

# HR811

## SAP SuccessFactors Employee Central Administration

### COURSE OUTLINE

Course Version: 2311

Course Duration:



# SAP Copyrights, Trademarks and Disclaimers

© 2023 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*

# Contents

**vii      Course Overview**

**1          Unit 1:      Introducing the Course**

1                  Lesson: Introducing the Course

**3          Unit 2:      Introducing Employee Central Core Administration**

3                  Lesson: Exploring Employee Central

**5          Unit 3:      Managing Permissions**

5                  Lesson: Configuring Role-based Permissions

5                  Lesson: Assigning Employee Central related permissions

5                  Lesson: Managing Proxy Rights

**7          Unit 4:      Managing Foundation Data**

7                  Lesson: Introducing Foundation Objects

7                  Lesson: Using Picklists

7                  Lesson: Creating Foundation records

**9          Unit 5:      Managing HR Data structure**

9                  Lesson: Introducing Employee Data

**11        Unit 6:      Managing Employee Records**

11                Lesson: Updating employee data in People Profile

11                Lesson: Adding a new employee

11                Lesson: Importing Employee Data

11                Lesson: Making Mass Changes

11                Lesson: Terminating Employees and Redistributing Remaining  
Direct Reports

**13        Unit 7:      Managing Transactions**

13                Lesson: Using Self-Service

13                Lesson: Managing Workflows

13                Lesson: Managing Events and Event Reasons

13                Lesson: Managing Business Rules

**15        Unit 8:      Managing Optional Configurations**

15                Lesson: Managing Internal Job History

15                Lesson: Managing New Hire Templates

15                Lesson: Managing Employee Central Quick Actions Feature

17	Unit 9:	Explaining EC Reporting (Appendix)
----	---------	------------------------------------

17	Lesson: Describing Standard Reports
----	-------------------------------------

17	Lesson: Creating a Table Report
----	---------------------------------

# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:





# UNIT 1

# Introducing the Course

## Lesson 1: Introducing the Course

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the general information about the course



## UNIT 2

# Introducing Employee Central Core Administration

### Lesson 1: Exploring Employee Central

#### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the main functions and benefits of Employee Central Core



## Lesson 1: Configuring Role-based Permissions

### Lesson Objectives

After completing this lesson, you will be able to:

- Identify permission role types and granted and target populations

## Lesson 2: Assigning Employee Central related permissions

### Lesson Objectives

After completing this lesson, you will be able to:

- Assign Employee Central Permissions

## Lesson 3: Managing Proxy Rights

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage proxy rights



## Lesson 1: Introducing Foundation Objects

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Foundation Objects
- Classify the standard Foundation Objects
- Describe Foundation Object relationships

## Lesson 2: Using Picklists

### Lesson Objectives

After completing this lesson, you will be able to:

- Create a Picklist

## Lesson 3: Creating Foundation records

### Lesson Objectives

After completing this lesson, you will be able to:

- Learn the tools for managing foundation records
- Create new records





## Lesson 1: Introducing Employee Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Examine the employee data structure
- Describe the different HR Objects
- Identify Country-Specific Fields
- Describe Effective Dating for Employee Data



## Lesson 1: Updating employee data in People Profile

### Lesson Objectives

After completing this lesson, you will be able to:

- Update employee data in People Profile

## Lesson 2: Adding a new employee

### Lesson Objectives

After completing this lesson, you will be able to:

- Add new employee using hire wizard

## Lesson 3: Importing Employee Data

### Lesson Objectives

After completing this lesson, you will be able to:

- Import Employee Data
- Identify steps in exporting employee data
- Describe Centralized Services

## Lesson 4: Making Mass Changes

### Lesson Objectives

After completing this lesson, you will be able to:

- Execute a mass change

## Lesson 5: Terminating Employees and Redistributing Remaining Direct Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Terminate an employee and redistribute remaining direct reports



## Lesson 1: Using Self-Service

### Lesson Objectives

After completing this lesson, you will be able to:

- Use Employee and Manager Self-Service

## Lesson 2: Managing Workflows

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand workflow configurations
- Manage In-progress Requests
- Identify advanced workflow settings

## Lesson 3: Managing Events and Event Reasons

### Lesson Objectives

After completing this lesson, you will be able to:

- Define transactions, events, event reasons in Employee Central

## Lesson 4: Managing Business Rules

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Business Rules



## Lesson 1: Managing Internal Job History

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Internal Job History

## Lesson 2: Managing New Hire Templates

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage New Hire Templates

## Lesson 3: Managing Employee Central Quick Actions Feature

### Lesson Objectives

After completing this lesson, you will be able to:

- Manage Employee Central Quick Actions Feature





## Lesson 1: Describing Standard Reports

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe standard reports
- List examples of Standard Reports

## Lesson 2: Creating a Table Report

### Lesson Objectives

After completing this lesson, you will be able to:

- Upon completion of this lesson, you will be able to create a Table report