



SAP SF EC (Fast Track) – Course Syllabus

1. Role Based Permissions
 - Create a Permission Group
 - Create Permission Role
 - Determine Administrator Access
2. Maintaining Employee Foundation Data
 - Add a New Business Unit
 - Add a New Department
 - Add a New Location
 - Import Organization FO Records
3. Maintaining Employees in the system from front end and Via Bulk Upload
 - Add a New Employee
 - Add New Employees via Import
4. Maintain Termination activity
 - Setup a Mass Change
 - Terminate Employee and Redistribute Remaining Direct Reports
5. Employee Central Transactions
 - Approve a Pending Change Request
 - Create a Dynamic Group
 - Create an Event Reason
 - Customize Role Based Permissions for Employee Self Service
 - Edit a Workflow
 - Standard Hours Change Through HR Edit
 - Transfer Employee to New Business Unit using Manager Self Service
6. Configure the MDF Structures

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- 7. Business Rules
 - Create a Configurable Rule for Use in Existing EC Objects
 - Create a Warning Message Rule Logic
 - Create an Object for Employee Assets
- 8. Position Management
 - Create a New Position
- 9. Company Structure Overview
 - Set Up a Company Structure Overview
- 10. Reports
 - Create a Table Report