HR852

SAP SuccessFactors Compensation Administration

COURSE OUTLINE

Course Version: 2311
Course Duration:

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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*

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Course Overview

TARGET AUDIENCE
This course is intended for the following audiences:

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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

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UNIT 2 Getting Started With SAP SuccessFactors Compensation

Lesson 1: Exploring Compensation and Permissions

Lesson Objectives

After completing this lesson, you will be able to:

- Define the terms used in SAP SuccessFactors Compensation
- Differentiate the admin and planner roles in SAP SuccessFactors Compensation
- Describe the relationships between cycles, compensation plan templates, compensation forms, and compensation programs
- Navigate the Compensation Home
- Identify the necessary tasks in each stage of the compensation cycle

Lesson 2: Managing the Employee Data File

Lesson Objectives

After completing this lesson, you will be able to:

- Describe how the employee data file is used
- Identify standard fields in the employee data file
- Add a custom field to the employee data file
- Upload the employee data file into SAP SuccessFactors
- Describe the different methods of Hierarchy

Lesson 3: Managing Compensation Tables

Lesson Objectives

After completing this lesson, you will be able to:

- Identify how to manage and create salary range tables
- Identify how to manage and create currency conversion tables
- Identify how to manage and create lookup tables

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UNIT 3 Setting Up a New Compensation Plan

Lesson 1: Setting Up Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Add the appropriate Route map, currency conversion table and salary pay range for the plan
- Identify the two proration methods
- Describe what is Guideline Optimization
- Set field visibility for different roles

Lesson 2: Designing the Worksheet

Lesson Objectives

After completing this lesson, you will be able to:

- Add Standard and Custom columns
- Describe the different configuration options for custom columns
- Create a field grouping
- Add instructions for the worksheet
- Create history periods in the compensation profile

Lesson 3: Detailing the Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a compensation budget
- Establish eligibility for compensation programs
- Configure guidelines for rules establishing ranges allowable
- Link ratings from the performance system with the compensation system

Lesson 4: Managing Compensation Worksheets

Lesson Objectives

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After completing this lesson, you will be able to:

- Launch worksheets for a compensation plan
- Delete or export worksheets
- Update the worksheets
- Enter recommendation on the worksheet
- View a completed worksheet

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UNIT 4 Completing the Planning Cycle

Lesson 1: Completing Compensation Planning Cycle

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the purpose of a statement template
- Add and edit a statement template
- Set default template permissions
- Recall Statements

Lesson 2: Exploring Types of Reports

Lesson Objectives

After completing this lesson, you will be able to:

- Run the compensation rollup report
- Create an aggregate report
- Use Report Center
- Use Executive Review

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UNIT 5 Creating the Compensation Model

Lesson 1: Modeling Setup

Lesson Objectives

After completing this lesson, you will be able to:

- Define the settings needed to do compensation modeling
- Reviewing the results
- Publish Model(s) to the template

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UNIT 6 Setting Up a New Spot Award Plan

Lesson 1: Reviewing Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the main concept of Spot Awards
- Enable relevant permissions needed for spot awards

Lesson 2: Detailing the Plan

Lesson Objectives

After completing this lesson, you will be able to:

- Determine the general settings for the Spot Award plan
- Set up a compensation budget
- Develop the categories/levels
- Configure guidelines for rules establishing award values
- Establish eligibility for spot award programs
- Design workflow for approvals
- Create automatic email notifications

Lesson 3: Managing Spot Awards

Lesson Objectives

After completing this lesson, you will be able to:

- Run Analytical Reports
- Updating Budgets
- Updating Eligibility
- Modifying the Status of the Spot Award Program

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UNIT 7

Setting Up the Compensation Plan

Lesson 1: Setting Up Total Compensation

Lesson Objectives

After completing this lesson, you will be able to:

- Define the requirements for using Total Compensation
- Create Total Compensation plan
- Create fields to reference bonus payouts in salary tab
- Enable variable pay profile in salary tab
- Describe the number formatting behavior in Total Compensation

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