training.uplatz.com

Training Provider for IT and Certification Courses

SAP SUCCESSFACTORS – BUNDLE COURSE

SAP SUCCESSFACTORS (Employee Central)
COURSE SYLLABUS

Module: Introduction to Mastery Topics:

1. Cloud and SF Architecture

2. Instance, Provisioning explanation

3. Technical Architecture

4. Integration Technology/Tools

5. Bizxpert Methodology – Implementation Methodology.

6. Basic company settings in Provisioning

7. Creating administrators in Provisioning

8. Creating administrators in Instance

9. Instance basic settings – Passwords, Home Page, Welcome Menu, Company info, Employee files

10. Administrator tools

11. Commonly used terms

12. Admin Privileges

13. Proxy Management

14. Setting up company Logos

15. Manage Data User Records

16. Employee Data File

17. Permissions

18. Role Based Per missioning (RBP).

19. Pick list Management.

20. Text Customization in Instance

21. XML and Data models

22. People Search

23. Rating Scales

24. Route Maps (Workflow)

25. Launching forms

26. Employee Profile

Module: Employee Central Mastery – Core HCM module

1. Introduction and basic provisioning set up exercises

2. Data models

3. Employee Central Structure

4. Data model Management

5. Data model Associations

6. Enable employee central and RBP

7. Update employee details

8. ESS/MSS functionality

9. Understanding security

10. Managing security with RBP

11. EC as a system of record

12. EC Customizing and Populating Basic Foundation data

13. Customizing Country specific files in Foundation tables

14. Creating and modifying associations

15. Propagations

16. Importing users and data

17. Mass Changes

18. Customizing employee files

19. Customizing CSF for employee files

20. Position Management

21. Absence Management

22. Employee Central Reporting and Integration

24. MDF Overview

25. MDF Objects creation

26. Manage Business Configuration Rules setup

27. Manage Workflow Requests/groups

28. Org Chart

29. Manage Sequence

30. Monitor Job

SAP SuccessFactors Employee Central
(basic to advanced)

Introduction to Mastery

1. Cloud Solution and Saas Model

2. Cloud and SF Architecture

3. History of SuccessFactors

4. Instance, Provisioning explanation

5. Technical Architecture

6. Integration Technology/Tools

7. SuccessFactors – Sales demo and Professional System Set up

8. Bizxpert Methodology – Implementation Methodology

9. Basic company settings in Provisioning

10. Creating administrators in Provisioning

11. Creating administrators in Instance

12. Instance basic settings – Passwords, Home Page, Welcome Menu, Company info,

    Employee files

13. Administrator tools

14. Instance- User Group Creation

15. Instance Setting up Company Logo

16. Commonly used terms

17. Admin Privileges

18. Instance Re-setting user Account or Password

19. Proxy Management

20. Setting up company Logos

21. Manage Data User Records

22. Employee Data File

23. Provisioning Setting-Basic Company Setting

24. Permissions

25. Provisioning System-Super Admin Creation

26. Role-Based Per missioning (RBP)

27. Picklist Management

28. Provisioning system-Default Permission and Role-based Training

29. Text Customization in Instance

30. XML and Data models

31. Instance- Password Policies

32. People Search

33. Rating Scales

34. SuccessFactors Data Model Configuration

35. Route Maps (Workflow)

36. Instance-Theme Manager Configuration

37. Launching forms

38. Employee Profile

Employee Central mastery – CORE HCM module

1. Introduction to Employee Central

2. Introduction and basic provisioning set up exercises

3. Foundation Object

4. Data models

   Employee Central Structure

5. MDF Object

6. Data model Management

7. Data model Associations

8. Provisioning Setting

9. Enable employee central and RBP

10. 14 Step Implementation Sequence

11. Update employee details

12. ESS/MSS functionality

13. Understanding security

14. Managing security with RBP

15. Data Model Management

16. EC as a system of record

17. Setting Up Corporate data Model

18. EC Customizing and Populating Basic Foundation data

19. Customizing Country specific files in Foundation tables

20. Creating and modifying associations

21. Setting up Corporate Data Model

22. Propagations

23. Setting up Country Specific Corporate Data Model

24. Importing users and data

25. Mass Changes

26. Setting up Succession Data Model

27. Customizing employee files

28. Customizing CSF for employee files

29. Position Management

30. Setting up Country Specific corporate Data Model

31. Absence Management

32. Workflow Configuration – Role and User

33. Workflow Configuration- Dynamic Role

34. Employee Central Reporting and Integration

35. MDF Overview

36. MDF Objects creation

37. Event-Based Workflow Configuration

38. Manage Business Configuration Rules setup

39. Manage Workflow Requests/groups

40. Manage Positions

41. Position Management settings

42. Position Org chart

43. Import & Export Data

44. Org Chart

45. Manage Sequence

46. Monitor Job

SAP SuccessFactors Employee Central – Payroll

Course Curriculum:

1 - Overview of SAP EC Payroll

2 - Getting started with SF EC Payroll

3 - Prerequisites and Initial Configurations

4 - EC to EC Payroll Integration

5 - UK Payroll at a glance

6 - Project Team Orientation (PTO)

7 - Integrating Time Off and EC Payroll

8 - PCC Configuration and Roles

SAP Successfactors Recruiting & Onboarding

COURSE DETAILS & CURRICULUM

Onboarding

Lesson 1: Introduction to Onboarding & Onboarding 2.0

· Onboarding 2.0 functionalities
· Onboarding Resources
· Enable Features in Provisioning
· Onboarding 2.0 components
· Homepage V3 Tile group
· Data model for the Onboarding process Implementation Process

Lesson 2: Initial Technical Configuration

· Activate Features in Super Admin
· Web Services
· Test Onboarding Process
· Complete Hiring Manager Activities
· New Hire Completes Paperwork in SF HCM
· Metadata Framework
· Manage Business Configuration

Lesson 3: Security Setup

- · Set up Role Based Permissions
- · Create Reports and Run Sync Jobs
- · Security Administration

Lesson 4: Business Configuration and Administration

- · Corporate Structure
- · Data Dictionary
- · Picklists
- · PDF Forms
- · Panel Designer
- · Notifications

Lesson 5: Configure Hiring Manager Activities

Lesson 6: Onboarding Integration

- · RCM Integration Configuration
- · Initiate Onboarding from Recruiting

Lesson 7: Mobile Onboarding settings

Lesson 8: Offboarding

Lesson 9: Cross boarding

PERFORMANCE AND GOALS

GOALS & PERFORMANCE MANAGEMENT

1. Goal Management Process
2. Goal Template Configuration
3. Old & V12 Goal Management Template
4. Import/Export Objective Library
5. Import Goals
6. Goal Execution settings
7. Performance Management Process
8. Route Maps
9. Rating Scales
10. Form Template settings
11. Route Forms
12. Competencies
13. Development Plans
14. 360 Degree Reviews
15. 360 Route Map process
16. Launch 360 forms
17. Development Plan process

SAP SuccessFactors Recruitment Management

- Introduction to Recruitment
- Instance Setup
- Applicant Status
- Recruiting Operators
- Recruiting Resources
- Enable Job Requisition
- Create job Requisition
- Configure Job Requisition Template
- Requisition Field Permissions
- Configure Job Search Fields
- Requisition Picklists
- Requisition Headers & Footers
- Button Permissions
- Feature Permissions
- Candidate Profile

- Profile Background Elements
- Sync Background elements
- Career Portal
- Connect Application to Requisition
- Configure Candidate Application Template
- Apply with Linkedin
- Candidate Screening Questions
- Offer Approval Template
- Offer Letter Template
- Generate Offer
- Setting up Agencies
- Recruiting Team
- Email Templates
- Final Exercise

Compensation Mastery:

- Pre-work
- Compensation Management Introduction
- Provisioning exercises
- Discovery and Kickoff
- Data Integration
- Provisioning and XML
- Comp admin tools
- Comp Mastery Salary Sheet
- Executive Review
- Multi currency review
- Budgets
- Bonus Sheet
- Stock Options
- Reporting
- Compensation Statement
- Admin Maintenance
- Trouble shooting

• EC Integration
• Final exercise

SAP SuccessFactors Variable Pay

- Getting started with Variable Pay & its Permissions

- Set-up of Pre-program Tasks

- Setup & Configure employee data (Bonus data, History, Legibility data etc.)

- Understanding Business Goals & Setting-up of Variable Pay plan

- Variable Pay plan design, Defining Fields & Launch

- Knowledge on Planning Cycle

SAP SF Learning Management System Course Syllabus

Introduction to SF LMS

- Points Introduction to Success Factors

- User management

- User Records

- Parts inside user sheet

- User connectors and other standard connectors

- Data flow from BIZX to LMS

- Assignment Profiles

Learning Management

- Items Creation AND Management

- Scheduled Offerings – Create

- edit

- close and cancel

- Instructors

- Item Requests

- Catalogs

- Registration

- Enrollment status

- Subject Areas

- Perquisites

- Substitutes

- Segments

- Approval Process

- Pricing

Role and Security Management

- User and Admin Roles

- Domains

- Domain Restriction

- Workflow group and workflow ID'S

- Entity and function

Curriculum Management

- Curriculum, Contents of curricula

- Completion status of curricula

- Period based assignment in Curricula

Content Management

- Content Objects AICC

- SCORM

- Types of communication- Launch type

System Administration

- General settings

- Basic configurations

- CUSTOM COLUMN Creations

- ASM

Notifications

- Notification templates

- Notification triggers

Resource Management

- Physical Resources

- Locations

- Equipment

- Instructor

Commerce Management

- Account codes

- COSTS AND Pricing

- Base and Additional Costs

- Cost and Profit center

- Cost Name

- Cost summary and Cost calculation tab

- Manage Financial Transactions

- Record learning financial

- Cancellation policies

Evaluation Surveys

- User evaluations

- Configuration of new questionnaire surveys

- Pre and Post exams

- Question EDITOR

- Exams object model creation

- Report Management