

# THR94

## SAP SuccessFactors Time Management Academy

### COURSE OUTLINE

Course Version: 2305

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: Introducing Time Off

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off
- Describe who can use Time Off
- Understand how Time Off works

## Lesson 2: Enabling Time Off

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off background requirements

## Lesson 3: Introducing the Time Off Mobile App

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand how you can use the Time Off mobile app



## Lesson 1: Understanding Admin Tools

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand how to use the Check Tool
- Enable Admin alerts

## Lesson 2: Configuring Absence Requests

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure holiday calendars
- Configure work schedules
- Configure time types
- Configure workflow settings for absence recorded by Managers and Time Administrators
- Configure time profiles
- Setup Time Off for employees
- Configure take rules
- Configure workflows
- Configure Alerts and Notifications



## Lesson 1: Handling Basic Accrual Rules

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe Time Off structures for accruals
- Configure accruals



## Lesson 1: Handling Event Related Accrual Rules

### Lesson Objectives

After completing this lesson, you will be able to:

- Handle accruals for new hires
- Handle accruals for employment termination
- Perform period end processing
- Apply interim account updates
- Setup monthly accruals





## Lesson 1: Understanding Time Sheets

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain Basics of Time Sheets
- Explain the Time recording variants
- Explain the Time recording methods
- Explain the Time recording profiles

## Lesson 2: Managing Employee Time

### Lesson Objectives

After completing this lesson, you will be able to:

- Describe the time entry and approval process



## Lesson 1: Setting Up Time Sheet

### Lesson Objectives

After completing this lesson, you will be able to:

- Activate Time Sheets

## Lesson 2: Configuring Time Sheet

### Lesson Objectives

After completing this lesson, you will be able to:

- Configure different Time Types for Time Sheets



## Lesson 1: Time Valuation

### Lesson Objectives

After completing this lesson, you will be able to:

- Define Time Valuation
- Configure different time valuation types
- Generate Error Message
- Use Time Collector in Time Valuation
- Configure different time valuation types
- Generate Error Message
- Use Time Collector in Time Valuation
- Use Time Containers in Time Valuation

## Lesson 2: Overtime Compensation

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand how to handle overtime compensations

## Lesson 3: Cross-Midnight Processing in Time Recording

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain Cross-Midnight Processing in Time Recording
- Set Up Night Shift Bandwidth in a Work Schedule
- Understand Enhancements to the Time Records Filter

## Lesson 4: Appendix: Time Valuation

### Lesson Objectives

After completing this lesson, you will be able to:

- Understand Time Valuation in detail

## Lesson 1: Flextime Bandwidth

### Lesson Objectives

After completing this lesson, you will be able to:

- Define Flextime Bandwidth
- Create Time Type Groups for Flextime Bandwidth
- Define Time Valuations for Flextime Bandwidth

## Lesson 2: Flextime Violation Exception

### Lesson Objectives

After completing this lesson, you will be able to:

- Set up Exceptions to Flextime Violations





## Lesson 1: Handling Leave Absences

### Lesson Objectives

After completing this lesson, you will be able to:

- Handle leave absences

## Lesson 2: Reporting

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain the reporting functionality in Time Off



## Lesson 1: Assigning Default Job Information

### Lesson Objectives

After completing this lesson, you will be able to:

- Assign the default job information to employee profile

## Lesson 2: Migrating Existing Leave Requests & Time Off Account Balance

### Lesson Objectives

After completing this lesson, you will be able to:

- Import work schedule
- Import leave balance
- Import Time Off requests



## Lesson 1: Importing Time Off Structures in Employee Central

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain how to import Time Off structures



## Lesson 1: Understanding Clock In Clock Out

### Lesson Objectives

After completing this lesson, you will be able to:

- Explain Clock In Clock Out

## Lesson 2: Setting Up Clock In Clock Out

### Lesson Objectives

After completing this lesson, you will be able to:

- Setup Clock In Clock Out





## Lesson 1: Integrating SAP SuccessFactors Time Management with Employee Central Payroll and SAP HCM Payroll

### Lesson Objectives

After completing this lesson, you will be able to:

- Determine the processes and scenarios for integrating SAP SuccessFactors Time Management with Employee Central Payroll and SAP HCM Payroll