SAP SuccessFactors Compensation

Technical and Functional Specifications

This specifications document describes key features and functionalities of SAP SuccessFactors Compensation, as of the Q1 2017 Release.

Key Features and Functionalities:

- Base Salary, Short Term Incentive, Long Term Incentive
- Calibration for Compensation
- Reward and Recognition

Base Salary, Short Term Incentive, Long Term Incentive

Key Features	Description
Compensation Admin Tools	A full set of tools allow plan components to be configured and changed by Compensation Admins without consultant assistance. These include: eligibility rules, budgets, bonus plan calculations, guidelines, personal compensation statements, and worksheet columns.
Configurable Worksheets, Workflows, and Approval Rules	Configurable workflows and work sheets helping reduce email and spreadsheets, minimize errors and speed up the process. Provides automated routing with optional hierarchical based approval.
Compensation Modeling	Compensation Modeling allows administrators to model different guideline, budget, and pay range schemas and then push the desired inputs to a live plan template.
Support for Multiple Compensation Components	Plan for merit, promotion, adjustment, lump sum, short term incentives, long term incentives, and total cash compensation using one compensation worksheet.
Support Complex Increase Guidelines	Compensation guidelines may be based on performance rating, benchmark metrics (position in range, compa-ratio), job level, pay grade, or any custom field, as either a warning or a hard stop.

Key Features	Description
Pre-populate worksheet recommendations	Ability to automatically pre-populate recommendations for base salary, short term and long term incentives incorporating multiple attributes, such as performance rating, job level, pay grade, range penetration, compa-ratio, as well as company, team and individual guidelines, or customer-defined calculations.
Track Goals for Goal-Based Bonus Payout	Use financial and company-level goals and compare target metrics to actual results to determine payouts (using step scale models or linear interpolation and unlimited payout steps). Supports integration to SAP SuccessFactors Performance and Goals to pull in team and individual goals, and perform payout calculations based upon guidelines and results.
Compensation Profile	Access the compensation profile to see compensation history, graphical display of position in range before and after a salary recommendation. Planners can view this information to make more informed compensation decisions.
Prorate Bonus Calculations	Prorates bonuses for employees who change their bonus plan participation, have a change in goal assignments, or whose bonus target changes during the bonus performance period.
Bonus Forecasting	Allows administrators to forecast and model different bonus payouts. Included are calculations for and considerations of threshold minimums, caps and bonus guarantees.
Validation Reports/Steps	Allows administrators to detect and correct errors as they occur by running reports and validation checks on data and calculations during the configuration process.
Flexible Budget Calculations	Flexible budget calculations with support for top-down or bottom-up budget calculations.
Dashboards	Embedded dashboard dynamically updates as recommendations are added on the compensation worksheet. Allow team comparisons such as merit increase by rating, distribution of compa-ratio by rating, and performance distribution.

Key Features	Description
Support for Multiple Currencies and Languages	Compensation information can be displayed in planner, functional or local currencies on the worksheet. Worksheets can be configured to display in the manager's language of choice.
Personal Compensation Statements	Self-service Personal Compensation statement tools allow Compensation Administrators to create their own statements using conditional text and sections, or load custom statements for a unique statement look.
SAP HCM pre-packaged Integration	Pre-delivered web services APIs are available to update compensation worksheets in SAP SuccessFactors from SAP HCM on premise systems and publish back new compensation decisions.
Records Storage	Purge tools are available to easily remove compensation worksheet data to align with business needs, reducing the burden on compensation Administrators.
Audit Capability	An audit tool provides a report to the Administrators in excel format on which worksheet, profile, and executive review field values have been entered or changed. Person who changed the value, date/time of the change, and before and after values are also displayed in the report.

Calibration for Compensation

Key Features	Description
Visual Comparison of Employees	View ratings, pay and potential distribution in bin and grid views. Drag-and-drop to calibrate employees.
Comprehensive View	See employee ratings, pay, potential and goals for the relevant group of employees.
Calibration Dashboards	View simple charts that highlight calibration distribution goals versus actual distribution.

Key Features	Description
Calibration Setup and Administration	Set up calibration and manage security through simple actions; select people in an organizational chart; specify distribution curve guidelines.

Reward and Recognition

Key Features	Description
Peer-to-Peer cash awards	Employees can initiate spot awards to acknowledge when their peers go above and beyond in their jobs.
Manager/HR initiated cash awards	Managers and HR can initiate a non-recurring, compensation event that is based on a specific contribution or performance.
Pre-defined guidelines	HR defined guidelines to suggest award amounts based on award category, contribution level and country.

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