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## SAP SUCCESSFACTORS – BUNDLE COURSE

# SAP SUCCESSFACTORS – BUNDLE COURSE



### SAP SUCCESSFACTORS (Employee Central) COURSE SYLLABUS

#### Module: Introduction to Mastery Topics:

1. Cloud and SF Architecture
2. Instance, Provisioning explanation
3. Technical Architecture
4. Integration Technology/Tools
5. Bizxpert Methodology – Implementation Methodology.
6. Basic company settings in Provisioning
7. Creating administrators in Provisioning
8. Creating administrators in Instance

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9. Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files
10. Administrator tools
11. Commonly used terms
12. Admin Privileges
13. Proxy Management
14. Setting up company Logos
15. Manage Data User Records
16. Employee Data File
17. Permissions
18. Role Based Per missioning (RBP).
19. Pick list Management.
20. Text Customization in Instance
21. XML and Data models
22. People Search
23. Rating Scales
24. Route Maps (Workflow)
25. Launching forms
26. Employee Profile

## **Module: Employee Central Mastery – Core HCM module**

1. Introduction and basic provisioning set up exercises
2. Data models
3. Employee Central Structure
4. Data model Management

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5. Data model Associations
6. Enable employee central and RBP
7. Update employee details
8. ESS/MSS functionality
9. Understanding security
10. Managing security with RBP
11. EC as a system of record
12. EC Customizing and Populating Basic Foundation data
13. Customizing Country specific files in Foundation tables
14. Creating and modifying associations
15. Propagations
16. Importing users and data
17. Mass Changes
18. Customizing employee files
19. Customizing CSF for employee files
20. Position Management
21. Absence Management
22. Employee Central Reporting and Integration
24. MDF Overview
25. MDF Objects creation
26. Manage Business Configuration Rules setup
27. Manage Workflow Requests/groups
28. Org Chart
29. Manage Sequence
30. Monitor Job



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## **SAP SuccessFactors Employee Central (basic to advanced)**

### **Introduction to Mastery**

1. Cloud Solution and Saas Model
2. Cloud and SF Architecture
3. History of SuccessFactors
4. Instance, Provisioning explanation
5. Technical Architecture
6. Integration Technology/Tools
7. SuccessFactors – Sales demo and Professional System Set up
8. Bizxpert Methodology – Implementation Methodology
9. Basic company settings in Provisioning
10. Creating administrators in Provisioning
11. Creating administrators in Instance
12. Instance basic settings – Passwords, Home Page, Welcome Menu, Company info,  
Employee files
13. Administrator tools
14. Instance- User Group Creation
15. Instance Setting up Company Logo
16. Commonly used terms
17. Admin Privileges
18. Instance Re-setting user Account or Password
19. Proxy Management
20. Setting up company Logos
21. Manage Data User Records

22. Employee Data File
23. Provisioning Setting-Basic Company Setting
24. Permissions
25. Provisioning System-Super Admin Creation
26. Role-Based Permissioning (RBP)
27. Picklist Management
28. Provisioning system-Default Permission and Role-based Training
29. Text Customization in Instance
30. XML and Data models
31. Instance- Password Policies
32. People Search
33. Rating Scales
34. SuccessFactors Data Model Configuration
35. Route Maps (Workflow)
36. Instance-Theme Manager Configuration
37. Launching forms
38. Employee Profile

**Employee Central mastery – CORE HCM module**

1. Introduction to Employee Central
2. Introduction and basic provisioning set up exercises
3. Foundation Object
4. Data models  
Employee Central Structure
5. MDF Object

6. Data model Management
7. Data model Associations
8. Provisioning Setting
9. Enable employee central and RBP
10. 14 Step Implementation Sequence
11. Update employee details
12. ESS/MSS functionality
13. Understanding security
14. Managing security with RBP
15. Data Model Management
16. EC as a system of record
17. Setting Up Corporate data Model
18. EC Customizing and Populating Basic Foundation data
19. Customizing Country specific files in Foundation tables
20. Creating and modifying associations
21. Setting up Corporate Data Model
22. Propagations
23. Setting up Country Specific Corporate Data Model
24. Importing users and data
25. Mass Changes
26. Setting up Succession Data Model
27. Customizing employee files
28. Customizing CSF for employee files
29. Position Management
30. Setting up Country Specific corporate Data Model
31. Absence Management

- 32. Workflow Configuration – Role and User
- 33. Workflow Configuration- Dynamic Role
- 34. Employee Central Reporting and Integration
- 35. MDF Overview
- 36. MDF Objects creation
- 37. Event-Based Workflow Configuration
- 38. Manage Business Configuration Rules setup
- 39. Manage Workflow Requests/groups
- 40. Manage Positions
- 41. Position Management settings
- 42. Position Org chart
- 43. Import & Export Data
- 44. Org Chart
- 45. Manage Sequence
- 46. Monitor Job

**SAP SuccessFactors Employee Central – Payroll**

**Course Curriculum:**

- 1 - Overview of SAP EC Payroll
- 2 - Getting started with SF EC Payroll
- 3 - Prerequisites and Initial Configurations
- 4 - EC to EC Payroll Integration
- 5 - UK Payroll at a glance
- 6 - Project Team Orientation (PTO)

7 - Integrating Time Off and EC Payroll

8 - PCC Configuration and Roles

**SAP Successfactors Recruiting & Onboarding**

**COURSE DETAILS & CURRICULUM**

**Onboarding**

***Lesson 1: Introduction to Onboarding & Onboarding 2.0***

- Onboarding 2.0 functionalities
- Onboarding Resources
- Enable Features in Provisioning
- Onboarding 2.0 components
- Homepage V3 Tile group
- Data model for the Onboarding process Implementation Process

***Lesson 2: Initial Technical Configuration***

- Activate Features in Super Admin
- Web Services
- Test Onboarding Process
- Complete Hiring Manager Activities
- New Hire Completes Paperwork in SF HCM
- Metadata Framework
- Manage Business Configuration

***Lesson 3: Security Setup***

- Set up Role Based Permissions
- Create Reports and Run Sync Jobs
- Security Administration



***Lesson 4: Business Configuration and Administration***

- Corporate Structure
- Data Dictionary
- Picklists
- PDF Forms
- Panel Designer
- Notifications

***Lesson 5: Configure Hiring Manager Activities***

***Lesson 6: Onboarding Integration***

- RCM Integration Configuration
- Initiate Onboarding from Recruiting

***Lesson 7: Mobile Onboarding settings***

***Lesson 8: Offboarding***

***Lesson 9: Cross boarding***

**PERFORMANCE AND GOALS**

**GOALS & PERFORMANCE MANAGEMENT**

1. Goal Management Process
2. Goal Template Configuration
3. Old & V12 Goal Management Template
4. Import/Export Objective Library
5. Import Goals
6. Goal Execution settings
7. Performance Management Process

8. Route Maps
9. Rating Scales
10. Form Template settings
11. Route Forms
12. Competencies
13. Development Plans
14. 360 Degree Reviews
15. 360 Route Map process
16. Launch 360 forms
17. Development Plan process

**SAP SuccessFactors Recruitment Management**

- Introduction to Recruitment
- Instance Setup
- Applicant Status
- Recruiting Operators
- Recruiting Resources
- Enable Job Requisition
- Create job Requisition
- Configure Job Requisition Template
- Requisition Field Permissions
- Configure Job Search Fields
- Requisition Picklists
- Requisition Headers & Footers
- Button Permissions
- Feature Permissions
- Candidate Profile
- Profile Background Elements
- Sync Background elements
- Career Portal
- Connect Application to Requisition
- Configure Candidate Application Template
- Apply with LinkedIn
- Candidate Screening Questions
- Offer Approval Template
- Offer Letter Template



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- Generate Offer
- Setting up Agencies
- Recruiting Team
- Email Templates
- Final Exercise

## **Compensation Mastery:**

- Pre-work
- Compensation Management Introduction
- Provisioning exercises
- Discovery and Kickoff
- Data Integration
- Provisioning and XML
- Comp admin tools
- Comp Mastery Salary Sheet
- Executive Review
- Multi currency review
- Budgets
- Bonus Sheet
- Stock Options
- Reporting
- Compensation Statement
- Admin Maintenance
- Trouble shooting
- EC Integration
- Final exercise

## **SAP SuccessFactors Variable Pay**

- Getting started with Variable Pay & its Permissions
- Set-up of Pre-program Tasks

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- Setup & Configure employee data (Bonus data, History, Legibility data etc.)
- Understanding Business Goals & Setting-up of Variable Pay plan
- Variable Pay plan design, Defining Fields & Launch
- Knowledge on Planning Cycle

**SAP SF Learning Management System Course Syllabus**

**Introduction to SF LMS**

- Points Introduction to Success Factors
- User management
- User Records
- Parts inside user sheet
- User connectors and other standard connectors
- Data flow from BIZX to LMS
- Assignment Profiles

**Learning Management**

- Items Creation AND Management
- Scheduled Offerings – Create
- edit
- close and cancel
- Instructors
- Item Requests
- Catalogs
- Registration

- Enrollment status
- Subject Areas
- Prerequisites
- Substitutes
- Segments
- Approval Process
- Pricing

**Role and Security Management**

- User and Admin Roles
- Domains
- Domain Restriction
- Workflow group and workflow ID'S
- Entity and function

**Curriculum Management**

- Curriculum, Contents of curricula
- Completion status of curricula
- Period based assignment in Curricula

**Content Management**

- Content Objects AICC
- SCORM
- Types of communication- Launch type

**System Administration**

- General settings
- Basic configurations
- CUSTOM COLUMN Creations
- ASM

**Notifications**

- Notification templates
- Notification triggers

**Resource Management**

- Physical Resources
- Locations
- Equipment
- Instructor

**Commerce Management**

- Account codes
- COSTS AND Pricing
- Base and Additional Costs
- Cost and Profit center
- Cost Name
- Cost summary and Cost calculation tab
- Manage Financial Transactions
- Record learning financial
- Cancellation policies

**Evaluation Surveys**

- User evaluations
- Configuration of new questionnaire surveys
- Pre and Post exams
- Question EDITOR
- Exams object model creation
- Report Management