THR94

SAP SuccessFactors Time Management Academy

COURSE OUTLINE

Course Version: 2311
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	*Example text*
Window title	*Example text*

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Contents

vii	Course Overview	
1	Unit 1:	**Introduction to SAP SuccessFactors Employee Central Time Off**
1		Lesson: Introducing Time Off
1		Lesson: Enabling Time Off
1		Lesson: Introducing the Time Off Mobile App
3	Unit 2:	**Absence Requests in Time Off**
3		Lesson: Understanding Admin Tools
3		Lesson: Configuring Absence Requests
5	Unit 3:	**Basic Accrual Rules in Time Off**
5		Lesson: Handling Basic Accrual Rules
7	Unit 4:	**Event Related Accrual Rules in Time Off**
7		Lesson: Handling Event Related Accrual Rules
9	Unit 5:	**Basics of Time Sheets**
9		Lesson: Understanding Time Sheets
9		Lesson: Managing Employee Time
11	Unit 6:	**Configuring and Setting up Time Sheet**
11		Lesson: Setting Up Time Sheet
11		Lesson: Configuring Time Sheet
13	Unit 7:	**Time Valuation and Compensation**
13		Lesson: Time Valuation
13		Lesson: Overtime Compensation
13		Lesson: Cross-Midnight Processing in Time Recording
13		Lesson: Appendix: Time Valuation
15	Unit 8:	**Flextime**
15		Lesson: Flextime Bandwidth
15		Lesson: Flextime Violation Exception
17	Unit 9:	**Leave of Absence (LOA) and Time Off Reporting**
17		Lesson: Handling Leave Absences
17		Lesson: Reporting

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19	**Unit 10:**	**Time Off Imports**
19		Lesson: Assigning Default Job Information
19		Lesson: Migrating Existing Leave Requests & Time Off Account Balance
21	**Unit 11:**	**Import Time Off Structures**
21		Lesson: Importing Time Off Structures in Employee Central
23	**Unit 12:**	**Clock In Clock Out in SAP SuccessFactors Time Tracking**
23		Lesson: Understanding Clock In Clock Out
23		Lesson: Setting Up Clock In Clock Out
25	**Unit 13:**	**Time Management Integration with Payroll**
25		Lesson: Integrating SAP SuccessFactors Time Management with Employee Central Payroll and SAP HCM Payroll

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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

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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

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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

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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

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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

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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

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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:

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- Understand Time Valuation in detail

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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

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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

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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

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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

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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

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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

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