SAP SuccessFactors Employee Central

Technical and Functional Specifications

This specifications document describes key features and functionalities of SAP SuccessFactors Employee Central, as of the Q1 2017 release.

Key Features and Functionalities:

- HR Transactions including Changes and Transfers
- New Hires and Onboarding
- Position Management
- Global Benefits
- Apprentice Management
- Time Off
- Payroll Time Sheets
- Reporting, Compliance and Auditing
- Infoporter Migration Tool
- Integration & Extensibility
- Mobile

HR Transactions including Changes and Transfers

Key Features	Description
Effective-Dated Transactions	Process future-dated and /or retroactive HR transactions, report using effective dates and predefined periods in time, and provide effective-dated transactions with full history for employee records and valid table values.
Self-Service	Users can access and update information for which they have permissions. They can update personal data, update bank information, and access pre-integrated payroll and benefits portals. Managers can initiate and execute many types of changes for anyone on their team: promotion, relocation, termination, bonus, salary change, and so on.
Workflow Automation	Automate workflows and track transactions through the lifecycle from initiation to execution, including triggering, routing, and historical tracking. You can create and manage as many levels of approvals as needed for selected transactions. You can set permissions to allow for automated or manual delegation of workflows and have stalled workflows escalated.

Basic Organizational Chart	HR professionals, managers and employees can use a basic org chart to understand reporting relationships. You can find people in your organization and discover more about them using the employee quickcard. You can also view information about a person's alternate managers, either direct or matrix. In addition, the position organization chart provides a graphical representation of positions in your organization, who occupies them, and how they relate to other positions, whether those are higher-level positions, lower-level positions, or peer positions. You can also create positions and position requisitions there.
Alerts & Notifications	Set up To-Do alerts and email notifications to be sent when a certain period approaches its end to remind the user to take action. For example, you can define that the HR Admin is notified 10 days before an employee's contract ends.
Mass Changes	Change job information and/or job relationships for any user-defined selection of employees to efficiently execute organizational changes or manager reassignments affecting large numbers of employees. You can also set this to cascade down to existing employees.
Track Employee Status	Track whether employees are active, on leave, or terminated.
Track Employee Transfer Information	Track employee transfer information, including reason for transfer, transfer date, transfer to and from departments, transfer from one company to another, and transfer supervisor.
Track Specific Change or Transfer Dates	For each employee, track dates of hire, rehire, seniority, adjusted service, anniversary, effectiveness of union code, transfer, termination, retirement, and promotion.
Leave of Absence	Track dates and information pertaining to employee leave of absence and return.
Global Expatriate Assignments	Support assignment to foreign countries. Includes the ability to have different employee assignments for the same employee in multiple countries.
Multiple Employment	Employee Central supports concurrently employed employees. This means that employees with one main employment can have one or more secondary employments in addition in the same company. All employments point to the same person and they can start and end independently of each other.
Promotions and Demotions	Track & maintain data pertaining to promotions & demotions, including grade change, title change, transfer, responsibility change, cost center change, and step progression.
Document Management	Employee Central supports the upload of document attachments directly to the screen where it is required. This is important since most countries require attachments of certain documents, for example, work permit, birth certificate, work contract, tax ID, and so on.

Data Retention Management	Data Retention Management tools enable you to purge inactive users from your system. For occasions where employees don't appear on their hire date (no shows), you can use this tool to delete those employees completely from the system. You can also use this tool in test systems to clean up the system from unwanted test data. The deletion relies on an approval process that implements a four-eye-principle.
Terminations	Initiate termination in the system, and track all relevant data, including termination dates (termination effective date, last day worked, pay through date, next pay date, etc.) termination reasons, rehire eligibility status, severance, and customizable term checklists.

New Hires and Onboarding

Key Features	Description
Recruiting Integration	Pull new hire information directly from SAP SuccessFactors Recruiting Management, removing the need to re-enter data between employment stages.
Onboarding	Process new hires, including connecting new hires with the right people and relevant information, required forms and task management.
Basic Worker Information	Track work demographics such as: position/job info, supervisor/manager, function, location, business unit and division, department, work location/mailstop, legal entity, cost center/ general ledger code, gender, nationality/ethnicity (where legally permitted) marital status, date of birth, National ID number, Social Security number, allowances, emergency contacts, province, and so on.
Employee Type	Capture and update employee type: regular, full-time, part-time, contractor, consultant, contingent, co-op or student hire.
Immigration and Citizenship Information	Capture information like visa/green card expiration dates, nationalities, passport number/place of issue and languages spoken.
Capture & Validate SSN or Other Unique Identifier (SIN)	Capture and validate social security numbers (SSN) or other unique identifier to help ensure that there are no duplicates.
Country-specific Information	For those countries supported by Employee Central, country-specific information is included for all employees.

Position Management

Key Features	Description
Position-Driven Succession Management	Succession Management*, if used by the customer, offers different options for planning successors for employees. If you want to plan successors based on positions, then succession allows the use of the same position object and hierarchy as Employee Central.
Position-Driven Recruiting	Customers using Recruiting Management** may integrate and then create a requisition from the Position in the Position OrgChart. Customers can use the Rules Engine to derive the job requisition template to be used for the new requisition and furthermore to define field mapping between the position and the new requisition. Details of the requisition can then be viewed in position side panel in V12 Position Org Chart. Candidates are automatically assigned from the requisition in "Pending Hires" to the position linked to that requisition.
Create Positions, Store and Sync Related Information to Employee Job Information	By using the Rule Engine, it is possible to define default values for positions to be created. Maintain position data to be stored and define the fields to be synchronized via business rules to incumbents (for example, job title, job classification, cost center account, department, division, business units and so on).
Maintain Position Hierarchy	Maintain a position-based organizational structure visualized in Position OrgChart. Set supervisor automatically based on position hierarchy, if this is the leading one as recommended. Ability to synchronize position matrix relationships with the employee's job relations when assigning an employee to a position or changing/adding matrix relationship on the position.
Position Vacancy Tracking	Track and maintain open positions and vacancies easily in the position-based organizational structure.
Positions 'to be hired'	Ability to specify that the To Be Hired status is automatically updated for the position whenever an employee is assigned to the position or unassigned from the position. Option to specify that the position To Be Hired status is automatically set or reset if the position Target FTE or employee's FTE is changed.

* Please note: Succession Management is sold separately as part of the SAP SuccessFactors Succession and Career Development product.

** Please note: Recruiting Management is sold separately as part of the SAP SuccessFactors Recruiting Management product.

Global Benefits

Key Features	Description
Supported Benefit Types	Managers and employees can enroll and manage reimbursements/claims/insurance plans, determine deductibles for a variety of benefit types globally. Benefit types supported are: allowances, insurance plans, pensions/retirement/saving plans, and reimbursements.
Benefit Eligibility Rules	Benefit eligibility rules can be defined for employees based on their job, personal information parameters, or dependent data and can also be based on other plans they are enrolled in.
Integration with 3rd Party Providers	There are a few choices to support the customer in building integrations to 3rd party providers (subject to applicable license terms): • HCI standard integration templates • SAP Integration Center • Flat file exports using ODS reports
Reporting	Customers can generate standard ODS reports, pension enrollments, reimbursement costs, claims history, insurance enrollments, and cost analysis. Run them on the fly or on any predefined schedule and generate them in local languages, as available.
Notifications	Customers can send email notifications after enrollment identifying the plan enrolled in, effective date, nominee details, and a link for further plan information.
Workflows	Automate workflows to support auto enrollment using jobs and eligibility rules.
Enrollment Self-Service	Employees can use a self-service to support enrollment, as well as edits during enrollment period including deduction allocation from different accounts. There is also an auto enrollments feature in insurance plans.
Integration to SAP and Employee Central	Integrated to Employee Central deductions and payments. Integrated to Employee Central Payroll and SAP ERP Payroll (Infotype 0014 and Infotype 0015).
Carrier Integration	The EDI 834 file template is available to support carrier integration using the EC Integration Center.
Calculations	The system calculates premiums and salary deductions including rounding for the benefits chosen.
Country-Specific Benefits	Benefit types required for various countries can be configured using the Global Benefits framework. Configuration of some of the country-specific benefits are provided in the implementation guide.
US Benefit Types Supported	Employee Central supports the following US benefit types: • Medical (HDHP, CDHP), Dental, Vision Insurance

Key Features	Description
	• Life Insurance– Basic, Supplemental, Spouse, Dependent Life • HSA, FSA, 401K • AD&D, LTD and STD

Apprentice Management

Key Features	Description
Efficient Planning	Efficiently plan and manage apprenticeships. You can maintain school periods, plan internal training events and distribute apprentices to the required departments for on-the-job training.
Share Apprentice Plans	Apprentice Management serves the needs of the apprentices, the supervisors in the various departments, and the apprentice supervisors, as they all have access to the apprentice schedules.

Time Off

Key Features	Description
Holiday Calendar and Work Schedules	Ability to define the days and times employees will work.
Absence Management	Allows employees to request different types of absences by using their mobile device or desktop. Ability to define time types for absences such as vacation and sick leave, but also for long-term absences such as maternity leave, which might cause an employee status change. Ability to implement validation rules to carry out specific checks while absence requests are being entered by the employee. Custom fields can be configured if additional information should be entered as part of an absence request.
Time Accounts	Ability to track absences against balances on time accounts. Create new entitlements or regular accruals based on rules for time accounts and make them available to employees. Ability to define period end processing rules to close time accounts and carry over balances. Enables HR Administrators to view employee time account balances to make changes or request absences on behalf of others.

Key Features	Description
Workflows	Ability to use notifications to inform an employee if someone has entered an absence request on their behalf. Alerts can be configured to inform managers or HR professionals about an employee leaving or returning from leave.
Reporting	Enables standard reports to gain information on employee absences or time account balances.

Payroll Time Sheets

Key Features	Description
Time Recording	Allows employees to record their working time or any other attendance time. Ability to create customer-specific time types, such as working time, administration, or travel time, to differentiate among various attendance types.
Overtime Calculation	Ability to define flexible daily or weekly overtime calculation rules. Allows set up of overtime thresholds (for example, 10 hours per day), or sum of planned times per week. Allows the customer to choose which absence types shall be incorporated into the overtime calculation and which will not. Customers may define whether public holidays shall be incorporated or not.
Pay Type Generation	Allows for set up rules to generate pay types for base hours, paid absences, public holidays, and overtime hours. In addition, ability to define pay types for recorded times on a specific day (for example, Sunday, public holiday), within a specific clock time or generate shift premiums.
Cost Center Allocation	Allows employees to record and allocate times to different cost centers. For all pay types that are generated based on this time recording (base pay, overtime pay, and so on), a cost center split is performed.
Time Off in lieu (TOiL)	Allows to define that calculated overtime is not paid out but converted into additional time off.
Working Time Accounts	Ability to use working time accounts to record variations from an employee's standard working time and calculate the balance of time worked in excess of that time, or by how far the time worked falls short of the standard time. Both of these are calculated by comparing the time an employee actually works with his or her work schedule.

Key Features	Description
Input Validations	Allows to set up validations so that entries made in time sheets are checked in the light of criteria the customer defines.
Integration with Employee Central Payroll and SAP ERP HCM	It is possible to integrate Payroll Time Sheet with Employee Central Payroll and SAP ERP HCM.
Workflows	Approval workflows can be configured for time sheets. If an approval workflow is set up, approvers can approve or decline the time sheet.
Reporting	Standard reports allow reporting on hours recorded, unapproved times, and generated pay types.

Reporting, Compliance and Auditing

Key Features	Description
Standard Reports	Allows to generate any number of standard reports (for example, data audit, out-of-the-box HR reports, turnover reports, executive dashboards, and so on). The customer may run them on the fly or on a predefined schedule, and generate them in local languages, if generally available.
Online Report Designer	All fields in SAP SuccessFactors Employee Central can be reported on. Customer mays use the online report designer to build customized reports.
Shareable Reports	Ability to publish reports to any number of constituents based on security access rights.
As-of-Date Reporting	Allows customers to run reports based on data beginning on a specified date.
Date Range Reporting	Allows customers to run reports based on data within a specified date range.
Audit Reports	Allows customers to run various audit reports including, audits of inactive users, audits of unauthorized user attempts, and security reports of users' capabilities by function.
Audit Compliance	Includes audit tracking and reporting to support audit standards, Sarbanes-Oxley compliance, and compliance with other government regulations.

Key Features	Description
Audit Trails	Ability to view audit trails of current changes being made in a comprehensive report, including when data is updated as a result of interface/integration with another application.
Compliance	Supports statutory and regulatory compliance through localization by delivering generally available country-specific functionality.

Infoporter Migration Tool

Key Features	Description
Infoporter Migration Tool	Allows to move existing SAP On Premise ERP solution to the new cloud-based Employee Central HCM solution using the Infoporter Migration Tool.

Customers can use the Infoporter tool to migrate core HR data from an on-premise SAP ERP HCM system to SAP SuccessFactors Employee Central. Once configured, customers will be able to migrate both employee master data and organizational data from SAP ERP HCM to SAP SuccessFactors Employee Central. Customers can choose to run a one-time data replication or just run a replication of the delta of employee data and organizational data. Organizational data includes information about organizational units, jobs, positions, and relationships between these objects. After customers have performed the data migration using the tool, they can either target to use the Full Cloud, Core Hybrid or Side by Side integration scenario. |

Integration & Extensibility

Key Features	Description
Payroll Integrations	SAP develops, supports, and maintains prebuilt, configurable end-to-end integration processes for SAP SuccessFactors Employee Central Payroll. These integrations are point-to-point and require no additional middleware. Some effort may be required to tailor the processes of a specific customer.
See implementation handbooks for detailed scope description: http://help.sap.com/hr_ecpayroll.

Key Features	Description
Prepackaged SAP ERP Integrations	SAP develops, supports, and maintains prebuilt, configurable end-to-end integration processes for SAP ERP HCM and SAP ERP FIN. These integrations comprise add-ons for SAP ERP and middleware content for SAP Cloud Platform Integration and Dell Boomi (operated by SAP). Some effort may be required to tailor the processes of a specific customer. See implementation handbooks for detailed scope description: http://help.sap.com/hr_ecintegration.
Prepackaged Templates	Provides template connectors for 3rd party benefits, time, payroll, finance, and travel, applications. Encapsulates HR-XML standards and best practice knowledge of integration patterns in each of these categories. Helps expedite implementation. Prepackaged template integrations have to be maintained by the customer.
APIs	Ability to use APIs to build custom integrations on SAP Cloud Platform Integration technology and custom extensions on SAP HANA Cloud Platform, subject to the applicable Supplemental Terms and Conditions available at https://www.sap.com/about/agreements/cloud-services.html?tag=language:english&search=Supplement&sort=latest_asc. Custom integrations and extensions have to be maintained by the customer.
Metadata Framework	Allows customers to create custom objects and functionality in SAP SuccessFactors Employee Central as required. Ability to define objects, fields, behavior, and the look and feel of the application through a web-based user interface, without coding. Enables to create business rules to implement custom logic.
Extension Center	The Extension Center allows customers to create and manage extensions to the system. An extension is a custom application, which is configured to process employee-centric business needs. For example, an Admin can create applications to manage different HR programs, such as company car requests, employee wellness programs, tuition reimbursement request, pension plan programs, and so on.
Rules Engine	The Rules Engine is based on the Metadata Framework (MDF) and is a tool that allows customers to create customer-specific rules. Customers can configure business rules that cover legal regulations, company policies, or other requirements. These rules are then executed by the system based on the criteria given in the rule configuration.

Mobile

Key Features	Description
Employee Self Service (ESS)	Allows each user the control to update personal information and public profile after accepting applicable mobile terms and conditions. Android does not support the editing of the v12 Profile.
Manager Self Service (MSS)	Tools to empower managers to make changes to their employees' job information, initiate work flows, and reward their teams with bonuses. Requires People Profile v3 (PP3). Supports iPhone and Android. iPad is not yet supported.
Time Sheet	Allows to complete, edit, and submit a time sheet.
Time Off	Allows to request time off for vacation and other time off.
Pay Statements	Ability to view current and past pay slips. iOS only.

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