

# THR86

## SAP SuccessFactors Compensation Academy

### 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: Facilitating the Kickoff of an SAP SuccessFactors Compensation Implementation

1	Lesson: Getting Started with SAP SuccessFactors Compensation
1	Lesson: Preparing for an Implementation
1	Lesson: Granting administrator permissions
1	Lesson: Linking the DTD to the Compensation XML Plan

### 3 Unit 2: Integrating Data into SAP SuccessFactors Compensation

3	Lesson: Importing Data into SAP SuccessFactors Compensation
---	---

### 5 Unit 3: Creating a Compensation Plan and Worksheets

5	Lesson: Creating a Compensation Plan
5	Lesson: Modifying a Compensation Plan
5	Lesson: Using the Salary Sheet
6	Lesson: Using the Stock Sheet
6	Lesson: Creating a Worksheet

### 7 Unit 4: Developing Budgets, Eligibility Rules, and Guidelines for Compensation Plans

7	Lesson: Developing Budgets for the Compensation Plan
7	Lesson: Defining Eligibility Rules for the Compensation Plan
7	Lesson: Defining Guidelines for the Compensation Plan

### 9 Unit 5: Publishing Compensation Data to SAP SuccessFactors Employee Central

9	Lesson: Publishing Data to SAP SuccessFactors Employee Central
9	Lesson: Setting up Employee Central Promotion

### 11 Unit 6: Generating Reports and Statements

11	Lesson: Generating Reports in SAP SuccessFactors Compensation
11	Lesson: Generating Compensation Statements



# Course Overview

## **TARGET AUDIENCE**

This course is intended for the following audiences:

- Application Consultant





# UNIT 1

# Facilitating the Kickoff of an SAP SuccessFactors Compensation Implementation

## Lesson 1: Getting Started with SAP SuccessFactors Compensation

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the learning journey for SAP SuccessFactors Compensation

## Lesson 2: Preparing for an Implementation

### Lesson Objectives

After completing this lesson, you will be able to:

- Summarize the functionality of SAP SuccessFactors Compensation
- Locate appropriate resources and reference guides

## Lesson 3: Granting administrator permissions

### Lesson Objectives

After completing this lesson, you will be able to:

- Grant permissions to administrators

## Lesson 4: Linking the DTD to the Compensation XML Plan

### Lesson Objectives

After completing this lesson, you will be able to:

- Validate a Compensation XML plan with the DTD



## UNIT 2

# Integrating Data into SAP SuccessFactors Compensation

### Lesson 1: Importing Data into SAP SuccessFactors Compensation

#### Lesson Objectives

After completing this lesson, you will be able to:

- Create compensation tables
- Identify grouping functionality



## Lesson 1: Creating a Compensation Plan

### Lesson Objectives

After completing this lesson, you will be able to:

- Develop the components of SAP SuccessFactors Compensation
- Create route maps
- Set a trigger to force planners to add comments to salary and stock sheets
- Configure rules for number formats
- Configure settings to enable flexibility for the display of patterns
- Integrate a Compensation template with SAP SuccessFactors Employee Central
- Create a Compensation plan with a leading practice template

## Lesson 2: Modifying a Compensation Plan

### Lesson Objectives

After completing this lesson, you will be able to:

- Modify a Compensation plan with the Design Worksheet
- Configure a custom formula
- Create a custom validation
- Organize worksheets by grouping columns
- Configure the display of historical information in a worksheet
- Configure field-based permissions to limit field visibility
- Create custom messages that display on the worksheet
- Create standard and custom fields for a Compensation worksheet

## Lesson 3: Using the Salary Sheet

### Lesson Objectives

After completing this lesson, you will be able to:

- Display all visible fields in a salary sheet
- Configure salary rules
- Configure salary and raise proration
- Promote employees by configuring the Job Selector

## **Lesson 4: Using the Stock Sheet**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Recommend available incentive programs to individual employees

## **Lesson 5: Creating a Worksheet**

### **Lesson Objectives**

After completing this lesson, you will be able to:

- Validate results by running the Check Tool
- Launch a worksheet
- Monitor status of launches
- Update worksheets for employees
- Delete worksheets

## UNIT 4

# Developing Budgets, Eligibility Rules, and Guidelines for Compensation Plans

### Lesson 1: Developing Budgets for the Compensation Plan

#### Lesson Objectives

After completing this lesson, you will be able to:

- Configure a budget
- Configure budget calculations
- Configure budget rules to handle budgets that fall outside preconfigured amounts
- Group information by specified parameters for display purposes only
- Add budget groups

### Lesson 2: Defining Eligibility Rules for the Compensation Plan

#### Lesson Objectives

After completing this lesson, you will be able to:

- Configure eligibility rules

### Lesson 3: Defining Guidelines for the Compensation Plan

#### Lesson Objectives

After completing this lesson, you will be able to:

- Define guidelines for a Compensation plan
- Add a rating source to a Compensation plan
- Create guidelines for a Compensation plan





## UNIT 5

# Publishing Compensation Data to SAP SuccessFactors Employee Central

### Lesson 1: Publishing Data to SAP SuccessFactors Employee Central

#### Lesson Objectives

After completing this lesson, you will be able to:

- Publish data to Employee Central

### Lesson 2: Setting up Employee Central Promotion

#### Lesson Objectives

After completing this lesson, you will be able to:

- Set up Employee Central Promotion



## Lesson 1: Generating Reports in SAP SuccessFactors Compensation

### Lesson Objectives

After completing this lesson, you will be able to:

- Run a standard report
- Run a rollup/detail report
- Generate aggregate reports
- Enable YouCalc widgets in Provisioning
- Create an ad-hoc report in Report Center
- Review trends and aggregate budgets of target populations with Executive Review
- Generate the audit tool report

## Lesson 2: Generating Compensation Statements

### Lesson Objectives

After completing this lesson, you will be able to:

- Enable a standard reward statement template
- Create a custom compensation statement template
- Manage reward statements
- Configure statements on People Profile
- Access the compensation profile
- Configure a compensation statement