SAP SuccessFactors Course Curriculum

Day-1: Introduction to Mastery

- Introduction to Successfactors products
- Instance, provisioning explanation
- Technical architecture
- Integration technology / tools
- Bizxpert methodology - implementation methodology
- Basic company settings in provisioning
- Creating administrators in provisioning
- Creating administrators in instance
- Instance basic settings - passwords, home page, welcome menu, comp info
- Administrator tools
- Managing to dO list
- Manage V12 home page
- Admin tools 2.0 and the old admin overView
- Commonly used terms
- Admin privileges
- Proxy management
- Setting up company Logos
- Manage data user records

Day-2: SuccessFactors Bizx Mobile

- Employee data file
- Permissions
- Password policies

- Email notifications

- Text customization in instance

- One admin

- People search

- Rating scales

- Route maps (workflow)

- Launching forms

- Employee profile

- XML and data models

- Pick list management

SAP SuccessFactors Course - SuccessFactors Bizx Mobile

- Integrating SAP SuccessFactors with mobile devices

- Employee central on Bizx mobile

Day-3: Compensation Mastery

- Compensation management introduction

- Compensation mastery pre-work

- Setup provisioning for compensation

- Comp admin tools

- Data integration user data file

- Compensation plan template

- Compensation mastery salary sheet management

- Work sheet designer

- Column designer

- Setup look up tables

- Salary pay matrix

- Setup job code and pay grade mapping tables

- Compensation eligibility

- Compensation guidelines

- Multi-dimensional matrix for guidelines

- Compensation program budgets

- Budget rules

- **Setup salary proration**

- Executive review

- Multi-currency review

- Bonus sheet

- Bonus guidelines

- Bonus rules

- Stock options

- Rating sources

- Compensation reporting

- Compensation statement

- Admin maintenance

- Real time scenario trouble demonstyfied

- EC integration

- Final exercise / case study

Day-4: Employee Central Mastery Core HCM

- 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

- **Data model associations**

- Enable business configuration UI (BCUI) in provisioning

- Business configuration UI to maintain succession data model

- Enable employee central and RBP

- Update employee details

- SAP ESS/SAP MSS functionality

- Understanding security

- Managing security with RBP

- EC as a system of record

- EC customizing and populating basic foundation data

- Customizing country specific files in foundation tables

- Creating and modifying associations

Day-5: Employee Central Mastery Core HCM Continues

- Propagation

- Importing users and data

- Mass changes

- Customizing employee files

- Customizing CSF for employee files

- Position management

- Absence management

- Employee central reporting and integration

- EC payroll integration

- MDF overview

- MDF objects creation

- Generic objects and configuration of generic objects

- Customer specific foundation objects

- Rules setup

- Search of inactive employees/users

- Rehire inactive employee