

SAP SuccessFactors Employee Central Position Management Academy

COURSE OUTLINE

Course Version: 2311 Course Duration:

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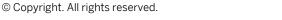
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Typographic Conventions

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	1 2 3
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:

Application Consultant



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UNIT 1 G

Getting Started with SAP SuccessFactors Employee Central Position Management

Lesson 1: Describing SAP SuccessFactors Employee Central Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Identify the main features, benefits, and tasks in SAP SuccessFactors Employee Central Position
 Management
- Explain how positions relate to jobs and employees in SAP SuccessFactors Employee Central

Lesson 2: Enabling Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Set up Position Management in SAP SuccessFactors Employee Central
- Manage positions by enabling the appropriate role-based permissions

Lesson 3: Navigating the Position Organization Chart

Lesson Objectives

After completing this lesson, you will be able to:

- View the details of positions in an organization by using the Position Organization Chart
- Explore the Position Quickcard details, sections, and layout



UNIT 2 Configuring SAP SuccessFactors Employee Central Position Management

Lesson 1: Configuring the Position Object

Lesson Objectives

After completing this lesson, you will be able to:

- Set up the Position object
- Create a Configurable UI for the Position object

Lesson 2: Configuring Position Management Settings

Lesson Objectives

After completing this lesson, you will be able to:

Configure Position Management settings

Lesson 3: Creating Position Records

Lesson Objectives

After completing this lesson, you will be able to:

Create positions

Lesson 4: Maintaining Existing Position Records

Lesson Objectives

After completing this lesson, you will be able to:

- Maintain positions
- Analyze the impact of position changes to the employees in the organization
- Manage positions through mass changes



UNIT 3 Managing Employee Lifecycle in Position Management

Lesson 1: Reviewing the Position Information of Employees

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the Position Fields available in the Employee File

Lesson 2: Hiring Employees to Positions

Lesson Objectives

After completing this lesson, you will be able to:

- Hire a new employee to a position
- Correlate Full Time Equivalent (FTE) and To Be Hired status.

Lesson 3: Maintaining Incumbents Assigned to Positions

Lesson Objectives

After completing this lesson, you will be able to:

• Maintain the employment information of incumbents assigned to positions.

Lesson 4: Terminating Employees

Lesson Objectives

After completing this lesson, you will be able to:

• Summarize the impact to a position when an employee is terminated

Lesson 5: Setting Up Workflows in Position Management

Lesson Objectives

After completing this lesson, you will be able to:

• Determine approval workflows for position transactions



UNIT 4 Using Business Rules in Position Management

Lesson 1: Evaluating Position Management Business Rule Scenarios

Lesson Objectives

After completing this lesson, you will be able to:

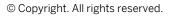
• Determine which business rule scenarios are available to use when managing positions

Lesson 2: Creating Rules for Position Management

Lesson Objectives

After completing this lesson, you will be able to:

- Create a business rule to propagates data to automate position creation.
- Create a business rule to default position values
- Create a business rule to default attributes when creating positions from the Position Organizational
 Chart
- Create a business rule to ensure synchronization of position changes into the incumbent's job information
- Create a business rule to update multiple positions
- Create other business rules to maintain positions





UNIT 5

Integrating SAP SuccessFactors Position Management with other SAP SuccessFactors solutions

Lesson 1: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Recruiting

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the integration points between Position Management and Recruiting

Lesson 2: Integrating SAP SuccessFactors Employee Central Position Management with SAP SuccessFactors Succession Management

Lesson Objectives

After completing this lesson, you will be able to:

• Identify the integration points between Position Management and Succession Management



UNIT 6

Configuring the Company Structure Overview in SAP SuccessFactors Employee Central

Lesson 1: Building a Company Structure Overview

Lesson Objectives

After completing this lesson, you will be able to:

- Set up a company structure overview to navigate through the organizational details
- Explore the company structure overview as an end user

