THR94

SAP SuccessFactors Time Management Academy

COURSE OUTLINE

Course Version: 2311 Course Duration:

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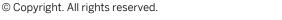
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Typographic Conventions

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

Introduction to SAP SuccessFactors Employee Central Time Off

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



UNIT 2 Absence Requests in Time Off

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



UNIT 3 Basic Accrual Rules in Time Off

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



UNIT 4 Event Related Accrual Rules in Time Off

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



UNIT 5 Basics of Time Sheets

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



UNIT 6 Configuring and Setting up Time Sheet

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



UNIT 7 Time Valuation and Compensation

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

UNIT 8 Flextime

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



UNIT 9 Leave of Absence (LOA) and Time Off Reporting

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



UNIT 10 Time Off Imports

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



UNIT 11 Import Time Off Structures

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



UNIT 12 Clock In Clock Out in SAP SuccessFactors Time Tracking

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



UNIT 13 Time Management Integration with Payroll

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

