

SAP HCM & SUCCESSFACTORS – BUNDLE COURSE



SAP HCM

SAP INTRODUCTION

- SAP ERP Introduction
- SAP HCM Introduction
- SAP SYSTEM Installation
- Creation of System Access

ORGANIZATION MANAGEMENT

- HR structures.
- Creation of Enterprise structure
- Creation of Personal structure

- Creation of Organization structure
- Organization and Staffing Method
- Simple Maintenance Method
- Expert Mode, Matrix Structure
- Objects, relationships
- Reporting structure
- Structure Reorganization
- Account assignment

PERSONAL ADMINISTRATION

- Concepts of Number range
- Hr master data configuration
- Overview of Infotype, subtypes
- Configuration of Info group
- Personnel Actions
- Screen Modification
- Overview of Infogroup modifier
- Customizing the Features/ Decision Tree

TIME MANAGEMENT

- Overview of Time management
- Negative Time Recording.
- Time evaluation
- Time entitlement
- Holiday Calendar
- Work schedules concept
- Absence and attendance quota's Generation
- Configuration of rules such as counting rule
- Rounding and configuration of reduction rules.
- Deduction rules for quota generation

PAYROLL

- Pay scale structure
- Generation of payroll periods and Paydays
- Creation of Payscale Structures
- Concepts of Wage Type Group
- Creations of wage types
- Copy and creation of wage type groups
- Processing class
- Evaluation class
- Cumulation of wage types
- Overview of PCR Creation (Personal Calculation Rule)
- Overview of Schema Functions and Operations
- Off cycle payroll
- Retroactive Accounting
- Control record
- Payroll Simulation
- Creation of Remuneration Statement

RECRUITMENT

- Applicant Master data configuration
- Applicant number range
- Applicant actions
- Workforce requirement and advertising
- Applicant administration
- Applicant status creation
- Applicant structure creation
- Concepts of short profile

DISCUSSION

- Overview of Blueprint Preparation

- User Testing
- Overview of ASAP Methodology

SAP SUCCESSFACTORS

SAP UK PAYROLL

- UK – GENERAL PAYROLL TRAINING
- SAP PAYROLL
- PERSONAL ADMINISTRATION – NATIONAL FEATURES GREAT BRITAIN
- PAYROLL – NATIONAL FEATURES GREAT BRITAIN
- OFF – CYCLE PAYROLL
- ON DEMAND PAYROLL
- ADVANCE HOLIDAY PAYMENT(AHP)
- PAYROLL HISTORY
- EXTENDED AHP SOLUTION
- SSP AND SMP EVALUATION
- OSP AND OMP
- SSP/SMP ABSENCE CONVERSION REPORT
- TAX AND PAYE
- TAXABLE BENEFITS
- WFTC/DPTC
- NATIONAL INSURANCE CONTRIBUTIONS
- PENSIONS
- COURT ORDERS AND STUDENT LOANS
- AUTOMATIC ARREARS CALCULATION
- COMPANY CARS
- OFFSHORE GB PAYROLL
- DEDUCTIONS AND REPAYMENT
- FINAL PAYROLL PROCESSING
- P45 ISSUE
- RUNNING P35, P14, P60 FORM
- PAYROLL RESULTS CHECK
- GROSS TO NET CONTROL REPORT
- WAGE AND SALARY PAYMENTS
- DATA MEDIUM EXCHANGE
- PAYROLL EXCEPTIONS
- END OF YEAR RETURNS
- START OF YEAR REPORTS
- SSP/SMP REPORTING AND FORMS
- PENSION RESULTS

SAP SF- EMPLOYEE CENTRAL

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
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
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

SAP SF – 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 Provisioning (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 SF RECRUITING (RCM)

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

SAP SF – LMS

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

SAP SF – VARIABLE PAY

- Getting started with Variable Pay & its Permissions

- Set-up of Pre-program Tasks
- 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- 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