

Manual for use
CECO CHANGE
in
SAPSuccessFactors



CECO CHANGE



This manual will help you to
update the cost centers in the
positions



CECO CHANGE

1

Identify the position number of the employee whose CECO will be changed; in the Actions search box, enter "Manage Positions"

The screenshot shows the top navigation bar of the Employee Central system. A search box labeled 'gestionar cargos' is highlighted with a dashed line. Below the search bar, there is a section titled 'Lista de tareas' (Task List) with three cards: 'Revisar desempeño' (Review performance) with 1 task, 'Realizar acción' (Perform action) with 60 alerts, and 'Aprobar solicitudes' (Approve requests) with 1 request.

2

In Search, select "Position": then in the following box, enter the number of the employee's position

The screenshot shows the search results for 'Gestionar cargos'. A dashed line points from the search box in the first screenshot to the search box in this one. The search box contains 'POS 10005048'. The results are displayed in a table with columns for 'Historial' (History) and 'Posición' (Position). The 'Posición' column shows details for the selected position, including 'Código' (Code), 'Título' (Title), 'Estado posición' (Position status), 'Estado' (Status), 'Fecha de inicio' (Start date), 'Tipo' (Type), 'Motivo del cambio' (Reason for change), 'Nombre del puesto' (Job name), and 'Código de puesto' (Job code).

Note:

Mexico: Admin. The change can only be made on the 1st and/or 16th day of the month, within the 4 days following the date. Operators: Changes can only be made on Thursday, the deadline being the following Tuesday.

Peru (Admin), Argentina, Brazil: The change can only be made with on the first day of each month. Peru (oper.) on Mondays within the same month

USA: The change can only be made on the starting date of the fourteen-day period and can be applie din the same week as the change or in the future.

CA: The change can only be made on days 1 and/or 16

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Select Insert New Record and enter the date when the CECO change will apply.

4

In the Cost Center field, select or enter the new CECO.

5

Click on “Save”

Note:

Mexico: Admin. The change can only be made on the 1st and/or 16th day of the month, within the 4 days following the date. Operators: Changes can only be made on Thursday, the deadline being the following Tuesday.

Peru (Admin), Argentina, Brazil: The change can only be made on the 1st of each month; Peru (oper.) on a Monday within the same month

USA: The change can only be made on the starting date of the fourteen-day period. Make it in the same week or in the future

CA: The change can only be made on days 1 and/or 16

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When you save, you will see the message of the change for the employee to whom it will be applied. If you agree, click on Yes.

7

It will be sent to the authorization flow

The screenshot displays a web interface for managing employee data. A modal dialog titled "Sincronizar titulares" (Synchronize holders) is open, asking: "¿Desea sincronizar los datos del cargo a partir de 01/06/2022 con los siguientes titulares?" (Do you want to synchronize the job data starting from 01/06/2022 with the following holders?).

The dialog lists the following employee information:

- Employee Name:** Jenifer Meliza Ruiz Marchand
- Job Title:** MX-FACTURISTA
- Count:** 1 ETC

At the bottom of the dialog, there are three buttons: "Cancelar" (Cancel), "No" (No), and "Sí" (Yes). The "Sí" button is highlighted with a dashed blue border, indicating the correct action to take.

In the background, the main form shows fields for "Bono anual", "Total ML", "Esquema de pago fijo", "Escala de remuneración", "País para escala de remuneración", "Tipo de escala de remuneración", "Área de escala de remuneración", "Grupo de escala de remuneración", and "Nivel de escala de remuneración *". There are also dropdown menus for "Gerente de RR. HH. (hr manager...)" and "Sin selección", and a search field for "PE-JEFE DE CAPITAL".

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The CECO change will be applied and can be viewed at the Employment Information and afterwards, in Position Information. Clicking on the clock displays the new change, and the reason for the cost center change action.

Jenifer Meliza Ruiz Marchand ▾ MX-FACTURISTA

PROFIL ▾ NOTAS INFORMACIÓN PERSONAL ▾ INFORMACIÓN DE EMP... ▾ GESTIÓN DE TIEMPO RECOMPENSA TOTAL ▾

Información del puesto

En vigor a partir del: 1 de may de 2022

Un cambio en Información del puesto surtirá efecto el 1 de jun de 2022

Estado de empleado Activo

Ivan Gianfranco Rodas
Jefe

Clasificación del puesto	MX-FACTURISTA (20000892)	Horas semanales estándar	48
Título del puesto global	MX-FACTURISTA	Días laborables por semana	6
Título del Puesto	PE-ASISTENTE DE DISTRIBUCION	ETC	1
Grado de remuneración	Nivel 5 (PE-5)	País/región	Peru
		Grupo de personal	Interno
		Área de personal	Administrativo

Cambiar historial

01 de jun. de 2022

Cambio de centro de costo

Centro de costos
PER Acabados (GRO10001633016)
PER Distribucion (GRO10001633016)

01 de may. de 2022

Cambio de Título de Puesto

Título del puesto global
MX-FACTURISTA
ASISTENTE DE DISTRIBUCION

Nivel de puesto
Contribuidor Individual

Relación Laboral
Mano de Obra Directa

División de Personal de Importación
PE Lurin (1P01)

Información del puesto cambios

Estado de empleado Activo

Evento

Evento Información del puesto

Motivo del evento Cambio de centro de costo (ZC03)

Información del cargo

Número de posición PE-ASISTENTE DE DISTRIBUCION (10003503)

Fecha de entrada en el cargo 21 de sep. de 2015

Antigüedad en el cargo 6 años 8 meses 2 días

Información de organización

Sociedad	Dalka Perú (SS04)
Vicepresidencia	VP Negocios Norte y CA (00000003)
Dirección	Dirección Cadena de Suministro (00000010)
Gerencia	Operaciones Latam (00000070)
División-subdivisión	PE Lurin-Rotomoldeo (1P01-1000)
Zona horaria	America/Lima (GMT-05:00)

CECO CHANGE (VISUALIZING IT ON HCM)

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In HCM, it will be displayed in IT00 for the change of cost center action on the date when the change will begin and in IT01 you will see the position with the new CECO.

Nº pers.	10005001	
Nombre	Jenifer Meliza Ruiz Marchand	
Grupo pers.	1 Interno	Div.pers. 1P01 PE Lurín
Área pers.	1C Administrativo	Centro coste 1633051 PER Distribucion
Selección	01.01.1800 a	31.12.9999

	Desde	Hasta	Med.	Denom.clase medida	MtM...	Den.motivo medida	In...	O...
<input type="checkbox"/>	01.06.2022	31.12.9999	ZC	Cambio Organizacional	03	Cambio de centro de cos...		3