

## SAP- SUCCESS FACTORS - Course Contents

### Success Factors Cloud HCM A Product of Sap:

- About Cloud & Sf Architecture
- Sf Methodology
- Sf Terminologies
- Interfaces between SAP & Sf (Extraction programs both Master data and Analytical data)
- Employee Data upload in Success factors

### Areas & Modules covered:

- Home Page:
- To-do's
- Welcome page Design
- Themes and v12 Home Page
- My team
- Proxy Management

### Introduction to Mastery:

- Home Page Activations
- To-do's
- Welcome page Design
- Home Page and Logo Settings
- My team
- Proxy Management
- Pick list Management
- Position Management
- Org chart
- Employee Directory
- Manage Workflow Groups
- Manage Workflow Requests
- Email Templates and Notification Settings
- Enable Mobile Features
- Configure Employee Files
- Manage Permission Groups
- Presentations
- User Options
- Employee Files Portlet Permissions
- Org Chart Config
- Automatic Manager Transfer
- Company System and Logo Settings

### Goals & Performance Management (Mastery)

- Goal Management Process
- Goal Templates Configuration
- Import/Export Objective Library
- Import Goals

- Import Goals from other templates
- Objective Transfer
- Documents Transfer
- Goal Execution Settings
- Performance Management Process
- Configuration of Performance Templates V11 Version & V12 Version
- Route Maps
- Rating Scales
- Form Template Settings
- Route Forms
- Delete Forms
- Modify form Route Map
- Competencies
- Development Plans
- Launch Forms
- Trigger Goals and Performance Email Notifications
- Team Overview
- Customization of Templates in Success factory
- Step Authorizations
- 360 Degree reviews
- 360 Template configurations
- 360 Route Map Process
- Launch 360 Reviews
- Complete/Decline 360 Form
- Development Plan Process
- Development Plan template Process

### Reporting & Analytics

- Standard Reports
- Custom Adhoc Reports Creation
- Classic and Spot light Reporting
- Analytics 2.0 Overview
- Dash Boards 2.0

### Compensation Mastery

- Pework
- Compensation Management Introduction
- Provisioning exercises
- Discovery and Kickoff
- Data Integration
- Provisioning and XML
- Comp admin tools
- Comp Mastery Salary Sheet
- Executive Review

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- Multi currency review
- Budgets
- Bonus Sheet
- Stock Options
- Reporting
- Compensation Statement
- Admin Maintenance
- Trouble shooting
- EC Integration
- Final exercise

### Employee Central Mastery

- Introduction and basic provisioning set up exercises
- Data models and DTDs
- Employee Central Structure
- Data model Management
- Data model Associations
- Enable employee central and RBP
- Update employee details
- ESS/MSS functionality
- Understanding security
- Managing security with RBP
- EC as a system of record
- EC Customizing and Populating Basic Foundation data
- Customizing Country specific files in Foundation tables
- Creating and modifying associations
- Propagations
- Importing users and data
- Mass Changes
- Customizing employee files
- Customizing CSF for employee files
- Position Management
- Employee Central Reporting and Integration
- EC Payroll Integration
- MDF Overview
- MDF Objects creation
- Rules setup
- Final Exercise.

### Introduction to Mastery

- Learn the products
- Instance, provisioning explanation
- SAP JAM
- Basic company settings in Provisioning
- Creating administrators.
- Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files

- Administrator tools
- Bizxpert Methodology – Implementation Methodology.
- Commonly used terms
- Admin Privileges
- Setting up company Logos
- Manage Data User Records
- Employee Data File
- Permissions
- Password Policies
- Email Notifications
- Change engine configuration
- Text Customization in Instance
- Rating Scales
- Route Maps
- Launching forms
- Employee Profile
- XML and Data models
- Pick lists
- Role Based Permissioning Reporting
- Set up process dashboards
- Rating Scale Dashboards
- Create Interactive Dashboards
- Reporting Admin
- Manage Report Permissions
- List view reports
- Spotlight view reports
- Spread sheet reports
- Classic reports
- Adhoc reports
- Final exercise.

### Time Off – Successfactors

- Basic settings
- Permissions in Time Off
- Holidays
- Holiday Calendar Creation
- Work schedules
- Time types
- Time Accounts
- Time Profiles
- Time Account creation business rules
- Accrual rules
- Period end processing rules
- Time off rules
- Time Off reporting

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