lesson 5: Setting Up a Holiday Calendar and Work Schedule

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

• Create a custom holiday calendar
Lesson 6: Setting Up Time Types and Time Profiles

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

- Define time types
- Set up a time-type profile

Lesson 7: Setting Up Time Off for Employees

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

- Maintain Time Off information in Job Information

Lesson 8: Setting Up Global Benefits

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

- Set up EC Global Benefits and describe the EC GB building blocks