HR810

SAP SuccessFactors Employee Central Project Team Orientation

COURSE OUTLINE

Course Version: 2511
Course Duration:

SAP Copyrights, Trademarks and Disclaimers

© 2025 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see https://www.sap.com/corporate/en/legal/copyright.html for additional trademark information and notices.

Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials may have been machine translated and may contain grammatical errors or inaccuracies.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

Typographic Conventions

American English is the standard used in this handbook.

The following typographic conventions are also used.

This information is displayed in the instructor's presentation	
Demonstration	
Procedure	
Warning or Caution	
Hint	
Related or Additional Information	
Facilitated Discussion	
User interface control	*Example text*
Window title	*Example text*

© Copyright. All rights reserved.

Contents

vii	Course Overview	
1	Unit 1:	Introducing the Project Team Orientation (PTO)
1		Lesson: Describing the PTO
1		Lesson: Managing Data Protection and Privacy
3	Unit 2:	Introducing SAP SuccessFactors Employee Central
3		Lesson: Exploring SAP SuccessFactors HCM Suite
3		Lesson: Describing SAP SuccessFactors Employee Central
5	Unit 3:	Setting Up Security
5		Lesson: Discovering Role-Based Permissions in SAP SuccessFactors Employee Central
5		Lesson: Explaining Administrator Permissions and Levels
7	Unit 4:	Exploring Employee Central Data Structure
7		Lesson: Discovering Foundation Objects in SAP SuccessFactors Employee Central
7		Lesson: Discovering Foundation Object Assocations in SAP SuccessFactors Employee Central
9	Unit 5:	Organizing Employee Data
9		Lesson: Maintaining employee records in the SAP SuccessFactors Employee Central People Profile user interface
9		Lesson: Managing Employee Records in SAP SuccessFactors Employee Central
11	Unit 6:	Managing Self-Service Transactions
11		Lesson: Describing the key features and benefits of self-service transactions in SAP SuccessFactors Employee Central
13	Unit 7:	Introducing SAP Business AI in HR
13		Lesson: Leveraging SAP Business AI capabilities in SAP SuccessFactors
15	Unit 8:	Planning Next Steps
15		Lesson: Reviewing Next Steps

© Copyright. All rights reserved.

© Copyright. All rights reserved.

Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 1 Introducing the Project Team Orientation (PTO)

Lesson 1: Describing the PTO

Lesson Objectives

After completing this lesson, you will be able to:

- Define the purpose and goals of the PTO.

Lesson 2: Managing Data Protection and Privacy

Lesson Objectives

After completing this lesson, you will be able to:

- Locate Data Protection and Privacy resources.

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 2

Introducing SAP SuccessFactors Employee Central

Lesson 1: Exploring SAP SuccessFactors HCM Suite

Lesson Objectives

After completing this lesson, you will be able to:

- Review the SAP SuccessFactors HCM Suite.

Lesson 2: Describing SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Describe some key functionalities and benefits of SAP SuccessFactors Employee Central.

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 3 Setting Up Security

Lesson 1: Discovering Role-Based Permissions in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Outline different types of Role-Based Permissions and their functions in SAP SuccessFactors Employee Central.

Lesson 2: Explaining Administrator Permissions and Levels

Lesson Objectives

After completing this lesson, you will be able to:

- Explain the different levels of administrator permissions in SAP SuccessFactors Employee Central.

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 4 Exploring Employee Central Data Structure

Lesson 1: Discovering Foundation Objects in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the purpose of different types of Foundation Objects in SAP SuccessFactors.

Lesson 2: Discovering Foundation Object Assocations in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Identify how Foundation Object associations can organize company information more efficiently.

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 5 Organizing Employee Data

Lesson 1: Maintaining employee records in the SAP SuccessFactors Employee Central People Profile user interface

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain employee records in the SAP SuccessFactors Employee Central People Profile user interface.

Lesson 2: Managing Employee Records in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Manage employee records in SAP SuccessFactors Employee Central

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 6

Managing Self-Service Transactions

Lesson 1: Describing the key features and benefits of self-service transactions in SAP SuccessFactors Employee Central

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key features and benefits of self-service transactions in SAP SuccessFactors Employee Central.

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 7

Introducing SAP Business AI in HR

Lesson 1: Leveraging SAP Business AI capabilities in SAP SuccessFactors

Lesson Objectives

After completing this lesson, you will be able to:

- Leverage SAP Business AI capabilities in SAP SuccessFactors

© Copyright. All rights reserved.

© Copyright. All rights reserved.

UNIT 8 Planning Next Steps

Lesson 1: Reviewing Next Steps

Lesson Objectives

After completing this lesson, you will be able to:

- Explore the steps to take after working through the PTO.

© Copyright. All rights reserved.