

# THR79

## **SAP SuccessFactors Employee Central Position Management Academy**

### **COURSE OUTLINE**

Course Version: 2405

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	<i>Example text</i>
Window title	<i>Example text</i>

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# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant





## **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 EC 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



## 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



## 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: Manager Self Service Transactions in Position Management

### Lesson Objectives

After completing this lesson, you will be able to:

- Empowering managers to review and take actions on positions among their teams.

## Lesson 5: 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 6: Setting Up Workflows in Position Management**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Determine approval workflows for position transactions

## 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 that 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





## Integrating SAP SuccessFactors Employee Central 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



## 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