

SuccessFactors

Employee Central



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Table of contents

01

Introduction

02

Org. Structure

03

Data Structure

04

Administrator

05

HR Business
Process

06

Employee Business
Process



01

Introduction



Overview of SAP SuccessFactors

What Is SAP SuccessFactors?

- A Cloud-based HRMS.



- Modern & User-Friendly.



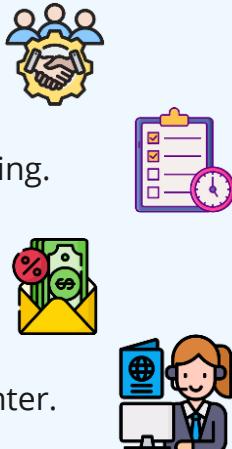
- Provides integrated **solutions** for various HR processes.



SAP SuccessFactors Modules

Core Modules

- **Employee Central Core.**
- Employee Central Time Tracking.
- Employee Central Payroll.
- Employee Central Service Center.



Talent Modules

- **Recruitment** 
- Onboarding 
- Learning 
- **Performance & Goals** 
- Compensation 
- Succession & Development 

SAP SuccessFactors Vs HCM

SF Pros



- **Cloud-Based Infrastructure/ Scalability:**
 - updates globally regulatory changes.
 - Uniform Experience.
- **User Experience and Mobile Support:**
- **Localization Features:**
 - Pre-configured Local Best Practices.
 - Country-Specific Versions.
- **Integration and Extensibility:**
 - Easier Integration with Third-Party Systems.
- **Reporting and Analytics and Real time access.**

HCM Cons



- **On-Premise Limitations**
- **User Interface**
- **Innovation and Updates**
- **Integration Complexity**
- **Lack of Mobile Support**
- **Higher Total Cost of Ownership**

SAP SuccessFactors Vs HCM

SF-Cloud Based

Flexible access

Real Time Reporting
Updates

Mobile accessibility

Subscription-based Scalability.

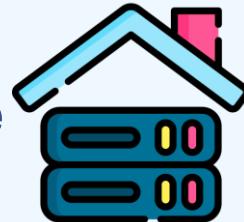


HCM-On Premise

Access needs manual config. For each user.

Manual Updates

High Cost of complex scalability.



SAP SuccessFactors Vs HCM

SF-Integration

Flexible Integration
(Third Party Tool)/APIs/CPI
/HCM Data Migration Tool



Maintenance
Lower (pre-built integrations)

HCM-Integration

Complex Integration
(requires technical expertise and resources)



SAP SuccessFactors Vs HCM

SF-Reporting

Modern analytics

(Pre-built dashboards and metrics)



Flexibility

Customizing pre-built dashboards and reports. Limited custom report development.

Data Source

cloud-based data storage offers near real-time data access.



Complexity

Easier to use and manage

HCM-Reporting

Traditional reporting

(pre-built queries and Reports)



Flexibility

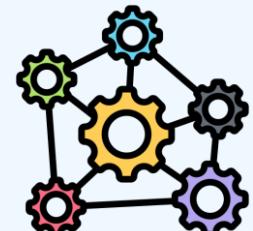
(ABAP programming knowledge required)

Data Source

on-premise data warehouses

Complexity

Complex to set up requiring IT expertise.



SAP SuccessFactors Vs HCM

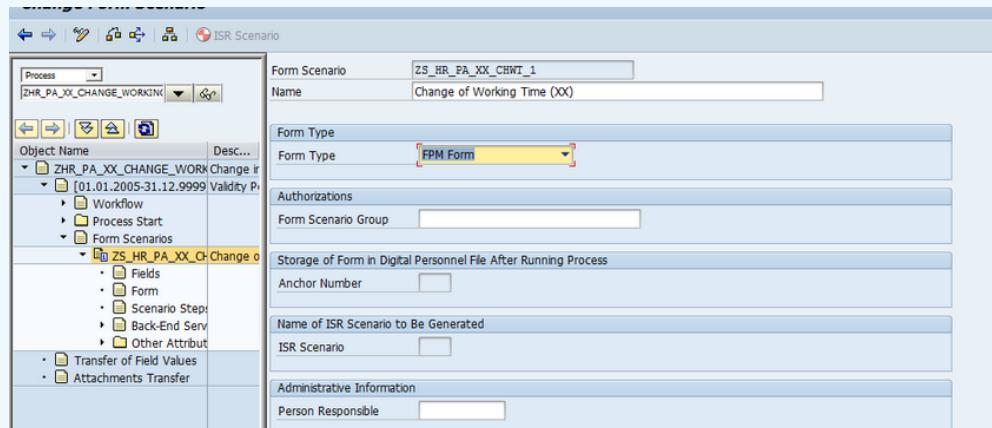
SF-Interface



The SAP SuccessFactors home screen features a banner with the text "Good evening!" over a background image of a canal town. Below the banner is a search bar labeled "Search for actions or people". A "Quick Actions" section contains 12 buttons:

- + view company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View My Profile
- View Team Absences
- View Favorite Reports
- View Admin Alerts
- Complete Payroll Tasks
- Manage My Goals
- View Tile Reports
- Config org chart
- Service level
- View Reminders
- View Favorites

HCM-GUI Interface



The HCM-GUI interface shows a configuration dialog for an ISR Scenario. The left pane displays a tree structure of objects under a process named "ZHR_PA_XX_CHANGE_WORKING". The selected node is "ZS_HR_PA_XX_Change o". The right pane contains various configuration fields:

- Form Scenario: ZS_HR_PA_XX_CHWT_1
- Name: Change of Working Time (XX)
- Form Type: FPM Form
- Authorizations: Form Scenario Group
- Storage of Form in Digital Personnel File After Running Process: Anchor Number
- Name of ISR Scenario to Be Generated: ISR Scenario
- Administrative Information: Person Responsible

SF Fits Different Businesses And Enterprises' Scales

Small and Medium Businesses

Cost-effective:
Subscription-based pricing.

Quick Implementation:
Cloud-based deployment

Ease of Use:
The user-friendly interface

Scalability:
As your business grows



Customization Limitations.
Technical Expertise: While generally easier to use.

Large Enterprises

Global HR Management:
SAP SF EC can handle the complexities of a global workforce.

Data Security

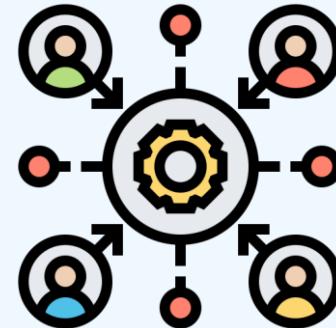
Integration Capabilities:
While not as flexible as SAP HCM.

Advanced Analytics:
SAP SF provides pre-built dashboards and metrics with real-time data.

Introduction To SF Employee Central “EC”

What is SAP SF EC ?

- The **core module** of the SAP SuccessFactors.
- Acts as the **foundation** for managing your **organization's workforce data**.
- **Centralized Employee Data**.
- **Employee Self-Service**.
- **Unified Platform (OM+PI)**



Employee Central

Increased Data Accuracy: Automating time consuming tasks.

Real-time Reporting & Data-driven Decisions, for easier communication through computers or mobile phones.

Increase productivity with powerful Self-Service tools.

Easier access to HR personnels.

Requesting time-off and approval workflows.

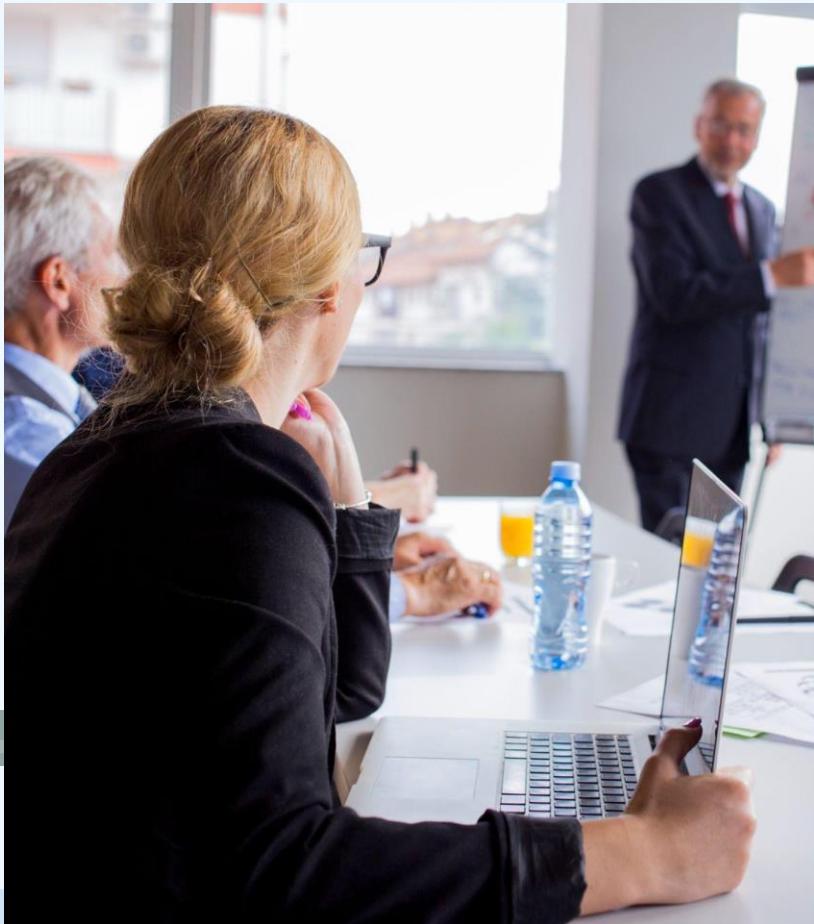
Data Importing and Mass Changes



Employee Central Is Protected

Data protection and privacy features:

- **Role-Based Permissions.**
 - Who can do what.
- **Data Blocking.**
 - Restrict access to historical data after a period.
- **Data Retention Rules.**
 - Avoids unnecessary storage.
- **Change/Read Audit.** (Track changes made)



Employee Central

Provisioning	Instance
<p>Provisioning is the key configuration tool</p>	<p>The front end, or customer-facing view</p>
<ul style="list-style-type: none">• Access company instances .• Modify company settings, such as enabling new features.• Turn purchased modules on or off.• Create administrator accounts.• Download and upload templates. (that contain custom configuration)• To enable language packs.	<ul style="list-style-type: none">• Customization of HR processes.• Daily operations.• Testing Environments.• Reporting and Analytics.• Security and Access Control.

Employee Central

Provisioning

SuccessFactors Business Execution Suite™ PROVISIONING

Companies

Company Details New Company Clone Company Reports Operations/Maintenance SSO Manage Provisioners SuccessCloud Search Index

up to Company Listing LDM

The company instance is "active".

Immutable Company ID: 1fd8dd0_020e_a2ba_99e5ed5136fd

Company ID: acfe90 Save

Company Name: LDM

Account ID: acfe90 Save

Performance Appraisal Smart Form

Writing Assistant

Admin Configuration Tool

User Directory

Workflow

Competency Library Management Suite

360 Multi-Rater

Graphical Report (360) — requires "360 Multi-Rater"

Legal Scan

Spell Check

Advanced Goal Management

Live Profile

Offline Form

Succession Planning (enables succession plan creation features)

PM Note

Language Packs (Please do not use Hebrew, Hindi, Tagalog, and Ukrainian! They do not have any translations in place yet. Use nb_NO for Norwegian and sv_SE for Swedish. If there are any locale IDs with SF the instance should be locale migrated. See SuccessFactors internal wiki for the latest information on languages.)

Instance

SAP Home

Search for actions or people

Good morning!

Quick Actions

- + view company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View Org Chart
- View Team Absences
- View My Time Sheet
- View Favorite Reports
- View Admin Alerts
- Complete Payroll Tasks

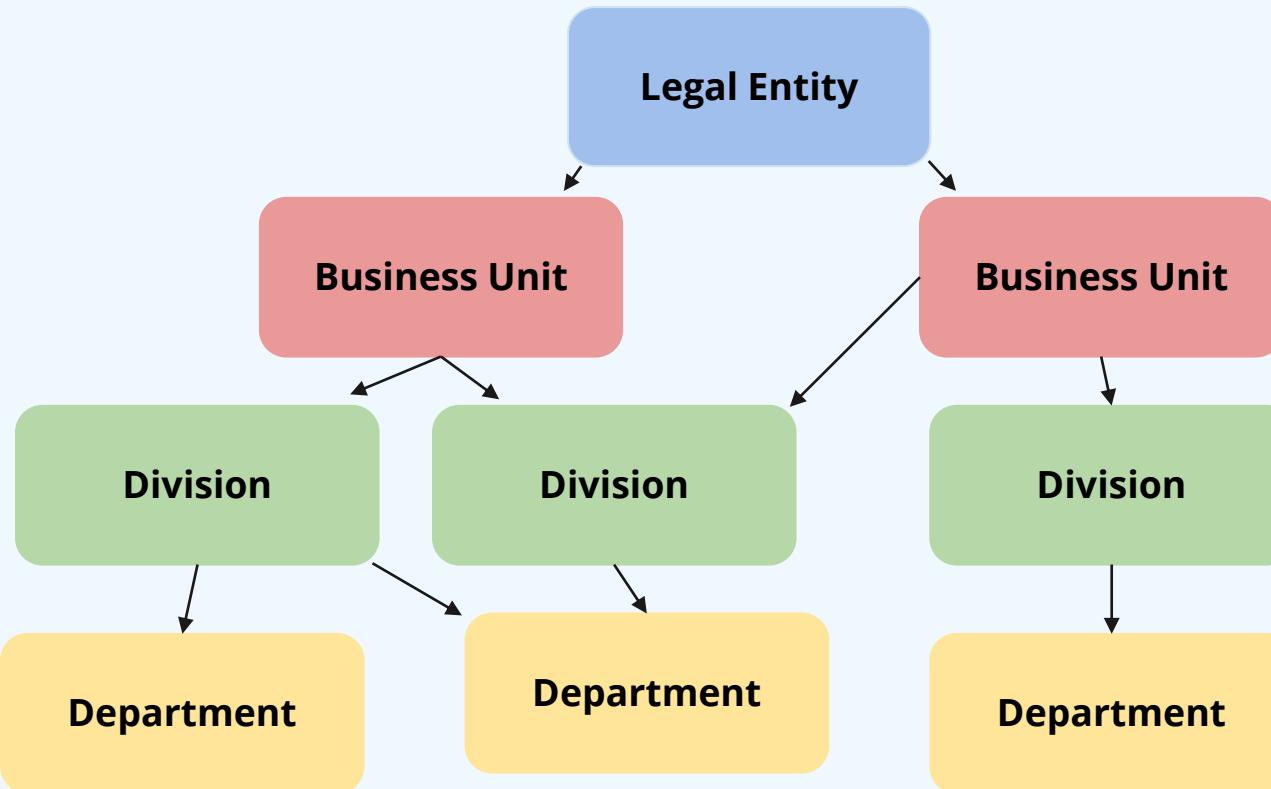
For You Today

02

Organizational Structure



Organizational Structure



Organizational Structure

→ Legal Entity:

- Equivalent To Company Code in HCM & Fi.

→ Business Unit

- Represents a segment of a Legal Entity that focuses on a specific business function.

→ Division

- Is simply a division of a Business Unit.

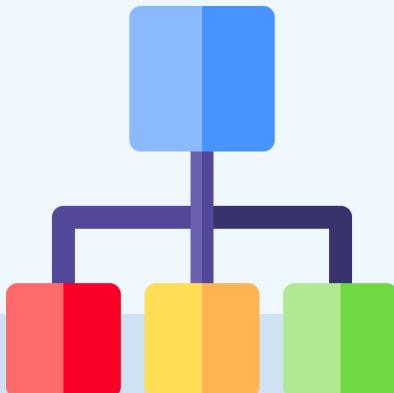
→ Department

- Divisions are broken down into one or more Departments.
- It is the lowest denominator of the organization structure.

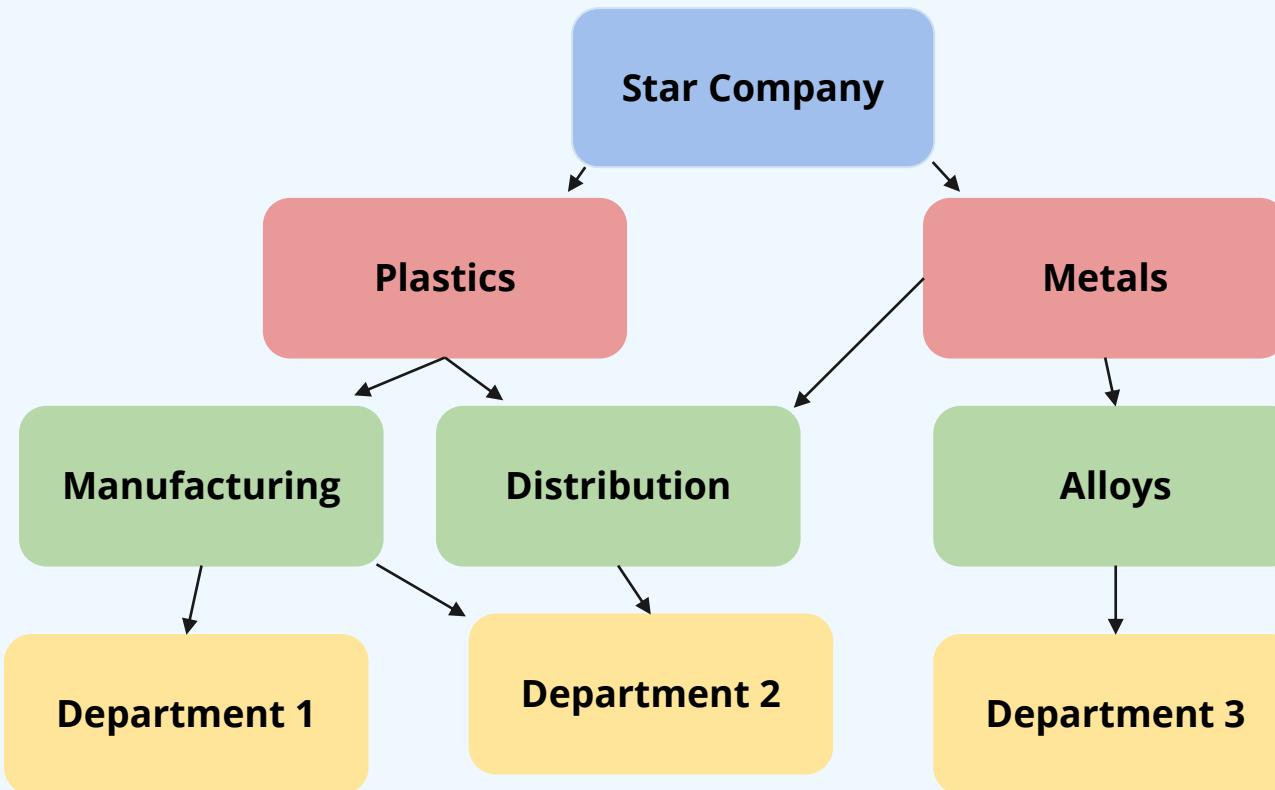


Organizational Structure

- Legal entity, Business unit, Division and Department are Called Foundation Objects
- A Division can belong to multiple Business Units and a Department can belong to multiple Divisions
- Associations are relationships between organizational units for example, 1 to N or 1 to 1.



Organizational Structure Example

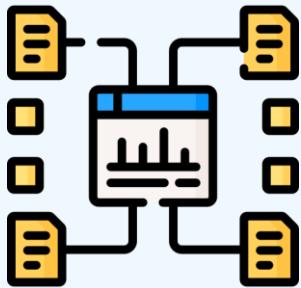


03

Data Structure



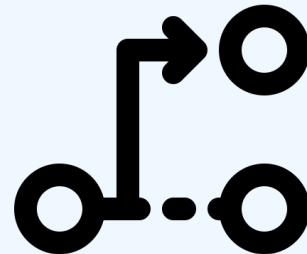
Data Structure



Data Models



Objects



Relationships



Data Models

- SAP SuccessFactors defines its data by using a number of preformed **data models**.
- Each data model describes how its data elements are structured within a database.
- The SAP SuccessFactors Data Models use **XML**.



Data Models

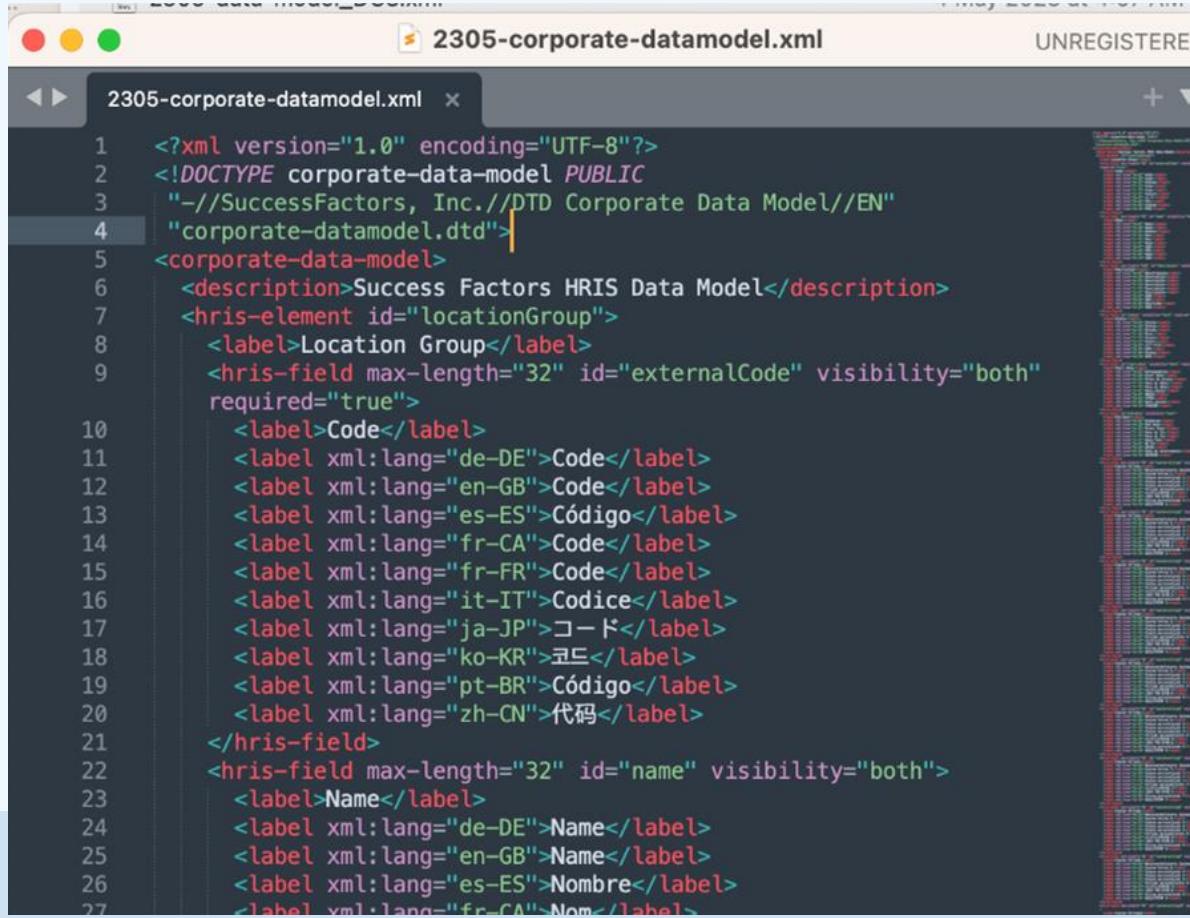
Succession Data Model	Country Specific Succession Data Model	Corporate Data Model	Country Specific Corporate Data Model
Configures fields that appear on the Employee's Personal and Employment Information (Employee's Record)	Sets international standards, like address format and national ID format Configures country specific fields that appear on the Employee's Personal and Employment Information (Employee's Record)	Defines Foundation Objects Configures the relationships amongst Foundation Objects (Organization, Pay and job structure)	Defines Foundation Object fields for a specific country If a country is not defined, then system will use the configuration from the Corporate data model

Objects Classification

- **Employee Objects:** Personal and employment details for employees, referred to as Person Objects and Employment Objects.
- **Foundation Objects:** Organization, pay, and job structure details.
- **Metadata Framework (MDF) Objects:** When the standard delivered foundation objects do not meet requirements, existing foundation objects are migrated to the MDF framework.



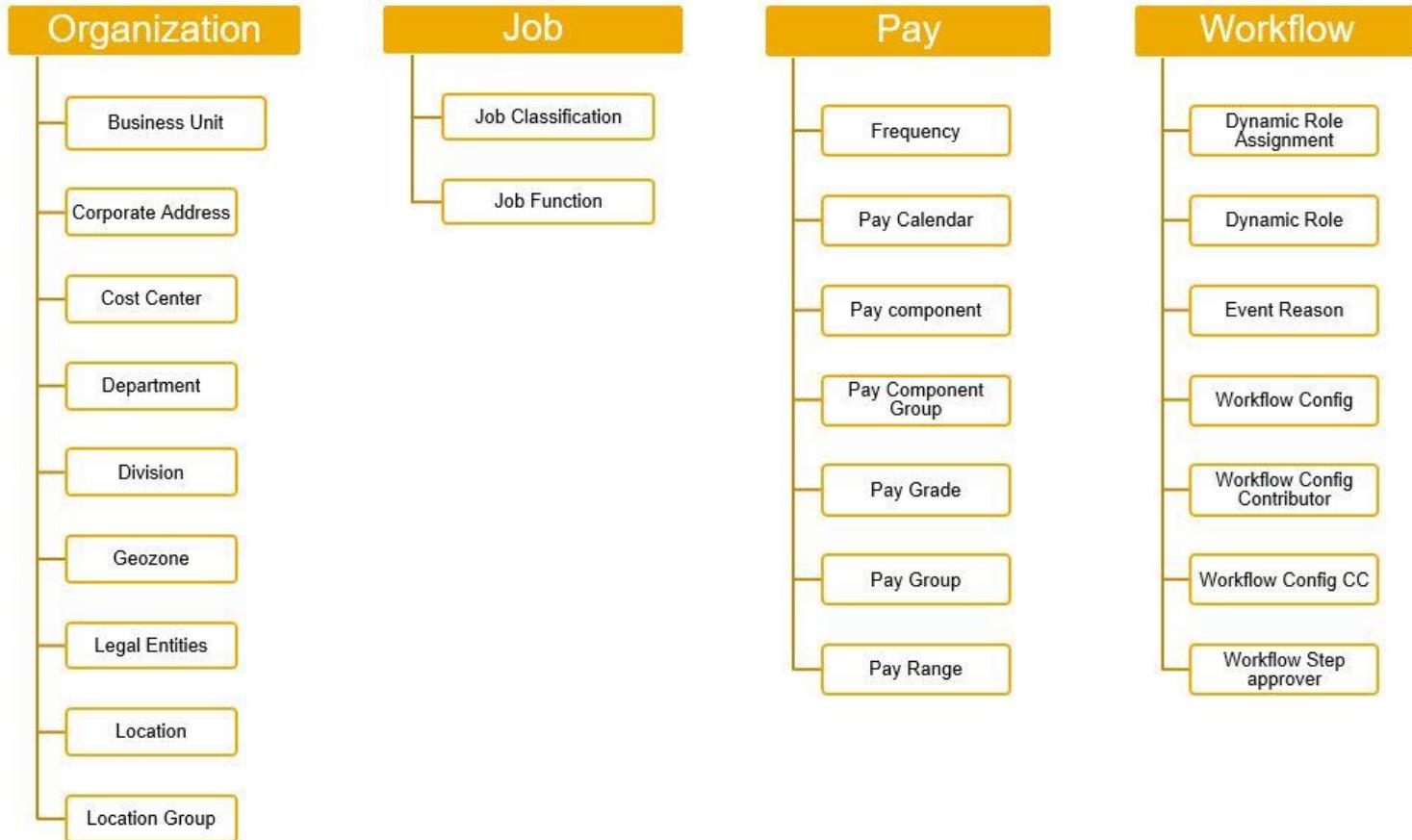
Foundation Object(Location Group) in Corporate Data model



The screenshot shows a code editor window titled "2305-corporate-datamodel.xml". The file content is an XML document defining a "Location Group" foundation object. The XML code includes various labels for the field in different languages (e.g., English, German, Spanish, French, Italian, Japanese, Korean, Portuguese, Chinese) and DTD declarations.

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE corporate-data-model PUBLIC
"-//SuccessFactors, Inc.//DTD Corporate Data Model//EN"
"corporate-datamodel.dtd">
<corporate-data-model>
  <description>Success Factors HRIS Data Model</description>
  <hris-element id="locationGroup">
    <label>Location Group</label>
    <hris-field max-length="32" id="externalCode" visibility="both"
required="true">
      <label>Code</label>
      <label xml:lang="de-DE">Code</label>
      <label xml:lang="en-GB">Code</label>
      <label xml:lang="es-ES">Código</label>
      <label xml:lang="fr-CA">Code</label>
      <label xml:lang="fr-FR">Code</label>
      <label xml:lang="it-IT">Codice</label>
      <label xml:lang="ja-JP">コード</label>
      <label xml:lang="ko-KR">코드</label>
      <label xml:lang="pt-BR">Código</label>
      <label xml:lang="zh-CN">代码</label>
    </hris-field>
    <hris-field max-length="32" id="name" visibility="both">
      <label>Name</label>
      <label xml:lang="de-DE">Name</label>
      <label xml:lang="en-GB">Name</label>
      <label xml:lang="es-ES">Nombre</label>
      <label xml:lang="fr-CA">Nom</label>
```

Employee Central – Foundation Objects



Metadata Framework (MDF) Objects

- The MDF is a UI-based configuration and extension framework that provides creation, modification, maintenance, and deletion of custom objects (called Metadata Objects) within SuccessFactors.



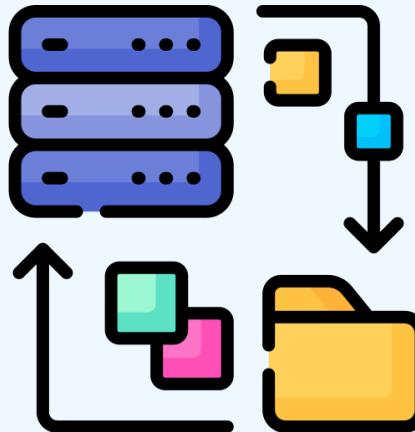
Metadata Framework (MDF) Objects

- In the Metadata Framework (MDF) , objects are used to provide a structured approach to programming. By defining a dataset as a custom object, a developer can easily create multiple similar objects and modify existing objects within a program.
- These objects also provide “Encapsulation,” meaning the data within an object is protected from being modified or destroyed by other functions or methods unless explicitly allowed.



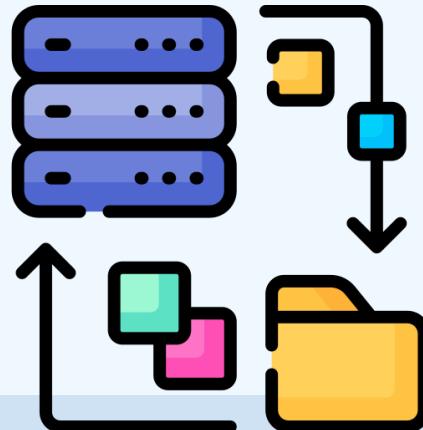
MDF Foundation Objects

- As part of the phased migration of Foundation Objects (FO) to the Metadata Framework (MDF), the following Foundation Objects are now MDF Foundation Objects.
- Department Q2 2015 Release
- Division Q2 2015 Release
- Business Unit Q2 2015 Release
- Legal Entity Q2 2015 Release

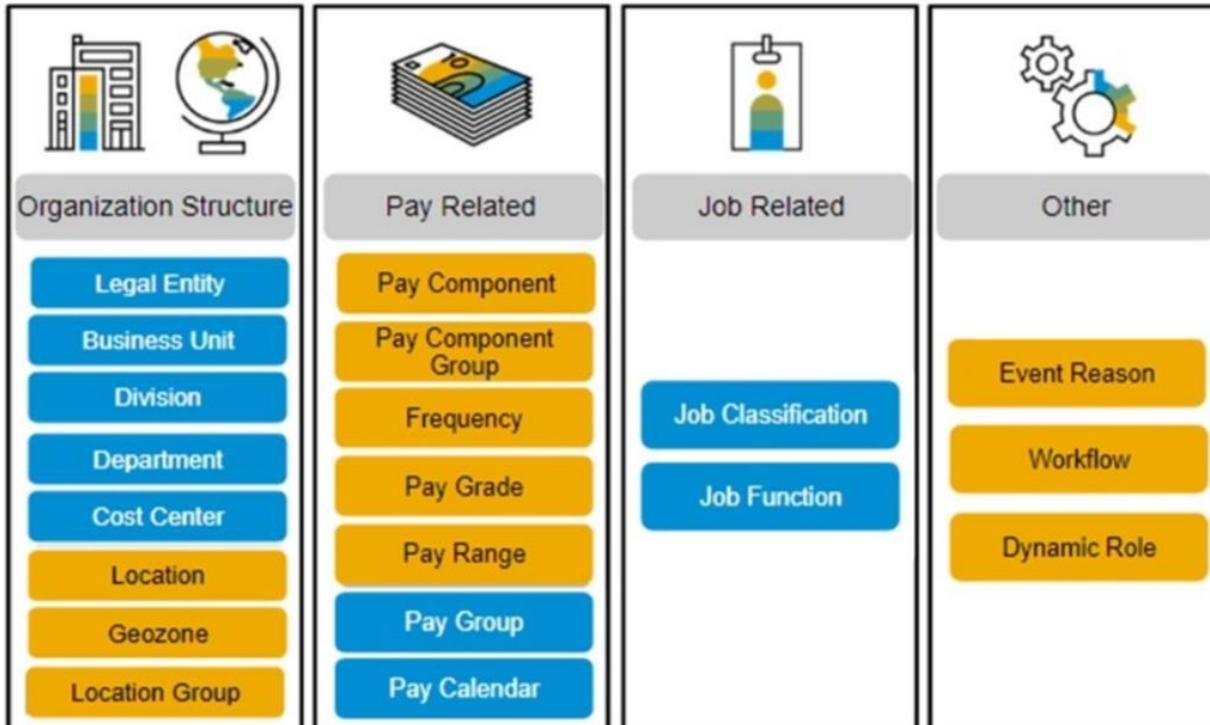


Synchronise the Succession Data Model with Metadata Framework

- Enable Business Configuration UI (BCUI).
- Create a job to sync BCUI with Succession Data Model.
- After this is enabled for the first time, future updates will automatically be pushed to the Succession Data Model, so you will only need to do this once.



Employee Central Structure and Foundation Objects



Managed in Admin Center through MDF

Managed through Corporate Data Model



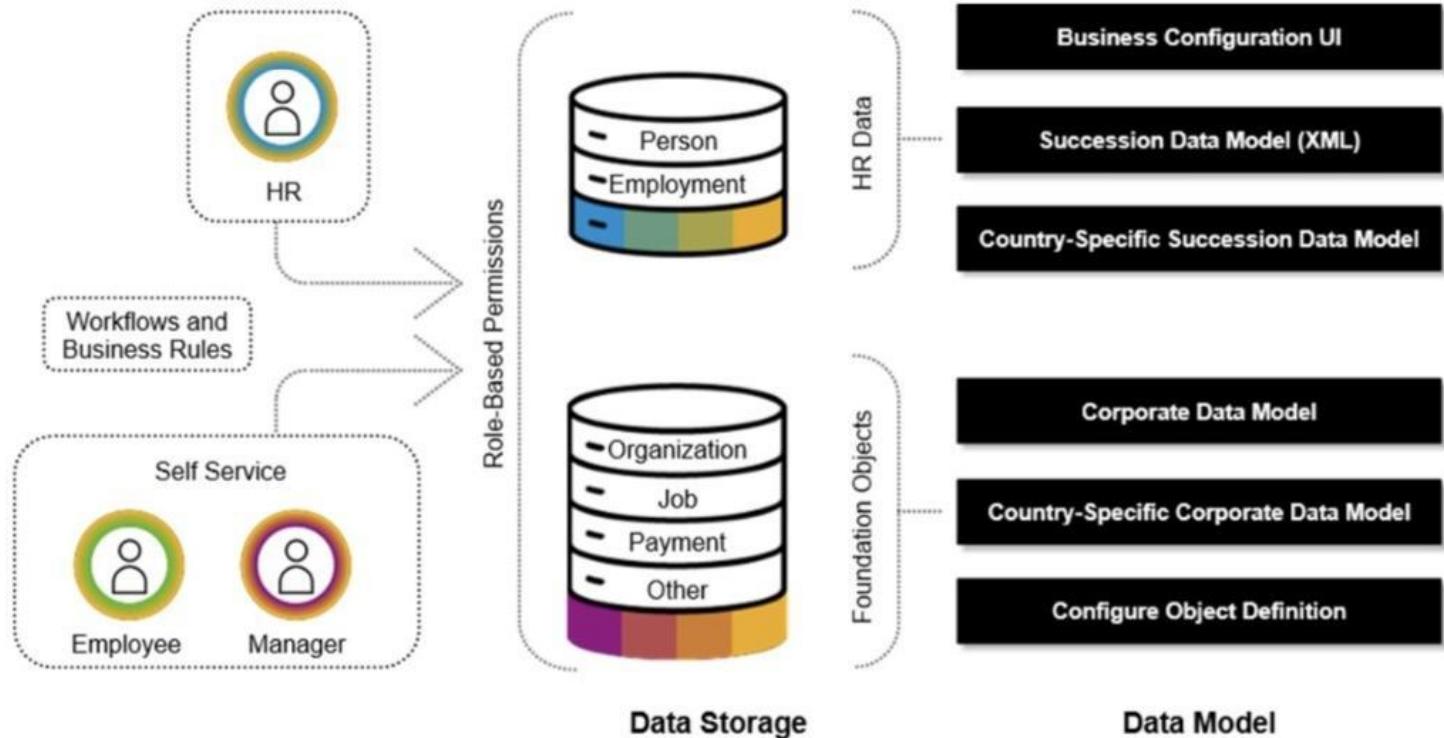


Figure 16: Employee Central Structure

04

Administrator



Admin Center



Admin Center



Admin Center ▾

Search for actions or people



Admin Center

Data Subject Information 8

READY TO DOWNLOAD 0

PROCESSING 0

FAILED 0

[New Search](#)

Upgrade Center

[See More](#)

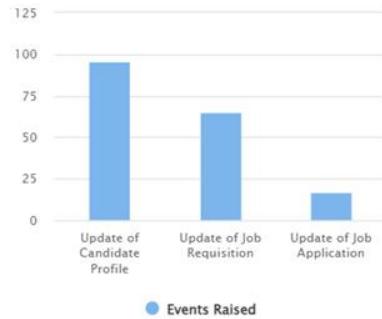
Important Legal Change USA: Self-Identification of Disability Status

Legal Change USA: Self-Identification of Disability Status



Intelligent Services Center (ISC)

[See More](#)



Events Raised

Scheduled Jobs

[See More](#)



- Unknown
- Completed With Errors
- Completed With Warnings
- In Progress
- Failed
- Completed Successfully

Tools

[See All](#)

Search Tools

FAVORITE

RECENT

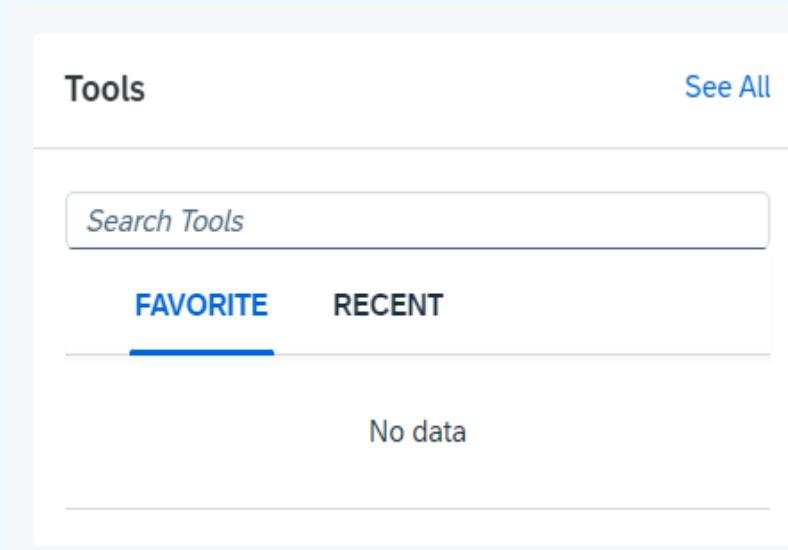
No data

Latest Check Tool Results for System Health See More

Tools

- **Tools Window:**

Specifies the permitted tools for the admin to use base on his role.



Tools

Tools

Search Tools X

Expand Collapse

- > 360 Reviews
- > BPE Development Tool
- > Calibration
- > Company Settings
- > Compensation
- > Development
- > Employee Files
- > Foundation Object Configuration
- > Goal Management
- > Learning
- > Manage Forms by User
- > Mobile
- > On/Offboarding
- > Opportunity Marketplace
- > Pay Scale based pay
- > Overall

Tools

Manage New Reports Manage Dashboards Manage Widgets

- Manage Ownership
- Manage Workforce Analytics
- Register Missing Analytics Artifacts
- Set User Permissions**
 - Manage Permission Groups
 - Security Permission Reports
- Succession**
 - Import Successors
 - Matrix Grid Reports: How vs What
 - Matrix grid report icon configuration
 - Succession Settings
- Time Management**
 - Manage Time Off Calendars
 - Time Account Process Simulator
- Update User Information**
 - Add Contingent Worker
 - Change User Email Notification
 - Hire Date Correction
 - Add New Employee
 - Employee Export
 - Import Employee Data
 - Add New Employee for Fixed Term
 - Export Extended User Information
 - Import Extended User Information

Admin Alerts

- **Admin Alerts Window:**

System messages, usually errors, sent to the admin to perform the required action.

The screenshot shows a list of system messages under the heading "Admin Alerts". At the top right is a "See More" link. The messages are organized into sections: "Employee Central Payroll and SAP ERP Integr...", "HR Data Issues", "Time Management", and "Workflow". Each section lists items with counts and a "View" link.

Category	Message	Count	Action
Employee Central Payroll and SAP ERP Integr...	Employee Master Data	21	>
	Job Information Issues	1	>
HR Data Issues	Import Time Sheets	1	>
	Time Valuation	132	>
	Recalculate Accruals	1	>
Workflow	Stalled Workflows - Employee Related	217	>

Admin Alerts

SAP Admin Center Data Replication Monitor

Employee: Replication Content Type: Replication Target System: Status: Replication Time:*

Employee Name or ID Employee Master Data Awaiting Processing 2 More All Until Now Go Adapt Filters

Objects (21)

<input type="checkbox"/> Object Name	Replication Content Type	Status	Messages	Last Replicated	Replication Scheduled For
Peter Moore PMOORE	Employee Master Data	✖ Failed	(2) Planned Working Time can't be re...	Jan 21, 2021, 6:07:51 PM	
Perry John PROJECTMGR1	Employee Master Data	✖ Failed	(2) Planned Working Time can't be re...	Jan 21, 2021, 6:07:37 PM	
Michael Klein CPMPM	Employee Master Data	✖ Failed	(5) Personnel number was already a...	Jan 21, 2021, 6:07:35 PM	
Martin Snow msnow	Employee Master Data	✖ Failed	(3) Change before earliest retro. date...	Jan 21, 2021, 6:07:31 PM	
Ellen Marie Frosse 103123	Employee Master Data	✖ Failed	(14) Change too far in payroll past (0...	Jan 21, 2021, 6:07:24 PM	
Benjamin Rogers 103122	Employee Master Data	✖ Failed	(7) Change too far in payroll past (01...	Jan 21, 2021, 6:06:26 PM	
Lauren Rivera Rivera 100258	Employee Master Data	✖ Failed	(3) Change before earliest retro. date...	Jan 21, 2021, 6:05:19 PM	
Brady Johnston 80299	Employee Master Data	✖ Failed	(4) No work schedule configured in t...	Jan 21, 2021, 6:05:03 PM	

Reprocess Delete ⌂ ⚙ 🗑️

Admin Alerts

SAP Admin Center

Data Replication Monitor

Employee: Employee Name or ID Replication Content Type: Employee Master Data

Objects (21)

Object Name	Replication Content Type
Peter Moore	Employee Master Data
PMOORE	
Perry John	Employee Master Data
PROJECTMGR1	
Michael Klein	Employee Master Data
CPMPM	
Martin Snow	Employee Master Data
msnow	
Ellen Marie Frosse	Employee Master Data
103123	
Benjamin Rogers	Employee Master Data
103122	
Lauren Rivera Rivera	Employee Master Data
100258	
Brady Johnston	Employee Master Data
80299	
Geoff Hill	Employee Master Data

Michael Klein - CPMPM
Last Replicated: Jan 21, 2021, 6:07:35 PM

Messages (5)

- > Personnel number was already accounted. Do not ...
- > Start date after initial entry date (01/01/2019)
- > Start date after initial entry date (01/01/2019)
- ▽ Hire date can't be changed because payroll has run...

Message Text:
Hire date can't be changed because payroll has run. Please see longtext.

Message Type ID:
270(HRSFEC_SERVICES)

Object:
0001 - Organizational assignment

Effective Date:
1/1/20 - 12/31/99

[Go to People Profile](#)

- > Check long text messages available in application l...

Reprocess Close

Replication Time: * All Until Now Go Adapt Filters

Last Replicated Replication Scheduled For

Last Replicated	Replication Scheduled For
Jan 21, 2021, 6:07:51 PM	
Jan 21, 2021, 6:07:37 PM	
Jan 21, 2021, 6:07:35 PM	
Jan 21, 2021, 6:07:31 PM	
Jan 21, 2021, 6:07:24 PM	
Jan 21, 2021, 6:06:26 PM	
Jan 21, 2021, 6:05:19 PM	
Jan 21, 2021, 6:05:03 PM	
Jan 21, 2021, 6:04:59 PM	

(X) Failed (D) Change 100 for in payroll past (A) All

Scheduled Jobs

- **Scheduled Jobs window:**
Displays scheduled jobs status.



Scheduled Jobs

Admin Center

Execution Manager

Back to Admin Center

Integration Center

Scheduled Job

Middleware Integrations

Pre-Delivered Integrations

MONITOR MANAGE NOTIFICATION

Timeframe: Last 7 days Process Definition Identifier: Select Process Definition Id Process State: Failed 5 More

Process Count

Date/Time	Process Count
Apr 8	20
Apr 9	10
Apr 10	10
Apr 11	58
Apr 12	58
Apr 13	75
Apr 14	60

Legend: Completed With Errors (Red), Completed With Warnings (Yellow), Completed Successfully (Green), In Progress (Blue), Unknown (Teal), Failed (Orange)

Process Instance Name	Process Definition Identifier	Process Definition Name	Timestamp	Process State	Summary So Far	More
manageInterviewEventJob_Web Apr 10 19:34:20 EDT 2024	manageInterviewEventJob	Recruiting Management Interview Event Triggers and Notifications	Sun Apr 14 2024 22:00:16 GMT+0200 (Eastern European Standard Time)	COMPLETED SUCCESSFULLY		
MDFZIPExport_Position_04/14/2024	MDFExportJob	MDF Data Export	Sun Apr 14 2024 21:36:15 GMT+0200 (Eastern European Standard Time)	COMPLETED SUCCESSFULLY		
MDFZIPExport_Position_04/14/2024	MDFExportJob	MDF Data Export	Sun Apr 14 2024 21:36:13 GMT+0200 (Eastern European Standard Time)	COMPLETED SUCCESSFULLY		

05

Features & Tools



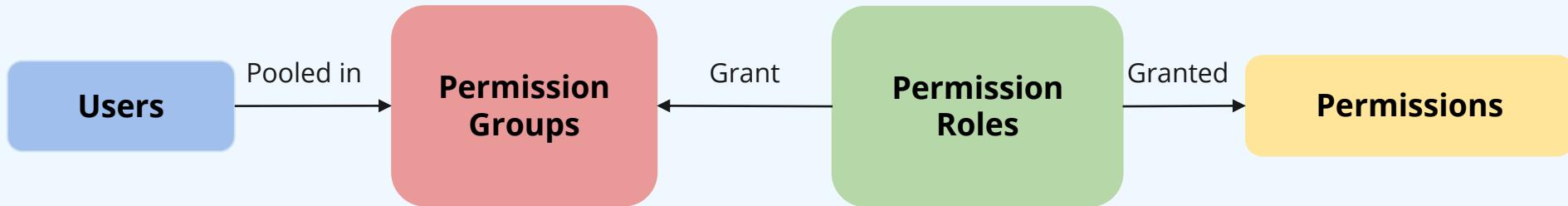
Role Based Permissions (RBP)



Permissions



Role Based Permissions RBP



1-Permission Groups

Manage Permission Groups

Manage permission

Actions

- Manage Field Permission Groups
- Manage WFA Permission Artifacts Sync Job
- [Manage Permission](#) for Executive Review
- Manage Job Application Field Labels
- Manage Ad Hoc Reports
- Role-Based Permissions Migration Tool

Manage Permission Roles

[Manage Permission Groups](#)

Community

Search "Manage permission" in Community

Manage Permission Groups

view company document

Position Org Chart

Request Time Off

Request Feedback

Complete Payroll Tasks

Manage My Goals

View Tile Reports

Config org chart

Service level

View Reminders

View Favorites

View My Profile

View Team Absences

View Favorite Reports

View Admin Alerts

1-Permission Groups

Create Permission Groups

SAP Admin Center Search for actions or people 2

Admin Center

Back to [Admin Center](#) [Go To Customer Community](#) [Admin Resources](#) [Handout Builder](#)

Manage Permission Groups

Type group name...

[Create New](#) [Import Static Groups](#)

ID	Group Name	User Type	Static or Dynamic	RBP-Only <small>?</small>	Active Membership	Last Modified <small>↓</small>	
7720	o & i	Employee	Dynamic	<input type="checkbox"/>	2	2024-04-08	Take Action
2242	Super Admins	Employee	Dynamic	<input type="checkbox"/>	13	2024-04-08	Take Action
7694	service	Employee	Dynamic	<input checked="" type="checkbox"/>	14	2024-02-17	Take Action
7662	Performance Admin khaled	Employee	Dynamic	<input type="checkbox"/>	1	2024-01-14	Take Action
7513	Amr Test	Employee	Dynamic	<input type="checkbox"/>	743	2023-08-06	Take Action
7506	Solex permission group	Employee	Dynamic	<input type="checkbox"/>	1	2023-07-31	Take Action
7499	Individual contributor	Employee	Dynamic	<input type="checkbox"/>	13	2023-07-24	Take Action
7498	Human Resource	Employee	Dynamic	<input type="checkbox"/>	39	2023-07-24	Take Action
7497	performance admin	Employee	Dynamic	<input type="checkbox"/>	13	2023-07-24	Take Action
7458	Performance	Employee	Dynamic	<input type="checkbox"/>	188	2023-07-16	Take Action

Items per page: 10 KK < Page: 1 of 14 > »

1-Permission Groups

Pool Users

The screenshot shows the SAP Admin Center interface. On the left, there's a sidebar titled "Admin Center" with a "Manage Permission Group" section. It includes a search bar, a "Create New" button, and a "Import Static Groups" button. Below these are lists of existing groups with columns for "ID" and "Group Name". The main area is titled "Permission Group" and has two tabs: "Definition" (which is selected) and "Granted Permission Roles". In the "Definition" tab, there's a text input for "Group Name" containing "ITI Permission Group", a dropdown for "User Type" set to "Employee", and a button for "Active Group Membership" showing "0" members. A modal window titled "Choose Group Members:" is open, showing a list of categories under "People Pool": "Job Information-Pay Grade", "Job Level", "Key Position", "Location", "Married", "Nationality", "New to Position", "Reason for Leaving", "Risk of Loss", "Standard Hours", "State", "Succession Urgency", "Team View", "Time Zone", "Title", and "User". The "User" category is currently selected, highlighted with a blue background. At the bottom of the modal are "Done" and "Cancel" buttons.

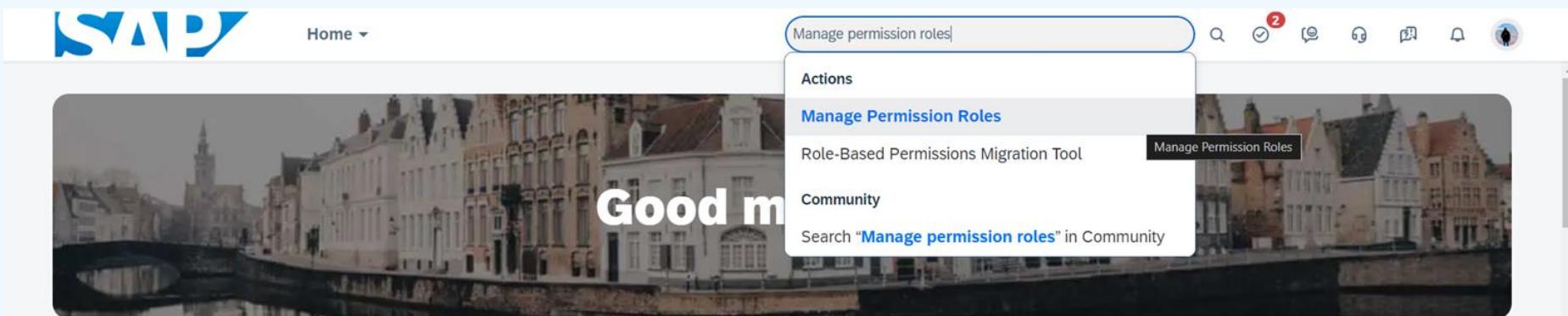
1-Permission Groups

Granted Permissions

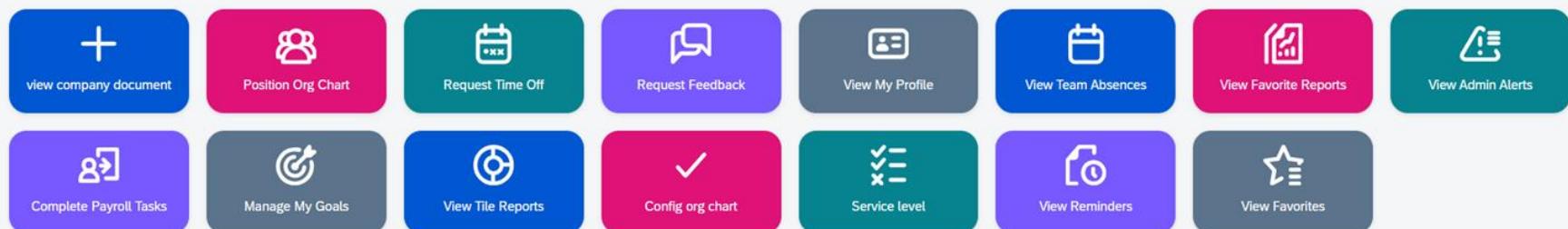
The screenshot shows the SAP Admin Center interface. The top navigation bar includes the SAP logo, Admin Center dropdown, search bar, and user notifications. On the left, a sidebar titled "Admin Center" has a "Manage Permission Groups" section with a search input and buttons for "Create New" and "Import Static Groups". The main content area is titled "Permission Group" and contains two tabs: "Definition" and "Granted Permission Roles", with "Granted Permission Roles" being active. A large empty table is displayed below the tabs. The bottom right corner shows a grid of "Take Action" dropdown menus and a page navigation bar.

ID	Group Name
7720	o & i
2242	Super Admins
7694	service
7662	Performance Admin khaled
7513	Amr Test
7506	Solex permission group
7499	Individual contributor
7498	Human Resource
7497	performance admin
7458	Performance

2-Permission Roles



Quick Actions



2-Permission Roles

Grant Permissions

The screenshot shows the SAP Admin Center interface. At the top, there is a dark header bar with the SAP logo on the left, followed by "Admin Center" and a search bar containing "Search for actions or people". To the right of the search bar are several icons: a magnifying glass, a person icon with a red notification badge (showing 2), a gear icon, a bell icon, and a user profile icon.

The main content area has a white background. On the left, the title "Admin Center" is displayed above a link "Back to Admin Center". On the right, there are links to "Go To Customer Community", "Admin Resources", and "Handout Builder".

The central part of the screen is titled "Permission Role Detail". It contains three numbered sections:

- 1. Name and description**

* Role Name:

Description:
- 2. Permission settings**

Specify what permissions users in this role should have.

Permission...
- 3. Grant this role to...**

Select a group whom you want to grant this role to. You may want a group of users to manage employee records for a certain group of employees. For example, maybe a department manager should edit records within her own department.

Add...

At the bottom right of the main content area, there are two buttons: "Save Changes" and "Cancel".

2-Permission Roles

Grant Permissions

The screenshot shows the SAP Admin Center interface. The top navigation bar includes the SAP logo, Admin Center dropdown, search bar, and various icons for notifications and user management. The main content area is titled "Admin Center" and "Permission Role Detail".
Left Sidebar:

- 1. Name and description**
 - * Role Name: [Input field]
 - Description: [Text area]
- 2. Permission settings**

Specify what permissions users in this role should have.

 - [Permission... button]
- 3. Grant this role to...**

Select a group whom you want to grant this role to. You can also select a group within her own department.

 - [Add... button]

Right Panel:

Permission settings

Specify what permissions users in this role should have. ⓘ ★= Access period can be defined at the granting rule level.

Select permissions on the left

- User Permissions
- Administrator Permissions

Buttons at the bottom: Done, Cancel, Save Changes, Cancel

2-Permission Roles

Grant Permissions

SAP Admin Center

Admin Center ▾ Search for actions or people 2

Customer Community Admin Resources Handout Builder

Admin Center Back to Admin Center

Permission Role Detail

1. Name and description

* Role Name:

Description:

2. Permission settings

Specify what permissions users in this role should have.

Permission...

3. Grant this role to...

Select a group whom you want to grant this role to. You can add multiple groups.

Add...

Permission settings

Specify what permissions users in this role should have. ★= Access period can be defined at the granting rule level.

Recruiting Permissions

Reports Permission

Analytics permissions

Employee Data

General User Permission

SAP System Configuration

Payroll Integration Permission

Continuous Performance Management

MDF Recruiting Permissions

Capabilities Portfolio

Citizenship

City

Compensation (Read only)

Compensation Eligible

Competency

Country

Current Time

Customizable Field 10

Customizable Field 11

Customizable Field 12

Customizable Field 13

Customizable Field 14

Customizable Field 15

Customizable Field 3

within her own department.

Done Cancel Save Changes Cancel

2-Permission Roles

Granted Permissions

The screenshot shows the SAP Admin Center interface. At the top, there is a navigation bar with the SAP logo, a search bar labeled "Search for actions or people", and several icons for notifications and user management. Below the header, the title "Admin Center" is displayed, along with links to "Back to Admin Center", "Go To Customer Community", "Admin Resources", and "Handout Builder". The main content area is titled "Permission Role Detail" and is divided into sections:

- 2. Permission settings**: A section for specifying permissions for users in this role. It includes a "Permission..." input field and a dropdown menu currently set to "Permission not requiring target".
- General User Permission**: A list of permissions:
 - User Login
 - Mass Create Group Permission
 - Permission to Create Notes
 - Live Profile Access
 - SF API User Login
 - Mobile Access
 - Community Access
 - Permission to Create Forms(All)
 - Login Method (Password)
 - Login Method (Two-Factor Authentication)
- Manage Compensation**: A list of permissions:
 - Compensation Management Permission
 - Manage Salary Pay Matrices
 - Manage Stock Value Tables
 - Manage Stock Factors Tables
 - Manage Merit Matrices
 - Budget Override
 - Export Employee Compensation Data
 - Manage Job Code and Pay Grade Map
 - Generate Compensation Hierarchy for Rollup Report
 - Manage Compensation Planner Permission

At the bottom right of the main content area are two buttons: "Save Changes" and "Cancel".

2-Permission Roles

Assign Role to Permission Groups

SAP Admin Center

Search for actions or people

Grant this role to...

1: Define whom you want to grant this role permission to.

Grant role to:

Permission Group... Select...

None Selected

Allow their manager to have the same permission access.

1 level(s) up (for example: Direct manager is 1 level up)

2: Specify the target population whom the above granted users have permission to access. Why

Target Population

Everyone

Target population of:

Granted User's Department Select...

None Selected

Exclude granted users from having the permission access to themselves.

3: Specify the target population for the other objects.

SAP System Configuration All Restrict target population to:

Done Cancel Save Changes Cancel

Customer Community Admin Resources Handout Builder

Admin Center

Back to Admin Center

Permission Role Detail

Permissions requiring Tree Security target

Analytics permissions

- Configure Structural Dimensions

3. Grant this role to...

Select a group whom you want to grant this role to. You may select multiple groups.

Add... Add For External Target Population

Permission Groups or Users Please enter your search term

ID	Permission Groups or Users
1816	o & i

2-Permission Roles

Assign Role to Permission Groups

SAP Admin Center

Search for actions or people

Groups

Select the permission group you wish to grant this role to.

Search and Select Items

Please enter your keywords...

Selected Items

Name

Remove All

Done Cancel

Back to Admin Center

Admin Center

Permission Role Detail

3. Grant this role to...

Select a group whom you want to grant this role to. department.

Add... Add For External Target Population

Permission Groups or Users

ID	Permission Groups
1816	o & i

Analytics permissions

- Configure Structural Dimensions

3-Granted Permissions

The screenshot shows the SAP Admin Center interface for managing permission groups. The main page displays a list of existing permission groups, and a modal window is open to view the details of a specific group.

Admin Center - **Manage Permission Group**

Granted Permission Roles (highlighted with a red box)

Role name: o & i (last modified by 103287, 2024-05-07)

This role has the following permissions:

- Reports Permission**
 - Detail Report
 - Create Report(All)
 - Run Report(All)
 - Classic Reports
 - Analytics Tiles and Dashboards(All)
 - Insights
 - View People Profile Notes in Story Reports
 - View People Profile Tags in Story Reports
- Compensation and Variable Pay**
 - Executive Review Read - Compensation(All)
 - Executive Review Edit - Compensation(All)
 - Executive Review Read - Variable Pay(All)
 - Executive Review Edit - Variable Pay(All)
 - Mass Action - Compensation(All)
 - Executive Review Export - Compensation(All)
 - Executive Review Export - Variable Pay(All)
 - Executive Review Import - Compensation(All)
 - Executive Review Import - Variable Pay(All)

Proxy & Delegate



Proxy

- Proxy tool allows users to act on behalf of other users to see how the system behaves with correspondence to configuration and permissions assigned to the users to test implemented configuration.
- There are two sides to the Proxy session Account Holder (Main user) & Proxy.
- The Proxy has access to all the tools and has the same permissions as the account holder.

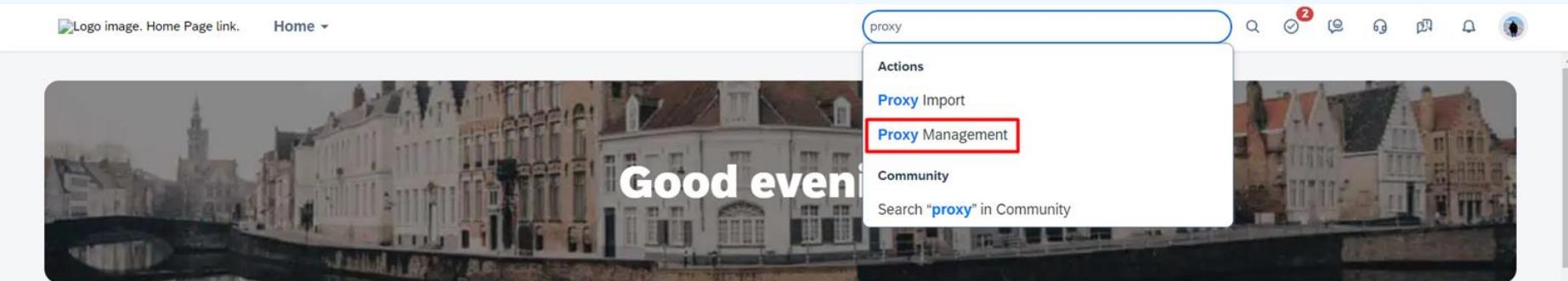


Proxy

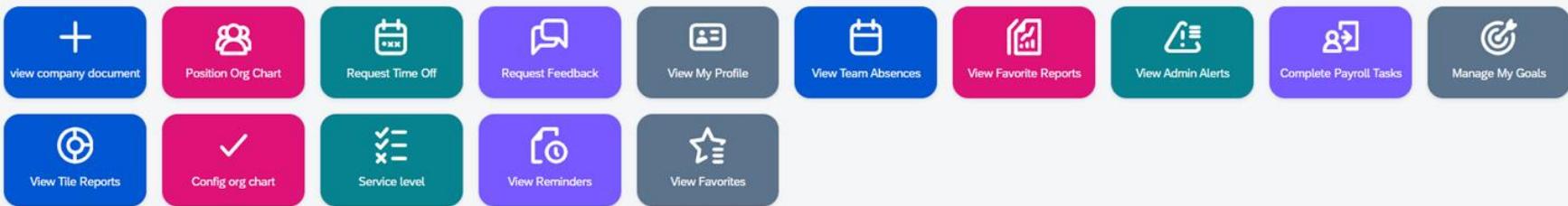
- "**Private data for Proxy account holder**" option limits the proxy access to some sensitive fields (Ex: Salary, Home Address, Compensation).
- "**Proxy Validity**" is a pre specified period for proxy.



Proxy Management



Quick Actions



Assigning Proxy

Admin Center

[Back to Admin Center](#)

Proxy Management

Use this page to make new proxy assignments, look up existing proxy relationships or change the proxy settings for the company.

Make Assignments

Grant Proxy:

Who will act as the proxy(username): [Find User...](#)

What account holder will the proxy act on behalf of (username): [Find User...](#)

Proxy Rights

Grant Proxy Rights:

Grant rights to the following modules/tabs:

- | | | | | | |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> All Modules | <input type="checkbox"/> Total Goal Management
<input type="checkbox"/> Private Objectives
<input type="checkbox"/> Career Development Planning | <input type="checkbox"/> Employee Central V2 + Employee Profile
<input type="checkbox"/> Private Data For Proxy Account Holder | <input type="checkbox"/> Payroll
<input type="checkbox"/> Payroll Private Data For Account Holder | <input type="checkbox"/> Reporting <small>?</small>
<input type="checkbox"/> Reports in Classic View <small>?</small>
<input type="checkbox"/> Report schedules <small>?</small>
<input type="checkbox"/> Report creation <small>?</small> | <input type="checkbox"/> Performance Manager Forms |
| <input type="checkbox"/> Admin Tools | <input type="checkbox"/> Directory | <input type="checkbox"/> 360 | <input type="checkbox"/> Succession Management | <input type="checkbox"/> Compensation | |
| <input type="checkbox"/> Talent Search (standalone) | <input type="checkbox"/> Planning | <input type="checkbox"/> Recruiting | <input type="checkbox"/> Goals Tab | <input type="checkbox"/> Variable Pay | |
| <input type="checkbox"/> Organization chart | <input type="checkbox"/> Opportunity Marketplace (Including Assignments) | <input type="checkbox"/> Calibration | <input type="checkbox"/> Learning | <input type="checkbox"/> Presentations | |
| <input type="checkbox"/> BPE Task Execution | <input type="checkbox"/> Continuous Performance Management | <input type="checkbox"/> Onboarding | <input type="checkbox"/> Continuous Feedback | <input type="checkbox"/> Performance Tab | |
| <input type="checkbox"/> Home Page Tab | <input type="checkbox"/> Options (Mobile) | <input type="checkbox"/> Options (Groups) | <input type="checkbox"/> Employee Profile | <input type="checkbox"/> Company resources | |

Start:

End: ?

Saving will grant proxy access as per above criteria selection.

Lookup Existing Assignments

Look Up Existing Assignments

Find the proxy for an account holder.

Account holder (username): [Find User...](#) [Search for Proxy](#)

Proxy:

Find the account holder(s) assigned to this proxy.

Proxy (username): [Find User...](#) [Search for Account Holders](#)

Account holder(s):

Proxy Now

The image shows the Proxy Now application interface. At the top, there is a header with a logo, a search bar containing the word "proxy", and a user menu for "Ibrahim ElFahham (1111111111)". The user menu includes options: "Proxy Now" (highlighted with a red box), "Settings", "Admin Center", "Show version information", and "Log Out". Below the header is a banner featuring a scenic view of a canal town with houses and a church tower, overlaid with the text "Good evening!". The main content area is titled "Quick Actions" and contains two rows of ten cards each. The first row includes: "view company document" (blue), "Position Org Chart" (pink), "Request Time Off" (teal), "Request Feedback" (purple), "View My Profile" (dark blue), "View Team Absences" (blue), "View Favorite Reports" (pink), "View Admin Alerts" (teal), "Complete Payroll Tasks" (purple), and "Manage My Goals" (dark blue). The second row includes: "View Tile Reports" (blue), "Config org chart" (pink), "Service level" (teal), "View Reminders" (purple), and "View Favorites" (dark blue).

Logo image. Home Page link. Home ▾ proxy

Ibrahim ElFahham (1111111111)

Proxy Now

Settings

Admin Center

Show version information

Log Out

Good evening!

Quick Actions

+ view company document

Position Org Chart

Request Time Off

Request Feedback

View My Profile

View Team Absences

View Favorite Reports

View Admin Alerts

Complete Payroll Tasks

Manage My Goals

View Tile Reports

Config org chart

Service level

View Reminders

View Favorites

Good evening!

Select Target User

Please enter target user name: *

Ann Pre



Ann Presson (APRESSON)

SVP Manufacturing, Philadelphia, Manufacturing
(MANU)

Request Time Off

Request Feed

Write Reports

View Admin Al



Service level



View Reminders



View Favorites

Ann Presson

Logo image. Home Page link.

Home ▾

Search for actions or people



Quick Actions



Manage My Team



view company document



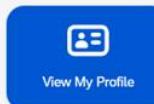
Position Org Chart



Request Time Off



Request Feedback



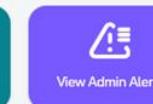
View My Profile



View Team Absences



View Favorite Reports



View Admin Alerts



Manage My Goals



View Tile Reports



Config org chart



Service level



View Reminders



View Favorites

Delegate

- Delegates are configured to perform some actions on behalf of other users.
- Delegates are defined in the Job Relationship subsection.
- Delegates are only granted some permissions by RBP, and perform these actions from their own user.



Delegate

SAP My Employee File ▾ manage per        

 Omimah Ghoneim (OMIMAW) ▾ Planning Manager, Boston (10000-0001)

Actions  Header As of Today ...

Employment Info Compensation Information Time Talent Profile Notes COVID-19 Advances My Experience Previous Employer section > ▾

Job Relationships Job Relationships  

Effective as of: Apr 08, 2024

 Ibrahim ElFahham
Delegate1

Proxy & Delegate

Unlike Delegate, Proxies inherit all the main account holder's permission during proxy session, while delegates only have explicit permissions assigned through RBP.



Event & Event Reason



Events



- **Events** are foundation objects that describes a performed action and track the employee life cycle (Ex: Hire, Rehire, Terminate, Promotion).
- **Event Reason** is an activity derived from the Event.
Event: Termination, Event Reason: Termination due to performance OR Employee Turnover.
- **Event Rule Derivation**, Based on predefined business rules Events & Event Reasons are auto propagated if the data entry by the user matches the business rule criteria.



1-Event Reason Creation

The screenshot shows the SAP Admin Center interface for managing organization, pay, and job structures. A red box highlights the 'Manage Organization, Pay and Job Structures' link in the top navigation bar. Another red box highlights the 'Create New' button in the top right corner of the main content area.

Event Reason: Terminate Ibra (Terminate ibra)

* Effective as of * Required Fields

Blue indicates that the item changed on this date

* Event Reason ID: Terminate ibra

Event Reason Name: Terminate Ibra

Description: Ibrahim Terminate event reason

* Status: Active

* Event:

Employee Status:

Follow-Up Activity in Position:

Payroll Event: Click or focus to edit

Display in Internal Job History Portlet: No

Last updated by Ibrahim ElFahham (111111111) on Friday, April 12, 2024 4:11:43 PM EDT

Cancel Save

2- Allowing Event Reason in Permissions

SAP Admin Center

Admin Center ▾ Search for actions or people

2

Admin Center

Back to Admin Center

Permission Role Detail

1. Name and description

* Role Name: o & i

Description: O & i permission role

2. Permission settings

Specify what permissions users in this role should have. ★ = Access period can be defined at the granting rule level.

Print Preview

Permission settings

Temporary Closure (LOFTMP)

Temporary to Permanent (REHTTP)

Temp to Perm (TRANPERM)

Terminated With Benefits (TERITWBN)

Terminate ibra (ibra)

Termination - Other (TEROTH)

Termination With Pay (TERITWPY)

Total Cash Comp Restructure (PAYTCC)

Transfer (PAYXFR)

Transfer - BU Change w/ Pay (TRANBUP)

Transfer - Bus. Unit Change (TRANBU)

Transfer - Department Change (TRANDEPT)

Transfer - Dept Change w/ Pay (TRANDEPTP)

Transfer - Div Change w/ Pay (TRANDIVP)

Done Cancel

Save Changes Cancel

Go To Customer Community Admin Resources Handout Builder

Reports Permission

Analytics permissions

Employee Data

General User Permission

SAP System Configuration

Payroll Integration Permission

Continuous Performance Management

MDF Recruiting Permissions

Capabilities Portfolio

Onboarding or Offboarding Object

3- Select Termination Action

The screenshot shows the SAP SuccessFactors Employee Central interface. At the top, there's a navigation bar with the SAP logo, a search bar, and various icons. Below the header, a large circular profile picture placeholder is visible. The main content area displays employee details: **Ibrahim Mohamed**, **(ibrahimo)** (Inactive), Digital Consultant, Boston (10000-0001) (past), Boston (10000-0001) (US/Eastern). It also shows Local time: Wednesday, 07:51:38 AM and Hire Date: Apr 08, 2024. Below this, there are tabs for Personal Information, Employment Info, Compensation Information, Time, Talent Profile, Notes, and COVID-. Under Personal Information, there's a sub-section for Personal Information with fields for First Name (Ibrahim), Last Name (Mohamed), Date Of Birth, and Nationality. A modal window titled "Take Action" is open, listing various actions like Add Note, Global Assignment Details, Change Job and Compensation Info, Employment Details, Give a badge, Leave Of Absence, Manage Alternative Cost Distribution, One Time Deduction, One-Time Payments, Report No-Shows, and **Termination**. The "Termination" option is highlighted with a red box. At the bottom right of the modal, there's a "Print/PDF" link.

4- Select Created Event Reason

The screenshot shows the SAP Fiori My Employee File application. The main view displays a summary card for an employee named Ibrahim (ibrah) with details like Digital Co., Boston (1), Local time, and Hire Date. Below this, there are tabs for ME and Employment Info, with Employment Info selected. Under Employment Info, there's a section for Personal Information SOLEX. A dropdown menu for Termination Reason is open, showing various options. The option "Terminate ibra (ibrah)" is highlighted with a red box.

Termination

Ibrahim (ibrah)

Digital Co., Boston (1), Local time

Hire Date:

ME Employment Info

Personal Information SOLEX

Bonus Pay Expiration Date: Apr 12, 2024

Termination Reason*

No Selection

- Normal Retirement (TERITMNT)
- SA:ter (SA:ter)
- Terminate ibra (ibrah) **(highlighted)**
- Terminated With Benefits (TERITWBN)
- Termination - Other (TEROTH)
- Termination With Pay (TERITWPY)
- Vol Resignation to Competitor (TERVCOMP)

Actions Header As of Today

Workflow



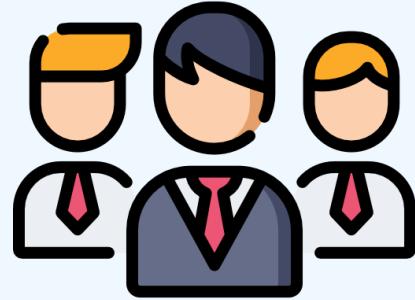
Workflow



- When a user performs an action to enter new data or change an existing data this action may trigger approval requests on saving this transaction, these approval requests are also known as **Workflow**.
- The insert new record “clock icon” doesn’t trigger approval workflow, unlike the Edit “pencil icon” or the Take action button which triggers approval workflow based on predefined business rules.



Workflow



- **Workflow Participants:**

Personnel, could be a manager (Role, Dynamic Role).

Dynamic Group, only one employee within this group has to approve the request.

“Assign to me” button could be used by any employee included in the dynamic group to be responsible for this request approval.

- **Participants Types:**

Approvers, participate in the workflow by approving or denying and can also add comments to the workflow.

Contributors, Can only add comments to the workflow and do not actively participate by approving or denying, they get notified by the workflow progress.

CC Role, Only gets notified upon the completion of the request.

Requests

The screenshot shows the SAP Fiori Home interface with a dark theme. At the top, there's a navigation bar with the SAP logo, a "Home" dropdown, a search bar ("Search for actions or people"), and a notification icon with 21 notifications. Below the navigation is a row of six action cards:

- Manage My Goals
- View Tile Reports
- Config org chart
- Service level
- View Reminders
- View Favorites

The main content area is divided into several sections:

- Approvals**: A card for a "Job Requisition" (erp 11) submitted on Apr 10, 2024, pending for 3 days.
- For You Today**: Cards for "Review Employee Performance" (Self Assessment, erp11 template), "Complete Calibration" (Best Run Talent Review Calibration, Due in 90 days), and "Finish Your Profile" (You have completed 69%, Why not update it now?).
- Team Calibration Summary**: Shows 1 session due in 90 days.
- Finish Your Profile**: Shows a progress circle at 69% complete, due anytime.
- Review Performance**: Shows 11 reviews due in 3 days.
- Recruiting Approvals**: Shows 1 approval due anytime.
- Approve Requests**: Shows 2 requests.
- Plan Compensation**: Shows 3 plans due anytime.

Requests

SAP My Employee File ▾ Search for actions or people 4

[View Workflow Participants](#)

Compensation Information

Range Penetration	45.57% 35-18%
Compa Ratio	98.57% 95-21%
Annualized Salary (AnnualizedSalary) ?	105,600.000 USD 102,000.000 USD

Compensation

Pay Component	Amount	Currency	Frequency
Base Salary USA (BASESAL_US)	8,800 8,500	USD	Monthly (MON)

Comment

 Write a comment

Post

Approve Delegate Update Send Back Assign To Me

Initiated by Ibrahim ElFahham on May 8, 2024.

Manual Delegation

ation

45.57% 35.18%

98.57% 95.21%

105,600.000 US

A

S) 8

Delegate Request

Ibrahim ElFahham , Engineer II, Boston



Ibrahim ElFahham
Engineer II
Boston (10000-0001)
No Direct Reports

✖ This request cannot be delegated to Ibrahim ElFahham, who is the subject of this workflow.
Please choose someone else.

Send Cancel

Manual Delegation

98.57% 95.21%

105,600.000 USD 14

⚠ Delegate Request

The Salary_Upgrade for Ibrahim ElFahham will be delegated to Benefit Allowance and the request initiator Ibrahim ElFahham will be notified. Are you sure you want to delegate the request?

Delegate

Cancel

06

HR Business Processes



Add New Employee (Hiring)



Add New Employee :

- 1-Add New Employee Manually
- 2-Add New Employees in Batch



Add New Employee Manually

The screenshot shows the SAP Fiori Home screen. At the top left is the SAP logo. To its right is a navigation bar with "Home" and other icons. A search bar contains the text "add new em". On the far right are several small circular icons with numbers (2, 5, 6, etc.) indicating notifications.

A large banner image of a canal in Bruges, Belgium, serves as the background. Overlaid on the banner is the text "Good e...".

Quick Actions:

- + view company document
- Position Org Chart
- Request Time Off
- Request Feedback

Actions (Search Result):

- Add New Employee for Fixed Term
- Update emergency contact information for...
- Recruiting Email Triggers
- Manage Recruiting Email Templates
- Update emergency contact information for...
- Manage Employee Groups
- Manage Time Off Structures
- Add New Employee** (highlighted with a red border)
- Add Contingent Worker

Community:

- Search "add new em" in Community

On the right side of the screen, there are two more buttons: "View Favorite Reports" and "View Admin Alerts".

Add New Employee Manually

Add New Employee

Identity

Hire Date * Company * Event Reason *

Name Information

First Name * Middle Name Last Name *

Salutation Suffix

Name in Alternate Language 1

First Name Middle Name



Biographical & Employee Information

Biographical Information
Date Of Birth *
Feb 09, 1999 <input type="button" value="..."/>
Country Of Birth *
Egypt <input type="button" value="..."/>
Employee Information
Person Id
1234555 <input type="text"/>
User Name *
Tayla 1234554 <input type="text"/>

Personal Information

National ID Information

Country*	National Id Card Type*	National Id*	Is Primary*
Egypt	National ID	30930047769988	Yes

Global Information

▼ Global Information

Country/Region*

Egypt

Profession in Work Permit

Profession in Passport

Military Certificate Number

Military Certificate Status

Completed

Expiry Date

Apr 08, 2024 

Religion

Islamic

Number of Children

Contact Information

Email Information

Email Type *	Email Address *	Is Primary *
Business	iti@iti.com	Yes

[Add](#)

Phone Information

There are no visible columns in the table right now. Please select the columns you need in the table settings.

Address (Country Specific Fields)

USA

▼ Addresses

Address Type* Country*

Home United States

Address Line 1

Address Line 2

City

County

State

No Selection

ZIP

No Selection

▼ Addresses

Address Type* Country*

Home United States

Address Line 1

No Selection

- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- California

Germany

Address Type* Country*

Home Germany

Street

House Number

Postal Code

City

District

Target Position & Organizational Information

Target Position

Incumbent of Parent Position

No Selection

Position*

No Selection

Position Entry Date

MMM dd, yyyy

Time In Position



Organization Information

Company*

BestRun (10000)

Business Unit

No Selection

Division

No Selection

Department

No Selection

Location*

No Selection

Cost Center

No Selection

Timezone*

No Selection

Custom String 1

No Selection

FLSA Work Week

No Selection

WHAREHOUSE

No Selection

Site

No Selection

Union Affiliation

No Selection

Job Information

Job Information

Supervisor	Job Classification*		
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>		
Pay Grade	Regular/Temporary	Job Title*	
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>	<input type="text"/>	
Standard Weekly Hours	Working Days Per Week	FTE	Is Fulltime Employee
<input type="text" value="40"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="Yes"/>
Employee Class	Employment Type		
<input type="text" value="No Selection"/>	<input type="text" value="No Selection"/>		
Pay Scale Group			
<input type="text" value="No Selection"/>			
Pay Scale Level			
<input type="text" value="No Selection"/>			

Time Information

Time Information

Time Recording Variant

Duration

Time Profile

Clock Time Standard (CLT_STD)

Time Recording Profile

Clocktime Regular (CLT_REG)

Work Schedule

9:00 Hours Sun- Thurs ...

[Details](#)

Holiday Calendar

No Selection

[Find a Work Schedule](#)

Time Recording Admissibility

4 Past Weeks / Amendments Allowed (4WK_AMEND_YES)

Add

Submit

Save Draft Cancel

Add New Employee

-  The hire date for Layla Ahmed Roshdy will be 04/14/2024.

Next Steps

[View profile of Layla Ahmed Roshdy](#)

You May Also

[Add another employee](#)

 Actions

Header

As of To

**Layla Ahmed Roshdy (Layla1234555)** ▾ HR Recruiter, Boston (10000-0001)

ME

Employment Info

Compensation

Time

Talent Profile

Notes

COVID-19

Advances

Show Le

ID Information

National ID Information  

No data

Work Permit Info 

No data

Biographical Information

Biographical Information 

Person Id

1234555

Country Of Birth

Date Of Birth

Feb 09, 1999

Egypt

Contact Information

Primary Emergency Contact Contact Information 

Add New Employees in Batch



Add New Employees in Batch

Home ▾

Good afternoon!

Actions

- Employee Delta Export
- Employee Export**
- Export New Hire Candidates

Community

Search "employee export" in Community

Quick Actions

- + View company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View My Profile
- View Team Absences
- View Favorites Reports
- View Admin Alerts
- Complete Payroll Tasks
- Manage My Goals
- View Tile Reports
- Config org chart

- Service level
- View Reminders
- View Favorites

For You Today

Finish Your Profile ...

You have completed 92%

Why not update it now?

Download users Data:

The screenshot shows the SAP Admin Center interface. At the top, there is a dark blue header bar with the SAP logo on the left, followed by "Admin Center" and a search bar containing "Search for actions or people". To the right of the search bar are several small icons: a magnifying glass, a question mark, a user profile, a gear, and a bell, with a red notification badge showing the number 2.

The main content area has a white background. On the left, under the heading "Admin Center", is a link "Back to Admin Center". On the right, there are links "Go To Customer Community", "Admin Resources", and "Handout Builder".

The central part of the screen is titled "Export Users". A sub-instruction "Use this page to download the standard user import CSV templates or user directories in CSV formats." is displayed. Below this, there are three expandable sections: "Specify Export Options", "Specify Character Encodings, Locale, Date Format, and Batch Process Option", and "Specify Compensation Data Updating Options".

At the bottom of the page, there are three buttons: "Export Template", "Export User File", and "Export External 360 Raters". The "Export User File" button is highlighted with a yellow box.

Import Employee Data

Home ▾

import employee

Actions

Import Employee Data

Proxy Import

Community

Search "import employee" in Community

Good afternoon!

Quick Actions

- view company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View My Profile
- View Team Absences
- View Favorite Reports
- View Admin Alerts
- Complete Payroll Tasks
- Manage My Goals
- View Tile Reports
- Config org chart

- Service Level
- View Reminders
- View Favorites

For You Today

Finish Your Profile
You have completed 92%
Why not update it now?

Import Data

The screenshot shows the SAP Admin Center interface for importing employee data. The top navigation bar includes the SAP logo, Admin Center, and a search bar. On the right, there are links for Customer Community and Admin Resources, along with user icons.

The main content area is titled "Import Employee Data". A dropdown menu labeled "Select the action you want to perform:" has "Import Data" selected, and "Download Template" is highlighted with a yellow box. Below this are fields for "Choose File:", "File Encoding:", "File Locale:", and "Date Format:". At the bottom, there are buttons for "Back to Admin", "Scheduled Job Manager", "Validate Import File Data", and a prominent blue "Import" button.

Key UI elements visible:

- SAP Admin Center header
- Search bar
- Customer Community and Admin Resources links
- Import Employee Data form
- Select action dropdown (Import Data, Download Template)
- Choose File input field and Browse button
- File Encoding dropdown (Unicode (UTF-8))
- File Locale dropdown (English US (English US))
- Date Format input field (MM/dd/yyyy)
- Import buttons: Back to Admin, Scheduled Job Manager, Validate Import File Data, Import

Import File Data

The screenshot shows the SAP Admin Center interface for importing employee data. At the top, there's a dark header bar with the SAP logo, the "Admin Center" dropdown, a search bar containing "Search for actions or people", and several user icons. Below the header, the main content area has a light gray background. It displays the title "Import Employee Data". On the left, there's a sidebar with the same title. The main form area contains the following fields:

- "Select the action you want to perform:" dropdown menu showing "Download Template".
- "Select an entity:" dropdown menu showing "Basic Import".
- "File Encoding:" dropdown menu showing "Unicode (UTF-8)".

At the bottom right of the main form area, there are three buttons: "Back to Admin", "Scheduled Job Manager", and a blue "Generate Template" button.

The screenshot shows the Microsoft Excel ribbon with the Home tab selected. The status bar at the bottom displays the formula `FB7E704380BA408BBB99732FCC3F6C66`. A warning message box is open, stating: "POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format." It includes buttons for "Don't show again" and "Save As...". The main worksheet area shows a table with columns labeled STATUS, USERID, USERNAME, FIRSTNAME, NICKNAME, MI, LASTNAME, SUFFIX, TITLE, GENDER, EMAIL, MANAGER, FHR, DEPARTM, JOBCODE, DIVISION, LOCATION, and TIME. Row 3 contains data: active, 556677, mo, mo, omar, Accountar, halemahmed2@gmail.com, NO_MAN/, 103047, N/A, Accountar, N/A, ELZAMALI, Africa.

Import Employee Data

Customer Community | Admin Resources

Select the action you want to perform: *  Validation Successful.

Select an entity: * More Options...

Choose File: *

File Encoding: *

File Locale: *  

Date Format: MM/dd/yyyy 

[Back to Admin](#)[Scheduled Job Manager](#)[Validate Import File Data](#)[Import](#)

Import Employee Data

Customer Community | Admin Resources

Select the action you want to perform: *

Your file has been uploaded to the server successfully, and will be examined for the proper text file format. An email notification will be generated once your file has been processed indicating the final status of your request. The import/validation process can take up to an hour, depending on the size of the uploaded file. If you do not receive an email notification regarding your process, please contact Product Support.

Select an entity: * More Options...Choose File: * File Encoding: * File Locale: *

Date Format: MM/dd/yyyy

Confirmation Email

The screenshot shows an email interface with a red box highlighting the recipient's name and email address.

User Import Process Status (Sun Apr 14 11:50:57 EDT 2024)

<system@successfactors.com> Ahmed halim

SUMMARY

This is a BASIC_USER_IMPORT_JOB Job with an ID of a13a6dc5-f3b7-4438-85f2-b88b855785fb.

Company: SFPART065590.

Total user count in the import file: 1

1 New users created.

->Active users: Success: 1; Fail: 0

->Inactive users: Success: 0, Fail: 0.

Note: The number of active and inactive users who are created.

2 Users updated: Success: 0, Fail: 0.

2.1 Users updated with the following status changes:

->Active users change to inactive users: Success: 0; Fail: 0.

->Inactive users change to active users: Success: 0, Fail: 0.

->Purged users change to active users: Success: 0; Fail: 0.

Note: The number of active and inactive users whose status is changed.

2.2 Users with manager changed: Success: 0; Fail: 0.

Note: The number of active and inactive users whose managers are changed.

Note: Please refer to the document transfer email notification for details of the document transfer.



Home ▾

mo_omar



People



mo_omar (mo)

Accountant

Search "mo_omar" in Employee Directory

Community

Search "mo_omar" in Community

Quick Actions



For You Today

Finish Your Profile

...

You have completed 92%

Termination Process



Termination Process

The screenshot shows a HR software interface for managing employee profiles. At the top, a header bar displays the user's name, Layla Ahmed Roshdy (Layla1234555), their role (HR Recruiter), and location (Boston). Below the header is a navigation bar with tabs: ME (selected), Employment Info, Compensation, Time, Talent Profile, Notes, COVID-19, and Advances.

The main content area is divided into two sections: ID Information and Biographical Information. Under ID Information, there is a sub-section for National ID Information, which shows "No data". Under Biographical Information, there is a sub-section for Biographical Information, which shows Person Id: 1234555 and Date Of Birth: Feb 09, 1999. To the right of these sections is a "Work Permit Info" section, which also shows "No data".

A context menu is open on the right side of the screen, titled "Take Action". The menu lists various actions such as Add Note, Add: Concurrent Employment, Add: Global Assignment Details, Change Job and Compensation Info, Employment Details, Generate Document, Give a badge, Leave Of Absence, Manage Alternative Cost Distribution, One Time Deduction, One-Time Payments, Report No-Shows, Reward and Recognition, and Termination. The "Termination" option is highlighted with a red box.

Termination Process

Termination

Termination

Termination Date*

Apr 13, 2024 

OK to Rehire

Yes 

Payroll End Date

Apr 13, 2024 

Last Date Worked

Apr 13, 2024 

Regret Termination

No 

Termination Process

Termination Reason*

Death (TERIDEAT)

Death (TERIDEAT)

Early Retirement (TERERLRT)

Inv Attendance (TERIATTD)

Inv Elimination of Position (TERIREDN)

Inv Termination Non-Performance (TERINONP)

Inv Termination - Dishonesty (TERIDISH)

Inv Termination - Divestment (TERIDIVS)

Supply Chain Manager, Hong Kong

vacation 1.16 days available

Sickness 0 days available

Save Cancel

Termination Process

Additional record was added in Employment Tab

Termination

Termination Date	Apr 13, 2024	Eligible for Salary Continuation	No
Termination Reason	Death (TERIDEAT)	Stock End Date	Apr 15, 2024
OK to Rehire	Yes	Salary End Date	Apr 15, 2024
Payroll End Date	Apr 15, 2024	Benefits End Date	Apr 15, 2024
Last Date Worked	Apr 15, 2024	Attachment	-
Regret Termination	No	Bonus Pay Expiration Date	-

**Layla Ahmed Roshdy****(Layla1234555) ▾**

(Inactive)

HR Recruiter, Boston (10000-0001) (past)

Boston (10000-0001) (US/Eastern)

Local time: Sunday, 01:10:40 PM

LaylaAhmed2000@gmail.com

Hire Date: Apr 12, 2024

[Talent Network - Home Club](#)

Actions

Header

As of Today

ME ▾

Employment Info ▾

Compensation ▾

Time

Talent Profile ▾

Notes

COVID-19

Personal Information SOLEX

Personal Information edit refresh

Effective as of: Apr 12, 2024

First Name

Layla

Gender

Last Name

Roshdy

[Show](#)

Report- No SHOW



**Layla Ahmed Roshdy**
(Layla1234555) ▾

HR Recruiter, Boston (10000-0001)

Boston (10000-0001) (US/Eastern)

Local time: Sunday, 01:40:29 PM

[layla.ahmed@solex.com](#)

Hire Date: Apr 14, 2024

[T Layla Ahmed Roshdy](#)

ME ▾

Employment Info ▾

Compensation ▾

Time

Talent Profile ▾

Notes

COVID-19

Advances ▾

Personal Information SOLEX

Personal Information

Effective as of: Apr 14, 2024

First Name	Layla	Gender
Last Name	Roshdy	
Middle Name	Ahmed	Marital Status
Salutation	Miss	Date Of Birth
Suffix	-	Nationality
Preferred Name	-	Preferred Language

Global Information

Take Action

- Add Note
- Add: Concurrent Employment
- Add: Global Assignment Details
- Change Job and Compensation Info
- Employment Details
- Generate Document
- Give a badge
- Leave Of Absence
- Manage Alternative Cost Distribution
- One Time Deduction
- One-Time Payments
- Report No-Shows**
- Reward and Recognition
- Termination
- Print/PDF

Links

- Career Worksheet
- Development Plan
- Goal Plan
- Job Profiles
- Our Client

Report No-Shows

No-Show Details

No-Show Date*

Apr 14, 2024

No-Show Reason*

Report No Shows (RNS)

OK to Rehire

Yes

Attachment

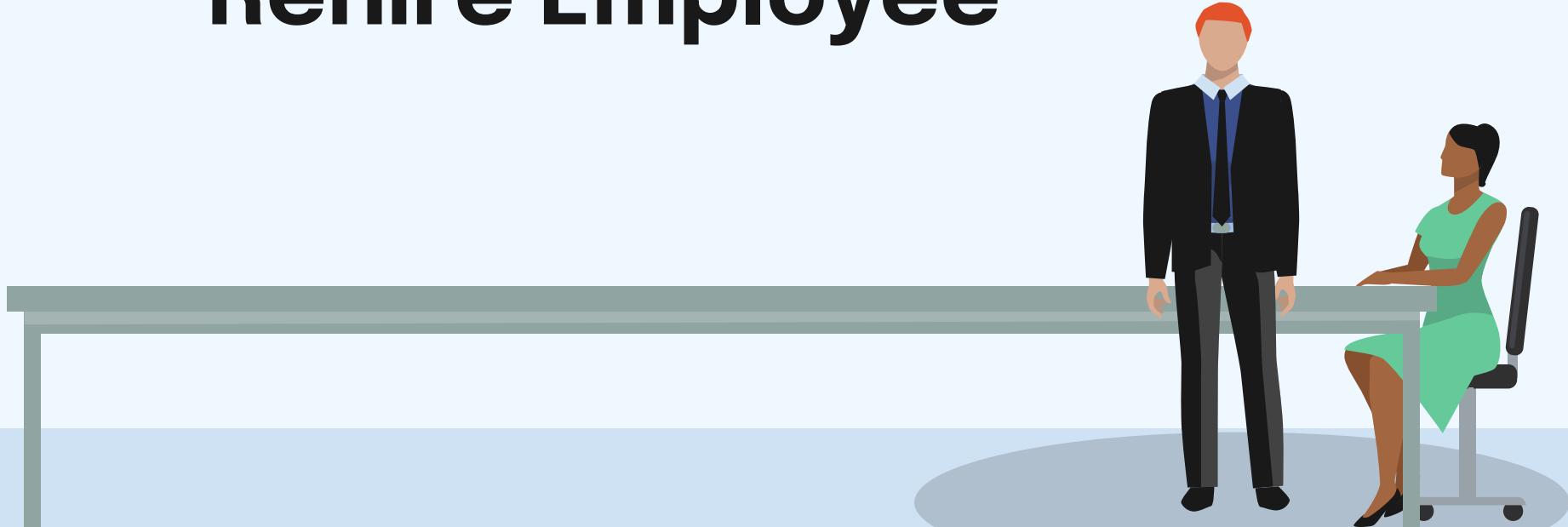
Upload

No attachments uploaded

To upload files, drop them here or use the "Upload" button.

Save Cancel

Rehire Employee



Rehiring Terminated Employee

The screenshot shows the SAP SuccessFactors My Employee File interface. At the top, there is a search bar with the word "rehire". Below the search bar, a modal window titled "Actions" is open, containing a button labeled "Rehire Inactive Employee" which is highlighted with a red box. The main profile area shows a photo of Layla Ahmed Roshdy, her name, employee ID (Layla1234555), and status "(Inactive)". Below the photo, there is contact information: HR Recruiter, Boston (10000-0001) (past), Boston (10000-0001) (US/Eastern), Local time: Sunday, 01:17:15 PM, and an email address (redacted). The hire date is listed as April 12, 2024. At the bottom of the profile area, there are links for Microsoft Teams Chat and LinkedIn.

Actions

Rehire Inactive Employee

Community

Search "rehire" in Community

Layla Ahmed Roshdy
(Layla1234555) ~
(Inactive)

HR Recruiter, Boston (10000-0001) (past)
Boston (10000-0001) (US/Eastern)
Local time: Sunday, 01:17:15 PM
[redacted]@gmail.com
Hire Date: Apr 12, 2024

ME Employment Info Compensation Time Talent Profile Notes COVID-19

Personal Information SOLEX

Personal Information

Effective as of: Apr 12, 2024

First Name	Last Name	Gender
Layla	Roshdy	*****

Show

Rehiring Terminated Employee

Back to: Admin Center

Rehire Inactive Employee

You have searched for: "roshdy"  

Name	Username	Manager	Department	Job Title
Layla Ahmed Roshdy 	Layla1234555	No Manager	N/A	HR Recruiter
Rehire employee				
Rehire with new employment				

- **Rehire Employee:** All Previous Data will be Copied (Division, Department and etc..).
- **Rehire with new employment:** you will have to enter all data (Position, Company and so on).

Rehire Employee

In Case of Rehire Employee, Most Data are Copied

[Back to: Admin Center](#)

Add New Employee

Identity

Hire Date *

Apr 14, 2024

Company *

BestRun (10000)

Event Reason *

Rehire (REHREH)

Internal Int'l Transfer (REHINT)

Rehire (REHREH)

Rehire (Rehire)

Rehire - Acquisition (REHACQ)

Temporary Assignment (REHTMP)

Temporary to Permanent (REHTTP)

Name Information

First Name *

Layla

Middle Name

Ahmed

Salutation

Miss

Suffixx

No Selection

Rehire with new Employment

[Back to: Admin Center](#)

Add New Employee

-  The hire date for Layla Ahmed Roshdy will be 04/14/2024.

Next Steps

[View profile of Layla Ahmed Roshdy](#)

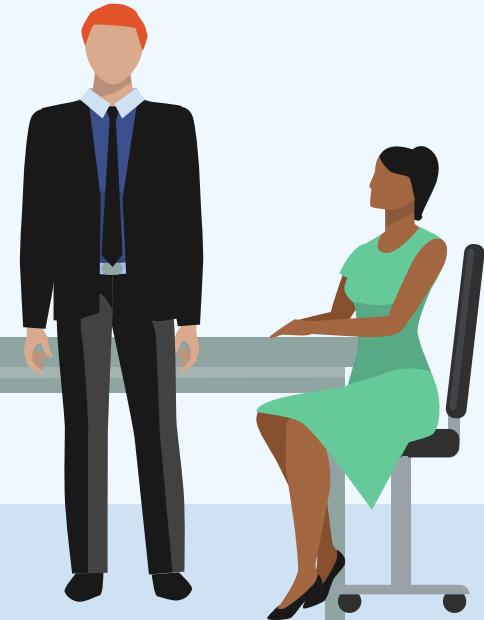
You May Also

[Add another employee](#)

After rehiring :

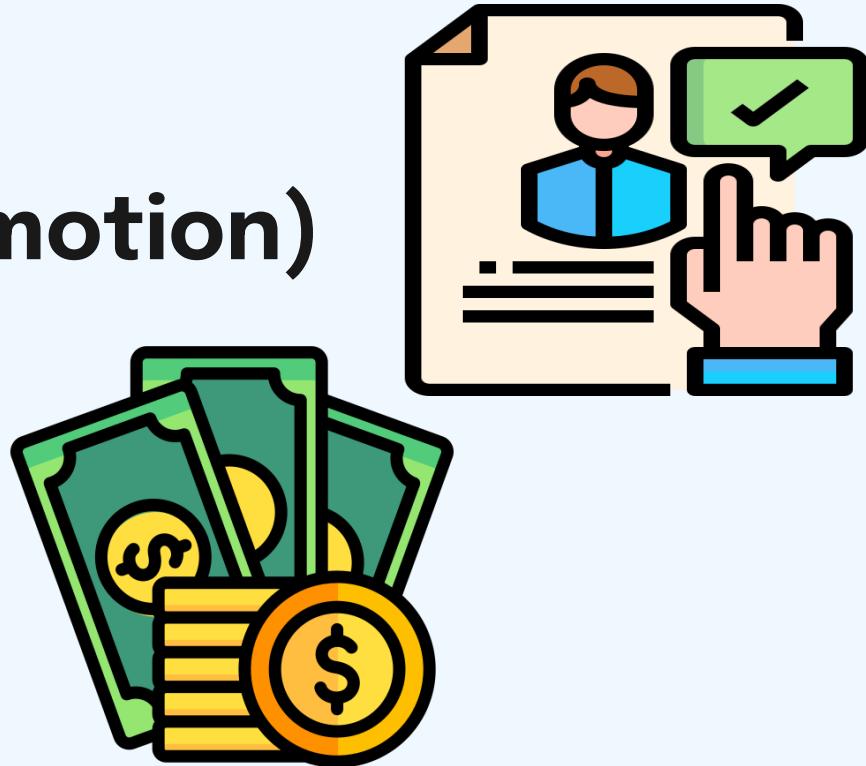
The screenshot shows a Microsoft Dynamics 365 Talent profile page for Layla Ahmed Roshdy. At the top right, there are buttons for 'Actions', 'Header', and 'As of Today'. Below the header, Layla's photo is displayed, followed by her name, 'Layla Ahmed Roshdy', and her contact information: '(Layla1234555)'. The page also shows her location as 'HR Recruiter, Boston (10000-0001)' and 'Boston (10000-0001) (US/Eastern)'. It indicates the local time as 'Sunday, 01:27:00 PM' and her email as 'lroshdy@solex.com'. A red box highlights the 'Hire Date: Apr 14, 2024' field. Below the main profile area, there are tabs for 'ME', 'Employment Info', 'Compensation', 'Time', 'Talent Profile', 'Notes', 'COVID-19', and 'Advances'. The 'Employment Info' tab is currently selected. Under the 'Personal Information SOLEX' section, it says 'Effective as of: Apr 14, 2024'. There is also a 'Personal Information' section with edit and refresh icons.

Transfer position



-Transfer position

-Compensation(promotion)



Transfer Position:

Layla Ahmed Roshdy (Layla1234555) ▾ Business Developer Senior, Boston (10000-0001), Research & Development (RES_DEV)

Actions Header As of Today

Employment Info Compensation Information Time Talent Profile Notes COVID-19 Advances My Experience Pervious Employer section ▾

Organizational Information Position Information Effective as of: May 09, 2024

Position	3000013 (3000013)	Time In Position	0 Years 0 Months 1 Days
Position Entry Date	May 09, 2024		

Organization Information

Company	BestRun (10000)	Cost Center	-
Business Unit	Products (PRODS)	WHAREHOUSE	-
Division	Research & Development (RES_DEV)	Site	-
Department	Development (5000132)	Custom String 1	-
Location	Boston (10000-0001)	Union Affiliation	-
Timezone	US/Eastern (GMT-04:00)	FLSA Work Week	-

Show Less



Layla Ahmed Roshdy

Employment Info

Organizational Information

Change History

May 09, 2024

Levis Promotion

Cost Center
Development (10000_MKT2)

Job Classification
senior recruiting (7000055)
Professional (50070970)

Supervisor
No Manager
Wes Lin Chang

Job Title
1335_
Business Developer Senior

Pay Grade
Salary-Grade-06-(GR-06)

Is Fulltime Employee
No
Yes

Position

[Insert New Record](#)

[Load More](#)

Job Information: Layla Ahmed Roshdy

Last updated by Hajar Mohammed Ehsan (1.22E+12) on Tuesday, April 23, 2024 11:18:33 AM EDT. Source: Manager Self-Service

Effective as of: Apr 23, 2024

Employee Status

Employee Status **Active**

Event

Event **Position Change**

Event Reason **reason1 (reason1)**

Position Information

Incumbent of Parent Position -

Position **Business Developer Senior (90002007)**

Position Entry Date **Apr 14, 2024**

Time In Position **0 Years 0 Months 26 Days**

Organization Information

[Edit](#) [Delete](#) [Cancel](#)



Lay

Employee

Job Information

Edit History of Job Information on May 09, 2024

When should these changes take effect? *

May 09, 2024

Employee Status

Employee Status

Active

Event

Event *

Promotion

Event Reason *

Levis Promotion (LEVISPROM)

Position Information

Incumbent of Parent Position

No Selection

Position *

3000013 (3000013)



Business-Developer-Senior (90002007)

Position Entry Date

May 09, 2024

Time In Position

0 Years 0 Months 1 Days

Apr-14, 2024

Delete

End Date

Save Cancel



Layla Ahmed Roshdy
(Layla1234555)

Business Developer Senior, Boston (10000-0001),
Research & Development (RES_DEV)
Development (50000132), Research & Development
(RES_DEV)
Boston (10000-0001) (US/Eastern)
Local time: Sunday, 01:46:44 PM
Layla.ahmed2@gmail.com
Hire Date: Apr 14, 2024

[Update Profile Picture](#)

[Actions](#)

[Edit](#)

[Microsoft Teams Chat](#)

ME

Employment Info

Compensation

Time

Talent Profile

Notes

COVID-19

Advances

Personal Information SOLEX

Personal Information [Edit](#) [View](#)

Effective as of: Apr 14, 2024

First Name	Layla	Gender	*****
Last Name	Roshdy	Show	Show
Middle Name	Ahmed	Marital Status	Single
Salutation	Miss	Date Of Birth	-
Suffixx	-	Nationality	United States
Preferred Name	-	Preferred Language	English (US)

Compensation promotion :

The screenshot shows a user interface for managing compensation information. At the top, there is a header bar with a profile picture, the name "Layla Ahmed Roshdy (Layla1234555)", and a dropdown indicating "Business Developer Senior, Boston (10000-0001), Research & Development (RES_DEV)". To the right of the name are buttons for "Actions", "Header", "As of Today", and more options. Below the header is a navigation bar with tabs: "Compensation Information" (which is highlighted with a red box), "Time", "Talent Profile", "Notes", "COVID-19", "Advances", "My Experience", "Pervious Employer", "section new 1", "My Experience", and a dropdown arrow.

The main content area is titled "Compensation Information". It has a sub-section titled "Current Pay" which contains a "Compensation Information" card. This card includes a "Edit" icon and a "Clock" icon. Below the card, it says "Effective as of: May 09, 2024".

Attribute	Value
Annualized Salary (AnnualizedSalary)	150,000.000 USD
Bonus Target	1,000
Pay Group	USA Semi-Monthly (US)
Is Eligible For Benefit	No
Is Eligible For Car	No
Payroll System Id	-
Payroll Id	-
Is Highly Compensated Employee	No
Pay Grade	-
Compa Ratio	-
Range Penetration	-

Below the table, there is a section titled "Total Compensation History" which displays a line graph. The graph shows a single data point at approximately 150k on the Y-axis. The X-axis is labeled with "200k" and "150k". There are also small arrows pointing up and down in the bottom right corner of the graph area.



Layla Ahmed R

Compensation Information

Compensation Information

Current Pay

Change History

Apr 14, 2024 (3 of 3)

Other Adjustment

Bonus Target
1,000Base Salary USA (BASESAL_US)
End Date May 08, 2024
100,000 USD Annual (ANN)

Apr 14, 2024 (2 of 3)

Lateral Job Change w/ Pay

Apr 14, 2024 (1 of 3)

Rehire

Base Salary USA (BASESAL_US)
10,000 USD Annual (ANN)

Education Pay (1000)

Insert New Record

Compensation Information: Layla Ahmed Roshdy

Last updated by Hajar Mohammed Ehsan (1.22E+12) on behalf of Tessa Walker (twalker) on Sunday, April 14, 2024 1:49:05 PM EDT. Source: Manager Self-Service

Effective as of: Apr 14, 2024

Event

Event **Pay Rate Change**
Event Reason **Other Adjustment (PAYOTH)**

Compensation Information

Annualized Salary (AnnualizedSalary) ⓘ	100,000.000 USD
Bonus Target	1,000
Pay Group	USA Semi-Monthly (US)
Is Eligible For Benefit	No
Is Eligible For Car	No
Compa Ratio	148.27%
Range Penetration	153.31%

Edit Delete Cancel

Actions Header As of Today ...



Lay

Edit History of Compensation Information on Apr 14, 2024

When should these changes take effect?*

Apr 14, 2024

Event

Event*

Promotion

Event Reason*

Promotion - Pay Change (PROPWP)

Compensation Information

Annualized Salary (AnnualizedSalary)

100,000.000 USD



Pay Group*

USA Semi-Monthly (US)

Is Eligible For Benefit

No

Bonus Target

1,000

Delete

Save Cancel

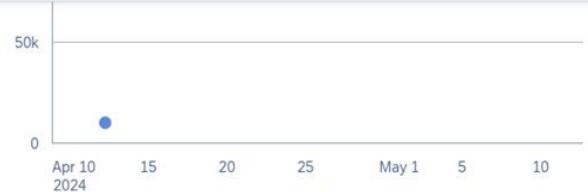
150k

: Actions Header As of Today ...



Lay

Edit History of Compensation Information on May 09, 2024



< > Comp

Compensat

Current Pay

Compensation

Pay Component*	Amount*	Currency*	Frequency*	End Date
Base Salary USA (BAS...)	150,000	USD	Annual (ANN)	

50.00%	<input type="button" value="Delete"/>
100,000	

Add

Recurring Payments and Deductions

Pay Component*	Amount*	Currency*	Frequency*	End Date

Delete

Save Cancel

Compensation Information

Current Pay

Compensation Information

Effective as of: May 09, 2024

Annualized Salary 150,000.000 USD


Bonus Target 1,000

Pay Group USA Semi-Monthly (US)

Is Eligible For Benefit No

Is Eligible For Car No

Payroll System Id -

Payroll Id -

Is Highly Compensated Employee No

Pay Grade -

Compa Ratio -

Range Penetration -

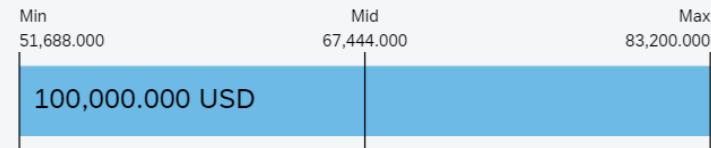
Total Compensation History

200k

Edit History of Compensation Information on Apr 14, 2024

Salary Positioning

Pay Range : BR USA Salary Range 06 - Metro (BR-PR-US-ME-06) - USD



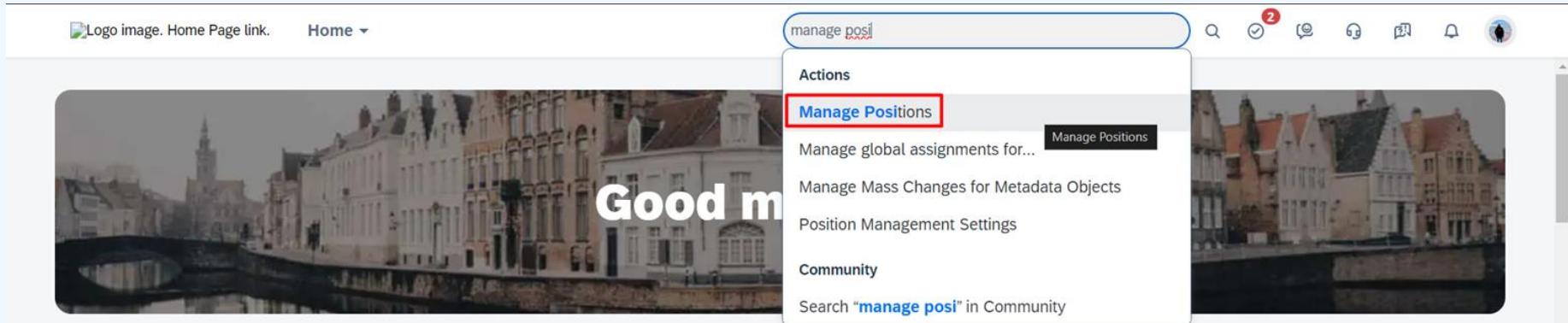
153.31% Range Penetration

148.27% Compa Ratio

Manage Position



Search for “Manage Position” Tool

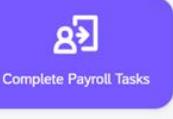
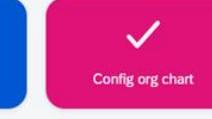
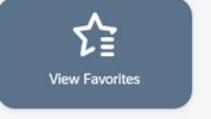


The screenshot shows a search interface with a search bar containing "manage posi". A dropdown menu titled "Actions" is displayed, listing several options:

- Manage Positions** (highlighted with a red box)
- Manage global assignments for...
- Manage Mass Changes for Metadata Objects
- Position Management Settings

Below the dropdown, there is a "Community" section and a search bar with the placeholder "Search ‘manage posi’ in Community".

Quick Actions

 view company document	 Position Org Chart	 Request Time Off	 Request Feedback	 View My Profile	 View Team Absences	 View Favorite Reports	 View Admin Alerts
 Complete Payroll Tasks	 Manage My Goals	 View Tile Reports	 Config org chart	 Service level	 View Reminders	 View Favorites	

Manage Positions

Search Position ▾

 3001217 (3001217) ▾

Include Inactives: No ▾

Search As Of: 04/15/2024 Create New  No Selection ▾

No Selection

Position

 Position Right To Return 

History ▾

04/15/2024

 Take Action ▾

No changes

04/14/2024

Position: Record created

Position:

▼ Position and Job Details

Position Code * 3001217

Start Date * 04/15/2024

Select Job Code * senior market analyst 

Change Reason

Job Title senior marketing analyst

Position Title * senior marketing analyst

New Position Code Title

Position Description

Position Type

FTE 1

Controlled position No

Critical Position?

Position Incumbent

Parent Position Marketing Manager (90001002) 

To Be Hired Yes

Employee Class

Pay Grade

SAP Admin Center ▾

Position and Job Details

Job Classification: senior market analyst (7000044)

Start Date * 04/15/2024

Job Code * 7000044

Job Title senior market analyst

Description senior market analyst

Status * Active

Workers'Comp Code Click or focus to edit

Parent Job Classification No Selection

Job Level No Selection

Standard Weekly Hours Click or focus to edit

Regular/Temporary No Selection

Employee Class No Selection

Is Full Time Employee No

Supervisor Level No Selection

Pay Grade No Selection

Save Cancel

Position Title *

New Position Code Title 

Position Description

Position Type  

FTE

Controlled position 

Critical Position?  

Position Incumbent 

Parent Position  

To Be Hired 

Employee Class  

Pay Grade  

JOB LEVEL2  

Regular/Temporary  

Status * 

Comment

Source of Creation

Approvers for create or change position :

SAP Admin Center

Search for actions or people

Confirm Request

Change Position (3001217)

Please enter your comment here

▼ Hide Workflow Participants

Approvers

1 Hajer Mohammed... Market Analyst

2 Ahmed halim Accountant

Molly Huddleston Marketing Manager

Huddleston(M1) on Monday, April 15, 2024 6:01:53 PM EDT

Submit Cancel Save Cancel

View the position in position org chart:

The screenshot shows the SAP SuccessFactors Position Org Chart interface. The top navigation bar includes the SAP logo, a search bar, and various icons for notifications and user management. The main menu has tabs for 'Org Chart' (selected), 'Position Org Chart' (highlighted with a red box), 'Company Structure Overview', 'Directory', and 'Resources'. Below the menu, there are search filters for 'Search By' (set to 'Positions'), 'Search' (set to 'senior marketing'), 'As Of' (set to '04/16/2024'), and a zoom level of '90%'. A red box highlights the 'Position Title : senior marketing analyst Location.name : ...' entry in the search results.

The main content displays the organizational structure. At the top is 'Molly Huddleston' (1 / 1 FTE). A callout box indicates '9 Positions Below'. The hierarchy branches into several positions, each with a small profile picture, name, and FTE count. The 'senior marketing an.' position at the bottom right is highlighted with a red box, and its 'Add' button is also highlighted.

Position	Description	FTE
Senior Market Analyst	Salary Grade 07 (GR-... No Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	0.8 / 1 FTE
Research Assistant	Salary Grade 05 (GR-... Yes Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	1 / 5 FTE
Market Analyst	Salary Grade 06 (GR-... No Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	1 / 1 FTE
Market Researcher	Salary Grade 06 (GR-... No Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	1 / 1 FTE
Market Researcher	Salary Grade 06 (GR-... No Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	0.6 / 1 FTE
Market Researcher	Salary Grade 06 (GR-... Yes Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	0 / 1 FTE
Market Analyst	Salary Grade 06 (GR-... Yes Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	0 / 1 FTE
Market Analyst	Salary Grade 06 (GR-... No Research & Developm... Market Research (500... San Diego (10000-00... Succession Urgency: ...	1 / 1 FTE
senior marketing an.	Pay Grade: No Data Yes Research & Developm... Market Research (500... Boston (10000-0001) Succession Urgency: ...	1 / 1 FTE

Pending hires



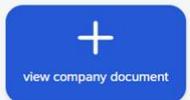


Home ▾



Good m

Quick Actions



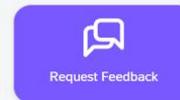
view company document



Position Org Chart



Request Time Off



Request Feedback



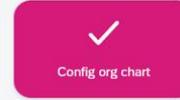
Complete Payroll Tasks



Manage My Goals



View Tile Reports



Config org chart



Service level



View Reminders



View Favorites

pend

Actions

Configure Columns for the Manage Pending Hires

Manage Pending Hires

View my pending requests

Manage Pending Hires

People

Maria Pena (mpena)
Administrator

Claire Pendery (cpendery) (44) 3069 990717
Executive Assistant

Search "pend" in Employee Directory

Community

Search "pend" in Community

Admin Center /

Manage Pending Hires

Select Pending Hires

Drafts (16)



Name	Hire Date	Job Title	Location	Department	Division	Last Saved By	Last Saved On	Actions
Abanoub Khalil	04/08/2024	Accountant	Location 1	DE1	D1_1	Jehad Hussien	04/08/2024	
Amelia Evans	03/03/2014					Jehad Hussien	03/28/2017	
Christina Rogers	02/20/2018	Analyst	Manila	Production PH	Manufacturing	Jehad Hussien	02/20/2018	
Dalia Ibrahim	04/02/2023					Mona Saif Nasr	04/02/2023	
Dan Middleton	09/13/2016	Worker's Health & Safety Director	Boston	Building Management US	Manufacturing	Jehad Hussien	09/13/2016	
Susie Ann Tilson	01/02/2017	Senior Market Analyst	San Diego	Market Research	Research & Development	Jehad Hussien	03/01/2018	
Mahmoud Mosta...	04/02/2023	HR Recruiter	Boston	HR Business Office	Human Resources	Jehad Hussien	04/02/2023	
mai ahmed	04/04/2023	general manger	cairo3		Rdivision	Rawan Zeyad	04/04/2023	
Manoj Majrekar	06/26/2017					Jehad Hussien	05/16/2018	
MOH MO MO	01/23/2024					Jehad Hussien	01/23/2024	
Mohamed Ali Mo...	04/15/2024	Market Analyst	Boston	Market Research		Ahmed Shafay	04/14/2024	

Clear

Apply

07

Employee Business Processes



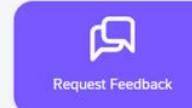
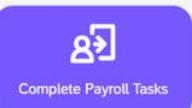
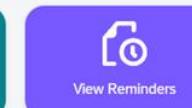
To-Do List



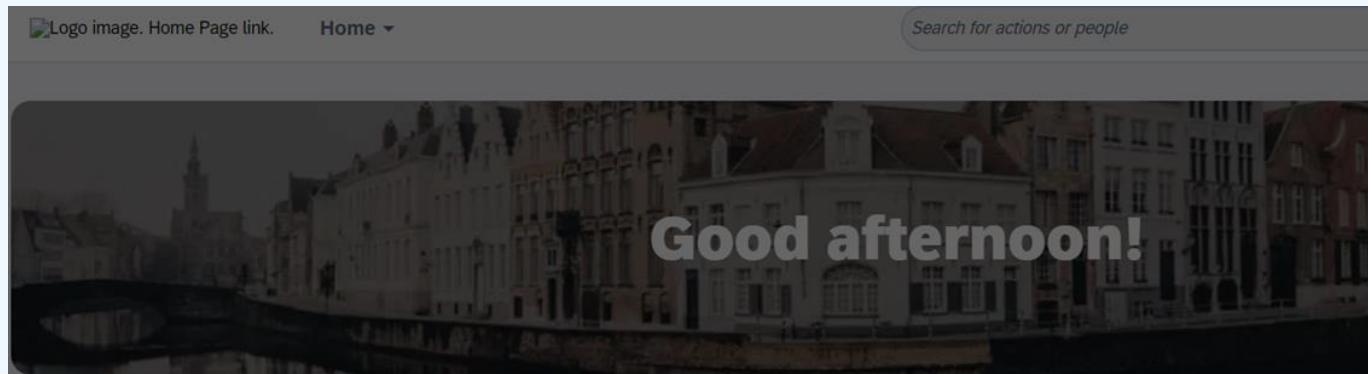
Logo image. Home Page link. Home ▾ Search for actions or people 2

Good afternoon!

Quick Actions

 view company document	 Position Org Chart	 Request Time Off	 Request Feedback	 View My Profile	 View Team Absences	 View Favorite Reports	 View Admin Alerts
 Complete Payroll Tasks	 Manage My Goals	 View Tile Reports	 Config org chart	 Service level	 View Reminders	 View Favorites	

To-Do List



Logo image. Home Page link. Home ▾ Search for actions or people

Good afternoon!

To-Do

Finish Your Profile

85% Complete Due Anytime

Take Courses

1 Courses Due Anytime

Quick Actions

- + view company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View My Profile
- View Team Absences

- Complete Payroll Tasks
- Manage My Goals
- View Tile Reports
- Config org chart
- Service level
- View Reminders

Notifications

Logo image. Home Page link. Home ▾

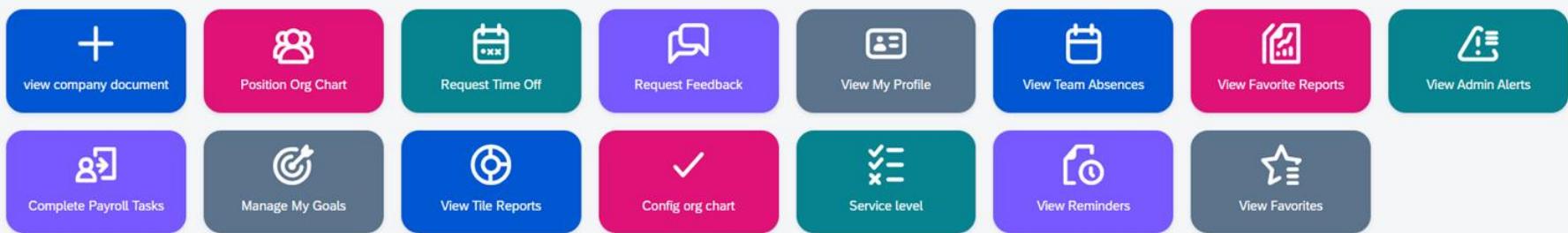
Search for actions or people

42

5

Good afternoon!

Quick Actions



Notifications

Logo image. Home Page link. Home ▾ Search for actions or people 42

NOTIFICATIONS

Your title has changed to Account Executive. Please review your Goals.
8 months

Your title has changed to Account Executive.
8 months

Adjust Your Goals Prior to your Upcoming Absence.
1 year

Adjust Your Goals Prior to your Upcoming Absence.
1 year

Adjust Your Goals Prior to your Upcoming Absence.
1 year

Adjust Your Goals Prior to your Upcoming Absence.
1 year

Approvals

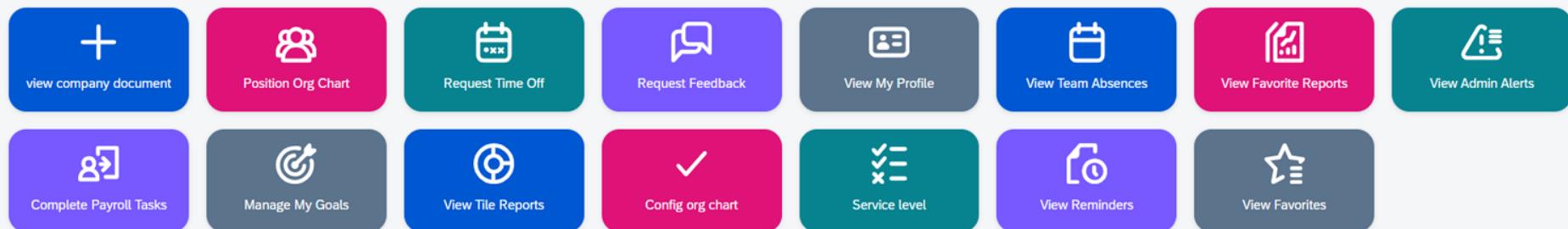
Quick Actions

- + view company document
- Position Org Chart
- Request Time Off
- Request Feedback
- View My Profile
- View Team Absences

- Complete Payroll Tasks
- Manage My Goals
- View Tile Reports
- Config org chart
- Service level
- View Reminders

Quick Actions

Quick Actions



Ask HR

Logo image. Home Page link.

Home ▾

Search for actions or people



Good afternoon!

Quick Actions



view company document



Position Org Chart



Request Time Off



Request Feedback



View My Profile



View Team Absences



View Favorite Reports



View Admin Alerts



Complete Payroll Tasks



Manage My Goals



View Tile Reports



Config org chart



Service level



View Reminders



View Favorites

Ask HR

The screenshot shows a web-based HR application interface. At the top, there is a navigation bar with a logo, a 'Home' dropdown, a search bar containing 'Search for actions or people', and several user icons. A red notification badge with the number '2' is visible on one of the icons.

The main content area has a title 'Ask HR' and features four cards:

- Search Knowledge Base**: Includes a magnifying glass icon.
- Create Ticket**: Subtext: 'Report an issue'. Includes a ticket icon.
- Tickets Overview**: Subtext: 'Track your issues'. Includes a list icon.
- Contact HR**: Subtext: 'Connect with HR'. Includes an '@' icon.

On the left side, there is a sidebar titled 'Quick Actions' with two buttons:

- A blue button with a plus sign and the text 'view company document'.
- A purple button with a person icon and the text 'Complete Payroll Tasks'.

At the bottom, there is a row of six colored buttons with icons and text:

- Grey: 'Manage My Goals' (target icon)
- Blue: 'View Tile Reports' (document icon)
- Pink: 'Config org chart' (down arrow icon)
- Teal: 'Service level' (x minus icon)
- Purple: 'View Reminders' (alarm clock icon)
- Grey: 'View Favorites' (star icon)

A teal button on the right labeled 'Main Alerts' is partially visible.

Time off Process

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
X							X				
		X			X					X	
							X				
			X						X		
									X		
											X



Time off Process:

- 1- Time off request**
- 2- View Team absences**
- 3- View own time account**



1- Time off request

Anja Burmeister (aburmeister) ▾ Recruiting Manager, Berlin (1010-0001), Corporate Services (CORP_SVCS)

Actions Header As of Today

ME Employment Info Compensation **Time** Talent Profile Notes COVID-19

Time

Time

Time Sheet

As of Today

Planned	Recorded
00:00 Hours	00:00 Hours

[Go to Time Sheet](#)

Upcoming Time Off

There are no upcoming absences.

Administer Time

This Week (Apr 8 - Apr 14)

Total
40:00 Hours

Time Off Balances

0 days Annual Leave (DEU)
00:00 hours Comp Time

[Pay Out Time](#) [Purchase Time](#)



People Profile / Administer Time

Time Information for Anja Burmeister

[Absences](#)[Time Accounts](#)[Account Payouts](#)[Work Schedule](#)[Planned Working Time](#)[Time Alerts](#)

Absences (0)

Start Date	End Date	Taken	Time Type	Related Records	Requester	Requested On	Status	Create Absence
------------	----------	-------	-----------	-----------------	-----------	--------------	--------	--------------------------------

No time records found.

Create Absence

Time Type * 

Leave Of Absence



Start Date *

Apr 14, 2024



Expected Return Date *

Apr 17, 2024



Requesting

3 days

Comment

Time Information for Anja Burmeister

[Absences](#)[Time Accounts](#)[Account Payouts](#)[Work Schedule](#)[Planned Working Time](#)[Time Alerts](#)

Absences (1)

[Create Absence](#)

Start Date	End Date	Taken	Time Type	Related Records	Requester	Requested On	Status
Apr 14, 2024	Apr 16, 2024	3 days	Leave Of Absence		Tessa Walker	Apr 14, 2024	Approved

2- View Team absences

Home ▾

Search for actions or people

Good evening!

Quick Actions

view company document	Position Org Chart	Request Time Off	Request Feedback	View My Profile	View Team Absences
Complete Payroll Tasks	Manage My Goals	View Tile Reports	Config org chart	Service level	View Reminders
View Favorites					

Team Absence Calendar

Search for people

Absent (3)

Include Contingent Workers



Day **Week** **Month**

< Today >

April 1, 2024 - April 30, 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Week 14

Week 15

Week 16

Week 17

Week 18



Hajar Mohammed
Ehsan



Molly Huddleston



Rhonda Brown



Marty Goodman

Time Off
Apr 14 – 16, 2d

Time O
Apr 14 –

Time Off
Apr 14 – 16, 2d

3- View own time account

Absences **Time Accounts** Account Payouts Work Schedule Planned Working Time Time Alerts

Date: Account Status: Account Type:

Annual Leave (DEU) 2022
210 days available

Annual Leave (DEU) 2021
30 days available

Annual Leave (DEU) 2020
30 days available

Comp Time
00:00 hours available

Overview (Past)

Manual Adjustments	180 days
Accruals	30 days

Account Information

External Code	2332292397df44239e7ebd9bbf61bde9
Time Account Type	Annual Leave (DEU)
Type of Account	Recurring
Account Validity	Jan 1, 2022 – Dec 31, 2022
Bookable Period	Jan 1, 2022 – Dec 31, 2023
Accrual Frequency	Annually

Quota adjustment :

Screenshot of a software interface for managing time accounts and quota adjustments.

The top navigation bar includes tabs: Absences, Time Accounts (highlighted with a red box), Account Payouts, Work Schedule, Planned Working Time, and Time Alerts.

Filtering options include Date (Dec 31, 2024), Account Status (Open Accounts), and Account Type (All).

Summary boxes show available leave and comp time:

- Annual Leave (DEU) 2022: 210 days available
- Annual Leave (DEU) 2021: 30 days available
- Annual Leave (DEU) 2020: 30 days available
- Comp Time: 00:00 hours available

Overview (Past) section (boxed with a red box):

Manual Adjustments	180 days
Accruals	30 days

Account Information (for the selected account):

External Code	2332292397df44239e7ebd9bbf61bde9
Time Account Type	Annual Leave (DEU)
Type of Account	Recurring
Account Validity	Jan 1, 2022 – Dec 31, 2022
Bookable Period	Jan 1, 2022 – Dec 31, 2023
Accrual Frequency	Annually

Overview (Past) section:

Manual Adjustments	180 days
Accruals	30 days

Account Postings section:

- Past Postings (2)
- Future Postings (0)

Account Information (for the selected account):

External Code	2332292397df44239e7ebd9bbf61bde9
Time Account Type	Annual Leave (DEU)
Type of Account	Recurring
Account Validity	Jan 1, 2022 – Dec 31, 2022
Bookable Period	Jan 1, 2022 – Dec 31, 2023
Accrual Frequency	Annually

Action buttons at the bottom right:

- Add Payout
- Add Posting
- Down arrow
- Up arrow
- Manual Adjustment (highlighted with a red box and a red arrow pointing from the previous "Accrual Frequency" row)

Quota adjustment :

Manual Adjustment

Time Account *

Annual Leave (DEU) 2022

Posting Date

Dec 31, 2023



Adjustment

Add

Deduct

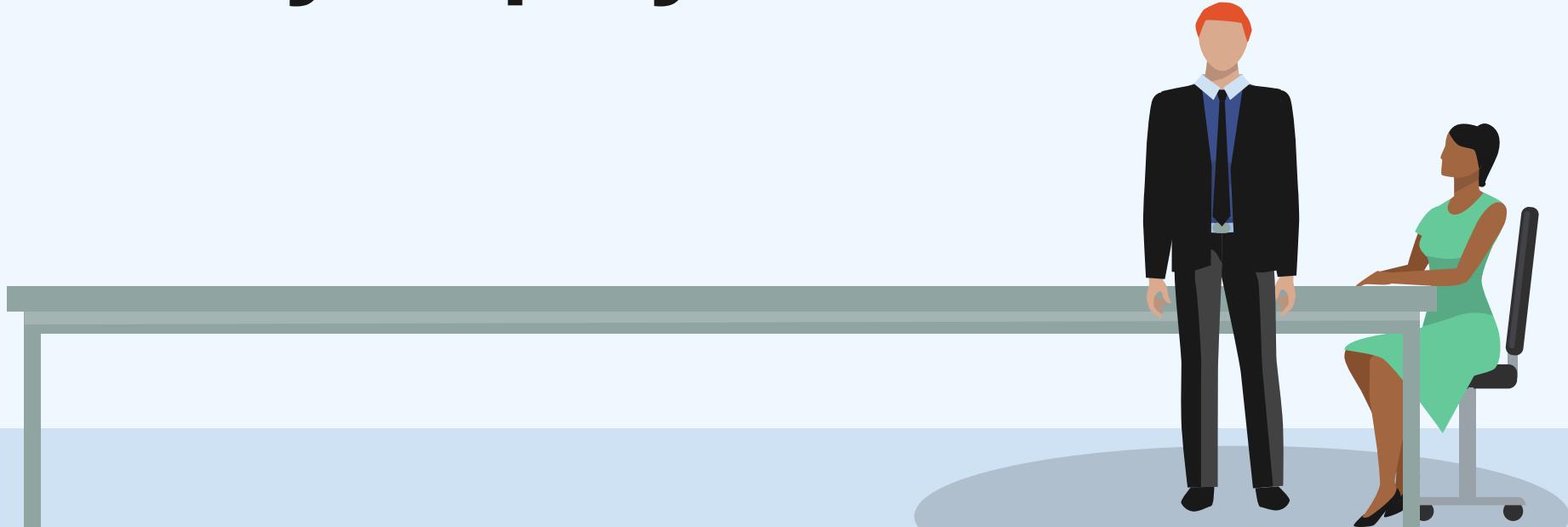
Amount in Days *

180

Comment

please add those days |

Edit My Employee File



Edit My Employee File

The screenshot shows the SAP SuccessFactors Home screen. At the top left is the SAP logo. To its right is a search bar with the placeholder "Search for actions or people". On the far right, there are several icons: a magnifying glass, a checkmark with a red notification badge (2), a person icon, a document icon, a bell icon with a red notification badge (8), and a user profile icon.

The main content area features a large banner with a photograph of a canal in Bruges, Belgium, and the text "Good morning!" overlaid. Below the banner is a section titled "Quick Actions" containing various buttons:

- Blue button: + view company document
- Pink button: Position (highlighted with a red box)
- Blue button: My Employee File (highlighted with a red box)
- Blue button: Onboarding
- Purple button: Opportunity Marketplace
- Grey button: Org Chart
- Grey button: Performance
- Grey button: Recruiting
- Teal button: Time Off
- Purple button: Request Feedback
- Grey button: View My Profile
- Blue button: View Team Absences
- Pink button: View Favorite Reports
- Teal button: View Admin Alerts
- Purple button: Complete Payroll Tasks
- Blue button: Reports
- Pink button: Config org chart
- Teal button: Service level
- Blue button: View Reminders
- Grey button: View Favorites

Types of information (Portlets)

Effective-Date

Personal information

2017: Single

2019: Married



Non-Effective

Biographic Information

Date of birth is fixed



Edit My Employee File



Layla Ahmed Roshdy
(Layla1234555) ~

Business Developer Senior, Boston (10000-0001),
Research & Development (RES_DEV)
Development (5000132), Research & Development
(RES_DEV)

Boston (10000-0001) (US/Eastern)

Local time: Sunday, 08:55:01 PM

layla@contoso.com

Hire Date: Apr 14, 2024

[Edit](#) [In](#) [Microsoft Teams Chat](#)

Actions Header As of Today

ME Employment Info Compensation Time Talent Profile Notes COVID-19 Advances

Personal Information

ID Information Biographical Information Contact Information Addresses Dependents Payment Information

Personal Information [Edit](#) [Save](#)

Effective as of: Apr 14, 2024

First Name	Layla	Gender	*****
Last Name	Roshdy	Show	
Middle Name	Ahmed	Marital Status	Single
Salutation	Miss	Date Of Birth	-

Edit My Employee File

Addresses

When should these changes take effect?*



Home

Country*

Care Of

Building Number

Street Name

Apartment

District

Governorate

Second Address Line

Postal Code

 Cancel

Thanks!

