

SAP SuccessFactors Compensation Administration

COURSE OUTLINE

Course Version: 2311 Course Duration:

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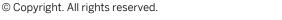
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iii

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	1 2 3
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:	Getting Started With SAP SuccessFactors Compensation
3		Lesson: Exploring Compensation and Permissions
3		Lesson: Managing the Employee Data File
3		Lesson: Managing Compensation Tables
5	Unit 3:	Setting Up a New Compensation Plan
	onit 5.	
5		Lesson: Setting Up Compensation
5		Lesson: Designing the Worksheet
5		Lesson: Detailing the Plan
5		Lesson: Managing Compensation Worksheets
7	Unit 4:	Completing the Planning Cycle
/	Unit 4.	
	01111 4.	
7	01111 4.	Lesson: Completing Compensation Planning Cycle
	01111 4.	
7	Unit 5:	Lesson: Completing Compensation Planning Cycle
7 7		Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports
7 7 9		Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup
7 7 9		Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model
7 7 9 9	Unit 5:	Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup
7 7 9 9 11	Unit 5:	Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup Setting Up a New Spot Award Plan
7 7 9 9 11	Unit 5:	Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup Setting Up a New Spot Award Plan Lesson: Reviewing Spot Awards
7 7 9 9 11 11 11 11	Unit 5: Unit 6:	Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup Setting Up a New Spot Award Plan Lesson: Reviewing Spot Awards Lesson: Detailing the Plan Lesson: Managing Spot Awards
7 7 9 9 11 11 11	Unit 5:	Lesson: Completing Compensation Planning Cycle Lesson: Exploring Types of Reports Creating the Compensation Model Lesson: Modeling Setup Setting Up a New Spot Award Plan Lesson: Reviewing Spot Awards Lesson: Detailing the Plan

Course Overview

TARGET AUDIENCE

This course is intended for the following audiences:



vii

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 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



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



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

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



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



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



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

