



Innovations in Business Solutions

COURSE OUTLINE – SAP SuccessFactors

Course Duration 50 hrs (9 Weeks)

Main Topics:

1. Introduction to Mastery-(Week 1)

- ❖ Introduction to Successfactors Products,
- ❖ Instance, Provisioning Systems explanation
- ❖ Technical Architecture
- ❖ Integration Technology/Tools
- ❖ Bizxpert Methodology - Implementation Methodology.
- ❖ Basic company setting in Provisioning System
- ❖ Creating administrators in Provisioning system
- ❖ Creating administrators in Instance
- ❖ Instance basic settings - Passwords, Home Page, Welcome Menu, Comp info.
- ❖ Administrator tools
- ❖ Managing To Do List
- ❖ Manage V12 Home Page - Successfactors Home Page customization.
- ❖ Theme Manger - Customization Organization Themes.
- ❖ Successfactors Revolution UI
- ❖ Commonly used terms
- ❖ Default User Permissions.

2. SuccessFactors Bizx Mobile-(Week 2)

- ❖ Manage Data User Records
- ❖ Employee Data File
- ❖ Permissions
- ❖ Password Policies
- ❖ Email Notifications Customization
- ❖ Text Customization in Instance
- ❖ People Search
- ❖ Rating Scales
- ❖ Route Maps (Workflow)
- ❖ Launching forms
- ❖ Modifying Existing Form Route Map Steps by Administrator
- ❖ Employee Profile
- ❖ Customizing Employee Profile (Layout Configuration)

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- ❖ XML and Data models
- ❖ Custom Fields creation in the Data Models.
- ❖ Interfaces between SAP & Success factors (Data extraction & Data Loading)
- ❖ Pick list Management
- ❖ Job Scheduling & Execution of Jobs in Success factors.
- ❖ Resetting user accounts or Passwords.
- ❖ User Groups Creation
- ❖ Integrating SAP SuccessFactors with Mobile Device.
- ❖ Employee Central On Bizx Mobile.
- ❖ Time Off on Bizx Mobile.

3. Goal & Performance Management-(Week 3)

- ❖ Goal Management
- ❖ Provisioning Setting for Goal & Performance Mgmt Modules.
- ❖ Goal Execution
- ❖ Overview of Job Families and Job Roles
- ❖ Form Templates
- ❖ Goal Plan Permissions
- ❖ Goal Plan layout.
- ❖ Group Goals Overview
- ❖ Understanding Goad ID, GUID and SUBGUID
- ❖ Goal Wizard Option.
- ❖ MyGoals View.
- ❖ Importing & Exporting a Goal Plan Template.
- ❖ Stack Ranker Configuration.
- ❖ Mass Import of Goals
- ❖ Integrating Goal and Performance Mgmt Modules.
- ❖ Working with Goal and Performance templates (Xml Templates)
- ❖ Performance Management v12
- ❖ Performance Management Configuration Steps:
- ❖ Configuring the Route Map, Creating a Rating scale
- ❖ Managing Templates, Adding a New Template from SuccessStore
- ❖ Summary section, Launching PM Forms.

4. WorkForce Analytics & Reporting- (Week 4)

- ❖ Introduction to Reporting
- ❖ Activation of Work force Analytics Module in Provisioning System.
- ❖ Introduction to DashBoards.
- ❖ Set up process dashboards
- ❖ Dashboards 2.0
- ❖ Configuring Dashboard and displayed them on Home Page

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- ❖ Rating Scale Dashboards
- ❖ Create Interactive Dashboards
- ❖ Report Centre
- ❖ Manage Report Permissions
- ❖ List view reports
- ❖ Spotlight view reports
- ❖ Spread sheet reports
- ❖ Classic reports
- ❖ Adhoc report Builder
- ❖ Custom Reports Creation
- ❖ Sharing Reports.
- ❖ Single Domain Reports.
- ❖ Cross Domain Reports.
- ❖ Multi DataSet Reports
- ❖ Online Report Designer.

5. Employee Central Mastery - Core HCM-(Week 5)

- ❖ Introduction to EC
- ❖ Basic Provisioning Setup
- ❖ EC Navigation
- ❖ Setup Super Administrator Account and Managing authorizations.
- ❖ Data models and DTDs
- ❖ Employee Central Structure.
- ❖ Data model Management
- ❖ Setting up Corporate Data Model
- ❖ Setting up Succession Data Model
- ❖ Setting up Country specific Data Model
- ❖ Setting up Country specific Succession Data Model

6. Employee Central Mastery - Core HCM-(Week 6)

- ❖ Enable Business Configuration UI(BCUI) in Provisioning
- ❖ Business Configuration UI to Maintain Succession Data Model
- ❖ Enable employee central and RBP
- ❖ Update employee details
- ❖ Configuring Name Format
- ❖ ESS/MSS functionality
- ❖ Understanding security
- ❖ Managing security with Role Based Permission.
- ❖ EC as a system of record
- ❖ EC Customizing and Populating Basic Foundation data
- ❖ Customizing Country specific files in Foundation tables

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- ❖ Creating and modifying associations
- ❖ Propagations (creating Propagations Rules)
- ❖ Importing Users data into employee central system.
- ❖ Customization & Creation of Company, Department, division, Business Unit etc.
- ❖ Mass Changes
- ❖ Customizing employee files.
- ❖ Customizing CSF for Employee Files.
- ❖ Position Management
- ❖ Employee Central Workflow Configuration and Approval Process.

7. Employee Central Mastery - Core HCM- (Week 7)

- ❖ Employee Central Reporting
- ❖ Online Report Designer
- ❖ EC Payroll Integration
- ❖ MDF - Meta Data Frame Work
- ❖ MDF Objects creation
- ❖ Employee Central Time Off
- ❖ Provisioning Settings for EC Time Off.
- ❖ Configuring Time off
- ❖ Accrual management in Time Off.
- ❖ Time Account Types
- ❖ Creating Time Accounts.
- ❖ Leave of Absence
- ❖ Global Employment
- ❖ Generic Objects and configuration of Generic Objects
- ❖ Customer Specific Foundation Objects.
- ❖ Business Rules setup.
- ❖ Search of Inactive Employees/users.
- ❖ Rehire Inactive Employee.